

# PowerPoint 2007: Part II

Stephen Moffat, The Mouse Training Company

 Microsoft®  
Office 2007

## PowerPoint Part II



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# PowerPoint 2007

Part II



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**PowerPoint 2007: Part I**

# Section 7 Slide Types And Layouts

By the end of this section you will be able to

- Know the difference between slides and masters
- Set default formatting on masters
- format default bullets and fonts
- create your own master and define new layouts
- create office theme master
- use or create multiple masters
- preserve and delete masters



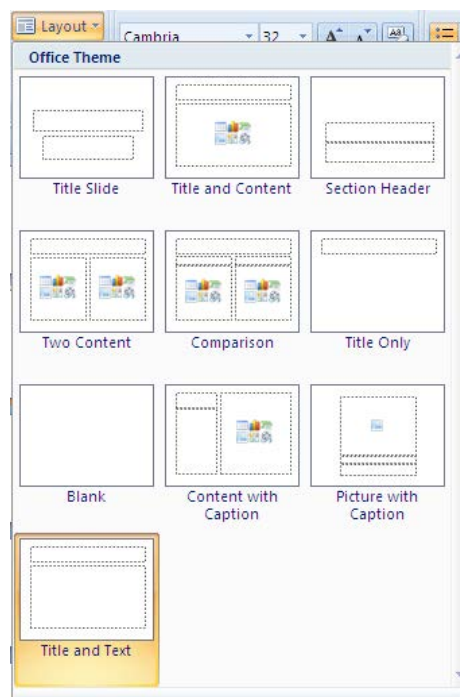
## 7.1 Slides

Slides are the the main articles of use in powerpoint and have been mentioned many times so far in this manual they are the building blocks of your presentation and as such will form the content of your presentation showing one slide after another displaying the content you have inserted, formatted and animated from the first to the last slide. They are not however the best or fastest way to construct a formatted presentation.

Every slide you have inserted has had placeholders formatted in a default way. A default background colour. Default positioning on the slide and no animation effects applied whatsoever. If we could change the defaults for each of the slide layouts you have applied to your presentation then we could concentrate putting the text in the outline and the slides themselves would be already formatted for the main part in the way we would like. This is a much faster way of working and enables us to concentrate on the content rather than having to spend so much time formatting each and every slide. To do this we use master slides to hold the default formatting or objects that we wish. BUT NOT THE TEXTUAL CONTENT.

### Slide Layouts

After inserting a slide you may wish you had chosen a different layout. There is no need to delete a slide and reinserting one of another type. You may just change the layout this is especially useful if your slide already has content.



#### ► To change the layout of a slide

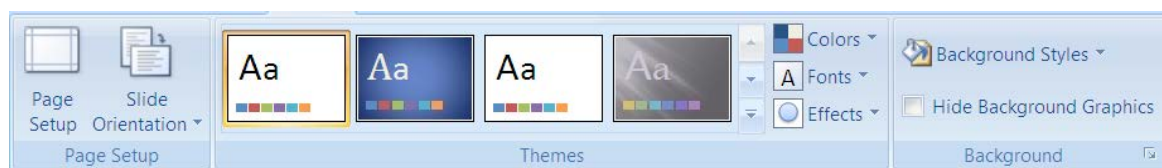
##### Mouse

1. Make sure that the slide that you wish to change the layout for is in the main window in normal view.
2. Click on the drop down arrow to the right of the **LAYOUT** button.

3. Select a new layout for the chosen slide by clicking with the left mouse button.
4. The selected layout is applied.

## 7.2 Slide Formatting

Before, or instead of, the formatting of all objects on your slide you may wish to make changes to the slide format globally by either colouring the background of each slide in one go or manually formatting one slide and applying it to all slides this can save much time when you have many slides within your presentation. Presentations within powerpoint are based on a theme and the formatting of that theme determines the placement and colours and styles of all objects within the presentation. The area where these themes are kept and can be altered is in the slide master view of your presentation and any change there will apply globally to the whole presentation or to the slides of a particular layout we will now look at applying those 'themes' and then manually editing them to create one of our own.



### Themes

Themes are used to give your slide presentations a consistent and stylish appearance. They contain colour schemes, slide and title masters with custom formatting, and some also include background graphics which have been placed into the masters. When you apply a Theme to your presentation, the Office Theme master and its subset of slide layouts have the colour scheme of the of the theme applied and it will replace the previous office theme master and colour scheme of the presentation. Once you apply a Design Template, each slide you add, regardless of the layout, has the same custom look to it. PowerPoint 2007 comes with a variety of professionally designed themes.

## Applying A Theme



### ► To Apply a theme

1. Ensure no object is selected as this may confuse you having two design ribbons. (one for the object, one for the slide)
2. Choose the DESIGN ribbon, go to THEMES.
3. Click on the drop down arrow to the bottom right hand side of the visible themes.
4. Move your mouse over a theme to see a preview of how it will look on your slide.
5. Click on a template thumbnail. It will be applied to all the slides in the presentation.

It is possible to apply a design template to selected slides, rather than the entire presentation.

### ► To apply a template to selected slides

1. Select the slides and then right click on a template thumbnail.
2. Right click on the thumbnail
3. Choose **APPLY TO SELECTED SLIDES**.

*When you apply a template to your presentation any logos, graphics and extra text you have previously placed on your Slide Masters will disappear. If you want to use a design template and show your own logo too, you must apply the template **before** adding the logo to the Slide master.*

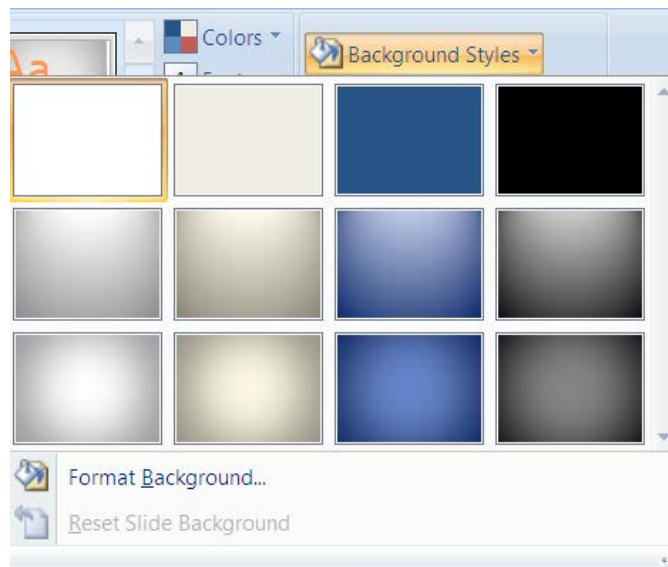
The change in Colour Scheme will affect the colour of many of the objects you may have drawn. It will also cause charts/graphs to be re-coloured. For these reasons it is better to apply a Design Template as early on in the creation of your presentation as possible.

### Slide Colour Scheme

Before starting any formatting you should choose an overall colour scheme. A colour scheme is a set of eight balanced colours. This default palette of colours will automatically be used for text, slide background, and any graphics you create such as charts, graphs and artwork.

Once you have chosen your colour scheme you will always be offered this palette of eight colours first when formatting everything from text to bullets to background to pictures. However you will still have access to the full PowerPoint colour palette which you can choose from at any time.

## Slide Background

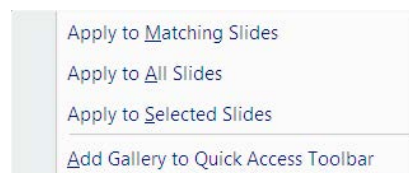


You can apply different backgrounds to all or to individual slides.

Use this option to colour the background of your slides. Although you could choose to have different backgrounds for each slide it gives a more professional effect if you use the same background on all slides of a presentation.

### ► To apply a standard background:

1. Select BACKGROUND STYLES from the DESIGN ribbon
2. Choose a style from the dropdown list.



3. Right Click on the style to show menu so you may APPLY TO ALL OR TO JUST SELECTED SLIDES if you have several slides using the same layout then you may apply to matching slides.

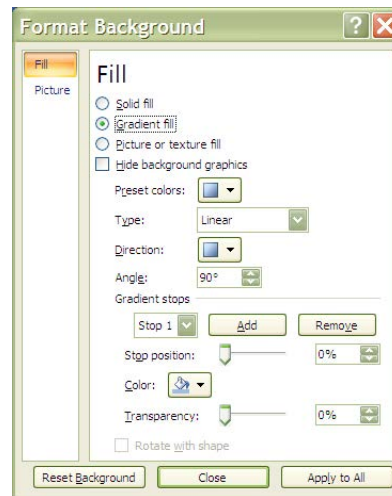
### ► To use a fill effect for the background:

#### Mouse

1. Select **Background styles** from the **design** ribbon
2. Select **format background** at the bottom of the displayed list. A dialog appears.
3. Use the guidelines below to select **Gradient**, **Texture**, or **Picture** fills for the slide background.

4. Click on **close** to apply to selected slides or click on **Apply to All**.

## Gradients



A gradient fill is one where one colour gradually changes into another without any harshly defined edge. You can use gradient fills to mix two or more colours on a slide background.

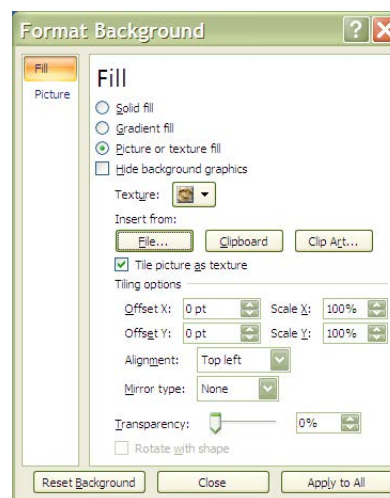
Preset offers a range of pre-designed gradients which may include more than two colours, and unusually patterned gradients.

Choose a Preset style, direction, number of changes in the colour and the type of gradient.

Enter the stop colour as the gradient changes.

