Module 11 - Creating and Editing Business Documents

General Notes

Chapter Overview

- Microsoft PowerPoint is a presentation software used for creating quick displays or polished presentations.
- PowerPoint has tools for creating slide shows with computer projection equipment, self-running presentations, and interactive meetings.
- The chapter covers the basics of starting and editing a PowerPoint presentation.

STUDENT LEARNING OUTCOMES (SLOs)

- **SLO 1.1** - Create, open, and save a presentation
- **SLO 1.2** - Work with slides, layouts, placeholders, and text
- **SLO 1.3** - Navigate between slides and organize content
- **SLO 1.4** - Change theme colors and fonts
- **SLO 1.5** - Insert headers and footers
- **SLO 1.6** - Insert, resize, and align a picture from a file
- **SLO 1.7** - Apply and modify transition effects
- **SLO 1.8** - Preview and print presentation
- **SLO 1.9** - Apply presentation properties

CASE STUDY - Hamilton Civic Center

- Hamilton Civic Center (HCC) is a nonprofit community fitness center that partners with the local hospital for educational events.
- HCC provides classes on health and wellness issues for adults and sponsors events for children.
- The Pause & Practice projects in this chapter will be focused on creating a presentation about training for an upcoming marathon that is being promoted to HCC members.

SLO 1.1 - Creating and Editing Business Documents

Creating, Opening, and Saving Presentations

- Always save your presentation to avoid losing content.
- PowerPoint has AutoSave feature to continually save your work.
- Use the Start page to start a new presentation or open an existing one.
- You can create a blank presentation, a theme, or a template.
- To access only themes, click **Themes** in *Suggested searches*.

PowerPoint Start Page, New, and Open Areas

- Launch PowerPoint to access the Start page.
- You can start a new blank presentation or open an existing one.

- You can also browse an online gallery for themes and templates.

HOW TO: Use the PowerPoint Start Page and New Areas

1. Launch PowerPoint to access the Start page.
2. Start a new blank presentation, a theme, or a template.
3. Search the online gallery for templates and themes.
4. Check for sample content to delete before adding your content.
5. Notice the theme or template name in the title bar until you name your presentation.

HOW TO: Use the PowerPoint Open Area

1. Launch PowerPoint to access the Start page.
2. Click **Open** to access the Open area to open a saved presentation.
3. Click **OneDrive** or **This PC** to see the folders and files in these locations.
4. Click the presentation name to open it.
5. Click **Browse** to locate files using the Open dialog box.

Views

- PowerPoint provides different views to help create, organize, and display slides.
- Normal view is the default view for creating slides.
- The Ribbon contains named tabs with commands organized in groups.

Presentation Views

- **Normal View**: Default view for entering content and moving between slides.
- **Outline View**: Left pane displays slide titles and bulleted text.
- **Slide Sorter View**: Slides appear as thumbnails for easy reorganization and applying transition effects.
- **Notes Page View**: Each slide appears at the top of a page with space below for speaker notes.
- **Reading View**: Slide show displays at full-screen or another window size controlled by the viewer.

The Master Views group includes **Slide Master**, **Handout Master**, and *
Notes Master. These views are used to control the overall design and layout
of slides, handouts, and speaker notes.

The *Show* group provides commands to control which elements display in a
presentation. The *Zoom* group provides commands for enlarging or reducing the
view of the slide. The *Color/Grayscale* group provides commands for changing
the color of the presentation while in various views. The *Window* group
provides commands for controlling the view of multiple presentations or multiple
windows of the same presentation. The *Macros* group provides commands for
creating and managing macros.

HOW TO: Change Views

1. Click the **View** tab on the **Ribbon**.

2. In the **Presentation Views** group, click the desired view command:

   - **Normal View**: Displays slide thumbnails on the left pane and the
     current slide on the right pane.

   - **Outline View**: Displays slide titles and bulleted text instead of slide
     thumbnails on the left pane.

   - **Slide Sorter View**: Displays all slides as thumbnails, making it easier
     to reorganize slides and apply transition effects.

   - **Notes Page View**: Displays each slide at the top of a page with space
     below the slide for speaker notes.

   - **Reading View**: Displays the slide show at full-screen or another window
     size controlled by the viewer, with navigation controls in the status bar
     at the bottom of the window.

3. Alternatively, use the **View** buttons on the **Status** bar at the bottom
   of the window to switch between views.

Saving Presentations

When you save a presentation for the first time, you assign it a file name,
choose a file format, and select a location to store it. PowerPoint uses the

default file format, **.pptx**, which is compatible with PowerPoint 2007 and later versions. If you want to save a presentation in a different file format, click the **Save as type** arrow in the **Save As** dialog box and choose from the available formats.

To save a presentation to your computer, click the **File** tab and then click *Save As*. In the **Save As** dialog box, navigate to the folder where you want to save the presentation, type a file name in the **File name** box, and then click **Save**.

HOW TO: Save a Presentation

1. Click the **File** tab to access **Backstage** view.

2. Click **Save As**.

3. In the **Save As** dialog box, navigate to the folder where you want to save the presentation.

4. Type a file name in the **File name** box.

5. Click the **Save as type** arrow and choose a file format if you want to save the presentation in a format other than the default **.pptx**.

