



Review of PowerPoint I

What we have learned so far...

- PowerPoint is a presentation program that allows you to create a slide show incorporating text, graphics, sound, video and animation.
- Parts of the PowerPoint Window including: Slide Pane, Outline Tab, Placeholders, Slide Thumbnail and Notes Pane
- Inserting, Arranging and Deleting Slides: Content and information.

By the end of this class, you will be able to do the following:

- Add graphics, transitions, and animations
- Add/edit headers and footers
- Insert hyperlinks

Header/Footer

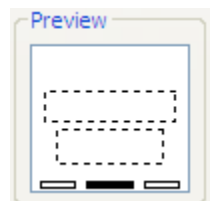
You can insert headers and footers into your PowerPoint presentation. The **header** is an area separated from the main body of the slide and appears in the margin at the top. It contains information that is repeated on each slide. The **footer** is an area separated from the main body of the slide and appears in the margin at the bottom. It contains information that is repeated on each slide.

Insert a Header or Footer

- On the **Insert** tab, in the **Text** group, click **Header & Footer** button.
- The *Header & Footer* dialog box will appear. It has two tabs, *Slide* and *Notes and Handouts*.
 - You can create headers and footers for both the slides and the notes.

Slide

- In the *Include on Slide* section you can include the **Date and Time**, **Slide Number** or **Footer**, which allows you to type in text that will appear in the footer.
- Check the box next to the option you want to include.
- In the *Preview* section on the right, that option will become black to show that it is included on the slide. Each header and footer option has its own location on the slide.
- If you do not want the footer to appear on the title slide, click the **Don't show on title slide** box at the bottom.
- When finished, click the **Apply** or **Apply to All** button.
 - **Apply** will apply the footer only to the selected slide.
 - **Apply to All** will apply the footer to all slides, existing or new.
- Once the footer is inserted into the slide, you can treat it like a text box. You can move the location of the text boxes by clicking and dragging them.



Notes and Handouts

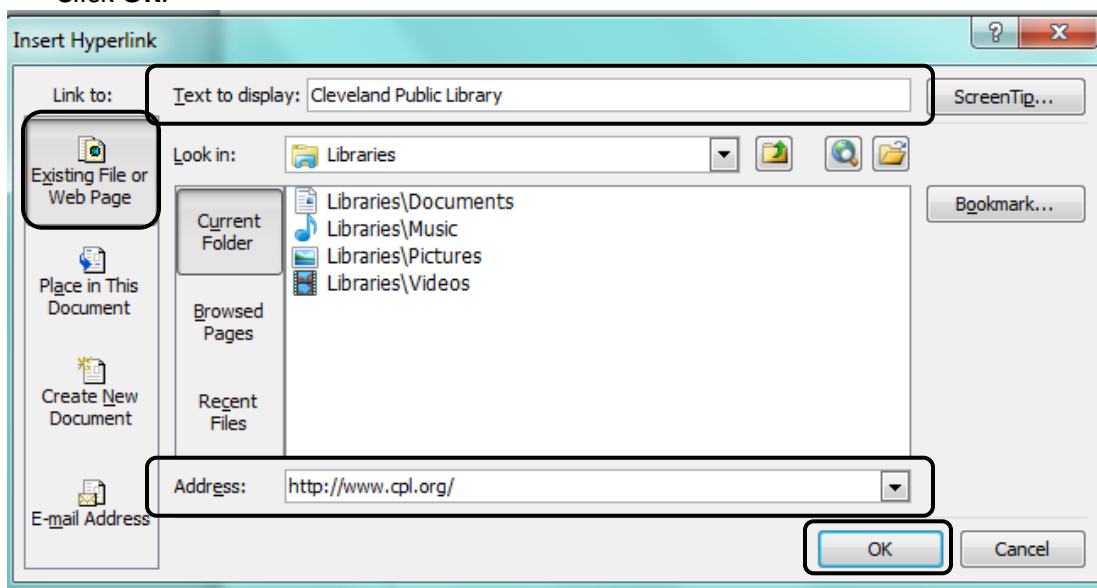
- In the *Include on Page* section you can include the **Date and Time**, **Header**, which allows you to type in the text that will appear in the header, **Page Number** or **Footer**, which allows you to type in text that will appear in the footer.
- Check the box next to the option you want to include.
- Page Number may already be selected.
- In the *Preview* section, that option will become black to show that it is included on the slide. Each header and footer option has its own location.
- When finished, click the **Apply to All** button.