### **Texture or picture**

PowerPoint offers a range of preloaded textured fills including marble, granite, wood, tissue paper and grass. Or if those are not to your taste it offers you the opportunity to use any picture file you wish.



### **Solid fill**

Solid fill is just the basic colours palette that you have seen many times throughout this manual.


## **Headers And Footers**

A header or footer is text or graphics that appears at the top or bottom of every slide in a presentation. You can add company logos or other pictures, slide numbering and informative text, such as the date or author. To add text use the Header and Footer command. To add graphics and to format the header and footer text use the Slide Master.



### ► To Add Headers & Footers to Slides

#### Mouse

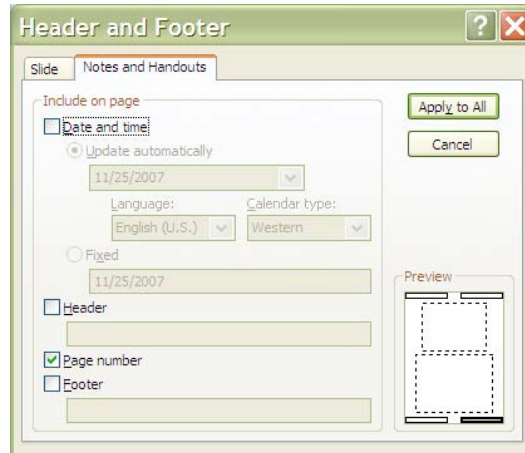
1. Select HEADER AND FOOTER from the INSERT menu in the TEXT group.
2. Click on the SLIDE Tab.
3. To include Date, Slide Numbering or Footer text click in the small check box by each option to display a tick .
4. For Date, choose UPDATE AUTOMATICALLY and select a format or enter date text manually for FIXED.
5. Type in any required FOOTER text.
6. Click on APPLY TO ALL to apply to all the slides in the presentation.

Use the **DON'T SHOW ON TITLE SLIDE** check box to hide headers and footers on your title slide.

### ► To Add Headers & Footers to Notes & Handouts

7. Select HEADER AND FOOTER from the INSERT menu in the TEXT group.



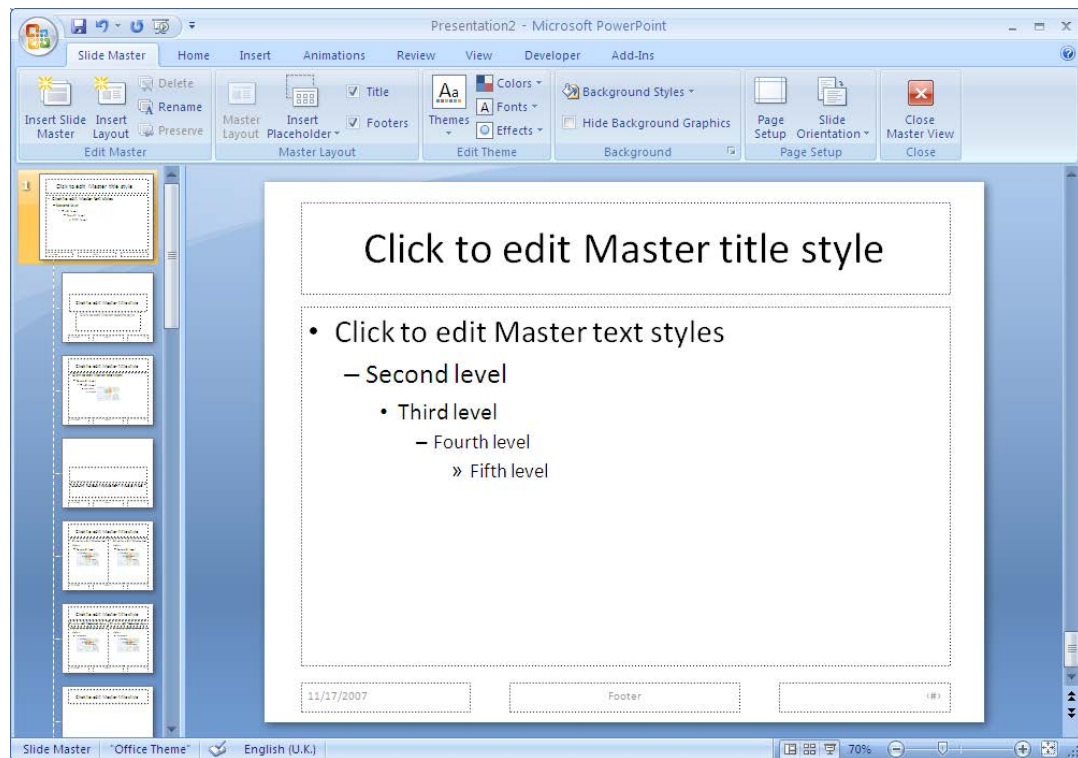


8. Click on the NOTES AND HANDOUTS Tab.
9. To include DATE, SLIDE NUMBERING, HEADER OR FOOTER text click in the small check box by each option to display a tick ☒.
10. For Date, choose UPDATE AUTOMATICALLY and select a format or enter date text manually for FIXED.
11. Type in any required FOOTER and HEADER text.
12. Click on APPLY TO ALL.

To format the appearance of these headers and footers use the Notes Master and Handouts Master.

### 7.3 Master Slides

The slide master stores information relating to the underlying formats of the slides in your presentation, including font styles, placeholder sizes and positions, background design, and colour schemes and is used to control the appearance of the presentation. Each presentation can have a series of Slide Masters to match the layouts you choose. When you want to apply consistent formatting through all slides in your presentation, you change global attributes by editing the Slide Masters. These changes will be automatically reflected through each slide (apart from the Title Slide). This is done through the VIEW ribbon,PRESENTATION VIEWS group, SLIDE MASTER button.



#### ► Accessing the Slide Master

##### Mouse

1. Click on the VIEW ribbon,PRESENTATION VIEWS group, SLIDE MASTER button.

##### Or

2. Press SHIFT and the NORMAL VIEW button on the STATUS BAR icons.z

## Selecting The Correct Master

The master view appears as on the previous page. On the left hand side in are masters for each of the layout types that you may choose for your presentation in NORMAL view. They contain the default formatting and positioning for the placeholders and backgrounds. You may select each master and change the layout or format of each of them and wherever that layout is used in NORMAL view it will pick up its default formatting from that master.

### ► To select the correct master

Since the most often used layouts in your presentation would be the title layout (used for the first slide and possibly each new part within your presentation it contains a title and subtitle placeholder) and the default text layout (title and bulleted text placeholders) we could start with those.

### ► To select the title master

#### Mouse

1. Make sure you are in MASTER view.
2. Select from the masters on the left the TITLE MASTER (second in list usually) it contains a TITLE and SUBTITLE placeholder.
3. The appropriate master appears in the main window.

### ► To select the title and text slide master

#### Mouse

4. Make sure you are in MASTER view.
5. Select from the masters on the left the TITLE AND TEXT SLIDE MASTER (last in list usually) it contains a TITLE and BULLETED TEXT placeholder.
- 6) The appropriate master appears in the main window.

## 7.4 Formatting The Masters

Formatting the master is much the same as formatting a normal slide as far as formatting the various elements of the master goes.

### Office Theme Master

The office theme master (title and content) is the master that oversees all other masters. Any formatting applied to this master will APPLY TO ALL SLIDE MASTERS. You would then tweak each master with any separate formats or placeholder positions that you wish.

### ► To format the Office theme slide master

#### Mouse

1. Select the OFFICE THEME SLIDE MASTER.usually first in the list. (title and content)
2. In the main window select the MASTER TITLE placeholder.

3. Format the text and fill as you would on a normal slide.
4. Change its position if you need to.
5. Select the BULLETED TEXT placeholder
6. Format the placeholders text and fill how you desire and move it if you need to.
7. Format the bulleted levels by clicking on each level in turn and format as previously explained text and bullet or number style
8. Place any required graphics, logos and additional headers and footers on the slide master and format as desired.
9. Format the background as described previously
10. Any formatting changes made to the OFFICE THEME MASTER can be seen reflected in all of the masters to the left in the SLIDE MASTER view.
11. All slides that you have used the TITLE AND CONTENT SLIDE layout on will now have picked up the format from the OFFICE THEME SLIDE master and the positioning of placeholders. Bulleted text will now display the format you have set for each level.
12. To change the position of any graphic or box of click and drag the object to a new position.
13. Return to NORMAL View. (Click on the CLOSE MASTER VIEW button or on Normal View button).

All your slides will now follow the formatting of the Slide Master. All graphics, logos, headers and footers on the master will show on all slides.

If you would prefer the text on any individual slide not to follow the Slide Master format the text of that slide individually.

## **Title Master**

### **► To format the title master**

#### **Mouse**

14. Select the TITLE MASTER
15. In the main window select the MASTER TITLE placeholder.
16. Format the text and fill as you would on a normal slide.
17. Change its position if you need to.
18. Select the SUBTITLE placeholder
19. Format the placeholders text and fill how you desire and move it if you need to.
20. Format the background as described previously  
*only select APPLY TO ALL if you want your whole presentation to have the same default background as this will apply that background TO ALL MASTERS.*
21. Place any required graphics, logos and additional headers and footers on the slide master and format as desired.
22. Return to NORMAL view. (Click on the CLOSE MASTER VIEW button or on Normal View button)
23. All slides that you have used the TITLE SLIDE layout on will now have picked up the format from the TITLE SLIDE master and the positioning of placeholders

## Title And Text Master

### ► To format the title and text slide master

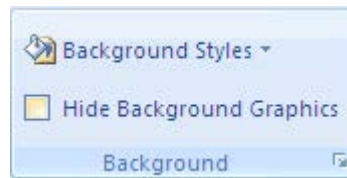
#### Mouse

1. Select the TITLE AND TEXT SLIDE MASTER.
2. In the main window select the MASTER TITLE placeholder.
3. Format the text and fill as you would on a normal slide.
4. Change its position if you need to.
5. Select the BULLETED TEXT placeholder
6. Format the placeholders text and fill how you desire and move it if you need to.
7. Format the bulleted levels by clicking on each level in turn and format as previously explained text and bullet or number style
8. Place any required graphics, logos and additional headers and footers on the slide master and format as desired.
9. Format the background as described previously  
*only select APPLY TO ALL if you want your whole presentation to have the same default background as this will apply that background TO ALL MASTERS it would appear as though you have changed the office theme master..*
10. All slides that you have used the TITLE AND TEXT SLIDE layout on will now have picked up the format from the TITLE AND TEXT SLIDE MASTER and the positioning of placeholders. Bulleted text will now display the format you have set for each level.