6. Click **Save**.

TIP

Press **Ctrl+S** or click the **Save** button on the **Quick Access Toolbar** to save changes to a presentation that has already been saved with a file name.

File Management

To organize your files, create folders and subfolders to store related documents. You can move, copy, rename, or delete files using **File Explorer** in Windows or the **Save As** dialog box in PowerPoint.

HOW TO: Manage Files

1. Open **File Explorer** in Windows or the **Save As** dialog box in PowerPoint.

2. Navigate to the folder where you want to create a new folder.

3. Right-click in the folder, point to **New**, and then click **Folder**. Type a folder name and press **Enter**.

4. To move, copy, rename, or delete a file, right-click the file, and then choose the appropriate command from the context menu:

   - **Move**: Select the destination folder in the dialog box that appears, and then click the **Move** button to relocate the file.

   - **Copy**: Select the destination folder in the dialog box that appears, and then click the **Copy** button to create a duplicate of the file in the new location.

   - **Rename**: Type a new name for the file and press **Enter**.

   - **Delete**: Click **Yes** in the confirmation dialog box to permanently delete the file.

5. To move or copy multiple files at once, hold down the **Ctrl** key while clicking each file you want to select, then right-click one of the selected files and choose **Move** or **Copy** from the context menu.

6. To select a range of files, click the first file in the range, hold down the **Shift** key, and then click the last file in the range. Right-click one of the selected files and choose **Move** or **Copy** from the context menu.

Closing and Exiting PowerPoint

When you finish working on a presentation, you can close it without exiting PowerPoint. This is useful if you want to work on another presentation without closing the program. To close a presentation, click the **File** tab and then click **Close**. If you have not saved the presentation, a dialog box appears, prompting you to save your changes.

To exit PowerPoint, click the **File** tab and then click **Exit**. If you have not saved any open presentations, a dialog box appears, prompting you to save your changes before exiting.

HOW TO: Close a Presentation or Exit PowerPoint

1. Click the **File** tab to access **Backstage** view.

2. To close a presentation, click **Close**. If you have not saved the presentation, a dialog box appears, prompting you to save your changes.

3. To exit PowerPoint, click **Exit**. If you have not saved any open presentations, a dialog box appears, prompting you to save your changes before exiting.

Now you have a basic understanding of how to navigate PowerPoint, change views, save presentations, manage files, and close or exit the application. As you become more familiar with the program, you'll be able to create more sophisticated presentations and take advantage of its advanced features. Good luck and happy presenting!

Adjusting Pane Sizes in Normal View

- Point to the pane border separating the Thumbnail pane and the Slide pane.
- Click and drag the border to adjust pane sizes to better focus on one aspect of your presentation.
- Thumbnails become larger when you increase the size of the thumbnail pane.
- You have more room to write speaker notes if you increase the size of the notes pane.
- In each case, the slide becomes a little smaller.

Adjusting the Thumbnail Pane Size

- Click the resize pointer and drag the pane border to the right or left to increase or decrease thumbnail size.

Adjusting the Notes Pane Size

- Click the Notes button [View tab, Show group] or [Status bar] if the Notes pane is not open.
- Point to the pane border separating the Slide pane and the Notes pane.
- Click the resize pointer and drag the Notes pane border up or down to increase or decrease the Notes pane size.

- Click the resize pointer and drag the Notes pane border down to the bottom of the window or click the Notes button on the Status bar to remove this pane.

Using Zoom in Normal View

- Click the Zoom button [View tab, Zoom group] to open the Zoom dialog box and then increase or decrease the current slide size in Normal view.
- Select a preset zoom percentage such as 200% or enter a percentage number, such as 150%.
- Click OK to increase or decrease the slide size.
- Select lower zoom percentages to see a smaller slide.
- Click the Fit to Window button [View tab, Zoom group] to return to the default setting so the entire slide displays.
- Click the Zoom button, select Fit, and click OK to return to the default setting.

Using Zoom Controls

- Click the Zoom Out button several times to decrease the view to 50%.
- Drag the Zoom slider to the center.
- Click the Zoom In button several times to increase the view to 150%.
- Click the line on the left or right of the Zoom slider to increase or decrease the percentage.
- Click the Fit slide to current window button to return to the default setting.
- Click the percentage to open the Zoom dialog box. Select a percentage and click OK to close the dialog box.

HOW TO: Share a Presentation

1. Save your file on *OneDrive* by clicking the **Share** button in the upper-right corner of your PowerPoint window in *Normal* view.

2. Click the **OneDrive** link in the *Share* dialog box and name the presentation to open the *Send Link* dialog box.

3. Click the first item below the dialog box title that has a list arrow to open the *Link settings* dialog box

4. Choose one or more options under *Other settings*:

- Select **Allow editing** to give the recipient permission to edit the file.
- Set an expiration date for the sharing link as desired (optional).
- Select **Block download** to prevent the recipient from getting a copy of your file.

5. Click **Apply** to return to the *Send Link* dialog box.

6. Type one or more email addresses above the line to invite people to share the file.

   - If you include multiple addresses, press **Tab** or type a semicolon (;) as you enter each one.

