

1

Creating and Editing a Presentation with Pictures



Objectives

You will have mastered the material in this chapter when you can:

- Select and change a document theme and variant
- Create a title slide and a text slide with a multilevel bulleted list
- Add new slides and change slide layouts
- Insert photos and illustrations into slides with and without content placeholders
- Move and resize photos and illustrations
- Change font size and color
- Bold and italicize text
- Duplicate a slide
- Arrange slides
- Select slide transitions
- View a presentation in Slide Show view
- Print a presentation

1 | Creating and Editing a Presentation with Pictures

Introduction

A PowerPoint **presentation**, also called a **slide show**, can help you deliver a dynamic, professional-looking message to an audience. PowerPoint allows you to produce slides to use in an academic, business, or other environment. The collection of slides in a presentation is called a **deck**, resembling a deck of cards that are stacked on top of each other. A common use of slide decks is to enhance an oral presentation. A speaker might desire to convey information, such as urging students to volunteer at a fund-raising event, explaining changes in employee compensation packages, or describing a new laboratory procedure. The PowerPoint slides should reinforce the speaker's message and help the audience retain the information presented. Custom slides can fit your specific needs and contain diagrams, charts, tables, pictures, shapes, video, sound, and animation effects to make your presentation more effective. An accompanying handout gives audience members reference notes and review material for your presentation.

Project — Presentation with a Bulleted List, Photos, and an Illustration

In this chapter's project, you will follow proper design guidelines and learn to use PowerPoint to create, save, and print the slides shown in Figures 1–1a through 1–1e. The objective is to produce a presentation, titled Keeping Hydrated, to help athletes understand the need to drink water before, during, and after a workout. This slide show has a variety of pictures and visual elements to add interest and give facts about proper hydration. Some of the text has formatting and color enhancements. Transitions help one slide flow gracefully into the next during a slide show. In addition, you will print a handout of your slides to distribute to audience members.

Healthy Hydration

Drinking Water While Exercising

Water: Your Essential Nutrient

- Cushions and protects vital organs
 - ▶ Transports nutrients and oxygen to cells
- Regulates body temperature
- Dehydrated body **cannot cool itself**
 - ▶ Can cause muscle fatigue and heat stroke

(a) Slide 1 (Title Slide with Photo)

(b) Slide 2 (Multilevel Bulleted List with Photo)

Begin Workout with Plenty of Water

Keep Replenish

| | |
|--|--|
| <p>While Exercising: 10 oz. every 20 minutes</p> | <p>After Exercising: 8 oz. within 30 minutes</p> |
|--|--|

(c) Slide 3 (Title and Illustration)

(d) Slide 4 (Comparison Layout and Photos)



(e) Slide 5 (Closing Slide)

Figure 1-1

For an introduction to Windows and instruction about how to perform basic Windows tasks, read the Office and Windows chapter at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

Roadmap

In this chapter, you will learn how to create the slides shown in Figure 1–1 on the previous page. The following roadmap identifies general activities you will perform as you progress through this chapter:

1. **INSERT** the four **PRESSENTATION SLIDES**, using various layouts.
2. **ENTER** the **TEXT** for the slides.
3. **FORMAT** the **TEXT** on each slide.
4. **INSERT GRAPHICAL ELEMENTS**, including photos and an illustration.
5. **SIZE AND POSITION** the graphical elements.
6. **ENHANCE** the **SLIDE SHOW** by adding a closing slide and transition.
7. **DISPLAY AND PRINT** the **SLIDES** and a handout.

At the beginning of step instructions throughout the chapter, you will see an abbreviated form of this roadmap. The abbreviated roadmap uses colors to indicate chapter progress: gray means the chapter is beyond that activity; blue means the task being shown is covered in that activity, and black means that activity is yet to be covered. For example, the following abbreviated roadmap indicates the chapter would be showing a task in the 5 Size & Position activity.

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
 5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Use the abbreviated roadmap as a progress guide while you read or step through the instructions in this chapter.

One of the few differences between Windows 7 and Windows 8 occurs in the steps to run PowerPoint. If you are using Windows 7, click the Start button, type **PowerPoint** in the ‘Search programs and files’ box, click PowerPoint 2013, and then, if necessary, maximize the PowerPoint window. For detailed steps to run PowerPoint in Windows 7, refer to the Office and Windows chapter at the beginning of this book. For a summary of the steps, refer to the Quick Reference located at the back of this book.

To Run PowerPoint

If you are using a computer to step through the project in this chapter and you want your screens to match the figures in this book, you should change your screen’s resolution to 1366 × 768. For information about how to change a computer’s resolution, refer to the Office and Windows chapter at the beginning of this book.

The following steps, which assume Windows 8 is running, use the Start screen or the search box to run PowerPoint based on a typical installation. You may need to ask your instructor how to run PowerPoint on your computer. For a detailed example of the procedure summarized below, refer to the Office and Windows chapter.

- 1** Scroll the Start screen for a PowerPoint 2013 tile. If your Start screen contains a PowerPoint 2013 tile, tap or click it to run PowerPoint and then proceed to Step 5; if the Start screen does not contain the PowerPoint 2013 tile, proceed to the next step to search for the PowerPoint app.
- 2** Swipe in from the right edge of the screen or point to the upper-right corner of the screen to display the Charms bar and then tap or click the Search charm on the Charms bar to display the Search menu.
- 3** Type **PowerPoint** as the search text in the Search box and watch the search results appear in the Apps list.
- 4** Tap or click PowerPoint 2013 in the search results to run PowerPoint.
- 5** If the PowerPoint window is not maximized, tap or click the Maximize button on its title bar to maximize the window.

Choosing a Document Theme and Variant

You easily can give the slides in a presentation a professional and integrated appearance by using a theme. A document **theme** is a specific design with coordinating colors, fonts, and special effects such as shadows and reflections. Several themes are available when you run PowerPoint, each with a specific name. Using one of the formatted themes makes creating a professional-looking presentation easier and quicker than using the Blank Presentation template, where you would need to make all design decisions.

Each theme has a set of four alternate designs, called **variants**. Each variant has the same overall composition, but the colors, fonts, and design elements differ. Once you select a theme, you then can select a variation that best fits your overall design needs. If you later decide that another theme or variant would better fit the presentation's general theme, you can change these elements while you are developing slides.

To Choose a Document Theme and Variant

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

When you begin creating a new PowerPoint presentation, you need to select a theme. You either can start with no design elements by using the Blank Presentation, or you select one of the available professionally designed themes. The following steps apply the Ion theme and then change the variant. *Why? The title slide will have text and a photo, so you want to select a theme, like Ion, with an uncluttered background. The presentation discusses the importance of drinking water while exercising, and blue is the color commonly associated with water in lakes and oceans. The default Ion theme is predominantly green and white, but one of its variants is blue and is an appropriate choice to relate to the water concept.*

1

- Press and hold or point to the Ion theme on the New screen (Figure 1–2).

Q&A

Why are my theme images, called thumbnails, displaying in a different order?

PowerPoint places the themes you have used recently in the first rows. You may need to scroll down to locate the Ion theme.

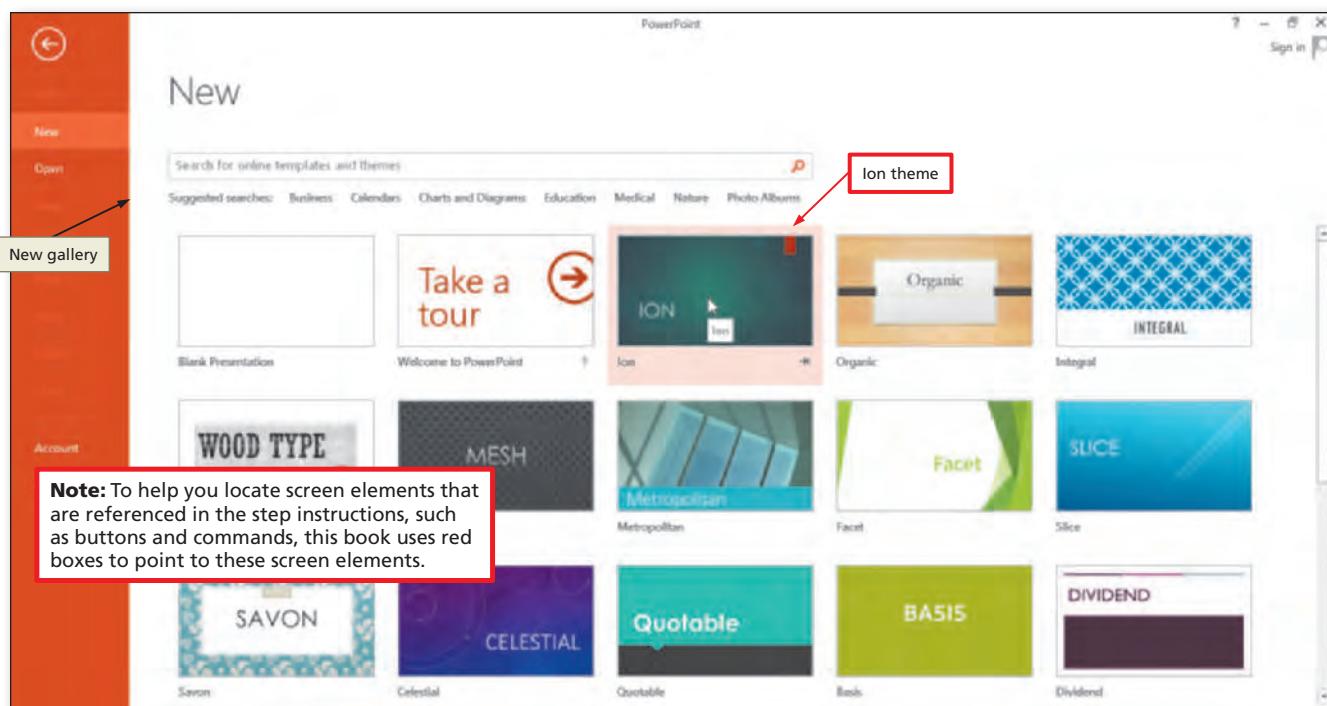


Figure 1–2

2

- Tap or click the Ion theme to display a theme preview dialog box with a thumbnail view of the theme and its variants (Figure 1–3).

Q&A

Can I see previews of other themes?

Yes. Tap or click the right or left arrows on the sides of the theme preview dialog box.

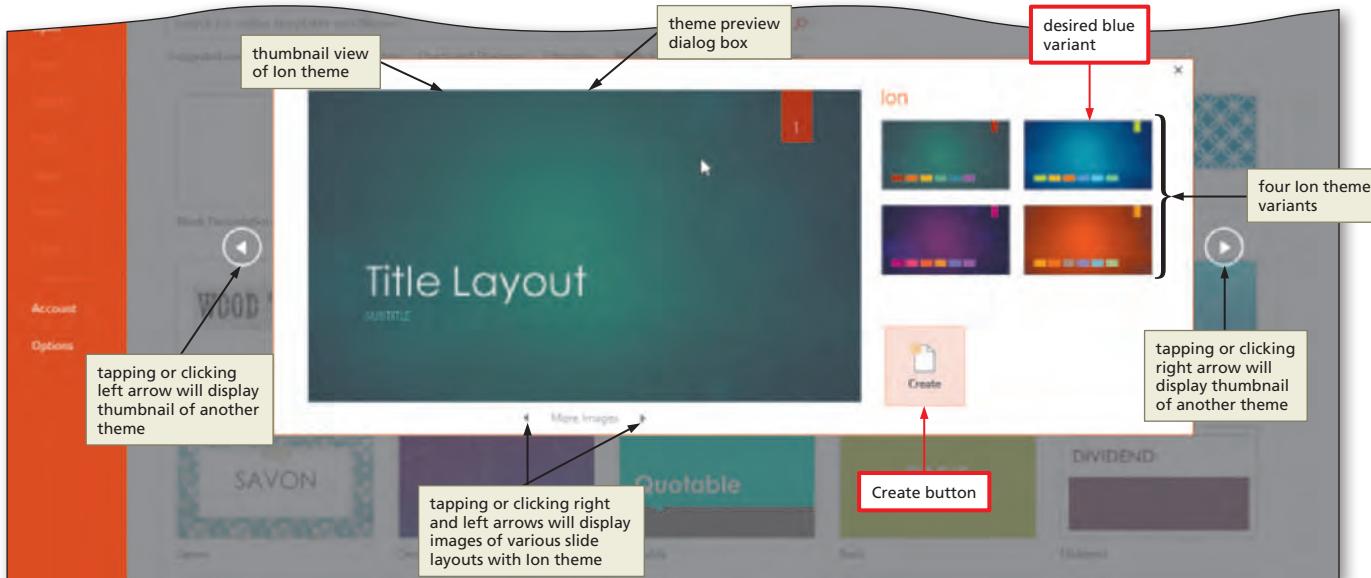


Figure 1–3

3

- Tap or click the upper-right (blue) variant to view previews of that style applied to the thumbnail.

Q&A

Can I see previews of the Ion theme and blue variant applied to layouts other than the title slide?

Yes. Tap or click the right or left arrows beside the words, More Images, below the thumbnail. Three other layouts will be displayed: Title and Content, Two Content, and Photo.

- Tap or click the Create button to apply the Ion theme and blue variant to the presentation and to display Slide 1 (Figure 1–4).



Figure 1–4

Creating a Title Slide

When you open a new presentation, the default **Title Slide** layout appears. The purpose of this layout is to introduce the presentation to the audience. PowerPoint includes other standard layouts for each of the themes. The slide layouts are set up in **landscape orientation**, where the slide width is greater than its height. In landscape orientation, the slide size is preset to 10 inches wide and 7.5 inches high when printed on a standard sheet of paper measuring 11 inches wide and 8.5 inches high.

Placeholders are boxes with dotted or hatch-marked borders that are displayed when you create a new slide. Most layouts have both a title text placeholder and at least one content placeholder. Depending on the particular slide layout selected, title and subtitle placeholders are displayed for the slide title and subtitle; a content text placeholder is displayed for text, art, or a table, chart, picture, graphic, or movie. The title slide has two text placeholders where you can type the main heading, or title, of a new slide and the subtitle.

With the exception of the Blank slide layout, PowerPoint assumes every new slide has a title. To make creating a presentation easier, any text you type after a new slide appears becomes title text in the title text placeholder. The following steps create the title slide for this presentation.

Choose the words for the slide.

All presentations should follow the 7×7 rule, which states that each slide should have a maximum of seven lines, and each line should have a maximum of seven words. PowerPoint designers must choose their words carefully and, in turn, help viewers read the slides easily.

Avoid line wraps. Your audience's eyes want to stop at the end of a line. Thus, you must plan your words carefully or adjust the font size so that each point displays on only one line.

To Enter the Presentation Title

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

The presentation title for Project 1 is Healthy Hydration. *Why? The presentation discusses the importance of drinking water while exercising, and blue is the color associated with water.* The following step creates the slide show's title.

1

- Tap or click the label, 'Tap to add title', or, 'Click to add title', located inside the title text placeholder to select the placeholder (Figure 1–5).

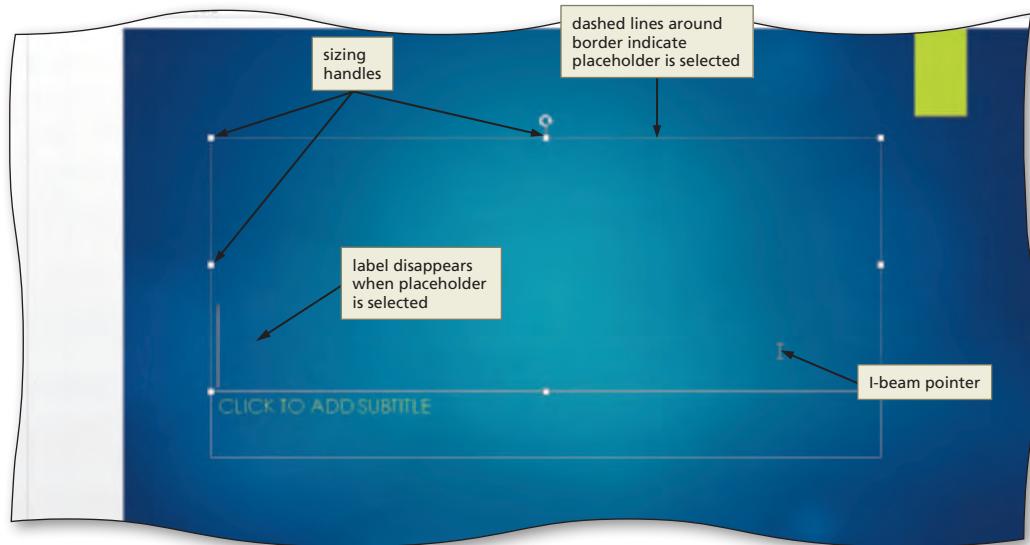
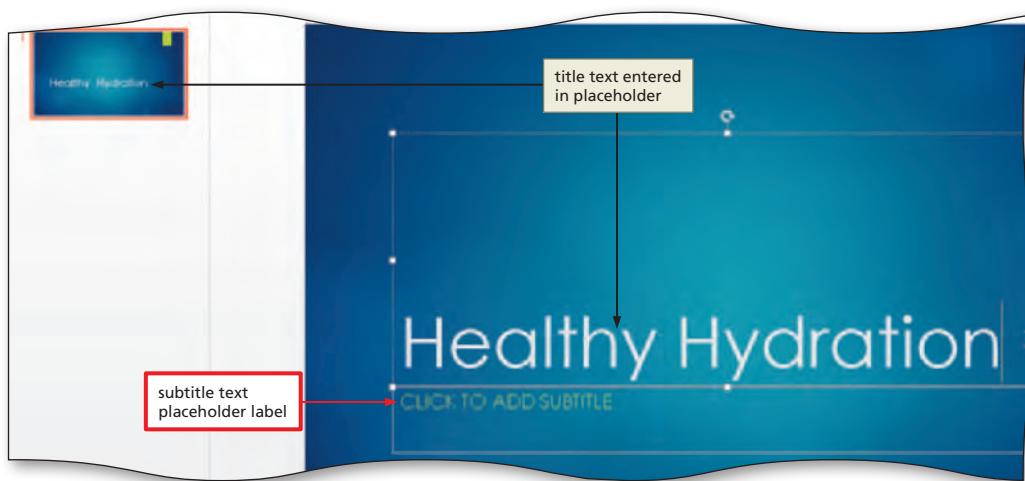


Figure 1–5

CONSIDER THIS

2

- Type **Healthy Hydration** in the title text placeholder. Do not press the **ENTER** key (Figure 1–6).

**Figure 1–6**

BTW

Q&As

For a complete list of the Q&As found in many of the step-by-step sequences in this book, visit the Q&A resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or see the inside back cover of this book.

For an introduction to Office and instruction about how to perform basic tasks in Office apps, read the Office and Windows chapter at the beginning of this book, where you can learn how to run an application, use the ribbon, save a file, open a file, exit an application, use Help, and much more.

Correcting a Mistake When Typing

If you type the wrong letter, press the **BACKSPACE** key to erase all the characters back to and including the one that is incorrect. If you mistakenly press the **ENTER** key after typing the title and the insertion point is on the new line, simply press the **BACKSPACE** key to return the insertion point to the right of the letter in the word, Water.

When you install PowerPoint, the default setting allows you to reverse up to the last 20 changes by tapping or clicking the Undo button on the Quick Access Toolbar. The ScreenTip that appears when you point to the Undo button changes to indicate the type of change just made. For example, if you type text in the title text placeholder and then point to the Undo button, the ScreenTip that appears is Undo Typing. For clarity, when referencing the Undo button in this project, the name displaying in the ScreenTip is referenced. You can reapply a change that you reversed with the Undo button by tapping or clicking the Redo button on the Quick Access Toolbar. Tapping or clicking the Redo button reverses the last undo action. The ScreenTip name reflects the type of reversal last performed.

Paragraphs

Text in the subtitle text placeholder supports the title text. It can appear on one or more lines in the placeholder. To create more than one subtitle line, you press the **ENTER** key after typing some words. PowerPoint creates a new line, which is the second paragraph in the placeholder. A **paragraph** is a segment of text with the same format that begins when you press the **ENTER** key and ends when you press the **ENTER** key again. This new paragraph is the same level as the previous paragraph. A **level** is a position within a structure, such as an outline, that indicates the magnitude of importance. PowerPoint allows for five paragraph levels.



How do you use the touch keyboard with a touch screen?

To display the on-screen touch keyboard, tap the Touch Keyboard button on the Windows taskbar. When finished using the touch keyboard, tap the X button on the touch keyboard to close the keyboard.

To Enter the Presentation Subtitle Paragraph

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

The first subtitle paragraph links to the title. *Why? The subtitle gives additional detail that the presentation will focus on water consumption while exercising.* The following steps enter the presentation subtitle.

1

- Tap or click the label, 'Tap to add subtitle', or, 'Click to add subtitle', located inside the subtitle text placeholder to select the placeholder (Figure 1–7).

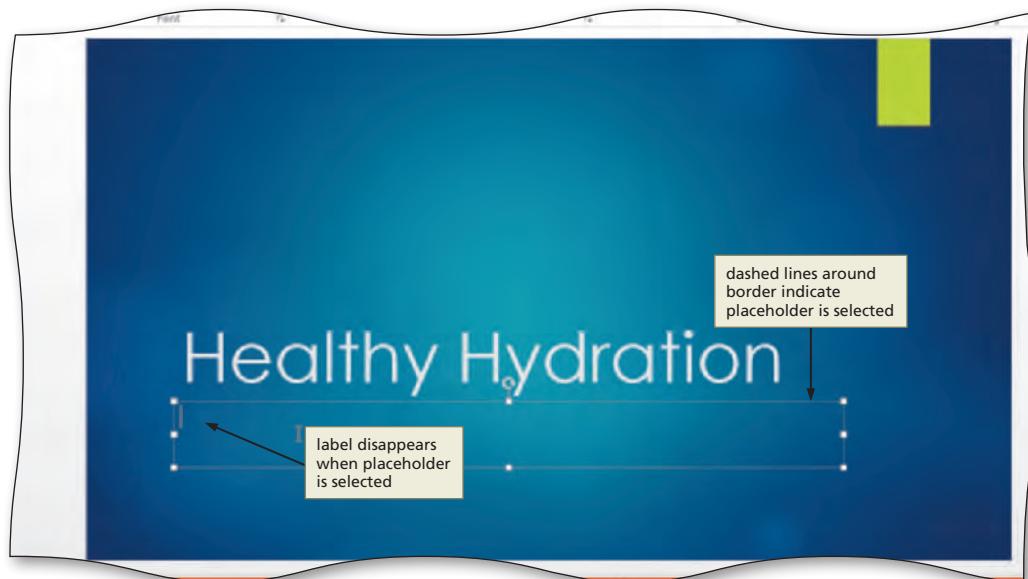


Figure 1–7

2

- Type Drinking Water While Exercising but do not press the ENTER key (Figure 1–8).

Q&A

Why does the text display with capital letters despite the fact I am typing uppercase and lowercase letters? The Ion theme uses the All Caps effect for the subtitle text. This effect converts lowercase letters to uppercase letters.

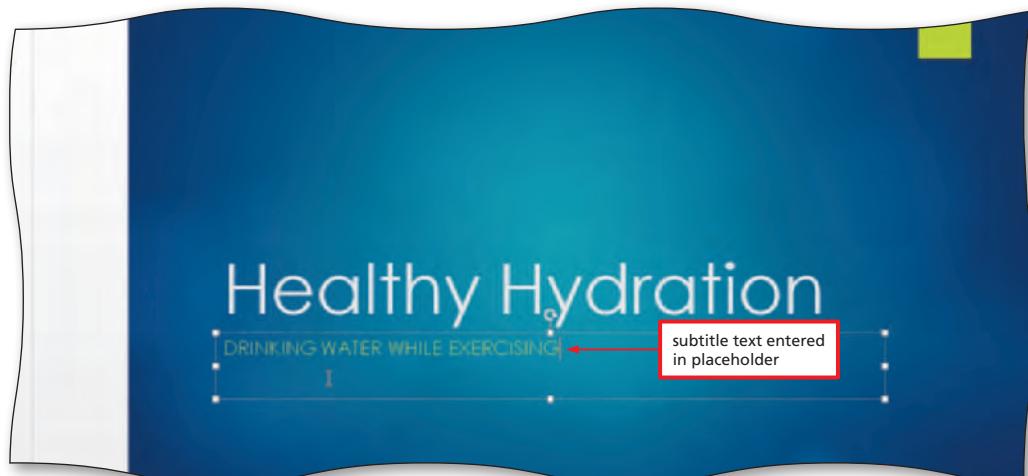


Figure 1–8

To Zoom a Slide

You will be modifying the text and other slide components as you create the presentation, so you can enlarge the slide on the screen. *Why? Zooming the slide can help you see slide elements more clearly so that you can position them precisely where desired.* The following step changes the zoom to 80 percent.

1



Experiment

- Repeatedly tap or click the Zoom In and Zoom Out buttons on the status bar and watch the size of the slide change in the Slide pane.
- Tap or click the Zoom In or Zoom Out button as many times as necessary until the Zoom button on the status bar displays 80% on its face (Figure 1–9).

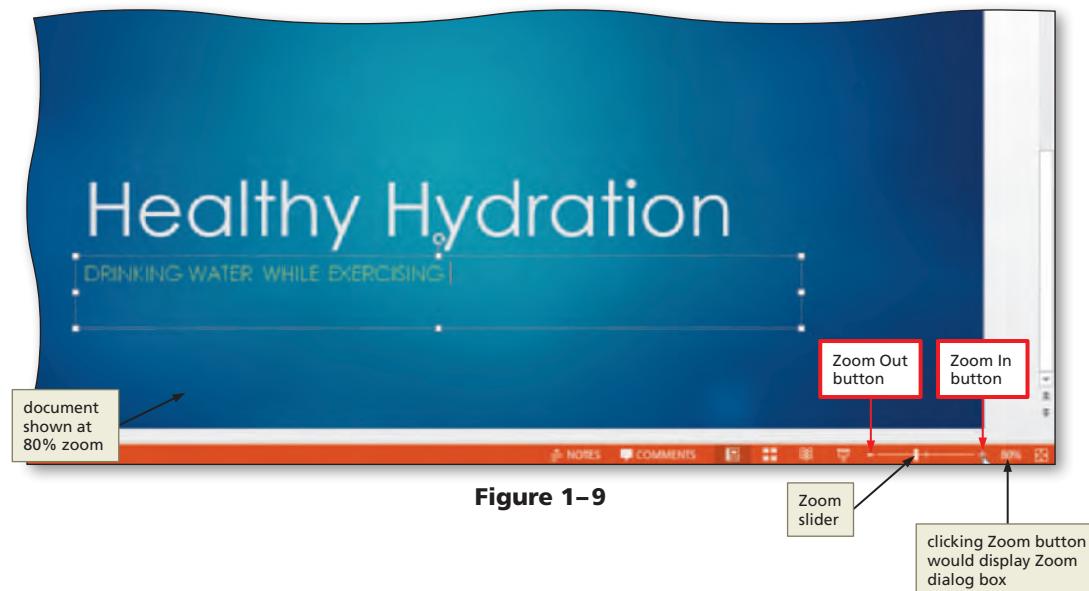


Figure 1–9

Q&A If I change the zoom percentage, will the slide display differently when I run the presentation?
No. Changing the zoom helps you develop the slide content and does not affect the slide show.

Other Ways

- Drag Zoom slider on status bar
- Tap or click Zoom level button on status bar, select desired zoom percent or type (Zoom dialog box), tap or click OK button
- Tap or click Zoom button (VIEW tab | Zoom group), select desired zoom percent or type (Zoom dialog box), tap or click OK button
- For touch screens: Pinch two fingers together in Slide pane (zoom out) or stretch two fingers apart (zoom in)

Formatting Characters in a Presentation

BTW

BTWs

For a complete list of the BTWs found in the margins of this book, visit the BTW resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or see the inside back cover of this book.

Fonts and Font Styles

Characters that appear on the screen are a specific shape and size. Examples of how you can modify the appearance, or **format**, of these typed characters on the screen and in print include changing the font, style, size, and color. The **font**, or typeface, defines the appearance and shape of the letters, numbers, punctuation marks, and symbols. **Style** indicates how the characters are formatted. PowerPoint's text font styles include regular, italic, bold, and bold italic. **Size** specifies the height of the characters and is gauged by a measurement system that uses points. A **point** is 1/72 of an inch in height. Thus, a character with a font size of 36 is 36/72 (or 1/2) of an inch in height. **Color** defines the hue of the characters.

This presentation uses the Ion document theme, which has particular font styles and font sizes. The Ion document theme default title text font is named Century Gothic. It has no special effects, and its size is 54 point. The Ion default subtitle text font also is Century Gothic with a font size of 18 point.

To Select a Paragraph

You can use many techniques to format characters. When you want to apply the same formats to multiple words or paragraphs, it is helpful to select these words. *Why? It is efficient to select the desired text and then make the desired changes to all the characters simultaneously.* The first formatting change you will make will apply to the title slide subtitle. The following step selects this paragraph.

1

- If you are using a touch screen, tap to position the insertion point in the text to select, and then drag the selection handles as necessary to select the entire paragraph; if you are using a mouse, triple-click the paragraph, Drinking Water While Exercising, in the subtitle text placeholder to select the paragraph (Figure 1–10).

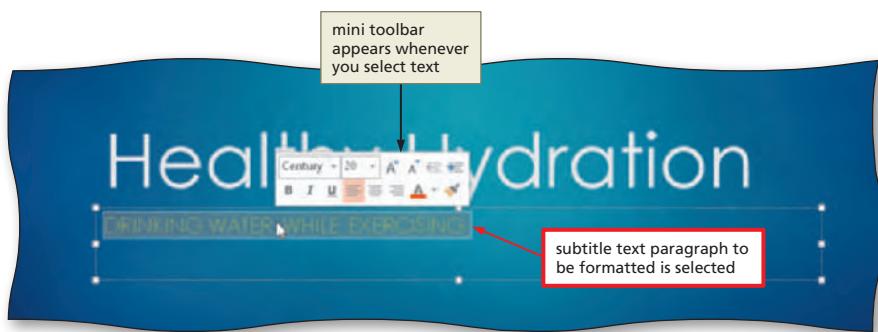


Figure 1–10

Q&A

What is the selection handle?

When working on a touch screen, a **selection handle** (small circle) appears below the insertion point. Using a fingertip, you drag the selection handle to select text.

Other Ways

- Position pointer to left of first paragraph and drag to end of line

To Italicize Text

Different font styles often are used on slides. *Why? These style changes make the words more appealing to the reader and emphasize particular text.* **Italicized** text has a slanted appearance. Used sparingly, it draws the readers' eyes to these characters. The following step adds emphasis to the line of the subtitle text by changing regular text to italic text.

1

- With the subtitle text still selected, tap or click the Italic button on the mini toolbar to italicize that text on the slide (Figure 1–11).

Q&A

If I change my mind and decide not to italicize the text, how can I remove this style?

Tap or click the Italic button a second time, immediately tap or click the Undo button on the Quick Access Toolbar, or press CTRL+Z.

Other Ways

- Tap 'Show Context Menu' button on mini toolbar or right-click selected text, tap or click Font on shortcut menu, tap or click Font tab (Font dialog box), tap or click Italic in Font style list, tap or click OK button
- Select text, tap or click Italic button (HOME tab | Font group)
- Tap or click Font dialog box launcher (HOME tab | Font group), tap or click Font tab (Font dialog box), tap or click Italic in Font style list, tap or click OK button
- Select text, press CTRL+I

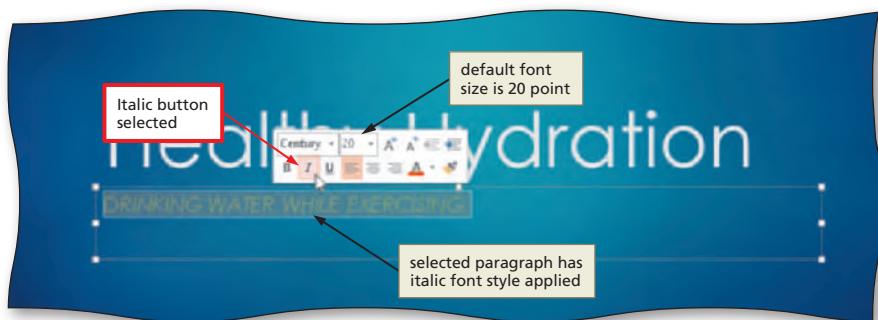


Figure 1–11

To Increase Font Size

Why? To add emphasis, you increase the font size for the subtitle text. The Increase Font Size button on the mini toolbar increases the font size in preset increments. The following step uses this button to increase the font size.

1

- Tap or click the 'Increase Font Size' button on the mini toolbar three times to increase the font size of the selected text from 20 to 32 point (Figure 1–12).

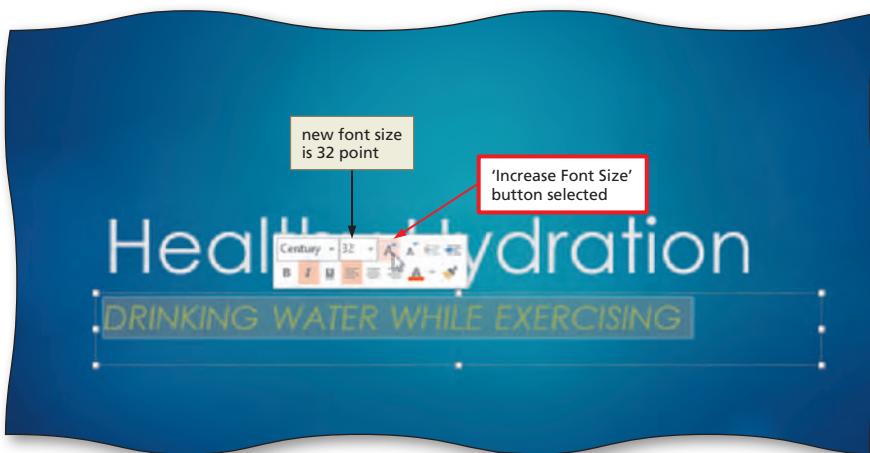


Figure 1–12

Other Ways

1. Tap or click Font Size arrow on mini toolbar, tap or click desired font size in Font Size gallery
2. Tap or click Increase Font Size button (HOME tab | Font group)
3. Tap or click Font Size arrow (HOME tab | Font group), tap or click desired font size in Font size gallery
4. Press CTRL+SHIFT+>

To Select a Word

PowerPoint designers use many techniques to emphasize words and characters on a slide. To accentuate the word, Water, on your slide, you want to increase the font size and change the font color to dark blue for the word, WATER, in the subtitle text. To make these changes, you should begin by selecting the word, WATER. *Why?* You could perform these actions separately, but it is more efficient to select the word and then change the font attributes. The following steps select a word.

1

- Position the pointer somewhere in the word to be selected (in this case, in the word, WATER) (Figure 1–13).

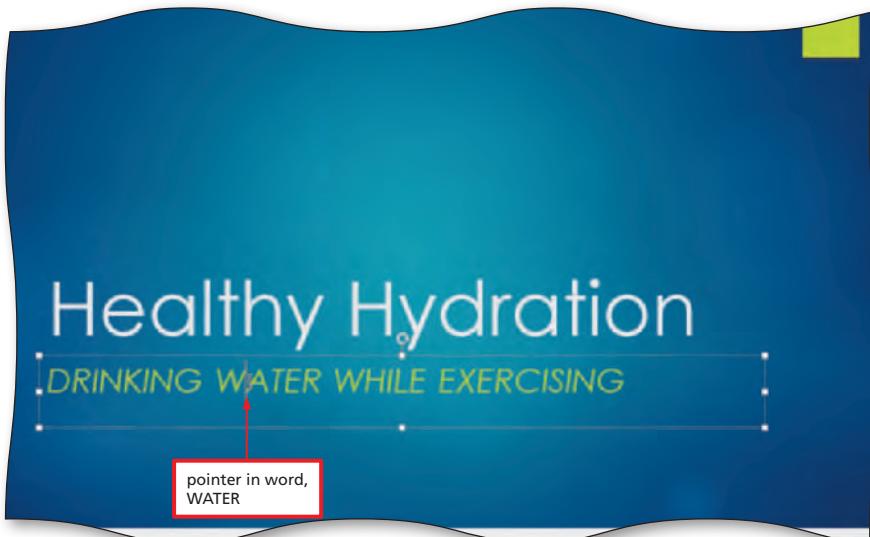


Figure 1–13

2

- Double-tap or double-click the word to select it (Figure 1–14).



Figure 1–14

Other Ways

- Position pointer before first character, press CTRL+SHIFT+RIGHT ARROW

To Change the Text Color

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

PowerPoint allows you to use one or more text colors in a presentation. You decide to change the color of the word you selected, WATER. *Why? The color, blue, is associated with water, and you want to add more emphasis, subtly, to that word in your subtitle slide text.* The following steps add emphasis to this word by changing the font color from green to blue.

1

- With the word, WATER, selected, tap or click the Font Color arrow on the mini toolbar to display the Font Color gallery, which includes Theme Colors and Standard Colors (Figure 1–15).

Q&A If the mini toolbar disappears from the screen, how can I display it once again? Press and hold or right-click the text, and the mini toolbar should appear.

Experiment

- If you are using a mouse, point to various colors in the gallery and watch the word's font color change.



Figure 1–15

2

- Tap or click Dark Blue in the Standard Colors row on the mini toolbar (second color from right) to change the font color to Dark Blue (Figure 1–16).

Q&A

Why did I select the color Dark Blue?

Dark Blue is one of the 10 standard colors associated with every document theme, and it is a universal color representing the natural resource of water. The color will emphasize the fact that the presentation focuses on water.

What is the difference between the colors shown in the Theme Colors area and the Standard Colors?

The 10 colors in the top row of the Theme Colors area are two text, two background, and six accent colors in the Ion theme; the five colors in each column under the top row display different transparencies. The Standard Colors are available in every document theme.



Figure 1–16

3

- Tap or click outside the selected area to deselect the word.

Other Ways

1. Tap 'Show Context Menu' button on mini toolbar or right-click selected text, tap or click Font on shortcut menu, tap or click Font Color button, tap or click Dark Blue in Standard Colors row
2. Tap or click Font Color arrow (HOME tab | Font group), tap or click Dark Blue in Standard Colors row

BTW

Organizing Files and Folders

You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory computer class called CIS 101, a good practice would be to save all PowerPoint files in a PowerPoint folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office and Windows chapter at the beginning of this book.

To Save a Presentation with a New File Name

You have performed many tasks while creating this presentation and do not want to risk losing work completed thus far. Accordingly, you should save the presentation on your hard disk, SkyDrive, or a location that is most appropriate to your situation.

The following steps assume you already have created folders for storing your files, for example, a CIS 101 folder (for your class) that contains a PowerPoint folder (for your assignments). Thus, these steps save the presentation in the PowerPoint

folder in the CIS 101 folder on your desired save location. For a detailed example of the procedure for saving a file in a folder or saving a file on SkyDrive, refer to the Office and Windows chapter at the beginning of this book.

- 1** Tap or click the Save button on the Quick Access Toolbar, which depending on settings, will display either the Save As gallery in the Backstage view or the Save As dialog box.
- 2** To save on a hard disk or other storage media on your computer, proceed to Step 2a. To save on SkyDrive, proceed to Step 2b.
 - 2a** If your screen opens the Backstage view and you want to save on storage media on your computer, tap or click Computer in the left pane, if necessary, to display options in the right pane related to saving on your computer. If your screen already displays the Save As dialog box, proceed to Step 3.
 - 2b** If your screen opens the Backstage view and you want to save on SkyDrive, tap or click SkyDrive in the left pane to display SkyDrive saving options or a Sign In button. If your screen displays a Sign In button, tap or click it and then sign in to SkyDrive.
- 3** Tap or click the Browse button in the right pane to display the Save As dialog box associated with the selected save location (i.e., Computer or SkyDrive).
- 4** Type **Keeping Hydrated** in the File name box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
- 5** Navigate to the desired save location (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder] on your computer or SkyDrive).
- 6** Tap or click the Save button (Save As dialog box) to save the presentation in the selected folder on the selected save location with the entered file name.

BTW

The Ribbon and Screen Resolution

PowerPoint may change how the groups and buttons within the groups appear on the ribbon, depending on the computer's screen resolution. Thus, your ribbon may look different from the ones in this book if you are using a screen resolution other than 1366 × 768.

Adding a New Slide to a Presentation

With the text for the title slide for the presentation created, the next step is to add the first text slide immediately after the title slide. Usually, when you create a presentation, you add slides with text, pictures, graphics, or charts. Some placeholders allow you to double-tap or double-click the placeholder and then access other objects, such as videos, charts, diagrams, and organization charts. You can change the layout for a slide at any time during the creation of a presentation.

To Add a New Text Slide with a Bulleted List

| | | | | | | |
|--|--|---------------------|--|----------------------|--|------------------------------------|
| 1 INSERT PRESENTATION SLIDES | | 2 ENTER TEXT | | 3 FORMAT TEXT | | 4 INSERT GRAPHICAL ELEMENTS |
| 5 SIZE & POSITION 6 ENHANCE SLIDE SHOW 7 DISPLAY & PRINT SLIDES | | | | | | |

When you add a new slide, PowerPoint uses the Title and Content slide layout. This layout provides a title placeholder and a content area for text, art, charts, and other graphics. A vertical scroll bar appears in the Slide pane when you add the second slide. *Why? The scroll bar allows you to move from slide to slide easily.* A small image of this slide also appears in the Thumbnail pane. The step on the next page adds a new slide with the Title and Content slide layout.

1

- Tap or click the New Slide button (HOME tab | Slides group) to insert a new slide with the Title and Content layout (Figure 1–17).

Q&A Why does the bullet character display a green triangle?
The Ion document theme determines the bullet characters. Each paragraph level has an associated bullet character.

I clicked the New Slide arrow instead of the New Slide button. What should I do?

Tap or click the Title and Content slide thumbnail in the Ion layout gallery.

How do I know which slide number I am viewing?

The left edge of the status bar shows the current slide number followed by the total number of slides in the document. In addition, the slide number is displayed to the left of the slide thumbnail.

What are those six icons grouped in the middle of the Slide pane?

You can tap or click one of the icons to insert a specific type of content: table, chart, SmartArt graphic, pictures, online pictures, or video.

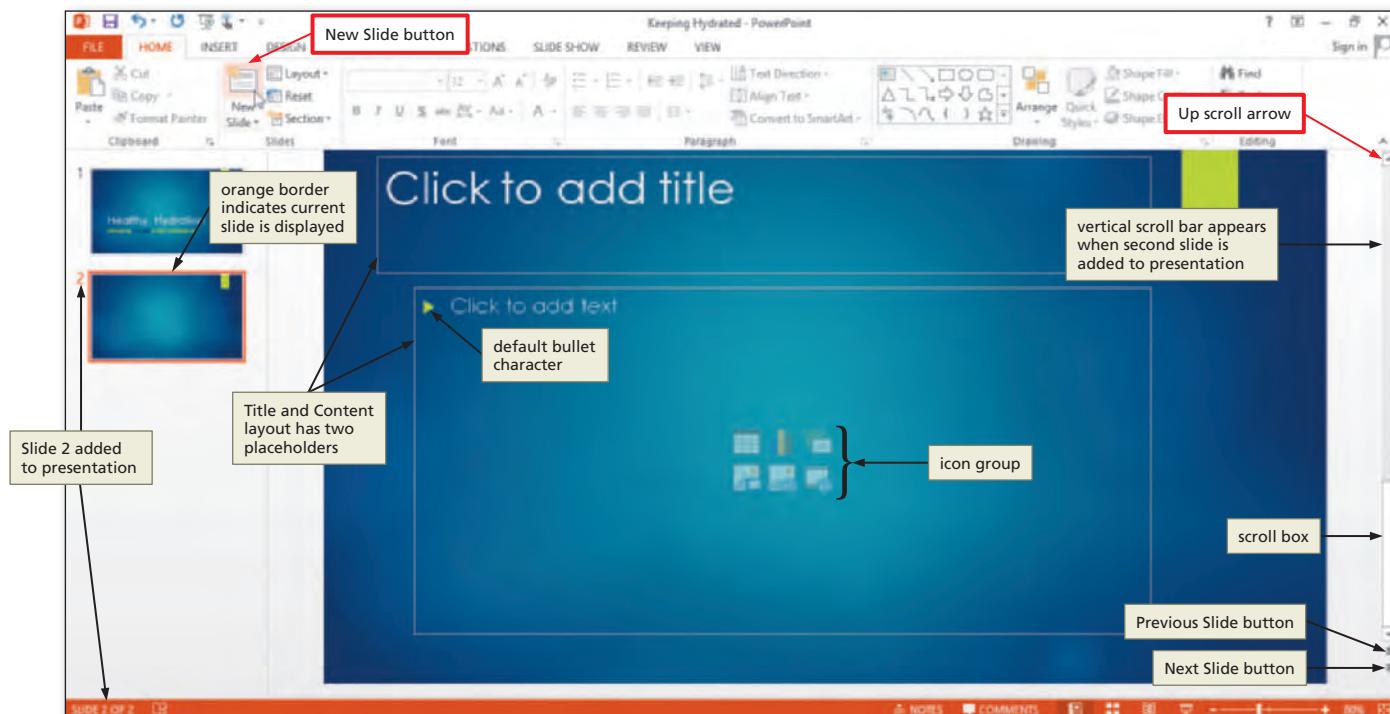


Figure 1–17

Other Ways

1. Press **CTRL+M**

Creating a Text Slide with a Multilevel Bulleted List

The information in the Slide 2 text placeholder is presented in a bulleted list with three levels. A **bulleted list** is a list of paragraphs, each of which may be preceded by a bullet character, such as a dot, arrow, or checkmark. Some themes, such as the Ion theme, do not display a bullet character at the start of a paragraph by default. A slide that consists of more than one level of bulleted text is called a **multilevel bulleted list slide**. In a multilevel bulleted list, a lower-level paragraph is a subset of a higher-level paragraph. It usually contains information that supports the topic in the paragraph immediately above it.

As you can see in Figure 1–1b on page PPT 3, two of the Slide 2 paragraphs appear at the same level, called the first level: Cushions and protects vital organs, and Regulates body temperature. Beginning with the second level, each paragraph indents to the right of the preceding level and is pushed down to a lower level. For example, if you increase the indent of a first-level paragraph, it becomes a second-level paragraph. The second, fourth, and fifth paragraphs on Slide 2 are second-level paragraphs. The last paragraph, Can cause muscle fatigue and heat stroke, is a third-level paragraph.

Creating a text slide with a multilevel bulleted list requires several steps. Initially, you enter a slide title in the title text placeholder. Next, you select the content text placeholder. Then, you type the text for the multilevel bulleted list, increasing and decreasing the indents as needed. The next several sections add a slide with a multilevel bulleted list.

BTW

Touch Screen Differences

The Office and Windows interfaces may vary if you are using a touch screen. For this reason, you might notice that the function or appearance of your touch screen differs slightly from this chapter's presentation.

To Enter a Slide Title

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

PowerPoint assumes every new slide has a title. *Why? The audience members read the title and then can begin to focus their attention on the information being presented on that slide.* The title for Slide 2 is Water: Your Essential Nutrient. The following step enters this title.

1

- Tap or click the label, 'Tap to add title', or, 'Click to add title', to select it and then type **Water: Your Essential Nutrient** in the title text placeholder. Do not press the ENTER key (Figure 1–18).

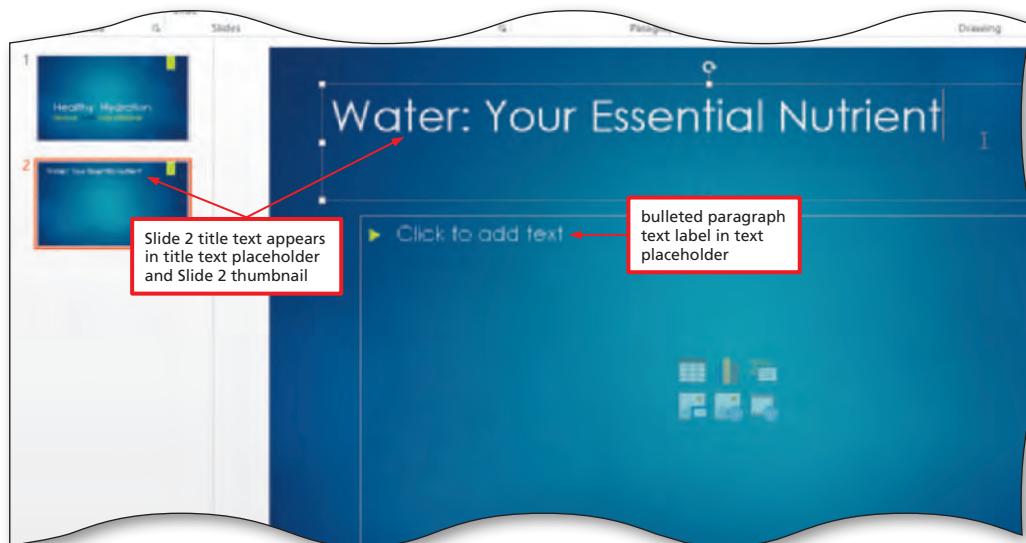


Figure 1–18

To Select a Text Placeholder

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? Before you can type text into a content placeholder, you first must select it. The following step selects the text placeholder on Slide 2.

1

- Tap or click the label, 'Tap to add text', or 'Click to add text', to select the content placeholder (Figure 1–19).

Q&A Why does my pointer have a different shape? If you move the pointer away from the bullet, it will change shape.



Figure 1–19

Other Ways

1. Press CTRL+ENTER

To Type a Multilevel Bulleted List

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

The content placeholder provides an area for the text characters. When you tap or click inside a placeholder, you then can type or paste text. As discussed previously, a bulleted list is a list of paragraphs, each of which is preceded by a bullet. A paragraph is a segment of text ended by pressing the ENTER key. The theme determines the bullets for each level. **Why?** The bullet variations are determined by the specific paragraph levels, and they generally vary in size, shape, and color.

The content text placeholder is selected, so the next step is to type the multilevel bulleted list that consists of six paragraphs, as shown in Figure 1–1b on page PPT 3. Creating a lower-level paragraph is called **demoting** text; creating a higher-level paragraph is called **promoting** text. The following steps create a multilevel bulleted list consisting of three levels.

1

- Type **Cushions and protects vital organs** and then press the ENTER key (Figure 1–20).

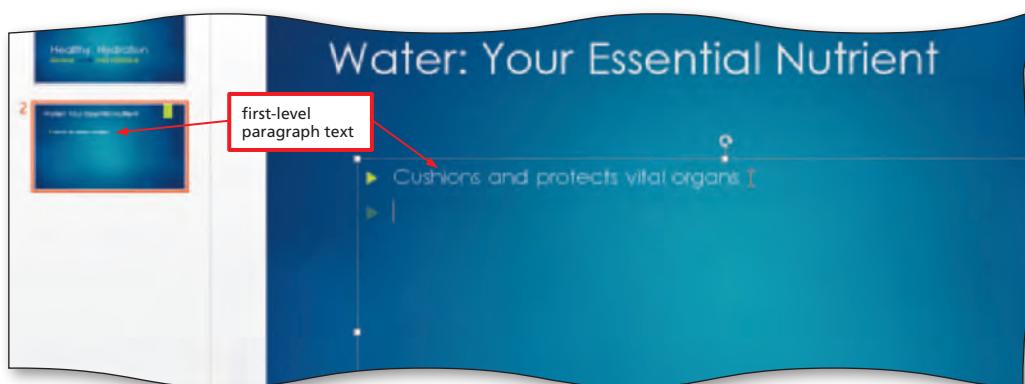


Figure 1–20

2

- Tap or click the 'Increase List Level' button (HOME tab | Paragraph group) to indent the second paragraph below the first and create a second-level paragraph (Figure 1–21).

Q & A Why does the bullet for this paragraph have a different size? A different bullet is assigned to each paragraph level.

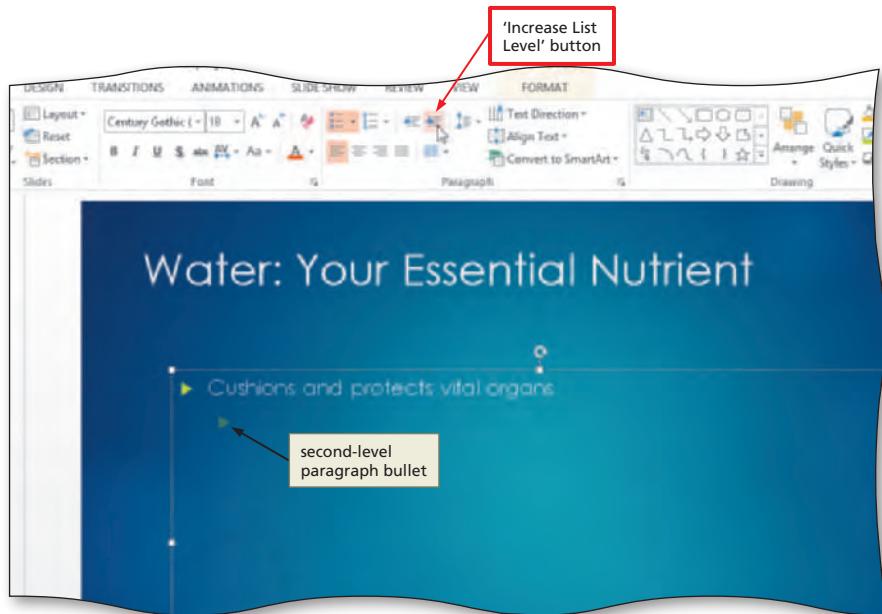


Figure 1–21

3

- Type **Transports nutrients and oxygen to cells** and then press the ENTER key (Figure 1–22).

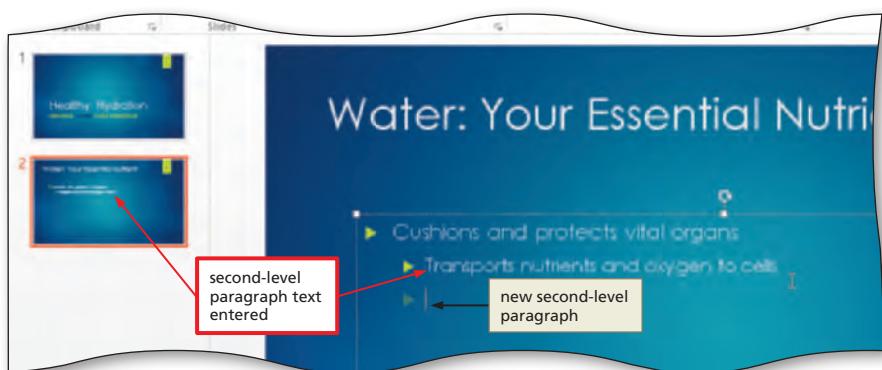


Figure 1–22

4

- Tap or click the 'Decrease List Level' button (HOME tab | Paragraph group) so that the second-level paragraph becomes a first-level paragraph (Figure 1–23).

Q & A Can I delete bullets on a slide? Yes. If you do not want bullets to display in a particular paragraph, tap or click the Bullets button (HOME tab | Paragraph group) or press and hold or right-click the paragraph and then tap or click the Bullets button on the shortcut menu.

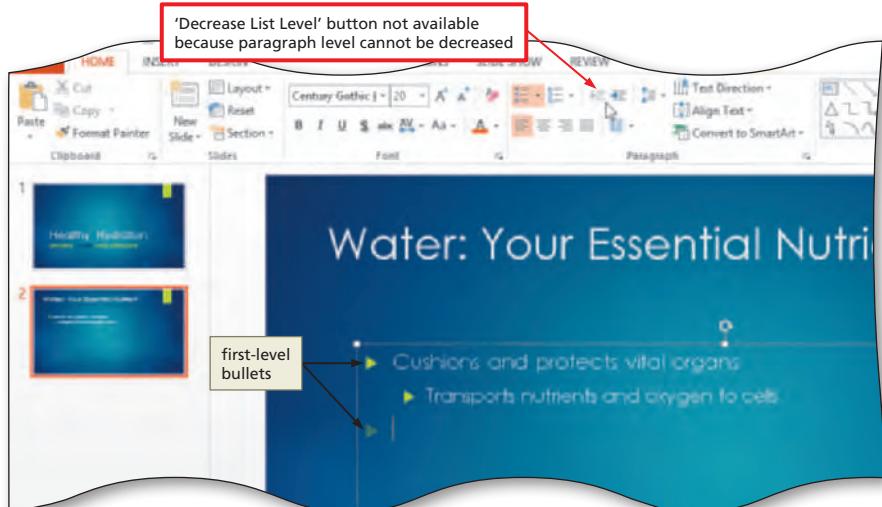


Figure 1–23

Other Ways

- Press TAB to promote paragraph; press SHIFT+TAB to demote paragraph

To Type the Remaining Text for Slide 2

The following steps complete the text for Slide 2.

- 1 Type **Regulates body temperature** and then press the ENTER key.
- 2 Tap or click the 'Increase List Level' button (HOME tab | Paragraph group) to demote the paragraph to the second level.
- 3 Type **Dehydrated body cannot cool itself** and then press the ENTER key to add a new paragraph at the same level as the previous paragraph.
- 4 Tap or click the 'Increase List Level' button (HOME tab | Paragraph group) to demote the paragraph to the third level.
- 5 Type **Can cause muscle fatigue and heat stroke** but do not press the ENTER key (Figure 1–24).

Q&A I pressed the ENTER key in error, and now a new bullet appears after the last entry on this slide. How can I remove this extra bullet?

Press the BACKSPACE key twice.



Figure 1–24

To Select a Group of Words

PowerPoint designers use many techniques to emphasize words and characters on a slide. To highlight your slide show's concept of the dangers of not drinking water while exercising, you want to bold and increase the font size of the words, cannot cool itself, in the body text. The following steps select three words. *Why? You could perform these actions separately, but it is more efficient to select the words and then change the font attributes.*

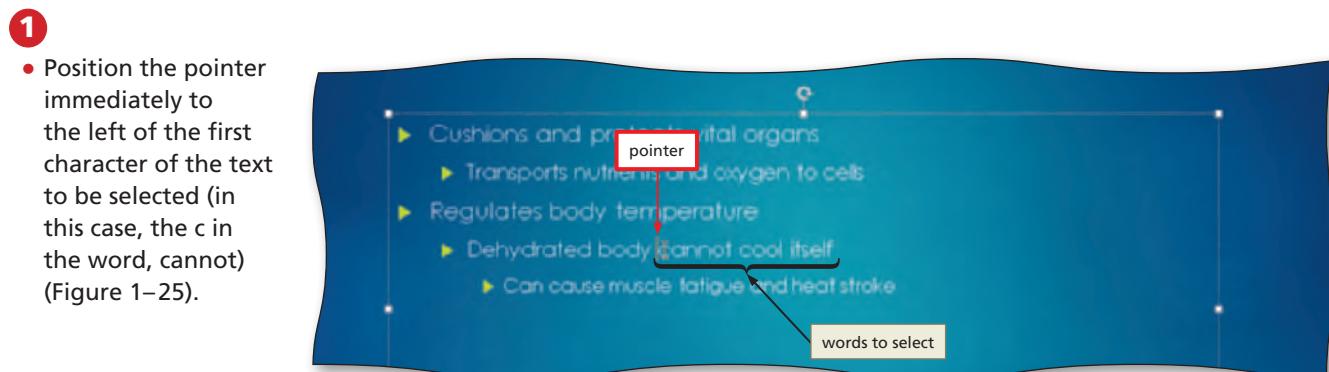
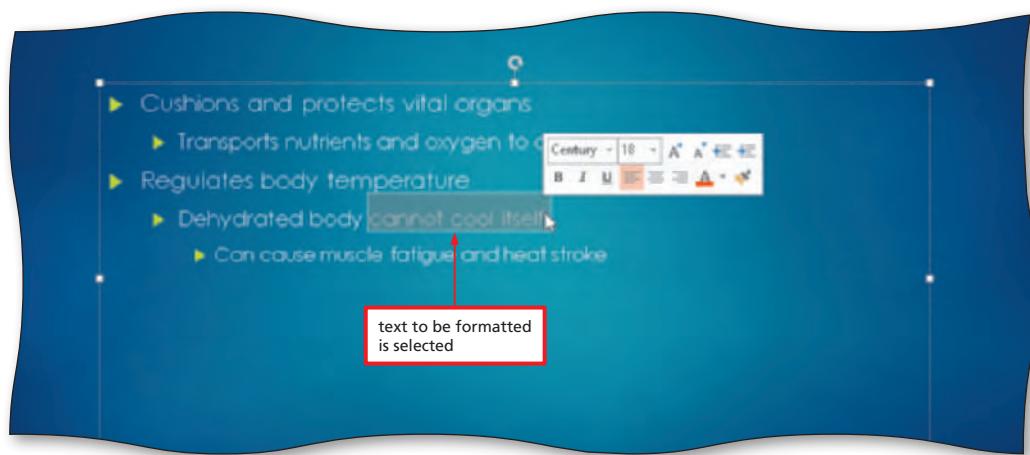


Figure 1–25

2

- Drag the pointer through the last character of the text to be selected (in this case, the f in the word, itself) (Figure 1–26).

**Figure 1–26**

Other Ways

1. Press **CTRL+SHIFT+RIGHT ARROW** repeatedly until desired words are selected

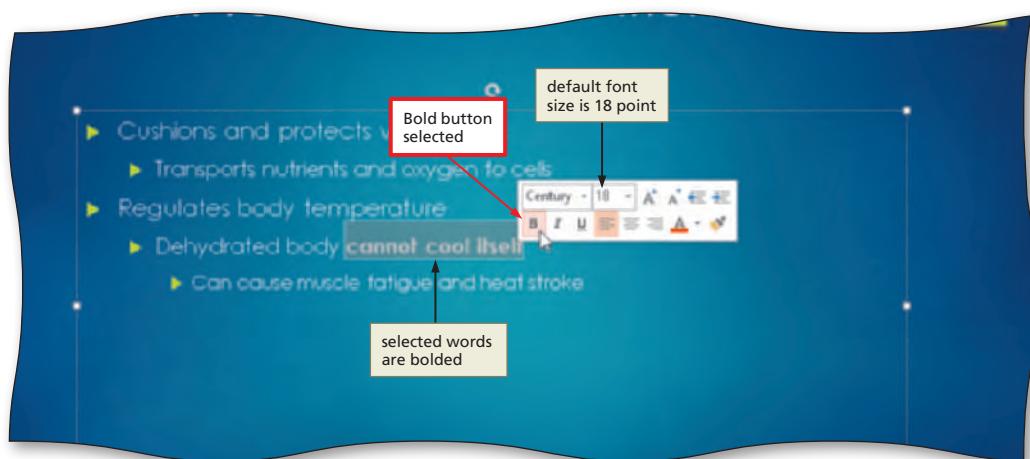
To Bold Text

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 **FORMAT TEXT** | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? Bold characters display somewhat thicker and darker than those that display in a regular font style. Tapping or clicking the Bold button on the mini toolbar is an efficient method of bolding text. To add more emphasis to the fact that the body needs water for cooling purposes, you want to bold the words, cannot cool itself. The following step bolds this text.

1

- With the words, cannot cool itself, selected, tap or click the Bold button on the mini toolbar to bold the three words (Figure 1–27).

**Figure 1–27**

Other Ways

1. Tap 'Show Context Menu' button on mini toolbar or right-click selected text, tap or click Font on shortcut menu, tap or click Font tab (Font dialog box), tap or click Bold in Font style list, tap or click OK button
2. Select text, tap or click Bold button (HOME tab | Font group)
3. Tap or click Font dialog box launcher (HOME tab | Font group), tap or click Font tab (Font dialog box), tap or click Bold in Font style list, tap or click OK button
4. Select text, press **CTRL+B**

To Increase Font Size

Why? To add emphasis, you increase the font size for the words, cannot cool itself. The following steps increase the font size from 16 to 18 point.

- 1 With the words, cannot cool itself, still selected, tap or click the 'Increase Font Size' button on the mini toolbar once (Figure 1–28).
- 2 Tap or click outside the selected area to deselect the three words.



Figure 1–28

Adding New Slides, Changing Slide Layouts, and Changing the Theme

BTW

Customizing a Slide Layout

PowerPoint provides a wide variety of slide layouts for each theme, but you can customize the layouts to make your deck unique. Display the VIEW tab, tap or click Slide Master (VIEW tab | Master Views group), select the thumbnail below the slide master in the left pane that you would like to customize, and then make the desired modifications.

Slide 3 in Figure 1–1c on page PPT 3 contains an illustration of a character drinking water and does not contain a bulleted list. When you add a new slide, PowerPoint applies the Title and Content layout. This layout, along with the Title Slide layout for Slide 1, are the default styles. A **layout** specifies the arrangement of placeholders on a slide. These placeholders are arranged in various configurations and can contain text, such as the slide title or a bulleted list, or they can contain content, such as SmartArt graphics, photos, charts, tables, and shapes. The placement of the text, in relationship to content, depends on the slide layout. You can specify a particular slide layout when you add a new slide to a presentation or after you have created the slide.

Using the **layout gallery**, you can choose a slide layout. The nine layouts in this gallery have a variety of placeholders to define text and content positioning and formatting. Three layouts are for text: Title Slide, Section Header, and Title Only. Five are for text and content: Title and Content, Two Content, Comparison, Content with Caption, and Picture with Caption. The Blank layout has no placeholders. If none of these standard layouts meets your design needs, you can create a **custom layout**. A custom layout specifies the number, size, and location of placeholders, background content, and optional slide and placeholder-level properties.

When you change the layout of a slide, PowerPoint retains the text and objects and repositions them into the appropriate placeholders. Using slide layouts eliminates the need to resize objects and the font size because PowerPoint automatically sizes the objects and text to fit the placeholders. At any time when creating the slide content, you can change the theme and variant to give the presentation a different look and feel.

To Add a Slide with the Title Only Layout

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

The following steps add Slide 3 to the presentation with the Title Only slide layout style. *Why? The only text on the slide is the title, and the majority of the slide content is the illustration.*

1

- If necessary, tap or click HOME on the ribbon to display the HOME tab.
- Tap or click the New Slide arrow (HOME tab | Slides group) to display the Ion layout gallery (Figure 1–29).

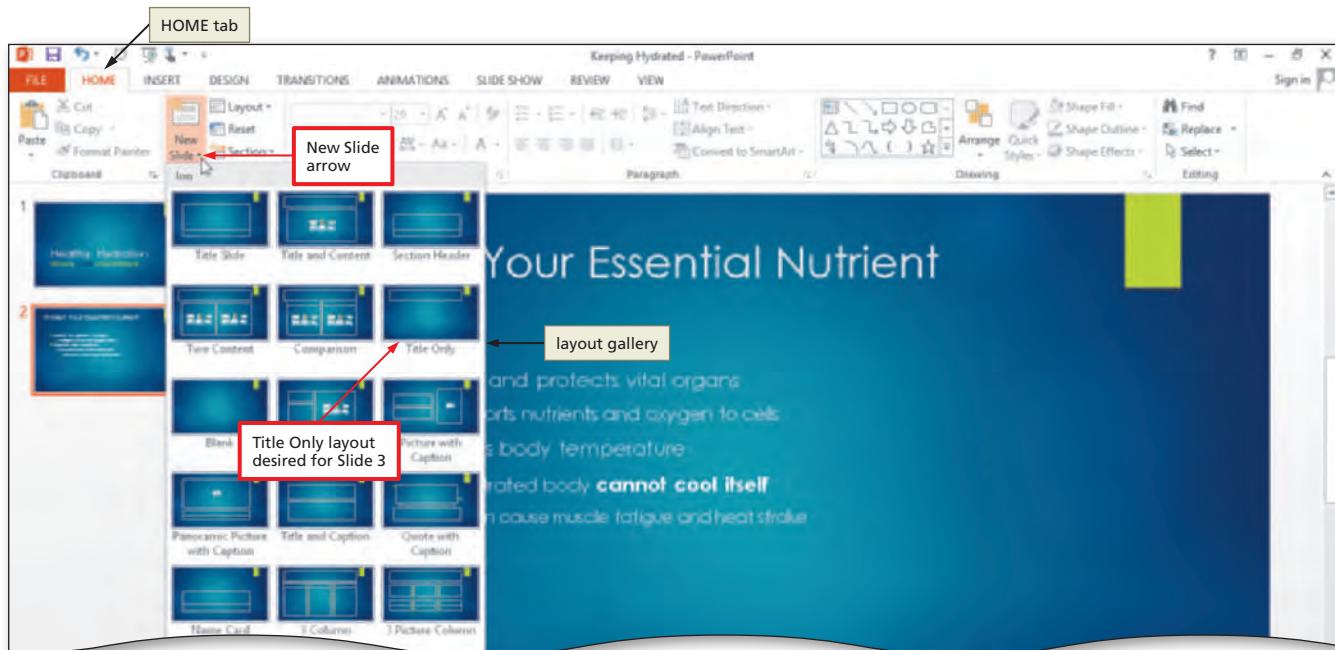


Figure 1–29

2

- Tap or click Title Only to add a new slide and apply that layout to Slide 3.
- If necessary, swipe up or click the Up scroll arrow several times until the title text placeholder is visible (Figure 1–30).

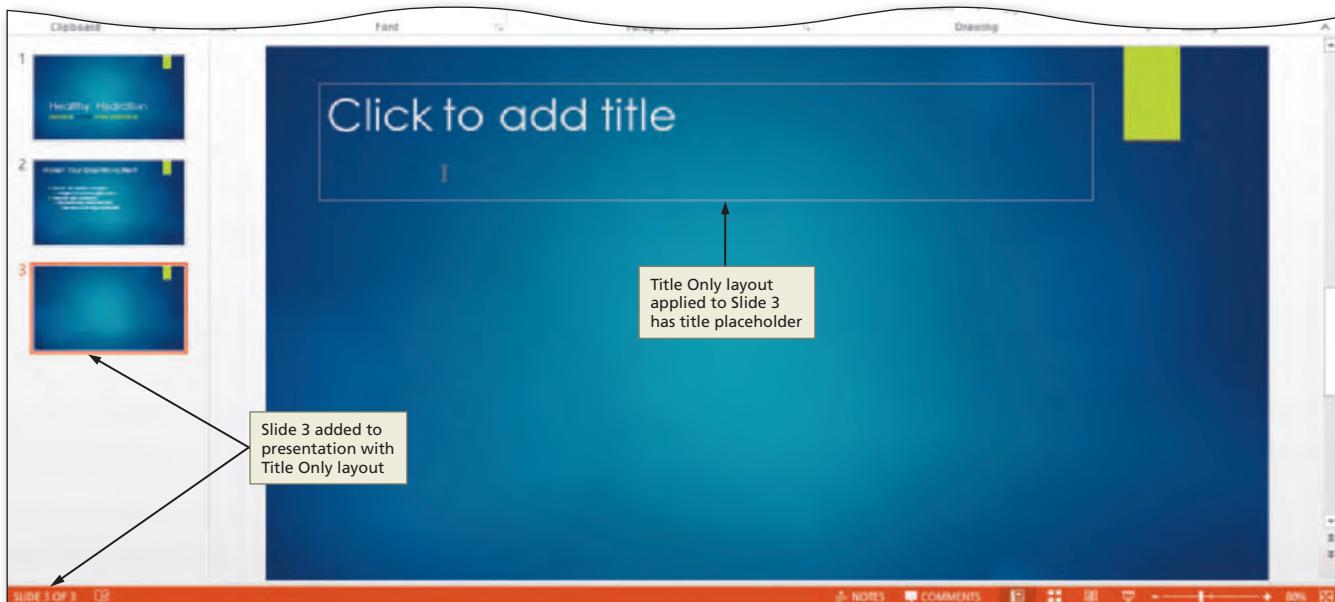


Figure 1–30

To Enter a Slide Title

The only text on Slide 3 is the title. The following step enters the title text for this slide.

- Type **Begin Workout with Plenty of Water** as the title text but do not press the ENTER key (Figure 1–31).



Figure 1–31

To Add a New Slide and Enter a Slide Title and Headings

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

The text on Slide 4 in Figure 1–1d on page PPT 3 consists of a title and two headings. The appropriate layout for this slide is named Comparison. *Why? The Comparison layout has two headings and two text placeholders adjacent to each other, so an audience member easily can compare and contrast the items shown side by side.* The following steps add Slide 4 to the presentation with the Comparison layout and then enter the title and heading text for this slide.

1

- Tap or click the New Slide arrow in the Slides group to display the Insert layout gallery (Figure 1–32).

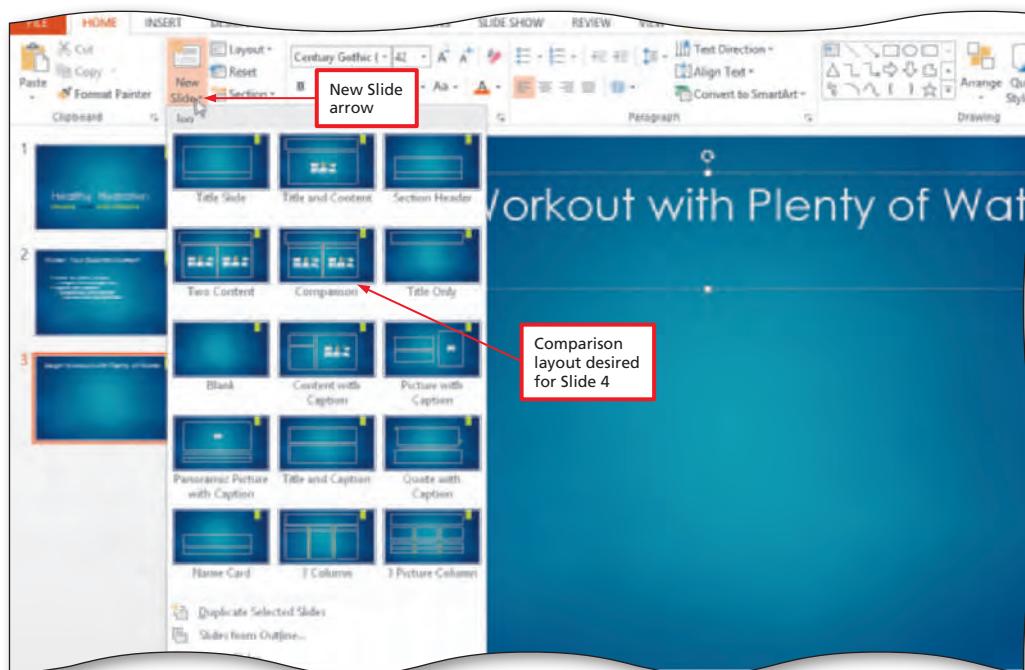


Figure 1–32

2

- Tap or click Comparison to add Slide 4 and apply that layout (Figure 1–33).



Figure 1–33

3

- Type **Keep Replenishing Fluid Levels** in the title text placeholder.
- Tap or click the left heading placeholder with the label, 'Tap to add text', or 'Click to add text', to select this placeholder (Figure 1–34).

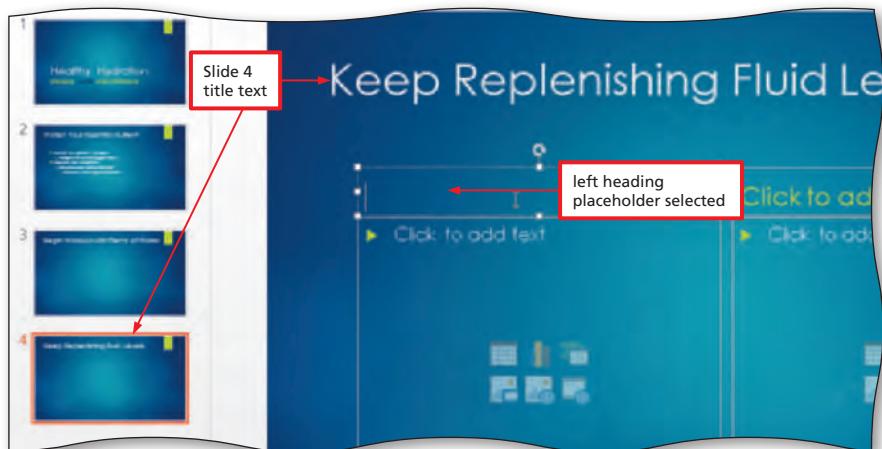


Figure 1–34

4

- Type **While Exercising:** and then press the ENTER key.
- Type **10 oz. every 20 minutes** but do not press the ENTER key.
- Select the right heading placeholder and then type **After Exercising:** and press the ENTER key.
- Type **8 oz. within 30 minutes** but do not press the ENTER key (Figure 1–35).

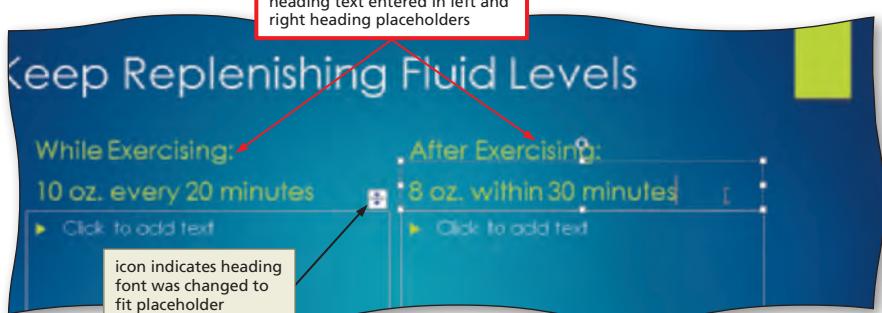


Figure 1–35

Q&A

What is the white box with the arrow between the placeholders?

The text is too large to fit in the placeholder using the default font and paragraph attributes, so PowerPoint adjusts the text so it displays properly. That icon informs you that the font was altered.

To Change the Theme

A theme provides consistency in design and color throughout the entire presentation by setting the color scheme, font set, and layout of a presentation. This collection of formatting choices includes a set of colors (the Theme Colors group), a set of heading and content text fonts (the Theme Fonts group), and a set of lines and fill effects (the Theme Effects group). These groups allow you to choose and change the appearance of all the slides or individual slides in your presentation. *Why? At any time while creating the slide deck, you may decide to switch the theme so that the slides have a totally different appearance.* The following steps change the theme for this presentation from Ion to Facet.

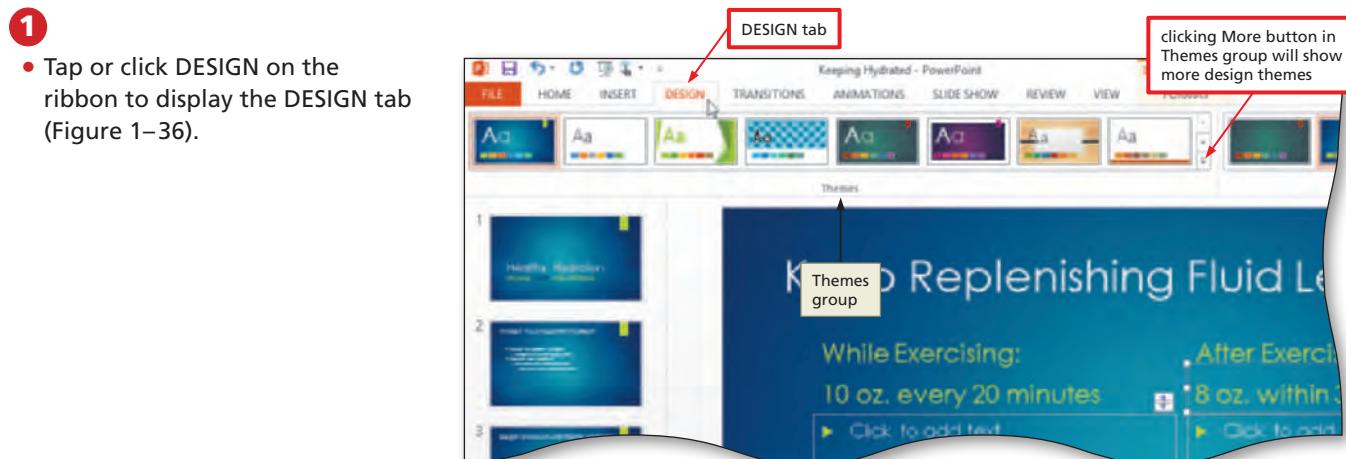


Figure 1–36

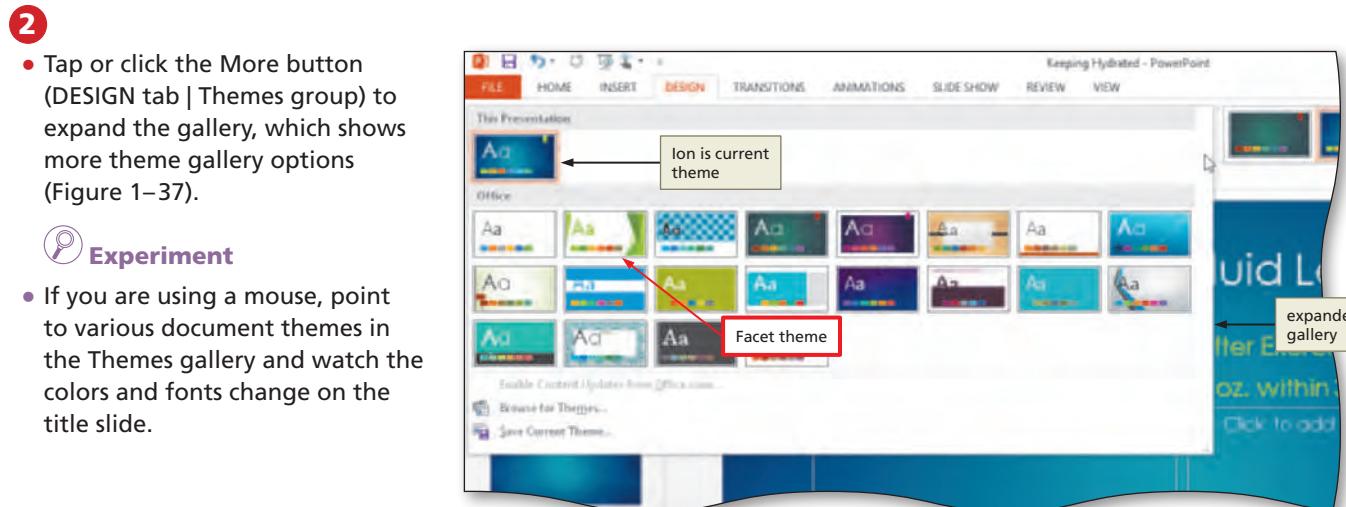


Figure 1–37

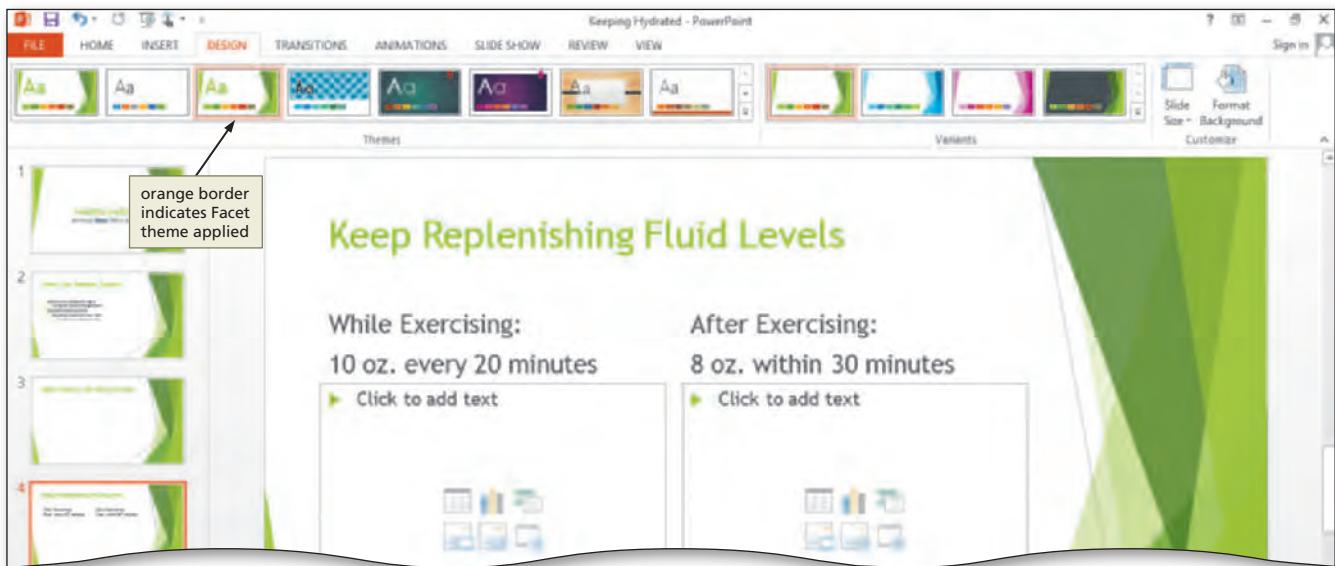
Q&A Are the themes displayed in a specific order?

