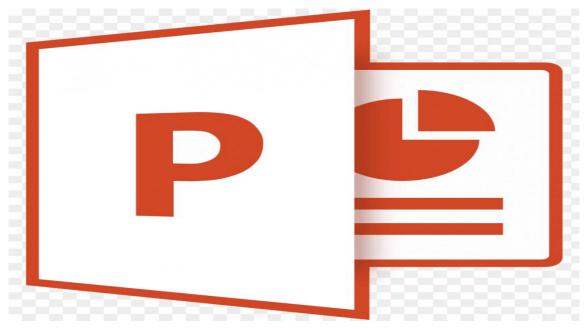


Web Development and Database Administration

Level-II

Based on March 2022, Curriculum Version 1



Module Title: - Operate Presentation Package

Module code: EIS WDDBA2 M08 1221

Nominal duration: 25 Hour

Prepared by: Ministry of Labour and Skill

August, 2022 Bahirdar, Ethiopia



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Introduction to the module

This modules describes the performance outcomes, skills and knowledge required to operate presentation applications and perform basic operations, including creating, formatting and adding effects to presentations.

This module is designed to meet the industry requirement under web development and database administration occupational standard, particularly for the unit of competency: **Operate**

Presentation Package

This module covers the units:

- Create presentations
- Customize basic settings
- Format presentations
- Add slide show effects
- Print presentation and notes

Learning Objective of the Module

- Creating presentations
- Customizing basic settings
- Formatting presentations
- Adding slide show effects
- Printing presentation and notes

Module Instruction

For effective use this modules trainees are expected to follow the following module instruction:

- 1. Read the information written in each unit
- 2. Accomplish the Self-checks at the end of each unit
- 3. Perform Operation Sheets which were provided at the end of units
- 4. Do the "LAP test" giver at the end of each unit and
- 5. Read the identified reference book for Examples and exercise



Unit one: Create presentations

This unit is developed to provide you the necessary information regarding the following content coverage and topics:

- Opening a presentation package application
- Creating a simple design for a presentation according to organizational requirements
- Opening a blank presentation And adding text and graphics
- Applying existing styles within a presentation
- Using presentation template and slides
- Using various tools to improve the look of the presentation
- Saving presentation to directory

This unit will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Open a presentation package application
- Create a simple design for a presentation according to organizational requirements
- adding text and graphics by opening a blank presentation
- Apply existing styles within a presentation
- Use presentation template and slides
- Improve the look of the presentation by using various tools
- Save presentation to directory

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UNIT ONE: CREATE PRESENTATIONS

1.1.Open a presentation package application **Introduction**

You can use PowerPoint 2016 to develop professional presentations for electronic delivery as on-screen slide shows, or for print delivery as slide decks with handouts and note pages. You can also use PowerPoint to quite easily lay out complex single-page presentations for production as flyers, posters, or postcards, or for delivery as electronic files, such as pictures.

Also a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the Ribbon, Quick Access Toolbar, and Backstage view.

The PowerPoint interface

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**. From the **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface.

Working with the PowerPoint environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in PowerPoint. **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.



The Ribbon

PowerPoint uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

Showing and hiding the Ribbon

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

- Auto-hide Ribbon: Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.
- Show Tabs and Commands: This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

Using the Tell me feature

If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

The Quick Access Toolbar



Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, **Redo**, and **Start From Beginning** commands. You can add other commands depending on your preference

1.1.1.Start PowerPoint

The way that you start PowerPoint 2016 is dependent on the operating system you're running on your computer. For example:

■ In Windows 10, you can start PowerPoint from the Start menu, the All Apps menu, the Start screen, or the taskbar search box.

■■ In Windows 8, you can start PowerPoint from the Apps screen or Start screen search results.

■■ In Windows 7, you can start PowerPoint from the Start menu, All Programs menu, or Start menu search results.

You might also have a shortcut to PowerPoint on your desktop or on the Windows askbar.

1.2.Create a simple design for presentation according to organizational requirements

Manage Office and app settings

You access app settings from the Backstage view; specifically, from the Account page and the PowerPoint Options dialog box.

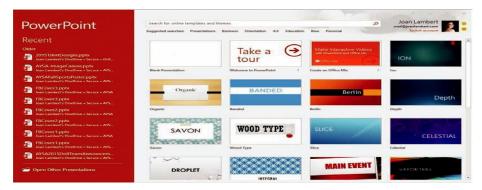
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1.3. Opening a blank presentation And adding text and graphics A.Create presentations

When creating a new presentation, you can start by using a blank presentation or by using a presentation that is based on a template. Unlike the templates provided for Word and Excel, most PowerPoint templates are design templates that control thematic elements (colors, fonts, and graphic effects) and slide layouts rather than content templates that provide purpose-specific placeholder content.

When you start PowerPoint, the app displays a Start screen that gives you options for opening an existing presentation or creating a new one.



The Start screen appears by default but can be disabled

Fig.1.Start screen display

1.4. Applying existing styles within a presentation

There are a few different ways to start a new presentation. If you press the Esc key when this screen appears, PowerPoint starts a blank presentation for you. You can also select from among the presentation thumbnails and links to create presentations based on the following sources:

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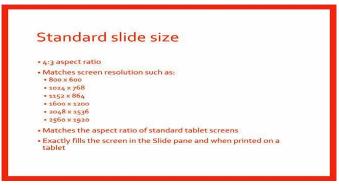


Blank presentation If you want to build and format a presentation from scratch, you can start with a presentation based on the Blank Presentation template.

Design template You can save time by basing your presentation on one of the many design templates that come with PowerPoint. A design template is a blank presentation with a theme already applied to it. Sometimes it includes background graphic elements and specialized slide layouts.

Content template You can preview and download many pre populated presentation templates from the Office website. These templates provide not only the design elements but also suggestions for content that is appropriate for different types of presentations, such as reports or product launches.

The alternative slide size is Standard (4:3), which is optimized for wide rectangular screens such as that of the iPad.



F1.2.Standard slides fit tablet screens

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1.5. Using presentation template and slides

PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**. You'll also need to know how to **open an existing presentation**.

1.6. Use various tools to improve the look of the presentation

The Start screen that appears by default when you start PowerPoint displays a list of presentations you worked on recently, and a link to open other existing presentations.

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New			-
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	OneDrive - Online Training Solu	Older	
	OneDrive - Personal	2015TshirtDesigns.pptx Joan Lambert's OneDrive - Secure - Drill Team	7/6/2015 12:09 AM
	mai@joanlambert.com	AYSA-ImageCanvas.pptx Joan Lambert's OneDrive - Secure - AYSA - Images	5/19/2015 11:18 AM
	Sites - Online Training Solutions	AYSAFallSportsPoster.pptx Joan Lambert's OneDrive + Secure + AYSA + AYSAFallSportsHand	5/15/2015 11:31 AM
	Other Web Locations	FBCover3.pptx Joan Lambert's OneDrive = Secure = AVSA	5/7/2015 8:49 PM
	This PC	FBCover3.pptx Joan Lambert's OneDrive - Secure - AVSA - Images - FBCovers	5/7/2015 8-49 PM
	Add a Place	FBCover2.pptx Joan Lambert's OneDrive - Secure - AVSA	5/7/2015 8-42 PM
	Add a Place	FBCover2.pptx Joan Lambert's OneDrive + Secure + AYSA + Images + FBCovers	5/7/2015 8:42 PM
	Browse	FBCover1.pptx Joan Lembert's OneDrive - Secure - AVSA	5/7/2015 8:05 PM

Fig1.3.The Open page includes all the locations you've linked to from an Office program

When a presentation is open, you can move among slides by clicking or tapping elements in several areas of the app window, including the Thumbnails pane in Normal view and the Slide pane in Normal view or Slide Sorter view. You can also move among slides by rotating the wheel button on a mouse.

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Fig1.4.The scroll bar indicates the position of the current slide in the presentation

1.7. Saving presentation to directory

You save a presentation the first time by clicking the Save button on the Quick Access Toolbar or by displaying the Backstage view and then clicking Save As. Both actions open the Save As page, where you can select a storage location.

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Self check-1

- You can use ______ to develop professional presentations for electronic delivery as on-screen slide shows, or for print delivery as slide decks with handouts and note pages.
- 2. Presentations can include _____, ____,
- 3. The ______ and ______ are where you will find the commands to perform common tasks in PowerPoint.
- 4. _____ gives you various options for saving, opening a file, printing, and sharing your document.
- 5. _____ lets you access common commands no matter which tab is selected.
- 6. By default, Quick Access Toolbar includes the Save, Undo, Redo, and Start From Beginning commands.
- When creating a new presentation, you can start by using a _____ or by using a _____.
- 9. PowerPoint files are called ______.
- 10. Whenever you start a new project in PowerPoint, you'll need to create a new presentation, which can either be _____ or from a



Operation sheet-1

Operation sheet 1.1: Add commands to the Quick Access Toolbar

- **Operation title:** Adding commands to the Quick Access Toolbar
- **Purpose:** To Add commands to the Quick Access Toolbar
- **Instruction:** Use each steps below properly :
- Tools and requirement:
 - 1. Computer,
 - 2. Office Software,
- Steps in doing the task

To add commands to the Quick Access Toolbar:

1. Click the drop-down arrow to the right of the Quick Access Toolbar.



Fig1.5.Add command to quick access toolbar

2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

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File Home	Customize Quick Access Toolbar	Anir
📑 📩 👘	Open	
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1	Quick Print	
	Print Preview and Print	
	Spelling	
Mongib	Lo Vindo	1 ÷ 1
Pasta	✓ Redo	
Almus Our Business	 Start From Beginning 	
	Touch/Mouse Mode	1.7
	More Commands	- 2
2	Show Below the Ribbon	1.2
		T 2 1

Fig1.6.Select command

3. The command will be added to the Quick Access Toolbar.



Fig1.7. quick access toolbar

The Ruler, guides, and gridlines

• Simply click the **check boxes** in the **Show** group on the **View** tab to show and hide these tools.

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Fig1.7. Ruler, guides, and gridlines

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Zoom and other view options

You can choose to view your presentation in **Normal** view, **Slide Sorter** view, **Reading** view, or **Slide Show** view. You can also **zoom in and out** to make your presentation easier to read.

Switching slide views

• Switching between different slide views is easy. Just locate and select the desired **slide view command** in the bottom-right corner of the PowerPoint window.

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Zooming in and out

You can also select the + or - commands to zoom in or out by smaller increments. The

number next to the slider displays the current **zoom percentage**, also called the **zoom**

level.

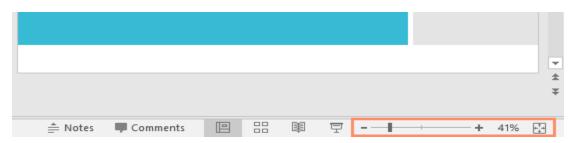


Fig1.8.Zoom in and out

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Backstage view

• **Backstage view** gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the **File** tab on the **Ribbon**.



Fig1.9.Backstage View

- Quality Criteria: Perform each steps step by step
- **Precautions:** use the given steps properly.

Operation sheet-2

Operation sheet 1.2: Create, Open, Pin, Convert and Save presentation

- **Operation title:** Creating, Opening, Pinning, Converting and Saving presentation
- Purpose: To Create, Open, Pin, Convert and Save presentation
- **Instruction:** Use each steps below properly :
- Tools and requirement:
 - 3. Computer,
 - 4. Office Software,
- Steps in doing the task

Create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank

presentation.

· 490 · 0 0: 20:



1. Select the **File** tab to go to **Backstage view**.



Fig1.9.Select file

2. Select New on the left side of the window, then click Blank Presentation.

	New		
New			
Open	Search for online templates and t	hemes	
Save	Suggested searches: Presentations	Business Orientation 4:3 Education	on Blue Personal
Save As			
Print		Take a (🗲	Make Interactive Videos with PowerPoint and Office Mix
Share		tour	Coffice Mix
Export	Blank Presentation	Welcome to PowerPoint *	Create an Office Mix
Close			
Account	GALLERY	PARCEL	WOOD TYPE
ACCOUNT NO.		PARCEL	WOOD IIIL

Fig1.10.Select new

3. A new presentation will appear.

To create a new presentation from a template:

- 1. Click the **File** tab to access **Backstage view**, then select **New**.
- 2. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.

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New		
Search for online templates and the	emes I	۶
Suggested searches: Presentations	Business Orientation 4:3 Education	Blue Personal
	Take a 🔶 tour	Make Interactive Videos with PowerPoint and Office Mix
	tour	Coffice Mix
Blank Presentation	Welcome to PowerPoint F	Create an Office Mix
Picker Organization Charl ImaniAt	GALLERY	PARCEL
Family tree with rectangular pho	Gallery	Parcel

Fig1.11.Blank presentation

3. Select a **template** to review it.

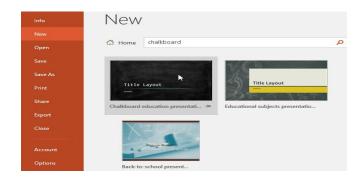


Fig1.12.Template

- 4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
- 5. Click **Create** to use the selected template.



Fig1.13.Create to use template



6. A new presentation will appear with the **selected template**.

To open an existing presentation:

1. Select the File tab to go to Backstage view, then click Open.



Fig1.14.Select file

2. Click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



Fig1.15.Browse

3. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.

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A Quick access	Name		Date modified	Туре
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P Microsoft PowerP	🔃 Employee Orientation		2/25/16 4:09 PM	Microsoft P
🕋 OneDrive	Family Tree		2/29/16 1:48 PM	Microsoft P
This PC	😰 Shelbyfield Adoptable Pets		2/23/16 10:11 AM	Microsoft P
Desktop	🔃 Vacation Photos		2/26/16 10:40 AM	Microsoft F
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👌 Music				
Pictures				
🏪 Local Disk (C:) 🖕	<			,
File n	ame: Family Tree	~	All PowerPoint Present	
	ъ	Tools 🔻	Open V	Cancel

Fig1.16.Open

To pin a presentation:

If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access.

- Select the File tab to go to Backstage view, then click Open. Your Recent Presentations will appear.
- 2. Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.



Fig1.17.Recent

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3. The presentation will stay in the **Recent presentations** list until it is unpinned. To **unpin** a presentation, click the pushpin icon again.

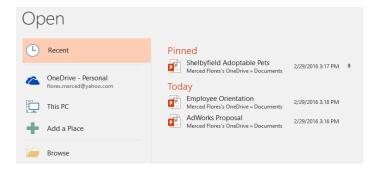


Fig1.18.Unpin presentation

To convert a presentation:

If you want access to all PowerPoint 2016 features, you can **convert** the presentation to the 2016 file format.

Note that converting a file may cause some changes to the **original layout** of the presentation.

1. Click the File tab to access Backstage view.



Fig1.19.File

2. Locate and select the **Convert** command.

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¢		Family Tree [Compatibility Mode] - PowerPoint
	Info	
New	Family Tree	
Open	\\psf » Home » Doo	cuments » Presentations
Save		Compatibility Mode
Save As	Convert	Some new features are disabled for improved compatibility with previous versions of PowerPoint. Upgrading to the current file format will enable these new features. Affected objects
Print		include charts, diagrams, and media objects.
Share	A	Protect Presentation
Export	Protect	Control what types of changes people can make to this presentation.
Close	Presentation *	

Fig1.20.Convert

3. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation, enter a **file name**, and click **Save**.

-					
Save As					×
	cuments > Presentations	~ č	Ŀ	Search Presentations	Q
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P3 Microsoft PowerP	Name			Date modified	Туре
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a OneDrive	🔃 Employee Orientation			2/25/16 4:09 PM	Microsoft Pe
This PC	😰 Shelbyfield Adoptable Pet	5		2/23/16 10:11 AM	Microsoft Po
E Desktop	😰 Vacation Photos			2/26/16 10:40 AM	Microsoft Pe
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👌 Music 🗸 🗸	<				>
File name: Family	/ Tree				~
Save as type: Power					~
					~
Authors: rhinse	on	Tags: 🖊	Add a	tag	
∧ Hide Folders		Tools	•	Save	Cancel

Fig1.21.Save as

4. The presentation will be converted to the newest file type.

To save a presentation:

1. Locate and select the Save command on the Quick Access Toolbar.

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Fig1.22.Select ave as command at quick launch

- 2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
- You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer. Alternatively, you can click OneDrive to save the file to your OneDrive.



Fig1.23.Location to save

4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.

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5. Enter a **file name** for the presentation, then click **Save**.

Save As						×
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Organize 👻 Ne	w folder					- (?)
🕋 OneDrive	^	Name			Date modified	Туре
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Authors:			Tags: Ad	id a ta	9	
 Hide Folders 			Tools	- [Save N	Cancel

Fig1.24.Filename for presentation

6. The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

You can also access the Save command by pressing Ctrl+S on your keyboard.

- Quality Criteria: Perform each step by step
- **Precautions:** use the given steps properly.

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Lap Test-1		
Name:	Date:	
Time Started:	Time Finished:	

Instructions: Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

Task 1: Prepare a PowerPoint presentation

- Your task is to prepare a PowerPoint presentation which focuses on a topic ٠ provided by your trainer
- Task 2: Add contents to the presentation
- Task 3: Save it in Exam folder under Documents

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UNIT TWO : CUSTOMIZE BASIC SETTINGS

When you create a presentation from a design template, the only slide that is immediately available is the title slide. It's up to you to add more slides for the content that you want the presentation to include. You can create slides based on slide templates that are designed to hold specific types of content, or you can copy existing slides from other presentations.

