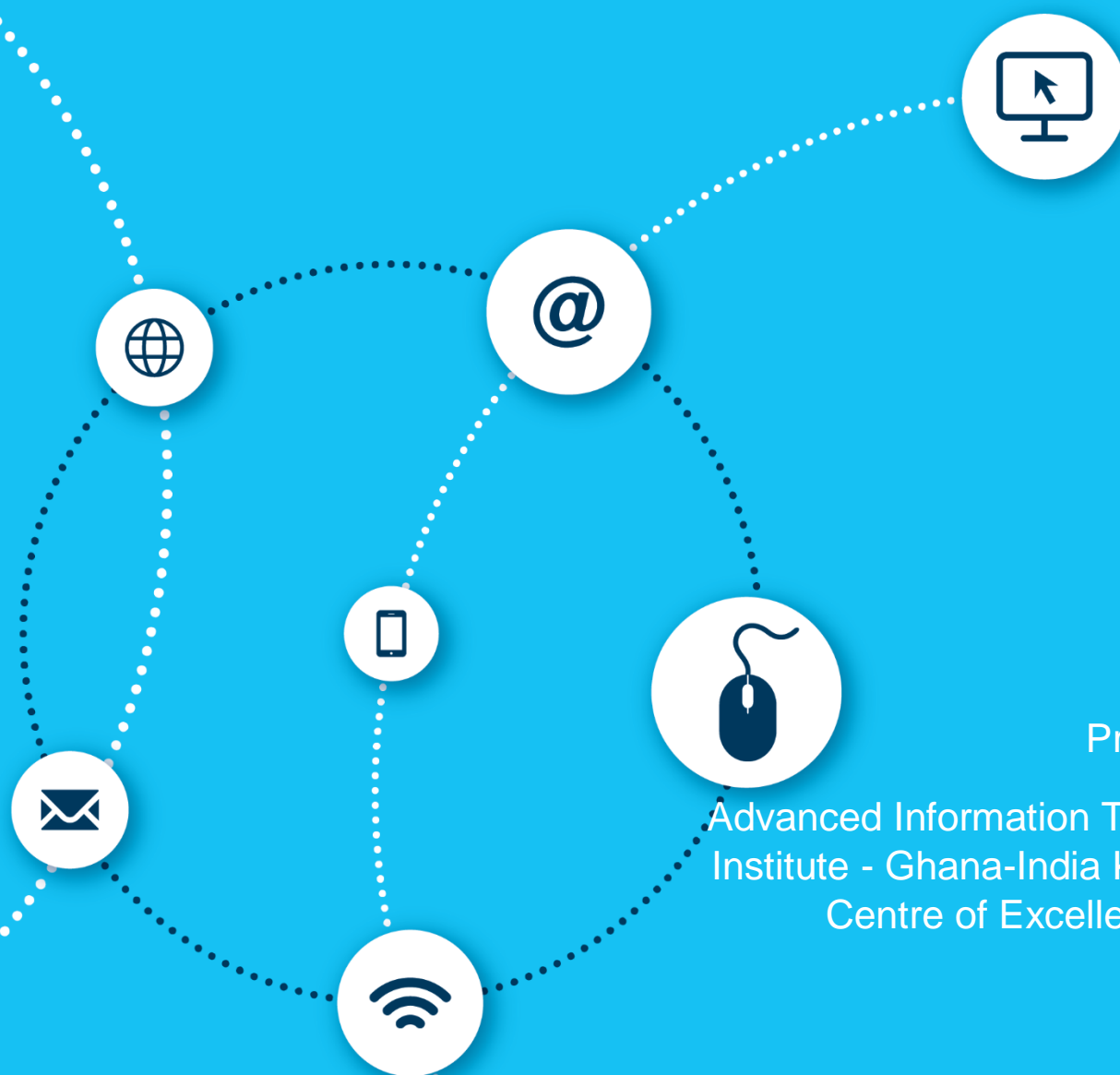


ICDL PRESENTATION

Syllabus 5.0

Learning Material (MS PowerPoint 2013)



Provided by:

Advanced Information Technology
Institute - Ghana-India Kofi Annan
Centre of Excellence in ICT

European Computer Driving Licence, ECDL, International Computer Driving Licence, ICDL, e-Citizen and related logos are all registered Trade Marks of The European Computer Driving Licence Foundation Limited ("ICDL Foundation").

This courseware may be used to assist candidates to prepare for the ICDL Foundation Certification Programme as titled on the courseware. ICDL Foundation does not warrant that the use of this courseware publication will ensure passing of the tests for that ICDL Foundation Certification Programme.

The material contained in this courseware does not guarantee that candidates will pass the test for the ICDL Foundation Certification Programme. Any and all assessment items and / or performance-based exercises contained in this courseware relate solely to this publication and do not constitute or imply certification by ICDL Foundation in respect of the ICDL Foundation Certification Programme or any other ICDL Foundation test. This material does not constitute certification and does not lead to certification through any other process than official ICDL Foundation certification testing.

Candidates using this courseware must be registered with the National Operator before undertaking a test for an ICDL Foundation Certification Programme. Without a valid registration, the test(s) cannot be undertaken and no certificate, nor any other form of recognition, can be given to a candidate. Registration should be undertaken at an Approved Test Centre.

Screen shots used with permission from Microsoft.

ICDL Presentation

The ability to create and deliver an engaging presentation is a vital component of your work, particularly if you are expected to communicate information and ideas to others. With ICDL Presentation you will learn how to comfortably utilise presentation software and will be provided with the tools to develop your presentation skills.

On completion of this module you will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Understand different presentation views and when to use them; choose different slide layouts and designs.
- Enter, edit, and format text in presentations.
- Recognise good practice in applying unique titles to slides.
- Choose, create, and format charts to communicate information meaningfully.
- Insert and edit pictures, images, and drawn objects.
- Apply animation and transition effects to presentations.
- Check and correct presentation content before finally printing and giving presentations.

What are the benefits of completing this module?

The ability to create and present engaging presentations is a vital skill for professionals, allowing you to provide information, data and media in a variety of ways to truly express your ideas and your work. With ICDL Presentation, you will learn how to effectively display a range of different information. Once you have developed the skills and knowledge set out in this book, you will be in a position to become certified in an international standard in this area - ICDL Presentation.

For details of the specific areas of the ICDL Presentation syllabus covered in each section of this book, refer to the ICDL Presentation syllabus map at the end of the book.

How to use this book

This book covers the entirety of the ICDL Presentation course. It introduces important concepts and sets out the specific steps associated with using different features of the application. You will also have the opportunity to practice some of these activities yourself using sample files provided in the Student Folder. It is recommended that you do not save your changes to sample files, as you may want to practice an activity more than once.

ICDL PRESENTATION

LESSON 1 - EXPLORING POWERPOINT	1
1.1 Work with PowerPoint.....	2
1.2 Start PowerPoint.....	3
1.3 Use the Quick Access Toolbar	3
1.4 Set User Preferences.....	4
1.5 Use PowerPoint Help	6
1.6 Exit PowerPoint.....	6
1.7 Review Exercise	8
LESSON 2 - USING BASIC PRESENTATION SKILLS	9
2.1 Enter Text into a Presentation.....	10
2.2 Save a New Presentation.....	12
2.3 Close a Presentation.....	13
2.4 Create a New Presentation	14
2.5 Open an Existing Presentation	15
2.6 Add a New Slide	16
2.7 Rename an Existing Presentation	17
2.8 Save a Presentation as another file type	19
2.9 Switch Between Open Presentations	20
2.10 Review Exercise	22
LESSON 3 - WORKING WITH PRESENTATIONS	23
3.1 Insert/Remove a graphical object into/from a Master Slide.....	24
3.2 Apply a Theme.....	25
3.3 Apply a Background Colour.....	26
3.4 Change Slide Orientation	27
3.5 Change the Magnification	28
3.6 Add Speaker Notes.....	29
3.7 Switch Views.....	30
3.8 Add a new slide with a specific slide layout.	31
3.9 Review Exercise	32
LESSON 4 - EDITING AND PROOFING TEXT	33

4.1 Select Text.....	34
4.2 Delete Slide Items.....	35
4.3 Move/Copy Text between Slides.....	36
4.4 Use the Paste Options Button	38
4.5 Use Undo and Redo	40
4.6 Find and Replace text	41
4.7 Check Spelling as You Type	43
4.8 Run the Spelling Checker	44
4.9 Review Exercise	46
LESSON 5 - FORMATTING PRESENTATION TEXT.....	47
5.1 Change an Existing Font.....	48
5.2 Modify the Font Size	49
5.3 Change Font Style and Effect	50
5.4 Change the Font Colour.....	51
5.5 Use Change Case.....	52
5.6 Change Text Alignment.....	53
5.7 Modify Paragraph Spacing.....	54
5.8 Review Exercise	55
LESSON 6 - FORMATTING BULLETS AND NUMBERS.....	56
6.1 Add and Remove Bullets.....	57
6.2 Add and Remove Numbers	58
6.3 Modify Bullets and Numbers	59
6.4 Insert/Remove Indent from Bulleted Text	59
6.5 Adjust Line Space Before/After Bulleted and Numbered Lists	60
6.6 Review Exercise	61
LESSON 7 - USING TABLES	62
7.1 Create a PowerPoint Table	63
7.2 Adjust Table Cells	64
7.3 Select Rows and Columns	64
7.4 Insert Rows and Columns	65
7.5. Review Exercise	67
LESSON 8 - USING GRAPHIC IMAGES	68

8.1 Insert a Picture.....	69
8.2 Use Slide Layouts	70
8.3 Move a Graphic.....	71
8.4 Resize a Graphic	72
8.5 Change Arrow Start Style, Arrow Finish Style	72
8.6 Review Exercise	74
LESSON 9 - USING SMARTART	75
9.1 Insert a SmartArt Object.....	76
9.2 Resize/Reposition A SmartArt Object.....	77
9.3 Insert Text into a SmartArt Object	78
9.4 Add Shapes to A SmartArt Object	79
9.5 Review Exercise	81
LESSON 10 - WORKING WITH SLIDES.....	82
10.1 Select Multiple Slides	83
10.2 Move Slides	84
10.3 Duplicate Slides	85
10.4 Copy Slides.....	86
10.5 Hide a Slide	86
10.6 Delete Slides.....	87
10.7 Review Exercise	88
LESSON 11 - WORKING WITH DRAWN OBJECTS	89
11.1 Draw an Enclosed Object.....	90
11.2 Change the Fill Colour of an Object	91
11.3 Apply Effects.....	92
11.4 Draw a Line.....	94
11.5 Format Lines.....	95
11.6 Create a Text Box	97
11.7 Rotate an Object.....	98
11.8 Flip an Object.....	99
11.9 Arrange Objects	100
11.10 Align Objects.....	101
11.11 Group Objects.....	103

11.12 Review Exercise	105
LESSON 12 - CREATING BASIC CHARTS.....	106
12.1 Insert a Chart	107
12.2 Delete Data from the Datasheet.....	108
12.3 Add, Remove, Edit A Chart Title.....	109
12.4 Change the Chart Type	110
12.5 Apply a Chart Style and Layout.....	111
12.6 Add a Data Label	112
12.7 Insert Pictures.....	113
12.8 Format Your Chart Background	114
12.9 Review Exercise	116
LESSON 13 - ADDING SPECIAL EFFECTS.....	117
13.1 Apply Slide Transition	118
13.2 Animate Text and Objects.....	119
13.3 Review Exercise	120
LESSON 14 - USING PAGE SETUP.....	121
14.1 Select Page Setup Options	122
14.2 Print a Presentation.....	123
14.3 Print Speaker Notes	124
14.4 Print Outlines	125
14.5 Print Handouts	125
14.6 Create Footers	126
14.7 Review Exercise	129
LESSON 15 - USING SLIDE SHOW VIEW	130
15.1 Run a Slide Show	131
15.2 Navigate a Slide Show	132
15.3 Review Exercise	133
ICDL SYLLABUS.....	134

LESSON 1 - EXPLORING POWERPOINT

In this section, you will learn how to:

- Work with PowerPoint
- Start PowerPoint
- Use the Quick Access Toolbar
- Use PowerPoint Help
- Exit PowerPoint

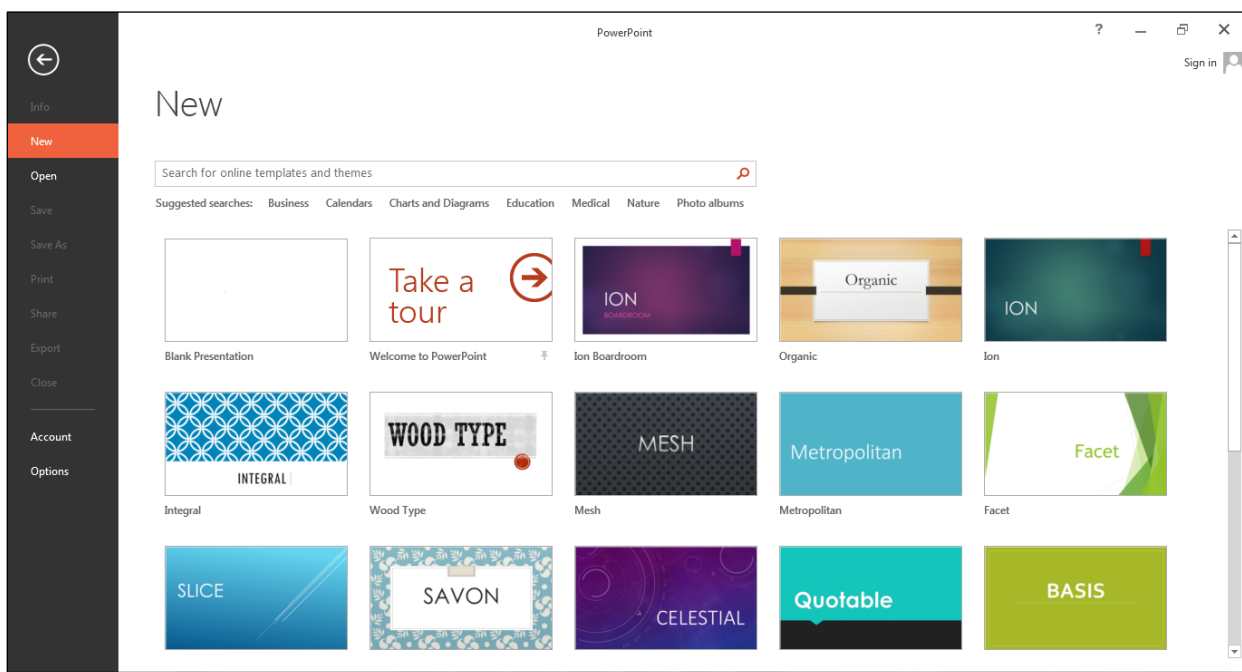
1.1 WORK WITH POWERPOINT

Concepts

Microsoft PowerPoint 2013 is a presentation program that produces dynamic and powerful slide shows containing movies, sounds, text, graphics, and charts. You can use **PowerPoint** for formal and informal presentations and meetings, as well as for presentations on the Internet.

The new user interface in **PowerPoint 2013** makes creating, presenting, and sharing presentations simpler and more intuitive. With use of the new **Ribbon**, tabs, and galleries, **PowerPoint 2013** groups common tasks together in the same place.

Themes allow a consistent look and feel to be applied to the presentation, applying a common background, font style and layout throughout the presentation with a single operation. Themes come with variations, which make it simpler to hone in on the look you want. And when you're working with others, you can add comments to ask questions and get feedback.






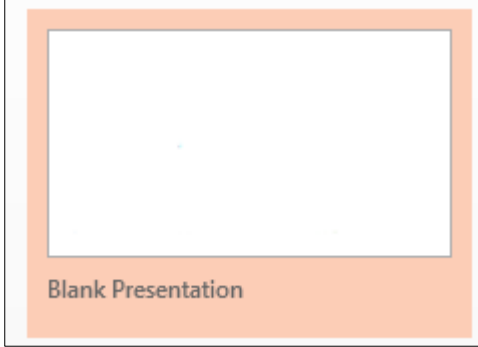
Default PowerPoint Themes

1.2 START POWERPOINT



Steps

To start Microsoft PowerPoint 2013:

1. Select Start . <i>The Start menu appears.</i>	Click 
2. Point to All Programs . <i>The All Programs menu appears.</i>	 All Programs
3. Click Microsoft Office 2013 . <i>The Microsoft Office submenu appears.</i>	 Microsoft Office 2013
4. Click Microsoft Excel 2013 . <i>Microsoft Excel 2013 opens and a new workbook is displayed.</i>	 PowerPoint 2013
5. Click Blank Presentation from the list of Templates. <i>A blank presentation opens.</i>	

1.3 USE THE QUICK ACCESS TOOLBAR




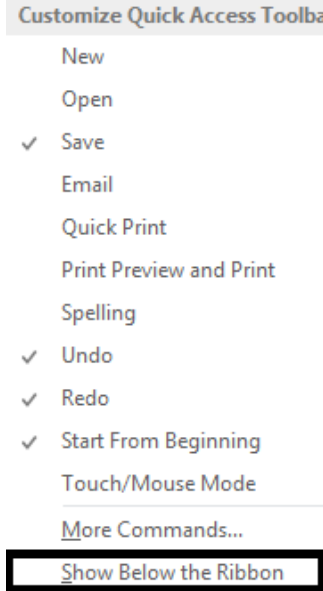
Concepts

This customisable toolbar allows you to add frequently used commands. You can click on the down arrow at the end of the toolbar to display the available options.



Steps

To use the **Quick Access Toolbar**:

<p>1. Select the More arrow to the right of the Quick Access Toolbar.</p> <p>The Customize Quick Access Toolbar menu appears.</p>	
<p>2. Select the Show Below the Ribbon option.</p> <p>The Customize Quick Access Toolbar menu closes and is now displayed below the Ribbon.</p>	

Tip: It is possible to minimise the ribbon by double-clicking on any tab in PowerPoint. To maximise the ribbon, repeat the steps by double-clicking a tab.

1.4 SET USER PREFERENCES




Concepts


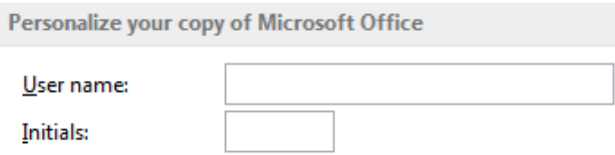
You can use the PowerPoint options feature to set a default user name for the author of any presentations created, and you can select a default folder into which all presentations will be saved and opened by default.





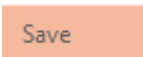
Steps

To set a default user name:

<p>1. Select the FILE tab.</p> <p><i>The Backstage View is displayed.</i></p>	<p>Click </p>
--	---

<p>2. Choose the Options button.</p> <p><i>The PowerPoint Options dialog box is displayed.</i></p>	<p>Click </p>
<p>3. Select User name under Personalize your copy of Microsoft Office and type a name and optional initials.</p> <p><i>The author will be defined.</i></p>	<p></p>
<p>4. Implement the changes.</p> <p><i>The changes are saved.</i></p>	<p>Click OK</p>

To set a default folder:

<p>1. Select the FILE tab.</p> <p>The Backstage View is displayed.</p>	<p>Click </p>
<p>2. Click the Options button.</p> <p><i>The PowerPoint Options dialog box is displayed.</i></p>	<p>Click </p>
<p>3. Open the Save Options.</p> <p><i>The Save Options are displayed.</i></p>	<p>Click </p>
<p>4. Under Save presentations, in the Default local file location box, type in the location path of the folder.</p>	<p>Default local file location: <input data-bbox="1070 1749 1465 1787" type="text"/></p>

1.5 USE POWERPOINT HELP

Concepts

You can get help on a PowerPoint task or feature using the PowerPoint Help window, which can be launched using the help button from the PowerPoint windows. The PowerPoint Help window can search both online and offline sources to provide assistance and training, and answer your questions.

PowerPoint also provides tutorials for online instruction, predesigned templates for popular types of presentations, and additional templates are available to download from the Internet.

Steps

To launch the **help**:

1. Navigate your cursor to the upper-right hand corner of the PowerPoint window and click on the ? icon.

The help window displayed.



Tip: You can use the keyboard shortcut **F1** to quickly launch the Help window.

1.6 EXIT POWERPOINT

Concepts

When you're ready to quit PowerPoint, you have several choices for shutting down the program:


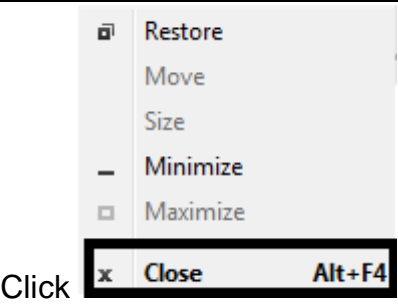
- Click the **Close button** (the X) in the upper-right corner of the PowerPoint 2013 program window.
- Click the **PowerPoint Application icon** in the top left corner of the PowerPoint 2013 program window and click **Close**.
- Press **Alt+F4**.