They are listed in alphabetical order in two groups: Facet to Wisp beginning in the first row and Banded to Wood Type beginning in the second row. If you are using a mouse and point to a theme, a ScreenTip with the theme's name appears on the screen.

- 3**
- Tap or click the Facet theme to apply this theme to all four slides (Figure 1–38).

Q&A The Facet theme is visible in the first row of the gallery, so why did I click the More button to expand the gallery? While it is not necessary to view all the thumbnails, it sometimes is helpful to see all possible themes when deciding which one best fits the presentation.

If I decide at some future time that this design does not fit the theme of my presentation, can I apply a different design? Yes. You can repeat these steps at any time while creating your presentation.

**Figure 1–38**

To Change the Variant

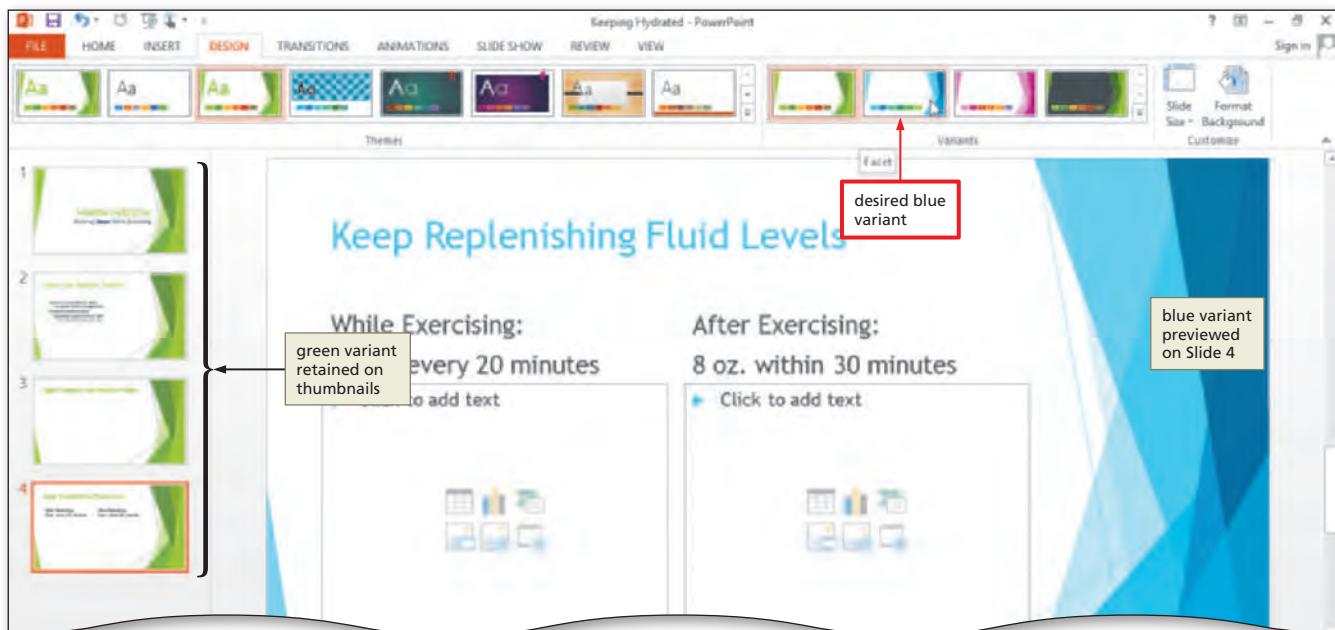
When you began creating this presentation, you selected the Ion theme and then chose a blue variant. You can change the color variation at any time for any theme. *Why? The new Facet theme has a default green color; but you want to emphasize the blue color associated with water, just like you initially did when you chose the blue variant for the Ion theme.* The following steps change the variant from green to blue.

1

- If you are using a mouse, point to the blue variation (DESIGN tab | Variants group) to see a preview of the blue variation on Slide 4 (Figure 1–39).

Experiment

- If you are using a mouse, point to the pink and black variants and watch the colors change on the slide.

**Figure 1–39**

2

- Tap or click the blue variant to apply this color to all four slides (Figure 1–40).

Q&A

If I decide at some future time that this color variation does not fit the theme of my presentation, can I apply a different variant?

Yes. You can repeat these steps at any time while creating your presentation.

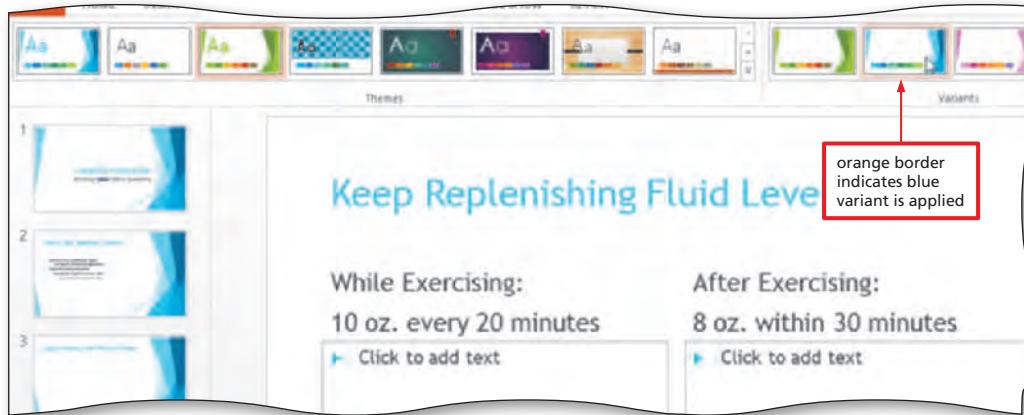


Figure 1–40

To Save an Existing Presentation with the Same File Name

You have made several modifications to the presentation since you last saved it. Thus, you should save it again. The following step saves the presentation again. For an example of the step listed below, refer to the Office and Windows chapter at the beginning of this book.

- 1 Tap or click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

Break Point: If you wish to take a break, this is a good place to do so. You can exit PowerPoint now (refer to page PPT 55 for instructions). To resume at a later time, run PowerPoint (refer to page PPT 4 for instructions), open the file called Keeping Hydrated, and continue following the steps from this location forward.

BTW

Welcome Back!

If you are designing a slide in your deck other than Slide 1 and then save and close the document, PowerPoint's new Welcome back! feature allows you to continue where you left off at the last save when you open the document. You may need to adjust the zoom if you are working at a different level than the default setting.

PowerPoint Views

The PowerPoint window display varies depending on the view. A **view** is the mode in which the presentation appears on the screen. You will use some views when you are developing slides and others when you are delivering your presentation. When creating a presentation, you most likely will use Normal, Slide Sorter, Notes Page, and Outline views. When presenting your slides to an audience, you most likely will use Slide Sorter, Presenter, and Reading views.

The default view is **Normal view**, which is composed of three areas that allow you to work on various aspects of a presentation simultaneously. The large area in the middle, called the **Slide pane**, displays the slide you currently are developing and allows you to enter text, tables, charts, graphics, pictures, video, and other elements. As you create the slides, miniature views of the individual slides, called thumbnails, are displayed in the **Thumbnail pane**. You can rearrange the thumbnails in this pane. The **Notes pane**, by default, is hidden at the bottom of the window. If you want to type notes to yourself or remarks to share with your audience, you can click the Notes button in the status bar to open the Notes pane. After you have created at least two slides, a scroll bar containing **scroll arrows** and **scroll boxes** will appear on the right edge of the window.

To Move to Another Slide in Normal View

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? When creating or editing a presentation in Normal view (the view you are currently using), you often want to display a slide other than the current one. Before continuing with developing this project, you want to display the title slide. If you are using a touch screen, you can tap the desired slide in the Thumbnail pane; if you are using a mouse, you can click the desired slide in the Thumbnail pane or drag the scroll box on the vertical scroll bar. When you drag the scroll box, the **slide indicator** shows the number and title of the slide you are about to display. Releasing shows the slide. The following steps move from Slide 4 to Slide 1 using the scroll box in the Slide pane.

1

- Position the pointer on the scroll box.
- Press and hold down the mouse button so that Slide: 4 of 4 Keep Replenishing Fluid Levels appears in the slide indicator (Figure 1–41).

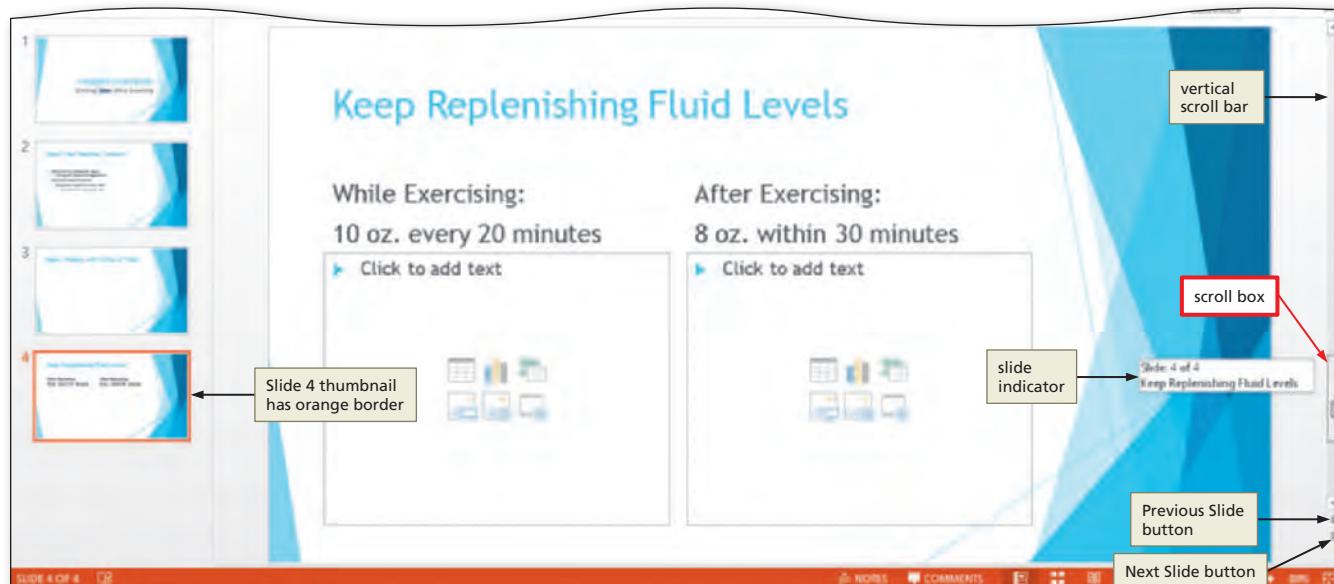


Figure 1–41

2

- Drag the scroll box up the vertical scroll bar until Slide: 1 of 4 Healthy Hydration appears in the slide indicator (Figure 1–42).

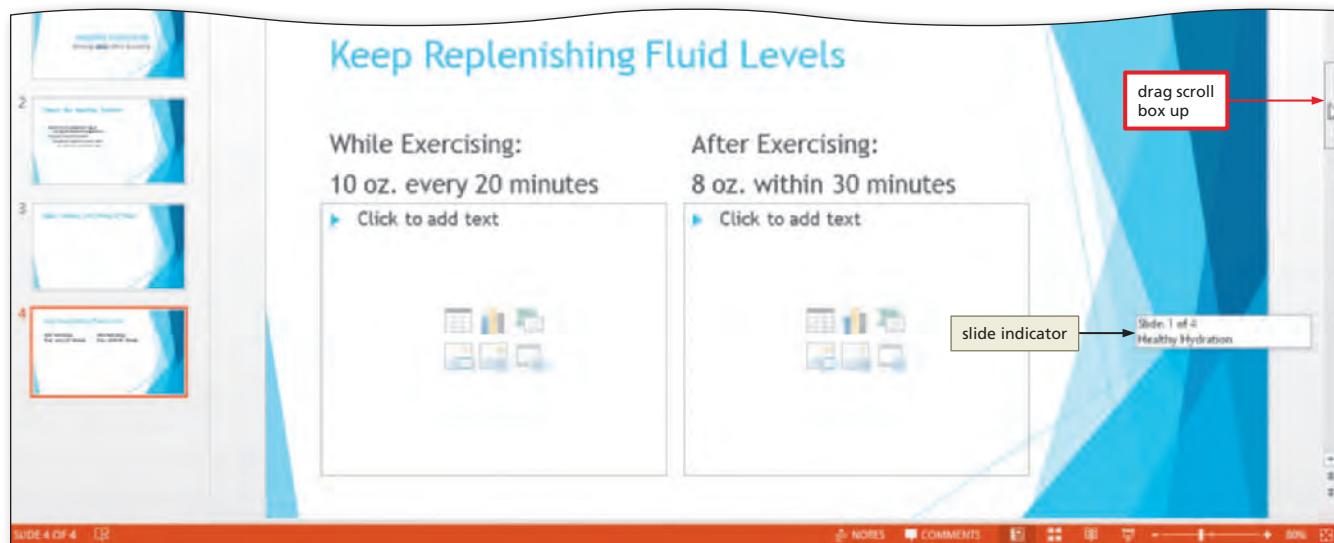


Figure 1–42



Figure 1–43

Other Ways

1. Click Next Slide button or Previous Slide button to move forward or back one slide
2. Tap or click slide in Thumbnail pane
3. Press PAGE DOWN or PAGE UP to move forward or back one slide

Inserting Photos and Illustrations into Slides

BTW

Microsoft Clip**Organizer**

Previous versions of Microsoft Office stored photos, illustrations, animations, videos, and other media in the Clip Organizer. Office 2013, however, has replaced this feature with the Insert Media dialog box, which allows you to search for and insert files from the Office.com Clip Art collection, Bing, Flickr, SkyDrive, Facebook, and other online sources.

A **clip** is a single media file, such as a photo, illustration, sound, or video. Adding a clip can help increase the visual and audio appeal of many slides and can offer a quick way to add professional-looking graphics and multimedia to a presentation without creating these files yourself. This material is contained in the **Office.com Clip Art** collection of drawings, photos, sounds, and other media files shared among Microsoft Office applications.

You also can add your own clips to slides. These images may include scanned photos, illustrations, and artwork from storage media, such as USB flash drives, hard disks, and memory cards. If you have a Microsoft account, you can add photos from other websites, including Flickr and SkyDrive.

You can add images from Office.com to your presentation in two ways. One way is by selecting one of the slide layouts that includes a content placeholder with an Online Pictures button. A second method is by tapping or clicking the Online Pictures button in the Images area on the INSERT tab. Tapping or clicking the Online Pictures button opens the Insert Pictures dialog box. The **Insert Pictures dialog box** allows you to search for clip art by using descriptive keywords. Clips have one or more keywords associated with various entities, activities, labels, and emotions.



CONSIDER THIS

If you have an active connection to the Internet, clips from the Microsoft Office.com website will display automatically as the result of your search. Microsoft constantly revises the content of Office.com, so you may not be able to locate the pictures used in this chapter. Contact your instructor if you need the photos and illustration used in the following steps.

How can you design a title slide that holds your audience's attention?

Develop a slide that reflects the content of your presentation but does so in a thought-provoking way. A title, at the very least, should prepare your audience for the material they are about to see and hear. Look for ways to focus attention on your theme and the method in which you plan to present this theme. A unique photograph or graphic can help generate interest. You may decide to introduce your topic with a startling fact, a rhetorical question, or a quotation. The device you choose depends upon your audience, the occasion, and the presentation's purpose.

To Insert a Picture from Office.com into the Title Slide

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Slide 1 uses the Title Slide layout, which has two placeholders for text but none for graphical content. You desire to place a graphic on Slide 1. *Why? It is likely that your viewers will see an image on this slide before they read any text, so you want to include a photo to create interest in the presentation and introduce your audience to the topic. For this presentation, you will locate a photo of a person holding a water bottle and then insert this photo in this slide. Later in this chapter, you will resize and position the photo in an appropriate location. The following steps add a photo to Slide 1.*

1

- Tap or click **INSERT** on the ribbon to display the **INSERT** tab.
- Tap or click the **Online Pictures** button (**INSERT** tab | **Images** group) to display the **Insert Pictures** dialog box.
- With the insertion point in the **Office.com Clip Art** area, type **water bottle** in the search box (Figure 1–44).

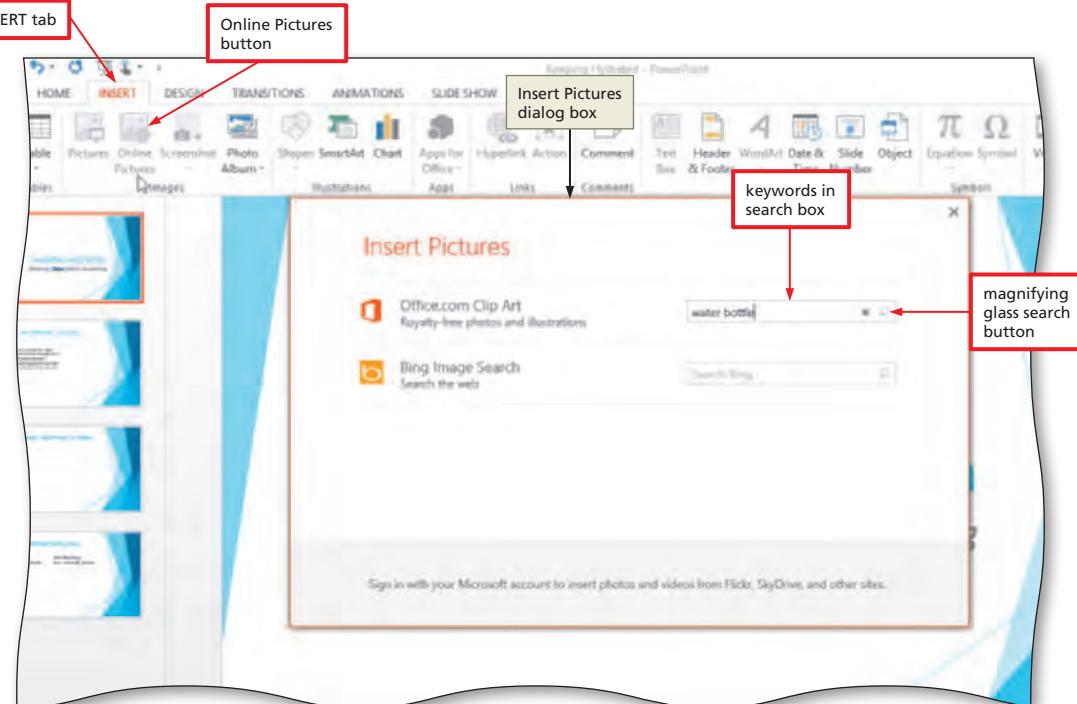


Figure 1–44

2

- Tap or click the Search button (the magnifying glass) or press the ENTER key so that Office.com will search for and display all clips having the keywords, water bottle.

Q&A Why does the x button display when I begin typing the search terms?

Clicking the x button deletes all letters in the box.

3

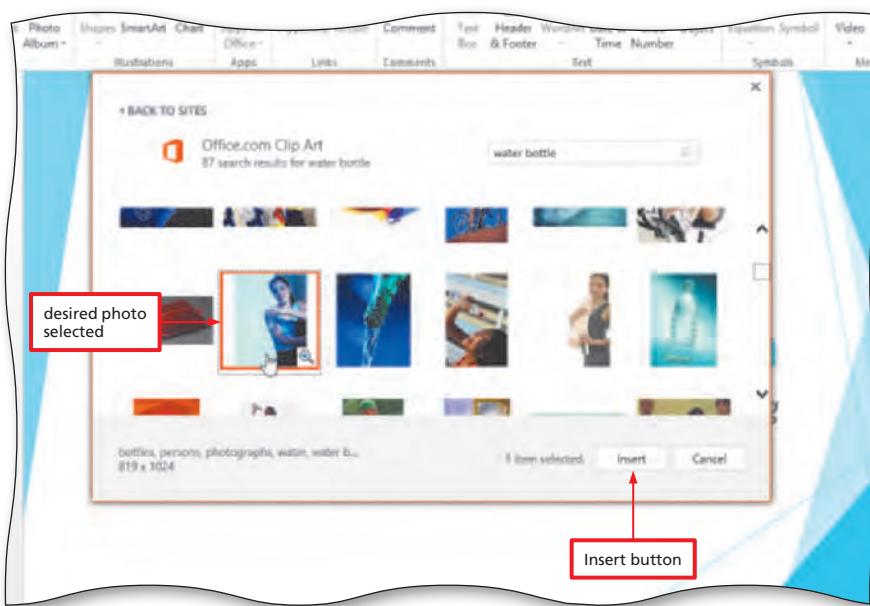
- If necessary, slide or scroll down the list to display the photo shown in Figure 1–45.
- Tap or click the photo to select it (Figure 1–45).

Q&A What if the water bottle image displayed in Figure 1–45 is not shown in my Office.com Clip Art dialog box?

Select a similar photo. Microsoft updates the files in the Office.com Clip art collection, so the images change constantly.

What are the words and numbers in the lower-left corner of the dialog box?

The words are the keywords associated with this photo, and the figures are the number of pixels associated with the width and height of the clip.

**Figure 1–45****4**

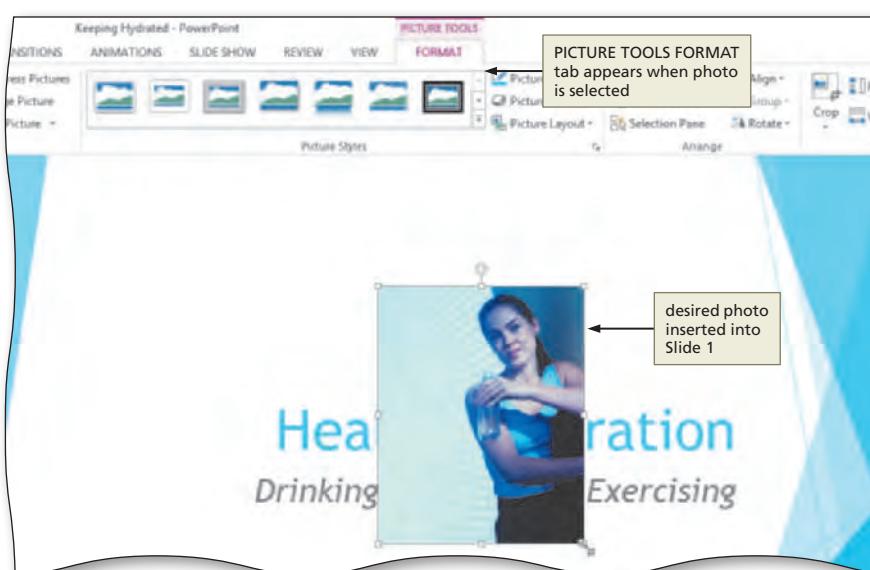
- Tap or click the Insert button to download the photo and insert it into the slide (Figure 1–46).

Q&A Can I double-tap or double-click the photo instead of selecting it and then tap or click the Insert button?

Yes. Either method downloads and inserts the photo.

Why is this photo displayed in this location on the slide?

The slide layout does not have a content placeholder, so PowerPoint inserts the file in the center of the slide.

**Figure 1–46**

To Insert a Picture from Office.com into a Slide without a Content Placeholder

The next step is to add a water bottle photo to Slide 2. This slide has a bulleted list in the text placeholder, so the icon group does not display in the center of the placeholder. Later in this chapter, you will resize the inserted photo. The following steps add one photo to Slide 2.

- 1 Tap or click the Slide 2 thumbnail in the Thumbnail pane to display Slide 2.
- 2 Tap or click INSERT on the ribbon to display the INSERT tab and then tap or click the Online Pictures button (INSERT tab | Images group) to display the Insert Pictures dialog box.
- 3 Type **water bottle** in the Office.com Clip Art search box and then tap or click the Search button.
- 4 If necessary, slide or scroll down the list to display the water bottle photo shown in Figure 1–47, tap or click the photo to select it, and then tap or click the Insert button to download and insert the photo into Slide 2 (Figure 1–47).

Q&A Why is my photo a different size from the one shown in Figure 1–1b on page PPT 3? The clip was inserted into the slide and not into a content placeholder. You will resize the photo later in this chapter.

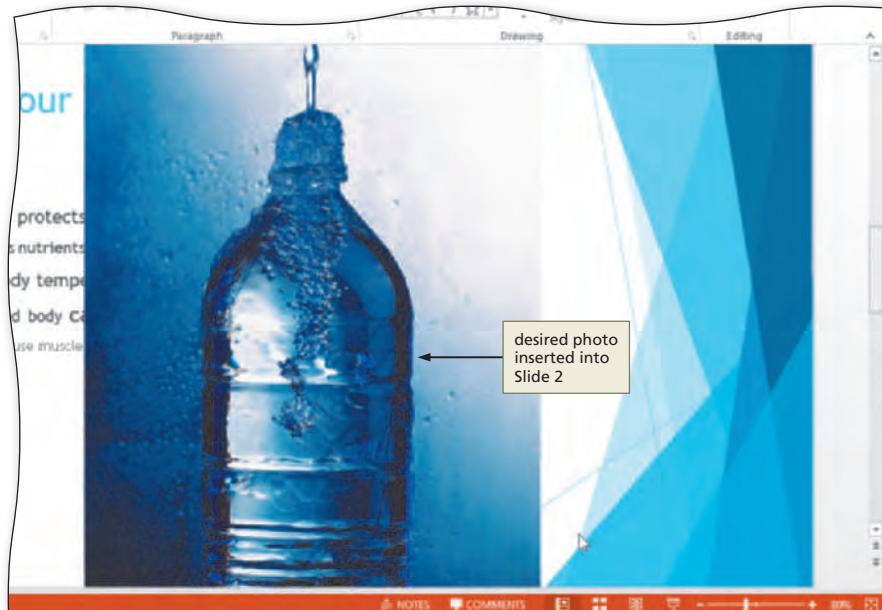


Figure 1–47

To Insert an Illustration from Office.com into a Slide without a Content Placeholder

Next, you will add an illustration to Slide 3. You will not insert this file into a content placeholder, so it will display in the center of the slide. Later in this chapter, you will resize this illustration. You locate and download illustrations in the same manner you used to locate and download photos. The following steps add an illustration to Slide 3.

- 1 Tap or click the Slide 3 thumbnail in the Thumbnail pane.
- 2 Display the INSERT tab, tap or click the Online Pictures button, type **drinking water** as the search text, and then tap or click the Search button.

- 3** If necessary, slide or scroll down the list to display the picture of a character drinking water shown in Figure 1–48 and then insert it into Slide 3 (Figure 1–48).



Figure 1–48

To Insert a Picture from Office.com into a Content Placeholder

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Slide 4 uses the Comparison layout, which has a content placeholder below each of the two headings. You desire to insert photos into both content placeholders. *Why? You want to reinforce the concept that people should drink water during and after workouts.* The following steps insert photos of a female into the left content placeholder and a male into the right content placeholder on Slide 4.

1

- Tap or click the Slide 4 thumbnail in the Thumbnail pane to display Slide 4 (Figure 1–49).

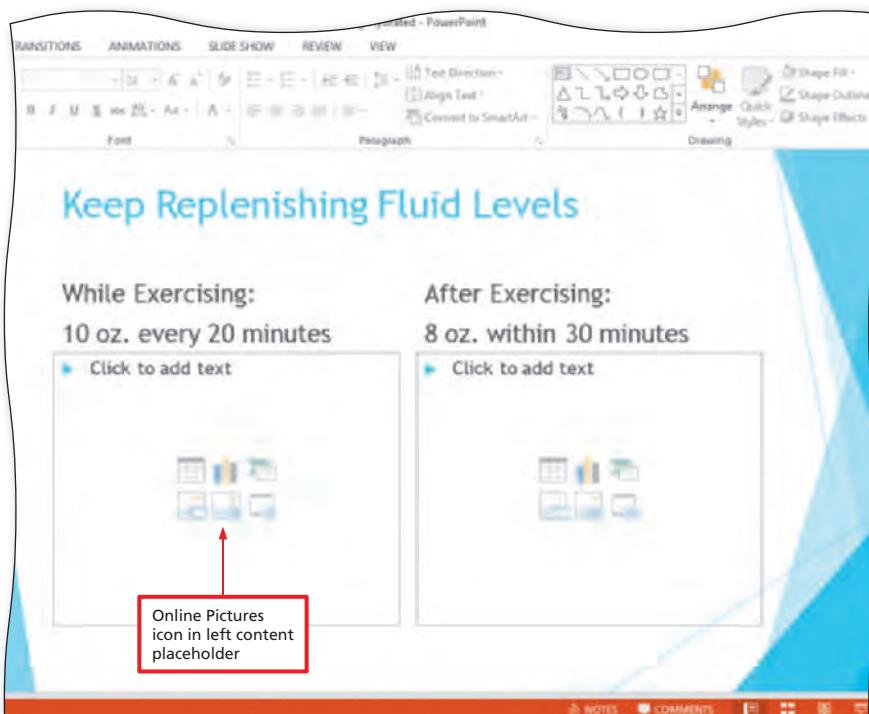
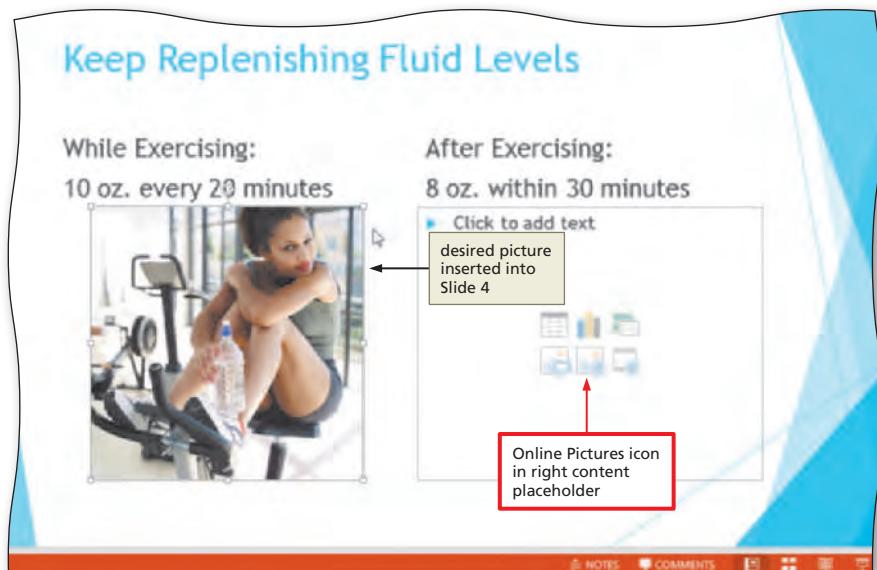


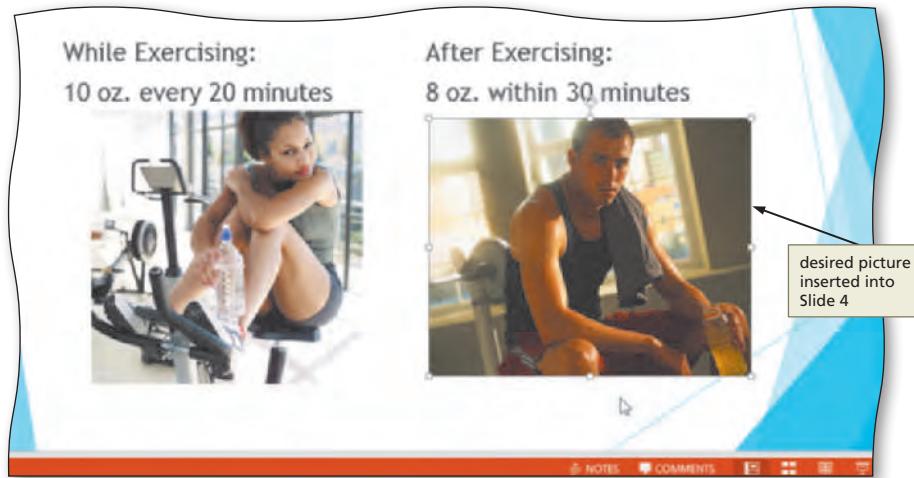
Figure 1–49

2

- Tap or click the Online Pictures icon in the left content placeholder to select that placeholder and to open the Insert Pictures dialog box.
- Tap or click the search box, type **women bottled water** as the search text, and then press the ENTER key.
- If necessary, slide or scroll down the list to display the photo shown in Figure 1–50.
- Select the photo and then double-tap or double-click to download and insert it into the left content placeholder (Figure 1–50).

**Figure 1–50****3**

- Tap or click the Online Pictures icon in the right content placeholder to select that placeholder and to open the Insert Pictures dialog box.
- Tap or click the search box, type **men exercises hydration** as the search text, and press or tap the ENTER key.
- If necessary, slide or scroll down the list to display the photo shown in Figure 1–51.
- Insert the photo into the right content placeholder (Figure 1–51).

**Figure 1–51**

Break Point: If you wish to take a break, this is a good place to do so. You can save your presentation and then exit PowerPoint now. To resume at a later time, run PowerPoint, open the file called Keeping Hydrated, and continue following the steps from this location forward.

Resizing Photos and Illustrations

Sometimes it is necessary to change the size of photos and illustrations. **Resizing** includes enlarging or reducing the size of a graphic. You can resize these images using a variety of techniques. One method involves changing the size of a picture by specifying exact dimensions in a dialog box. Another method involves sliding or dragging one of the graphic's sizing handles to the desired location. A selected graphic appears surrounded by a **selection rectangle**, which has small squares and circles, called **sizing handles** or move handles, at each corner and middle location.

BTW

PowerPoint Help

At any time while using PowerPoint, you can find answers to questions and display information about various topics through PowerPoint Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use PowerPoint. For instruction about PowerPoint Help and exercises that will help you gain confidence in using it, read the Office and Windows chapter at the beginning of this book.

To Proportionally Resize Pictures

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
 5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? On Slides 1, 2, and 3, the photo and illustration sizes are either too small or too large to display aesthetically on the slides. The photo and illustration on Slides 1 and 3 are too small, and the photo on Slide 2 is too large. The photo on Slide 1 is of a person, so it generally is important to maintain the proportions. To change the size of a photo and keep the width and height in proportion to each other, drag the corner sizing handles to view how the image will look on the slide. Using these corner handles maintains the graphic's original proportions. If, however, the proportions do not need to be maintained, as with the water bottle on Slide 2, drag the square sizing handles to alter the proportions so that the graphic's height and width become larger or smaller. The following steps proportionally increase the size of the Slide 1 photo using a corner sizing handle.

1

- Click the Slide 1 thumbnail in the Thumbnail pane to display Slide 1.
- Tap or click the photo to select it and display the selection rectangle.
- Point to the upper-right corner sizing handle on the illustration so that the pointer changes to a two-headed arrow (Figure 1–52).

Q&A
I am using a touch screen and do not see a two-headed arrow when I press and hold the upper-right sizing handle. Why?
Touch screens may not display pointers; you can just press and slide sizing handles to resize.

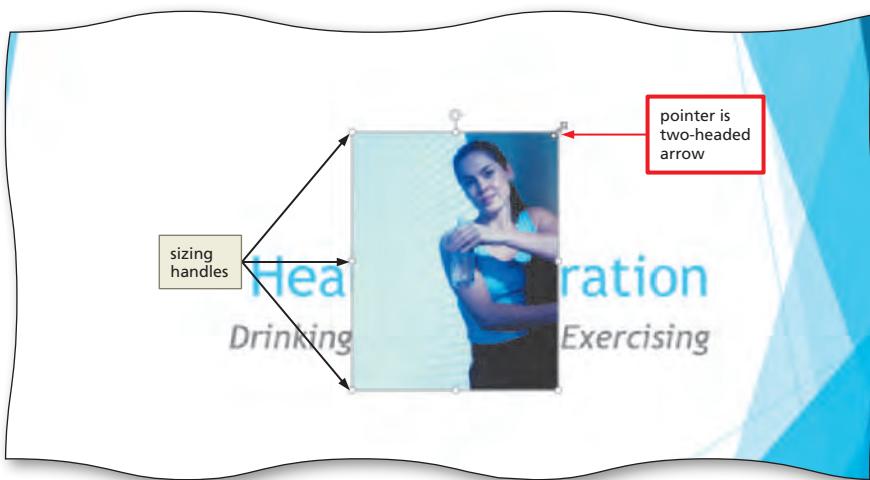


Figure 1–52

2

- Drag the sizing handle diagonally toward the upper-right corner of the slide until the upper-right sizing handle or the crosshair is positioned approximately as shown in Figure 1–53.

Q&A
What if the illustration is not the same size as the one shown in Figure 1–53?
Repeat Steps 1 and 2.

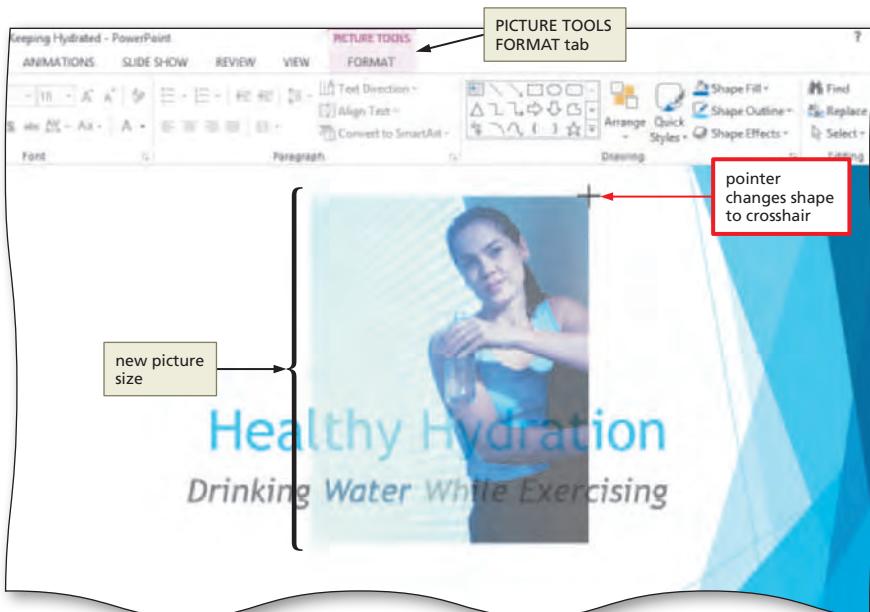


Figure 1–53

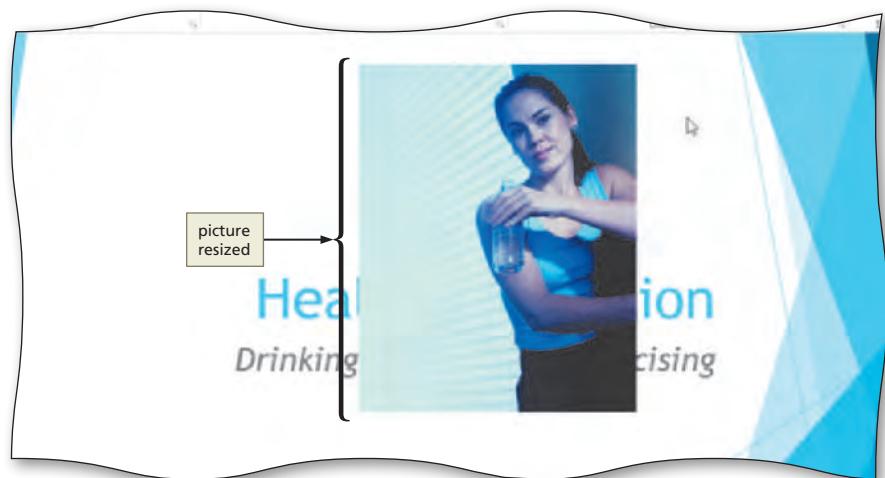
3

- Release to resize the illustration.
- Tap or click outside the illustration to deselect it (Figure 1–54).

Q&A

What happened to the PICTURE TOOLS FORMAT tab?

When you tap or click outside the illustration, PowerPoint deselects the illustration and removes the PICTURE TOOLS FORMAT tab from the screen.

**Figure 1–54**

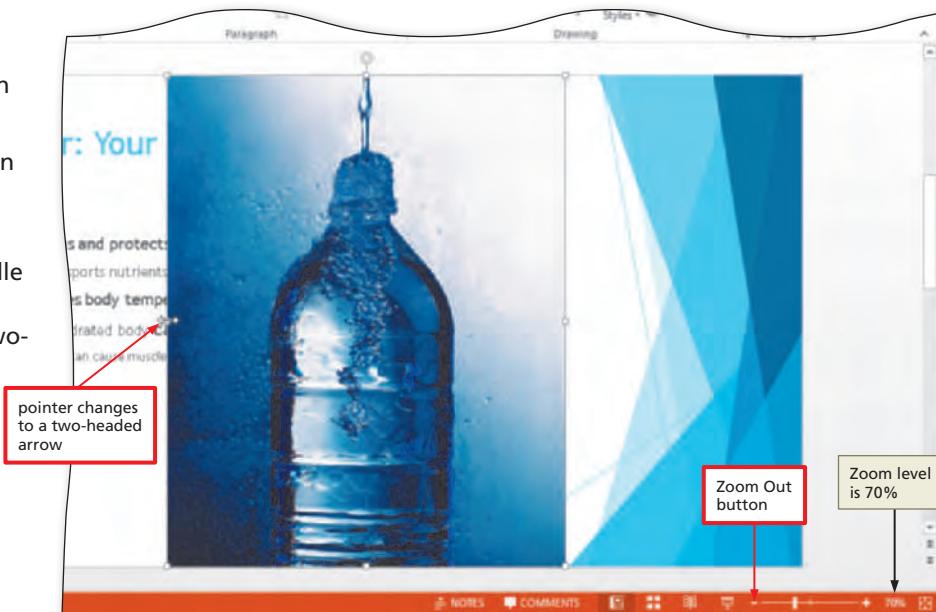
To Nonproportionally Resize the Photograph on Slide 2

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? The height of the water bottle photo in Slide 2 extends from the top to the bottom of the slide. The width, however, will cover some of the text when the photo is positioned on the right side of the slide. The width of this photo can be decreased slightly without negatively distorting the original image. You can decrease the width of a photo by sliding or dragging one of the square sizing handles on the sides of the image. The following steps resize the width of the water bottle photo using a sizing handle along the side of the image.

1

- Display Slide 2 and then tap or click the water bottle photo to select it and display the selection rectangle.
- Tap or click the Zoom Out button as many times as necessary until the Zoom level is 60%.
- Press or point to the sizing handle on the left side of the photo so that the pointer changes to a two-headed arrow (Figure 1–55).

**Figure 1–55**

2

- Drag the sizing handle toward the right side of the slide until the sizing handle or crosshair is positioned approximately as shown in Figure 1–56.

Q&A What if the illustration is not the same size as the one shown in Figure 1–56?
Repeat Steps 1 and 2.

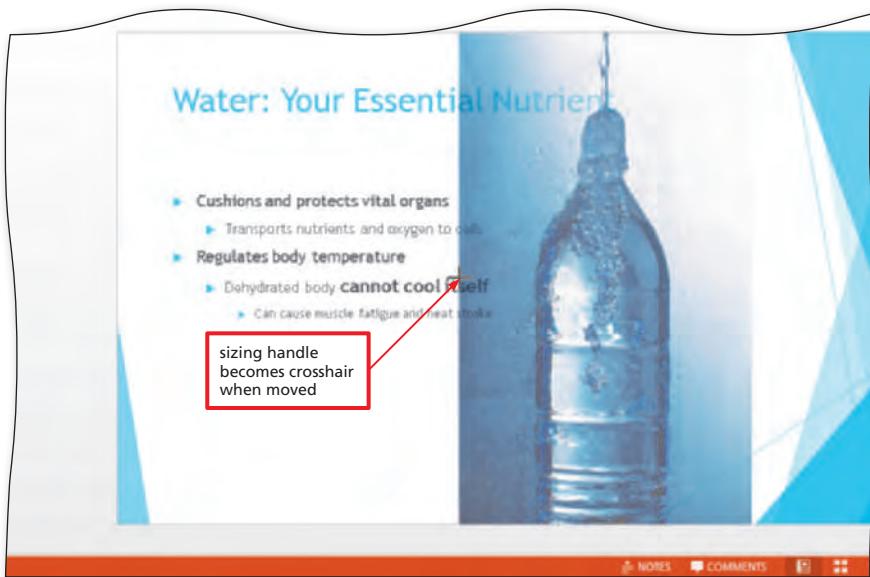


Figure 1-56

3

- Release to resize the photo.
- Tap or click outside the photo to deselect it (Figure 1–57).

Q&A What if I want to return the photo to its original size and start again? With the photo selected, tap or click the Reset Picture arrow (PICTURE TOOLS FORMAT tab | Adjust group) and then click Reset Picture & Size in the Reset Picture gallery.

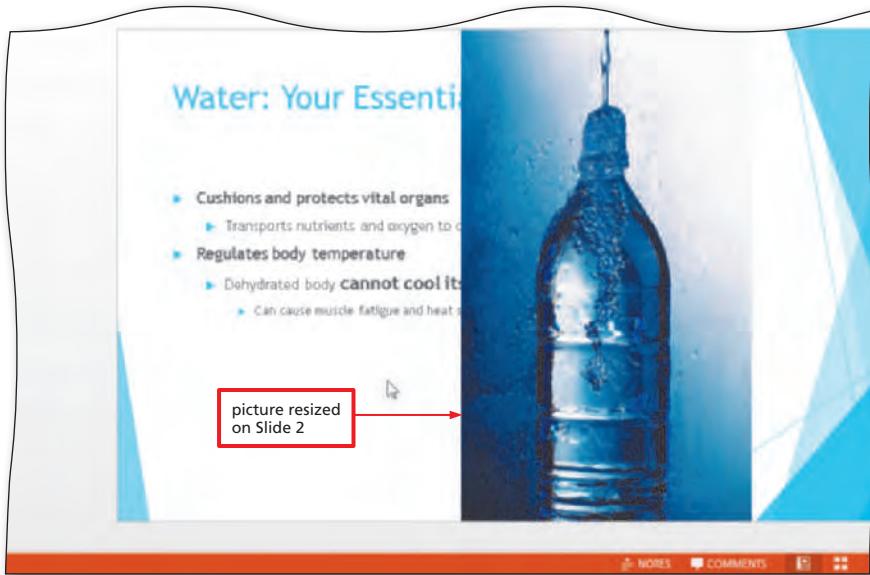


Figure 1-57

To Resize the Illustration on Slide 3

The illustration on Slide 3 can be reduced slightly to fit entirely on the slide. You resize an illustration in the same manner that you resize a photo. You want to maintain the proportions of the character and water in this illustration, so you will drag one of the corner sizing handles. The following steps resize this illustration using a corner sizing handle.

- 1 Display Slide 3 and then tap or click the character drinking water illustration to select it.
- 2 Drag the lower-left corner sizing handle on the illustration diagonally outward until the illustration is resized approximately as shown in Figure 1–58.



Figure 1–58

To Move Pictures

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? After you insert a photo or an illustration on a slide, you might want to reposition it. The female athlete photo on Slide 1 could be moved to the left side of the slide, the water bottle on Slide 2 could be moved to the right side of the slide, and the illustration on Slide 3 could be positioned in the center of the slide. PowerPoint displays **Smart Guides** automatically when a photo, illustration, shape, or other object is close to lining up with another slide element. For example, a Smart Guide will display to help you align the right or left edge of a picture in relation to a text placeholder or to another picture. The following steps move the photos on Slides 1 and 2 and center the illustration on Slide 3.

1

- If necessary, tap or click the character illustration on Slide 3 to select it.
- Drag the illustration upward until the horizontal Smart Guide is displayed under the title text placeholder and the vertical Smart Guide is displayed through the center of the slide, as shown in Figure 1–59, and then release.
- If necessary, select the photo and then use the ARROW keys to position it precisely as shown in Figure 1–59.

Q&A The illustration still is not located exactly where I want it to display. What can I do to align the image? Press the CTRL key while you press the ARROW keys. This key combination moves the illustration in smaller increments than when you press only an ARROW key.

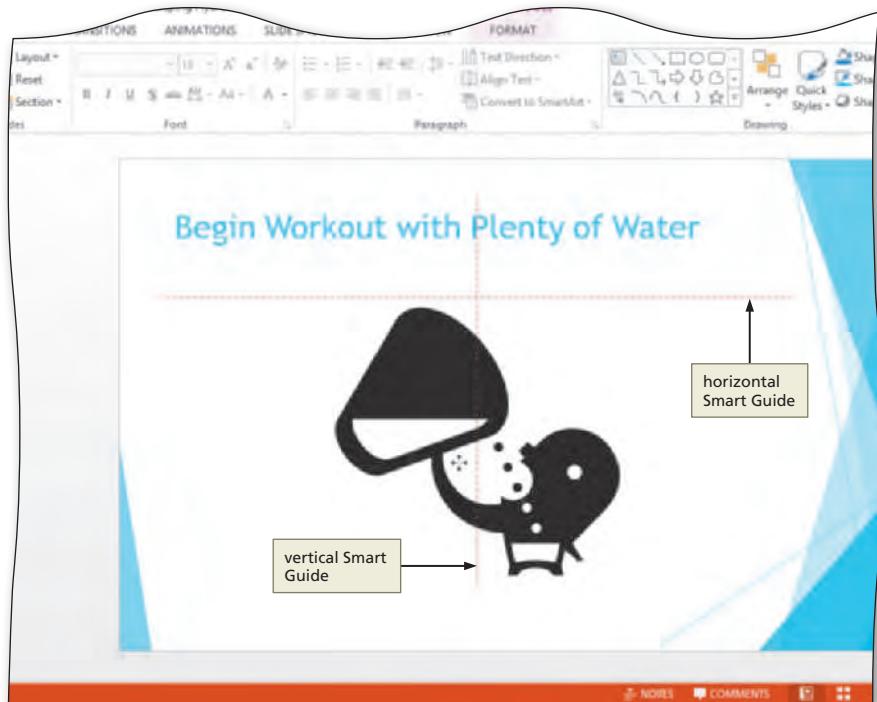


Figure 1–59

2

- Display Slide 2 and then tap or click the water bottle photo to select it.
- Drag the photo to align with the right edge of the slide (Figure 1–60).

Q&A My water bottle photo is covering some of the title text on the slide. What should I do?

Either resize the photo to make it narrower or move the photo to the right so that it is hanging slightly off the side of the slide.

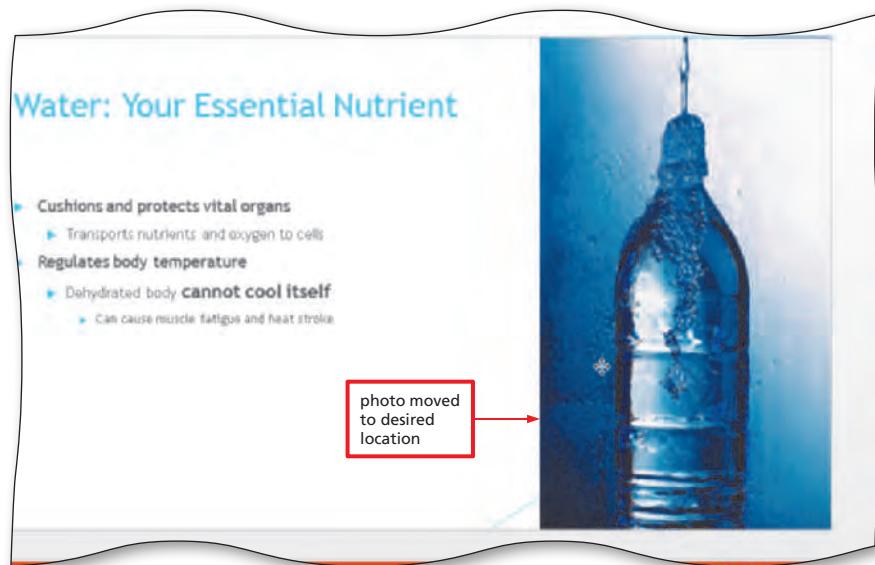


Figure 1–60

3

- Display Slide 1 and then tap or click the athlete photo to select it.
- Drag the photo to the left and either upward or downward until the horizontal center Smart Guide is displayed, as shown in Figure 1–61, and then release.

4

- Tap or click outside the photo to deselect it.

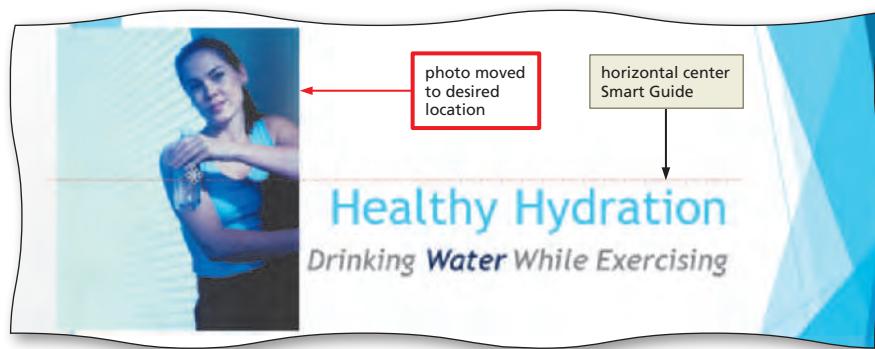


Figure 1–61

Q&A The athlete photo is too wide and is covering some of the text on the slide. What should I do?

Changing the width of a photo showing a person generally is not advisable because the altered proportions make the person appear tall and thin or short and overweight. In this case, move the photo to the left so that it is hanging slightly off the side of the slide, as shown in Figure 1–61.

Ending a Slide Show with a Closing Slide

All the text for the slides in the Healthy Hydration slide show has been entered. This presentation thus far consists of a title slide, one text slide with a multilevel bulleted list, a third slide for a photo, and a fourth slide with a Comparison layout. A closing slide that resembles the title slide is the final slide to create.

 **CONSIDER THIS**

What factors should you consider when developing a closing slide for the presentation?

After the last slide appears during a slide show, the default PowerPoint setting is to end the presentation with a black slide. This black slide appears only when the slide show is running and concludes the slide show, so your audience never sees the PowerPoint window. It is a good idea, however, to end your presentation with a final closing slide to display at the end of the presentation. This slide ends the presentation gracefully and should be an exact copy, or a very similar copy, of your title slide. The audience will recognize that the presentation is drawing to a close when this slide appears. It can remain on the screen when the audience asks questions, approaches the speaker for further information, or exits the room.

To Duplicate a Slide

Why? When two slides contain similar information and have the same format, duplicating one slide and then making minor modifications to the new slide saves time and increases consistency.

Slide 5 will have the same layout and design as Slide 1. The most expedient method of creating this slide is to copy Slide 1 and then make minor modifications to the new slide. The following steps duplicate the title slide.

1

- With Slide 1 selected, tap or click the New Slide arrow (HOME tab | Slides group) to display the Facet layout gallery (Figure 1–62).

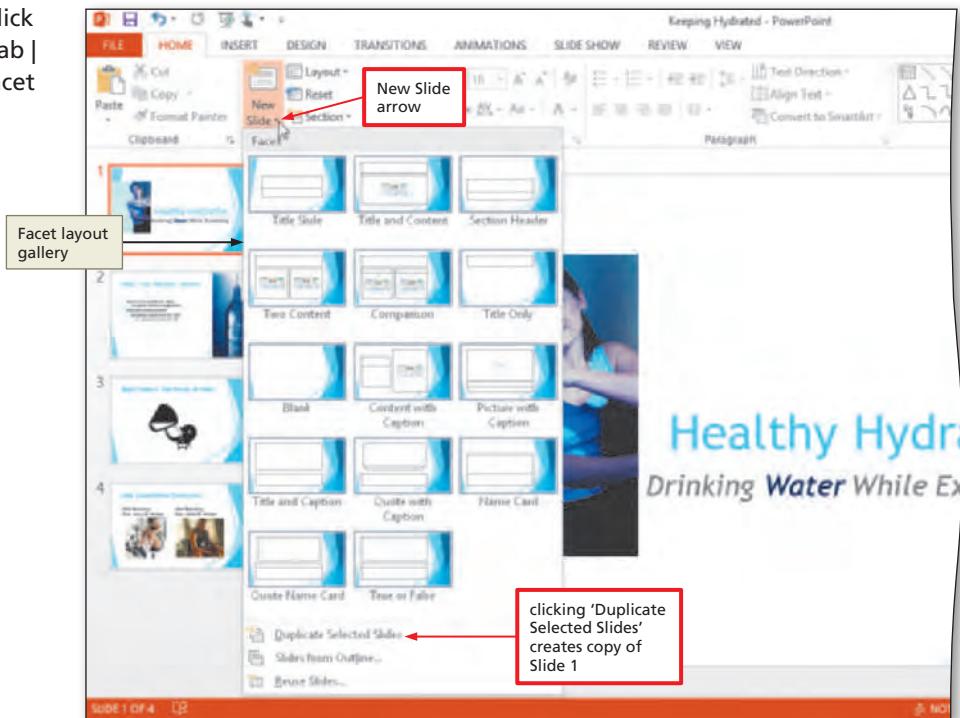


Figure 1–62

2

- Tap or click 'Duplicate Selected Slides' in the Facet layout gallery to create a new Slide 2, which is a duplicate of Slide 1 (Figure 1–63).



Figure 1–63

Break Point: If you wish to take a break, this is a good place to do so. Be sure to save the Keeping Hydrated file again and then you can exit PowerPoint. To resume at a later time, run PowerPoint, open the file called Keeping Hydrated, and continue following the steps from this location forward.

To Arrange a Slide

The new Slide 2 was inserted directly below Slide 1 because Slide 1 was the selected slide. This duplicate slide needs to display at the end of the presentation directly after the final title and content slide. *Why? It is a closing slide that reinforces the concept presented in Slide 1 and indicates to your audiences that your presentation is ending.*

Changing slide order is an easy process and is best performed in the Thumbnail pane. When you tap or click the thumbnail and begin to drag it to a new location, the remaining thumbnails realign to show the new sequence. When you release, the slide drops into the desired location. Hence, this process of sliding or dragging and then dropping the thumbnail in a new location is called **drag and drop**. You can use the drag-and-drop method to move any selected item, including text and graphics. The following step moves the new Slide 2 to the end of the presentation so that it becomes a closing slide.

1

- With Slide 2 selected, drag the Slide 2 slide thumbnail below the last slide in the Thumbnail pane (Figure 1–64).

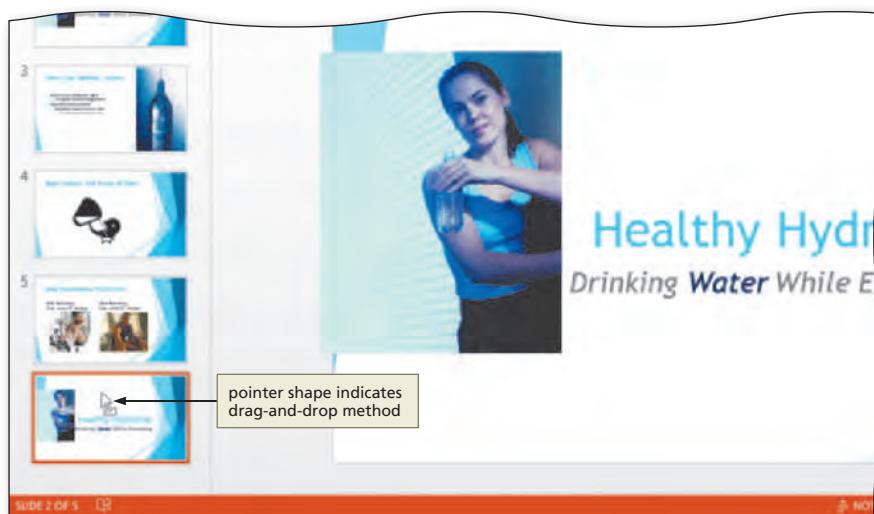


Figure 1–64

Other Ways

- Tap or click Slide Sorter button on status bar, drag thumbnail to new location
- Tap or click Slide Sorter button (VIEW tab | Presentation Views group), tap or click slide thumbnail, drag thumbnail to new location

Making Changes to Slide Text Content

BTW

Wrapping Text around a Photo

PowerPoint 2013 does not allow you to wrap text around a picture or other graphics, such as tables, shapes, and charts. This feature, however, is available in Word 2013.

After creating slides in a presentation, you may find that you want to make changes to the text. Changes may be required because a slide contains an error, the scope of the presentation shifts, or the style is inconsistent. This section explains the types of changes that commonly occur when creating a presentation.

You generally make three types of changes to text in a presentation: additions, replacements, and deletions.

- Additions are necessary when you omit text from a slide and need to add it later. You may need to insert text in the form of a sentence, word, or single character. For example, you may want to add the presenter's middle name on the title slide.
- Replacements are needed when you want to revise the text in a presentation. For example, you may want to substitute the word, *their*, for the word, *there*.
- Deletions are required when text on a slide is incorrect or no longer is relevant to the presentation. For example, a slide may look cluttered. Therefore, you may want to remove one of the bulleted paragraphs to add more space.

Editing text in PowerPoint basically is the same as editing text in a word processing program. The following sections illustrate the most common changes made to text in a presentation.

Replacing Text in an Existing Slide

When you need to correct a word or phrase, you can replace the text by selecting the text to be replaced and then typing the new text. As soon as you press any key on the keyboard, the selected text is deleted and the new text is displayed.

PowerPoint inserts text to the left of the insertion point. The text to the right of the insertion point moves to the right (and shifts downward if necessary) to accommodate the added text.

Deleting Text

You can delete text using one of many methods. One is to use the **BACKSPACE** key to remove text just typed. The second is to position the insertion point to the left of the text you want to delete and then press the **DELETE** key. The third method is to drag through the text you want to delete and then tap or click the Cut button on the mini toolbar, press **DELETE** or **BACKSPACE** key, or press **CTRL + X**. Use the third method when deleting large sections of text.

To Delete Text in a Placeholder

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? To keep the ending slide clean and simple, you want to delete a few words in the slide title and subtitle text. The following steps change Healthy Hydration to Be Healthy and then change Drinking Water While Exercising to Drink Water.

1

- With Slide 5 selected, position the pointer immediately to the right of the last character of the text to be selected in the title text placeholder (in this case, the n in the word, Hydration).
- Drag the pointer through the first character of the text to be selected (in this case, the space after the word, Healthy) (Figure 1–65).

Q&A

I am having difficulty selecting the required text. Can I drag from left to right or right to left?

Yes. You may need several attempts to select the correct characters.

Could I also have selected the word, Hydration, by double-tapping or double-clicking it?

Yes. Either method works to select a word.

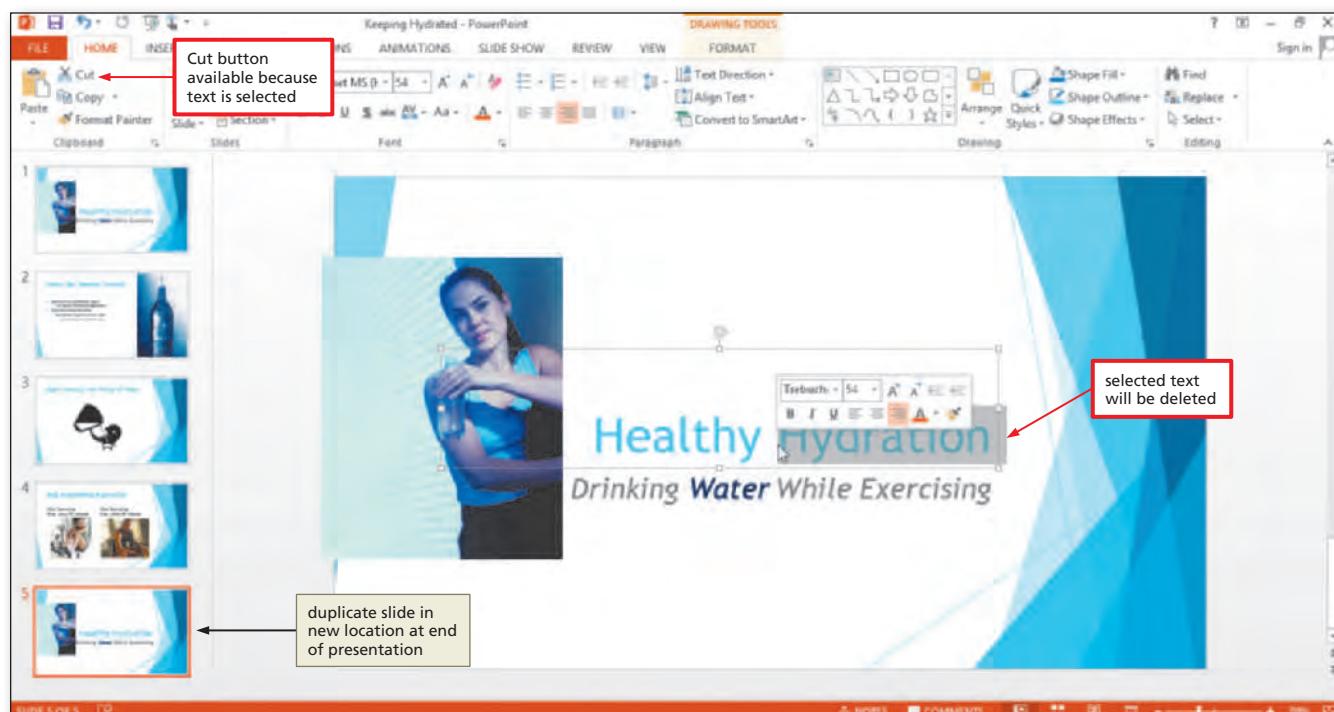


Figure 1–65

2

- Tap or click the Cut button (HOME tab | Clipboard group) to delete the selected text and space.
- Position the pointer to the left of the word, Healthy, and then type **Be** and press the SPACEBAR as the first word in the title text placeholder (Figure 1–66).
- If requested by your instructor, add your mother's first name after the word, Healthy, in the title text placeholder.

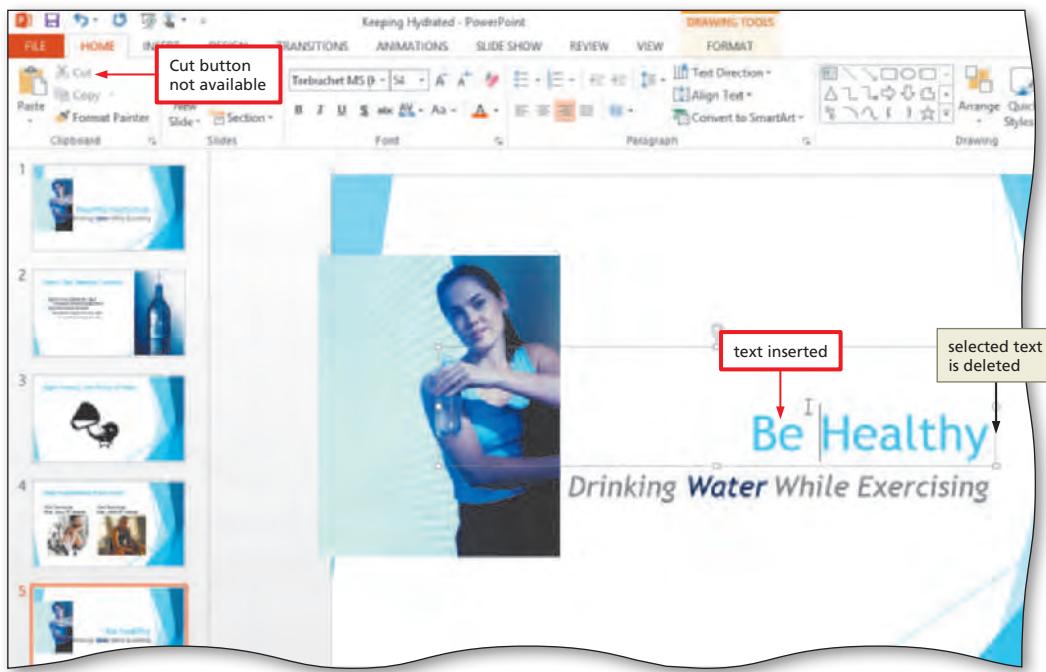


Figure 1–66

3

- Position the pointer immediately to the right of the last character of the text to be selected in the subtitle text placeholder (in this case, the g in the word, Exercising).
- Drag the pointer to the left through the last character of the text to be selected (in this case, the space after the word, Water) (Figure 1–67).

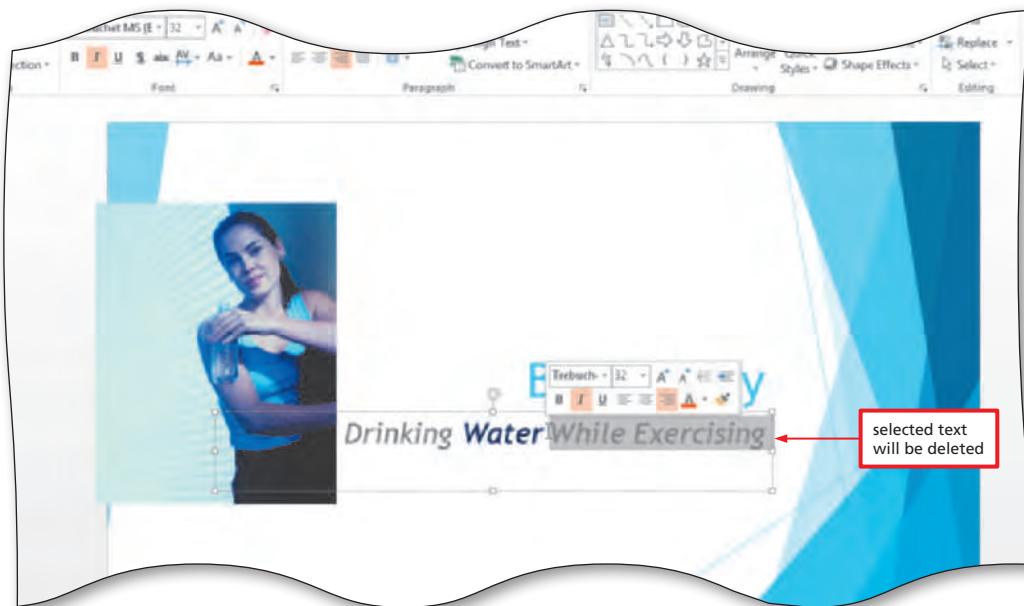


Figure 1–67

4

- Tap or click the Cut button.
- Select the letters, ing, in the word, Drinking.
- Tap or click the Cut button (Figure 1–68).

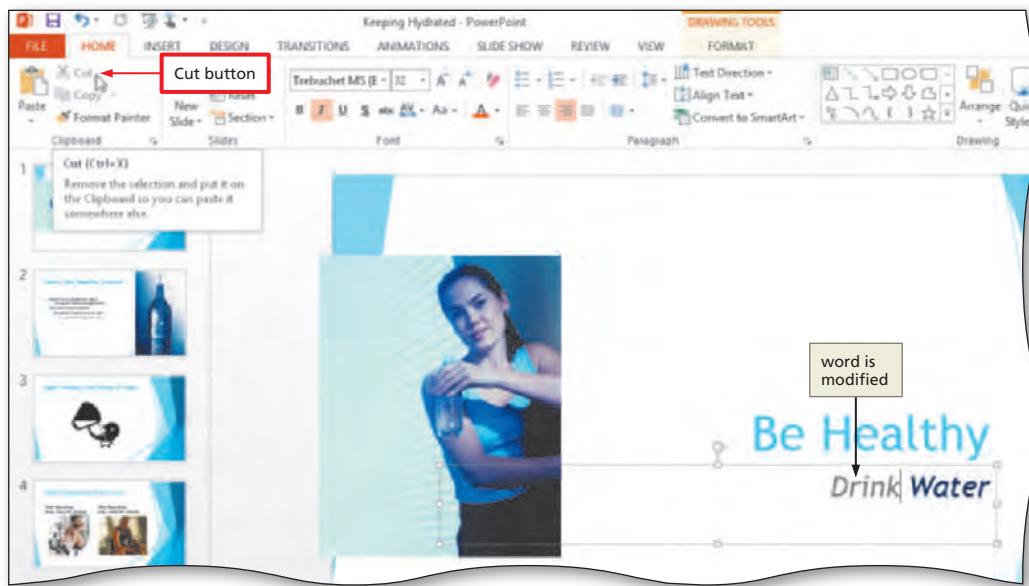


Figure 1–68

Other Ways

1. Tap 'Show Context Menu' button on mini toolbar or right-click selected text, tap or click Cut on shortcut menu
2. Select text, press DELETE or BACKSPACE key
3. Select text, press CTRL+X

Adding a Transition

PowerPoint includes a wide variety of visual and sound effects that can be applied to text or content. A **slide transition** is a special effect used to progress from one slide to the next in a slide show. You can control the speed of the transition effect and add a sound.

To Add a Transition between Slides

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? Transitions add interest when you advance the slides in a presentation and make a slide show presentation look professional. In this presentation, you apply the Switch transition in the Exciting category to all slides and change the transition speed from 1.25 seconds to 2 seconds. The following steps apply this transition to the presentation.

1

- Tap or click the TRANSITIONS tab on the ribbon and then point to the More button (TRANSITIONS tab | Transition to This Slide group) in the Transition to This Slide gallery (Figure 1–69).

Q&A

Is a transition applied now?

No. None, the first slide icon in the Transition to This Slide group, is selected, which indicates no transition has been applied.

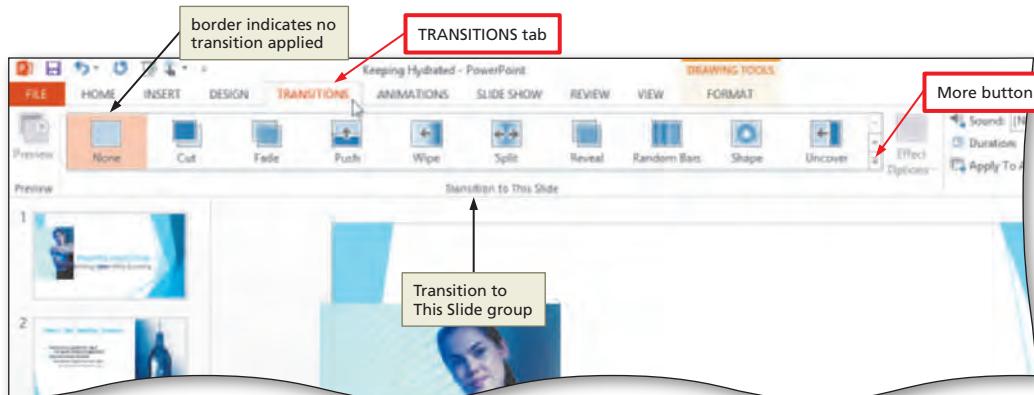


Figure 1–69

2

- Tap or click the More button to expand the Transitions gallery.
- Point to the Switch transition in the Exciting category in the Transitions gallery (Figure 1–70).

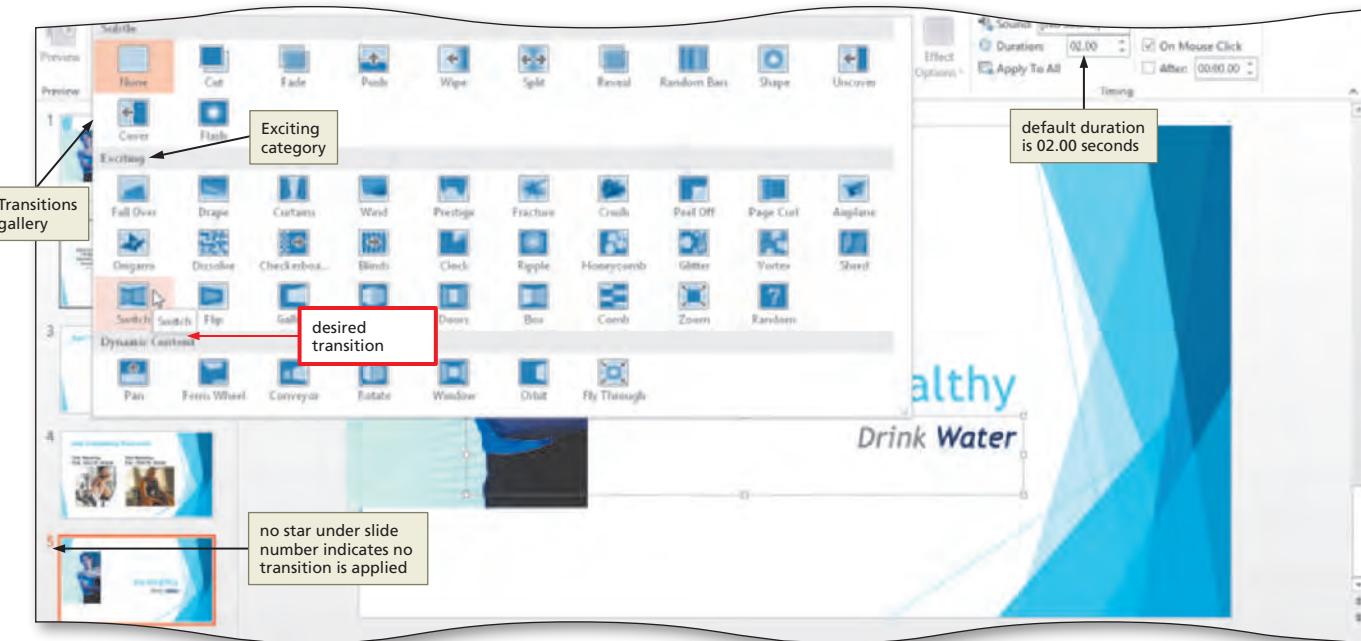


Figure 1–70

3

- Tap or click Switch in the Exciting category in the Transitions gallery to apply this transition to the closing slide.

Q&A Why does a star appear next to Slide 5 in the Thumbnail pane?

The star indicates that a transition animation effect is applied to that slide.

- Tap or click the Duration up arrow (TRANSITIONS tab | Timing group) seven times to change the transition speed from 01.25 seconds to 03.00 seconds (Figure 1–71).

Q&A Why did the time change from the default 2.00 to 1.25?

Each transition has a default duration time. The default Switch transition time is 01.25 seconds.

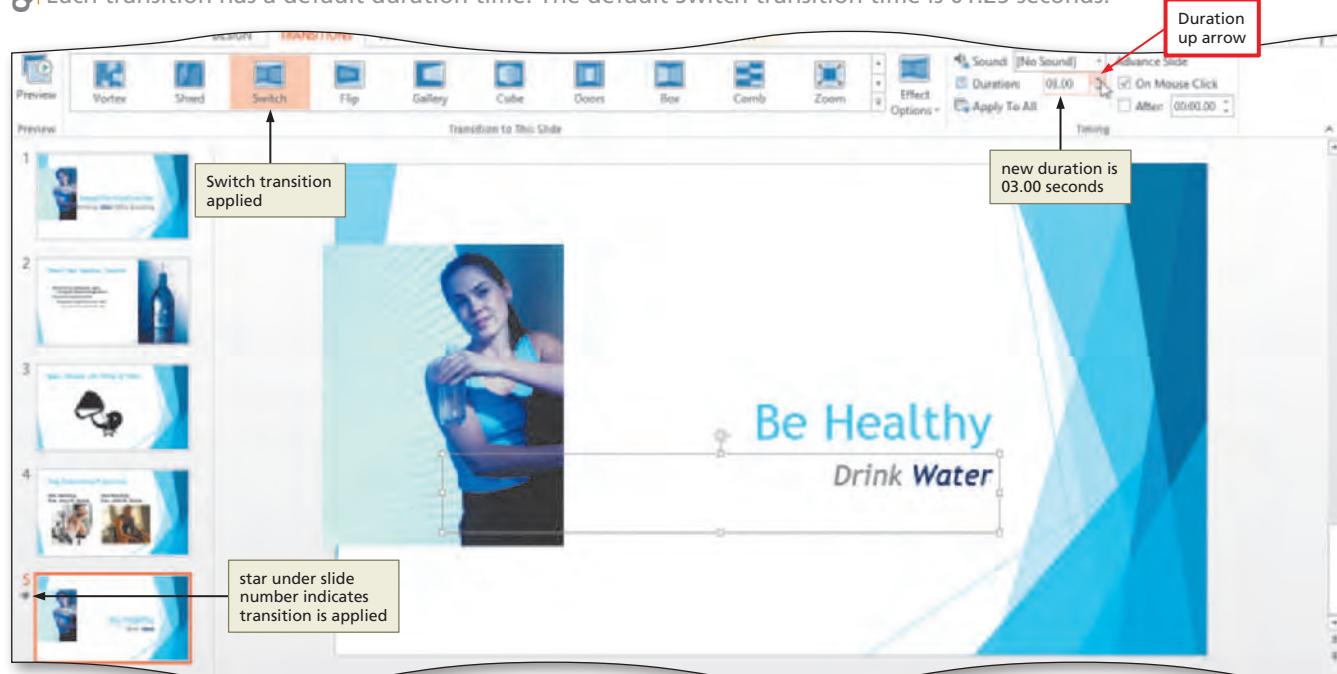


Figure 1–71

4

- Tap or click the Preview Transitions button (TRANSITIONS tab | Preview area) to view the transition and the new transition time (Figure 1–72).

Q&A

Can I adjust the duration time I just set?

Yes. Tap or click the Duration up or down arrows or type a speed in the Duration box and preview the transition until you find the time that best fits your presentation.

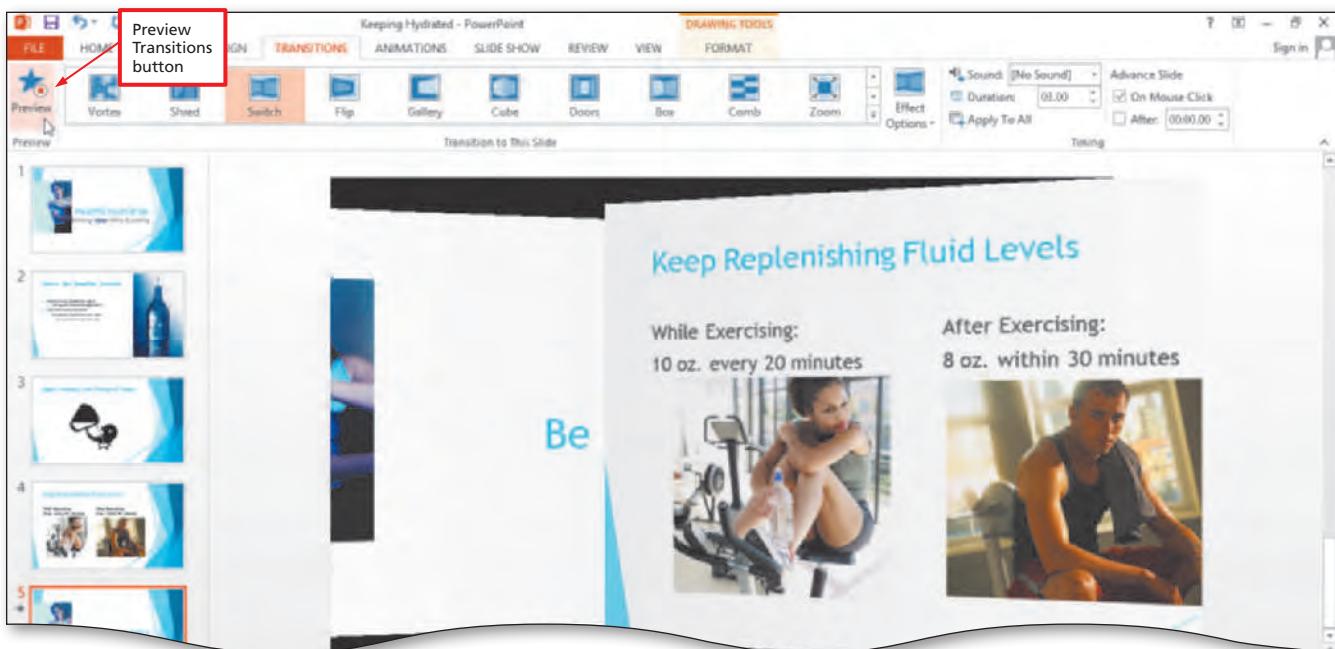


Figure 1–72

5

- Tap or click the 'Apply To All' button (TRANSITIONS tab | Timing group) to apply the Switch transition and the increased transition time to Slides 1 through 4 in the presentation (Figure 1–73).