- 2.1Adjusting display to meet user requirements
- 2.1.1.Display different views of presentations

The elements of a presentation that you want to have a good view of change depending on what you're currently doing with the presentation. You can switch among standard presentation views, adjust the elements shown in each view, and change the magnification of the content in the app window.

A. Display standard views

PowerPoint has six views in which you can create, organize, and preview presentations. The views are:

Normal view This view includes the Thumbnails pane on the left side of the app window, the Slide pane on the right side of the window, and an optional Notes pane at the bottom of the window. You insert, cut, copy, paste, duplicate, and delete slides in the Thumbnails pane, create slide content in the Slide pane, and record slide notes in the Notes pane.

Notes page view this is the only view in which you can create speaker notes that contain elements other than text, although you can add speaker notes in the notes pane in normal view, you must be in notes page view to add graphics, tables, diagrams, or charts to your notes.

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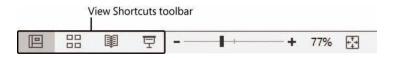


Outline view this view display a text outline of presentation in the outline pane and the active slide in the slide pane.you can enter text either directly on the Slide or in the outline **Reading view** In this view,which is ideal for previewing the presentation, each slide fills

the screen. you can click buttons on the navigation bar to move through or jump to specific slides.

Slide show view This view displays the presentation as a full-screen slide show, beginning with the current slide. It displays only the slides and not the presenter tools.

Slide sorter view This view displays the thumbnails of all the slides in the presentation. In this view, you mange the slides, rather than the slide content.



The active view is shaded

Change the display of content

You can easily switch among multiple open presentations. If you want to compare or work with the content of multiple presentations, you can simplify the process by displaying the presentations next to each other.





Fig2.1.Change the display of content

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Tiling app To help you to more precisely position and align slide elements, you can display rulers, gridlines, and guides in the Slide pane, and change the magnification of the current slide.

Gridlines are faint dotted lines that mark off specific units of measure on a slide. You can adjust the spacing of gridlines in the Grid And Guides dialog box, but you can't move them on the slide. Guides are a set of vertical and horizontal alignment tools that you can drag to any location in the Slide pane.

Display and edit presentation properties

Properties are file attributes or settings, such as the file name, size, creation, date, author, and read-only status. Some properties exist to provide information to computer operating systems and apps.

You can examine the properties that are attached to a presentation from the Info page of the Backstage view.



Fig2.2.Some of the properties stored with a typical presentation

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You can change or remove basic properties in the default Properties pane or expand the Properties pane to make more available, or display the Properties dialog box to access even more properties.

2.2. Opening and viewing different toolbars

2.2.1. Identify app window elements

The Power Point app window contains the elements described in this section. Commands for tasks you perform often are readily available, and even those you might use infrequently are easy to find.

A.Title bar

At the top of the app window, this bar displays the name of the active file, identifies the app, and provides tools for managing the app window, ribbon, and content.



Fig 2.3.The title bar elements are always on the left end, in the center, and on the right end of the title bar

B.Ribbon

The ribbon is located below the title bar. The commands you'll use when working with a presentation are gathered together in this central location for efficiency.

83	Active tab	Inactive ta	ibs	Gro	ups I	D	ialog box l	auncher
File	Home	Insert - De	esign	Transitions	Animations	Slide Show	Review	View
	*	Layout *	Calibri	(Body) + 10	- A A 🖗	E•E•	≝ ₹	≣ - IIA -
Paste	New Slide	Reset	BI	U S alac AV	• Aa • 🛕 •		≡	-
Clipboard	F ₂	Slides		Font	r	ν. Pa	aragraph	15

Fig 2.4.Your ribbon might display additional tabs

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Across the top of the ribbon is a set of tabs. Clicking a tab displays an associated set of commands arranged in groups.



Fig2.5.Examples of buttons with separate and integrated arrows

C. Status bar

Across the bottom of the app window, the status bar displays information about the current presentation and provides access to certain PowerPoint functions. You can choose which statistics and tools appear on the status bar. Some items, such as Document updates available, appear on the status bar only when that condition is true.

	Customize Status Bar			
	 View Indicator 	Slide 1 of 6		
	Iheme	"WelcomeDoc"		
	Spell Check	No Errors		
	 Language 			
	 Signatures 	Off		
	 Information Management Policy 	y Off		
	 Permissions 	Off		
	 Upload Status 			
	 Document Updates Available 	No		
Slide 1 of 6 DB	 Notes 		🚔 Notes	Comments
	✓ Comments			
	 View Shortcuts 			
	 Zoom Slider 			
	~ Zoom	52%		
	 Zoom to Eit 			

Fig2.6.You can specify which items you want to display on the status bar

The Notes and Comments buttons, View Shortcuts toolbar, Zoom Slider tool, and Zoom button are at the right end of the status bar. These tools provide you with convenient methods for changing the display of presentation content.



Fig2.7.You can display and hide content, display different content views, and change the magnification from the status bar

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D. Work with the ribbon and status bar

The goal of the ribbon is to make working with presentation content as intuitive as possible. The ribbon is dynamic, meaning that as its width changes, its buttons adapt to the available space. As a result, a button might be large or small, it might or might not have a label, or it might even change to an entry in a list.

Large buttons				Small, labeled buttons														
File	Нол	ne	Insert	Design	1 Tra	nsitions	Anim	ations S	lide Show	Revi	ew N	liew C	Tell me wh	at you wa	nt to do		A Sha	ve
Normal		Slide Sorter		Reading View	Slide Master	Handout Master	Notes Master	Ruler Gridline	Notes	Zoom	Fit to Window	Gray		New	Arrange All	Switch Windows -	Macros	
	Presen	tation \	news	eventer te	М	laster Viev	ri -	Show	19	Zo	more	Color	/Grayscale	11 - H (11 - 11 - 11 - 11 - 11 - 11 - 11	Window	annonister	Macros	1

Fig 2.8.At 1024 pixels wide, most button labels are visible

If you decrease the horizontal space available to the ribbon, small button labels disappear and entire groups of buttons might hide under one button that represents the entire group. Clicking the group button displays a list of the commands available in that group.

Small, labeled buttons						Group button Small, unlabeled butto								
File	Home	Insert	Design	Transitions	Animations	Slid	e Show	Review	View	Q Tell	me	Joan Lam	A Shar	e
Normal O	Dutline N	ide Sorter iotes Page eading View	Har	e Master ndout Master es Master	Ruler Gridlines	Notes	Zoom	Fit to Window	Color/ Grayscale =	New	300	Switch Windows -	Macros	
Pr	esentation V	iews	Ma	ster Views	Show	19	Ze	om			Wind	low	Macros	1.00

Fig2.9.When insufficient horizontal space is available, labels disappear and groups collapse under buttons

When the ribbon becomes too narrow to display all the groups, a scroll arrow appears at its right end. Clicking the scroll arrow displays the hidden groups.

File H	lorr Inse	er Desig	Tran:	Anin Slide	Revie Vie	w Ωт	ell m 🕨	
		P.	Q		2			
Presentation Views *	Master Views +	Show	Zoom	Color/ Grayscale *	Window +	Macro	• —	
						Macros	~	

Fig2.10.Scroll to display additional group buttons

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The width of the ribbon depends on these three factors:

Window width Maximizing the app window provides the most space for the ribbon Screen resolution Screen resolution is the size of your screen display expressed as pixels wide \times pixels high. The greater the screen resolution, the greater the amount of information that will fit on one screen.

The magnification of your screen display If you change the screen magnification setting in Windows, text and user interface elements are larger and therefore more legible, but fewer elements fit on the screen.

You can hide the ribbon completely if you don't need access to any of its buttons, or hide it so that only its tabs are visible.



Fig2.11.Touch mode has a greater amount of space on the ribbon and status bar

2.3. Ensuring font settings are appropriate

Let's say you really like the style of a **theme**, but you'd like to experiment with different **color schemes**. That's not a problem: You can mix and **Catch colors, fonts**, and **effects** to create a unique look for your presentation. If it still doesn't look exactly right, you can **customize** the theme any way you want.

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2.4. Viewing multiple slides at once

Every PowerPoint presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as **inserting** a new slide, **changing the layout** of a slide, **arranging** existing slides, **changing the slide view**, and **adding notes** to a slide.

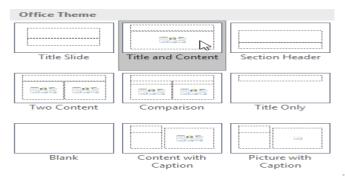


Fig2.12.Multiple slide orientation

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Self check-2

- 1. ______ view includes the Thumbnails pane on the left side of the app window, the Slide pane on the right side of the window, and an optional Notes pane at the bottom of the window.
- 2. ______ this is the only view in which you can create speaker notes that contain elements other than text ,although you can add speaker notes in the notes pane in normal view, you must be in notes page view to add graphics, tables, diagrams, or charts to your notes.
- 3. _____ this view display a text outline of presentation in the outline pane and the active slide in the slide pane. you can enter text either directly on the Slide or in the outline
- 4. ______ this view, which is ideal for previewing the presentation, each slide fills the screen. you can click buttons on the navigation bar to move through or jump to specific slides.
- 5. ______ this view displays the presentation as a full-screen slide show, beginning with the current slide. It displays only the slides and not the presenter tools.
- 6. _____ this view displays the thumbnails of all the slides in the presentation. In this view, you mange the slides, rather than the slide content.

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Operation sheet-2.1

Operation sheet 2.1: Work on theme color, fonts, effects, background style and custom save

• Operation title: Working on theme color, fonts, effects, background style and custom

save

• **Purpose:** To Working on theme color, fonts, effects, background style and custom

save

- **Instruction:** Use each steps below properly :
- Tools and requirement:
 - 5. Computer,
 - 6. Office Software,
- Steps in doing the task

To select new theme colors:

If you don't like the colors of a particular theme, it's easy to apply **new theme colors**; everything else about the theme will remain unchanged.

1. From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Colors**.

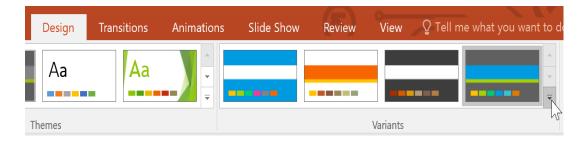


Fig2.13.Design

2. Select the desired theme colors.

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3. The presentation will update to show the new theme colors.

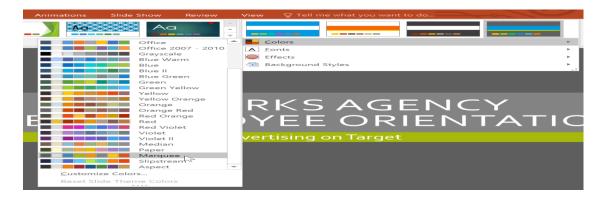


Fig2.14.New theme

To customize colors:

Sometimes you might not like every color included in a set of theme colors. It's easy to change some or all of the colors to suit your needs.

- 1. From the **Design** tab, click the drop-down arrow in the **Variants** group.
- 2. Select Colors, then click Customize Colors.



Fig2.15.Color

3. A dialog box will appear with the **12 current theme colors**. To edit a color, click the drop-down arrow and select a different color. You may need to click **More Colors** to find the exact color you want.

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4. In the **Name:** field, type the desired name for the theme colors, then click **Save**.

Theme colors		Sample		
Iest/Background - Dark 1 Test/Dackground - Light 1 Test/Background - Dark 2 Test/Background - Light 2 Accent 1 Accent 2 Accent 4 Accent 4 Accent 5 Accent 5 Evolowed Hyperlink	-	Hyperfink	Text Distribution Hyperlink	L
Name: AdWorks Colors	т			

Fig2.16.Name

5. The presentation will update to show the new custom theme colors.

To select new theme fonts:

It's easy to apply a new set of **theme fonts** without changing a theme's overall look.

1. From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Fonts**.



Fig2.17.Font

2. Select the desired theme fonts.

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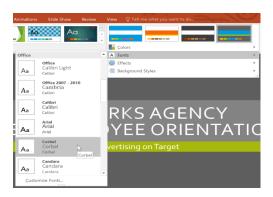


Fig2.18.Theme font

3. The presentation will update to show the new theme fonts.

To customize theme fonts:

If you have specific fonts in mind for a presentation, it's easy to choose your own theme fonts.

- 1. From the **Design** tab, click the drop-down arrow in the **Variants** group.
- 2. Select Fonts, then click Customize Fonts.



Fig2.19.Customize font

3. A dialog box will appear with the **two current theme fonts**. To change the fonts, click the drop-down arrows and select the desired fonts.

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4. In the Name: field, type the desired name for the theme fonts, then click Save.

Create New Theme Fonts		?	\times
Heading font:		Sample	
Corbel	\sim	Heading	~
Body font:		Body text body text body text. Body text body text.	
Eras Light ITC	\sim	lext body lext.	\sim
Name: AdWorks Fonts			
		<u>S</u> ave Cane	cel

Fig2.20.Name save

5. The presentation will update to show the new custom theme fonts.

Changing the theme fonts will not necessarily update all text in your presentation. Only text using the **current theme fonts** will update when you change the theme fonts.

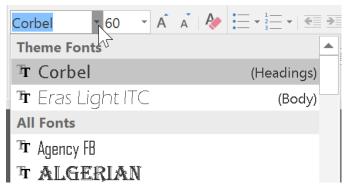


Fig2.21.Current theme font

To select new theme effects:

PowerPoint makes it easy to apply **new theme effects**, which can quickly change the appearance of **shapes** in your presentation.

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- 1. From the **Design tab**, click the drop-down arrow in the **Variants** group and select **Effects**.
- 2. Select the desired theme effects.
- 3. The presentation will update to show the new theme effects.

Background styles

To further customize your slides, you can change the **background color** by choosing a different **background style**. The available background styles will vary depending on the current theme.

To apply a background style:

1. From the **Design** tab, click the drop-down arrow in the **Variants** group.

Design	Transitions	Animations	Slide Show	Review	View Q Tell me what you want to de
Aa	Aa				
Themes					Variants

Fig2.22.Backgroung style

2. Select Background Styles.

<u>C</u> olors		-
A Eonts		-
Effects		►
lackground	Styles	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Fig2.23.Select background style

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3. Select the desired style. The available styles will change depending on the current **theme colors**.

 Format Background Reset Slide Background 	

Fig2.24.Theme color

4. The new background will appear in each slide of your presentation.

If you want even more control over the background, click the Format

Background command on the Design tab.



Fig2.11.format background

Different themes also include different slide layouts and background graphics.

Saving custom themes

Once you've found settings you like, you may want to **save the theme** so you can use it in other presentations.

To save a theme:

1. From the **Design** tab, click the drop-down arrow in the **Themes** group.

File	Home	Insert	Design	Transitions	Animations	Slide Show	Review
Aa		a • • • •	Aa		Aa	Ad	- - -
Themes							

Fig2.25.save theme

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- 2. Click Save Current Theme.
- 3. A dialog box will appear. Type a **file name**, then click **Save**.

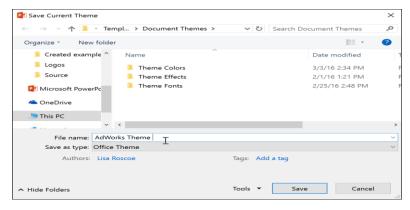


Fig2.26.save current theme

- 4. When you click the drop-down arrow in the **Themes** group, you'll see the custom theme under **Custom**.
- Quality Criteria: Perform each steps step by step
- **Precautions:** use the given steps properly.

Operation sheet-2.2

Operation sheet 2.2: Work on insert, copy, paste and customize slide layout

- **Operation title:** Working on insert, copy, paste and customize slide layout
- Purpose: To Working on Work on insert, copy, paste and customize slide layout
- Instruction: Use each steps below properly :
- Tools and requirement:
 - 7. Computer,
 - 8. Office Software,

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• Steps in doing the task

To insert a new slide:

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

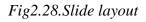
1. From the **Home** tab, click the **bottom half** of the **New Slide** command.

File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View
Paste	New	E Layou	R	v I <u>U</u> S_ab∈	v A a v Aa v A			= -
Clipboard	G I	d Slides		Font		G P	aragraph	G.

Fig2.27.Home

2. Choose the desired slide layout from the menu that appears





3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, such as

a **picture** or a **chart**.

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1	Shelbyfield Animal Rescue	Click to add title
2		Click to add text
3	Ar Anger Manger All Charles Articles Ar	

Fig2.29.Placeholder

To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.

To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.

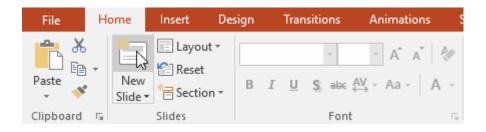


Fig2.30.New

To copy and paste slides:

If you want to create several slides with the same layout, do **copy and paste** a slide.

 Select the slide you want to copy in the Slide Navigation pane, then click the Copy command on the Home tab. Alternatively, you can press Ctrl+C on your keyboard.

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- 2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A **horizontal insertion point** will appear.
- Click the Paste command on the Home tab. Alternatively, you can press Ctrl+V on your keyboard.
- 4. The slide will appear in the selected location.

Customizing slide layouts

Sometimes you may find that a slide layout doesn't exactly fit your needs.

Adjusting placeholders

• To select a placeholder: Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.



• **To move a placeholder:** Select the placeholder, then click and drag it to the desired location.