Hyperlinks

You can create a link to a webpage, picture or other document, email address or program that will open during your presentation. For instance, you can create a link to a webpage you want to show during a presentation. When you create a hyperlink for a webpage you must have access to the Internet in order to open the hyperlink. When creating a hyperlink to another file, both your file and your PowerPoint file must stay in the same location so the computer can follow the path you create.** To create a hyperlink to an email address you must have both access to the Internet and to Microsoft Outlook.

Create hyperlink to a webpage

- Select the text that will be the link you want to click on to open the webpage.
- On the **Insert** tab, in the **Links** group, click the **Hyperlink** button.
- The *Insert Hyperlink* dialog box will appear.
- Click **Existing File or Web Page** on the left.
- **Text to display:** should read the text you selected before clicking the Hyperlink button.
- Click in the **Address:** type the Web address, starting with **http://**.
- Click **OK**.

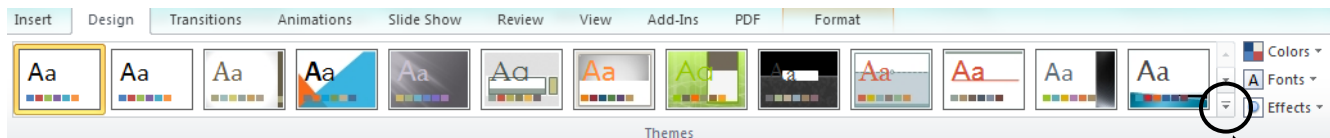


- In Normal View, the text will be a different color and underlined. [Cleveland Public Library](#)
- You cannot open the hyperlink in **Normal View** by clicking on it.
- Click the **Slide Show View** button in the status bar.
- Click on the **hyperlink** to make sure it works.
- Press the **ESC** key to return to **Normal View**.



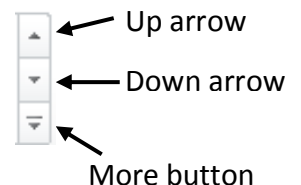
Themes

You can quickly change the overall theme or look to your presentation by using the **Themes** group.



- On the **Design** tab, in the **Themes** group, click a **Theme** button.
- Click the up or down arrows to scroll through more themes.
- Click the **More** button to pull the theme gallery down.
- As you mouse over a theme, your slide will preview the theme.
- Click on the theme you want to apply.

More button



Up arrow

Down arrow

More button

Background Style

You can change the background style of all slides in your presentation at once. This will change the look of your **Theme**. The selection of background styles that can be chosen depend upon the design theme that has been selected.

- On the **Design** tab, in the **Background** group, click the **Background Styles** button.
- A gallery of background styles appears. Click one to select it.

Background Color (Individual Slide)

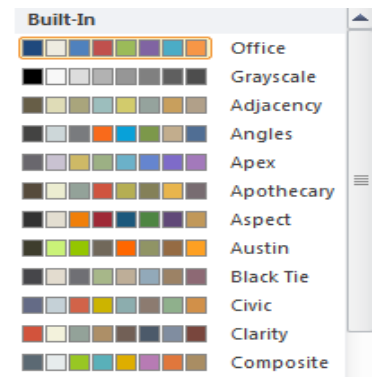
If you only want to change the background color of one slide, you can do that without changing the **Theme** or **Background Style** of the entire PowerPoint presentation.

- In the *Slides Tab*, right-click on the thumbnail of the slide you wish to change.
- Select *Format Background* from the shortcut menu. The *Format Background* dialog box appears.
- Click **Fill** (on the left).
- Click the radio button next to **Solid Fill**.
- Click the **Color** button, and select a **new color**.
- Click **Close**.
- Only the slide you right-clicked on will have that new background color you chose. All of the remaining slides will reflect the theme/background style already chosen (or **Office Theme** if no background style has been chosen).

Color Schemes

Change the color scheme of your slide design.

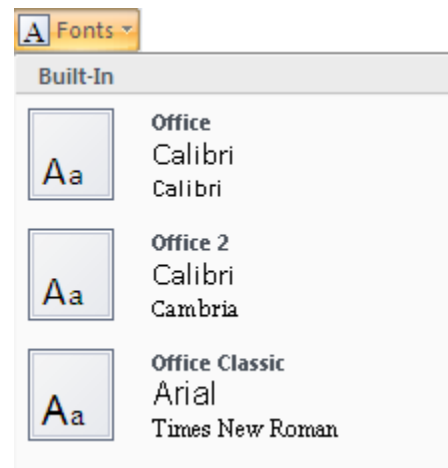
- On the **Design** tab, in the **Themes** group, click the **Colors** button.
- A menu of color schemes will appear.
 - *Create New Theme Color* will allow you to decide which element is which color.
- As you mouse over a color scheme, your slide will preview that scheme.
- Click on the color scheme you want to apply.