Q&A

What if I want to apply a different transition and duration to each slide in the presentation?

Repeat Steps 2 and 3 for each slide individually.

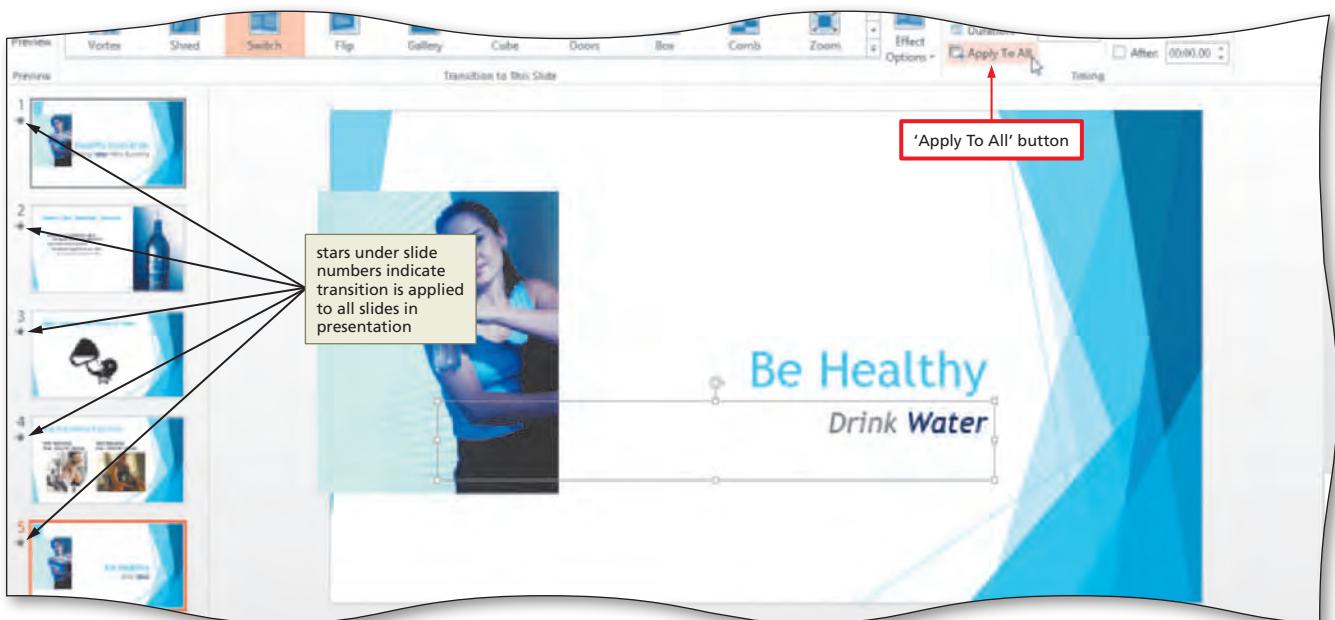


Figure 1–73



Document Properties

PowerPoint helps you organize and identify your files by using **document properties**, which are the details about a file such as the project author, title, and subject. For example, a class name or presentation topic can describe the file's purpose or content.

Why would you want to assign document properties to a presentation?

Document properties are valuable for a variety of reasons:

- Users can save time locating a particular file because they can view a file's document properties without opening the presentation.
- By creating consistent properties for files having similar content, users can better organize their presentations.
- Some organizations require PowerPoint users to add document properties so that other employees can view details about these files.

The more common document properties are standard and automatically updated properties. **Standard properties** are associated with all Microsoft Office files and include author, title, and subject. **Automatically updated properties** include file system properties, such as the date you create or change a file, and statistics, such as the file size.

To CHANGE DOCUMENT PROPERTIES

BTW

Printing Document Properties

PowerPoint 2013 does not allow you to print document properties. This feature, however, is available in other Office 2013 apps, including Word and Excel.

To change document properties, you would follow these steps.

1. Tap or click FILE on the ribbon to open the Backstage view and then, if necessary, tap or click the Info tab in the Backstage view to display the Info gallery.
2. If the property you wish to change is displayed in the Properties list in the right pane of the Info gallery, try to tap or click to the right of the property. If a box appears to the right of the property, type the text for the property in the box, and then tap or click the Back button in the upper-left corner of the Backstage view to return to the PowerPoint window. Skip the remaining steps.
3. If the property you wish to change is not displayed in the Properties list in the right pane of the Info gallery or you cannot change it in the Info gallery, tap or click the Properties button in the right pane to display the Properties menu, and then tap or click 'Show Document Panel' on the Properties menu to close the Backstage view and display the Document Information Panel in the PowerPoint presentation window.

Q&A Why are some of the document properties in my Document Information Panel already filled in?

The person who installed Office 2013 on your computer or network may have set or customized the properties.

4. Type the desired text in the appropriate property boxes.

Q&A What if the property I want to change is not displayed in the Document Information Panel?

Tap or click the Document Properties button in the Document Information Panel and then tap or click Advanced Properties on the menu to display the Properties dialog box. If necessary, tap or click the Summary tab (Properties dialog box) to display the Summary sheet, fill in the appropriate boxes, and then tap or click the OK button.

5. Tap or click the 'Close the Document Information Panel' button at the right edge of the Document Information Panel so that the panel no longer appears in the PowerPoint presentation window.

Viewing the Presentation in Slide Show View

The Start From Beginning button, located in the Quick Access Toolbar, allows you to show a presentation using a computer. As the name implies, the first slide to be displayed always will be Slide 1. You also can run a presentation starting with the slide currently displaying when you tap or click the Slide Show button on the status bar. In either case, PowerPoint displays the slides on the full screen without any of the PowerPoint window objects, such as the ribbon. The full-screen slide hides the toolbars, menus, and other PowerPoint window elements.

To Start Slide Show View

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

Why? You run a presentation in for your audience so they can see the slides in their entirety and view any transitions or other effects added to the slides. When making a presentation, you use **Slide Show view**. You can start Slide Show view from Normal view or Slide Sorter view. Slide Show view begins when you tap or click the Start From Beginning button or the Slide Show button. The following steps start Slide Show view starting with Slide 1.

1

- If you are using a touch screen, proceed to Step 2. If you are using a mouse, point to the Start From Beginning button (Figure 1–74).

Q&A What would have displayed if I had tapped or clicked the Slide Show button instead of the Start From Beginning button? When you tap or click the Slide Show button to start the presentation, PowerPoint begins the show with the currently displayed slide, which in this case is Slide 5. Only Slide 5 would display during the slide show.

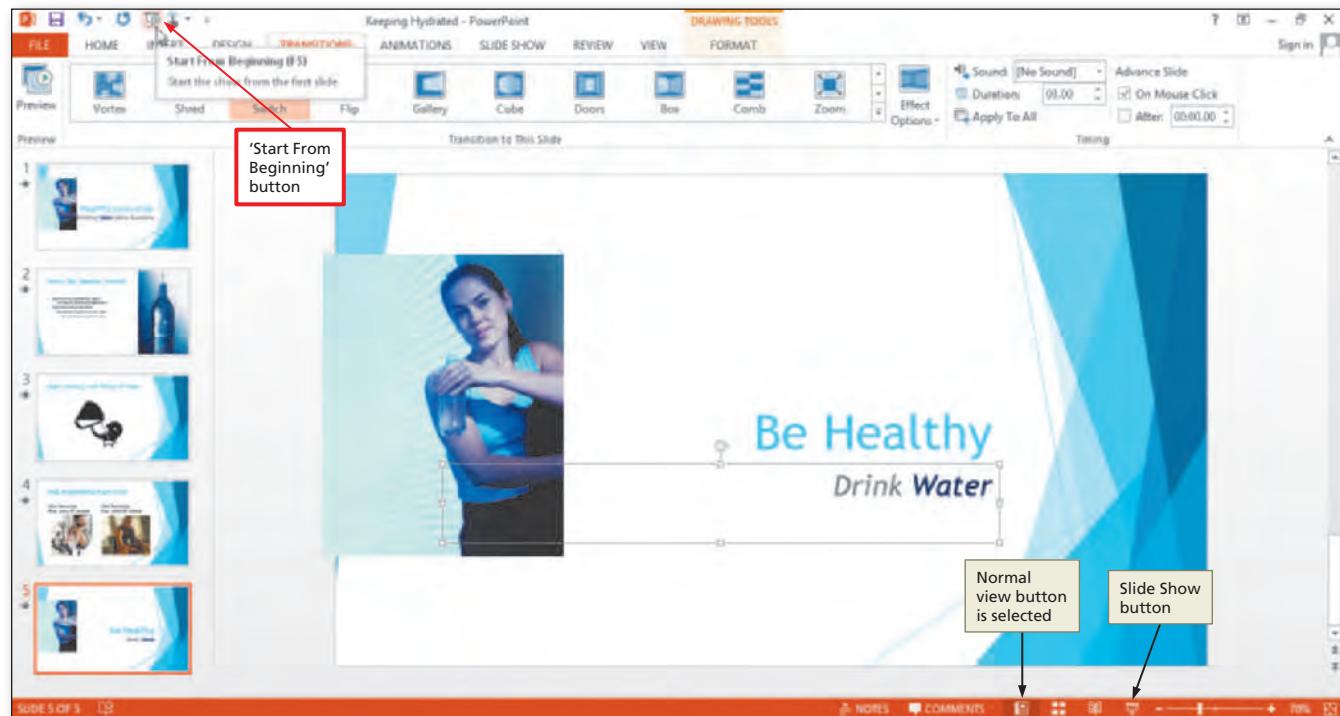


Figure 1–74

2

- Tap or click the Start From Beginning button to display the title slide (Figure 1–75).

Q & A | Where is the PowerPoint window?
When you run a slide show, the PowerPoint window is hidden. It will reappear once you end your slide show.



Figure 1–75

Other Ways

-
1. Display Slide 1, tap or click Slide Show button on status bar
 2. Tap or click Start From Beginning button (SLIDE SHOW tab | Start Slide Show group)
 3. Press F5

To Move Manually through Slides in a Slide Show

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

After you begin Slide Show view, you can move forward or backward through the slides. PowerPoint allows you to advance through the slides manually or automatically. During a slide show, each slide in the presentation shows on the screen, one slide at a time. Each time you tap or click, the next slide appears. The following steps move manually through the slides. *Why? You can control the length of time each slide is displayed and change the preset order if you need to review a slide already shown or jump ahead to another slide designed to display later in the presentation.*

1

- Swipe forward on or click each slide until Slide 5 (Be Healthy) is displayed (Figure 1–76).

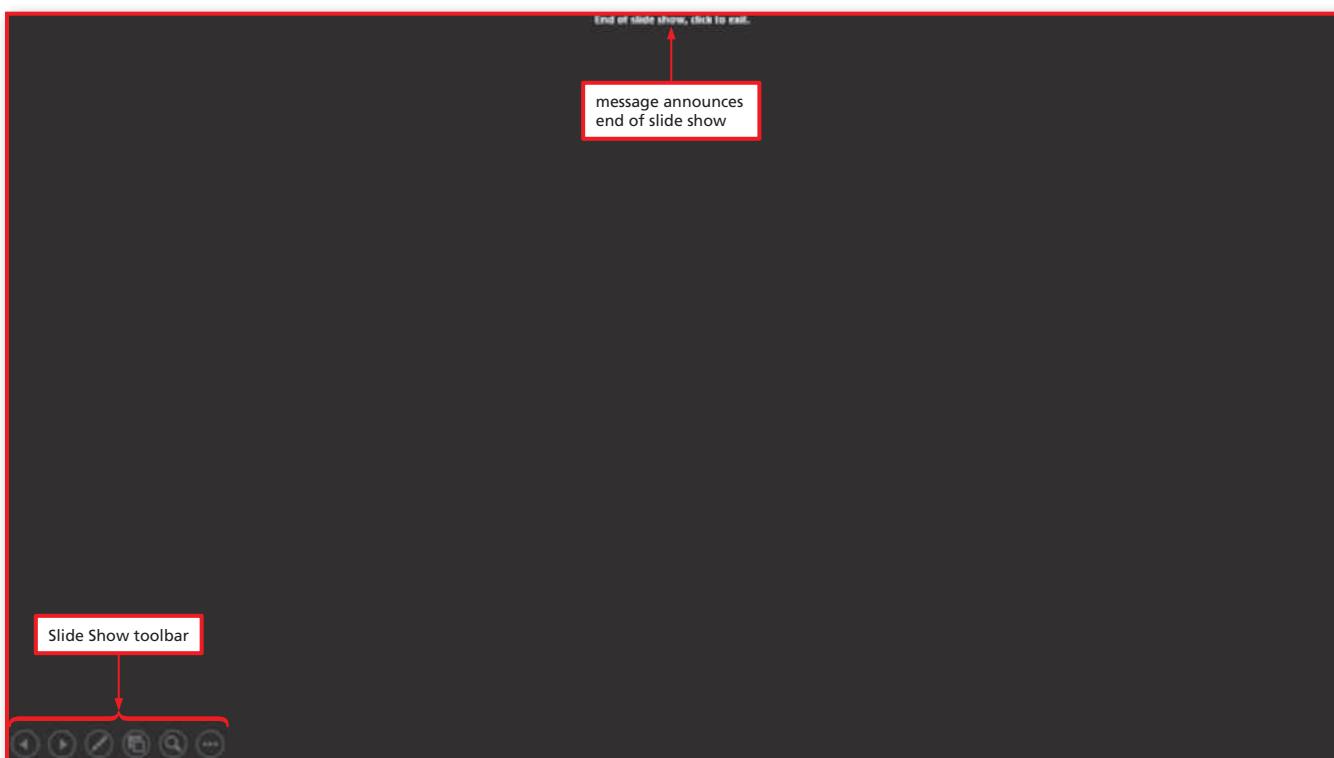
**Figure 1–76****2**

- Swipe forward on or click Slide 5 so that the black slide appears with a message announcing the end of the slide show (Figure 1–77).

Q & A

I see a small toolbar in the lower-left corner of my slide. What is this toolbar?

The Slide Show toolbar appears when you begin running a slide show and then tap a slide or move the pointer. The buttons on this toolbar allow you to navigate to the next slide, the previous slide, to mark up the current slide, or to change the current display.

**Figure 1–77**

3

- Swipe forward on or click the black slide to return to Normal view in the PowerPoint window.

Other Ways

- | | | |
|--|---|--|
| 1. Press PAGE DOWN to advance one slide at a time, or press PAGE UP to go back one slide at a time | 2. Press RIGHT ARROW or DOWN ARROW to advance one slide at a time, or press LEFT ARROW or UP ARROW to go back one slide at a time | 3. If Slide Show toolbar is displayed, tap or click Next Slide or Previous Slide button on toolbar |
|--|---|--|

Printing a Presentation

After creating a presentation, you may want to print it. Printing a presentation enables you to distribute it to others in a form that can be read or viewed but typically not edited. It is a good practice to save a presentation before printing it, in the event you experience difficulties printing.



CONSIDER THIS

What is the best method for distributing a presentation?

The traditional method of distributing a presentation uses a printer to produce a hard copy. A **hard copy** or **printout** is information that exists on a physical medium such as paper. Hard copies can be useful for the following reasons:

- Some people prefer proofreading a hard copy of a presentation rather than viewing it on the screen to check for errors and readability.
- Hard copies can serve as a backup reference if your storage medium is lost or becomes corrupted and you need to recreate the presentation.

Instead of distributing a hard copy of a presentation, users can distribute the presentation as an electronic image that mirrors the original presentation's appearance. The electronic image of the presentation can be sent as an email attachment, posted on a website, or copied to a portable storage medium such as a USB flash drive. Two popular electronic image formats, sometimes called fixed formats, are PDF by Adobe Systems and XPS by Microsoft. In PowerPoint, you can create electronic image files through the Save As dialog box and the Export, Share, and Print tabs in the Backstage view. Electronic images of presentations, such as PDF and XPS, can be useful for the following reasons:

- Users can view electronic images of presentations without the software that created the original presentation (e.g., PowerPoint). Specifically, to view a PDF file, you use a program called Adobe Reader, which can be downloaded free from Adobe's website. Similarly, to view an XPS file, you use a program called XPS Viewer, which is included in the latest versions of Windows and Internet Explorer.
- Sending electronic presentations saves paper and printer supplies. Society encourages users to contribute to **green computing**, which involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

To Print a Presentation

1 INSERT PRESENTATION SLIDES | 2 ENTER TEXT | 3 FORMAT TEXT | 4 INSERT GRAPHICAL ELEMENTS |
5 SIZE & POSITION | 6 ENHANCE SLIDE SHOW | 7 DISPLAY & PRINT SLIDES

With the completed presentation saved, you may want to print it. *Why? You could distribute a handout of the slides to your audience members, or you might want to keep a printed copy as a backup in the event you experience technical difficulties before or during your speech. You, therefore, will print a hard copy on a printer.* The following steps print a hard copy of the contents of the saved Keeping Hydrated presentation.

1

- Tap or click FILE on the ribbon to open the Backstage view.
- Tap or click the Print tab in the Backstage view to display the Print gallery (Figure 1–78).

Q&A

How do I preview Slides 2 through 5?

Tap or click the Next Page button in the Print gallery to scroll forward through pages in the document; similarly, tap or click the Previous Page button to scroll backward through pages.

How can I print multiple copies of my presentation?

Increase the number in the Copies box in the Print gallery.

What if I decide not to print the presentation at this time?

Tap or click the Back button in the upper-left corner of the Backstage view to return to the presentation window.

BTW

Conserving Ink and Toner

If you want to conserve ink or toner, you can instruct PowerPoint to print draft quality documents by tapping or clicking FILE on the ribbon to open the Backstage view, tapping or clicking Options in the Backstage view to display the PowerPoint Options dialog box, tapping or clicking Advanced in the left pane (PowerPoint Options dialog box), sliding or scrolling to the Print area in the right pane, not placing a check mark in the High quality check box, and then tapping or clicking the OK button. Then, use the Backstage view to print the document as usual.

2

- Verify that the printer listed on the Printer Status button will print a hard copy of the presentation. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer.

Q&A

The selected printer is a black-and-white laser printer, so the preview is grayscale and shows varying shades of gray. If I change the currently selected printer to a color printer, will the preview display in color?

Yes, the preview will match the printer output.

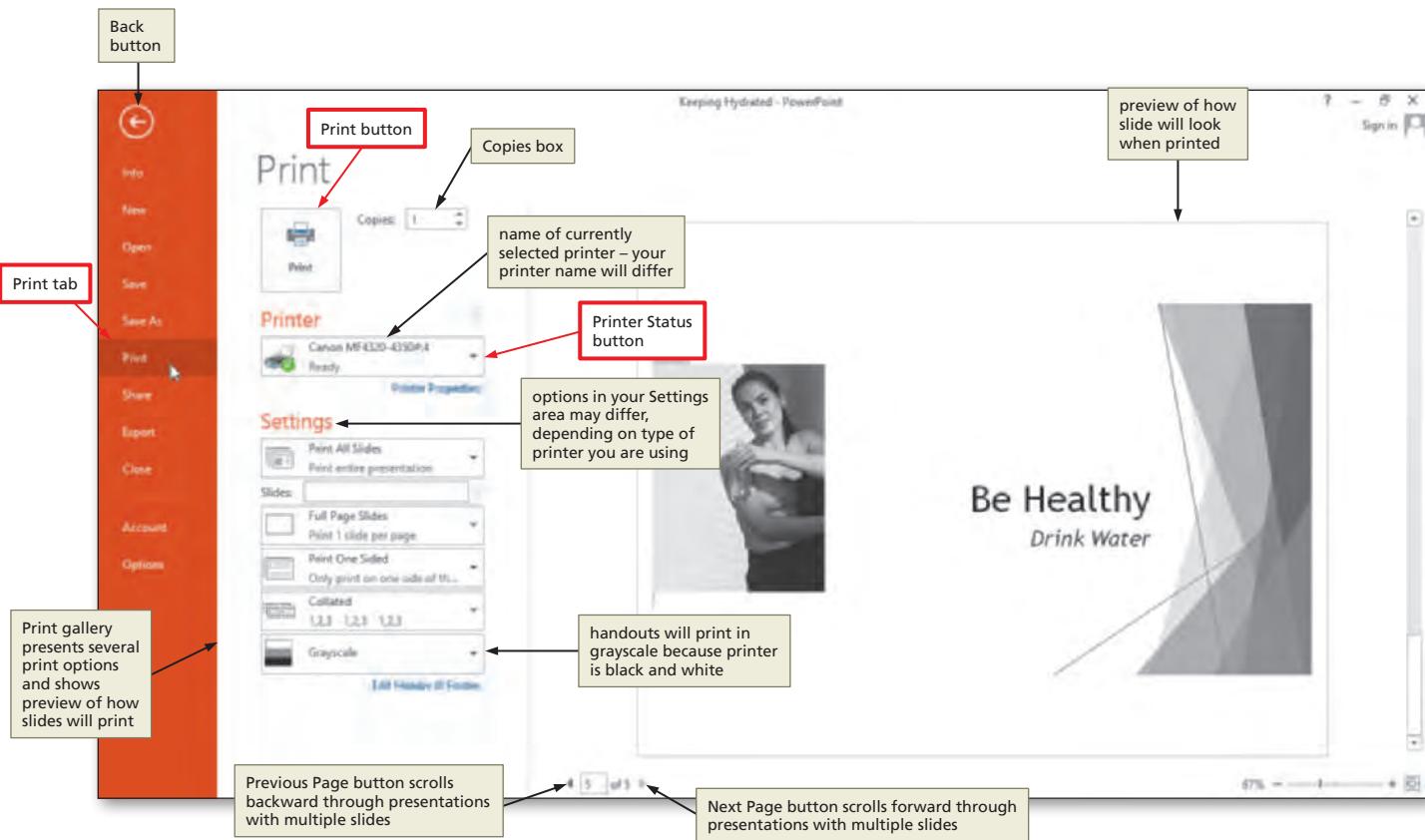


Figure 1–78

3

- Tap or click the Print button in the Print gallery to print the presentation on the currently selected printer.
- When the printer stops, retrieve the hard copy (Figure 1–79).

Q&A

Do I have to wait until my presentation is complete to print it?

No, you can follow these steps to print a presentation at any time while you are creating it.

What if I want to print an electronic image of a presentation instead of a hard copy?

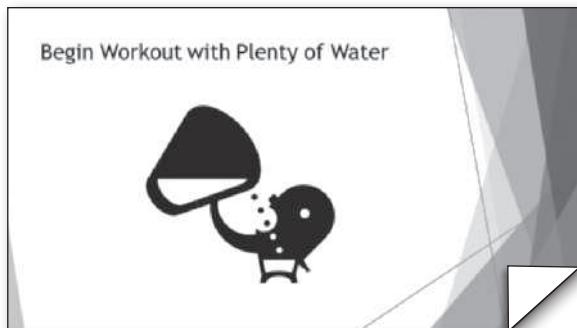
You would click the Printer Status button in the Print gallery and then select the desired electronic image option, such as Microsoft XPS Document Writer, which would create an XPS file.



(a) Slide 1



(b) Slide 2



(c) Slide 3



(d) Slide 4



(e) Slide 5

Figure 1–79 (Handouts printed using a black-and-white printer)

Other Ways

1. Press CTRL+P, press ENTER

To Sign Out of a Microsoft Account

If you are signed in to a Microsoft account and are using a public computer or otherwise wish to sign out of your Microsoft account, you should sign out of the account from the Accounts gallery in the Backstage view before exiting PowerPoint. Signing out of the account is the safest way to make sure that nobody else can access SkyDrive files or settings stored in your Microsoft account. The following steps sign out of a Microsoft account from PowerPoint. For a detailed example of the procedure summarized below, refer to the Office and Windows chapter at the beginning of this book.

- 1** If you wish to sign out of your Microsoft account, tap or click FILE on the ribbon to open the Backstage view and then tap or click the Account tab to display the Account gallery.
- 2** Tap or click the Sign out link, which displays the Remove Account dialog box. If a Can't remove Windows accounts dialog box appears instead of the Remove Account dialog box, click the OK button and skip the remaining steps.

Q&A Why does a Can't remove Windows accounts dialog box appear?

If you signed in to Windows using your Microsoft account, then you also must sign out from Windows, rather than signing out from within PowerPoint. When you are finished using Windows, be sure to sign out at that time.

- 3** Tap or click the Yes button (Remove Account dialog box) to sign out of your Microsoft account on this computer.

Q&A Should I sign out of Windows after signing out of my Microsoft account?

When you are finished using the computer, you should sign out of your account for maximum security.

- 4** Tap or click the Back button in the upper-left corner of the Backstage view to return to the presentation.

BTW

Certification

The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain a valuable industry credential — proof that you have the PowerPoint 2013 skills required by employers. For more information, visit the Certification resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or see the inside back cover of this book.

To Exit PowerPoint

This project now is complete. The following steps exit PowerPoint. For a detailed example of the procedure summarized below, refer to the Office and Windows chapter at the beginning of this book.

- 1a** If you have one PowerPoint presentation open, tap or click the Close button on the right side of the title bar to close the open document and exit PowerPoint.
- 1b** If you have multiple PowerPoint presentations open, press and hold or right-click the PowerPoint app button on the taskbar and then tap or click 'Close all windows' on the shortcut menu, or press ALT+F4 to close all open presentations and exit PowerPoint.

Q&A Could I press and hold or repeatedly click the Close button to close all open documents and exit PowerPoint?

Yes.

- 2** If a Microsoft PowerPoint dialog box appears, tap or click the Save button to save any changes made to the presentation since the last save.

BTW

Quick Reference

For a table that lists how to complete the tasks covered in this book using touch gestures, the mouse, ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Quick Reference resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or see the inside back cover of this book.

Chapter Summary

In this chapter you have learned how to apply and change a document theme and variant, create a title slide and text slides with a bulleted list, insert photos and an illustration and then resize and move them on a slide, format and edit text, add a slide transition, view the presentation in Slide Show view, and print slides as handouts. The items listed below include all the new PowerPoint skills you have learned in this chapter, with the tasks grouped by activity.

Enter and Edit Text

- Enter the Presentation Title (PPT 7)
- Enter the Presentation Subtitle Paragraph (PPT 9)
- Zoom a Slide (PPT 10)
- Add a New Text Slide with a Bulleted List (PPT 15)
- Enter a Slide Title (PPT 17)
- Type a Multilevel Bulleted List (PPT 18)
- Add a Slide with the Title Only Layout (PPT 23)
- Add a New Slide and Enter a Slide Title and Headings (PPT 24)
- Move to Another Slide in Normal View (PPT 29)
- Duplicate a Slide (PPT 41)
- Arrange a Slide (PPT 42)
- Delete Text in a Placeholder (PPT 43)

Format a Slide

- Choose a Document Theme and Variant (PPT 5)
- Change the Theme (PPT 26)
- Change the Variant (PPT 27)

Format Text

- Italicize Text (PPT 11)
- Increase Font Size (PPT 12, 22)

Change the Text Color (PPT 13)

Bold Text (PPT 21)

Enhance Slides with Pictures and a Transition

- Insert a Picture from Office.com into the Title Slide (PPT 31)
- Insert a Picture from Office.com into a Content Placeholder (PPT 34)
- Proportionally Resize Pictures (PPT 36)
- Move Pictures (PPT 39)
- Add a Transition between Slides (PPT 45)

Run and Print a Slide Show

- Change Document Properties (PPT 48)
- Start Slide Show View (PPT 49)
- Move Manually through Slides in a Slide Show (PPT 50)
- Print a Presentation (PPT 52)

Select Text and Slide Elements

- Select a Paragraph (PPT 11)
- Select a Word (PPT 12)
- Select a Text Placeholder (PPT 18)
- Select a Group of Words (PPT 20)

 CONSIDER THIS

What decisions will you need to make when creating your next presentation?

Use these guidelines as you complete the assignments in this chapter and create your own slide show decks outside of this class.

1. Determine the content you want to include on your slides.
2. Determine which theme and variant are appropriate.
3. Identify the slide layouts that best communicate your message.
4. Format various text elements to emphasize important points.
 - a) Select appropriate font sizes.
 - b) Emphasize important words with bold or italic type and color.
5. Locate graphical elements, such as photos and illustrations, that reinforce your message.
 - a) Size and position them aesthetically on slides.
6. Determine a storage location for the presentation.
7. Determine the best method for distributing the presentation.



CONSIDER THIS

How should you submit solutions to questions in the assignments identified with a symbol?

Every assignment in this book contains one or more questions identified with a  symbol. These questions require you to think beyond the assigned presentation. Present your solutions to the questions in the format required by your instructor. Possible formats may include one or more of these options: write the answer; create a document that contains the answer; present your answer to the class; discuss your answer in a group; record the answer as audio or video using a webcam, smartphone, or portable media player; or post answers on a blog, wiki, or website.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Modifying Character Formats and Paragraph Levels and Moving an Illustration

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Apply 1-1 Effective Writing, from the Data Files for Students.

The two slides in the presentation discuss steps to follow when writing a persuasive essay. The document you open is an unformatted presentation. You are to modify the document theme, indent the paragraphs, resize and move the photo, and format the text so the slides look like Figure 1–80 on this page and the next page.

Perform the following tasks:

1. Change the document theme to Ion.
2. On the title slide, use your name in place of Student Name and bold and italicize your name.
3. If requested by your instructor, change your first name to your grandmother’s first name on the title slide.
4. Increase the title text font size to 60 point. Size and position the photo using the Smart Guides to align the image with the bottom of the title placeholder, as shown in Figure 1–80a.

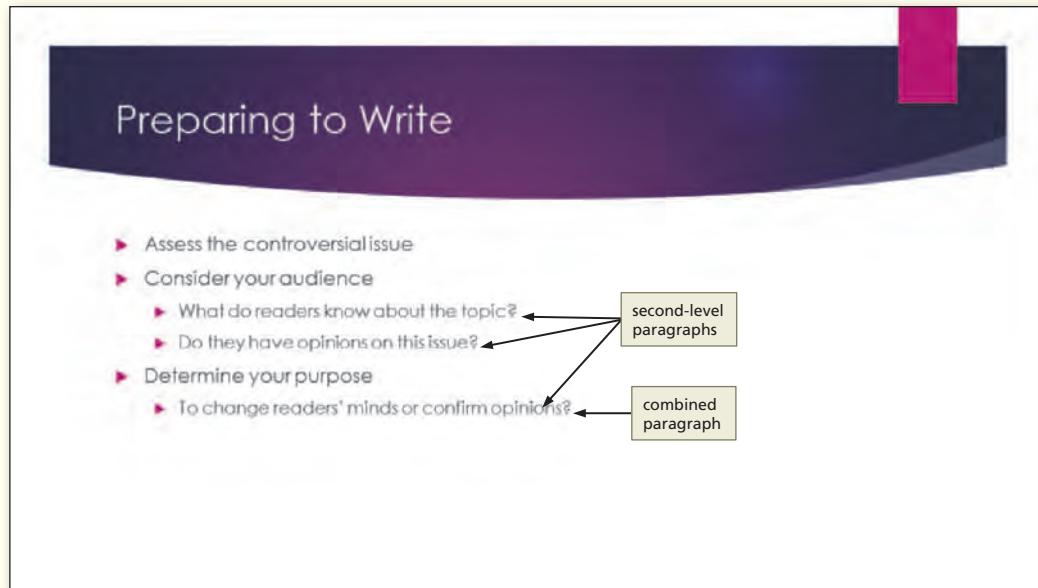


(a) Slide 1 (Title Slide with a Picture)
Figure 1–80

Continued >

Apply Your Knowledge *continued*

5. On Slide 2, increase the indent of the third and fourth paragraphs to second-level paragraphs. Then combine paragraphs six and seven (To change readers' minds? and To confirm opinions?) to read, To change readers' minds or confirm opinions?, as shown in Figure 1–80b. Increase the indent of this paragraph to second level.
6. Save the presentation using the file name, Apply 1-1 Effective Writing Strategies.
7. Submit the revised document in the format specified by your instructor.
8. In Step 5 you combined two paragraphs. How did this action improve the slide content?



(b) Slide 2 (Multilevel Bulleted List)
Figure 1–80 (Continued)

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Changing Slide Theme, Layout, and Text

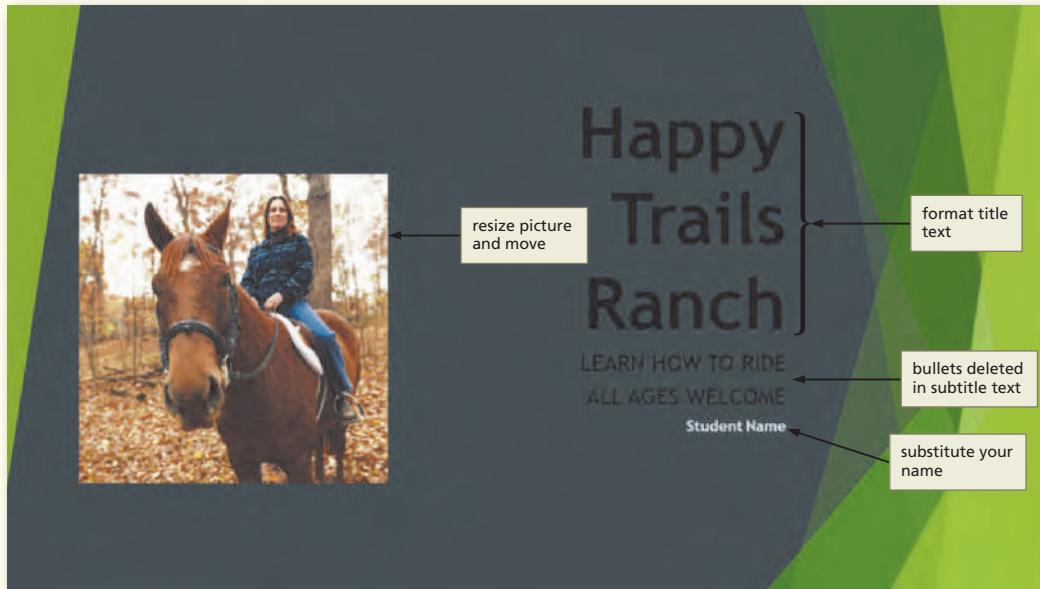
Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation that you are going to prepare for your brother's horseback riding business, Extend 1-1 Horseback Riding, from the Data Files for Students. You will choose a theme, format slides, and create a closing slide.

Perform the following tasks:

1. Apply an appropriate document theme.
2. On Slide 1 (Figure 1–81), use your name in place of Student Name. Format the text on this slide using techniques you learned in this chapter, such as changing the font size and color and bolding and italicizing words.
3. Delete the bullets in the subtitle text.
4. Resize the photo and move it to an appropriate area on the slide.
5. On Slide 2, add bullets to the paragraphs in the Beginners and Advanced boxes, and then change the look of the default bullets.

6. On Slide 3, create paragraphs and adjust the paragraph levels to create a bulleted list. Edit the text so that the slide meets the 7×7 rule, which states that each line should have a maximum of seven words, and each slide should have a maximum of seven lines.
7. Create an appropriate closing slide using the title slide as a guide. Change the title text to, See you at the Trails!
8. The slides contain a variety of pictures downloaded from Office.com. Size and move them when necessary.
9. Apply an appropriate transition to all slides.
10. Save the presentation using the file name, Extend 1-1 Horseback Riding Lessons.
11. Submit the revised document in the format specified by your instructor.
12. If requested by your instructor, replace the word, you, with your mother's first name on the closing slide.
13.  In this assignment, you changed the bullet style on Slide 2. Which bullet style did you select and why?

**Figure 1–81**

Analyze, Correct, Improve

Analyze a presentation, correct all errors, and improve it.

Correcting Formatting and List Levels

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Analyze 1-1 Math Tutor, from the Data Files for Students. As a part-time job while attending college, you decide to tutor students who are struggling with math. You decide to create a presentation promoting your service and begin with this document. Modify the slides by making the indicated corrections and improvements.

Continued >

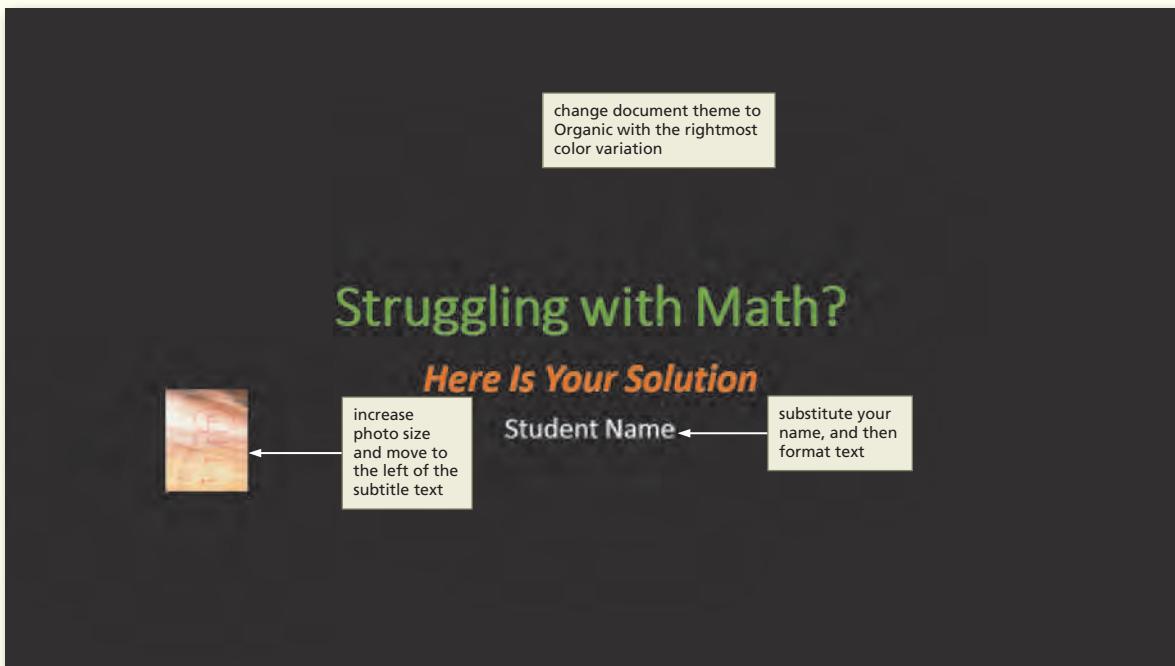
Analyze, Correct, Improve *continued***1. Correct**

- a. Change the document theme from Office Theme Dark, shown in Figure 1–82, to Organic with the rightmost color variant.
- b. If requested by your instructor, change the Southtown Library Room number, 201, to your birth year on Slide 2.
- c. Correct the spelling errors on Slides 2 and 3.
- d. Use your name in place of Student Name on Slide 1.

2. Improve

- a. Adjust the size of the picture on Slide 1 and move it to the left of the subtitle text.
- b. Move Slide 2 to the end of the presentation so that it becomes the new Slide 3.
- c. On Slide 2, increase the font size of the Slide 2 title text, A Math Tutor Is Your Answer, to 54 point. Increase the size of the picture and move it to fill the white space on the right of the bulleted list. Align the picture using the right and bottom Smart Guides.
- d. On Slide 3, increase the font size of the title text, Schedule, to 60 point. Decrease the indent level for both bulleted lists to first level. Adjust the size of the picture and move it to the upper-right corner of the slide so that the upper edge of the image is aligned with the top edge of the title text placeholder.
- e. Apply the same transition and duration to all slides.
- f. Save the presentation using the file name, Analyze 1-1 – Math Tutor Info.
- g. Submit the revised document in the format specified by your instructor.

- 3. ☀** Which errors existed in the starting file? How did decreasing the indent level of the bulleted lists on Slide 3 and increasing the title text on Slides 2 and 3 enhance the presentation? When you adjusted the pictures, how did you determine their final sizes?

**Figure 1–82**

In the Labs

Design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

Lab 1: Creating a Presentation with Bulleted Lists, a Closing Slide, and Pictures

Problem: You are majoring in accounting and work part-time at a tax-filing service. Your clients have asked you numerous times what documents they should keep at home to support their tax returns. You decide to put together a presentation that would offer some basic guidelines about how to organize personal documents. You develop the outline shown in Figure 1–83 and then prepare the PowerPoint presentation shown in Figures 1–84a through 1–84e on pages PPT 62–64.

The outline is contained within a white rectangular box with a thin black border. It is organized into sections with bold headings and lists of items under each heading. The sections include 'Files or Piles', 'Store and Retain', 'In Home Office Safe', 'In Bank Safe Deposit Box', 'Keep Indefinitely', 'General Rules', and a final section at the bottom right.

Files or Piles
Document Storage and Retention at Home

Store and Retain

- In Home Office Safe**
 - Tax records for six years
 - Pay stubs until W2 arrives
 - Credit card statements
 - Canceled checks
 - Utility bills
- In Bank Safe Deposit Box**
 - Wills, deeds, and titles
 - Birth and death certificates
 - Passports
 - Military records

Keep Indefinitely

- Personal health records
- Medical history
- Retirement benefit statements

General Rules

- Shred documents showing personal information
- Organize and store chronologically
- Keep list of important documents
 - State their location
 - Share with relative or friend

Figure 1–83

Continued >

In the Labs *continued*

The slide features a large green title 'Files or Piles' with a horizontal line underneath. Below the line is the subtitle 'DOCUMENT STORAGE AND RETENTION AT HOME'. A callout box labeled 'format text' points to the subtitle. To the right is a photograph of two people at a desk overwhelmed by a massive pile of papers. A callout box labeled 'photo from Office.com inserted and sized' points to the photo. At the top, another callout box says 'Retrospect document theme and variant with blue bottom border and white background'.

(a) Slide 1 (Title Slide)

The slide has a main title 'Store and Retain' above a horizontal line. Below the line are two sections: 'IN HOME OFFICE SAFE' on the left and 'IN BANK SAFE DEPOSIT BOX' on the right. The 'IN HOME OFFICE SAFE' section lists: Tax records for six years, Pay stubs until W2 arrives, Credit card statements, Canceled checks, and Utility bills. The 'IN BANK SAFE DEPOSIT BOX' section lists: Wills, deeds, and titles, Birth and death certificates, Passports, and Military records. A callout box labeled 'change font color and format text' points to the main title. A callout box labeled 'insert all pictures in presentation from Office.com' points to the image of an open safe. An image of an open safe is on the left, and an image of a bank vault door is on the right.

(b) Slide 2

Figure 1–84

Keep Indefinitely

Personal health records
Medical history ← change font color
Retirement benefit statements



(c) Slide 3

General Rules

Shred documents showing personal information
Organize and store chronologically
Keep list of important documents ← change font color
• State their location
• Share with relative or friend



(d) Slide 4

Figure 1–84 (Continued)

In the Labs *continued*



(e) Slide 5 (Closing Slide)

Figure 1-84 (Continued)

Instructions: Perform the following tasks:

1. Create a new presentation using the Retrospect document theme and select the variant with the blue bottom border and white background.
2. Using the typed outline illustrated in Figure 1–83 on page PPT 61, create the title slide shown in Figure 1–84a. Press the ENTER key to place each word on a separate line and divide the title into three lines, as shown in the figure. Increase the font size of the title text to 88 point and bold this text. Change the font color to Green (the sixth color from left in the Standard Colors row). Increase the font size of the subtitle text, DOCUMENT STORAGE AND RETENTION AT HOME, to 28 point and bold this text. Press the ENTER key to divide the subtitle into two lines, as shown in the figure. Find and insert the picture from the Office.com Clip Art collection. Size the picture and use the Smart Guides to position it as shown in the figure.
3. Using the typed outline in Figure 1–83, create the three text slides with lists and find and insert the pictures from the Office.com Clip Art collection. Size the pictures and use the Smart Guides to position these images, as shown in Figures 1–84b, 1–84c, and 1–84d. You may want to zoom the slides to help you align these graphic elements.
4. On Slide 2, change the font color in the left and right heading placeholders to Green and bold and italicize this text.
5. On Slides 2, 3 and 4, change the font color of the lists to Dark Blue (second color from right in the Standard Colors row).
6. Create a closing slide by duplicating Slide 1 and adding the photo using the Smart Guides to center it on top of the existing photo.
7. If requested by your instructor, use your father's first name in place of the word, Piles, and replace the word, or, with the word, for, on Slide 5.
8. Apply the Shred transition in the Exciting category to all slides. Change the duration to 4.5 seconds.

9. Tap or click the Start From Beginning button to start the show from the first slide. Then swipe or click to display each slide.
10. Save the presentation using the file name, Lab 1-1 Document Storage at Home.
11. Submit the document in the format specified by your instructor.
12.  What is the significance of placing the neat file folders photo on top of the messy desk photo on the closing slide? Why did you change the font color on Slides 2, 3, and 4 to Dark Blue?

Lab 2: Creating a Presentation with Bulleted Lists and Pictures

Problem: The number of reported West Nile Virus (WNV) cases across the continental United States has been growing steadily. After a discussion in your biology class, your instructor assigned everyone in the class to research WNV and to outline the facts that were discussed. You use your class notes to create the outline shown in Figure 1–85 and then create the presentation shown in Figures 1–86a through 1–86d on pages PPT 66–68.

West Nile Virus (WNV)
Facts, Signs, and Prevention
 Student Name

What Is WNV?

- Transmitted by mosquitoes that bit infected birds
- First identified in eastern Africa in 1937
- Now worldwide in tropical and temperate climates
- Appeared in United States in 1999
- Now reported in 48 states
- At risk: People with weak immune systems

What Are the Symptoms?

- Most commonly resemble the flu
- High fever
- Headache
- Body aches
- Nausea / vomiting
- Vision problems

How Can I Avoid WNV?

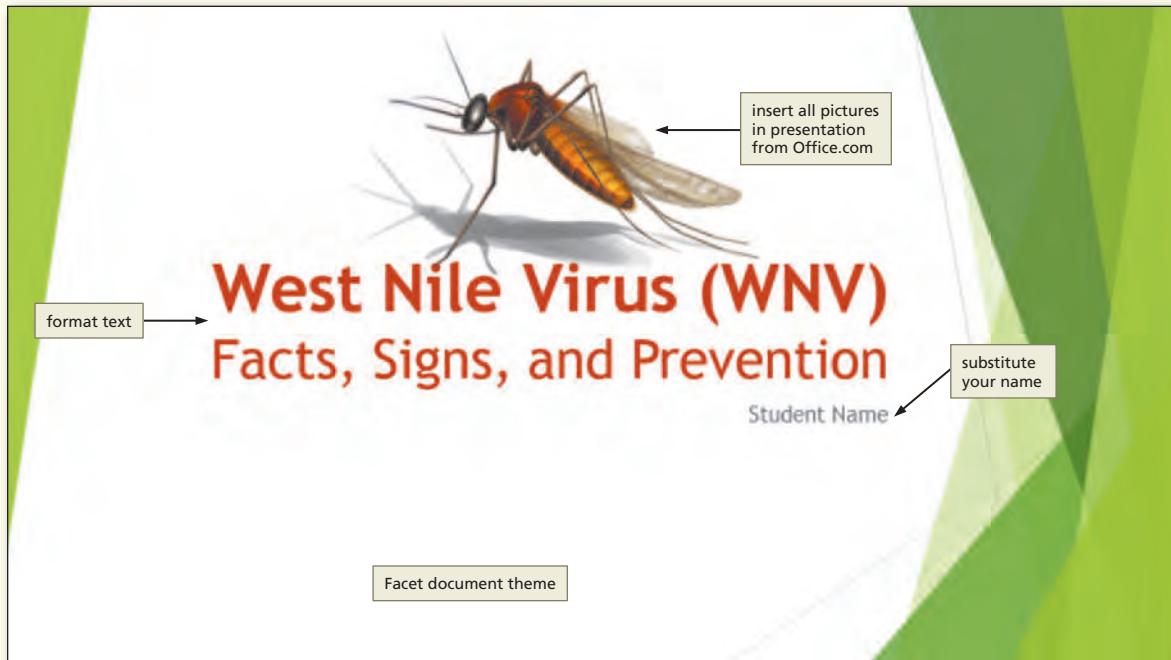
- Protect against mosquito bites
- Wear repellent with EPA-recommended ingredients
- Avoid being outdoors at dawn and dusk
- Wear clothes that cover skin
- Remove standing water from yard vessels
- Repair damaged window and door screens

Figure 1–85

In the Labs *continued*

Instructions: Perform the following tasks:

1. Create a new presentation using the Facet document theme.
2. Using the outline illustrated in Figure 1–85 on the previous page, create the title slide shown in Figure 1–86a, using your name in place of Student Name.
3. If requested by your instructor, substitute the name of your hometown in place of your last name.
4. On Slide 1, bold the text, West Nile Virus (WNV). Decrease the font size of the text, Facts, Signs, and Prevention, to 44 point. Change the font color of all the title text to Red, Accent 5 (second color from right in the Theme Colors row).
5. Using the outline in Figure 1–85, create the three text slides with bulleted lists shown in Figures 1–86b, 1–86c, and 1–86d. Change the color of the title text on these three text slides to Red, Accent 5.
6. Add the pictures shown in Figures 1–86a through 1–86d from Office.com. Zoom the slide and then resize the pictures when necessary.
7. Apply the Page Curl transition in the Exciting category to all slides. Change the duration to 2.25 seconds.
8. Tap or click the Start From Beginning button to start the slide show and then display each slide.
9. Save the presentation using the file name, Lab 1–2 West Nile Virus.
10. Submit the revised document in the format specified by your instructor.
11.  How does changing the font color to red help reinforce the West Nile Virus prevention concept? What is the significance of adding a mosquito illustration to every slide?



(a) Slide 1 (Title Slide)

Figure 1–86

title font color is Red, Accent 5

What Is WNV?



- ▶ Transmitted by mosquitoes that bit infected birds
- ▶ First identified in eastern Africa in 1937
 - ▶ Now worldwide in tropical and temperate climates
- ▶ Appeared in United States in 1999
 - ▶ Now reported in 48 states
- ▶ At risk: People with weak immune systems

**(b) Slide 2**

title font color is Red, Accent 5

What Are the Symptoms?



- ▶ Most commonly resemble the flu
 - ▶ High fever
 - ▶ Headache
 - ▶ Body aches
 - ▶ Nausea / vomiting
 - ▶ Vision problems

**(c) Slide 3****Figure 1–86 (Continued)**

In the Labs *continued*

The slide has a title 'How Can I Avoid WNV?' in red font. A callout box points to the title with the text 'title font color is Red, Accent 5'. Below the title is a detailed illustration of a mosquito. To the right of the mosquito is a small portrait of a man wearing a white headband. On the left side of the slide, there is a bulleted list of prevention tips:

- ▶ Protect against mosquito bites
 - ▶ Wear repellent with EPA-recommended ingredients
 - ▶ Avoid being outdoors at dawn and dusk
 - ▶ Wear clothes that cover skin
- ▶ Remove standing water from yard vessels
- ▶ Repair damaged window and door screens

At the bottom left of the slide is a small image of a tree with colorful flowers.

(d) Slide 4

Figure 1–86 (Continued)

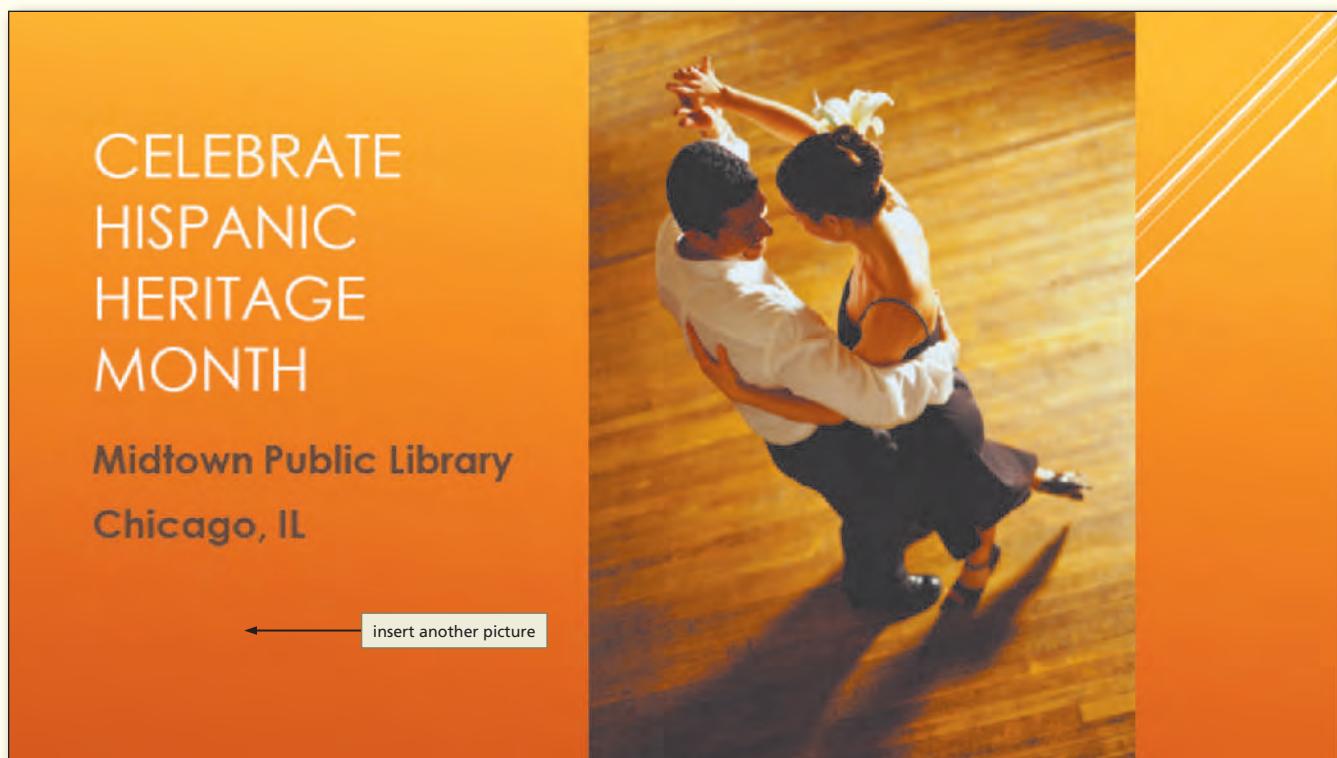
Lab 3: Expand Your World: Cloud and Web Technologies Modifying and Exporting a Presentation

Problem: Your local library is planning events to celebrate Hispanic Heritage Month, and you are part of a committee to publicize the event. You want to share the title slide of your preliminary PowerPoint presentation with fellow committee members, so you have decided to store the file on SkyDrive. You are going to modify the slide you have created thus far shown in Figure 1–87 and save it to SkyDrive.

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions:

1. Open the Lab 1–3 Hispanic Heritage file.
2. Insert another picture on the title slide in the area indicated in Figure 1–87.
3. If requested to do so by your instructor, change the city to the town where you were born.
4. Save the presentation using the file name, Lab 1–3 Heritage Month.
5. Export the file to your SkyDrive in the Chapter 01 folder in the PowerPoint folder.
6. Submit the assignment in the format specified by your instructor.
7. ☀ When would you save one of your files for school or your job to SkyDrive? Do you think using SkyDrive enhances collaboration efforts? Why?

**Figure 1–87 Slide 1 (Title Slide)**

Consider This: Your Turn

Apply your creative thinking and problem-solving skills to design and implement a solution.

1. Design and Create a Presentation about Mars Exploration

Personal

Part 1: Your astronomy class is studying the solar system, and you have been assigned the topic of the Mars Curiosity rover and its exploration of that planet. You have learned that the rover was launched from Cape Canaveral, Florida, on November 26, 2011, and landed in the Gale Crater on Mars on August 6, 2012. The mission was scheduled to last two years and had the major goal of assessing whether Mars was or is capable of supporting life. The Curiosity rover is the size of a car and has a MastCam equipped with two camera systems to take photos of the landscape as it maneuvers around the rocky surface. The rover also can scoop up samples of the Martian soil, fire a laser at rocks as far away as nine feet (2.7 meters), and make weather station readings. Use the concepts and techniques you learned in the chapter to create a PowerPoint presentation with a suitable theme, a title slide, and three text slides with bulleted lists. Add pictures from Office.com and apply a transition. Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the presentation in this assignment: what theme to use, where to place text, how to format the text (font, font size, paragraph alignment, bulleted paragraphs, italics, bold, color). You also decided which graphical images to use, where to position the graphical images, if a closing slide would be useful, and which transition would be most effective. What was the rationale behind each of these decisions? When you proofed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

Consider This: Your Turn *continued*

2. Design and Create a Fire Department Safety Expo Presentation

Professional

Part 1: Your local fire department is sponsoring a Safety Expo one month from today at the local hardware store. The chief has asked you to prepare a slide show promoting the event, which will be held from noon to 5 p.m. A wide variety of demonstrations and informational booths will be present. They include: firefighters from your community's fire department, who will discuss home emergency planning, proper car seat installation, and fire extinguisher use; a local insurance agent, who will distribute tote bags filled with materials regarding adequate home and rental insurance coverage and also a nine-volt battery for a smoke alarm; and a children's workshop, where participants under 10 years of age can build a picture frame. Use the concepts and techniques presented in this chapter to develop and format this slide show with at least four slides with bulleted lists. Add pictures from Office.com and apply a transition. Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the presentation in this assignment: what theme to use, where to place text, how to format the text (font, font size, paragraph alignment, bulleted paragraphs, italics, bold, color). You also decided which graphical images to use, where to position the graphical images, if a closing slide would be useful, and which transition would be most effective. What was the rationale behind each of these decisions? When you proofed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

3. Design and Create a Presentation about Commemorative Postage Stamps

Research and Collaboration

Part 1: Stamp collecting is one of the world's more popular indoor hobbies. Collectors often seek postage stamps pertaining to a particular interest, such as birds, flowers, famous people, or ships. Have each member of your team gather information on these topics: stamp collecting equipment, popular commemorative stamps issued, current commemorative stamps for sale at your local post office, and rare stamps. After coordinating these facts, use the concepts and techniques presented in this chapter to prepare a presentation with a minimum of four slides that explore the subject of stamp collection. Select a suitable theme and include a title slide, bulleted lists, and a closing slide. Add pictures from Office.com and apply a transition. Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the presentation in this assignment: what theme to use, where to place text, how to format the text (font, font size, paragraph alignment, bulleted paragraphs, italics, bold, color). You also decided which graphical images to use, where to position the graphical images, if a closing slide would be useful, and which transition would be most effective. What was the rationale behind each of these decisions? When you proofed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

Learn Online

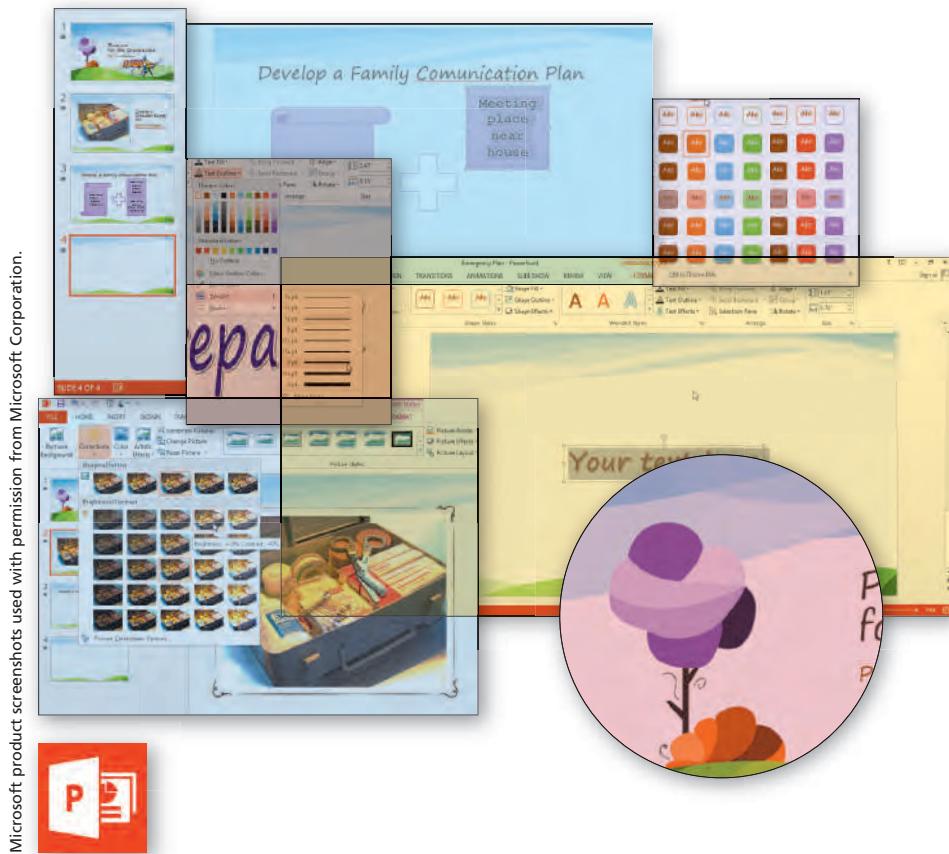
Reinforce what you learned in this chapter with games, exercises, training, and many other online activities and resources.

Student Companion Site Reinforcement activities and resources are available at no additional cost on www.cengagebrain.com. Visit www.cengage.com/ct/studentdownload for detailed instructions about accessing the resources available at the Student Companion Site.

SAM Put your skills into practice with SAM! If you have a SAM account, go to www.cengage.com/sam2013 to access SAM assignments for this chapter.



2 Enhancing a Presentation with Pictures, Shapes, and WordArt



Objectives

You will have mastered the material in this chapter when you can:

- Search for and download an online theme
- Insert and format pictures
- Insert and size a shape
- Apply effects to a shape
- Add text to a shape
- Change the text font
- Insert and format WordArt
- Insert a picture to create a background
- Format slide backgrounds
- Find and replace text and check spelling
- Add and print speaker notes

2

Enhancing a Presentation with Pictures, Shapes, and WordArt

Introduction

In our visually oriented culture, audience members enjoy viewing effective graphics. Whether reading a document or viewing a PowerPoint presentation, people increasingly want to see photographs, artwork, graphics, and a variety of typefaces. Researchers have known for decades that documents with visual elements are more effective than those that consist of only text because the illustrations motivate audiences to study the material. People remember at least one-third more information when the document they are seeing or reading contains visual elements. These graphics help clarify and emphasize details, so they appeal to audience members with differing backgrounds, reading levels, attention spans, and motivations.

Project — Presentation with Pictures, Shapes, and WordArt

The project in this chapter focuses on helping families plan for emergencies. Children need to prepare for the unexpected by collecting supplies to make an emergency supply kit, developing a communication plan, and realizing the need to be ready for any unexpected situation that may arise. The presentation shown in Figure 2–1 follows graphical guidelines and has a variety of illustrations and visual elements that are colorful and appealing to children. For example, the pictures have particular shapes and effects. The enhanced type has a style that blends well with the formatted background and illustrations. Pictures and type are formatted using picture styles and WordArt, which give the presentation a professional look. You plan to present the material during community safety open houses at fire stations and local hardware stores, so you want to add notes explaining concepts you will be discussing during the meeting.

BTW

BTWs

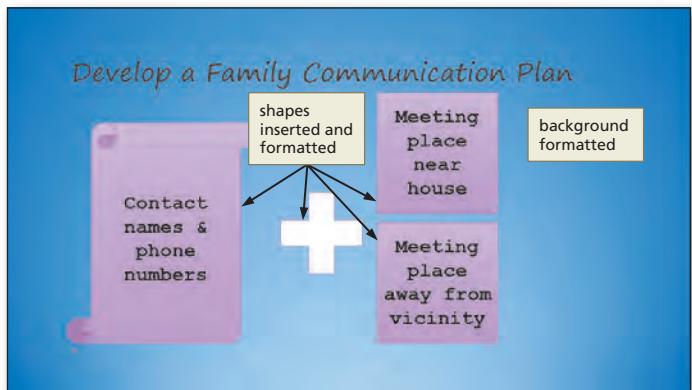
For a complete list of the BTWs found in the margins of this book, visit the BTW resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or see the inside back cover of this book.



(a) Slide 1 (Title Slide)



(b) Slide 2 (Formatted Picture)



(c) Slide 3 (Shapes Inserted and Formatted)



(d) Slide 4 (Picture Background)

Figure 2-1

For an introduction to Windows and instruction about how to perform basic Windows tasks, read the Office and Windows chapter at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

One of the few differences between Windows 7 and Windows 8 occurs in the steps to run PowerPoint. If you are using Windows 7, click the Start button, type **PowerPoint** in the 'Search programs and files' box, click PowerPoint 2013, and then, if necessary, maximize the PowerPoint window. For detailed steps to run PowerPoint in Windows 7, refer to the Office and Windows chapter at the beginning of this book. For a summary of the steps, refer to the Quick Reference located at the back of this book.

For an introduction to Office and instruction about how to perform basic tasks in Office apps, read the Office and Windows chapter at the beginning of this book, where you can learn how to run an application, use the ribbon, save a file, open a file, exit an application, use Help, and much more.

Roadmap

In this chapter, you will learn how to create the slides shown in Figure 2–1 on the previous page. The following roadmap identifies general activities you will perform as you progress through this chapter:

1. **DOWNLOAD** a theme and **SELECT SLIDES** for the presentation.
2. **INSERT** and **FORMAT PICTURES** for the slides.
3. **INSERT** and **FORMAT SHAPES** on one slide.
4. **INSERT** and **FORMAT WORDART** by changing the shape, fill, and outline.
5. **FORMAT SLIDE BACKGROUNDS** with a gradient, texture, and picture fill.
6. **REVIEW** and **REVISE SLIDES** by finding a synonym and checking spelling.

At the beginning of step instructions throughout the chapter, you will see an abbreviated form of this roadmap. The abbreviated roadmap uses colors to indicate chapter progress: gray means the chapter is beyond that activity; blue means the task being shown is covered in that activity, and black means that activity is yet to be covered. For example, the following abbreviated roadmap indicates the chapter would be showing a task in the 5 **FORMAT SLIDE BACKGROUNDS** activity.

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Use the abbreviated roadmap as a progress guide while you read or step through the instructions in this chapter.

To Run PowerPoint

If you are using a computer to step through the project in this chapter and you want your screens to match the figures in this book, you should change your screen's resolution to 1366 × 768. For information about how to change a computer's resolution, refer to the Office and Windows chapter at the beginning of this book.

The following steps, which assume Windows 8 is running, use the Start screen or the search box to run PowerPoint based on a typical installation. You may need to ask your instructor how to run PowerPoint on your computer. For a detailed example of the procedure summarized below, refer to the Office and Windows chapter.

- 1 Scroll the Start screen for a PowerPoint 2013 tile. If your Start screen contains a PowerPoint 2013 tile, tap or click it to run PowerPoint and then proceed to Step 5; if the Start screen does not contain the PowerPoint 2013 tile, proceed to the next step to search for the PowerPoint app.
- 2 Swipe in from the right edge of the screen or point to the upper-right corner of the screen to display the Charms bar and then tap or click the Search charm on the Charms bar to display the Search menu.
- 3 Type **PowerPoint** as the search text in the Search box and watch the search results appear in the Apps list.
- 4 Tap or click PowerPoint 2013 in the search results to run PowerPoint.
- 5 If the PowerPoint window is not maximized, tap or click the Maximize button on its title bar to maximize the window.

Downloading a Theme and Editing Slides

In Chapter 1, you selected a theme and then typed the content for the title and text slides. In this chapter, you will type the slide content for the title and text slides, select a background, insert and format pictures and shapes, and then insert and format WordArt. To begin creating the four slides in this presentation, you will download a theme, delete unneeded slides in this downloaded presentation, and then enter text in three of the four slides.

To Search for and Download an Online Theme

1 DOWNLOAD & SELECT SLIDES | **2 INSERT & FORMAT PICTURES** | **3 INSERT & FORMAT SHAPES**
4 INSERT & FORMAT WORDART | **5 FORMAT SLIDE BACKGROUNDS** | **6 REVIEW & REVISE SLIDES**

PowerPoint displays many themes that are varied and appealing and give you an excellent start at designing a presentation. At times, however, you may have a specific topic and design concept and could use some assistance in starting to develop the presentation. Microsoft offers hundreds of predesigned themes and templates that could provide you with an excellent starting point. *Why? You can search for one of these ready-made presentations, or you can browse one of the predefined categories, such as business, medical, education, and nature. The themes and templates can save you time and help you develop content.* The following steps search for a theme that has an educational concept and is oriented toward children.

1

- Press and hold or point to Education in the Suggested searches list (Figure 2–2).

Q&A

Why does a Recent Presentation list display on the left side of my screen?

You can specify the number of recent presentations to display in the Advanced tab of the PowerPoint Options dialog box.

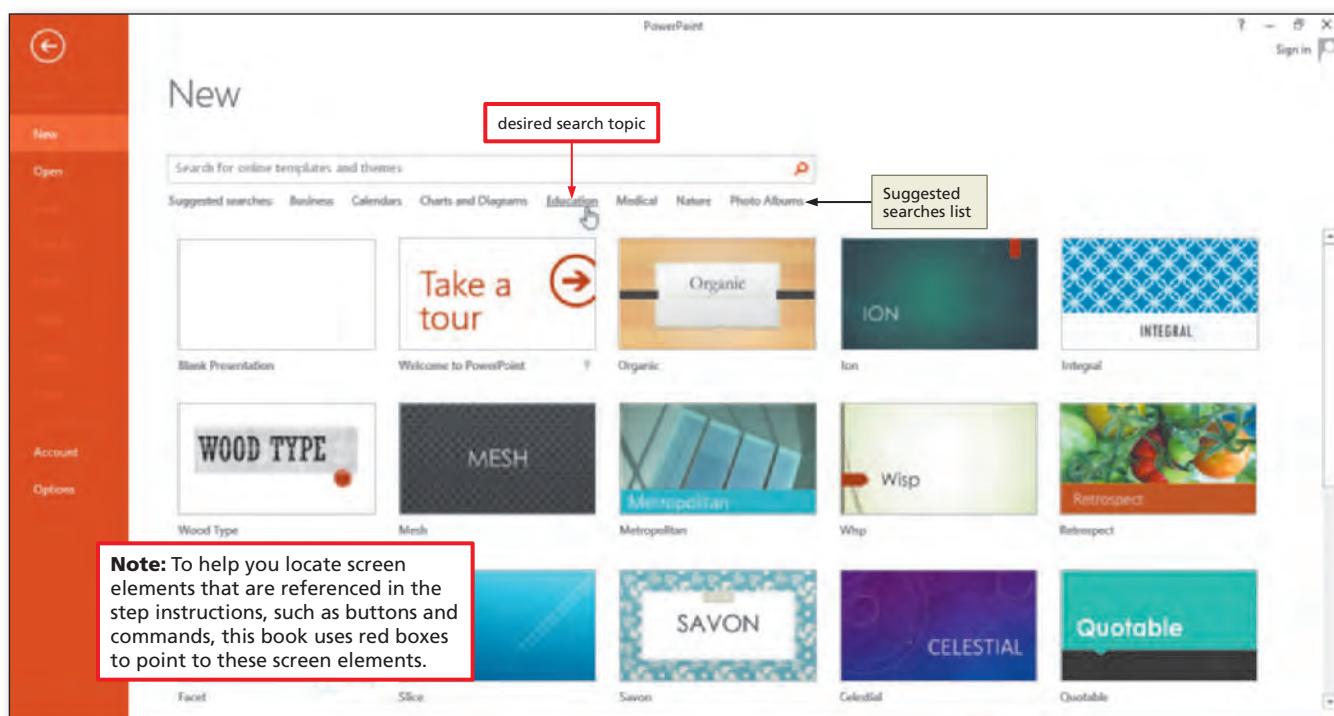


Figure 2–2

2

- Tap or click Education to search for themes with an academic subject.

Q&A

Can I also use keywords to search for themes?

Yes. Tap or click the 'Search for online templates and themes' search box, type terms that relate to the topic of your presentation, and then click the Start searching button (the magnifying glass) or press the ENTER key so that Office.com will search for and display all themes with your keywords.

3

- Slide or scroll down about halfway through the theme thumbnails until the 'Colorful nature presentation, illustrated landscape design (widescreen)' theme, shown in Figure 2–3, is displayed.

Q&A

Why are my theme thumbnails displaying in a different order?

Microsoft adds and modifies the themes, so the order may change.

4

- Tap or click the 'Colorful nature presentation, illustrated landscape design (widescreen)' theme to display a theme preview dialog box with a thumbnail view of the theme (Figure 2–3).

Q&A

Can I see previews of the slides in this theme?

Yes. Click the right or left arrows beside the words, More Images, below the thumbnail. On some devices, a preview of all slides starts automatically after you tap the theme.

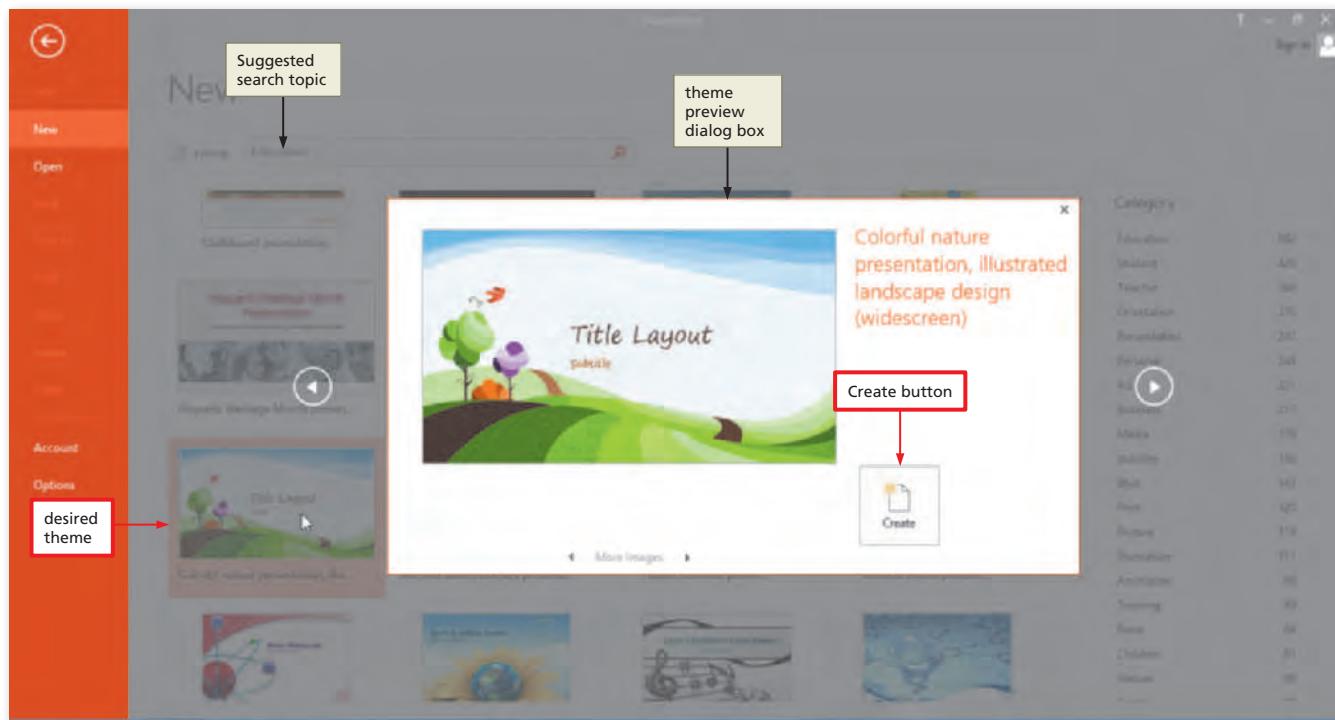


Figure 2–3

5

- Tap or click the Create button to download the theme and open a presentation with that theme in PowerPoint.

BTW

Additional Theme Information

You may see additional information regarding the theme in the theme preview dialog box if you are downloading the file for the first time. This information includes the provider (in this case, Microsoft Corporation), a description of the theme content and the intended audience, the file size (in this case, 2190 KB), and a rating.

To Delete a Slide

The downloaded theme has 13 slides with a variety of layouts. You will use four different layouts in your Be Prepared presentation, so you can delete the slides you downloaded that you will not need. *Why? Deleting the extra slides now helps reduce clutter and helps you focus on the layouts you will use.* The following steps delete the extra slides.

1

- If necessary, tap or click the Slide 1 thumbnail in the Thumbnail pane to select this slide.
- Swipe horizontally across each of the Slide 2, 3, and 4 thumbnails, or press and hold the SHIFT key and then click the thumbnail for Slide 4 to select slides 1 through 4 (Figure 2–4).

Q&A

Why would I select Slide 1, the Title Slide layout, for deletion if I need a title slide for my presentation?
Slide 9 also will work well to format as the title slide (Slide 1) in this presentation.

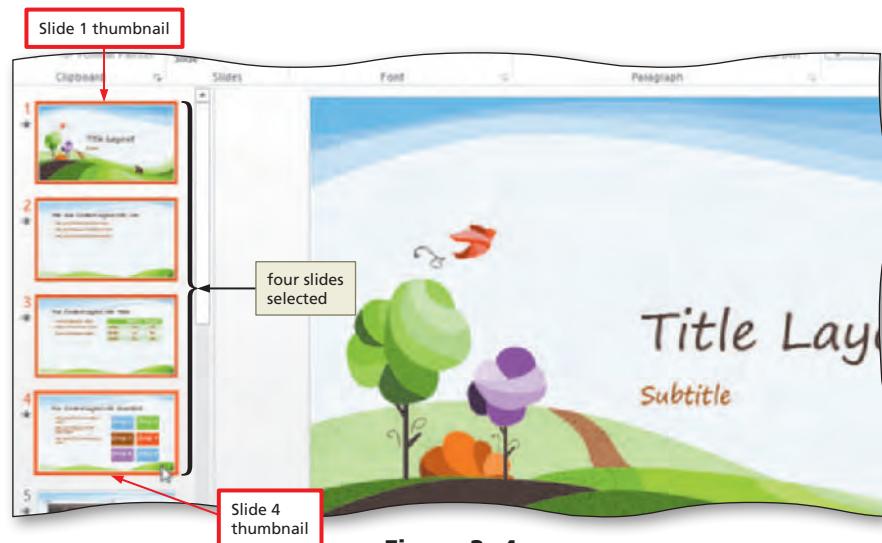


Figure 2–4

2

- Press and hold or right-click any selected slide to display the shortcut menu (Figure 2–5).



Figure 2–5

3

- Tap Delete or click Delete Slide to delete the selected slides from the presentation (Figure 2–6).

Q&A

How would I delete several slides simultaneously if they are not sequential?
Repeat this procedure except make a short swipe across each slide thumbnail you want to delete to select it, or press and hold the CTRL key while you tap or click each slide you want to delete.

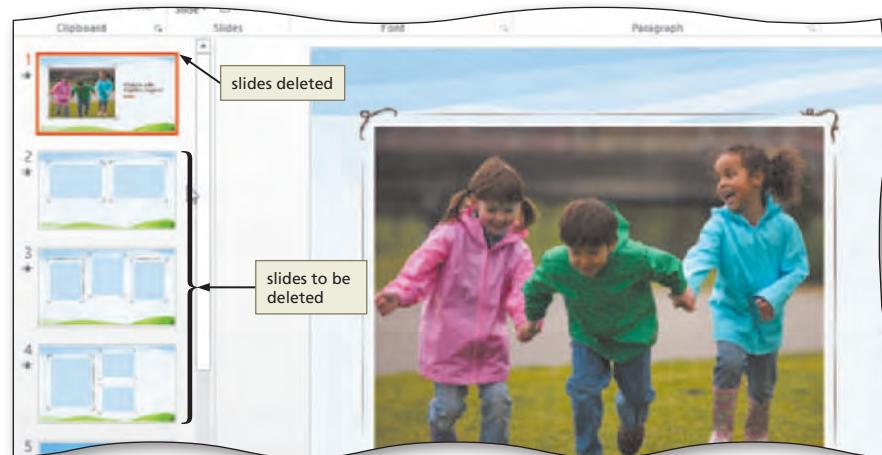


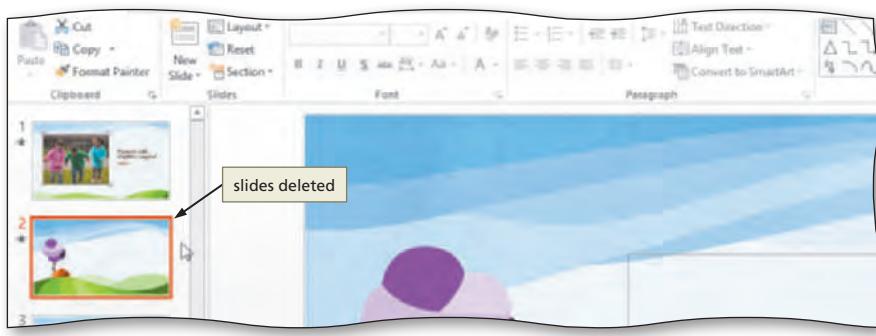
Figure 2–6

4

- Select the new Slides 2, 3, and 4, display the shortcut menu, and then delete these slides (Figure 2–7).

Q&A Why am I selecting and then deleting these slides?

You want to use the current slides 1 and 5 in your presentation, so you need to delete the slides between these two slides.

**Figure 2–7****5**

- Tap or click the Slide 3 thumbnail to select this slide.
- Scroll down and then swipe the Slide 6 thumbnail or press and hold the CTRL key and then click the thumbnail for Slide 6 to select both slides 3 and 6 (Figure 2–8).

Q&A Why did I press and hold down the CTRL key instead of the SHIFT key?

Holding down the CTRL key selects only the slides you tap or click, whereas holding the SHIFT key selects consecutive slides between the first and last selected slides.

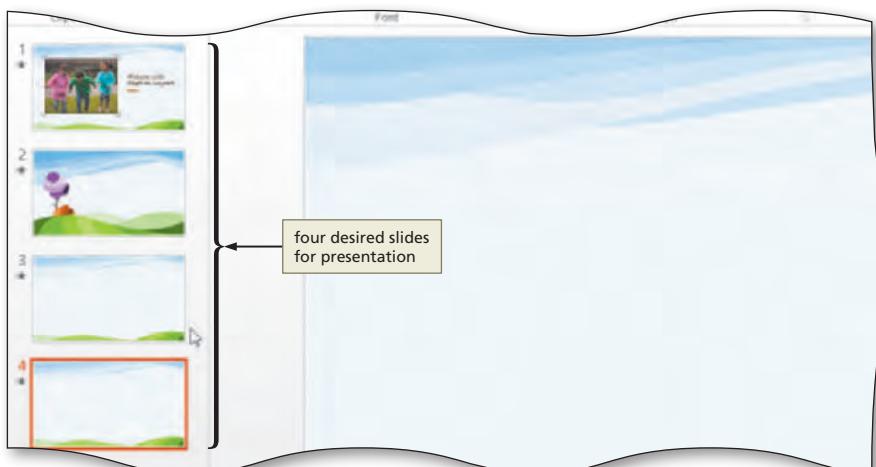
**Figure 2–8**

Why am I selecting and then deleting these slides?

You want to use the current slides 4 and 5 in your presentation, so you need to delete slides 3 and 6.

6

- Display the shortcut menu and then delete slides 3 and 6 (Figure 2–9).

**Figure 2–9**

Other Ways

- Select slide(s), press DELETE

To Create a Title Slide

Recall from Chapter 1 that the title slide introduces the presentation to the audience. In addition to introducing the presentation, this project uses the title slide to capture the audience's attention by using title text and an illustration. *Why? The presentation focuses on families and their need to work together to develop an emergency plan. The illustration of a fire truck and firefighter help introduce the concept.* The following steps rearrange Slide 1 and Slide 2 and then create the slide show's title slide.

- 1** Move Slide 2 in the Thumbnail pane above Slide 1 so that it becomes the first slide in the deck.
- 2** Type **Prepare** as the first text paragraph in the title text placeholder.
- 3** Press the **ENTER** key and then type **for the Unexpected** as the second paragraph in the title text placeholder.
- 4** Tap or click the subtitle text placeholder and then type **Plan for a Disaster** as the subtitle text (Figure 2–10).