Shelbyfield Animal Rescue



• To resize a placeholder: Select the placeholder you want to resize. Sizing handles will appear. Click and drag the sizing handles until the placeholder



is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.

Shelbyfield Animal Rescue

Fig2.31.placeholder

• **To delete a placeholder:** Select the placeholder you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

To add a text box:

Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

1. From the **Insert** tab, select the **Text Box** command.

File	Hom	e Insert	Design	Trans	sitions	Animatio	ns	Slide	Show	Review	View	Q Tell n	ne I
New Slide •	Table	Dictures 04	Online Pictur Screenshot - Photo Albun		C Shap	tArt Ad		Einks	Commer	nt Text Box	Header & Footer		₩ ₩ ₩
Slides	Tables	1	mages		Illustrati	ions			Commen	ts	Text		

2. Click and drag to draw the text box on the slide.



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3. The text box will appear. To add text, simply click the text box and begin typing.

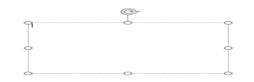


Fig2.32.Textbox

Using blank slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

• To insert a blank slide, click the bottom half of the **New Slide** command, then choose **Blank** from the menu that appears.

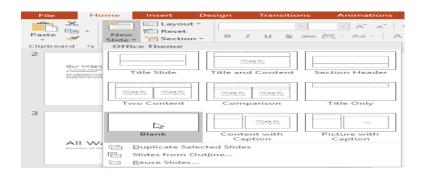


Fig2.33.Use blanck slides

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While blank slides offer more flexibility, keep in mind that you won't be able to take advantage of the predesigned layouts included in each theme.

To play the presentation:

Once you've arranged your slides, you may want to **play** your presentation. This is how you will present your slide show to an audience.

- 1. Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.
- 2. The presentation will appear in full-screen mode.
- You can advance to the next slide by clicking your mouse or pressing the spacebar on your keyboard. Alternatively, you can use the arrow keys on your keyboard to move forward or backward through the presentation.
- 4. Press the **Esc** key to exit presentation mode.

You can also press the F5 key at the top of your keyboard to start a presentation.

Customizing slides

To change the slide size:

• To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.

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me what you want to do	Merced Flores 🔑 Share
Variants	Slide Format Size • Background Standard (4:3) Widescreen (16:9) <u>C</u> ustom Slide Size

Fig2.34.Customize slide size

To format the slide background:

1. Select the **Design** tab, then click the **Format Background** command.

me what you want to do	Merced Flores	₽ Share
	Slide Format	
Variants	Customize	~

2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.

Format Ba	ckground	~ ×
 Solid fill Gradient fil Picture or fill Pattern fill 		
	ground graphics	
<u>C</u> olor Iransparenc	Automatic Theme Colors Gold, Accent Standard Colors	4, Lighter 80%
Apply to All	Eyedropper	

Fig2.30.Format background



- 3. The background style of the selected slide will update.
- 4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.
- Quality Criteria: Perform each steps step by step
- **Precautions:** use the given steps properly.

Lap Test-2		
Name:	Date:	-
Time Started:	Time Finished:	

Instructions: Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

- Task 1: Customize your Precautions theme color,
- Task 2: Customize your Precautions fonts,
- Task 3: Customize your Precautions effects,
- Task 4: Customize your Precautions background style

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UNIT THREE: FORMAT PRESENTATIONS

3.1.Use, incorporate and modify organizational charts and bulleted lists **A.Chart**

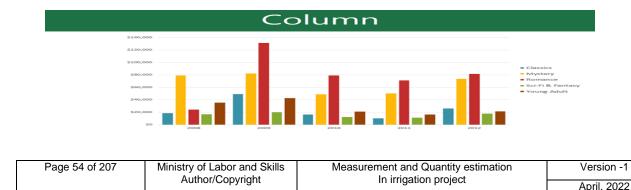
A chart is a tool you can use to communicate data graphically. Including a chart in a presentation allows your audience to see the meaning behind the numbers, which makes it easy to visualize comparisons and trends.

Types of charts

PowerPoint has several types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

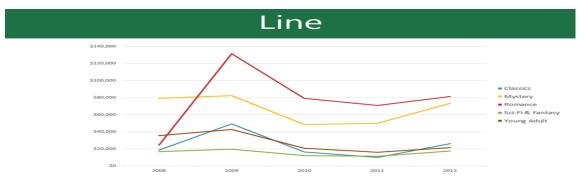


PowerPoint has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in PowerPoint.

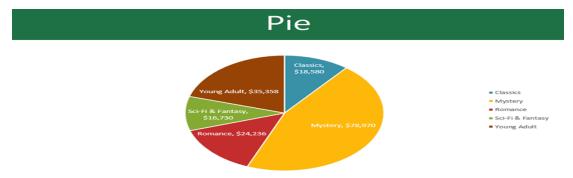




Column charts use vertical bars to represent data. They can work with many different types of data, but they're most frequently used for comparing information.



Line charts are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.



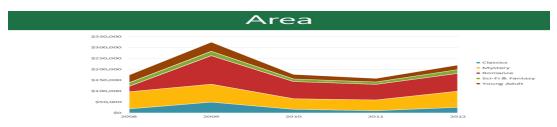
Pie charts make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.



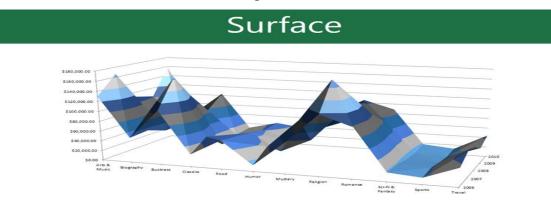
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Bar charts work just like column charts, but they use horizontal bars instead of vertical bars.



Area charts are similar to line charts, except the areas under the lines are filled in.



Surface charts allow you to display data across a 3D landscape. They work best with large data sets, allowing you to see a variety of information at the same time.



Inserting charts

PowerPoint uses a spreadsheet as a placeholder for entering chart data, much like Excel.

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B.Bulleted Lists

To create effective PowerPoint presentations, it's important to make your slides **easy for the audience to read**. One of the most common ways of doing this is to format the text as a **bulleted or numbered list**. By default, when you type text into a placeholder, a **bullet** is placed at the beginning of each paragraph—automatically creating a **bulleted list**. If you want, you can modify a list by choosing a different bullet **style** or by switching to a **numbered list**.

3.2. Add and manipulate objects to meet presentation purposes

A. Insert video

PowerPoint allows you to **insert a video** onto a slide and play it during your presentation. This is a great way to make your presentation more engaging for your audience. You can even **edit** the video within PowerPoint and customize its appearance. For example, you can **trim** the video's length, add a **fade in**, and much more.

B. Insert audio

PowerPoint allows you to add **audio** to your presentation. For example, you could add **background music** to one slide, a **sound effect** to another, and even record your own **narration** or **commentary**. You can then **edit** the audio to customize it for your presentation.

C. Insert Table

Tables are another tool you can use to display information in PowerPoint. A table is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks, including presenting text information and numerical data. You can even **customize** tables to fit your presentation.



D.SmartArt graphics

SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate different types of ideas.

3.3. Importing and modifying objects **A. Adding Picture**

Adding **pictures** can make your presentations more interesting and engaging. You can insert a **picture from a file** on your computer onto any slide. PowerPoint even includes tools for finding **online pictures** and adding **screenshots** to your presentation.

B. Adding Shapes

Shapes are a great way to make your presentations more interesting. PowerPoint gives you a lot of different shapes to choose from, and they can be customized to suit your needs, using your own color palette, preferences, and more. While you may not need shapes in every presentation you create, they can add visual appeal.

3.4. Modify slide layout, including text and colors, to meet presentation requirements

A. Apply themes

The appearance of every presentation that you create is governed by a theme—a theme is a **predefined combination** of colors, fonts, and effects. Different themes also use different **slide layouts**.

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Fig 3.1. The built-in Office themes for PowerPoint

Every PowerPoint theme—including the default Office theme—has its own **theme** elements. These elements are:

- Theme Colors: There are 10 theme colors, along with darker and lighter variations, available from every Color menu.
- Theme Fonts: There are two theme fonts available at the top of the Font menu under Theme Fonts.
- Theme Effects: These affect the preset shape styles. You can find shape styles on the Format tab whenever you select a shape or SmartArt graphic.



Fig3.2.Theme effect

All themes included in PowerPoint are located in the **Themes** group on the **Design** tab. Themes can be applied or changed at any time.

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3.5. Using formatting tools as required within the presentation **A.Change slide backgrounds**

The presentation theme includes a standard background. The background might be a color or it might include a background graphic.

Challenges	Hot tomperatures Solid temperatures Solid temperatures	
O Hot temperatures O Cold temperatures O Shorter growing season O Driving winds	Brying winds Deluge/chaught Poor soil	
 Delinge/crossphil Poor soli 	CHALLENGES	
	* SRORTER GROWING SEASON * DRYNNG WINDS * DELVGE/BROUGHT * Page Sell	

A variety of thematic background graphics



you can control the color, texture, pattern, or picture in the background of one or all

slides

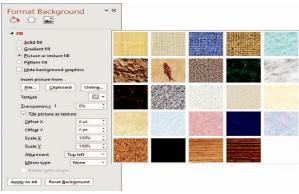


FIG 3.3. Choose a background that doesn't overpower your presentation

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B. Indents and line spacing

Indents and **line spacing** are two important features you can use to change the way text appears on a slide. Indents can be used to create **multilevel lists** or to visually set paragraphs apart from one another. Line spacing can be adjusted to improve readability or to fit more lines on a slide.

Indenting helps to format the layout of text so it appears more organized on your slide. The fastest way to indent is to use the **Tab** key. An alternative method is to use one of the **Indent** commands. With these commands, you can either **increase** or **decrease** the indent.

• To indent using the Tab key: Place the insertion point at the very beginning of the line you want to indent, then press the Tab key.

P Energy will be the immediate test of our ability to unite this nation, and it can also be the standard around which we rally. On the battlefield of energy, we can win for our nation a new confidence, and we can seize control again of our common destiny.

To indent using the Indent commands: Place the insertion point at the very beginning of the line you want to indent. From the Home tab, select the Increase List Level command.

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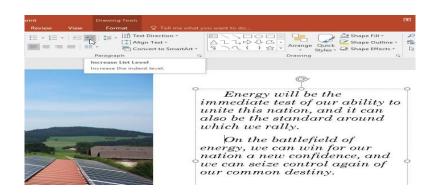


Fig 3.4.Indentation

To decrease an indent, select the desired line, then press **Shift+Tab** or the **Decrease List Level** command.

C.Indenting lists and paragraphs

Indenting will give different results, depending on whether you are working with a list or a paragraph.

- **Paragraph**: Indenting the first line of a paragraph using the **Tab** key creates a **first-line** indent. This helps to separate paragraphs from each other, as in the examples above.
- List: Indenting a line of a list creates a **multilevel** list. This means the indented line is a subtopic of the line above it. **Multilevel** lists are useful if you want to create an **outline** or **hierarchy**.

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Featured Speakers

- Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)
- Panel: Examining the Clean Power Plan
 - Colleen Norton (Chair, Harmon Energy Consortium)
 - Trevor Garza (Founder, Garza Biotech Group)
 - Hank Hathaway (COO, Alter Energy Solutions)
 - Dr. Rachel Fleming (Director, Packard University Biotechnology Program)
- Q&A: Tricia Nguyen (Director, Sanders Research Center)
- Workshop: Trevor Garza (Founder, Garza Biotech Group)

Once you've created a multilevel list, you may want to choose a **different bullet style** for different levels of the list to make them stand out even more. Review lesson on **Lists** to learn how.

- Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)
- Panel: Examining the Clean Power Plan
 - > Colleen Norton (Chair, Harmon Energy Consortium)
 - > Trevor Garza (Founder, Garza Biotech Group)
 - > Hank Hathaway (COO, Alter Energy Solutions)
 - Dr. Rachel Fleming (Director, Packard University Biotechnology Program)
- Q&A: Tricia Nguyen (Director, Sanders Research Center)
- Workshop: Trevor Garza (Founder, Garza Biotech Group)

Fine-tuning indents

Sometimes you may want to fine-tune the indents in your presentations. You can do this by adjusting the **indent markers** on the **Ruler**.

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D.Working with text

To select text:

Before you can move or arrange text, you'll need to select it.

• Click next to the text you want to select, drag the mouse over the text, then release your mouse. The text will be selected.

E.Formatting Picture

There are a variety of ways to **format** the pictures in your slide show. The **picture tools** in PowerPoint make it easy to **personalize** and **modify** the images in interesting ways. PowerPoint allows you to change the **picture style** and **shape**, add a **border**, **crop** and **compress** pictures, add **artistic effects**, and more.

F. Aligning, ordering, grouping, and rotating objects

In PowerPoint, each slide may have multiple items, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by **aligning**, **ordering**, **grouping**, and **rotating** them in various ways.

E. Hyperlinks

Whenever you use the Internet, you use **hyperlinks** to navigate from one webpage to another. If you want to include a **web address** or **email address** in your PowerPoint presentation, you can choose to format it as a hyperlink so a person can easily click it. It's also possible to link to files and other slides within a presentation.

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3.6. Duplicating slides within and across a presentation **Divide presentations into sections**

To make it easier to organize and format a longer presentation, you can divide it into sections. In both Normal view and Slide Sorter view, sections are designated by titles above their slides. They do not appear in other views, and they do not create slides or otherwise interrupt the flow of the presentation.

Module start slides					
Work in Presentations Introduction to Macrosoft Office for A	se Lesson 12: Lesson 13: Lesson 14: Lesson 15: Lesson 15: Lesson 15: Lesson 15:	Content Create presentations Manage stides and skide structure Transition between skides Animate stide cortents Create, configure, and pres alade shows	t		
Module end slides	Outro	uestion (0	Quiz Question	0
	You import	t an outline that contains si	×	You need to ensure that a slide	
Quiz	heading be the outline A speaker of A fitth-less O A stath-less		rvels from	appear in a slide show, but you save it for later use. What shou Efficie the slide Copy the slide Copy the slide to another preser Mayer the slide to the end of the preseriation	ild you do?

You can rename, remove, move, collapse, and expand section

Because you can collapse entire sections to leave only the section titles visible, the sections make it easier to focus on one part of a presentation at a time.



You can collapse sections to provide an "outline" of long presentations, with the number of slides in each -section displayed in parentheses

3.7. Reordering the sequence of slides and deleting slides **Rearrange slides and sections**

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After you have added several slides to a presentation, you might want to rearrange their order so that they more effectively communicate your message.

You can rearrange a presentation by moving individual slides or entire sections of slides.

Hide and delete slides

They remain available from the Thumbnails pane, but their thumbnails are dimmed and slide numbers crossed through with a backslash.



You can edit the content of hidden slides

When you select a hidden slide, the Hide Slide button on the Slide Show tab is shaded to indicate that the command is in effect. You can edit a hidden slide in the Slide pane just as you can any other, so you might use this feature to keep a slide that you're still working on hidden until it's final. You can unhide a slide to include it in the slide show.

3.8. Saving presentation in another format

Whenever you create a new presentation in PowerPoint, you'll need to know how to save in order to access and edit it later. As with previous versions of PowerPoint, you can save files to your computer. If you prefer, you can also save files to the cloud using One Drive. You can even export and share presentations directly from PowerPoint.

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Using Save As to make a copy

If you want to save a **different version** of a presentation while keeping the original, you can create a **copy**. For example, if you have a file named **Client Presentation** you could save it as **Client Presentation 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint in a variety of file types.

- **PDF:** Saves the presentation as a **PDF document** instead of a PowerPoint file
- Video: Saves the presentation as a video
- Package for CD: Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download
- Handouts: Prints a handout version of your slides

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• Other file type: Saves in other file types, including PNG and PowerPoint 97-2003

3.9. Saving and closing presentation to storage device Save and Save As

PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

- Save: When you create or edit a presentation, you'll use the Save command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- Save As: You'll use this command to create a **copy** of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

Compatibility with earlier versions

The Microsoft Office 2016 programs use file formats based on XML. By default, -PowerPoint 2016 files are saved in the .pptx format.

If you work with people who are using a version of PowerPoint earlier than 2007, you can save your presentations in a format that they will be able to use by changing the Save As Type setting in the Save As dialog box to PowerPoint 97-2003 Presentation.

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Self check 3

- 1. ______ is a tool you can use to communicate data graphically.
- 2. _____ use vertical bars to represent data.
- 3. ______ are ideal for showing trends.
- 4. _____ make it easy to compare proportions.
- 5. _____ work just like column charts, but they use horizontal bars instead of vertical bars.
- 6. ______ are similar to line charts, except the areas under the lines are filled in.
- 7. ______ allow you to display data across a 3D landscape.
- PowerPoint uses a ______ as a placeholder for entering chart data, much like Excel.
- To create effective PowerPoint presentations, it's important to make your slides easy for the audience to read. One of the most common ways of doing this is to format the text as a ______ or _____.
- 10. PowerPoint allows you to ______ onto a slide and play it during your presentation.
- 11. ______ is a grid of cells arranged in rows and columns.
- 12. ______ allows you to communicate information with graphics instead of just using text.
- 13. Adding ______ can make your presentations more interesting and engaging.
- 14. The appearance of every presentation that you create is governed by a



- 15. A theme is a predefined combination of _____, ____,
 - and _____.

