



(Courtesy dotshock/Shutterstock)

Finalizing a Presentation

Lesson 25

Working with Masters

- Understanding the Slide Master
- Customizing Slide Master Elements
- Creating a Custom Layout
- Working with Notes and Handout Masters

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Lesson 25

Working with Masters

► What You Will Learn

Understanding the Slide Master

Customizing Slide Master Elements

Creating a Custom Layout

Working with Notes and Handout Masters

WORDS TO KNOW

Slide master

A slide that controls the appearance of all slides in a presentation. If you make a change to the master, all slides based on that master will display those changes.

Software Skills A presentation's slide master controls the appearance and layout of all slides in the presentation. Use the master to easily adjust elements for an entire presentation. Create a new layout to further customize a presentation. The notes and handout masters allow you to change the layout of all notes pages or handouts.

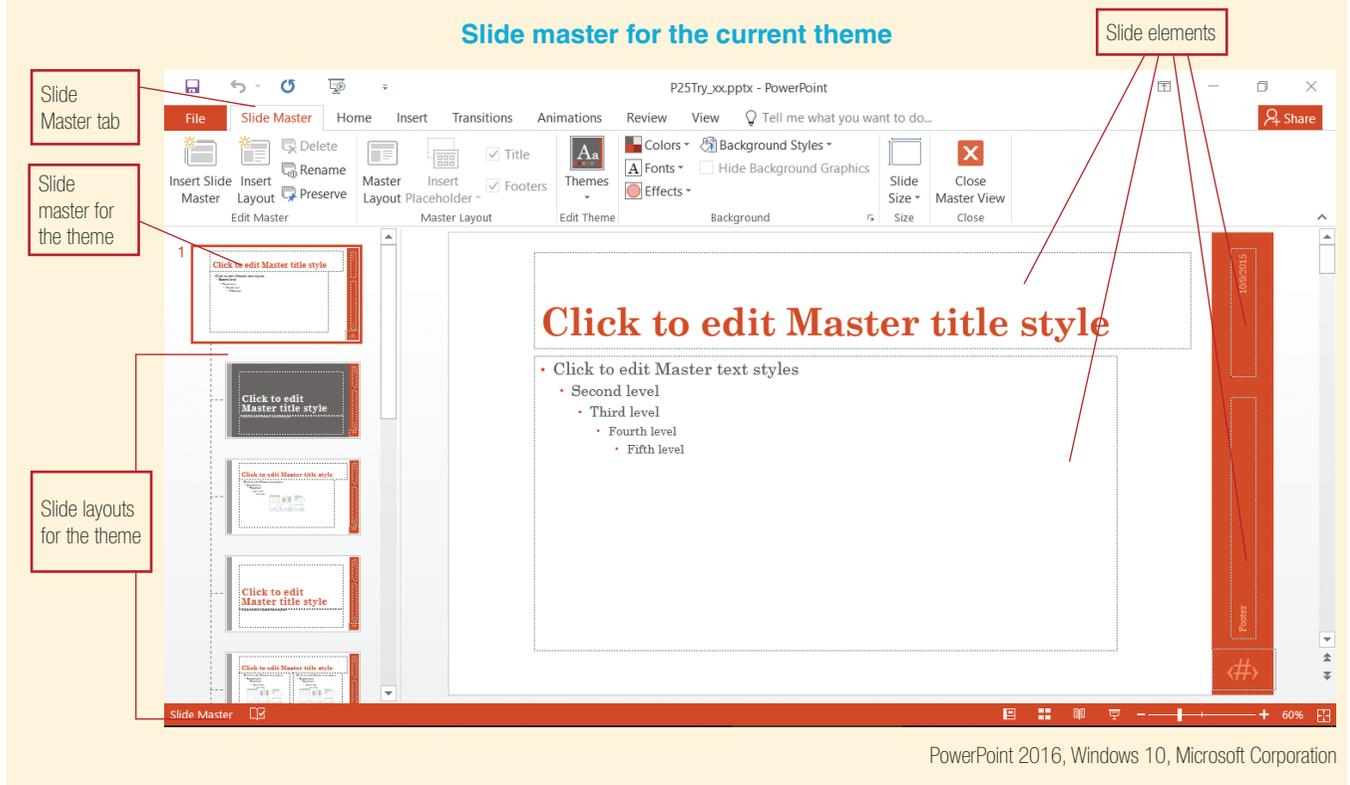
What You Can Do

Understanding the Slide Master

- A **slide master** controls the appearance of slides in a presentation. PowerPoint supplies a slide master for each theme.
- The slide master stores information about background, fonts, colors, and the placement of placeholders on a slide.
- The easiest way to make global changes throughout a presentation—for example, specifying a new font for all titles or adding a logo to all slides—is to make the change once on the slide master.
- Each slide master includes layouts for each type of slide available for a theme.
- Switch to Slide Master view using the Slide Master button on the View tab.
- The slide master displays at the top of the Thumbnail pane, and the available layouts display below the slide master.

Try It!**Displaying the Slide Master**

- 1 Start PowerPoint, and open **P25Try** from the data files for this lesson.
- 2 Save the presentation as **P25Try_xx** in the location where your teacher instructs you to store the files for this lesson.
- 3 On the View tab, in the Master Views group, click the Slide Master button .
- 4 Click the slide master at the top of the Thumbnail pane (it is labeled 1).
- 5 Save the **P25Try_xx** file, and leave it open to use in the next Try It.

**Customizing Slide Master Elements**

- You can make changes to the slide master just as you would make changes in Normal view.
- The Slide Master tab offers basic options for making changes to the slide master, such as applying a new theme, colors, fonts, effects, or background.
- You can modify text formats, such as font, font style, font size, color, alignment, and so on, by clicking on the slide master in the Thumbnail pane and then applying the desired text formats.
- Modify the bullet symbols and colors by clicking in a bullet level and then selecting new formats in the Bullets and Numbering dialog box.
- Regardless of which theme or template you use, you can change the colors used in the presentation.
- You can also adjust the position of any placeholder or even delete any of the placeholders, including the title, content, date, footer, and slide number placeholders.

- Some changes you make to the slide master will also appear on the other layouts. For example, if you change the title font on the slide master, the same change will be made to the title font on the Title and Content and Two Content layouts.
- To adjust the elements of one of the other layouts, click it in the list below the slide master. Any changes you make to that layout will apply to all slides based on that layout.

Try It!

Customizing Slide Master Elements

- 1 In the **P25Try_xx** file, click the slide master at the top of the Thumbnail pane, if necessary.
- 2 Click Slide Master > Colors , scroll down the color list, and click Marquee. Colors change on all layouts below the slide master.
- 3 Click Slide Master > Fonts  and click Corbel. Fonts are changed on all layouts.
- 4 On the slide master, click the first-level bullet item in the content placeholder.
- 5 Click Home > Bullets  - drop-down arrow, and select Hollow Square Bullets.
- 6 Click Home > Bullets  - drop-down arrow, click Bullets and Numbering, click the Color button, and select Red, Accent 6. Click OK.
- 7 Click Title Slide Layout, just below the slide master. This layout controls the appearance of all slides formatted as title slides.
- 8 Click Slide Master > Hide Background Graphics.
- 9 On the Title Slide layout, click the light-gray rectangle at the left side of the slide to select it, and then click Drawing Tools Format > Shape Fill  > Gold, Accent 5, Darker 25%.
- 10 Click in the Click to edit Master title style paragraph and then click Home > Center .
 - ✓ Notice that the changes you made to the Title Slide layout are not made on the slide master or other layouts.
- 11 On the Slide Master tab, click Close Master View .
- 12 Scroll through the slides to see how the changes you made to the slide master appear on all slides and the changes you made to the Title Slide layout display on the first slide.
- 13 Save the **P25Try_xx** file, and leave it open to use in the next Try It.

Changes to the Title Slide Layout



Creating a Custom Layout

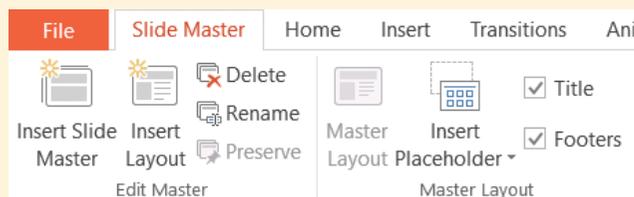
- You can create your own slide layout for a specific type of content.
 - If you need several slides with this layout, creating a custom layout slide master can save time.
 - Use the Insert Layout button to add a new slide master layout to the list in the Thumbnail pane.
 - You can choose whether or not to display the title and footer information on the new layout.
 - You can then use the Insert Placeholder list to add any of the typical placeholders to the slide: Content, Text, Picture, Chart, Table, SmartArt, Media, or Online Image.
- You draw and position the placeholders just as if they were shapes. If you insert a Text placeholder, you can format the text as desired so it will always display those formats on slides created from the layout.
 - Once you've created your custom layout, click Rename and supply a new layout name to make it easy to find.
 - Custom layouts display beneath the slide master in the Thumbnail pane along with the other default layouts.

Try It!

Creating a Custom Layout

- 1 In the **P25Try_xx** file, click View > Slide Master  and then click the slide master in the Thumbnail pane.
- 2 Click the Insert Layout button .
- 3 Choose to display master elements.
 - Click Title in the Master Layout group to show or hide the Title placeholder.
 - Click Footers in the Master Layout group to show or hide the footer placeholders.

The Edit Master and Master Layout Groups

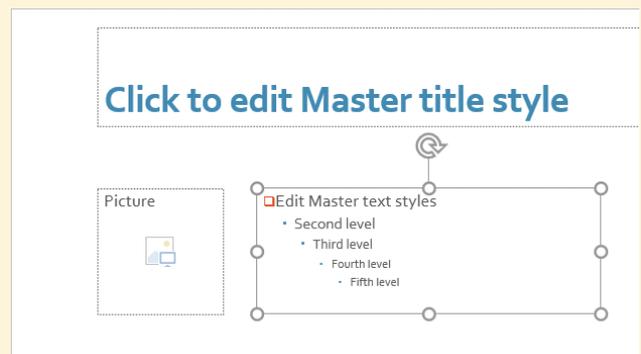


PowerPoint 2016, Windows 10, Microsoft Corporation

- 4 Click the Insert Placeholder  drop-down arrow.
- 5 Click Picture, and then draw a 2" square.
- 6 Click in the Picture bullet item in the picture placeholder, and then click Home > Bullets  to turn off bullet formatting.

- 7 Click Slide Master > Insert Placeholder  drop-down arrow > Text.
- 8 Draw a placeholder to the right of the picture placeholder, 2" high and about 5.5" wide.

Add placeholders to complete the new layout



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- 9 Click Slide Master > Rename .
- 10 In the Rename Layout dialog box, type **Specials** as the new name for the layout.
- 11 Click Rename.
- 12 Save the **P25Try_xx** file, and leave it open to use in the next Try It.

Working with Notes and Handout Masters

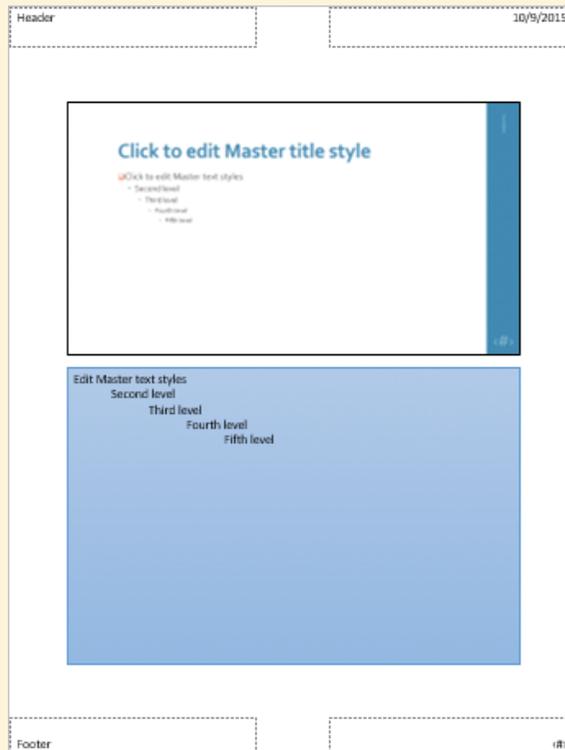
- The appearance of notes pages and handouts are controlled by their own masters, just as the appearance of slides is controlled by the slide master.
- You can use the notes master to adjust the size or position of the slide graphic or any of the text placeholders.
- You can also modify the text formats in any of the text placeholders.
- You can use the handout master to adjust the size, position, and text formats for any of the text placeholders on any of the handout options.
- You cannot move or resize the placeholders for the slides on the handout master.

Try It!

Working with Notes and Handout Masters

- 1 In the **P25Try_xx** file, click View > Notes Master .
- 2 Click the notes placeholder below the slide image, and then click Drawing Tools Format > Shape Styles  > Subtle Effect - Blue, Accent 1.
- 3 Click View > Normal  to return to Normal view.
- 4 Click View > Handout Master .
- 5 Click the Header placeholder, hold down **SHIFT**, and click the Date placeholder.
- 6 Click Home > Font Size > 14, and then click Home > Bold **B**.
- 7 Click View > Normal  to return to Normal view.
- 8 Close the **P25Try_xx** file, saving changes, and exit PowerPoint.

The notes master



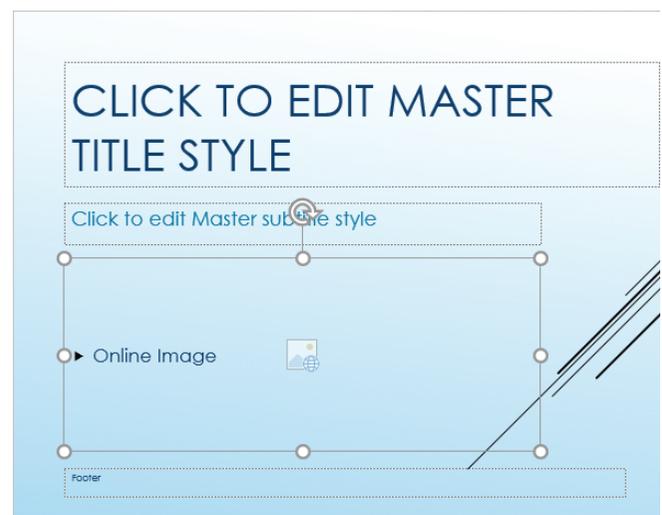
Lesson 25—Practice

Natural Light has asked you to fine-tune a presentation they are preparing for a home décor trade show. They have asked you to make some changes that will apply to a number of slides, so you will customize the slide master by changing colors and the background and adding a placeholder to the title slide.

DIRECTIONS

1. Start PowerPoint, and open **P25Practice** from the data files for this lesson.
2. Save the presentation as **P25Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click **View** > **Slide Master**  and click the slide master in the Thumbnail pane.
4. Click **Slide Master** > **Background Styles**  > **Style 6**.
5. Click **Slide Master** > **Colors**  and select Blue.
6. In the content placeholder, select all five levels of bullet items, click the **Font Color** button on the Mini toolbar, and click **Dark Blue, Text 2**.
7. Select the master title style text, click **Home** > **Font Color** > **Dark Blue, Text 2**.
8. Click the Footer placeholder, hold down **[SHIFT]**, click the slide number placeholder, and then click the date placeholder.
9. Click **Home** and click the **Font Color** button to apply the same font color as for the other text on the slide master.
10. Click the Title Slide layout in the Thumbnail pane. Make changes to the title slide as follows:
 - a. Select the subtitle text and change the font color to **Turquoise, Accent 2, Darker 25%**.
 - b. Select the title placeholder and then click **Drawing Tools Format** > **Shape Height**  and click the down increment arrow to change the height to **1.8"**.
 - c. Change the height of the subtitle placeholder to **0.6"** and drag the subtitle straight up close to the title placeholder.
 - d. Click **Slide Master** > **Insert Placeholder**  drop-down arrow > **Online Image** and draw the placeholder in the space beneath the subtitle, as shown in Figure 25-1.
 - e. Remove the bullet from the Online Image text.
11. Close Slide Master view and display slide 1. Click **Home** > **Reset**  if necessary to display the changed title layout.
12. Preview your slides in Slide Show view to see the new master formats.
13. On slide 1, click the Online Image placeholder, type the keyword **kitchen**, and select an online image. Click **Insert**.
14. **With your teacher's permission**, print the title slide of your presentation.
15. Close the presentation, saving changes, and exit PowerPoint.

