



Teacher's Guide

PCIC³B3 2007- Key Applications-PowerPoint

Text of Frequently Asked Questions

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Introduction

PCIC³B3 2007 includes a wealth of additional information presented in the *Frequently Asked Questions (FAQs)* section of each lesson. *PCIC³B3 2007 FAQs* relate specifically to the content of the lesson and provide students with an additional source of information related to the topics being covered. The *PCIC³B3 2007 Guide - FAQs* includes full text of the *FAQs* included in each lesson.

Please Note: FAQs are not used to meet IC³ Exam Objectives.

Unit 1

B Introduction

Question 1: What knowledge and skills do I need to have before starting PCIC³B3?

Answer: If you haven't completed PCIC³A-Computing Fundamentals, you need to have the skills to work with basic computer program components, such as the operating system, buttons and icons, windows, menus, and dialog boxes. In addition, you need to have the basic skills to work with a computer's filing system. For example, you should be able to create, save, open, print, move, copy, rename, and delete files.

B1 Unit 1

Question 1: How is Unit 1 structured?

Answer: Unit 1 contains:

- 29 lessons accompanied by Frequently Asked Questions
- 24 exercises
- 3 quizzes

Question 2: How long does it take to complete Unit 1?

Answer: Unit 1 takes approximately 7 hours and 45 minutes to complete:

Lessons:	3	hours
Questions & Answers:	1	hour
Exercises:	2	hours and 45 minutes
Quizzes:	1	hour
Total:	7	hours and 45 minutes

B1.1 Presentation Program Overview

Question 1: Are there any other ways to deliver a presentation besides using a computer monitor or projector?

Answer: Yes. You can also use a slide projector or an overhead projector to deliver a presentation. In addition, you can also load your presentation on a Web server so it can be viewed on the Internet.

B1.2 Getting Started

Question 1: Is Microsoft PowerPoint included on every computer as part of Windows?

Answer: No. PowerPoint can be obtained and installed separately, or as part of the Microsoft Office application suite.

Question 2: Can I hide the Slide list pane containing the Outline and Slides tabs?

Answer: Yes. You can hide the pane in two ways:

- 1) Click the "Close" button on the upper-right corner of the pane, or
- 2) Drag the divider on the right of the pane all the way to the left.

To display the pane again, do one of the following:

- 1) Click on the "Normal" button in the "View" tab, or
- 2) Drag the divider on the left of the "Slide" pane back to the desired location.

B1.3 Ribbon

Question 1: Can I rearrange, add or remove any of the functions or groups on the Ribbon?

Answer: No, you can not customize the Ribbon by changing any of its tabs, but you can minimize or move the ribbon as explained in the lesson.

Question 2: In some of the tabs on the Ribbon, all the functions in a group are not shown. Why?

Answer: If the PowerPoint window is not displayed in full size, some of the groups of a tab will be displayed as a single button, not showing the functions they contain. If you click on a group's button, its functions will be displayed under it.

B1.4 Entering Text in a Slide

Question 1: Why does a wavy red underline appear under some of the words that I type?

Answer: PowerPoint has a "Spelling" function that is turned on by default. This function marks the words that it considers spelling errors with a red wavy underline. If you correct the word that contains a spelling error, it will not be marked any more. The "Spelling" function is discussed in Unit 2.

Question 2: Why is the first character that I type on a new line automatically capitalized?

Answer: PowerPoint has an "AutoCorrect" function that is turned on by default. This function tries to correct the minor errors you make while typing. When you type in the first character on a new line, the "AutoCorrect" function assumes that you want to start a sentence, and therefore capitalizes the character. If you don't want the character to be capitalized, simply delete it and type it in lower case again. The character will not be capitalized any more.

Question 3: How can I prevent the text in a placeholder from being resized as I type?

Answer: When the text that you type is resized to fit in the placeholder, the "AutoFit Options" button will appear to the left of the resized text. Click on this button, and select "Stop Fitting Text to This Placeholder."

B1.6 Adding New Slides

Question 1: Is there another way to add a new slide besides the method described in the lesson?

Answer: Yes. In the slide list, click where you want the new slide to appear and then press the "Enter" key.

