Module 2 – Improve your skills in MS Office 2010 (Word, Excel, PowerPoint)

Lifelong
Learning
Programme

TABLE OF CONTENTS

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

2/45

1. MODULE DESCRIPTION

MODULE TITLE	Improve your skills in MS Office 2010 (Word, Excel, PowerPoint)
CODE	02-MOD-ELF
KEYWORDS	MS Office 2010, Word, Excel, PowerPoint, Presentation, Video, Ribbon, Tabs, Slide, Card, Group, User Interface, Compatibility
TARGET GROUP	The target group of the Module II is computer oriented disabled people seeking opportunities to enter into labor market and to work as a freelance, self-employed or entrepreneur from their home based offices ("virtual assistant").
LEVEL	Corresponds to Level 1-2 of the European Qualifications Framework (EQF)
CAREER OPPORTUNITIES	ICT oriented people: Graphic designers, ICT managers, Trainers, Mentors
AIMS OF MODULE	This module is meant for advanced users of MS Office, who had been familiar with older versions. The latest version of MS Office 2010 user interface look has changed. Therefore, this module aims to describe the new environment and the types and tricks that you use in your work.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

3/45

LEARNING OUTCOMES	After studying this module, it is assumed that: • You will be able to use the new user interface of MS Office package • Learn about new MS Office. • You will learn useful tips in Word, Excel and PowerPoint • You will discover a lot of fun facts about Word and Excel • You will test your newly knowledge.
PREREQUISITE(S) SKILLS:	Use of basic ICT
PREREQUISITE(S) COURSE:	none
GUIDED LEARNING HOURS:	5 hours
COMPENTENCY	ICT skills
ASSESMENT	Assessment will consist of a multiple-choice test. Each test will consist of multiple-choice questions which will test candidates' knowledge and understanding across the learning outcomes.
CATEGORY	cost (cost optimization) time (efficient time management) s-quality (service quality)

	m-quality (management quality)
SUPLEMANTARY MATERIAL(S)	None

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

5/45

2. INTRODUCTION

This module is meant for advanced users of MS Office who had been familiar with older versions. The latest version of MS Office 2010 user interface look has changed. Therefore, this module aims to describe the new environment and the types and tricks that you use in your work. This module is for disabled people seeking opportunities to enter into labour market and to work as a freelance, self-employed or entrepreneur from their home based offices ("virtual assistant"). The best thing on this module is that you don't need to read text all the time. We prepare for you some helpful videos, which show you tips and tricks, what you can use in your work. Thanks to videos you can learn faster because 'once seen is more than twice read'.

After studying this module, it is assumed that:

- You will be able to use the new user interface of MS Office package

- You will learn about new MS Office.

- You will learn useful tips in Word, Excel and PowerPoint

- You will discover a lot of fun facts about Word and Excel

- You will test your newly knowledge.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

6/45

3. MS Office 2010

3.1. New user interface

Office Suite Microsoft Office has new functionality, and changed its appearance. Control of programs has become simpler, more intuitive and flexible as the ribbon can be customized to your needs. For more information about it and other changes in the user environment, we offer the following subsections.

3.2. Do Everything With the Keyboard
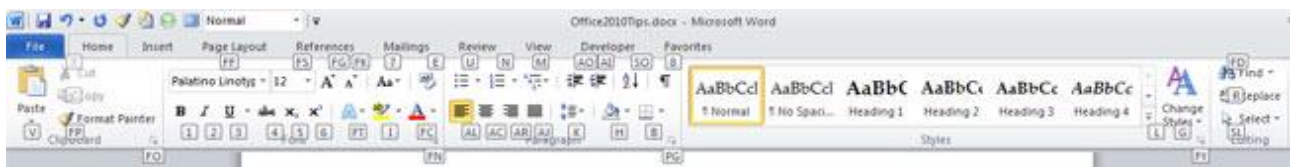
Sometimes happens that you cannot use the mouse, because there is no place where to put. Using all the time only touchpad is too annoying and uncomfortable. MS Office thinks of this and in the new version, developers created some new key shortcuts. They help you work faster. The good notice is that you do not need to remember all key tips or to spend a lot of time with searching one you need. Just press the ALT key for cause's boxed letters to appear on all the Ribbon tabs as shown on the picture below. For example, type "1" and you switch Font Style to Bold. You can also combine these letters or numbers together, when you type "13", your Font will be Bold and underline. When you finish your work and you do not need any help with the key tips more, just press Alt key again and all the hits disappear ☺.

What about future of MS Office?

http://www.free-power-point-templates.com/articles/new-features-of-microsoft-office-2013-office-15/

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

7/45

3.3. Primary features of the ribbon
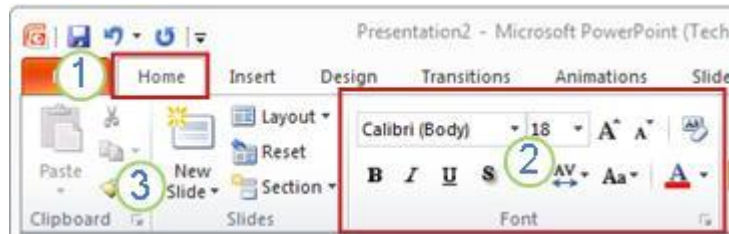
1. A **tab** in the ribbon, in this case the **Home** tab. Each tab relates to a type of activity, such as inserting media or applying animations to objects.

2. A **group** on the **Home** tab, in this case the **Font** group. Commands are organized into logical groups and collected together under the tabs.

3. An individual button or command in the **Slides** group, in this case the **New Slide** button.

3.4. Other features of the ribbon
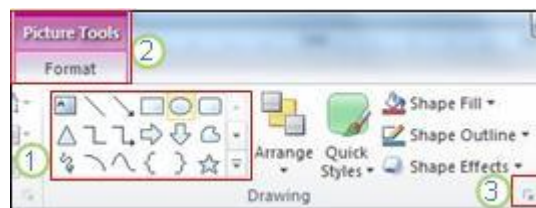
Other things that you might see on the ribbon are contextual tabs, galleries, and dialog box launchers.

1. A **gallery**, in this case the Shapes Gallery in the **Drawing** group. Galleries are rectangular windows or menus that present an array of related visual choices.

2. A **contextual tab**, in this case the **Picture Tools** tab. To reduce clutter, some tabs are shown only if needed. For example, the **Picture Tools** tab is shown only if you insert a picture on a slide, and then select the picture.

3. A **Dialog Box Launcher**, in this case, one that starts the **Format Shape** dialog box.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