11. To change the position of any graphic or box of click and drag the object to a new position.
12. Return to NORMAL View. (Click on the CLOSE MASTER VIEW button or on Normal View button).

All your slides will now follow the formatting of the Slide Master. All graphics, logos, headers and footers on the master will show on all slides.

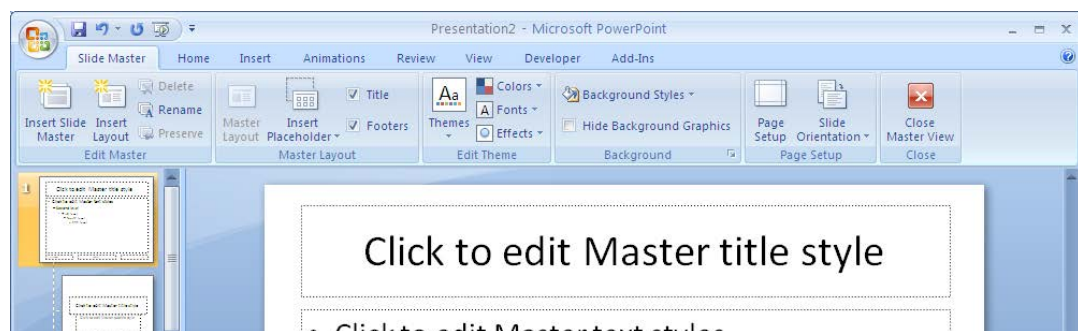
If you would prefer the text on any individual slide not to follow the SLIDE MASTER format the text of that slide individually.



To hide SLIDE MASTER items such as graphics/ logos on an individual slide use from the BACKGROUND group on the DESIGN ribbon, HIDE BACKGROUND GRAPHICS.

### Create Your Own Master

One of the brand new features in 2007 is the ability to create your own master slide layout and insert placeholders and position them in any place you wish. You may even create your own office theme master (Global Master) This means that you are not bound by the inbuilt masters within powerpoint. These masters will become layout options for your slides as you build your presentation.



### ► To create your own master slide

#### Mouse

1. Go to slide master view.

**Either**

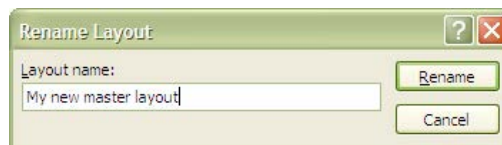
2. Click on insert layout in the **EDIT MASTER** group.
3. A new master layout will appear in your left hand panel and be highlighted. It will also appear in the main window.

**Or**

4. Click on INSERT SLIDE MASTER. (a new office theme master will appear)

**Then**

5. Click on the drop down arrow to INSERT A PLACEHOLDER in the MASTER LAYOUT group.
6. Select the type of content you will want to use for your master layout and place and position the placeholders on the slide master.
7. Format and position the placeholders as previously instructed.
8. Click on CLOSE MASTER VIEW.

**➤ To rename a master****Mouse**

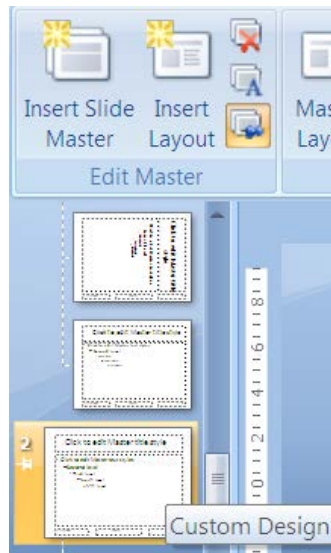
1. Go to MASTER view
2. Select in the left hand pane the master you wish to rename.
3. Click on RENAME in the SLIDE MASTER group a dialog will appear.
4. Enter a new name for your master.
5. Click on RENAME.

**➤ To delete a master****Mouse**

1. Go to MASTER view
2. Select in the left hand pane the master you wish to delete.
3. Click on the DELETE button in the SLIDE MASTER group.

## Multiple Slide Masters

In PowerPoint 2007, it is possible to have more than one Slide Master. PowerPoint users can easily create more than one slide master within one file. This makes it possible for users to combine multiple presentations in one file or create separate sections within the same presentation.



### ► To Insert a second slide Master

#### Mouse

4. Go to **MASTER** view
5. Click on the button to insert new slide master. A new office theme master is inserted
6. Format this as described earlier in the way you wish it to be different from the first slide master.
7. You may insert then new layouts and format them as you wish.
8. You may create and format as many masters as you wish each will be numbered.

*To establish the formatting for title text, body text, bullets and footers for all layouts select the relevant sample text or bullet and format them as previously discussed.*

### ► To apply a new slide master

#### Mouse

9. In **normal** view from the **design** ribbon, apply a new theme **to selected slides** or **to all slides**, meaning the whole presentation, as previously explained.

**Warning:** *if you apply a new master to the entire presentation, the original slide master becomes unused and will be deleted. You need to preserve the original slide master to avoid it being deleted*



## Preserving A Slide Master

If you apply a new master to the entire presentation, the original slide master becomes unused and will be deleted. You need to preserve the original slide master to avoid it being deleted. New slide masters that you create are automatically preserved.

### ► To preserve a slide master

#### Mouse



1. Go to MASTER SLIDE view.
2. Select the slide master you wish to preserve.
3. Click on the PRESERVE Master button.
4. If a master is preserved the preserve icon will be lit like above to indicate it is preserved
5. You only need to preserve the theme master to preserve all layout masters dependent on it.
6. You can still delete an unwanted slide master, if it has been preserved using the DELETE Master button.  
Any slides still using the master will revert back to using the previous master applied.

# Section 8 Transition And Animation Effects

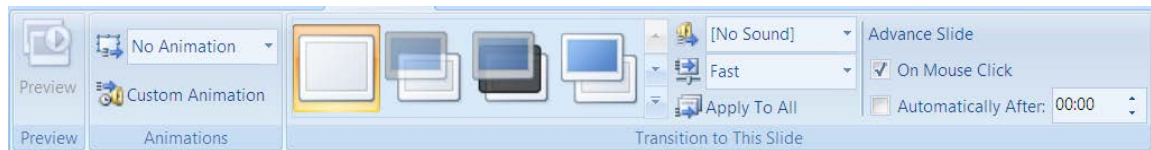
By the end of this section you will be able to:

- Apply Entry (Transition) Effects to slides
- Build Bullet Points
- Use Animation Schemes
- Preview Animations
- Use Custom Animation
- Use Path Animation
- Animate multiple objects simultaneously

## 8.1 Animation Effects

There are many levels of animation effects that can be used within PowerPoint 2007 to create movement, excitement and impact within a presentation. Obviously, animation effects applied will not be seen if slides are printed out onto paper or OHP transparency slides, but can be enjoyed when a slide show is delivered from a computer using electronic projection equipment.

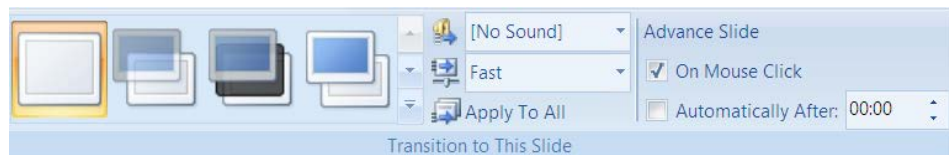
Animation effects can be applied to whole slides to control the way they appear on the screen. Animation can also be added to text (e.g. to make bullet points build up one by one) and drawn objects.



### Slide Transitions

A transition controls the way one slide moves off the screen to make way for the next one during an electronic slide show. You have a choice of transitions for each slide, including Fade through black, Dissolve, Cover Left, Checkerboard Across. You can vary the speed of each one. Transitions can be applied to individual slides, a number of selected slides or across the whole presentation. Slide transitions are applied and modified using the Slide Transition task pane.

#### ► Setting Slide Transitions



### Mouse

1. Be in either NORMAL view or SLIDE SORTER view.
2. Click on the ANIMATIONS ribbon go to the TRANSITION TO THIS SLIDE group.
3. Select a transition from the drop down box to apply.
4. Select a speed if too fast or slow.
5. Select a sound if you wish. This will play as the transition occurs.
6. Click on APPLY TO ALL if you wish to set the same transition for all slides.
7. The slides which now have a transition applied will have a small star icon next to their slide number in the thumbnails area. To remove a transition, select the NO TRANSITION option in the transitions area.
8. You can also apply transition effects while working in Slide Sorter view. This may make it easier to select the slides you wish to apply transitions to.

## Slide Timings On Transitions

You can set timings for your slides which will result in a PowerPoint show that will automatically run. Slides will be shown on screen for the amount of time you specify before the show automatically advances on to the next slide.

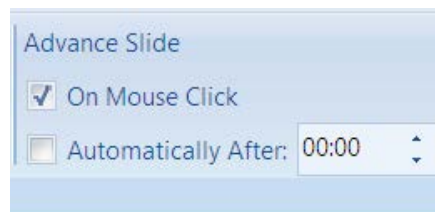
There are two different ways you can set slide timings; setting them manually for each slide or using the Rehearse tool.

### Setting Slide Timings Manually

It is easiest to work in Slide Sorter view whilst setting slide timings although it can be done using the slide thumbnails in Normal view.