Figure 25-1



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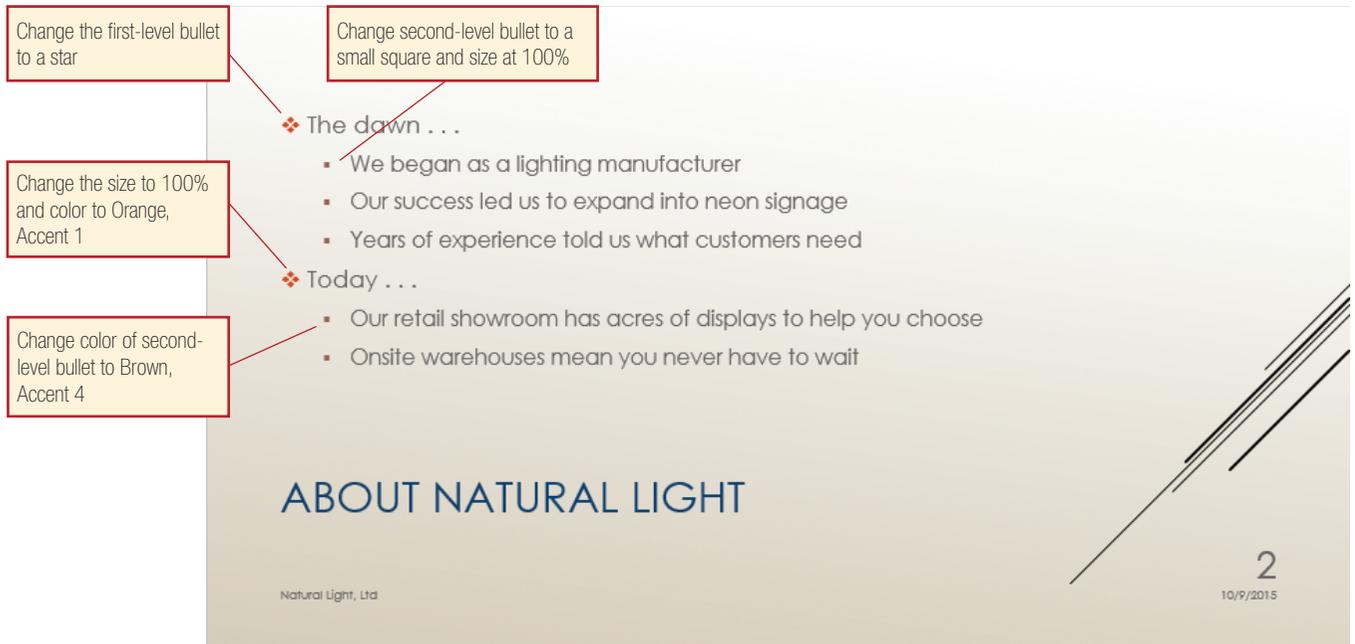
Lesson 25—Apply

In this project, you continue to work with the Natural Light presentation masters. You will adjust bullet formats, add a custom layout, and format the notes master.

DIRECTIONS

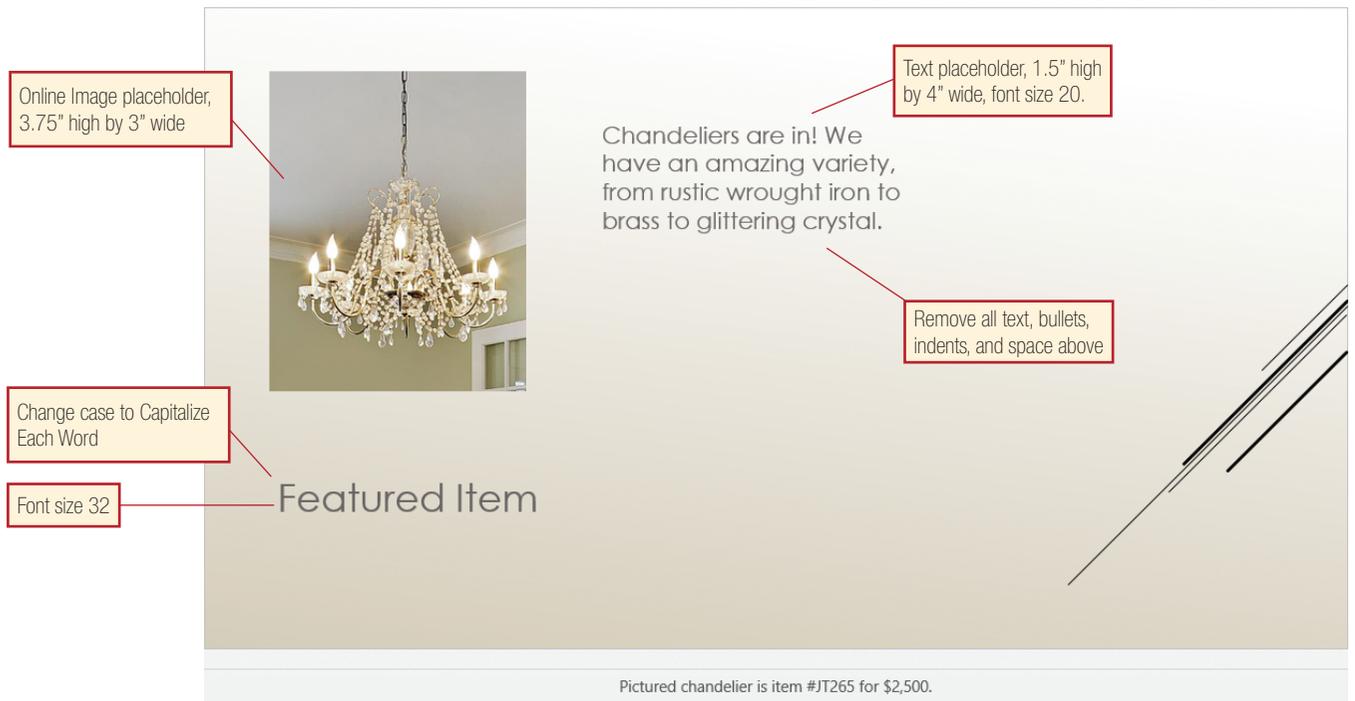
1. Start PowerPoint, and open **P25Apply** from the data files for this lesson.
2. Save the presentation as **P25Apply_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Display the slide master and change theme colors to Orange Red.
4. Modify the bullet symbols and colors as shown in Figure 25-2 on the next page.
 - a. Change the first-level bullet as marked.
 - b. Change the second-level bullet as marked.
5. Create a custom layout to display featured products as shown in Figure 25-3 on the next page.
 - a. Change the title placeholder as marked.
 - b. Create an Online Image placeholder as marked. Remove the bullet formatting from the placeholder label.
 - c. Create a Text placeholder as marked.
 - d. Rename the custom layout as **Featured Item**.
6. Add a new slide at the end of the presentation with the new Featured Item layout. Add content as follows:
 - a. Insert the title **Featured Item**.
 - b. Insert an online image of a chandelier.
 - c. Type the following text in the text box:
Chandeliers are in! We have an amazing variety, from rustic wrought iron to brass to glittering crystal.
 - d. Add the following note text: **Pictured chandelier is item #JT265 for \$2,500.**
7. Modify the notes master as follows:
 - a. Change the size of the text in the notes placeholder to 20 point and center the text.
 - b. Decrease the size of the text placeholder.
8. In the Header and Footer dialog box, create a header for the Notes and Handouts pages as follows:
 - a. Add an automatically updating date.
 - b. Add your name to the header.
9. Preview the notes page for slide 5 to see your changes to the masters.
10. Preview the presentation. If your slide master changes do not display, reset each slide.
11. Close the presentation, saving changes, and exit PowerPoint.

Figure 25-2



PowerPoint 2016, Windows 10, Microsoft Corporation

Figure 25-3



PowerPoint 2016, Windows 10, Microsoft Corporation

Lesson 26

Working with Themes and Templates

► What You Will Learn

Creating a New Theme

Creating a Template

Applying Custom Themes and Templates

Using an Online Template to Create a Presentation

WORDS TO KNOW

Template

A presentation that is already formatted with a theme and may also include sample text to guide you in completing the presentation.

Software Skills Create custom themes and templates to develop your own unique presentations. You can apply a custom theme to any presentation. Custom templates display in the Backstage view for easy access. PowerPoint provides a number of templates you can use to format a presentation or help you create a specific kind of presentation.

What You Can Do

Creating a New Theme

- In Lesson 18, you learned how to modify an existing theme by changing the theme's colors, fonts, and background style.
- You can create your own custom theme by saving your changes to colors, fonts, layouts, and background in an existing theme.
- You can apply colors and fonts in Normal view, but to make adjustments that you want to apply to all slides, you should work in Slide Master view.
- If you no longer want to use a custom theme, you can delete it from the Themes gallery.

Try It!**Creating a New Theme**

- 1 Start PowerPoint, if necessary, and click Blank Presentation.
- 2 Click View > Slide Master , and then click the slide master at the top of the Thumbnail pane.
- 3 Click Slide Master > Colors  and select Aspect.
- 4 Click Slide Master > Colors  > Customize Colors to display the Create New Theme Colors dialog box.
- 5 Click Accent 3, and then click Blue in the Standard Colors palette. Click Save to save the new theme colors as Custom 1.
- 6 Click Slide Master > Fonts  and select Arial-Times New Roman.
- 7 Click in the first-level bullet item, click Home > Bullets  > drop-down arrow, and select Arrow bullets in the gallery.
- 8 Click Home > Bullets  > drop-down arrow > Bullets and Numbering, and then click Color and select Dark Blue, Accent 3. Click OK.
- 9 Click the Title Slide layout below the slide master and make the following changes:
 - a. Click in the master title text, and then click Home > Align Left .
 - b. Click in the subtitle text and click Home > Align Left .
 - c. Click Slide Master > Background Styles  > Format Background to open the Format Background task pane.
 - d. Click Gradient fill, and then click Preset gradients and select Top Spotlight – Accent 3 from the gallery. Close the Format Background task pane.
- 10 Close Slide Master view.
- 11 Save the presentation as **P26TryA_xx**.
- 12 Click Design > Themes , and then click Save Current Theme on the Themes gallery.

✓ PowerPoint automatically takes you to the folder where document themes are stored.
- 13 Type **P26TryA_xx_theme** in the File name box, and then click Save.
- 14 Click the Themes gallery's More button  to see that the new theme has been added to the Custom section of the Themes gallery.
- 15 Save the **P26TryA_xx** file, and leave it open to use in the next Try It.

Creating a Template

- Like themes, PowerPoint **templates** contain a unique combination of formatting elements, such as colors, fonts, images, and effects, to create a predefined coordinated set.
- You can save a presentation that you have customized as a template. Then, you can use the template to create new presentations.
- To create a template, you can customize an existing theme or template and then save your version with a new name.
- You can also create a template from scratch. Use Slide Master view to format the background, fonts, colors, and layouts as desired.

Try It!**Creating a Template**

- 1 In the **P26TryA_xx** file, click File > Save As > Browse.
- 2 Type **P26TryA_xx_template** in the File name box.
- 3 Click the Save as type drop-down arrow and click PowerPoint Template.
- 4 Navigate to the location where your teacher instructs you to save the files for this lesson. Click Save.
 - ✓ *Because you are not saving your template to the default location, you will not see the template among the other templates on the New tab in the Backstage view.*
- 5 Press **CTRL + W** to close the file, leaving PowerPoint open.

Applying Custom Themes and Templates

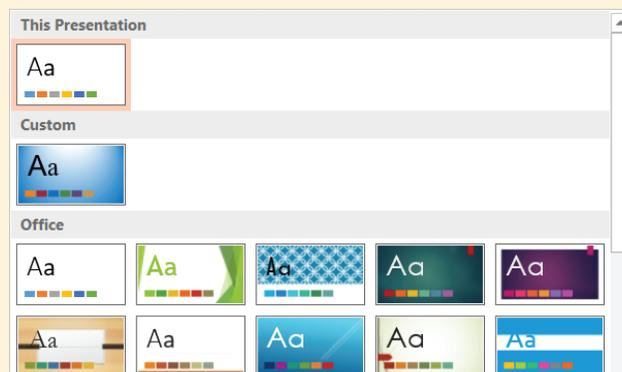
- When you save a custom theme, PowerPoint will display it under the CUSTOM heading on the New tab. You can click the theme to start a new presentation formatted with that theme.
- You can also apply a custom theme from the Custom section of the Themes gallery. A custom theme will change the formats of any other theme to those of the custom theme.
- You can begin a new presentation from a custom template by displaying the template file in File Explorer, right-clicking it, and selecting New.
- By default, templates are stored in the Custom Office Templates folder in the Documents folder in the Documents library.

Try It!**Starting a New Presentation from a Custom Template**

- 1 Use File Explorer to display the folder where your teacher has instructed you to store files for this lesson.
- 2 Right-click **P26TryA_xx_template** and click New. A new presentation opens based on the template you created.
- 3 Close the file without saving changes.

Try It!**Applying a Custom Theme to an Existing Presentation**

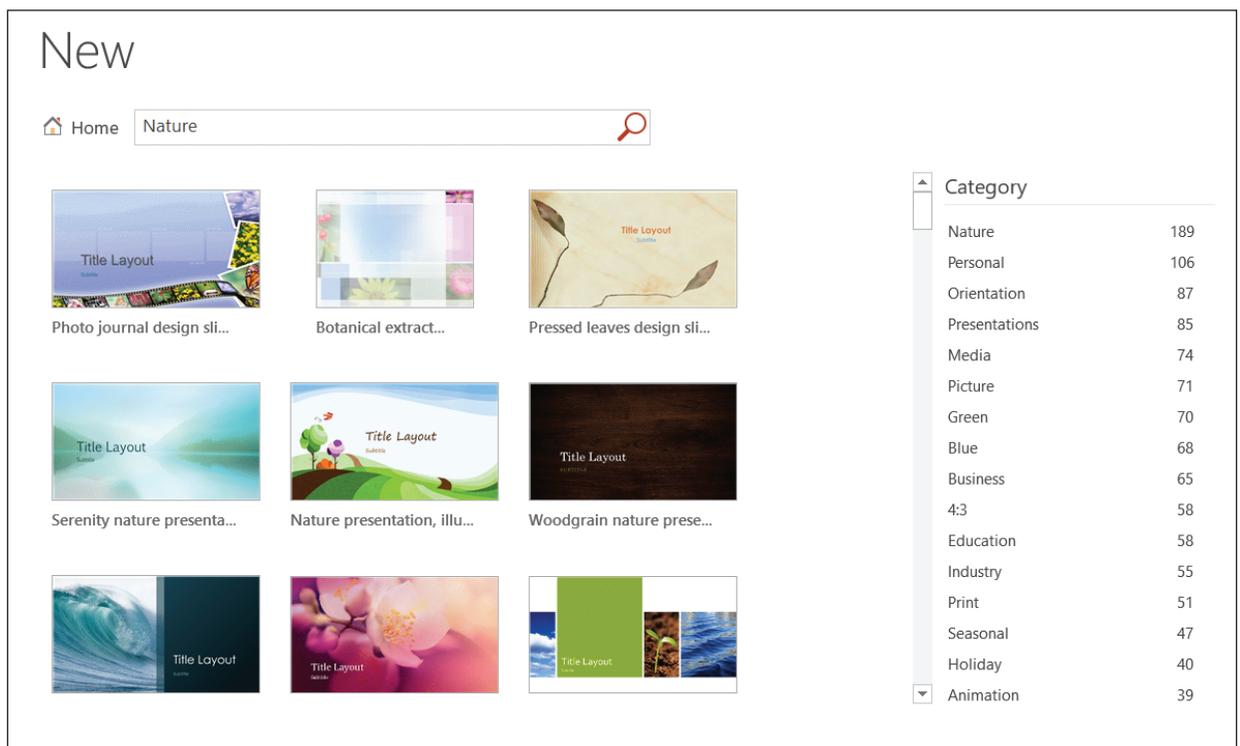
- 1 In PowerPoint, click File > New.
- 2 Click Blank Presentation.
- 3 Click Design > Themes to display the Themes gallery.
- 4 Click **P26TryA_xx_theme** in the Custom section of the gallery.
- 5 Close the file without saving changes, and leave PowerPoint open.

Apply a custom theme to a presentation

Using an Online Template to Create a Presentation

- Besides providing you with a number of interesting themes from which you can create new presentations, PowerPoint offers a wide variety of templates from many categories you can use to create a presentation.
 - Online templates usually provide a number of slides with sample text and graphics as well as slide layouts specifically designed for the template.
 - You can find PowerPoint templates by searching on the New tab in the Backstage view.
 - Click one of the suggested search links, such as Business, Education, or Personal, or type keywords in the search box to find templates that match the keywords.
- A Category list opens to the right after you do a search so that you can refine your search. Click any of the categories to filter the results so you can find exactly what you need.
 - Once you choose your template, click Create. PowerPoint opens the template with a default title such as Presentation1.
 - You may need to modify a presentation you create from an online template to adjust slide size. You may also want to make changes in the slide master to adjust colors, fonts, position of placeholders, and so on to suit the template for your use.

Figure 26-1



Try It!**Using an Online Template to Create a Presentation**

- 1 Click File > New to display templates in the Backstage view.
- 2 In the Search for online templates and themes box, type **Nature** and click the Start searching button  to see presentation templates relating to nature.
- 3 In the Category list, click Green to further filter the nature templates.
- 4 Click Earth tone presentation (widescreen). The title slide displays in a window.
- 5 Click the More Images right arrow to scroll through the slide layouts provided with this template.
- 6 Click Create  to create a new presentation based on the template.
- 7 On the title slide, type **Planet Earth** in the title placeholder.
- 8 Replace the subtitle with your full name.
- 9 Press  to start a slide show and preview each slide in the presentation.
- 10 Save the presentation as **P26TryB_xx** in the location where your teacher instructs you to store files for this lesson, and then close the file and exit PowerPoint.