8/45

3.5. Customize the Ribbon

Office added one new feature in the new version. Finding some commands in the Ribbon can take some time to find them, therefore now there is a possibility to rearrange the Ribbon easily, as you like. Click to the File tab → Backstage → Options → Customize ribbon. In the right-hand column, you can create, delete or rearrange tabs, groups or items. Some commands from old versions are not present in the new Ribbon now. But you can find them in this section and add them back to the ribbon if you still use and need them. Note: A button the lower right lets you export your customizations to other Office setups.
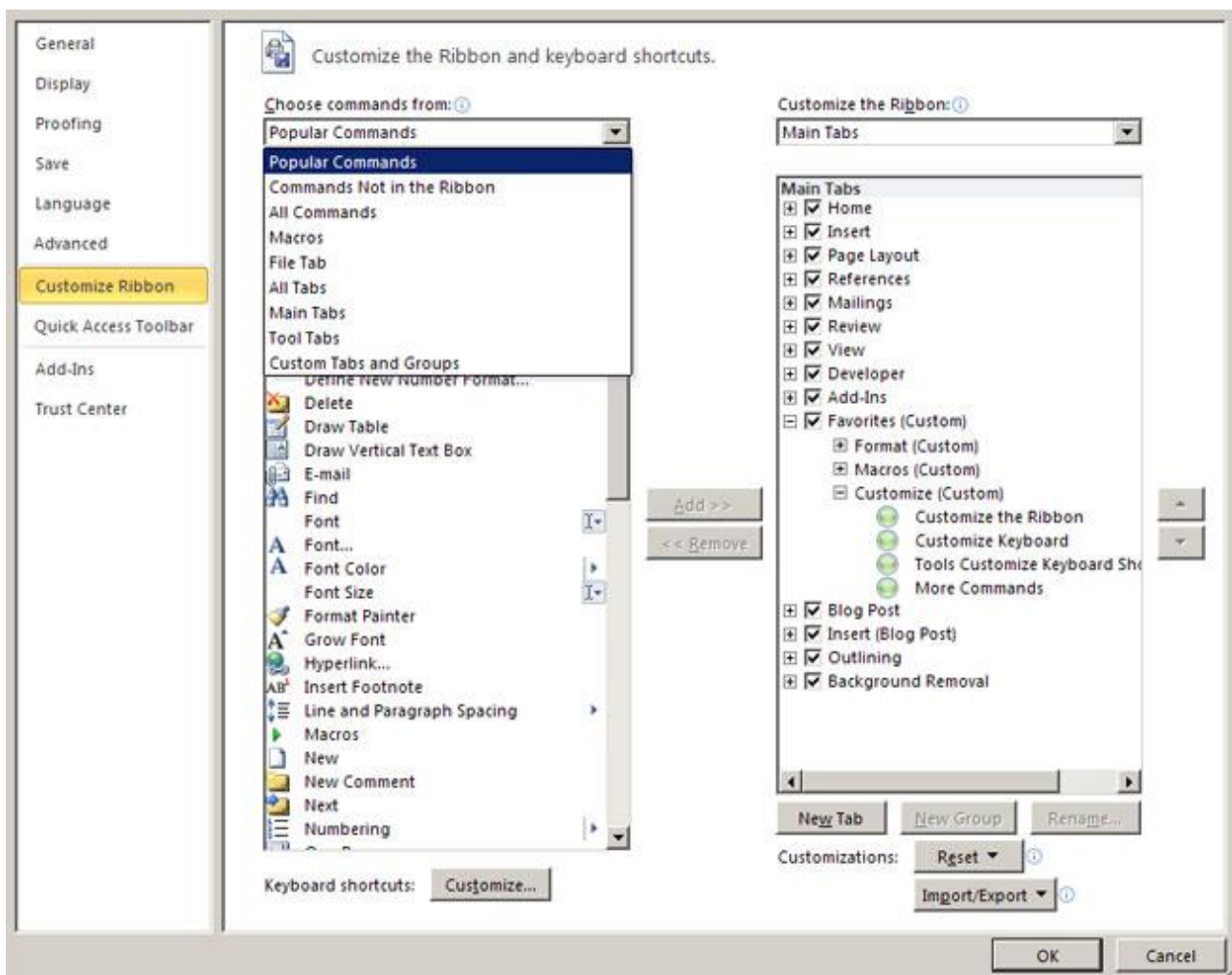
3.6. What happened to Tools | Options?

Looking for the program settings that let you control PowerPoint correcting and formatting texts as you type, saving your presentations or setting the security options?

First click the **File** tab and then the **Options**. This opens the **PowerPoint Options** dialog box where you can

Do you want know more tips? Check this web site with 10 tips about MS Office 2010

http://tech.gaeatimes.com/index.php/archive/10-tips-and-hacks-for-microsoft-office-2010/

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

9/45

customize your PowerPoint settings and preferences.
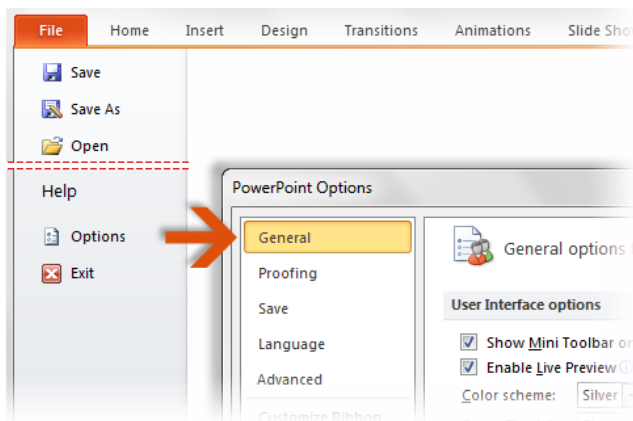
Some settings in the **PowerPoint Options** dialog box apply only to PowerPoint. But some preferences (e. g. the colour scheme) apply to all other Microsoft Office 2010 programs that you have installed.

3.7.   Creating ribbon tabs or groups of your own
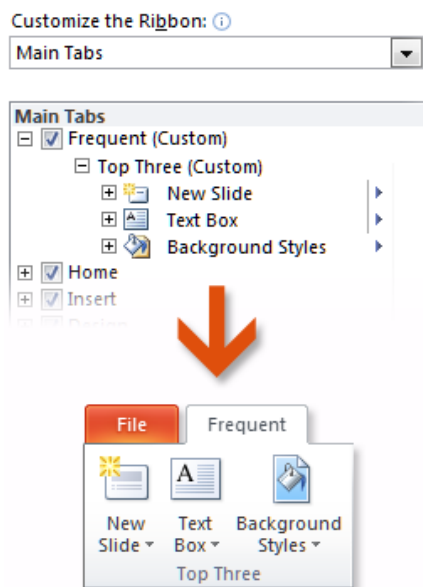
Did you know that a group of cards just described can be customized? You can change their locations, add the ones you use often and remove those ones you do not use when working.

Right-click any ribbon group and then click **Customize the Ribbon**. In the **PowerPoint Options** dialog box, add selected commands to your own tabs or groups. For example, you can create a tab called **Frequent**, and add your frequently used commands to a custom group in this tab.

10 Fun Microsoft Facts You Might Not Know

http://mashable.com/2010/07/17/microsoft-facts/

If you make a mistake, do not panic. You can use the **Reset** button to go back to the default ("factory") settings.

Not all older PowerPoint commands appear in the ribbon, but they are still available. If you cannot live without some of them, you can simply add them to the ribbon or to the Quick Access Toolbar.

In the **PowerPoint Options** dialog box and then in the **Choose Commands from** list, select **Commands Not in the Ribbon**. Next, find the command that you want to add and add it to a custom ribbon tab or group.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

10/45
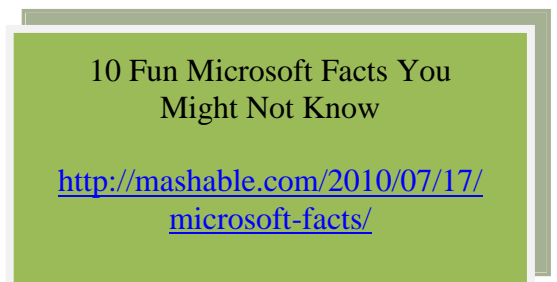
3.8.   Live preview

Live preview works for all styles in the Gallery of Styles, as well as Font and Font Size Drop-down Menu in the Font group in the Home tab. It shows your document how it will look like after applying the style, font, font size, etc. without actually having to implement the change. Simply pass your mouse over the style and the document will automatically switch the style.

4.1. Handy tips for Word 2010

How to write ably mathematical symbols

In the context of mathematical equations Word 2010 has a very interesting news. They are mathematical auto corrections. They allow insertion of some mathematical symbols in the text, letters of the Greek alphabet, but also a few equations. The whole process is very simple: just write the text for example. \ binominal that will write an equation. Also for example, \ beta and \ Delta writes a letter of the Greek alphabet. If you use the first letter as capitalized, the Greek letter appears great. In addition to this you can inscribe the dozens of other symbols.

To make it all work as well in normal text and not just in mathematical fields, it is necessary to set the following

1. Click on **File> Options> Proofing spelling and mathematics** and click **AutoCorrect Options**.

2. In the box of automatic correction on the **Math AutoCorrect tab**, click the item **Use mathematical rules for auto mathematical corrections outside of mathematical areas.** Also **Replace text as you type** must be clicked on.