If you try to exit PowerPoint after working on a workbook and you haven't saved your latest changes, PowerPoint displays an alert box asking whether you want to save your changes. To save your changes before exiting, click the **Save** button. If you don't want to save your changes, click **Don't Save**.



Steps

To exit **PowerPoint**:

<p>1. Navigate your cursor to the upper-left hand corner of the PowerPoint program and click on the PowerPoint icon.</p> <p><i>The popup menu opens.</i></p>	
<p>2. Select the Close command.</p> <p><i>PowerPoint closes.</i></p>	 <p>Click</p>

Select **No** if you are prompted to save changes to **Presentation1**.

1.7 REVIEW EXERCISE



Explore Microsoft PowerPoint 2013

1. Open **Microsoft PowerPoint 2013**.
2. Move the **Quick Access Toolbar** to appear **Below the Ribbon**.
3. Minimise the **Ribbon**.
4. Familiarise yourself with the contents of each tab.
5. Maximise the **Ribbon**.
6. Modify the User name of this presentation to your name. (Hint: **FILE** tab, Options)
7. Close the presentation without saving.

LESSON 2 - USING BASIC PRESENTATION SKILLS

In this section, you will learn how to:

- Enter text into a presentation
- Save a new presentation
- Close a presentation
- Create a new presentation
- Open an existing presentation
- Add a new slide
- Rename an existing presentation
- Save a presentation as another file type
- Switch between open presentations

2.1 ENTER TEXT INTO A PRESENTATION



Concepts

You can add text to the **Text Placeholders**, **Text Boxes**, and **Shapes**. The Title Text placeholder is represented by the dotted border. When entering text into text placeholders, it is important to recognise good practice when doing so. This includes:

- Using short, concise phrases
- Using bullet points
- Using numbered lists.



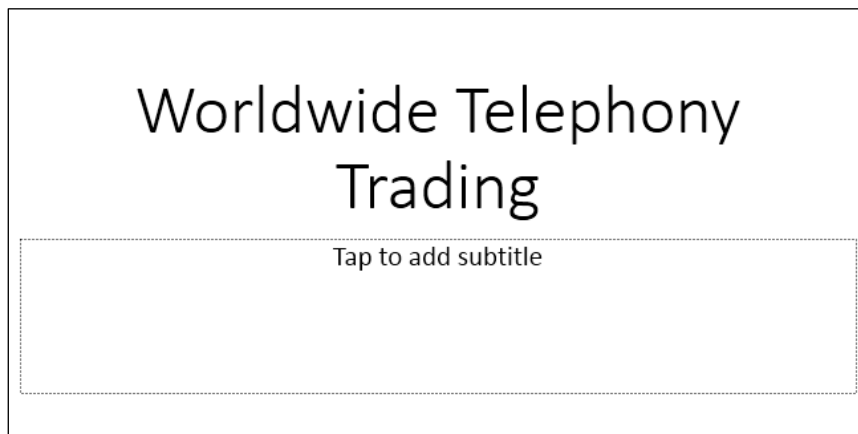
Steps

To enter or edit text in a placeholder on a slide:

If necessary, open **PowerPoint** to view a new, blank presentation. The first slide should contain a title and subtitle placeholder. It is good practice when adding slide titles to use a different title for each slide to easily identify it in outline view and in slide show view.

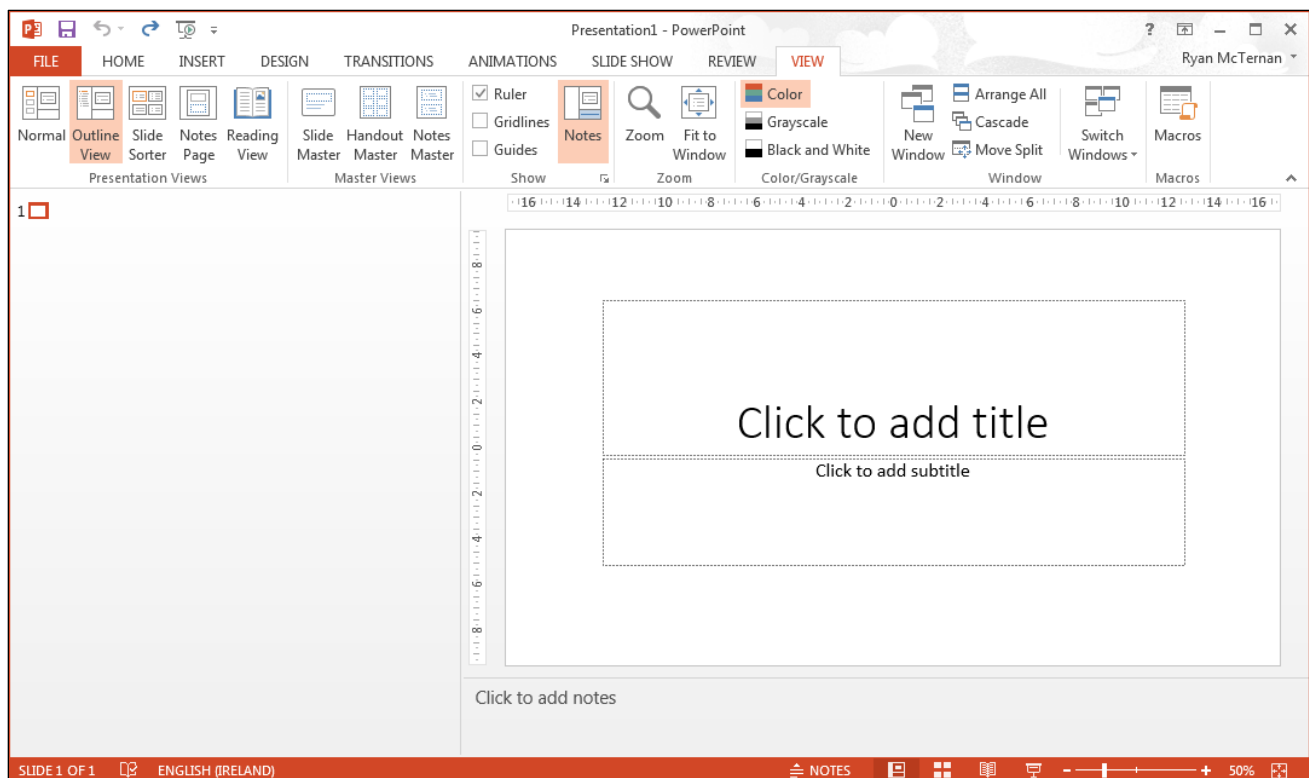
<p>1. Select the placeholder in which you want to add text.</p> <p><i>The placeholder displays hatched borders with sizing handles, and the insertion point appears in the placeholder.</i></p>	<p>Click the Title Text placeholder</p>
<p>2. Enter the desired text.</p> <p><i>The text appears in the placeholder.</i></p>	<p>Type Worldwide Telephony Sales</p>

3. Click on Sales and change to Trading. <i>The text will appear as Worldwide Telephony Trading.</i>	Type Trading
4. To deselect the placeholder, select outside of it. <i>The placeholder is deselected and the text appears in the slide pane.</i>	Click outside the placeholder



Final Outcome

You can also enter text in Outline view. This allows you to enter text next to the slide number which updates in the window to the right.



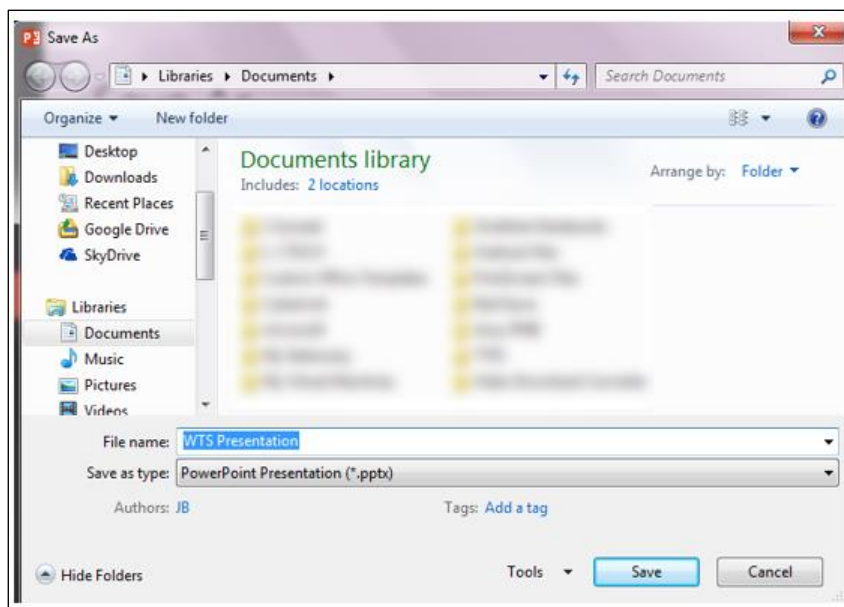
PowerPoint in Outline View

2.2 SAVE A NEW PRESENTATION



Concepts

You can save all the text, pictures, sound and video files in a presentation. You can save the presentation using the FILE tab or the Quick Access Toolbar. If you want to save to your OneDrive location, click **OneDrive**, and then sign up (or sign in). To add your own places in the cloud, like an **Office365 SharePoint** or a **OneDrive** location, click **Add a place**.

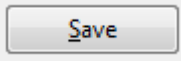


Steps

To save a new presentation:

Create a blank presentation.

1. Open the Backstage View. <i>The Backstage View will appear.</i>	Click FILE
2. Select the Save option. <i>The Save As window will appear.</i>	Click Save
3. Select the drive where you want to save the presentation. <i>A list of available folders appears.</i>	Click the drive with the Student Folder

4. Open the folder where you want to save the presentation. <i>The contents of the folder appear.</i>	Double-click to open the Student Folder
5. Type the desired file name. <i>The text replaces the existing text in the File name box.</i>	Type WTS Presentation
6. Click the Save button. <i>The Save As dialog box closes, the presentation is saved to the selected drive and folder, and the file name appears in the application title bar.</i>	Click 

Practice the Concept: Click in the **Tap to add subtitle** placeholder and type **Quarterly Overview**. Click outside the placeholder and use the **Save** button to save the file again.

Notice that the **Save As** dialog box does not open; the changes are saved to the existing **WTS Presentation** file in the **Student Folder**. Delete the file when finished with this exercise.

Tip: You can use the keyboard shortcut **Ctrl+S** to quickly save a presentation.

2.3 CLOSE A PRESENTATION



Concepts



After you have finished working on your presentation, you need to put them neatly in a folder. You don't have to close a file before exiting PowerPoint. If you exit PowerPoint without closing a file, PowerPoint closes the file for you. The only reason that you might want to close a file is that you want to work on a different file and you don't want to keep both files open at the same time.



Steps

To close a presentation:

Open **Land Tour** from the **Student Folder**.

1. Select the FILE tab. <i>The Backstage view is displayed.</i>	Click 
2. Select the Close button. <i>The presentation closes.</i>	Click 

If a message box opens, asking if you want to save the changes to the current presentation, select **No**.

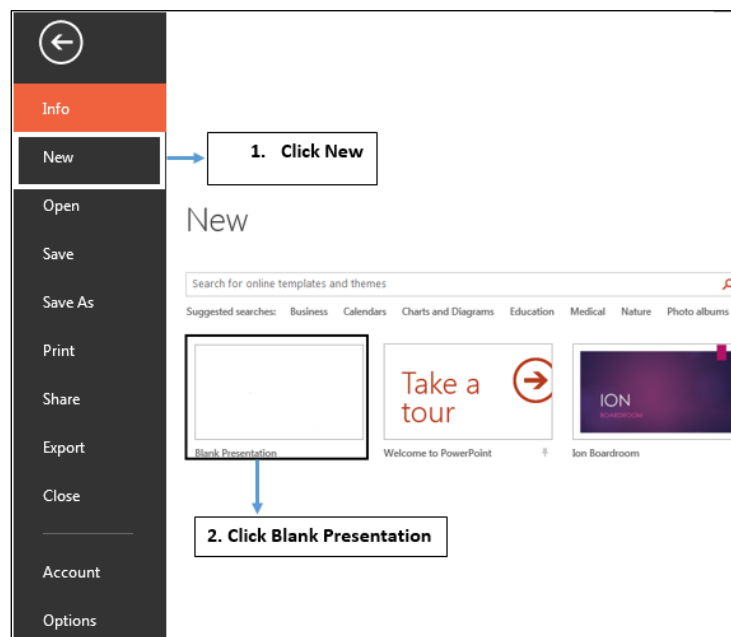
Tip: You can use the keyboard shortcut **Ctrl+W** to close a presentation.

2.4 CREATE A NEW PRESENTATION





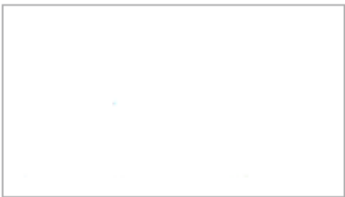

Concepts

You can create a new PowerPoint presentation by selecting the **FILE** tab and then selecting **New**. PowerPoint provides a number of templates that you can select to base your presentation off of.



Steps

To create a new blank presentation:

1. Select the FILE tab.	Click 
2. Select the New button. <i>The New Presentation dialog box appears.</i>	Click 
3. Choose the Blank presentation option. <i>The new blank presentation appears in the work area.</i>	 Click 

Close the presentation and do not save the changes.

2.5 OPEN AN EXISTING PRESENTATION





Concepts

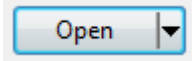
You can open an existing presentation in PowerPoint to view or work on.



Steps

To open an existing presentation:

1. Select the FILE tab. <i>The Backstage view is displayed.</i>	Click 
2. Choose Open from the menu. <i>The Open dialog box appears.</i>	Click 

3. Select the drive where the presentation you want to open is located. <i>A list of available folders appears.</i>	Click the drive with the Student Folder
4. Open the folder in which the presentation you want to open is located. <i>The contents of the folder appear.</i>	Double-click to open the Student Folder
5. Select the file name of the presentation you want to open. <i>The file name is selected.</i>	Scroll as necessary and click World01.pptx
6. Select Open . <i>The Open dialog box closes, and the presentation opens.</i>	Click 

Tip: You can use the keyboard shortcut **Ctrl+O** to open a presentation.


2.6 ADD A NEW SLIDE






Steps

To add a new slide to a presentation:

Open **WORLD01.pptx** from the **Student Folder**

1. Select the HOME tab. <i>The HOME ribbon is displayed.</i>	Click 
--	--

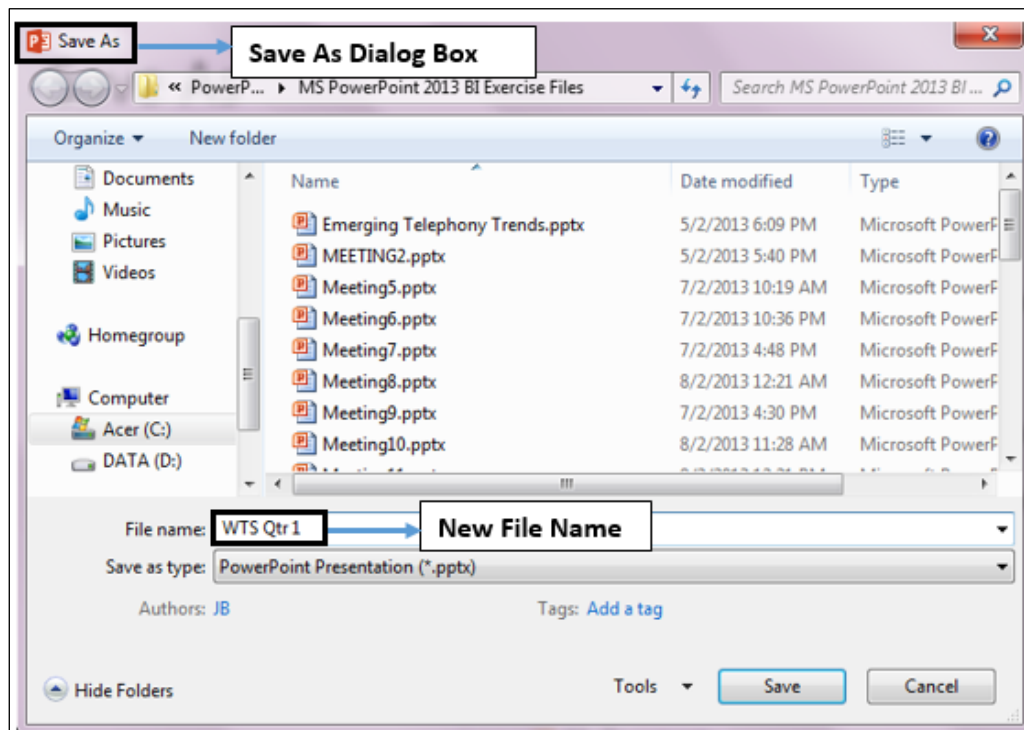
<p>2. Select the New Slide button in the Slides group.</p> <p><i>The slide will appear in the presentation after the current slide.</i></p>	 <p>New Slide ▾</p> <p>Click</p>
<p>3. Select Slide 1 in the Slides/Outline pane on the left.</p> <p><i>Slide 1 is displayed in the main slide editing pane and highlighted in the Slides/Outline pane.</i></p>	<p>Click on Slide 1 in the Slides/Outline pane</p>
<p>4. Select the Next Slide button at the bottom of the vertical scroll bar.</p> <p><i>Slide 2 is displayed in the main slide editing pane and highlighted in the Slides/Outline pane.</i></p>	<p>Click on </p>
<p>5. Select the Previous Slide button at the bottom of the vertical scroll bar.</p> <p><i>Slide 1 is displayed in the main slide editing pane and highlighted in the Slides/Outline pane.</i></p>	<p>Click on </p>

2.7 RENAME AN EXISTING PRESENTATION



Concepts



You can use Save As to save a copy of a presentation with another name, another folder location or another file type.

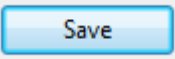


Steps

To rename an existing presentation:

If necessary, open **WORLD01.pptx** from the **Student Folder**.

1. Select the FILE tab. <i>The Backstage view opens.</i>	Click 
2. Select Save As . <i>The Save As dialog box opens, with the text in the File name box selected.</i>	Click 
3. Type the desired file name. <i>The text appears in the File name box.</i>	Type WTS Qtr 1

<p>4. Select the drive where you want to save the new presentation.</p> <p><i>A list of available folders appears.</i></p>	<p>Select the drive with the Student Folder</p>
<p>5. Open the folder where you want to save the new presentation.</p> <p><i>The contents of the folder appear.</i></p>	<p>Double-click to open the Student Folder</p>
<p>6. Select the Save button.</p> <p><i>The Save As dialog box closes, the presentation is saved to the selected drive and folder, and the file name appears in the application title bar.</i></p>	<p>Click </p>

Close the presentation. Delete the file from the **Student Folder**. You can do this by **right-clicking** the file, clicking **Delete** and selecting **Yes** when prompted.

2.8 SAVE A PRESENTATION AS ANOTHER FILE TYPE





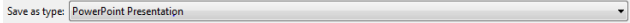
Concepts

You may want to make your presentation readable or editable by someone who does not have Microsoft PowerPoint or has an older version of PowerPoint. You can do this by using formats such as: Outline/RTF (*.rtf), PowerPoint Template (*.potx), PowerPoint Show (*.ppsx), JPEG File Interchange Format (*.jpg), PowerPoint 97-2003 Presentation (*.ppt).



Steps

If necessary, open **WORLD01.pptx** from the **Student Folder**.

1. Click the FILE tab. <i>The Backstage view opens.</i>	Click 
2. Select Save As . <i>The Save As dialog box opens, with the text in the File name box selected.</i>	Click 
3. Select the location path if necessary.	Choose the location you want to save to
4. To change the file type, select the Save as type list. <i>A list of available file types appears.</i>	
5. Select the desired File type.	Select Outline/RTF (*.rtf)
6. Select Save to save the file in the Student Folder . <i>The Save As dialog box closes, the document is saved to the selected drive and folder, and the file name appears in the application title bar.</i>	Click Save

Close the presentation. Delete the file upon completion.

2.9 SWITCH BETWEEN OPEN PRESENTATIONS



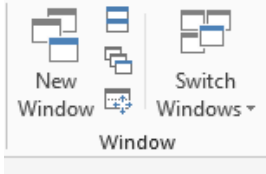
Concepts

When two or more presentations are open, you can easily switch between them.

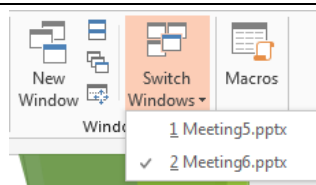


Steps

Open any two presentations from the **Student Folder**.

1. On the VIEW tab, in the Window group, click the Switch Windows button.	
--	--

2. Select a presentation from the list displayed.



Close the presentations.