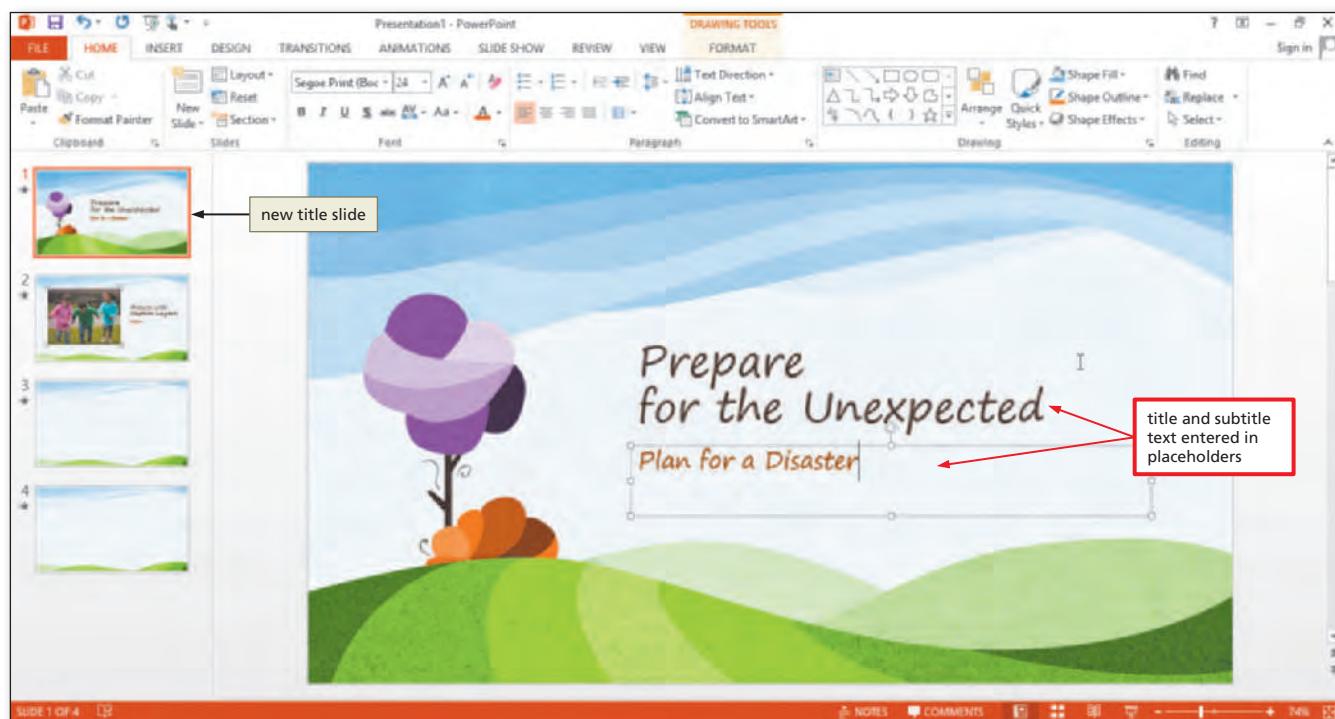


Figure 2–10

To Create the First Text Slide

The first text slide you create in Chapter 2 emphasizes the need to make an emergency supply kit that contains supplies and other necessities for survival. The following steps create the Slide 2 text slide using the Picture with Caption layout.

- 1** Display Slide 2, select the text in the title text placeholder, and then type **Create a Disaster Supply Kit** in the placeholder.
- 2** Tap or click the caption placeholder and then type **Collect basic objects your family may need to stay alive** in this placeholder (Figure 2–11).

BTW

Q&As

For a complete list of the Q&As found in many of the step-by-step sequences in this book, visit the Q&A resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studetndownload or see the inside back cover of this book.

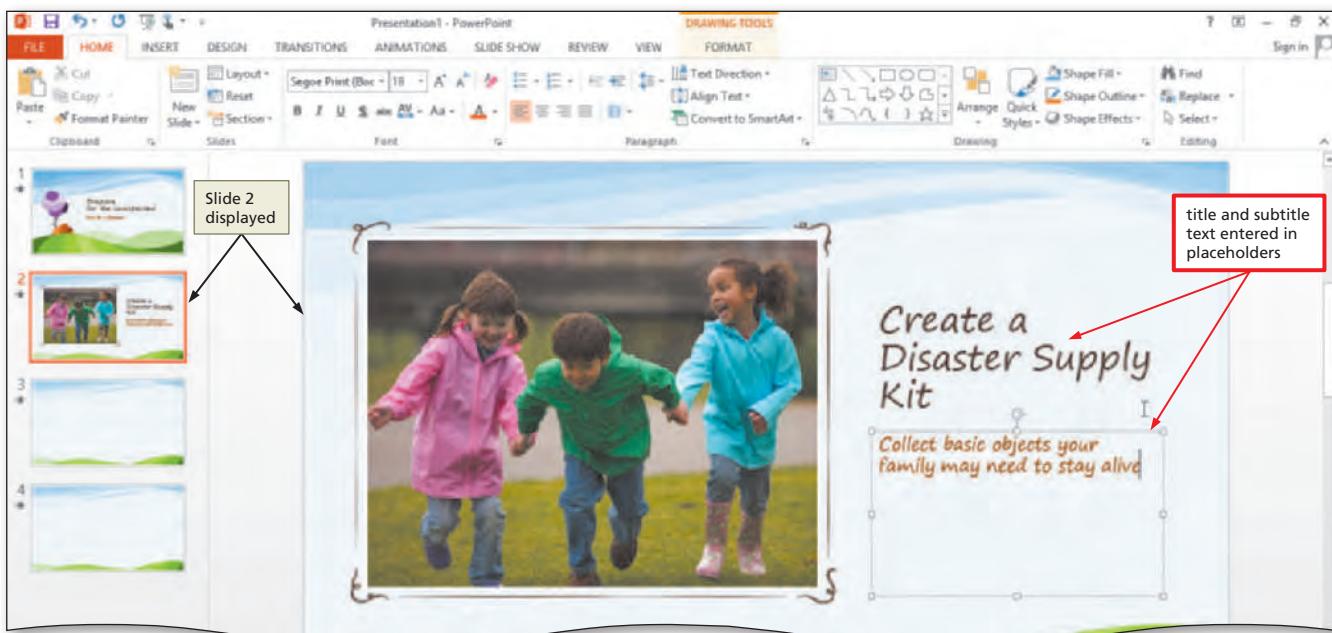


Figure 2–11

To Create the Second Text Slide

The second text slide you create shows two components of the family communication plan: carrying a contact list and arranging meeting places. The following step adds a title to Slide 3, which uses the Title Only layout.

Note: In the following step, the word, Communication, has been misspelled intentionally as Communication to illustrate the use of PowerPoint's spell check feature. Your slides may contain different misspelled words, depending upon the accuracy of your typing.

- Display Slide 3 and then type **Develop a Family Communication Plan** in the title text placeholder. The word, Communication, is intentionally misspelled; the red wavy line indicates the misspelling (Figure 2–12).

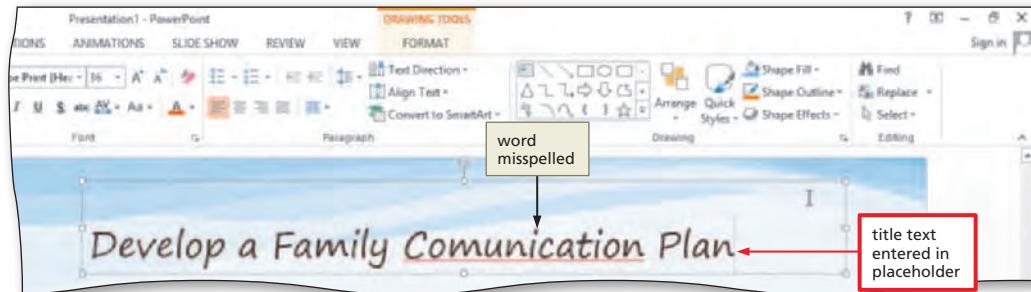


Figure 2–12

BTW

The Ribbon and Screen Resolution

PowerPoint may change how the groups and buttons within the groups appear on the ribbon, depending on the computer's screen resolution. Thus, your ribbon may look different from the ones in this book if you are using a screen resolution other than 1366 × 768.

To Save a Presentation

You have performed many tasks while creating this presentation and do not want to risk losing work completed thus far. Accordingly, you should save the presentation on your hard disk, SkyDrive, or a location that is most appropriate to your situation.

The following steps assume you already have created folders for storing your files, for example, a CIS 101 folder (for your class) that contains a PowerPoint folder

(for your assignments). Thus, these steps save the presentation in the PowerPoint folder in the CIS 101 folder on your desired save location. For a detailed example of the procedure for saving a file in a folder or saving a file on SkyDrive, refer to the Office and Windows chapter at the beginning of this book.

- 1** Tap or click the Save button on the Quick Access Toolbar, which depending on settings, will display either the Save As gallery in the Backstage view or the Save As dialog box.
- 2** To save on a hard disk or other storage media on your computer, proceed to Step 2a. To save on SkyDrive, proceed to Step 2b.
 - 2a** If your screen opens the Backstage view and you want to save on storage media on your computer, tap or click Computer in the left pane, if necessary, to display options in the right pane related to saving on your computer. If your screen already displays the Save As dialog box, proceed to Step 3.
 - 2b** If your screen opens the Backstage view and you want to save on SkyDrive, tap or click SkyDrive in the left pane to display SkyDrive saving options or a Sign In button. If your screen displays a Sign In button, tap or click it and then sign in to SkyDrive.
- 3** Tap or click the Browse button in the right pane to display the Save As dialog box associated with the selected save location (i.e., Computer or SkyDrive).
- 4** Type **Emergency Plan** in the File name box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
- 5** Navigate to the desired save location (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder] on your computer or SkyDrive).
- 6** Tap or click the Save button (Save As dialog box) to save the presentation in the selected folder on the selected save location with the entered file name.

Inserting and Formatting Pictures in a Presentation

With the text entered in three of the four slides, the next step is to insert pictures into Slides 1 and 2 and then format the pictures. These graphical images draw the viewers' eyes to the slides and help them retain the information presented.

In the following pages, you will perform these tasks:

1. Insert the illustration into Slide 1.
2. Resize the illustration.
3. Change the Slide 2 photo.
4. Change the photo's brightness and contrast.
5. Change the photo's style and effect.
6. Add and modify the photo's border.

BTW

Organizing Files and Folders

You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory computer class called CIS 101, a good practice would be to save all PowerPoint files in a PowerPoint folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office and Windows chapter at the beginning of this book.

To Insert a Picture into a Slide without a Content Placeholder

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES

4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

In Chapter 1, you inserted photos and an illustration into slides without a content placeholder. *Why?* Some slide layouts do not have a content placeholder, so you must insert and move the pictures to appropriate locations on the slide. The illustration for Slide 1 is available on the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the

required files. The instructions in this chapter show the required files in the PowerPoint Chapter 2 folder in the CIS 101 folder on your computer. The following steps insert an illustration into the title slide.

1

- Display Slide 1 and then tap or click INSERT on the ribbon to display the INSERT tab.
- Tap or click the Pictures button (INSERT tab | Images group) to display the Insert Picture dialog box.

2

- If Computer is not displayed in the navigation pane, press and drag or drag the navigation pane scroll bar (Insert Picture dialog box) until Computer appears.
- Tap or click Computer in the navigation pane to display a list of available storage locations in the Insert Picture dialog box. If necessary, scroll through the dialog box until your class folder appears in the list.
- Double-tap or double-click your folder in the list of available storage locations to display a list of files and folders. Double-tap or double-click the Data Files for Students folder, double-tap or double-click the PowerPoint folder, and then double-tap or double-click the Chapter 02 folder to display a list of files in that folder.

- Slide or scroll down and then tap or click Fire Truck to select the file name (Figure 2–13).

Q&A What if the picture is not in the folder?

Use the same process, but select the location containing the Chapter 2 data file pictures or search for the picture on Office.com.

Why do I see thumbnails of the pictures along with the file names in my folder?

Your view is different from the view shown in Figure 2–13.

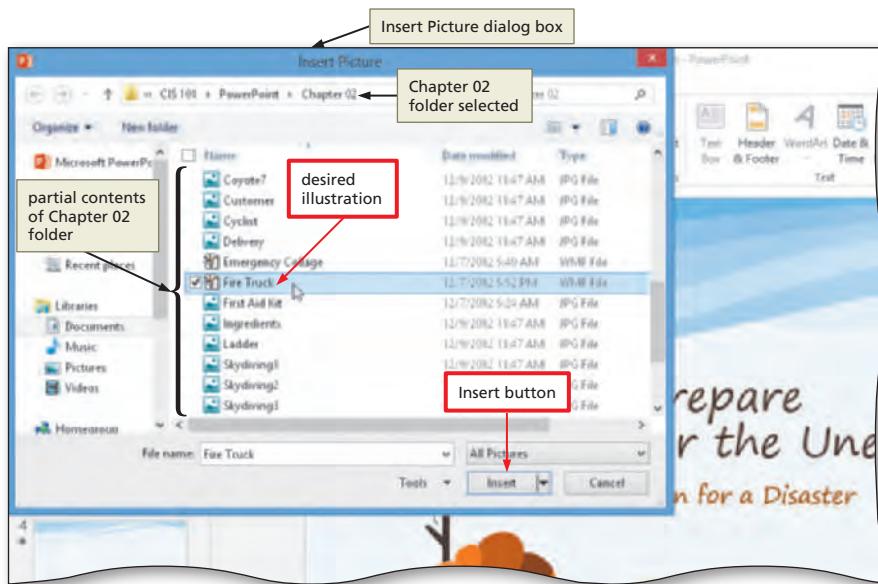


Figure 2–13

3

- Tap or click the Insert button (Insert Picture dialog box) to insert the illustration into Slide 1.
- Drag the upper-right sizing handle diagonally toward the upper-right corner of the slide until the crosshair is positioned approximately as shown in Figure 2–14.

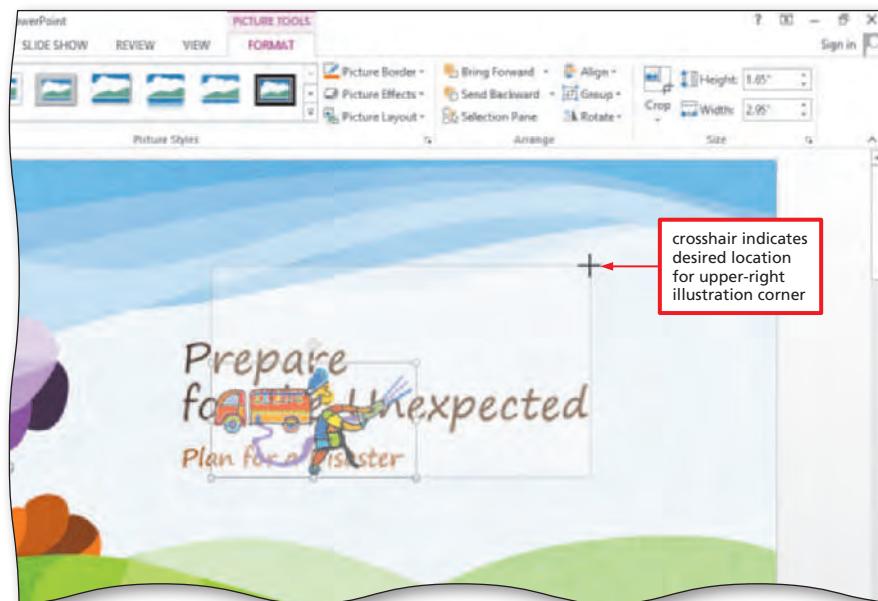


Figure 2–14

4

- Release to resize the illustration.
- Drag the illustration downward until the horizontal Smart Guide is displayed under the title text placeholder and the vertical Smart Guide is displayed near the right side of the slide, as shown in Figure 2–15, and then release.

**Figure 2–15**

To Change a Picture

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Why? The downloaded theme included the photo of three children on Slide 2. You need to change the photo to reflect the emergency kit concept presented on this slide. The next task in the presentation is to change the default picture on Slide 2 with one of the emergency pictures on the Data Files for Students. The following steps change the Slide 2 photo to the Emergency Kit photo, which, in this example, is located in the PowerPoint Chapter 02 folder that contains the saved presentation.

1

- Display Slide 2 and then press and hold or right-click the picture to display the shortcut menu (Figure 2–16).

Q&A

Why are the Style and Crop buttons displayed above the shortcut menu on my screen? These two buttons display either above or below the shortcut menu depending upon where you press and hold or right-click on the screen.

**Figure 2–16**

2

- Tap or click Change Picture to display the Insert Pictures dialog box (Figure 2–17).

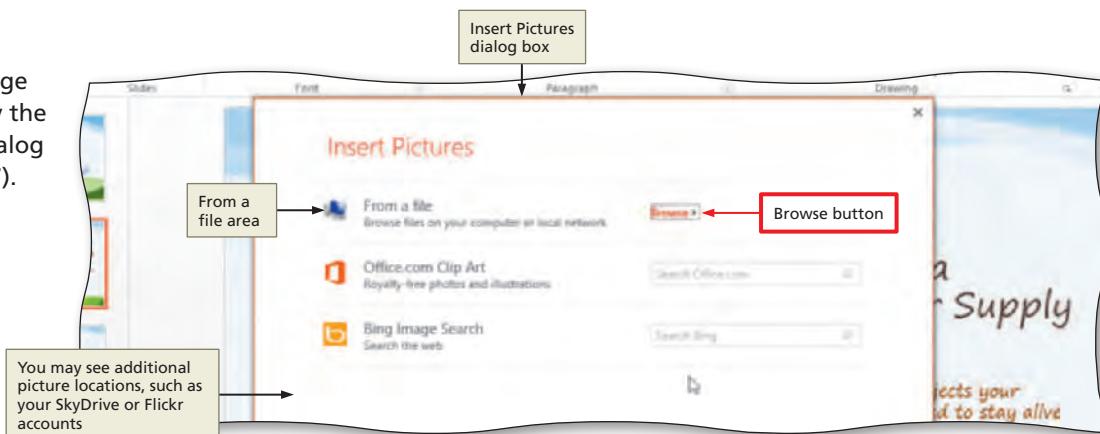


Figure 2–17

3

- Tap or click the Browse button in the From a file area to display the Insert Pictures dialog box.
- If necessary, navigate to the PowerPoint Chapter 02 folder, slide or scroll down, and then click First Aid Kit to select the file name (Figure 2–18).

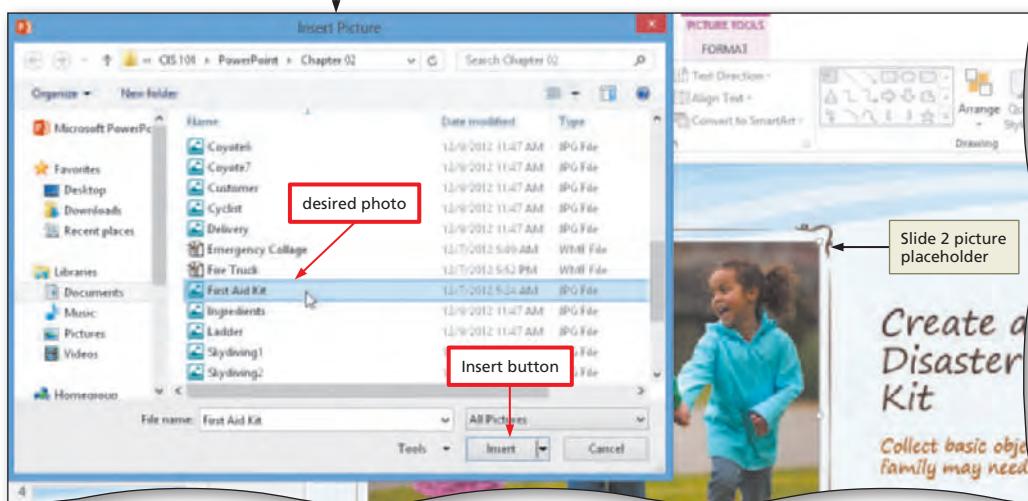


Figure 2–18

4

- Tap or click the Insert button (Insert Picture dialog box) to insert the photo into the Slide 2 picture placeholder (Figure 2–19).

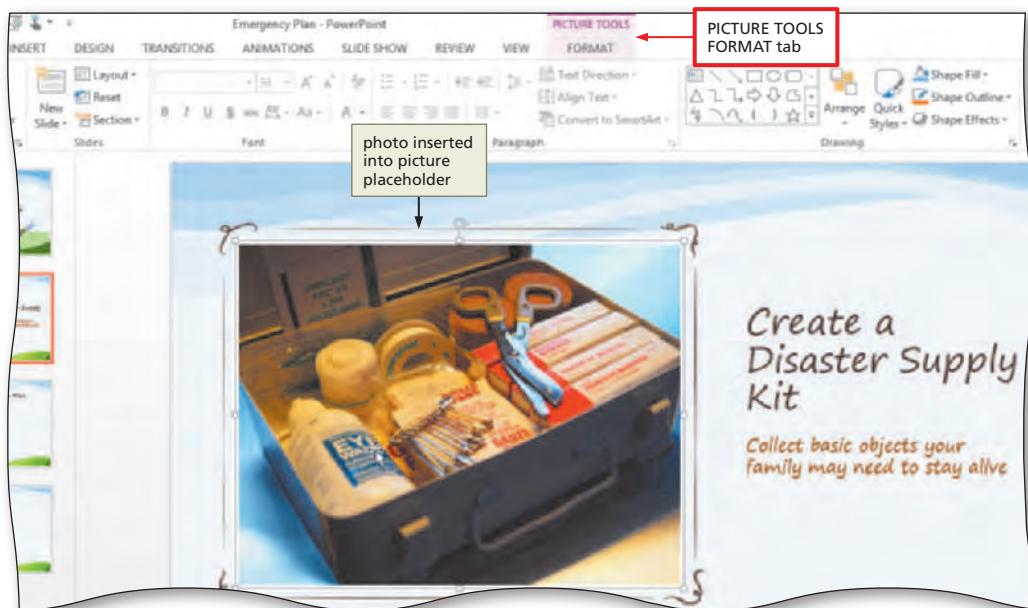


Figure 2–19

Other Ways

- Tap or click Change Picture button (PICTURE TOOLS FORMAT tab | Adjust group)

To Correct a Picture

A photo's color intensity can be modified by changing the brightness and contrast. **Brightness** determines the overall lightness or darkness of the entire image, whereas **contrast** is the difference between the darkest and lightest areas of the image. The brightness and contrast are changed in predefined percentage increments. The following step increases the brightness and decreases the contrast. *Why? Altering the photo's brightness will coordinate with the vibrant colors in the slide design while decreasing the contrast will soften the image. It is important for the audience to recognize the first aid kit but not focus on each individual supply in the kit.*

1

- With the First Aid Kit photo on Slide 2 still selected, tap or click **FORMAT** on the ribbon to display the **PICTURE TOOLS FORMAT** tab.
- Tap or click the Corrections button (**PICTURE TOOLS FORMAT** tab | Adjust group) to display the Corrections gallery.
- If you are using a mouse, point to Brightness: +20% Contrast: -40% (the fourth picture in the first Brightness/Contrast row) to display a live preview of these corrections on the picture (Figure 2–20).

Q&A

Can I use live preview on a touch screen?

Live preview is not available on a touch screen.

Why is a pink border surrounding the pictures in the center of the Sharpen/Soft and Brightness/Contrast areas of the gallery?

The image on Slide 2 currently has normal sharpness, brightness, and contrast (0%), which is represented by these center images in the gallery.



Experiment

- If you are using a mouse, point to various pictures in the Brightness and Contrast area and watch the brightness and contrast change on the picture in Slide 2.
- Tap or click Brightness: +20% Contrast: -40% to apply this correction to the First Aid Kit photo.

Q&A

How can I remove all effects from the picture?

Tap or click the Reset Picture button (**PICTURE TOOLS FORMAT** tab | Adjust group).

Other Ways

- Tap or click Picture Corrections Options (Corrections gallery), move Brightness or Contrast sliders or enter number in box next to slider (Format Picture task pane)

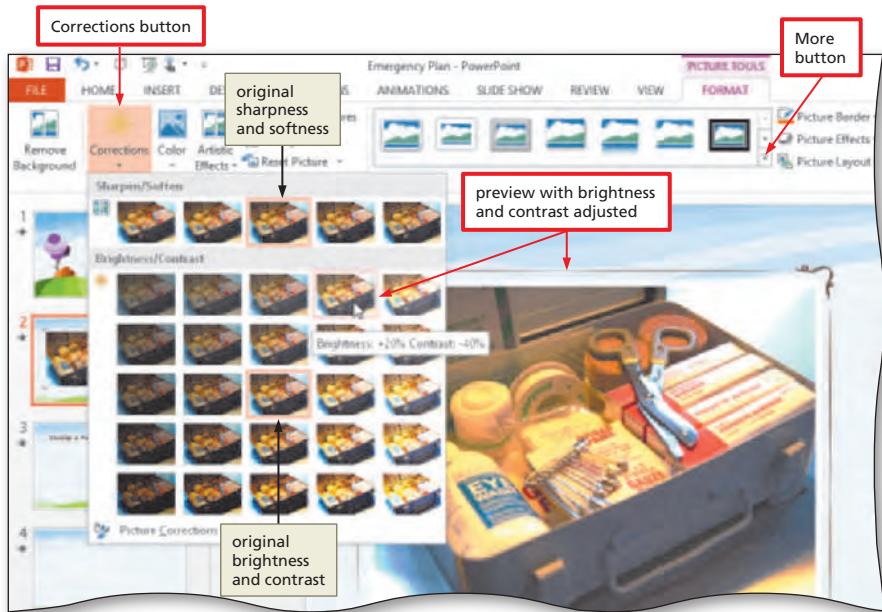


Figure 2–20

To Apply a Picture Style

A **style** is a named group of formatting characteristics. The picture on Slide 2 emphasizes the concept of assembling a supply kit, and you can increase its visual appeal by applying a style. *Why? PowerPoint provides more than 25 picture styles that enable you easily to change a picture's look to a more visually appealing style, including a variety of shapes, angles, borders, and reflections.* You want to use a style that applies a shadow to the First Aid Kit photo. The following steps apply a picture style to the Slide 2 photo.

1

- With the Slide 2 picture selected, if necessary tap or click the PICTURE TOOLS FORMAT tab and then tap or click the More button in the Picture Styles gallery (PICTURE TOOLS FORMAT tab | Picture Styles group) (shown in Figure 2–20) to expand the gallery.
- If you are using a mouse, point to Center Shadow Rectangle in the Picture Styles gallery (the sixth style in the second row) to display a live preview of that style applied to the picture in the document (Figure 2–21).

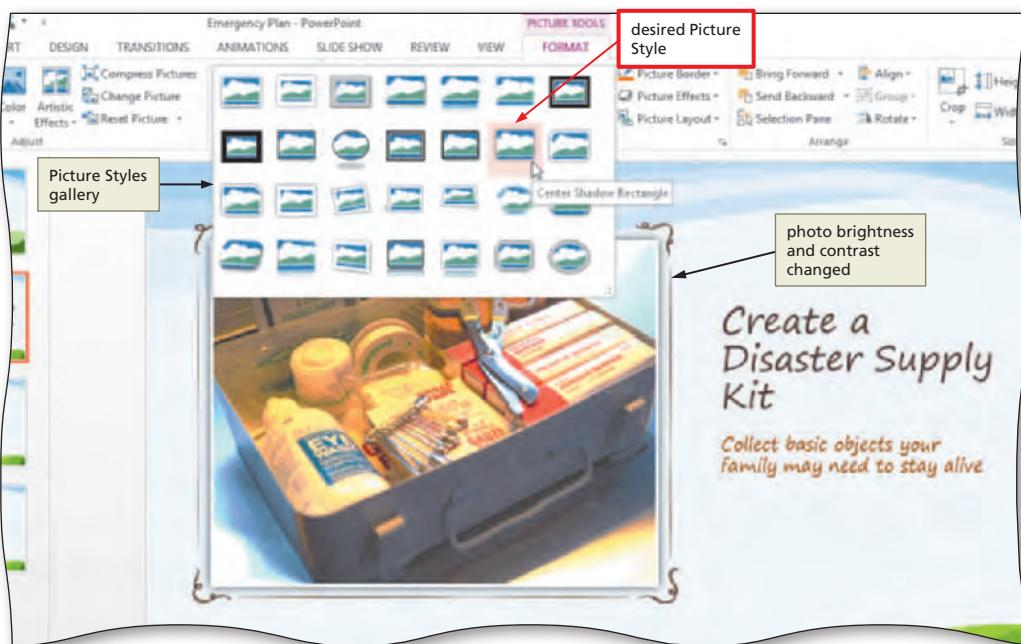


Figure 2–21

Experiment

- If you are using a mouse, point to various picture styles in the Picture Styles gallery and watch the style of the picture change in the document window.

2

- Tap or click Center Shadow Rectangle in the Picture Styles gallery to apply the style to the selected picture (Figure 2–22).

BTW

Touch Screen Differences

The Office and Windows interfaces may vary if you are using a touch screen. For this reason, you might notice that the function or appearance of your touch screen differs slightly from this chapter's presentation.



Figure 2–22

To Add a Picture Border

The next step is to add a border to the Slide 2 picture. *Why?* Some picture styles do not have a border; others, such as the Center Shadow Rectangle style you applied to this picture, do have this edging. This border is small, and you want a larger edge around the photo to draw attention to the graphic. The following steps add a border to the First Aid Kit picture.

1

- With the Slide 2 picture still selected, tap or click the Picture Border arrow (PICTURE TOOLS FORMAT tab | Picture Styles group) to display the Picture Border gallery.

Q&A

What if the PICTURE TOOLS FORMAT tab no longer is displayed on my ribbon?
Tap or click the picture to display the PICTURE TOOLS FORMAT tab.

2

- Point to Weight on the Picture Border gallery to display the Weight gallery (Figure 2–23).

3

- If you are using a mouse, point to 3 pt to display a live preview of this line weight on the picture.

Q&A

Can I make the line width more than 6 pt?

Yes. Tap or click More Lines, tap or click Solid line in the LINE section of the Format Picture task pane, and then increase the amount in the Width box.

Experiment

- If you are using a mouse, point to various line weights in the Weight gallery and watch the line thickness change.
- Tap or click 3 pt to add this line weight to the picture.

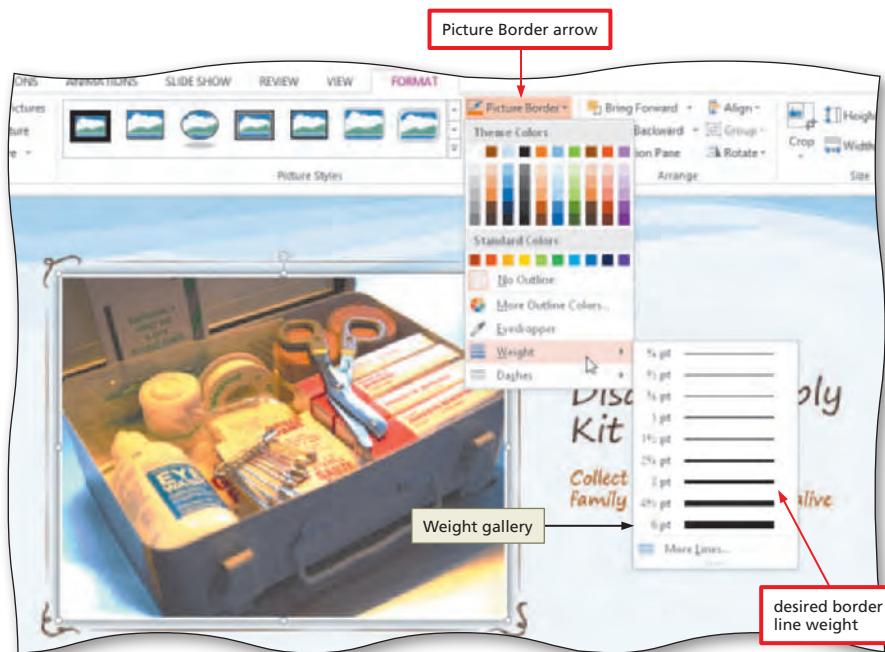


Figure 2–23

To Change a Picture Border Color

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

The default color for the border you added to the Slide 2 picture is brown, but you will change the border color to light blue. *Why? The light blue color coordinates with other elements on the slide, especially the blue sky.* The following steps change the Slide 2 picture border color.

1

- With the Slide 2 photo still selected, tap or click the Picture Border arrow (PICTURE TOOLS FORMAT tab | Picture Styles group) to display the Picture Border gallery.

2

- If you are using a mouse, point to Light Blue, Background 2 (the third color in the first row) in the Picture Border gallery to display a live preview of that border color on the picture (Figure 2–24).

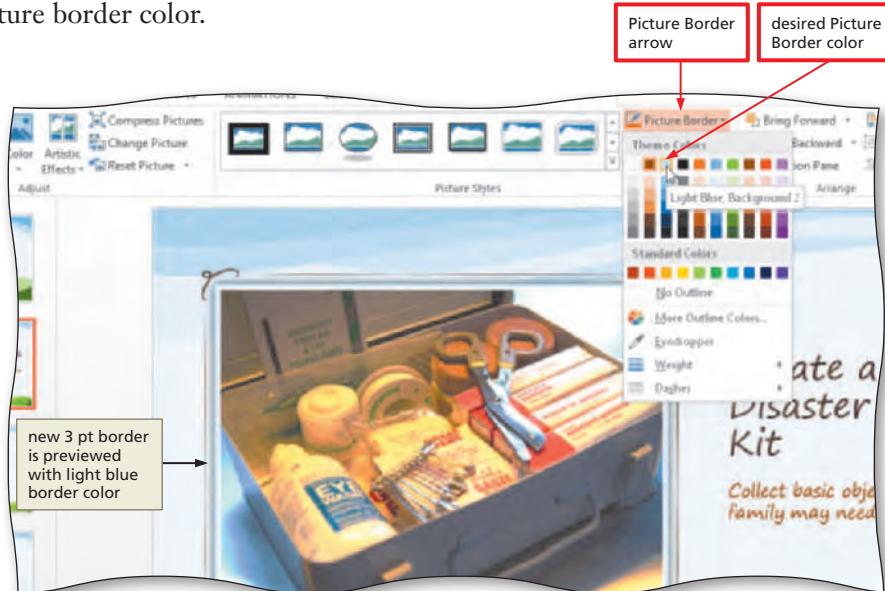


Figure 2–24

Experiment

- If you are using a mouse, point to various colors in the Picture Border gallery and watch the border on the picture change in the slide.

3

- Tap or click Light Blue, Background 2 in the Picture Border gallery to change the picture border color.

To Apply Picture Effects

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Why? The picture effect allows you to further customize a picture. PowerPoint provides a variety of picture effects, including shadows, reflections, glow, soft edges, bevel, and 3-D rotation. The difference between the effects and the styles is that each effect has several options, providing you with more control over the exact look of the image.

In this presentation, the photo on Slide 2 has a blue glow effect and a bevel applied to its edges. The following steps apply picture effects to the selected picture.

1

- With the Slide 2 picture selected, tap or click the Picture Effects button (PICTURE TOOLS FORMAT tab | Picture Styles group) to display the Picture Effects menu.

Q&A What if the PICTURE TOOLS FORMAT tab no longer is displayed on my ribbon?
Tap or double-click the picture to display the PICTURE TOOLS FORMAT tab.

- Point to Glow on the Picture Effects menu to display the Glow gallery.
- If you are using a mouse, point to Light Blue, 18 pt glow, Accent color 2 in the Glow Variations area (the second glow in the last row) to display a live preview of the selected glow effect applied to the picture in the document window (Figure 2–25).

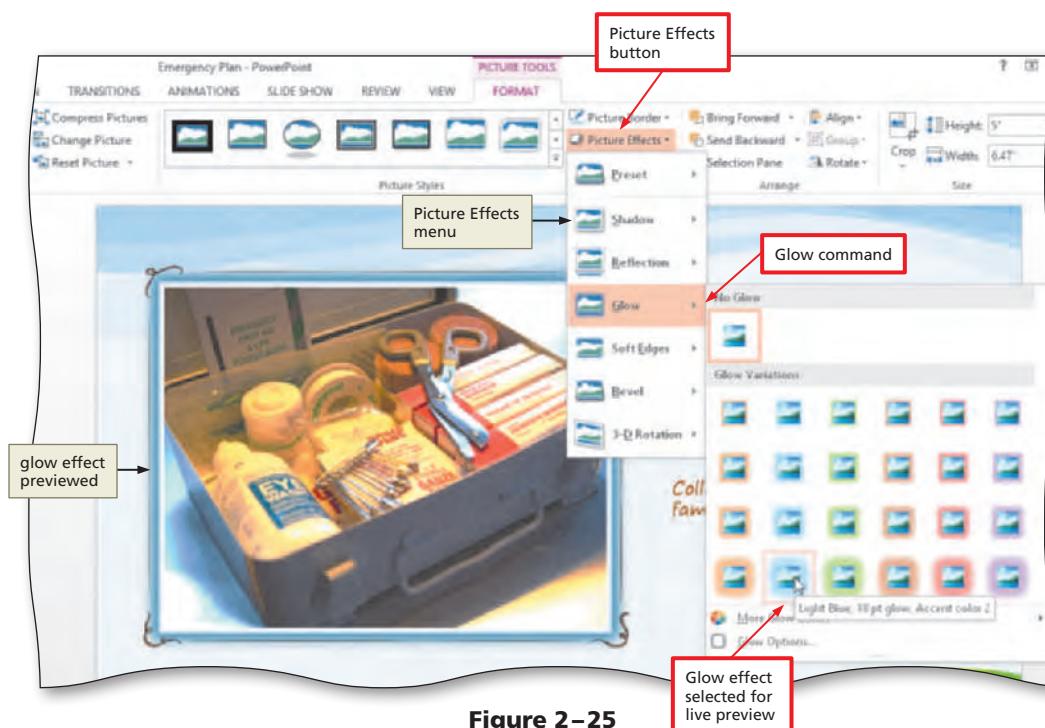


Figure 2–25

Experiment

- If you are using a mouse, point to various glow effects in the Glow gallery and watch the picture change in the document window.

2

- Tap or click Light Blue, 18 pt glow, Accent color 2 in the Glow gallery to apply the selected picture effect.

3

- Tap or click the Picture Effects button (PICTURE TOOLS FORMAT tab | Picture Styles group) to display the Picture Effects menu again.

- Point to Bevel on the Picture Effects menu to display the Bevel gallery.

- If you are using a mouse, point to Relaxed Inset (the second bevel in the first row) to display a live preview of the selected bevel effect applied to the Slide 2 picture (Figure 2–26).



Experiment

- If you are using a mouse, point to various bevel effects in the Bevel gallery and watch the picture change in the slide.

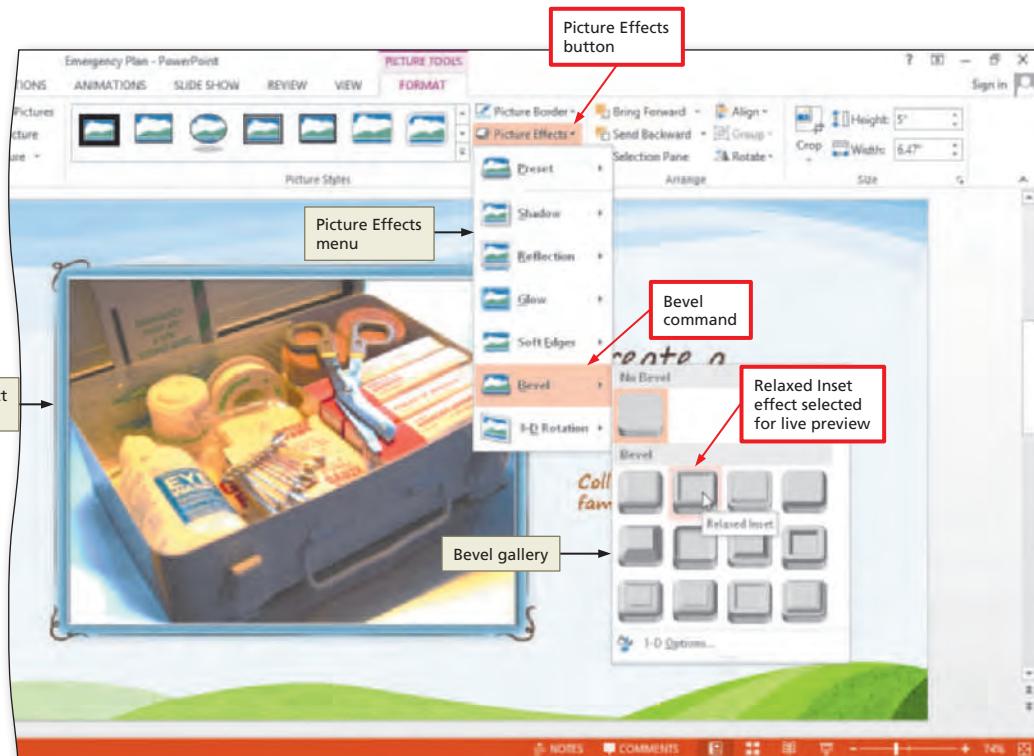


Figure 2–26

4

- Tap or click Relaxed Inset in the Bevel gallery to apply the selected picture effect.

Other Ways

1. Press and hold or right-click picture, click Format Picture on shortcut menu, select desired options (Format Picture task pane), tap or click Close button
2. Tap or click Format Shape task pane launcher (PICTURE TOOLS FORMAT tab | Picture Styles group), select desired options (Format Picture task pane), tap or click Close button

Break Point: If you wish to take a break, this is a good place to do so. Be sure to save the Emergency Plan file again and then you can exit PowerPoint. To resume at a later time, run PowerPoint, open the file called Emergency Plan, and continue following the steps from this location forward.

Inserting and Formatting a Shape

One method of getting the audience’s attention and reinforcing the major concepts being presented is to have graphical elements on the title slide. PowerPoint provides a wide variety of predefined shapes that can add visual interest to a slide. Shape elements include lines, basic geometrical shapes, arrows, equation shapes, flowchart symbols, stars, banners, and callouts. After adding a shape to a slide, you can change its default characteristics by adding text, bullets, numbers, and styles. You also can combine multiple shapes to create a more complex graphic.

Slide 3 in this presentation is enhanced in a variety of ways. First, a scroll and a plus shape are inserted on Slide 4. Then, a rectangle is added and copied, and text is added to each rectangle and then formatted.

To Add a Shape

Many of the shapes included in the Shapes gallery can direct the viewer to important aspects of the presentation. The following steps add a scroll shape to Slide 3. *Why? A scroll shape helps emphasize the presentation's theme of drafting and finalizing a plan for dealing with emergencies in the household.*

1

- Display Slide 3 and then display the HOME tab (Figure 2–27).



Figure 2–27

2

- Tap or click the Shapes More button (HOME tab | Drawing group) shown in Figure 2–27 to display the Shapes gallery (Figure 2–28).

Q&A
I do not see a Shapes More button and the three rows of the shapes shown in Figure 2–28. Instead, I have a Shapes button. Why? Monitor dimensions and resolution affect how buttons display on the ribbon. Tap or click the Shapes button to display the entire Shapes gallery.

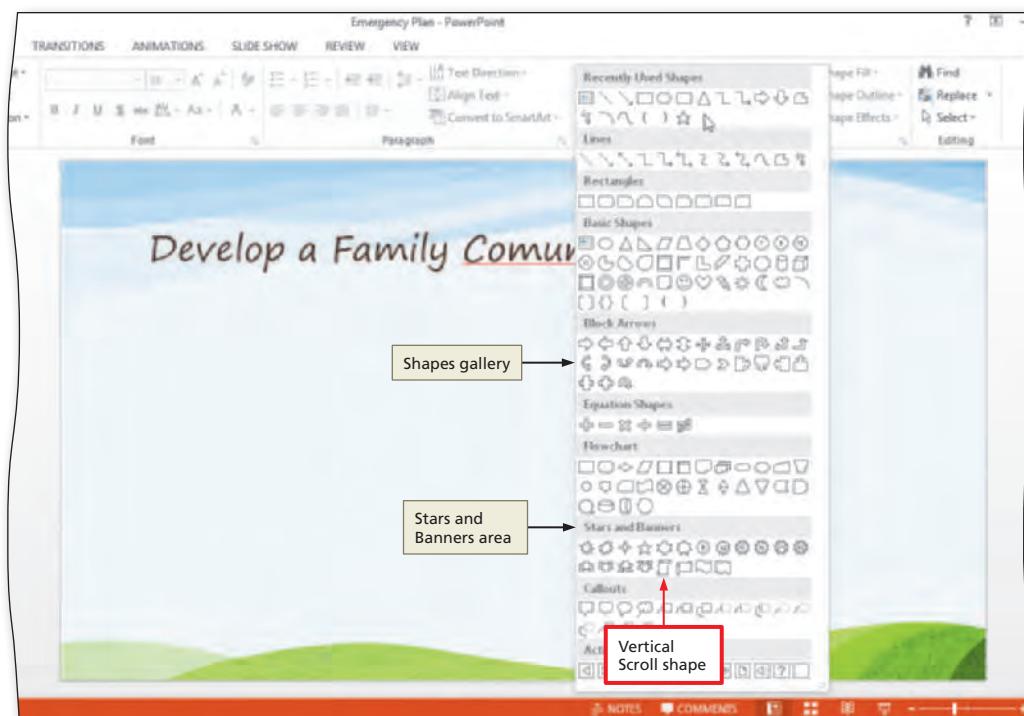


Figure 2–28

3

- Tap or click the Vertical Scroll shape in the Stars and Banners area of the Shapes gallery.

Q&A

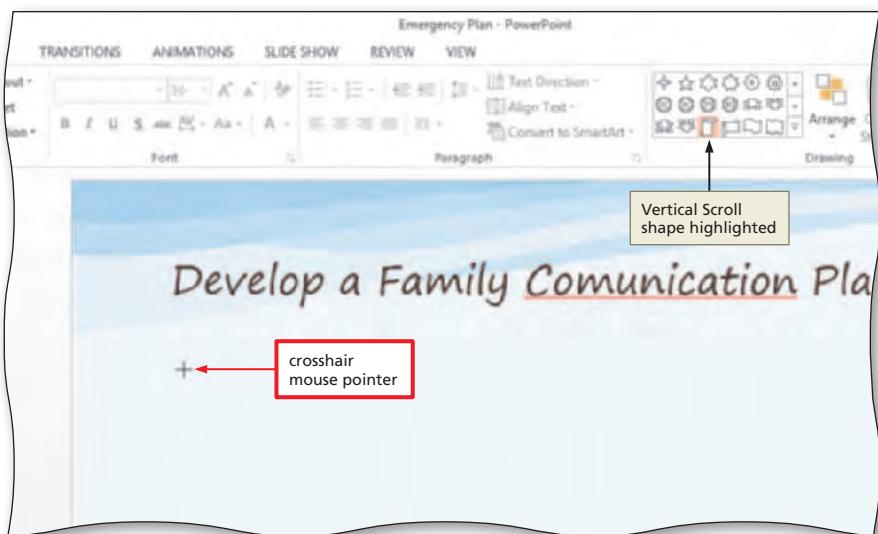
Why did my pointer change shape?

The pointer changed to a plus shape to indicate the Vertical Scroll shape has been added to the Clipboard.

- Position the pointer (a crosshair) below the word, Develop, as shown in Figure 2–29.

4

- Tap or click Slide 3 to insert the Vertical Scroll shape.

**Figure 2–29****Other Ways**

- Tap or click Shapes button (INSERT tab | Illustrations group)

To Resize a Shape

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

1

- Press and hold down the SHIFT key and then drag the lower-right corner sizing handle until the Vertical Scroll shape is resized approximately as shown in Figure 2–30.

Q&A

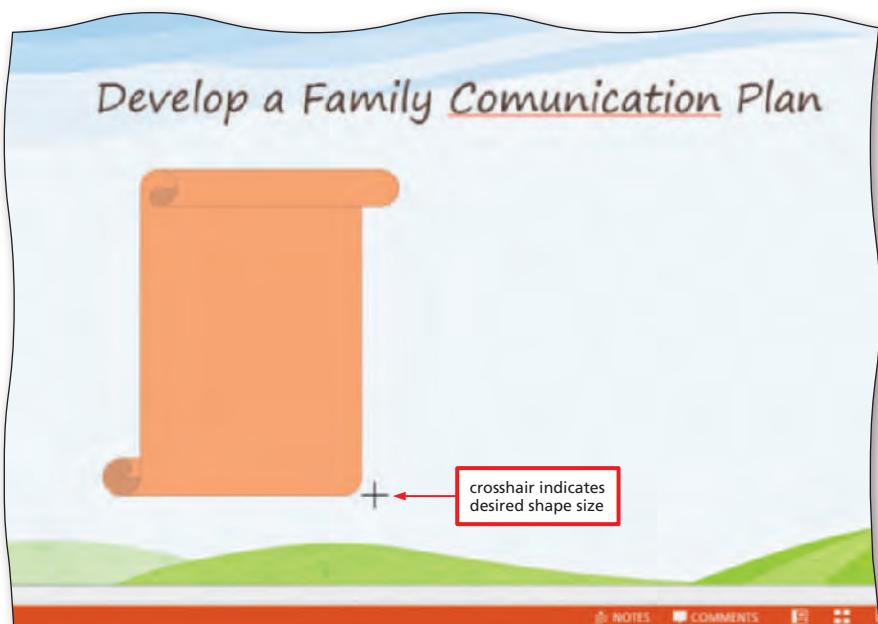
Why did I need to press the SHIFT key while enlarging the shape?

Holding down the SHIFT key while dragging keeps the proportions of the original shape.

What if my shape is not selected? To select a shape, click it.

If I am using a touch screen, how can I maintain the shape's original proportion?

If you drag one of the corner sizing handles, the object should stay in proportion.

**Figure 2–30**

2

- Release to resize the shape.
- Drag the scroll shape until the vertical Smart Guide is displayed along the left side of the slide, as shown in Figure 2–31, and then release.

Q&A What if I want to move the shape to a precise location on the slide? With the shape selected, press the ARROW keys or the CTRL+ARROW keys to move the shape to the desired location.

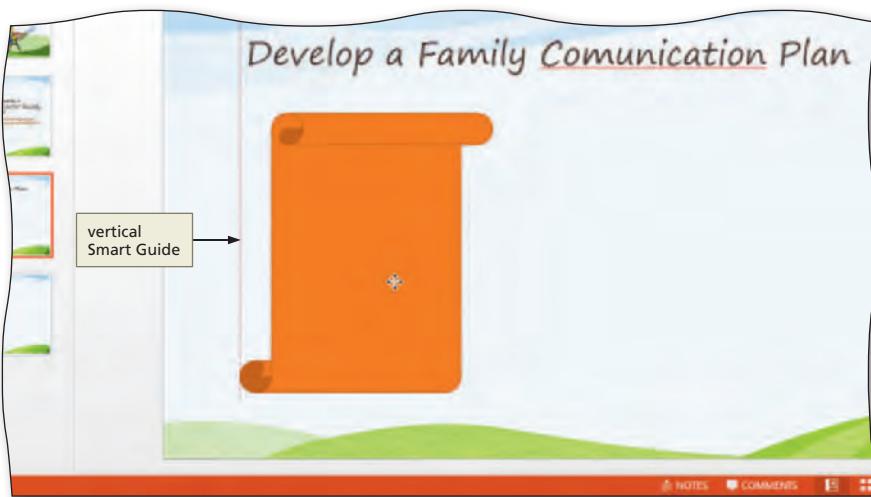


Figure 2–31

Other Ways

- Enter shape height and width in Height and Width boxes (DRAWING TOOLS FORMAT tab | Size group)
- Tap or click Size and Position task pane launcher (DRAWING TOOLS FORMAT tab | Size group), tap or click Size tab, enter desired height and width values in boxes, tap or click Close button

To Add Other Shapes

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Circles, squares, arrows, stars, and equation shapes are among the items included in the Shapes gallery. These shapes can be combined to show relationships among the elements, and they can help illustrate the basic concepts presented in your slide show. The following steps add the Plus and Rectangle shapes to Slide 3.

1

- Tap or click the Shapes More button (HOME tab | Drawing group) to display the Shapes gallery (Figure 2–32).

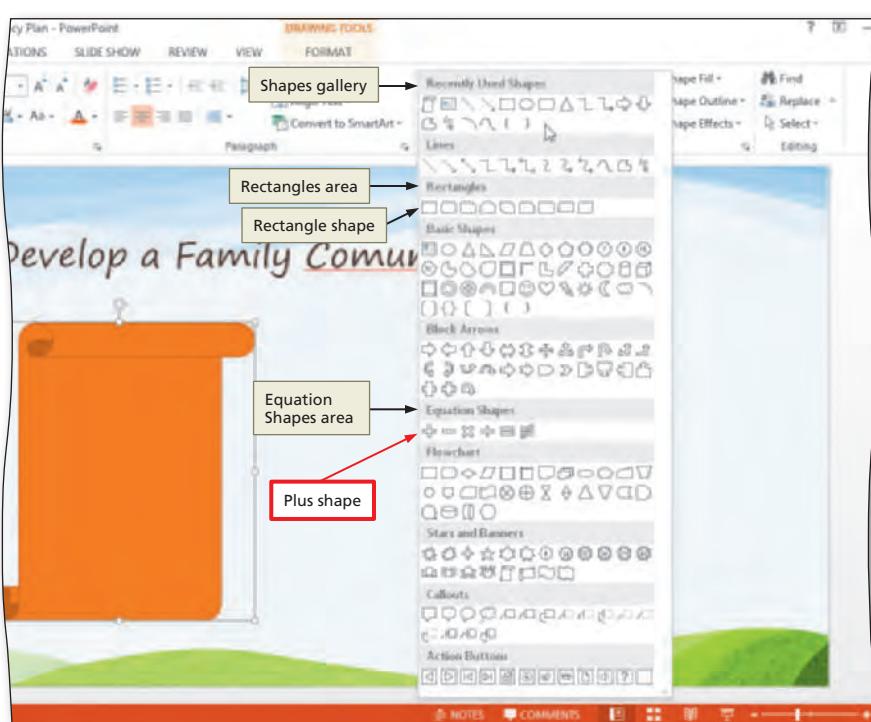


Figure 2–32

2

- Tap or click the Plus shape in the Equation Shapes area of the Shapes gallery.
- Position the pointer in the center of Slide 3 and then tap or click to insert the Plus shape.

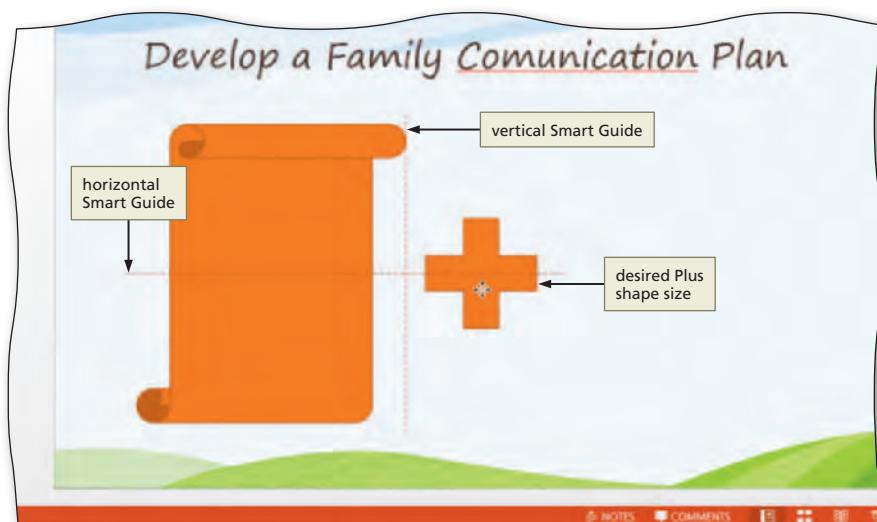
3

- Press and hold down the SHIFT key and then drag a corner sizing handle until the Plus shape is the size shown in Figure 2–33.

Q&A

If I am using a touch screen, how can I maintain the Plus shape's original proportion?

The object should stay in proportion when you drag one of the corner sizing handles.

**Figure 2–33**

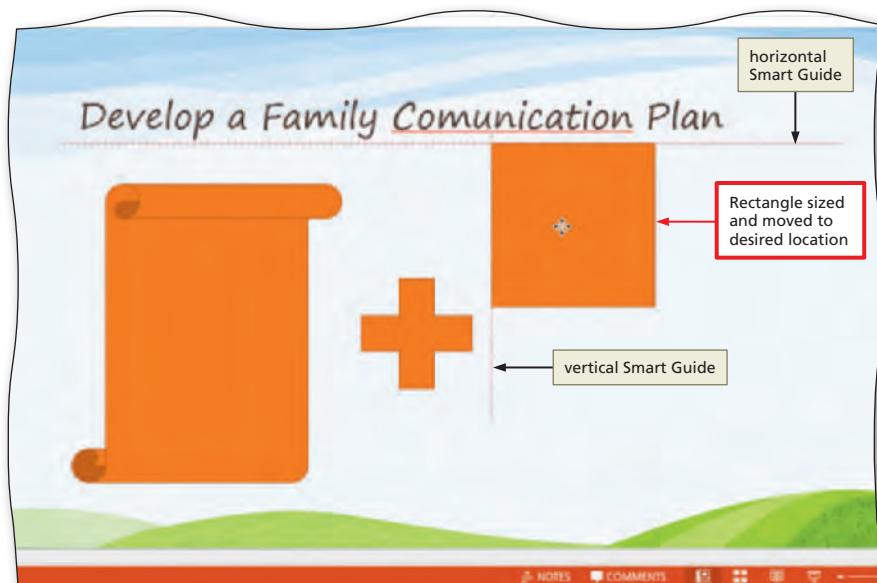
- Drag the Plus shape until the horizontal Smart Guide is displayed in the middle of the two shapes and the vertical Smart Guide is displayed between the two shapes, as shown in Figure 2–33, and then release.

4

- Display the Shapes gallery and then tap or click the Rectangle shape in the Rectangles area of the gallery.
- Position the pointer toward the upper-right side of the Plus shape and then tap or click to insert the Rectangle shape.

5

- Resize the Rectangle shape so that it is the size shown in Figure 2–34.
- Drag the Rectangle shape until the horizontal Smart Guide is displayed below the title text and the vertical Smart Guide is displayed between the Plus and the Rectangle shapes, as shown in Figure 2–34, and then release.

**Figure 2–34****To Apply a Shape Style**

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Formatting text in a shape follows the same techniques as formatting text in a placeholder. You can change font, font color and size, and alignment. You later will add contact information to the scroll, but now you want to apply a shape style to the scroll. *Why? The style will give depth to the object so that it appears three-dimensional.* The Quick Styles gallery has a variety of styles that change depending upon the theme applied to the presentation. The following steps apply a style to the Vertical Scroll shape.

1

- Tap or click the Vertical Scroll shape to select it and then tap or click the Quick Styles button (HOME tab | Drawing group) (Figure 2–35).



Figure 2–35

2

- If you are using a mouse, point to Subtle Effect – Lavender, Accent 6 in the Quick Styles gallery (the last shape in the fourth row) to display a live preview of that style applied to the Vertical Scroll shape in the slide (Figure 2–36).

Experiment

- If you are using a mouse, point to various styles in the Quick Styles gallery and watch the style of the shape change.



Figure 2–36

3

- Tap or click Subtle Effect – Lavender, Accent 6 in the Quick Styles gallery to apply the selected style to the Vertical Scroll shape.

Other Ways

1. Tap or click Shape Styles More button (DRAWING TOOLS FORMAT tab | Shape Styles group), select style
2. Press and hold or right-click shape, tap or click Format Shape on shortcut menu, select desired style (Format Shape task pane), tap or click Close button

To Apply Another Style

You later will add meeting place information to the rectangle, but now you want to format this shape. *Why? The formatting will add interest. In addition, the Plus shape helps join the scroll and the rectangle, both of which will contain components of the family communication plan. You can apply a coordinating shape style to the Plus sign.* The following steps apply styles to the Rectangle and Plus shapes.

- 1 Tap or click the Rectangle shape on Slide 3 to select it.
- 2 Tap or click the Quick Styles button (HOME tab | Drawing group) to display the Quick Styles gallery and then apply the Subtle Effect – Lavender, Accent 6 style to the Rectangle shape.
- 3 Tap or click the Plus shape on Slide 3 to select it and then tap or click the Quick Styles button.
- 4 Tap or click Colored Outline – Lavender, Accent 6 (the last style in the first row) to apply that style to the Plus shape (Figure 2–37).

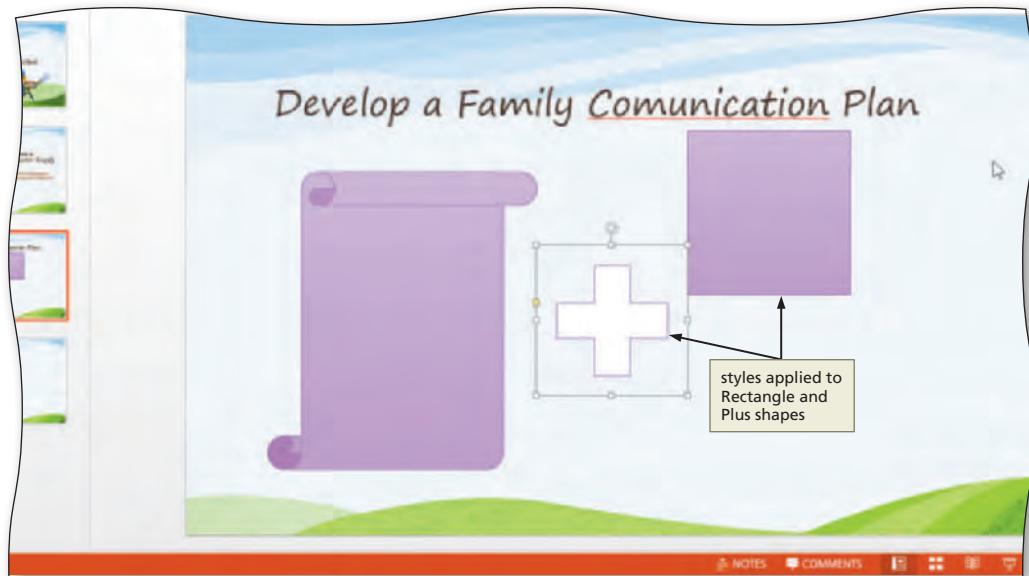


Figure 2–37

To Add Text to a Shape

The scroll and rectangle shapes on Slide 3 help call attention to the key aspects of your presentation. *Why? Your goal is to urge families to develop a communication plan by gathering contact information and determining meeting locations.* The next step is to add this information to Slide 3. The following steps add text to the two shapes.

1

- Tap or click the Vertical Scroll shape to select it and then type **Contact names & phone numbers** in the shape.

2

- Tap or click the Rectangle shape to select it and then type **Meeting place near house** in the shape (Figure 2–38).

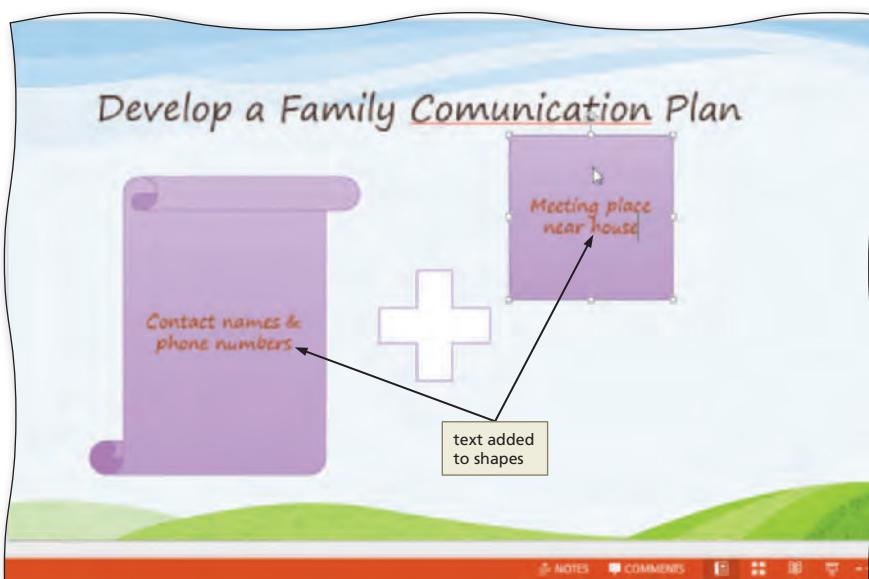


Figure 2–38

To Change the Font

The default theme font is Segoe Print. To draw more attention to text in the shapes and to help differentiate these slide elements from the title text, you want to change the font to Courier New. *Why? This font resembles the letters that typewriters produced.* To change the font, you must select the letters you want to format. In Chapter 1, you selected a paragraph and then formatted the characters, and you follow the same procedure to change the font. The following steps change the text font in the shape.

1

- Be certain the Rectangle shape is selected. If you are using a touch screen, tap to position the insertion point in the text to select and then drag the selection handles as necessary until all the characters are selected and the mini toolbar is displayed; if you are using a mouse, triple-click the text to select all the characters and display the mini toolbar (Figure 2–39).



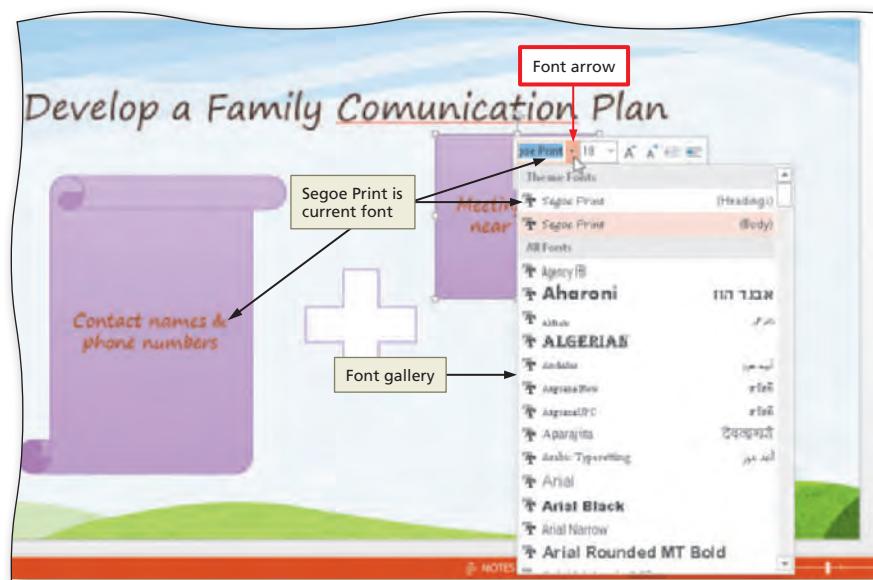
Figure 2–39

2

- Tap or click the Font arrow to display the Font gallery (Figure 2–40).

Q&A

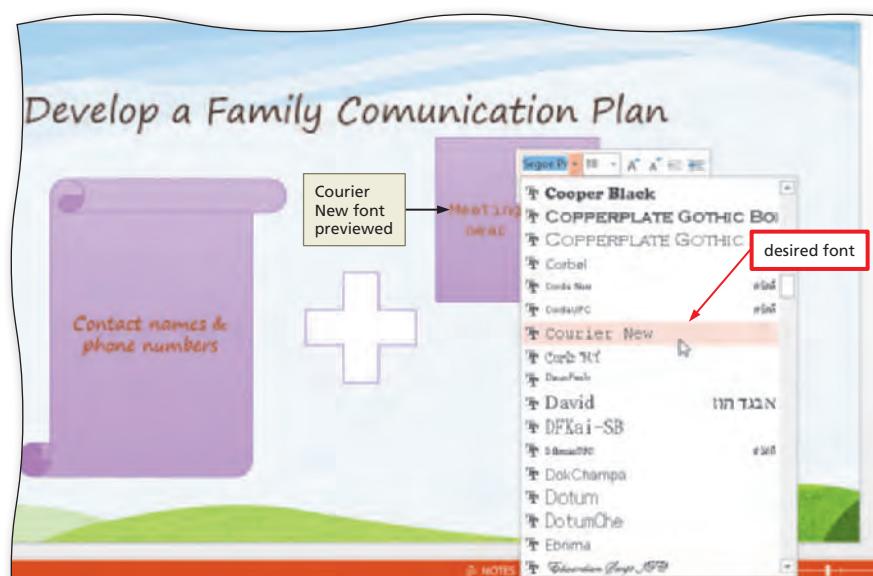
Will the fonts in my Font gallery be the same as those shown in Figure 2–40? Your list of available fonts may differ, depending on what fonts you have installed and the type of printer you are using.

**Figure 2–40****3**

- If you are using a mouse, drag or scroll through the Font gallery and then point to Courier New (or a similar font) to display a live preview of the title text in the Courier New font (Figure 2–41).

**Experiment**

- If you are using a mouse, point to various fonts in the Font gallery and watch the subtitle text font change in the slide.
- Tap or click Courier New (or a similar font) to change the font of the selected text to Courier New.

**Figure 2–41****Other Ways**

1. Tap or click Font arrow (HOME tab | Font group), tap or click desired font in Font gallery
2. Press and hold or right-click selected text, click Font on shortcut menu (Font dialog box), tap or click Font tab, select desired font in Font list, tap or click OK button
3. Tap or click Font dialog box launcher (HOME tab | Font group), tap or click Font tab (Font dialog box), select desired font in Font list, tap or click OK button
4. Press **CTRL+SHIFT+F**, click Font tab (Font dialog box), select desired font in the Font list, tap or click OK button

To Format the Text

To increase readability, you can format the Rectangle shape text by increasing the font size, bolding the characters, and changing the font color to black. The following steps format the Rectangle shape text.

- 1** With the Rectangle shape text selected, tap or click the Increase Font Size button (HOME tab | Font group) three times to increase the font size to 28 pt.
- 2** Tap or click the Bold button (HOME tab | Font group) to bold the text.
- 3** Tap or click the Font Color arrow and change the color to Black (the fourth color in the first row) (Figure 2–42).

Q&A Could I also add a shadow behind the text to add depth and help the letters display prominently?

Yes. Select the text and then tap or click the Text Shadow button (HOME tab | Font group).



Figure 2–42

Other Ways

1. Select text, tap 'Show Context Menu' button on mini toolbar or right-click selected text, tap or click desired text format button on mini toolbar

BTW

Shadowing Text

Adding a shadow to text adds depth and helps the letters display prominently by adding a shadow behind them. To add a shadow, select the text and then tap or click the Text Shadow button (HOME tab | Font group).

Format Painter

To save time and avoid formatting errors, you can use the Format Painter to apply custom formatting to other places in your presentation quickly and easily. You can use this feature in three ways:

- To copy only character attributes, such as font and font effects, select text that has these qualities.
- To copy both character attributes and paragraph attributes, such as alignment and indentation, select the entire paragraph.
- To apply the same formatting to multiple words, phrases, or paragraphs, double-tap or double-click the Format Painter button and then select each item you want to format. You then can press the ESC key or click the Format Painter button to turn off this feature.

To Format Text Using the Format Painter

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Why? To save time and duplicated effort, you quickly can use the Format Painter to copy formatting attributes from the Rectangle shape text and apply them to Vertical Scroll text. The following steps use the Format Painter to copy formatting features.

1

- With the Rectangle shape text still selected, double-tap or double-click the Format Painter button (HOME tab | Clipboard group).
- Move the pointer off the ribbon (Figure 2–43).

Q&A Why did my pointer change shape?

The pointer changed shape by adding a paintbrush to indicate that the Format Painter function is active.

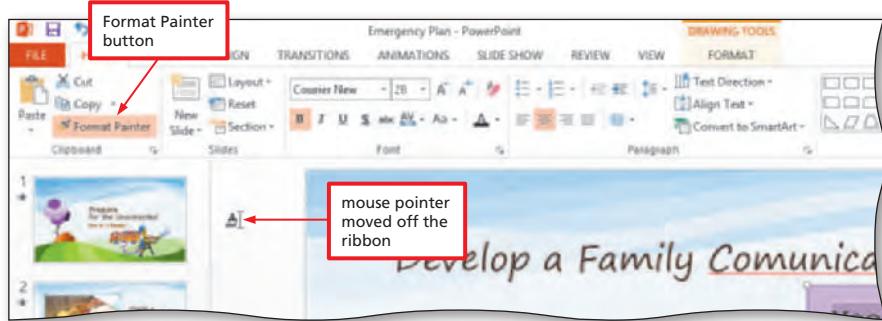


Figure 2–43

2

- Tap and drag the selection handles as necessary or triple-click the Vertical Scroll text to apply the format to all characters (Figure 2–44).
- Tap the Format Painter button or press the ESC key to turn off the Format Painter feature.

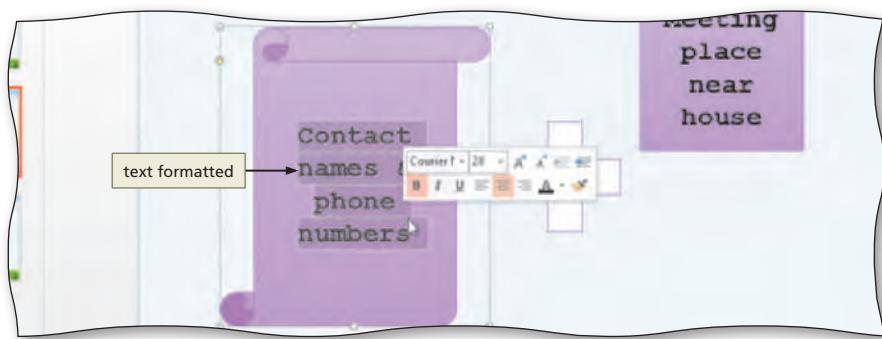


Figure 2–44

Other Ways

- Select text, tap or click Format Painter button on mini toolbar

To Copy and Paste a Shape

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

When developing a communication plan, family members need to determine two meeting places: one near the house and a second outside the neighborhood. You already have created the shape stating the first meeting location. You now need to create a second shape with the instruction to decide where to meet away from the house. The following steps copy the Rectangle shape and then move the copy. *Why?* You could repeat all the steps you performed to create the first rectangle, but it is much more efficient to duplicate the shape and then edit the text.

1

- Select the Rectangle shape and then tap or click the Copy button (HOME tab | Clipboard group) (Figure 2–45).



Figure 2–45

2

- Tap or click the Paste button (HOME tab | Clipboard group) to insert a duplicate Rectangle shape on Slide 3.
- Drag the Rectangle shape below the first Rectangle shape (Figure 2–46).

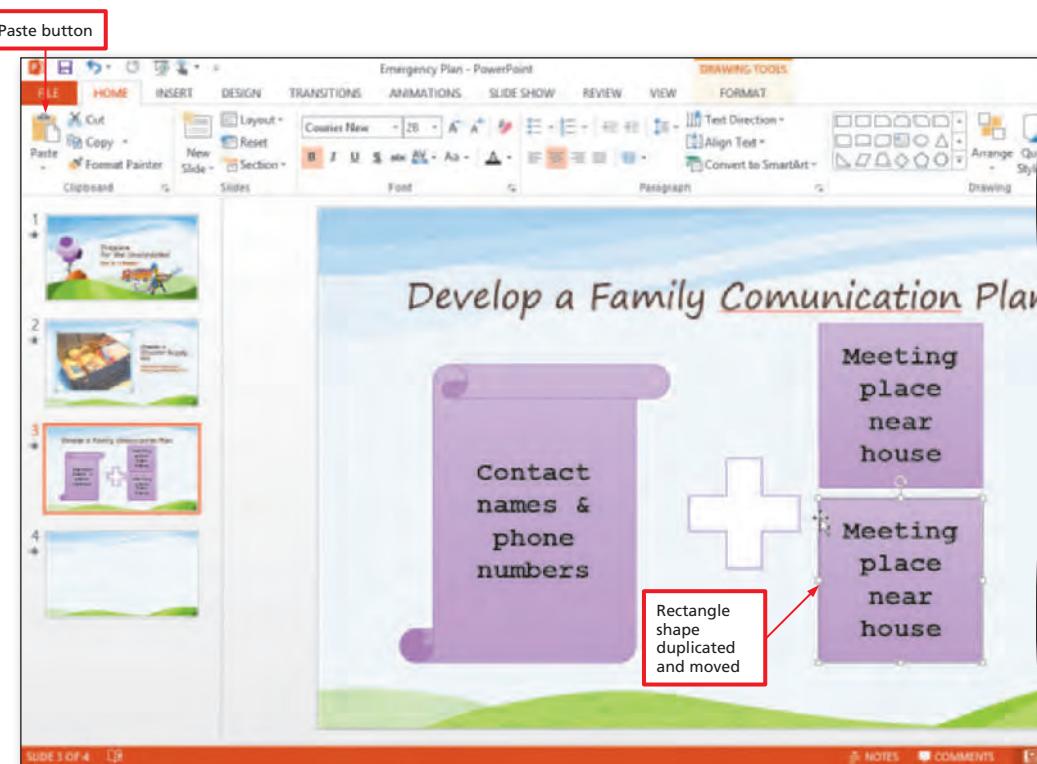


Figure 2–46

3

- In the second Rectangle shape, select the text, near house, and then type **away from vicinity** as the replacement text (Figure 2–47).



Figure 2–47

Other Ways

- Press and hold or right-click selected shape, tap or click Copy on shortcut menu, press and hold or right-click, tap or click Paste on shortcut menu
- Select shape, press CTRL+C, press CTRL+V

Break Point: If you wish to take a break, this is a good place to do so. Be sure to save the Emergency Plan file again and then you can exit PowerPoint. To resume at a later time, run PowerPoint, open the file called Emergency Plan, and continue following the steps from this location forward.

Inserting and Formatting WordArt

One method of adding appealing visual elements to a presentation is by using **WordArt** styles. This feature is found in other Microsoft Office applications, including Word and Excel. This gallery of decorative effects allows you to type new text or convert existing text to WordArt. You then can add elements such as fills, outlines, and effects.

WordArt **fill** in the interior of a letter can consist of a solid color, texture, picture, or gradient. The WordArt **outline** is the exterior border surrounding each letter or symbol. PowerPoint allows you to change the outline color, weight, and style. You also can add an **effect**, which helps add emphasis or depth to the characters. Some effects are shadows, reflections, glows, bevels, and 3-D rotations.

BTW Undo Text

Formatting Changes

To remove a formatting change you have made to text, such as an underline or bolding, select the text and then tap or click the button that originally applied the format. For example, to undo bolding, select the text and then click the Bold button. If you apply a format and then immediately decide to remove this effect, click the Undo button on the Quick Access Toolbar.

To Insert WordArt

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Having a communication plan is of utmost importance to prepare for the unexpected. You want to emphasize this concept, and the last slide in the presentation is an excellent location to urge your audience to take action. *Why? Audience members remember the first and last things they see and hear.* You quickly can add a visual element to the slide by selecting a WordArt style from the WordArt Styles gallery and then applying it to some text. The following steps insert WordArt.

1

- Display Slide 4 and then display the **INSERT** tab.
- Tap or click the WordArt button (**INSERT** tab | **Text** group) to display the WordArt gallery (Figure 2–48).

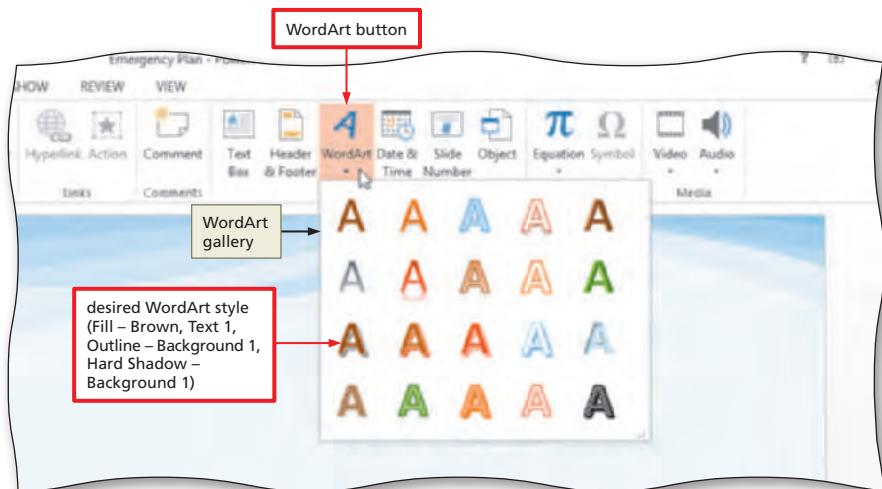


Figure 2–48

2

- Tap or click **Fill – Brown, Text 1, Outline – Background 1, Hard Shadow – Background 1** (the first style in the third row) to insert the WordArt object (Figure 2–49).

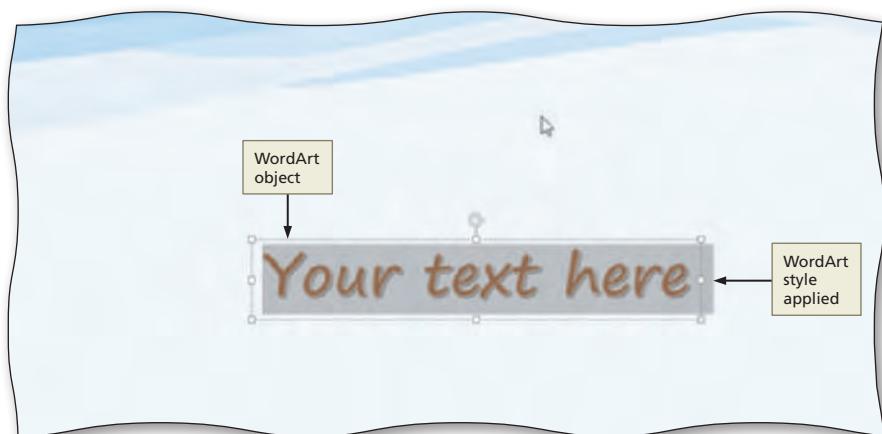


Figure 2–49

3

- Type **Be Prepared** in the object as the WordArt text (Figure 2–50).

Q&A Why did the DRAWING TOOLS FORMAT tab appear automatically in the ribbon?
It appears when you select text to which you could add a WordArt style or other effect.

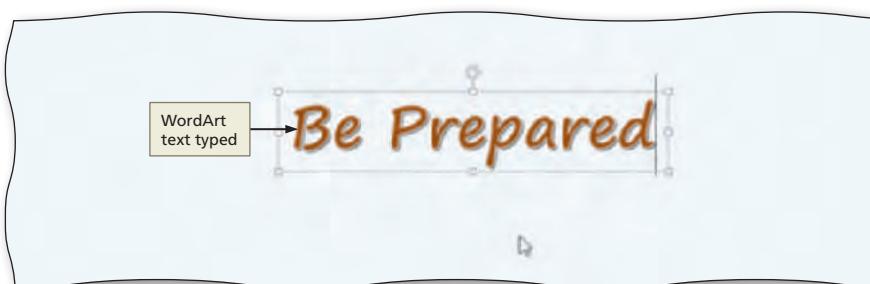


Figure 2–50

To Change the WordArt Shape

Why? The WordArt text is useful to emphasize the need to prepare for emergencies. You further can emphasize this text by changing its shape. PowerPoint provides a variety of graphical shapes that add interest to WordArt text. The following steps change the WordArt shape to Inflate Bottom.

1

- With the WordArt object still selected, click the Text Effects button (DRAWING TOOLS FORMAT tab | WordArt Styles group) to display the Text Effects menu (Figure 2–51).

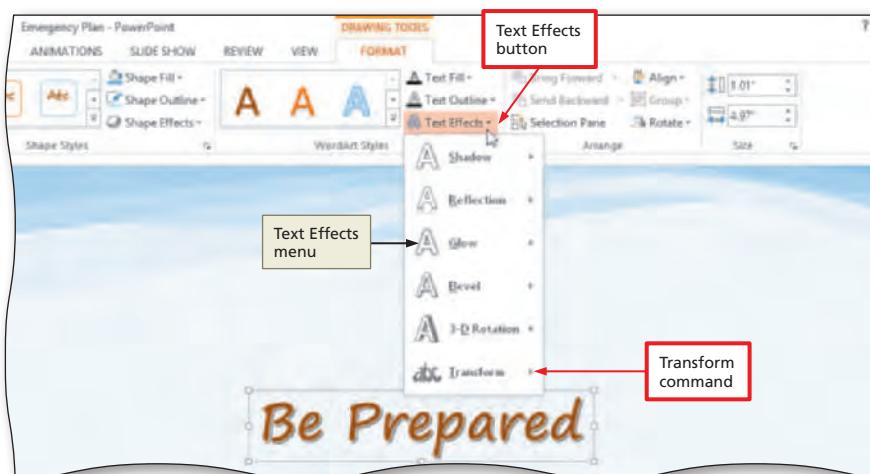


Figure 2–51

2

- Point to Transform in the Text Effects menu to display the WordArt Transform gallery (Figure 2–52).



Figure 2–52

3

- If you are using a mouse, point to the Inflate Bottom shape in the Warp area (the third shape in the last row) to display a live preview of that text effect applied to the WordArt object (Figure 2–53).