B1.8 Moving Between Slides

Question 1: How can I quickly move to a specific slide in the presentation?

Answer: You can move to a specific slide by pressing certain keys on the keyboard as follows:

KEY	SLIDE
Home	First slide
End	Last slide
Page Up	Previous slide
Page Down	Next slide
Control-Home	First slide
Control-End	Last slide

B1.10 Editing a Slide's Text

Question 1: Are there any quick ways to select a part of the text other than dragging the mouse pointer over it?

Answer: Yes. You can quickly select different parts of the text as follows:

Selecting a word:

You can select a word by quickly double-clicking on it.

Selecting a sentence:

You can select a sentence by holding down the Control key, and then clicking anywhere in the sentence.

Selecting a paragraph:

You can select a paragraph by quickly clicking three times anywhere on it.

Selecting any part of the text:

To select any part of the text place the insertion point at the beginning of the text, then hold down the Shift key and place the insertion point at the end of the text.

Question 2: Are there any keyboard shortcuts for the Cut, Copy, and Paste functions?
Answer: Yes. The keyboard shortcuts for the Cut, Copy, and Paste functions are:

Key	Function
Control-X	Cut
Control-C	Copy
Control-V	Paste

Question 3: How can I use the "Paste Options" button to change the appearance of the items that I paste?

Answer: After you paste an item, the "Paste Options" button will automatically appear next to the item. If you click on this button, a list of options will appear to let you change the item's appearance. These options vary based on the type and format of the item. If the item is regular text, the following options will appear:

- Keep Source Formatting: Keeps the text's original formatting.

- Use Destination Theme: Applies the formatting included in the current design template to the pasted text. The design template specifies the default styles used in a presentation, including the type and size of fonts and bullets, placeholder sizes and positions, and background design and color schemes.

B1.12 Saving a Presentation

Question 1: If PowerPoint crashes or the power is lost while I am working on a presentation, can I recover my unsaved changes?

Answer: PowerPoint has an "AutoRecover" function that automatically saves your presentation in a recovery file, at regular intervals. The next time you start PowerPoint after a crash or power failure, it will automatically open the recovery file. The file will contain the changes you made to your presentation up until the last time the recovery file was saved. If you save the recovery file, it will replace the original presentation. If you don't save it, the file will be deleted and your unsaved changes will be lost.

The default "AutoRecover" interval is 10 minutes, meaning every 10 minutes your presentation is saved in the recovery file. Therefore, you can lose only up to 10 minutes of work. You can decrease the interval to have the recovery file saved more frequently, reducing the amount of work that can potentially be lost. You can set the interval as follows:

- 1) Click on the "Office" button and then click on the "PowerPoint Options" button.
- 2) Click on the "Save" to move its panel to the front.

3) Make sure the "Save AutoRecover info every:" check box is checked, then enter the desired interval in the text box to its right. You can any interval between 1 and 120 minutes.

Please note that the "AutoRecover" function is for emergency use only. You will still need to manually save your presentations.

Question 2: I opened and modified a presentation, but when I tried to save it, a dialog box appeared with a message indicating the presentation is read-only. What does this mean, and how can I save the presentation?

Answer: It means the property of the file containing the presentation has been set to read-only to prevent it from being changed. Therefore, you cannot save the presentation in its existing file. However, you can save it as a new file. Simply, click on "OK" in the dialog box containing the error message. The "Save As" dialog box will automatically appear to let you save the presentation in a new file.

Question 3: Can I save a presentation I created in PowerPoint as a Rich Text Format file?

Answer: Yes. However, when you save a presentation as a Rich Text Format (RTF), only the presentation's text will be saved. All the other elements contained in the presentation, including its graphics will be lost. To save your presentation as a RTF file, select "Outline/RTF" from the "Save as type" drop-down list in the "Save As" dialog box.

Question 4: Can I change the default folder for saving my presentation files?

Answer: Yes. You can change the default folder from the "Documents" folder to the desired folder as follows:

- 1) Click on the "Office" button and then click on the "PowerPoint Options" button.
- 2) Click on the "Save" to move its panel to the front.
- 3) In the "Default file location" text box, type the desired location and click on OK. The default working folder for saving your files will change to the one you specified.