Lesson 26—Practice

Michigan Avenue Athletic Club wants you to create a custom template that can be used for several presentations as part of a special public relations campaign. In this project, you will change colors and styles and replace a picture in the slide master.

DIRECTIONS

1. Start PowerPoint, and open **P26Practice** from the data files for this lesson.
2. Save the presentation as **P26Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click **View > Slide Master**  and select the slide master at the top of the Thumbnail pane.
4. Click **Slide Master > Colors**  and select the **Median** color palette.
5. Make the following changes to the slide master:
 - a. Click the horizontal color bar at the bottom of the slide to select it, click **Drawing Tools Format > Shape Styles** , and click the **Moderate Effect – Green, Accent 5** shape style.
 - b. Click **Slide Master > Background Styles** , right-click **Style 1**, and click **Apply to Selected Layouts**.
6. Click the Title Slide with Pictures layout, the second layout below the slide master. Make the following changes to this layout:
 - a. Click the color bar at the bottom of the slide to select it, click **Drawing Tools Format > Shape Styles** , and click the **Moderate Effect – Green, Accent 5** shape style.
 - b. Click **Slide Master > Background Styles** , right-click **Style 1**, and click **Apply to Selected Layouts**.

- c. Click the picture of the apple and press **DEL** to remove it from the slide.
 - d. Click **Insert > Pictures** , navigate to the data files for this lesson, and click **P26Practice_picture.jpg**. Click **Insert**.
 - e. Resize the picture to be **4.4"** wide, use the Crop tool to remove part of the top and bottom of the picture, and position it as shown in Figure 26-2.
 - f. Change the font size of the master title text to **60** points. Then close Slide Master view.
7. Replace the subtitle on slide 1 with your full name, and type **Michigan Avenue Athletic Club** in the title placeholder.
 8. Press **F5** to start a slide show and preview each slide in the presentation to see the formats supplied by the template.
 9. Close the presentation, saving changes, and exit PowerPoint.

Figure 26-2



CLICK TO EDIT MASTER TITLE STYLE

CLICK TO EDIT MASTER SUBTITLE STYLE

Lesson 26—Apply

In this presentation, you finalize the Michigan Avenue Athletic Club's new template. You will make some additional adjustments to slide master layouts, save the presentation as a theme and a template, and apply the theme to a new presentation to which you will add some sample text.

DIRECTIONS

1. Start PowerPoint, if necessary, and open the file **P26Apply**.
2. Save the presentation as **P26ApplyA_xx** in the location where your teacher instructs you to store files for this lesson. Change the subtitle on slide 1 to your full name.
3. Switch to Slide Master view.
4. Change the fonts to **Calibri**.
5. Select the three pictures on the Title Slide with Pictures layout, click **Picture Tools Format > Color** , and select **Green, Accent color 5 Light**. Click outside the pictures to deselect them. Select the first picture, click **Picture Tools Format > Corrections** , and select **Sharpen: 50%**. Sharpen the other two pictures in the same way.
6. Scroll down to locate the Two Content layout and select it. Notice that the title placeholder overlays the two content placeholders.
 - a. Click the first content placeholder, hold down **SHIFT**, and click the second content placeholder. Click one of the top center sizing handles and drag downward to just below the title placeholder to reduce the height of both placeholders.
 - b. Click the title placeholder, click the right center sizing handle, and drag to the right until the placeholder aligns at the right with the right content placeholder.
7. Close Slide Master view and save your changes.
8. Save the presentation as a theme with the name **P26ApplyA_xx_theme**.
9. Save the presentation as a template with the name **P26ApplyA_xx_template** in the location where your teacher instructs you to store the files for this lesson. Close the file, leaving PowerPoint open.
10. Start a new presentation and apply the **P26ApplyA_xx_theme**.
11. Save the presentation as **P26ApplyB_xx**.
12. Change the layout of the title slide to Title Slide with Pictures. Insert your full name in the subtitle placeholder and type **Michigan Avenue Athletic Club** in the title placeholder.
13. Insert a new Title and Content slide and insert the content shown in Figure 26-3 on the next page.
14. Insert a new Two Content slide and insert the content shown in Figure 26-4 on the next page. Increase font sizes as space allows. Locate an online picture of your choice for the left content placeholder.
15. Add the current date and slide numbers to all slides except the title slide.
16. Preview all slides to check text and the position of objects.
17. **With your teacher's permission**, print the presentation as handouts with 4 slides per page.
18. Remove all custom colors and themes you created in this lesson.
19. Close the presentation, saving changes, and exit PowerPoint.

Figure 26-3

EXPERIENCE THE FINEST

- State of the art equipment
- Attractive facilities
- Experienced staff
- Personalized training
 - Individual coaching
 - Group classes also available

10/30/2015 2

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Figure 26-4

FIND YOUR CENTER AT MICHIGAN



The image shows two women in a yoga studio. One woman in a purple top and grey leggings is sitting on a blue mat in a seated position, while another woman in a blue top and black leggings is sitting on a purple mat behind her, also in a seated position. They appear to be in a class or practice session.

- New at Michigan Avenue Athletic Club:
 - Yoga for all skill levels
 - Barre Classes
 - Pilates

10/30/2015 3

PowerPoint 2016, Windows 10, Microsoft Corporation

Lesson 27

Working with Links, Action Buttons, and External Content

WORD TO KNOW

Action button

A shape that is programmed to perform a specific action, such as running an application or jumping to a specific slide.

Embed

Insert data in a destination application from a source application so that you can edit it using the source application's tools.

Link

Insert data in a destination application from a source application so that a link exists between the source and the destination data.

► What You Will Learn

Inserting Links on Slides

Inserting an Action Button

Inserting Objects from Other Applications

Working with an Excel Worksheet

Linking Excel Data to a Presentation

Software Skills Links and action buttons allow you to move quickly from one slide to a distant one, connect to the Internet, or open other documents or applications.

What You Will Learn

Inserting Links on Slides

- Use the Hyperlink button in the Links group on the Insert tab to set up links from a slide to another slide, to a different presentation or document, to a Web site, or to an e-mail address.
- The Insert Hyperlink dialog box allows you to select the target of the link—the slide that will display or the page that will open when the link is clicked.
- Links are displayed in a different color with an underline, as on a Web page. Links are active only in Slide Show view.
- You can also use an object such as a shape, picture, or other graphic as the link object.

Try It!

Inserting Links on Slides

- 1 Start PowerPoint, and open **P27TryA** from the data files for this lesson.
- 2 Save the presentation as **P27TryA_xx** in the location where your teacher instructs you to store the files for this lesson.
- 3 Display slide 2 and select the text *Contact Information*.
- 4 On the Insert tab, click the Hyperlink button .
- 5 Click Place in This Document from the Link to pane.
- 6 Select slide 8 from the list.
- 7 Click OK.
- 8 Display slide 8 and click at the end of the E-mail bullet item.
- 9 Press **ENTER** and then press **TAB**.
- 10 Click Insert > Hyperlink , and then select E-mail Address in the Link to pane.
- 11 In the E-mail address box, type **contact@voyagertraveladventures.net**.
✓ *PowerPoint automatically adds the text mailto: at the beginning of the e-mail address.*
- 12 In the Text to display box, delete the text *mailto:*. Click OK.
- 13 Click at the end of the Web site bullet item.
- 14 Press **ENTER** and then press **TAB**.
- 15 Click Insert > Hyperlink , and then select Existing File or Web Page in the Link to pane.
- 16 In the Address box, type the following:
www.voyagertraveladventures.net
and then click OK.
- 17 Save the **P27TryA_xx** file, and leave it open to use in the next Try It.

Links to an e-mail address and Web site on a slide



Inserting an Action Button

- You can use **action buttons** to jump quickly from one slide to another.
- Action buttons are programmed to perform specific tasks, such as jump to the previous slide, play a sound, or run a program or a macro.
- Action buttons appear at the bottom of the Shapes gallery. Select the action button and then draw the button on the slide to open the Action Settings dialog box.
- Use the Action Settings dialog box to specify the button's action.
- By default, the action will occur when you click the mouse button; however, you can use the Action Settings dialog box to modify when the action occurs.
- Action buttons can be formatted like any other shapes. You can apply fills, outlines, and effects. They can also be resized or moved anywhere on the slide.
- You can turn any object, such as a picture or placeholder, into an action button by using the Action button on the Insert tab to give it an action to perform.

Try It!

Inserting an Action Button

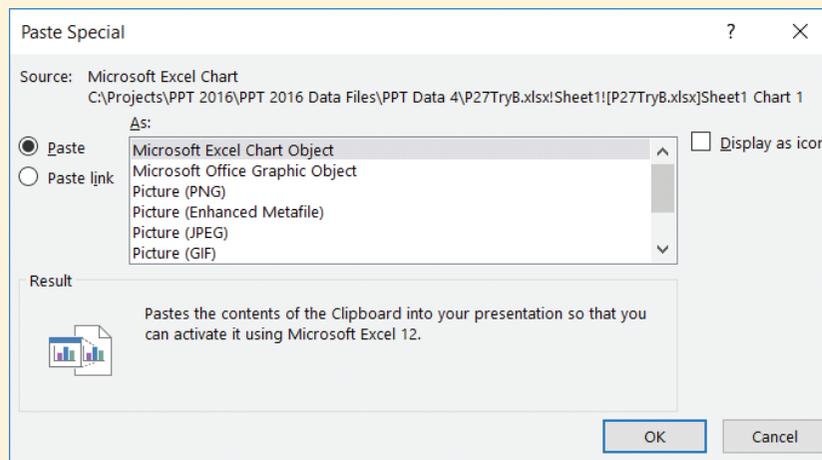
- 1 In the **P27TryA_xx** file, click slide 8 if necessary.
- 2 On the Home tab, click the Shapes More button .
- 3 Select the Action Button: Back or Previous  from the Action Buttons group at the bottom of the gallery.
- 4 Draw the button shape (about 1" wide and 0.5" high) on the lower-right side of the slide.
- 5 In the Action Settings dialog box, click the Hyperlink to drop-down arrow.
- 6 Select Slide... to specify a slide.
- 7 In the Hyperlink to Slide dialog box, select slide 2.
- 8 Click OK and then click OK again.
- 9 Press  to start the slide show from the beginning. On slide 2, click the Contact Information link to go to slide 8.
- 10 On slide 8, click the Web site link. This is a dummy link that does not connect to a live Web site. Close the browser and then click the action button to return to slide 2. Press  to end the slide show.
- 11 Save the **P27TryA_xx** file, and leave it open to use in the next Try It.

Inserting Objects from Other Applications

- You can add content from other applications to a PowerPoint presentation, such as a Word table, an Excel chart, or an Excel worksheet.
- You have several options for adding external content to a slide.
 - You can use Copy and Paste to insert the content on the slide. When you use these commands, the content becomes part of the PowerPoint presentation. A Word table would become a PowerPoint table, and an Excel chart would become a PowerPoint chart.
 - You can use the Paste Special dialog box to **embed** the object. An embedded object maintains its identity as an object from another application, so you can use that application's tools to edit the object.
- Objects that have been copied or embedded can be resized like other PowerPoint objects.

Try It!**Inserting Objects from Other Applications**

- 1 In the **P27TryA_xx** file, display slide 7.
- 2 In Excel, open the **P27TryB** file from the data files for this lesson.
- 3 Click the worksheet chart to select it, then click Home > Copy .
- 4 Switch to the presentation and click Home > Paste . Notice that the columns in the chart change color to those that would appear if the chart had been created in PowerPoint and the chart tools are those from PowerPoint.
- 5 Click Undo  to remove the chart from the slide.
- 6 Click the Paste button's drop-down arrow and click Paste Special.
- 7 In the Paste Special dialog box, make sure the Paste option is selected and the As list has Microsoft Excel Chart Object selected.
- 8 Click OK. Notice that the chart colors are the same as those in the worksheet.
- 9 Double-click the chart and notice the diagonal-line border around the object and the Excel tools in the ribbon.
- 10 Click outside the chart to deselect it, and then drag the lower-right corner to resize the object on the slide.
- 11 Save the **P27TryA_xx** file, and leave it open to use in the next Try It. Leave the Excel file open to use in a later Try It.

Paste Special dialog box

PowerPoint 2016, Windows 10, Microsoft Corporation

Working with an Excel Worksheet

- If you need to show data that may need to be recalculated or otherwise manipulated, you can insert an Excel worksheet directly on a slide.
- The Excel Spreadsheet option in the Tables group of the Insert tab displays a blank Excel worksheet that you can resize as necessary. You can enter text, values, and formulas in the worksheet just as you would in Excel.
- If the data you want to add to the slide already exists in an Excel worksheet, you can embed the worksheet data on the slide by copying and pasting or by using the Insert Object command.
- To enter or modify data in a worksheet, you must open it for editing by double-clicking it. A worksheet ready for editing has a diagonal line border.
- You may need to adjust the size of embedded worksheet data (and increase or decrease the size of text in the object) by dragging a corner of the object container.
- To eliminate blank columns and rows from the view, you crop the worksheet using the bottom or right handle while in editing mode.

Try It!**Inserting an Excel Worksheet on a Slide**

- 1 In the **P27TryA_xx** file, display slide 5.
- 2 Click Insert > Table  > Excel Spreadsheet. A default-sized worksheet appears on the slide as soon as you click the command.
- 3 Click the right corner of the spreadsheet object and drag to add columns and rows as necessary.
- 4 Click outside the worksheet to deselect it.
- 5 Display slide 4.
- 6 On the Insert tab, click the Object button .
- 7 In the Insert Object dialog box, click Create from file and then click Browse.
- 8 Navigate to the location of the data files for this lesson and select **P27TryC.xlsx**.
- 9 Click OK and then click OK again.
- 10 Click on the lower-right corner and drag to resize the entire object without distorting text in the worksheet.
- 11 Save the **P27TryA_xx** file, and leave it open to use in the next Try It.

Excel worksheet on a slide


Cruise Deals for Spring

Cruise	Port of Call	Disembark Port	Number of Days	Cost	Special Rate
Alaskan Whale Adventure	Juneau, AK	Juneau, AK	10	3995	3499
New England Exploration	Boston, MA	Montreal, Quebec, CA	7	4999	3999
Orient Cruise Express	Seattle, WA	Singapore	25	5499	4999
Panama Canal	Vancouver, B.C. CA	Tampa, FL	21	2499	1999
Mexican Coast	Los Angeles, CA	Cabo San Lucas, Mexico	7	999	499
Greek Isles	Venice, Italy	Corfu, Greece	7	999	799
Cruise to Nowhere	New York, NY	New York, NY	2	379	299

PowerPoint 2016, Windows 10, Microsoft Corporation

Try It!**Editing Worksheet Data**

- 1 In the **P27TryA_xx** file, with slide 4 displayed, double-click the worksheet object to open it for editing.
- 2 Select the range D2:D8, the values under the Number of Days heading.
- 3 On the Home tab, click Center .
- 4 Click outside the worksheet to close it.
- 5 Display slide 5 and double-click the worksheet object to open it for editing.
- 6 Click in cell A1 and type **This is an Excel worksheet**.
- 7 Click the sizing handle at the bottom center of the diagonal line border and drag up to display only rows 1 through 7. Click the right center sizing handle in the diagonal line border and drag to the left to display only columns A through E.
- 8 Click outside the worksheet object to close it.
- 9 Save the **P27TryA_xx** file, and leave it open to use in the next Try It.

Linking Excel Data to a Presentation

- If the data you need to show might change over time, the best option is to maintain a **link** between worksheet data in Excel and the data displayed on a slide.
- To insert linked data on a slide, copy it in Excel and then use the Paste Special option on PowerPoint's Paste button.
- When you modify the worksheet in Excel, the slide data updates to show the same modifications.
- You can modify linked data by double-clicking the object to open it in its original application.

Try It!

Linking Excel Data to a Presentation

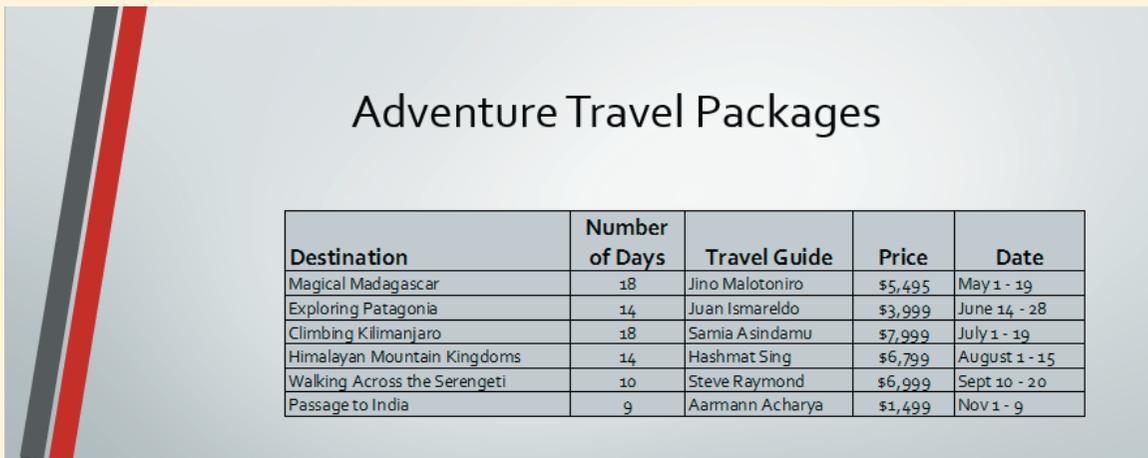
- 1 Switch to Excel, and save the **P27TryB.xlsx** file as **P27TryB_xx** in the location where your teacher instructs you to store the files for this lesson.
- 2 Select cells A4:E10, which contain the data to link.
- 3 Click Home > Copy .
- 4 In the **P27TryA_xx** presentation, select slide 6.
- 5 Click Home > Paste drop-down arrow, and then click Paste Special.
- 6 In the Paste Special dialog box, click Paste link and then click OK.
- 7 Close the workbook without saving changes, and exit Excel.
- 8 Save the **P27TryA_xx** file, and leave it open to use in the next Try It.