 **Experiment**

- If you are using a mouse, point to various effects in the Transform gallery and watch the format of the text and borders change.

Q&A

How can I see the preview of a Transform effect if the gallery is overlaying the WordArt letters? Move the WordArt box to the left or right side of the slide and then repeat Steps 1 and 2.

**Figure 2–53****4**

- Tap or click the Inflate Bottom shape to apply this text effect to the WordArt object.

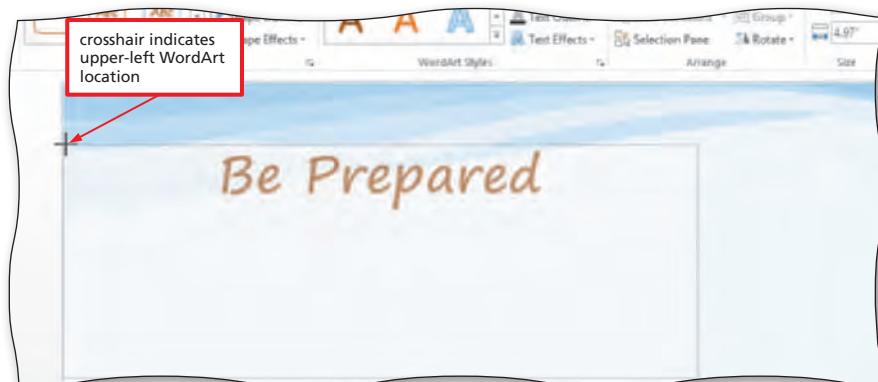
Q&A

Can I change the shape I applied to the WordArt?

Yes. Position the insertion point in the box and then repeat Steps 1 and 2.

5

- Drag the upper-left sizing handle diagonally toward the upper-left corner of the slide until the crosshair is positioned approximately as shown in Figure 2–54.

**Figure 2–54****6**

- Release to resize the WordArt object.
- Drag the WordArt object toward the center of the slide until it is positioned approximately as shown in Figure 2–55.

**Figure 2–55**

To Apply a WordArt Text Fill

Various texture fills are available to give your WordArt characters a unique look. The 24 pictures in the Texture gallery give the appearance of a physical object, such as water drops, sand, tissue paper, and a paper bag. The following steps add the Purple Mesh texture as a fill for the WordArt characters. *Why? Purple coordinates well with the shapes on Slide 3 and is similar to the color in the Slide 1 flower and firefighter's hose.*

1

- With the WordArt object selected, click the Text Fill arrow (DRAWING TOOLS FORMAT tab | WordArt Styles group) to display the Text Fill gallery.
- Point to Texture in the Text Fill gallery to display the Texture gallery.

2

- If you are using a mouse, point to the Purple mesh texture (the third texture in the fifth row) to display a live preview of that texture applied to the WordArt object (Figure 2–56).

Experiment

- If you are using a mouse, point to various styles in the Texture gallery and watch the fill change.

3

- Tap or click the Purple mesh texture to apply this texture as the fill for the WordArt object.

Q&A

Can I apply this texture simultaneously to text that appears in more than one place on my slide?

Yes. If you are not using a touch screen, you can select one area of text, press and then hold the CTRL key while you select the other text, and then apply the texture.

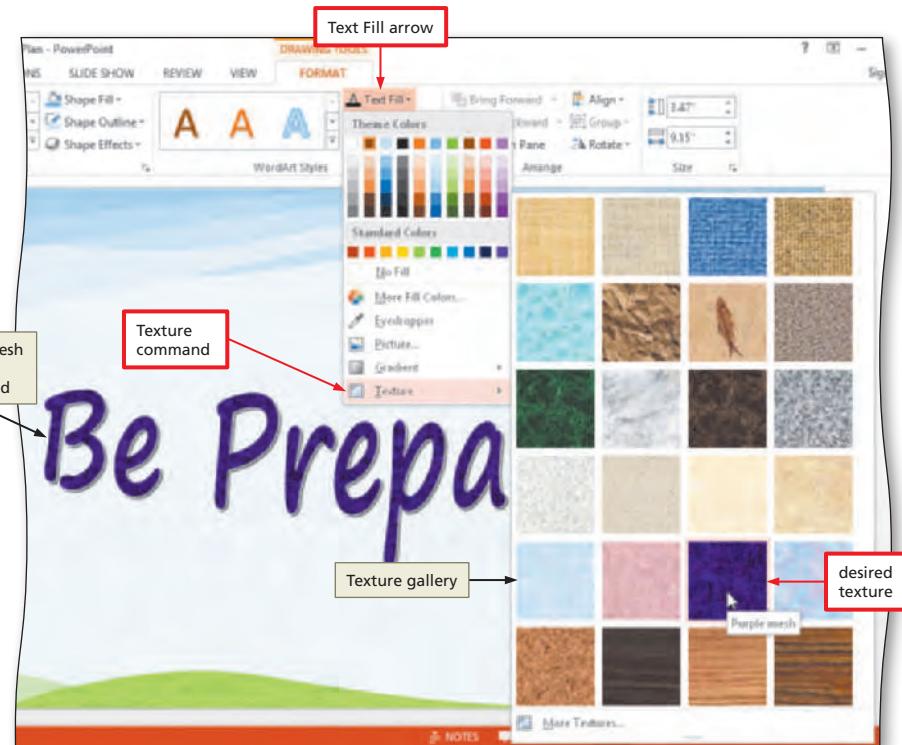


Figure 2–56

To Change the Weight of the WordArt Outline

The letters in the WordArt style applied have an outline around the edges. You can increase the width of the lines. *Why? The thicker line will emphasize this characteristic and add another visual element.* As with fonts, lines also are measured in point size, and PowerPoint gives you the option to change the line **weight**, or thickness, starting with $\frac{1}{4}$ point (pt) and increasing in one-fourth-point increments. Other outline options include modifying the color and the line style, such as changing to dots or dashes or a combination of dots and dashes. The following steps change the WordArt outline weight to 3 pt.

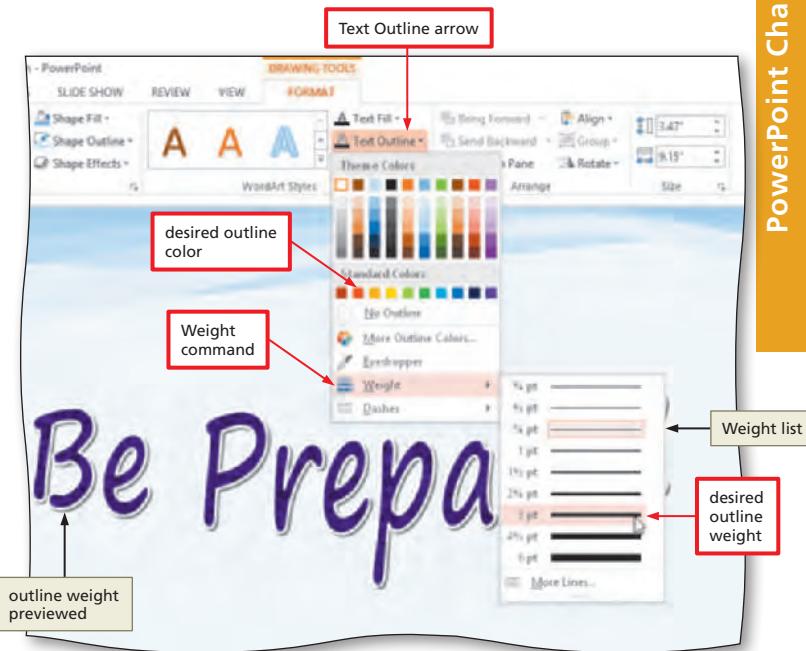
1

- With the WordArt object still selected, click the Text Outline arrow (DRAWING TOOLS FORMAT tab | WordArt Styles group) to display the Text Outline gallery.
- Point to Weight in the gallery to display the Weight list.
- If you are using a mouse, point to 3 pt to display a live preview of this line weight on the WordArt text outline (Figure 2–57).

Q&A Can I make the line width more than 6 pt?
Yes. Tap or click More Lines and increase the amount in the Width box.

 **Experiment**

- If you are using a mouse, point to various line weights in the Weight list and watch the line thickness change.

**Figure 2–57****2**

- Tap or click 3 pt to apply this line weight to the WordArt text outline.

Q&A Must my text have an outline?
No. To delete the outline, click No Outline in the Text Outline gallery.

To Change the Color of the WordArt Outline

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Why? The WordArt outline color and the slide background color are similar, so you can add contrast by changing one of these slide elements. The following steps change the WordArt outline color.

1

- With the WordArt object still selected, display the Text Outline gallery.
- If you are using a mouse, point to Red (the second color in the Standard Colors row) to display a live preview of this outline color.

 **Experiment**

- If you are using a mouse, point to various colors in the gallery and watch the outline colors change.

2

- Tap or click Red to apply this color to the WordArt outline.
- Tap or click outside of the WordArt box to deselect this slide element (Figure 2–58).

**Figure 2–58**

BTW

PowerPoint Help

At any time while using PowerPoint, you can find answers to questions and display information about various topics through PowerPoint Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use PowerPoint. For instruction about PowerPoint Help and exercises that will help you gain confidence in using it, read the Office and Windows chapter at the beginning of this book.

Formatting Slide Backgrounds

A slide's background is an integral part of a presentation because it can generate audience interest. Every slide can have the same background, or different backgrounds can be used in a presentation. This background is considered fill, which is the content that makes up the interior of a shape, line, or character. Four fills are available: solid, gradient, picture or texture, and pattern. **Solid fill** is one color used throughout the entire slide. **Gradient fill** is one color shade gradually progressing to another shade of the same color or one color progressing to another color. **Picture or texture fill** uses a specific file or an image that simulates a material, such as cork, granite, marble, or canvas. **Pattern fill** adds designs, such as dots or diamonds, that repeat in rows across the slide.

Once you add a fill, you can adjust its appearance. For example, you can adjust its **transparency**, which allows you to see through the background, so that any text on the slide is visible. You also can select a color that is part of the theme or a custom color. You can use **offsets**, another background feature, to move the background away from the slide borders in varying distances by percentage. **Tiling options** repeat the background image many times vertically and horizontally on the slide; the smaller the tiling percentage, the greater the number of times the image is repeated.

To Insert a Picture to Create a Background

Why? For variety and interest, you want to use an illustration as the Slide 4 background. This picture is stored on the Data Files for Students. PowerPoint will stretch the height and width of this picture to fill the slide area. The following steps insert the picture, Emergency Collage, on Slide 4 only.

- 1 • With Slide 4 displaying, display the DESIGN tab and then click the Format Background button (DESIGN tab | Customize group).
- With the FILL section displaying (Format Background task pane) and 'Picture or texture fill' selected, tap or click the File button to display the Insert Picture dialog box (Figure 2–59).
- If necessary, navigate to the PowerPoint Chapter 02 folder or the location where your Data Files for Students folder is located.

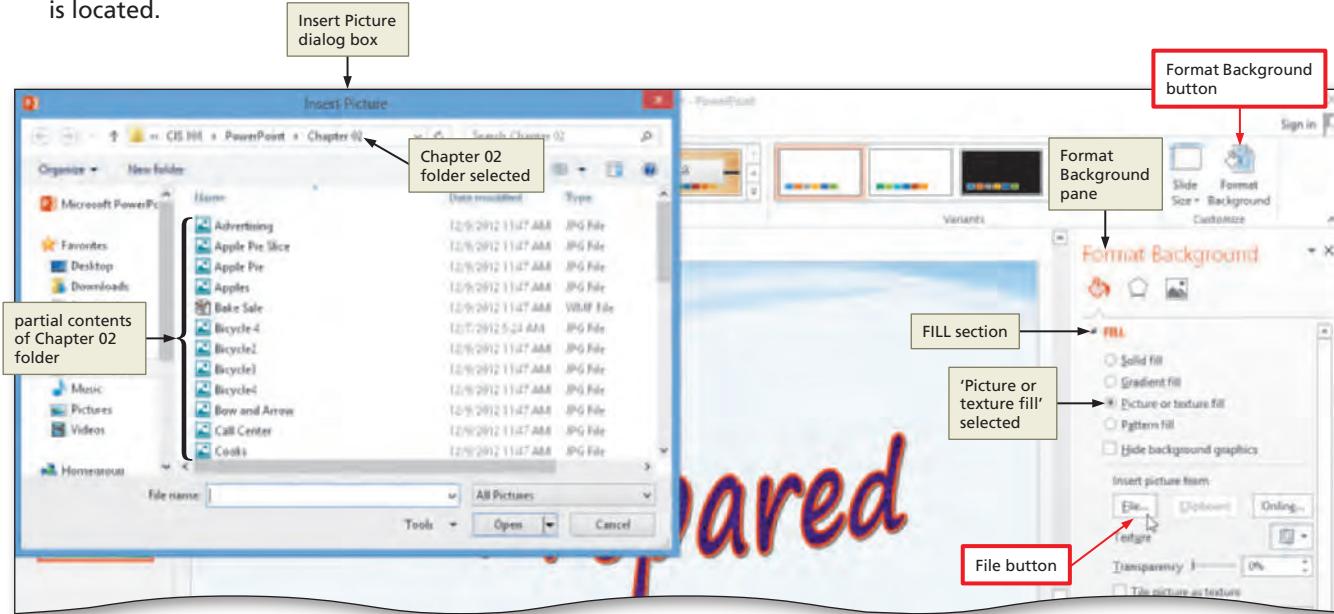
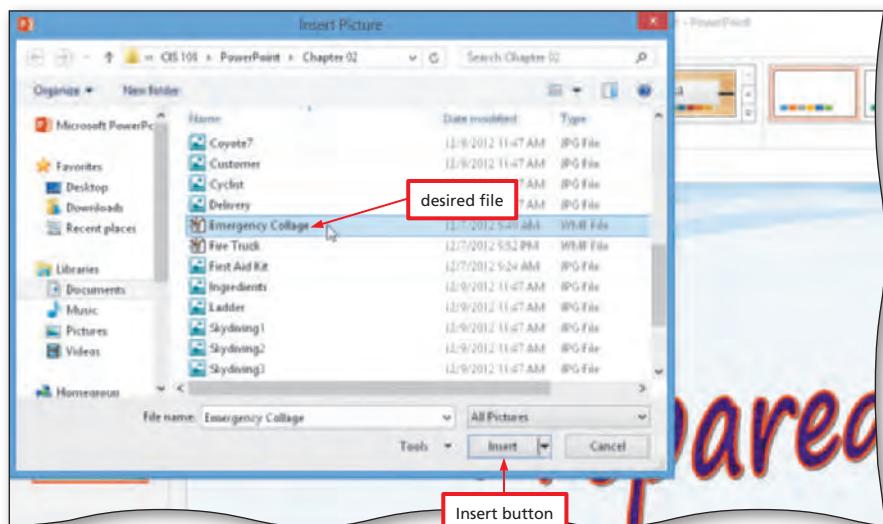


Figure 2–59

2

- If necessary, slide or scroll down and then click Emergency Collage to select the file name (Figure 2–60).

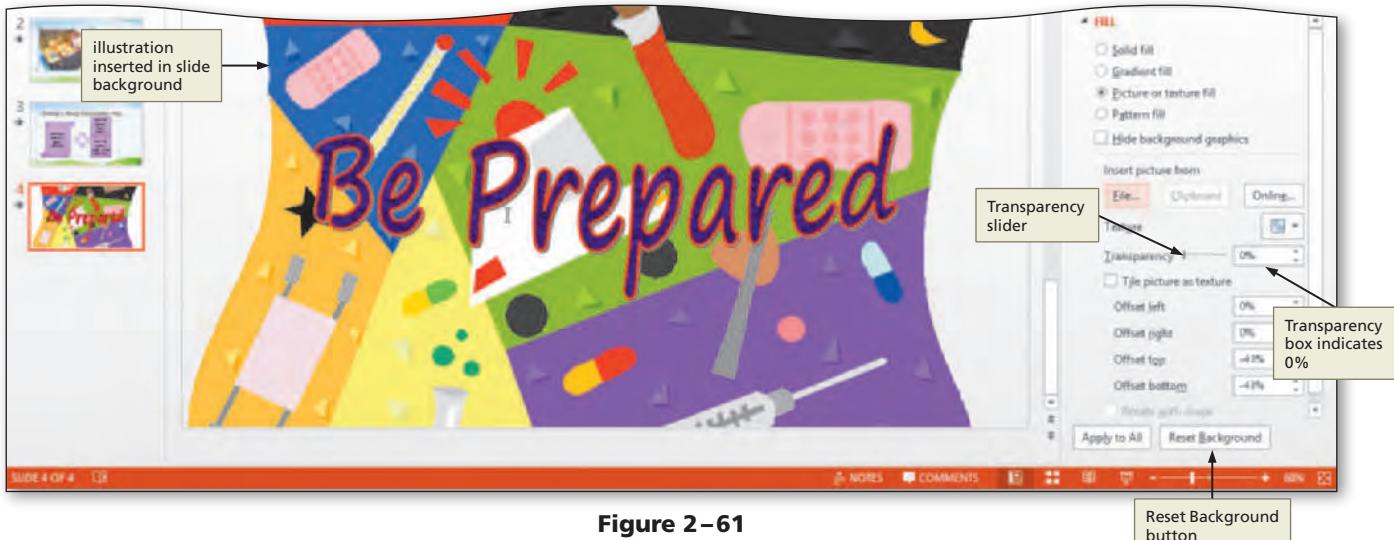
**Figure 2–60****3**

- Tap or click the Insert button (Insert Picture dialog box) to insert the Emergency Collage illustration as the Slide 4 background (Figure 2–61).

Q&A

What if I do not want to use this picture?

Tap or click the Undo button on the Quick Access Toolbar or tap or click the Reset Background button at the bottom of the Format Background task pane.

**Figure 2–61****Other Ways**

- Tap or click Format Background on shortcut menu, click Picture or Texture Fill, Insert from File (Format Background pane)

To Format the Background Picture Fill Transparency

[1 DOWNLOAD & SELECT SLIDES](#) | [2 INSERT & FORMAT PICTURES](#) | [3 INSERT & FORMAT SHAPES](#)
[4 INSERT & FORMAT WORDART](#) | [**5 FORMAT SLIDE BACKGROUNDS**](#) | [6 REVIEW & REVISE SLIDES](#)

The Emergency Collage illustration on Slide 4 has vibrant colors and conflicts with the WordArt. One method of reducing this richness is to change the transparency. The **Transparency slider** indicates the amount of opaqueness. The default setting is 0, which is fully opaque. The opposite extreme is 100%, which is fully transparent. To change the transparency, you can move the Transparency slider or enter a number in the box next to the slider. The following step adjusts the transparency of the background picture to 60%.

1

- Tap or click the Transparency slider and drag it to the right until 60% is displayed in the Transparency box (Figure 2–62).

Q&A Can I move the slider in small increments so that I can get a precise percentage easily?

Yes. Tap or click the up or down arrows in the Transparency box to move the slider in one-percent increments.

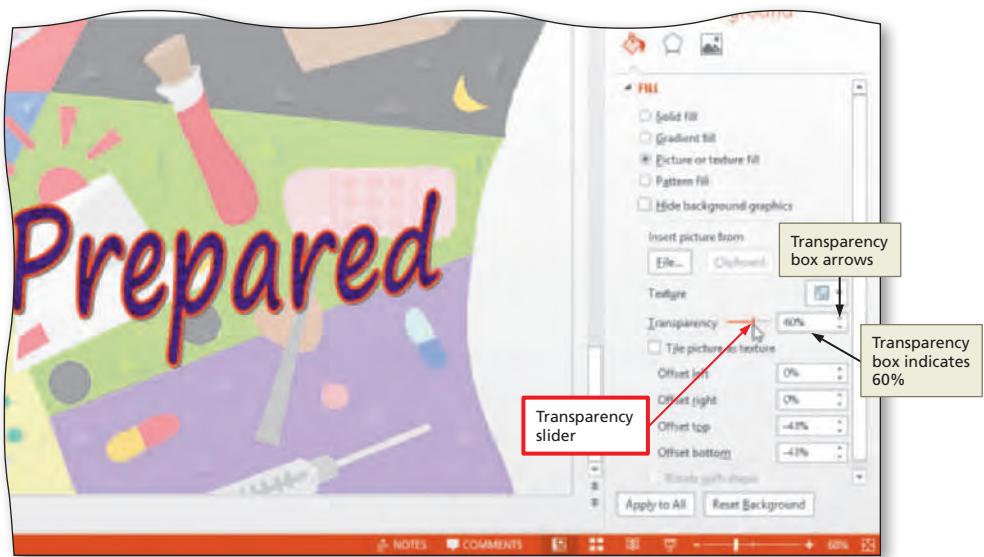


Figure 2–62

To Insert a Texture Fill

You used a texture fill to add interest to the WordArt characters. These same fills are available to add as a slide background. You also can use your own texture pictures for custom backgrounds. The following steps insert the Bouquet fill on Slide 3 in the presentation.

1

- Display Slide 3 and, if necessary, tap or click the Format Background button (DESIGN tab | Customize group) to display the Format Background task pane.
- Tap or click the Texture button to display the Texture gallery (Figure 2–63).

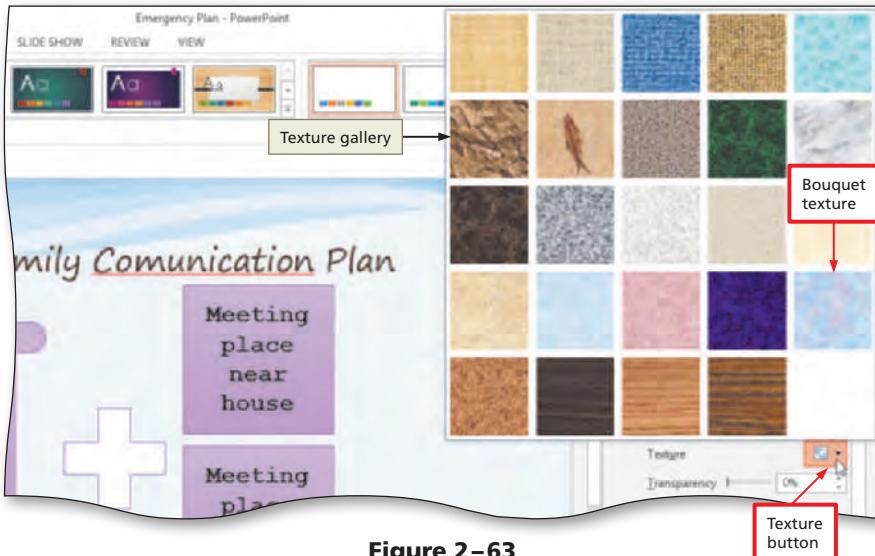


Figure 2–63

2

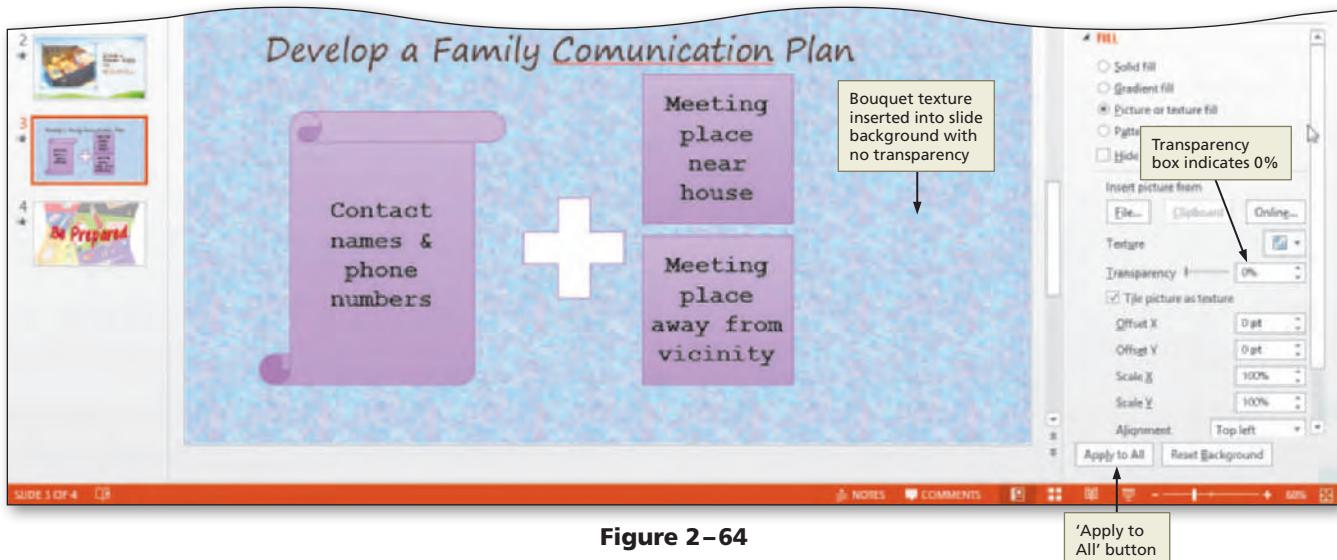
- Tap or click the Bouquet texture (the last texture in the fourth row) to insert this texture fill as the background on Slide 3 (Figure 2–64).

Q&A Is a live preview available to see the various textures on this slide?

No. Live preview is not an option with the background textures and fills.

Could I insert this background on all four slides simultaneously?

Yes. You would click the 'Apply to All' button to insert the Bouquet background on all slides.

**Figure 2–64****Other Ways**

1. Press and hold or right-click background, click Format Background on shortcut menu, select desired options (Format Background pane)

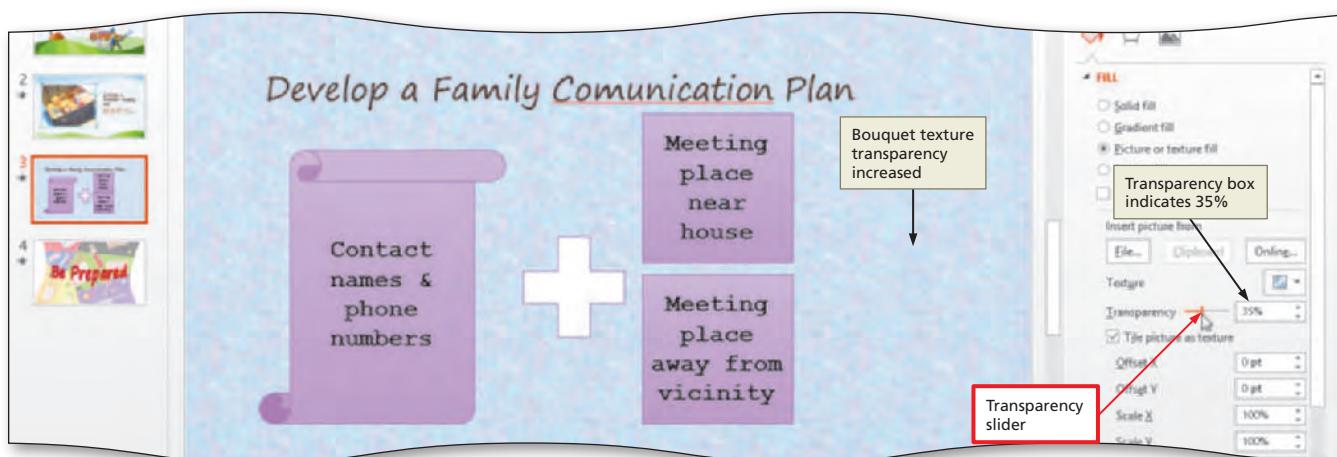
To Format the Background Texture Fill Transparency

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

The Bouquet texture on Slide 3 may detract from the three shapes because it does not offer sufficient contrast with the symbols and text. You can adjust the transparency of a slide texture in the same manner that you change a picture transparency. The following step adjusts the texture transparency to 35%.

1

- Click the Transparency slider and drag it to the right until 35% is displayed in the Transparency box (Figure 2–65).

**Figure 2–65**

To Insert a Gradient Fill

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Although you selected Bouquet texture fill on Slide 3 and changed the transparency, you decide that another type of background may be more suitable for your presentation. *Why? The Bouquet texture is very colorful and may detract from the messages presented in the symbols.* For each theme, PowerPoint provides 30 preset **gradient fills** with five designs for each of the six major theme colors. Each fill has one dark color shade that gradually lightens to either another shade of the same color or another color. The following steps replace the texture fill on Slide 3 to a preset gradient fill.

1

- Tap or click Gradient fill in the Format Background pane and then click the Preset gradients button to display the Preset gradients gallery (Figure 2–66).

Q&A

Are the backgrounds displayed in a specific order?

Yes. The first row has light colors at the top of the background; the middle rows have darker fills at the bottom; the bottom row has overall dark fills on all edges.

Is a live preview available to see the various gradients on this slide?

No. Live preview is not an option with the background textures and fills.

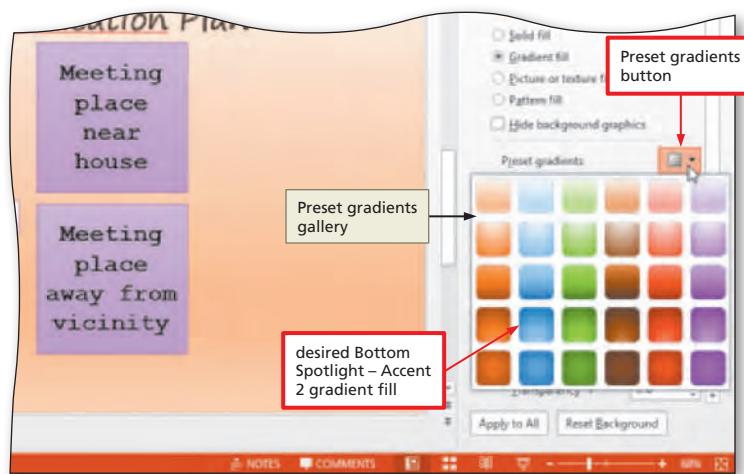


Figure 2–66

2

- Tap or click Bottom Spotlight – Accent 2 (the second fill in the fourth row) to apply that style to Slide 3 (Figure 2–67).

Q&A

If I decide later that this background gradient does not fit the theme of my presentation, can I apply a different background?

Yes. You can repeat these steps at any time while creating your presentation.

What if I want to apply this background gradient to all slides in the presentation?

Tap or click the desired style or click the 'Apply to All' button at the bottom of the pane.

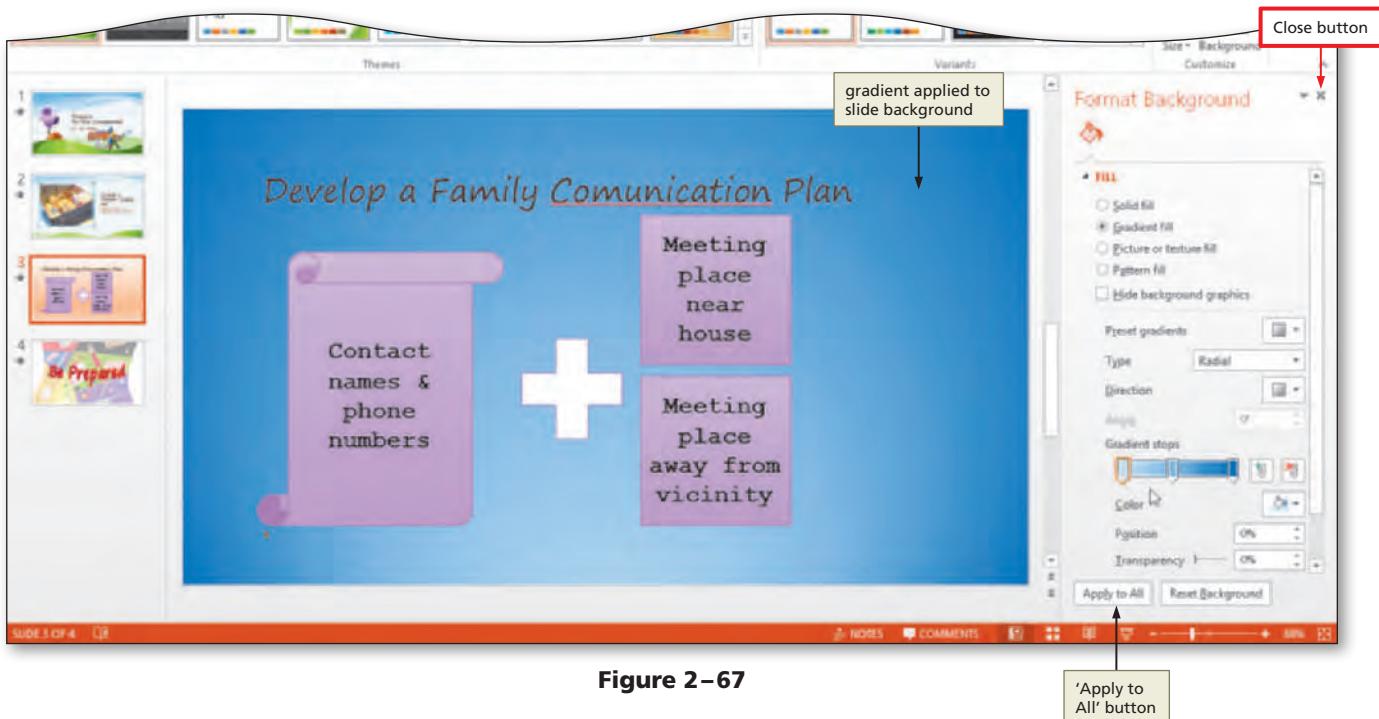


Figure 2–67

3

- Tap or click the Close button (Format Background pane) to close the pane and return to Slide 3.

Other Ways

1. Tap or click DESIGN tab on ribbon, tap or click Format Background button (Customize group), select desired options (Format Background pane)

2. Press and hold or right-click background, click Format Background on shortcut menu, select desired options (Format Background pane)

Reviewing and Revising Individual Slides

The text, pictures, and shapes for all slides in the Emergency Plan presentation have been entered. Once you complete a slide show, you might decide to change elements. PowerPoint provides several tools to assist you with making changes. They include finding and replacing text, inserting a synonym, and checking spelling. The following pages discuss these tools.

Replace Dialog Box

At times, you might want to change all occurrences of a word or phrase to another word or phrase. For example, an instructor may have one slide show to accompany a lecture for several introductory classes, and he wants to update slides with the particular class name and section that appear on several slides. He manually could change the characters, but PowerPoint includes an efficient method of replacing one word with another. The Find and Replace feature automatically locates specific text and then replaces it with desired text.

In some cases, you may want to replace only certain occurrences of a word or phrase, not all of them. To instruct PowerPoint to confirm each change, click the Find Next button in the Replace dialog box instead of the Replace All button. When PowerPoint locates an occurrence of the text, it pauses and waits for you to click either the Replace button or the Find Next button. Clicking the Replace button changes the text; clicking the Find Next button instructs PowerPoint to disregard that particular instance and look for the next occurrence of the Find what text.

To Find and Replace Text

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

While reviewing your slides, you realize that the word, Emergency, would be a better choice than the word, Disaster. To change these words throughout a presentation, you could view each slide, look for the word, Disaster, delete the word, and then type the replacement word, Emergency. A more efficient and effective method of performing this action is to use PowerPoint's Find and Replace feature, which automatically locates each occurrence of a word or phrase and then replaces it with specified text. The word, Disaster, displays twice in the presentation. The following steps use Find and Replace to replace all occurrences of the words, a Disaster, with the words, an Emergency.

1

- Display the HOME tab and then tap or click the Replace button (HOME tab | Editing group) to display the Replace dialog box.
- Type a **Disaster** in the Find what box (Replace dialog box).
- Tap or click the Replace with box and then type **an Emergency** in the box (Figure 2–68).

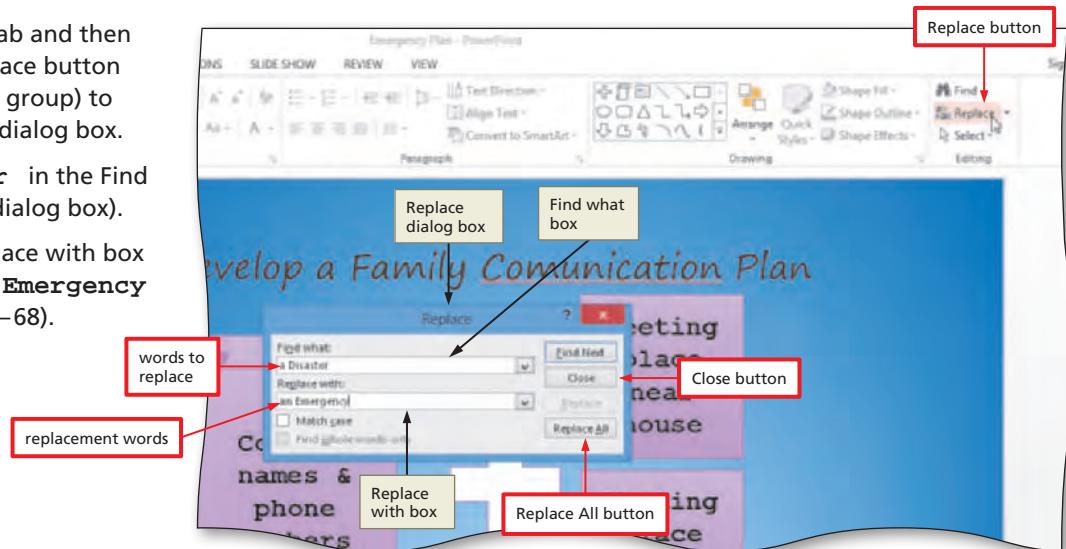


Figure 2–68

2

- Tap or click the Replace All button (Replace dialog box) to instruct PowerPoint to replace all occurrences of the Find what words, a Disaster, with the Replace with words, an Emergency (Figure 2–69).

Q&A

If I accidentally replaced the wrong text, can I undo this replacement?

Yes. Tap or click the Undo button on the Quick Access Toolbar to undo all replacements. If you had tapped or clicked the

Replace button instead of the Replace All button, PowerPoint would undo only the most recent replacement.

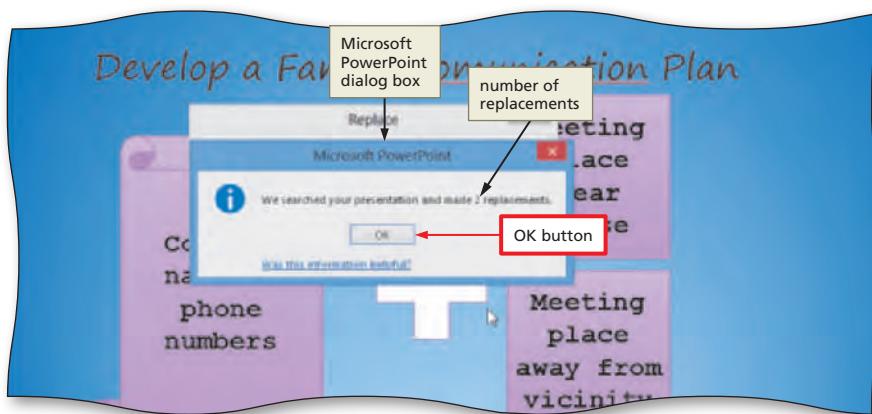


Figure 2–69

3

- Tap or click the OK button (Microsoft PowerPoint dialog box).
- Tap or click the Close button (Replace dialog box).

Other Ways

- Press CTRL+H

BTW

Finding and Replacing Text

When finding and replacing text, you do not need to display the slide that contains the word for which you are searching. You can perform this action when any slide is displayed. To see the results of the search and replace action, however, you need to display the slide where the change occurred.

To Find and Insert a Synonym

When reviewing your slide show, you may decide that a particular word does not express the exact usage you intended or that you used the same word on multiple slides. In these cases, you could find a **synonym**, or word similar in meaning, to replace the inappropriate or duplicate word. PowerPoint provides a **thesaurus**, which is a list of synonyms and antonyms, to help you find a replacement word.

In this project, you want to find a synonym to replace the words, stay alive, on Slide 2. The following steps locate an appropriate synonym and replace the word.

1

- Display Slide 2 and then select the words, stay alive.
- If you are using a mouse, right-click to display a shortcut menu related to the words you right-clicked. Then, point to Synonyms on the shortcut menu to display a list of synonyms for these words (Figure 2–70).

Q&A

If I want to locate a synonym for only one word, do I need to select it? No. You simply need to place the insertion point in the word and then press and hold or right-click to display the shortcut menu.

- If you are using a touch screen, tap the Thesaurus button (REVIEW tab | Proofing group) to display the Thesaurus task pane for the selected words. Then, in the task pane, tap the arrow next to the word survive if necessary to display a shortcut menu.

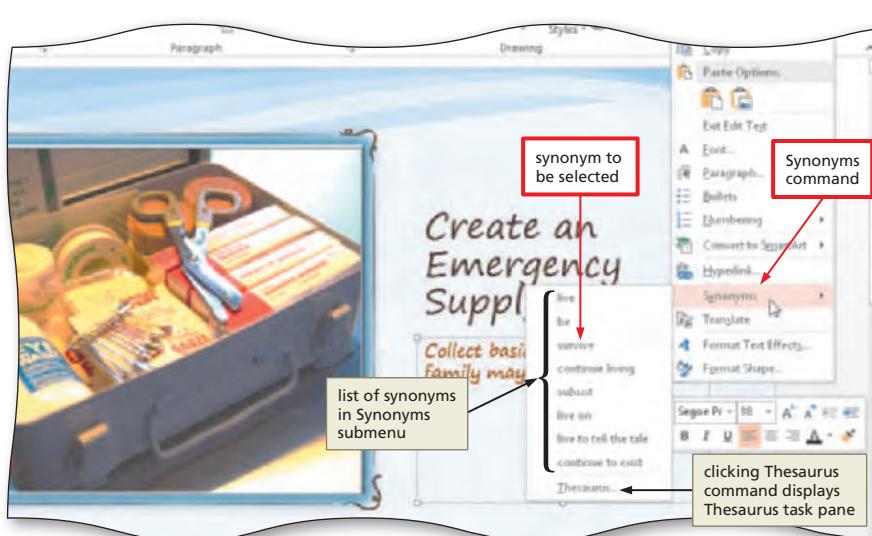


Figure 2–70

2

- Tap Insert or click the synonym you want (survive) on the Synonyms submenu to replace the words, stay alive, in the presentation with the word, survive (Figure 2–71).

Q&A What if a suitable word does not display in the Synonyms submenu?

You can display the Thesaurus task pane by tapping or clicking Thesaurus on the Synonyms submenu. A complete thesaurus with synonyms displays in the task pane along with an antonym, which is a word with an opposite meaning.

**Figure 2–71****Other Ways**

1. Tap or click Thesaurus (REVIEW tab | Proofing group)
2. Press SHIFT+F7

To Add Notes

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

As you create slides, you may find material you want to state verbally and do not want to include on the slide. You can type and format notes in the **Notes pane** as you work in Normal view and then print this information as **notes pages**. The Notes pane is hidden until you tap or click the Notes button on the status bar to open the pane. If you want to close the Notes pane, tap or click the Notes button again. After adding comments, you can print a set of speaker notes. These notes will print below a small image of the slide. Charts, tables, and pictures added to the Notes pane also print on these pages. The following steps add text to the Notes pane on Slides 2, 3, and 4.

Note: In the following step, the word, whistle, has been misspelled intentionally as wistle to illustrate the use of PowerPoint's spell check feature. Your slides may contain different misspelled words, depending upon the accuracy of your typing.

1

- Display Slide 2 and then if necessary tap or click the Notes button on the status bar to display the Notes pane.

Q&A Why might I need to tap or click the Notes pane?

By default, the Notes pane is closed when you begin a new presentation. Once you display the Notes pane for any slide, the Notes pane will remain open unless you tap or click the Notes button to close it.

- Tap or click the Notes pane and then type **The kit should include a flashlight, wistle, water, radio, batteries, three-day supply of food, three gallons of water for each family member, change of clothing, tools, and first aid kit.** (Figure 2–72).

Q&A What if I cannot see all the lines I typed?

You can drag the splitter bar up to enlarge the Notes pane. Clicking the Notes pane scroll arrows or swiping up or down on the Notes pane allows you to view the entire text.

**Figure 2–72**

2

- Display Slide 3, tap or click the Notes pane, and then type One meeting place should be near the home, and the second should be outside the neighborhood. One out-of-state relative should be included in the contacts list. (Figure 2–73).

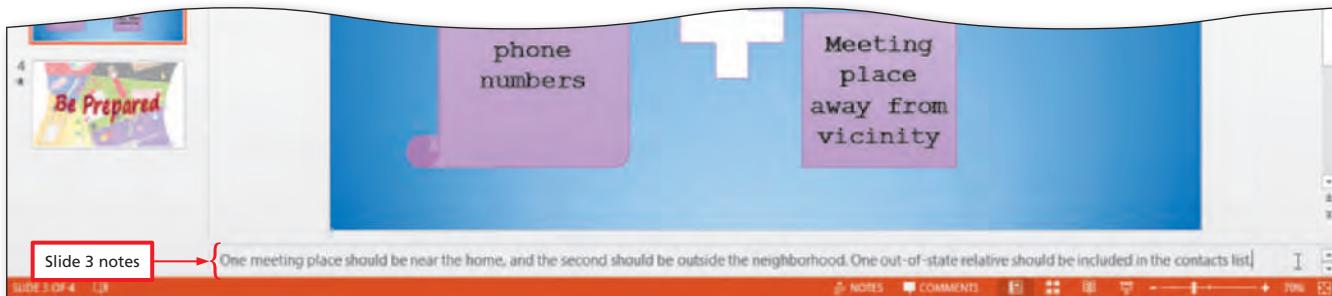


Figure 2–73

3

- Display Slide 4 and then type The Federal Emergency Management Agency (FEMA) has additional information about helping people prepare for emergency situations. Visit www.ready.gov. in the Notes pane (Figure 2–74).



Figure 2–74

BTW**Formatting Notes****Pane Text**

You can format text in the Notes pane in the same manner you format text on a slide. For example, you can bold key words or change the font size and color to add emphasis.

BTW**Detecting Spelling Errors**

The x in the Spell Check icon indicates PowerPoint detected a possible spelling error. A check mark in the icon indicates the entered text contains no spelling errors.

Checking Spelling

After you create a presentation, you should check it visually for spelling errors and style consistency. In addition, you use PowerPoint's Spelling tool to identify possible misspellings on the slides and in the notes. Do not rely on the spelling checker to catch all your mistakes. Although PowerPoint's spelling checker is a valuable tool, it is not infallible. You should proofread your presentation carefully by pointing to each word and saying it aloud as you point to it. Be mindful of commonly misused words such as its and it's, through and though, and to and too.

PowerPoint checks the entire presentation for spelling mistakes using a standard dictionary contained in the Microsoft Office group. This dictionary is shared with the other Microsoft Office applications such as Word and Excel. A custom dictionary is available if you want to add special words such as proper names, cities, and acronyms. When checking a presentation for spelling errors, PowerPoint opens the standard dictionary and the custom dictionary file, if one exists. When a word appears in the Spelling pane, you can perform one of several actions, as described in Table 2–1.

The standard dictionary contains commonly used English words. It does not, however, contain many proper names, abbreviations, technical terms, poetic contractions, or antiquated terms. PowerPoint treats words not found in the dictionaries as misspellings.

Table 2–1 Spelling Pane Buttons and Actions

| Button Name/Action | When to Use | Action |
|-----------------------------|---|--|
| Ignore | Word is spelled correctly but not found in dictionaries | PowerPoint continues checking rest of the presentation but will flag that word again if it appears later in document. |
| Ignore All | Word is spelled correctly but not found in dictionaries | PowerPoint ignores all occurrences of the word and continues checking rest of presentation. |
| Add | Add word to custom dictionary | PowerPoint opens custom dictionary, adds word, and continues checking rest of presentation. |
| Change | Word is misspelled | Click proper spelling of the word in Suggestions list. PowerPoint corrects word, continues checking rest of presentation, but will flag that word again if it appears later in document. |
| Change All | Word is misspelled | Click proper spelling of word in Suggestions list. PowerPoint changes all occurrences of misspelled word and continues checking rest of presentation. |
| Listen to the pronunciation | To hear the pronunciation of a word | Tap or click the audio speaker icon next to the properly spelled word near the bottom of the Spelling pane. |
| View synonyms | See some synonyms for the correctly spelled word | View the bullet list of synonyms below the correctly spelled word near the bottom of the Spelling pane. |
| Close | Stop spelling checker | PowerPoint closes spelling checker and returns to PowerPoint window. |

To Check Spelling

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
 4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

The following steps check the spelling on all slides in the Emergency Plan presentation.

1

- Tap or click REVIEW on the Ribbon to display the REVIEW tab.
- Tap or click the Spelling button (REVIEW Tab | Proofing group) to start the spelling checker and display the Spelling pane (Figure 2–75).

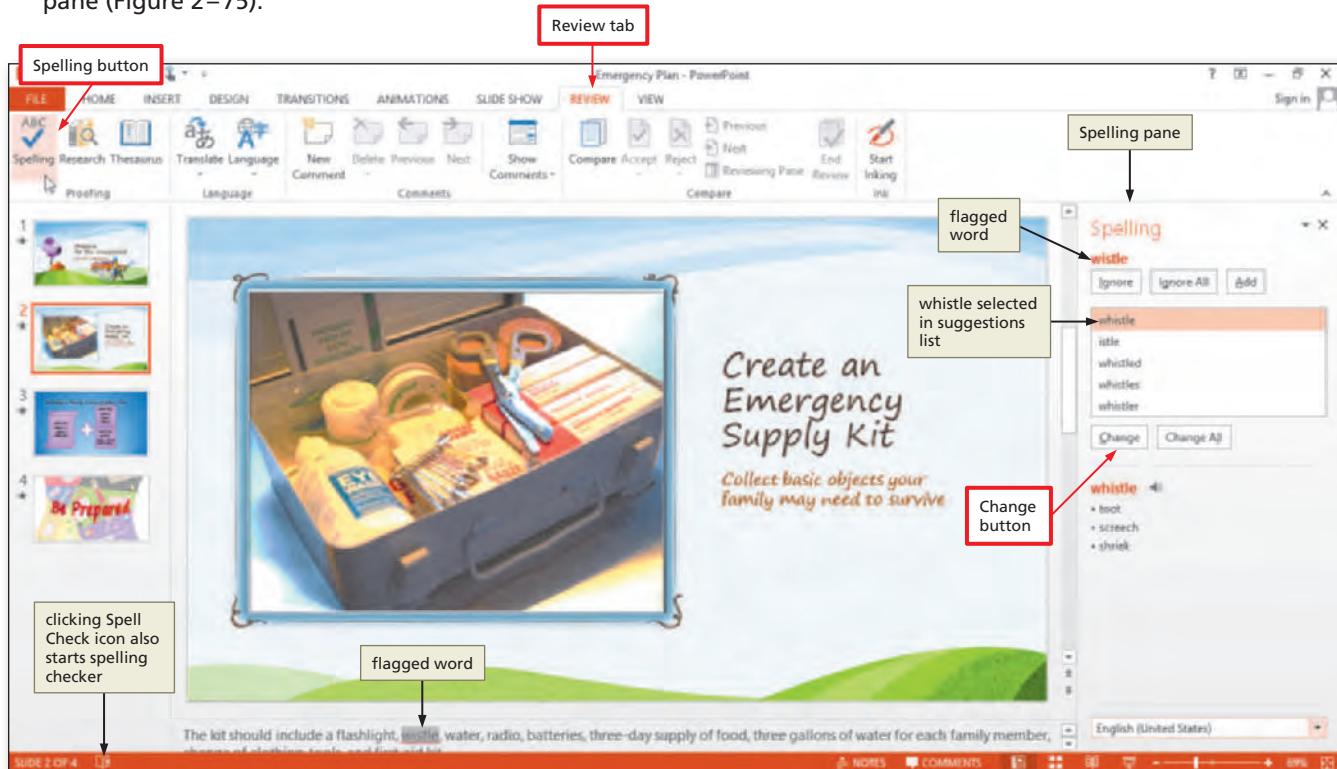


Figure 2–75

2

- With the word, wistle, selected in the list, tap or click the Change button (Spelling pane) to replace the misspelled flagged word, wistle, with the selected correctly spelled word, whistle, and then continue the spelling check (Figure 2–76).

Q&A Could I have tapped or clicked the Change All button instead of the Change button?

Yes. When you tap or click the Change All button, you change the current and future occurrences of the misspelled word. The misspelled word, wistle, appears only once in the presentation, so tapping or clicking the Change or the Change All button in this instance produces identical results.

Occasionally a correctly spelled word is flagged as a possible misspelled word. Why?

Your custom dictionary does not contain the word, so it is seen as spelled incorrectly. You can add this word to a custom dictionary to prevent the spelling checker from flagging it as a mistake.

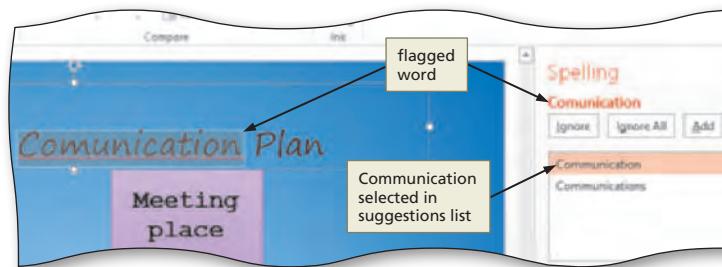


Figure 2–76

3

- Replace the misspelled word, Comunication, with the word, Communication.
- Continue checking all flagged words in the presentation. When the Microsoft PowerPoint dialog box appears, tap or click the OK button (Microsoft PowerPoint dialog box) to close the spelling checker and return to the slide where a possible misspelled word appeared.

Other Ways

- Tap or click Spell Check icon on status bar
- Press and hold or right-click flagged word, tap or click correct word
- Press F7

To Insert a Slide Number

PowerPoint can insert the slide number on your slides automatically to indicate where the slide is positioned within the presentation. The number location on the slide is determined by the presentation theme. You have the option to not display this slide number on the title slide. The following steps insert the slide number on all slides except the title slide.

1

- If necessary, display Slide 3 and then display the INSERT tab.
- Tap or click the Slide Number button (INSERT tab | Text group) to display the Header and Footer dialog box (Figure 2–77).

Q&A Why might I need to tap or click the Thumbnail pane?

If the final flagged word had been located in the Notes pane during the spell check, the insertion point would have been in the Notes pane. The page number, consequently, would have been inserted in the Notes pane instead of on the slide.

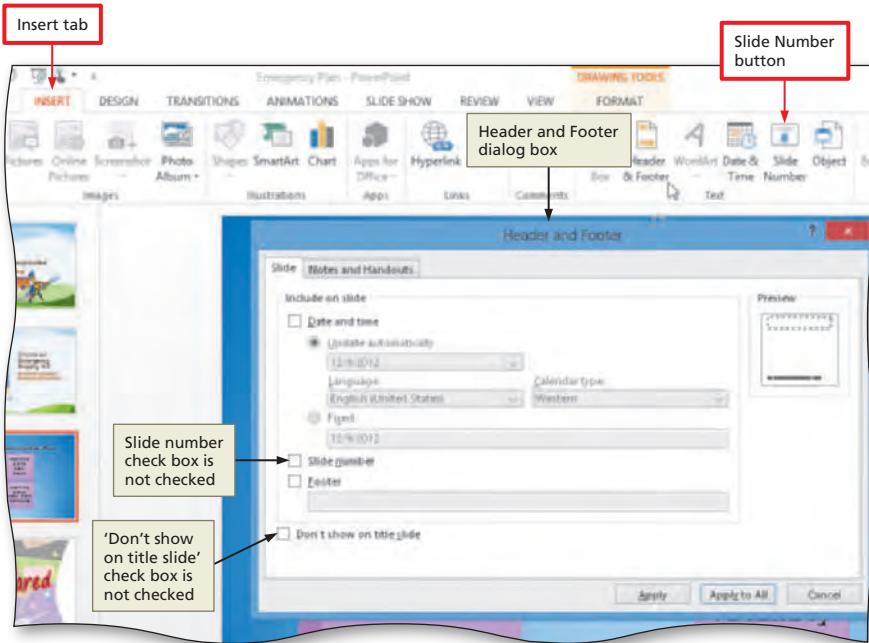


Figure 2–77

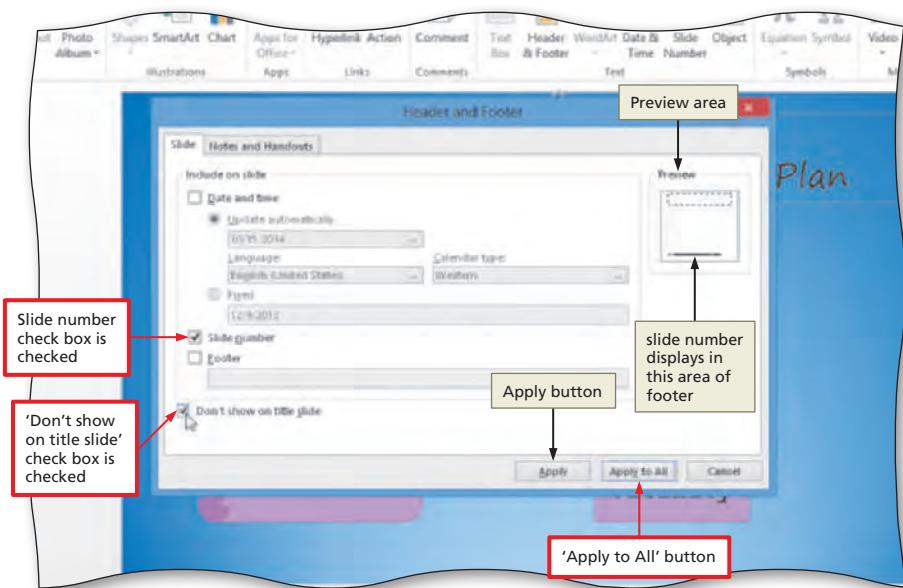
2

- Tap or click the Slide number check box (Header and Footer dialog box) to place a check mark in it.
- Tap or click the ‘Don’t show on title slide’ check box (Header and Footer dialog box) to place a check mark in it (Figure 2–78).

Q&A

Where does the slide number display on the slide?

Each theme determines where the slide number is displayed in the footer. In this theme, the slide number location is the left side of the footer, as indicated by the black box at the bottom of the Preview area.

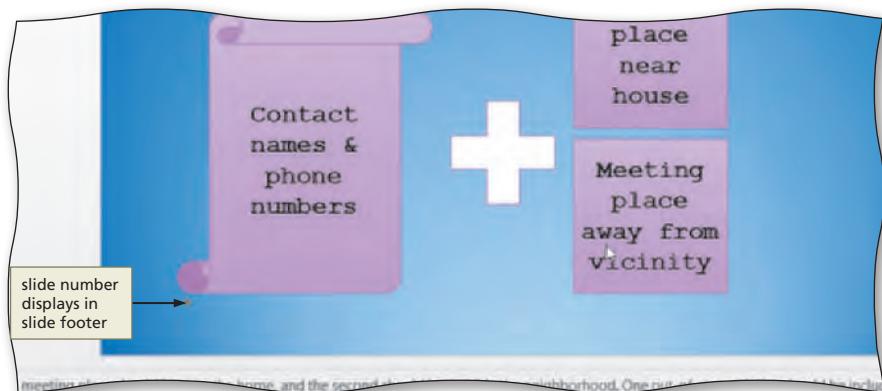
**Figure 2–78****3**

- Tap or click the Apply to All button (Header and Footer dialog box) to close the dialog box and insert the slide number on all slides except Slide 1 (Figure 2–79).

Q&A

How does tapping or clicking the Apply to All button differ from tapping or clicking the Apply button?

The Apply button inserts the slide number only on the currently displayed slide whereas the Apply to All button inserts the slide number on every slide.

**Figure 2–79****Other Ways**

1. Tap or click Header & Footer button (INSERT tab | Text group), tap or click Slide Number box (Header and Footer dialog box), tap or click ‘Slide number’ and ‘Don’t show on title slide’ boxes, tap or click Apply to All button

To Add a Transition between Slides

A final enhancement you will make in this presentation is to apply the Fracture transition in the Exciting category to all slides and increase the transition duration. The following steps apply this transition to the presentation.

- 1 Tap or click TRANSITIONS on the ribbon. Tap or click the More button (TRANSITIONS tab | Transition to This Slide group) to expand the Transitions gallery.
- 2 Tap or click the Fracture transition in the Exciting category to apply this transition.
- 3 Tap or click the Duration up arrow in the Timing group four times to change the transition speed from 02.00 to 03.00.

BTW**Certification**

The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain a valuable industry credential — proof that you have the PowerPoint 2013 skills required by employers. For more information, visit the Certification resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or see the inside back cover of this book.

- 4 Tap or click the Preview Transitions button (TRANSITIONS tab | Preview area) to view the new transition time.
- 5 Tap or click the Apply To All button (TRANSITIONS tab | Timing group) to apply this transition and speed to all four slides in the presentation (Figure 2–80).

Q&A Can I apply a particular transition or duration to one slide and then change the transition or timing for a different slide in the presentation?
Yes. Select a slide and then select a transition and duration. Do not tap or click the Apply To All button. Repeat this process to apply the transition and duration to individual slides.

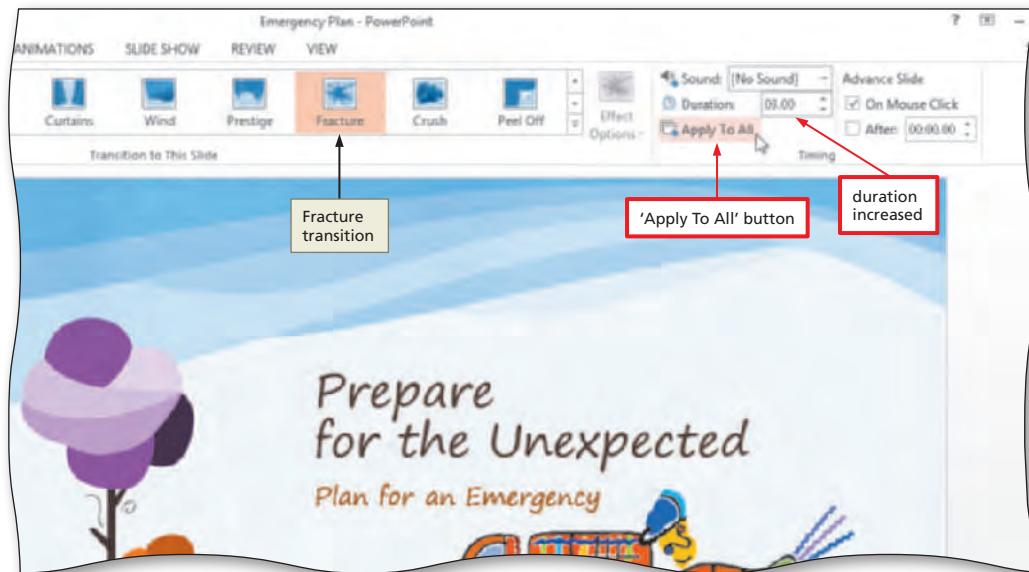


Figure 2–80

CONSIDER THIS

How can I use handouts to organize my speech?

As you develop a lengthy presentation with many visuals, handouts may help you organize your material. Print handouts with the maximum number of slides per page. Use scissors to cut each thumbnail and then place these miniature slide images adjacent to each other on a flat surface. Any type on the thumbnails will be too small to read, so the images will need to work with only the support of the verbal message you provide. You can rearrange these thumbnails as you organize your speech. When you return to your computer, you can rearrange the slides on your screen to match the order of your thumbnail printouts. Begin speaking the actual words you want to incorporate in the body of the talk. This process of glancing at the thumbnails and hearing yourself say the key ideas of the speech is one of the best methods of organizing and preparing for the actual presentation. Ultimately, when you deliver your speech in front of an audience, the images on the slides or on your note cards should be sufficient to remind you of the accompanying verbal message.

To Print Speaker Notes

1 DOWNLOAD & SELECT SLIDES | 2 INSERT & FORMAT PICTURES | 3 INSERT & FORMAT SHAPES
4 INSERT & FORMAT WORDART | 5 FORMAT SLIDE BACKGROUNDS | 6 REVIEW & REVISE SLIDES

Comments added to slides in the Notes pane give the speaker information that supplements the text on the slide. They will print with a small image of the slide at the top and the comments below the slide. The following steps print the speaker notes.

1

- Display Slide 1, tap or click FILE on the ribbon to open the Backstage view, and then tap or click the Print tab in the Backstage view to display Slide 1 in the Print gallery.
- Tap or click ‘Full Page Slides’ in the Settings area to display the Print gallery (Figure 2–81).

Q&A

Why does the preview of my slide appear in color?

Your printer determines how the preview appears. If your printer is not capable of printing color images, the preview will not appear in color.

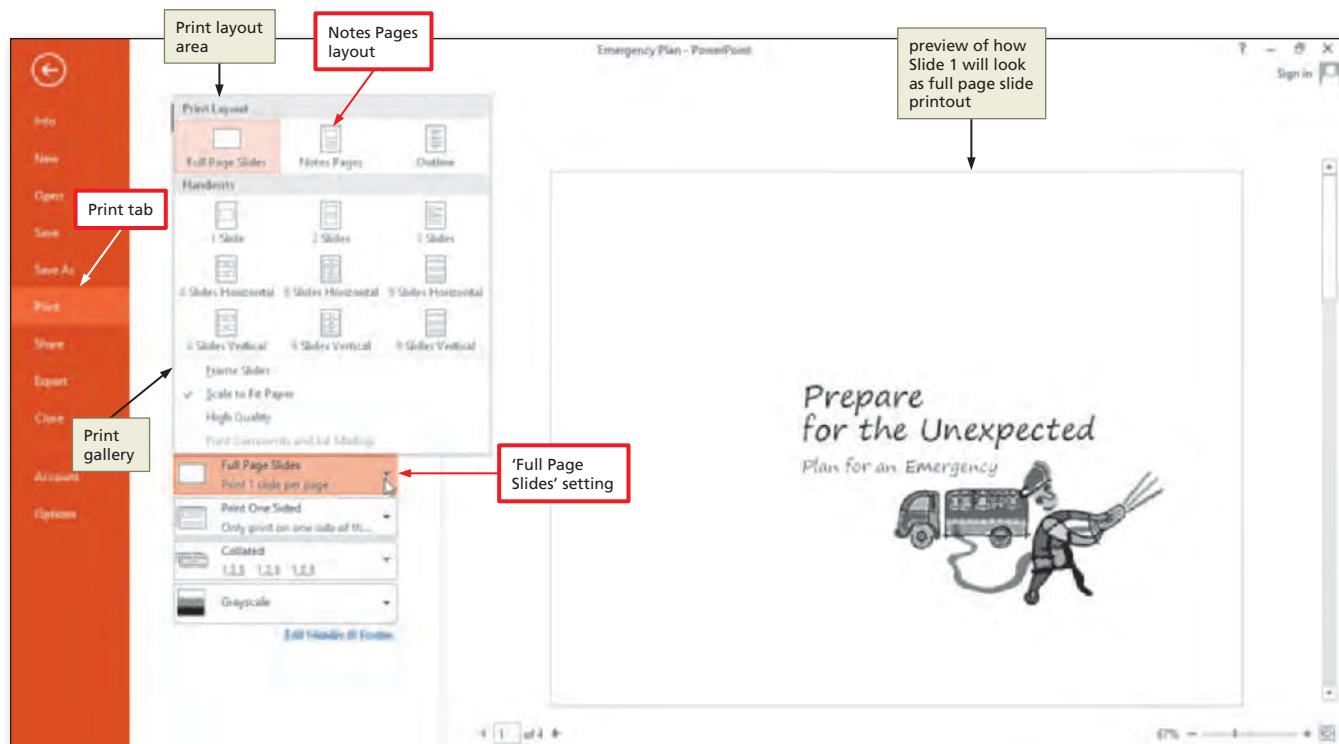


Figure 2–81

BTW

Distributing a Document

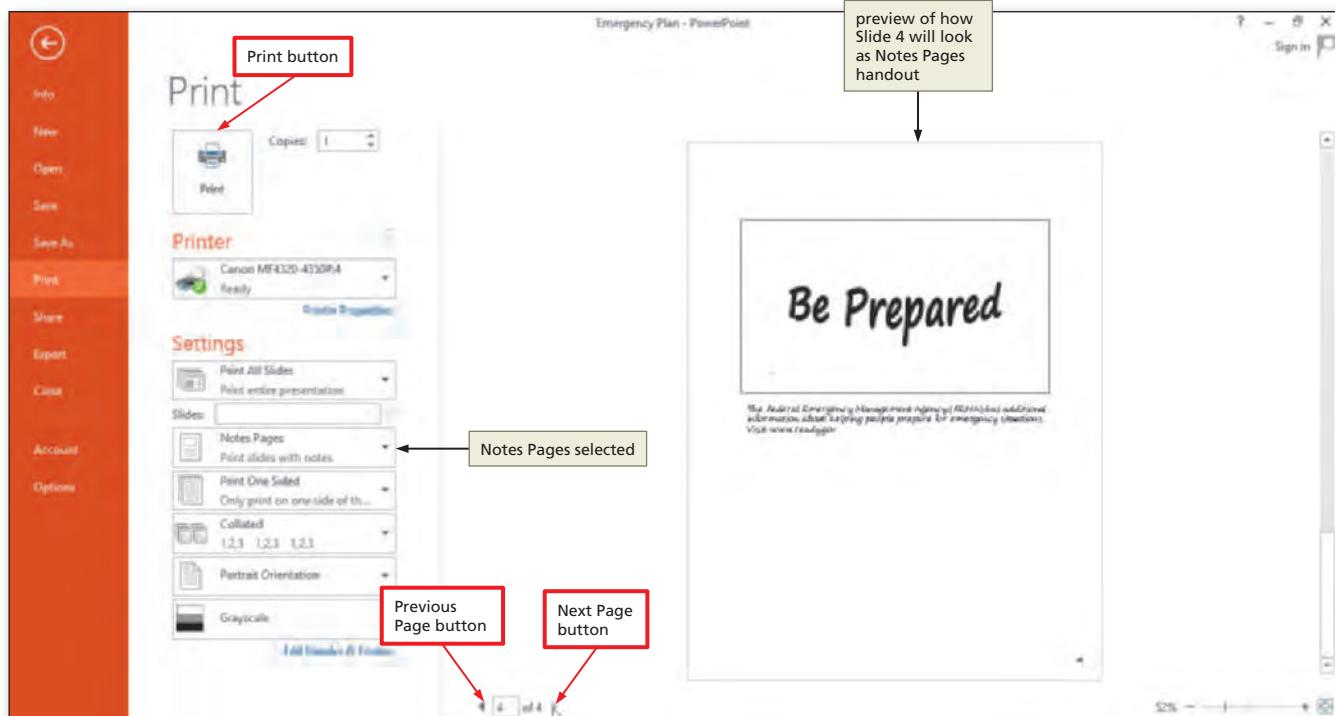
Instead of printing and distributing a hard copy of a document, you can distribute the document electronically. Options include sending the document via email; posting it on cloud storage (such as SkyDrive) and sharing the file with others; posting it on a social networking site, blog, or other website; and sharing a link associated with an online location of the document. You also can create and share a PDF or XPS image of the document, so that users can view the file in Acrobat Reader or XPS Viewer instead of in PowerPoint.

2

- Tap or click Notes Pages in the Print Layout area to select this option and then tap or click the Next Page button three times to display a preview of Slide 4 (Figure 2–82).

Q&A Can I preview Slides 1, 2, or 3 now?

Yes. Click the Previous Page button to preview the other slides.

**Figure 2–82****3**

- Verify that the printer listed on the Printer Status button will print a hard copy of the presentation. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer.
- Tap or click the Print button in the Print gallery to print the notes pages on the currently selected printer.
- When the printer stops, retrieve the hard copy (Figure 2–83).

Q&A Why does the background display on my printout but not in the figure?

Graphics are displayed depending upon the settings in the Print gallery. For example, the background will print if Color is specified whereas it will not with a Grayscale or Pure Black and White setting.

BTW**Printing Document Properties**

To print document properties, tap or click FILE on the ribbon to open the Backstage view, tap or click the Print tab in the Backstage view to display the Print gallery, tap or click the first button in the Settings area to display a list of options specifying what you can print, tap or click Document Info in the list to specify you want to print the document properties instead of the actual document, and then tap or click the Print button in the Print gallery to print the document properties on the currently selected printer.

The image displays two slide designs for emergency preparedness, labeled (a) and (b).
(a) Slide 1 – Speaker Notes: This slide features a large rectangular frame at the top containing the text "Prepare for the Unexpected" and "Plan for an Emergency". Below this is a cartoon illustration of a person running away from a fire truck. A small box at the bottom of the frame contains the text "picture background may not display".
(b) Slide 2 – Speaker Notes: This slide features a large rectangular frame on the left side containing a photograph of an open emergency supply kit box filled with various items like water bottles, a flashlight, and a first aid kit. To the right of the photo is the text "Create an Emergency Supply Kit" and "Collect basic objects your family may need to survive". Below this text is a descriptive paragraph: "The kit should include a flashlight, whistle, water, radio, batteries, three-day supply of food, three gallons of water for each family member, change of clothing, tools, and first aid kit." The number "2" is visible at the bottom right corner of the slide.

(b) Slide 2 – Speaker Notes**Figure 2–83 (Continued)**

The image shows two handout pages from a PowerPoint presentation. The top page, labeled '3' at the bottom right, contains a title 'Develop a Family Communication Plan' with a scroll icon, and two boxes for meeting places: 'Meeting place near house' and 'Meeting place away from vicinity'. A plus sign icon is between the scroll and the boxes. Below the title is a note: 'One meeting place should be near the home, and the second should be outside the neighborhood. One out-of-state relative should be included in the contacts list.' The bottom page, labeled '4' at the bottom right, has a large title 'Be Prepared' in a stylized font. At the bottom left is a note: 'The Federal Emergency Management Agency (FEMA) has additional information about helping people prepare for emergency situations. Visit www.ready.gov'. Both pages have decorative corner flourishes.

(c) Slide 3 – Speaker Notes

BTW
Conserving Ink and Toner
If you want to conserve ink or toner, you can instruct PowerPoint to print draft quality documents by tapping or clicking FILE on the ribbon to open the Backstage view, tapping or clicking Options in the Backstage view to display the PowerPoint Options dialog box, tapping or clicking Advanced in the left pane (PowerPoint Options dialog box), sliding or scrolling to the Print area in the right pane, placing a check mark in the 'Use draft quality' check box, and then tapping or clicking the OK button. Then, use the Backstage view to print the document as usual.

(d) Slide 4 – Speaker Notes

Figure 2–83 (Handouts printed using a black-and-white printer) (Continued)

Other Ways

1. Press CTRL+P, press ENTER

To Save the Presentation, Sign Out of a Microsoft Account, and Exit PowerPoint

You have made several changes to the presentation since you last saved it. Thus, you should save it again. The following steps save the presentation, sign out of your Microsoft account, and exit PowerPoint.

- 1** Tap or click the Save button on the Quick Access Toolbar.
- 2** If you wish to sign out of your Microsoft account, open the Backstage view, tap or click the Account tab to display the Account gallery, and then tap or click the Sign out link, which displays the Remove Account dialog box. If a Can't remove Windows accounts dialog box appears instead of the Remove Account dialog box, click the OK button and skip the remaining steps.
- 3** Tap or click the Yes button (Remove Account dialog box) to sign out of your Microsoft account on this computer.
- 4** Tap or click the Back button in the upper-left corner of the Backstage view to return to the presentation.
- 5a** If you have one PowerPoint presentation open, tap or click the Close button on the right side of the title bar to close the open document and exit PowerPoint.
- 5b** If you have multiple PowerPoint presentations open, press and hold or right-click the PowerPoint app button on the taskbar and then tap or click 'Close all windows' on the shortcut menu, or press ALT+F4 to close all open presentations and exit PowerPoint.

BTW

Quick Reference

For a table that lists how to complete the tasks covered in this book using touch gestures, the mouse, ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Quick Reference resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studetndownload or see the inside back cover of this book.

Chapter Summary

In this chapter you have learned how to insert and format pictures, add and format shapes, insert and format WordArt, add slide backgrounds, find and replace text, check spelling, add notes, and print speaker notes. The items listed below include all the new PowerPoint skills you have learned in this chapter, with the tasks grouped by activity.

Download and Modify Themes

Search for and Download an Online Theme
(PPT 77)

Delete a Slide (PPT 79)

Format Fonts

Change the Font (PPT 98)
Format Text Using the Format Painter (PPT 101)

Format Slide Backgrounds

Insert a Picture to Create a Background (PPT 108)
Format the Background Picture Fill Transparency
(PPT 109)
Insert a Texture Fill (PPT 110)
Format the Background Texture Fill Transparency
(PPT 111)
Insert a Gradient Fill (PPT 111)

Insert and Format Pictures

Insert a Picture into a Slide without a Content Placeholder (PPT 83)
Change a Picture (PPT 85)
Correct a Picture (PPT 87)
Apply a Picture Style (PPT 87)
Add a Picture Border (PPT 88)
Change a Picture Border Color (PPT 89)
Apply Picture Effects (PPT 90)

Insert and Format Shapes

Add a Shape (PPT 92)
Resize a Shape (PPT 93)
Add Other Shapes (PPT 94)
Apply a Shape Style (PPT 95)
Add Text to a Shape (PPT 97)
Copy and Paste a Shape (PPT 101)

Insert and Format WordArt

- Insert WordArt (PPT 103)
- Change the WordArt Shape (PPT 104)
- Apply a WordArt Text Fill (PPT 106)
- Change the Weight of the WordArt Outline (PPT 106)
- Change the Color of the WordArt Outline (PPT 107)

Review and Enhance Slides and Printouts

- Find and Replace Text (PPT 113)
- Find and Insert a Synonym (PPT 114)
- Add Notes (PPT 115)
- Check Spelling (PPT 117)
- Insert a Slide Number (PPT 118)
- Print Speaker Notes (PPT 121)

**What decisions will you need to make when creating your next presentation?**

Use these guidelines as you complete the assignments in this chapter and create your own slide show decks outside of this class.

1. Determine if an online theme can help you design and develop the presentation efficiently and effectively.
2. Identify personal pictures that would create interest and promote the message being presented.
3. Consider modifying pictures.
 - a) Add corrections.
 - b) Add styles.
 - c) Add effects.
 - d) Add and format borders.
4. Locate shapes that supplement the verbal and written message.
 - a) Size and position them aesthetically on slides.
 - b) Add styles.
5. Develop WordArt that emphasizes major presentation messages.
 - a) Modify the shape.
 - b) Change the weight and color to coordinate with slide elements.
6. Format individual slide backgrounds.
 - a) Add and modify fills.
 - b) Insert a picture.
7. Change fonts to emphasize particular slide components.
8. Search for synonyms that help express your thoughts.
9. Create speaker notes.
10. Check spelling.


CONSIDER THIS

How should you submit solutions to questions in the assignments identified with a  symbol?

Every assignment in this book contains one or more questions identified with a  symbol. These questions require you to think beyond the assigned presentation. Present your solutions to the questions in the format required by your instructor. Possible formats may include one or more of these options: write the answer; create a document that contains the answer; present your answer to the class; discuss your answer in a group; record the answer as audio or video using a webcam, smartphone, or portable media player; or post answers on a blog, wiki, or website.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Changing the Background and Adding Photos and WordArt

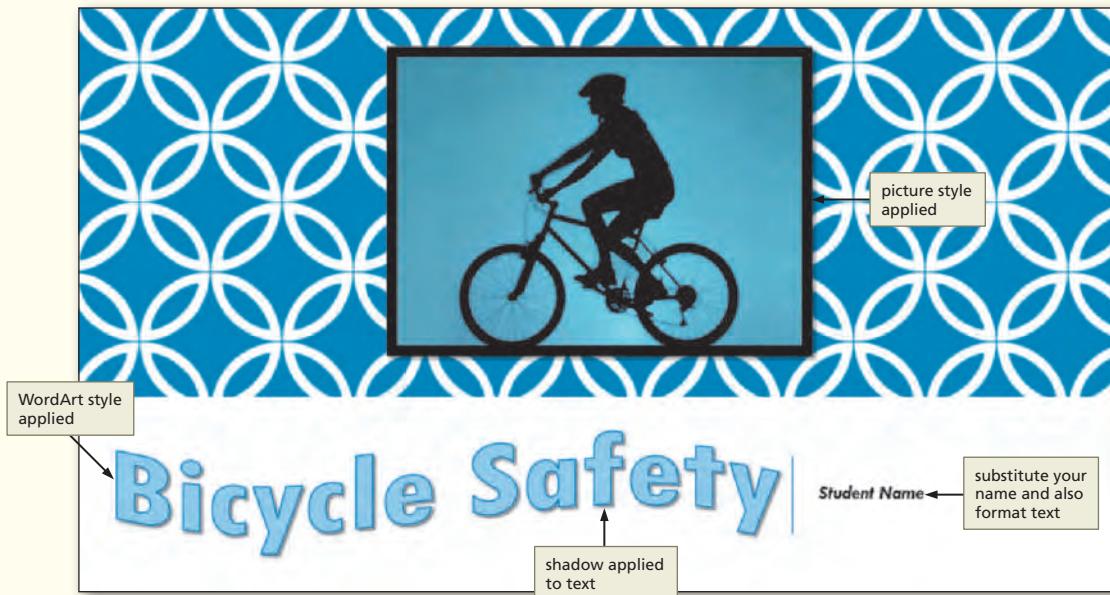
Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Apply 2-1 Bicycle, from the Data Files for Students.

The five slides in the presentation discuss bicycle safety. The document you open is an unformatted presentation. You are to add photos, apply picture styles, add WordArt, change slide layouts, apply a transition, and use the Format Painter so the slides look like Figures 2–84a through 2–84e on pages PPT 127 through 130.

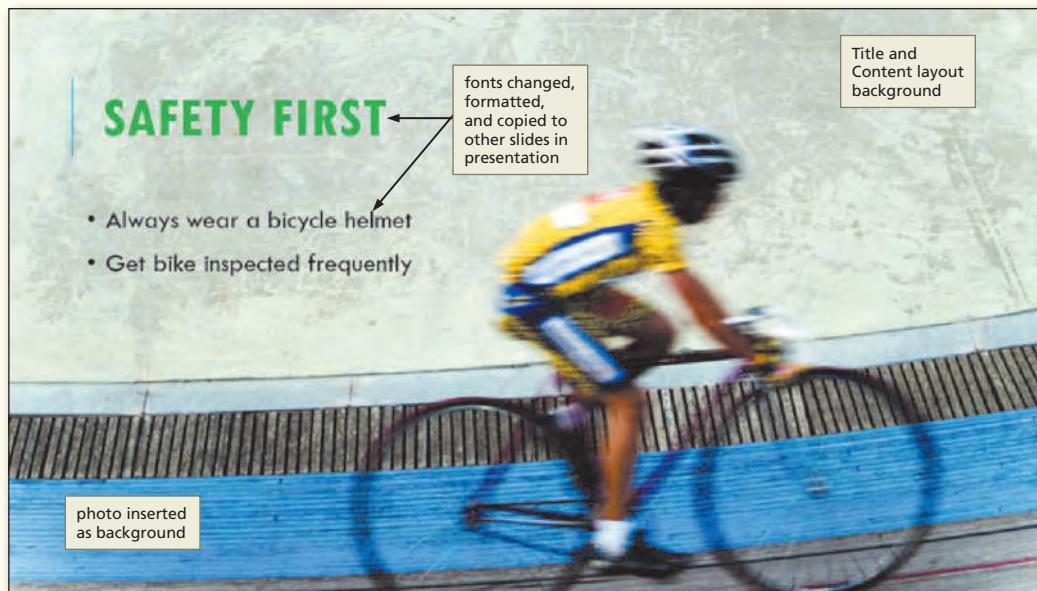
Perform the following tasks:

1. On the title slide, use your name in place of Student Name and bold and italicize your name.
2. If requested by your instructor, change your first name to your mother's first name on the title slide.