#### ► To set slide timings

1. Select the slide(s) you want to apply timings to.







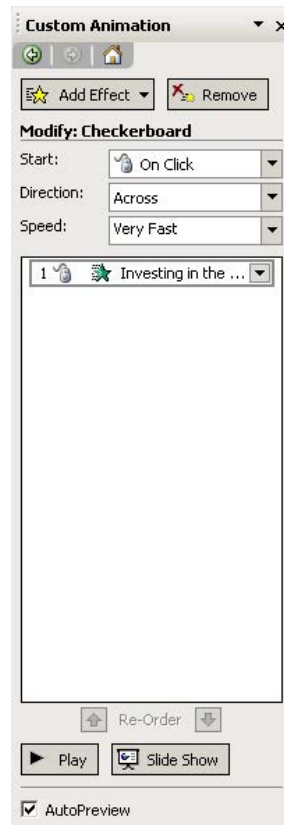
2. You can set the timing for one or more selected slides by entering in seconds the length of time you want the slides to appear on the screen Timings are shown in Slide Sorter View beneath each slide.
3. Run your presentation in Slide Show view to see the effect of the timings you have added.
4. The slides will advance on a mouse click **OR** after the specified time has elapsed, the trigger is whichever occurs first.

## Animating Text

You can animate the text in your slide to add emphasis to your topics. On a bulleted list slide, animation can be applied to both the title area and the bullets area and is most commonly used to get bullet points to appear one by one. Text animation is applied using the Custom Animation task pane. You may only apply animation in normal slide view. cc

There are four categories of animation effect to choose from in PowerPoint 2007:

 Entrance ▶	Entrance Effects change the way that objects arrive onto a slide. Text can be made to simply appear, or there are more exciting effects such as Crawl In or Fly In.
 Emphasis ▶	Emphasis Effects can be applied to objects that are already on the slide. Emphasis Effects will bring attention to an item without actually moving its location e.g. text can be made to spin in position.
 Exit ▶	Exit Effects change the way that objects leave a slide. The effects applied are similar to Entrance Effects.
 Motion Paths ▶	Motion Paths can be used to make objects move along a certain trajectory e.g. down, up, spiral. Motion paths are not particularly applicable to animating text and will be looked at in more detail later in this section.



There are a large number of animation effects within each of the categories above. To help you make your selection, you will find you are offered five common effects within each category first. Under More Effects, the animation effects are divided into Basic, Moderate, Subtle and Exciting to help you gauge which might be more appropriate for your needs

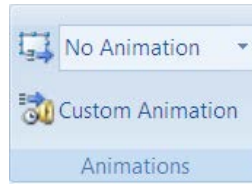
You are able to apply more than one type of animation to an object e.g. you could have an entrance, then an emphasis and finally an exit effect.

However, don't be tempted to apply too much animation into your slides as it can start to look unprofessional. A little animation goes a long way!

### Custom

#### ➤ **To apply text animation**

#### Mouse



1. Select the text object you want to animate
2. Open the CUSTOM ANIMATION TASK PANE by choosing custom animation on the animations ribbon
3. Click on the ADD EFFECT button.
4. There are 4 types of animation effect to choose from:



5. Select the animation effect you require and either choose one of the five common effects, or select from the More Effects area.

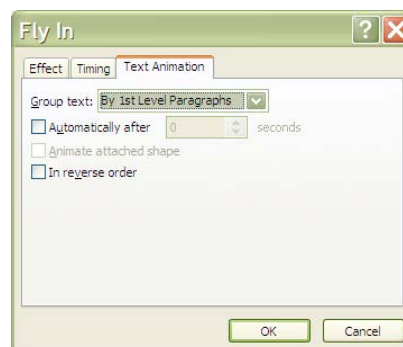
6. Choose appropriate options under Start, Direction and Speed.
7. The animation effect will be previewed in the slide.

► To change animation settings

Mouse



1. Select the animation to change in the list on the TASK PANE.
2. Click on the CHANGE button.
3. You can also make changes by clicking on the down arrow next to the animation in the list and selecting effect options
4. A dialog appears go to the **TEXT ANIMATION** tab.




5. If you use bulleted lists in your text you set here that they come in by a certain level of paragraph. In effect bringing in points and subpoints individually or as a group.
6. On the **EFFECT** tab you have the choice to bring in the text **ALL AT ONCE**, **BY WORD**, or **BY LETTER**.
7. The **TIMING** tab allows you to set delays on the time between each piece of text appearing.

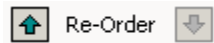
*Be careful to **SELECT** the animation you wish to modify and then use the **CHANGE** button, or you can end up applying a new animation effect by mistake.*



## ► Adding another animation effect

### Mouse

1. Select the text object you want to apply an additional effect onto.
2. Click on the **ADD EFFECT** button and select options as required.
3. Use the Play button  **Play** to run your animation effects in the slide.
4. You can change the order in which items on your slide are animated by using the green re-order arrows



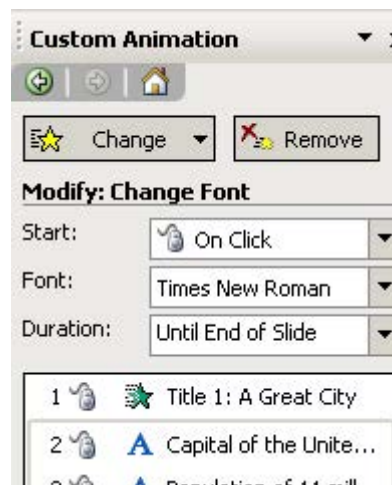
The effects appear in the Custom Animation List, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view or in Print Preview

## Removing Animation

### ► To remove applied animations

### Mouse

1. Select the animation to remove in the list on the Task Pane.

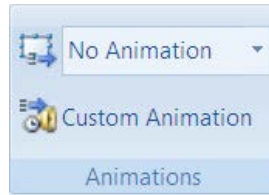


2. Click on the **REMOVE** button.

## Preset Animation Schemes

It can be lots of fun building up your own custom animation for different areas of text in your slides. However, sometimes you may want to create text animation more quickly. You can achieve a professional result easily using a preset animation. Animation contain combinations of animation that apply to the title area, bulleted area or both.

### Preset



**PRESET** animations are available on the animations ribbon just select the object then choose a preset from the drop down menu. Some of these animations include sound as well as animations.

### ➤ **Applying A Preset Animation**

#### Mouse

1. Select the object(s) you wish to apply the animation to.
2. Click on the drop down arrow to the right of the “No animation” box
3. Select an animation. It is applied to the object(s) you have selected.

## Animating Objects

Objects that you have drawn (e.g. autoshapes, squares, circles etc), clipart and images can all be animated to add excitement to a slide.

In PowerPoint 2007 is the ability to apply more than one kind of animation effect to an object, animate multiple objects simultaneously and use motion paths.

## Adding Animation Effects

Adding animation effects to objects is very similar to animating text as described earlier in this section. There are four different categories of animation that can be added: Entrance, Emphasis, Exit and Motion Paths. Animation is applied using the Custom Animation task pane.

### ► To apply animation

#### Mouse

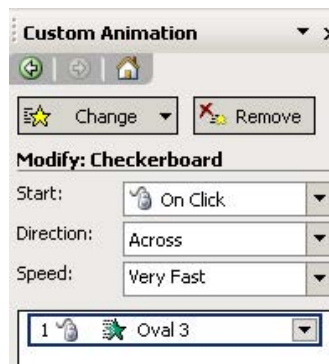
1. Select the item you want to animate.
2. Open the CUSTOM ANIMATION task pane as described
3. Click on the ADD EFFECT button.
4. There are 4 types of animation effect to choose from:



5. Select the animation effect you require and either choose one of the five common effects, or select from the MORE EFFECTS area.
6. Choose appropriate options under Start, Direction and Speed.
7. The animation effect will be previewed in the slide.

## ► To change animation settings

### Mouse



8. Select the animation to change in the list on the Task Pane.
9. Click on the CHANGE button.
10. You can also make changes by clicking on the down arrow next to the animation in the list.

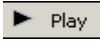
*Note: be careful to SELECT the animation you wish to modify and then use the CHANGE button, or you can end up applying a new animation effect by mistake.*

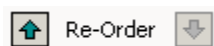
## Adding Multiple Animation Effects

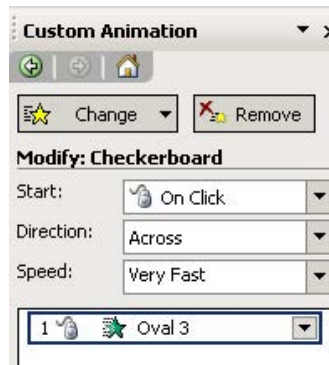
It is quite possible to add additional animation effects to one object. You could have an object with an Entry, Emphasis, Exit and Motion Paths effect can you can choose the order in which they occur. You are even able to apply more than one animation effect under each category, so for example, you could have an object with 2 Entrance Effects, 3 Emphasis Effects and then 1 Exit Effect, the combinations are limitless. However, always consider how your audience will view your animations. Excessive animation can detract from your message and look unprofessional. With animation in PowerPoint, less really is more!

## ► To Add additional animation effects

### Mouse

1. Select the item you want to apply an additional effect onto.
2. Click on the **ADD EFFECT** button and select options as required.
3. Use the Play button  to run your animation effects in the slide.
4. You can change the order in which items on your slide are animated by using the green re-order arrows





5. The effects appear in the Custom Animation List, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view or in Print Preview

**Remember:** clicking on an object and choosing the **Add Effect** button will add a new animation effect to the object. To make changes to an existing animation effect, select the effect in the animation list, and choose the **Change** button.

### Animating Objects Simultaneously

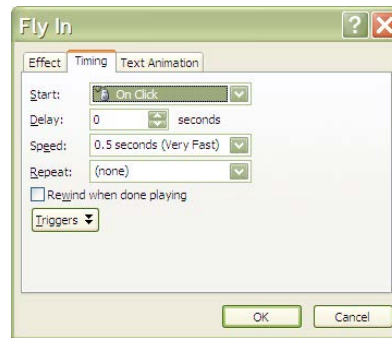
PowerPoint 2007 gives you the ability to animate multiple objects simultaneously. In previous versions of PowerPoint you could only add one animation effect to each object and only one animation effect could be running at one time, so objects had to be animated in turn. Not anymore! As we have seen, you can apply as many animation effects to one object as you like and you can also have all of your animation effects running at once, which does make the possibilities for what you can achieve with PowerPoint animation virtually limitless.