- 16. ______ and _____ are two important features you can use to change the way text appears on a slide.
- 17. _____ in PowerPoint make it easy to personalize and modify the images in interesting ways.
- 18. If you want to include a web address or email address in your PowerPoint presentation, you can choose to format it as a ______ so a person can easily click it.
- 19. To make it easier to organize and format a longer presentation, you can divide it into
- 20. If you want to save a ______ of a presentation while keeping the original, you can create a copy.
- 21. By default, PowerPoint presentations are saved in the ______ file type.

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Operation sheet-3.1.

Operation sheet 3.1: incorporate chart and bullet in to slides

- **Operation title:** incorporate chart and bullet in to slides
- **Purpose: To** incorporate chart and bullet in to slides
- Instruction: Use each steps below properly :
- Tools and requirement:
 - 9. Computer,
 - 10. Office Software,
- Steps in doing the task

Inserting charts

PowerPoint uses a **spreadsheet** as a placeholder for entering chart data, much like **Excel**. The process of entering data is fairly simple, but if you are unfamiliar with Excel you might want to review our Excel 2016 **Cell Basics** lesson.

To insert a chart:

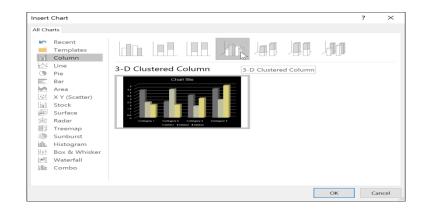
1. Select the **Insert** tab, then click the **Chart** command in the **Illustrations** group.



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2. A dialog box will appear. Select a **category** from the left pane, and review the **charts** that appear in the right pane.



3. Select the desired **chart**, then click **OK**.

- 4. A chart and a spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** you will replace with your own information. The source data is used to create the chart.
- 5. Enter **data** into the worksheet.

8	ן לי לי ה		Chart in Microsoft PowerPoint			×		
	A	В	С	D	E	F		-
1		Series 1	Series 2	Series 3				
2	Classics	4.3	2.4	2				
3	Romance	2.5	4.4	2				
4	Sci-Fi & Fant	tasy	1.8	3				
5	Category 4	4.5	2.8	5				
6								
7								
8								
9								Ŧ
4Î							•	

6. Only the data enclosed by the blue lines will appear in the chart, but this area will expand automatically as you continue to type.



	₽ 5 · ♂ - 1		Chart in Microsoft PowerPoint				×
	А	В	С	D	E	F	
1		January	February	March			
2	Classics	4.3	2.4	2			
3	Romance	2.5	4.4	2			
4	Sci-Fi & Fant	3.5	1.8	3			
5	Mystery	4.5	2.8	5			
6	Young Adult						
7		3					
8							
9							-
4							•

7. When you're done, click \mathbf{X} to close the spreadsheet.

	A	В	С	D	E	F	-
1		January	February	March	April	May	
2	Classics	4.3	2.4	2		3	
3	Romance	2.5	4.4	2			
4	Sci-Fi & Fant	3.5	1.8	3			Π.
5	Mystery	4.5	2.8	5			
6	Young Adult						
7							
8							
9							

8. The chart will be completed.

You can edit the chart data at any time by selecting your chart and clicking the **Edit Data** command on the **Design** tab.

Design	Format	${igodold Q}$ Tell me what you want to do Ol	en
	bahail	Switch Row/ Select Column Data Data Data	h

Fig3.5.Insert chart

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You can also click the **Insert Chart** command in a placeholder to insert a new chart.

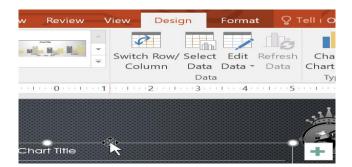
Modifying charts with chart tools

There are many other ways to customize and organize your charts. For example, PowerPoint allows you to change the **chart type**, **rearrange** a chart's data, and even change the **layout** and **style** of a chart.

To change the chart type:

If you find that your data isn't well suited to a certain chart, it's easy to switch to a new **chart type**. In our example, we'll change our chart from a **column** chart to a **line** chart.

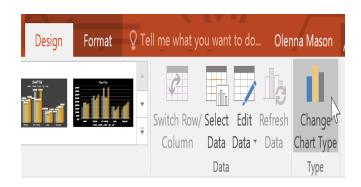
1. Select the chart you want to change. The **Design** tab will appear on the right side of the Ribbon.



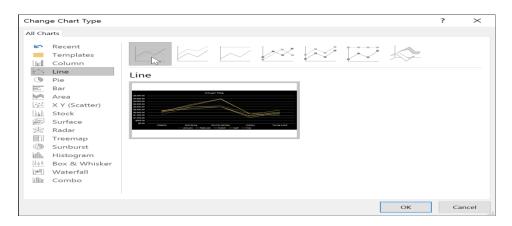
2. From the **Design** tab, click the **Change Chart Type** command.

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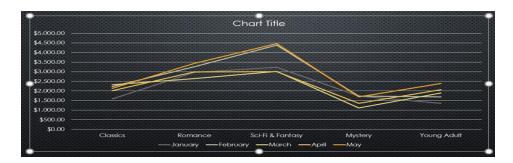




3. A dialog box will appear. Select the desired chart **type**, then click **OK**.



4. The new chart type will appear.



To switch row and column data:

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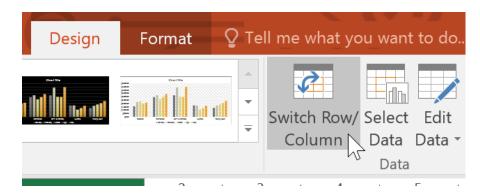
Sometimes you may want to change the way charts **group** your data. For example, in the chart below the book sales data is grouped **by genre**, with lines for **each month**. However, we could switch the rows and columns so the chart will group the data **by month**, with lines for **each genre**. In both cases, the chart contains the same data; it's just organized differently.

1. Select the chart you want to modify. The Design tab will appear.



2. From the **Design** tab, select the **Edit Data** command in the **Data** group.

3. Click the **chart** again, then select the **Switch Row/Column** command in the **Data** group.



4. The rows and columns will be **switched**. In our example, the data is now grouped by month, with lines for each genre.

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To change the chart layout:

Predefined chart layouts allow you to modify chart elements—including **chart titles**, **legends**, and **data labels**—to make your chart easier to read.

- 1. Select the **chart** you want to modify. The **Design** tab will appear.
- 2. From the **Design** tab, click the **Quick Layout** command.



3. Select the desired predefined layout from the menu that appears.



4. The chart will update to reflect the new layout.

To change a chart element (such as the chart title), click the element and begin typing.

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To change the chart style:

Chart styles allow you to quickly modify the look and feel of your chart.

- 1. Select the **chart** you want to modify. The **Design** tab will appear.
- From the Design tab, click the More drop-down arrow in the Chart Styles group.

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		C	nart Styles			V CC	Janni	Data

3. Select the desired style from the menu that appears.

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			و مراز از این		Row/ Sele
<u> </u>				Colu	Da
			Style 8		
	ער ישי <mark>אין ועו</mark> ישי א	1		_ =	

Fig3.6.Modifying chart

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4. The chart will appear in the selected style.

You can also use the chart formatting shortcut buttons to quickly **add chart elements**, change the **chart style**, and **filter** the chart data.

To modify the bullet style:

- 1. Select an existing list you want to format.
- 2. On the **Home** tab, click the **Bullets** drop-down arrow.



3. Select the desired **bullet style** from the menu that appears.

Animations	Slide Show	Review	~ View	For
			\sim	
<u> </u>			<u> </u>	-
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		————————————————————————————————————		c*•
E Bulle	ets and Numb	pering		

4. The bullet style will appear in the list.

To modify a numbered list:

- 1. Select an existing list you want to format.
- 2. On the **Home** tab, click the **Numbering** drop-down arrow.

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Animations	Slide Show	Review	View	Format
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		з. ——	3)	
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	II	B	ь)	
	III. ———	C . ——	c)	s
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- Caller	b			9.1
	C			e
	Bullets and D	lumbering	2	
The second se			1	- eeUh

3. Select the desired **numbering option** from the menu that appears.

Animations	Slide Show	Review	View	Format
A 1 - 1 = 1				
	None	1 2		A
-	1 I	3 <u>L</u> A B	a) –	
	III. ——	C . ——	c) —	£
	a b	i		a. -
	C Bullets and N	iii. ——		€

4. The numbering style will appear in the list.

To change the starting number:

By default, numbered lists count from the number 1. However, sometimes you may want to start counting from a different number, like if the list is a continuation from a previous slide.

- 1. Select an existing numbered list.
- 2. On the **Home** tab, click the **Numbering** drop-down arrow.
- 3. Select **Bullets and Numbering** from the menu that appears.

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4. A dialog box will appear. In the **Start At** field, enter the desired starting number.

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5. The list numbering will change.



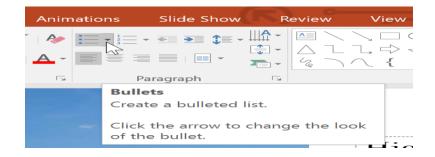
Modifying the list's appearance

To modify the size and color:

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- 1. Select an existing bulleted list.
- 2. On the **Home** tab, click the **Bullets** drop-down arrow.



3. Select **Bullets and Numbering** from the menu that appears.

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4. A dialog box will appear. In the Size field, set the bullet size.

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5. Click the **Color** drop-down box and select a color.





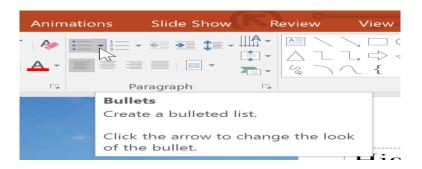
6. Click **OK**. The list will update to show the new bullet size and color.

Customizing bullets

Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. A common way to customize bullets is to use **symbols**.

To use a symbol as a bullet:

- 1. Select an existing bulleted list.
- 2. On the **Home** tab, click the **Bullets** drop-down arrow.



3. Select **Bullets and Numbering** from the menu that appears.

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4. A dialog box will appear. On the Bulleted tab, click **Customize**.

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Reset		ОК	Cancel				

- 5. The **Symbol** dialog box will appear.
- 6. Click the **Font** drop-down box and select a font.

The **Wingdings** and **Symbol** fonts are good choices because they have a lot of useful symbols.

7. Select the desired symbol.

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8. Click **OK**. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.

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Fig3.6.Modifying bullete

9. Click **OK** again to apply the symbol to the list in the document.

To change the distance between the bullets and the text, you can move the **first-line indent marker** on the Ruler. For more information, visit our **Indents and Line Spacing** lesson.

- Quality Criteria: Perform each steps step by step
- **Precautions:** use the given steps properly.

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Operation sheet-3.2.

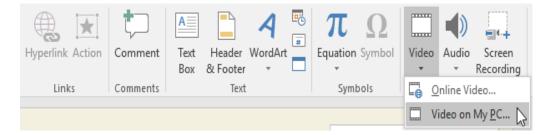
Operation sheet 3.2: Insert and work on video, audio, table and graphics

- **Operation title:** Inserting and working on video, audio, table and graphics
- **Purpose: To** Insert and work on video, audio, table and graphics
- **Instruction:** Use each steps below properly :
- Tools and requirement:
- Computer,
- Office Software,
- Steps in doing the task

To insert a video from a file:

Insert a video from a file saved locally on our computer. If you'd like to work along with our example, right-click this **link to our example video** and save it to your computer.

 From the Insert tab, click the Video drop-down arrow, then select Video on My PC.



2. Locate and select the desired video file, then click **Insert**.



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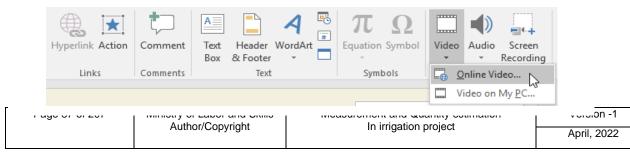
3. The video will be added to the slide.

With the Screen Recording feature on the Insert tab, you can create a video of anything you are doing on your computer and insert it into a slide.



To insert an online video:

Some websites—like YouTube—allow you to **embed** videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet for the video to play.





Working with videos

To preview a video:

- 1. Click a video to select it.
- 2. Click the **Play/Pause** button below the video. The video will begin playing, and the timeline next to the Play/Pause button will advance.
- 3. To jump to a different part of the video, click anywhere on the **timeline**.

To resize a video:

Click and drag the corner sizing handles until the video is the desired size. •

The corner sizing handles will resize a video while preserving its **original aspect ratio**. If you use the side sizing handles, the video will become distorted.

To move a video:

Click and drag to move a video to a new location on a slide.

To delete a video:

Select the video you want to delete, then press the **Backspace** or **Delete** key • on your keyboard.

Editing and formatting videos

To trim a video:

- 1. Select the video, then click the **Playback** tab on the Ribbon.
- 2. Click the **Trim Video** command.

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- 3. A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.
- 4. To preview the video, click the **Play** button.

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5. When you're done trimming the video, click **OK**.

To add a fade in and fade out:

- 1. On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields.
- 2. Type the desired values, or use the **up** and **down** arrows to adjust the fade times.

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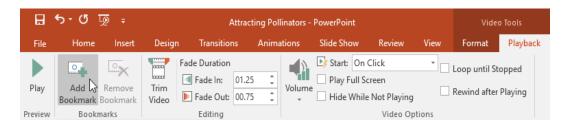
To add a bookmark:

1. Click the **timeline** to locate the desired part of the video.

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2. From the **Playback** tab, click the **Add Bookmark** command.



3. The bookmark will appear on the timeline. Click the bookmark to jump to that location.

Video options

There are other options you can set to control how your video will play. These are found in the **Video Options** group on the **Playback** tab.

nators -	PowerPoint	Video Tools			
tions	Slide Show	Review	View	Format	Playback
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- Volume: Changes the audio volume for the video
- Start: Controls whether the video starts automatically or when the mouse is clicked
- Play Full Screen: Lets the video fill the entire screen while playing
- Hide While Not Playing: Hides the video when not playing
- Loop until Stopped: Replays the video until stopped

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• **Rewind after Playing**: Returns the video to the beginning when it is finished playing

Formatting the appearance of a video

To create a poster frame:

You can add a **poster frame** to a video, which is the **placeholder image** your audience will see before the video starts playing. The poster frame is usually just a **frame** taken from the video itself.

- 1. Click the **timeline** to locate the desired part of the video.
- From the Format tab, click the Poster Frame command. Select Current Frame from the menu that appears.



3. The current frame will become the poster frame.

If you want to use a picture from your computer, select Image from file.

To apply a video style:

- 1. Select the video, then click the **Format** tab on the Ribbon.
- 2. In the **Video Styles** group, click the **More** drop-down arrow to display available video styles.

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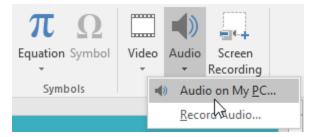
Fig3.6.Insertong vedeo

- 3. Select the desired style.
- 4. The new style will be applied to the video.

To insert audio from a file:

In our example, we'll **insert an audio file** saved locally on our computer. If you'd like to work along with our example, right-click this **link to our example file** and save it to your computer (music credit: **Something Small (Instrumental)** by **Minden, CC BY-NC 3.0**).

 From the Insert tab, click the Audio drop-down arrow, then select Audio on My PC.



2. Locate and select the desired audio file, then click **Insert**.

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3. The audio file will be added to the slide.



Recording your own audio

Before you begin, make sure you have a **microphone** that is compatible with your computer; many computers have **built-in microphones** or ones that can be **plugged in** to the computer.

To record audio:

 From the Insert tab, click the Audio drop-down arrow, then select Record Audio.

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2. Type a **name** for the audio recording if you want.

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OK	Ca	ncel

3. Click the **Record** button to start recording.

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4. When you're finished recording, click the **Stop** button.

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<u>N</u> ame:	Slide 2		
Total sound length: 8			
	ОК	Ca	ncel

5. To preview your recording, click the **Play** button.

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Record	Sound	?	\times
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6. When you're done, click **OK**. The audio file will be inserted into the slide.



Working with audio

To preview an audio file:

- 1. Click an audio file to select it.
- 2. Click the **Play/Pause** button below the audio file. The sound will begin playing, and the **timeline** next to the Play/Pause button will advance.



3. To jump to a different part of the file, click anywhere on the **timeline**.

To move an audio file:

• Click and drag to **move** an audio file to a new location on a slide.

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To delete an audio file:

• Select the audio file you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

Editing audio

You can modify your audio files using the commands on the **Playback** tab.

To trim an audio file:

1. Select the audio file, then click the **Playback** tab on the Ribbon.



2. Click the **Trim Audio** command.



3. A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.

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		OK Cancel

4. To preview the audio file, click the **Play** button.

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00:00 🖨	00:11.660 🖨
	OK Cancel

5. Adjust the handles again if necessary, then click **OK**.

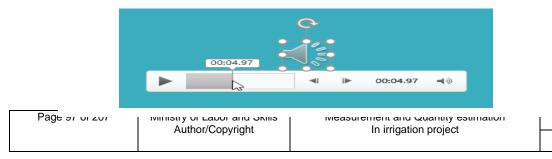
To add a fade in and fade out:

- 1. On the Playback tab, locate the Fade In: and Fade Out: fields.
- 2. Type the desired values, or use the **up** and **down** arrows to adjust the times.



To add a bookmark:

1. Click the **timeline** to locate the desired part of the audio file.



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2. From the **Playback** tab, click the **Add Bookmark** command.