Font Schemes

Change the font scheme of your slide design.

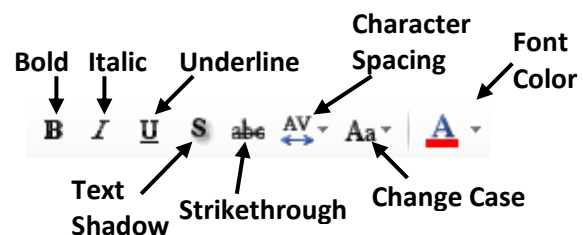
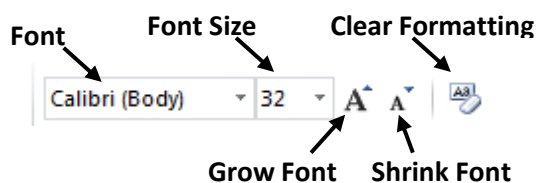
- On the **Design** tab, in the **Themes** group, click the **Fonts** button.
- A menu of schemes will appear.
 - *Create New Theme Fonts* will allow you to decide which element is which font.
- As you mouse over a font scheme, your slide will preview that scheme.
- Click on the font scheme you want to apply.



Font

PowerPoint has Font Schemes and Font Color that will change the overall look of the presentation, but you can also change the font formatting of individual text.

- Click the **placeholder**.
- Select the **text** within the placeholder.
- On the **Home** tab, in the **Font** group, use the **Font** formatting buttons.



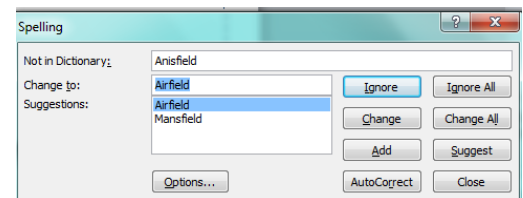
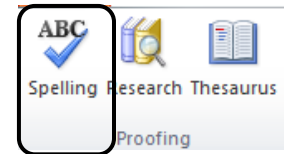
Spelling

By default, PowerPoint checks spelling and grammar automatically as you type, using wavy red underlines to indicate possible spelling errors and wavy green underlines to indicate possible grammatical errors. Wavy blue lines indicate possible contextual mistakes (their vs. there). Not all instances of wavy red or green lines means something is wrong. Remember it is important to always read through your presentation when complete.

eMedia

Check spelling and grammar at once

- On the **Review** tab, in the **Proofing** group, click the **Spelling** button.
- The *Spelling* dialog box appears.
- The first perceived misspelled word appears under *Not in Dictionary*.
 - In the *Change to:* box, enter a new spelling and then click **Change** or **Change All**.
 - In the *Suggestions* box, the first suggested correction is highlighted.
- You then have the option to **Ignore** or **Ignore All**, **Change** or **Change All**, **Add**, **Suggest**, or **AutoCorrect**.
 - **Ignore** or **Ignore All** disregards the instance of the spelling or all instances of it in your presentation.
 - **Change** or **Change All** applies the highlighted word in the *Suggestions* box to the current word or to all instances of the word in your presentation.
 - **Add** will add the new spelling to the dictionary in PowerPoint.
 - **Suggest** will highlight the first word in the *Suggestions* box.
 - **AutoCorrect** will add a word to the AutoCorrect list to be corrected in the future as you type (if this is a mistake you commonly make).
- After selecting an option for each word, you will be directed to the next perceived misspelled word.
- When complete, a dialog box stating *The spelling check is complete* will appear. Click **OK**.



Hide Slides

You can hide a slide from your presentation so it does not appear in your main slide show (**Slide Show** view). This can be particularly useful if you are showing your presentation to different audiences that do not need to see all information in your presentation. Once the slide is hidden, the slide is still in the file and can be unhidden.

- In the **Slides** tab, right-click on a slide thumbnail.
- Select **Hide Slide** from shortcut menu.