2.10 REVIEW EXERCISE



Use Basic Presentation Skills

1. Create a new presentation.
2. Enter the title **Customer Service Hall of Fame** on the first slide.
3. Enter the subtitle **Keys to Success**.
4. Save the presentation with the name **Customer Service**.
5. Close the presentation.
6. Open **Product Assembly Line.pptx**.
7. Insert a new slide with the **Title Slide** layout.
8. Type the slide title text: **Opening Message**.
9. Type the slide subtitle text: **Robert Anderson, President**.
10. Save the presentation to the **Student Folder** with the new name **Product Assembly Line-GCT**.
11. Close the presentation. Delete both new files upon completion of this exercise.

LESSON 3 - WORKING WITH PRESENTATIONS

In this section, you will learn how to:

- Insert/remove a graphical object into/from a master slide
- Apply a theme
- Apply a background colour
- Change slide orientation
- Change the magnification
- Create speaker notes
- Switch views
- Add a new slide with specific slide layout

3.1 INSERT/REMOVE A GRAPHICAL OBJECT INTO/FROM A MASTER SLIDE




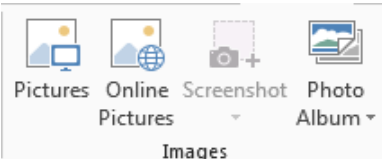
Concepts

A slide master is the primary slide in a structure of slides. It stores information about the slide layouts, theme, background colours, fonts, placeholder sizes etc. and allows you to make multiple changes across the presentation in one go. You can insert or remove a graphical object from a master slide.





Steps

Insert a picture, image into a master slide.


1. On the VIEW tab, in the Master Views group, select the Slide Master button.	 Click Slide Master
2. On the INSERT tab, in the Images group, click the Pictures , Online Pictures or Photo Album button. <i>The Insert Picture dialog box will open.</i>	 Click one of Images
3. Navigate to the object you want to insert.	Select the image
4. Insert the image. <i>The image will be inserted.</i>	Click Insert

Insert a drawn object into a master slide.

1. On the VIEW tab, in the Master Views group, click the Slide Master button.	 Click Slide Master
2. On the INSERT tab, in the Illustrations group, click the Shapes button. <i>The shapes available will appear.</i>	 Click Shapes
3. Click the shape to insert.	Click the appropriate shape

4. Select the slide for the shape to appear on. <i>The shape will be inserted.</i>	Click the appropriate slide
---	-----------------------------

Remove a graphical object from a master slide.

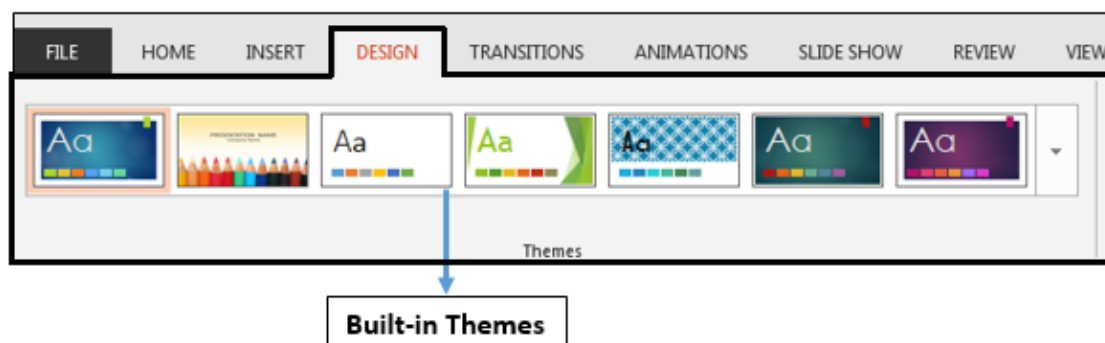
1. On the VIEW tab, in the Master Views group, click the Slide Master button. <i>The image will be selected.</i>	 Click Slide Master
2. Click the picture or image to remove. <i>The image will be selected.</i>	Click the appropriate image
3. Delete the image. <i>The image will be deleted.</i>	Press Delete

3.2 APPLY A THEME





Concepts

PowerPoint includes a collection of compelling themes (including wide-screen themes) that you can choose from to create your presentation. Themes come with a set of variations, like different colour palettes, backgrounds, and font families, so you can change the look and feel of your presentation with a single tap or click.



Steps

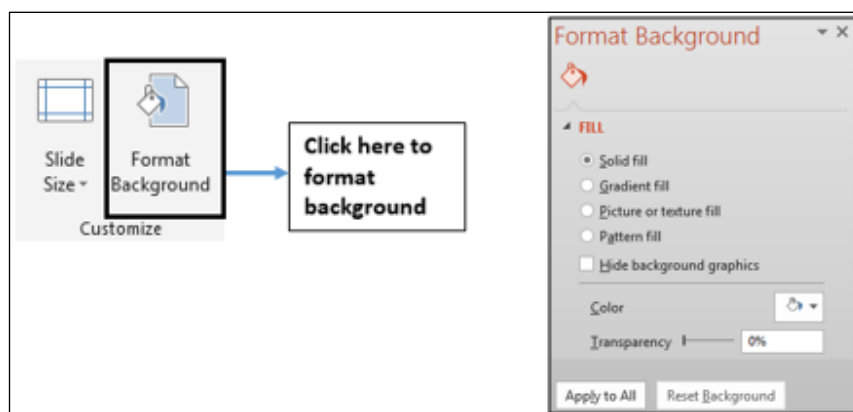
Apply a theme.

1. Select the DESIGN tab on the Ribbon . <i>The DESIGN tab appears.</i>	Click 
2. Select the Facet theme from the Themes gallery. <i>The theme is applied to your slides.</i>	Click 

3.3 APPLY A BACKGROUND COLOUR


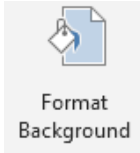
Concepts


PowerPoint allows users to change the background colour of the slides. You change the background style using the **DESIGN** tab and customise style depending upon your presentation theme.



Steps

Apply a Background Colour. From the **Student Folder**, open **WORLD03.pptx**. Open Slide 1.

1. Select the DESIGN tab on the Ribbon . <i>The DESIGN tab appears.</i>	Click 
2. Select the Format Background button in the Background group. <i>The Format Background pane appears.</i>	Click 

3. Select Solid fill from the FILL group. <i>The style is applied to the presentation.</i>	Click Solid fill
4. Select the Color dropdown button, and choose Light Blue from the Standard Colors options. <i>The colour will be applied to the slide.</i>	Click Light Blue
5. Select the Close button on the Format Background pane. <i>The Format Background pane is closed.</i>	Click 

To apply colour changes to all slides, click the **Apply to All** button at the bottom of the **Format Background** window before closing the **Format Background** window.

3.4 CHANGE SLIDE ORIENTATION




Concepts


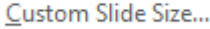
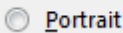
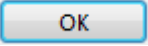
You probably know that you can change the orientation of a document or spreadsheet to be portrait or landscape. What you might not know is that you can apply the same orientation setting to PowerPoint slides. By default, slides are landscape.



Steps

To change the slide orientation:

1. Select the DESIGN tab from the Ribbon . <i>The DESIGN tab appears.</i>	Click 
---	--

<p>2. Select the Slide Size button in the Customize group.</p> <p><i>The Slide Size menu appears.</i></p>	 Click
<p>3. Select the Custom Slide Size... from the menu.</p> <p><i>The Slide Size dialog box appears.</i></p>	
<p>4. Select the Portrait option from the Orientation group.</p> <p><i>The desired option is selected.</i></p>	
<p>5. Click OK button to close the Custom Slide Size dialog box.</p> <p><i>The Custom Slide Size dialog box closes and the selected orientation is applied to the slides.</i></p>	Click 

Practice the Concept: Change the slide orientation back to **Landscape**.

3.5 CHANGE THE MAGNIFICATION




Concepts

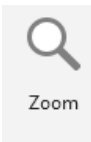
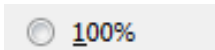
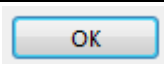
The **default zoom level** set for PowerPoint slides in normal view is 62%, but you can change the zoom level using the option provided as part of the view menu or using the **slider control** in the **status bar**.



Steps

To change the magnification of a presentation. If necessary, switch to **Normal** view.

<p>1. Click in the pane for which you want to change magnification.</p> <p><i>The selected pane is activated.</i></p>	Click in the main slide editing pane
<p>2. Select the VIEW tab.</p> <p><i>The VIEW tab is displayed.</i></p>	Click 

<p>3. Select the Zoom button in the Zoom group.</p> <p><i>The Zoom dialog box opens.</i></p>	 <p>Click</p>
<p>4. Under Zoom to, select the desired magnification level.</p> <p><i>The desired magnification level is selected.</i></p>	
<p>5. Select the OK button.</p> <p><i>The Zoom dialog box closes, and the slide appears in the specified magnification.</i></p>	<p>Click</p> 

Practice the Concept: Use the Zoom dialog box to set the magnification of the main slide editing pane to **50%** and then reset it to **Fit**.

3.6 ADD SPEAKER NOTES



Concepts

Adding speaker notes to your PowerPoint presentation helps you smoothly deliver the presentation without worrying about forgetting anything.


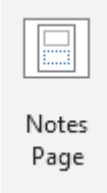


Steps

To add notes to a slide in **Normal** and **Notes Page** views:

Display slide 3 in **Normal** view.

<p>1. To enter a speaker note in Normal view, place your cursor in the notes pane.</p> <p><i>The insertion point appears in the notes pane.</i></p>	<p>Click in the Tap to add notes pane</p>
<p>2. Type the desired note text.</p> <p><i>The text appears in the notes pane.</i></p>	<p>Type <i>VoIP on mobile is what telecoms fear most.</i></p>

<p>3. To view the notes page, select the VIEW tab.</p> <p><i>The VIEW ribbon appears.</i></p>	<p>Click </p>
<p>4. Select the Notes Page button in the Presentation Views group.</p> <p><i>The notes page for the current slide appears.</i></p>	<p></p> <p>Click</p>

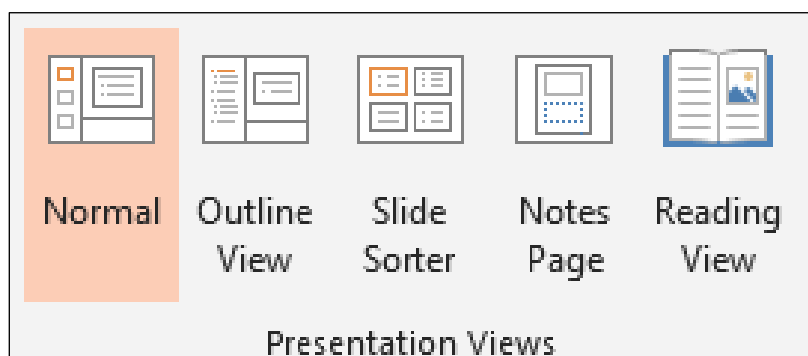
Practice the Concept: Use the **Zoom Slider** to magnify the view to **80%**. Press the **[Page Up]** key on the keyboard to display slide 2. Click in the **Notes Box** and type **Successful strategies for winning, keeping customers.**

3.7 SWITCH VIEWS

Concepts


You can use the following views to edit, print, and deliver your presentation:

- Normal view
- Outline View
- Slide Sorter view
- Notes Page view
- Reading view
- Master views: Slide, Handout, and Notes



Steps

To switch views in a presentation:

<p>1. Click the desired View button to the left of the Zoom Slider on the Status Bar.</p> <p><i>The presentation appears in the selected view.</i></p>	 <p>Slide Sorter</p> <p>Click</p>
---	---

Practice the Concept: Switch back to **Normal** view.

3.8 ADD A NEW SLIDE WITH A SPECIFIC SLIDE LAYOUT.




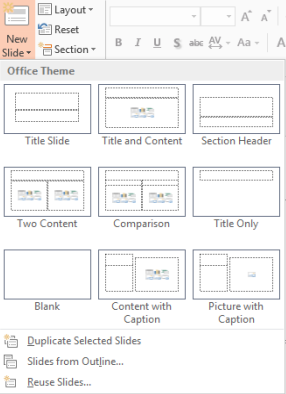
Concepts

You can add a new slide with a specific slide layout to a presentation.



Steps

Open **WORLD03.pptx** from your **Student Folder**, if necessary.

1. Select the last slide in the presentation.	Click on the last slide
2. On the HOME tab, in the Slides group , click the New Slide arrow.	 <p>New Slide ▼</p> <p>Click</p>
3. Click the slide layout required. Select Title and Content .	 <p>Click</p>

Close **WORLD03.pptx** without saving.

3.9 REVIEW EXERCISE



Customise the appearance of your presentation

1. Open Microsoft PowerPoint 2013, creating a new presentation.
2. Insert a new slide layout in Slide Master View and insert a Text placeholder in the top half of the slide.
3. Insert a Picture placeholder in the bottom half of the slide.
4. Apply the **Ion Boardroom** theme to your presentation.
5. Apply **Top Spot - Accent 2** Gradient Fill to your presentation.
6. Select Slide 1 and type “**General Welcome and Introduction to Company**” into the Notes pane.
7. Increase the magnification to 100%.
8. Switch your slide to appear in **Portrait** orientation.
9. Close the presentation without saving.

LESSON 4 - EDITING AND PROOFING TEXT

In this section, you will learn how to:

- Select text
- Delete slide items
- Move/copy text between slides
- Use the paste options button
- Use undo and redo
- Find and replace text
- Check spelling as you type
- Run the spelling checker

4.1 SELECT TEXT



Concepts

You double-click a word to select a word and triple-click anywhere in the paragraph to select a paragraph.



Steps

To select text:

From the **Student Folder**, open **WORLD05.PPTX**.

Go to slide 2.

1. Activate the placeholder containing the text you want to select. <i>The placeholder displays a hatched border with sizing handles, and the insertion point appears within the placeholder.</i>	Click in the Worldwide Telephony Trading placeholder
2. To select a word, double-click it. <i>The word is selected.</i>	Double-click the word Solutions in the first bullet point
3. To select all the text in a bulleted item, click the bullet. <i>The bulleted text is selected.</i>	Click the Our Business is innovative and international bullet
4. To select all the text in the current placeholder, press [Ctrl+A] . <i>All the text in the placeholder is selected.</i>	Press [Ctrl+A]
5. To select a placeholder, click the border of the placeholder. <i>The placeholder border changes from hatch marks to a solid border.</i>	Click the border of the About Us placeholder

Practice the Concept: Click in a blank area of the slide to deselect all slide objects. Triple click in the first paragraph to select all the text in it. Then, click any blank area of the slide to deselect the objects.

4.2 DELETE SLIDE ITEMS



Concepts

- ▶ Established in 1980, Worldwide Telephony Trading is a privately held global company and world's leading provider of integrated network solutions.
- ▶ We support a full range of network solutions with excellent value.
- ▶ Our business is innovative and international. Delete this bullet



Steps

To delete slide items:

If necessary, go to slide 2.

1. Select the item you want to delete, or select the placeholder from which you want to delete an item. <i>The item or placeholder is selected.</i>	Click in the bulleted list
2. Select the text you want to delete, if necessary. <i>The text is selected.</i>	Click the Our business is innovative and international bullet
3. Select [Delete] . <i>The selected item or text is deleted.</i>	Press [Delete]

Click anywhere in the presentation window to deselect the placeholder.

4.3 MOVE/COPY TEXT BETWEEN SLIDES



Concepts

You can copy or move text across the slides and other open presentations by using the clipboard.




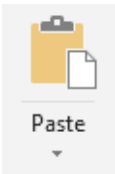

Steps

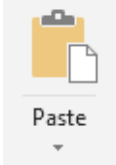
To move and copy selected text between slides:

If necessary, switch to **Normal** view, display the **HOME** tab on the **Ribbon**, and launch the **Clipboard** Task Pane by clicking the launcher arrow in the **Clipboard** group on the **HOME** tab.

Go to slide 7.

1. Select the placeholder containing the text you want to move. <i>The placeholder is selected.</i>	Click the bulleted list
2. Select the text you want to move. <i>The text is highlighted as you drag.</i>	Drag to select the text from Easy integration with other applications
3. Finish selecting the text. <i>The text is selected.</i>	Release the mouse button
4. Select the Cut button in the Clipboard group. <i>The selected text is removed from the presentation and placed on the Clipboard.</i>	Click 

5. Go to the slide in which you want to paste the text. <i>The slide appears.</i>	Click slide 8 in the tabs pane
6. Select the placeholder into which you want to paste the text. <i>The placeholder is selected.</i>	Click below Ability to easily add...
7. Click the top part of the Paste button in the Clipboard group. <i>The text from the Clipboard appears in the placeholder at the insertion point.</i>	 <p>Click</p>
8. Go to slide 6. Select the text you want to copy. <i>The text is highlighted as you drag.</i>	Drag to select the text from Many (perhaps all)....minimizing costs.
9. Finish selecting the text. <i>The text is selected.</i>	Release the mouse button
10. Click the Copy button in the Clipboard group. <i>The selected text remains in the slide, a copy is placed on the Clipboard, and is displayed in the Clipboard task pane.</i>	 <p>Click</p>
11. Go to the slide in which you want to paste the text. <i>The slide appears.</i>	Scroll the Slides pane as necessary and click slide 4

12. Select the placeholder into which you want to paste the text. <i>The placeholder is selected.</i>	Click the blank placeholder
13. Position the insertion point in the location where you want to paste the text. <i>The insertion point appears in the new location.</i>	Click the top left corner of the placeholder
14. Click the top part of the Paste button in the Clipboard group. <i>The text from the Clipboard is copied into the placeholder at the insertion point.</i>	


Click in the presentation window to deselect the placeholder.

Tip: You can use the following keyboard shortcuts to use the **Cut** and **Copy** features in PowerPoint: **Cut: Ctrl+X; Copy: Ctrl+C.**

4.4 USE THE PASTE OPTIONS BUTTON



Concepts

If the text you pasted has a different style than text on the slide you pasted to, the **Paste Options**  button appears. To apply different formatting, click the **Paste Options** button, and then do one of the following:

1. To keep the original formatting for the pasted item, click **Keep Source Formatting**.
2. To make the pasted text match whatever formatting is in the current placeholder, click **Keep Text Only** (this appears if the pasted text or the destination placeholder have a font style that isn't part of the original or current design template).




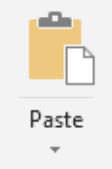

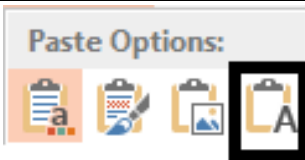
Steps

To use the **Paste Options** button:

If necessary, open **WORLD05.PPTX**. Display slide 5.

If necessary, switch to **Normal** view, display the **HOME** tab on the **Ribbon**, and launch the **Clipboard** Task Pane by clicking the launcher arrow in the **Clipboard** group on the **HOME** tab.

1. Select the text you want to move or copy. <i>The text is selected.</i>	Click the yellow arrow to select Tap into our Global Reach.....using our products.
2. Cut or copy the desired text. <i>The cut or copied text is placed on the Clipboard.</i>	Click 
3. Go to the slide in which you want to paste the text. <i>The slide appears.</i>	Click slide 4 in the Slides tab
4. Select the location where you want to paste the text. <i>The insertion point appears in the new location.</i>	Click anywhere in the text box

<p>5. Select the top half of the Paste button in the Clipboard group.</p> <p><i>The text is pasted into the slide at the insertion point, and the Paste Options button appears below the pasted text.</i></p>	 <p>Click</p>
<p>6. Click the Paste Options button.</p> <p><i>A list of available paste options appears.</i></p>	 <p>Click</p>
<p>7. Select the desired option.</p> <p><i>The format of the pasted text changes accordingly.</i></p>	 <p>Click</p>
<p>8. To hide the Paste Options button, press [Esc].</p> <p><i>The Paste Options button is hidden.</i></p>	<p>Press [Esc]</p>

Tip: You can use the keyboard shortcut **Ctrl+V** to quickly paste an item from the clipboard.

4.5 USE UNDO AND REDO



Concepts

If you make a mistake while editing your PowerPoint slides, use the Undo command. You can undo each action one at a time by repeatedly using the Undo command.




PowerPoint also offers a Redo command. If you undo something and then decide that it wasn't a mistake after all, you can use the Redo command.



Steps

To use the **Undo** and **Redo** features.

Delete the “**Rely on financial strength**” bulleted item on slide 5 and the “**Convergence of voice and data onto a single network**” on slide 7.

<p>1. To undo the most recent command or action, select the left-hand part of the Undo button on the Quick Access Toolbar.</p> <p><i>The most recent command or action is reversed.</i></p>	<p>Click </p>
<p>2. To restore the undone command or action, select the Redo button on the Quick Access Toolbar.</p> <p><i>The command or action is restored.</i></p>	<p>Click </p>
<p>3. To undo multiple consecutive actions, click the Undo button multiple times.</p> <p><i>A list of previous actions appears, with the most recent action at the top of the list.</i></p>	<p>Click </p>

Notice that **PowerPoint** returns the **Rely on financial strength** bulleted item on slide 5 and the **Convergence of voice and data onto a single network** on slide 7.