Animating objects simultaneously is achieved by adjusting the Start options for each animation. By default animations start on a mouse click. You can change this to the animation starting at the same time as the previous animation (With Previous) or a short time after the previous animation (After Previous). You can specify the delay for the After Previous setting.

#### ► To animate objects simultaneously

##### Mouse

1. Apply animation to the objects in your slide (see previous instructions for guidance)
2. Select an animation in your list.
3. Adjust the START options (choosing from ON CLICK, WITH PREVIOUS or AFTER PREVIOUS).
4. To further control timing options for the After Previous option, click on the down arrow next to the selected animation in the list, and choose TIMING.



5. Apply options as needed. Choose **OK**.
6. You can preview your animation effects by using the Play button to run your animation effects in the slide.



**OR**

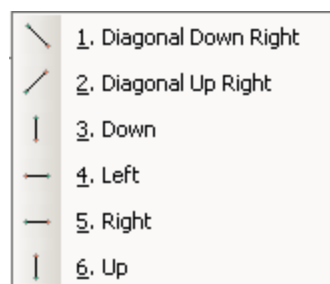
7. You can use the button to see the effects as they will when run as part of the final slide show presentation.

### Using Motion Paths

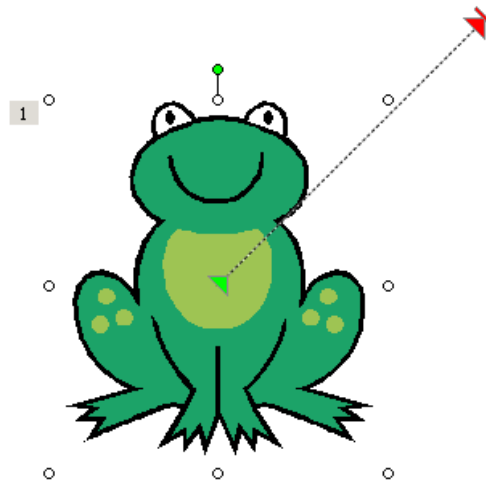
PowerPoint 2007 allows you to customise the entrance of an animated object by using a motion path. Motion paths can make your object travel around on the slide, rather than appearing (Entrance Effect), being animated in situ (Emphasis Effect) or leaving the slide (Exit Effect). There are preset motion paths to choose from (e.g. Down, Up, Spiral) or you can custom draw a motion path to suit your requirements.

#### ► To Apply a motion path

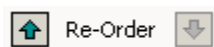
##### Mouse



1. Select the object to be animated.
2. In the Custom Animation Task Pane, select **ADD EFFECT** and choose Motion Paths.
3. Select from one of the six common motion paths:
4. The animation will be previewed quickly in the slide.
5. A motion path arrow has now been added to your object, indicating the direction of travel. The green arrow is the start point of the movement, the red arrow is the end point of the movement.
6. You can adjust the start and end point of the motion path by hovering over the white circle on the red or green arrow and dragging with your mouse to a new location.







7. You do not need to keep to the original type of movement chosen. In the example above, the movement is initially diagonal, but by adjusting the end point of the movement, you can change the type of movement.
8. You can add multiple motion paths to one object. Try adjusting the motion path arrows so that the end of one motion path arrow meets with the start point of the next motion path arrow.
9. Experiment with some of the motion path types listed under [More Motion Paths...](#). Remember, you can control the order of your animations using the green re-order arrows



### Custom Motion Paths

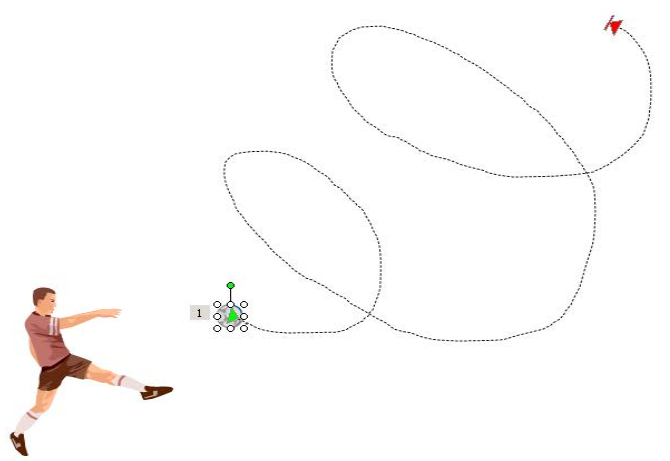
There are plenty of preset motion paths to choose from but they might not always suit your needs. In these cases, you can draw your own motion path free hand by clicking and dragging with your mouse.

There are four types of custom motion path you can draw:

 Line	Choose LINE and drag to draw a straight path.
 Curve	Choose CURVE and click where you want the curved path to start, and then continue to move the mouse and click wherever you want to add a curve.
 Freeform	Choose FREEFORM to draw a path with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines.
 Scribble	Choose SCRIBBLE and drag to draw a path that looks more like it was drawn with a pen or to create smooth curves.



This motion path applied to the football in this slide was created using the scribble:



### ► To apply a custom motion path

#### Mouse

Select the object to be animated.

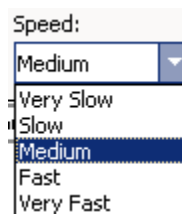
1. In the Custom Animation Task Pane, select ADD EFFECT and choose MOTION PATHS.
2. Choose DRAW CUSTOM PATH and select from Line, Curve, Freeform or Scribble as appropriate.
3. Use your mouse to create the motion path by dragging and clicking as appropriate and then do one of the following:
  - If you want to end a freeform or curved path and leave it open, double-click at any time.
  - If you want to end a line or scribbled path, let go of the mouse button.
  - If you want to close a shape, click at its starting point.
4. To make the path mimic an exit effect, set an effect option after the motion path to fade the item (select the animation in the list, click on the down arrow, choose Effect Options, After Animation, Hide After Animation), or draw the motion path off the slide.

### Modifying A Custom Motion Path

After you have drawn your motion path, it is possible to make modifications to it. You can change the speed at which your object moves down the motion path and the direction in which it travels. It is also possible to make adjustments to the path itself by editing points on the path.

### ➤ To modify movement speed

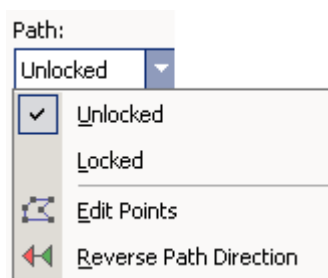
Mouse



1. Select the animation in the list in the Custom Animation Task Pane.
2. Click on the down arrow underneath Speed.
3. Pick an appropriate speed.

### ➤ To modify path direction

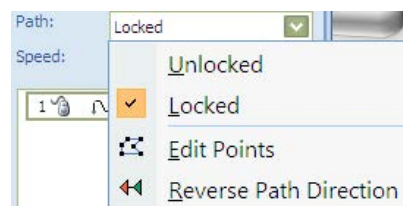
Mouse



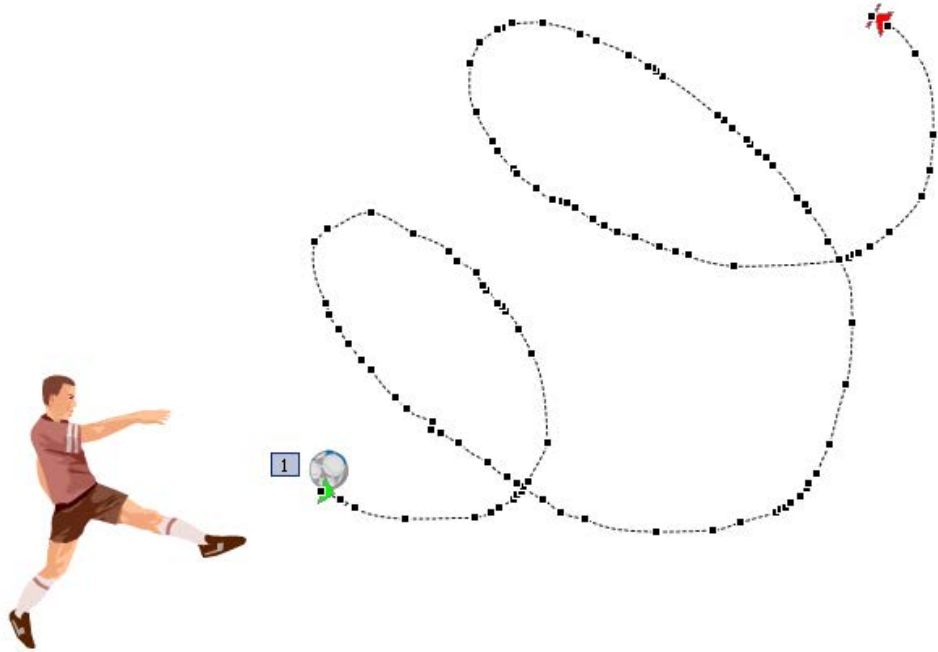
1. Select the animation in the list.
2. Click on the down arrow underneath Path.
3. Select Reverse Path Direction.
4. You can make other adjustments to the motion path animation by hovering on the animation in the animation list, clicking on the down arrow and choosing from the options in Effect Options or Timing.

### ➤ To Edit Points on the Motion Path

Mouse



1. Select the animation in the list.
2. Click on the down arrow beside **PATH**.
3. Select Edit Points.



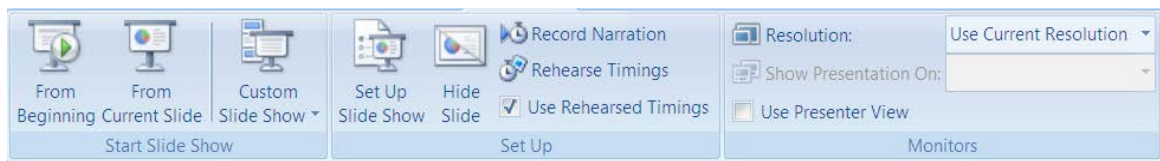
4. There are now black squares at intervals on the motion path.
5. Hover your mouse on a square and click and drag to adjust its position.
6. If you have many modifications to make, it may be quicker and easier to redraw the motion path.