Try It!

Editing Data in a Linked Worksheet

- 1 In the **P27TryA_xx** file, display slide 6 if necessary.
- 2 Click the linked worksheet object to select it, click on the lower-right corner, and drag diagonally to the lower-right to enlarge the object.
- 3 Double-click the worksheet object to open the linked file in Excel.
- 4 In cell C4, type **Travel** before the word *Guide*, save the file, and close Excel.
- 5 In the **P27TryA_xx** presentation, check that the change you made to the Excel data is reflected in the worksheet object on slide 6.
- 6 Close the **P27TryA_xx** file, saving changes, and exit PowerPoint.

Linked data updates automatically on the slide



Destination	Number of Days	Travel Guide	Price	Date
Magical Madagascar	18	Jino Malotoni	\$5,495	May 1 - 19
Exploring Patagonia	14	Juan Ismael	\$3,999	June 14 - 28
Climbing Kilimanjaro	18	Samia Asindamu	\$7,999	July 1 - 19
Himalayan Mountain Kingdoms	14	Hashmat Sing	\$6,799	August 1 - 15
Walking Across the Serengeti	10	Steve Raymond	\$6,999	Sept 10 - 20
Passage to India	9	Aarmann Acharya	\$1,499	Nov 1 - 9

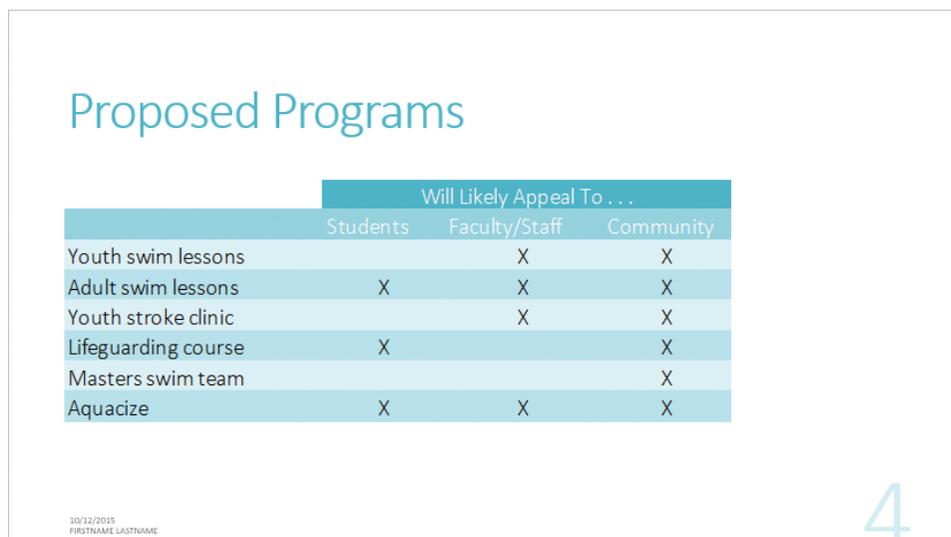
Lesson 27—Practice

The manager of the Campus Recreation Center has asked you to create a presentation outlining the membership costs and the swim lesson schedule. You will create an Excel worksheet on a slide and insert data in the worksheet. You will also insert a table object from Word, and add a link to connect slides.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P27PracticeA** from the data files for this lesson.
2. Save the presentation as **P27PracticeA_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Display slide 3 and then click **Home > New Slide**  drop-down arrow > **Title Only**.
4. Click in the title placeholder and type **Proposed Programs**.
5. Click **Insert > Table**  > **Excel Spreadsheet**.
6. Insert text in the worksheet as shown in Figure 27-1. Adjust the column widths as needed to create an attractive table. You may also apply the same theme in Excel as in the presentation (Metropolitan) and apply shading as shown in the figure.
7. Click **Home > New Slide**  drop-down arrow > **Title Only**.
8. Click in the title placeholder and type **Program Details**.
9. In Word, open **P27PracticeB** from the data files for this lesson.
10. Select the table data, click **Home > Copy** , and then close the Word file.
11. With slide 5 displayed, click **Home > Paste** .
12. Hold down **SHIFT** and drag the lower-right corner to enlarge the object on the slide. Then move the object to position it attractively on the slide.
13. Click **Table Tools Design > Table Styles**  > **Medium Style 2 – Accent 1**, if necessary.
14. Display slide 3 and select the text *survey results* near the bottom of the slide.
15. Click **Insert > Hyperlink** .
16. Click **Place in This Document** and then click **7. Survey Results**. Click **OK**.
17. Replace the text *Student Name* with your first and last name in the slide footers.
18. Preview the presentation, testing the link on slide 3 and viewing the Excel worksheet on slide 4 and the Word table on slide 5.
19. **With your teacher's permission**, print handouts of the entire presentation using a format with four slides to a page.
20. Close the presentation, saving changes, and exit PowerPoint.

Figure 27-1



The screenshot shows a PowerPoint slide with the title "Proposed Programs" in a light blue font. Below the title is a table with a light blue header and alternating light blue and white rows. The table has four columns: "Students", "Faculty/Staff", and "Community" under the heading "Will Likely Appeal To . . .". The rows list various swim-related activities and their appeal to these groups.

	Will Likely Appeal To . . .		
	Students	Faculty/Staff	Community
Youth swim lessons		X	X
Adult swim lessons	X	X	X
Youth stroke clinic		X	X
Lifeguarding course	X		X
Masters swim team			X
Aquacize	X	X	X

At the bottom left of the slide, there is a small footer: "10/23/2015 FIRSTNAME LASTNAME". At the bottom right, there is a large blue number "4".

Lesson 27—Apply

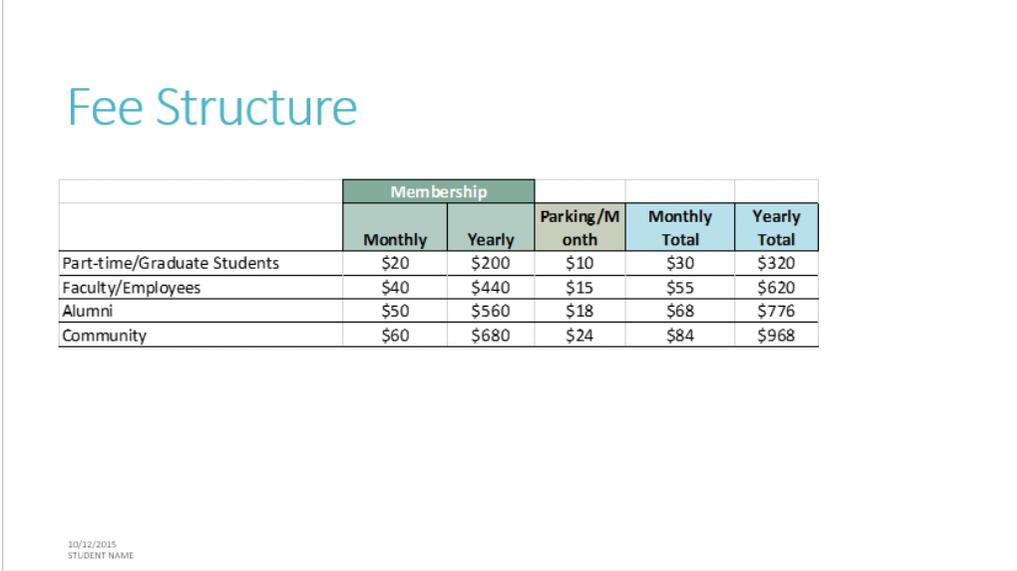
In this project, you continue to work on the Campus Recreation Center presentation. You edit worksheet data, insert worksheet data that you will link to the original Excel file, and you add an action button to the presentation.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P27ApplyA**.
2. Save the presentation as **P27ApplyA_xx** in the location where your teacher instructs you to store the files for this lesson.
3. On slide 4, open the worksheet object for editing and adjust the size of the object to display an additional row at the bottom.
4. In cell B9, type the following formula: **=COUNTA(B3:B8)**. Copy the formula to cells C9 and D9. Center the values in cells B9:D9 and boldface them. Apply shading or Total cell style formatting as desired.
5. Create a new Title Only slide following slide 5, and change the title to **Fee Structure**.
6. Open the Excel data file **P27ApplyB.xlsx** and save the file as **P27ApplyB_xx** in the location where your teacher instructs you to store the files for this lesson.
7. Copy the data in the range **A1:F6**, and link this data to slide 6 in the presentation.
8. Move the linked object on the slide to align it at left with the slide title, and, using the **Drawing Tools Format > Shape Width**  box, change the width of the object to **10"**.
9. Double-click the linked data to add the following parking fees data to the Excel worksheet.

Part-time/Graduate Students	10
Faculty/Employees	15
Alumni	18
Community	24
10. Save and close the Excel workbook. Your slide should look like the one in Figure 27-2 on the next page.
11. Display slide 8 and insert an action button that will return the viewer to slide 3.
12. Change the shape style to one that suits the presentation and place text next to the box that says **Return to slide 3**, as shown in Figure 27-3 on the next page.
13. Replace *Student Name* in the footer with your first and last name.
14. Run the slide show and work your way through each of the links and action buttons to ensure that everything moves as it should.
15. **With your teacher's permission**, print handouts of the entire presentation using a format with six slides to a page.
16. Close the presentation, saving changes, and exit PowerPoint.

Figure 27-2



PowerPoint 2016, Windows 10, Microsoft Corporation

Figure 27-3



PowerPoint 2016, Windows 10, Microsoft Corporation

Lesson 28

Organizing and Rehearsing a Slide Show

► What You Will Learn

- Inserting Sections
- Creating a Custom Show
- Hiding Slides
- Rehearsing Timings

Software Skills Use sections and custom shows to organize parts of a presentation so that you can easily manage them during a presentation. Hide slides that you don't want to show during a particular presentation. You can rehearse the show to make sure you have allowed enough time for the audience to view slide content.

WORDS TO KNOW

Custom show

A show in which you specify the slides and the order in which the slides appear during the presentation.

What You Can Do

Inserting Sections

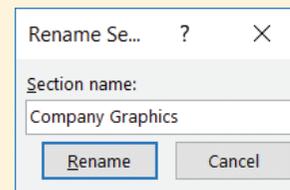
- Sections are used to organize large presentations into more manageable groups.
- You can also use presentation sections to assist in collaborating on projects. For example, each colleague can be responsible for preparing slides for a separate section.
- You can apply unique names and effects to different sections.
- You can also choose to print by section.

Try It!**Inserting Sections**

- 1 Start PowerPoint, and open **P28Try** from the data files for this lesson.
- 2 Save presentation file as **P28Try_xx** in the location where your teacher instructs you to store the files for this lesson.
- 3 Click slide 5 in the Thumbnail pane.
- 4 Click Home > Section  and then click Add Section on the drop-down list.
- 5 Right-click between slides 10 and 11 and click Add Section.
- 6 Save the **P28Try_xx** file, and leave it open to use in the next Try It.

Try It!**Renaming Presentation Sections**

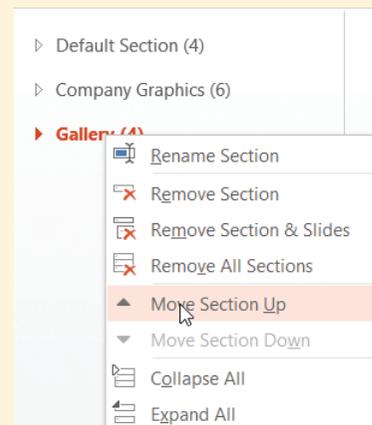
- 1 In the **P28Try_xx** file, right-click the Untitled Section heading between slides 4 and 5.
- 2 Select Rename Section from the content menu.
- OR
Click Home > Section  > Rename Section.
- 3 In the Rename Section dialog box, type **Company Graphics**.
- 4 Click Rename.
- 5 Right-click the Untitled Section heading between slides 10 and 11, click Rename Section, and type the new section name **Gallery**. Click Rename.
- 6 Save the **P28Try_xx** file, and leave it open to use in the next Try It.

Rename Section dialog box

PowerPoint 2016, Windows 10, Microsoft Corporation

Try It!**Working with Presentation Sections**

- 1 In the **P28Try_xx** file, click the downward pointing arrow to the left of the Company Graphics section to collapse this section.
- 2 Click Home > Section  > Collapse All.
- 3 Right-click the Gallery section name and select Move Section Up.
- 4 Click the Company Graphics section name and drag it above the Gallery section.
- 5 Right-click the Gallery section name and select Remove Section.
- 6 Click Home > Section  > Expand All.
- 7 Save the **P28Try_xx** file, and leave it open to use in the next Try It.

Collapsed presentation sections

PowerPoint 2016, Windows 10, Microsoft Corporation

Creating a Custom Show

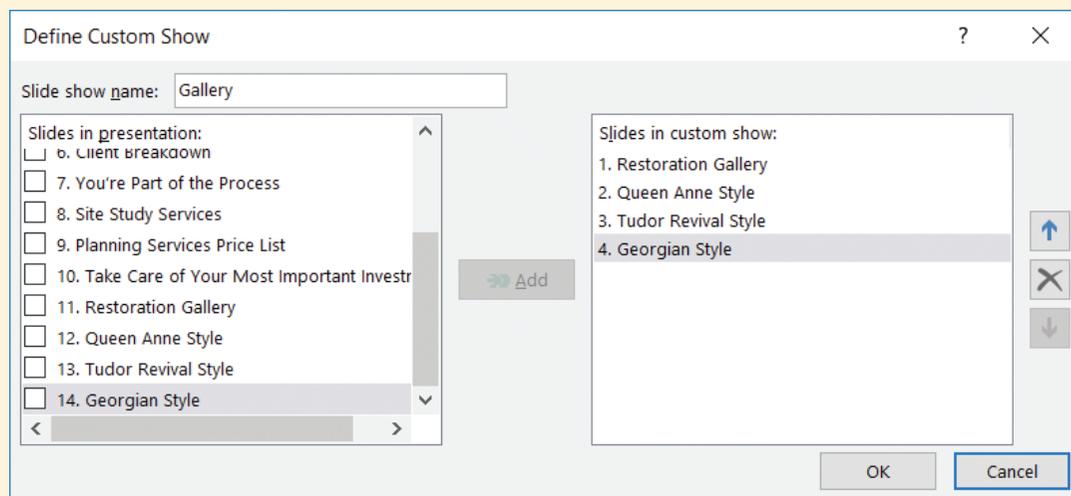
- You can create **custom shows** to organize groups of slides that you want to be able to show separately from the other slides in the presentation.
- Creating custom shows allows you to show only a portion of the slides to a specific audience. For example, although you would show the board of directors a presentation containing all the information about the status of a project, you might want to show the sales staff only the slides that contain sales data.
- Use the Custom Slide Show command on the Slide Show tab to define a new custom show. Use the Define Custom Show dialog box to name the show and select the slides that will be part of the custom show
- Once you have created a custom show, you can specify it when running a presentation unattended, link to it, or jump to it during the presentation. You can also choose to print only the slides from the custom show.
- When you create a link to a custom show, you can use the Show and return option to display the slides in the custom show and then resume the slide show where you left off.

Try It!

Creating a Custom Show

- 1 In the **P28Try_xx** file, on the Slide Show tab, click Custom Slide Show  and then click Custom Shows.
- 2 In the Custom Shows dialog box, click New.
- 3 In the Define Custom Show dialog box, type **Gallery** in the Slide show name box.
- 4 Click in the check box for slide 11 in the Slides in presentation pane.
- 5 Click Add to add the slide to the custom show.
- 6 Add slides 12, 13, and 14.
- 7 Click OK and then click Close.
- 8 Display slide 3 and select the text *Expertise with many architectural styles*.
- 9 Click Insert > Hyperlink .
- 10 In the Insert Hyperlink dialog box, click Place in This Document, and then click Custom Shows in the Select a place in this document pane to expand the Custom Shows section.
- 11 Click Gallery under Custom Shows, then click Show and return. Click OK.
- 12 Save the **P28TryA_xx** file, and leave it open to use in the next Try It.