Tip: You can use **Ctrl+Z** to undo the most recent command and **Ctrl+Y** to redo the redo the action.

4.6 FIND AND REPLACE TEXT




Concepts

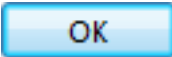
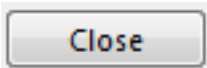
PowerPoint's Find and Replace feature can be a powerful tool. You use Find and Replace to search for, and optionally replace, text or values in a presentation. You can narrow the search results by specifying formatting to look for as well as other search options, including Match Case.



Steps

To find and replace text in a presentation:

1. Select the HOME tab.	Click 
2. Select the left-hand part of the Replace button in the Editing group. <i>The Replace dialog box opens, with the insertion point in the Find what box.</i>	Click the Replace button
3. Type the text you want to find. <i>The text appears in the Find what box.</i>	Type innovative
4. Select the Replace with box. <i>The insertion point appears in the Replace with box.</i>	Press [Tab]
5. Type the desired replacement text. <i>The replacement text appears in the Replace with box.</i>	Type pioneering
6. Select the desired search options. <i>The desired search options are selected.</i>	Click <input type="checkbox"/> Match case
7. Select Find Next . <i>The first occurrence of the search text is highlighted.</i>	Click Find Next

<p>8. Select Replace, Replace All, or Find Next as desired.</p> <p><i>This occurrence of the search text is replaced, all occurrences of the search text are replaced throughout the entire presentation, the next occurrence of the search text is highlighted, or a Microsoft Office PowerPoint message box opens.</i></p>	<p>Click Replace All</p>
<p>9. When you have finished finding and replacing text, select OK.</p> <p><i>The Microsoft Office PowerPoint message box closes.</i></p>	<p>Click </p>
<p>10. Select the Close button.</p> <p><i>The Replace dialog box closes.</i></p>	<p>Click </p>

Close **WORLD05.PPTX** without saving.

4.7 CHECK SPELLING AS YOU TYPE



Concepts


PowerPoint has a feature that will **check for spelling as you type** in your slides. If you want to enable this feature then you can do so by using the PowerPoint options or you can also use the status bar to correct the spelling.



Steps

To **check** the spelling as you type:

Open **Spell Check.pptx**.

<p>1. Right-click text that appears with a single, red, wavy line beneath it.</p> <p><i>A shortcut menu containing suggested replacements and spelling options appears.</i></p>	<p>Right-click BUSNES on slide 1</p>
<p>2. Select a suggested replacement or a spelling command.</p> <p><i>The word is replaced or the command is performed accordingly.</i></p>	<p>Click Business</p>
<p>3. Select the Spelling Status icon on the status bar to move to the next identified error.</p> <p><i>PowerPoint moves to the next identified error and displays the Spelling dialog box.</i></p>	<p>Click  on the status bar</p>

Practice the Concept: Select **Satisfaction** and click the **Change** button to correct the spelling of **Satisfacton**. Notice that the next spelling mistake is immediately selected. Click the **Close** button to close the Spelling dialog box without fixing the mistake.

4.8 RUN THE SPELLING CHECKER



Concepts

The spelling tool allows you to automatically find and then correct spelling mistakes in your presentation.


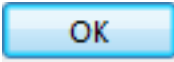


Steps

Run the spelling checker to check a presentation for errors.

If necessary, go to the first slide in the presentation.

<p>1. Select the REVIEW tab.</p> <p><i>The REVIEW tab is displayed</i></p>	<p>Click <u>REVIEW</u></p>
--	----------------------------

<p>2. Select the Spelling button in the Proofing group.</p> <p><i>The Spelling dialog box opens, and the first identified error is highlighted.</i></p>	 <p>Click</p>
<p>3. To change the spelling of an identified error, select the desired spelling from the Suggestions list box.</p> <p><i>The suggestion appears in the Change to box.</i></p>	<p>Click mission</p>
<p>4. Select Change or Change All.</p> <p><i>The identified error in the presentation is replaced with the selection from the Suggestions list box or all occurrences of the identified error are replaced.</i></p>	<p>Click Change</p>
<p>5. To ignore an identified error, select Ignore or Ignore All, as desired.</p> <p><i>The current occurrence or all occurrences of the identified error are ignored, and the next identified error is highlighted.</i></p>	<p>Click Ignore to ignore the word TechTele - TG7745T</p>
<p>6. To add an identified word to the custom dictionary, select Add.</p> <p><i>The identified word is added to the custom dictionary.</i></p>	<p>Click Add to add TechGalore - BH5678 to the custom dictionary</p>
<p>7. When prompted, select the OK button to end a completed spell check.</p> <p><i>The Microsoft Office PowerPoint message box closes.</i></p>	<p>Click </p>

4.9 REVIEW EXERCISE



Editing and Proofing the text in a presentation

1. Open **Meeting5.pptx**.
2. Start the spelling checker.
3. Correct **Overveiw** to read **Overview**.
4. Use the **Change All** button to change all the misspellings of **proffit** to **profit**. Complete the spell check.
5. Use the Replace dialog box to replace all occurrences of **situation** with **circumstances**. Close the Replace dialog box.
6. On slide 8, delete the **Reiterate key goals** bullet.
7. Use the **Undo** feature to reverse the previous action.
8. On slide 6, cut the **Round the clock customer support** bullet.
9. On slide 7, paste **Round the clock customer support** as the first bullet and keep the source formatting.
10. Close the presentation without saving it.

LESSON 5 - FORMATTING PRESENTATION TEXT

In this section, you will learn how to:

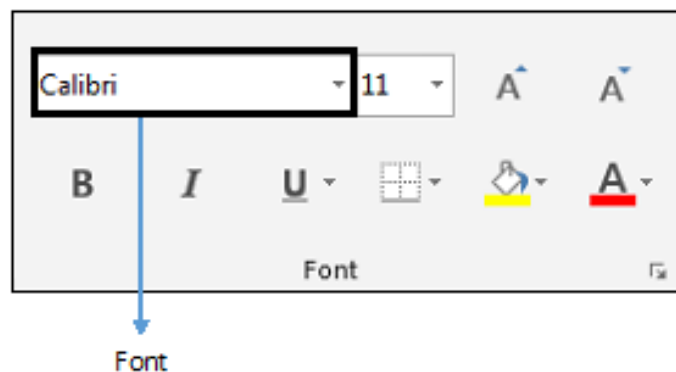
- Change an existing font
- Modify the font size
- Change font style and effect
- Change the font colour
- Use change case
- Change text alignment
- Modify paragraph spacing

5.1 CHANGE AN EXISTING FONT



Concepts

All themes in PowerPoint have the default font of Calibri, causing new text boxes in the presentation to use Calibri font type when text is entered. The default font is used whenever a new text box is added in the presentation, even if the user has change the font for other text boxes. You can format the text to change the way they appear in the slides.

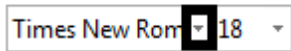


Steps

To change the font of existing text.

From the **Student Folder**, open **WORLD06.PPTX**.

If necessary, display slide 1 in Normal view and select the **HOME** tab.

1. Select the placeholder containing the text you want to format. <i>The placeholder appears in edit mode.</i>	Select the WORLDWIDE TELEPHONY SYSTEMS placeholder
2. Select the arrow on the Font box in the Font group on the HOME tab. <i>A list of available fonts appears.</i>	Click 
3. Select the desired font. <i>The font is applied to the selected text.</i>	Scroll as necessary and click Aharoni

Click in any blank area to deselect the placeholder.

5.2 MODIFY THE FONT SIZE



Concepts


You can format the text by changing the font size.



Steps

To modify the font size of existing text:

If necessary, display slide 2 in Normal view and select the HOME tab.

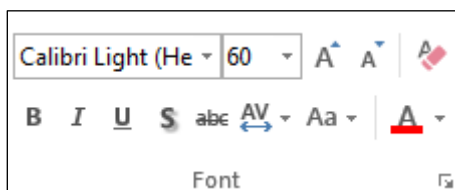
<p>1. Select either the entire placeholder or the specific text you want to format.</p> <p><i>The entire placeholder or the specific text is selected.</i></p>	<p>Select the Content placeholder showing Products, value, quality, and service.....Partnership is the key.</p>
<p>2. Select the arrow on the Font Size box in the Font group.</p> <p><i>A list of available font sizes is displayed.</i></p>	<p>Select </p>
<p>3. Select the desired font size.</p> <p><i>The font size is applied to the selected text.</i></p>	<p>Scroll as necessary and click 24</p>

Click in any blank area to deselect the text.

5.3 CHANGE FONT STYLE AND EFFECT



Concepts



You can display the text as **bold**, *italic* and underline for selected cells or ranges in a presentation by using the **B**, **I** and **U** buttons as shown above.

Tip: You can use the keyboard shortcut **Ctrl+B** to **Bold** text, **Ctrl+I** to *Italicise* text, and **Ctrl+U** to underline text.



Steps

Change the font style and effect of text on a slide. If necessary, display slide 2 in **Normal** view and select the **HOME** tab.

<p>1. Select either the entire placeholder or the specific text you want to format.</p> <p><i>The entire placeholder or the specific text is selected.</i></p>	<p>Drag to select Success is our Objective</p>
<p>2. Click the desired font style or effect button in the Font group on the HOME tab.</p> <p><i>The font style or effect is applied to the selected text.</i></p>	<p>Click </p>

Click in any blank area to deselect the text.

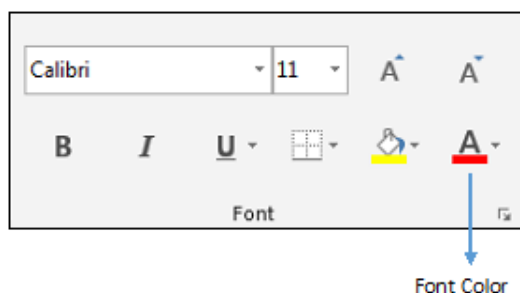
Practice the Concept: Use the Shadow button in the Font group on the HOME tab to apply a shadow effect to the Building Partnerships title on slide 3. Click in any blank area to deselect the text.

5.4 CHANGE THE FONT COLOUR



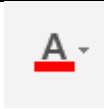
Concepts

You can change the font colour of the selected cells or range of cells in a presentation.



Steps

To change the font colour using the **Font Color** button. If necessary, display slide 2 and the **HOME** tab.

<p>1. Select either the entire placeholder or the specific text you want to format.</p> <p><i>The entire placeholder or the specific text is selected.</i></p>	<p>Select the first two bullet points in the Content placeholder showing Products, value, quality, and service.....Partnership is the key.</p>
<p>2. Select the arrow on the Font Color button in the Font group on the HOME Tab.</p> <p><i>The colour palette appears.</i></p>	<p>Click </p>
<p>3. Select the desired colour.</p> <p><i>The colour is selected and a preview of the colour appears.</i></p>	<p>Click green from the standard colour</p>

Click in any blank area to deselect the placeholder.

Practice the Concept: Click the word Satisfaction in the third bullet and click the Font Color button (not the arrow) to change the text colour to the same shade of green.

Click in any blank area to deselect the text.

5.5 USE CHANGE CASE




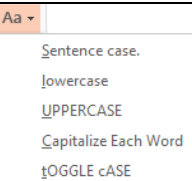
Concepts

You can also change to case of text in PowerPoint, for example by making the text all uppercase.



Steps

Display slide 5.

1. Select either the entire placeholder or the specific text you want to format. <i>The entire placeholder or the specific text is selected.</i>	Select the Contents placeholder containing Wide range of products to choose from... Quick resolution of problems
2. On the HOME tab, in the Font group, click the Change Case button. <i>The Change Case options appear.</i>	Click 
3. To capitalise the first letter of a sentence, select the Sentence case option. <i>The selection will appear in Sentence case.</i>	 Click
4. To make all letters lowercase, select the lowercase option. <i>The selection will appear in lowercase.</i>	Click lowercase
5. To capitalise all of the letters, select the UPPERCASE option. <i>The selection will appear in UPPERCASE.</i>	Click UPPERCASE
6. To capitalise the first letter of each word, select the Capitalize Each Word option. <i>The selection will appear with each word capitalised.</i>	Click Capitalize Each Word

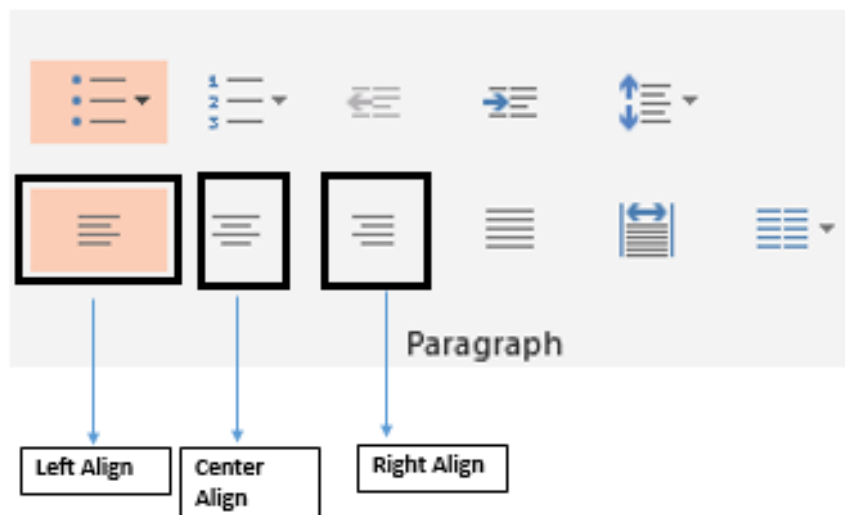
Click in any blank area to deselect the text.

5.6 CHANGE TEXT ALIGNMENT



Concepts


Text alignment controls how the text lines up within slide. You can use the controls on the HOME tab to work with cell alignment.



Steps

To change text alignment.

If necessary, display the **HOME** tab. Display slide 8.

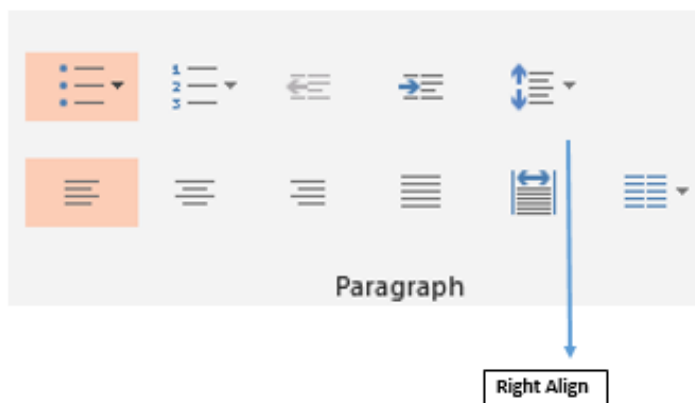
<ol style="list-style-type: none"> 1. Select either the entire placeholder or the specific text you want to align. <i>The entire placeholder or the specific text is selected accordingly.</i> 	Click on the Contents placeholder
<ol style="list-style-type: none"> 2. Select the desired alignment button on the Paragraph group. <i>The text is aligned accordingly.</i> 	Click 

Click in any blank area to deselect the placeholder.

5.7 MODIFY PARAGRAPH SPACING

Concepts


PowerPoint's lets you adjust the space between paragraphs on your PowerPoint slides to fit more lines in a text box or frame or to spread out the paragraphs so that they fill the text box or frame.



Steps

To modify paragraph spacing:

Display slide 3.

<p>1. Select the entire placeholder or the specific text you want to format.</p> <p><i>The entire placeholder or the specific text is selected accordingly.</i></p>	<p>Click the border of the Contents placeholder</p>
<p>2. Select the HOME tab.</p> <p><i>The HOME tab is displayed.</i></p>	<p>Click HOME</p>
<p>3. Select the Line Spacing arrow.</p> <p><i>The Line Spacing menu appears.</i></p>	<p> Click</p>
<p>4. Select the desired spacing.</p> <p><i>The desired spacing is applied and the menu closes.</i></p>	<p>Click 1.5</p>

5.8 REVIEW EXERCISE



Format and edit slide text

1. Open **Meeting6.pptx**.
2. On slide 1, format the **Annual Meeting** text with the following formats:
Font: **Arial**
Style: **Bold**
Size: **48**
3. Centre align the **Agenda** title on slide 2.
4. On slide 4, change the font colour of the **Raise profits by 15%** text to orange (from **Standard Colors**).
5. On slide 7, change the line spacing of the entire bulleted list to 1.5 lines.
6. Close the presentation without saving it.

LESSON 6 - FORMATTING BULLETS AND NUMBERS

In this section, you will learn how to:

- Add and remove bullets
- Add and remove numbers
- Modify bullets and numbers

6.1 ADD AND REMOVE BULLETS



Concepts


Bullets points offer an easy way of presenting information in a list. You can quickly add bullets or numbers to existing lines of text. However, be careful – do not put too much text on a slide!



Steps

To add and remove bullets:

From the **Student Folder**, open **WORLD07.PPTX**. If necessary, display the **HOME** tab. Display slide 2.

<p>1. Select the text to which you want to add or remove bullets.</p> <p><i>The text is selected.</i></p>	<p>Drag to select all the text in the Contents placeholder</p>
<p>2. Click the Bullets button in the Paragraph group.</p> <p><i>Bullets are applied to the selected text.</i></p>	<p>Click </p>

Click in any blank area to deselect the text.

Practice the Concept: Go to slide 3. Select all the bulleted text and click the **Bullets** button to remove the bullets.

Click in any blank area to deselect the text.

6.2 ADD AND REMOVE NUMBERS




Concepts



Steps

Add or remove numbers.

If necessary, display the **HOME** tab. Display slide 7.

<p>1. Select the text to which you want to add or remove numbers.</p> <p><i>The text is selected.</i></p>	<p>Drag to select all the text in the level 2 bullets</p>
<p>2. Select the Numbering button in the Paragraph group.</p> <p><i>Sequential numbers are applied to the selected text.</i></p>	<p>Click </p>

Practice the Concept: Go to slide 6. Select the numbered text placeholder and click the **Numbering** button to remove the numbers.

Click in any blank area to deselect the text.

6.3 MODIFY BULLETS AND NUMBERS




Concepts

You can change the style of bullet points and numbered lists that you have inserted in PowerPoint, similar to other Office 2013 applications.



Steps

To switch between different number/bullet styles. Open slide 7:

1. Select the bulleted list you wish to change. <i>The list is highlighted.</i>	Select all text in the text box
2. Open the HOME tab. <i>The HOME tab appears.</i>	Click HOME
3. In the Paragraph group, click the Bullets arrow.	Click 
4. Select the desired bullet style. <i>The bullet style is applied.</i>	Click Hollow Square Bullets

Practice the Concept: Go to slide 8. Select all the numbered text and use the Numbering menu to change the number style to lowercase letters with parentheses (second row, third column).

Click in any blank area to deselect the text.


6.4 INSERT/REMOVE INDENT FROM BULLETED TEXT




Steps

To indent bulleted text. Display Slide 3:

1. Choose the text to indent. <i>The text is highlighted.</i>	Select all the text in the text box
2. Open the HOME tab. <i>The HOME tab appears.</i>	Click HOME


3. In the Paragraph group, select Increase List Level . <i>The list will be indented.</i>	Click the Increase List Level button 
--	---

You can remove an indent you've inserted by clicking the **Decrease List Level** button. 

6.5 ADJUST LINE SPACE BEFORE/AFTER BULLETED AND NUMBERED LISTS

Steps

To adjust line spacing before/after bulleted and numbered lists. Display slide 6:

1. Select the list you want to adjust. <i>The text is highlighted.</i>	Select all the text in the text box
2. Open the HOME tab. <i>The HOME tab appears.</i>	Click HOME
3. In the Paragraph group, select the Line Spacing arrow and select Line Spacing Options . <i>The Line Spacing dropdown appears.</i>	Click 
4. Click Line Spacing Options... and set the spacing options. <i>The spacing is applied to the list.</i>	Enter the spacing to 8 pt in the Before section and 6 pt in the After section. Click OK

Close **WORLD07.PPTX** without saving.

6.6 REVIEW EXERCISE



Format bullets and numbers

1. Open **Meeting7.pptx**.
2. In slide 2, add bullets to the text in the **Welcome** placeholder.
3. Then, change the **Welcome** bulleted list to a numbered list.
4. Change the number style for the **Welcome** list. Use numbers with parentheses.
5. Add a new item, **Prior Achievements**, after item 4.
6. On slide 8, delete the **Reiterate key goals** bullet.
7. Close the presentation without saving it.

LESSON 7 - USING TABLES

In this section, you will learn how to:

- Create a PowerPoint table
- Adjust table cells
- Select rows and columns
- Insert rows and columns


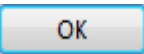
7.1 CREATE A POWERPOINT TABLE



Steps

To create a **PowerPoint** table:

Open **Tables.pptx** file. If necessary, go to **slide 1**.