7. Type a brief message below the line and then use one of these methods to share your presentation.

8. Click the **Send** button. An email is sent to the people you invited containing a link to your shared file on *OneDrive*.

9. Click **Copy Link** and a message box opens with the link highlighted and copied. Close the message box. Paste this link in an email, Word document, or other online location.

10. Click **Send a Copy** and select **PowerPoint Presentation** or **PDF** to send the presentation or document as an email attachment. PowerPoint creates the PDF file, opens your email application, and attaches the file. Click *
Send*.

ANOTHER WAY

Click the **File** tab and select **Share** to open the *Send link* dialog box.

PowerPoint enables you to *export* a presentation by saving it in different file formats. Click the **File** tab and choose **Export** to access the following options.

SLO 1.2 - Working with Slides, Layouts, Placeholders, and Text

Overview

- Use placeholders in Normal view to enter slide text and other objects
- Add slides and choose layouts to provide a starting point for slide designs
- Enter text in placeholders and keep wording concise
- Use bullets and numbering to show items and subpoints
- Capitalize text as needed for titles

Placeholders

- Rectangular boxes with no fill color or border
- Add color or resize a placeholder to fit content
- Available placeholders and positions are controlled by slide layout

Starting a New Presentation

- First slide has a Title Slide layout with two placeholders: presentation title and subtitle
- Add text directly into placeholders or type slide text in Outline view
- Font, font size, and alignment are preset, but can be changed
- Text should be brief, straight to the point, and easy to read

Adding Slides and Choosing Layouts

- Click the New Slide button on the Home tab to add a slide
- After a title slide, PowerPoint automatically inserts a Title and Content layout
- Each time you click the top of the New Slide button, you add a new slide with the same layout as the previous one
- Click the New Slide drop-down arrow to see a gallery of layouts
- Layouts provide a starting point for slide designs
- You can change layouts or customize each slide for the content you are developing
- Available layouts vary based on the current theme

- Table 1-2 lists common slide layout names and descriptions for each layout

Text

- Enter text in placeholders by clicking on the inactive placeholder, which will become active with a blinking insertion point where you type or edit text
- Text will word wrap to begin another line if you enter text longer than the width of your placeholder
- Depending on the font used, title text for individual slides is usually 36–44 points, and for a Title Slide layout, it is usually 54–72 points
- In body placeholders, a bullet automatically appears when you type text and press Enter
- Bulleted lists are appropriate when items require no certain order, but if you need to show items in order, use a numbered list instead
- Subpoints are indented below a bulleted item, and lists should be brief, usually no more than six items, and the text size is 20–28 points
- Larger font sizes are important if presenting in a large room, but if preparing a presentation to be viewed on a computer or online, a smaller font size is appropriate

Tips

- Use Outline view to enter several text slides
- Decrease list level by moving a bulleted item to the left
- Convert a bulleted list to a numbered list by selecting the text to be changed and then clicking the Numbering button

Aligning, Moving, and Resizing Placeholders in PowerPoint

How to Align Text and Placeholders

- Horizontal alignment: Choose "Align Left," "Center," "Align Right," or "Justify" in the Home tab, Paragraph group. "Justify" should be used with caution because it can cause irregular spacing between words.
- Vertical alignment: Click "Align Text" in the Home tab, Paragraph group, and then choose "Top," "Middle," or "Bottom."

How to Align Placeholders

- Select a placeholder and align it to the slide by clicking the Arrange button in the Home tab, Drawing group, and then choose "Align" or click the Align button in the Shape Format tab, Arrange group.
- When one placeholder is selected, "Align to Slide" is automatically selected.
- Horizontal alignment: Choose "Align Left," "Align Center," or "Align Right."
- Vertical alignment: Choose "Align Top," "Align Middle," or "Align Bottom."

Moving and Resizing Placeholders

- Move a placeholder by pointing to its border so your pointer changes to a move pointer, click to select the placeholder, and drag it to a new position without changing its shape.
- To increase or decrease placeholder size, point to a corner or side sizing handle until your pointer changes to a resize pointer, and then drag to resize. You can also enter the exact dimensions in the Size group on the Shape Format tab.
- You can control the way placeholders and other objects are resized by pressing one of three keys as you drag.

Editing Text in PowerPoint

- Commands for editing text are on the Home tab in three groups: Clipboard, Font, and Paragraph.
- When you point to text, your pointer changes to a text selection tool so you can click and drag to select text.
- To delete text, press "Delete" to remove text to the right of the insertion point or "Backspace" to remove text to the left of the insertion point. Select text and press "Delete" to remove several words at one time.
- To change text case, select the text to be changed, click the "Change Case" button in the Home tab, Font group, and then choose from the options "Sentence case," "lowercase," "UPPERCASE," "Capitalize Each Word," or "tOGGLE cASE."
- To change bullet symbols, select the text or placeholder where you want to change the bullet, click the "Bullets" drop-down arrow in the Home tab, Paragraph group, and then select "Bullets and Numbering" to open the Bullets and Numbering dialog box. From there, you can select one of the pre-defined bullets or choose a symbol from the Symbol dialog box.