Select the slides for a custom show



Hiding Slides

- You can hide slides in your presentation so they do not show when you run the slide show. For example, you might hide certain slides to shorten the presentation, or hide slides that don't apply to a specific audience.
- Hidden slides remain in the file and appear in all views except Slide Show view.
- PowerPoint indicates a slide is hidden by positioning a diagonal line across the slide number in the Thumbnail pane or Slide Sorter view and graying out the slide.
- You can print hidden slides if desired.
- You can go to a hidden slide while in Slide Show view by using the See All Slides command on the slide show shortcut menu to display the Slide Navigator. Click the hidden slide to display it.

Try It!

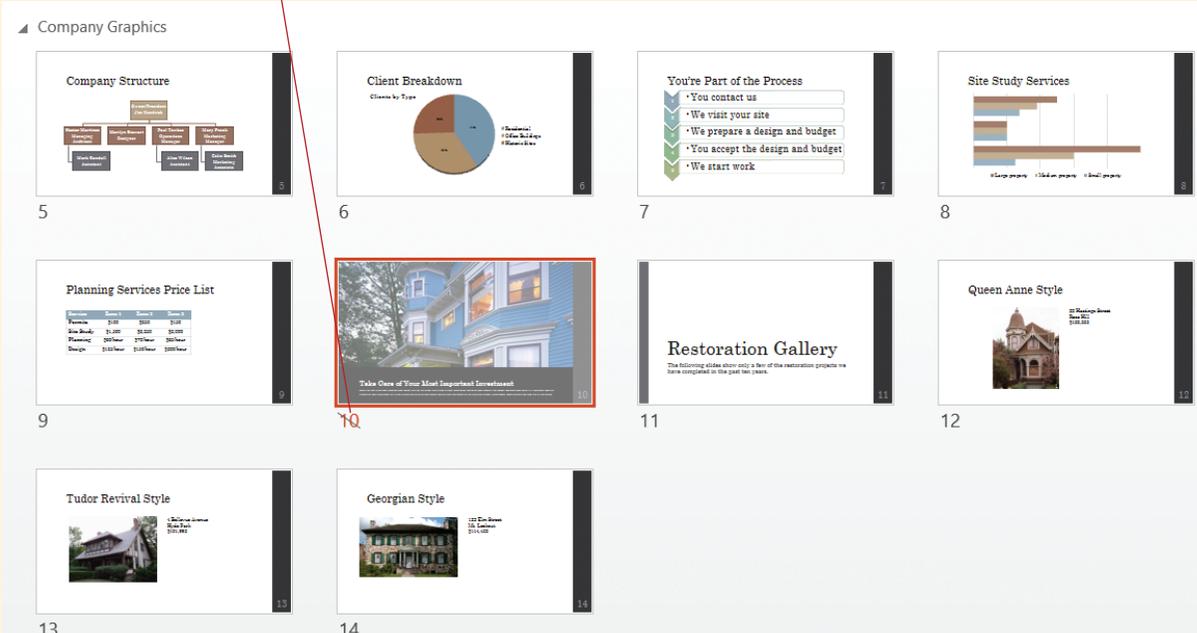
Hiding Slides

- 1 In the **P28Try_xx** file, select slide 10 in the Thumbnail pane.
- 2 On the Slide Show tab, click the Hide Slide button .
 - ✓ Click the Hide Slide button again to unhide a slide.
- 3 Save the **P28Try_xx** file, and leave it open to use in the next Try It.

Hidden slide

Hidden slide in Slide Sorter view

Company Graphics



5

6

7

8

9

10

11

12

13

14

Company Structure

Client Breakdown

You're Part of the Process

Site Study Services

Planning Services Price List

Tudor Revival Style

Georgian Style

Restoration Gallery

Queen Anne Style

Rehearsing Timings

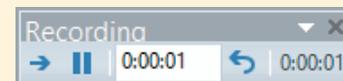
- To make sure you have allowed enough time for your audience to view your slides, you can rehearse the presentation.
- Use the Rehearse Timings command on the Slide Show tab to start the presentation and display the Recording toolbar. As you view each slide, the timers show how much time you have spent on that slide as well as the total time elapsed for the show.
- You can use buttons on the Recording toolbar to pause and restart the show, and you can also repeat a slide if you find you need to start again.
- After you have finished viewing all slides, PowerPoint asks if you want to keep the slide timings. If you click Yes, these timings replace any other advance timings you have set.

Try It!

Rehearsing Timings

- 1 In the **P28Try_xx** file, click Slide Show, and then click the Rehearse Timings button .
 - 2 Advance to slide 3, reading slide contents and any comments you intend to make in the presentation.
 - 3 On slide 3, click the link to the custom show and view those slides. You should return at the end of the custom show to slide 3.
 - 4 Continue with the remaining slides until you reach slide 11. Notice that you will not see the hidden slide 10.
 - 5 At the end of the show, click Yes to keep slide timings.
- OR**
- Click No to discard slide timings.
- 6 Close the **P28Try_xx** file, saving changes, and exit PowerPoint.

The Recording toolbar



PowerPoint 2016, Windows 10, Microsoft Corporation

Lesson 28—Practice

In this project, you work with the Campus Recreation Center presentation. You will create a custom show, insert sections, hide a slide, and rehearse slide timings.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P28Practice** from the data files for this lesson.
2. Save the presentation as **P28Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click **Slide Show > Custom Slide Show**  > **Custom Shows**.
4. Click **New**, and then type the slide show name **Family**.
5. In the Slides in presentation pane, click the check boxes for slides **10**, **11**, **12**, and **13**.
6. Click **Add**, click **OK**, and then click **Close**.
7. Right-click between slides 3 and 4, and click **Add Section**.
8. Right-click the new section label, click **Rename Section**, and type **Proposals**.
9. Click **Rename**.
10. Right-click between slides 9 and 10 and click **Add Section**.
11. Right-click the new section label, click **Rename Section**, and type **Family Programs**.
12. Click **Rename**.
13. Click the downward pointing arrow to the left of the **Family Programs** section name to collapse the section.

14. Click slide 8, and then click **Slide Show > Hide Slide** .
15. Click **Slide Show > Rehearse Timings** , and progress through the show from the first to the last slide. Click **Yes** to save slide timings at the end of the show.
16. Click **Insert > Header & Footer**  to open the Header and Footer dialog box.
17. On the Notes and Handouts tab, click the **Footer** check box, type your name and click Apply to All.
18. **With your teacher's permission**, print the slides as handouts with 9 slides per page.
19. Close the presentation, saving changes, and exit PowerPoint.

Lesson 28—Apply

In this project, you continue to work on the Campus Recreation Center presentation. You will adjust sections, create a custom show and set up a link to the show, and rehearse timings.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P28Apply** from the data files for this lesson.
2. Save the presentation as **P28Apply_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click **Insert > Header & Footer**  to open the Header and Footer dialog box.
4. On the Slides tab, click **Footer**, type your name and click **Apply to All**.
5. Remove the Family Programs section.
6. Unhide slide 9.
7. Switch to Slide Sorter view and move slide 14 to follow slide 9.
8. Create a custom show named **Memberships** that includes slides 9 and 10.
9. Move the Survey Results slide to be the last slide in the Default Section.
10. Create a new section named **Membership** to contain slides 10 and 11.
11. Create a new section named **Family** to include the remaining slides.
12. In Normal view, collapse all sections.
13. Move the Membership section to be the last one in the Thumbnail pane.
14. Expand all sections, and then display slide 4.
15. Create a link from the Family programs text to the Family custom show. Select Show and return.
16. Create a link from the Memberships text to the Memberships custom show. Select Show and return.
17. Rehearse slide timings as follows:
 - a. View slides 1 and 2, and then, on slide 3, click the *survey results* link.
 - b. Use the action button to return to slide 3.
 - c. On slide 4, click each link to view the custom shows.
 - d. Stop the slide show when you reach slide 10, Family Programs.
 - e. Save slide timings.
18. Close the presentation, saving changes, and exit PowerPoint.

Lesson 29

Setting Up and Running a Slide Show

► What You Will Learn

Setting Slide Show Options

Controlling Slides During a Presentation

Annotating Slides During a Presentation

Using Presenter View

Software Skills You can specify how a slide show runs for different kinds of presentations. When presenting slides, you have a number of options for controlling slide display. You can annotate slides during the presentation and save annotations if desired. PowerPoint's Presenter view gives you a great deal more control over the process of presenting a slide show.

What You Can Do

Setting Slide Show Options

- Before finalizing a presentation, you must decide how it will be presented and set the slide show options accordingly.
- Use the Set Up Show dialog box to specify options for the slide show, such as the following:
 - Specify how the slides will be shown—presented by a speaker, browsed by an individual reviewing the presentation onscreen, or viewed at a kiosk.
 - Specify how to show the presentation—looping continuously until **ESC** is pressed, without recorded narration, or without animation, and the color of the pen or laser pointer used.
 - ✓ *You can use a built-in laser pointer during your presentation by pressing **CTRL** while pressing the left mouse button.*
 - You can also choose to disable hardware graphics acceleration if your system does not have the hardware required to display dynamic content smoothly.
 - Choose a range of slides to present or choose a custom show if the presentation has one.
 - Specify how to advance slides—manually or using timings.
 - Specify whether to display the presentation on multiple monitors.

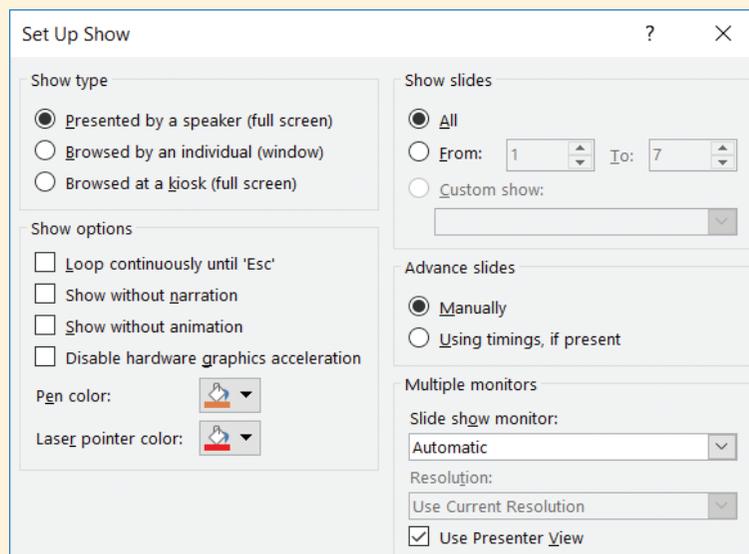
- ✓ Remember, not every projection system can handle multiple monitors.
- By default, PowerPoint will use your monitor's current resolution to display the slides.
- Hidden text is not displayed on-screen or printed unless you select to display it.
- Using Presenter view, you can use a second monitor to show your presentation notes and other computer resources that can help with your presentation while your audience views the main presentation.
- If you plan to run the presentation unattended, without a speaker to control the slides, you need to set up the show to loop continuously.
- For example, you might use a looping presentation at a trade show booth where the audience can view but not interact with the slides.
- Use the Set Up Show dialog box to create a looping presentation, by specifying the following options:
 - In the Show type area, specify Browsed at a kiosk so that it will run unattended.
 - In the Show options area, specify Loop continuously until 'Esc'.
 - ✓ This option will be selected automatically if you choose Browsed at a kiosk.
 - In the Advance slides area, select Using timings, if present.
 - ✓ Remember that you will need to create timings for the presentation in order for it to advance appropriately.

Try It!

Setting Slide Show Options

- 1 Start PowerPoint, and open **P29Try** from the data files for this lesson.
- 2 Save the presentation as **P29Try_xx** in the location where your teacher instructs you to store the files for this lesson.
- 3 On the Slide Show tab, click Set Up Slide Show  to open the Set Up Show dialog box.
- 4 Click Presented by a speaker (full screen) if necessary.
- 5 Click Pen color and select Orange, Accent 2.
- 6 In the Advance slides area, click Manually.
- 7 Click OK.
- 8 Save the **P29Try_xx** file, and leave it open to use in the next Try It.

Set Up Show dialog box



Controlling Slides During a Presentation

- There are a number of other ways to control slide advance using keys or onscreen prompts.
- The Slide Show view shortcut menu also provides a number of ways to control slides.
- You can use this shortcut menu to navigate from slide to slide, go to the last-viewed slide or a specific slide (even a hidden slide), or go to a custom show.
- The See All Slides option on the shortcut menu displays the Slide Navigator, similar to Slide Sorter view. Slides are arranged as thumbnails you can click to select. Sections are listed at the left side of the screen for easy selection.
- If you are using slide timings, you can use the Pause command to stop the automatic advance and then Resume to continue.

Try It!

Controlling Slides During a Presentation

- 1 In the **P29Try_xx** file, click Slide Show > From Beginning .
- 2 Right-click the screen and click Next.

OR

Use any of the following keyboard shortcuts to move through the slide show.

 - Press 
 - Press 
 - Press 
 - Press 
 - Press 
 - Press 

OR

Click the Right Presentation Arrow  at lower-left corner of screen.
- 3 After you reach the end of the presentation, click Slide Show > From Beginning  to begin again.
- 4 Click the screen once to advance to slide 2.
- 5 Right-click the screen and click Previous or Last Viewed.

OR

Use any of the following keyboard shortcuts to move backward through slides.

- Press 
- Press 
- Press 
- Press 
- Press 

OR

Click the Left Presentation Arrow  at lower-left corner of screen.

- 6 Click Slide Show > From Beginning .
- 7 Right-click the screen and click See All Slides. Slide Navigator opens to allow you to see the presentation's slides.
- 8 Click slide 3.
- 9 Right-click the screen and click End Show.
- 10 Save the **P29Try_xx** file, and leave it open to use in the next Try It.

Annotating Slides During a Presentation

- You can add annotations, such as writing or drawing, to a slide during a slide show to emphasize a specific point on a slide or add a comment to the slide.
- When you use the annotation feature, the mouse pointer becomes a pen.
- You can choose how you want the annotations to appear by selecting different pen colors and pen styles, such as pen or highlighter.
- You can also switch to a Laser Pointer to make it easy to point out items on your slides.
- PowerPoint suspends automatic timings while you use the annotation feature.

- You can use an eraser to remove annotations.
- When you have finished annotating a slide, press **[ESC]** to change the pen pointer back to the mouse pointer.
- PowerPoint offers you the option of saving your annotations or discarding them. If you save them, you will see them in Normal view and they can be printed.

Try It!

Annotating Slides During a Presentation

- 1 In the **P29Try_xx** file, click Slide Show > From Beginning **[F5]**.
- 2 Right-click the screen and click Pointer Options.
- 3 Select Pen.
- 4 Hold down the mouse button and drag to circle the name *Michigan* on the first slide.
- 5 Press **[ESC]** to restore the mouse pointer.
- 6 Advance to slide 2.
- 7 Right-click the screen, click Pointer Options, and click Highlighter.
- 8 Drag over the text *Individual coaching* to highlight it.
- 9 Right-click the screen, click Pointer Options, and click Eraser.
- 10 Move the eraser over an annotation and click to erase.

OR

Press **[E]** to erase all annotations on the slide.

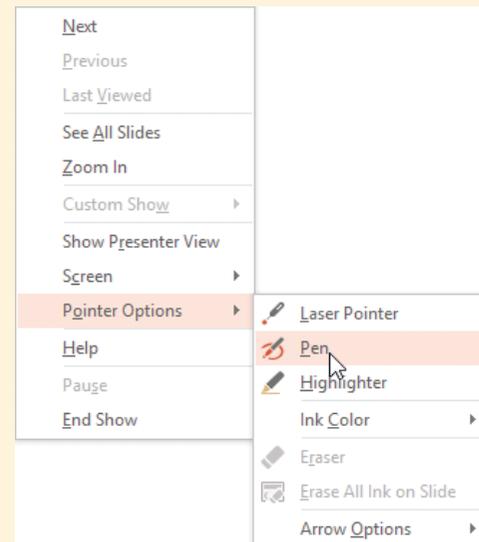
- 11 End the slide show. Click Keep to save your annotations.

OR

Click Discard to remove the annotations.

- 12 Save the **P29Try_xx** file, and leave it open to use in the next Try It.