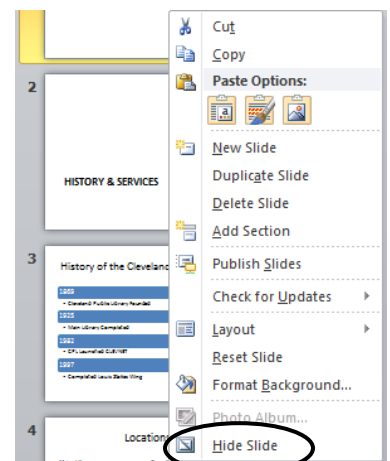
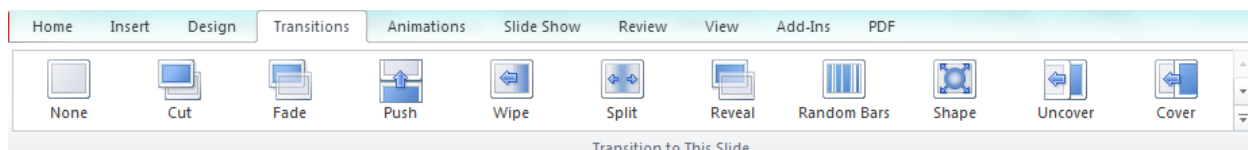


Figure 1 Hide Slide

Transition

Transitions determine how your presentation moves from one slide to the next. By default, they just appear when you advance to the next slide. In PowerPoint you can add a special effect when advancing.

- On the **Transitions** tab, in the **Transition to This Slide** group, click a **Transition** button.



- Click the up or down arrows to scroll through more transitions.
- Click the **More** button to pull the transition gallery down.
- Click on the transition you want to apply.
- Next to the thumbnail of the slide in the **Slides** tab, a shooting star will appear representing the slide transition that has been applied.



Transition Options

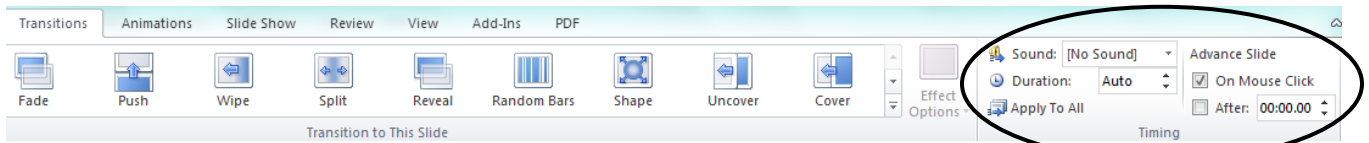


Figure II Timing group

Sound

Add a sound to the slide transition.

- On the **Transitions** tab, in the **Timing** group, click the **Sound** drop-down menu.
- Click on a **sound**.

Duration

Change how fast or slow the transition takes place.

- On the **Transitions** tab, in the **Timing** group, click the up or down arrows next to **Duration** (or type in the number of seconds you would like that transition to take).
- Set the speed of your transition (how quickly your next slide appears after the previous one is complete).

Apply To All

A transition can be applied to all slides, or you can create a different transition for each slide. You must select the slide first, and then select the transition if you want a different transition for each slide.

- On the **Transitions** tab, in the **Timing** group, click the **Apply to All** button.

Advance Slide

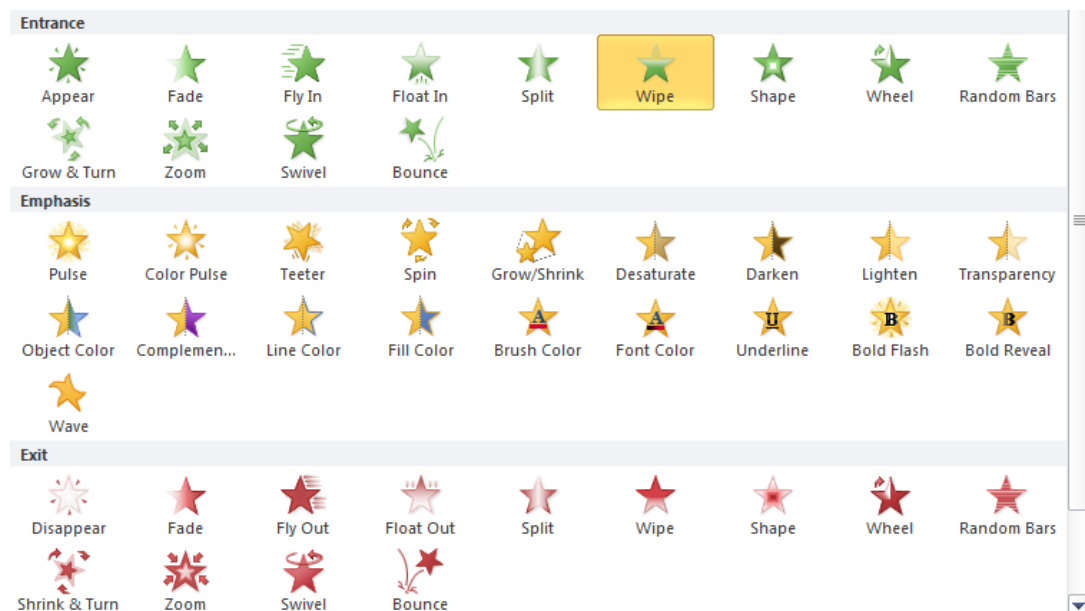
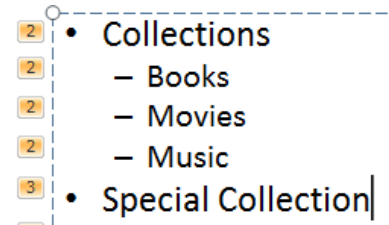
You can advance the slide on a mouse click or automatically. If you choose automatically, you must know how much time you need on each slide. The default is *On Mouse Click*.