1. Select the Insert Table icon in the content place holder. <i>The Insert Table dialog box appears.</i>	Click 
2. Specify the number of columns and rows. <i>The number of columns and rows appears in the dialog box.</i>	Enter the following: Number of columns: 2 Number of rows: 4
3. Select OK . <i>The Insert Table dialog box closes and the table appears in the content placeholder.</i>	Click 

To enter or edit text in a table, simply select the cell that you want to edit. Enter the following into the table: Press **[TAB]** to move to the next cell in the table.

Previous Qtr	Current Qtr
Sales up by 17%	Sales up by 24%
Expenses up by 10%	Expenses down by 5%
No new product launch	2 product launch

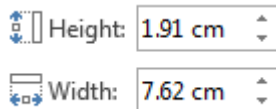
7.2 ADJUST TABLE CELLS



Steps

To adjust table cells:

Go to **slide 1** in the **Tables.pptx** file.

1. Select the cell in the table. <i>The cell is selected.</i>	Select the first cell in the table
2. Select the LAYOUT tab. <i>The LAYOUT tab is displayed.</i>	Click on the LAYOUT tab
3. Enter the required width and height in the Cell Size group. <i>The table cells resizes.</i>	Enter the following: 

Note: You can also place the mouse on the cell border and manually resize using the resize mouse pointer.

7.3 SELECT ROWS AND COLUMNS





Steps

To select rows and columns in a table:

If necessary, go to **slide 1** of the **Tables.pptx** file.

1. Select the cell in the required row. <i>The cell is selected.</i>	Select any cell in the first row
---	----------------------------------

2. Select the LAYOUT tab. <i>The LAYOUT tab is displayed.</i>	Click on the LAYOUT tab
3. Select the Select drop down arrow in the Table group. <i>The various select option appears.</i>	Click 
4. Select the required element. <i>The option closes and the table element is selected.</i>	Click  Select Row

In the **LAYOUT** tab, **Alignment** group, click on **Center** and then **Center Vertically**. You can also select a table element by placing the mouse outside the element, and click with the black arrow.


7.4 INSERT ROWS AND COLUMNS



Steps

To insert rows and columns:

If necessary, go to **slide 1** of the **Tables.pptx** file.

1. Select the cell where you want to insert the row or column. <i>The cell is selected.</i>	Select the first cell in the table.
2. Select the LAYOUT tab. <i>The LAYOUT tab is displayed.</i>	Click on the LAYOUT tab
3. Click the required insert option from the Rows & Columns group <i>The row or column is inserted.</i>	Click 

Delete the new row by clicking any cell in the row, and choose the **Delete** drop down arrow in the **Rows & Columns** group. Select **Delete Rows**.

7.5. REVIEW EXERCISE



Using a table in a presentation

1. Create a new blank presentation.
2. Change the layout of the slide to **Title and Content**.
3. Enter the title as **Staff Performance Evaluations**.
4. Insert a table of **3 columns** and **5 rows**.
5. Enter the following in the first row of the table:

Department Head	Evaluation Month	Submission
-----------------	------------------	------------

6. Set the height of the first row to **2.54 centimetres**.
7. Close the presentation without saving it.

LESSON 8 - USING GRAPHIC IMAGES

In this section, you will learn how to:

- Insert a picture
- Use slide layouts
- Move a graphic
- Resize a graphic
- Change arrow start style, finish style

8.1 INSERT A PICTURE





Concepts

You can insert or copy pictures and clip art into a Microsoft Office PowerPoint 2013 presentation from files on your computer.



Steps

To insert a picture from a graphic file: Open **WORLD08.pptx** from the **Student Folder** and display slide 2. Click the **INSERT** tab.

<p>1. Select the Picture button in the Illustrations group on the INSERT tab.</p> <p><i>The Insert Picture dialog box opens.</i></p>	 <p>Click</p>
<p>2. Locate and select the picture you wish to insert.</p> <p><i>The desired picture is highlighted.</i></p>	<p>Click the VoIP.jpg located in the Student Folder</p>
<p>3. Select Insert.</p> <p><i>The Insert Picture dialog box closes, the picture appears in the slide, and the Picture Tools Format contextual tab is displayed.</i></p>	 <p>Click</p>

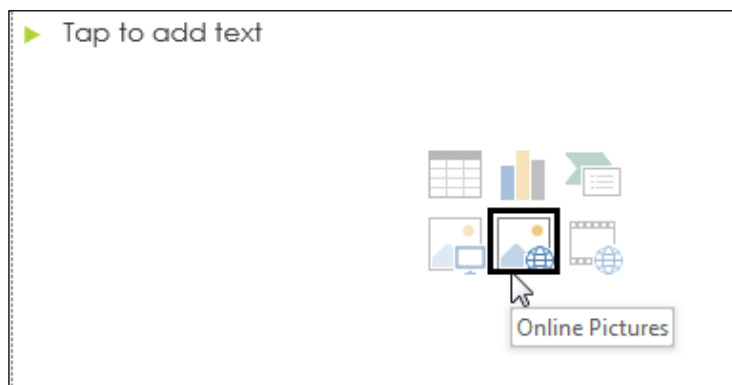
Click anywhere in the slide background area to deselect all slide objects.

8.2 USE SLIDE LAYOUTS

Concepts

PowerPoint also allows you to insert pictures using slide layouts.

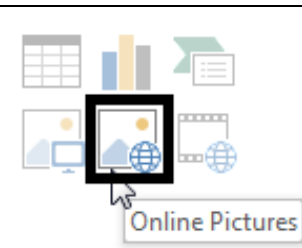
Online Pictures button

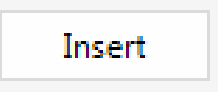


Steps

To use a slide layout to insert a picture:

Display **slide 4**.

<ol style="list-style-type: none"> 1. Select the Online Pictures button in the content placeholder. <i>The Clip Art dialog box opens.</i> 	 <p>Click</p>
<ol style="list-style-type: none"> 2. Type the desired keyword in the Bing Image Search box. <i>The keyword appears in the Search Bing box.</i> 	<p>Type Internet Telephony</p>
<ol style="list-style-type: none"> 3. Select the Search icon. <i>Thumbnails of all pictures meeting the search criteria appear in the Select Picture dialog box.</i> 	<p>Click Search icon.</p>

<p>4. Select the desired picture.</p> <p><i>A blue border appears around the clip and is inserted in to the slide.</i></p>	<div data-bbox="976 174 1109 302" data-label="Image"> </div> <p>Click the Second picture</p>
<p>5. Select the Insert button in the Insert Pictures window.</p> <p><i>The selected picture is inserted and the Insert Pictures window is closed.</i></p>	<p>Click </p>

Move the picture to the top-right corner of the slide.

Click anywhere in the slide background area to deselect all slide objects. Notice that the clip is no longer selected and the **PICTURE TOOLS FORMAT** contextual tab closes.

8.3 MOVE A GRAPHIC



Concepts

PowerPoint allows you to move the existing pictures around a slide



Steps

To move a graphic on a slide: If necessary display slide 2.

<p>1. Drag the graphic to the desired location.</p> <p><i>The graphic appears in the new location when you release the mouse button.</i></p>	<p>Drag the VoIP picture to the lower, right corner of the slide</p>
--	--

Click anywhere in the slide background area to deselect all slide objects.

Tip: You can also move a graphic from one slide to another by cutting and pasting the graphic.

8.4 RESIZE A GRAPHIC



Concepts

PowerPoint allows you to resize the inserted picture on a slide. You need to select the picture and resize the picture using the resizing handles.



Steps

To resize a graphic: If necessary, display the rulers by clicking **VIEW** and ticking the **Ruler** option in the **Show** group. Display slide 2.

1. Select the graphic you want to resize. <i>The graphic is selected.</i>	Click the VolP.jpg
2. Drag any sizing handle as desired to increase or decrease the size of the graphic. <i>The size of the graphic changes accordingly.</i>	Drag the sizing handle at the upper, left corner down and to the right to minimise its size

Click anywhere in the slide background area to deselect all slide objects.

8.5 CHANGE ARROW START STYLE, ARROW FINISH STYLE



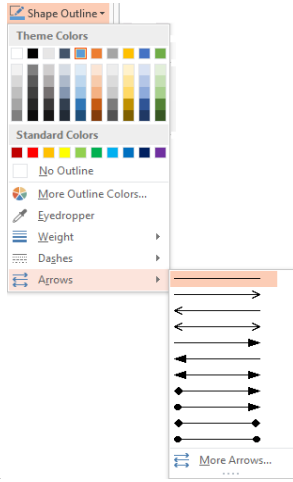
Concepts

You can select and apply different start and finish styles to an arrow.



Steps

Display Slide 2, if necessary.

<p>1. Select the line on the bottom left side of the slide.</p> <p><i>Two white squares should appear on either end of the line.</i></p>	<p>Click the line</p>
<p>2. On the FORMAT tab, in the Shape Styles group, select the Shape Outline option.</p>	<p>Click the Shape Outline Arrow</p>
<p>3. Select Arrows and then select More Arrows.</p> <p><i>The Format Shape menu appears.</i></p>	 <p>Click</p>
<p>4. Click the Begin Arrow Type button and click the style required.</p> <p><i>The arrow types appear.</i></p>	<p>Click the Arrow style</p>
<p>5. Click the End Arrow Type and click the style required.</p> <p><i>The arrow types appear.</i></p>	<p>Try out the different styles</p>
<p>6. Close the Format Background menu.</p> <p><i>The menu will close.</i></p>	<p>Click X</p>

Close **WORLD08.pptx** without saving.

8.6 REVIEW EXERCISE



Use graphic images in a presentation

1. Open **Meeting8.pptx**.
2. On slide 1, insert the **VoIP-Logo1.jpg** from the **Student Folder**. Move the image to the lower, right corner of the slide.
3. Using any corner sizing handle, resize the picture.
4. On slide 3, resize the picture to so that it does not block any text
5. Move the picture to the lower, right corner of the slide.
6. On slide 8, use the **Online Pictures** to search for clips with the keyword, **revenue**.
7. Insert the picture of your choice. Enlarge the clip and move it to the lower, right corner of the slide.
8. On slide 10, use the content placeholder to insert an online picture with the keyword **people**.
9. Close the presentation without saving it.

LESSON 9 - USING SMARTART

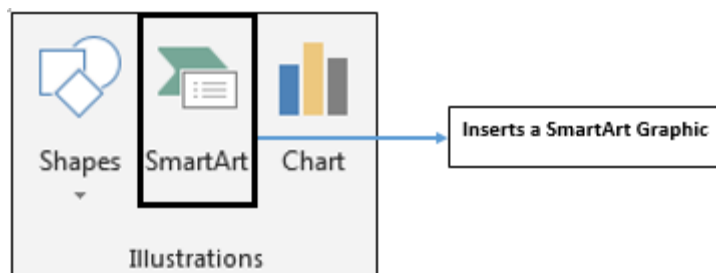
In this section, you will learn how to:

- Insert a SmartArt object
- Resize/reposition a SmartArt object
- Insert text into a SmartArt object
- Add shapes to a SmartArt object

9.1 INSERT A SMARTART OBJECT

Concepts


SmartArt is a creative tool available in PowerPoint 2013 which allows you to insert and edit some advanced illustrated objects, such as organisational charts, diagrams, and flowcharts. This tool allows you to create dynamic graphics as a visual representation of your information. Many different layouts and styles are available to suit the needs of your presentation.



Steps

To insert a **SmartArt** object:

Open a new, blank presentation, if necessary. Change the layout to **Blank**

1. Select the INSERT tab on the Ribbon . <i>The INSERT tab is displayed.</i>	Click INSERT
2. Select the SmartArt button. <i>The SmartArt gallery opens.</i>	 SmartArt Click
3. Select the SmartArt Graphic . <i>The object is highlighted.</i>	Click the Hierarchy category, Organization Chart

4. Select the **OK** button.

*The **SmartArt** gallery closes and the **SmartArt** object is inserted into the presentation.*

Click 

Notice that the Organisation chart is inserted in the slide. Click **Change Colors** and choose **Colorful – Accent Colors**. You can change the hierarchical structure of an organisation chart by following the steps listed below:

1. Select the DESIGN tab. <i>The DESIGN tab is displayed.</i>	Click DESIGN
2. In the Create Graphic group, use the options Demote , Promote or Right to Left to change the structure. <i>The structure will change depending on your choice.</i>	Click Promote

9.2 RESIZE/REPOSITION A SMARTART OBJECT



Concepts


Aligning shapes/objects is a very common task. There are an array of tools to ease this process, such as those found under the Arrange button on the **FORMAT** Tab.



Steps



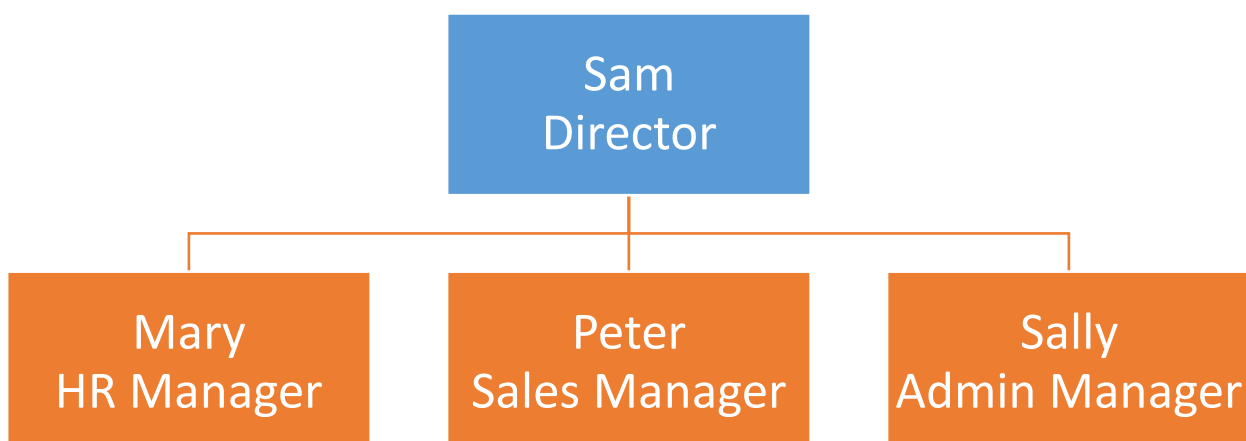
Resize and align a **SmartArt** object.

1. Select the SmartArt object. <i>The object is selected.</i>	Click on the white space within the SmartArt object
2. Drag a sizing handle to enlarge or reduce the object size then release the mouse button. <i>The SmartArt object is resized.</i>	Drag a sizing handle to reduce the SmartArt object size then release the mouse button
3. Select the SMARTART TOOLS FORMAT contextual tab. <i>The FORMAT contextual tab is displayed.</i>	Click the SmartArt Tools FORMAT contextual tab
4. Select the Align button. <i>The Align menu opens.</i>	 Click
5. Select the desired alignment. <i>The SmartArt object is aligned and the menu closes.</i>	Click on Align left .

To restore the shape to its original size, under **SMARTART TOOLS**, on the **DESIGN** tab, in the **Reset** group, click **Reset Graphic**.

9.3 INSERT TEXT INTO A SMARTART OBJECT

Concepts





Steps

Enter text into a SmartArt object.

1. Select the SmartArt object. <i>The object is selected.</i>	Click on the white space within the SmartArt object
2. Select the placeholder. <i>The placeholder text is replaced.</i>	Click on the first placeholder and type the text Sam . Enter a paragraph space and write Director

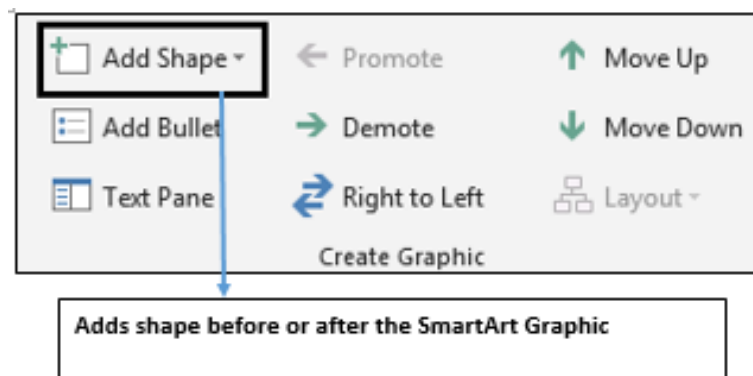
Practice the Concept: Delete the placeholder between the blue placeholder and the bottom three placeholders by clicking the placeholder and hitting **Delete**. Type one of the following titles for each of the remaining shapes; **HR Manager**, **Sales Manager**, **Admin Manager**. **Hint:** You can use the **Type your text here** pane to complete the entries.

9.4 ADD SHAPES TO A SMARTART OBJECT



Concepts

PowerPoint allows you to add or delete shapes to the existing SmartArt object.



Steps

Add a shape to a **SmartArt** object.

1. Select the SmartArt object you wish to enhance. <i>The object is selected.</i>	Click on the SmartArt object
---	-------------------------------------

2. Select the top part of the **Add Shape** button in the **Create Graphic** group on the **SMARTART TOOLS DESIGN** tab.

*A new shape is added in the **SmartArt** object.*

Click the **Add Shape** button



Note that the shape has been added after the **Sales** box. You can choose where the new shape is added by clicking the dropdown part of the **Add Shape** button. Select the **Admin** box, click the arrow part of the **Add Shape** button and select **Add Shape Before**. Note that the new box is added.

9.5 REVIEW EXERCISE



Use SmartArt

1. Open a new, blank presentation.
2. Insert a **SmartArt Organization Chart** from the **Hierarchy** section.
3. Align the **SmartArt** object to **Center** and **Middle**.
4. Enter the text **Line Manager** into the top box of the organisational chart.
5. Enter the text **Team Leader** into the second level of the organisational chart.
6. Enter the following titles into the bottom tier of the organisational chart:
Receptionist, Administrator, Personal Assistant.
7. Add a **Rectangle** shape adjacent to the **Team Leader** box.
8. Enter the text **Supervisor.**
9. Create a new long narrow **Rectangle** (not SmartArt) below the three boxes at the bottom of the **SmartArt** object.
10. Group the new shape with the existing **SmartArt** object.
11. Close the presentation without saving.

LESSON 10 - WORKING WITH SLIDES

In this section, you will learn how to:

- Select multiple slides
- Move slides in Slide Sorter view
- Duplicate slides in Slide Sorter view
- Hide a slide
- Copy slides in Slide Sorter view
- Delete slides in Slide Sorter view

10.1 SELECT MULTIPLE SLIDES



Concepts

When working on a presentation, you may wish to rearrange the layout of your slides or even move them to a new presentation altogether. Selecting multiple slides can be a time saving method when doing such work.



Steps

To select multiple slides:

From the **Student Folder**, open **WORLD10.PPTX**.

1. Click the first slide you want to select. <i>An orange border appears around the slide.</i>	Click slide 2
2. To select multiple, contiguous slides, hold [Shift] and click the last slide in the range you want to select. <i>Multiple, contiguous slides are selected.</i>	Hold [Shift] and click slide 4
3. To select multiple, non-contiguous slides, hold [Ctrl] and click each additional slide you want to select. <i>Multiple, non-contiguous slides are selected.</i>	Hold [Ctrl] and click slide 6

Holding down the **Shift** key when selecting slides allows you to select an adjacent range of slides together, while using the **Ctrl** key allows you to select individual slides while keeping other slides selected.

Click in any blank area to deselect the slides.

10.2 MOVE SLIDES



Concepts

The selected slides in the slide sorter view can be easily rearranged by dragging and dropping the slides.



Steps

To move slides in the same presentation.

1. Select the slide you want to move. <i>The slide is selected.</i>	Click slide 3
2. Drag the slide to the desired location. <i>A vertical bar appears as you drag, the slide appears in the new location when you release the mouse button, and all the slides are renumbered accordingly.</i>	Drag slide 3 between slides 7 and 8

Click anywhere between slides to deselect the slide.

Practice the concept: Drag the slide back to its original position in the presentation.

You can also use the cut feature to move slides in one presentation or between two open ones.

1. Select the slide you want to move. <i>The slide is selected.</i>	Click slide 3
2. In the HOME tab, click the Cut button. <i>The slide is moved to the clipboard.</i>	Click Cut
3. Click a new location to move the slide to.	Click slide 7

<p><i>The slide will be inserted directly after the slide you choose. This also works when moving a slide to a new presentation when you choose a slide in that presentation.</i></p>	
<p>4. Select the Paste button.</p> <p><i>The slide is inserted.</i></p>	Click Paste

10.3 DUPLICATE SLIDES




Concepts

PowerPoint allows you to create new slides by duplicating selected slides meaning the existing slides are duplicated in the same presentation.