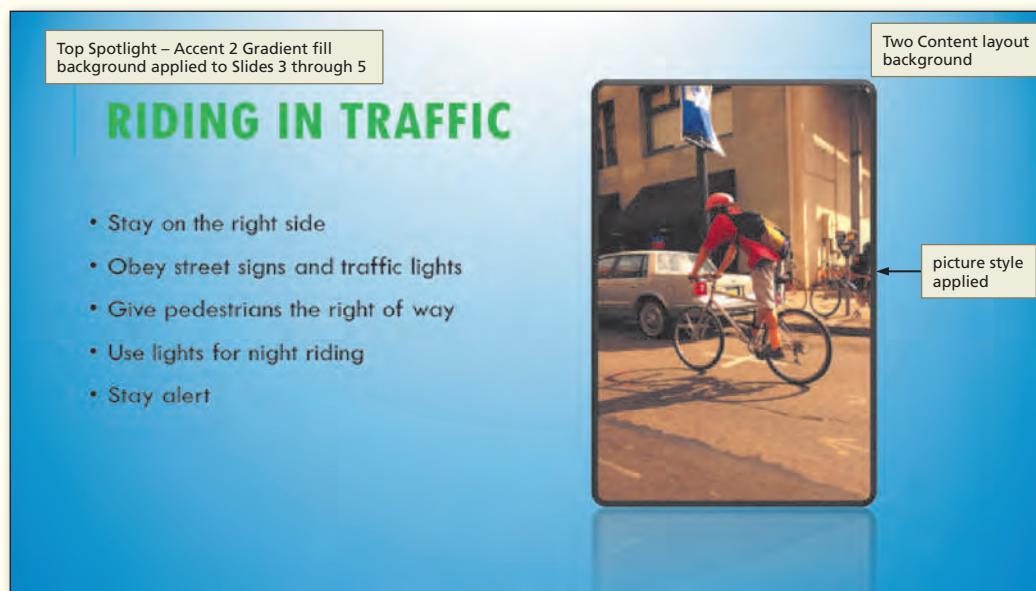


(a) Slide 1

Figure 2–84 (Continued)

Apply Your Knowledge *continued*

(b) Slide 2



(c) Slide 3

Figure 2-84

- Increase the title text font size to 60 point. Apply the WordArt style, Fill – Blue, Accent 2, Outline – Accent 2 (the third style in the first row). Apply the Transform text effect, Wave 2 (the second effect in the fifth Warp area row) to this text. Also add a shadow to this text.
- Apply the Moderate Frame, Black picture style (the fifth style in the second row) to the photo on Slide 1, as shown in Figure 2-84a on the previous page.
- On Slide 2, change the layout to Title and Content. Increase the title text font to 54 point, change the font color to Green (the sixth color in the Standard Colors row), and then bold this text. Increase the bulleted list font to 24 point, as shown in Figure 2-84b.

6. Create a background on Slide 2 by inserting the photo called Cyclist, which is available on the Data Files for Students.
7. On Slide 2, type **The average cost for a routine bike inspection is \$20.** in the Notes pane.
8. On Slides 3 through 5, change the layout to Two Content. Insert the photos, as shown in Figures 2–84c through 2–84e on the next page. The photos to be inserted are called Bicycle2, Bicycle3, and Bicycle4 and are available on the Data Files for Students. Also, change the background to Top Spotlight – Accent 2 gradient fill (the second gradient in the second row) in the Preset gradients gallery on Slides 3 through 5.
9. On Slide 3, adjust the size of the photo and apply the Reflected Bevel, Black picture style (the fourth style in the fourth row) and change the photo brightness to +20% (the fourth picture in the third row in the Brightness and Contrast area).
10. On Slide 3, type **Laws for bicycles on the road vary in every state and country.** in the Notes pane.
11. On Slide 4, adjust the size of the photo, apply the Metal Oval picture style (the seventh style in the fourth row), and then change the photo border to Black, Text 1 (the second color in the first Theme Colors row), as shown in Figure 2–84d.
12. Use the thesaurus to change the word, suitable, to appropriate.
13. Type **Hydration is critical. Make sure your bike is equipped with a bottle holder.** in the Notes pane.
14. On Slide 5, adjust the size of the photo and apply the Bevel Perspective picture style (the first style in the fourth row) to the photo, as shown in Figure 2–84e on the next page.
15. Use the Format Painter to format the title text and the bulleted lists on Slides 3 through 5 with the same features as the title text and bulleted list on Slide 2.
16. Apply the Wind transition in the Exciting category to all slides. Change the duration to 2.50 seconds.



(d) Slide 4
Figure 2–84 (Continued)

Apply Your Knowledge *continued*

(e) Slide 5

Figure 2–84 (Continued)

17. Save the presentation using the file name, Apply 2-1 Bicycle Safety.
18. Submit the revised document in the format specified by your instructor.
19. In Step 4 you applied the Moderate Frame, Black picture style. How did this style improve the slide?

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Changing Slide Backgrounds, Inserting Shapes and WordArt, and Finding and Replacing Text

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Extend 2-1 Field Archery, from the Data Files for Students. You will create backgrounds including inserting a photo to create a background, apply a WordArt Style and Effect, and add shapes to create the presentation shown in Figure 2–85.

Perform the following tasks:

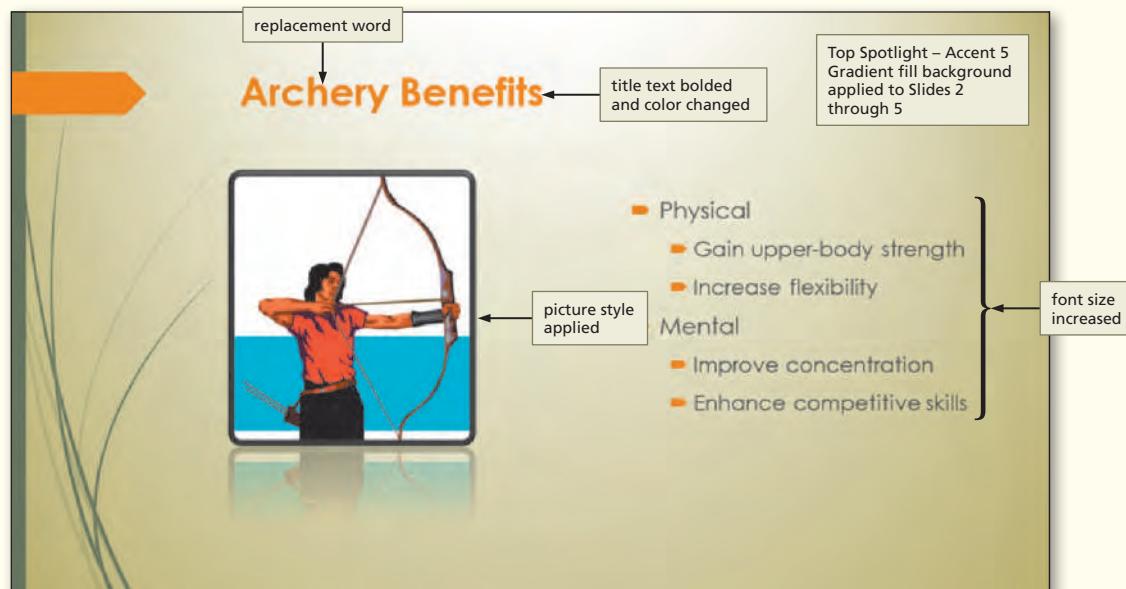
1. Change the theme to Wisp and choose the second variant.
2. Find and replace the words, Bow and Arrow, with the word, Archery, on all slides.
3. On Slides 2 through 4, change the background style to Top Spotlight – Accent 5 (the fifth style in the second Preset gradients row). Also, change the title text to bold and change the font color to Orange, Accent 1 (the fifth color in the first Theme Colors row) on Slides 2 through 4.

4. On the title slide (Figure 2–85a), create a background by inserting the photo called Bow and Arrow, which is available on the Data Files for Students. Change the transparency to 50%.
5. Apply the WordArt style, Fill - Orange, Accent 1, Shadow (the second style in the first row), to the title text, center the text, and increase the font size to 72 point. Apply the WordArt Transform text effect, Arch Up (the first effect in the first Follow Path row), and then bold this text. Also, move the title text above the archer in the photo on the title slide.
6. If requested by your instructor, add your current or previous pet's name as the Slide 1 subtitle text.
7. On Slides 2 through 4, increase the font size of the first-level bulleted text to 22 point and the second-level bulleted text to 20 point.
8. On Slide 2, enlarge the illustration to the size shown in Figure 2–85b on the next page, apply the Reflected Bevel, Black picture style (the fourth style in the fourth row), and then move it to the location shown in the figure.
9. On Slide 3, apply the Soft Edge Oval picture style (the sixth style in the third row) to the photo and move the photo to the upper-right area of the slide. Also, apply the Orange, 18 pt glow, Accent color 1 glow variation (the first variation in the fourth Glow Variations row) to this photo, as shown in Figure 2–85c on the next page.
10. On Slide 4, select the Oval shape and while holding down the Shift key, draw a circle $6'' \times 6''$, as shown in Figure 2–85d on page PPT 133. Fill this shape with Black, Text 1, Lighter 15% and then change the shape outline to No Outline. Then copy and paste this shape two times. Change the shape size of the first pasted circle to $4'' \times 4''$. Hint: Use the Size and Position group on the PICTURE TOOLS FORMAT tab to enter the exact measurement of the shape. Change the Shape Fill to White and then center this shape over the original black circle using the Smart Guides. Select the second pasted circle and change the shape size to $2'' \times 2''$, the Shape Fill to Black, Text 1, Lighter 15% and then center this shape over the white circle shape using the Smart Guides.

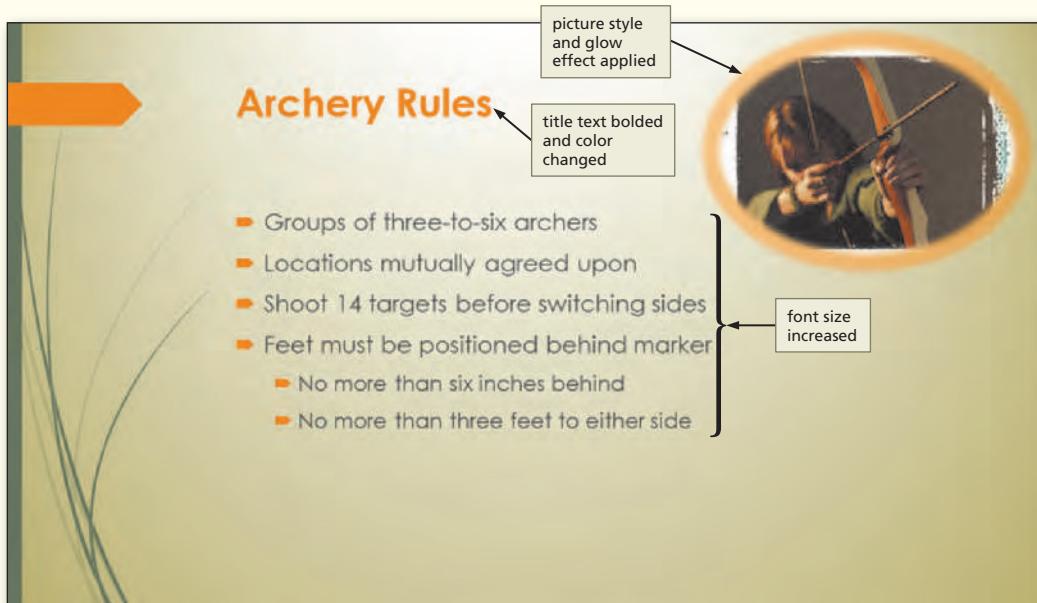


(a) Slide 1

Figure 2–85 (Continued)

Extend Your Knowledge *continued*

(b) Slide 2



(c) Slide 3

Figure 2–85

11. Insert an arrow on Slide 4 by using the Right Arrow shape under Block Arrows. Size the arrow to $1.5'' \times 6''$ and then copy and paste this arrow shape two times. Copy and paste the three paragraphs from the bulleted list into the three arrow shapes. Select the text on one of these shapes, change the font size to 28 point, change the font color to black, center the text, and

**(d) Slide 4****Figure 2–85 (Continued)**

then bold the text. Use the Format Painter to format the text in the two arrows with the same features as the first arrow. Move the arrows so that each one points to the correct ring, as shown in Figure 2–85d. Delete the bulleted text in the text placeholder.

12. Apply an appropriate transition to all slides.
13. Save the presentation using the file name, Extend 2-1 Field Archery Scoring.
14. Submit the revised document in the format specified by your instructor.
15. ☀ In this assignment, you changed the transparency of the inserted background photo on the title slide to 50%. How did this transparency change enhance your title slide?

Analyze, Correct, Improve

Analyze a presentation, correct all errors, and improve it.

Correcting Formatting, Adding Slide Numbers, and Correcting Spelling

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Analyze 2-1 Avoid the Flu, from the Data Files for Students. This presentation contains four slides and explains why doctors recommend you should get an annual flu shot. Figure 2–86 on the next page shows the uncorrected title slide. Modify the slides by making the indicated corrections and improvements.

1. Correct

- a. Change the variant to blue (the second variant in the gallery).
- b. Decrease the font size of the Slide 1 title text and change the font color. Also, capitalize the letter F in the word, flu.
- c. Use your name in place of Student Name on Slide 1.

Analyze, Correct, Improve *continued*

- d. If requested by your instructor, change your first name on Slide 1 to your mother's first name.
- e. On Slides 2 through 4, adjust the photo sizes and move them so they do not overlap text and are the appropriate dimensions for the slide content.
- f. On all slides, adjust font sizes and font color so they are the appropriate size and enhance the presentation.
- g. Correct the spelling errors on all slides.

2. Improve

- a. Increase the size of the medical symbol on the title slide and move the symbol to the right side of the slide.
- b. On Slides 2 through 4, change the color of the title text and bold all the titles.
- c. Change the photo border colors on all slides to make them more visually attractive.
- d. Add the slide number to all slides except the title slide.
- e. Apply the same transition and duration to all slides.
- f. Save the presentation using the file name, Analyze 2-1 – Get Your Flu Shot.
- g. Submit the revised document in the format specified by your instructor.

3.  Which errors existed in the starting file? How did changing the variant color help? When you adjusted the photo sizes, how did you determine their final sizes?

**Slide 1****Figure 2–86**

In the Labs

Design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

Lab 1: Creating a Presentation Inserting Photos, Applying Picture Styles, and Inserting Shapes

Problem: Your creative cooking class has volunteered to manage a bake sale to raise funds for victims of a tornado in a neighboring town. To encourage more students to participate in the bake sale, you decide to put together a presentation that would run in the cafeteria. You want to show your audience how easy it is to make an apple pie. Create the slides shown in Figure 2–87.

Instructions: Perform the following tasks:

1. Create a new presentation using the Retrospect theme. Do not change the brown variant.
2. On Slide 1, create a background by inserting the photo called Apple Pie from the Data Files for Students, as shown in Figure 2–87a. Change the transparency to 53%.
3. Type **Homemade Apple Pie** as the Slide 1 title text. Press the ENTER key after the word, **Homemade**, so the text is on two lines, and then center the text. Apply the WordArt style Fill – Orange, Accent 2, Outline – Accent 2 (the third style in the first row). Change the text fill to Dark Red (the first color in the Standard Colors row), and then change the text outline color to Green (the sixth color in the Standard Colors row) and the text outline weight to 3 pt. Also, apply the Transform text Effect, Chevron Up (the first effect in the second Warp row), to this text. Position this WordArt, as shown in Figure 2–87a. Type **BAKE SALE – SATURDAY JANUARY 20** in the subtitle placeholder. Change the font to MV Boli, increase the font size to 30 point, bold this text, and then center the text, as shown in the figure.
4. Create Slides 2 through 4 with the Two Content layout, Slide 5 with the Content with Caption layout, and Slide 6 with the Picture with Caption layout.

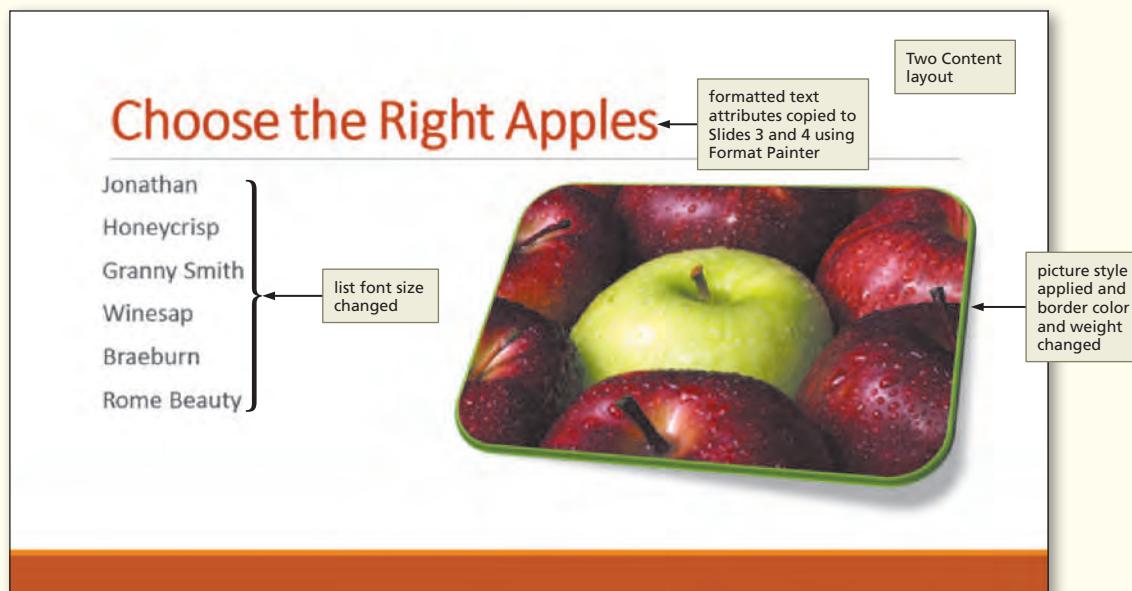


(a) Slide 1

Figure 2–87 (Continued)

In the Labs *continued*

5. Type the title and content and insert all photos on Slides 2 through 5, as shown in Figures 2–87b through 2–87e. The photos to be inserted are called Apples, Ingredients, Cooks, and Apple Pie Slice, and are available on the Data Files for Students. Size the photos and then use the Smart Guides to position these images. You may want to zoom the slides to help you align these graphic elements.
6. On Slide 2, increase the title text size to 54 point, change the font color to Dark Red, and then bold this text. Use the Format Painter to apply these formatting changes to the title text on Slides 3 and 4. On Slide 2, change the list font size to 24 point. Apply the Bevel Perspective picture style (the first style in the fourth row) to the photo, change the border color to Light Green (the fifth color in the Standard Colors row), and then change the border weight to 6 pt, as shown in Figure 2–87b.



(b) Slide 2



(c) Slide 3

Figure 2–87

7. On Slide 3, change the list font size to 24 point. Insert the Pie shape located in the Basic Shapes area to the lower-left corner of the slide. Apply the Colored Fill – Brown, Accent 4 (the eighth color in the first row) to the shape. Size the shape as shown in the figure. Type the text, **Use Fresh Ingredients** in the shape. Bold this text, and change the font size to 24 point, as shown in Figure 2–87c.
8. On Slide 4, change the list font size to 20 point. Apply the Snip Diagonal Corner, White picture style (the first style in the third row) to the photo, change the border color to Dark Red (the first color in the Standard Colors row), and then apply the Reflection picture effect, Tight Reflection, touching (the first effect in the first Reflection Variations row). Copy the pie shape from Slide 3 and paste it in the bottom center of the slide. Type the text, **Bake 40 to 50 Minutes**, as shown in Figure 2–87d.

Directions

Preheat oven to 425 degrees F.
 Place crust in bottom of pie pan
 Mix dry ingredients
 Stir in apples
 Place into pie crust
 Dot with butter
 Place second crust on top
 Seal top crust to bottom
 Slit top crust with knife

Two Content layout

list font size changed

picture style and effect applied and border color changed

Pie shape copied from Slide 3 and formatted

(d) Slide 4

Try a Slice with Whipped Cream

title font changed and formatted

Content with Caption layout

picture style applied and border color changed

(e) Slide 5

Figure 2–87 (Continued)

In the Labs *continued*

9. On Slide 5, change the title text font to MV Boli, change the font size to 40 point, and then center this text. Apply the Simple Frame, White picture style (the first style in the first row) to the slice of pie photo and then change the border color to Orange, Accent 1 (the fifth color in the Theme Colors row), as shown in Figure 2–87e on the previous page.
10. On Slide 6, change the caption title font to MV Boli, change the font size to 32 point, and then bold this text. Select the photo, click the Change Picture button (PICTURE TOOLS FORMAT tab | Adjust group), and then insert the Bake Sale illustration from the Data Files for Students, as shown in Figure 2–87f.
11. If requested by your instructor, type the name of the city or county in which you were born into the subtitle text placeholder on Slide 6.
12. Apply the Peel Off transition in the Exciting category to all slides. Change the duration to 2.5 seconds.
13. Check the spelling and correct any errors. Save the presentation using the file name, Lab 2-1 Homemade Apple Pie.
14. Submit the document in the format specified by your instructor.
15. ☀ What is the significance of changing the transparency of the photo on the title slide? Why did you put a red border on the photo on Slide 4? Explain why you did not follow the 7×7 rule on Slides 3 and 4.



(f) Slide 6
Figure 2–87 (Continued)

Lab 2: Creating a Presentation Using an Online Theme Template, Shapes, and WordArt

Problem: Your local Chamber of Commerce is presenting a seminar to local business owners about ways to expand their business. Because you are majoring in business, your teacher thought that attending this meeting would be a good experience for you. He asked the Chamber of Commerce president if you could submit some ideas for the seminar. You decide to put together the presentation shown in Figure 2–88.

Instructions: Perform the following tasks:

1. Create a new presentation using the Business project plan presentation (widescreen) in the Business category under Suggested searches.
2. Delete Slides 7 through 14.
3. Apply the Two Content layout to Slide 2, the Alternate Content with Caption layout to Slide 3, the Content with Caption layout to Slide 4, the Title only layout to Slide 5, and the Section Header layout to Slide 6. Delete all titles and text content from Slides 2 through 6. Type the new title and text content for Slides 2, 3, and 4, as shown in Figures 2–88b through 2–88d on the next page.
4. Insert the photos and illustration shown in Figures 2–88b through 2–88e from the Data Files for Students. The photos and illustration are called Advertising, Delivery, Customer, and Call Center. Apply the Canvas texture fill (the second texture in the first row) to Slides 2 through 5 and change the transparency to 35%.
5. On the title slide, type the new title and subtitle content, increase the font size of the subtitle text to 28 point, and then change the font color to Orange (the third color in the Standard Colors row), as shown in Figure 2–88a.
6. If requested by your instructor, add the name of your hometown after the word, Business, in the subtitle placeholder. Type the word **in** before the name of your hometown.
7. On Slide 2, increase the font size of the title to 40 point, change the font color to Indigo, Text 2, Darker 25% (the fourth color in the fifth Theme Colors row), and then bold this text. Increase the font size of the bulleted list to 24 point. Apply the Perspective Shadow, White picture style (the fourth style in the third row) and resize the photo, as shown in Figure 2–88b.
8. On Slide 3, increase the font size of the title to 40 point and then bold this text. Increase the font size of the text to 24 point. Apply the Simple Frame picture style (the first style in the first row) to the photo, as shown in Figure 2–88c.
9. On Slide 4, increase the font size of the title text to 40 point, change the font color to Indigo, Text 2, Darker 25% (the fourth color in the fifth Theme Colors row), and then bold this text. Increase the font size of the bulleted list text to 24 point. Apply the Metal Frame picture style (the third style in the first row) to the photo, as shown in Figure 2–88d.
10. On Slide 5, increase the font size of the title to 40 point, change the font color to Indigo, Text 2, Darker 25% (the fourth color in the fifth Theme Colors row), and then bold this text. Move



(a) Slide 1

Figure 2–88 (Continued)*Continued >*

In the Labs *continued*

This slide features a title 'Advertising' and a bulleted list of advertising methods. A photo of a person cheering is positioned to the right. Callout boxes point to specific elements:

- 'background style changed on Slides 2 through 5'
- 'title font formatted and color changed'
- 'font size changed'
- 'Two Content layout'
- 'picture style applied'

(b) Slide 2

This slide has a title 'Be Fast' and a subtitle 'Deliver products on time'. A photo of a delivery truck interior is shown. Callout boxes point to specific elements:

- 'Alternate Content with Caption layout'
- 'title font size increased, color changed, and bolded'
- 'picture style applied'

(c) Slide 3

Figure 2–88

the photo to the right side of the slide and then apply the Soft Edge Oval picture style (the sixth style in the third row) to the photo, as shown in Figure 2–88e.

11. Insert the Diamond shape located in the Basic Shapes area, resize the shape so that it is approximately 3.42" × 3.93", and then right-click the shape, click Style, and apply the Subtle Effect – Red, Accent 6 Shape Quick Style (the seventh style in the fourth row). Copy and paste the shape two times and move the shapes, as shown in Figure 2–88e. Type the text into the shape and then increase the text size to 24 point.
12. On Slide 6, type the new title and subtitle content, and create a background by inserting the Ladder photo from the Data Files for Students. Change the transparency to 40%. Decrease the title font size to 44 point, change the font color to Indigo, Text 2, Darker 25% (the fourth color in the fifth Theme Colors row), right-align the text, and then bold this text. Increase the font size of the subtitle text to 28 point, change the font color to Indigo, Text 2 (the fourth color in the first Theme



(d) Slide 4



(e) Slide 5

Figure 2–88 (Continued)

Colors row), and then right-align this text, as shown in Figure 2–88f. Insert the Pentagon shape located in the Block Arrows area and then apply the Subtle Effect - Lime, Accent 1 Quick Style (the second style in the fourth row) to the shape. Type **success** in the shape, change the font to Forte, change the font size to 60 point, and then change the font color to Gray – 80%, Text 1.

13. Change the transition to Doors in the Exciting category to all slides. Change the duration to 2.75 seconds.
14. Check spelling and correct all errors. Save the presentation using the file name, Lab 2-2 Small Business Seminar.
15. Submit the revised document in the format specified by your instructor.
16. ☀ You searched for an online theme under Business. Why? Do you think any of the other themes would have worked well for your presentation? How does changing the slide layouts help your presentation?

In the Labs *continued*



(f) Slide 6

Figure 2–88 (Continued)

Lab 3: Expand Your World: Cloud and Web Technologies

Modifying a Presentation Using the PowerPoint Web App

Problem: The fire chief in your community is planning a family security and safety workshop at your local hardware store. He has asked you to help him publicize the event, and he wants to focus on urging families to prepare for unexpected situations. You inform him that you have created an Emergency Plan presentation for your computer class, and he would like you to customize the content of these slides slightly to promote the workshop.

Instructions:

1. Sign in to your Microsoft account and run the PowerPoint web app.
2. Create a presentation with content similar to what you used for the Emergency Plan presentation.
3. On the title slide, add the name and address of the nearest hardware store. In addition, add the date that is exactly one month from today and a starting time of noon. Add the name of one of your elementary school teachers as the fire chief's name on this slide.
4. Save the presentation using the file name, Lab 2-3 Local Safety Workshop.
5. Submit the assignment in the format specified by your instructor.
6. ☀ Other than the content the chief asked you to include on the title slide, how does the presentation you created using the PowerPoint web app differ from the presentation you created in the Chapter 2 project? Which formatting features are not available in the web app? Do you think using the web app has sufficient functions to develop effective presentations? Why or why not?

Consider This: Your Turn

Apply your creative thinking and problem-solving skills to design and implement a solution.

1. Design and Create a Presentation about Skydiving from New Heights

Personal

Part 1: Members of your skydiving club are discussing free-falling records of new heights reached by skydivers over the past years. They've been following the news reports about the man from Austria, 43-year-old Felix Baumgartner, who broke a record by completing the highest skydive and traveling faster than the speed of sound without being in an aircraft. At a recent meeting with your fellow skydivers, many questions arose as to how this man was able to accomplish this, what risks were involved, and how long he trained for this venture. You researched facts about this record-breaking skydive and learned that the height he dove from (128,100 feet above Earth) was more than three times the cruising altitude of a passenger jet (hitting Mach 1.24 or 833.9 mph). It was the height at which water boils. If his pressurized spacesuit had malfunctioned, it would have been disastrous: a leak in his spacesuit would have caused his blood to boil instantly. Half of his nine-minute descent was a free fall of 119,846 feet. He trained for seven years. Use the concepts and techniques presented in this chapter to prepare a presentation with a minimum of four slides that explores this subject. Select a suitable theme, and include a title slide, bulleted lists, shapes, and WordArt. The presentation should contain photos and illustrations appropriately resized. Eight photos and illustrations are available on the Data Files for Students: Skydiving1, Skydiving2, Skydiving3, Skydiving4, Skydiving5, Skydiving6, Skydiving7, and Skydiving8. You can add your own digital photos or photos from Office.com if they are appropriate for this topic. Apply picture styles and effects. Add a title slide and closing slide to complete your presentation. Format the title slide with a shape. Format the background with at least one photo and apply a background texture to at least one slide. Review and revise your presentation as needed. Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the presentation in this assignment: where to place text, how to format the text (such as font, font size, and where to use WordArt), which graphical image(s) to use, what styles and effects to apply, where to position the graphical image, how to format the graphical images, and which shapes to use to add interest to the presentation. What was the rationale behind each of these decisions? When you reviewed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

2. Design and Create a Presentation about Teaching Geometry to Elementary Students

Professional

Part 1: You work part time for a tutoring agency. Because you are majoring in math, your boss asked if you would put together a teaching aid for teaching geometry to the elementary students. You decide to create a presentation with some basic shapes: squares, circles, and triangles. To make the slides appeal to your young students, you decide to use shapes and add photos and illustrations. Geometry for elementary students also can cover parallel lines, intersecting lines, and how intersecting lines form angles. You can show them shapes such as pentagons, heptagons, and octagons. They can look for shapes in their environment and draw them. You can teach them that even though a shape is turned upside down or rotated, it is still the same shape even if it looks different. Use the concepts and techniques presented in this chapter to create a presentation with at least four slides. Select a suitable theme, include a title slide, and add WordArt. Review and revise your presentation as needed. Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the presentation in this assignment: where to place text, how to format the text (such as font, font size, and where to use WordArt), which graphical image(s) to use, what styles and effects to apply, where to position the graphical images,

Consider This: Your Turn *continued*

and which shapes to use to add interest to the presentation. What was the rationale behind each of these decisions? When you reviewed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

3. Design and Create a Presentation about Coyotes Roaming in Your Neighborhood

Research and Collaboration

Part 1: Many of your neighbors are concerned about the coyotes that have been spotted in your neighborhood. With the help of a friend who works part time at a local wildlife refuge, you suggest that each of you do some research about coyotes and discuss your findings and put together a presentation to share at the next town hall meeting. Your main concern is that the coyotes are finding outdoor food sources such as pet food, uncovered garbage cans, and areas near homes where rodents may be nesting. You want to make suggestions to your neighbors about how to deter the coyotes from staying in your neighborhood. You ask your friend who works at the wildlife refuge to research the habits of coyotes. You will gather information from the local newspaper where there have been articles written about the coyotes and your other neighbor will talk to other people in the neighbor about sightings of coyotes and possible photographs. After coordinating all the facts about the coyotes, use the concepts and techniques presented in this chapter to prepare a presentation with a minimum of four slides that explores the subject of coyotes. Summarize your research findings and type this information in the Notes pane of each slide. Select a suitable theme, include a title slide, bulleted lists, shapes, and WordArt. Seven photos and illustrations are available on the Data Files for Students: Coyote1, Coyote2, Coyote3, Coyote4, Coyote5, Coyote6, and Coyote7. Change the brightness and contrast for at least one photo. Insert shapes and WordArt to enhance your presentation. Apply a transition in the Subtle area to all slides and increase the duration. Review and revise your presentation as needed. Submit your assignment in the format specified by your instructor.

Part 2: ☀ You made several decisions while creating the presentation in this assignment: where to place text, how to format the text (such as font, font size, and where to use WordArt), which graphical image(s) to use, what styles and effects to apply, where to position the graphical image, what shapes to use to add interest to the presentation. What was the rationale behind each of these decisions? When you reviewed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

Learn Online

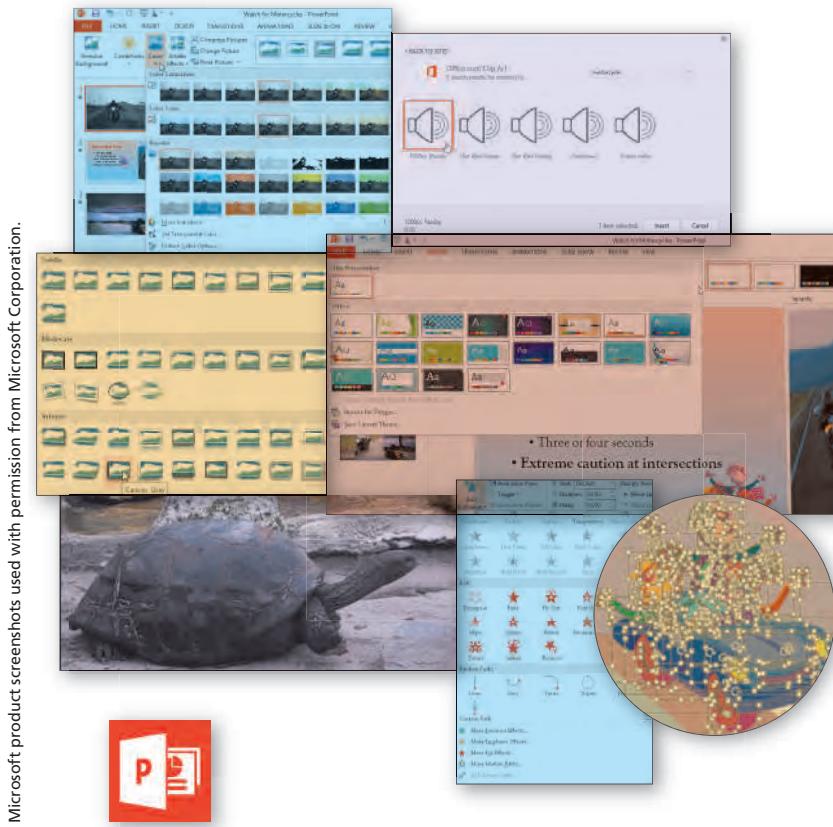
Reinforce what you learned in this chapter with games, exercises, training, and many other online activities and resources.

Student Companion Site Reinforcement activities and resources are available at no additional cost on www.cengagebrain.com. Visit www.cengage.com/ct/studentdownload for detailed instructions about accessing the resources available at the Student Companion Site.



SAM Put your skills into practice with SAM! If you have a SAM account, go to www.cengage.com/sam2013 to access SAM assignments for this chapter.

3 Reusing a Presentation and Adding Media and Animation



Microsoft product screenshots used with permission from Microsoft Corporation.

Objectives

You will have mastered the material in this chapter when you can:

- Color a photo
- Add an artistic effect to a photo
- Align paragraph text
- Change views
- Ungroup, change the color of, and regroup an illustration
- Copy a slide element from one slide to another
- Insert and edit a video clip
- Insert audio
- Control audio and video clips
- Insert entrance, emphasis, and exit effects
- Control animation timing
- Change theme colors
- Change a theme and variant on one slide
- Print handouts

3

Reusing a Presentation and Adding Media and Animation

BTW

Using Media in Presentations

PowerPoint makes it easy to insert media into a presentation. Well-produced video clips add value when they help explain a procedure or show movement that cannot be captured in a photo or illustration. A sound can emphasize an action.

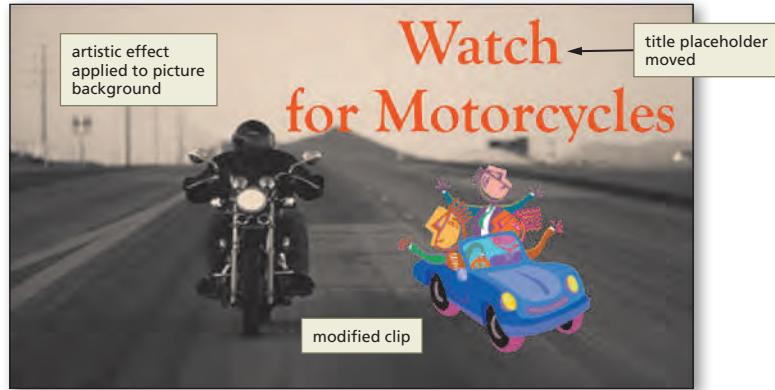
Before you insert these files on a slide, however, consider whether they really add any value to your overall slide show. If you are inserting them just because you can, you might want to reconsider your decision. Audiences quickly tire of extraneous movement and sounds on slides, and they will find these media clips annoying. Keep in mind that the audience's attention should focus primarily on the presenter; extraneous or inappropriate media files may divert their attention and, in turn, decrease the quality of the presentation.

Introduction

At times, you will need to revise a PowerPoint presentation. Changes may include inserting and adding effects to photos, altering the colors of photos and illustrations, and updating visual elements displayed on a slide. Applying a different theme, changing fonts, and substituting graphical elements can give a slide show an entirely new look. Adding media, including sounds, video, and music, can enhance a presentation and help audience members retain the information being presented. Adding animation can reinforce important points and enliven a presentation.

Project — Presentation with Video, Audio, Animation, and Photos with Effects

The project in this chapter follows graphical guidelines and uses PowerPoint to create the presentation shown in Figure 3–1. The slides in this revised presentation, which discusses Watch for Motorcycles, have a variety of audio and visual elements. For example, the photos have artistic effects applied that soften the photos and help the audience focus on other elements on the slides. The car clip has colors that blend well with the background. The bullet list is animated with entrance, emphasis, and exit effects. The video has been edited to play only the portion with Watch for Motorcycles and has effects to add audience interest. Motorcycle sounds integrate with the visual elements. Overall, the slides have myriad media elements and effects that are exciting for your audience to watch and hear.



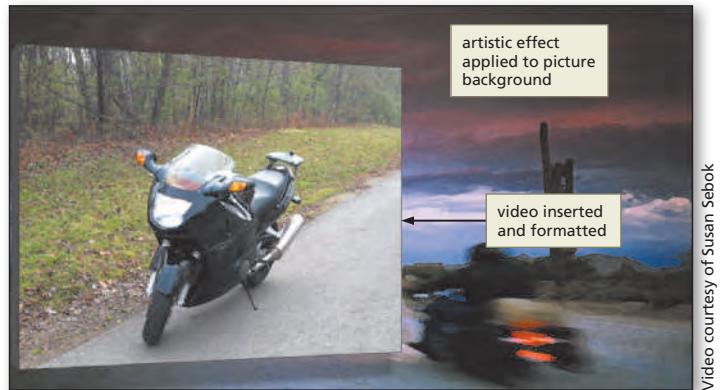
(a) Slide 1 (Title Slide with Picture Background, Modified Clip, and Animated Clip)

Motorcyclists' Needs

- A full lane width
- Do not share the lane
- More following distance
 - Three or four seconds
- Extreme caution at intersections

clip copied to Slide 1

(b) Slide 2 (Bulleted List)



(c) Slide 3 (Picture Background and Video Clip)



(d) Slide 4 (Video Playing Full Screen)

Figure 3 – 1

For an introduction to Windows and instruction about how to perform basic Windows tasks, read the Office and Windows chapter at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

One of the few differences between Windows 7 and Windows 8 occurs in the steps to run PowerPoint. If you are using Windows 7, click the Start button, type **PowerPoint** in the 'Search programs and files' box, click PowerPoint 2013, and then, if necessary, maximize the PowerPoint window. For detailed steps to run PowerPoint in Windows 7, refer to the Office and Windows chapter at the beginning of this book. For a summary of the steps, refer to the Quick Reference located at the back of this book.

Roadmap

In this chapter, you will learn how to create the slides shown in Figure 3–1 on the previous page. The following roadmap identifies general activities you will perform as you progress through this chapter:

1. **INSERT** and **ADD EFFECTS** to photos, including changing colors and styles.
2. **MODIFY PLACEHOLDERS** on the slides by moving and changing sizes.
3. **MODIFY** and **COPY** an **ILLUSTRATION** to customize its appearance.
4. **ADD MEDIA** files to slides.
5. **ANIMATE SLIDE CONTENT** with entrance, emphasis, and exit effects.
6. **CUSTOMIZE SLIDE ELEMENTS** by changing a theme and variant on one slide and changing the theme colors.

At the beginning of step instructions throughout the chapter, you will see an abbreviated form of this roadmap. The abbreviated roadmap uses colors to indicate chapter progress: gray means the chapter is beyond that activity; blue means the task being shown is covered in that activity, and black means that activity is yet to be covered. For example, the following abbreviated roadmap indicates the chapter would be showing a task in the 5 ANIMATE SLIDE CONTENT activity.

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Use the abbreviated roadmap as a progress guide while you read or step through the instructions in this chapter.

To Run PowerPoint

If you are using a computer to step through the project in this chapter and you want your screens to match the figures in this book, you should change your screen's resolution to 1366 × 768. For information about how to change a computer's resolution, refer to the Office and Windows chapter at the beginning of this book.

The following steps, which assume Windows 8 is running, use the Start screen or the search box to run PowerPoint based on a typical installation. You may need to ask your instructor how to run PowerPoint on your computer. For a detailed example of the procedure summarized below, refer to the Office and Windows chapter.

- 1** Scroll the Start screen for a PowerPoint 2013 tile. If your Start screen contains a PowerPoint 2013 tile, tap or click it to run PowerPoint and then proceed to Step 5; if the Start screen does not contain the PowerPoint 2013 tile, proceed to the next step to search for the PowerPoint app.
- 2** Swipe in from the right edge of the screen or point to the upper-right corner of the screen to display the Charms bar and then tap or click the Search charm on the Charms bar to display the Search menu.
- 3** Type **PowerPoint** as the search text in the Search text box and watch the search results appear in the Apps list.
- 4** Tap or click PowerPoint 2013 in the search results to run PowerPoint.
- 5** If the PowerPoint window is not maximized, tap or click the Maximize button on its title bar to maximize the window.

- 6** If necessary, navigate to the PowerPoint files location (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder]). Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files. Open the presentation, Motorcycle, from the Data Files for Students.
- 7** Save the presentation using the file name, Watch for Motorcycles.

Inserting Photos and Adding Effects

The Watch for Motorcycles presentation consists of three slides that have some text, a clip art image, a formatted background, and a transition applied to all slides. You will insert a photo into one slide and then modify it and another photo by adding artistic effects and recoloring. You also will copy the clip art from Slide 2 to Slide 1 and modify the objects in this clip. In Chapter 2, you inserted photos, made corrections, and added styles and effects; the new effects you apply in this chapter will add to your repertoire of photo enhancements that increase interest in your presentation.

In the following pages, you will perform these tasks:

1. Insert the first photo into Slide 1.
2. Recolor the Slide 1 photo.
3. Add an artistic effect to the Slide 3 photo.
4. Send the Slide 1 photo back behind all other slide objects.

For an introduction to Office and instruction about how to perform basic tasks in Office apps, read the Office and Windows chapter at the beginning of this book, where you can learn how to run an application, use the ribbon, save a file, open a file, exit an application, use Help, and much more.

To Insert and Resize a Photo into a Slide without Content Placeholders

The first step is to insert a photo into Slide 1. This photo is available on the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required file.

The following steps insert a photo into Slide 1.

- 1** With Slide 1 displaying, tap or click **INSERT** on the ribbon to display the **INSERT** tab and then tap or click the **Pictures** button (**INSERT** tab | **Images** group) to display the **Insert Picture** dialog box.
- 2** If necessary, navigate to the photo location (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder]).
- 3** Tap or click **Highway Motorcycle** to select the file.
- 4** Tap or click the **Insert** button (**Insert Picture** dialog box) to insert the photo into Slide 1.
- 5** Drag the sizing handles to resize the photo so that it covers the entire slide. You can tap or click the Height and Width arrows (**PICTURE TOOLS FORMAT** tab | **Size** group) to adjust the picture size (Figure 3–2 on the next page).

BTW

Organizing Files and Folders

You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory computer class called CIS 101, a good practice would be to save all PowerPoint files in a PowerPoint folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office and Windows chapter at the beginning of this book.

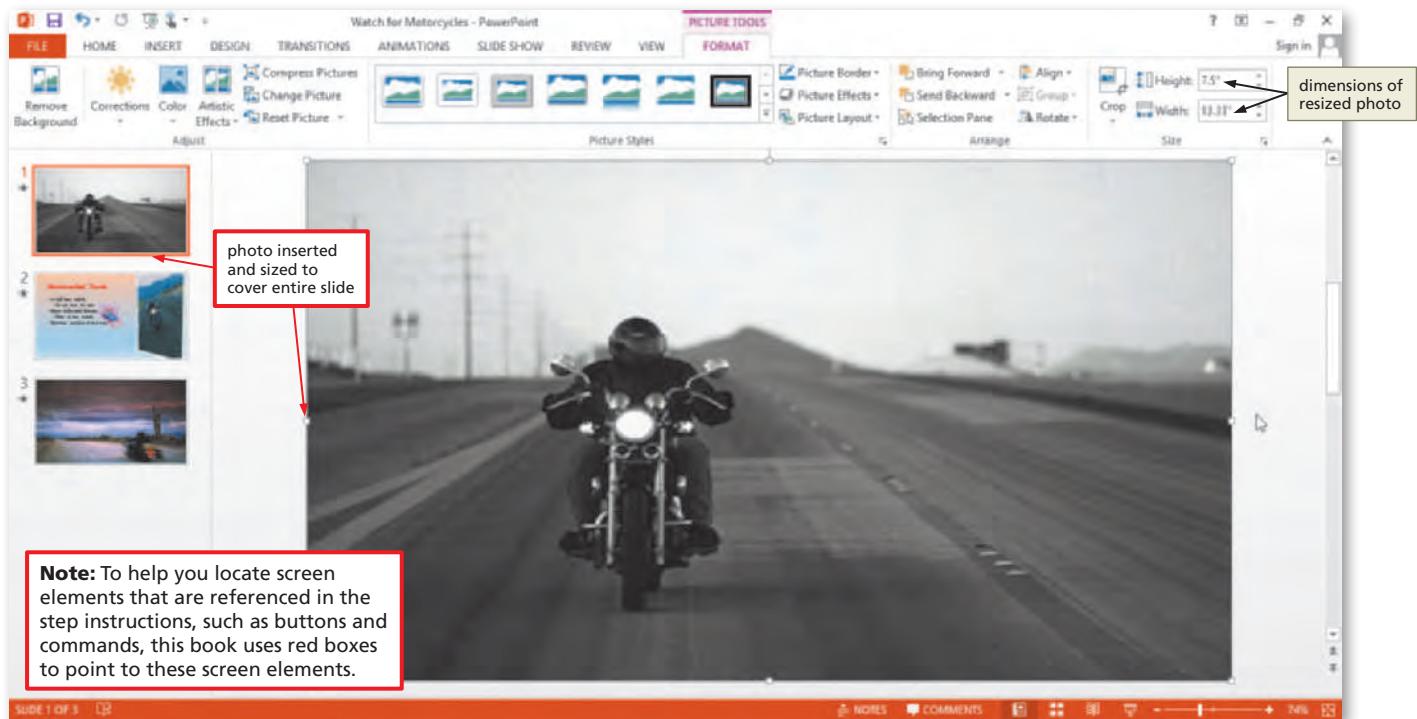


Figure 3–2

Adjusting Photo Colors

BTW

Touch Screen Differences

The Office and Windows interfaces may vary if you are using a touch screen. For this reason, you might notice that the function or appearance of your touch screen differs slightly from this chapter's presentation.

PowerPoint allows you to adjust colors to match or add contrast to slide elements by coloring photos. The Color gallery has a wide variety of preset formatting combinations. The thumbnails in the gallery display the more common color saturation, color tone, and recolor adjustments. **Color saturation** changes the intensity of colors. High saturation produces vivid colors; low saturation produces gray tones. **Color tone** affects the coolness, called blue, or the warmness, called orange, of photos. When a digital camera does not measure the tone correctly, a **color cast** occurs, and, as a result, one color dominates the photo. **Recolor** effects convert the photo into a wide variety of hues. The more common are **grayscale**, which changes the color photo into black, white, and shades of gray, and **sepia**, which changes the photo colors into brown, gold, and yellow, reminiscent of a faded photo. You also can fine-tune the color adjustments by tapping or clicking the Picture Color Options and More Variations commands in the Color gallery.

To Color a Photo

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS

4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

The Office theme and text on Slides 1 and 2 are simple and fulfill the need to communicate the presentation's safety message. The photos on Slides 1 and 3, in contrast, help set the tone of riding on an open road and enjoying the freedom that biking brings. You may want to add an effect to photos. *Why? An effect adds variety to the presentation and helps enhance ordinary photos.* The following steps recolor the Slide 1 photo to coordinate with the brown colors of a highway and barren desert landscape.

1

- With Slide 1 displaying and the Highway Motorcycle photo selected, tap or click the Color button (PICTURE TOOLS FORMAT tab | Adjust group) to display the Color gallery (Figure 3–3).

Q&A

Why does the Adjust group look different on my screen?

Your monitor is set to a different resolution. See the Office and Windows chapter for an explanation of screen resolution and the appearance of the ribbon.

Why are pink borders surrounding the thumbnails in the Color Saturation, Color Tone, and Recolor areas in the gallery?

The image on Slide 1 currently has normal color saturation and a normal color tone.



Figure 3–3

2

- If you are using a mouse, point to Sepia (third photo in the first Recolor area row) to display a live preview of this adjustment on the photo.

Experiment

- If you are using a mouse, point to various thumbnails in the Recolor area and watch the hues change on the photo in Slide 1.
- Tap or click Sepia to apply this recoloring to the Highway Motorcycle photo (Figure 3–4).

Q&A

Could I have applied this recoloring to the photo if it had been a background instead of a file inserted into the slide? No. Artistic effects and recoloring cannot be applied to backgrounds.

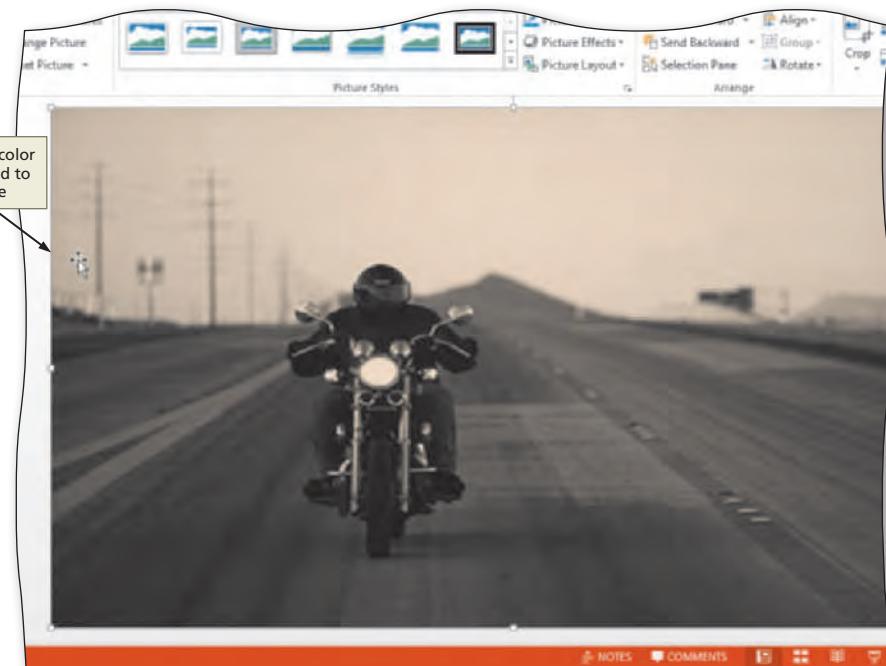


Figure 3–4

Other Ways

- Tap or click Format Picture on shortcut menu, tap or click Picture icon, tap or click PICTURE COLOR, tap or click Recolor button (Format Picture pane)

To Add an Artistic Effect to a Photo

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Artists use a variety of techniques to create effects in their paintings. They can vary the amount of paint on their brushstroke, use fine bristles to add details, mix colors to increase or decrease intensity, and smooth their paints together to blend the colors. You, likewise, can add similar effects to your photos using PowerPoint's built-in artistic effects. *Why?* The completed Slide 3 will have both the photo and a video, so applying an artistic effect to the photo will provide a contrast between the two images. The following steps add an artistic effect to the Slide 3 photo.

1

- Display Slide 3 and select the photo.
- Tap or click the Artistic Effects button (PICTURE TOOLS FORMAT tab | Adjust group) to display the Artistic Effects gallery (Figure 3–5).

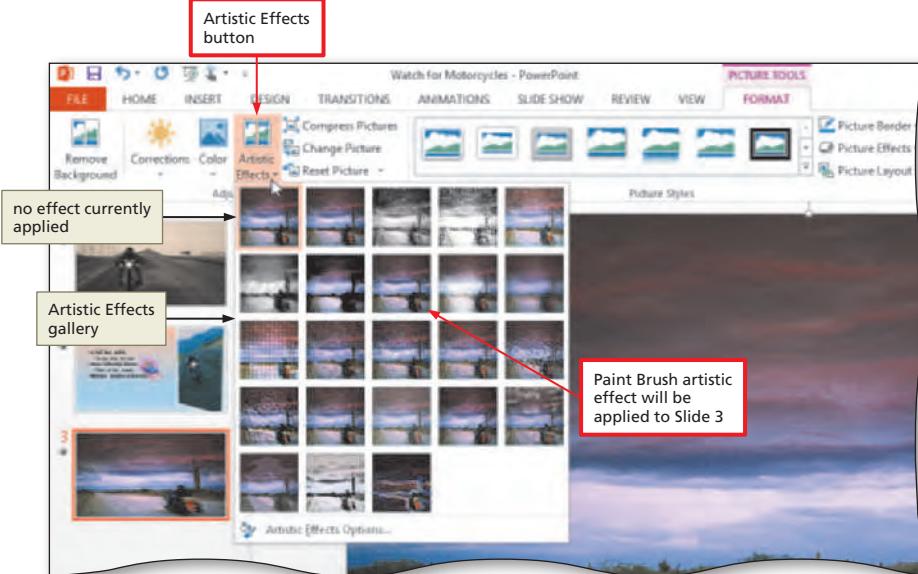


Figure 3–5

2

- If you are using a mouse, point to Paint Brush (third photo in the second row) to display a live preview of this adjustment on the photo.

Experiment

- If you are using a mouse, point to various artistic effects and watch the hues change on the photo in Slide 3.
- Tap or click Paint Brush to apply this artistic effect to the photo (Figure 3–6).

Q&A Can I adjust a photo by recoloring and applying an artistic effect? Yes. You can apply both a color and an effect. You may prefer at times to mix these adjustments to create a unique image.



Figure 3–6

Other Ways

- Tap or click Format Picture on shortcut menu, tap or click Effects icon, tap or click ARTISTIC EFFECTS

To Change the Stacking Order

The objects on a slide stack on top of each other, much like individual cards in a deck. To change the order of these objects, you use the Bring Forward and Send Backward commands. **Bring Forward** moves an object toward the top of the stack, and **Send Backward** moves an object underneath another object. When you tap or click the Bring Forward arrow, PowerPoint displays a menu with an additional command, **Bring to Front**, which moves a selected object to the top of the stack. Likewise, when you tap or click the Send Backward arrow, the **Send to Back** command moves the selected object underneath all objects on the slide. The following steps arrange the Slide 1 photo. *Why? On this slide, the photo is on top of the placeholders, so you no longer can see the text. If you send the photo to the bottom of the stack on the slide, the letters will become visible.*

1

- Display Slide 1 and then select the Highway Motorcycle photo.
- Tap or click the Send Backward arrow (PICTURE TOOLS FORMAT tab | Arrange group) to display the Send Backward menu (Figure 3–7).

Q&A How can I see objects that are not on the top of the stack?
Press TAB or SHIFT+TAB to display each slide object.

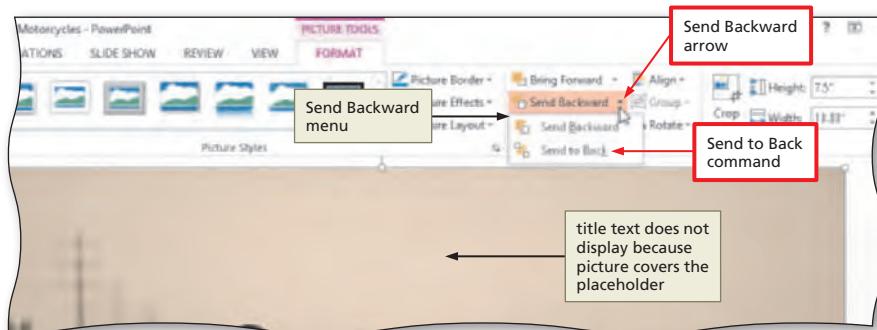


Figure 3–7

2

- Tap or click Send to Back to move the photo underneath all slide objects (Figure 3–8).

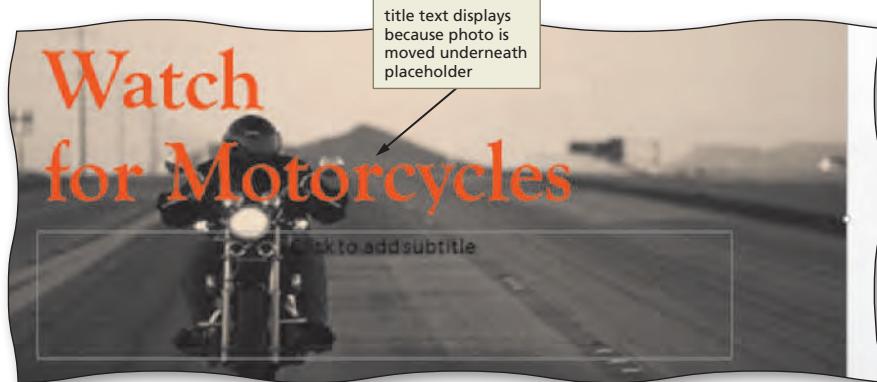


Figure 3–8

Other Ways

- Tap or click Send Backward arrow (PICTURE TOOLS FORMAT tab | Arrange group), press K
- Press and hold or right-click photo, tap or click Send to Back on shortcut menu

Modifying Placeholders

You have become familiar with inserting text and graphical content in the three types of placeholders: title, subtitle, and content. These placeholders can be moved, resized, and deleted to meet desired design requirements. In addition, placeholders can be added to a slide when needed. After you have modified the placeholder locations, you can view thumbnails of all your slides simultaneously by changing views.

In the following pages, you will perform these tasks:

- Resize the Slide 1 title placeholder.
- Align the Slide 1 title text.
- Move the Slide 1 title placeholder.
- Delete the Slide 1 subtitle placeholder.
- Change views.

BTW

Q&As

For a complete list of the Q&As found in many of the step-by-step sequences in this book, visit the Q&A resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or see the inside back cover of this book.

To Resize a Placeholder

The AutoFit button displays on the left side of the Slide 1 title placeholder because the two lines of text exceed the placeholder's borders. PowerPoint attempts to reduce the font size when the text does not fit, and you can tap or click this button to resize the existing text in the placeholder so the spillover text will fit within the borders. The following step increases the Slide 1 title placeholder size. *Why? The two lines of text exceed the placeholder's borders, so you can resize the placeholder and fit the letters within the rectangle.*

1

- With Slide 1 displaying, tap or click somewhere in the title text paragraph to position the insertion point in the paragraph. Tap or click the border of the title placeholder to select it. Point to the top-middle sizing handle.
- Drag the top title placeholder border upward to enlarge the placeholder (Figure 3–9).

Q&A Can I drag other sizing handles to enlarge or shrink the placeholder? Yes, you also can drag the left, right, top, and corner sizing handles to resize a placeholder. When you drag a corner sizing handle, the box keeps the same proportion and simply enlarges the overall shape.

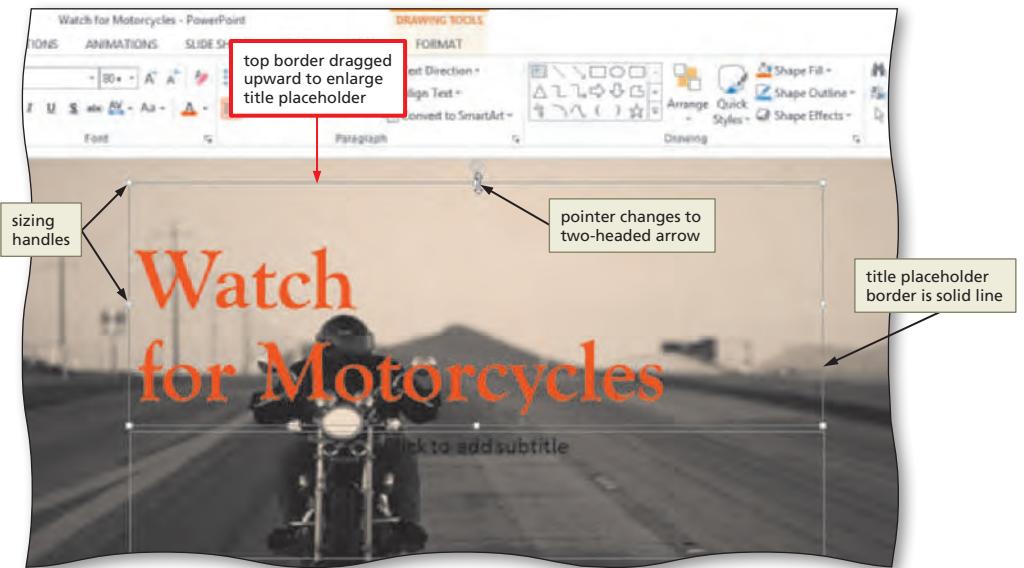


Figure 3–9

To Align Paragraph Text

The presentation theme determines the formatting characteristics of fonts and colors. It also establishes paragraph formatting, including the alignment of text. Some themes **center** the text paragraphs between the left and right placeholder borders, while others **left-align** the paragraph so that the first character of a text line is near the left border or **right-align** the paragraph so that the last character of a text line is near the right border. The paragraph also can be **justified** so that the text is aligned to both the left and right borders. When PowerPoint justifies text, it adds extras spaces between the words to fill the entire line.

The words, Watch for Motorcycles, are left-aligned in the Slide 1 title placeholder. Later, you will add an illustration below the words, for Motorcycles, so you desire to center the paragraph. *Why? Both the text and the picture will be centered, so the alignments complement each other.* The following steps change the alignment of the Slide 1 title placeholder.

1

- With the HOME tab displayed, tap or click somewhere in the title text paragraph of Slide 1 to position the insertion point in the paragraph to be formatted (Figure 3–10).

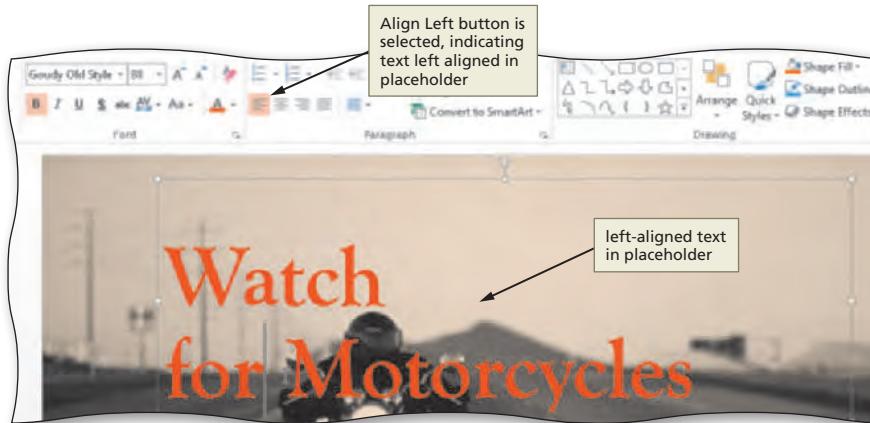


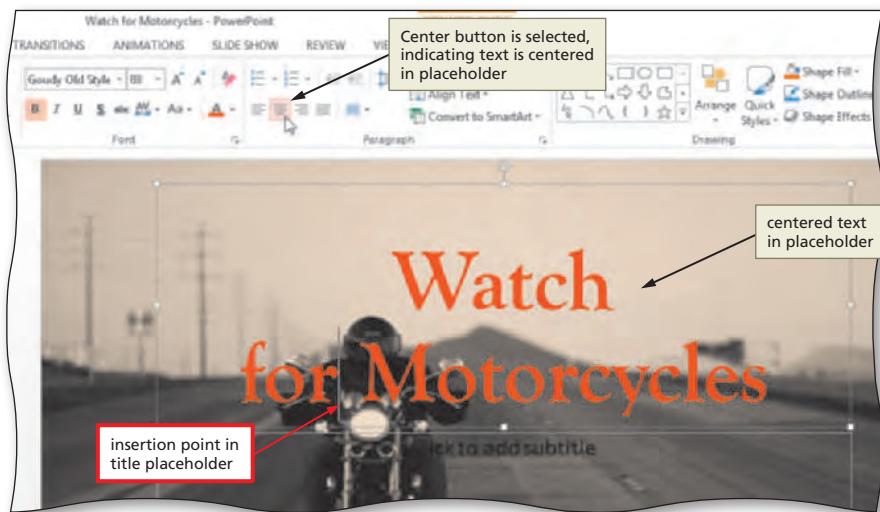
Figure 3–10

2

- Tap or click the Center button (HOME tab | Paragraph group) to center the paragraph (Figure 3–11).

Q&A

What if I want to return the paragraph to left-alignment?
Tap or click the Align Left button (HOME tab | Paragraph group).

**Figure 3–11****Other Ways**

- Press and hold or right-click paragraph, tap or click Center button on mini toolbar
- Press and hold or right-click paragraph, tap or click Paragraph on shortcut menu, tap or click Indents and Spacing tab (Paragraph dialog box), tap or click Alignment arrow, tap or click Centered, tap or click OK button
- Tap or click Paragraph dialog box launcher (HOME tab | Paragraph group), tap or click Indents and Spacing tab (Paragraph dialog box), tap or click Alignment arrow, tap or click Centered, tap or click OK button
- Press CTRL+E

To Move a Placeholder

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Why? If you desire to have a placeholder appear in a different area of the slide, you can move it to a new location. The theme layouts determine where the text and content placeholders display on the slide. The Slide 1 title placeholder currently displays in the upper third of the slide, but the text in this placeholder would be more aesthetically pleasing if it were moved to the upper-right corner of the slide. The following step moves the Slide 1 title placeholder.

1

- Tap or click the border of the Slide 1 title placeholder to select it.
- With the title placeholder border displaying as a solid line or fine dots, point to an area of the left border between the middle and lower sizing handles so that the pointer changes to a four-headed arrow.

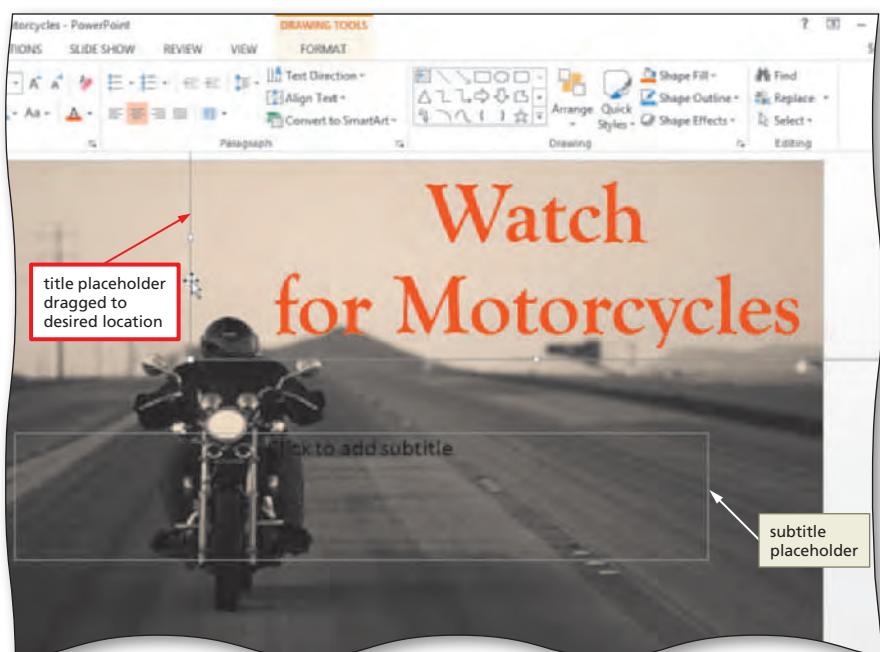
Q&A

Can I tap or click any part of the border to select it?
Yes. You can tap or click any of the four border lines.

How do I know if the placeholder is selected?

The selection handles are displayed.

- Drag the placeholder upward and to the right so that the text is centered between the motorcyclist's helmet and the right edge of the slide (Figure 3–12).

**Figure 3–12**

To Delete a Placeholder

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

When you run a slide show, empty placeholders do not display. You may desire to delete unused placeholders from a slide. *Why? So they are not a distraction when you are designing slide content.* The subtitle placeholder on Slide 1 is not required for this presentation, so you can remove it. The following steps remove the Slide 1 subtitle placeholder.

1

- Tap or click a border of the subtitle placeholder so that it displays as a solid line or fine dots (Figure 3–13).



Figure 3–13

2

- Tap or click the Cut button (HOME tab | Clipboard group) to remove the placeholder.

Other Ways

1. Select placeholder, press DELETE or BACKSPACE
2. Press and hold or right-click placeholder border, tap Cut on shortcut menu

To Add a Text Box

You occasionally may need to insert a small amount of text in an area of a slide where no content placeholder is located. A text box allows you to emphasize or set off text that you consider important for your audience to read. To add a text box to a slide, you would perform the following steps.

1. Tap or click the Text Box button (INSERT tab | Text group), click or tap the slide, and then drag the object to the desired location on the slide.
2. Click inside the text box to add or paste text.
3. If necessary, change the look and style of the text box characters by using formatting features (HOME tab | Font group).

Changing Views

You have been using Normal view to create and edit your slides. Once you completed your slides, you reviewed the final products by displaying each slide in Slide Show view, which occupies the full computer screen. You were able to view how the transitions, graphics, and effects will display in an actual presentation before an audience.

PowerPoint has other views to help review a presentation for content, organization, and overall appearance. Slide Sorter view allows you to look at several slides at one time. Reading view is similar to Slide Show view because each slide displays individually, but the slides do not fill the entire screen. Using this view, you easily can progress through the slides forward or backward with simple controls at the bottom of the window. Switching between Slide Sorter view, Reading view, and Normal view helps you review your presentation, assess whether the slides have an attractive design and adequate content, and make sure they are organized for the most impact. After reviewing the slides, you can change the view to Normal so that you may continue working on the presentation.

To Change Views

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Why? You have made several modifications to the slides, so you should check for balance and consistency. The following steps change the view from Normal view to Slide Sorter view, then Reading view, and back to Normal view.

1

- Tap or click the Slide Sorter view button in the lower right of the PowerPoint window to display the presentation in Slide Sorter view (Figure 3–14).

Q&A

Why is Slide 1 selected?

It is the current slide in the Thumbnails pane.

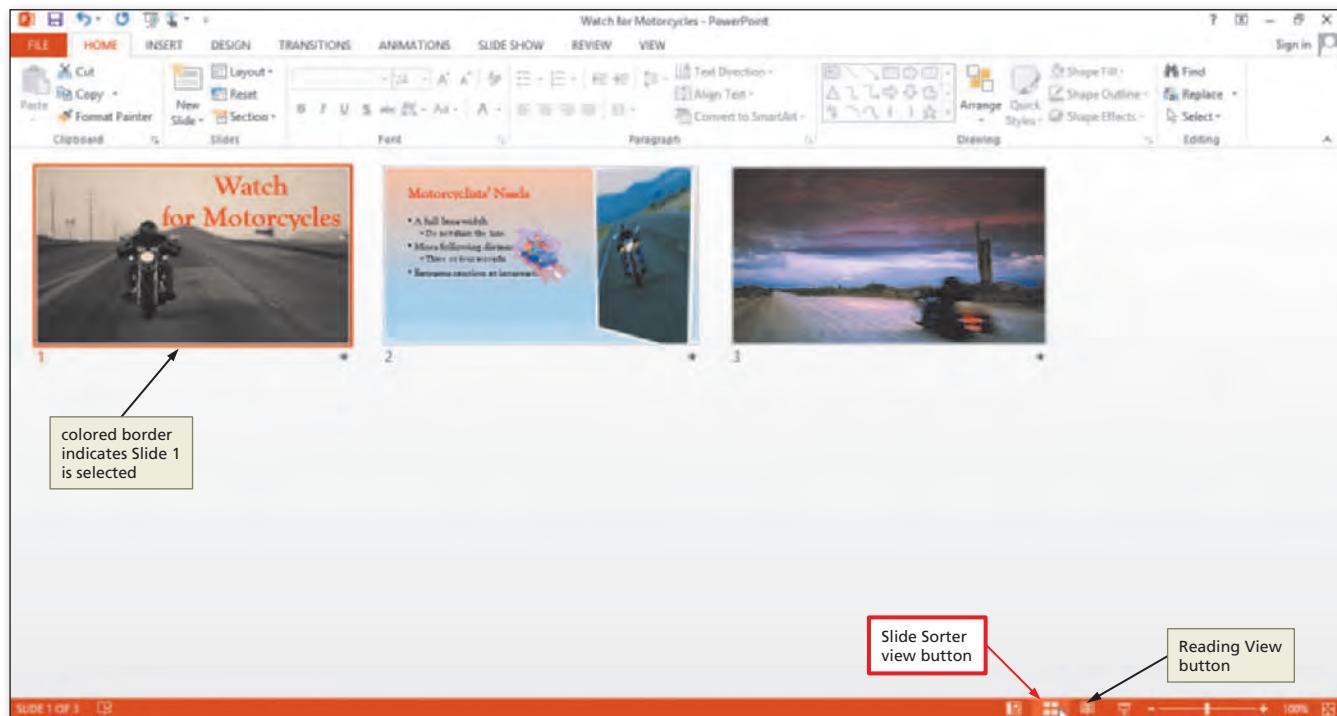
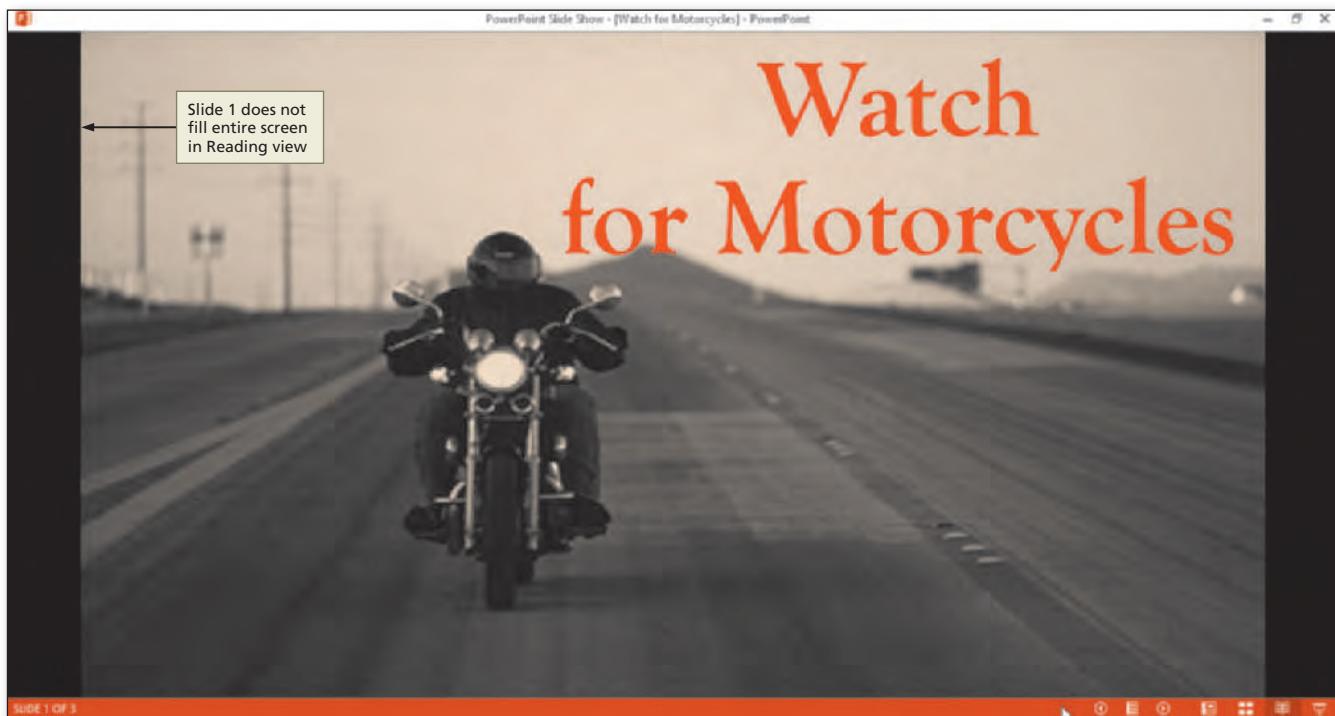


Figure 3–14

2

- Tap or click the Reading View button in the lower right of the PowerPoint window to display Slide 1 of the presentation in Reading view (Figure 3–15).

**Figure 3–15****3**

- Tap or click the Next button two times to advance through the presentation.
- Tap or click the Previous button two times to display Slide 2 and then Slide 1.
- Tap or click the Menu button to display commonly used commands (Figure 3–16).

**Figure 3–16****4**

- Tap or click End Show to return to Slide Sorter view, which is the view you were using before Reading view.
- Tap or click the Normal view button to display the presentation in Normal view.

Modifying and Copying an Illustration

Slides 1 and 2 (shown in Figures 3–1a and 3–1b on PPT 147) contain an illustration of a car that was downloaded from Office.com and then modified. You may want to modify an illustration for various reasons. Many times, you cannot find an illustration that precisely represents your topic. For example, you want a picture of a person wearing a red sweater, but the only available picture has a person with a blue sweater.

Occasionally, you may want to remove or change a portion of an illustration or you might want to combine two or more illustrations. For example, you can use one illustration for the background and another photo as the foreground. Other times, you may want to combine an illustration with another type of object. In this presentation, the tires on the car are orange, and you want to change the color to black. In addition, the car illustration has a highway below the tires and a colorful background, which are not required to display on the slide, so you will ungroup the illustration, change the color of the tires, and remove the highway and the background.

Modifying the clip on Slide 2 and then copying it to Slide 1 requires several steps. In the following pages, you will perform these tasks:

1. Zoom Slide 2 to examine the illustration.
2. Ungroup the illustration.
3. Change a color.
4. Delete objects.
5. Regroup the illustration.
6. Copy the illustration from Slide 2 to Slide 1.

BTW

BTWs

For a complete list of the BTWs found in the margins of this book, visit the BTW resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studetndownload or see the inside back cover of this book.

To Zoom a Slide

You will be modifying small areas of the illustration, so it will help you select the relevant pieces if the graphic is enlarged. The following step changes the zoom to 200 percent.

- 1 Display Slide 2 and then drag the Zoom slider or tap or click the Zoom level button or the Zoom In button to change the zoom level to 200% (Figure 3–17).



Figure 3–17

To Ungroup an Illustration

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

The next step is to ungroup the car illustration, also called a clip, on Slide 2. When you **ungroup** an illustration, PowerPoint breaks it into its component objects. A clip may be composed of a few individual objects or several complex groups of objects. These groups can be ungrouped repeatedly until they decompose into individual objects. *Why? Because an illustration is a collection of complex groups of objects, you may need to ungroup a complex object into less complex objects before being able to modify a specific object.* When you ungroup a clip and tap or click the Yes button in the Microsoft PowerPoint dialog box, PowerPoint converts the clip to a PowerPoint object. The following steps ungroup an illustration.

1

- Tap or click the car clip to select it and then tap or click FORMAT on the ribbon to display the PICTURE TOOLS FORMAT tab.
- Tap or click the Group button (PICTURE TOOLS FORMAT tab | Arrange group) to display the Group menu (Figure 3–18).

Q&A Why does the Group button look different on my screen?
Your monitor is set to a different resolution. See Chapter 1 for an explanation of screen resolution and the appearance of the ribbon.

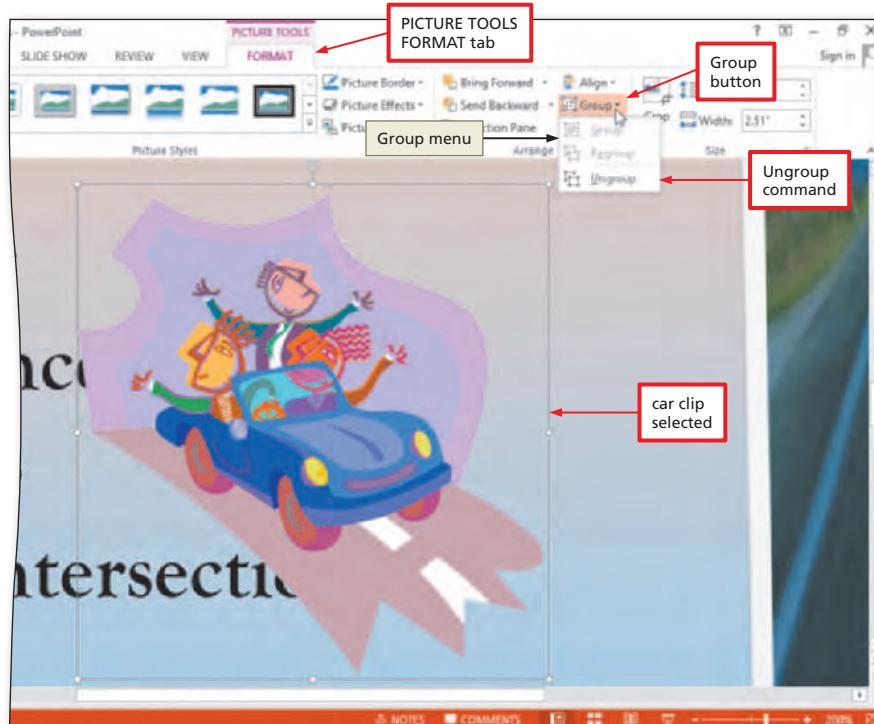


Figure 3–18

2

- Tap or click Ungroup on the Group menu to display the Microsoft PowerPoint dialog box (Figure 3–19).

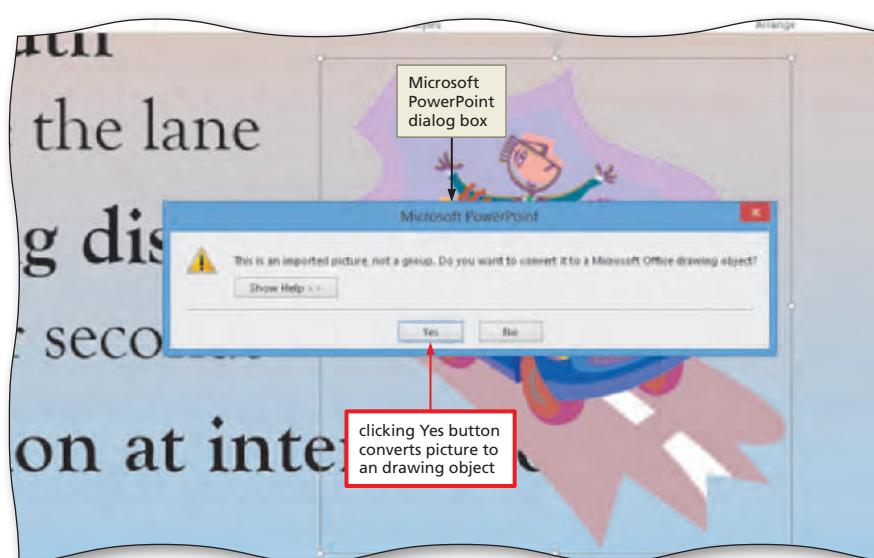


Figure 3–19

3

- Tap or click the Yes button (Microsoft PowerPoint dialog box) to convert the clip to a Microsoft Office drawing.

Q&A

What happens if I tap or click the No button?

The clip will remain displayed on the slide as an illustration and will not ungroup.

- Tap or click FORMAT on the ribbon to display the DRAWING TOOLS FORMAT tab. Tap or click the Group button (DRAWING TOOLS FORMAT tab | Arrange group) and then tap or click Ungroup again to display the objects that constitute the car clip (Figure 3–20).

Q&A

Why does the ribbon change from the PICTURE TOOLS DRAWING tab to the DRAWING TOOLS FORMAT tab and show different options this time?