B1.15 Creating a New Presentation

Question 1: When do the new blank presentations that I create contain only one slide?

Answer: PowerPoint only creates the first slide in a new blank presentation. You can add more slides to the presentation as described before in the "Adding New Slides" lesson.

B1.17 Opening a Presentation

Question 1: The file that I want to open in PowerPoint does not appear in the Open dialog box. I am sure the file is in the Look-in location that I have selected. What is going on?

Answer: The file is not a PowerPoint presentation. To make the file appear in the dialog box, you need to select its type from the "Files of type" drop-down list. For example, if you are trying to open a Web presentation, you must select "Web pages (*.htm; *.html)" from the list. You can also select "All Files" to display all the files residing in the Look-in location.

Question 2: Can PowerPoint help me find the presentation that I am trying to open?

Answer: Yes. You can get help in finding a file by entering the file's name in the "Search" text box at the upper right of the "Open" dialog box. PowerPoint will search among the files in the current location and displays only the files that match what you typed.

B1.19 Viewing a Presentation

Question 1: Can I change PowerPoint's default view?

Answer: Yes. You can change the default view, for example a view with no slide list or notes. To set a different default view, follow these steps:

- 1) Click on the "Office" button and then click on the "PowerPoint Options" button.
- 2) Click on "Advanced" to bring its panel to the front.
- 3) Under the "Display" category, open the drop down list labeled "Open all documents using this view" and select the desired option from the list.

B1.21 Organizing Slides

Question 1: Why would I need to copy a slide since I don't want the same slide to appear twice in my presentation?

Answer: The reason you would copy a slide is to keep the text style and slide layout of the original slide. You can then change the text of the copied style as desired while keeping the original slide's style and format characteristics.

B1.24 Slide Backgrounds

Question 1: How can I change default colors that appear in the background color list?

Answer: The set of colors that appear in the background color list is referred to as the color scheme. The color scheme consists of the eight matching colors used in the design of the slide elements such as background, text and lines.

You can choose a different color scheme as follows:

- 1) Click on the "Design" tab.
- 2) Click on the "Colors" button in the "Themes" group.
- 3) Select the desired color scheme from the list.

Question 2: How can I remove the background from a slide?

Answer: You can remove the background from a slide as follows:

- 1) Select the slide.
- 2) Click on the "Design" tab.
- 3) Click on the "Background Styles" button in the "Background" group.
- 4) Select "Reset Slide Background" from the gallery.

B1.26 Fonts

Question 1: Can I apply any special effects to a slide's text?

Answer: Yes. You can apply various special effects to the text by first selecting it. Then click on the dialog box launcher in the "Font" group of the "Home" tab to open the "Font" dialog box will open. You can select the check boxes in the dialog box to apply the following effects:

- Underline
- Shadow
- Emboss
- Superscript
- Subscript

Question 2: Can I remove all the formatting of the slide's text at once?

Answer: Yes. You can easily remove all the formatting of the text at once by first selecting it. Then click on the "Clear All Formatting" button in the "Font" group of the "Home" tab.

B1.28 Alignment

Question 1: Can the lines in a paragraph have different alignments?

Answer: No. A paragraph's alignment applies to all of its lines. If you want to align each line in a paragraph individually, you need to break the paragraph into separate lines.

B1.30 Bullets & Numbering

Question 1: How can I remove bullets and numbering from the text?

Answer: First, select the bulleted or numbered text. Then, if the text is bulleted, click on the "Bullets" button, or if the text is numbered, click on the "Numbering" button. The bullets or numbers will be removed from the text.

Question 2: If I delete an item in the middle of a numbered list, do I have to renumber the list to adjust the sequence of numbers?

Answer: No. PowerPoint will automatically adjust the numbering for you.

Question 3: Can I delete a single bullet from the bulleted list?

Answer: Yes. To delete a single bullet, place the insertion point to the right of the bullet and press the Backspace key, or click on the "Bullets" button.

B1.32 Format Painter

Question 1: Can I use the Format Painter to apply all the formatting contained in a slide to another at once?

Answer: Yes. Follow the steps below:

- 1) In the slide list, select the slide with the desired formatting.
- 2) Click on the Format Painter button.
- 3) In the slide list, select the slide to which you want to apply the formatting.