3. At the bottom see a list of available AutoCorrect and click on OK to close all displayed windows.

You can now use basic mathematical symbols through auto corrections. If a conflict arises between the expression to be replaced in auto corrections and mathematical auto corrections, preferred are the rules for auto correction.

AutoCorrect: to insert mathematical symbols while typing, so it is necessary to enable this option to ne switched on. You can upload whole equations. It can also be used on standard auto corrections.

Within mathematical corrections you can use and define your own equation you created in the previous procedure tip. Highlight it by the handle with three dots on the left. Display via **File> Options> Proofing AutoCorrect** window, where the **Math AutoCorrect tab** the equation will be displayed in the field equation **With What**. Finish your expression in the **Replace** field, when you type it in the text, it will change to the selected equation. With **Add** button you will

add it to the list of corrections. Do not use common words as an expression, use a slash or your own shortcuts.

If you need to insert the equation in this way in a professional display, use the **AutoCorrect** tab, select **Formatted text**. Enter your expression that will change when writing into the equation and click **Add**. Close all dialog boxes and you can type equations directly into the text without the insertion from the gallery equations. AutoCorrect can also be used to define the words in which you do often keying mistake. Add to the list of words with typos and the correct word. These will then automatically change as you type if you write it incorrectly. In the event that you do not want any corrections in the list, so you can delete them using the relevant button

Inserting equations in the document

When you create a document in Word 2010, the most often different school, diploma works, but also documents which need to specify the formula by which you have been doing some calculations the tool for inserting equations can be effectively used for it. This is available on the Ribbon Insert> Equation. It should be noted that the equations are only displayed in the document and cannot be counted. In the gallery there are offered built-in types of equations such as binominal equation, quadratic equation, the circular area, Pythagorean Theorem, and more. You can also search for other types of equations on Office.com, containing e.g. Gaussian integrals, scalar product of two vectors, and many others. You can also create your own equation that can be saved in the gallery of equations.

1. Click on the equation button and to the text of the document a placeholder equations is inserted and at the same time is also displayed **Tools contextual tab equations> Draft**.
2. There are two main galleries available - **Symbols** and **Structures.**
3. The structures shall either enter fractions, square roots, integrals, brackets, nuts and more.
4. In symbols you are loading signs in the equation structure by the equation type. They may be basic math functions, Greek letters, operators and more. You select them in the upper part of the dropped-down galleries in a gray band with the name of symbols.
5. A finished equation is placed in the text by dragging as other inserted objects, it is only necessary over the arrow in the equation to **Change the style** to **Inserted**. The second option   **Change the Style** to **Display** will place the equation centered with the text above it and below it, i.e. without wrapping text around the equation. Of course you can change the alignment to the left and right.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

13/45

6. With the help of the arrow at the formula you can change the representation to linear and expertise. A linear representation of an equation is to show it in one line and a professional with a broken line.

7. To eliminate unnecessary equations do a click on the bracket with the three dots on the left and then press DELETE.

Equation: insertion from a local gallery, or from Office.com. The embedded equation can be modified as needed by inserting the values and symbols. Subsequently from equations menu it can be saved in the gallery for further use - **Symbols**: they are available in the gallery. You select the type of the symbol after the display throughout the gallery in the list at its beginning.

This tool is very interesting especially for ICT and technical oriented people, researchers in creating various documents, which need occasional insertion of different equations. To intensive work with equations there are specialized applications and accessories.

> The first version was created in October 1983 with the help of these gentlemen: Charles Simonyi, Bill Gates, Paul Allen and Richard Brodie.
> Its original name was "Multi-Tool Word", but because it was too long, change it to Word (word).
> First, there was a version for Mac and later for Windows ($ 500 cost).

4.2.   Long Word documents? Use the function overview

View and use survey

If in Word 2010/2007 you work with longer documents, it can be quite useful to start using the outline view. This feature allows you to work with a document that is formatted with heading styles very effectively. Available are options of display of only some levels of text and the rest are hidden. You can also easily change the order of paragraphs, only changing the order of their titles. Use the commands on the Ribbon- a simple change of heading levels is available, for example, change Heading 1 to Heading 3, and so on. In addition to these options it is very interesting to import other text document into the master document. This will provide a document composed of several separate documents without having to copy text from one to another.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

14/45

1. Start Word and open or create a longer document, which will have headings formatted with the heading style 1 to 3

2. On the **View tab**, click on **Overview**. In the ribbon at the start   a new tab **Outlining** will appear with the necessary commands. In the text next to titles plus buttons will be that you will use to designate the whole chapter.

3. In the group of commands try **Report tools** to change the display level in the drop-down list. If you select level 1, only first-level headings will be visible. Display all levels.

4. Green arrows are to change the level of headings or of basic text. It also can be done in the drop-down list.

5. For clarity, try to click on **Text format display,** that will hide the formatting and **See only the first line** will display only the first line of paragraph in the basic text.

6. Display only first level headings and drag using the plus sign the first chapter behind the title of the second chapter. This will move the entire chapter, including titles, subtitles and basic text.

Outlining: in this view you can work with multiple documents as if it was one, it is called the master document and the individual documents are embedded. Display either the text itself or a link to where they are stored.

7. Save your changes to the document.

In the next section you will need two more similar documents formatted with heading styles that you insert into the master document. This will result in a single document composed of several. This may be, for example, creation of a document when preparing documentation by team members in separate files and you need it in master one.

1. Click the **View Document** on the ribbon with tools for **Outlining**.   More commands will be viewed.

2. Place the cursor in the text where you want to display information from an embedded document and click on **Insert.** In the window that appears, locate the document and click on **Open.**

3. If a window appears with a warning about the same styles, so click if necessary. In this case, click No.

4. The document appears at the cursor position. This allows you to create / add additional subdocuments.

Excel can be Exciting – 15 fun things you can do with your spreadsheet in less than 5 seconds

http://chandoo.org/wp/2008/08/01/15-fun-things-with-excel/

5. Click on the **Expand the subdocuments** and instead of their text only link to the place where they are stored appears. Re-enter the command text **Expand the subdocuments**.

6. Click on **Unlink button** you can unlink the embedded file. This will copy the text in the master document and becomes part of it.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

15/45

7. With the button **Lock the document** you can lock parts of the master document or documents   nested and protect them against changes. When the title appears it will be with a small lock icon. Click again on the same button to unlock Lockscreen section.

8. If the nested document is locked, in the data overview so it is not possible to make changes to it. Open as read-only.

9. If it is not locked, you can open the file of a nested and make adjustments to it. They are displayed after saving the outline view in the main document. When teamwork, so team members can edit individual documents and the leader can immediately see the changes in the master document.

10. After completing work on a document close the outline with Close Visual Display button to close out the outline view and save the document. Consider whether it is appropriate to remove links   to various nested documents to form one continuous document.

This functionality can be used mainly in teams working with multiple documents you need to see the result in a single file. It can be then sent to a customer or client, or work with it as if it was created by the traditional way.

In a parody of Limp Bizkit's song "Rollin' (Air Raid Vehicle)," The Funny Music Project wrote and produced the song "Scrollin." The lines of the song refer to features of Microsoft Word, with lines such as "Paste in now cut out/Page up now page down" and "One two three format numbered list/Tab stops every sixth and every eighth of an inch."

Read more: Fun Facts About Microsoft Word | eHow.com
http://www.ehow.com/info_8453518_fun-microsoft-word.html#ixzz2DMG0Fc1F

4.3.   Change language in MS Office 2010 applications

Is it really possible? Yes it is… We show how to change language in MS Office 2010 applications. Watch our video now.

4.4.   Using of mail merge in Word 2010

Check our video to discover how to use mail merge in Word 2010.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

16/45

5. Excel

5.1.   Useful Excel steps and hints

When you hear or see the word Excel it will remind you most certainly the endless hours of mathematics that you have gone at primary and secondary schools. And let's face it - most of us did not like the unfortunate math. On training focusing on this program most often responses are like "but I was weak in math", "I don´t like math" or "it´s easier and faster to calculate it on the calculator" ... But is it really so? You really have to be mathematicians so that you could make full use of this program? Indeed,   is the calculator so convenient?