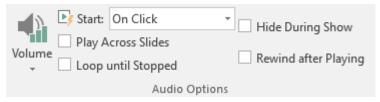


3. The bookmark will appear on the timeline. Click the bookmark to jump to that location.



Audio options

There are other options you can set to control how your audio file will play. These are found in the **Audio Options** group on the **Playback** tab.



- Volume: Changes the audio volume
- Start: Controls whether the audio file starts automatically or when the mouse is clicked
- Hide During Show: Hides the audio icon while the slide show is playing

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- **Play Across Slides**: Continues playing the audio file across multiple slides instead of just the current slide
- Loop until Stopped: Replays the audio file until stopped
- **Rewind after Playing**: Returns the audio file to the beginning when it is finished playing

To change the audio icon:

By default, an audio file will appear as a **speaker icon** in the slide. If you want, you can change the icon to a different picture.

- 1. Select the audio file, then click the **Format** tab.
- 2. Click the **Change Picture** command.



3. The **Insert Pictures** dialog box will appear. Click **Browse** to select a file from your computer. Alternatively, you can use the **online image search tools** to locate an image online. In our example, we'll search using the phrase **music note**.

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1	From a file Browse files on your computer or local network	Browse ►
5	Bing Image Search Search the web	music note I × P
<u> </u>	OneDrive - Personal flores.merced@yahoo.com	Browse ►

4. Locate and select the desired picture, then click Insert.



5. The icon will change to the new picture.



Fig3.7.Inserting Audio

To insert a table:

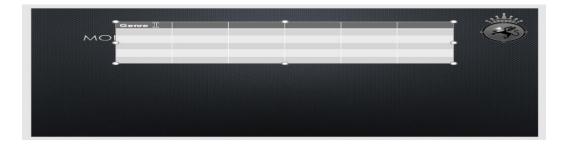
- 1. From the **Insert** tab, click the **Table** command.
- 2. Hover the mouse over the grid of squares to select the desired number of **columns** and **rows** in the table. In our example, we'll insert a table with **six rows** and **six columns** (6x6).

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- 3. The table will appear on the currently selected slide. In our example, that's slide 3.
- 4. Click anywhere in the table, and begin typing to add text. You can also use the **Tab** key or the **arrow keys** on your keyboard to navigate through the table.



You can also insert a table by clicking the **Insert Table** command in a **placeholder**.

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Modifying tables

Power Point includes several options for customizing tables, including **moving** and **resizing**, as well as **adding rows** and **columns**.

To move a table:

• Click and drag the **edge** of a table to **move it** to a new location on a slide.

Genre	***	
Classics		
Mystery Sci-Fi & Fantasy		
Young Adult		

To resize a table:

• Click and drag the **sizing handles** until the table is the desired size.

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MONTHLY SALES		(
MONTHLY SALES	BTGENRE	
Genre		
Classics		
Mystery		
Sci-Fi & Fantasy		
Young Adult		

To add a row or column:

1. Click a cell **adjacent to** the location where you want to add a row or column. In our example, we'll select the cell that says **Mystery**.

Genre	*****	-	Ì
Classics			
Mystery I			
Sci-Fi & Fantasy			
Young Adult			

- 2. Click the **Layout** tab on the right side of the Ribbon.
- 3. Locate the **Rows & Columns** group. If you want to insert a new **row**, select either **Insert Above** or **Insert Below**. If you want to insert a new **column**, select either **Insert Left** or **Insert Right**.

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4. The new row or column will appear.

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Genre			
Classics			
Mystery			
Sci-Fi & Fantasy			
Sci-Fi & Fantasy Young Adult			

To delete a row or column:

 Select the desired row or column. In our example, we'll select the empty row at the bottom of the table.

Genre		
Classics		
Mystery		
Romance		
Sci-Fi & Fantasy		
Young Adult		
		Т

2. From the Layout tab in the Rows & Columns group, click the Delete command, then select Delete Rows or Delete Columns from the menu.

	- ب	Ģ	Q	÷	Crown and Griffin Books - PowerPoint					Table	Tools		
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3. The selected row or column will be deleted.

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•			-
Genre			
Classics			
Mystery			
Romance			1
Sci-Fi & Fantasy			
Young Adult			

You can also access the **Insert** and **Delete** commands by right-clicking a table.

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Genre	в		- 🗠 - 📖 -	Insert Delete
Classics	¥	Cu <u>t</u>	\$2,225.00	\$2,326.00
Mystery	43	Copy		\$2,640.00
Romance		Paste Options:	\$4,390.00	\$3,022.00
Sci-Fi & Fante	А	<u>F</u> ont	\$1,730.00	\$1,109.00

To delete a table:

• Click the edge of the table you want to delete, then press

the **Backspace** or **Delete** key on your keyboard.

Modifying tables with the Layout tab

When you select a table, the **Design** and **Layout** tabs will appear on the right side of the Ribbon.

Click the buttons in the interactive below to learn about the different commands on the Layout tab.

Customizing tables

PowerPoint makes it easy to change the look and feel of your tables. For example, you can quickly apply different **table styles** and customize the **table borders**.

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To apply a table style:

- 1. Select **any cell** in your table, then click the **Design** tab on the right side of the Ribbon.
- 2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see available table styles.

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			Ta	ble Styles			3	Enects

3. Select the desired style.

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Transitions	Animations	Slide Show	le Show Review		Design	Layou
						AII
Best Match for	Document					
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ight						
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4. The selected table style will be applied.

Genre	January	February	March	April	May
Classics	\$1,580.00	\$2,225.00	\$2,326.00	\$2,017.00	\$2,134.00
Mystery	Ŋ	'A	\$2,640.00	\$2,985.00	\$3,428.00
Romance	\$3,236.00	\$4,390.00	\$3,022.00	\$3,009.00	\$4,474.00
Sci-Fi & Fantasy	\$1,730.00	\$1,730.00	\$1,109.00	\$1,355.00	\$1,686.00
Young Adult	\$1,358.00	\$1,685.00	\$1,893.00	\$2,065.00	\$2,388.00

To change table style options:

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You can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**,

and Banded Columns.

- 1. Select **any cell** in your table.
- From the Design tab, check or uncheck the desired options in the Table Style Options group.



To add borders to a table:

You can add **borders** to help define different sections of a table. Certain table styles may include borders automatically, but it's easy to add them manually or customize them. You can control the border **weight**, **color**, and **line style** for some or all of a table.

- 1. Select the cells where you want to add borders. In our example, we'll select **every cell** in our table.
- 2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.

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ole Styles					WordArt Styles 🗔	Draw Borders

3. Click the **Borders** drop-down arrow, then select the desired **border type**.

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4. The border will be added to the selected cells.

Genre	January	February	March	April	May
Classics	\$1,580.00	\$2.225.00	\$2,326.00	\$2.017.00	\$2,134.00
Mystery	P1	^^	\$2,640.00	\$2,985.00	\$3,428.00
Romance	\$3,236.00	\$4,390.00	\$3,022.00	\$3,009.00	\$4,474.00
Sci-Fi & Fantasy	\$1,730.00	\$1,730.00	\$1,109.00	\$1,355.00	\$1,686.00
Young Adult	\$1,358.00	\$1,685.00	\$1,893.00	\$2,065.00	\$2,388.00

5. To **remove** borders, select the desired cells, click the **Borders** command, and select **No Border**.

Fig3.8.Inserting table

To insert a SmartArt graphic:

- 1. Select the slide where you want the SmartArt graphic to appear.
- 2. From the Insert tab, select the SmartArt command in

the **Illustrations** group.



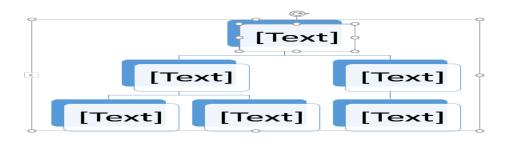
3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, then click **OK**.

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All List Process Cycle Matrix Picture Office.com	Choose a SmartArt Graphic	? ×
	List Process Cycle Cycle An Hierarchy An Hierarchy Pyramid Pyramid Proture	Hierarchy Use to show hierarchical relationships

4. The SmartArt graphic will appear on the current slide.



You can also click the **Insert a SmartArt Graphic** command in a **placeholder** to add SmartArt.



To add text to a SmartArt graphic:

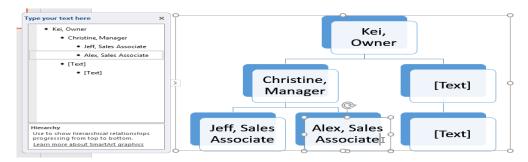
- 1. Select the SmartArt graphic. The text pane will appear to the left
- 2. Enter text next to each bullet in the text pane. The text will appear in the corresponding shape. It will be resized automatically to fit inside the shape.

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You can also add text by clicking the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **text pane** is often quicker and easier.



To reorder, add, and delete shapes:

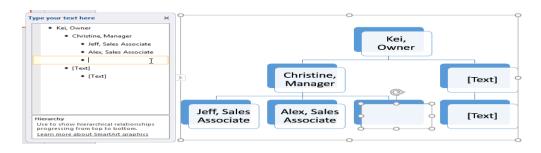
- To **demote a shape**, select the desired bullet, then press the **Tab** key. The bullet will move to the right, and the shape will move down one level.
- To promote a shape, select the desired bullet, then press the **Backspace** key (or **Shift+Tab**). The bullet will move to the left, and the shape will move up one level.



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• To **add a new shape**, place the insertion point after the desired bullet, then press **Enter**. A new bullet will appear in the text pane, and a new shape will appear in the graphic.



• To **remove a shape**, keep pressing **Backspace** until the bullet is deleted. The shape will then be removed. In our example, we'll delete all of the shapes without text.



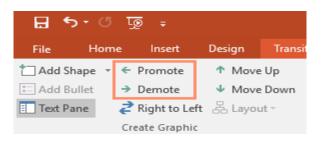
Organizing SmartArt from the Design tab

If you'd prefer not to use the text pane to organize your SmartArt, you can use the commands on the **Design** tab in the **Create Graphic** group. Just select the shape you want to modify, then choose the desired command.

• **Promote** and **Demote**: Use these commands to move a shape up or down between levels.

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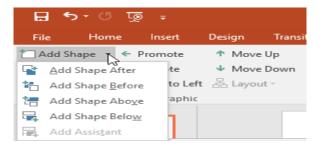




• Move Up and Move Down: Use these commands to change the order of shapes on the same level.

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	Cr	eate Graphic		

• Add Shape: Use this command to add a new shape to your graphic. You can also click the drop-down arrow for more exact placement options.



Customizing SmartArt

• There are several **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt styles** group.

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• You have a variety of **color schemes** to use with SmartArt. To change the colors, click the **Change Colors** command and choose the desired option from the drop-down menu.

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• You can also customize each shape independently. Just select any shape in the graphic, then choose the desired option from the **Format** tab.

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To change the SmartArt layout:

If you don't like the way your information is organized within a SmartArt graphic, you can always change its **layout** to better fit your content.

1. From the **Design** tab, click the **More** drop-down arrow in the Layouts group.



2. Choose the desired layout, or click More Layouts to see even more options.

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	<u>More La</u>	youts					

3. The selected layout will appear.

	0	
< Kel, Owner	Christine, Manager	Jeff, Sales Associate Alex, Sales
		Associate

Fig3.6.Inserting smart art

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- Quality Criteria: Perform each steps step by step
- **Precautions:** use the given steps properly.

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Operation sheet3.3.

Operation sheet 3.3: insert picture, autoshape, hyperlinks and modify objects and save presentation

- **Operation title:** inserting picture, autoshape, hyperlinks and modify objects and save presentation
 - **Purpose: To** insert picture, autoshape, hyperlinks and modify objects and save presentation
- Instruction: Use each steps below properly :
- Tools and requirement:
 - 11. Computer,
 - 12. Office Software,
- Steps in doing the task

To insert a picture from a file:

 Select the Insert tab, then click the Pictures command in the Images group.



2. A dialog box will appear. Locate and select the **desired image file**, then click **Insert**.



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			Tools -	Insert 🔫	Cancel	

3. The picture will appear on the currently selected slide.

Click to add text	
Pictures	

Inserting online pictures

If you don't have the picture you want on your computer, you can **find a picture online** to add to your presentation. PowerPoint offers two options for finding online pictures.

- **OneDrive:** You can insert an image stored on your **OneDrive**. You can also link other **online accounts** with your Microsoft account, such as Facebook or Flickr.
 - Bing Image Search: You can use this option to search the Internet for

images.

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Crookedbra	ww.crookedbrains.net		Select one or m		sert Cancel	

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To insert an online picture:

1. Select the **Insert** tab, then click the **Online Pictures** command.

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Slides	Tables		Im	ages		Illustrations		Ado	d-ins

- 2. The Insert Pictures dialog box will appear.
- Choose Bing Image Search or your OneDrive. In our example, we'll use Bing Image Search.

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ConeDrive - Persona flores.merced@yahoo.c		

- 4. Press the Enter key. Your search results will appear in the dialog box.
- 5. Select the desired image, then click **Insert**.

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6. The image will appear on the currently selected slide.

Moving and resizing pictures

Once you've inserted a picture, you may want to move it to a **different location** on the slide or change its **size**. PowerPoint makes it easy to **arrange** pictures in your presentation.

To select a picture:

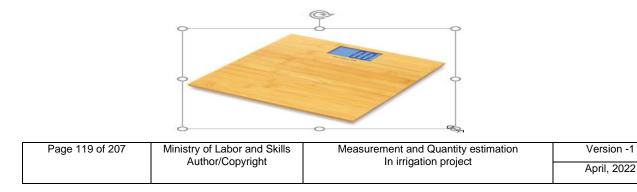
Before you can modify a picture, you'll need to select it.

• Simply click to select a picture. A **solid line** will appear around a selected picture.



To resize a picture:

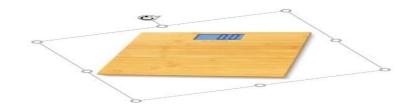
• Click and drag the **corner sizing handles** until the picture is the desired size.





To rotate a picture:

• Click and drag the arrow above an image to **rotate** it right or left.



To move a picture:

• Click and drag to **move** a picture to a new location on a slide.



To delete a picture:

• Select the picture you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

You can access even more picture formatting options from the Format tab.

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Inserting screenshots

Screenshots are basically snapshots of your computer screen. You can take a screenshot of almost any program, website, or open window.

To insert screenshots of a window:

1. Select the **Insert** tab, then click the **Screenshot** command in the **Images** group.

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2. The **Available Windows** from your desktop will appear. Select the **window** you want to capture as a screenshot.



3. The screenshot will appear on the currently selected slide.



To insert a screen clipping:

1. Select the Insert tab, click the Screenshot command, then select Screen

Clipping.

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- 2. A view of other open windows will appear. Click and drag to select the area you want to capture as a screen clipping.
- 3. The screen clipping will appear on the currently selected slide.

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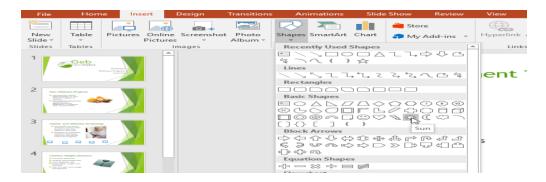
Fig3.10.insert picture

To insert a shape:

1. Select the **Insert** tab, then click the **Shapes** command in

the Illustrations group. A drop-down menu of shapes will appear.

2. Select the desired **shape**.



3. Click and drag in the desired location to add the shape to the slide.

Modifying a shape or text box

When you click a shape or text box, **handles** will appear that let you manipulate the shape. There are several types of handles.

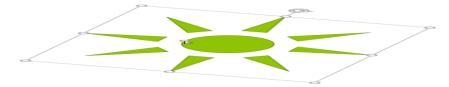
• Sizing handles: Click and drag the sizing handles until the shape or text box is the desired size. You can use the corner sizing handles to change the height and width at the same time.





- **Rotation handle**: Click and drag the **rotation** handle to rotate the shape.
- Yellow handles: Some shapes have one or more yellow handles that can be

used to customize the shape.



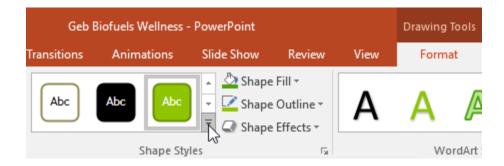
In addition to resizing, customizing, and rotating shapes, you can align, order, and group them. To learn more, see our Aligning, Ordering, and Grouping Objects lesson.

Formatting shapes and text boxes

To change the shape style:

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape or text box. These options will depend on the colors that are part of your current theme.

- 1. Select the shape or text box you want to change.
- On the Format tab, click the More drop-down arrow in the Shape Styles group.



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3. A drop-down menu of styles will appear. Select the style you want to use.

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Abc	Abc Abc	Abc	Abc Ab		×			
Presets								

4. The shape or text box will appear in the selected style.

To change the shape fill color:

- 1. Select the shape or text box you want to change.
- On the Format tab, click the Shape Fill drop-down arrow. The Shape Fill menu appears.
- Move the mouse over the various colors. Select the color you want to use.
 To view more color options, select More Fill Colors.



4. The shape or text box will appear in the selected color.

If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

To change the shape outline:

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- 1. Select the shape or text box you want to change.
- 2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
- 3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



4. The shape or text box will appear in the selected outline color.

From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.

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				3			

To add shape effects:

1. Select the shape or text box you want to change.

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2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.