B1.34 Mini Toolbar

Question 1: How can I prevent the Mini Toolbar from appearing when I select text?

Answer: To disable the Mini Toolbar, follow these steps:

- 1) Click on the Office button.
- 2) Click on the "PowerPoint Options" button. The "PowerPoint Options" dialog box will appear.
- 3) Make sure that the "Popular" option is selected in the left column of the "PowerPoint Options" dialog box.
- 4) Deselect the "Show Mini Toolbar on selection" check box.
- 5) Click on the "OK" button.

Question 2: Can I add or remove any of the functions to the Mini Toolbar?
Answer: No. PowerPoint does not allow you to customize the Mini Toolbar.

B1.36 Live Preview

Question 1: Can I disable Live Preview?
Answer: Yes. You can disable Live Preview by following these steps:

- 1) Click on the "Office" button.
- 2) Click on the "PowerPoint Options" button. The "PowerPoint Options" dialog box will appear.
- 3) Make sure that the "Popular" option is selected in the left column of the "PowerPoint Options" dialog box.
- 4) Deselect the "Enable Live Preview" check box.
- 5) Click on the "OK" button.

B1.38 Displaying a Slide Show

Question 1: How can I prevent a specific slide from appearing in a slide show?
Answer: You can prevent a slide from appearing in a slide show by hiding the slide. To hide a slide, simply select it in the slide list, and then select "Hide Slide" button in the "Set Up" group of the "Slide Show" tab.

Question 2: Can I use the keyboard to navigate through the slide show?
Answer: Yes. The keys that you need to use and their corresponding functions are listed below:

KEY	FUNCTION
Spacebar	Displays the next slide.
Backspace	Displays the previous slide.
Enter	Displays the next slide. You can also type the number of the desired slide and then press the Enter key to go to a specified slide.
Esc	Ends the slide show.
B	Pauses the slide show and changes the screen to all black. Press this key again to return to the slide show.
W	Pauses the slide show and changes the screen to all white. Press this key again to return to the slide show.

Question 3: Can I remove the pen marks on a slide?
Answer: Yes. You can remove the marks as follows:

- 1) Click on the "Pen" button.
- 2) Select "Eraser" from the menu that appears.
- 3) With the eraser tool, click on the mark you want to remove. To remove all the marks at once, simply press the "E" key on the keyboard.

B1.40 Saving a Slide Show

Question 1: Can I display my slide show on a computer that does not have PowerPoint?
Answer: Yes. You can use the "Package for CD" function to save the slide show together with "PowerPoint Viewer" so the slide show can be displayed on a computer that does not have PowerPoint installed on it. To use this function, first click on the "Office" button, then move the mouse pointer over "Publish" and select "Package for CD." A dialog box will open to let you save the presentation as desired.

B1.42 Adding Notes

Question 1: Can I change the formatting of the Notes page in a slide?
Answer: Yes. Open the "View" tab and click on "Notes Master" in the "Presentation Views" group. Then make the desired changes to the "Notes Master." The changes will be applied to all the Notes pages of all the slides.

B1.44 Print Setup

Question1: Can I print large posters from PowerPoint?
Answer: Yes. PowerPoint allows you to print a maximum page size of 56 x 56 inches. However, your printer must also support large paper sizes.

B1.46 Print Preview

Question 1: If I change the view size in the "Print Preview" mode, will the view size also change when I go back to the normal view.
Answer: No. Changing the view size in the "Print Preview" mode does not affect the view size in the "Normal" view.

B1.48 Printing

Question 1: Why does the "Print" function in the "Office" menu appear dimmed?
Answer: The "Print" function is not available. This may be due the following:

- a) The printer is not turned on.
- b) The printer is not properly connected to your computer.
- c) The printer may not be selected. Select the printer from the "Print" dialog box.

d) The printer driver may not have been installed properly. Install the printer driver according to the instructions that came with your printer.

Question 2: What is the function of the "collate" check box in the "Print" dialog box?

Answer: The "collate" check box specifies the order in which a presentation's pages will be printed when you are printing multiple copies of multiple pages.