Try to answer the following questions:

How long does it take me to draw a table on paper? If I make a mistake, how do I fix it easily? When I do a sum of numbers on a calculator, can I quickly check it? Am I sure that I was not mistaken when entering numbers / and?

Microsoft Office Excel 2010 is a program that will serve excellently in various calculations and creating tables. To better reflect the results of your work, there is the possibility of visualizing data using graphs. You have simple or complex calculations always under control - whenever you know how to go back and change input values. The same is valid for formulas they can be amended whenever necessary. By listing advantages of Excel I could fill another page. However, you definitely want to learn something new, and so enough talk, let's get to it.

A tip first

Do not waste when working with Excel "nerves" if you cannot do something. As the saying says -   Practice makes perfect. Do not want everything just to remember - you do not need it. In order to help you, you have this module and helpful video. You can get over any procedure described on the following pages, it just wants patience and especially repetition. When you're fed up, I prefer to let you have a break and continue later.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

17/45
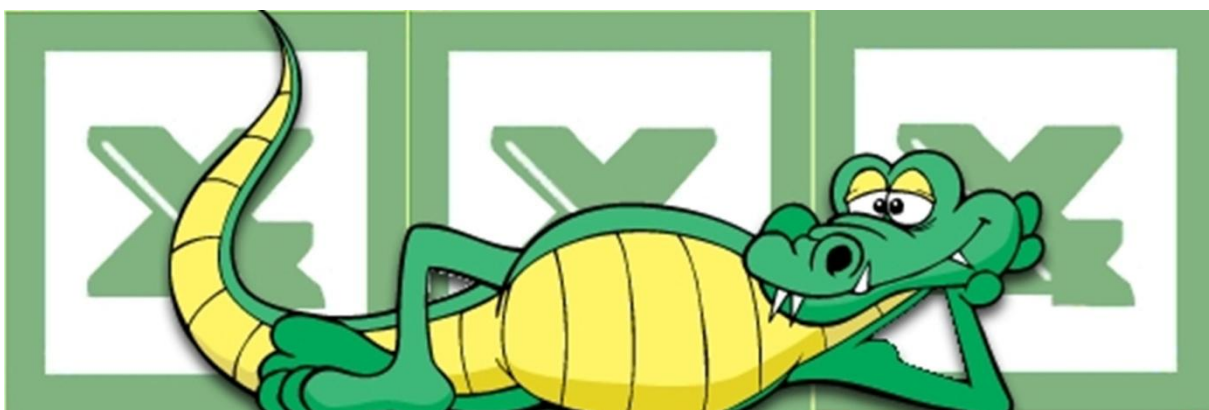
5.2. Customizing the work environment

Ribbon

Creating your own cards

In the 2010 version, you can create your own card along with groups and tools that you use frequently.

1. Click on the **File** tab

2. Select **Options**

3. Click on **Customize Ribbon**

4. Click on **New Tab**

5. In the list of tabs **a New card (Own/Custom)** will appear**.** Highlight it and click **Rename**. Enter a new name for your card. Just then select **the New Group (Own/Custom**)   and rename the group

6 A new group on the card will be created by the button **New Group**

Adding commands on your custom card

After you create a custom card of course you will want to add to it various commands. Owners of laptops appreciate the opportunity to add   own characters for card operations in formulas (*, /, +, -). Let us therefore add them to their own card.

1.   **Mark** the new tab created by you, and a group in it to which you want to add commands.

2. In the left pane, in the command drop-down menu **Select**, select **All Commands.**

3.   Find command **Division sign** and mark it. If you put the mouse on any command mouse, it will show the place where on the ribbon it is. If there is no such command, it will display the text "Commands not in the Ribbon"

4 Click the **Add button**. The command is added to the group designated by you. Repeat to add other commands

5 If you have a card customized to your ideas, click on OK.

6 The ribbon was increased about the card you created with commands.

Removing command from one´s own card

1. **Highlight** the command you want **to remove** from your card

2.   Click the **Delete button**

5.3. Conditional formatting in 2010

Conditional formatting is a very useful tool for visualizing your data. If used reasonably, the table can clarify and simplify their visual assessment and orientation in them. You can edit the cell to your liking, as its content satisfies a specified condition. The settings are different. You can use the quick formatting with predefined options. Or select detailed settings according to your needs.

Quick formatting options

Highlighting values larger, smaller or equal to the condition

Example: in a table that contains three kinds of aquariums prices you want to highlight the contract where the price is higher than 750 €.

1. **Highlight the cells** you want to apply conditional formatting

2. On the **Home** card, in the **Styles** group, click **Conditional Formatting**

3. In the menu that opens, select **Rules highlighting cells**

4. Click on the criterion that suits you (more than, less than, between, straight, etc.). In our case, click **more than**

5. In the window that opens, enter the condition (750), and select how the cell is to be formatted

6. Click **OK**

7. Selected cells corresponding to the desired condition are stained

Overview of more rapid conditional formatting options

Highlight the first 10 largest values - highlight the 10 largest numbers of the selected area. Their number can be changed when entering the rules. The samples used the opportunity to highlight the top 5 numbers.

Data-bars allow you to see the cell values due to other cells. The length of the bar represents the value shown in the cell. A longer bar represents a higher value and shorter bar represents a lower value. They help to navigate the large amount of data, are an excellent means of visualizing the data in the tables.

Color range - range of colors allows you to compare a range of cells using the escalation of two or three colors. Shade of the color represents higher or lower values If you have green and red color, you can specify that cells with higher values will be greener, and cells with lower values are redder. Likewise a range of three colors, one color which represents the highest, second the lowest value, and the third is the middle.

Having a pleasant day at work, playing games in Excel! Do not believe? Look here!
http://npxp.com/23-free-microsoft-excel-games-download

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

19/45

Set of icons - the same principle as in the color scale.

Advanced conditional formatting options

Conditional Formatting Rules Manager

So far, the procedures are described for rapid assignment of preset conditional formatting. What to do if you want to achieve a different effect with conditional formatting? Or do you want to use other colors than those that are offered by quick options?

Modification of the existing rules, removing them, changing priorities or creating your own rules,   can be done via the **Conditional Formatting Rules Manager**. You can find it on the **Home card**, in the **Styles** group. Click on **Conditional Formatting**, and select **Management Rules**. It opens the administrator conditional formatting rules.

Here you can:

• see a list of the used rules

• create a new rule, edit the selected rule or remove it

• view the rules that were used in the currently selected area on a particular worksheet or workbook throughout

Custom rule - highlighting duplicate records

For a simple example, we will show the use of Management Rules to create one´s own rules. We have a list to which we write down invoice numbers. In the event that any number is repeated, we want to be notified to that effect. For example, cells with the same number are stained red.

1. Highlight the cells you want to set the format

2. On the **Home** card, in the **Styles** group, click on **Conditional Formatting**. Select **Rules Management**

3. The Conditional Formatting Rules Manager will open. Click on **New Rule**

4. In the window that opens, select Format only unique or duplicate values

5. Select the **format** in which the cells are highlighted

6. Click on **OK**

Modifying existing conditions

1. On the **Home** tab, in the **Styles** group, click on the **Conditional Formatting**. Select **Management Rules**

2. The Conditional Formatting Rules Manager will open. Click to **select** the **rule** you want to edit

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

20/45

3. Click on **Edit the Rule**

4. A window opens with the selected rule. Adjust the settings as needed, and click **OK**

Removal of conditions

1 On the **Home** card in the **Styles** group, click **Conditional Formatting**. Select **Rules Management**

2. The Conditional Formatting Rules Manager will open. **Click** to select the **rule** you want to delete

3. Click on **Delete rule**

Superiority rules

When for the same range of cells, two or more rules are used, the following shall apply according to their precedence in the order in which they appear in the dialog box Conditional Formatting Rules Manager. The rule placed in the list higher is superior to the rule listed below. By default, **new rules are always added to the top of the list,** and therefore **have a higher importance.**

What if both rules apply?