# Section 9 Organise And Deliver Presentations

By the end of this section you will familiar with:

- Running a Slideshow
- Rehearsing a show
- Custom Shows
- Hyperlinks
- Action buttons

## 9.1 Running A Slide Show



When you eventually present your PowerPoint slides, you will want to run the slides as a slide show so the slides occupy the whole of the screen area available and none of the regular PowerPoint toolbars, menu bars and task panes are shown. It is also necessary to run your slides as a slide show to get the full effect of any animation effects you may have applied to your slides.

When presenting a slide show to an audience, you advance your slides by clicking on your mouse or using the PAGE DOWN or ENTER buttons on your keyboard. PAGE UP can also be used to take you back to the previous slide if necessary.

Depending on the purpose and audience of your presentation, you can run a slide show in several ways. One way is to start a slide show from within PowerPoint. Another way is to save a presentation so that whenever it is opened it always starts as a slide show.

You can also set up a self-running presentation that will run in an ever-repeating loop until you press **ESC**. This is useful if the presentation is to run in a kiosk, or on a monitor at an exhibition.

### Starting A Slide Show From Within Powerpoint

1. Click on the FROM BEGINNING button on the SLIDESHOW ribbon.

Or

2. Click the SLIDE SHOW button in the lower-right corner of the presentation window. This will start the show at your currently select slide.

Or

3. Select VIEW ribbon the PRESENTATION VIEWS group and SLIDE SHOW button

Or

4. Press **F5** on the keyboard. All these options will start the show from the first slide.

### ► To advance slides in the presentation

1. Click your mouse.

OR

2. Press **PAGE DOWN** or **ENTER** on your keyboard.

**➤ To move back to previous slides**

1. Press **PAGE UP** on your keyboard.

OR

2. Right click with your mouse. From the menu that appears, choose **PREVIOUS**.

**➤ To end your slide show**

1. Press **ESC** on the keyboard

OR

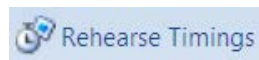
2. Right click with your mouse and choose **END SHOW**.
3. The show will also end automatically when you have reached the end of all your slides. You will see a black screen and can click with the mouse or press **PAGE DOWN** or **ENTER** to return to PowerPoint.

**Rehearsing Timings**

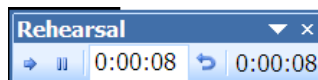
You can 'rehearse' your presentation, talking through the explanation of each slide and PowerPoint will record the amount of time you spent on each slide. These timings can then be used to run the presentation in future. They will adjust all of the previously set manual timings you may have entered within your presentation for transitions

**➤ Rehearsing Timings:**

Mouse



1. Select rehearse timings on the slideshow ribbon.
2. Advance the show as you rehearse so that the timings reflect how long you need each slide to be displayed.



3. Use the buttons in the Rehearsal dialog box to pause between slides, restart a slide, and advance to the next slide. The timer shows you how long the current slide has been on screen.
4. If you wish to start timing again for any slide click on the **REPEAT** button. PowerPoint will record only the last timing for each slide.



- When you finish PowerPoint will indicate the total timing for the presentation. If this is acceptable click on YES to save the timings with the show.

### Running A Show Using Timings

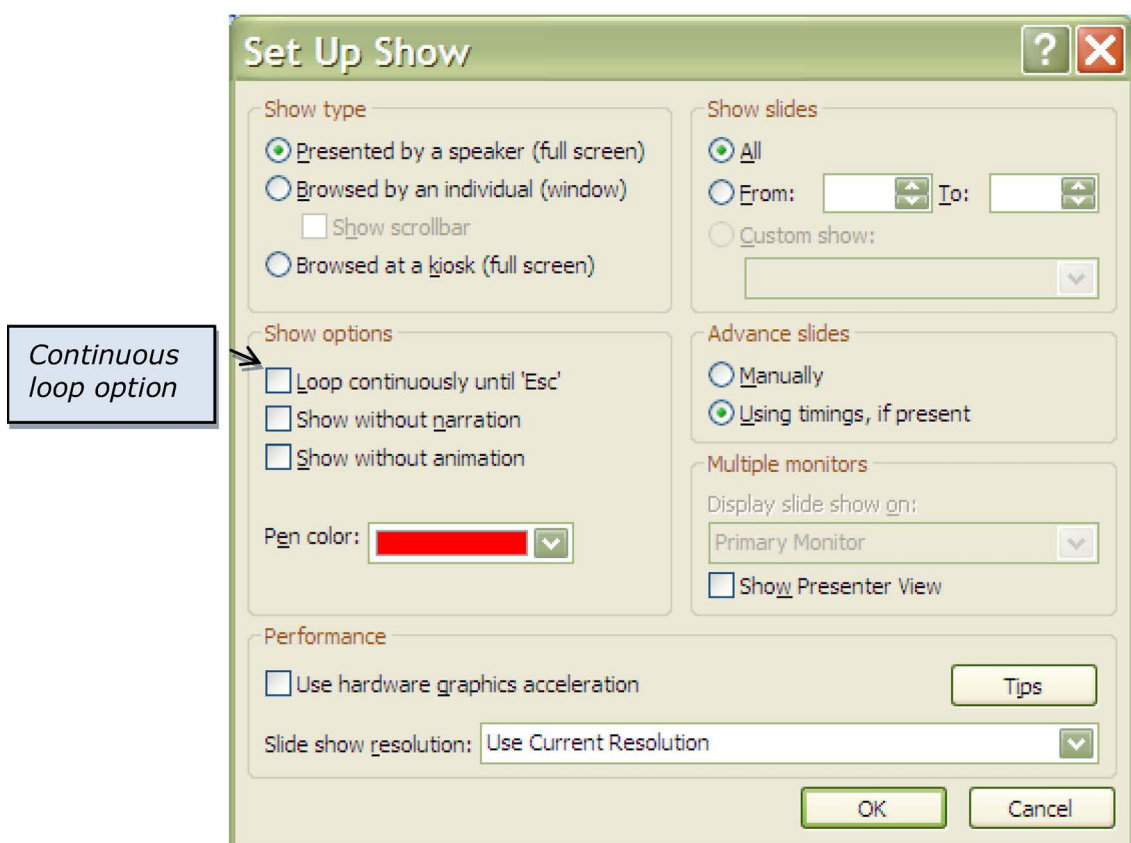
When you have entered slide timings either manually or via the Rehearse option, you will want to know how to run the slide show using the timings so the slides advance automatically.

#### ► To run a show using timings

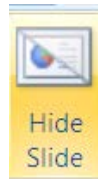
- Select Slide Show, Set Up Show.
- In the ADVANCE SLIDES area specify that the slide show should be run USING SLIDE TIMINGS, IF PRESENT.
- Click on OK.

*Run the Slide show as normal. If timings have been set they will be used.*

*You can use the Set Up Show dialogue box to set other options for the slide show e.g. running the slide show in a continuous loop.*



## Hiding Slides



If you wish not to show a particular slide within a show but don't wish to delete it because you will use it again in the future. Then select the slide and use the hide slide button on the slideshow ribbon. Use it again to unhide the slide(s). It is best to do this in slide sorter view.

## Custom Shows

If there are many slides to be hidden and unhidden everytime you go to run your show then custom shows may be a better option for you to use. Custom Shows allow you to create presentations within a presentation. Instead of creating multiple, nearly identical presentations for different audiences, you can create one presentation which includes all the slides for all the audience groups. Custom Shows then allows you to save different groupings of these slides under different names. By including all slides in the one presentation you will not need to recreate slides twice but will still be able to offer tailored shows to both groups.



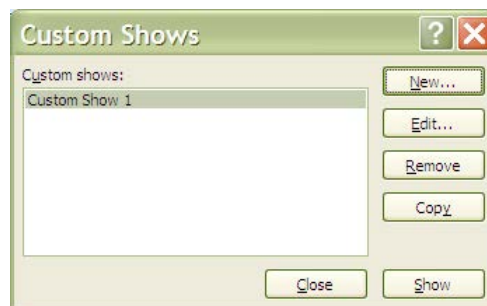
For example, you might want to give a presentation at induction days for new staff and prefer to present slightly different information to your new graduate trainees than to your other recruits. Slides 1 to 5 may be identical for both groups, but slides 6 to 7 may be different, with subsequent slides the same. Once you have created all the slides to be used you can set up two custom shows specifying which slides to be shown in which order for each group.



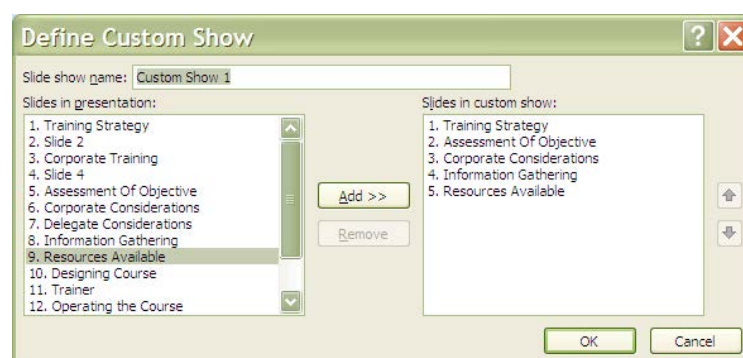
### ► To creat A Custom Show

#### Mouse

1. Select SLIDE SHOW ribbon, CUSTOM SHOWS button, CUSTOM SHOW to bring up a dialog of all shows in presentation.



2. Click on NEW.
3. Type in a name for the show.
4. Under SLIDES IN PRESENTATION, select a slide you want to include in the custom show.