Using the Format Painter

- To copy multiple formatting changes from text, shapes, or pictures and apply these settings to another selection, use the Format Painter.
- To use the Format Painter, select the text or other object with the formatting changes that you want to copy, click the Format Painter button in the Home tab, Clipboard group, and then move the paintbrush over the text or other object you want to change and click to apply the formatting.

Reusing Slides from Another Presentation

- To add slides from another presentation, click between two slides in the thumbnail pane where you want one or more new slides inserted, click the Reuse Slides button in the Home tab, Slides group, and then browse to the location where your presentation with the slides you need is saved and select the file name.
- By default, the slides you insert will appear with the formatting of the source presentation. If you want the slides you insert to match the formatting of the current presentation, uncheck the "Use source formatting" checkbox in the - Reuse Slides pane before inserting slides.
- Click the slides you want to insert in your current presentation.
- You can also click the "Insert Slide" link below each slide.
- Click the "Close" button at the top of the Reuse Slides pane.

Additional Information

- When task panes open, they are docked on the right side of the PowerPoint window. If you have a wide computer screen and you are using PowerPoint in a window size that does not fill the screen, drag a pane away from the window so your slide size becomes larger. Double-click the pane to dock it on the right of the window again.

Notes on PowerPoint Tips and Tricks

Check Spelling and Word Usage

- PowerPoint's AutoCorrect feature repairs simple errors, and you can customize it to include words that you frequently misspell or abbreviate.
- PowerPoint adds a red, wavy line under unrecognized words.

- Use the Spelling feature to correct errors at any time, and use PowerPoint's Thesaurus to find a more appropriate word.
- Carefully consider how Designer layouts emphasize slide content, and decide which of the layouts displayed is appropriate for your content.

How to Check Spelling

1. Click the Spelling button [Review tab, Proofing group].
2. The Spelling pane opens on the right.
3. Consider each identified word and whether or not the suggested spelling is correct.
4. Click the Audio button on the Spelling pane to hear the word pronounced.
5. Click the Change button to insert a suggested spelling, or click the Ignore Once or Ignore All button.
6. Click Change All to replace all incorrect words in the presentation with the correct spelling.
7. Click OK when the spell check is complete.

How to Use the Thesaurus

1. Click the word you want to change.
2. Click the Thesaurus button [Review tab, Proofing group].
3. The Thesaurus pane opens with the selected word in the search box.
4. Click a word in the list to see more options.
5. Click the down arrow to the right of a word in this list or right-click the word and choose Insert.
6. Click the Close button at the top of the Thesaurus pane.

Use PowerPoint Designer with Listed Information

- The PowerPoint Designer feature provides a quick way to select attractive layouts.
- Write your bulleted or numbered lists so Designer makes relevant suggestions.
- Consider carefully how Designer layouts emphasize slide content.
- Variety in your slide designs can be good, but too many different elements will seem random and will not enhance the message of your presentation.

How to Use the Design Ideas Pane for Listed Information

1. Start a new presentation or open an existing one that uses one of PowerPoint's themes.
2. Click the New Slide drop-down arrow [Home tab, Slides group] and select the Title and Content layout.
3. Type the title in the title placeholder.
4. Type the bulleted text.
5. The Design Ideas pane opens with thumbnails of different layouts.
6. If the Design Ideas pane does not automatically open, click the Design Ideas button [Design or Home tab, Designer group] to open the pane.
7. Scroll down to see all suggested layouts.
8. Click a thumbnail to apply it to your current slide.
9. Leave the Design Ideas pane open, and it will continue to generate design ideas as you develop other slides.
10. Close the Design Ideas pane by clicking the X at the top of the pane.
11. Reopen the Design Ideas pane at any time while you are developing a presentation.

How to Enable PowerPoint Designer

1. Click the File tab to open the Backstage view.
2. Click Options to open the PowerPoint Options dialog box.
3. Select the General tab and scroll down to the PowerPoint Designer heading.
4. Check Automatically show me design ideas.
5. Click OK.

Use PowerPoint QuickStarter to Research Content

- PowerPoint QuickStarter can help you develop your presentation with both research and design ideas.
- QuickStarter provides an outline (in the form of slides) with suggested content and links to suitable articles and related images generated by a Bing search.

How to Enter a Topic and Select Slides

1. Click the File tab to open the Backstage view and select New.
2. Click the QuickStarter thumbnail to open a search dialog box.

3. Type your topic and click the Search button.

4. You may receive options to improve your search results.

5. Select an option to open the Pick your starter slides dialog box.

6. Select your starter slides that will help you develop your content.

7. Click the Next button to open the Pick a theme dialog box.

8. Select a design theme and click the Create button.

9. Your slides appear with suggested content.

10. The first two slides have helpful research information.

11. Slide 3 is the title slide.

12. Edit the slides as you begin inserting your content.

13. Save and close the presentation.

SLO 1.3 - Navigating between Slides and Organizing Content

Navigate between Slides

- In Normal view, move between slides using the following:
  - Click the Next Slide button or the down arrow on the scroll bar to go to the next slide.
  - Click the Previous Slide button or up arrow on the scroll bar to go to the previous slide.
  - Click above or below the scroll box to move between slides one at a time.
  - Drag the scroll box up or down to move to a specific slide, using the slide indicator.
- Use one of these methods to move between slides using the Thumbnail pane:
  - Click a slide thumbnail to make that slide active.
  - Click between slide thumbnails to select a position for a new slide.