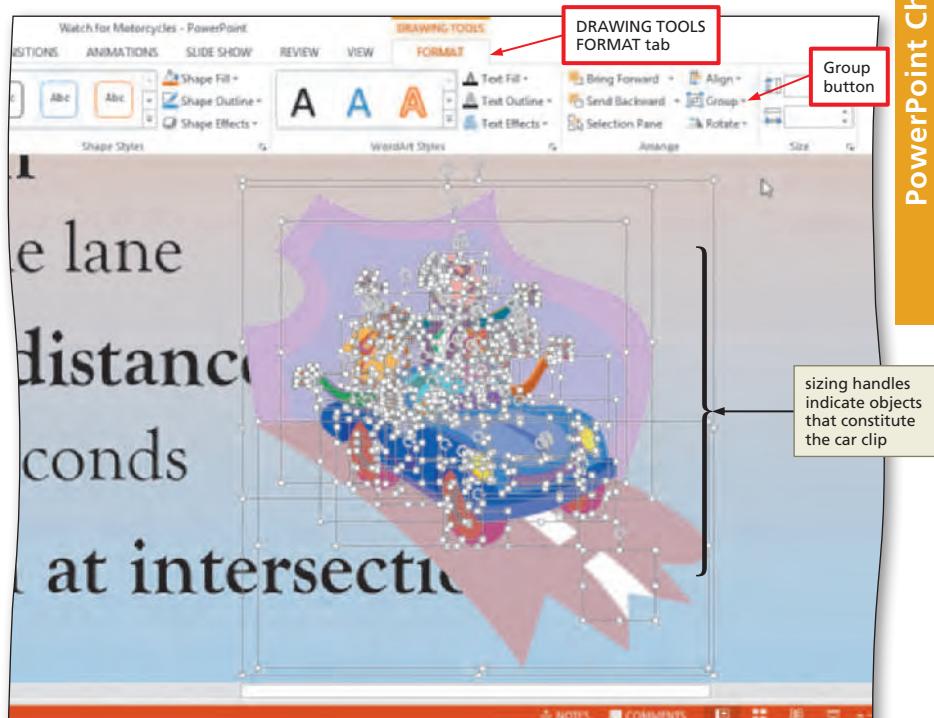
The illustration has become a drawing object, so tools related to drawing now display.

Why do all those circles and squares display in the clip?

The circles and squares are sizing handles for each of the clip's objects, which resemble pieces of a jigsaw puzzle.

Other Ways

1. Press and hold or right-click clip, point to Group on shortcut menu, tap or click Ungroup
2. Press CTRL+SHIFT+G

**Figure 3–20****To Change the Color of a Clip Object**

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

1

- Tap or click an area of the slide that is not part of the clip to deselect all the clip pieces.
- Tap or click the car's left front tire to display sizing handles around the orange colored area (Figure 3–21).

Q&A

What if I selected a different area by mistake?

Tap or click outside the clip and retry.

**Figure 3–21**

2

- Tap or click the Shape Fill arrow (DRAWING TOOLS FORMAT tab | Shape Styles group) to display the Shape Fill gallery.
- If you are using a mouse, point to Black, Text 1 (second color in the first Theme Colors row) to display a live preview of the tire color (Figure 3–22).

 **Experiment**

- If you are using a mouse, point to various colors and watch the car's tire color change.

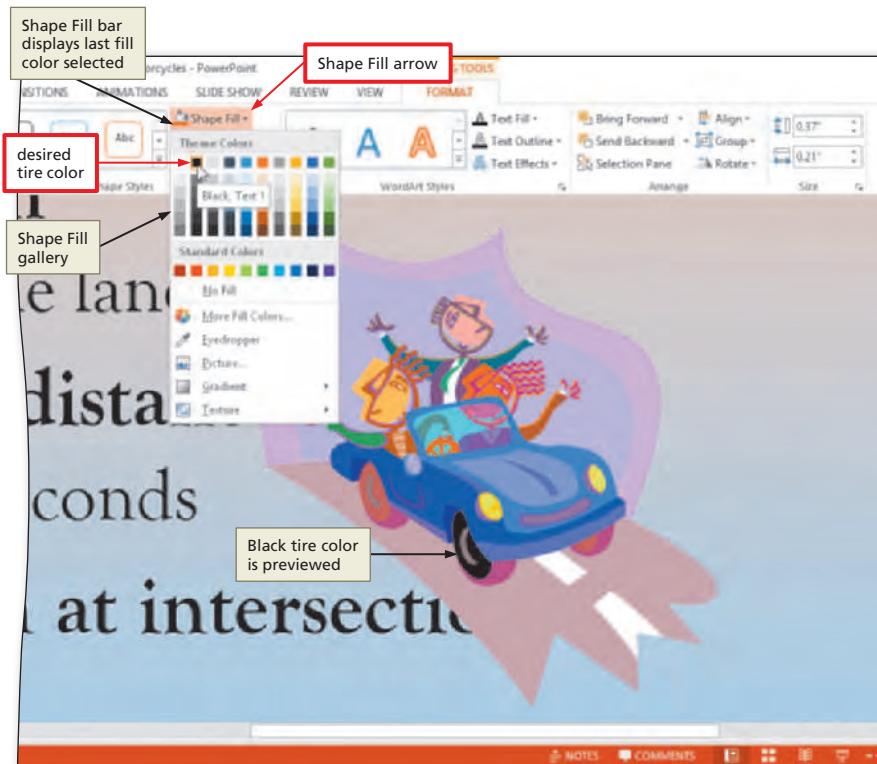


Figure 3–22

3

- Tap or click the color Black, Text 1 to change the car's tire color (Figure 3–23).

Q&A Why is the bar under the Shape Fill button now black?
The button displays the last fill color selected.

BTW

The Ribbon and Screen Resolution

PowerPoint may change how the groups and buttons within the groups appear on the ribbon, depending on the computer's screen resolution. Thus, your ribbon may look different from the ones in this book if you are using a screen resolution other than 1366 × 768.

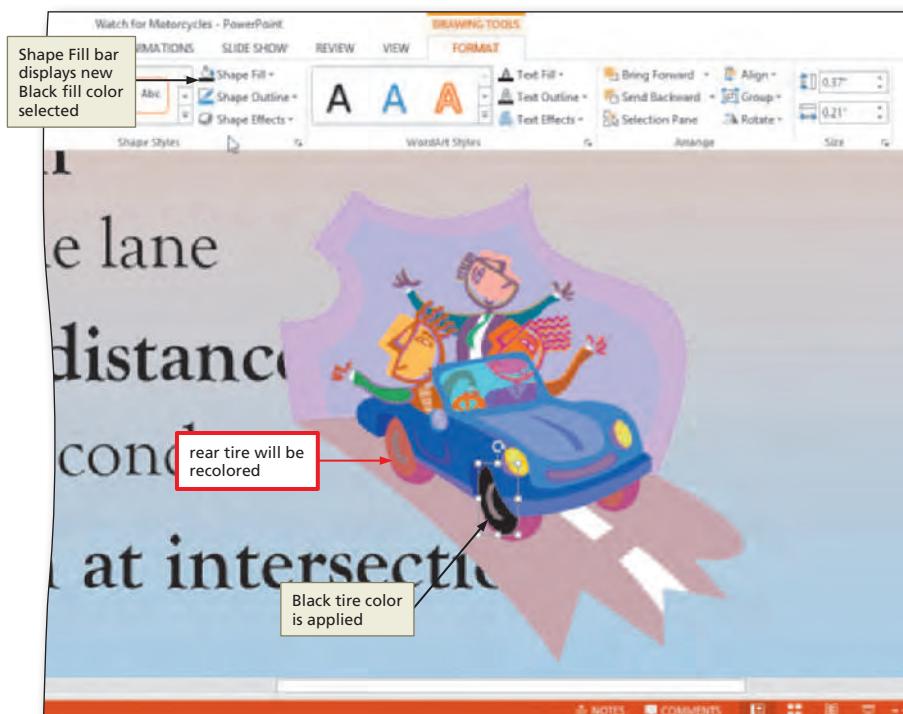


Figure 3–23

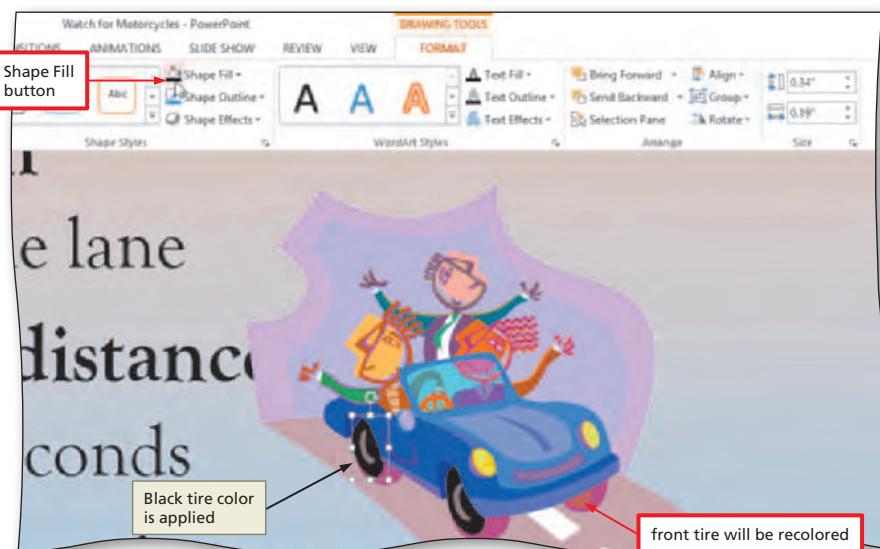
4

- Tap or click the left rear tire to select it.
- Tap or click the Shape Fill button to change the tire color to Black, Text 1 (Figure 3–24).

Q&A

Why did I not need to tap or click the Shape Fill arrow to select this color?

PowerPoint uses the last fill color selected. This color displays in the bar under the bucket icon on the button.

**Figure 3–24****5**

- Change the right front tire color to black (Figure 3–25).

**Figure 3–25****Other Ways**

1. Press and hold or right-click object, tap or click Fill button below shortcut menu
2. Press and hold or right-click object, tap or click Format Shape on shortcut menu, tap or click Fill & Line icon

To Delete a Clip Object

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

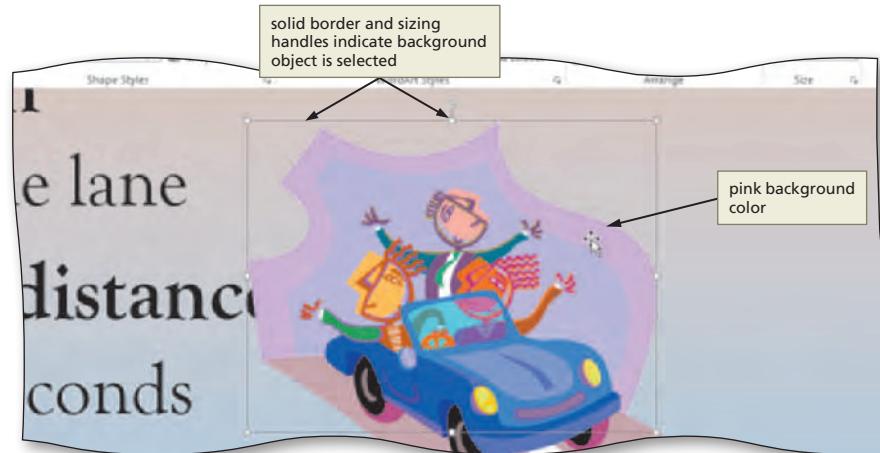
1

- Tap or click the background in any area where the pink color displays to select this object (Figure 3–26).

Q&A

Can I select multiple objects so I can delete them simultaneously?

Yes. While pressing the SHIFT key, tap or click the unwanted elements to select them.

**Figure 3–26**

2

- Display the HOME tab and then tap or click the Cut button (HOME tab | Clipboard group) to delete this object (Figure 3–27).

Q&A Should the purple background object display on the slide?
Yes. It is part of the car clip. You will remove it in the next step.



Figure 3–27

3

- Tap or click the purple background to select this object.
- Tap or click the Cut button to delete this object.

4

- Tap or click the mauve highway to select this object (Figure 3–28).
- Tap or click the Cut button to delete this object.

Q&A Should the white highway stripes display on the slide?
Yes. They are part of the car clip. You will remove them in the next step.



Figure 3–28

5

- If using a mouse, click one white highway stripe, press the SHIFT key, and then click the second white highway stripe to select both objects (Figure 3–29).
- If using a touch screen, select one stripe, tap the Cut button to delete this object, and then select the other stripe and tap the Cut button again.
- If using a mouse, click the Cut button to delete these objects.

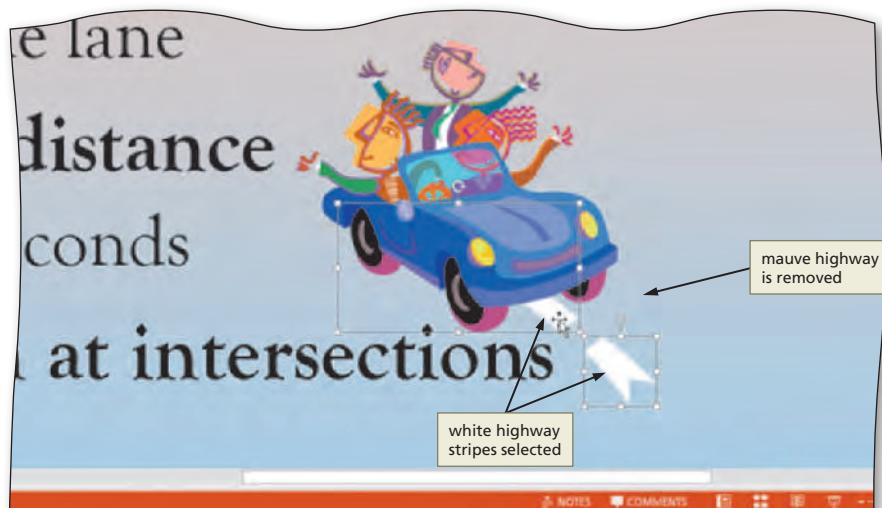


Figure 3–29

To Regroup Objects

When you ungrouped the car clip, you eliminated the embedding data or linking information that tied all the individual pieces together. If you attempt to move or size this clip now, you might encounter difficulties because it consists of hundreds of objects and is no longer one unified piece. Dragging or sizing affects only a selected object, not the entire collection of objects, so you must use caution when objects are not completely regrouped. All of the ungrouped objects in the car clip must be regrouped. *Why? So they are not accidentally moved or manipulated.* The following steps regroup these objects into one object.

1

- If necessary, select the clip, tap or click the DRAWING TOOLS FORMAT tab and then tap or click the Group button (DRAWING TOOLS FORMAT tab | Arrange group) to display the Group menu (Figure 3–30).

2

- Tap or click Regroup to recombine all the clip objects.



Figure 3–30

3

- Use the Zoom slider to change the zoom level to 74%.
- Increase the car's size by dragging one of the corner sizing handles outward until the illustration is the size shown in Figure 3–31 and then move the illustration to the location shown in the figure (Figure 3–31).

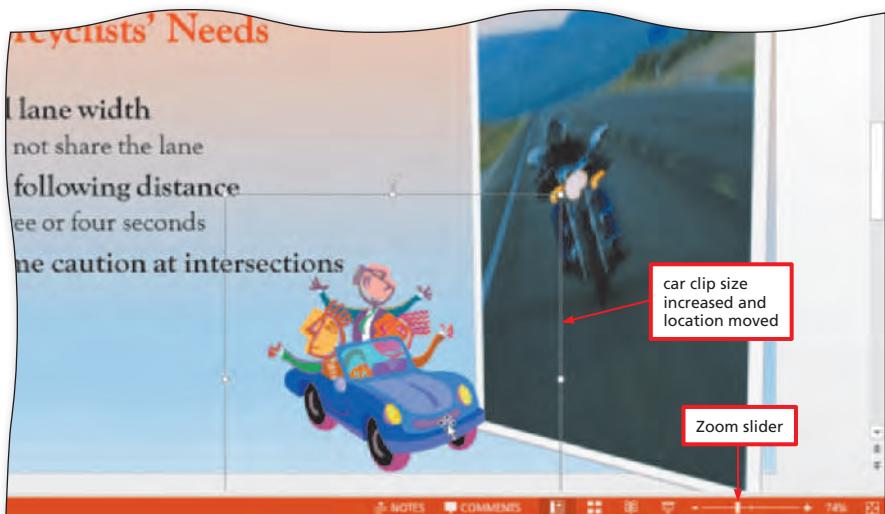


Figure 3–31

Other Ways

- Press and hold or right-click clip, point to Group on shortcut menu, tap or click Regroup

To Copy a Clip from One Slide to Another

The car clip on Slide 2 also can display in its modified form on the title slide. You first must copy it using the Office Clipboard and then paste it in the desired location. *Why?* The **Office Clipboard** is a temporary storage location that can hold a maximum of 24 text or graphics items copied from any Office program. The same procedure of copying and pasting objects works for copying and pasting text from one placeholder to another. The following steps copy this slide element from Slide 2 to Slide 1.

1

- With the car illustration selected, display the HOME tab and then tap or click the Copy button (HOME tab | Clipboard group) (Figure 3–32).

2

- Display Slide 1 and then tap or click the Paste button (HOME tab | Clipboard group) to insert the car illustration into the title slide.

Q&A Is the clip deleted from the Office Clipboard when I paste it into the slide?
No.

The screenshot shows a Microsoft PowerPoint window with two slides visible. On the left, Slide 2 displays the title "Motorcyclists' Needs" and a bulleted list. A blue car clip is selected on the right side of the slide. On the right, Slide 1 displays the title "Watch for Motorcycles" and a motorcycle clip. The ribbon at the top shows the Home tab selected. A callout box points to the "Copy" button in the Clipboard group, with the text "Copy button puts duplicate copy of clip on Office Clipboard". Another callout box points to the selected car clip on Slide 1, with the text "sizing handles indicate clip is selected".

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Break Point: If you wish to take a break, this is a good place to do so. Be sure to save the Watch for Motorcycles file again and then you can quit PowerPoint. To resume at a later time, start PowerPoint, open the file called Watch for Motorcycles, and continue following the steps from this location forward.

Adding Media to Slides

Media files can enrich a presentation if they are used correctly. Movie files can be produced with a camera and editing software, and sound files can come from the Office.com Clip Art collection, files stored on your computer, or an audio track on a CD. To hear the sounds, you need a sound card and speakers or headphones on your system.

Once an audio or video clip is inserted into a slide, you can specify options that affect how the file is displayed and played. For example, you can have the video play automatically when the slide is displayed, or you can tap or click the video frame when you are ready to start the playback. You also can have the video fill the entire slide, which is referred to as **full screen**. If you decide to play the slide show automatically and have it display full screen, you can drag the video frame to the gray area off the slide so that it does not display briefly before going to full screen. You can select the Loop until Stopped option to have the video repeat until you tap or click the next slide, or you can choose to not have the video frame display on the slide until you tap or click the slide.

If your video clip has recorded sounds, the volume controls give you the option to set how loudly this audio will play. They also allow you to mute the sound so that your audience will hear no background noise or music.

In the following pages, you will perform these tasks:

1. Insert a video file into Slide 3.
2. Trim the video file to shorten the play time.
3. Add video options that determine the clip's appearance and playback.
4. Insert an audio file into Slide 1.
5. Add audio options that determine the clip's appearance and playback.
6. Add a video style to the Slide 3 clip.
7. Resize the video.

To Insert a Video File

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS

4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Slide 3 has another photo of a motorcyclist, and you have a video clip of a person mounting a motorcycle, putting the bike into gear, and riding out of the scene. You want to use a majority of the clip and eliminate a few seconds from the end. PowerPoint allows you to insert this clip into your slide and then trim the file. *Why? Just a portion will play when you preview the clip or run the slide show.* This clip is available on the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for more information about accessing the required file. The following steps insert this video clip into Slide 3.

1

- Display Slide 3 and then display the INSERT tab. Tap or click the Video button (INSERT tab | Media group) to display the Video menu (Figure 3–34).

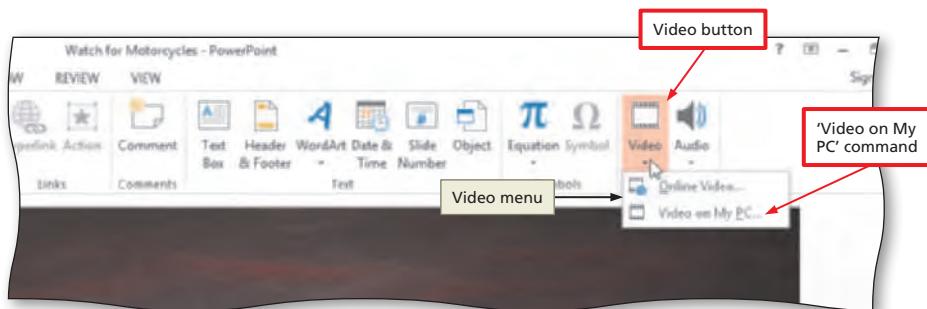


Figure 3–34

BTW

Using Codecs

Video and audio content developers use a codec (**c**ompressor/**d**ecompressor) to reduce the file size of digital media. The reduced file size helps transfer files across the Internet quickly and smoothly and helps save space on storage media. Your computer can play any compressed file if the specific codec used to compress the file is available on your computer. If the codec is not installed or is not recognized, your computer attempts to download this file from the Internet. Many codex files are available to download from the Internet at no cost.

2

- Tap or click 'Video on My PC' on the Video menu to display the Insert Video dialog box.
- If the list of files and folders for Chapter 3 is not displayed in the Insert Video dialog box, navigate to the location where the files are located.
- Tap or click Motorcycle Rider to select the file (Figure 3–35).

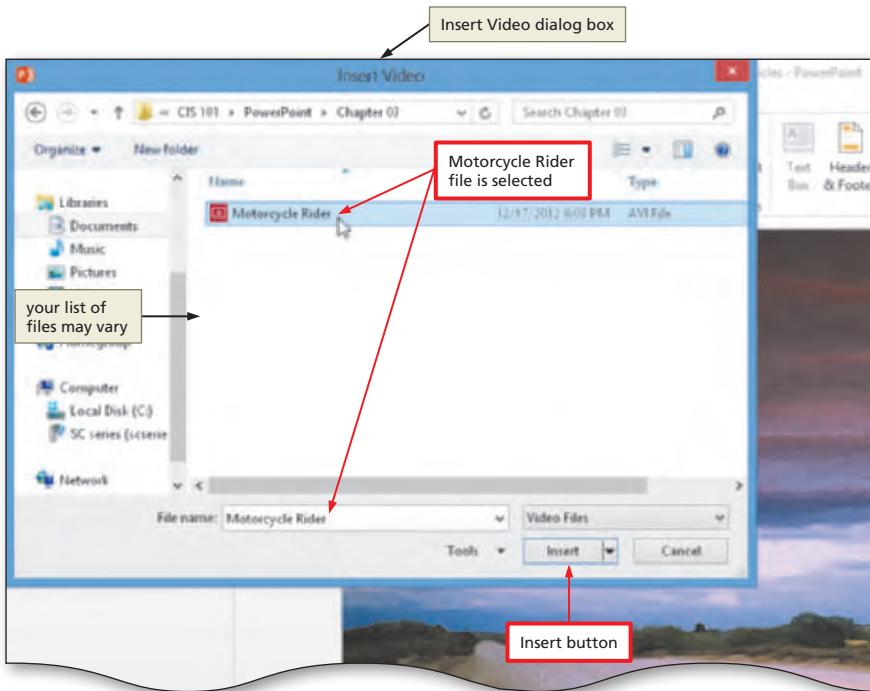


Figure 3–35

3

- Tap or click the Insert button (Insert Video dialog box) to insert the video clip into Slide 3 (Figure 3–36).

Q&A Can I adjust the color of a video clip?

Yes. You can correct the brightness and contrast, and you also can recolor a video clip using the same methods you learned in this chapter to color a photo.

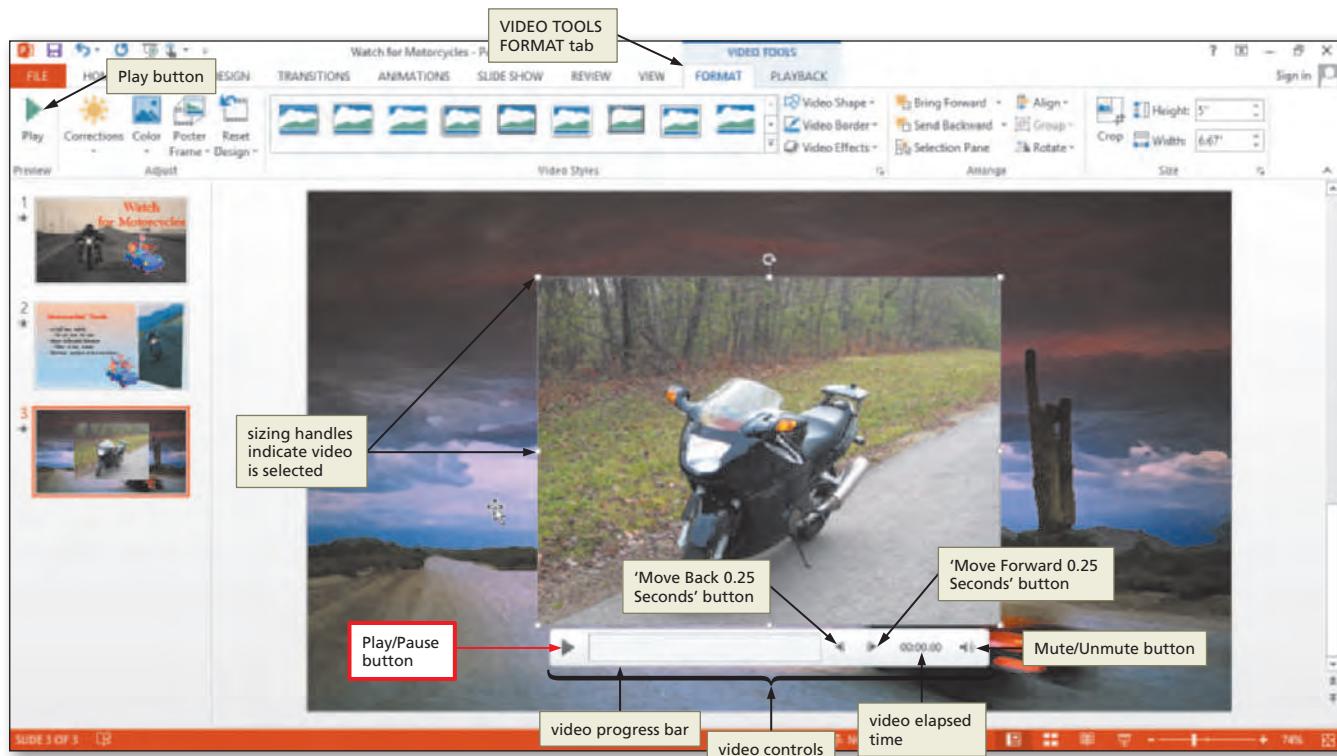


Figure 3–36

To Trim a Video File

Why? The Motorcycle Rider video has a running time of slightly more than 14 seconds. Near the end of the clip, the motorcyclist rides out of the frame, so you delete a few seconds from that portion of the file. PowerPoint's **Trim Video** feature allows you to trim the beginning and end of your clip by designating your desired Start Time and End Time. These precise time measurements are accurate to one-thousandth of a second. The start point is indicated by a green marker, and the end point is indicated by a red marker. The following steps trim the Motorcycle Rider video clip.

1

- With the video clip selected on Slide 3, tap or click the Play/Pause button to play the entire video.

Q&A

Can I play the video by tapping or clicking the Play button in the Preview group?

Yes. This Play button plays the entire clip. You may prefer to tap or click the Play/Pause button displayed in the video controls to stop the video and examine one of the frames.

- Tap or click **PLAYBACK** on the ribbon to display the **VIDEO TOOLS** **PLAYBACK** tab. Tap or click the Trim Video button (**VIDEO TOOLS** **PLAYBACK** tab | **Editing** group) to display the Trim Video dialog box (Figure 3–37).

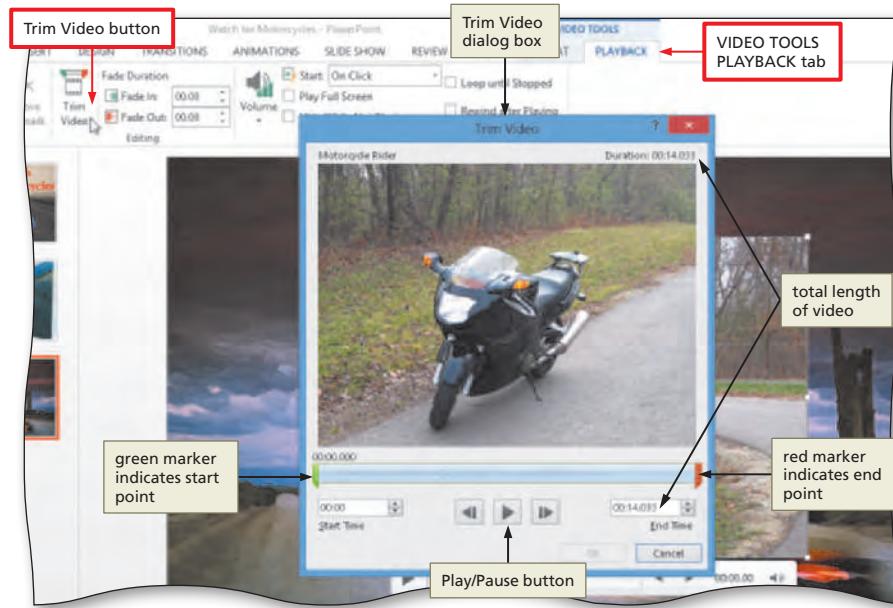


Figure 3–37

2

- Point to the end point, which is indicated by the red marker on the right side, so that the pointer changes to a two-headed arrow.
- Slide or drag the red marker to the left until the End Time is 00:13:365 (Figure 3–38).

Q&A

Can I specify the start or end times without dragging the markers? Yes. You can enter the time in the Start Time or End Time boxes, or you can tap or click the Start Time or End Time box arrows. You also can tap or click the Next Frame and Previous Frame buttons (Trim Video dialog box).

How would I indicate a start point if I want the clip to start at a time other than at the beginning of the clip?

You would drag the green marker to the right until the desired time displays in the Start Time box.

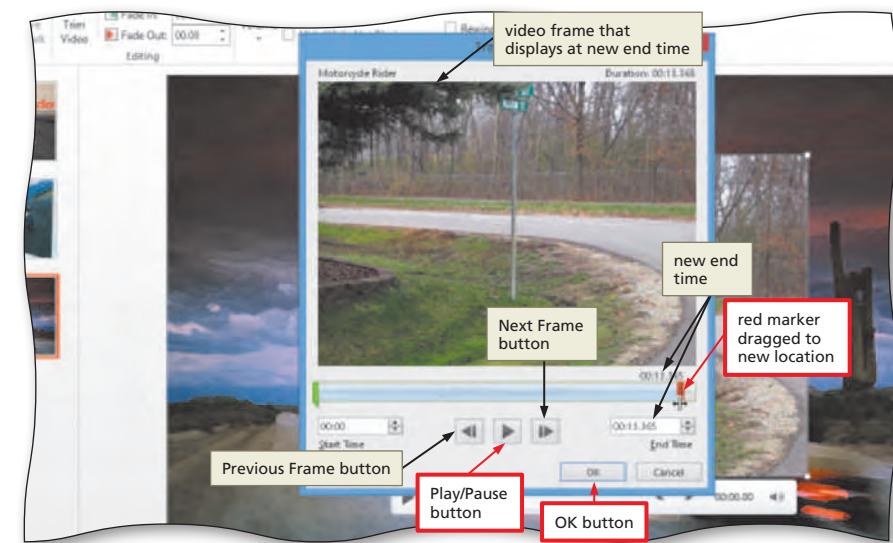


Figure 3–38

3

- Tap or click the Play/Pause button (Trim Video dialog box) to review the shortened video clip.
- Tap or click the OK button to set the Start Time and End Time and to close the Trim Video dialog box.

Other Ways

- Press and hold or right-click clip, tap or click Trim on shortcut menu

To Add Video Options

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Once the video clip is inserted into Slide 3, you can specify that the video plays automatically when the slide is displayed. *Why?* When you are giving your presentation, you do not want to click the mouse or tap the screen to start the video. You also can adjust the volume of the sound recorded on the file. The following steps add the option of playing the video full screen automatically and also decrease the volume of the motorcycle engine.

1

- If necessary, tap or click PLAYBACK on the ribbon to display the VIDEO TOOLS PLAYBACK tab. Tap or click the Start arrow (VIDEO TOOLS PLAYBACK tab | Video Options group) to display the Start menu (Figure 3–39).

Q&A What does the On Click option do? The video clip would begin playing when a presenter taps or clicks the frame during the slide show.

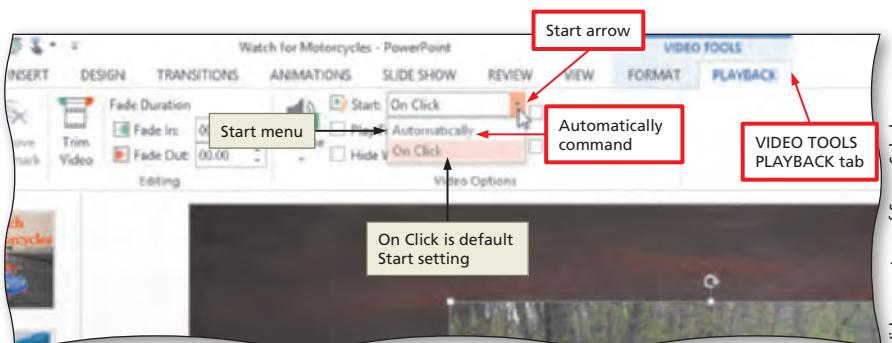


Figure 3–39

2

- Tap or click Automatically in the Start menu to run the video clip automatically when the slide is displayed.

3

- Tap or click the 'Play Full Screen' check box (VIDEO TOOLS PLAYBACK tab | Video Options group) to place a check mark in it.

- Tap or click the Volume button (VIDEO TOOLS PLAYBACK tab | Video Options group) to display the Volume menu (Figure 3–40).

4

- Tap or click Medium on the Volume menu to set the audio volume.

Q&A Will the Mute option silence the video's background sounds?
Yes. Tap or click Mute if you do not want your audience to hear any recorded sounds.

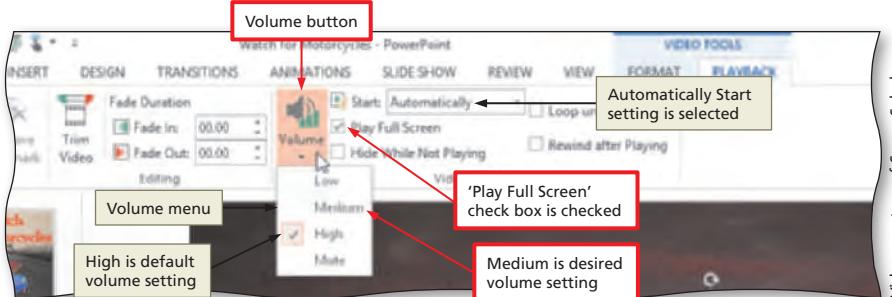


Figure 3–40

To Insert an Audio File

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

If you have an active Internet connection, you can search Office.com to locate several motorcycle sounds in audio files that you can download and insert into your presentation. The following steps insert an audio clip into Slide 1. *Why?* Avid motorcyclists enjoy hearing the sounds of their engines and often can identify a bike by the engine sounds it makes. A clip of a motorcycle engine adds interest to the start of your presentation when Slide 1 is displayed.

1

- Display Slide 1 and then tap or click INSERT on the ribbon to display the INSERT tab.
- Tap or click the Audio button (INSERT tab | Media group) to display the Audio menu (Figure 3–41).

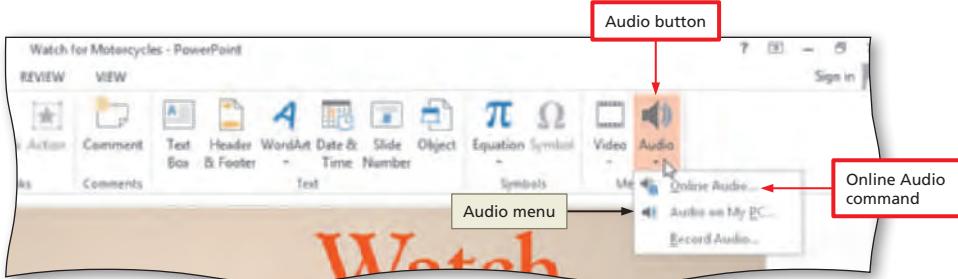


Figure 3–41

2

- Tap or click Online Audio on the Insert Audio menu to open the Insert Audio dialog box.
- With the insertion point in the Office.com Clip Art area, type **motorcycle** in the search text box (Figure 3–42).

3

- Tap or click the Search button (the magnifying glass) or press the ENTER key so that Office.com will search for and display all audio clips having the keyword, motorcycle.

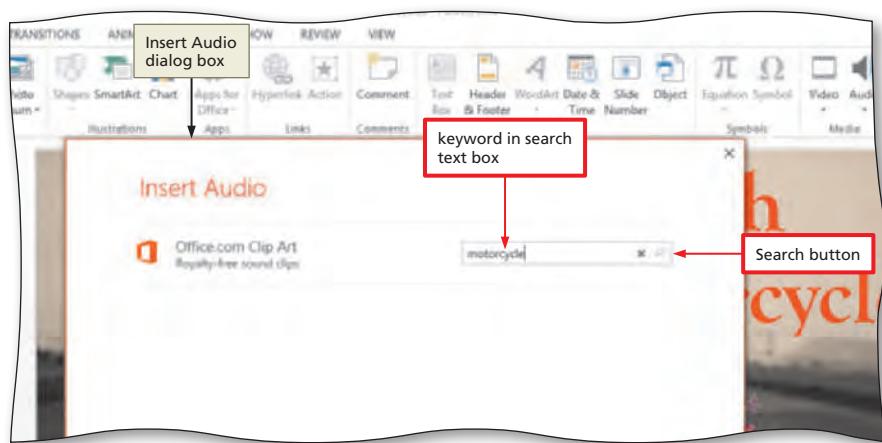


Figure 3–42

4

- If you are using a mouse, point to the 1200cc Passby clip to display the total time of the clip and to hear a preview of this file (Figure 3–43).

Q&A

What if the 1200cc Passby audio clip is not shown in my Office.com Clip Art dialog box?

Select a similar clip. Your clips may be different depending on the clips included in the Office.com Clip Art collection.

Experiment

- If you are using a mouse, point to other audio clips to hear the sounds and to view the clips' length.
- Tap or click the 1200cc Passby clip to select the clip (Figure 3–44).

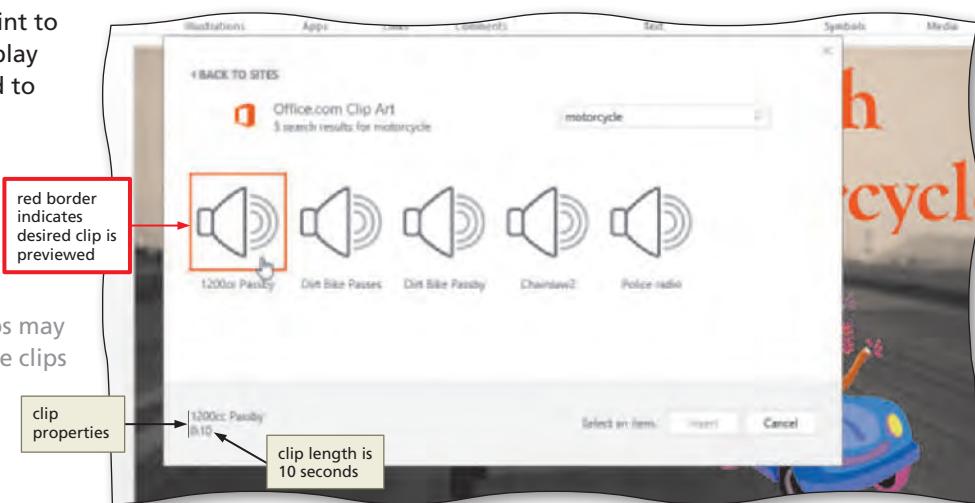


Figure 3–43

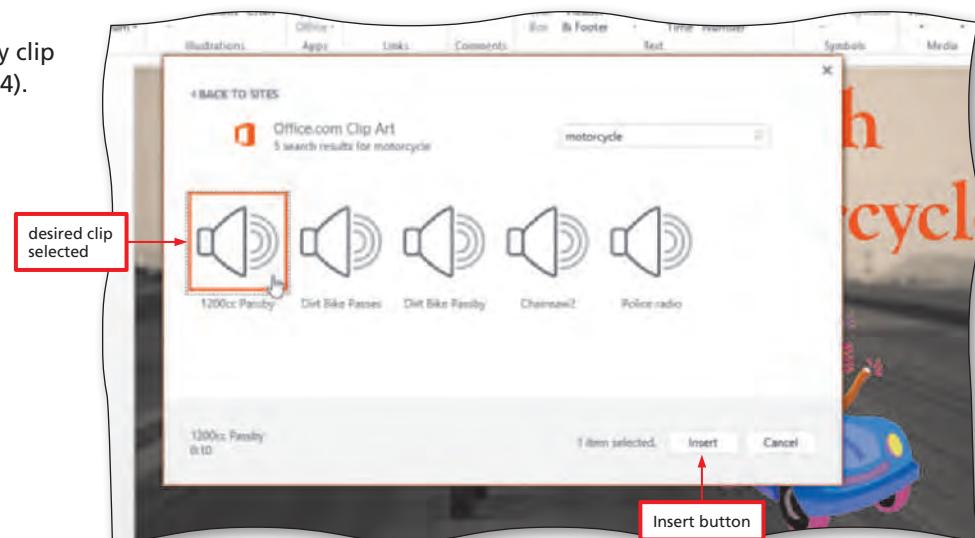


Figure 3–44

5

- Tap or click the Insert button in the dialog box to insert that file into Slide 1 (Figure 3–45).

Q&A Why does a sound icon display on the slide? The icon indicates an audio file is inserted.

Do the audio control buttons have the same functions as the video control buttons that displayed when I inserted the Motorcycle Rider clip?

Yes. The controls include playing and pausing the sound, moving back or forward 0.25 seconds, audio progress, elapsed time, and muting or unmuting the sound.

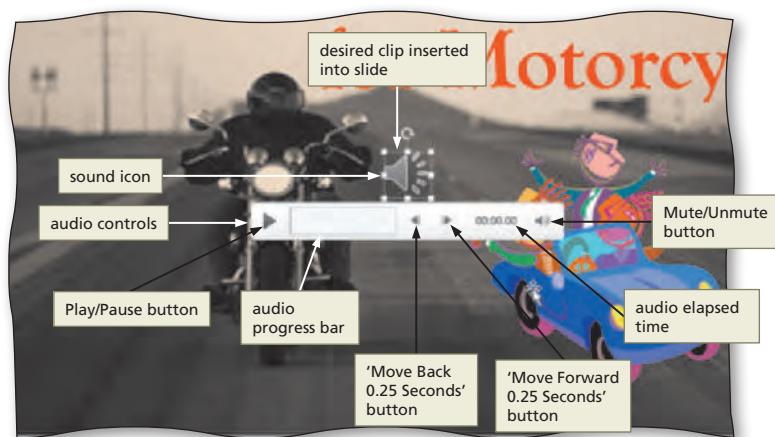


Figure 3–45

6

- Drag the sound icon to the lower-left corner of the slide (Figure 3–46).

Q&A Must I move the icon on the slide?

No. Although your audience will not see the icon when you run the slide show, it is easier for you to see the audio controls in the dark area of this slide.

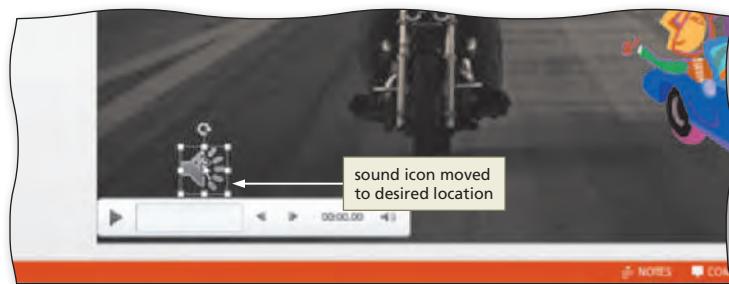


Figure 3–46

To Add Audio Options

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS

4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Once an audio clip is inserted into a slide, you can specify options that control playback and appearance. As with the video options you applied to the Motorcycle Rider clip, the audio clip can play either automatically or when tapped or clicked, it can repeat the clip while a particular slide is displayed, and you can drag the sound icon off the slide and set the volume. The following steps add the options of starting automatically, playing until the slide no longer is displayed, and hiding the sound icon on the slide. *Why? You do not want to tap or click the screen to start the sound, so you do not need to see the icon. In addition, you want the engine sound to repeat while the slide is displayed to coordinate with the motorcycle picture prominently shown and to keep the audience's attention focused on the topic of listening for motorcycles while operating a vehicle.*

1

- If necessary, tap or click PLAYBACK on the ribbon to display the AUDIO TOOLS PLAYBACK tab. Tap or click the Start arrow (AUDIO TOOLS PLAYBACK tab | Audio Options group) to display the Start menu (Figure 3–47).

2

- Tap or click Automatically in the Start menu.

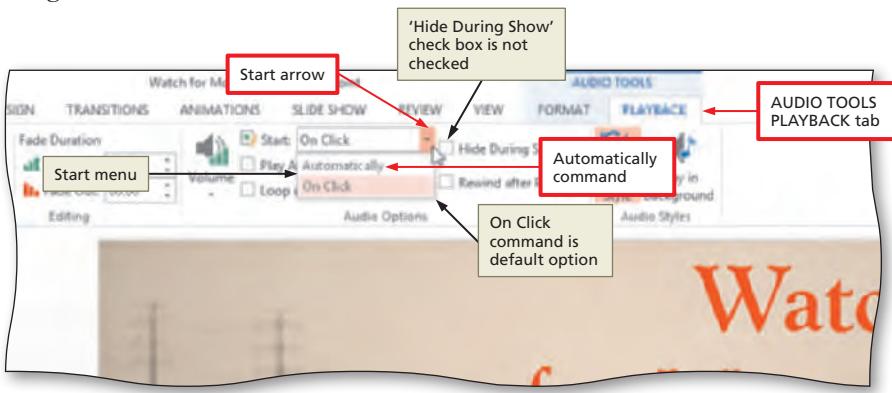


Figure 3–47

Q&A

Does the On Click option function the same way for an audio clip as On Click does for a video clip?

Yes. If you were to select On Click, the sound would begin playing only after the presenter taps or clicks Slide 1 during a presentation.

3

- Tap or click the 'Loop until Stopped' check box (AUDIO TOOLS PLAYBACK tab | Audio Options group) to place a check mark in it.

Q&A

What is the difference between the 'Loop until Stopped' option and the 'Play Across Slides' option?

The audio clip in the 'Loop until Stopped' option repeats for as long as one slide is displayed. In contrast, the 'Play Across Slides' option would play the clip only once, but it would continue to play while other slides in the presentation are displayed. Once the end of the clip is reached, the sound would end and not repeat.

4

- Tap or click the 'Hide During Show' check box (AUDIO TOOLS PLAYBACK tab | Audio Options group) to place a check mark in it (Figure 3–48).

Q&A

Why would I want the icon to display during the show?

If you had selected the On Click option, you would need to find this icon on the slide and tap or click it to start playing the clip.

Can I adjust the sound's volume?

Yes. You can adjust the volume or mute the sound by clicking the Volume button (AUDIO TOOLS PLAYBACK tab | Audio Options group) or by clicking the Mute/Unmute button on the Media Controls bar and using the volume slider.

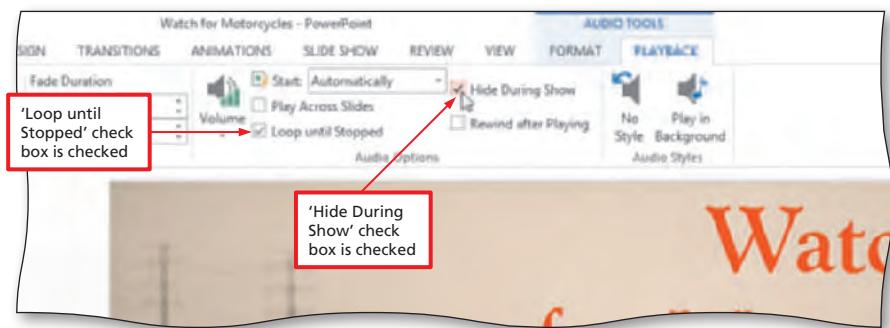


Figure 3–48

To Add a Video Style

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

The video styles are similar to the photo styles you applied in Chapter 2 and include various shapes, angles, borders, and reflections. The following steps apply a video style to the Motorcycle Rider clip on Slide 3. *Why? The Motorcycle Rider video clip on Slide 3 displays full screen when it is playing, but you decide to increase the visual appeal of the clip when it is not playing by applying a video style.*

1

- Display Slide 3 and select the video frame. Tap or click FORMAT on the ribbon to display the VIDEO TOOLS FORMAT tab (Figure 3–49).



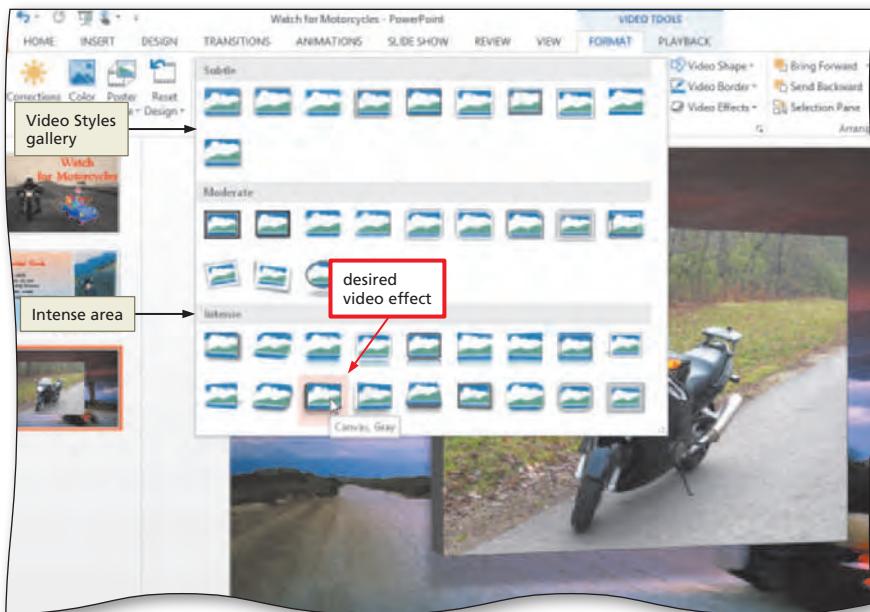
Figure 3–49

2

- With the video frame selected, tap or click the More button in the Video Styles gallery (VIDEO TOOLS FORMAT tab | Video Styles group) (shown in Figure 3–49) to expand the gallery.
- If you are using a mouse, point to Canvas, Gray in the Intense area of the Video Styles gallery (third style in the second row) to display a live preview of that style applied to the video frame on the slide (Figure 3–50).

Experiment

- If you are using a mouse, point to various photo styles in the Video Styles gallery and watch the style of the video frame change in the document window.



Video courtesy of Susan Sebok

Figure 3–50**3**

- Tap or click Canvas, Gray in the Video Styles gallery to apply the style to the selected video (Figure 3–51).

Q&A

Can I preview the movie clip?

Yes. Point to the clip and then tap or click the Play button on the ribbon (Preview group) or the Play/Pause button on the video controls below the video.

Can I add a border to a video style?

Yes. You add a border using the same method you learned in Chapter 2 to add a border to a photo. Tap or click the Video Border button (VIDEO TOOLS FORMAT tab | Video Styles group) and then select a border line weight and color.

**Figure 3–51****Other Ways**

- Tap or click Format Video on shortcut menu, tap or click Video icon, tap or click VIDEO, tap or click Presets button

BTW**PowerPoint Help**

At any time while using PowerPoint, you can find answers to questions and display information about various topics through PowerPoint Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use PowerPoint. For instruction about PowerPoint Help and exercises that will help you gain confidence in using it, read the Office and Windows chapter at the beginning of this book.

To Resize a Video

The default Motorcycle Rider frame size can be changed. You resize a video clip in the same manner that you resize photos and illustrations. The following steps will increase the Motorcycle Rider video using a sizing handle. *Why? You want to fill some space on the left side of the slide.*

1

- With the video selected, drag the lower-left corner sizing handle diagonally outward until the frame is resized to approximately 5.89" × 7.86".

2

- Drag the clip to the location shown in Figure 3–52.

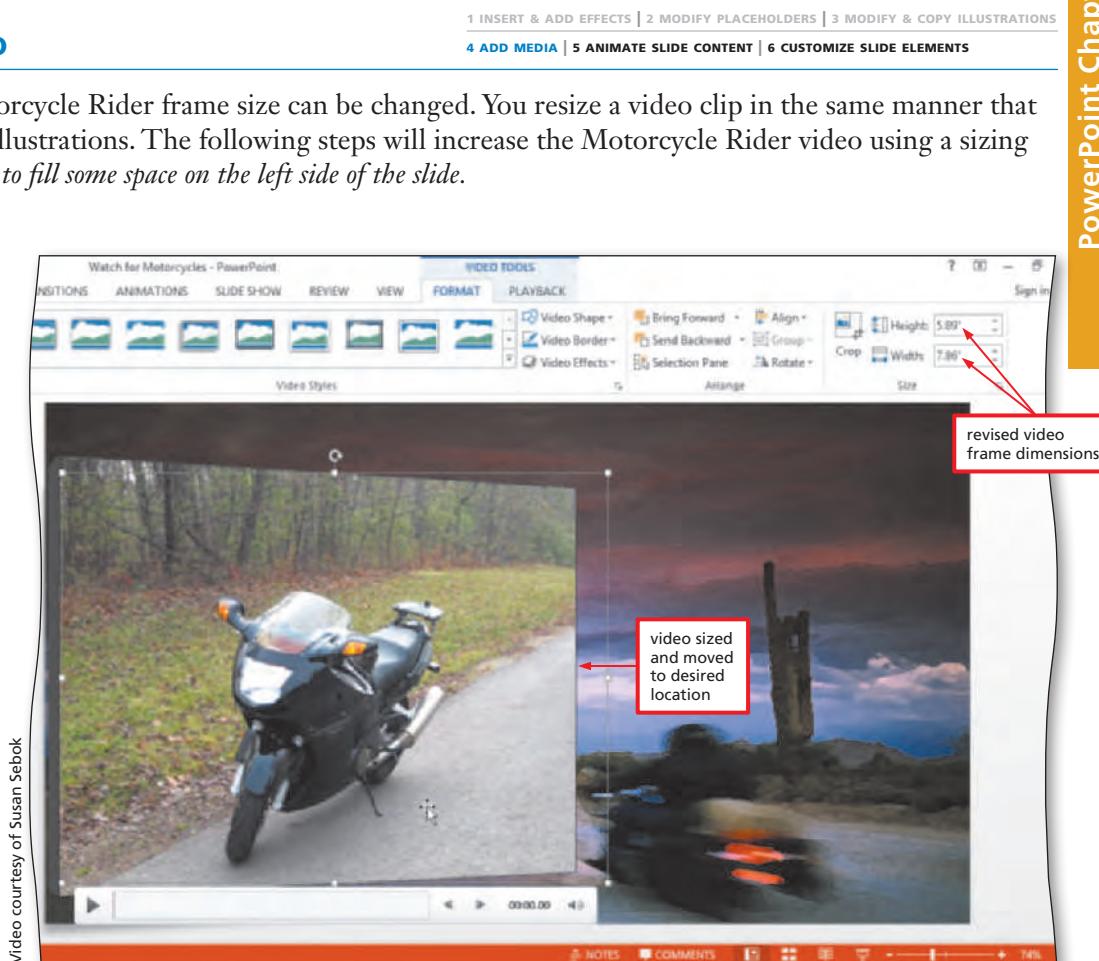


Figure 3–52

Break Point: If you wish to take a break, this is a good place to do so. Be sure to save the Watch for Motorcycles file again and then you can quit PowerPoint. To resume at a later time, start PowerPoint, open the file called Watch for Motorcycles, and continue following the steps from this location forward.

Animating Slide Content

BTW

Animation Effect

Icon Colors

Animation effects allow you to control how objects enter, move on, and exit slides. Using a traffic signal analogy may help you remember the sequence of events. Green icons indicate when the animation effect starts on the slide. Yellow icons represent the object's motion; use them with caution so they do not distract from the message you are conveying to your audience. Red icons indicate when the object stops appearing on a slide.

Animation includes special visual and sound effects applied to text or other content. You already are familiar with one form of animation: transitions between slides. To add visual interest and clarity to a presentation, you can animate various parts of an individual slide, including pictures, shapes, text, and other slide elements. For example, each paragraph on the slide can spin as it is displayed. Individual letters and shapes also can spin or move in various motions. PowerPoint has a variety of built-in animations that will fade, wipe, or fly-in text and graphics.

Custom Animations

You can create your own **custom animations** to meet your unique needs. Custom animation effects are grouped in categories: entrance, exit, emphasis, and motion paths. **Entrance** effects, as the name implies, determine how slide elements first appear on a slide. **Exit** animations work in the opposite manner as entrance effects: They determine how slide elements disappear. **Emphasis** effects modify text and objects

BTW

Certification

The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain a valuable industry credential — proof that you have the PowerPoint 2013 skills required by employers. For more information, visit the Certification resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/ct/studentdownload or see the inside back cover of this book.

displayed on the screen. For example, letters may darken or increase in font size. The entrance, exit, and emphasis animations are grouped into categories: Basic, Subtle, Moderate, and Exciting. You can set the animation speed to Very Fast, Fast, Medium, Slow, or Very Slow.

The Slide 2 illustration shows three people in a car. When the slide is displayed, the audience will see this car enter from the upper-left corner, move diagonally across the slide and stop below the bulleted list, rock slightly, and then continue down the slide toward the lower-right corner.

In the following pages, you will perform these tasks:

1. Apply an entrance effect to the car illustration and then change the direction.
2. Apply emphasis and exit effects.
3. Change the exit effect direction.
4. Preview the animation sequence.
5. Modify the entrance, emphasis, and exit effects' timing.
6. Animate text paragraphs.

To Animate an Illustration Using an Entrance Effect

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

The car you modified will not appear on Slide 1 when you display the slide. Instead, it will enter the slide from the upper-left corner. *Why? To give the appearance it is driving toward the motorcycle photo.* It will then continue downward until it reaches the lower-left side of the photo. Entrance effects are colored green in the Animation gallery. The following step applies an entrance effect to the car illustration.

1

- Display Slide 2, select the car clip, and then tap or click ANIMATIONS on the ribbon to display the ANIMATIONS tab.
- If you are using a mouse, click the Fly In animation in the Animation gallery (ANIMATIONS tab | Animation group) to display a live preview of this animation and to apply this entrance animation to the car illustration; if you are using a touch screen, tap Fly In animation to apply this entrance animation to the car illustration (Figure 3–53).

Q&A

Are more entrance animations available?

Yes. Tap or click the More button in the Animation gallery to see additional animations. You can select one of the 13 entrance animations that are displayed, or you can tap or click the More Entrance Effects command to expand the selection. You can tap or click any animation to see a preview of the effect.

Why does the number 1 appear in a box on the left side of the clip?

The 1 is a sequence number and indicates Fly In is the first animation that will appear on the slide when you tap or click the slide.

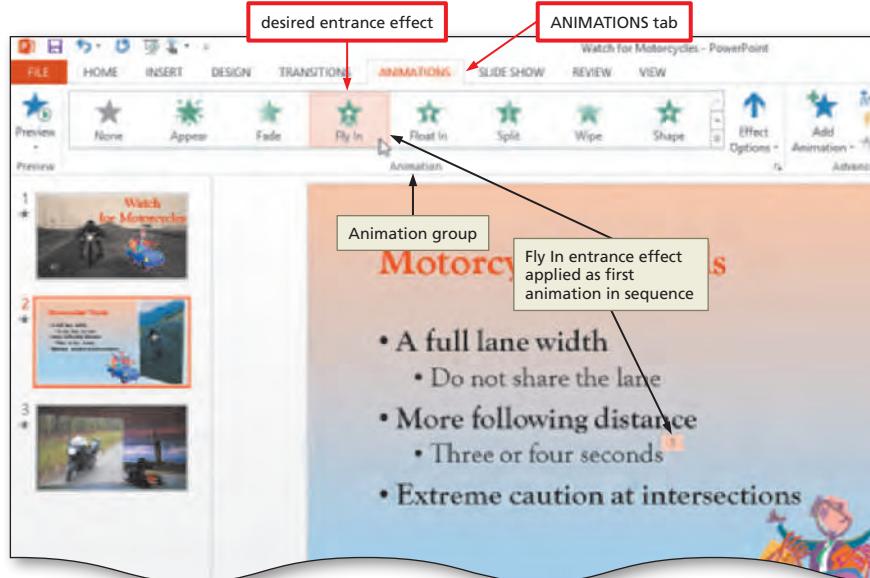


Figure 3–53

To Change Animation Direction

Why? By default, the illustration appears on the slide by entering from the bottom edge, and you want it to enter from the top left. You can modify this direction and specify that it enters from another side or from a corner. The following steps change the car entrance animation direction to the upper-left corner.

1

- Tap or click the Effect Options button (ANIMATIONS tab | Animation group) to display the Direction gallery (Figure 3–54).

Q&A Why does a pink box appear around the From Bottom arrow? From Bottom is the default entrance direction applied to the animation.

2

- Tap or click the From Top-Left arrow to apply this direction to the entrance animation.

Q&A Can I change this entrance effect? Yes. Repeat Step 1 to select another direction.

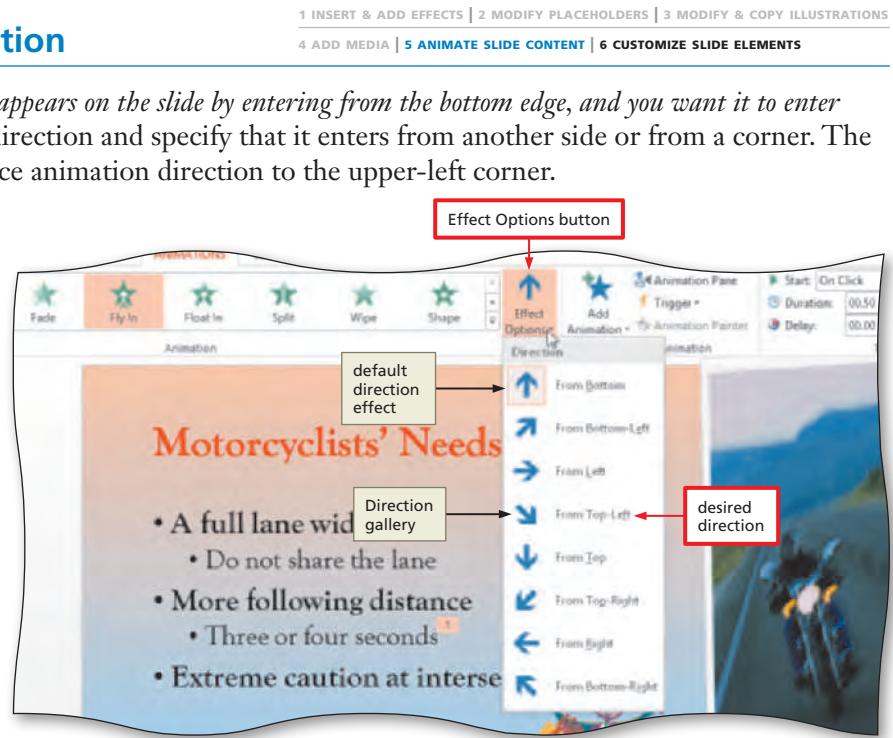


Figure 3–54

To Animate an Illustration Using an Emphasis Effect

Why? The car will enter the slide from the upper-left corner and stop beside the motorcycle photo. You then want it to rock slightly. PowerPoint provides several effects that you can apply to a picture once it appears on a slide. These movements are categorized as emphasis effects, and they are colored yellow in the Animation gallery. You already have applied an entrance effect to the car, so you want to add another animation to this illustration. The following steps apply an emphasis effect to the car after the entrance effect.

1

- Select the car illustration and then tap or click the Add Animation button (ANIMATIONS tab | Advanced Animation group) to display the Animation gallery (Figure 3–55).

Q&A Are more emphasis effects available in addition to those shown in the Animation gallery? Yes. To see additional emphasis effects, tap or click 'More Emphasis Effects' in the lower portion of the Animation gallery. The effects are arranged in the Basic, Subtle, Moderate, and Exciting categories.

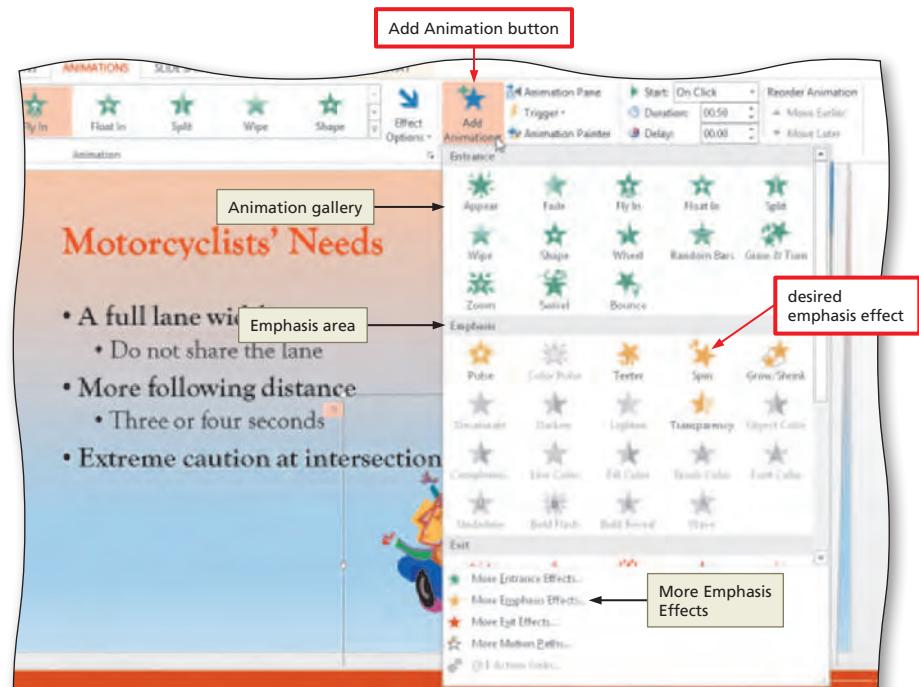


Figure 3–55

2

- Tap or click Teeter (third effect in the first Emphasis row) to see a preview of this animation and to apply this emphasis effect to the car illustration (Figure 3–56).

Q&A Do I need to use both an entrance and an emphasis effect, or can I use only an emphasis effect? You can use one or the other effect, or both effects.

Why does the number 2 appear in a box below the number 1 on the left side of the illustration? The 2 in the numbered tag indicates a second animation is applied in the animation sequence.

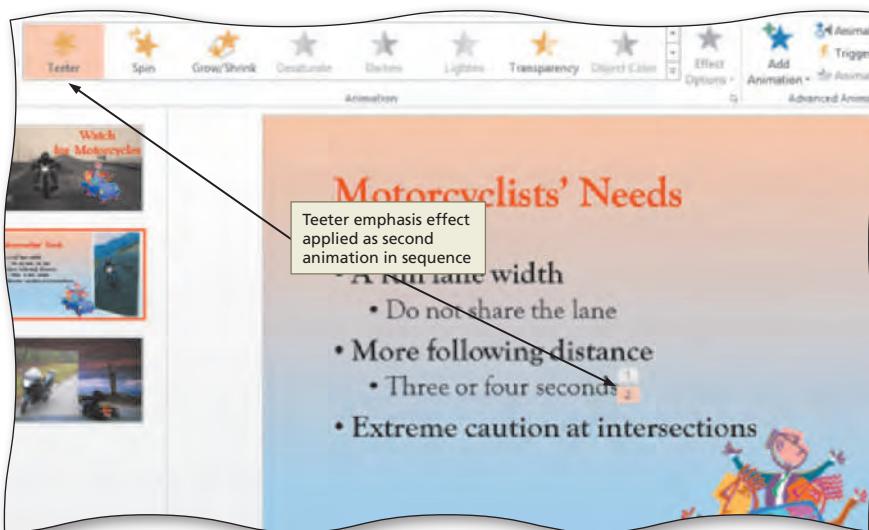


Figure 3–56

To Animate an Illustration Using an Exit Effect

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

The animated car will enter the slide from the upper-left corner, stop beside the motorcycle photo, and then teeter. It then will continue across the slide and exit in the lower-right corner. To continue this animation sequence, you first need to apply an exit effect. As with the entrance and emphasis effects, PowerPoint provides a wide variety of effects that you can apply to remove an illustration from a slide. These exit effects are colored red in the Animation gallery. You already have applied the Fly In entrance effect, so you will apply the Fly Out exit effect. *Why? It would give continuity to the animation sequence.* The following steps add this exit effect to the car illustration after the emphasis effect.

1

- Select the car illustration and then tap or click the Add Animation button (ANIMATIONS tab | Advanced Animation group) again to display the Animation gallery.
- Scroll down to display all the exit effects in the gallery (Figure 3–57).

Q&A Are more exit effects available in addition to those shown in the Animation gallery?

Yes. To see additional exit effects, tap or click 'More Exit Effects' in the lower portion of the Animation gallery. The effects are arranged in the Basic, Subtle, Moderate, and Exciting categories.

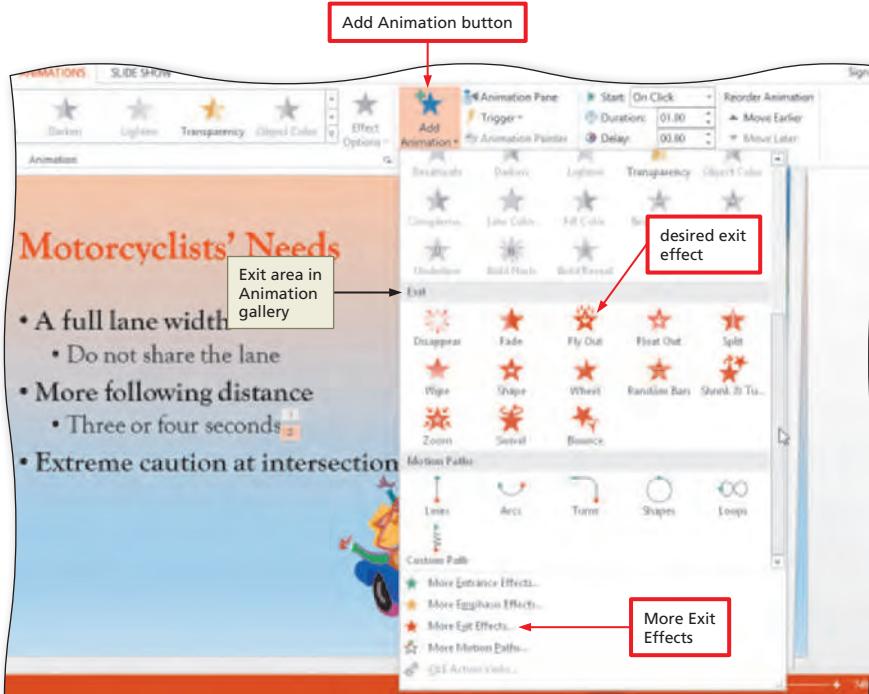


Figure 3–57

2

- Tap or click Fly Out to see a preview of this animation and to add this exit effect to the sequence of car illustration animations (Figure 3–58).

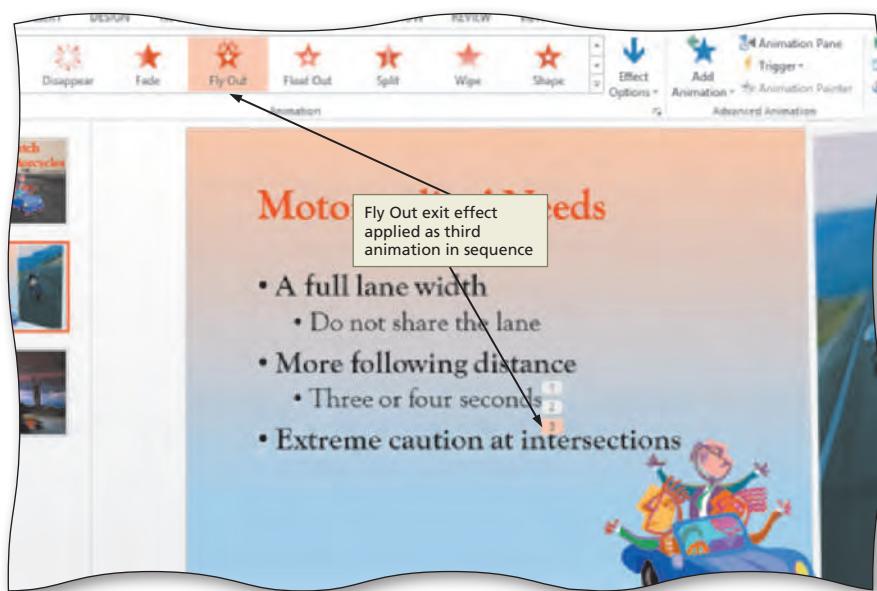
Q&A

How can I tell that this exit effect has been applied?

The Fly Out effect is displayed in the Animation gallery (ANIMATIONS tab | Animation group), and the number 3 is displayed to the left of the car illustration.

How can I delete an animation effect?

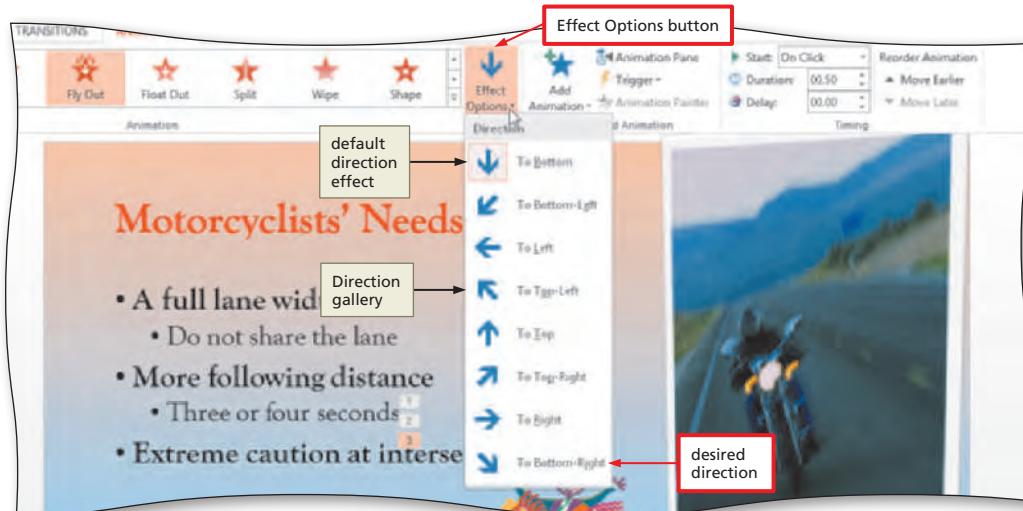
Tap or click the number associated with the animation you wish to delete and then press the DELETE key.

**Figure 3–58**

To Change Exit Animation Direction

The default direction for a picture to exit a slide is To Bottom. In this presentation, you want the car to exit in the lower-right corner. *Why? To give the impression it is continuing down an invisible highway.* The following steps change the exit animation direction from To Bottom to To Bottom-Right.

- 1 Tap or click the Effect Options button (ANIMATIONS tab | Animation group) to display the Direction gallery (Figure 3–59).
- 2 Tap or click the To Bottom-Right arrow to apply this direction to the exit animation effect.

**Figure 3–59**

To Preview an Animation Sequence

Why? Although you have not completed developing the presentation, you should view the animation you have added to check for continuity and verify that the animation is displaying as you expected. By default, the entrance, emphasis, and exit animations will be displayed when you run the presentation and tap or click the slide. The following step runs the presentation and displays the three animations.

1

- Tap or click the Preview button (ANIMATIONS tab | Preview group) to view all the Slide 1 animations (Figure 3–60).

Q&A

Why does a red square appear in the middle of the circle on the Preview button when I tap or click that button? The red square indicates the animation sequence is in progress. Ordinarily, a green arrow is displayed in the circle.

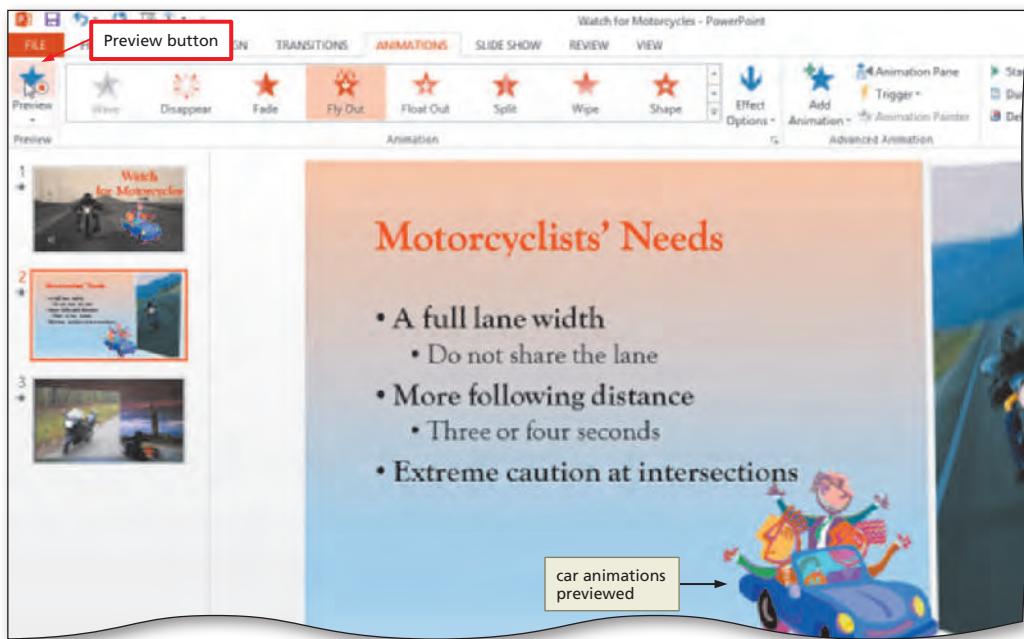


Figure 3–60

To Modify Entrance Animation Timing

The three animation effects are displayed quickly. To create a dramatic effect, you can change the timing. The default setting is to start each animation with a tap or click, but you can change this setting so that the entrance effect is delayed until a specified number of seconds has passed. The following steps modify the start, delay, and duration settings for the entrance animation. **Why?** You want the slide title text to display and then, a few seconds later, the car to start to drive down the slide slowly.

1

- Tap or click the tag numbered 1 on the left side of the car illustration and then tap or click the Start arrow (ANIMATIONS tab | Timing group) to display the Start menu (Figure 3–61).

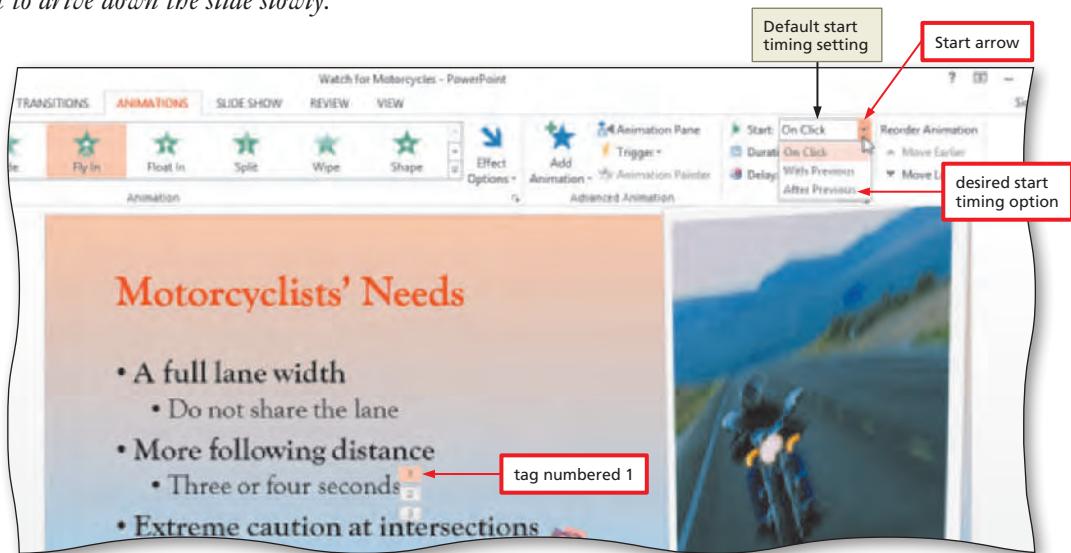


Figure 3–61

2

- Tap or click After Previous to change the start option.

Q&A

Why did the numbered tags change from 1, 2, 3 to 0, 1, 2?

The first animation now occurs automatically without a tap or click. The first and second taps or clicks now will apply the emphasis and exit animations.

What is the difference between the With Previous and After Previous settings?

The With Previous setting starts the effect simultaneously with any prior animation; the After Previous setting starts the animation after a prior animation has ended. If the prior animation is fast or a short duration, it may be difficult for a viewer to discern the difference between these two settings.

3

- Tap or click the Duration up arrow (ANIMATIONS tab | Timing group) several times to increase the time from 00.50 second to 02.00 seconds (Figure 3–62).
- Tap or click the Preview button to view the animations.

Q&A

What is the difference between the duration time and the delay time?

The duration time is the length of time in which the animation occurs; the delay time is the length of time that passes before the animation begins.

Can I type the speed in the Duration box instead of tap or clicking the arrow to adjust the speed?

Yes. Typing the numbers allows you to set a precise timing.

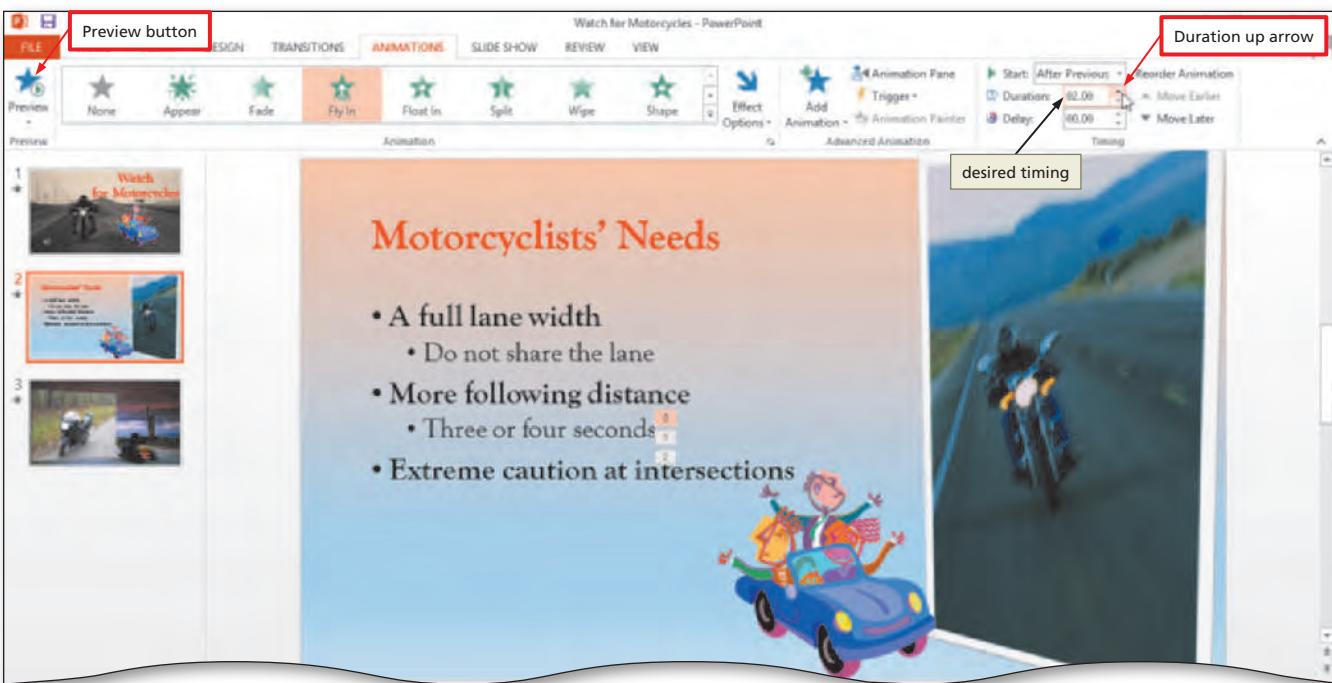


Figure 3–62

4

- Tap or click the Delay up arrow (ANIMATIONS tab | Timing group) several times to increase the delay time from 00.00 seconds to 04.00 seconds (Figure 3–63).
- Tap or click the Preview button to view the animations.