5. To select multiple slides, hold down CTRL as you click the slides.

6. To include the selected slide(s) in the custom show click ADD or double click on the slide name.
7. To change the order in which slides appear, select a slide, and then click one of the arrows to move the slide up or down in the list.
8. Click on OK. To see a preview of a custom show, select the name of the show in the Custom Shows dialog box, and click on SHOW.

### ► Adding Or Removing Slides in A Custom Show:

#### Mouse

1. Select SLIDE SHOW ribbon, CUSTOM SHOWS button, CUSTOM SHOW to bring up a dialog of all shows in presentation.
2. Select the name of the custom show you want to change.
3. Click on EDIT.
4. Add or remove the slides you want.
5. Click OK.
6. To remove an entire custom show, select its name in the CUSTOM SHOWS dialog box, and then click REMOVE. This removes the custom show, but the actual slides remain in the presentation.

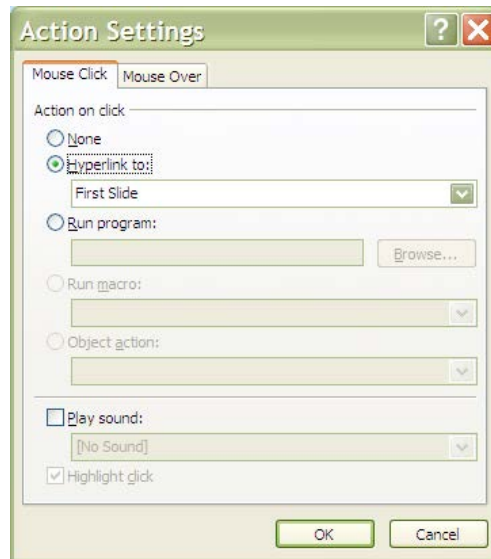
### Hyperlinks (Action Buttons)

You may wish to include slides in your presentation which may or may not be shown depending on the audience reaction or questions. Action buttons allow you to set up hyperlinks between pages so that you can jump to a page out of sequence if you wish.

### ► Creating an Action Button Hyperlink:

#### Mouse

1. Switch to NORMAL View.



2. From the Insert ribbon select the shapes drop down and scroll to the end of the menu of shapes, ACTION BUTTONS, and choose the button tool you require.
  3. Click and drag to create a button on the slide.
  4. Press SHIFT to create a symmetrical button.
  5. When you release the mouse button the Action Settings dialog box is displayed.
  6. Set ACTION ON CLICK as HYPERLINK TO.
  7. Pick from available slides in the presentation.
  8. Click on OK.
  9. When the slideshow is run clicking on that action button will take you to the slide you specified
- It is best not to use these with timings but more as an interactive show so individuals can navigate the show at their leisure.*

### Inserting Hyperlinks (Objects And Text)

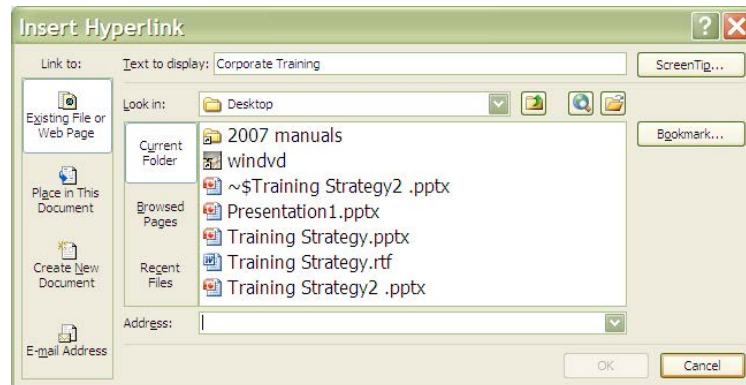


It is not only action buttons that can help you navigate around your presentation ANY object can become a hyperlink to another slide or presentation, a web address even another program or file.

### Mouse

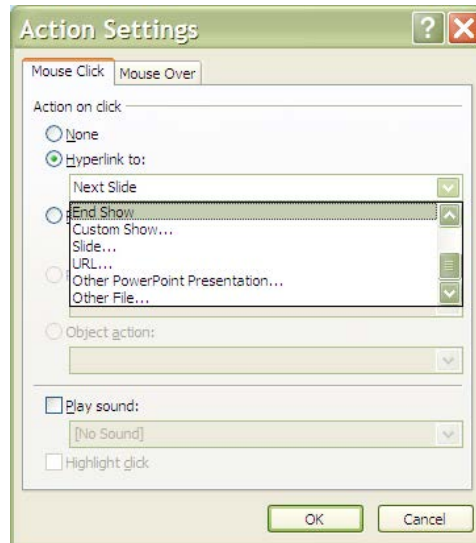
1. Select any object or piece of text that you wish to create a hyperlink from.

2. Go to the insert ribbon and notice the two buttons on the Links group.
3. If you select the Hyperlink button the dialog below appears



4. On the **LINK TO** area to the left make a choice of where you wish to link to the default is to a web page or a file on your system (could be from any application like word or excel)
5. Select the file in the navigation area in the middle part of the dialog
6. *you may have to navigate to find it but it would be best if it was located where the current presentation file was saved.*

7. Enter a screentip if you wish by clicking on the screentip button on the top right and enter some help text that will appear as the mouse hovers over the link when the slideshow is running.



8. Click on **OK**
9. If you choose the action button instead the action dialog will appear which allows you to determine the action you wish it to do.
10. Follow the steps as for the action button but in the hyperlink to area you have many other options from the drop down box.
11. Make a selection, Click **OK**.

*These action settings allow anything to behave like an action button or hyperlink.*

# Section 10 Saving As Different Types

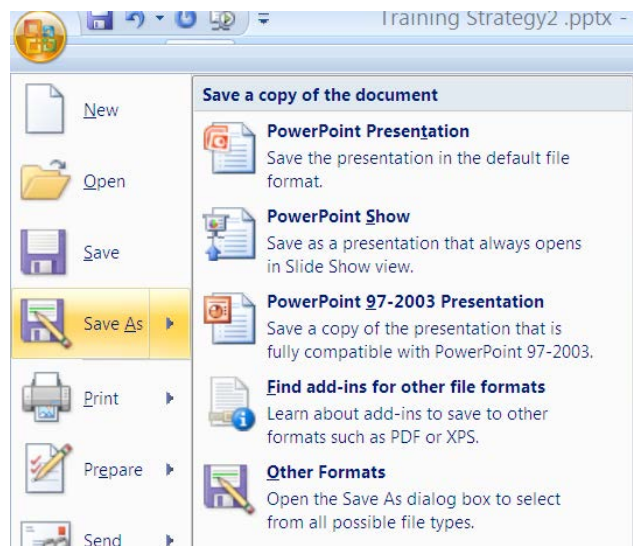
## 10.1 Web Page

After you have made and saved your powerpoint file with all its interactive buttons and links you may wish for people to view the file as a web page. Which behaves like any other web page with the additional resource of being able to run it as a show.

### ► To save file as web page

#### Mouse

1. Open the presentation you want to save as a web page
2. Select the **OFFICE** button and **SAVE AS**.



3. From the displayed choices choose **OTHER FORMATS**
4. From the **SAVE AS** dialog which appears go to the **SAVE AS TYPE** box near the bottom of the dialog and from that box choose **WEB PAGE**.
5. Enter a **FILE NAME** and choose a location to save presentation.
6. Click on **SAVE**.
7. When you open the file it will open in internet explorer and behave as a web page.

## Saving A Presentation As A Powerpoint Show

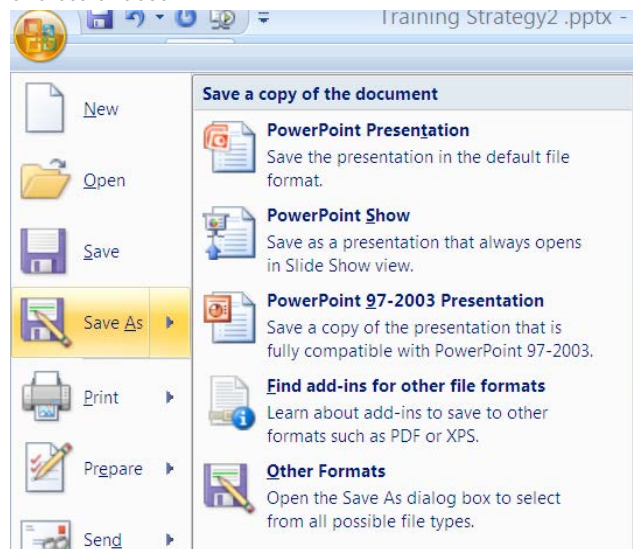
Once you have finished creating and editing all your slides, you may always want the presentation to always open as a slide show without giving you the normal PowerPoint screen first. This can be useful when you deliver the presentation as it can look more professional.

When you save your presentation as a PowerPoint show you will end up with two separate files; the original PowerPoint file which is editable and the PowerPoint show which will always open up into slide show view but will not be editable.

### ► Saving A Presentation To Open As A powerpoint Show:

#### Mouse

1. Open the presentation you want to save as a show
2. Select the OFFICE button and SAVE AS.
3. From the displayed choices choose

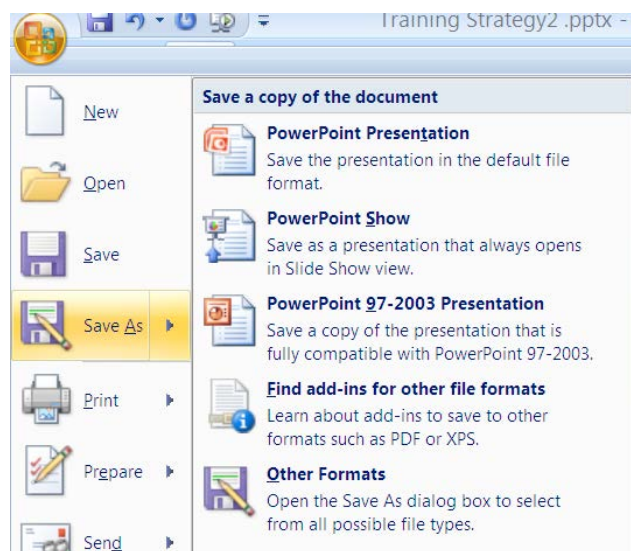


4. In the Save as type list, choose PowerPoint Show.
5. Enter file name and location to save presentation.
6. Click on SAVE.