Steps

To duplicate a slide:

<p>1. Select the slide you want to duplicate.</p> <p><i>The slide is selected.</i></p>	Click slide 3
<p>2. Select the HOME tab.</p> <p><i>The HOME tab is displayed.</i></p>	Click HOME
<p>3. Select the bottom part of the New Slide button in the Slides group.</p> <p><i>The New Slide gallery is displayed.</i></p>	 <p>New Slide ▾</p> <p>Click</p>
<p>4. Select Duplicate Selected Slides.</p> <p><i>A duplicate of the slide appears and the slides are renumbered accordingly.</i></p>	Click Duplicate Selected Slides

Click anywhere between slides to deselect the slide.

10.4 COPY SLIDES



Concepts

Copying slides works similar to duplicating them, only it goes to the clipboard and you can insert them anywhere in the presentation. You can also copy slides between presentations, similar to the moving steps shown above.



Steps

To copy a slide:

1. Select the slide you want to copy. <i>The slide is selected.</i>	Click slide 6
2. In the HOME tab, click the Copy button. <i>The slide is copied to the clipboard.</i>	Click Copy
3. Click a new location within the presentation or within another open presentation to move the slide to. <i>The slide will be inserted directly after the slide you choose.</i>	Select slide 7
4. Select the Paste button. <i>The slide is inserted.</i>	Click Paste


Click anywhere between slides to deselect the slide.

10.5 HIDE A SLIDE



Steps

To hide a slide:

1. Select the slide you want to hide. <i>The slide is selected.</i>	Click slide 3
2. Select the SLIDE SHOW tab. <i>The SLIDE SHOW tab appears.</i>	Click SLIDE SHOW
3. Click the Hide Slide button in the Set Up group. <i>The hidden slide icon appears under the selected slide.</i>	 Click

To unhide a slide, click the **Hide Slide** button again.

10.6 DELETE SLIDES

Concepts

You can delete slides from your presentation, no matter where they are placed in the presentation.

Steps

To delete a slide:

1. Select the slides you want to delete. <i>The slide is selected.</i>	Click slide 4
2. Press [Delete] . <i>The slide is deleted and the remaining slides are renumbered accordingly.</i>	Press [Delete]

Practice the Concept: Delete slide 7. Close **WORLD10.PPTX**.

10.7 REVIEW EXERCISE



Rearrange a presentation

1. Open **Meeting10.pptx**.
2. Move slide 6 before slide 5.
3. Place a copy of slide 8 between slides 4 and 5.
4. Duplicate slide 4.
5. Delete slides 5 and 6.
6. Close the presentation without saving it.

LESSON 11 - WORKING WITH DRAWN OBJECTS

In this section, you will learn how to:

- Draw an enclosed object
- Change the fill colour of an object
- Apply effects
- Draw a line
- Format lines
- Create a text box
- Rotate an object
- Flip an object
- Arrange objects
- Align objects
- Group objects

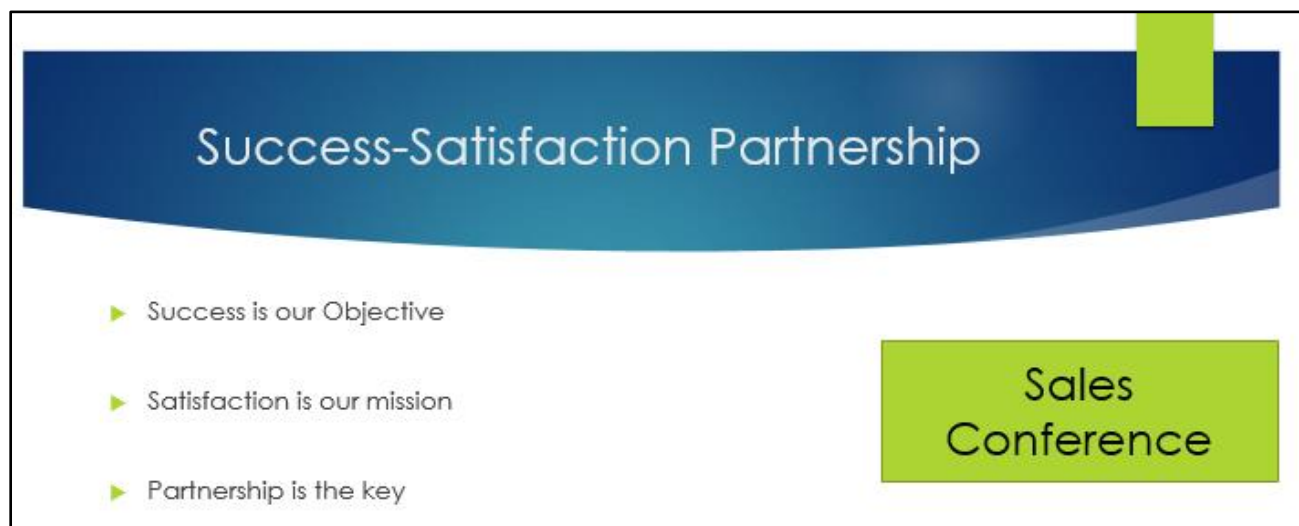
11.1 DRAW AN ENCLOSED OBJECT

Concepts

PowerPoint provides the tools to draw your own object. You can:

- Create simple shapes and objects with the built in drawing tools
- Choose from the collection of ready-made shapes
- Combine simple shapes to create more complex ones
- Draw an object from scratch, and even add text to your drawings.

You can also add formatting effects to your shapes, including resizing, rotating, 3D effects such as shadows and bevelling, and changing the colour of all or part of the shape.



Steps

To draw an enclosed object:

From the **Student Folder**, open **WORLD13.PPTX**. If necessary, display the **INSERT** tab, and slide 3.

1. Select the **Shapes** button in the **Illustrations** group.

*The **Shapes** gallery is displayed.*



Shapes

Click

<p>2. Select the desired drawing object button from the gallery.</p> <p><i>The Shapes gallery closes and the mouse pointer changes into a crosshair when positioned in the slide.</i></p>	<p>Click Rectangle from the Basic Shapes section (Rectangle: 1st shape in the Rectangles section)</p>
<p>3. Drag to position and size the object as desired.</p> <p><i>An outline of the object appears as you drag, and the object appears in the slide when you release the mouse button.</i></p>	<p>Drag diagonally from the centre of the slide and create a box similar to the one outlined above.</p>

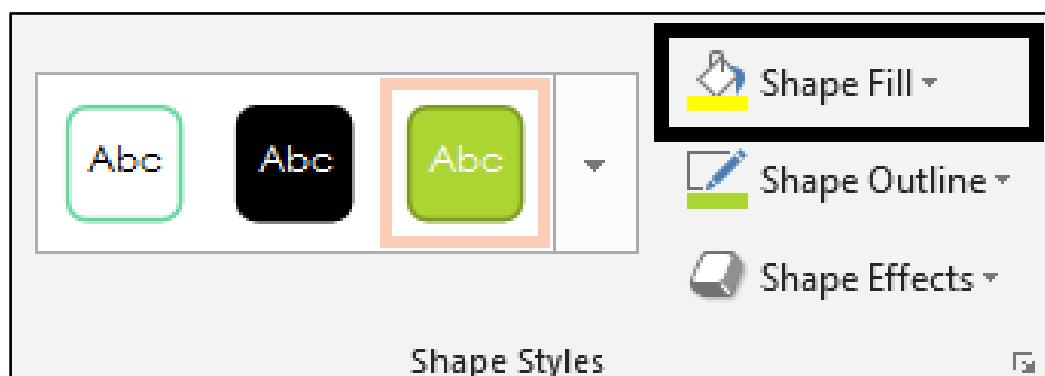
With the rectangle selected, type the text **Sales Conference** into the rectangle. Select the text and change the font size to 32 points and the font colour to Black (first row, second colour). Click in any blank area to deselect the object. It must be noted that

11.2 CHANGE THE FILL COLOUR OF AN OBJECT



Concepts


PowerPoint allows you to change the fill colour of the selected object. You can use **DRAWING TOOLS FORMAT** tab to do the same.



Steps

To change the fill colour of an object.

If necessary, display the **HOME** tab. Display slide 3.

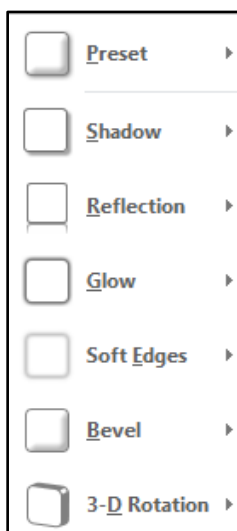
1. Select the object with the fill colour you want to change. <i>The object is selected.</i>	Click the green rectangle
2. Select Shape Fill arrow in the Drawing group. <i>The Shape Fill Color palette is displayed.</i>	Click  Shape Fill ▾
3. Select the desired fill colour. <i>The fill colour is applied to the object.</i>	Click Yellow in the Standard Colors palette

Practice the Concept: Apply the current fill colour to the circle in the top right corner. Click in any blank area of the slide to deselect the object.

11.3 APPLY EFFECTS

Concepts

You can apply effects to drawn objects in PowerPoint, enabling you to add depth to graphics or presentation material.






Steps

To apply shape effects.

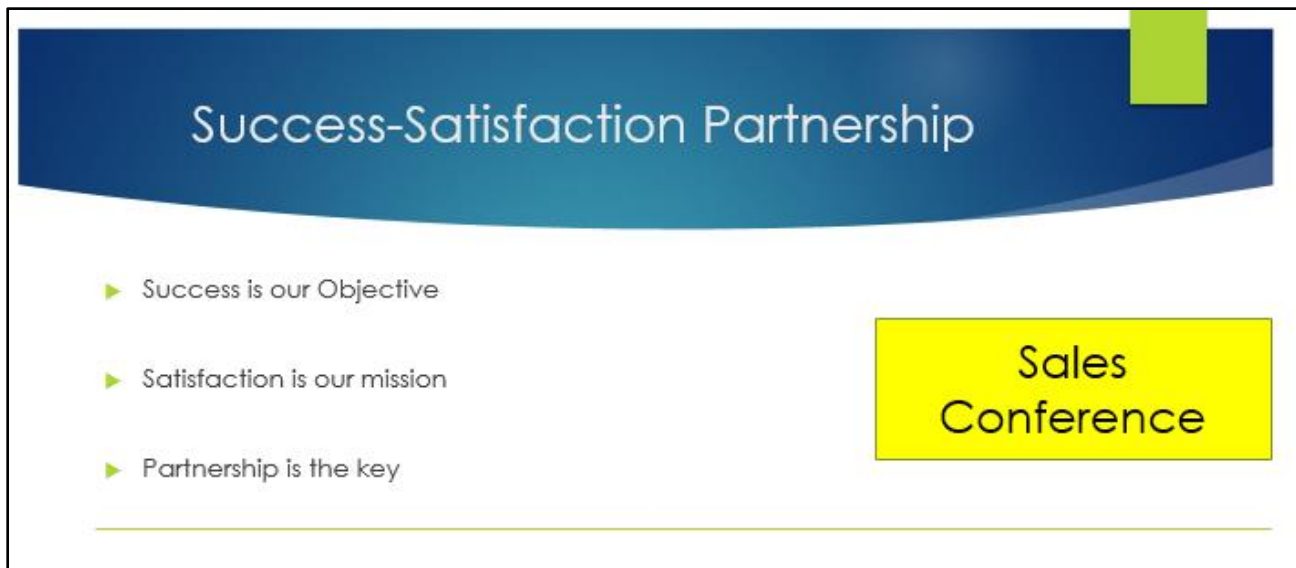
If necessary, display slide 4 and the **HOME** tab.

1. Select the drawn object you wish to enhance. <i>The shape is highlighted.</i>	Click the WTT circle
2. Select the Shape Effects button from the Drawing group on the HOME tab. <i>The Shape Effects menu is displayed.</i>	Click  Shape Effects ▾
3. Select the Shadow option. <i>The Shadow gallery is displayed.</i>	Click Shadow
4. Select the desired shadow settings. <i>The settings are applied to the selected object.</i>	Click Offset Bottom from the Outer section (first row second column)

Practice the Concept: Click the **WTT Circle** and use the Reflection menu in **Shape Effects** to apply the **Full Reflection, Touching** effect to the shape.

11.4 DRAW A LINE



Concepts



Steps

Draw a line in a slide.

If necessary, display the rulers and **INSERT** tab. Display slide 3.

<p>1. Select the Shapes button in the Illustrations group on the INSERT tab.</p> <p><i>The Shapes gallery is displayed.</i></p>	 <p>Shapes</p> <p>Click</p>
<p>2. Select the desired line style from the gallery.</p> <p><i>The mouse pointer changes into a crosshair when positioned in the slide and the Shapes gallery closes.</i></p>	 <p>Click</p>

<p>3. Drag to draw the line as desired.</p> <p><i>An outline of the line appears as you drag, and the line appears in the slide when you release the mouse button.</i></p>	<p>Hold [Shift] and drag a horizontal line at the bottom of the slide.</p>
--	---

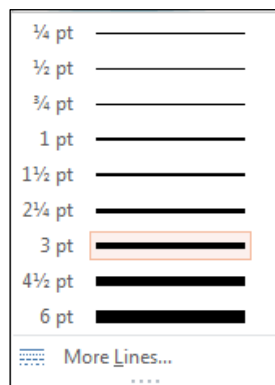
Click in any blank area of the slide to deselect the line.

11.5 FORMAT LINES



Concepts

As in most Office 2013 applications, it is possible to edit the thickness of lines created; whether they were created individually or as part of a border / table.








Steps

To format lines:

If necessary, display slide 3 and the **HOME** tab.

<p>1. Select the line you want to format.</p> <p><i>The line is selected.</i></p>	<p>Click the horizontal line at the bottom of the slide, if necessary</p>
---	---

<p>2. Select the Shape Outline arrow.</p> <p><i>The Shape Outline menu is displayed</i></p>	<p>Click  Shape Outline ▾</p>
<p>3. To change the line weight, select the Weight option.</p> <p><i>A list of available line weights is displayed.</i></p>	<p>Click  Weight ▸</p>
<p>4. Select the desired line weight.</p> <p><i>The line weight is applied to the line and the Shape Outline menu closes.</i></p>	<p>Click 3pt</p>
<p>5. Select the Shape Outline arrow.</p> <p><i>The Shape Outline menu is displayed.</i></p>	<p>Click  Shape Outline ▾</p>
<p>6. To change the line colour, select the desired line colour from the colour palette.</p> <p><i>The line colour is applied to the line and the Shape Outline menu closes.</i></p>	<p>Click Blue in Standard Colors</p>
<p>7. Select the Shape Outline arrow.</p> <p><i>The Shape Outline menu is displayed.</i></p>	<p>Click  Shape Outline ▾</p>
<p>8. To change the dash style, click the Dashes option.</p> <p><i>A list of available dash styles is displayed.</i></p>	<p>Click  More Lines...</p>

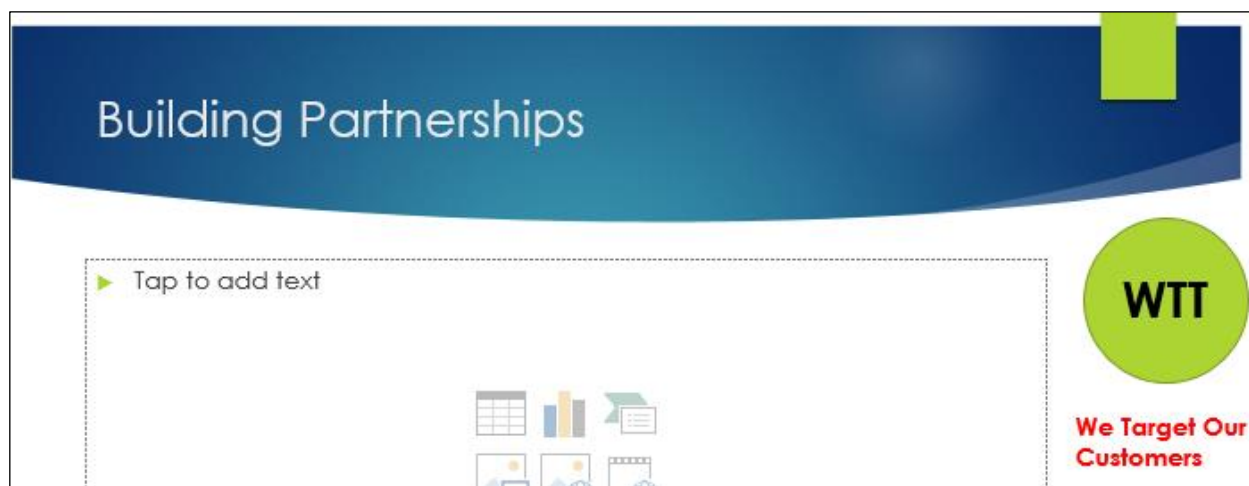
<p>9. Select the desired dash style.</p> <p><i>The dash style is applied to the line.</i></p>	<p>Click Long Dash (sixth style from the top)</p>
---	--

Practice the Concept: Select the rectangle in slide 1. Change the line weight to the solid 6pt style and change the line colour to yellow. Click in any blank area of the slide to deselect the rectangle.

11.6 CREATE A TEXT BOX


Concepts

Despite many slides having a text box for you to insert text, graphics and images, some of the default slides do not. You can add a custom text box to these slides. You might even want to add a text box to a slide that already has them, should there be space.



Steps

Create a text box. Display slide 4.

<p>1. Select the Text Box button in the Text group on the INSERT tab.</p> <p><i>The mouse pointer changes into an elongated cross when positioned in the slide.</i></p>	<div data-bbox="954 1758 1029 1825" data-kind="parent" data-rs="2">  </div> <div data-bbox="957 1848 1021 1915" data-kind="parent" data-rs="2"> Text Box ▾ </div> <p>Click</p>
--	--

2. Click in the slide or drag to draw the text box, as desired. <i>The text box appears on the slide.</i>	Click under the circle
3. Type the desired text. <i>The text appears in the text box.</i>	Type We Target Our Customers

Select the text, bold it and change the font colour to **red**. Then, centre the text box under the circle.

Click in any blank area of the slide to deselect the text box.

11.7 ROTATE AN OBJECT



Concepts


Presentations offers the ability to rotate and flip graphical objects depending on your preference. An image may be inserted manually but not correspond with the slide's purpose, so adjusting its positioning will clarify its meaning and presence on a slide.



Steps

Rotate an object. If necessary, display slide 10.

1. Select the object you want to rotate. <i>The object displays sizing handles and a green rotate handle appear.</i>	Click the Best sales ever! block arrow
---	---

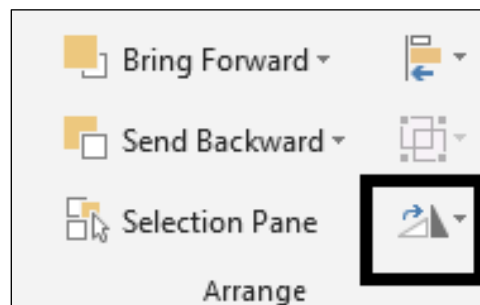
<p>2. Go to the FORMAT tab, and click the Rotate arrow.</p> <p><i>The rotate options appear.</i></p>	 <p>Rotate</p> <p>Click ▾</p>
<p>3. Choose the appropriate option.</p> <p><i>The arrow will point towards the 2012 column.</i></p>	<p>Click Rotate Right 90°</p>

Click in any blank area to deselect the object.

11.8 FLIP AN OBJECT



Concepts



► Rely on our financial strength

In fiscal 2010, WTS generated net cash of \$170.1 million, had \$820.2 million in total revenue.

Founded in 1990, WTS had 15 straight quarters of profitability.



► Tap into our Global Reach


► 90% of fortune 100 companies use our technology.

► We have more than 2000 partners using our products.



Steps

To flip an object. Display slide 5:

1. Select the object you want to flip. <i>The object is selected.</i>	Click the dollar-man picture
2. Select the PICTURE TOOLS FORMAT contextual tab. <i>The Drawing Tools Format contextual tab is displayed.</i>	Click FORMAT
3. Select the Rotate button. <i>The Rotate menu is displayed.</i>	 Rotate Click
4. Select Flip Horizontal or Flip Vertical , as desired. <i>The objects flips accordingly.</i>	Click Flip Horizontal

Click in any blank area to deselect the object.

11.9 ARRANGE OBJECTS



Concepts

In PowerPoint, each slide may have multiple items, such as pictures, shapes and text boxes. PowerPoint lets you arrange the objects the way you want by aligning, grouping, rotating, and ordering them in various ways.

Steps

Change the order of a stacked object. Display slide 6.

1. Select the object you want to order. <i>The object is selected.</i>	Click the green star
---	----------------------

2. Select the DRAWING TOOLS FORMAT contextual tab. <i>The DRAWING TOOLS FORMAT contextual tab is displayed.</i>	Click FORMAT
3. To Send to Back or Send Backward select the Send Backward arrow. <i>The Send Backward menu is displayed.</i>	 Click Send Backward
4. Select the desired option. <i>The object is re-ordered</i>	Click Send to Back
5. To Bring to Front or Bring Forwards select the Bring Forward arrow. <i>The Bring to Front menu is displayed.</i>	 Click Bring Forward
6. Select the desired option. <i>The object is re-ordered</i>	Click Bring to Front

Click in any blank area to deselect the object.