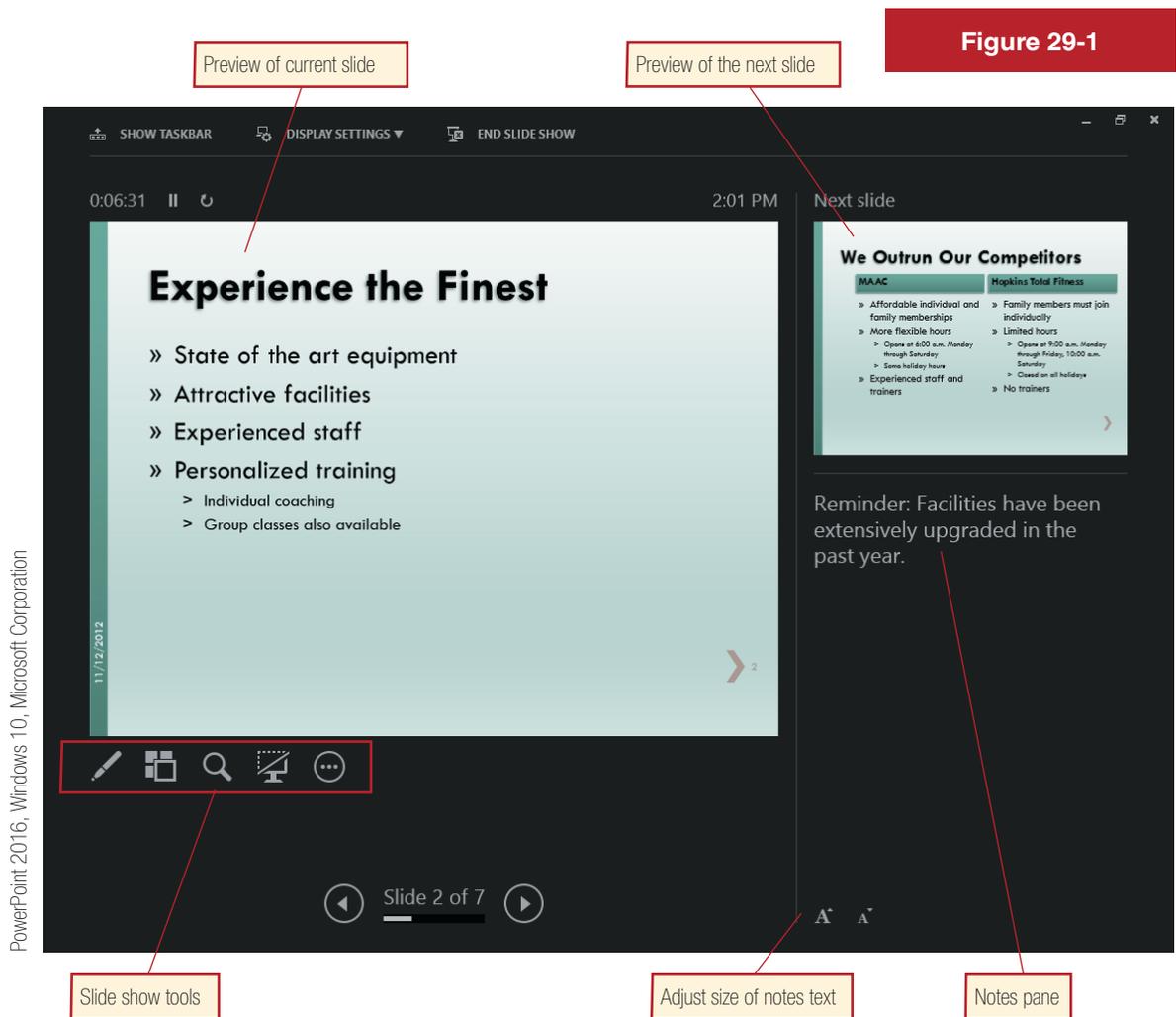
Select Pointer Options for annotating slides



PowerPoint 2016, Windows 10, Microsoft Corporation

Using Presenter View

- Presenter view allows you to see on one screen not only what your audience is seeing but also notes and tools for working with the presentation.
- You do not need multiple monitors—you can use Presenter view with a single monitor.
- Along with tools such as the pointer options, Presenter view offers a Zoom feature to allow you to enlarge content in one area of a slide, a timer to show you how long a slide has been displayed, and a preview of the next slide. You can also choose to enlarge or reduce the size of notes text to make it easier for you to read.
- You can choose to show or hide the taskbar, adjust display settings, or end the slide show without having to right-click and select a command.
- PowerPoint will determine if your system setup supports Presenter view and display it automatically when you select Use Presenter View in the Set Up Show dialog box. If you have only one monitor, you can display Presenter view by pressing **[ALT] + [F5]**.

**Try It!****Using Presenter View**

- 1 In the **P29Try_xx** file, press **[ALT] + [F5]** to start the presentation with Presenter view active.
- 2 Click the Advance to the next slide arrow at the bottom center of the screen to move to slide 2. Notice the note in the Notes pane below the Next slide preview, as shown in Figure 29-1.
- 3 Click the Pen and laser pointer tools button , select the Highlighter, and highlight the text *Experienced staff*.
- 4 Click the Black or unblack slide show button  to black out the current slide.
 - ✓ *You might want to do this to hide the slide while discussion is going on.*
- 5 Click the Black or unblack slide show button  again to restore the current slide.
- 6 Click the See all slides button  to display the Slide Navigator. Click slide 7.
- 7 Click the Zoom into the slide button  and drag the highlight rectangle over the picture on the slide. Click to zoom in.
- 8 Press **[ESC]** to zoom back out.
- 9 Click **END Slide Show** at the top of the screen, and then click **Discard** to throw out annotations.
- 10 Close the **P29Try_xx** file, saving changes, and exit PowerPoint.

Lesson 29—Practice

In this project, you return to the Restoration Architecture presentation and set up the slide show for presentation. Then, you will run the slide show, practicing ways to display the presentation content. You will also annotate slides as you present them.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P29Practice**.
2. Save the presentation as **P29Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click **Slide Show > Set Up Slide Show**  to open the Set Up Show dialog box.
4. In the Advance slides area, click **Manually**, and then click **OK**.
5. Click **Slide Show > From Beginning** .
6. Use any option to advance to slide 2.
7. Right-click on the slide to display the shortcut menu, click **See All Slides**, and then click slide 5, the first in the Company Graphics section.
8. Proceed to slide 9, then right-click, click **See All Slides**, and click slide 10, which is currently hidden.
9. Right-click and click **Last Viewed** to return to slide 9.
10. Right-click, click **See All Slides**, and click slide 2.
11. Point to the lower-left corner of the screen to display the presentation tools, and then click the Pen tool to display a pop-up menu of pointer options.
12. Click Pen and underline the word *Superior* with a double underline.
13. Press **[ESC]** and move to the next slide.
14. Click the Pen tool to display the pop-up menu, select Highlighter, and then click the Pen tool again and select Light Blue from the color palette.
15. Highlight the text *Reasonable fees*, as shown in Figure 29-2.
16. Right-click, point to **Custom Show**, and then click **Gallery**. View the final four slides in the presentation and end the show. Choose to keep the annotations.
17. Insert your name in the footer for notes and handouts.
18. **With your teacher's permission**, print the presentation as handouts with 6 slides per page.
19. Close the presentation, saving changes, and exit PowerPoint.

Figure 29-2

PowerPoint 2016, Windows 10, Microsoft Corporation

What Sets Us Apart

- Client diversity
- **Reasonable fees**
- Expertise with many architectural styles
- Client/designer interaction

Lesson 29—Apply

In this project, you will review the Restoration Architecture presentation in Presenter view. Then, you will set up the show to run automatically so your client can present it at a kiosk at a trade show.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P29Apply**.
2. Save the presentation as **P29Apply_xx**.
3. Insert your first and last name in the footer for all slides and display the date on all slides.
4. Press **ALT + F5** to start the presentation in Presenter view.
5. Proceed through the slides up to slide 9, reading the notes when available.
6. Display the hidden slide 10, then black out the screen.
7. Show all slides and click slide 12. Zoom in on the house.
8. Show all slides and click slide 6. Use the Pen pointer with a color of your choice to draw an arrow pointing to the Residential section of the pie chart.
9. Move to slide 7 and use the highlighter to highlight *You* in the title placeholder.
10. Go to slide 1 and then proceed through all slides to the end of the presentation.
11. Display the Set Up Show dialog box, and set up the show to be browsed at a kiosk using available timings.
12. End the show, saving the annotations.
13. **With your teacher's permission**, print slides 6 and 7 as handouts with 2 slides per page.
14. Close the presentation, saving changes, and exit PowerPoint.

Lesson 30

Reviewing a Presentation

► What You Will Learn

Using the Thesaurus

Working with Comments

Sending a Presentation for Review

Comparing Presentations

Reviewing Changes

WORDS TO KNOW

Antonyms

Words with opposite meanings.

Comment

A note you add to a slide to provide corrections or input to the slide content.

Synonyms

Words with the same meaning.

Thesaurus

A listing of words with synonyms and antonyms.

Software Skills Use PowerPoint's built-in thesaurus to recommend alternative words to improve your writing. Use comments to suggest changes to a presentation. Use PowerPoint's Share feature to send a presentation for review. Compare presentations to identify changes made to different versions or by different people. You can accept or reject changes to incorporate revisions.

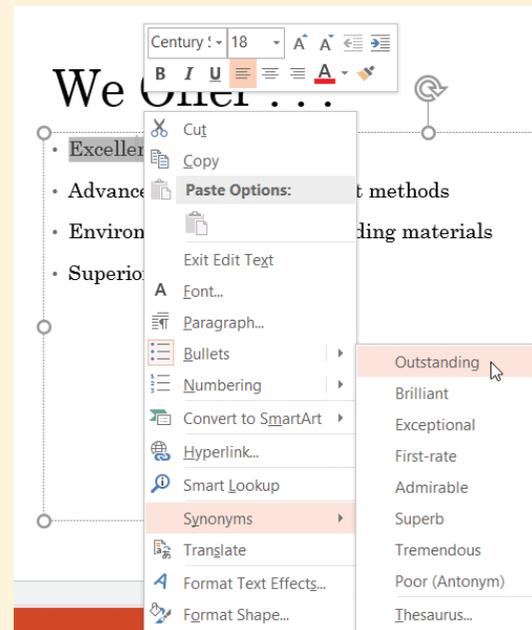
What You Can Do

Using the Thesaurus

- A **thesaurus** can improve your writing by helping you to eliminate repetitive use of common words and to choose more descriptive words.
- You can use a shortcut menu to quickly find a **synonym** for any word in a presentation.
- You can use the thesaurus to look up synonyms, definitions, and **antonyms** for any word. PowerPoint displays a list of results in the Thesaurus task pane.
 - Click a right-pointing arrow to expand the list to show additional words.
 - Click a downward-pointing arrow to collapse the list to hide some words.
- Use the available drop-down list to insert a word at the current insertion point location, or copy it to a different location.
- Use the Back button in the Thesaurus task pane to return to the content you previously viewed in the pane.
- By default, PowerPoint searches an English thesaurus, but you can select to search a thesaurus in a different language.

Try It!**Selecting a Synonym**

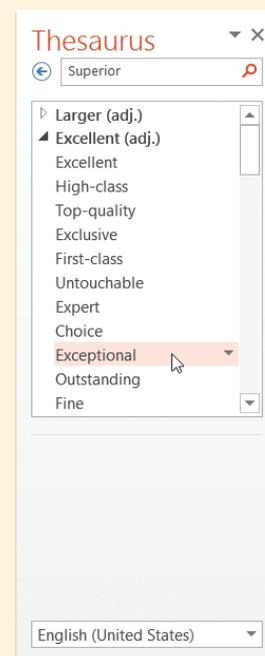
- 1 Start PowerPoint, and open **P30TryA**.
- 2 Save the presentation as **P30TryA_xx** in the location where your teacher instructs you to store the files for this lesson.
- 3 On slide 2, right-click the word *Excellent* in the first bullet item.
- 4 On the shortcut menu, click *Synonyms*.
- 5 On the submenu, click *Outstanding*.
- 6 Save the **P30TryA_xx** file, and leave it open to use in the next Try It.

Select a synonym from a shortcut menu

PowerPoint 2016, Windows 10, Microsoft Corporation

Try It!**Using the Thesaurus**

- 1 In the **P30TryA_xx** file, click in the word *Superior* on slide 2.
- 2 Click Review > Thesaurus .
 - ✓ A list of synonyms and antonyms for the word *Superior* displays in the Thesaurus task pane. Antonyms display at the bottom of the list for each category of synonyms.
- 3 Click the downward-pointing arrow for Larger to collapse the list.
- 4 In the Excellent category, click *Exceptional* to see a list of synonyms and antonyms for this word.
- 5 Click the Back button  to return to the Superior synonyms.
- 6 Rest the mouse pointer on the word *Exceptional*, click the down arrow that displays, and then click Insert.
- 7 Close the Thesaurus task pane.
- 8 Save the **P30TryA_xx** file, and leave it open to use in the next Try It.

The Thesaurus task pane

PowerPoint 2016, Windows 10, Microsoft Corporation

Working with Comments

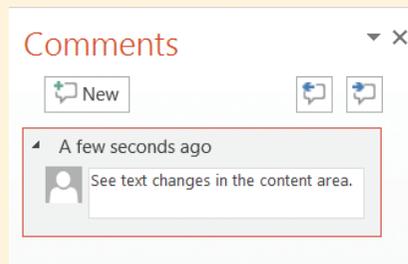
- Use **comments** to provide information or input when editing a presentation.
- You can add a comment to an entire slide, selected text, or other selected object. If you do not select any object, the comment displays in the upper-left corner of the slide.
- When comments have been added to a presentation, you will receive a notification of that fact when the presentation opens.
- Click the Comments button on the status bar to open the Comments task pane. The name that displays on each comment is that of the user who created the comment. Comments also display the day or time the comment was created.
- Use the tools in the Comments task pane to work with comments. You can add new comments or move to the next or previous comment. You can also find these tools in the Comments group on the Review tab.
- As you view a comment, you can insert a reply to the comment or delete it.

Try It!

Working with Comments

- 1 In the **P30TryA_xx** file, display slide 1.
- 2 Click the Comments button  on the status bar to open the Comments pane.
- 3 Read the comment on slide 1, then click in the Reply box and type **How about a theme with a darker slide background?**
- 4 Display slide 2 and click the Insert Comment button  in the Comments task pane.
- 5 Click in the comment box and type **See text changes in the content area.**
- 6 In the Comments task pane, click the Next button  to move to the comment on slide 8.
- 7 Click in the Reply box and type **Okay.**
- 8 Click the Next button  twice to move to the comment on slide 9.
- 9 Click the Delete Comment button  on the Review tab to remove the comment.
- 10 Click Review > Next Comment , review the comment, and then click Review > Delete Comment .
- 11 Click Review > Next Comment , review the comment, and then click the delete button  within the comment.
- 12 Close the Comments task pane.
- 13 Save the **P30TryA_xx** file, and leave it open to use in the next Try It.

Type a new comment in the comment box



PowerPoint 2016, Windows 10,
Microsoft Corporation

Sending a Presentation for Review

- When you are ready to share a presentation with colleagues, PowerPoint makes it easy to send the presentation for review and feedback, which is particularly useful in collaborative environments such as companies and organizations.
- Options for sharing a presentation using e-mail can be found on the Share tab in the Backstage view. You can choose among the following:
 - Send as Attachment. You can e-mail individual copies of the presentation.
 - Send a Link. You can e-mail a link to a presentation that is stored on the same server as the e-mail recipient's. This allows everyone to work on the same copy of the presentation.
 - Send as PDF. This option saves the presentation as a PDF image and attaches it to an e-mail message. PDFs preserve the fonts and formatting on every computer, but recipients can't add comments or make changes.

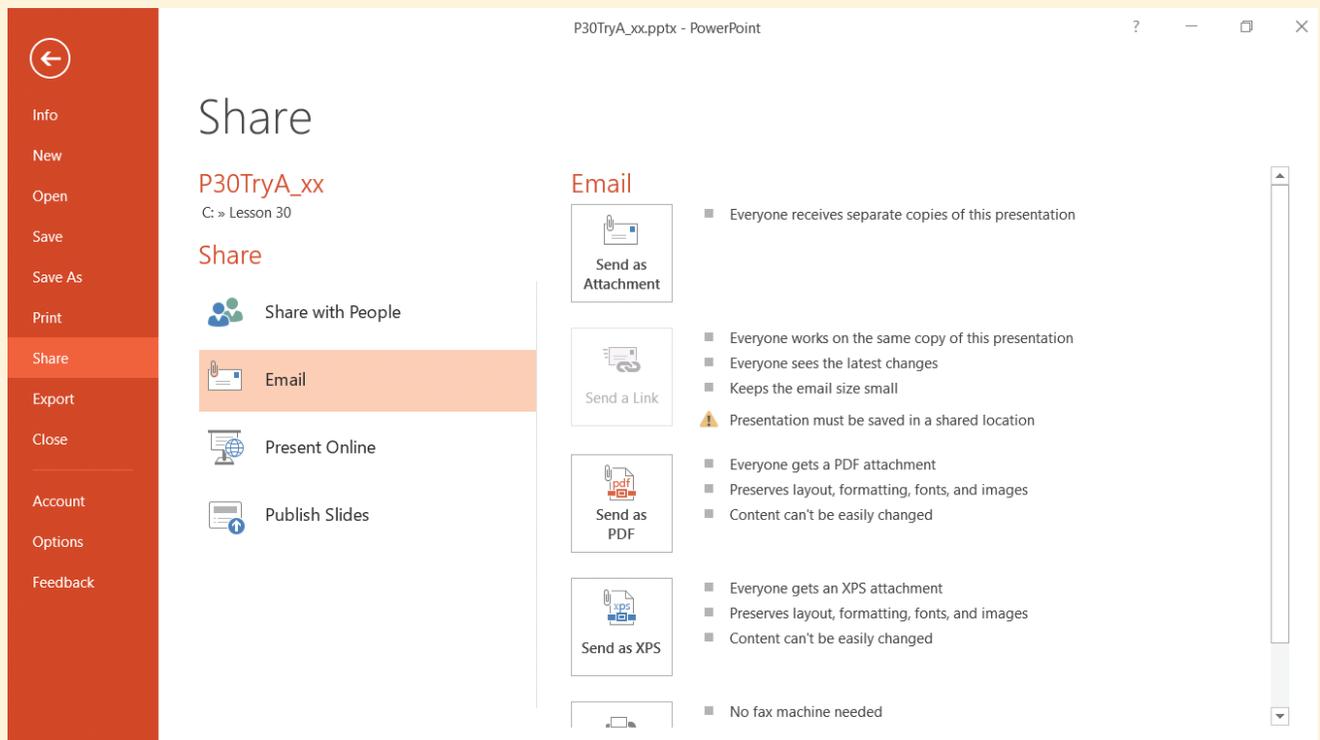
- Send as XPS. This option saves the presentation in a format that can be viewed on most computers and attaches it to an e-mail message. XPS files maintain the fonts and formatting on most computers, but the recipients can't make changes.
- Send as Internet Fax. If you have a fax service provider, you can send a printed version of the presentation to a recipient's fax machine.
 - ✓ You must have an e-mail account to send a presentation as an e-mail attachment. You must have an active Internet connection to e-mail the file.