For example, you have 2 rules set on a single cell. One states that when the number in the cell is greater than 10, it turns to green. The second says that if the number is greater than 15, it will be red. What do you think what color will be number 17? These rules are **contradictory.** Therefore it shall be used, which is superior (i.e., which is higher in the list of rules). If we had conditions which are **not contradictory**, apply both. For example, if it is greater than 10 it will be bold, if greater than 15 it will be red, then the number 17 will be bold and red.

Conditional formatting compatibility with versions of Excel 97-2003

To ensure backward compatibility, you can check the box **Stop, if the condition is satisfied**. Stop box, if the condition is not available if a rule uses data bars, color scale or a group of icons.

For example, if you set for the range of cells more than three conditional formatting rules, versions earlier than Office Excel 2007 will behave as follows:

• only the first three rules will be evaluated

• the first rule by superiority in which cells meet the conditions will apply,

• the rules contained in the hierarchy below the true rule will be ignored, even if they are true

To evaluate only the first rule, check the "Stop" for the first rule. To evaluate only the first and the second rule, check the "Stop" for the second rule. And if you want to evaluate only the first, second and third rule, check the "Stop" for the third rule.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

21/45

5.4. Advanced table sorting

We want to sort a table by type of aquarium, and also by the selling price. So we have two criteria.

1 Click to the table you want to sort (unless you have complied with the principles of the tables, just click in the header of any column in it)

2 on the **Data tab** in the **Sort & Filter group,** click **Sort**

3 Select the **first criterion**

4 Click the **Add Level**

5 Select the **second criterion**

and click to **OK.** The table is ranked

5.5. Text to columns

This simple, yet effective feature can save a lot of labor. You can use it when editing existing tables when importing text data into Excel and the like. What is it about? It can quickly divide the text into multiple columns. How would you list people by their last name? Probably quite difficult, because it is spelled wrongly. Not only is the full name in one column, plus even the name is the first. Its scope should be adjusted - to separate first and last name.

1. If to the right of the column, that you want to divide, there is not a blank column, **insert a new column.** (if you have not done so in this case, dates would vanish in the table - they would be replaced by surnames)

2. The   **Data** tab, **Data Tools** group, click **Text to Columns**

3 Click to open a dialog where you can choose in the first step, if the data are separated by a delimiter, or have a fixed width. In our case, the data are separated

4 Click on **Next**, and in the next box select the **Separator**. In our case it is **a space**

5 Click on **Finish**

6 The surname is moving into an empty column on the right. Do not forget to add **header** to the new column

5.6. Verification of cells

Data validation is used to determine the type of data or the values that users enter into a cell. For example, you can avoid entering data in a certain range of data, allow selection

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

22/45

through the list, and the like. Data validation is invaluable if you want to share your workbook with others and to ensure the correctness of the entered data.

We will try first to set cells in column A so that only dates of 2011 can be entered into them. The second example shows how to preset the list of city names into the cell.

Verification of cells with dates

1 **Highlight** the cells for which we want to set validation

2. On the **Data tab**, in the **Data Tools** group, click **Data Validation**

3. The box for setting data consists of 3 cards:

Settings - select **Enable** - D**ate**. To the Start date and End date, type start and end dates, which will be accepted

Inception report - here type the text that appears when the user clicks on a cell in which the verification is set

Error message-here set the permission level. You can write your own text that appears after you enter the wrong data. There are three options for setting the error message:

Stop : Prevents users to enter invalid data into a cell. The **Stop** error message has two options: **Retry** and **Cancel**

Note : Notifies the users that the data entered are invalid, while it does not such prevent them to enter. Users can click **Yes** to accept the invalid data, or click **No** indication to edit, or click **Delete** to remove it.

Information: informs the user that the entered data are invalid. But the data can be entered. It is the lowest level of "protection" for verification. Users can click **OK** to accept an invalid value, or click **Cancel** to reject

Verification of cells – use of the list

To ensure that the same texts were always used in the cells or to facilitate filling the tables, use this list on verification.

1. Highlight the cells where you want to add a list

2. On the **Data tab**, in the **Data Tools** group, click **Data Validation**

3. In the dialog box that opens on the **Settings tab,** select the **Allow List**

4. Into the **Source** field, type the text you want to appear in the list. Individual list items separate by a semicolon!

5. If necessary, set the **Input message**, and edit the **Error message**

6. Click on **OK** to add the list to the labeled cells

Removal of verification from cells

1. **Highlight** the cells where you want to remove the verification

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

23/45

2. On the **Data tab**, in the **Data Tools** group, click **Data Validation**

3. In the dialog box that opens, click **Clear All**

Removal of duplicates in tables

An excellent tool in Excel 2010 is a tool to remove duplicate. It is widely used in lists where you want to be sure that the table does not contain duplicate records. Attention, after entering a command and the selection of parameters duplicates are removed immediately! Therefore, you should always consider what you want to achieve by using this, and possibly do it on a copy of the table. In our demo we will try to get a list of contractors from a table.

1. Click the table in which you want to remove duplicates

2. Go to the **Data tab**, in the **Data Tools** group and click the command **Remove Duplicates**

3. In the window that opens, **select the data** to be checked. Select only Supplier

4. Click on **OK**

5. In the dialog box, you will be informed of the number of duplicates which have been removed

Subtotals

Excel allows you to create sub-totals for certain items.

1 Make sure the table for which you want the subtotal is in the following format:

      a. A column has a label in the first row and contains similar data

      b. There are no blank rows or columns in the table

2. It is necessary **to sort** the table by the customer (i.e. by the column for which you want to detect sub)

3. Go to the **Data tab**, to the group   **Review** and click **Subtotal**

4. In the box that opens, set the following:

     a. **At each change in column:** The *customer (i.e. the one that you list for which you want to   calculate subtotals)*

     b. **Use the function**: Sum (*depending on what subtotal you want, you can choose from several functions)*

c. **To add subtotal to the column:** Taking off (*select one or more columns in which you want results)*

5. Click on **OK**

6. Subtotals are added into the table

7. You have the option to control   via **the controls**

a. –They allow you to display / hide the whole level.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

24/45

b. – They reveal the details of a particular supplier

c. - They hide the details of a particular customer

Removing subtotals

1. Click on any cell in the table that contains subtotals

2. Go to the **Data tab**, in the group to **Review** and click on **Subtotal**

3. In the window that opens, click on **Remove All**

5.7.   Filter

Filtering tables in Excel is one of the most commonly used functions. The reason is its high efficiency in processing lists, as well as its easy use.

1. Click ion any cell in the table you want to filter

2 Go to the **Data tab**, **Sort & Filter** group, click on **Filter**

3. Filtering arrows appear in the header table

4. The actual filtering is then done by clicking on the arrow in the column you want to filter

5. After unpacking the menu, choose those items which are to remain viewed

Filtering numbers, date, text

According to the type of data you have in column (dates, numbers or text), you filter offers more options.

For example:

• Text filtering

• Date Filtering

• Numbers filtering.

Repeal of filtering

If you want the table to revert , click on Delete on the Data tab in the Sort & Filter group.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

25/45

5.8. **The most common functions-IF, VLOOKUP**

IF - this function is one of logical functions. It is one of the most used functions in Excel tables. Some examples of usage:

• typing different texts, under a conditions (e.g. at school, if a student has 53 points, passed. If less failed)

• use of different formulas, upon the condition (if the collection 150 or more, discount of the price will be 5%. If less , discount will be 1% of the price)

• hiding the error results of other functions

Consider a table which lists employees with details of their age, gender, number of children etc. If the employee is older than 60, the yearly medical examination is compulsory. Since we want Excel to fill it instead of us for which employee is that is mandatory, and for whom it is not.

Let's type then, what exactly we want from Excel:

If the value in cell **E2 is greater than 60**, then the examination **is mandatory**. If the condition does not apply, **it is not mandatory**.