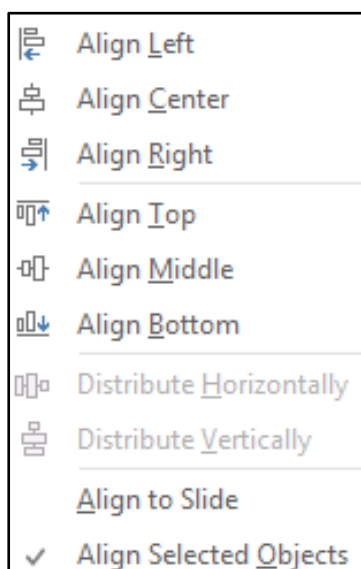
11.10 ALIGN OBJECTS



Concepts


In PowerPoint 2013, you can use Smart Guides to automatically align the objects for you. They appear automatically when your objects, such as pictures, shapes, and more, are close to even, and they also tell you when objects are spaced evenly.

You can also use the **PICTURE TOOLS FORMAT** tab to align the object left, center, middle, top, middle, and bottom.



Steps

Align objects to one another. If necessary, display slide 6.

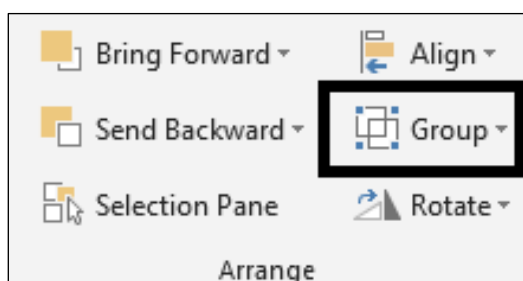
1. Select the first object you want to align. <i>The object is selected.</i>	Click the yellow star after A Time of Transition
2. Select the DRAWING TOOLS FORMAT contextual tab. <i>The DRAWING TOOLS FORMAT contextual tab is displayed.</i>	Click FORMAT
3. Select the Align button. <i>The Align menu is displayed.</i>	 Click
4. Select the desired alignment. <i>The objects are aligned accordingly.</i>	Click Align Bottom

Click in any blank area of the slide to deselect the objects.

11.11 GROUP OBJECTS

Concepts

PowerPoint enables you to group objects on your slides. Grouping PowerPoint objects on your PowerPoint slides is useful for creating complex pictures because it enables you to work on one part of the picture, group it, and then work on the next part of the picture without disturbing the part that you've already grouped.





Steps

To group objects.

If necessary, display slide 6.

1. Select the object you want to group. <i>The object is selected.</i>	Select the yellow star
2. Select all the objects you want to group. <i>The objects are selected.</i>	Hold down shift key and select the other two objects
3. Select the DRAWING TOOLS FORMAT contextual tab. <i>The DRAWING TOOLS FORMAT contextual tab is displayed.</i>	Click FORMAT

<p>4. Select the Group arrow from the Arrange group.</p> <p><i>The Grouping options are displayed.</i></p>	 Click 
<p>5. Select the desired command.</p> <p><i>The objects are grouped accordingly.</i></p>	Click Group

Drag the yellow star to the left. Notice that the arrow and green star move as one object. They can be rotated or flipped as well, just like regular graphical images in PowerPoint.

Click in any blank area of the slide to deselect the grouped object. Close **WORLD13.PPTX** without saving.

11.12 REVIEW EXERCISE



Working with drawing objects in a presentation

1. Open **WSPORTS.pptx**.
2. Starting in the upper, left corner of the slide, create a rectangle that spans the width of the slide above the **Water Sports Seminar** placeholder.
3. Change the colour of the rectangle to light green.
4. Enter the text **Galaxy Amusement Pte Ltd** into the rectangle. Format the text with a font size of 40 points and a font colour of **White, Background 1, Darker 35%**.
5. Create a text box with the following text: **Welcome to Water Sports in the New Millennium!**
6. Size the text box so that all the text fits on one line and position it directly below the fish.
7. Group all parts of the fish together. (*Hint: Try dragging a rectangular marquee around the outside of the fish to select all of its parts.*)
8. Flip the fish so that it is swimming in the other direction.
9. Use the **5-Point Star Shape** to create a starfish.
10. Make the starfish yellow. Copy and paste the starfish to create two more starfish.
11. Move the starfish to different locations at the bottom of the slide.
12. Rotate two of the starfish in different directions.
13. Create a horizontal line under the text **Water Sports Seminar**. (*Hint: Hold the [Shift] key to draw a straight line*).
14. Change the line style to 3 points and change the line colour to yellow.
15. Create a small circle and change the fill colour of the circle to yellow.
16. Move the circle so that it partially covers the cloud, and then send the circle behind the cloud.
17. Close the presentation without saving it.

LESSON 12 - CREATING BASIC CHARTS

In this section, you will learn how to:

- Insert a chart
- Delete data from the datasheet
- Add, remove, edit a chart title
- Change the chart type
- Apply a chart style and layout
- Display Chart Analysis
- Insert pictures
- Format your chart background

12.1 INSERT A CHART



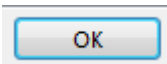

Concepts

Inserting a chart is a primary feature of PowerPoint and its functionality as a presentation tool. It easily allows you to group data and map it in a variety of chart styles to give users numerous ways to create the most visually engaging and functional presentations.

Steps

From the **Student Folder**, open **WCHT12.PPTX**. Insert a chart.

Display slide 4.

<p>1. Select the Insert Chart button on the Content placeholder.</p> <p><i>The Insert Chart gallery opens.</i></p>	 Click Chart
<p>2. Select the desired chart type from the Insert Chart gallery.</p> <p><i>The desired chart type is highlighted.</i></p>	 Click 3-D Clustered Column chart type
<p>3. Select the OK button.</p> <p><i>The Insert Chart gallery closes and the Excel datasheet is displayed.</i></p>	 Click OK
<p>4. Edit the data in the Excel worksheet to suit your information and then close the worksheet.</p> <p><i>The data is edited and reflected in the chart.</i></p>	<p>Follow the instructions shown below the table before continuing on to the next step</p>
<p>5. Close the worksheet.</p> <p><i>The worksheet closes.</i></p>	 Click X in the top right corner of the Excel worksheet

Change the **Series** labels to read **Product 1**, **Product 2**, and **Product 3**, and change the **Category** labels to read **Jan**, **Feb**, **Mar**, and **Apr**.

	Product 1	Product 2	Product 3
Jan	100	300	200
Feb	200	150	260
Mar	400	500	333
Apr			

Tip: You can change the colour of a chart's contents by selecting the bar line, pie slice or column depending on your chart type, going to **FORMAT** and clicking the **Shape Fill** arrow. You can then select your desired colour.


12.2 DELETE DATA FROM THE DATASHEET




Steps

Delete data from the datasheet.

If necessary, display slide 5 and select the chart.

<p>1. Select the Edit Data button from the Data group on the CHART TOOLS DESIGN contextual tab.</p> <p><i>The datasheet is displayed in an Excel window.</i></p>	 <p>Click</p>
<p>2. Select the cells containing the data you want to delete.</p> <p><i>The cells are selected.</i></p>	<p>Right-Click cell D5</p>
<p>3. Select Delete.</p> <p><i>The shortcut menu opens.</i></p>	<p>Select Delete</p>
<p>4. Select Table Columns.</p> <p><i>The data is removed from the datasheet and chart.</i></p>	<p>Click Table Rows</p>

5. Close the worksheet. <i>The worksheet closes.</i>	Click  in the top right corner of the Excel worksheet
---	--

12.3 ADD, REMOVE, EDIT A CHART TITLE

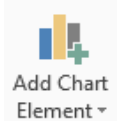
Concepts

PowerPoint allows you to add, remove, and edit a chart title. When you create a chart, a placeholder containing the text Chart Title is displayed at the top of the chart. To select a chart simply click it.

Steps

From the **Student Folder**, open **WCHT12.PPTX** and display slide 5 if necessary.

Add a Chart Title

1. Select the chart. <i>The chart is selected.</i>	Click the chart
2. On the DESIGN tab, in the CHART TOOLS group, click the Add Chart Element button. <i>The Chart Element options appear in a dropdown list.</i>	Click 
3. Insert a chart title above the chart. <i>The Chart Title textbox will appear above the chart.</i>	Select Chart Title , then click Above Chart

Edit a Chart Title

1. Select the Chart Title. <i>The Chart Title textbox will be selected.</i>	Click Chart Title
2. Edit the text by typing when the textbox is selected. <i>The text will begin to appear in the</i>	Type Q1 Product Sales .

textbox.	
----------	--

Remove a Chart Title

To remove a chart title simply click on the Chart Title textbox and click **Delete**.

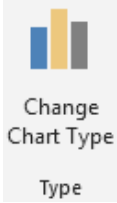

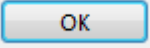
12.4 CHANGE THE CHART TYPE



Steps

Change the chart type.

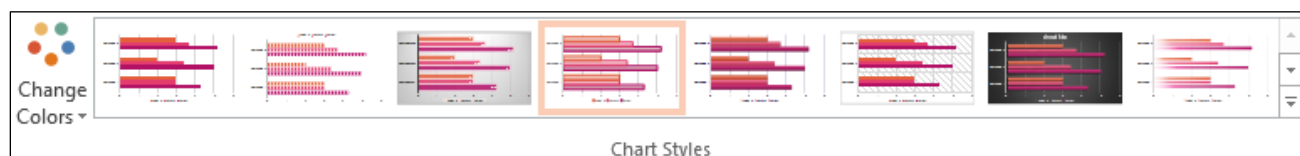
If necessary, display slide 5 in **Normal** view.

1. Select the chart you want to edit. <i>The chart is selected.</i>	Click the chart
2. Select the Change Chart Type button from the Type group on the CHART TOOLS DESIGN contextual tab. <i>The Change Chart Type gallery opens.</i>	 Click
3. Select the desired chart type from the gallery. <i>The selected chart type is highlighted.</i>	Scroll as necessary and click 
4. Select the OK button. <i>The Change Chart Type gallery closes, and the specified chart type is applied to the chart.</i>	Click 

12.5 APPLY A CHART STYLE AND LAYOUT

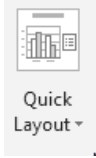
Concepts

A chart style is a default style that you can apply to charts in your presentation. They can be found under the **CHART TOOLS DESIGN** contextual tab when a chart is selected. The available styles will vary depending on the layout style you have applied to the chart.



Steps

Apply a chart style and a chart layout. Display slide 5.

1. Select the chart you wish to enhance. <i>The Chart Tools contextual tabs are displayed.</i>	Click on the chart
2. Select the CHART TOOLS DESIGN contextual tab. <i>The DESIGN contextual tab is displayed.</i>	Click on the Chart Tools Design contextual tab
3. Select Quick Layout from the Chart Layouts tab. <i>The Quick Layout gallery is displayed.</i>	 Click
4. Select the desired chart layout from the Quick Layouts gallery. <i>The selected layout is applied to the chart.</i>	Click on Layout 3
5. Select the desired Chart Style from the Chart Styles gallery. <i>The selected chart style is applied to the chart.</i>	Click on Chart Style 4

Notice the data label displayed on top of the data series.

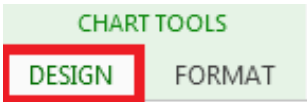
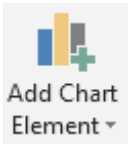
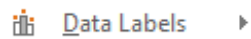
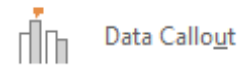
12.6 ADD A DATA LABEL

Concepts

A data label is used to quickly identify a data series in a chart, linked to values on the worksheet and automatically update when there are changes to these values. You can include data labels to data points on the chart.

Steps

Add a data label to a chart. Display slide 5.



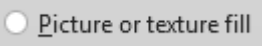

1. Select the chart area you wish to enhance. <i>The Chart Tools contextual tabs are displayed.</i>	Click on the chart area
2. Select the CHART TOOLS DESIGN contextual tab. <i>The CHART TOOLS DESIGN tab is displayed.</i>	Click 
4. Select the Add Chart Element button in the Chart Layouts group. <i>The Chart Element gallery opens.</i>	Click 
5. Select Data Labels . <i>The Data Labels gallery appears.</i>	Click 
6. Select the data label placement option. <i>The data label is displayed.</i>	Click 

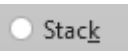
12.7 INSERT PICTURES



Steps

Insert a picture into a chart. Display slide 4.

1. Select some white space in the chart area you wish to enhance. <i>The Chart Tools contextual tabs are displayed.</i>	Click some white space in the chart area
2. Select the CHART TOOLS FORMAT contextual tab. <i>The FORMAT contextual tab is displayed.</i>	Click CHART TOOLS FORMAT
3. Right-click the Series 1 bar on the chart. <i>All the Series 1 from all the categories are selected.</i>	Right-click the first bar of the chart
4. Select Format Data Series from the shortcut menu. <i>The Format Data Series pane is displayed on the right.</i>	Click 
5. Select Fill . <i>The Fill details are displayed below.</i>	Click 
7. .Select Picture or texture fill . <i>The Insert Picture From details are displayed.</i>	Click 
8. Select File.... <i>The Insert Picture dialog box opens.</i>	Click 
6. Select the desired picture from the Student Folder . <i>The selected picture is highlighted.</i>	Click on the soccer.jpg

<p>7. Select the Insert button.</p> <p><i>The Insert Picture dialog box closes and the picture is inserted behind the chart.</i></p>	Click Insert
<p>8. Select Stack option to change the way the image is displayed.</p> <p><i>The selected picture is stacked.</i></p>	Click 


Close **WCHT12.PPTX** without saving.


12.8 FORMAT YOUR CHART BACKGROUND

Steps

From the **Student Folder**, open **WCHT13.PPTX**. Format a chart background.

Display Slide 4.

<p>1. Select some white space in the chart area you wish to enhance.</p> <p><i>The Chart Tools contextual tabs are displayed.</i></p>	Click on some white space in the chart area
<p>2. Select the CHART TOOLS FORMAT contextual tab and click Format Selection. Select the CHART OPTIONS dropdown.</p> <p><i>The CHART OPTIONS list is displayed.</i></p>	
<p>3. Select the chart element you wish to customise from the list.</p> <p><i>The FILL options for the selected chart element is displayed.</i></p>	Click Floor
<p>4. Select the desired fill.</p> <p><i>The desired fill option button is selected.</i></p>	Click on the Solid Fill option

6. Select the desired colour of the fill. <i>The desired colour option is selected.</i>	Click Purple, Accent 6, Lighter 40%
7. Select the Close button. <i>The Format Floor dialog box closes and the fill is applied to the chart area.</i>	Click 

Close **WCHT13.PPTX** without saving.

12.9 REVIEW EXERCISE



Create a basic chart in a presentation

1. Open **MTGCHT12.PPTX**.
2. Create a **Clustered Column** chart on slide 5.
3. Delete the data in the datasheet.
4. Enter the following data into the datasheet. (*Hint: Drag the blue square in **D5** up to **E3** to create the right sized chart.*)

	A	B	C	D	E	F
1		1st	2nd	3rd	4th	
2	Last yr	92	96	93	98	
3	Current yr	94	95	96	100	
4						
5						

5. Close the datasheet.
6. Change the Chart style to **Style 48**.
7. Change the Chart Type to **3-D Line**.
8. Close the presentation without saving it.

LESSON 13 - ADDING SPECIAL EFFECTS

In this section, you will learn how to:

- Apply a slide transition
- Animate text and objects

13.1 APPLY SLIDE TRANSITION



Concepts

Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation. You can easily apply transitions between slides using the TRANSITIONS tab.

Steps

From the **Student Folder**, open **WORLD18.PPTX**.

Display slide 1 in **Normal** view.

1. Select the desired slide. <i>The slide is selected.</i>	Click slide 1
2. Select the TRANSITIONS tab. <i>The TRANSITIONS tab is displayed.</i>	Click TRANSITIONS
3. Select the desired Transitions from the Transition to This Slide gallery. <i>The desired transition is selected.</i>	 Click Wipe
4. To change the direction of the transition, select the Effect Options button. <i>The appropriate list of effect options is displayed.</i>	 Click Effect Options ▾
5. Select the desired transition effect. <i>The appropriate transition effect is selected and the animation effect is previewed in the selected object.</i>	Click From Top-Right

You can also set timing and sound connected with the transition by selecting the appropriate options in the **Timing** group. You can use the **Apply To All** option in the **Timing** group to apply the same transition to all slides in your presentation.

13.2 ANIMATE TEXT AND OBJECTS


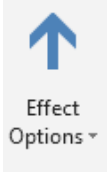

Concepts

You can also animate text and objects on your slides, if you want to emphasis a point or make your presentation more dynamic.

Steps

From the **Student Folder**, open **WORLD18.PPTX**.

Animate text and objects in a presentation. Display slide 6 in **Normal** view.

1. Select the object you want to animate. <i>The object is selected.</i>	Click the money-key.jpg
2. Select the ANIMATIONS tab. <i>The ANIMATIONS tab is displayed.</i>	Click ANIMATIONS
3. Select the desired animation from the Animation gallery. <i>The desired animation is selected.</i>	Click  Fly In
4. To change the direction of the animation, select the Effect Options button. <i>The appropriate list of effect options is displayed.</i>	Click  Effect Options ▾
5. Select the desired animation effect. <i>The appropriate animation effect is selected and the animation effect is previewed in the selected object.</i>	Click  From Top-Right

To remove an animation, select the animation and select **None** from the **Animation** gallery

Close **WORLD18.PPTX** without saving.

13.3 REVIEW EXERCISE



Add special effects to a presentation

1. Open **MEETING16.PPTX**.
2. Display slide 4 in **Normal** view. Apply the **Fly In** animation effect to the bulleted list.
3. Go to slide 6. Apply the **Wipe** animation to the chart, and set it to **From Left**.
4. Close the presentation without saving it.

LESSON 14 - USING PAGE SETUP

In this section, you will learn how to:

- Select page setup options
- Preview a presentation
- Print slides
- Print speaker notes
- Print outlines
- Print handouts
- Create footers

14.1 SELECT PAGE SETUP OPTIONS




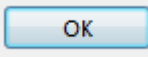
Concepts

You can change the page setup options of a presentation in PowerPoint for projection and printing purposes. PowerPoint provides you with options such as setting pages for overhead projection, handouts, and an on-screen show. Knowing what purpose your presentation has will allow you to correctly setup pages for optimum performance.



Steps

From the **Student Folder**, open **WORLD06.PPTX**.

1. Select the DESIGN tab. <i>The DESIGN tab is displayed.</i>	Click DESIGN
2. Select the Page Setup button in the Page Setup group. <i>The Page Setup dialog box opens.</i>	Click 
3. Click Custom Slide Size... and then select the Slides sized for list. <i>A list of available options appears.</i>	Click Custom Slide Size , then click the Slides sized for dropdown
4. Select the desired option. <i>The option appears in the Slides sized for box.</i>	Click Letter Paper (8.5x11 in)
5. Select the desired Orientation options. <i>The orientation option is selected.</i>	Click <input type="radio"/> Landscape under Slides , if necessary
6. Select the OK button. <i>The Page Setup dialog box closes, and the page setup options are saved.</i>	Click 

14.2 PRINT A PRESENTATION





Concepts

Printing a presentation is a common step for presenters who wish to give their audience a hard copy of the slide show they are about to see, for note taking purposes or other. You can print an entire presentation in PowerPoint, or a specific range of pages.



Steps

Preview a presentation before printing. If necessary, display slide 1.

1. Select the FILE tab <i>The Backstage view opens.</i>	Click FILE
2. Select Print . <i>The Print pane is displayed.</i>	Click Print
3. Select the Zoom In button to zoom into the slide. <i>The slide is magnified.</i>	Click the Plus icon. Click  to return to the default
4. Select the Next Page button in the Preview group to move through the presentation. <i>The next page appears accordingly.</i>	Click 
5. Select whether you wish to print all slides or a specific range in the dropdown under Settings. <i>You must input the specific range of pages for printing in the box beside Slides: for PowerPoint to know which pages to print.</i>	Select Print All Slides
6. Print the presentation. <i>The presentation will print.</i>	Click Print

You can also print multiple copies of the same presentation by modifying the **Copies:** box beside the **Print** button.

Tip: Use the keyboard shortcut **Ctrl+P** to begin the printing process.

14.3 PRINT SPEAKER NOTES


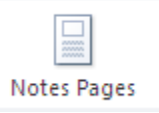
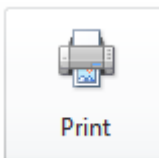
Concepts

You can print your presentation to include any **Notes** you have added. Printed **Notes Pages** display a copy of the slide at the top of the page and your notes below it. You can refer to **Notes Pages** as you rehearse or deliver your presentation.