Try It!

Sending a Presentation for Review

- 1 In the **P30TryA_xx** file, click File > Share.
- 2 Click Email and then click Send as Attachment.
 - ✓ The e-mail attachment feature will work only if you have Outlook configured on your computer.
- 3 When the e-mail message window opens, type the e-mail address of the person to whom you are sending the presentation.
 - ✓ Notice that the subject is filled in with the name of the presentation.
- 4 In the message window, type **Here is a copy of the Restoration Architecture presentation.**
- 5 Press **ENTER** and then type **Student Name.**
- 6 Click Send .
- 7 Save the **P30TryA_xx** file, and leave it open to use in the next Try It.

Share tab's e-mail options



The screenshot shows the PowerPoint application window with the Share tab selected. The left sidebar contains navigation options: Info, New, Open, Save, Save As, Print, Share (highlighted), Export, Close, Account, Options, and Feedback. The main area displays the 'Share' options for the file 'P30TryA_xx' (located at 'C:\> Lesson 30'). Under the 'Share' section, there are four options: 'Share with People', 'Email' (highlighted), 'Present Online', and 'Publish Slides'. The 'Email' section is expanded, showing four email options with their respective icons and descriptions:

- Send as Attachment**:
 - Everyone receives separate copies of this presentation
- Send a Link**:
 - Everyone works on the same copy of this presentation
 - Everyone sees the latest changes
 - Keeps the email size small
 - ⚠ Presentation must be saved in a shared location
- Send as PDF**:
 - Everyone gets a PDF attachment
 - Preserves layout, formatting, fonts, and images
 - Content can't be easily changed
- Send as XPS**:
 - Everyone gets an XPS attachment
 - Preserves layout, formatting, fonts, and images
 - Content can't be easily changed

At the bottom of the list, there is an option for 'Internet Fax' with the note: 'No fax machine needed'.

Comparing Presentations

- After a presentation has been reviewed, it can be helpful to compare the reviewed version with the original version.
- To compare presentations, you open the original document and then select the presentation to compare.
- PowerPoint merges the two and marks the differences with markup icons and in the Revisions task pane.
- To view a description of the change, click the markup icon, or select the change in the Revisions task pane.
- The Revisions task pane has two tabs. Select the Slides tab to view changes for the current slide only. This tab will also tell you the next slide that has changes marked. Select the Details tab to see all markup on a slide, including comments, and also display a list of changes made to the presentation as a whole.
- Click the Show Comments drop-down arrow and select Show Markup to toggle the markup icons off or on.
- Click the Reviewing Pane button in the Compare group on the ribbon to toggle the Revisions task pane off or on.

Try It!

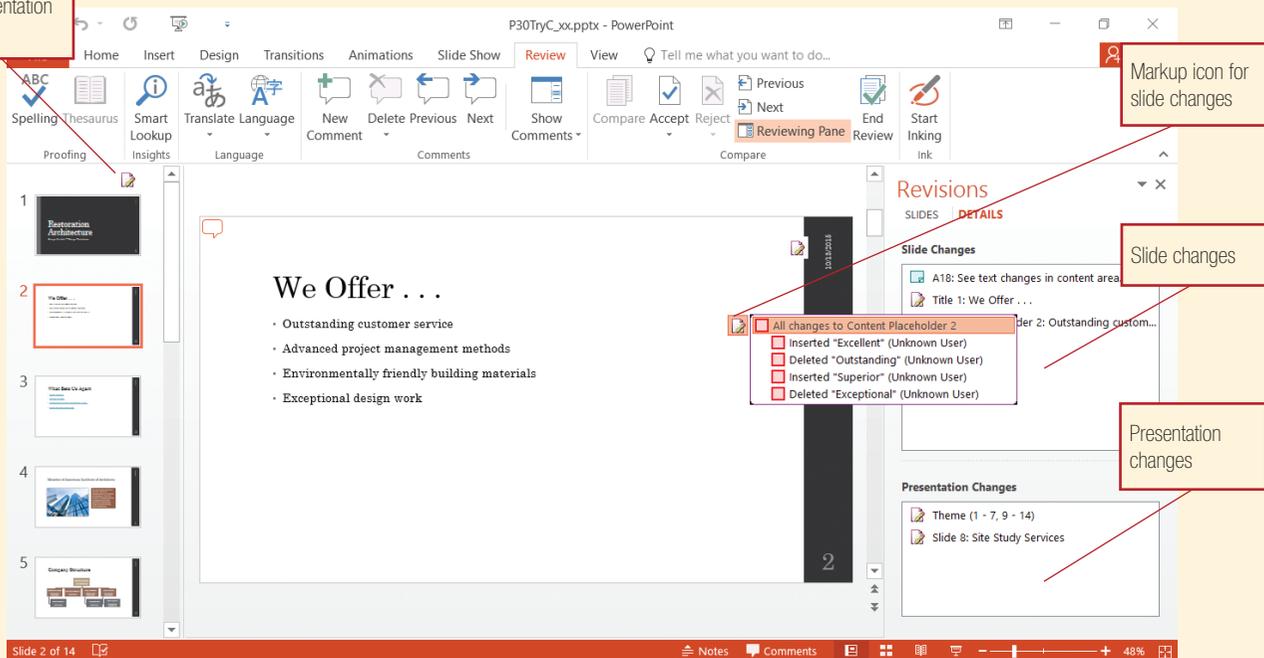
Comparing Presentations

- 1 In the **P30TryA_xx** file, click the Review tab, and then click the Compare button .
- 2 Navigate to the location where the data files for this lesson are stored, select **P30TryB**, and then click Merge.
- 3 Save **P30TryA_xx** as **P30TryC_xx**, and leave it open to use in the next Try It.

Markup icon for presentation changes

Markups display in a merged presentation

PowerPoint 2016, Windows 10, Microsoft Corporation



The screenshot shows the PowerPoint interface with the Review tab selected. The ribbon includes the Reviewing Pane button. The Revisions task pane is open, displaying a list of changes to 'Content Placeholder 2' on slide 2. The changes are:

- All changes to Content Placeholder 2
- Inserted "Excellent" (Unknown User)
- Deleted "Outstanding" (Unknown User)
- Inserted "Superior" (Unknown User)
- Deleted "Exceptional" (Unknown User)

The 'Presentation Changes' section shows:

- Theme (1 - 7, 9 - 14)
- Slide 8: Site Study Services

Reviewing Changes

- When you compare presentations, PowerPoint inserts a markup icon at the location where differences occur.
- Markup icons representing changes that affect the entire presentation, such as a new theme or deleted slide, display in the Thumbnail pane, as well as on the Details tab of the Revisions pane.
- Markup icons representing changes that affect a single slide, such as edited text or a new graphic, display on the slide.
- Use the buttons in the Compare group on the Review tab of the ribbon to review the differences between compared presentations.
- Click the Next Change button to select and display the next change.
- Click the Previous Change button to select and display the previous change.
- To mark a change for acceptance, click to select the check box in the markup icon.
- To reject a change, leave the check box blank.
- When you have finished reviewing changes, click the End Review button. Changes marked for acceptance will be incorporated into the presentation, and changes marked for rejection will be removed.
- You can also use the Accept button and Reject button drop-down arrows to display options for accepting or rejecting the current change, all changes on the current slide, or all changes in the entire presentation.

Try It!

Reviewing Changes

- 1 In the **P30TryC_xx** file, display slide 1 if necessary.
- 2 In the Revisions task pane under Presentation Changes, click Theme (1 - 7, 9 - 14).
- 3 Click the Accept button  in the Compare group on the ribbon. The change is accepted and a new theme is applied to the presentation. Note the check marks indicating changes marked for acceptance in the Presentation Changes section and in the markup icon at the top of the Thumbnails pane.
- 4 Click the Slides tab in the Revisions task pane and then click the Next button  in the Compare group. The next change to the presentation is shown with a markup icon in the Thumbnails pane next to slide 8.
- 5 Click the check box next to Deleted "Site Study Services". The slide is immediately deleted from the presentation.
- 6 Click the markup icon on the new slide 8 and then click the check box next to All changes to Table 5 to accept changes to the table.
- 7 Click Next  to display changes on slide 9.
- 8 On slide 9, click the Accept button  drop-down arrow and click Accept All Changes to This Slide.
- 9 Click Next  two times, if necessary, to display changes on slide 10. Leave the markup check box open to reject changes to this slide.
- 10 Click Next  and then click Continue to return to the beginning of the presentation.
- 11 Make slide 2 active.
- 12 Click the first markup icon to display the change made in the title placeholder.
- 13 Click the Accept button  drop-down arrow and then click Accept All Changes to This Slide.
- 14 Click Next  two times, if necessary, and accept the change on slide 3.
- 15 Click Next  to display slide 5.
- 16 Click in the markup icon check box that indicates a change to diagram contents to accept the change.
- 17 Accept the change to the chart on slide 6.
- 18 Click the End Review button  in the Compare group.
- 19 Click Yes to accept all changes marked for acceptance and delete the changes that are not marked.
- 20 Delete comments remaining in the presentation.
- 21 Close the **P30TryC_xx** file, saving changes, and exit PowerPoint.

Lesson 30—Practice

You have been collaborating on a presentation for Whole Grains Bread with co-workers. In this project, you will compare versions of the presentation, work with comments, and use PowerPoint's thesaurus to replace selected words. You will then send the presentation for final review.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P30PracticeA** from the data files for this lesson.
2. Save the presentation as **P30PracticeA_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click the **Review** tab, and then click the **Compare** button .
4. Navigate to the location where the data files for this lesson are stored, select **P30PracticeB**, and then click Merge.
5. Click to select the check box in the Theme markup icon.
6. Click on the comment on slide 1 to open the Comments pane.
7. Click in the reply box and type **I'm not sure about this particular theme. What do you think?**
8. Click the **Next** button  in the Compare group on the ribbon.
9. Click the **Accept** button  drop-down arrow and then click **Accept All Changes to This Slide**. Then delete the comment on the slide.
10. Click the **Next** button  in the Compare group on the ribbon until you see the changes on slide 4.
11. Click the **Accept** button  drop-down arrow and then click **Accept All Changes to This Slide**.
12. Click the **Next** button  in the Compare group on the ribbon.
13. Accept all changes on slide 5.
14. Click the **Next** button  until you see the change on slide 6.
15. Click in the markup icon check box to insert the picture, and then delete the comment on the slide.
16. Click the **End Review** button  in the Compare group on the ribbon, and then click **Yes**. Close the Comments task pane.
17. Make slide 1 active.
18. Right-click the word **EVERY** in the subtitle.
19. Click **Synonyms** on the shortcut menu, and then click **EACH**.
20. Make slide 6 active.
21. Click on the word **incorporate**.
22. On the **Review** tab, click the **Thesaurus** button .
23. In the Thesaurus list, click the word **combine**.
24. In the Thesaurus list, scroll down to display the mix synonyms, rest the mouse pointer on the word **blend**, click the down arrow that displays, and then click **Insert**.
25. Close the Thesaurus task pane.
26. Insert a footer with your name and today's date fixed on every slide.
27. Save the changes to the presentation.
28. Preview the presentation.
29. **With your teacher's permission**, click File > Share > Email, and send the presentation as an attachment to your teacher or to another student in your class.
30. Close the presentation, saving changes, and exit PowerPoint.

Lesson 30—Apply

In this project, you continue to work with the Whole Grains Bread presentation. You compare presentations and review markup, revise text with the thesaurus, and send the presentation for review.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P30ApplyA** from the data files for this lesson.
2. Save the presentation as **P30ApplyA_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Compare the open presentation with **P30ApplyB**, which is stored with the data files for this lesson.
4. Accept the change to the new theme, and then delete both comments on slide 1.
5. Accept the inserted pictures on slides 1 through 4.
6. On slide 6, do not accept the change to the content placeholder.
7. Remove any remaining comments.
8. End the review and incorporate the changes you marked for acceptance.
9. On slide 2, use the thesaurus to look up synonyms for the word **Selection**.
10. Replace the word **Selection** with the word **Variety**.
11. On slide 3, use the thesaurus to look up synonyms for the word **range**.
12. Replace the word **range** with the word **assortment**.
13. Insert a footer with your name and today's date fixed on every slide.
14. Apply the **Push** transition to all slides in the presentation, set to advance on a mouse click.
15. Save the changes to the presentation.
16. Preview the presentation. If necessary, adjust the size and position of pictures so they look good on the slides, and then save the changes.
17. **With your teacher's permission**, print all slides in the presentation, using the **6 Slides Horizontal Handout** layout. The page should look similar to Figure 30-1.
18. Send the final presentation to your teacher.
19. Close the presentation, saving changes, and exit PowerPoint.

Figure 30-1



Lesson 31

Inspecting and Protecting a Presentation

► What You Will Learn

Inspecting a Presentation

Checking Compatibility and Accessibility

Setting Passwords and Permissions

Marking a Presentation As Final

Adding a Digital Signature to a Presentation

WORDS TO KNOW

Digital signature

An electronic signature that is stored with the presentation to let others know the file is authentic or meets a standard that is important to the group.

Software Skills Use the Document Inspector to remove personal or confidential information from your presentations. Check compatibility to identify features that might not be compatible with earlier versions of PowerPoint and accessibility to make sure your presentation can be understood by those with visual impairments. Apply passwords, set permissions, and mark a presentation as final to protect the presentation from unauthorized changes. A digital signature can let people with whom you share presentations know that the presentation has not been changed since you saved it.

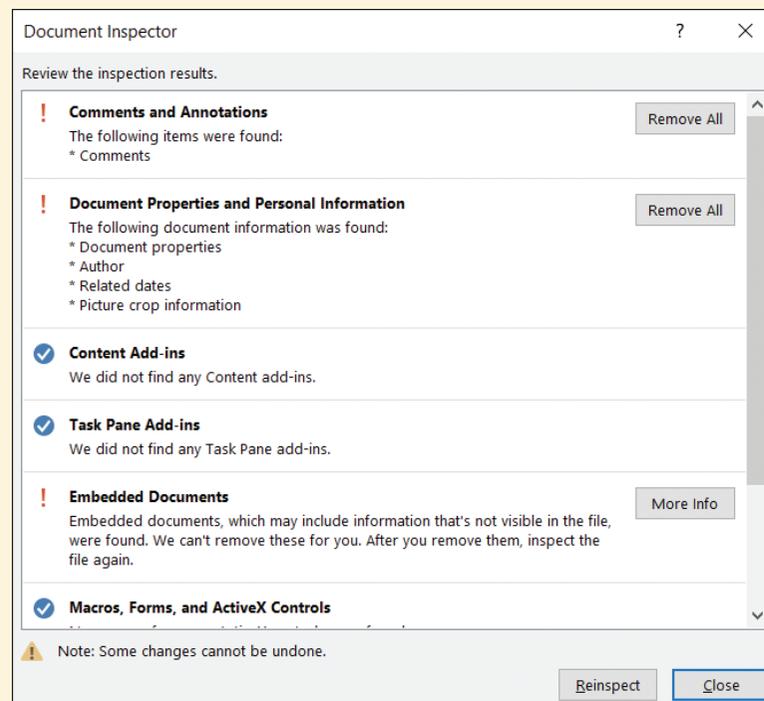
What You Can Do

Inspecting a Presentation

- Run the Document Inspector to identify information you might not want to share with other people working with your presentation files.
- The Document Inspector will check for the following types of information in the presentation:
 - Comments and Annotations
 - Document Properties and Personal Information
 - Task Pane Apps
 - Custom XML Data
 - Invisible On-Slide Content
 - Off-Slide Content
 - Presentation Notes
- The Document Inspector prepares a report that shows which of these types of information are present. You can then remove the content if you wish.

Try It!**Inspecting a Presentation**

- 1 Start PowerPoint, and open **P31Try** from the data files for this lesson.
- 2 Save the presentation as **P31Try_xx** in the location where your teacher instructs you to store the files for this lesson.
- 3 On the Info tab in the Backstage view, click the Check for Issues button , and then click Inspect Document.
- 4 In the Document Inspector dialog box, click to clear the Custom XML Data check box, and then click Inspect.
- 5 To the right of Comments and Annotations, click Remove All.
- 6 To the right of Document Properties and Personal Information, click Remove All.
- 7 Click Close. Note on the Info tab in the Backstage that the author name and other document properties have been removed.
- 8 Save the **P31Try_xx** file, and leave it open to use in the next Try It.