Q&A

Can I adjust the delay time I just set?

Yes. Tap or click the Delay up or down arrows and run the slide show to display Slide 1 until you find the time that best fits your presentation.

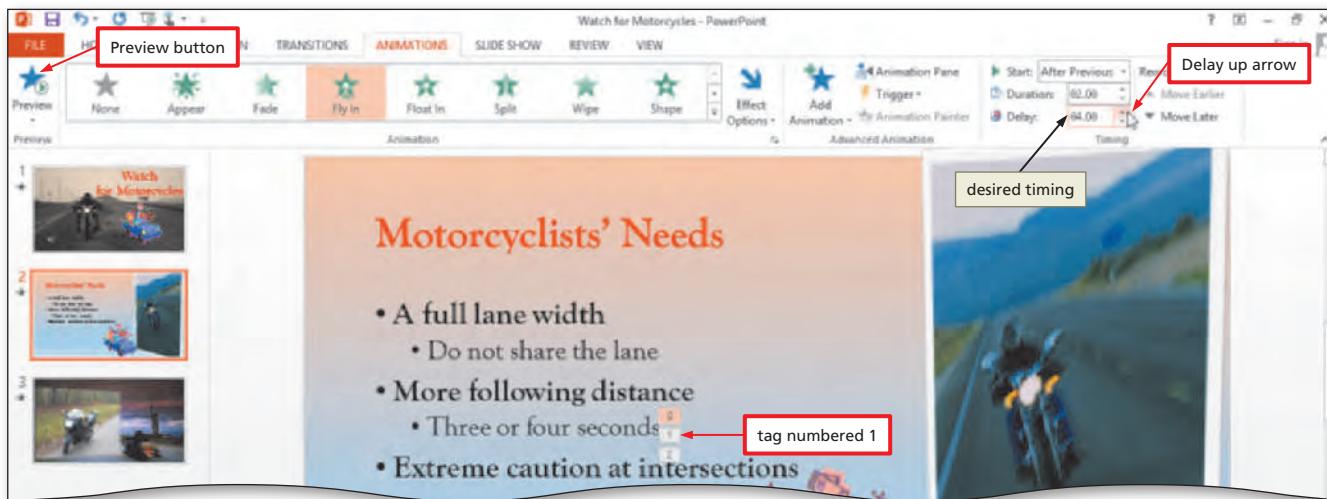


Figure 3–63

To Modify Emphasis and Exit Timings

BTW

Distributing a Document

Instead of printing and distributing a hard copy of a document, you can distribute the document electronically. Options include sending the document via email; posting it on cloud storage (such as SkyDrive) and sharing the file with others; posting it on a social networking site, blog, or other website; and sharing a link associated with an online location of the document. You also can create and share a PDF or XPS image of the document, so that users can view the file in Acrobat Reader or XPS Viewer instead of in PowerPoint.

Now that the entrance animation settings have been modified, you then can change the emphasis and exit effects for the car illustration. The emphasis effect can occur once the entrance effect has concluded, and then the exit effect can commence. With gravity's effect, the car should be able to roll more quickly down the lower part of the slide, so you will shorten the duration of the exit effect compared with the duration of the entrance effect. The animation sequence should flow without stopping, so you will not change the default delay timing of 00.00 seconds. The following steps modify the start and duration settings for the emphasis and exit animations.

- 1 Tap or click the tag numbered 1, which represents the emphasis effect, on the left side of the car illustration.
- 2 Tap or click the Start arrow (ANIMATIONS tab | Timing group) to display the Start menu and then tap or click After Previous to change the start option.
- 3 Tap or click the Duration up arrow (ANIMATIONS tab | Timing group) several times to increase the time to 03.00 seconds.
- 4 Tap or click the tag numbered 1, which now represents the exit effect, tap or click the Start arrow, and then tap or click After Previous.

- 5 Tap or click the Duration up arrow several times to increase the time to 04.00 seconds.
- 6 Preview the Slide 2 animation (Figure 3–64).

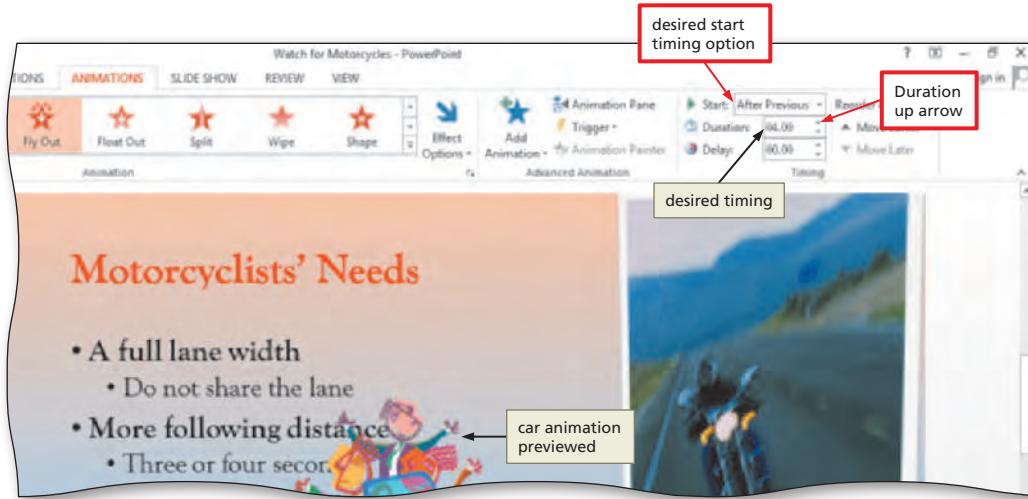


Figure 3–64

To Animate Content Placeholder Paragraphs

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

The car illustration on Slide 2 has one entrance, one emphasis, and one exit animation. You decide to add similar animations to the five bulleted paragraphs in the Slide 2 content placeholder. *Why? For a special effect, you can add several emphasis animations to one slide element.* The following steps add one entrance and one emphasis animation to the bulleted list paragraphs.

1

- Double-tap or click the Slide 2 content placeholder border so that it displays as a solid line (Figure 3–65).

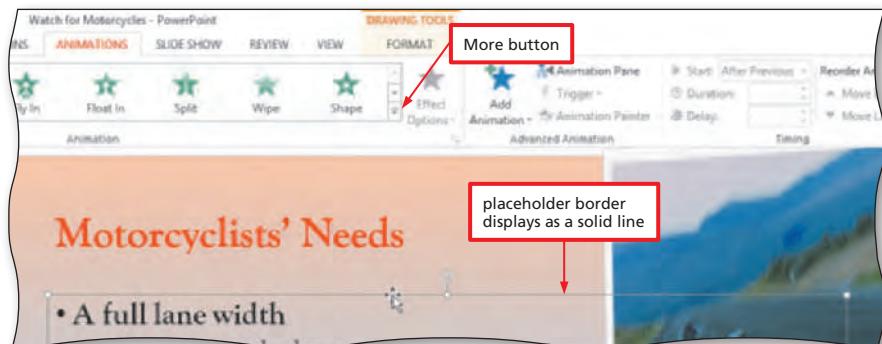


Figure 3–65

2

- Tap or click the More button (shown in Figure 3–65) in the Animation group (ANIMATIONS tab | Animation group) to expand the Animation gallery (Figure 3–66).

Animation gallery

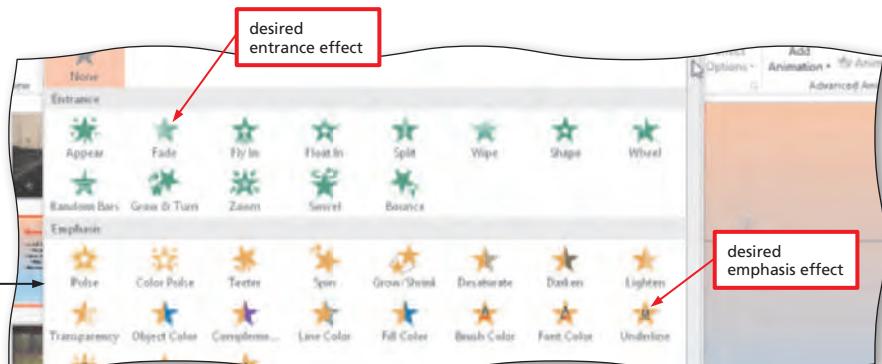


Figure 3–66

3

- Tap or click the Fade entrance effect in the Animation gallery (second effect in first row) to add and preview this animation.
- Change the Start option to With Previous.
- Change the Duration time to 02.00 seconds (Figure 3–67).

Q&A

Do I need to change the delay time?

No. The paragraphs can start appearing on the slide when the car exit effect is beginning.

sequence numbered 0 indicates animations are related to same start action

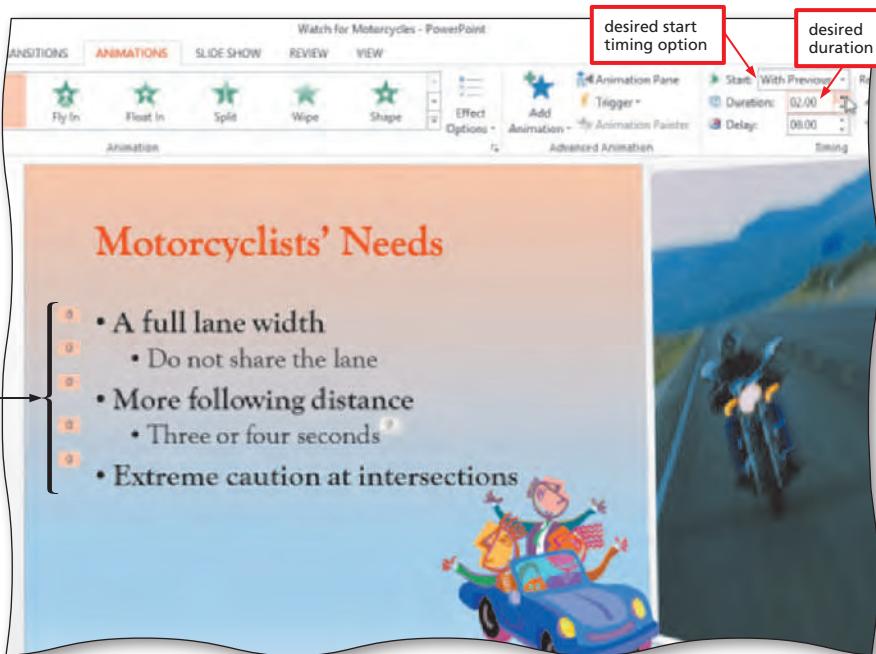


Figure 3–67

4

- Tap or click the Add Animation button (ANIMATIONS tab | Advanced Animation group) and then tap or click the Font Color emphasis animation effect (last effect in the third row).
- Change the Start option to After Previous.
- Preview the Slide 2 animation.

5

- Tap or click the Add Animation button and then click the Underline emphasis animation effect (the first effect in the fourth row), as shown in Figure 3–66.

Q&A

Why do the animation effects display differently in the Animation gallery on my screen?

The width of the Animation gallery and the order of the animations may vary, especially if you are using a tablet.

animation sequence numbered 0 indicates bulleted list has two animation series

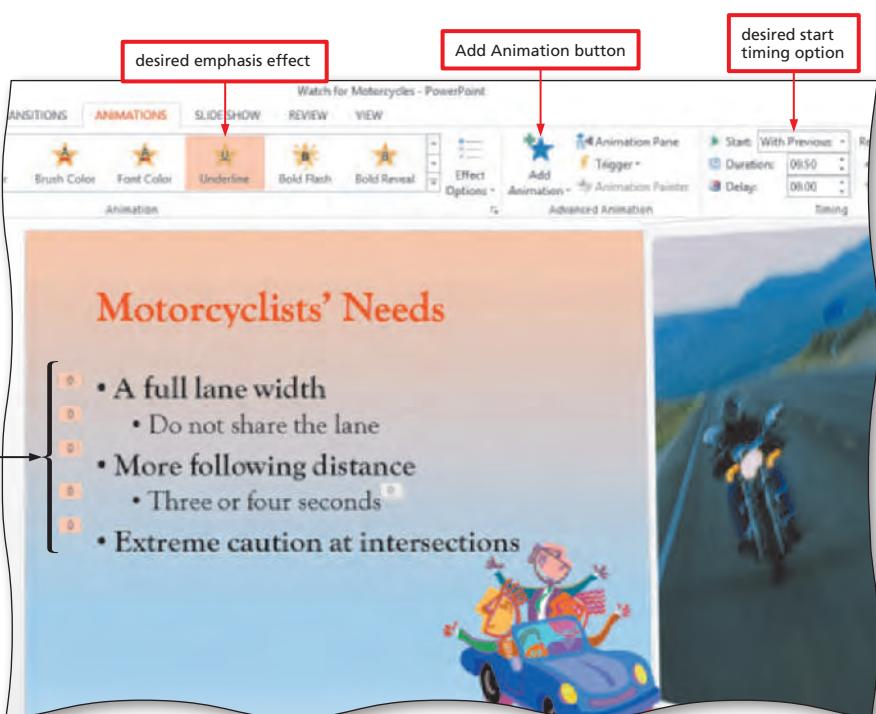


Figure 3–68

Q&A

Why is a second set of animation numbered tags starting with 0 displaying on the left side of the content placeholder?

They represent the three animations associated with the paragraphs in that placeholder.

Customizing Slide Elements

PowerPoint's varied themes and layouts help give presentations a unified and aesthetically pleasing look. You may, however, desire to modify the default settings to give your slides a unique quality. One of the easier methods of developing a custom show is to change a theme for one or more slides, not an entire presentation. Similarly, you can change the variant for one or more slides to give a coordinating look to the slides in your deck. One other method of altering your slides slightly is to change the default colors associated with a particular theme.

The animated elements on Slide 2 help emphasize the need for drivers to pay particular attention to motorcyclists. Changing the theme colors for that slide to red calls even more attention to the importance of following the guidelines expressed in the bulleted list.

To Change the Theme and Variant on One Slide

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

The Office theme applied to the presentation is appropriate for this topic. The font and placeholder locations are simple and add variety without calling attention to the design elements. The following steps change the theme and variant for Slide 2. *Why? To call attention to the important material in the bulleted list on Slide 2, you can apply an equally effective theme that has a few design elements. You then can modify this new theme by changing the variant on one slide.*

1

- With Slide 2 displaying, display the DESIGN tab and then tap or click the More button (DESIGN tab | Themes group) to expand the Theme gallery (Figure 3–69).

 **Experiment**

- If you are using a mouse, point to various document themes in the Themes gallery and watch the colors and fonts change on Slide 2.

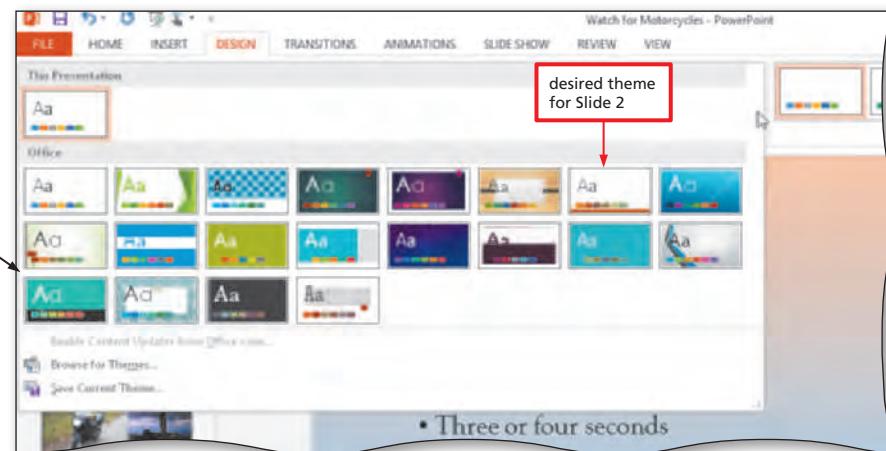


Figure 3–69

2

- Press and hold or right-click the Retrospect theme (seventh theme in the first row) to display a shortcut menu (Figure 3–70).

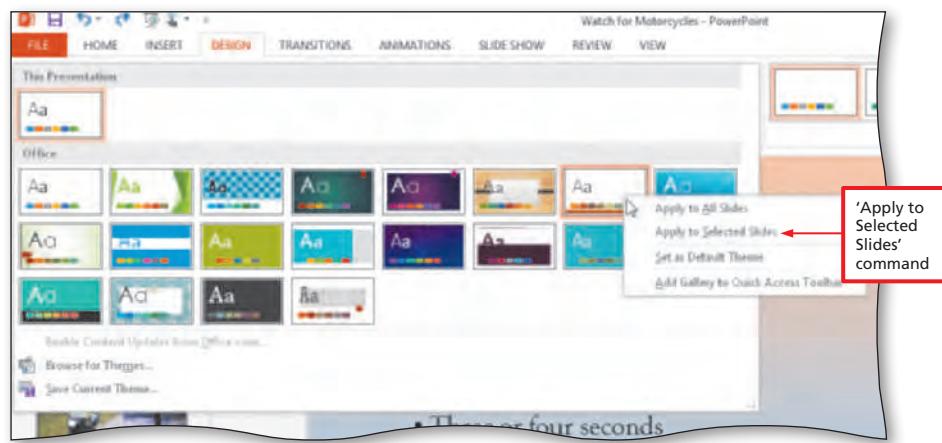


Figure 3–70

3

- Tap or click 'Apply to Selected Slides' to apply the Retrospect theme to Slide 2.
- Press and hold or right-click the gray variant (third variant in the row) to display a shortcut menu (Figure 3–71).

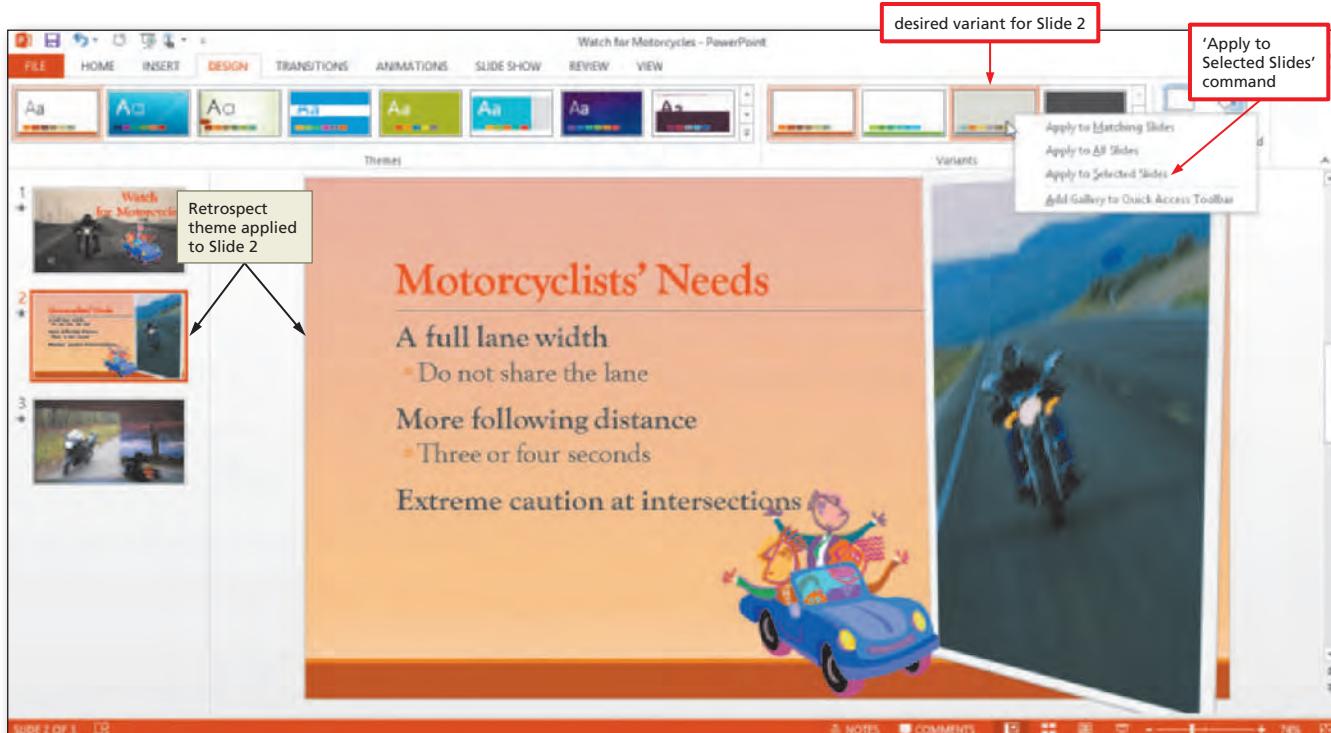


Figure 3–71

4

- Tap or click 'Apply to Selected Slides' to apply the gray variant to Slide 2 (Figure 3–72).

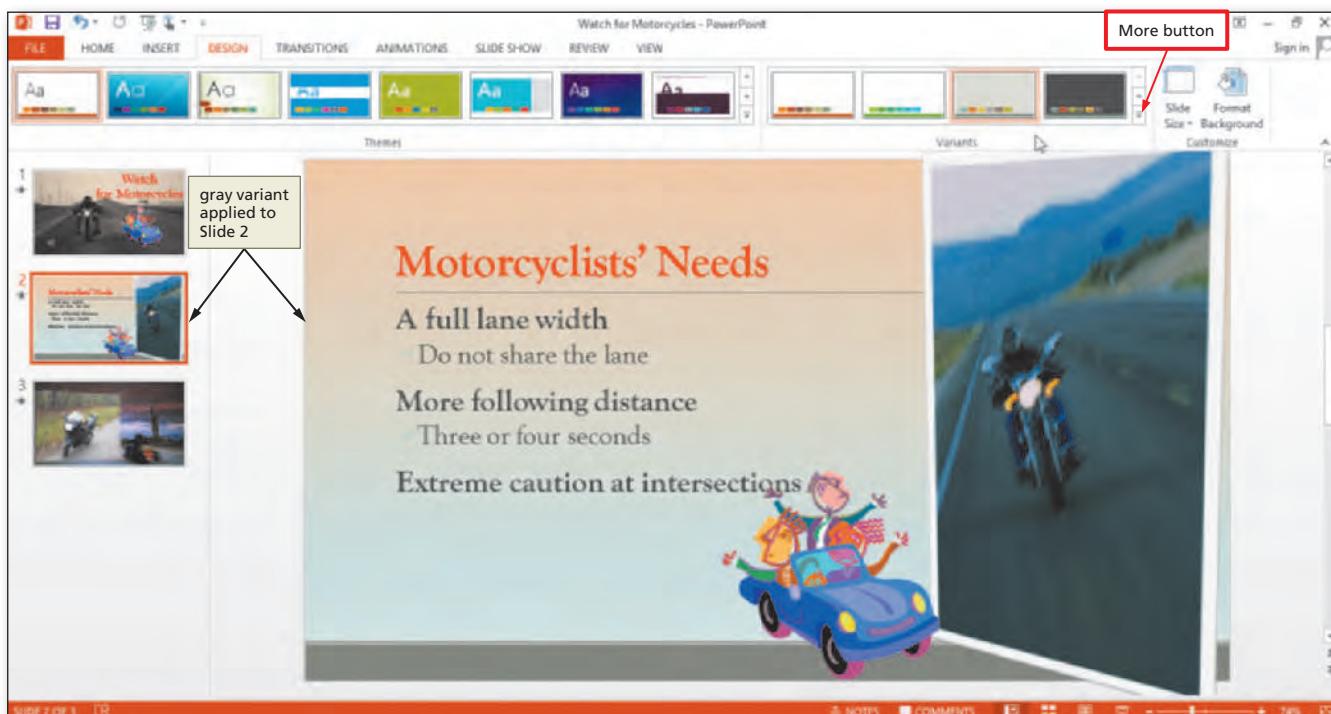


Figure 3–72

To Change the Theme Colors

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Every theme has 10 standard colors: two for text, two for backgrounds, and six for accents. The following steps change the theme colors for the Watch for Motorcycles slides. *Why? You can change the look of your presentation and add variety by applying the colors from one theme to another theme.*

1

- Tap or click the More button (shown in Figure 3–72 on the previous page) in the Variants group to expand the gallery.
- Tap or point to Colors in the menu to display the Colors gallery (Figure 3–73).



Experiment

- If you are using a mouse, point to various color rows in the gallery and watch the colors change on Slide 2.

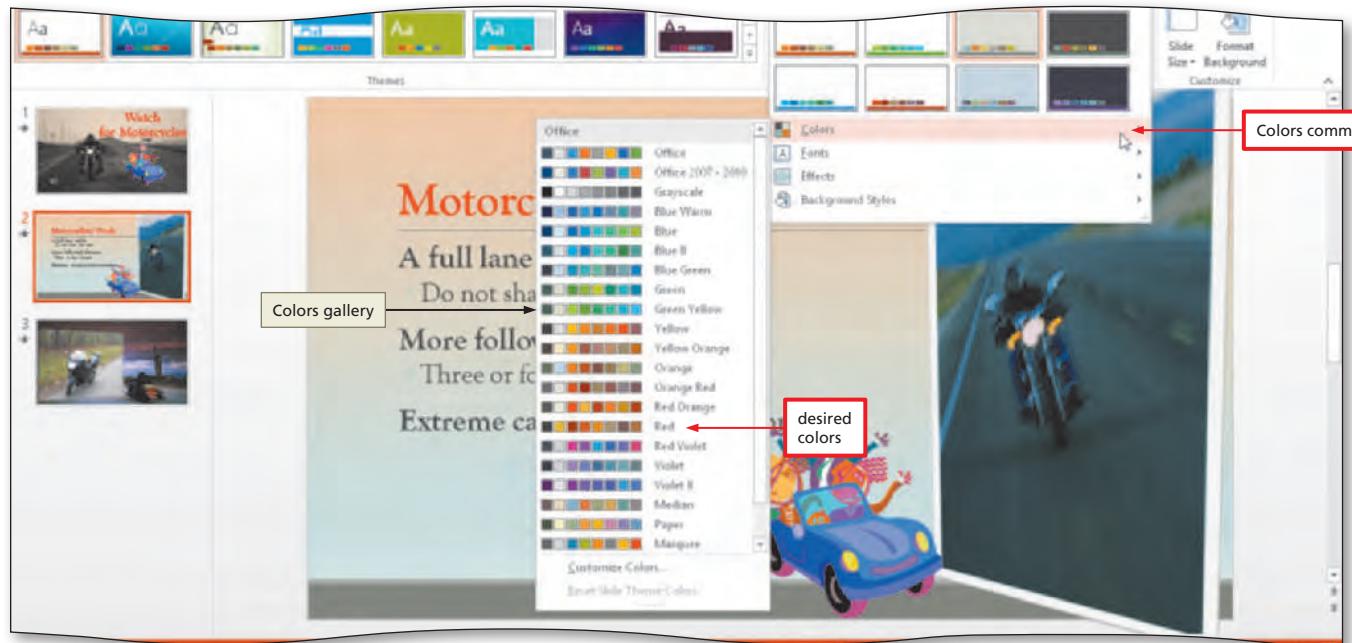


Figure 3–73

2

- Tap or click Red in the gallery to change the Slide 2 colors (Figure 3–74).



Figure 3–74

BTW

Printing Document**Properties**

To print document properties, tap or click FILE on the ribbon to open the Backstage view, tap or click the Print tab in the Backstage view to display the Print gallery, tap or click the first button in the Settings area to display a list of options specifying what you can print, tap or click Document Info in the list to specify you want to print the document properties instead of the actual document, and then tap or click the Print button in the Print gallery to print the document properties on the currently selected printer.

To Run a Slide Show with Media

All changes are complete, so you now can view the Watch for Motorcycles presentation. The following steps start Slide Show view.

- 1 Tap or click the 'Start from Beginning' button to display the title slide and listen to the motorcycle engine sound. Allow the audio clip to repeat several times.
- 2 Tap the screen or press the SPACEBAR to display Slide 2. Watch the car and bulleted list animations.
- 3 Tap the screen or press the SPACEBAR to display Slide 3. Watch the video clip.
- 4 Tap the screen or press the SPACEBAR to end the slide show and then tap or press the SPACEBAR again to exit the slide show.

To Preview and Print a Handout

1 INSERT & ADD EFFECTS | 2 MODIFY PLACEHOLDERS | 3 MODIFY & COPY ILLUSTRATIONS
4 ADD MEDIA | 5 ANIMATE SLIDE CONTENT | 6 CUSTOMIZE SLIDE ELEMENTS

Printing handouts is useful for reviewing a presentation. You can analyze several slides displayed simultaneously on one page. Additionally, many businesses distribute handouts of the slide show before or after a presentation so attendees can refer to a copy. Each page of the handout can contain reduced images of one, two, three, four, six, or nine slides. The three-slides-per-page handout includes lines beside each slide so that your audience can write notes conveniently. The following steps preview and print a presentation handout with two slides per page. *Why? Two of the slides are predominantly pictures, so your audience does not need full pages of those images. The five bulleted paragraphs on Slide 2 can be read easily on one-half of a sheet of paper.*

1

- Tap or click FILE on the ribbon to open the Backstage view and then tap or click the Print tab.
- Tap or click the Previous Page button to display Slide 1 in the Print gallery.
- Tap or click 'Full Page Slides' in the Settings area to display the Full Page Slides gallery (Figure 3–75).

Q&A Why does the preview of my slide appear in color?
Your printer determines how the preview appears. If your printer is capable of printing color images, the preview will appear in color.

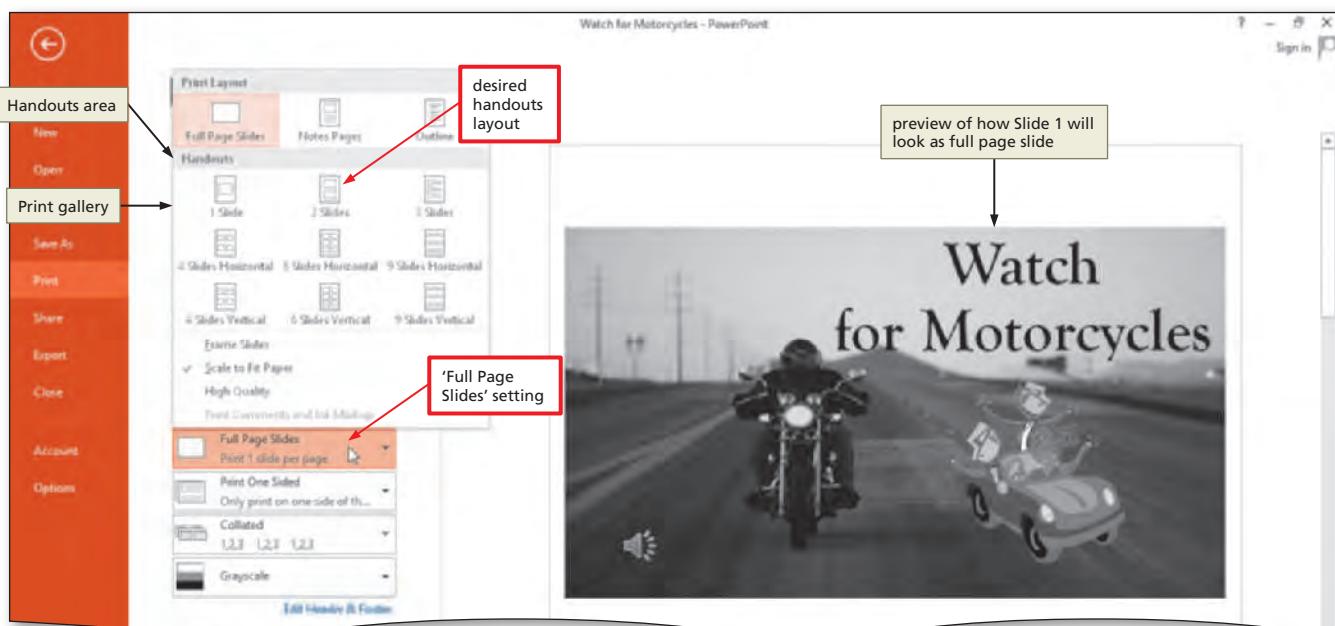


Figure 3–75

2

- Click 2 Slides in the Handouts area to select this option and display a preview of the handout (Figure 3–76).

Q&A

The current date displays in the upper-right corner of the handout, and the page number displays in the lower-right corner of the footer. Can I change their location or add other information to the header and footer?

Yes. Click the Edit Header & Footer link at the bottom of the Print gallery, click the Notes and Handouts tab (Header and Footer dialog box), and then decide what content to include on the handout page.

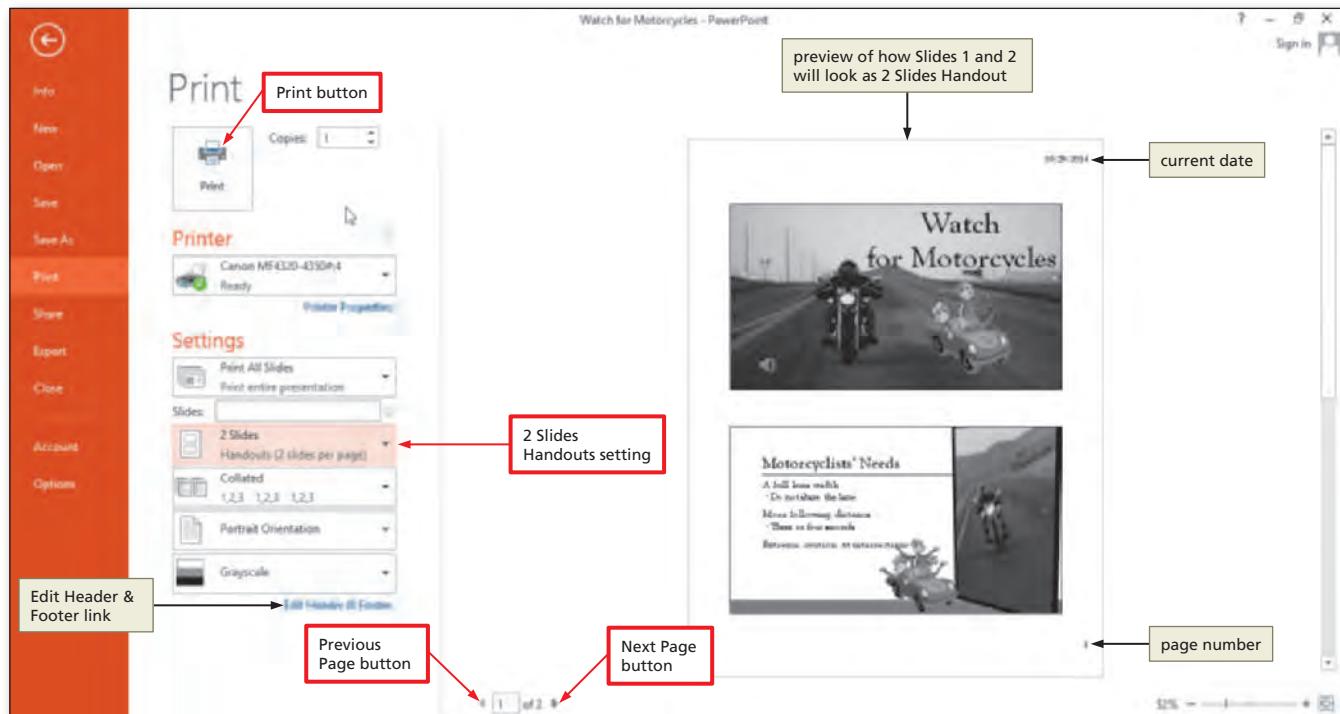


Figure 3–76

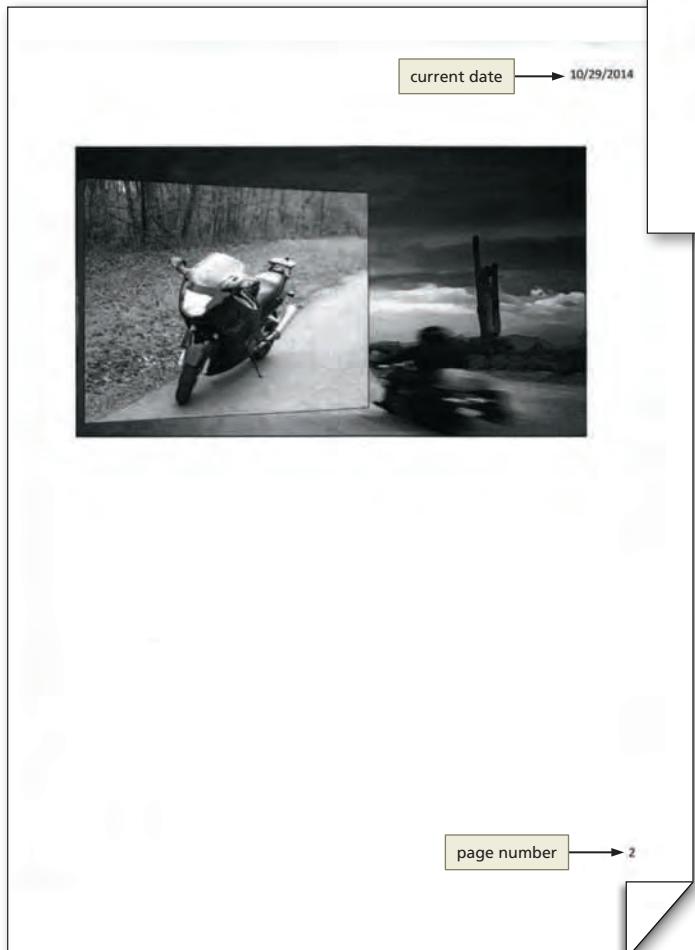
BTW

Conserving Ink and Toner

If you want to conserve ink or toner, you can instruct PowerPoint to print draft quality documents by tapping or clicking FILE on the ribbon to open the Backstage view, tapping or clicking Options in the Backstage view to display the PowerPoint Options dialog box, tapping or clicking Advanced in the left pane (PowerPoint Options dialog box), sliding or scrolling to the Print area in the right pane, placing a check mark in the 'Use draft quality' check box, and then tapping or clicking the OK button. Then, use the Backstage view to print the document as usual.

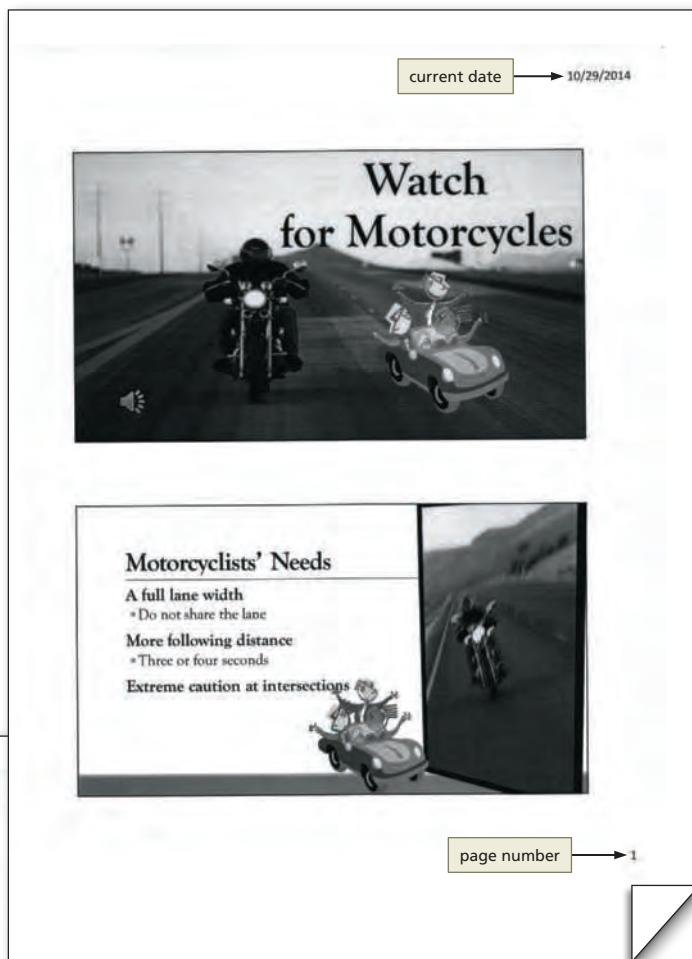
3

- Click the Next Page and Previous Page buttons to display previews of the two pages in the handout.
- Click the Print button in the Print gallery to print the handout.
- When the printer stops, retrieve the printed handout (Figure 3–77).



(b) Page 2

Figure 3–77



(a) Page 1

To Save the Presentation, Sign Out of a Microsoft Account, and Exit PowerPoint

You have made several changes to the presentation since you last saved it. Thus, you should save it again. The following steps save the presentation, sign out of your Microsoft account, and exit PowerPoint.

- 1** Tap or click the Save button on the Quick Access Toolbar.
- 2** If you wish to sign out of your Microsoft account, open the Backstage view, tap or click the Account tab to display the Account gallery, and then tap or click the Sign out link, which displays the Remove Account dialog box. If a Can't remove Windows accounts dialog box appears instead of the Remove Account dialog box, click the OK button and skip the remaining steps.
- 3** Tap or click the Yes button (Remove Account dialog box) to sign out of your Microsoft account on this computer.
- 4** Tap or click the Back button in the upper-left corner of the Backstage view to return to the document.
- 5a** If you have one PowerPoint presentation open, tap or click the Close button on the right side of the title bar to close the open document and exit PowerPoint.
- 5b** If you have multiple PowerPoint presentations open, press and hold or right-click the PowerPoint app button on the taskbar and then tap or click 'Close all windows' on the shortcut menu, or press ALT+F4 to close all open presentations and exit PowerPoint.

BTW

Quick Reference

For a table that lists how to complete the tasks covered in this book using touch gestures, the mouse, ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Quick Reference resource on the Student Companion Site located on www.cengagebrain.com. For detailed instructions about accessing available resources, visit www.cengage.com/cf/studentdownload or see the inside back cover of this book.

Chapter Summary

In this chapter you have learned how to adjust photo colors and effects, modify placeholders, modify and copy illustrations, add and format media, animate slide content, customize slides, and print a handout. The items listed below include all the new PowerPoint skills you have learned in this chapter, with the tasks grouped by activity.

Add Media to Increase Interest and Visual Appeal

- Insert a Video File (PPT 167)
- Trim a Video File (PPT 169)
- Add Video Options (PPT 170)
- Insert an Audio File (PPT 170)
- Add Audio Options (PPT 172)
- Add a Video Style (PPT 173)
- Resize a Video (PPT 175)

Adjust Photo Colors and Effects

- Color a Photo (PPT 150)
- Add an Artistic Effect to a Photo (PPT 152)
- Change the Stacking Order (PPT 153)

Animate Slide Content Using Effects and Timing

- Change Views (PPT 157)
- Animate an Illustration Using an Entrance Effect (PPT 176)
- Change Animation Direction (PPT 177)
- Animate an Illustration Using an Emphasis Effect (PPT 177)
- Animate an Illustration Using an Exit Effect (PPT 178)

Preview an Animation Sequence (PPT 180)

- Modify Entrance Animation Timing (PPT 180)
- Animate Content Placeholder Paragraphs (PPT 183)

Customize Slide Colors and Themes

- Change the Theme and Variant on One Slide (PPT 185)
- Change the Theme Colors (PPT 187)

Modify Illustrations to Create Unique Clips

- Ungroup an Illustration (PPT 160)
- Change the Color of a Clip Object (PPT 161)
- Delete a Clip Object (PPT 163)
- Regroup Objects (PPT 165)
- Copy a Clip from One Slide to Another (PPT 166)

Modify Placeholders to Customize Slide Appearance

- Resize a Placeholder (PPT 154)
- Align Paragraph Text (PPT 154)
- Move a Placeholder (PPT 155)
- Delete a Placeholder (PPT 156)
- Add a Text Box (PPT 156)
- Preview and Print a Handout (PPT 188)

What decisions will you need to make when creating your next presentation?

Use these guidelines as you complete the assignments in this chapter and create your own slide show decks outside of this class.

1. Determine if adjusting photo colors and effects can increase visual appeal.
 - a) Change color saturation.
 - b) Change tones.
 - c) Recolor the image.
2. Vary paragraph alignment.
 - a) Themes dictate whether paragraph text is aligned left, center, or right in a placeholder, but you can modify these design decisions when necessary. Moving placeholders and changing paragraph alignment can help create a unique slide.
 - b) Different effects are achieved when text alignment shifts in a presentation.
3. Use multimedia selectively.
 - a) Locate video, music, and sound files that are appropriate for your audience and that you have permission to use.
 - b) Use media files only when necessary, however, because they draw the audience's attention away from the presenter and toward the slides.
 - c) Using too many multimedia files can be overwhelming.
4. Use animation sparingly.
 - a) PowerPoint audience members usually take notice the first time an animation is displayed on the screen, so be certain the animation will help focus on the precise points being presented during a particular time of the presentation.
 - b) Avoid using animation for the sake of using animation. Use animation only when necessary to add emphasis.
 - c) Animation overuse annoys and desensitizes audience members.
 - d) Carefully decide how text or a slide element enters and exits a slide and how it is displayed once it is present on the slide.
5. Use handouts to organize your speech and to distribute to audiences.
 - a) Determine if a handout with two slides per page will help unify your message when you distribute copies to an audience.



CONSIDER THIS

How should you submit solutions to questions in the assignments identified with a symbol?

Every assignment in this book contains one or more questions identified with a symbol. These questions require you to think beyond the assigned presentation. Present your solutions to the questions in the format required by your instructor. Possible formats may include one or more of these options: write the answer; create a document that contains the answer; present your answer to the class; discuss your answer in a group; record the answer as audio or video using a webcam, smartphone, or portable media player; or post answers on a blog, wiki, or website.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Resizing a Photo by Entering Exact Measurements, Formatting a Video Border, Moving a Placeholder, and Animating a Photo and Title Using an Entrance Effect

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Apply 3-1 Trees, from the Data Files for Students.

The six slides in the presentation, shown in Figure 3–78, discuss the importance of pruning trees and the methods used to prune the trees. The document you open is composed of slides containing photos, illustrations, and a video. You will apply artistic effects or modify some of these graphic elements. You also will move placeholders. In addition, you will animate photos and a title using an entrance effect.

Perform the following tasks:

1. On the title slide, color the photo by selecting Saturation: 200% from the Color Saturation area (the fifth effect), and apply the Paint Brush artistic effect (the third effect in the second row) to the photo, as shown in Figure 3–78a. Increase the photo size to 6.47" × 9.73" and apply the Soft Edge Oval picture style (the sixth style in the third row). Then apply the Float In Entrance effect, change the duration to 3.00, and change the start timing setting to With Previous. Move the photo to the top of the slide, as shown in the figure.



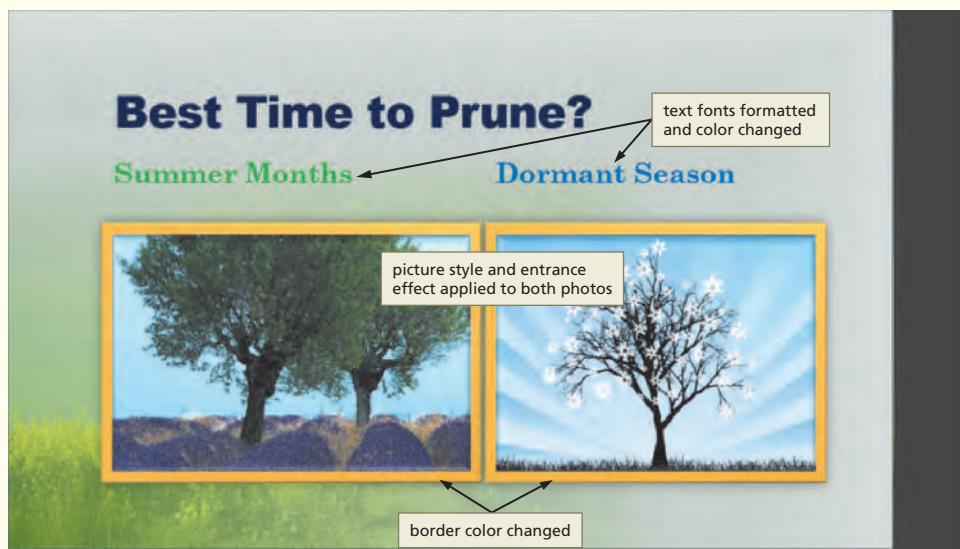
(a) Slide 1

Figure 3–78 (Continued)

Apply Your Knowledge *continued*

2. Change the title font to Arial Black, increase the font size to 60 point, and then change the font color to Light Green (the fifth color in the Standard Colors row). Move the title placeholder to the lower-left corner of the slide as shown in the figure. Apply the Fly In from Top Right Entrance effect to the title text font and change the duration to 2.00. Change the start timing setting to After Previous.
3. On Slide 2, change the title text font to Arial Black and then change the font color to Dark Blue (the ninth color in the Standard Colors row). Use the Format Painter to format the title text font on Slides 3 through 6 with the same features as the title text font on Slide 2. Increase the size of the list font on Slide 2 to 24 point, change the font color to Dark Blue and then bold this text. Move the list placeholder to the lower-right area of the slide, as shown in Figure 3–78b.
4. Increase the size of the illustration to approximately 3.42" × 3.17", apply the Thick Matte, Black picture style (the first style in the second row), and then move the illustration to the location shown in the figure.
5. On Slide 3, increase the left and right placeholder text fonts to 28 point, and bold them. Change the font color in the left placeholder to Green (the sixth color in the Standard Colors) and change the font color in the right placeholder to Blue (the eighth color in the Standard Colors), as shown in Figure 3–78c.
6. On Slide 3, change the Drop Shadow Rectangle picture style to the Metal Frame picture style (the third style in the first row), and change the picture border color to Gold, Accent 5 (the ninth color in the first Theme Colors row) on both photos. Apply the Fly In from Left Entrance effect to the left photo, change the duration to 1.25, and change the start timing setting to After Previous. Apply the Fly In from the Right Entrance effect to the right photo, change the duration to 1.25, and then change the start timing setting to With Previous.
7. On Slide 4, increase the size of the video to 5.3" × 9.41" and move the video to the location shown in Figure 3–78d. Add a 6 pt Red, Accent 2 border (the sixth color in the first Theme Colors row) and then apply an Offset Diagonal Bottom Right Video Effect (the first effect in the Outer Shadow area) to the video, as shown in Figure 3–78d.
8. Increase the size of the photo to approximately 3.76" × 4.69" on Slide 5. Apply the Double Frame, Black picture style (the seventh style in the first row) to the photo, and then move the photo to the location shown in Figure 3–78e. Also move the list placeholder to the lower-right area of the slide as shown.

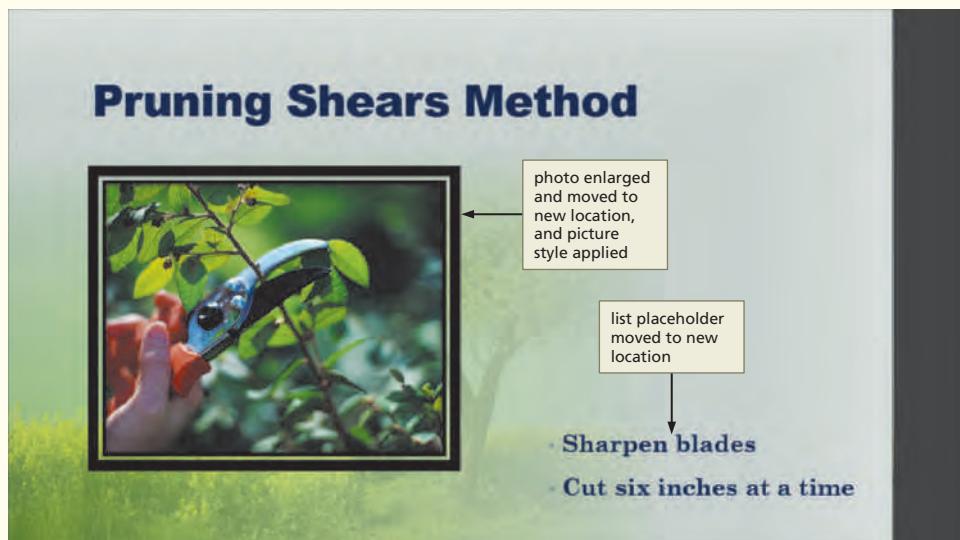
**(b) Slide 2****Figure 3–78**



(c) Slide 3



(d) Slide 4

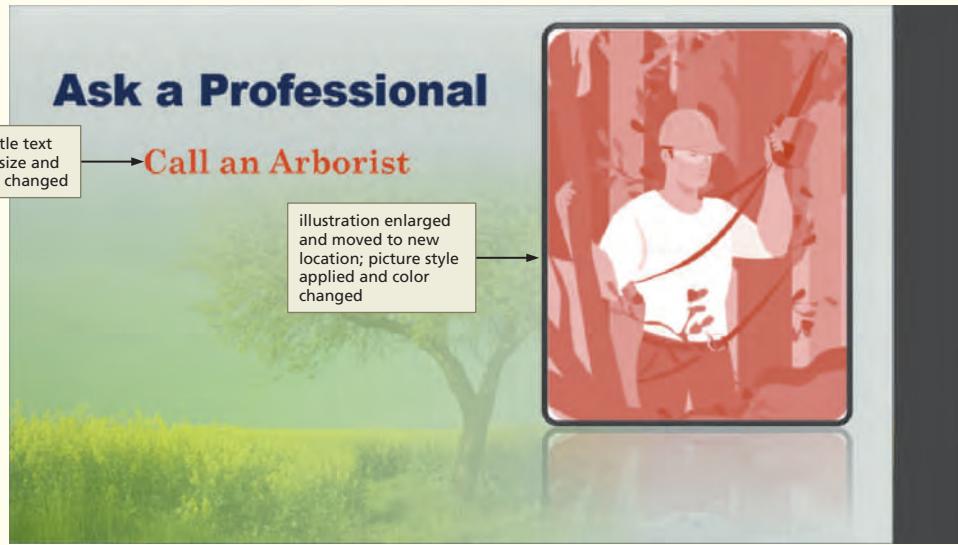


(e) Slide 5

Figure 3–78 (Continued)*Continued >*

Apply Your Knowledge *continued*

9. On Slide 6, increase the font size of the subtitle text font to 32 point, change the font color to Red, Accent 2 (the sixth color in the first Theme Colors row), center the text and then move this placeholder so it is centered under the title text font, as shown in Figure 3–78f.
10. On Slide 6, increase the size of the illustration to approximately 5.53" × 4.24", apply the Reflected Bevel, Black picture style (the fourth style in the fourth row), and change the color to Red, Accent color 2 Light (the third effect in the third row in the Recolor area). Move the illustration to the location shown in the figure.



(f) Slide 6
Figure 3–78 (Continued)

11. If requested by your instructor, add your father's first name as a second line under the subtitle.
12. Apply the Wind transition in the Exciting category to Slides 2, 5, and 6. Change the duration to 3.50 seconds.
13. Save the presentation using the file name, Apply 3-1 Tree Pruning.
14. Submit the revised document in the format specified by your instructor.
15. ☀ In Step 2, you moved the title placeholder to the bottom of the title slide and changed the color. How did this style improve the slide? On Slide 3, you applied entrance effect animations to the two photos and changed the placeholder text fonts to different colors. Why?

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

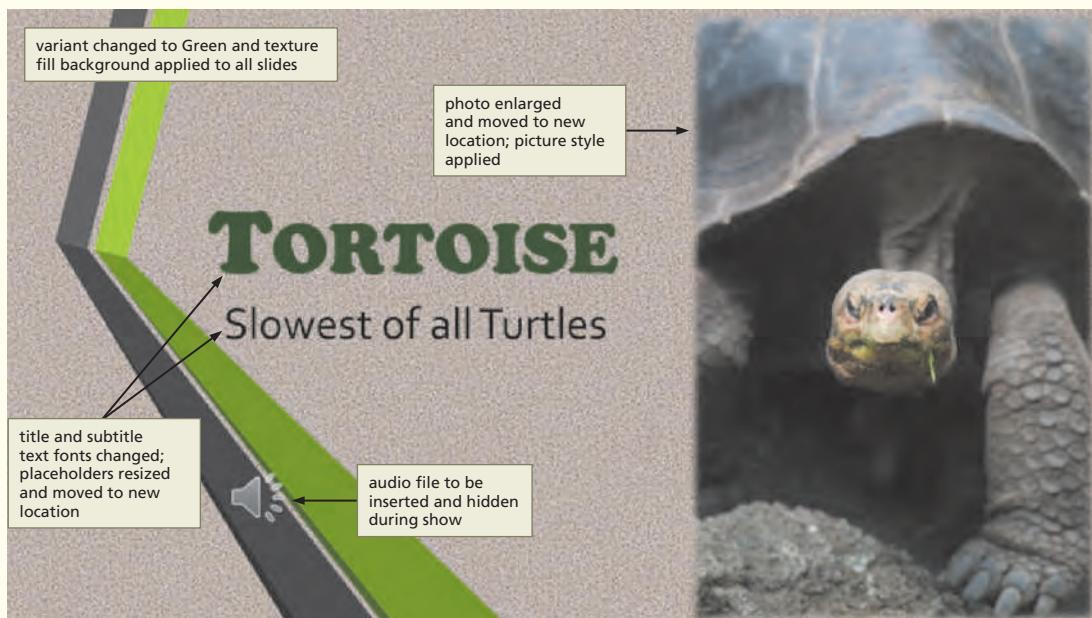
Changing Theme Colors, Inserting a Video File, Trimming a Video File, Resizing a Placeholder, and Inserting an Audio File

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Extend 3-1 Tortoise, from the Data Files for Students. You will insert a video file, trim a video file, and resize a placeholder to create the presentation shown in Figure 3–79.

Perform the following tasks:

1. Change the theme variant to Green and choose the Sand texture fill (the third texture in the second row) to format the background on all slides. Also change the transparency to 33%.
2. On Slide 1, change the title text font to Cooper Black, increase the size to 80 point, and add the Small Caps font effect. Hint: Font effects are located in the Font dialog box (HOME tab | Font group). Also change the font color to Green, Accent 2, Darker 50% (the sixth color in the sixth Theme Colors row) and then center the text. Decrease the size of the title placeholder to approximately $1.33'' \times 5.49''$ and move this placeholder to the left side of the slide, as shown in Figure 3–79a.
3. Increase the text font size of the subtitle text font to 40 point, and center the text. Decrease the size of the subtitle placeholder to approximately $0.66'' \times 5.24''$ and move this placeholder under the title placeholder, as shown in the figure.
4. Increase the size of the photo to approximately $7.49'' \times 5.01''$, apply the Soft Edge Rectangle picture effect (the sixth effect in the first row), and then move the photo to the right side of the slide, as shown in Figure 3–79a.
5. On Slide 1, change the volume to low on the audio file (Gentle Nature), start it automatically, play across slides, and hide during the show.
6. Slide 2, change the title text font to Cooper Black, decrease the font size to 40 point, change the font color to Green, Accent 2, Darker 50% (the sixth color in the sixth Theme Colors row), and align the text left. Use the Format Painter to apply these attributes to the title text font on Slides 3 and 4. Apply the Bevel Perspective Level, White picture style (the third style in the fourth row) to the photo and move it to the upper-right corner of the slide, as shown in Figure 3–79b.
7. Copy the turtle illustration from Slide 4 and paste it on Slide 2 and move to the location shown. Apply the Fly Out To Right Exit effect to the illustration and change the duration to 4.00. Change the start timing setting to After Previous. Delete the turtle illustration from Slide 4.
8. On Slide 3, align the title font to the top of the placeholder. Hint: placeholder alignments are located on the Align Text dialog box (HOME tab | Paragraph group). Move the title placeholder to the top of the slide, as shown in Figure 3–79c.



(a) Slide 1

Figure 3–79 (Continued)

Continued >

Extend Your Knowledge *continued*

The slide has a blue and grey 3D ribbon background. The title 'A Land Animal' is at the top center. Below it is a bulleted list:

- Shells are dome shaped and very heavy
- They hide in their shells for protection
- Hibernate underground in cool weather

Below the list is a small photo of a turtle's head. A callout box points to it with the text: "photo to be enlarged and moved to upper-right corner of slide; picture style to be applied".

At the bottom left is a callout box pointing to the slide footer with the text: "illustration to be copied from Slide 4 to this location and exit effect to be applied".

At the top left is a callout box pointing to the slide header with the text: "variant to be changed to Green and texture fill background applied".

At the top right is a callout box pointing to the title area with the text: "title text font to be changed and formatted; Format Painter used to copy attributes to Slides 3 and 4 titles".

(b) Slide 2

The slide has a grey and green 3D ribbon background. The title 'Move Slowly on Land' is at the top center. Below it is a large photo of a tortoise. A callout box points to the title with the text: "attributes from Slide 2 title applied".

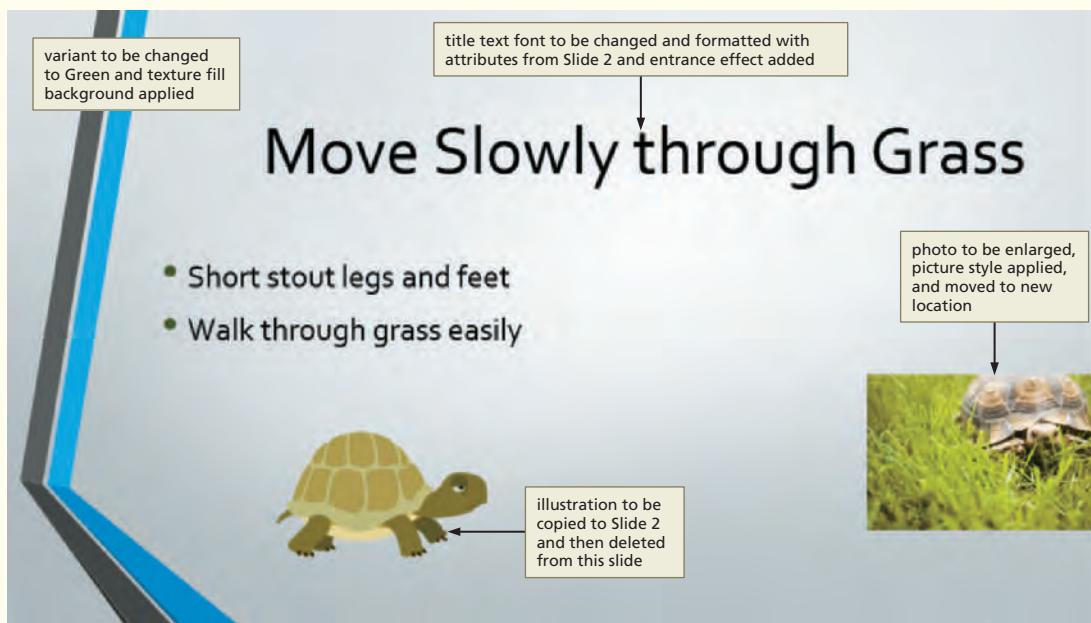
At the bottom left is a callout box pointing to the slide footer with the text: "video file inserted, resized, and trimmed; video style applied; and video border color and weight changed".

At the top left is a callout box pointing to the slide header with the text: "variant changed to Green and texture fill background applied".

On the left side, there is vertical text: "Video courtesy of Susan Sebok".

(c) Slide 3**Figure 3–79**

9. Insert the video file, Turtle, from the Data Files for Students. Resize this video file to approximately 6.34" × 8.45" and move the video to the location shown in the figure. Apply the Moderate Frame, Black video style (the second style in the first row in the Moderate area). Change the color of the border to Lime, Accent 1 (the fifth color in the first Theme Colors row) and change the border weight to 6 pt. Trim the video so that the Start Time is 00:09.650 and the End Time is 00:39.755. Start this video automatically.
10. On Slide 4, increase the size of the photo and apply the Reflected Bevel, Black picture style (the fourth style in the fourth row) to the photo, as shown in Figure 3–79d.

**(d) Slide 4****Figure 3–79 (Continued)**

11. Apply the Fly In From Right Entrance effect to the title text font and change the duration to 5.00. Change the start timing setting to After Previous. Delete the turtle illustration from Slide 4.
12. If requested by your instructor, insert a text box on Slide 4 under the turtle picture and add the name of your current or previous pet.
13. Apply an appropriate transition to all slides.
14. Save the presentation using the file name, Extend 3-1 Slow Tortoise.
15. Submit the revised document in the format specified by your instructor.
16. In this assignment, you inserted an audio file to play across the slides. How did this enhance the presentation?

Analyze, Correct, Improve

Analyze a presentation, correct all errors, and improve it.

Correcting Formatting, Coloring a Photo, Changing Animation Direction, and Inserting and Moving a Text Box

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run PowerPoint. Open the presentation, Analyze 3-1 Bulb Flowers, from the Data Files for Students. This presentation contains five slides and explains how to plant bulb flowers. Modify the slides by making the indicated corrections and improvements.

1. Correct

- a. Change the variant to green (the third one), as shown in Figure 3–80 on the next page.
- b. Decrease the font size of the Slide 1 title text font to 66 point and change the font color to Yellow (the fourth color in the Standard Colors).
- c. On Slide 1, change the volume of the audio file to low and hide during show.

Analyze, Correct, Improve continued

- d. If requested by your instructor, change your first name on Slide 1 to your grandmother's first name.
- e. On Slides 2 and 3, adjust the photo sizes and move them so they do not overlap text and are the appropriate dimensions for the slide content.
- f. On all slides, adjust text font sizes and text font colors so they are the appropriate size and enhance the presentation.

2. Improve

- a. On Slide 1, change the Color Saturation of the photo to Saturation: 200% (the fifth color in the first row).
 - b. On Slides 2 and 3, change the picture style for all photos to Reflected Rounded Rectangle (the fifth style in the first row).
 - c. On Slide 4, change the picture border to Lavender, Accent 4 (the eighth color in the first Theme Colors row) on the photo and then change the border weight to 6 pt.
 - d. On Slides 4 and 5, change the From Bottom Left Entrance effect to the From Bottom Right Entrance effect on the titles.
 - e. Increase the size of the video on Slide 5 so that it is as large as possible and move it so it is aligned above the caption. Change the volume on the video to Medium on Slide 5. Also change the video option to start automatically.
 - f. Save the presentation using the file name, Analyze 3-1 – Planting Bulb Flowers.
 - g. Submit the revised document in the format specified by your instructor.
3. Which errors existed in the starting file? How did changing the picture styles help? When you adjusted the photo sizes, how did you determine their final sizes?

**Figure 3–80**

In the Labs

Design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

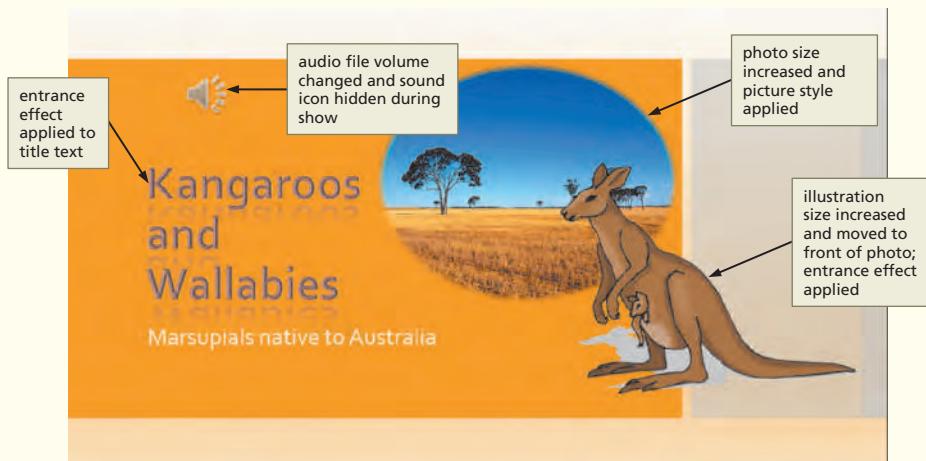
Lab 1: Changing the Stacking Order, Adding Audio Options to an Audio File, and Animating a Photo, Illustration, and Title Using Entrance Effects

Problem: Open the presentation, Lab 3-1 Kangaroos, from the Data Files for Students. You are studying Australia in your Geography class and on a recent vacation you visited a zoo that had kangaroos. You thought it would be interesting to put together a presentation for your class about some of the unique things about kangaroos like how long a joey stays in its mother's pouch. Create the slides shown in Figure 3–81.

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. On Slide 1, increase the size of the photo, and apply the Soft Edge Oval picture style (the sixth style in the third row), and move the photo to the location shown in Figure 3–81a.
2. Apply the Grow and Turn entrance effect to the title text font. Change the start timing option to With Previous and the duration to 03.50 seconds.
3. Increase the size of the kangaroo illustration and bring the illustration to the front of the photo. Apply the Bounce entrance effect to the illustration and change the start timing option to After Previous and the duration to 03.50 seconds, as shown in Figure 3–81a.
4. Select the audio file, Happiness Music, on Slide 1 and change the volume to low, start Automatically, play across slides and loop until stopped. Also hide this audio file during the show.
5. On Slide 2, increase the size of the kangaroo illustration so that it measures approximately 3.27" × 5.24" and apply the Bounce entrance effect. Change the start timing option to With Previous and the duration to 03.00. Move the illustration to the lower-right corner of the slide, as shown in Figure 3–81b on the next page.



(a) Slide 1

Figure 3–81 (Continued)

Continued >

In the Labs continued

6. On Slide 3, apply the Simple Frame, Black picture styles (the second style in the second row) to both photos. Apply the Orange, Accent 6 fill (the last color in the first Theme Colors row) to each rounded rectangle shape. Also change the font color in these shapes to Black and then bold them, as shown in Figure 3–81c.
7. On Slide 4, change the size of the video so that it measures approximately 6.53" × 8.9", and move the video to the location shown in Figure 3–81d. Change the video style to the Beveled Perspective Left (the first style in the first Intense area row), change the border color to Orange, Accent 1 (the fifth color in the first Theme Colors row), and then change the border weight to 10 pt, as shown in the figure. Have the video start Automatically.
8. Trim the end of the video by leaving the Start Time at 00:00 and changing the End Time to 00:33.394.
9. On Slide 5, apply the Bevel Rectangle picture style (the seventh style in the third row) to the koala photo, apply the Bevel Perspective picture style (the first style in the fourth row) to the opossum photo. Move the two photos to the locations shown, and bring the opossum picture forward, as shown in Figure 3–81e.

(b) Slide 2

Why Kangaroos Hop

- Fast and efficient
- Can cover great distances
- Saves their energy

illustration size increased, entrance effect applied, and illustration moved to new location

(c) Slide 3

Kangaroo Versus Wallaby

Kangaroo
Wallaby

picture styles applied to photos

shape fill color changed and font color changed and bolded

8 Feet Tall 200 lbs.
2 Feet Tall 4 - 50 lbs.

(d) Slide 4

Pouch Life

Blind newborn joey climbs into pouch.
Nurses for four months.
Leaves pouch for short trips.
Becomes independent at 12 months.

Video courtesy of Susan Sebok

(e) Slide 5

Other Marsupials

Koalas
Possums
Opossums
Wombats
Tasmanian Devil

picture styles applied to photos and entrance effects added

video file resized and trimmed; video style applied; and video border color and weight changed

Figure 3–81

10. Apply the Fade entrance effect to the two photos. Change the start timing option to After Previous and the duration to 02.50.
11. If requested by your instructor, insert a text box on Slide 5 and add the name of the street where you lived as a child.
12. Save the presentation using the file name, Lab 3-1 Kangaroos and Wallabies.
13. Submit the document in the format specified by your instructor.
14. ☀ On Slide 1, why did you bring the kangaroo illustration to the front of the photo? Why did you trim the end of the video instead of the beginning of the video on Slide 4?

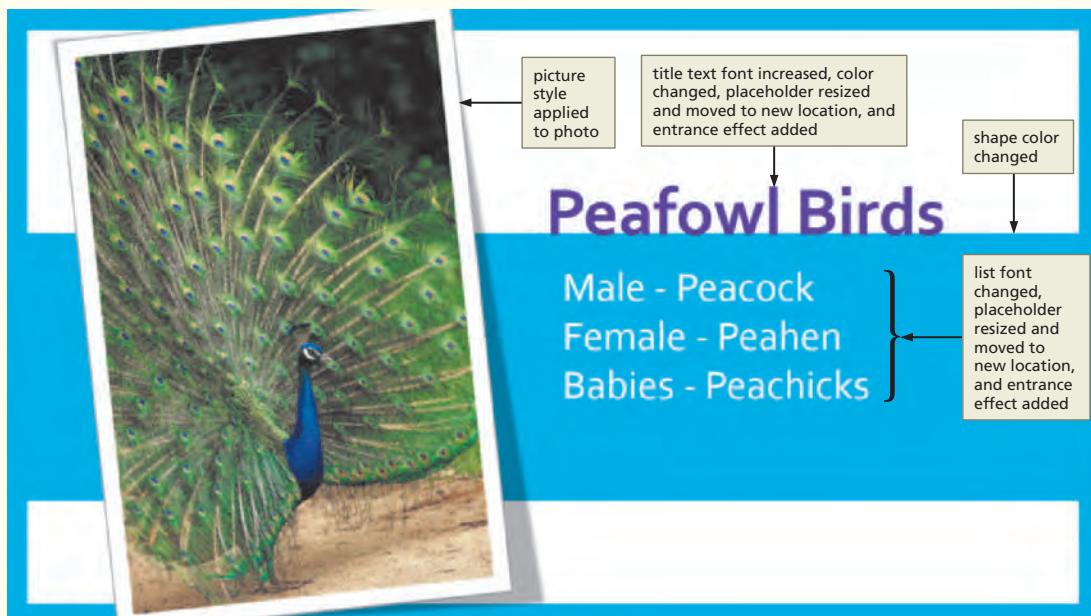
Lab 2: Ungrouping a Clip, Changing the Color of a Clip Object, Deleting a Clip Object, and Regrouping Objects

Problem: On your recent vacation in Mexico, you saw a muster of peafowl residing on the resort grounds. You found them to be very tame and interesting. And you were especially amazed at the beautiful plumage of the male peafowl or peacock. You belong to the local Audubon Society, and next month it is your turn to make a presentation. You thought the members would enjoy seeing a presentation of the peafowl you saw during your vacation. You decide to create the presentation shown in Figure 3–82.

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Open the presentation, Lab 3-2 Peacocks, from the Data Files for Students.
2. On Slide 1, apply the Rotated, White, picture style (the third style in the third row) to the photo. Increase the size of the photo so that it measures approximately 7.02" × 4.61" and move the photo to the location shown in Figure 3–82a.



(a) **Slide 1**

Figure 3–82 (Continued)

In the Labs *continued*

3. Increase the title text font to 60 point, and change the color of the title text font to Purple (the tenth color in the Standard Colors). Decrease the size of the title placeholder to approximately 1.11" × 6.33" and position the title on top of the rectangle, as shown in the figure. Apply the Fly In From Left entrance effect to the title, change the start timing option to After Previous, and change the duration to 03.00.
4. Change the color of the purple rectangular shape on Slide 1 to Turquoise, Accent 1 (the fifth color in the first Theme Colors row).
5. Increase the subtitle text font to 36 point, decrease the size of the subtitle placeholder to approximately 1.78" × 5.93", and move the placeholder to the position shown in the figure.
6. Apply the Fly In From Left entrance effect to the first line of the subtitle, change the start timing option to After Previous and the duration to 02.25. Apply the Fly In From Left entrance effect to the second line of the subtitle and then change the start timing option to After Previous and the duration to 02.25. Apply the same animation settings to the third line of the subtitle text.
7. On Slide 2, increase the size of the video to approximately 5.57" × 7.42", apply the Canvas, White video style (the fourth style in the second row in the Intense area) to the video, change the video border color to Turquoise, Accent 1 (the fifth color in the first Theme colors row), and then change the border weight to 6 pt, as shown in Figure 3–82b. Trim the video so that the Start Time is 00:01.147. Change the volume to Low, and start the video automatically. Move the video to the left side of the slide, as shown in the figure.
8. Apply the Soft Edge Oval picture style (the sixth style in the third row) to the photo, enlarge it, and move it to the bottom-right corner of the slide as shown.
9. On Slide 3, select the peacock illustration and zoom in to the three oval spots at the end of the peacock's feathers. Ungroup this illustration. Select the green oval spot on the left feather and change the color to Turquoise, Accent 3 (the seventh color in the first Shape Fill Theme Colors row). Regroup the clip, as shown in Figure 3–82c on the next page.
10. Change the volume on the audio file to low, play across slides, and hide during the show.

**(b) Slide 2****Figure 3–82**

Peacock Plumage

- Tail or train can be five feet long
- Shed feathers annually
- Seven months to regrow
- Top of each train feather
 - Round ocellus or eyespot

(c) Slide 3

Peacock Habits

- Love to perch
- Enjoy open space to roam

Photos courtesy of Sandy Stoelinga

(d) Slide 4

Figure 3–82

11. On Slide 4, apply the Reflected Rounded Rectangle picture style (the fifth style in the first row) to the upper-right photo and apply the Bevel Rectangle picture style (the seventh style in the third row) to the photo at bottom-center of the slide, as shown in Figure 3–82d on the next page.
12. Apply the Appear entrance effect to the two photos. Change the start timing option to After Previous.
13. If requested by your instructor, insert a text box at the lower-right corner of Slide 3 and type the color of your eyes in the text box.
14. Change the transition to Fade in the Subtle category to all slides. Change the duration to 3.00 seconds.

Continued >

In the Labs *continued*

15. Save the presentation using the file name, Lab 3-2 Peacock Plumage.
16. Submit the revised document in the format specified by your instructor.
17.  In Step 4, you changed the color of the rectangle shape from purple to turquoise. How did that color change improve the title slide? Why did you change the volume on the audio file to low?

Lab 3: Expand Your World: Cloud and Web Technologies

Inserting Video Files from the Web

Problem: The Watch for Motorcycles presentation you created in the chapter has a video you inserted from the Data Files for Students. The rider in this video demonstrated proper riding techniques and had appropriate riding attire. Many organizations promoting motorcycle safety have created videos and posted them to online websites. PowerPoint allows you to insert online videos easily in a manner similar to how you inserted the Motorcycle Rider file. You are going to search for and then insert one of these online videos into the Watch for Motorcycles presentation.

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions:

1. Open the Watch for Motorcycles file, insert a new Slide 4 with the Title and Content layout, and then type **safety tips** as the title text. Use the Format Painter to copy the font formatting from Slide 2 to the new Slide 4 title. Center this title text.
2. Format the Slide 4 background with a gradient or texture fill.
3. Tap or click the Insert Video icon in the content placeholder to display the Insert Video dialog box. If necessary, tap or click the YouTube button at the bottom on the dialog box to add that website to the list of file locations.
4. Tap or click the YouTube search box and then type **motorcycle safety tips** as the search text.
5. When the search results are displayed, browse the video frames and tap or click one that appears to fit the theme of this presentation. View the title of the video, its length, and its source in the lower-left corner of the dialog box. Then, tap or click the View Larger (magnifying glass) icon in the lower-right corner of the video frame to view a preview of the video.
6. Tap or click the Insert button to insert the video on Slide 4.
7. Add a style to the video and then resize the frame. Start this file automatically during the presentation and have it play full screen, if possible.
8. If requested to do so by your instructor, add the city where you were born to the Slide 4 title text.
9. Save the presentation using the file name, Lab 3-3 Watch for Motorcycles Expanded.
10. Submit the assignment in the format specified by your instructor.
11.  What criteria did you use to select a particular YouTube video? What decisions did you make to choose a background format?

Consider This: Your Turn

Apply your creative thinking and problem-solving skills to design and implement a solution.

1. Design and Create a Presentation about Canal Locks

Personal

Part 1: Your family belongs to a small boat club with 10 members. The club has planned a canal cruise next summer. Everyone knows there are different water levels on this canal. As the president of your club, you were asked to get all the information necessary about how the 10 boats will pass through the locks. Some of the members of your club have admitted they know very little about canal or river locks. Last summer when you went to one of the lock sites, you took a video and asked the person manning the locks some questions. You learned that the locks are manned 24 hours a day between May and October. He explained how the locks are similar to a flight of stairs. There are two sets of gates (top and bottom) and the chamber where your boat enters. The gates close and water is added or drained to meet the next level. Use the concepts and techniques presented in this chapter to prepare a presentation with a minimum of four slides that explores this subject. Select a suitable theme, add media including the video named Locks Video available in the Data Files for Students and search for an appropriate audio file to add interest to your presentation. The presentation should also contain photos and illustrations. The Data Files for Students contains five photos and illustrations called Locks1, Locks2, Locks3, Locks4, and Locks5. You can add your own digital photos or videos or photos from Office.com if they are appropriate for this topic. Apply picture styles and effects. Add a title slide and closing slide to complete your presentation. Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the presentation in this assignment: where to place text, how to format the text (for example, font, font size, and adding font effects), which graphical image(s) to use, what styles and effects to apply, where to position the graphical image, how to format the graphical images, and which shapes to use to add interest to the presentation. What was the rationale behind each of these decisions? When you reviewed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

2. Design and Create a Presentation about Garter Snakes

Professional

Part 1: You work part-time as a teacher's assistant in an elementary school science class. The teacher decided that a garter snake would make an excellent reptile addition to the classroom. She assigned you the task of getting a garter snake and setting up its habitat. You learned that they are harmless and non-venomous, they eat bugs and small rodents, they can grow to between 1 foot (0.3048 m) and 2 feet (0.6096 m) long. They can help control mice or insect problems. You will need a container with a secure lid, preferably a glass aquarium. You decide to put together a presentation to teach the class about garter snakes and how to care for them. Use the concepts and techniques presented in this chapter to create a presentation with at least four slides. Select a suitable theme and then include a title slide, photos, illustrations, and an audio file to add interest to the presentation. The Data Files for Students contains a video called Snake1 and five photos and illustrations called Snake2, Snake3, Snake4, Snake5, and Snake6. One or more of the illustrations can be ungrouped, and you can change the color to add some visual interest to the presentation. Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the presentation in this assignment: where to place text, how to format the text (such as font and font size), which graphical image(s) to use, what styles and effects to apply, where to position the graphical images, and which shapes to use to add interest to the presentation. What was the rationale behind each of these decisions? When you reviewed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

Consider This: Your Turn *continued*

3. Design and Create a Presentation about Bird Watching

Research and Collaboration

Part 1: Millions of people across the country enjoy watching birds. Some belong to clubs, and some join bird watching tours in their cities and also in other states and countries. Some plan holidays and family trips around the migration habits of their favorite birds. It is an inexpensive hobby and a good reason to get some exercise outdoors and enjoy nature. The activity is very relaxing and is a great social activity. You have decided to start a bird watching club with some of your friends and neighbors. There are 12 members of your club, so you divide into three groups of four members. One group will go to the library and do some research on the various species of birds in your area. The second group will research what kind of binoculars are best for beginners. The third group will take some video and photos at the local nature center so that you can put together a presentation about bird watching to share with your new club members. After gathering all the information and photos about bird watching, use the concepts and techniques presented in this chapter to prepare a presentation with a minimum of four slides that explore the subject of bird watching. Select a suitable theme, include a title slide, bulleted lists, shapes, and WordArt. The Data Files for Students contains one video called Bird Watching and six photos and illustrations called Birds1, Birds2, Birds3, Birds4, Birds5, and Birds6. Change the color for at least one photo. Apply a transition in the Subtle area to all slides and increase the duration. Submit your assignment in the format specified by your instructor.

Part 2: ☀ You made several decisions while creating the presentation in this assignment: where to place text, how to format the text (such as font, font size, and where to use WordArt), which image(s) to use, what styles and effects to apply, where to position the images, which styles to use, and which shapes to use to add interest to the presentation. What was the rationale behind each of these decisions? When you reviewed the document, what further revisions did you make and why? Where would you recommend showing this slide show?

Learn Online

Reinforce what you learned in this chapter with games, exercises, training, and many other online activities and resources.

Student Companion Site Reinforcement activities and resources are available at no additional cost on www.cengagebrain.com. Visit www.cengage.com/ct/studentdownload for detailed instructions about accessing the resources available at the Student Companion Site.



SAM Put your skills into practice with SAM! If you have a SAM account, go to www.cengage.com/sam2013 to access SAM assignments for this chapter.