You can use Print pane **to view the** Notes Pages **before you print them.**

Steps

Print speaker notes:

1. Select the FILE tab. <i>The Backstage View is displayed.</i>	Click FILE
2. Select the Print option from the menu. <i>The Print pane is displayed.</i>	Click Print
3. Select the desired option under the Settings group. <i>The preview changes to reflect your button in the Print group.</i>	Click 
4. Select the desired option under Print range . <i>The desired option is selected.</i>	Click 
5. Select Print . <i>The presentation is printed.</i>	

Display slide 4 in the **Print** view. Notice the speaker note in the notes pane. Scroll as necessary to slide 8 and see that it also contains a speaker note.

14.4 PRINT OUTLINES

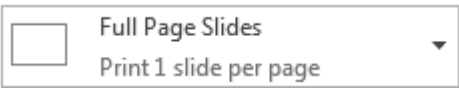

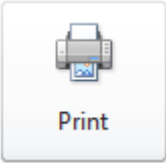
Concepts

You can print an outline of your presentation. The printed outline displays the contents of each slide as it appears on the **Outline** tab. If the outline is collapsed to display only the slide titles, the printed outline will include only the slide titles.

You can use **Print pane** to view the outline before you print it.

Steps

To print an outline:

1. Select the FILE tab. <i>The Backstage View is displayed.</i>	Click FILE
2. Select Print <i>The Print Menu is applied.</i>	Click Print
3. Select the desired option under the Settings group. <i>The preview changes to reflect your selection.</i>	Click 
4. Select the desired option under the Print Layout group. <i>The preview changes to reflect your selection.</i>	Click 
5. Select Print . <i>The outline is printed.</i>	Click 

14.5 PRINT HANDOUTS

Concepts

Printed handouts contain slide images that are smaller than the original slides.

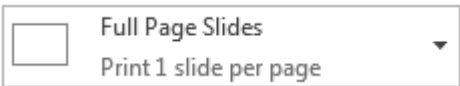

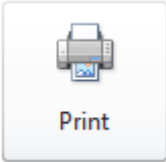
You can designate one, two, three, four, six, or nine slides per page. The more slides per page, the smaller they are on the page.

You can use **Print pane** to select a layout for the handouts or to modify print options before you print the handouts. In addition, if you print four, six, or nine slides per page, you can arrange the slides in a horizontal or vertical order by selecting the appropriate order in **Options**. If you print three slides per page, **PowerPoint** prints ruled lines adjacent to each slide for taking notes.



Steps

To print handouts:

1. Select the FILE tab. <i>The Backstage View is displayed.</i>	Click FILE
2. Select the desired option under the Settings group. <i>The preview changes to reflect your selection.</i>	Click 
3. Select the desired option under the Handouts group. <i>The preview changes to reflect your selection.</i>	Click 
4. Select Print . <i>The outline is printed.</i>	Click 

14.6 CREATE FOOTERS



Concepts

You can insert footers into a slide presentation to display slide numbering, dates and specified text.



Steps

To create footers:

1. Open the INSERT tab. <i>The INSERT tab opens.</i>	Click INSERT
2. Select the Header & Footer button. <i>The Header & Footer dialog box opens.</i>	Click Header & Footer
3. Select the Footer checkbox. <i>The Footer option is selected.</i>	Click <input type="checkbox"/> Footer
4. Click either Apply or Apply to All , depending on your preference. <i>The Update automatically option is selected.</i>	Click Apply or Apply to All

To apply automatic slide numbering into footer of specified / all slides in a presentation:

1. Open the INSERT tab. <i>The INSERT tab opens.</i>	Click INSERT
2. Open the Header & Footer dialog box. <i>The Header & Footer dialog box opens.</i>	Click Header & Footer
3. Check the Slide Number checkbox. <i>The checkbox is selected.</i>	Click <input type="checkbox"/> Slide number
4. Select the appropriate option to apply the change to. <i>The numbering is applied to specified / all slides.</i>	Click Apply or Apply to All

To apply automatic updating dates into footer of specified slides / all slides in a presentation:

1. Open the INSERT tab. <i>The INSERT tab opens.</i>	Click INSERT
---	---------------------

2. Open the Header & Footer dialog box. <i>The Header & Footer dialog box opens.</i>	Click Header & Footer
3. Check the Date and time checkbox, and select Update automatically . <i>The checkboxes are selected.</i>	Click <input type="checkbox"/> Date and time and then click <input checked="" type="radio"/> Update automatically
4. Select the appropriate option. <i>The Date and time is applied to specified / all slides.</i>	Click Apply or Apply to All

To apply non-updating date into footer of specified slides / all slides in a presentation:

1. Open the INSERT tab. <i>The INSERT tab opens.</i>	Click INSERT
2. Open the Header & Footer dialog box. <i>The Header & Footer dialog box opens.</i>	Click Header & Footer
3. Check the Date and time checkbox, and select Fixed . Input the date of choice. <i>The checkboxes are selected.</i>	Click <input type="checkbox"/> Date and time and then click <input checked="" type="radio"/> Fixed <input type="text"/>
4. Select the appropriate option. <i>The Date and time is applied to specified / all slides.</i>	Click Apply or Apply to All

Close **WORLD06.PPTX** without saving.

14.7 REVIEW EXERCISE



Printing a presentation

1. Open **Meeting4.pptx**.
2. Format the page to print slides sized for **Letter Paper (8.5x11 in)** in **Portrait** orientation.
3. Preview the presentation
4. Print slides 2, 4, 6, and 7.
5. Print an outline of the entire presentation.
6. Print speaker notes for slide 3 only. Then, select **All** in the Print dialog box.
7. Display handouts for the entire presentation; 4 slides per page.
8. Include the following information on all slides: a date that updates automatically in the format of your choice and the footer text **Annual June Meeting**.
9. Print handouts for the entire presentation, 4 slides per page.
10. Close the presentation without saving it.

LESSON 15 - USING SLIDE SHOW VIEW

In this section, you will learn how to:

- Run a slide show
- Navigate a slide show

15.1 RUN A SLIDE SHOW

Concepts

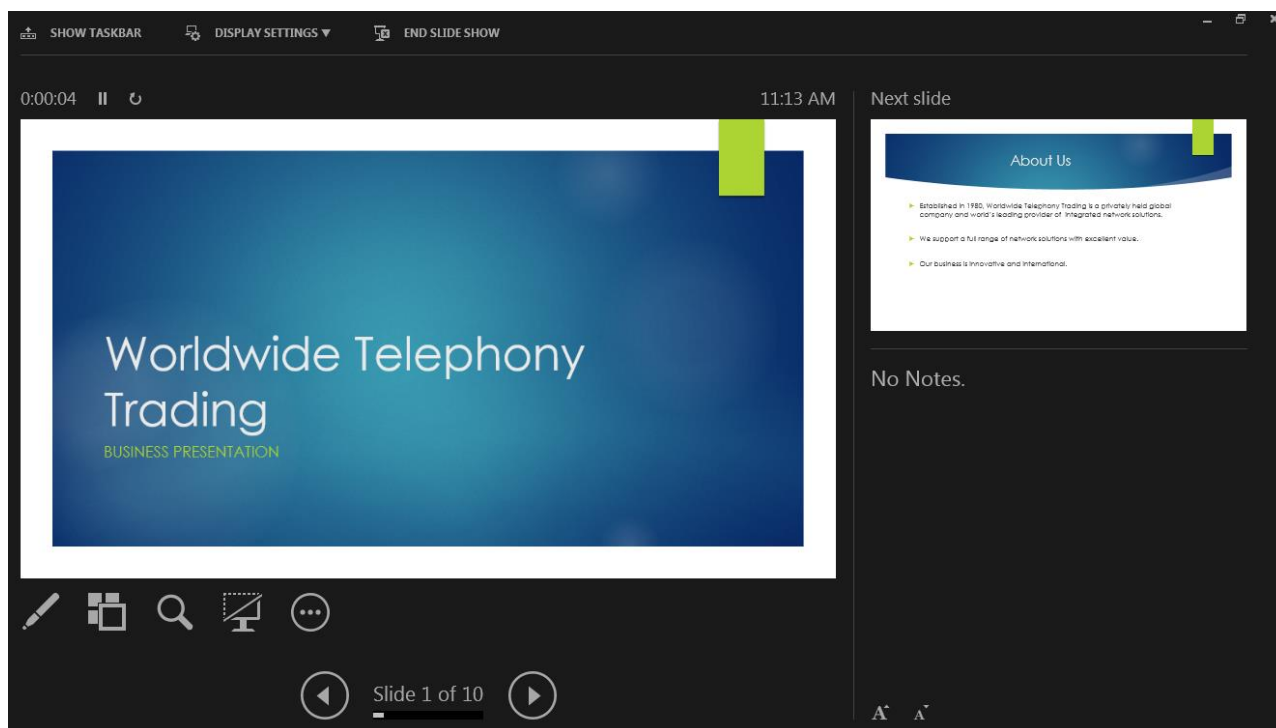
Slide Show View is the view used for presenting to an audience. Slide Show view can be accessed from the **SLIDE SHOW** tab of the ribbon. Choose one of the following options:

- From Beginning - This will show the complete slide show in full screen.
- From Current Slide - This will start the slide show from the active slide and proceed through the remainder of the slides.

Keyboard Shortcuts to View the Slide Show

- Press the F5 key to view the complete slide show.
- Press Shift + F5 to view the slide show from the current slide forward.

To exit Slide Show view at any time, press the **Esc** key on the keyboard.



Slide Show View

Steps

To run a slide show:

From the **Student Folder**, open **WORLD11.PPTX**. If necessary, display slide 1.

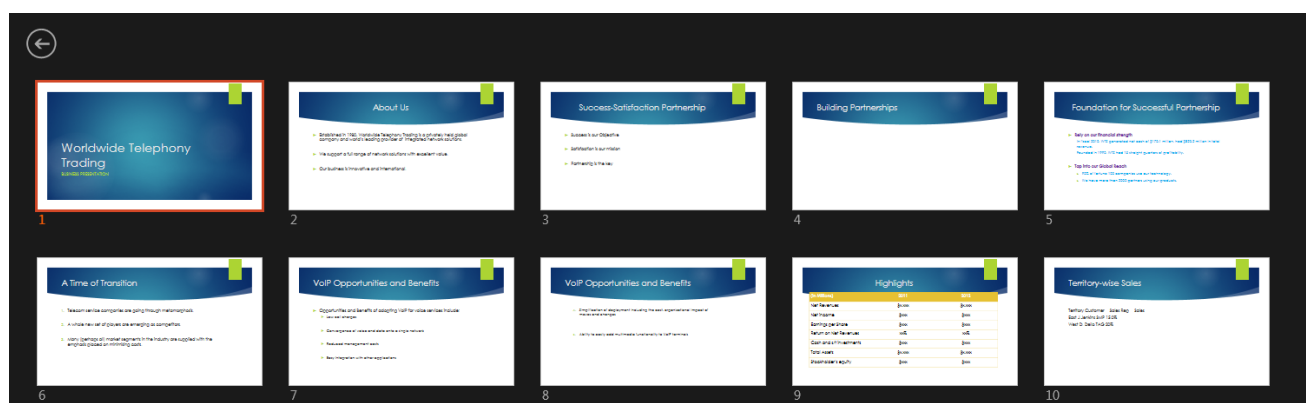
1. Select the SLIDE SHOW tab. <i>The SLIDE SHOW tab opens.</i>	Click SLIDE SHOW
2. Select From Beginning or From Current Slide to begin the slide show. <i>The slide show will begin from your selection.</i>	Click FROM BEGINNING

15.2 NAVIGATE A SLIDE SHOW



Concepts

Once a slide show has begun you can navigate between the slides in a variety of ways. During the slide show, by **right-clicking** the slide you are on and clicking **Next** or **Previous**, you will switch between the adjacent slides. Or, you can click **See All Slides** and select which slide you would like to jump to.



See All Slides View

Practice the Concept: Right-click in the current slide and select **End Show** from the **Shortcut** menu to end the slide show.

Close **WORLD11.PPTX** without saving.

15.3 REVIEW EXERCISE



Use Slide Show view to run and enhance a slide show

1. Open **Meeting11.pptx**.
2. Begin the slide show at slide 1.
3. View slides 1 through 4.
4. Use the **See All Slides** button to display all slides. Then, go to **slide 8**
5. Use the **More Slide Show Options** menu to end the slide show.
6. Close the presentation without saving it.

ICDL Syllabus

Ref	ICDL Task Item	Location	Ref	ICDL Task Item	Location
1.1.1	Open, close a presentation application. Open, close presentations.	1.2 Start PowerPoint 1.6 Exit PowerPoint 2.3 Close a Presentation 2.5 Open an Existing Presentation	2.1.2	Recognise good practice in adding slide titles: use a different title for each slide to distinguish it in outline view, when navigating in slide show view.	2.1 Enter Text into a Presentation
1.1.2	Create a new presentation based on default template.	2.4 Create a New Presentation	2.1.3	Change between presentation view modes: normal view, slide sorter view, slide show view.	3.7 Switch Views
1.1.3	Save a presentation to a location on a drive. Save a presentation under another name.	2.2 Save a New Presentation 2.8 Save a Presentation as Another File Type	2.2.1	Choose a different built-in slide layout for a slide.	2.6 Add a New Slide 3.8 Add a New Slide with a Specific Slide Layout
1.1.4	Save a presentation as another file type: Rich Text Format, template, show, image file format, version number	2.8 Save a Presentation as Another File Type	2.2.2	Apply an available design template to a presentation.	3.2 Apply a Theme
1.1.5	Switch between open presentations	2.9 Switch Between Open Presentations	2.2.3	Change background colour on specific slide(s), all slides.	3.3 Apply a Background Colour
1.2.1	Set user preferences in the application: user name, default folder to open and save files.	1.4 Set User Preferences	2.2.4	Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet.	3.1 Insert/Remove a Graphical Object into/from a Master Slide
1.2.2	Use available Help functions.	1.5 Use PowerPoint Help	2.2.5	Copy, move slides within the presentation, between open presentations.	10.1 Select Multiple Slides 10.2 Move Slides 10.4 Copy Slides
1.2.3	Use magnification/zoom tools.	3.5 Change the Magnification	2.2.6	Delete slide(s).	10.5 Delete Slides
1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon.	1.3 Use the Quick Access Toolbar	2.3.1	Insert a graphical object (picture, image, drawn object) into a master slide. Remove a graphical object from a master slide.	3.1 Insert/Remove a Graphical Object into/from a Master Slide
2.1.1	Understand the uses of different presentation view modes: normal view, slide sorter view, outline view, slide show view	3.7 Switch Views	2.3.2	Enter text into footer of specific slides, all slides in a presentation.	14.6 Create Footers

Ref	ICDL Task Item	Location	Ref	ICDL Task Item	Location
2.3.3	Apply automatic slide numbering, automatically updated date, non-updating date into footer of specific slides, all slides in a presentation.	<i>14.6 Create Footers</i>	3.3.2	Adjust line spacing before and after bulleted, numbered lists.	<i>6.5 Adjust Line Space Before/After Bulleted and Numbered Lists</i>
3.1.1	Recognise good practice in creating slide content: use short concise phrases, bullet points, numbered lists.	<i>2.1 Enter Text into a Presentation</i>	3.3.3	Switch between the different standard bullet, number styles in a list.	<i>6.3 Modify Bullets and Numbers</i>
3.1.2	Enter text into a placeholder in standard, outline view.	<i>2.1 Enter Text into a Presentation</i>	3.4.1	Enter, edit text in a table slide.	<i>7.1 Create a PowerPoint Table</i>
3.1.3	Edit text in a presentation.	<i>2.1 Edit Text in a Presentation</i>	3.4.2	Select rows, columns, entire table.	<i>7.3 Select Rows and Columns</i>
3.1.4	Copy, move text within, between presentations.	<i>4.3 Move/Copy Text between Slides</i>	3.4.3	Insert, delete rows and columns.	<i>7.4 Insert Rows and Columns</i>
3.1.5	Delete text.	<i>4.2 Delete Slide Items</i>	3.4.4	Modify column width, row height.	<i>7.2 Adjust Table Cells</i>
3.1.6	Use the undo, redo command.	<i>4.5 Use Undo and Redo</i>	4.1.1	Input data to create built-in charts in a presentation: column, bar, line, pie.	<i>12.1 Insert a Chart</i>
3.2.1	Change text formatting: font sizes, font types.	<i>5.1 Change an Existing Font</i>	4.1.2	Select a chart.	<i>12.3 Add, Remove, Edit a Chart Title</i>
		<i>5.2 Modify the Font Size</i>	4.1.3	Change the chart type.	<i>12.4 Change the Chart Type</i>
3.2.2	Apply text formatting: bold, italic, underline, shadow.	<i>5.3 Modify the Font Style and Effect</i>	4.1.4	Add, remove, edit a chart title.	<i>12.3 Add, Remove, Edit a Chart Title</i>
3.2.3	Apply different colours to text.	<i>5.4 Change the Font Colour</i>	4.1.5	Add data labels to a chart: values/numbers, percentages.	<i>12.6 Add a Data Label</i>
3.2.4	Apply case changes to text.	<i>5.5 Use Change Case</i>	4.1.6	Change the background colour of a chart.	<i>12.8 Format your Chart Background</i>
3.2.5	Align text: left, centre, right in a text frame.	<i>5.6 Change Text Alignment</i>	4.1.7	Change the column, bar, line, pie slice colours in a chart.	<i>12.1 Insert a Chart</i>
3.3.1	Indent bulleted text. Remove indent from bulleted text.	<i>6.4 Insert/Remove Indent from Bulleted Text</i>	4.2.1	Create an organisation chart with a labelled hierarchy by using a built-in organisation chart feature.	<i>9.1 Insert a SmartArt Object</i>
			4.2.2	Change the hierarchical structure of an organisation chart.	<i>9.1 Insert a SmartArt Object</i>

Ref	ICDL Task Item	Location	Ref	ICDL Task Item	Location
4.2.3	Add, remove co-workers, subordinates in an organisation chart.	9.4 Add Shapes to a SmartArt Object	5.2.5	Apply a shadow to a drawn object.	11.3 Apply Effects
5.1.1	Insert a graphical object (picture, image, drawn object) into a slide.	8.1 Insert a Picture 8.2 Use Slide Layouts 11.1 Draw an Enclosed Object	5.2.6	Group, ungroup drawn objects in a slide.	11.11 Group Objects
5.1.2	Select a graphical object.	11.2 Change the Fill Colour of an Object	5.2.7	Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.	11.9 Arrange Objects
5.1.3	Copy, move graphical objects, charts within the presentation, between open presentations.	8.3 Move a Graphic	6.1.1	Add, remove transition effects between slides.	13.1 Apply Slide Transition
5.1.4	Resize, delete graphical objects, charts in a presentation.	8.4 Resize a Graphic	6.1.2	Add, remove preset animation effects for different slide elements.	13.2 Animate Text and Objects
5.1.5	Rotate, flip a graphical object.	11.7 Rotate an Object 11.8 Flip an Object	6.1.3	Add presenter notes to slides.	3.6 Add Speaker Notes
5.1.6	Align a graphical object relative to a slide: left, centre, right, top, bottom.	11.10 Align Objects	6.1.4	Select appropriate output format for slide presentation like: overhead, handout, on-screen show.	14.1 Select Page Setup Options
5.2.1	Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box.	11.1 Draw an Enclosed Object 11.4 Draw a Line 11.6 Create a Text Box	6.1.5	Hide, show slides.	10.5 Hide a Slide
5.2.2	Enter text into a text box, block arrow, rectangle, square, oval, circle.	11.6 Create a Text Box	6.2.1	Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words.	4.7 Check Spelling as You Type 4.8 Run the Spelling Checker
5.2.3	Change drawn object background colour, line colour, line weight, line style.	11.2 Change the Fill Colour of an Object 11.5 Format Lines	6.2.2	Change slide setup, slide orientation to portrait, landscape. Change paper size.	3.4 Change Slide Orientation 14.1 Select Page Setup Options
5.2.4	Change arrow start style, arrow finish style.	8.5 Change Arrow Start Style, Arrow Finish Style	6.2.3	Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation.	14.2 Print a Presentation 14.4 Print Outlines 14.5 Print Handouts
			6.2.4	Start a slide show from first slide, from current slide.	15.1 Run a Slide Show
			6.2.5	Navigate to next slide, previous slide, specified slide during a slide show.	15.2 Navigate a Slide Show

Congratulations! You have reached the end of the ICDL Presentation book.

You have learned about the key skills relating to presentation applications, including:

- Work with presentations and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Understand different presentation views and when to use them; choose different slide layouts and designs.
- Enter, edit, and format text in presentations.
- Recognise good practice in applying unique titles to slides.
- Choose, create, and format charts to communicate information meaningfully.
- Insert and edit pictures, images, and drawn objects.
- Apply animation and transition effects to presentations.
- Check and correct presentation content before finally printing and giving presentations

Having reached this stage of your learning, you should now be ready to undertake ICDL certification testing. For further information on taking this test, please contact your ICDL test centre.

Advanced Information Technology Institute - Ghana-India Kofi Annan Centre of Excellence in ICT
AITI-KACE, PMB State House
Second Avenue, Accra
Ghana
icdlafrika.org