- On the **Transitions** tab, in the **Timing** group, click **Automatically After** checkbox.
- Click the up or down arrows to set the automatic timing of your slide advancing or type in the amount of time you would like.

Animation

Animation creates a special visual effect which controls how text or an object are displayed on your slides. For example, you can have your text bullet points fly in from the left or one word at a time. You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in the presentation.

- Select the text or object in the slide for which you want to apply animation.
 - If you just click in the content placeholder, all the content will have one animation.
 - For text, each bullet point can appear with its own animation assigned to it. You can highlight one bulleted item at a time or an entire section of bulleted items.
- On the **Animations** tab, in the **Animation** group, click an animation button.
- Click the up or down arrows to scroll through more animations.
- Click the **More** button to pull the animation gallery down.
- As you mouse over an animation, your slide will preview the animations.
- Click on the animation (Entrance, Emphasis or Exit) you want to apply.



You can also add animation in the **Advanced Animation** group.

- On the **Animations** tab, in the **Advanced Animation** group, click the **Add Animation** button.
- This will give you a similar gallery (above) that the **More** button in the **Animation** group gave you.

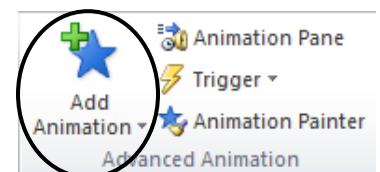


Figure III Advanced Animation Group

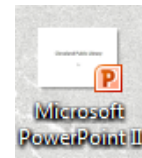
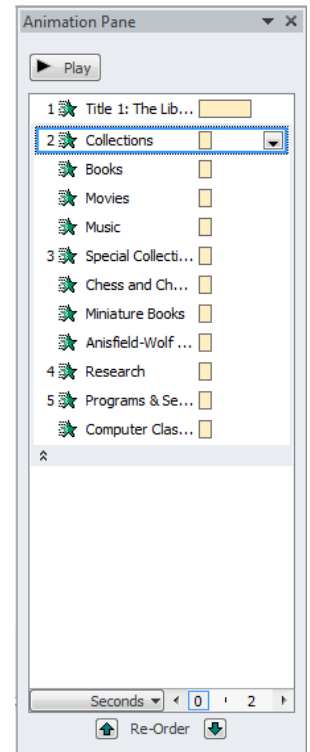
You can edit animations from the *Animation Pane*. The *Animation Pane* will allow you to preview, re-order and change the timing of your animations.

- On the **Animations** tab, in the **Advanced Animation** group, click the **Animation Pane** button.
- The *Animation Pane* will appear.
- As you add animation, a number (which defines the order of your animation) will appear in the *Animation Pane*.
- The order you add animation is the order they will appear.
- **Play**: Allows you to view the entire slide's animation in **Normal** view.
- **Seconds**: You can choose how fast your animation will be displayed.
- **Re-Order**: You can change the order of how your animation appears. The up and down arrow will move the selected animation up or down.

Save as PowerPoint Show

After saving your presentation as a Microsoft PowerPoint Presentation file, you can save it as a PowerPoint Show. This file type does not open in **Normal** view, only **Slide Show** view.

- Click the **File** tab and click **Save As**.
- The *Save As* dialog box will appear.
- On the left, select the location where you want to save your presentation.
- Click in the *File name* box to type the name of your presentation.
- Click the *Save as Type* drop-down menu and select *PowerPoint Show*.
- Click **Save**.
- Open the **PowerPoint Show** by double-clicking the icon that looks like this:
 - You must go to the original PowerPoint file to make any changes.