Copy, Paste, and Duplicate Slides

- To reuse a slide's content or format, copy the thumbnail in Normal view. The copied slide is stored in your computer's temporary storage area called the Clipboard. The original slide remains in its position.
- Select the thumbnail of the slide to be copied.
- Copy the slide using one of these methods:

- - Press Ctrl+C.
  - Click the Copy button [Home tab, Clipboard group].
- Move the insertion point to the place between slides where you want the copied slide to appear.
- Paste the slide using one of these methods:
  - Press Ctrl+V.
  - Click the Paste button [Home tab, Clipboard group].
- Duplicating also creates a second copy of a slide. You can drag the second slide to a different position.
- Select the thumbnail of the slide to be duplicated.
- Press Ctrl+D to duplicate the slide.
- The second slide appears immediately after the original slide, and the new slide is selected.

Select Multiple Slides

- If you need to make the same changes to more than one slide, select multiple slide thumbnails.
- Select multiple adjacent slides (in order) by selecting the first slide and then pressing Shift while you click the last slide.
- Select multiple nonadjacent slides (not in order) by selecting the first slide and then pressing Ctrl while you click each of the slides you need to select.

Rearrange Slide Order

- Rearrange slides at any time while developing a presentation.
- In the Thumbnail pane, drag slide thumbnails up or down.
- On the Outline view, drag the slide icons.
- You can also cut slides and paste them into different positions.
- Rearrange slides using Slide Sorter view when your presentation has more slides than can be seen in the Thumbnail pane.
- In Slide Sorter view:
  - Double-click a slide to open that slide in Normal view.
  - Click and drag the slide thumbnails into their new positions.

Delete Slides

- Remove slides by deleting slide thumbnails in Normal view and Slide Sorter view or by deleting the slide icon in Outline view.
- Right-click the slide thumbnail (or the Slide icon in Outline view).
- Click Delete Slide from the context menu.
- Or, select the slide thumbnail (or the Slide icon in Outline view).
- Press Delete or click Cut [Home tab, Clipboard group].

Changing Theme Colors and Fonts

- In PowerPoint, you can change theme colors and fonts using the Design tab and the Slide Master tab.
- The Slide Master stores information about slide backgrounds, layouts, colors, and fonts for each theme.
- Theme and templates are provided by Microsoft and other companies.

Types of Templates and Themes

- Theme: A slide show with background graphics and text treatments but no content. You can control design elements with the Slide Master to create custom designs.
- Template: A slide show with the characteristics of a theme but also with sample content on several slides. You can control design elements with the Slide Master to create custom designs.
- Template, title slide only: While the thumbnail may show a title slide, that slide might be the only content in the presentation. The Slide Master has not been used.
- Template, individual slide only: Thumbnails may show only a diagram or chart that can be revised for a new presentation. Usually, the Slide Master has not been used.
- Different slide sizes: PowerPoint's default 16:9 aspect ratio, the ratio of width to height, is a wide-screen size which reflects the shape of current computer screens. A few thumbnails with an almost square appearance are shown in a 4:3 aspect ratio, which was the standard for many years.

Change Theme Colors

- Select colors that are appropriate for your topic and consider where you will present.
- PowerPoint provides Variants on the Design tab that show different theme colors and may have different graphics.
- In each set of theme colors, the first four colors represent the background and text colors; the remaining six show accent colors.
- Not all themes you find online permit color changes in the same way.
- Click the More button (Design tab, Variants group) and select Background Styles to apply a light or dark variation of background and text colors.

Change Theme Fonts

- Select fonts that are appropriate for your presentation topic.
- Consider how legible the font is with the background color you are using.
- Every presentation begins with a pair of Theme Fonts, the heading font, and the body font.
- Use the Design tab or the Slide Master tab to view or change Theme Fonts.

Use the Slide Master to Change Theme Colors and Fonts

- The Slide Master tab enables you to change other design elements besides the background.
- Each Slide Master has a variety of layouts that control positioning of different types of content.
- Changes made on the first layout generally apply to all other layouts.

Conclusion

- In PowerPoint, you can change theme colors and fonts using the Design tab and the Slide Master tab.
- Select colors and fonts that are appropriate for your presentation topic and consider where you will present.
- Use the Slide Master to customize other design elements such as background, logo, and layouts.

SLO 1.5 - Inserting Headers and Footers

- The **Header & Footer** command on the **Insert** tab is used to include identifying information on all slides of a presentation.

- **Footers** have placeholders for the date and time, slide number, and footer text.

- **Header & Footer** placeholders may appear in different places depending on the theme.

- **Footers** can show on all slides or only on selected slides.

Create a Slide Footer

- To create a Slide Footer, follow these steps:

  1. Click the **Insert** tab.

  2. Click the **Header & Footer** button [Text group]. The *Header and Footer* dialog box displays.

     - The **Slide** tab displays automatically.