We have established a condition, we know what happens if a condition applies and even if   not.

To insert a function:

1. Click on the cell where you want the result (F2)

2. On the **Formulas tab**, in the Function **Library function**, click on the icon for **logic** functions

3. Select the function IF (in Czech versions KDYŽ)

4. In the box with function arguments, enter the following parameters:

5. If you note carefully the previous text you will find that the parameters entered in box fit perfectly with what we wrote to our request to Excel:

• in the argument "**Logical text**"   we write **the condition** to be tested

• value of, if true is what the function does if the condition is met

• value of, if not true is what the function does if the condition is not met

6 Confirm by clicking on **OK**. The result in the first row is optional.

7 Copy the function into other lines of the table

Multiple condition

The condition of the previous example will be a little changed.   The Mandatory examination will only be for men older than 60 years (i.e. for women older than 60 years this is not mandatory). How would we write what actually do we want from Excel?

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

26/45

When the male sex (that´s C2 = "Man"), **as well as** age of more than 60 (E2> 60)

Then the examination is mandatory. If the condition does not apply, it is optional.

For that to use such multiple conditions we need a function that can say to the IF function that both conditions (gender and age) are met. This function is called **AND.**

1. Click the cell where you want to see the result (F2)

2. On the **Formulas** tab, in the **Library function** group, click on the icon for **logic** functions

3. Select the function IF (in Czech versions **KDYŽ**)

4. In the box with function arguments, click the first argument (Logical test). Through the **Field names**, select **AND** function. If it is not shown in the list of recently used functions, select "More functions" and look for it in the list.

5. In the box with function parameters **AND** set the following information as shown in the picture below. Note that if the cell value should be equal to the text that must be typed in quotation marks (C2 = "man").

6. Now we need to go back to the original IF function, so to add the remaining arguments needed to obtain the correct result.

In the formula bar, click on the word **IF**

7. This will change the box with those arguments again to IF function:

8. Fill arguments **Value_** if-true (we will type **mandatory examination** there), and value if-false (optional examination)

9 Click on **OK** to copy the function into the other table rows.

VLOOKUP

It is a very frequently used search function. Its use is explored on an example of the union of two tables. Let us have two tables. In one there is our employee´s name and its inclusion in the tariff class. The table contains 100 employees. This table is placed on a sheet of **Employees (**A). The second table is smaller, containing only the number of the tariff class and an hourly rate that this tariff class belongs to. This is placed on the sheet **Tariffs** (B). Our task is therefore based on the employee´s wage grade to assign the correct hourly rate.

1. Click on the cell where you want the result

2. On the **Formulas** tab, in the **Library function** group, click on the icon for the **search** functions

3. Select the function **VLOOKUP** (Czech version of SVYHLEDAT)

4. This function has 4 arguments. Fill in the following:

Sought value – enter cell B2 = the cell on the basis of which the search rate per hour is to be found

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

27/45

Table field - select a table on the sheet Tariffs = the table where in the first column is to find the appropriate class from which the result is to return, that is the hour rate. Here it is appropriate to consider the fact that we are, after the function has been entered, to copy it in other lines of the Employees table. It is therefore necessary to fix the extent by using the F4 key

Column index _number - type number 2 = in the table of tariffs, we want a detail from the second column (rate per hour).

Search range - type 0 = you need to find the exact value that is in the cell B2

5. Confirm the settings by clicking on **OK**. Copy the function onto other lines of the table Employees.

5.9. PivotTables

Principles for creation of the source database in Excel

For tables that you use as a source of contingency tables apply certain principles (in essence the general principles which should be followed when creating spreadsheets in Excel):

 • The first line must contain the heading of each column. Excel uses these headings as field names that can be used to create a PivotTable

• The header must be a single-line, avoid using cell merging

• Within the data extent no blank rows or columns should occur

• Each column should contain only one type of data - text, number or date

• If the source data contain automatic subtotals and grand totals created with the Subtotals on the Data tab, before creating a report, use this command to remove them

• To work with the filtered data, use the Advanced Filter command, whereby you create a filtered list in a different place than the original. Do not filter the data to its original location and do not use the AutoFilter command. In this way you will only to hide some information, but the PivotTable report will contain all the data from the list.

• Between the actual list and other data (e.g. end totals) skip one line

• It is appropriate if there is one list (database) on one sheet

Creation of a PivotTable

The use of Pivot Tables will be shown on the following example. Consider a table with three types of aquariums. The table contains about a thousand rows (records). It

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

28/45

contains the data for each sold Aquarium - delivery date, price, freight or complaint, and what branch was it sold from.

Our task is to determine *how many units of different types of aquariums were sold.*

1. Click on the table data that you want to use to create a PivotTable

2. On the **Insert** tab in the **Tables group,** select **PivotTable**

3. In the dialog box that opens, check the data source. If it is correct, click **OK**

4. An empty PivotTable is placed on a new sheet. Here you can see the **PivotTable Fields** (it's actually the head of the table where we started), and also the **Options** tab and **Motion**, belonging to the **PivotTable Tools.**

5. Under the PivotTable fields you will see the PivotTable areas, which serve to move fields and thereby creating a PivotTable itself. There is **a Filter assembly, Column labels, Row Tags and Values.**

6. To find out the answer to our question - how many units were sold from different types of aquariums, move the Type field to Row Labels

7. Now move the same field (type) to the area of **Values**

8. Try now to take the Branch field, and drag it into the **Column Labels**. The table will show the total number of sold aquariums of various kinds, according to branches

9. Try also experimenting with different options to view the data. E.g. move the branch field   to Row Labels, and change the order of Fields, Types and Branches in Row Labels and see what effect it will have on the data in a PivotTable

Change of the summary function

As you move into the Values a field containing **text,** the contingency table will use the **COUNT** function. As you move into the Values a column that contains numbers, it will make **TOTAL**. How to change the function of the sum for instance to an average, maximum or minimum?

1. In the Values area, click the **field arrow**, you want to change the function (for example, on average)

2. From the selection menu, select **Setting the field value**

3. Select function in the box as required (average)

4. Click on OK

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

29/45

What if you want to have **multiple functions calculated from the same column** in the table**?** For example, in our source table the column is Price. We therefore want to find out what the average price for each type, and also what was the highest and the lowest price   for   this   type.

1. You have to pull 3x the **Price** field   to the Values area

2. Using the procedure for changing the aggregate functions described above, change on average the first field, the second to the maximum and third to the minimum

3. In the PivotTable then all three results will appear:

4. Logically field labels can be rewritten for instance to the Average price, Highest price and Lowest price

Resizing numbers in PivotTable

In the previous example, numbers with a large number of decimal places went out. We would therefore to achieve only 2 decimal places, while displaying the symbol € at numbers.

1. In the **Values** box, click on the **field arrow** you want to change the number format

2. From the menu select the V**alue field settings**

3. Click on the **Number format**   at the bottom of the dialog box that opens

4. By this you will open a box for setting the number format. Here select the category **Currency**, number of decimals **2**, symbol **€**

5. Confirm with **OK**. Do the same process with all fields on which you want to edit the number format

Updating PivotTable

Update PivotTable whenever there is a change in the data source table. Updating can be found **in the PivotTable Tools**, **Options tab**, in the **Data group**. Click on the Refresh bottom to update the PivotTable.

Beware, if you fill the next record (row) in the source table, you must:

• Either insert the new line **inside** the existing table

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

30/45

• or change the source data for the PivotTable by its overwriting in the **PivotTable Tools**, **Options tab**, in the **Data group**. Click here to **change the data source** and adjust the scope to match the new source.