EXERCISE

Edit a slide

1. Open the **Microsoft PowerPoint II** file located on the *Desktop*.
2. Click the **slide 2** thumbnail in the **Slides** tab (on the left).
3. On slide 2, click **Click to add text**, type *1869-Present Year (example 2012, 2013, 2014)*.

Insert a new slide

1. Click the **Outline Tab** (on the left). 
2. Click on **slide 10**.
3. On the **Home** tab, in the **Slides** group, click the **New Slide** down-arrow.
4. A menu will appear, select **Title & Content**.
5. A new *slide 11* will appear with the cursor next to it. 
6. Type *CPL Catalog*.
7. Press **Enter**.
8. Press **Tab**.
9. Type *CPL Bibliocommons: cpl.blibliocommons.com*.
10. Press **Enter**.
11. Press **Tab**.
12. Type *Search for materials*.
13. Press **Enter**.
14. Type *Place holds*.
15. Press **Enter**.
16. Type *Manage library account*.
17. Click the **Slides Tab** (on the left). 

Save & View the Presentation

1. Click the **Save** button located in the **Quick Access** toolbar.
2. Press **F5**.
3. Click the **mouse** or press the **right-arrow** to advance to the next slide.
4. After the last slide, your screen will go black; click your mouse.

Add notes (slide 4 and slide 8)

1. Select **slide 4**.
2. In the *Notes Pane*, click **Click to add notes**.
3. Type *Main has two buildings, Main Library and Louis Stokes Wing*.
4. Press **Enter**.
5. Type *CPL has 28 branches*.
6. Select **Slide 8**.
7. In the *Notes Pane*, click **Click to add notes**.
8. Type *2012 is projected based on a 1.8% increase thus far in the year*.

Add Slide Numbers and Footer

1. On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.

2. The *Header & Footer* dialog box will appear; the *Slide* tab should be selected.
3. Click the **Slide number** box.
4. Click the **Footer** box.
5. Click in the newly available **footer** text box.
6. Type *your name*.
7. Click **Don't show on title slide** box.
8. Click **Apply to All**.

Add a Hyperlink (slide 11)

1. Select **slide 11**.
2. Select *cpl.blibiocommons.com*.
3. On the **Insert** tab, in the **Links** group, click the **Hyperlink** button.
4. The *Insert Hyperlink* dialog box will appear.
5. Click **Existing File or Web Page**.
6. **Text to display:** should read *cpl.blibiocommons.com*.
7. Click in the **Address:** box.
8. Type the *http://cpl.bibliocommons.com/*
9. Click **OK**.
10. The text will be a different color and underlined. [cpl.blibiocommons.com](http://cpl.bibliocommons.com/)
11. You can only open the hyperlink in **Slide Show** view, not in **Normal** view.



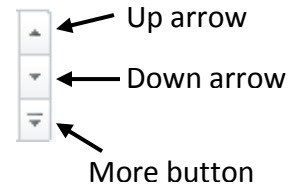
Save & View the Presentation

1. Click the **Save** button located in the **Quick Access** toolbar.
2. Press **F5**.
3. Click the **mouse** or press the **right-arrow** to advance to the next slide.
4. When you get to the *CPL Catalog* slide (*slide 11*), click on the hyperlink.
5. After viewing the webpage, close it by clicking on the red **Close** button.
6. After the last slide, your screen will go black; click your mouse.



Apply a Theme

1. On the **Design** tab, in the **Themes** group, click the **More** button to pull the theme gallery down.
 - a) You can also click the **up** or **down** arrows to scroll through the themes.
2. Click on the theme you want to apply.
3. View all the slides in the presentation to ensure you like how the theme looks in all of them.
4. Depending on the theme you selected, some placeholders may have moved to different locations in the slide. You may need to readjust pictures or text.



Change the Background Style of Your Presentation

1. On the **Design** tab, in the **Background** group, click the **Background Styles** button.
2. Click on a background style from the gallery that appears.

3.

Change the Background Color of an Individual Slide

1. In the *Slides* tab, right-click on the thumbnail of slide 6.
2. Select *Format Background* from the shortcut menu. The *Format Background* dialog box appears.
3. Click **Fill** (on the left).
4. Click **Solid Fill**.
5. Click the **Color** button, and select a **new color**.
6. Click **Close**.
7. Only slide 6 will have that new background color you chose. All of the remaining slides will reflect the theme you chose in the previous exercise.