The Document Inspector dialog box after inspecting

PowerPoint 2016, Windows 10, Microsoft Corporation

Checking Compatibility and Accessibility

- If you know you will be saving presentations for use on systems that have earlier versions of PowerPoint installed, it can be helpful to check how compatible your current presentation is with those earlier versions.
- Checking compatibility allows you to adjust any features that may not display correctly in another version.
- By default, the Compatibility Checker runs automatically when you use the Save As command to save a presentation in PowerPoint 97-2003 format.
- After checking the presentation, PowerPoint displays a summary list of incompatible features.
- The summary list includes the number of times the feature is used and what steps PowerPoint will take to resolve the incompatibility issue when the presentation is saved in an earlier format.

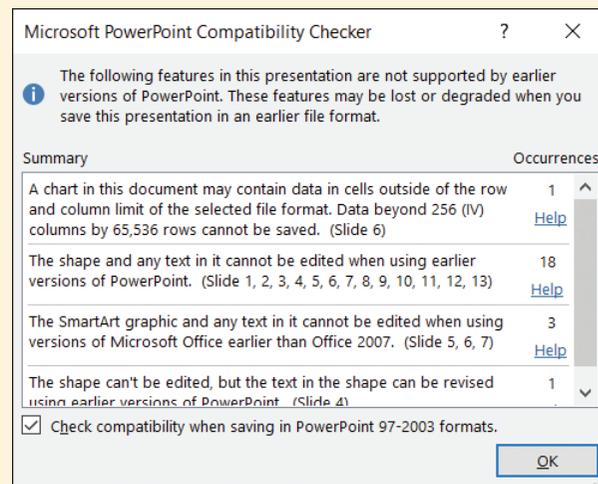
- You can run the Compatibility Checker at any time from the Check for Issues drop-down menu on the Info tab in the Backstage view.
- You can also find the Accessibility Checker in the Backstage view.
- The Accessibility Checker looks for places in your presentation that could potentially make it difficult for someone with disabilities to view the entire presentation.
- When the Accessibility Checker finds problems, it will open a task pane listing each issue and classifying them as Errors, Warnings, or Tips.
 - Errors are listed for content that will be extremely difficult, if not impossible, for someone with disabilities to understand.
 - Warnings are places where the content might be difficult for people with disabilities to understand.
 - Tips are suggestions about places that can be modified to make it easier for someone with disabilities to understand.
- When the Accessibility Checker finds problems, it will provide you with instructions that you can use to eliminate the problems.
- You can choose whether you want to resolve the issues found or leave the presentation as is.

Try It!

Checking Compatibility and Accessibility

- 1 In the **P31Try_xx** file, click File > Info if necessary to display the Backstage view.
- 2 Click Check for Issues  and then click Check Compatibility. PowerPoint displays a list of compatibility issues.
- 3 Review each of the issues that might need to be addressed if you saved the presentation in an earlier version.
- 4 Click OK.
- 5 Click File > Info if necessary to display the Backstage view.
- 6 Click Check for Issues  and then click Check Accessibility. PowerPoint displays the Accessibility Checker task pane with a list of errors and tips.
- 7 In the Tips section, click Slide 4 under Check Reading Order and read the information in the Why Fix scrolling section under Additional Information.
- 8 Fix the reading order on slide 4 as follows: Click Home > Select > Selection Pane. In the Selection task pane, click TextBox 5 and then click the Send Backward arrow  to move this object below Picture 6.
- 9 Close the Selection task pane and the Accessibility Checker task pane.
- 10 Save the **P31Try_xx** file, and leave it open to use in the next Try It.

Report from the Compatibility Checker



Setting Passwords and Permissions

- Adding a password to a presentation is one of the simplest ways to protect your content.
- Commands for adding a password are found on the File tab in the Backstage view.
- Once a password is set, the Info tab displays a Permissions setting in the Backstage view indicating that a password is required to open the presentation.
- When others open your presentation, the Password dialog box appears first, prompting users for the necessary password before the file will open.
- Be sure to write your password in a safe location, because PowerPoint does not save the password in a place you can access it if you forget it later.
- For a stronger level of security, you can restrict permission to work with a presentation using Office's Information Rights Management (IRM). IRM is particularly useful when a presentation may contain sensitive information that you don't want a general audience to have access to.
- To set permissions for a presentation, click Protect Presentation in the Info tab of the Backstage view, and then click Restrict Access.
 - If your system is set up for Information Rights Management, a pop-out menu appears with options for setting restrictions.
 - Clicking Restricted Access opens the Permission dialog box where you can enter the e-mail addresses of persons who are allowed to read or change the presentation.
 - By default, those you designate to read the presentation cannot edit it, print it, or copy it.
 - Those you designate to change the presentation can read, edit, copy, and save changes, but cannot print the presentation.
 - A More Options button opens another dialog box in which you can apply additional permissions, such as permission to print or copy, and provide an e-mail address for requesting additional permissions.
 - You can also set a date on which the permission will expire.
 - A presentation with restricted access displays a warning bar across the top of the screen. You can click Change Permission to modify permissions.

Try It!

Setting a Password

- 1 In the **P31Try_xx** file, click File > Info.
- 2 Click Protect Presentation .
- 3 Click Encrypt with Password.
- 4 In the Encrypt Document dialog box, type the password **P31Try!**.
- 5 Click OK.
- 6 In the Confirm Password dialog box, type **P31Try!** and click OK.
- 7 Save changes and close the presentation.
- 8 Click File and, in the Recent Presentations section, click **P31Try_xx**.
- 9 Type **P31Try!** and click OK to open the presentation.
- 10 Leave the presentation open to use in the next Try It.

Marking a Presentation As Final

- When you mark your presentation as final, PowerPoint changes it to read-only mode. Others viewing the presentation see that it is marked as read-only so no further changes can be made.
- A read-only file cannot be edited; however, it is possible to save the presentation with a different name and then edit it.
 - If you need true presentation security, add a password or restrict others' editing privileges before sharing the file.
 - When a file is marked as final, the Marked as Final icon displays in the status bar.
 - The Information bar at the top of the PowerPoint window indicates that the file is marked as final.
 - Click the Edit Anyway button to remove the editing restrictions and work in the file.

Try It!**Marking a Presentation As Final**

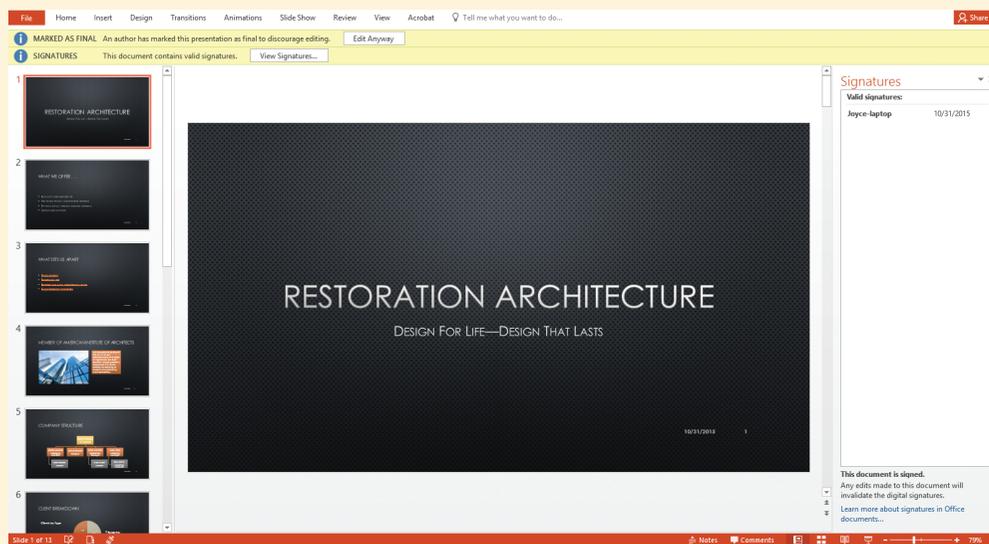
- 1 In the **P31Try_xx** file, click File > Protect Presentation .
- 2 Click Mark as Final.
- 3 Click OK twice.
- 4 Click the Home tab if necessary. Note the words Read-Only in the title bar, the Marked as Final icon  in the status bar, and the Marked as Final message in the Information bar.
- 5 Leave the file open to use in the next Try It.

Adding a Digital Signature to a Presentation

- A **digital signature** helps others receiving your presentation know that the file is authentically from you.
 - You can assign a digital signature to your PowerPoint presentation using the Add a Digital Signature option from the Protect Presentation menu in the Backstage view.
- ✓ *Be sure to follow your instructor's direction on how—or whether—to use digital signatures with PowerPoint.*
- The digital signature remains valid as long as the presentation is not changed. If you change the presentation at a later time, you will need to sign the presentation again to make the signature valid.

Try It!**Adding a Digital Signature to a Presentation**

- 1 In the **P31Try_xx** file, click File > Protect Presentation , and then click Add a Digital Signature.
- 2 If necessary, follow instructions to create a new digital ID.
- 3 In the Sign dialog box, click the Commitment Type down arrow and click Created and approved this document.
- 4 In the Purpose for signing this document box, type **Validate authenticity of presentation**.
- 5 Click Sign. Click Yes if prompted in a message that the digital signature cannot be verified. Click OK.
- 6 On the Info tab, click View Signatures to display the Signatures task pane, where you can view, edit, or remove the signature in your document.
- 7 Close the **P31Try_xx** file, and exit PowerPoint.

Presentation signed with a digital signature

Lesson 31—Practice

In this project, you will finalize the Whole Grains Bread presentation. You will inspect the presentation, add a password, and mark the presentation as final.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P31Practice**.
2. Save the presentation as **P31Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Click **File > Info > Check for Issues** , and then click **Inspect Document**.
4. Deselect **Custom XML Data**, and then click **Inspect**.
5. Click **Remove All** next to Comments and Annotations and Document Properties and Personal Information.
6. Click **Close**.
7. Click **Protect Presentation** , and then click **Encrypt with Password**.
8. In the Encrypt Document dialog box, type **P31Practice!** and then click **OK**.
9. In the Confirm Password dialog box, type **P31Practice!** and then click **OK**.
10. Click the Back button  to display the presentation.
11. Click **Insert > Header & Footer**  and insert today's date in Fixed format and your full name as the footer on all slides.
12. Click **File > Info > Protect Presentation** , and then click **Mark as Final**.
13. Click **OK** and then click **OK** again.
14. Close the presentation, and exit PowerPoint.

Lesson 31—Apply

In this project, you will do some additional finalizing on the Whole Grains Bread presentation. You will inspect the document, check compatibility and accessibility, and either add a digital signature or mark as final.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **P31Apply**.
2. Save the presentation as **P31Apply_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Inspect the document and remove all properties and personal information.
4. Check compatibility with previous versions of PowerPoint.
5. Check accessibility and read about the changes you might need to make to be sure the presentation is accessible to all viewers.
6. Add a digital signature, choosing a Commitment Type and entering a purpose for signing the presentation. If you are unable to apply a digital signature, then mark the presentation as final.
7. Close the presentation, and exit PowerPoint.

End-of-Chapter Activities

► PowerPoint Chapter 4—Critical Thinking

Job-Readiness Skills

As a manager at the Michigan Avenue Athletic Club, you have noticed that some of the part-time employees hired to help out in summer and other busy times lack some basic employability skills. You have decided to prepare a presentation that new part-time employees can view to refresh their understanding of how to be a good employee.

In this project, working alone or in teams, you will research job-readiness skills. You will include a minimum of 8 slides covering two major components of employability skills: positive work practices (such as appropriate dress for the workplace, personal grooming, punctuality, time management, and organization) and positive interpersonal skills (such as communication, respect, and teamwork).

DIRECTIONS

1. Start a new presentation. You may start from a blank presentation or use a PowerPoint template.
2. Save the presentation as **PCT04_xx** in the location where your teacher instructs you to store the files for this chapter.
3. Customize the slide master and layouts as desired. You may:
 - a. Change theme colors to a different set or customize theme colors.
 - b. Change theme fonts.
 - c. Change bullet formats.
 - d. Change the background for one layout or all layouts.
 - e. Adjust the position of placeholders on the slide master or supporting layouts.
 - f. Create a new layout for a specific type of content.
4. Insert the title **Employability Skills**, and in the subtitle placeholder, type **A Presentation by** and then insert your first and last name.
5. Add a slide to the presentation with the title **Sources**. Use this slide to record the Web addresses of sites where you find information for the research you will be doing in the next part of the project.
6. With your teacher's permission, use the Internet to research the topics listed above. Use valid and reputable sites for your research, and copy site information to your Sources slide.
7. When your research is complete, organize your material into topics and plan how to use it in your presentation. You may use a storyboard if desired. Select slide layouts suitable for the type of information you find. Add illustrations as desired, using online pictures or other graphics.
8. Each topic should be represented by at least one slide. Use additional slides to expand the topic as necessary.
9. Organize the material into sections, renaming the sections as appropriate.
10. Create custom shows to make it possible to show only the positive work practices material or only the positive interpersonal skills material.
11. Create a Contents slide on which you insert links to the custom shows and to other important slides in the presentation. Insert action buttons to return to the contents slide, or set the custom show links to Show and return.
12. Use the thesaurus to fine-tune vocabulary in the presentation, and then check spelling.
13. Insert a footer that displays today's date, slide numbers, and your name on all slides except the title slide.

14. Rehearse the presentation, checking your links and action buttons, but do not save slide timings.
15. Deliver the presentation to your class using Presenter view. Annotate at least one slide during the presentation, and save the markup. Ask for comments on how the presentation could be improved.
16. After making changes, inspect the presentation and remove any comments or document properties.
17. Mark the presentation as final, or apply a digital signature, and then send the presentation as an attachment to your teacher.
18. Close the presentation, saving changes, and exit PowerPoint.

► PowerPoint Chapter 4—Portfolio Builder

Finalize and Package Bakery Presentations

Whole Grains Bread has asked you to finalize a slide show that can run unattended in a kiosk or as a video on their Web site as well as a custom show that can be presented to prospective catering clients. In this project, you will add the finishing touches, including transitions, animations, links, and custom shows, and then output the presentation in several ways.

DIRECTIONS

1. Start PowerPoint, if necessary, and open **PPB04A** from the data files for this chapter.
2. Save the presentation as **PPB04A_xx** in the location where your teacher instructs you to store the files for this chapter.
3. In Slide Master view, add a bullet character to the first-level list, and change the bullet character for the second-level list. Adjust colors, sizes, and indents as desired.
4. Apply a different background to the Title Slide layout only, and then modify the font and color of the title text on the Title Slide layout.
5. Add a title-only slide between slides 8 and 9 and enter the title **Catering Bread Pricing**.
6. Embed the table from the **PPB04B** Word document located in the data files for this chapter. Format the table so that it blends in with the rest of the presentation, as shown in Illustration 4A on the next page.
7. Apply transitions of your choice to all slides.
8. Display slide 5 and adjust the timing on the animation of the stars so that each one appears at the same time you begin to read that item.
 - ✓ Use the Delay setting in the Timing group.
9. Display slide 7 and animate the text box below the picture using an entrance effect of your choice.
10. Insert the following comment on slide 4: **Link these items to custom shows**.
11. Create a custom show with the name **Catering** for slides 8 through 10. Create a second custom show with the name **Rental** for slides 11 through 12.
12. On slide 7, insert an action button or link that will take the viewer back to slide 1. Format the action button as desired.
13. Link the bullet items on slide 4 to the custom shows you created. Specify Show and return for these custom shows.
14. Delete the comment on slide 4.
15. Rehearse the slide show as it will be presented: on slide 4, jump to the first custom show; then, after the custom show ends and slide 4 appears again, jump to the second custom show. After the second show ends, proceed from slide 4 to slide 7 and then use the action button to return to slide 1.
16. Save slide timings, and then save your changes so far.
17. Package this version of the presentation in a folder named **PPB04C_xx**. Include TrueType fonts with the package.
18. Remove the action button from slide 7. Then save the current version as a video named **PPB04D_xx** that will be played on their Web site.
19. Save the current file as a PowerPoint presentation named **PPB04E_xx**.

20. Hide slide 4. Set up the show to be browsed at a kiosk using the current slide timings. (Check to make sure all slides have slide timings.)
21. Run the show to make sure it loops properly. Stop after you have seen slide 2 the second time.
22. **With your teacher's permission**, print slide 9.
23. Close the presentation, saving changes, and exit PowerPoint.

Illustration 4A

Catering Bread Pricing

Item	Per Item	Dozen/Per Item	Two Dozen/Per Item
Bread	\$3.50	\$2.99	\$1.99
Croissants	\$2.00	\$1.75	\$1.25
Bagels	\$0.90	\$0.60	\$0.45
Baguettes	\$2.50	\$2.00	\$1.75
Muffins	\$1.50	\$1.25	\$1.00