When this PowerPoint Show is next opened it will automatically launch into a slide show. You can advance the slides as normal by pressing Page Down on the keyboard or clicking with your mouse. Right clicking with the mouse will also bring up a menu of useful options

*This powerpoint show is a run only show and is uneditable so please remember to save any changes you have made to the normal powerpoint file before saving as a show.*

### Save As Earlier Version



Because many of the new features and formats in powerpoint 2007 would not be recognised by earlier versions of powerpoint it may be necessary to convert the file to an earlier version file format so that it may be viewed by all and not just those with powerpoint 2007 on their machine.

### ► To save file as earlier version

#### Mouse

1. Open the presentation you want to save as a web page
2. Select the **office** button and **Save As**.
3. From the displayed choices choose **powerpoint 97-2003** presentation.
4. This will open up the save as dialog box where the save as type has been set to the preferred version.
5. Name and save in the normal way.



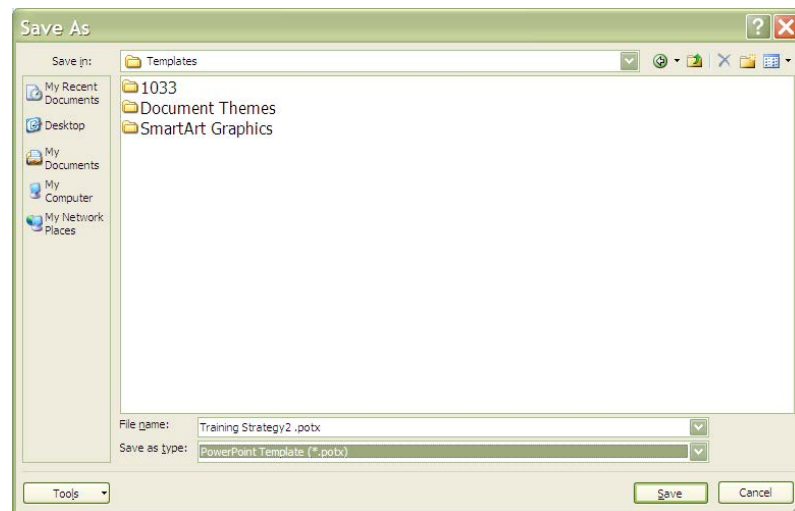
## Templates

If you have a standard type of presentation you need to deliver holding standard content that you will build on later. You may consider creating a template. A template enables you to quickly fill a presentation with added content in a very quick manner.

### ► To create a template

#### Mouse

1. Open or create a presentation with content that you would use in many future presentations.
2. Format the masters if you wish to your preferred style.
3. When complete
4. Select the OFFICE button and SAVE AS.
5. From the displayed choices choose OTHER FORMATS.
6. From the SAVE AS dialog which appears go to the SAVE AS TYPE box near the bottom of the dialog and from that box choose POWERPOINT TEMPLATE.



7. Enter a FILE NAME
8. The location to save a template has been chosen by powerpoint.
9. Click on SAVE.

### ► To open a template file

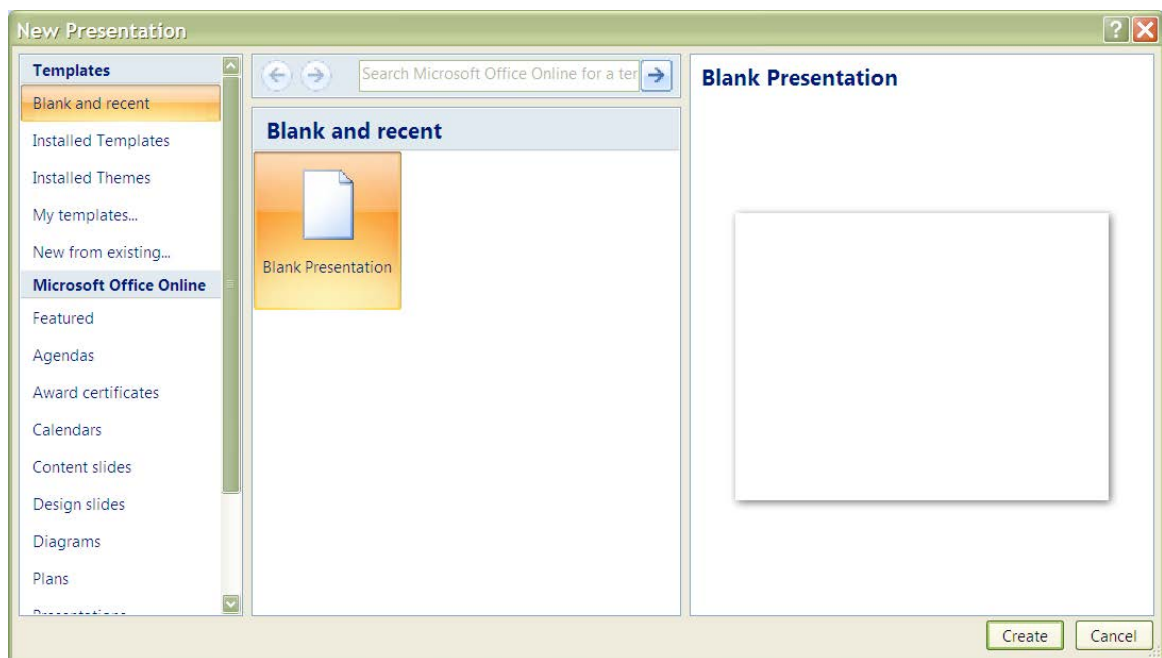
#### Mouse

1. Locate the file if it is a known location and double click on it.

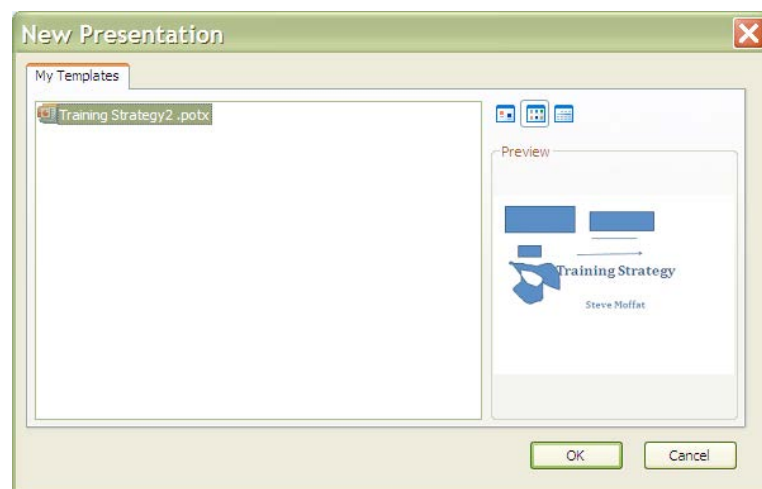
#### Or

2. Click on the office button and select new a dialog will appear

3. Select the My templates category from the categories on the left.



4. Another dialog will appear showing all of the templates you have created with a preview on the right of the template you select.



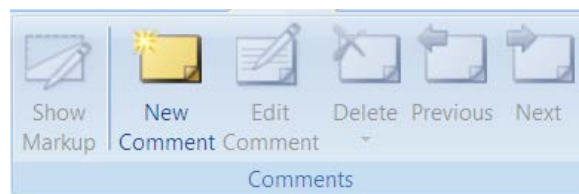
5. Make your selection and click on ok
6. A new file is created based on that template
7. Add your additional data and slides and save in the normal way

## Comments

The Send for Review command is not available in Microsoft Office PowerPoint 2007. In earlier versions of PowerPoint, by using the Send for Review command with Microsoft Office Outlook or another e-mail program, you could request feedback about a draft of your presentation from reviewers, such as your colleagues and partners.

To send your Office PowerPoint 2007 presentation to reviewers, attach your presentation to an e-mail message. Reviewers can comment on your presentation by using the COMMENTS features (located on the REVIEW ribbon, in the COMMENTS group) in Office PowerPoint 2007, and then attach the marked-up presentation to an e-mail message to you. By using the COMMENTS features in Office PowerPoint 2007, you or your reviewers can do the following:

- Show or hide revisions
- Add new comments
- Edit existing comments
- Delete comments
- Move through comments forward or backward



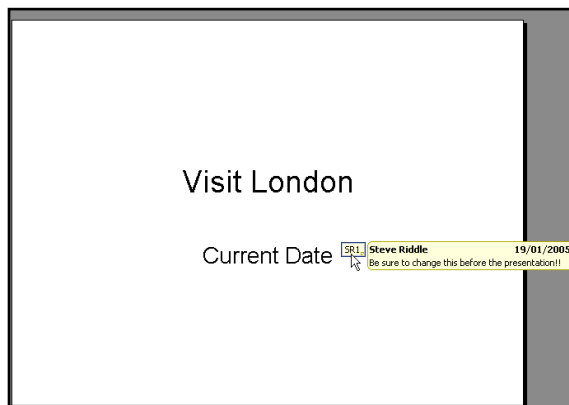
Comments are like electronic sticky notes that can be attached to a slide. If you would like your presentation to be reviewed by colleagues you can ask them to insert comments about suggested changes instead of making changes to the presentation itself.

The comments appear in yellow comment boxes. Each Note inserted will show the reviewers name at the top.

Comments won't appear in outline view or in slide show view.

### ► Inserting comments in a presentation:

#### Mouse



1. In NORMAL view, display the slide you want to add comments to.
2. Go to the REVIEW ribbon and select NEW COMMENT.
3. Type your comments into the yellow comments box and then click away.
4. Move the comment box to your preferred position on the slide.
5. Comments may be edited or deleted by selecting the comment and clicking on the appropriate button.
6. The SHOW MARKUP button shows or hides the comments.

Created by Stephen Moffat on the 23rd November 2007