Change the Color Scheme

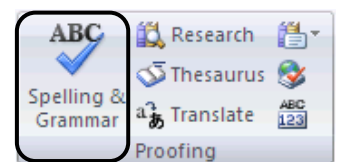
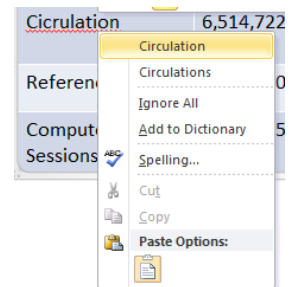
1. On the **Design** tab, in the **Themes** group, click the **Colors** button.
2. A menu of schemes will appear.
3. Select the color scheme you want to apply.

Change the Font Scheme

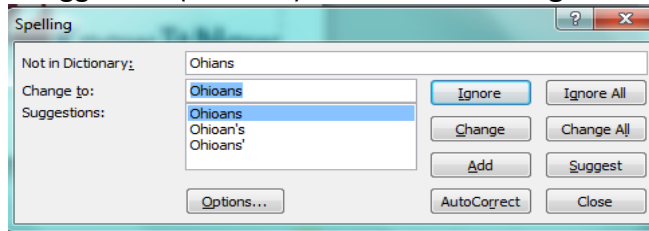
1. On the **Design** tab, in the **Themes** group, click the **Fonts** button.
2. A menu of schemes will appear.
3. Select the font scheme you want to apply.

Check Spelling and Grammar

1. Using right-click
 - a) Go to slide 7.
 - b) Right-click on the misspelled (underlined in red) word. (Ciculation)
 - c) Select the correct spelling from the shortcut menu. (Circulation)
2. Using the Ribbon
 - a) On the **Review** tab, in the **Proofing** group, click the **Spelling** button.
 - b) The *Spelling* dialog box appears in the bottom right corner.
 - c) The first perceived misspelled word appears next to *Not in Dictionary*. (Bibliocommons)
 - i) Since Bibliocommons is a word and it is spelled correctly, click the **Add** button.
 - ii) This will add the word to the dictionary in Microsoft Word.
 - d) The next perceived misspelled word appears next to *Not in Dictionary*. (eMedia)
 - i) Since eMedia is a word and it is spelled correctly, click the **Add** button.
 - ii) This will add the word to the dictionary in Microsoft Word.
 - e) The next perceived misspelled word appears next to *Not in Dictionary*. (tranfer)
 - i) Next to *Suggestions* there is only one option for changing the misspelled word.
 - Click the only suggestion (transfer) and click the **Change** button.
 - o The next perceived misspelled word appears next to *Not in Dictionary*. (Ohians)
 - Next to *Suggestions* are three options from which to change the misspelled word.



- Click the first suggestion (Ohioans) and click the **Change** button.



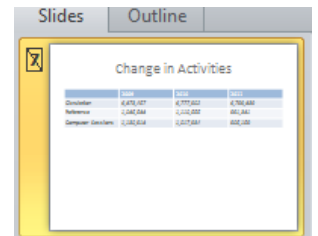
- The next perceived misspelled word appears next to *Not in Dictionary*. (Anisfield)
 - This word is an individual's last name.
 - Click the **Ignore** button to ignore any change and keep the word as is.
- A dialog box appears stating *The spelling check is complete*. Click **OK**.

Save & View the Presentation

- Click **Save** button located in the **Quick Access** toolbar.
- Press **F5**.
- Click the **mouse** or press the **right-arrow** to advance to the next slide.
- After the last slide, your screen will go black; click your mouse.

Hide a Slide (slide 7)

- On the left side of the screen, make sure the *Slides Tab* is active.
- Right-click on slide 7 (*Change in Activities*).
- Select **Hide Slide** from the shortcut menu. The slide will now be hidden when in **Slide Show** view.
- When in **Normal View** you can see the slide, but in the *Slides Tab* the number 7 next to the thumbnail will have a square around it with a line through it, showing it will be hidden.



Add a Transition

- On the **Transitions** tab, in the **Transition to This Slide** group, click the **More** button to pull the transition gallery down.
 - You can also click the **up** or **down** arrows to scroll through the themes.
- Click on the **transition** you want to apply.
- On the **Transitions** tab, in the **Timing** group, click **Apply to All**. (This will apply your selected transition to all of the slides in your presentation. You have the option to select a different transition for every slide.)