  3. Click the check boxes to select the following as needed:

     - **Date and time:** Choose between *Update automatically* to show the current date or *Fixed* to enter a specific date.

     - **Slide number:** Each slide is numbered.

     - **Footer:** Type text you want to appear on each slide.

  4. Check the box for **Don't show on title slide** if you do not want footer information to appear on any slide created with the *Title Slide* layout.

  5. Apply your choices by clicking one of these buttons:

     - **Apply:** the settings are applied to the current slide only.

     - **Apply to All:** the settings are applied to all slides.

Create a Notes and Handouts Header

- Because notes and handouts are usually printed documents, they can include *header* information that appears at the top of each page.

- Control all settings for notes and handouts in the same way you control slide footers.

- To create a Notes and Handouts Header, follow these steps:

  1. Click the **Insert** tab.

  2. Click the **Header & Footer** button [Text group]. The *Header and Footer* dialog box displays.

  3. Click the **Notes and Handouts** tab.

  4. Click the check boxes to select the following as needed:

     - **Date and time:** Choose between *Update automatically* to show the current date or *Fixed* to enter a specific date.

     - **Page number:** Each page is numbered.

     - **Header:** Type text you want to appear on each page.

     - **Footer:** Type text you want to appear on each page.

  5. Click the **Apply to All** button to apply your settings to all pages.

Additional Information

- If any fields are left blank in the *Header and Footer* dialog box, empty placeholders will show on the slide but no information will appear in *Slide Show* view.

- It is important to note that **Headers** can be added to **Notes and Handouts ** as well as **Slides**.

SLO 1.6 - Creating and Editing Business Documents

Working with a Picture from a File

- Pictures bring realism to a presentation.
- PowerPoint supports different graphic file types.
- Select pictures appropriate for your topic. Include images from web sites only if you have permission of the image owner to avoid copyright infringement.
- Insert a picture by clicking the Pictures button on the Insert tab, and then select the source location: This Device, Stock Images, or Online Pictures.
- To apply a design layout to your slide, click one of the Design Ideas thumbnails that appear automatically on the right of the pane.
- Auto Alt Text feature may not be available in all versions of Office 365 or Office 2021.
- Alt Text provides information about the picture to make your content more accessible to individuals with special needs.
- Resize a picture by selecting the picture, and point to a sizing handle on the border. Drag the corner sizing handle to maintain correct proportions.
- Precisely resize a picture by entering dimensions in the Size group on the Picture Format tab.
- Align selected pictures and other objects with each other or with the slide by clicking the Align button on the Picture Format tab.

HOW TO: Insert a Picture from a File

1. Click the Insert tab.
2. Click the Pictures button and click This Device to open the Insert Picture dialog box.
3. Select the drive and folder where your picture is saved.
4. Select the file you want to insert.
5. Click Insert.
6. Click one of the Design Ideas thumbnails to apply that layout to your slide.

ANOTHER WAY

Once you have located your picture file, insert the picture by double-clicking the file name.

Graphic File Formats

Picture File Type	Extension	Uses of This Format
JPEG (Joint Photographic Experts Group)	.jpg, jpeg	Used for photographs and complex graphics. Handles gradual color blending well. Produces a smaller file size than most other formats. Transparency is not supported.
PNG (Portable Network Graphics)	.png	Used for photographs and complex graphics. Supports transparency so areas removed from the image appear blank on the slide.
GIF (Graphics Interchange Format)	.gif	Suited for line art and simple drawings because it is limited to 256 colors. Used for simple animated graphics. Does not handle gradual color blending well. Supports transparency.
Windows Metafile and Enhanced Windows Metafile	.wmf and .emf	Used for simple 16-bit or 32-bit graphics.
Device Independent Bitmap	.bmp	Images usually display well in their original size, but if you increase size, they will be distorted.
TIFF (Tagged Image File Format)	.tif	Designed for print publications. Produces high-quality images with large file sizes. Supports transparency.
SVG (Scalable Vector Graphics)	.svg	Used for the simple, one-color images called Icons (available in Office 365). You can customize icons with no loss to image quality.

Edit Alt Text

- Alternative Text (Alt Text) appears briefly at the bottom of the picture and is recorded in the Alt Text pane when you insert a picture.
- To edit Alt Text, select a picture, click the Alt Text button or right-click and select Edit Alt Text.
- Revise the existing text as needed.

Resize a Picture

- To resize a picture, select the picture and point to a sizing handle on the border.
- Precisely resize a picture by entering dimensions in the Size group on the Picture Format tab.
- If you change the size incorrectly, restore the picture's original dimensions by clicking the Reset Picture drop-down arrow and selecting Reset Picture & Size.