For example, when you are printing 2 copies of the 3 page presentation:

If "collate" is checked, the pages will be printed in the following order:

page 1, page 2, page 3, page 1, page 2, page 3.

If "collate" is unchecked, the pages will be printed in the following order:

page 1, page 1, page 2, page 2, page 3, page 3.

By default, the "collate" check box is checked.

Question 3: I created the slides in color, but when I print them they print in black and white. What happened?

Answer: If you have a color printer, the "Color/grayscale" option in the "Print" dialog box may have been set to "Grayscale" or "Pure Black and White." Change the selection to color.

B1.50 Office Clipboard

Question 1: How many items does the clipboard store?

Answer: The clipboard stores up to the last 24 items that were cut or copied.

B1.52 Getting Help

Question 1: How can I get help about a specific dialog box?

Answer: If there is a help topic available for the dialog box, a question mark will be displayed on the right of its title bar. Simply click on the question mark to view the help information available for the dialog box.

B1.55 Unit 1 End

Question 1: Can I review the sections I've already visited?

Answer: Yes. You can either use the "Previous" section button or the "Table of Contents" to go to the desired section.

Unit 2

B2 Unit 2

Question 1: How is Unit 2 structured?

Answer: Unit 2 contains:

- 21 lessons accompanied by Frequently Asked Questions
- 1 reading supplement
- 21 exercises
- 3 quizzes

Question 2: How long does it take to complete Unit 2?

Answer: Unit 2 takes approximately 7 hours and 45 minutes to complete:

Lessons	2	hours
Questions & Answers:	1	hour and 45 minutes
Reading Supplement	15	minutes
Exercises:	3	hours
Quizzes:	1	hour
Total:	7	hours and 45 minutes

B2.1 Adding Text Boxes

Question 1: Does the text in a text box appear in the presentation's outline displayed in the Outline list?

Answer: No. If you want the text to appear in the outline, you have to enter it in a placeholder.

Question 2: How can I remove a textbox?

Answer: To remove a textbox, simply click on its border to select it, and then press the "Delete" key.

B2.3 Formatting Placeholders & Text Boxes

Question 1: The border that I added around the placeholder does not appear. Why?

Answer: The border may have the same color as the placeholder's background. Check the border color and change it if necessary.

B2.5 Tabs

Question 1: What other tabs are available besides the "Left" tab?

Answer: The following tabs are available:

Tab	Marker	Alignment
Left		Aligns the beginning of the text under the tab stop.
Center		Centers the text under the tab stop
Right		Aligns the end of the text under the tab stop.
Decimal	.	Aligns the decimal point contained in the text at the tab stop. This tab is used to line up numbers containing decimal points. If the text does not contain a decimal point, the end of the text will be lined up under the tab stop.
Bar		Inserts a vertical line at the tab stop.

You can set a tab stop for one of the above tabs by first selecting the desired tab stop in the "Tab" box to the left of the ruler. By default, this box contains the marker of a "Left" tab stop. You must click on the "Tab" box until the marker of the desired tab stop appears in it. Then, simply click on the ruler at the desired location to set a tab stop. Once you have set the tab stop, you can insert tabs before the desired text to line it up under the tab stop.

Question 2: How can I remove a tab stop that I've set?

Answer: To remove a tab stop, simply drag it outside the ruler and release the mouse button. The tab stop will disappear.

Question 3: Can I use spaces instead of tabs to line up columns of text?

Answer: This is not a good idea. When you use spaces instead of tabs to line up a column of text, the column's line up will be lost if you change the font size of the text. In addition, the text may appear lined up correctly on the computer screen, but it may not be lined up accurately when you print the document.

B2.7 Header & Footer

Question 1: How can I remove the header and footer from my slides?

Answer: To remove the header and footer from the slides, follow these steps:

- 1) Select "Header and Footer" from the "Insert" tab. The "Header and Footer" dialog box will open.
- 2) In the "Slide" panel, clear all the check boxes.
- 3) Click on the "Apply to All" button. The header and footer information will be removed from the slides.

To remove the header and footer from a specific slide, first select it. Then follow steps 1 and 2 above. In step 3, click on the "Apply" button instead of the "Apply to All" button.