Change the Transition Duration

- On the **Transitions** tab, in the **Timing** group, click the **Duration up** and **down** buttons.
- Set your duration to 01.00 (1 second).
- Click **Apply to All**.

Save & View the Presentation

- Click **Save** button located in the **Quick Access** toolbar.
- Press **F5**.

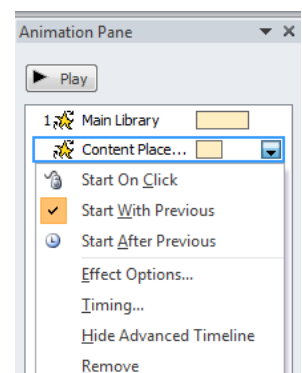
3. Click the **mouse** or press the **right-arrow** to advance to the next slide.
4. After the last slide, your screen will go black; click your mouse.

Add Animation- Entrance (slide 5)

1. Select **slide 5**.
2. Select **The Library** in the title placeholder.
3. On the **Animations** tab, in the **Animation** group, click the **More** button to pull the animation gallery down.
4. Under **Entrance** click **Zoom**.
5. As you add animation, a number (displaying the order in which your animations appear on your slide) will appear to the left in your **Slide Pane**.
6. Select **Collections**.
7. Click the **More** button to pull the animation gallery down.
8. Under **Entrance** click **Bounce**.
9. Select **Books, Movies, and Music**.
10. Click the **More** button to pull the animation gallery down.
11. Under **Entrance** click **Swivel**.
12. Select **Special Collection**.
13. Click the **More** button to pull the animation gallery down.
14. Under **Entrance** click **Grow & Turn**.
15. Select **Chess and Checkers, Miniature Books, and Anisfield-Wolf Book Awards**.
16. Click the **More** button to pull the animation gallery down.
17. Under **Entrance** click **Split**.
18. Select **Research**.
19. Click the **More** button to pull the animation gallery down.
20. Under **Entrance** click **Wheel**.
21. Select **Programs & Services**.
22. Click the **More** button to pull the animation gallery down.
23. Under **Entrance** click **Shape**.
24. Select **Computer Classes**.
25. Click the **More** button to pull the animation gallery down.
26. Under **Entrance** click **Float In**.

Add Animations Using the Animation Pane- Emphasis (slide 4)

1. Select **slide 4**.
2. On the **Animations** tab, in the **Advanced Animation** group, click the **Animation Pane** button.
3. Select the **Main Library** (text) placeholder.
4. On the **Animations** tab, in the **Advanced Animation** group, click the **Add Animation** button.
5. Under **Emphasis** click **Spin**.
6. Select the object under **Main Library** (photo of Main Library).
7. On the **Animations** tab, in the **Advanced Animation** group, click the **Add Animation** button.



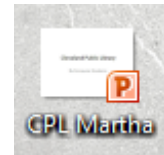
8. Under **Emphasis** click **Teeter**.
9. In the **Animation Pane** click on the second listed animation (content placeholder).
10. Click the down arrow and select **Start With Previous**. (This will cue the animation for the object to occur at the same time as the text.)
11. Select the remaining placeholder and images from **slide 4** and give them each **Emphasis** effects.
12. Make sure to click the down arrow on the next content placeholder (map of branches) in the **Animation Pane** and select **Start With Previous**.

Save & View the Presentation

1. Click **Save** button located in the **Quick Access** toolbar.
2. Press **F5**.
3. Click the **mouse** or press the **right-arrow** to advance to the next slide.
4. When you get to the *The Library* slide (slide 5), click or press the **right-arrow** or **Enter** key to display the *Title*.
5. Click the **mouse** or press the **right-arrow** or **Enter** key to display the subsequent bullet points.
6. After the last slide, your screen will go black; click your mouse.

Save as PowerPoint Show

1. Click the **File** tab and click **Save As**.
2. The *Save As* dialog box will appear.
3. On the left, select the **Desktop**.
4. Click in the *File name* box and type *CPL Your Name* (example: *CPL Martha*).
5. Click the *Save as Type* drop-down menu and select *PowerPoint Show*.
6. Click **Save**.
7. Close the **Microsoft PowerPoint** program.
8. The *CPL PowerPoint Show* will be on the *Desktop*.
9. Double-click the new PowerPoint icon.
10. This will open your presentation in **Slide Show** view and not allow you to change views or edit.



Next steps

Microsoft Publisher I - This is an overview of the tools and elements in Publisher.

Microsoft Publisher II - Learn how to use templates to create and design publications like a simple flyer, business card, or newsletter.