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3. The shape will appear with the selected effect.

To further adjust your shape effects, select **Options** at the end of each menu. The Format Shape pane will appear, allowing you to customize the effects.

To change to a different shape:

- 1. Select the shape or text box you want to change. The **Format** tab will appear.
- 2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape** and select the desired **shape**.

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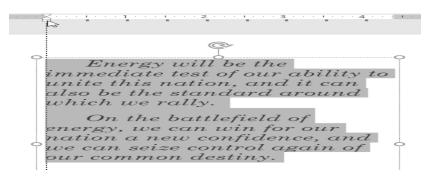
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3. The new shape will appear.

Fig3.11.insert auto shape

To indent using indent markers:

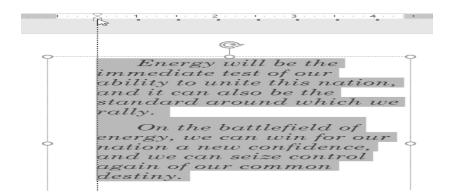
- 1. Place the **insertion point** anywhere in the paragraph where you want to indent, or select one or more paragraphs.
- 2. Go to the desired **indent marker**. In our example, we'll use the **left** indent marker.



3. Click and drag the indent marker as needed. When you're done, the selected text will be indented.

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Customizing bullet spacing

When working with lists, PowerPoint allows you to fine-tune the space between **bullets** and **text** by using the **first-line indent marker** or the **hanging indent marker**.

To change the bullet spacing:

- Select the lines you want to change, then go to the desired indent marker.
 In our example, we'll use the hanging indent marker.
- 2. Click and drag the indent marker as needed. When you're done, the bullet spacing will be adjusted.



Line spacing

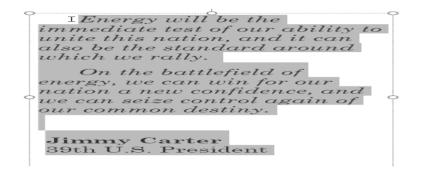
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PowerPoint allows you to adjust the amount of space between each line in a list or paragraph. You can **reduce** the line spacing to fit more lines on a slide, or you can **increase** it to improve readability.

To format line spacing:

1. **Select** the text you want to format.



2. On the **Home** tab, locate the **Paragraph** group, click the **Line Spacing** command, then select the desired **line spacing** option from the menu.

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3. The line spacing will be adjusted.

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Energy will be the immediate test of our ability to unite this nation, and it can also be the standard around which we rally. On the battlefield of energy, we can win for our nation a new confidence, and we can seize control again of our common destiny. Jimmy Carter 39th U.S. President

If you want to adjust the line spacing with even more precision, select **Line Spacing Options** from the drop-down menu. The **Paragraph** dialog box will appear, allowing you to **fine-tune the line spacing** and adjust the **paragraph spacing**, which is the amount of space that is added **before** and **after** each paragraph.

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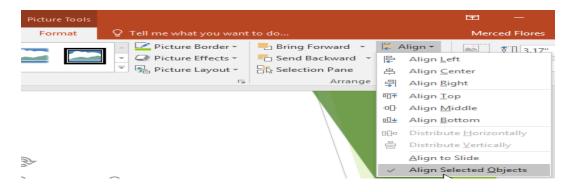
To align two or more objects:

1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The **Format** tab will appear.

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From the Format tab, click the Align command, then select Align Selected Objects.



- 3. Click the Align command again, then select one of the six alignment options.
- 4. The objects will align based on the option you selected.

To align objects to the slide:

Sometimes you may want to align one or more objects to a **specific location within the slide**, such as at the top or bottom.

- 1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click.
- 2. From the Format tab, click the Align command, then select Align to Slide.

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- 3. Click the Align command again, then select one of the six alignment options.
- 4. The objects will align based on the option you selected.

To distribute objects evenly:

You can do this by **distributing the objects** horizontally or vertically.

- Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click.
- From the Format tab, click the Align command, then select Align to Slide or Align Selected Objects.

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3. Click the Align command again, then select Distribute Horizontally or Distribute Vertically from the drop-down menu that appears.

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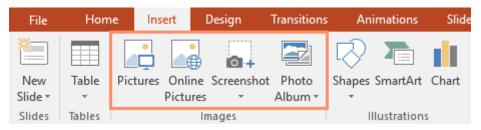
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			~	Align Selected Objects

4. The objects will distribute evenly.

Fig3.21.indentation and alignment

Grouping objects

You may want to **group** multiple objects into **one object** so they will stay together if they are moved or resized. Pictures, shapes, clip art, and text boxes can all be grouped; however, **placeholders** cannot be grouped. If you will be grouping pictures, use one of the commands in the **Images** group on the **Insert** tab to insert pictures instead of the picture icon inside the placeholder.



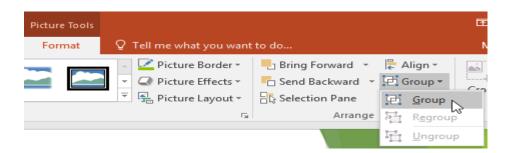
To group objects:

1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The **Format** tab will appear.

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2. From the **Format** tab, click the **Group** command, then select **Group**.



The selected objects will now be grouped. There will be a single box with sizing handles around the entire group to show that they are one group. You can now move or resize all of the objects at once.

If you select the objects and the **Group** command is disabled, it may be because one of the objects is inside a **placeholder**. If this happens, try **reinserting** the images by using the **Pictures** command on the **Insert** tab.



To ungroup objects:

- 1. Select the object group you want to ungroup.
- 2. From the **Format** tab, click the **Group** command, then select **Ungroup**.

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3. The objects will be ungrouped.

Ordering objects

In addition to aligning objects, PowerPoint gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or the **back**.

Understanding levels

When objects are inserted into a slide, they are placed on **levels** according to the **order** in which they were inserted into the slide. In our example, we've drawn an arrow on the top level, but we can **change the level** to put it behind the other objects.

To change the ordering by one level:

- 1. Select an object. The **Format** tab will appear.
- From the Format tab, click the Bring Forward or Send Backward command to change the object's ordering by one level. If there are multiple objects on the slide, you may need to click the command several times to achieve the desired ordering.

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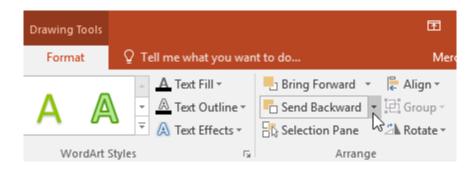
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3. The objects will reorder.

To bring an object to the front or back:

If you want to move an object behind or in front of several objects, it's usually faster to **bring it to front** or **send it to back** instead of clicking the ordering commands multiple times.

- 1. Select an object.
- 2. From the **Format** tab, click the **Bring Forward** or **Send Backward** dropdown arrow.



3. From the drop-down menu, select **Bring to Front** or **Send to Back**.

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4. The objects will reorder.

Fig3.13.working on objects

If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection pane** allows you to easily drag an object to a new location. To access the Selection pane, click **Selection Pane** on the **Format** Tab.

To insert a hyperlink:

- 1. Select the image or text you want to make a hyperlink.
- 2. Right-click the selected text or image, then click **Hyperlink**. Alternatively, you can go to the **Insert** tab and click the **Hyperlink** command.



3. The **Insert Hyperlink** dialog box will open.

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- 4. If you selected text, the words will appear in the **Text to display** field at the top. You can change this text if you want.
- 5. Type the address you want to link to in the Address field.
- 6. Click **OK**. The text or image you selected will now be a hyperlink to the web address.



To insert a hyperlink to an email address:

- 1. Right-click the selected text or image, then click **Hyperlink**.
- 2. The **Insert Hyperlink** dialog box will open.
- 3. On the left side of the dialog box, click **Email Address**.

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4. Type the email address you want to connect to in the **Email Address** box, then click **OK**.

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	OK		Cancel

PowerPoint often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or **spacebar**.

To open and test a hyperlink:

1. After you create a hyperlink, you should **test** it. Right-click the hyperlink, then click **Open Hyperlink**.

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2. Your web browser should open and then navigate to the linked page. If it doesn't work, check the hyperlink address for any misspellings.

To open a hyperlink while viewing your slide show, click the hyperlink.



To remove a hyperlink:

- 1. Right-click the hyperlink.
- 2. Click **Remove Hyperlink**.



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More hyperlinks

Using shapes and pictures as hyperlinks

Sometimes you might want to format **objects**—including shapes, text boxes, and pictures—as hyperlinks. This is especially helpful if you want the object to act like a **button**. To do this, right-click the desired object and select **Hyperlink** from the menu that appears. Click the object during the presentation to open the hyperlink.

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To insert a hyperlink to another slide:

- 1. Right-click the selected text or image, then click **Hyperlink**.
- 2. The Insert Hyperlink dialog box will appear.
- 3. On the left side of the dialog box, click **Place in this Document**.

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Existing File or Web Page Place in This Document Create New Document E-mail Address	Select a place in this document: Slide preview: Previous Slide Slide Titles 1. Adworks Agency New Employ 2. Topics 3. Getting to Know the Company 4. About Adworks 5. Accomplishments 6. Organization 7. Working with Clients 8. Understanding Your Benefits 9. Health Insurance 10. Leave Time Show and return			
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4. A list of other slides in your presentation will appear. Click the name of the slide you want to link to.

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Existing File or Web Page Place in This Document Create New Document	Select a place in this document: Previous Slide Slide Titles 1. Adworks Agency New Employ 3. Getting to Know the Company 4. About Adworks 5. Accomplishments 6. Organization 7. Working with Clients 8. Understanding Your Benefits 9. Health Insurance		
	< <tr> -10. Leave Time < > Show and return</tr>		
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5. Click **OK**. The text or image will now be a hyperlink to the slide you selected.

TOPICS		
	About AdWorks	
	Accomplishments	

To insert a hyperlink to another file:

- Right-click the selected text or image, then click Hyperlink. The Insert Hyperlink dialog box will appear.
- 2. On the left side of the dialog box, click **Existing File or Webpage**.
- 3. Click the drop-down arrow to browse for your file.

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4. Select the desired file.

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5. Click **OK**. The text or image will now be a hyperlink to the file you selected.



Fig3.14.hyperlink

To save a presentation:

It's important to **save your presentation** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost.

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1. Locate and select the Save command on the Quick Access Toolbar.



- 2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
- You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer. Alternatively, you can click OneDrive to save the file to your OneDrive.

Info	Save As
New	
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Save	This PC
Save As	
Print	Add a Place
Share	Browse
Export	
Close	

- 4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.
- 5. Enter a file name for the presentation, then click Save.

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6. The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

You can also access the Save command by pressing Ctrl+S on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a presentation while keeping the original, you can create a **copy**. For example, if you have a file named **Client Presentation** you could save it as **Client Presentation 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

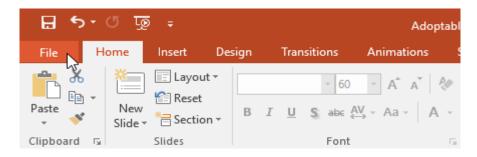




To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.

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



2. Click **Options**.



3. The **PowerPoint Options** dialog box will appear. Select **Save**, **check the box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.

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Using Auto Recover

PowerPoint automatically saves your presentations to a temporary folder while you are working on them. If you forget to save your changes or if PowerPoint crashes, you can restore the file using **Auto Recover**.

To use Auto Recover:

1. Open PowerPoint. If auto saved versions of a file are found,

the **Document Recovery** pane will appear.

2. Click to **open** an available file. The presentation will be recovered.

PowerPoint has recovered the following files. Save the ones you wish to keep.					
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Which file do I want to save? Close					

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By default, PowerPoint auto saves every 10 minutes. If you are editing a presentation for less than 10 minutes, PowerPoint may not create an auto saved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Just select the **File** tab, click **Manage Presentation**, then choose **Recover Unsaved Presentations**.



Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint in a variety of file types.

- **PDF:** Saves the presentation as a **PDF document** instead of a PowerPoint file
- Video: Saves the presentation as a video
- **Package for CD:** Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download
- Handouts: Prints a handout version of your slides

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• Other file type: Saves in other file types, including PNG and PowerPoint 97-2003

To export a presentation:

In this example, we'll save the presentation as a **PowerPoint 97-2003** file.

- 1. Click the **File** tab to access **Backstage view**.
- 2. Click **Export**, then choose the desired option. In our example, we'll select **Change File Type**.



3. Select a **file type**, then click **Save As**.



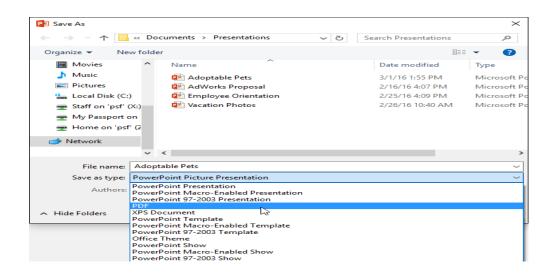
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4. The **Save As** dialog box will appear. Select the **location** where you want to export the presentation, type a **file name**, then click **Save**.

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∧ Hide Folders			Tools 👻	Save	Cancel

You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save presentations in a variety of file types. Be careful to choose a file type others will be able to open.



In order to share a presentation, it must first be **saved to your OneDrive**.

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To share a presentation:

1. Click the File tab to access Backstage view, then click Share.



2. The **Share** pane will appear.

Click the buttons in the interactive below to learn more about different ways to share a presentation.



Fig3.15.Save presentation

- Quality Criteria: Perform each steps step by step
- **Precautions:** use the given steps properly.

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Lap test 3		
Name:	Date:	
Time Started:	Time Finished:	

Instructions: Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

- Task 1: Incorporate chart and bullet in to slides
- Task 2: Insert and work on video, audio, table and graphics
- Task 3: Insert picture, auto shape, hyperlinks and modify objects

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UNIT FOUR: ADD SLIDE SHOW EFFECTS

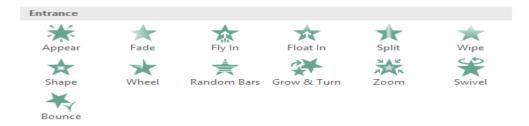
4.1.Incorporating present animation and multimedia effects as required to enhance the presentation

In PowerPoint, you can **animate** text and objects such as clip art, shapes, and pictures. Animation—or movement—on the slide can be used to **draw** the **audience's attention** to specific content or to make the slide easier to read.

The four types of animations

There are several animation effects you can choose from, and they are organized into four types.

• Entrance: These control how the object enters the slide. For example, with the **Bounce** animation the object will "fall" onto the slide and then bounce several times.



• **Emphasis:** These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **spin** when you click the mouse.

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Emphasis					
Pulse	Color Pulse	Teeter	Spin	Grow/Shrink	
Darken	Lighten	Transparency	Object Color	Compleme	Line Color
Fill Color Wave	Brush Color	Font Color	Underline	Bold Flash	Bold Reveal

• **Exit:** These control how the object exits the slide. For example, with the **Fade** animation the object will simply fade away.



- Motion Paths: These are similar to Emphasis effects, except the object moves within the slide along a predetermined path, like a circle.
- *F*

Motion Paths					
Lines	Arcs	Turns) Shapes	CO Loops	Custom Path

Fig 4.1.Animation

4.2. Adding slide transition effects to ensure smooth progression through the presentation

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen **slide transitions**. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.

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About transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab.

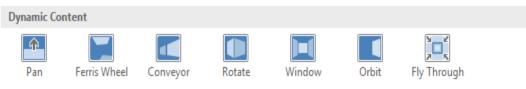
• Subtle: These are the most basic types of transitions. They use simple animations to move between slides.

Subtle							
				~	• •		
None	Cut	Fade	Push	Wipe	Split	Reveal	Random Bars
Shape	Uncover	Cover	Flash				

• Exciting: These use more complex animations to transition between slides. While they're more visually interesting than Subtle transitions, adding too many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.

Exciting							
Fall Over	Drape	Curtains	Wind	Prestige	Fracture	Crush	Peel Off
Page Curl	Airplane	Origami	Dissolve	Checkerboa	Blinds	Clock	Ripple
Honeycomb	Glitter	Vortex	∭/// Shred	Switch	Flip	Gallery	Cube
Doors	Box	Comb	Zoom	Random			

• **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.



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Transitions are best used in moderation. Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

4.3 Testing presentation for overall effect

Before delivering your presentation, you might ask someone else to review it and give you feedback on your slides. You might even work with a collaborator to create a presentation together. If you were revising a hard copy, you could add **comments** in the margins or **compare** your rough and final drafts side by side. You can do these things in PowerPoint using the **Comments** and **Compare** features.

Comment on presentations

When revising or collaborating on a presentation, you might want to make notes or suggestions without actually changing the slide. Leaving a **comment** allows you to take note of something without altering the slide itself. Comments can be added and read by the original author or any other reviewers.

4.4 Using onscreen navigation tools

As you add more slides to a presentation, it can be difficult to keep everything **organized**. Fortunately, PowerPoint offers tools to help you organize and prepare your slide show.

About slide views

PowerPoint includes several different **slide views**, which are all useful for various tasks. The **slide view commands** are located in the bottom-right of the PowerPoint window. There are four main slide views.

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								*
Click to add notes								
🚔 Notes	Comments		ŧ	모	 	+	43%	+ ⁺ +

• Normal view: This is the default view, where you create and edit slides.

You can also move slides in the Slide Navigation pane on the left.