5.10. Setting a page

Repeating table column headings on each page

1. On the **Page Layout** tab in the **Page Setup group**, click on **Print headings**

2. In the box that opens, click the field to **repeat top rows**

3. In the table select one or more rows to be repeated on each printed page

Header and footer, page numbering

On the **View** tab, in the **Workbooks group viewing**, click **Layout**. The display switches to the view in which you can add headers and footers, page numbers, date, time, file name, and the like. Header and footer are divided into 3 parts (left, center and right). Click to view any of the tools headers and footers, with the **Proposal** card. Here you will find all the tools to work with header and footer. To the classical view of an excel table you will return by click on **Normal** on the **View tab**, in the **Workbooks group viewing.**

5.11. Graphs/Chart update

Creating a chart

1. Highlight the data you want to create a chart from

2. On the **Insert** tab, in the **Charts** group, select the type and subtype of a chart you want to create

3- Chart is inserted

Graph/Chart update

1. After marking a graph **the chart tools** will display, with three tabs: **Design**, **Layout**, and **Forma**t

2. If you wish to modify any part of the graph, highlight it, and on the **Layout** tab, in the **Current Selection** group, select **Format the Selection**. This will open a dialog box for editing the specific part of the chart with all available options

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

31/45

3. To add and edit the names in the chart, use the button in the **Labels** group in the **Layou**t tab

A combined graph/chart

1. Highlight the table from which you want to create a chart

2. On the **Inser**t tab, in the **Charts** group, insert a column chart

3. To create a combination chart by changing the type of one row chart to the bar chart, mark it

4 In the Chart Tools on the **Design** tab in the **Type** group, click on **Change Chart Type**

5 In the menu select the bar type

Chart with two Y axes

This chart is used when you have data in a table with large variations (e.g. one value in the tens, second in thousands etc.).

1. Create 2D column or bar chart

2. Mark the row which is to be on the minor axis Y. If you cannot mark it right by clicking, mark it by selecting the **Chart elements** (Layout tab, Current Selection group, Chart Elements, Drop-down button)

3 In the Chart Tools, in the **Layout** tab, in the **Current Selection** group, click on **Format Selection**

4 In the dialog box that opens, select Options series - **Secondary axis**

Curves

Using curves is something new in Microsoft Excel 2010. The curve is actually a small chart displayed in a cell. You can use them to show trends, such as increases and decreases, economic cycles, or to highlight maximum and minimum values. The data displayed in a row or column chart are useful, but these trends can be recognized at first sight hardly. The cell location with the curve next to data enables quickly to see the relationship between the curve and the associated data, and when the data are changed, such change immediately can be seen in the corresponding curve. Curves can be created for a single cell, as well as for the cell area.

1. Select a blank cell or group of empty cells in which you want to insert one or more curves

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

32/45

2. On the **Insert** tab, in the **Curves** group, click on the type of curve you want to create: Line, Column, Profit or Loss

3. In the field of the Scope of the data   specify a range of cells containing the data to be used to create curves

4 Then click on OK

5 After creating one or more curves **Tools curves** will appear, with the **Proposal** tab**.** They will be displayed whenever you mark any cell with the curve. You can edit the curve, change the type of the curve, turn on the display of important points, etc.

5.12. Introduction to macro creation

If you have tasks you perform repeatedly, you can record a macro to automate them. Macro is actually an action or set of actions that you can run any number of times. When creating macros you record mouse clicks and key presses. This is the easiest way to create a macro. A more difficult (but certainly more complex) solution is programming. This is not to be addressed to   in this guide because it's a very large issue.

What to watch out for?

• When recording macros **all steps** that are to be to execute by the macro (and which you are "pointing" to) are recorded.

• Navigation on the Ribbon is not included in the recorded steps

• Before recording macros go through all the steps you want to record, to avoid unnecessary and erroneous   orders

• If you mark a cell **before you start recording**, the macro will then work with the currently selected cell. However, if you select a range of cells **while** recording a macro, the macro after the run will always come back to these cells

• If while recording macros you will use **dialog boxes** to change the properties in macros,   **all** the features of this box will be recorded in this macro

Recording a macro

Let us show you a simple macro to change the format - for example, it will set the font color to blue, the font will be bold.

1. Highlight one cell

2. On the **View** tab, in the **Macros** group, click on **Record the Macro**

3. Enter a **name** for the macro in the dialog box, we have called our macro *CellChange*

  (Do not use spaces and punctuation)

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

33/45

4. Add a **description** of the macro that you or other users know what the macro does

5. When you click on **OK,** recording of the macro begins. Attention, all you now do is recorded!   Use the ribbon to set the blue color and bold letters

6. After setting, click on the **Stop recording** (on the left of the status bar - the lower left corner of the   Excel box)

7. You have now created your first macro

Starting up a macro

Now you can try your hand at macro practice.

1 Highlight the cells with text or numbers that you want to edit using the recorded macros

2 On the **View** tab, in the **Macros** group, click on **View Macros**

3 In the box with recorded macros mark that one you want to run

4 Click on **Start**

5 The   cells were adjusted – they are blue and bold

Running a macro using the icon on the Quick Access panel

The running of macros via the View tab described above is tedious. If you have tried the macro, and it works, create a custom icon for it on the belt for **Quick access** (or on your own or an existing card. The procedure how to create such a card is described at the beginning of the manual).

1. Click on the arrow of **Customize the Quick Access panel**

2. Select **More Commands**

3. In the dialog box **choose commands** from: select **Macros**

4. **Highlight** the macro you want to add and click on **Add**

5. To **change the icon** that has been assigned to the macro, mark it in the **right pane of the box** and click on **Edit**

6. Select the icon you want to use for the macro and click on **OK**

7. Preview of the panel **Quick access** to an added macro (macro icon has been changed to a blue square)

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

34/45

Removing macros

If you do not want the macro (no longer needed or have found that it is malfunctioning), you can delete it

1. On the **View** tab, in the **Macros** group, click on **View Macros**

2. In the box with recorded macros **indicate** that macro you want to delete

3. **Click the Delete**

5.13. **Filtering and removing duplicate values**

Do you know how to make it? If now please watch our video!

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

35/45

6. POWERPOINT

6.1. PowerPoint 2010: screenshots, transitions, animations and video

New PowerPoint from the Microsoft Office 2010 brings many exciting improvements. The whole package is just the PowerPoint, which contains most news. It adds new effects to presentations and leads you to edit video.

The new PowerPoint 2010 still remains primarily a presentation tool, which is well known not only to those of you who create presentations. After circulating the internet, quantity humorous or informative presentations for the opening of which you just need PowerPoint.

But back to the earnest use of PowerPoint. It is one of the most commonly used tools for creating presentations at all. Microsoft pays due attention to it and to the new version in 2010 added a number of new moments, which in any case are not just cosmetic changes of another solution of the same problem.

In all applications you can find equally looking carts Ribbon, which in the new version changes the color from blue to gray and slightly modifies the previous design. The round Office button disappeared and is replaced with a rectangular one, positioned so as to fit into the ribbon. Innovation in all programs is also Backstage mode, which switches by pressing the Office button. Here you can save the presentation, preview, print individual slides and create new presentations using templates.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

36/45

New graphics and clustering in section

As in other programs and in PowerPoint 2010 too, expanded the objects menu inserted by offering a variety of SmartArt graphics elements. There is also the presence of live view. News that appeared in the 2007 version and allowed immediate formatting result adjustments display before the acknowledgment is (not only) in PowerPoint 2010, also extended to support embedding content. You can see how the embedded content changes using one of the available target formatting.

Much more interesting change is the function Sections. Images in large-scale presentations are grouped with its help into logical sections. Thanks to it when editing presentations you will move easier in its content.

Screenshots in presentations and image editing

Several times discussed New of Microsoft Office 2010, and namely a support for embedding of screenshots, of course, is also not missing in PowerPoint. On the Insert tab you will find a Screenshot button, which displays either directly thumbnails of open applications and when you click they are inserted into Slide, or the Screen Clipping is offered, with the help of which you choose a specific part of the screen.

Editing images passed a slight improvement in Microsoft Office 2010, so even PowerPoint now offers features for background removal and image editing with a few effects. Trimming to shape or aspect ratio sound promising.