Align a Picture

As you place pictures and other graphic objects on slides, consider how they are aligned rather than positioning them randomly. Align selected pictures and other objects with each other or with the slide by clicking **Align Selected Objects** or **Align to Slide**

- *Horizontal alignment*: **Align Left, Align Center,** or **Align Right**
- *Vertical alignment*: **Align Top, Align Middle,** or **Align Bottom**

SLO 1.7 - Creating and Editing Business Documents

Applying and Modifying Transitions

- A **transition** is the visual effect of movement when one slide changes to the next slide.
- PowerPoint provides transition effects on the *Transitions* tab in the *Transition to This Slide* group.
- Each slide can have only one transition.
- Transitions can be set for one slide at a time in *Normal* view or applied to all slides.
- Different transitions can be applied by selecting thumbnails in *Normal* view or *Slide Sorter* view and clicking a transition to apply it to those slides.
- The *Timing* group has two options to control the slide transition:
  - *Advance Slide* option *On Mouse Click* enables the speaker to control timing.

- *After* option automates the transitions after a specified number of seconds.
- Duration, shown in seconds, controls how fast the slides change.
- Movement might be barely visible if the duration is fast; a slower duration of five or more seconds will cause the movement to be much more noticeable.
- Sound such as audio recording or music can be added to a transition that would play in the background as slides change.

HOW TO: Apply Transitions

1. Select the slide thumbnail where you want a transition to appear.
2. Click the **Transitions** tab.
3. Click the **More** button to see additional transitions organized by the following categories: Subtle, Exciting, and Dynamic Content.
4. Apply one transition to all slides in the presentation by selecting a transition effect, selecting **On Mouse Click**, and clicking the **Apply to All** button.
5. Apply a different transition to selected slides by clicking the **Slide Sorter** button on the *Status* bar, selecting a slide or pressing **Ctrl** as you click to select more than one slide, clicking a different transition effect to apply it to the selected slides, and selecting **On Mouse Click** if it is not already selected.
6. Preview slides in different views to test the movement.

Effect Options

- **Effect Options** control the direction of transition movement.
- Each transition can have only one effect option, but most transitions provide two or more options from which to choose.
- Effect options can be applied as transitions are applied or later when editing the presentation.

HOW TO: Select Effect Options

1. Select a slide with a transition.
2. Click the **Effect Options** button to see a drop-down list showing directional movements.
3. Select an effect option to apply it.

4. Apply the effect option to multiple transitions if appropriate by clicking *
   Apply To All* if this movement is appropriate for all slides.
5. Preview the slides in *Slide Show* view to test all transitions and effect
   options.

Additional Tips

- It is neither practical nor advisable to apply different transitions to every
  slide in a presentation.
- Control movement skillfully to reinforce your message.
- Use the *Slide Sorter* view to see more slides at once and decide which slides
  might benefit from a different movement.
- One of the transitions, **Morph**, works differently than other transitions
  because individual objects can appear to move as one slide changes into the
  next slide.
- Effect options can be applied to **Morph** transition.

SLO 1.8 - Creating and Editing Business Documents

Exploring Print Options

- Before printing, check your slides to ensure everything looks as you intended.
- PowerPoint provides convenient ways to preview and print presentation slides,
  handouts, notes pages, or outlines.

Preview a Presentation

- The Backstage view [File tab, Print button] displays each slide or handout
  page in your presentation as it will look when printed.
- Adjust slide or page size using the Zoom controls on the lower right side of
  the Status bar.
- The look of your slides in Backstage view is influenced by the selected
  printer.
- In Backstage view, select a printer from the available list of local and
  network printers.
- Settings are shown as buttons with the current setting displayed.

Print a Slide

- The default print settings print each slide on letter-size paper.
- Adjust print settings as needed to print the current or selected slides.

Print a Handout

- Handouts print one to nine slides on a page.
- Use these pages as audience handouts or for your own reference during a presentation.
- Select Scale to Fit Paper to increase slide size.
- Select Frame Slides to show a slide border, which is helpful when printing slides with a white background on white paper.
- Depending on the number of slides, changing the Page Orientation from Portrait to Landscape may increase slide size.
- When preparing handouts for an audience, consider which slides are important for the audience to have.
- You can specify which slides to include and reduce the number of pages required for printing.

Print an Outline

- If a presentation consists of mostly slides with titles and bulleted lists, printing an outline is a very concise way to display the content.
- Only the text is shown.

How to Print

- Click the File tab, Print button on the left.
- Select an appropriate printer.
- Click the list arrow on each button for a list of options:
  - Which Slides to Print: Print All Slides, Print Selection, Print Current Slide, or Custom Range using slide numbers entered in the Slides box such as slides 1-3 (a range of one through three) or slides 1-3, 5, 8 (a range followed by individual slides).
  - What to Print: Full Page Slides, Notes Pages, Outline, or Handouts.
  - Print Side: Print One Sided or Print on Both Sides. Choose Flip pages on long edge or Flip pages on short edge to control how pages will turn if

they are bound together at the top or side like a book. However, not all printers can print on both sides, so you may not see these options.

  - ○ Print Order: Collated and Uncollated.
  - ○ Orientation: Landscape and Portrait. By default, slides print in landscape orientation and notes and handouts print in portrait orientation. This option is not available if you are printing full-size slides.
  - ○ Color Range: Color, Grayscale, or Pure Black and White.

- Click the Edit Header & Footer link to open the Header and Footer dialog box to enter or revise information.
- Enter the number of copies if you need more than one.
- Click the Print button at the top.