- Slide sorter view: In this view, you'll see a thumbnail version of each slide. You can drag and drop slides to reorder them quickly.
- **Reading view:** This view fills the PowerPoint window with a **preview** of your presentation. It includes easily accessible **navigation buttons** at the bottom-right.





• Slide show view: This is the view you'll use to **present** to an audience. This command will begin the presentation from the **current slide**. You can also press **F5** on your keyboard to start from the beginning. A menu will appear in the bottom-left corner when you move the mouse. These commands allow you to navigate through the slides and access other features, such as the **pen** and **highlighter**.



Outline view

Outline view shows your slide text in **outline** form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

To view an outline:

Once your slide show is complete, you'll need to learn how to **present it** to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

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Presenting a slide show

Before you present your slide show, you'll need to think about the type of **equipment** that will be available for your presentation. Many presenters use **projectors** during presentations, so you might want to consider using one as well. This allows you to control and preview slides on one monitor while presenting them to an audience on another screen.

Once your slide show is complete, you'll need to learn how to **present it** to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

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Self check 4

- 1. _____ control how the object enters the slide.
- 2. ______ animations occur while the object is on the slide, often triggered by a mouse click.
- 3. _____ control how the object exits the slide.
- 4. _____ are similar to Emphasis effects, except the object
- 5. ______ use more complex animations to transition between slides.
- 6. ______ are the most basic types of transitions.
- 7. ______ will move only the placeholders, not the slides themselves.

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Operation sheet-4.1

Operation sheet 4.1: work on animation, transition, navigation and test slide presentation

- **Operation title:** working on animation,transition,navigation and test slide presentation
- Purpose: To work on animation, transition, navigation and test slide presentation
- Instruction: Use each steps below properly :
- Tools and requirement:
 - 13. Computer,
 - 14. Office Software,
- Steps in doing the task

To remove an animation:

- 1. Select the small **number** located next to the animated object.
- 2. Press the **Delete** key. The animation will be deleted.

Working with animations

To add multiple animations to an object:

- 1. Select an object.
- 2. Click the **Animations** tab.
- 3. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
- 4. Select the desired animation effect.
- If the object has more than one effect, it will have a different number for each effect. The numbers indicate the order in which the effects will

occur.

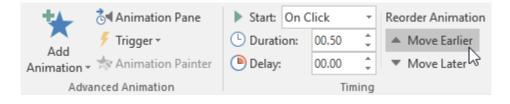
Fugo



To reorder the animations:

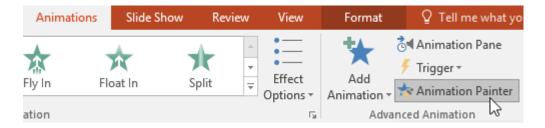
- 1. Select the **number** of the effect you want to change.
- 2. From the Animations tab, click the Move Earlier or Move

Later commands to change the ordering.



To copy animations with the Animation Painter:

- 1. Click the **object** that has the **effects** you want to copy. In our example, we'll click our answer text.
- 2. From the Animations tab, click the Animation Painter command.



3. Click the **object** you want to copy the effects to. In our example, we'll click the answer text on the next slide. Both objects now have the same effect.

To preview animations:

1. Navigate to the **slide** you want to preview.

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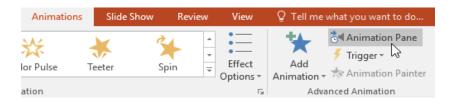
2. From the **Animations** tab, click the **Preview** command. The animations for the current slide will play.

File	Home	Insert	Design	Transitio	ns Ani	imations
Preview	Swivel	Bor	unce	Pulse	Color Pu	lse Te
Preview					Animation	

The Animation Pane

To open the Animation Pane:

1. From the Animations tab, click the Animation Pane command.



2. The Animation Pane will open on the right side of the window. It will show all of the effects for the current slide in the order in which they will appear.

To reorder effects from the Animation Pane:

1. On the Animation Pane, click and drag an effect up or down.

Start:	Onc	lick	-	Reorder Animation	
Ourati	CP F 12	02.00	-	 Move Earlier 	
Delays		00.00	=	- Move Later	
		Tir	ning		
			 	Play Iron Par Play Iron texting Constion texting Constitution t	

2. The effects will reorder themselves.

To preview effects from the Animation Pane:

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1. From the **Animation Pane**, click the **Play** button.



 The effects for the current slide will play. On the right side of the Animation Pane, you will be able to see a **timeline** that shows the progress through each effect.



If the timeline is not visible, click the drop-down arrow for an effect, then select **Show Advanced Timeline**.

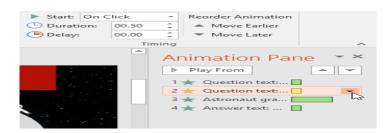


To change an effect's start option:

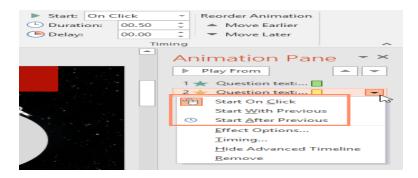
1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.

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2. Click the drop-down arrow and select one of the three desired start options. Start on Click will start the effect when the mouse is clicked, Start With Previous will start the effect at the same time as the previous effect, and Start After Previous will start the effect when the previous effect ends.



When you **preview** the animations, all of the effects will play through automatically. To test effects that are set to **Start on Click**, you will need to play the slide show.

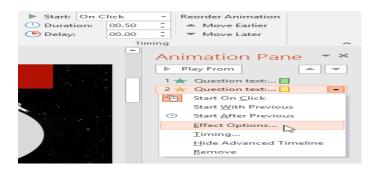
The Effect Options dialog box

To open the Effect Options dialog box:

- 1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.
- 2. Click the drop-down arrow, then select **Effect Options**.

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 The Effect Options dialog box will appear. Click the drop-down menus and select the desired enhancement. You can add a sound to the animation, add an effect after the animation is over, or animate text in a different sequence.

Pulse		? ×
Effect Timing 1	Text Animation	
Enhancements		
Sound:	[No Sound]	~
After animation:	Don't Dim	\sim
Animate text:	All at once	\sim
	🔶 % <u>d</u> elay bet	ween letters
	ОК	Cancel

Some effects have **additional options** you can change. These will vary depending on which effect you have selected.

To change the effect timing:

1. From the **Effect Options** dialog box, select the **Timing** tab.

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Pulse		?	\times
Effect Ti	ming Text Animation		
Start:	[™] On Click ✓		
Delay:	0 seconds		
Duratio <u>n</u> :	0.5 seconds (Very Fast) 🧹		
<u>R</u> epeat:	(none) 🗸		
Rewind	when done playing		
Triggers 3	F		
	ОК	Ca	ncel

2. From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether the effect **repeats**.

Pulse		?	\times
Effect Tir	ming Text Animation		
<u>Start:</u> Delay:	Con Click		
Duration:	3 seconds (Slow)		
	(none)		
Iriggers ¥			
	OK	Ca	ncel

To apply a transition:

1. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.



2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By

default, None is applied to each slide.

raye 101 UI 201



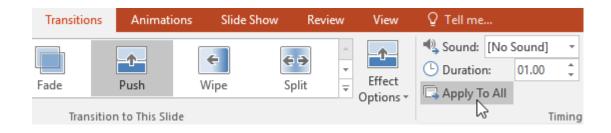
3. Click the **More** drop-down arrow to display all transitions.

File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	v View
Preview	None	Cu	ut	Fade	Push		€ €	Effect Options *
Preview				Transitio	on to This Slide			Bobrious

4. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.

Subtle							
None	Cut	Fade	Push A	Wipe	Split	Reveal	Random Bars
Shape	Uncover	Cover	Flash				
Exciting							
Fall Over	Drape	Curtains	Wind	Prestige	Fracture	Crush	Peel Off
Page Curl	Airplane	Origami	Dissolve	Checkerboa	Blinds	Clock	Ripple
Honeycomb	Glitter	Vortex	[1] //// Shred	Switch	Elip	Gallery	Cube
Doors	Box	Comb	Zoom	Random			
Dynamic Con	tent						
Pan	Ferris Wheel	Conveyor	Rotate	Window	Orbit	Fly Through	

You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.



Try applying a few different types of transitions to various slides in your presentation.

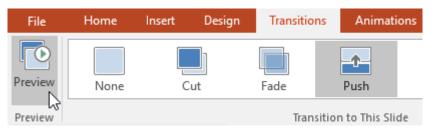
To preview a transition:

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You can **preview** the transition for a selected slide at any time using either of these two methods:

• Click the **Preview** command on the **Transitions** tab.



• Click the **Play Animations** command in the **Slide Navigation** pane.



Modifying transitions

To modify the transition effect:

You can quickly customize the look of a transition by changing its direction.

- 1. Select the **slide** with the transition you want to modify.
- 2. Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition.



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3. The transition will be **modified**, and a **preview** of the transition will appear.

Some transitions do not allow you to modify the direction.

To modify the transition duration:

- 1. Select the **slide** with the transition you want to modify.
- In the Duration field in the Timing group, enter the desired time for the transition. In this example, we'll decrease the time to half a second—or 00.50—to make the transition faster.

	Sound: [No	Sound]	-	Advance Slide		
	L Duration:	00.50	- 	🗹 On Mo	use Click	
Effect Options *	🗔 Apply To All		h	After:	00:00.00	÷
		Tir	ming	l .		

To add sound:

- 1. Select the **slide** with the transition you want to modify.
- 2. Click the **Sound** drop-down menu in the **Timing** group.
- 3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



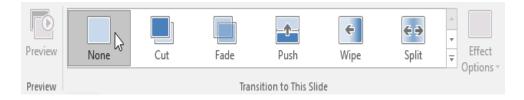
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Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

To remove a transition:

- 1. Select the **slide** with the transition you want to remove.
- 2. Choose **None** from the **Transition to This Slide** group. The transition will be removed.



To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

Advancing slides

To advance slides automatically:

- 1. Select the slide you want to modify.
- 2. Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
- 3. In the **After** field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute and 15 seconds, or 01:15:00.

	Effect Options *	Sound: Cam	era • 00.50 ‡ Timing	Advance Slide ☐ On Mouse Click ☑ After: 01:15.00 →	
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4. Select another slide and repeat the process until all slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides.

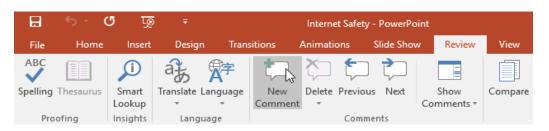
Fig 4.2. Working on animation

To add a comment:

1. Select the **text or object** (or click the area of the slide) where you want the comment to appear.



2. Go to the **Review** tab, then click the **New Comment** command.



- 3. The **Comments** pane will appear. In our example, it contains an existing comment by another review (**Javier**), plus a space for your comment.
- 4. Type your comment in the **box**, then press **Enter** or click anywhere outside the box to save the comment.

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5. The comment will be represented by a small **icon** on the slide.



Viewing comments

You can view or reply to any comment—including other reviewers' comments—by returning to the **Comments** pane. Simply click a **comment icon** on the slide, or click the **Show Comments** command on the **Review** tab.

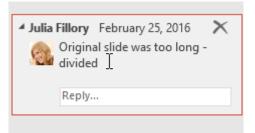
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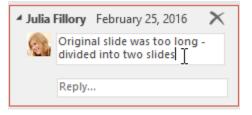
ه د	ত দুভ	÷ ÷		Internet Sa	fety - PowerP	oint			E	- E	
Home	Insert	Design	Transitions	Animations	Slide Show	Review	Viev	w 🖓	Tell me	Julia Fillory	R₁ Sha
Thesaurus	Smart Lookup	ಿಹೆ Translate + ಈ Language + Language	New Comment	Delete Previous	Co	Show	Comp	xt → 🎦 N : → 🖽 R	revious lext eviewing P mpare	End ane Review	Start Inking
Joining	Insignes	Lunguuge		comme	113		-	Com	ments		
	G	they seem to con	an email asking he from a trusted	for any passwords or i source. like your full name or h	account numbers,			Julia	No robots Reply Fillory Fel I changed solid 2D ve OK. Javier	bruary 25, 2016 on this slide?! bruary 25, 2016 this SmartArt t ersion, hope th February 25, 2 e it! I think it m	o the at's 2016
		Use privacy filters information you s	s and settings on hare with strang	social networking site ers.	s to limit the amo	unt of				est of the entation much	better.
							* *	Ge	-	bruary 25, 2016 ide was too lor	

To edit a comment:

1. In the **Comments** pane, select the comment you want to edit.



2. Type your desired changes, then press **Enter** or click anywhere outside the comment box. Your changes will be applied.



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To reply to a comment:

1. In the **Comments** pane, click **Reply** below the comment you want to respond to.



 Type your response, then press Enter or click anywhere outside the box. Your comment will appear below the original comment, and an additional icon will be added to the slide.



Deleting comments

• To **delete a comment**, select the comment you want to **delete**, then go to the **Review** tab and click the **Delete** command.

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Internet Safety - PowerPoint		Ē	-		×
Transitions Animations Slide Show R	eview View	♀ Tell me	Julia Fillory	/ , , , , , , , , , , , , , , , , , , ,	nare
New Comment Comment Comments	Accept	re Previous Previous Next Reviewing Par Compare	End Review		- ×
personal information.		Julia Fillory Febr	· ·		

• To delete multiple comments, click the drop-down arrow below

the **Delete** command. You can delete comments from your current slide or from the entire presentation.

	F				
Transitions	Animations	Slide Show	Review	View	♀ Tell me J
+				Compare	Previous
~			- 2	Accept -	→ Next
New Comment	Delete Previous		ow nents -	Reject 👻	📑 Reviewing Pane
	∑ <u>D</u> elete				Compare
		Comments and Ir Comments and Ir			nments
					C New

Fig4.3. Working on comments

Comparing presentations

There are situations in which you might end up with **more than one version** of the same presentation.

- Quality Criteria: Perform each steps step by step
- **Precautions:** use the given steps properly.

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Lap test 4		
Name:	Date:	
Time Started:	Time Finished:	_

Instructions: Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

- Task 1: Add an animation and multiple animations to a slide
- Task 2: Apply, modify and preview a transition to a slide
- Task 3: Add, view, modify and delete a comment to a slide
- Task 4: Test slide presentation

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UNIT FIVE: PRINT PRESENTATION AND NOTES

5.1. Selecting appropriate print format for presentation

Even though PowerPoint presentations are designed to be viewed on a computer, there may be times when you want to print them. You can even print custom versions of a presentation, which can be especially helpful when presenting your slide show. The **Print** pane makes it easy to preview and print your presentation.

Print layouts

PowerPoint offers several layouts to choose from when printing a presentation. The layout you choose will mostly depend on why you're printing the slide show. There are four types of print layouts.

Full Page Slides: This prints a full page for each slide in your presentation.

This layout is most useful if you need to review or edit a printed copy of

your presentation.



Notes Pages: This prints each slide, along with any speaker notes for the slide. If you've included a lot of notes for each slide, you could keep a printed copy of the notes with you while presenting.

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• **Outline:** This prints an overall **outline** of the slide show. You could use this to review the organization of your slide show and prepare to deliver your presentation.



• Handouts: This prints thumbnail versions of each slide, with optional space for notes. This layout is especially useful if you want to give your audience a physical copy of the presentation. The optional space allows them to take notes on each slide.

4,550	
Textahoma High School	
Terner Tought	
Band Boosters Meeting	
Agenda	
Heatre Giffe come Heatler is and Thank hits Submittee is and Thank hits Submittee is Alance Giffeen to Come and Infe	
Press and Presses linese Press and Presses linese	
New Officer Announcement	
2014-2017 School Year	

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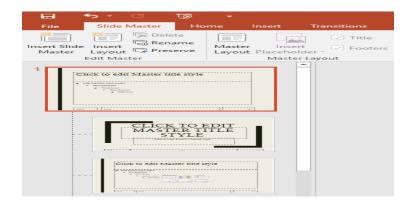


5.2. Selecting preferred slide orientation

You may have noticed that when you select a different theme in PowerPoint, it rearranges the text on your slides and adds shapes to the background. This is because each theme has built-in **slide layouts** and **background graphics**. You can edit these layouts with a feature called **Slide Master view**. Once you learn how to use Slide Master view, you'll be able to customize your entire slide show with just a few clicks.

Slide Master view

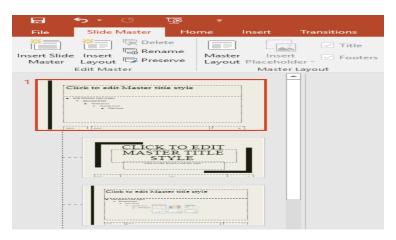
Slide Master view is a special feature in PowerPoint that allows you to quickly modify the slides and slide layouts in your presentation. From there, you can edit the **slide master**, which will affect **every slide** in the presentation. You can also modify individual **slide layouts**, which will change any slides using those layouts.



In Slide Master view, the **Slide Master** tab will appear first on the Ribbon, but you'll still be able to access commands on different tabs as normal.

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Using Slide Master view

Whether you're making **significant changes** to your slides or just a few **small tweaks**, Slide Master view can help you create a consistent, professional presentation without a lot of effort. You could use Slide Master view to change just about anything in your presentation, but here are some of its most common uses.