Transitions – transition effects

Transitions tab in PowerPoint 2010 is brand new, although the transition effects you could apply to individual slides in earlier versions of the program. The tab itself offers more space and therefore several advanced settings for transitions.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

**37/45**

Animation effects

When you switch on the Animations tab, where transitions occurred before, you will find that their place was replaced with new features. They are used to set various animation elements for the selected image. Unlike previous versions it is available here a really large variety of animations, which revive your presentations. It works here a live preview, too. Using Painter tool   you can then easily copy the animation applied from one object to another.

Edit videos right in PowerPoint

The support of video embedded into the slides was completely and fundamentally revised in PowerPoint 2010. After labeling the video instead of the previous functions for setting the format   features for video editing are displayed. Directly in PowerPoint you will cut the unnecessary parts of video, fill a variety of effects and bookmarks. View controls of the nested player are optional.

Video can be found also in the export opportunities. It is possible to export the finished presentation as the video file.

Other news in PowerPoint 2010
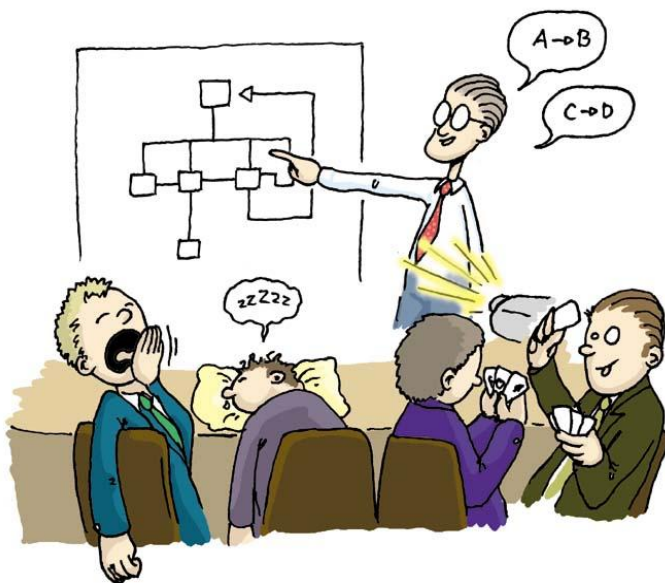
An interesting improvement is the sending of a presentation to be shown on the web by Broadcast Slide Show feature. Target users can simply look the presentation in the web browser space on the canvas. The timing setting and support of the narration were improved too. In PowerPoint 2010, there you will find a complete system for dealing with revisions, such as we know it from other Microsoft Office applications. If you want to look how presentation actually looks like, use the new Reading Mode. It replaced the original full-screen preview.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

38/45

PowerPoint 2010 is a success and is one of the most adapted program in the whole Microsoft Office 2010. On the other hand, changes in the presentation program would probably not be what the user would be prompted to upgrade from Microsoft Office 2007.

6.2. PowerPoint 2010: multimedia presentations with a minimum size

If you insert photos or videos into your presentation, the resulting size can easily reach several tens of megabytes. To send a presentation via e-mail is not just efficient. PowerPoint 2010 allows you to perform a compress of your multimedia files and significantly reduce their size.

When inserting to your presentation videos, images and use various graphic styles, its final size is also growing, so that the deposit can also easily reach many megabytes. Then, such presentation, if you want to send it as an e-mail or share it on the Internet, its size may be a problem.

Compressing audio and video

PowerPoint 2010 provides a handy function Compress Media, which can easily reduce the size of the presentation by tens of percents. It can in fact compress the audio and video, which were inserted directly into your presentation.

Insert therefore into the presentation multimedia files or open an existing presentation and in the File menu, click on Info. In the right pane Compress Media button should appear.

If you click on this button, a menu will appear, from which you can choose the compression rate of loaded media:

▪ Quality Presentation - PowerPoint will attempt to compress the size, without causing a more pronounced decline in the quality of sounds and videos. Do not wait from this option you will save too much space..

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

39/45

▪ Internet Quality - embedded video and audio files will be compressed to such an extent that their quality is comparable to those streaming via the internet. To share your presentation via the Internet, this option is ideal.

▪ Low Quality the highest possible degree of compression, in which it will be a noticeable drop in the quality of video or audio files. However, if you send a presentation via e-mail, this option really achieves a significant reduction in size.

After selecting the type of compression a dialogue appears that will inform you about the course and the total size by which the presentations is smaller.

Image compression

Size presentation can also be reduced by compression of images, especially then when you have a few dozens of them in your presentation.

Highlight any one of the images, and then switch to the Format tab, which will be located right behind the others. Under Adjust then click Compress Pictures.

You'll be prompted to set compression parameters. Tick the item Apply only to this picture only the selected picture will be compresses but if uncheck all will be compressed. Another item then will ensure removal of unnecessary trimmed areas.

Under Target output then select the amount of compression. For the presentation of material on the projector or monitor option Screen (150 ppi) is enough, if you want to send a file by e-mail, check item E-mail (96 ppi), then click on OK.

Create a photo album in PowerPoint

Do you want to send your friends photos nice looking photo albums in an electronic form? You do not have to install special software, just when   use PowerPoint services that you have on your computer.

PowerPoint is primarily designed for other tasks than for creating electronic photo albums that you send to your friends. But surely you ever received an e-mail PowerPoint

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

40/45

presentation, which turns different pictures and music plays in the background. Try to create something similar. PowerPoint 2007 makes sure that the album will have an interesting look, and you will only supplement a few shots and the basic setup.

Even before you start the creation of the PowerPoint photo album, reckon with the fact that the result will be saved as a file that can be opened again only in PowerPoint. This album is not intended to replace a web gallery or programs to manage images. It may, however, be an interesting electronic gift.

Adding images to album

Start with a blank PowerPoint presentation, switch to the Insert tab and press the album. In the new window proceed by clicking on the File or disc button. A classic dialogue will appear for file browsing. Select one or more images to open them. Adding more images can be repeated at will. You will see the list of images in the box Pictures in the album. When you click on one of the lines to the right a preview images will display. The pictures can be completed with images having textual descriptions - Use the New text box button.

Adjustment of the appearance of the album

Use the arrow keys to adjust the order of the images. Below the preview there is a set of keys, which in turn, if necessary, adjust the currently selected images, the brightness and contrast. From the picture layout you choose such a choice that will suit your idea of the album. The default view, which is around Slide the photograph itself, for example, you can replace a single image displayed with heading. Follow the visual illustration under a preview. After setting use the Create button to switch to the main box of PowerPoint.

Adding titles and other adjustments

If you want to show pictures, including titles, you must type them manually. In the images preview panel click on gradually. PowerPoint indicates you that you must finish the necessary text. Switch to the Motion tab and from the Themes menu select such that you will enjoy. The default theme is generally viewed first, therefore you have the option of return. Go to the Animations tab, select one of the visual effects to accompany the

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

41/45

change of image when viewing. After labeling connect it to other images by clicking on Apply to All.

Background Music

If you wish, add soft music to a photo album in the background. To start playing immediately when you start the presentation, move to the first slide. Prepare the song file, go to the Insert tab and press the Voice key. In the dialog select the ready file. When asked how you want to run audio in your presentation, answer automatically. Mark the embedded image representing sound mark. On the Options tab, tick the Hide during your presentation, repeat to the end of menu and select Playback within a few shots.

Saving a photo album

Once you have your photo album in PowerPoint ready, so see it running from the beginning to the Slide Show tab (F5). If you are satisfied with the result, then store the album using the Office button in the upper left corner.

Beware of size

If you decide to send the just created in PowerPoint photo album by e-mail, beware of its size. The more big pictures, you put into it the resulting photo albums file will be bigger and some e-mail boxes may have a problem with the sending or receiving. In addition, many experienced users do not like watching how they like presentations due to reduced spare capacity of their mailboxes. Do not send thus albums without prior agreement.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

42/45

6.3. **PowerPoint advertisement**

If you want to know how to make advertisement with help of PowerPoint please check our video.

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

43/45

7. REFERENCES

"A Leonardo da Vinci Project"
e-LIFE – e-Learning Virtual Center for People with Physical Disabilities
2011-1-RO1-LEO05-15322

44/45