Useful Tips and Tricks

- Preview your slides in grayscale to confirm that all text is readable.
- You may need to adjust a few colors to get good results.

SLO 1.9: Applying Properties

PowerPoint automatically records information called **properties** or **metadata** that help manage and track files. These details, such as file size, creation date, and number of slides, are not visible in the presentation but appear on the Backstage view or the Properties dialog box. Other properties can be edited by inserting your own content such as title and author.

Adding Properties Using Backstage View

To add or edit properties:

1. Click the **File** tab to display the Backstage view.
2. Click **Info**.
3. Point to the property field names listed on the right. Properties that are automatically generated cannot be changed.
4. Click a text box to edit or add content. A red border displays when you point to a property text box.
5. Click **Show All Properties** to access additional information.
6. Click the **Back arrow** in the upper-left corner of the Backstage view to return to your presentation.

To access more properties, open the **Properties** dialog box by clicking the *Properties* button and selecting **Advanced Properties**. Properties are organized in the following five tabs: General, Summary, Statistics, Contents, and Custom. You can edit properties on the Summary tab.

Note: Properties can be viewed by others who use the presentation.

Example:

- If you need to keep track of the version of a presentation, you can add a " Version" property and update it each time you make changes.

Chapter Summary

- 1.1 Create, open, and save a presentation (p. P1-3).
  - Start developing presentation content with a blank presentation, a *Theme*, an existing presentation, or a *Template*.
  - PowerPoint views enable you to look at your content in different ways.
  - Use the *Zoom* feature to adjust the size of the current slide.
  - The standard file format for presentation files has an extension of . *pptx*.
  - *Backstage* view provides a variety of save and share options. For example, save a presentation as a PDF file or email a presentation file as an attachment.
  - Additional themes and templates are available by searching online through PowerPoint.
- 1.2 Work with slides, layouts, placeholders, and text (p. P1-13).
  - Use *placeholders* for presentation text and objects such as pictures, tables, and charts. Resize, reposition, and align text placeholders on slides.
  - The *New Slide* button displays a gallery of slide layouts with placeholders arranged for different content.
  - Change fonts using commands on the *Home* tab or the mini toolbar.
  - *Change Case* changes the way words are capitalized.
  - Format bulleted lists by changing the bullet symbol, size, and color.
  - Use the *Format Painter* to copy formatting from one object and apply it to another object.

- The *Reuse Slides* feature enables you to insert slides from another presentation.
- Although potential spelling errors are automatically marked, use the *Spelling* pane to check for errors.
- Use the **Thesaurus** to find synonyms for words in your presentation.
- The **Design Ideas** pane provides a variety of slide layouts for listed text. (This feature is not available in Office 2021.)
- **PowerPoint QuickStarter** provides research and design ideas to start a presentation. (This feature is not available in Office 2021.)

- 1.3 Navigate between slides and organize content by reproducing and rearranging slides (p. P1-28).
  - Move selected slides using a variety of methods to rearrange their sequence.
  - Copy, paste, duplicate, and delete slides using the *Slides* pane or *Slide Sorter* view.

- 1.4 Change theme colors and fonts (p. P1-34).
  - Presentation themes provide a cohesive look through the consistent use of background designs, colors, and font treatments.
  - Consider the topic and tone of your presentation when choosing theme colors and fonts.

- 1.5 Insert headers and footers to add identifying information (p. P1-38).
  - Both headers and footers are used for notes pages and handouts. They are applied to all pages or to individual pages.
  - Footers usually appear at the bottom of slides but can appear in other locations. They are applied to all slides, all slides except the title slide, or to individual slides.

- 1.6 Insert, resize, and align a picture from a file (p. P1-42).
  - PowerPoint supports different graphic file types.
  - **Alt Text** is alternative text that identifies a picture or graphic object and is used with screen readers to accommodate individuals with visual impairments.
  - Use **sizing handles** or enter exact dimensions to increase or decrease a picture's size.
  - Avoid distortion when resizing pictures by maintaining accurate height and width ratios.
  - Align pictures with one another or with the slide.

- - The *Design Ideas* pane provides a variety of slide layouts for inserted pictures. (This feature is not available in Office 2021.)
- 1.7 Apply and modify transition effects to add visual interest (p. P1-45).
  - A *transition* is the visual effect that appears when one slide changes into another slide.
  - The *Effect Options* command enables you to control the direction of transition movement.
  - Apply transitions to one slide, to multiple slides, or to all slides in a presentation.
- 1.8 Preview a presentation and print slides, handouts, and outlines (p. P1-47).
  - Use *Print* on *Backstage* view to review each slide in your presentation before printing.
  - The printer you select influences how slides appear in *Backstage* view.
  - *Grayscale* shows shades of black.
  - *Print Settings* control which slides to print, what to print, and the print order, orientation, and color range.
- 1.9 Apply presentation properties (p. P1-50).
  - *Properties* are automatically recorded in your presentation file.
  - Add properties such as subject, keywords, or category to help manage and track files.
  - Edit properties in *Backstage* view under *Info* or by opening the *Properties* dialog box.