- Modify backgrounds: Slide Master view makes it easy to customize the background for all of your slides at the same time. For example, you could add a watermark or logo to each slide in your presentation, or you could modify the background graphics of an existing PowerPoint theme.
- **Rearrange placeholders**: If you find that you often rearrange the placeholders on each slide, you can save time by rearranging them in Slide Master view instead. When you adjust one of the layouts in Slide Master view, all of the slides with that layout will change.
- **Customize text formatting**: Instead of changing the text color on each slide individually, you could use the Slide Master to change the text color on all slides

at once.

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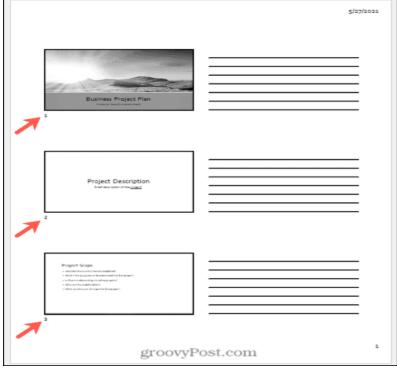
 Create unique slide layouts: If you want to create a presentation that looks different from regular PowerPoint themes, you could use Slide Master view to create your own layouts. Custom layouts can include your own background graphics and placeholders.

Some overall presentation changes—like customizing the **theme fonts** and **theme colors**—can be made quickly from the **Design** tab.

5.3. Adding notes and slide numbers

How Slide Numbers Can Be Helpful

Even though you have slide number indicators in most PowerPoint views, you do not have them in Reading View. So adding them to your slides is useful if you use this view often. If you print your slideshow, you can include page numbers, but if you display more than <u>one slide per page, as with Handouts, you'll have a reference number for each slide</u>.



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You can use slide numbers as references in other spots in the **slideshow by adding links** or even a separate document. For example, "See slide 15 in the Business Proposal Presentation".

5.4. Previewing slides and running spell check before presentation

Worried about making mistakes when you type? Don't be. PowerPoint provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free presentations.

To run a spell check:

1. From the **Review** tab, click the **Spelling** command.



The Spelling pane will appear on the right. For each error in your presentation, PowerPoint will try to offer one or more suggestions. You can select a suggestion and click Change to correct the error.



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3. PowerPoint will move through each error until you have reviewed them all. After the last error has been reviewed, a dialog box will appear confirming that the spelling check is complete. Click **OK**.

Microsoft PowerPoint					
Spell check complete. You're good to go					
ок					

If no suggestions are given, you can manually type the correct spelling on the slide.

Ignoring spelling "errors"

The spell check is **not always correct**. It may sometimes think a word is spelled incorrectly when it's not. This often happens with people's names and proper nouns, which may not be in the dictionary. If PowerPoint says something is an error, you can choose **not** to change it using one of three options:

- **Ignore**: This will skip the word without changing it.
- **Ignore All**: This will skip the word without changing it, and it will also skip all other instances of the word in your presentation.
- Add: This adds the word to the dictionary so it will never come up as an error again. Make sure the word is spelled correctly before choosing this option.

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Candy gra	ams	
<u>C</u> hange	Change A <u>I</u> I	

Automatic spell check

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By default, PowerPoint **automatically** checks your presentation for spelling errors, so you may not even need to run a separate check using the Spelling command. These errors are indicated by **red wavy lines**.

5.5.Printing the selected slides

Printed handouts: Add or remove slide numbering By default, in PowerPoint for Microsoft 365 (beginning with version 1810), printed handouts include a slide number below each slide image.

You can turn off this option in the **Print** dialog box on the same menu where you chose to print Handouts. At the bottom of the menu are several toggle options with check marks. Clear the check mark next to **Print slide numbers on handouts**:

5.6. Submitting presentation to appropriate person for feedback

Tasked with the ultimate challenge of keeping your customers satisfied and engaged with your brand, you might find that things get a little daunting without the right solution in place. Quantitative analytics tools like Google Analytics can tell you a lot about what is happening on your digital channels, but not why. Thankfully, there's **user feedback** available to help fill in the gaps.

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Self check 5

- 1. _____ prints a full page for each slide in your presentation. This layout is most useful if you need to _____ or _____ a printed copy of your presentation.
- 2. PowerPoint offers _______ to choose from when printing a presentation
- 3. _____ prints each slide, along with any speaker notes for the slide.
- 4. _____ prints an overall outline of the slide show.
- 5. _____ prints thumbnail versions of each slide, with optional space for notes.
- 6. You may have noticed that when you select a ______ in PowerPoint, it rearranges the text on your slides and adds shapes to the background.
- 7. ______ is a special feature in PowerPoint that allows you to quickly modify the slides and slide layouts in your presentation.
- PowerPoint provides you with several ______ —including the ______ and _____ tool—that can help you produce professional, error-free presentations.
- 9. ______ is not always correct.
- 10. By default, PowerPoint ______ checks your presentation for spelling errors, so you may not even need to run a separate check using the Spelling command.
- 11. _____ are indicated by red wavy lines.

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Operation sheet-3.1.

Operation sheet 3.1: Work on spell, print presentation and notes

- Operation title: Working on spell, print presentation and notes
- Purpose: To Work on spell, print presentation and notes
- Instruction: Use each steps below properly :
- Tools and requirement:
- Computer,
- Office Software,
- Steps in doing the task

To make changes to all slides:



1. Select the View tab, then click the Slide Master command.

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- 2. The presentation will switch to **Slide Master view**, and the **Slide Master** tab will be selected on the Ribbon.
- 3. In the left navigation pane, scroll up and select the **first slide**. This is the **slide master**.

	5 - U	দ্রু হ			
File	Slide Master	Home	Insert	Transitions	Animations
Insert Slide Master	Edit Master	ame Marte	er Insert ut Placeholo Master	der -	S Themes
				s used by slide(s	⇒ 1-8

4. Make the desired changes to the slide master. In our example, we'll **insert a picture** of the Mongibello logo.

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5. **Move**, **resize**, or **delete** slide objects as needed. In our example, we'll resize the logo and move it to the bottom-right corner.

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	ister text styles	
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-	Third level	
	 Fourth level 	
	 Fifth level 	
		¢-
		🔇 Mongibello
3/8/16	Footer	ARTISAN PASTA

 When you're finished, click the Close Master View command on the Slide Master tab.

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*	Kan Re	elete name			✓ Title	Aaj	Colors *		r ound Styles • Background Gra	phics		X
Insert Slide Master	e Insert Layout 🛱 Pr		Maste Layou	r Insert t Placehold	er 👻 Footers	Themes *	Effects *		,		Slide Size ▼	Close 🔓 Master View
	Edit Master			Master I	ayout	Edit Theme		Backgro	und	E.	Size	Close

7. The change will appear on all slides of the presentation.



Customizing slide layouts

To customize an existing slide layout:

In this example, our newly added logo is hidden behind the photo in the **Picture with Caption Layout**. We'll customize this layout to make room for the logo.

1. Navigate to **Slide Master** view.

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File	Hom	e	Insert	Design	Transitions	Anin	nations	Slide Show	Revie	w Vi	ew	♀ Tell me wh
P == Normal	Outline	Slide	Notes Page	Reading View	Slide Handout Master Master	Notes Master	Ruler Gridlin Guides	Notes	Zoom	Fit to Window		Color Grayscale Black and White
	Present	ation	Views		Master Vie	WS	Sho	w G	Zo	om	C	olor/Grayscale

2. Locate and select the desired layout in the left navigation pane. You can hover the mouse over each layout to see which slides are currently using that layout in the presentation.



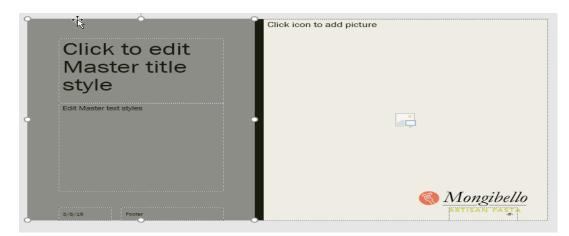
3. In some layouts, the background graphics may be hidden. To show the graphics, uncheck the box next to **Hide Background Graphics**.

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File	Slide I	Master	Hor	ne	Insert	Transitions	Animations	Review	View	♀ Tell me what you
Insert Slide Master	Insert Layout	😨 Dele 🕞 Ren 🕞 Pres	ame	Master Layout	n Insert Placehold	✓ Title ✓ Footers	Themes	Colors * A Fonts * Effects *		round Styles * lackground Graphics
	Edit Mas	ter			Master I	ayout	Edit Theme		Backgrou	und 🗔

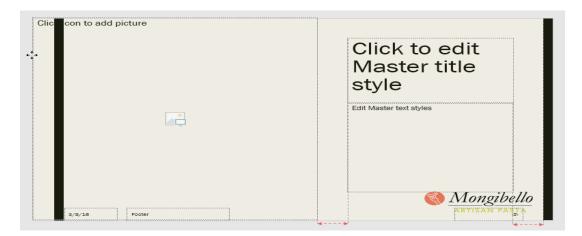
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4. Add, move, or delete any **objects** as desired. In our example, we'll delete the gray background shape.



5. If you want to change the arrangement of the placeholders, you can move, resize, or delete any of them. In our example, we'll move our text placeholders and the black bar to the right side, and the photo placeholder to the left side.



 When you're finished, click the Close Master View command on the Slide Master tab.

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Insert Slide Master	Insert Layout	😨 Dele 🕼 Rena 🕞 Pres	ame	Master Layout	n Insert t Placeholde	☑ Title ™ Footers	Themes	Colors * A Fonts *		round Styles • Background Gra	phics	Slide Size *	Close Master View
	Edit Mas	ter			Master L	ayout	Edit Theme		Backgrou	und	E.	Size	Close

7. All slides using the layout will be updated.



Customizing text formatting

You can also customize the **text formatting** from Slide Master view, including the **font**, **text size**, **color**, and **alignment**. For example, if you wanted to change the font for every **title placeholder** in your presentation, you could modify the **master title style** on the slide master.

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Each title placeholder is **connected** to the master title style on the slide master. For example, take a look at the slides before changing the title font.



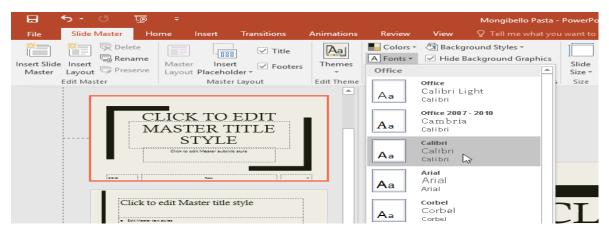
Now look at the same slides after changing the title font.



Instead of customizing individual placeholders, you could change the **theme fonts** for a presentation. From the **Slide Master** tab, click the **Fonts** command in the **Background** group, then select the desired fonts.

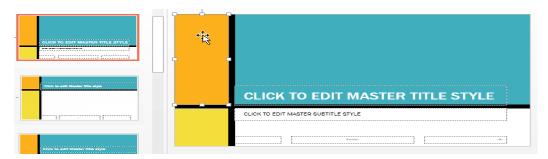
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Creating new slide layouts

One of the most powerful features of Slide Master view is the option to create **new slide layouts**. This is an easy way to add interesting and unique slide layouts to an existing theme. You could even use this feature to design an entirely **new theme**, as in the example below.



To insert a new slide layout:

 Navigate to Slide Master view. From the Slide Master tab, click the Insert Layout command.

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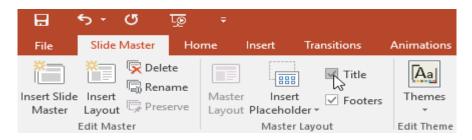


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Insert Slide Master	Insert Layout	C Dele		Maste	r Inser t Placehol	t 🗸 Footers
	Edit Ma			Layou		Layout

2. The new slide layout will appear.



 The layout will include title and footer placeholders by default. Click the Title and Footers boxes in the Master Layout group to toggle these placeholders on and off.



4. You can now add background graphics, shapes, and pictures to the slide layout. You can also move, adjust, and delete the existing placeholders. In our example, we'll **move the title placeholder** to the bottom-right corner. We've also **changed the text alignment to align right** instead of align left.

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 To add new placeholders, click the bottom half of the Insert Placeholder command, then select the desired placeholder type. In this example, we'll use the Picture placeholder.

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6. Click and drag to **draw the placeholder** on the slide.



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To rename a custom layout:

When you're done designing your custom layout, you'll want to give it a **unique name** so it will be easy to find.

 From Slide Master view, select the desired layout, then click the Rename command.

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File	Slide	Master	Ho	me	Insert	Transitions
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Insert Slide Master	e Insert Layou			Maste Layou	er Inse it Placeho	✓ Footers
	Edit Ma	ster			Maste	er Layout

2. A dialog box will appear. Type the desired name, then click **Rename**.

Rename Layout	?	\times
Layout name:		
Product Slide		
<u>R</u> ename	Ca	ncel

To use a custom layout:

Once you've created a custom slide layout, it's easy to add a new slide with that layout or apply it to an existing slide.

 If you're currently in Slide Master view, click the Close Master View command on the Slide Master tab.

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From the Home tab, you can insert a new slide with the custom layout or apply it to an existing slide. In our example, we'll select the Layout command and apply the new style to slide 6.

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F	ile Home	Insert	Design	Transitions	Animations	Slide Show	Revie
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3. The custom slide layout will be applied.



PowerPoint also allows you to add new placeholders to existing slide layouts.

Using custom layouts in other presentations

When you modify the slide master or slide layouts in Slide Master view, you're actually creating a custom version of the current theme. If you want to apply the theme to other presentations, you'll need to **save it**.

To save a theme:

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From the the **Slide Master** tab, click the **Themes** command, then select **Save Current Theme** from the drop-down menu.

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File	Slide	Master	Ho	me		Transitions	Animatic	ns Rev	view	View					
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If you're not in Slide Master view, you can save the theme from the **Design** tab. Just click the drop-down arrow in the **Themes** group, then select **Save Current Theme**.

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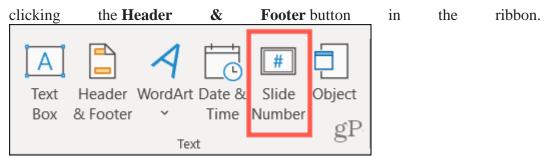
Insert slide number

Open your PowerPoint slideshow and follow these simple steps to add slide numbers.

- 1. Head to the **Insert** tab and then the Text section of the ribbon.
- 2. Click the **Slide Number** button. The window that pops open is actually the Header and Footer window. So, you guessed it; you can also insert slide numbers by

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3. Check the box for **Slide number**. Slide numbers can be placed on all slides, all slides except the title slide, or only those slides you want. So, then choose an option below.

To number all slides, click **Apply to All**.

To number all slides except the title slide, check the box for Don't show on title slide.

Click **Apply to All**. **Note**: If you also include the date and time or a footer, checking this

box affects those items as well.

Header and Footer		? ×
Slide Notes and Handouts		
Include on slide		Preview
Date and time		
 Update automatically 		
5/27/2021 ~		
Language:	<u>C</u> alendar type:	
English (United States) 🗸 🗸	Gregorian 🗸	
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Slide <u>n</u> umber		
Eooter		
Don't show on title slide		1
groovyPost.com	Apply Appl	y to All Cancel

For numbers only on specific slides, first, select a slide where you want a number. Check the box for **Slide number** and then click **Apply**. This will insert the number on that slide only. Follow the same process for additional slides where you want to place numbers.

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Header and Footer	? ×
Slide Notes and Handouts	
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To insert numbers beginning with a particular number, you have this option on Mac only at the time of this writing. Below the Slide number box, use the arrows or enter a number in the **Starts at** box. Click **Apply** or **Apply to All** per your preference.

FF FF FF F
Header and Footer
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Printing Slides

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Print your presentation

- 1. Select **File** > **Print**.
- 2. For **Printer**, select the printer you want to print to.
- 3. For **Settings**, select the options you want:
 - **Print All Slides**: To print each slide on a single sheet or change to just print a range of slides.
 - Slides: From the drop-down, choose to print all slides, selected slides, or the current slide. Or, in the Slides box, type which slide numbers to print, separated by a comma.
 - **Print Layout**: Choose to print just the slides, just the speaker notes, an outline, or handouts. The number of slides per page is also an option, an effective way to save paper.

The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one page using a variety of layouts, some with space for note-taking.

- **Color**: Choose whether you want color, grayscale, or pure black and white.
- Edit Header & Footer: Select to edit the header and footer before printing.
- 4. For **Copies**, select how many copies you want to print.
- 5. Select **Print**.

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Settings					
Print A	II S ^{ti} des				
Shufes:	<u> </u>				
1 Slide Hando	outs (1 slide per page)	•			
Print Layout					
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Full Page Sild	es Notes Pages	Oddine			
Handouts					
1 Slide	2 Slides	3 Slides			
4 Slides Horizon	ntal 6 Slides Horizontal	9 Slides Horizontal			
4 Slides Vertic	al 6 Slides Vertical	9 Slides Vertical			
✓ Print slid	e numbers on handouts				
✓ <u>F</u> rame Sl	ides				
✓ <u>S</u> cale to	Fit Paper				
High Qu	ality				
 Print Cor 	nments				
✓ Print Ink					

- Quality Criteria: Perform each steps step by step
- **Precautions:** use the given steps properly.

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Lap test 5		
Name:	Date:	
Time Started:	Time Finished:	

Instructions: Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

- Task 1: Check your Presentation for Spelling Error
- Task 2: Print your presentation slide
- Task 3: Print your presentation notes

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References

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