B2.9 Spelling Check

Question 1: After I use the "Spelling" function to correct my presentation's spelling errors, can I be sure the presentation is completely error free?

Answer: No. The presentation may contain errors that may not be caught by the "Spelling" function. For example, if the word "from" has been incorrectly typed as "form" in the presentation, it will not be found as an error. Therefore, you may want do a final review of your presentation, after running the "Spelling" check.

Question 2: How can I prevent the spelling errors from being underlined in the presentation?

Answer: You need to set PowerPoint's "Spelling" options as follows:

- 1) Click on the "Office" button and then click on the "PowerPoint Options" button. The "PowerPoint Options" dialog box will open.
- 2) Click on the "Proofing" button to move its panel to the front.
- 3) Click on the "Check spelling as you type" check box to deselect it.
- 4) Click on the "OK" button.

Question 3: Why does PowerPoint mark a correctly spelled word as an error?

Answer: PowerPoint has a dictionary that it uses to check your presentation's spelling. It compares the words in the presentation with the words in its dictionary. It marks any word in the presentation that doesn't exist in the dictionary as an error, even when the word is spelled correctly. For example, a last name such as "Becker" will be marked as an error, although it is spelled correctly.

You can add the word to the dictionary to prevent it from being found as an error. To add a word to the dictionary, first find it using the "Spelling" function, and

then click on the "Add" button in the "Spelling" dialog box. The word will be added to the dictionary, and will not be found as an error any more.

Question 4: Does the "Spelling" function check every word in the presentation?

Answer: By default, the "Spelling" function checks every word in the presentation except those that are in all uppercase, or contain a number. To have the "Spelling" function check those words as well, set its options as follows:

- 1) Click on the "Office" button and then click on the "PowerPoint Options" button. The "PowerPoint Options" dialog box will open.
- 2) Click on the "Proofing" button to move its panel to the front.
- 3) Click on the "Spelling & Style" tab to move its panel to the front.
- 4) Deselect the "Ignore words in UPPERCASE" and "Ignore words with numbers" check boxes.
- 5) Click on the "OK" button.

B2.11 Find & Replace

Question 1: What is the function of the "Match Case" and the "Find whole words only" buttons in the "Find" and "Replace" dialog box?

Answer: You can check the "Match Case" check box to only find text that has the same character case as the text you entered in the "Find" box. If you check the "Find whole words only" check box PowerPoint won't find the word if it's part of a larger word; it only finds and replaces the whole words as the text you entered in the "Find" box.

Question 2: I'm trying to locate a word that I know exists in the presentation, but the "Find" function can't find it. Why?

Answer: One of the following may be the cause:

- 1) You may have typed in the word incorrectly in the "Find What" box. Make sure that word is entered correctly in the "Find What" box.
- 2) The word may be misspelled in the presentation. Check the presentation's spelling as described in the "Spell Check" lesson.
- 3) A specific search option, for example "Match Case" may be set. The options set appear underneath the "Find What" box. If an undesired option is set, turn the option off.

B2.14 Inserting Clip Art & Pictures

Question 1: How can I add a clip art to the existing collection?

Answer: To add a clip art to your collection, follow these steps:

1. Click on "Organize Clips" at the bottom of the "Insert Clip Art" task pane. The "Microsoft Clip Organizer" dialog box will appear.
2. In the "File" menu, select "Add Clips to Organizer", and then select "On My Own." The "Add Clips to Organizer" dialog box will appear.
3. Locate the clip that you want to add, select it, and then click on the "Add to" button. The "Import to Collection" dialog box will appear.
4. Select the folder where you want to place the clip, or create a new folder by clicking on the "New" button. Click on the "OK" button, and then on the "Add" button to add the clip art to the folder.
5. Close the "Microsoft Clip Organizer" dialog box.

Question 2: How can I download a clip art from the Internet?

Answer: To download a clip art from the Internet, follow these steps:

1. Click on "Clipart on Office Online" at the bottom of the "Insert Clip Art" task pane. The computer's browser program will start and take you to a special page for downloading clip art on Microsoft's web site.
2. Follow the directions provided on the page to view and download clips.

Once you have downloaded the desired clips, the "Clip Organizer" dialog box will appear, displaying the downloaded clips. These clips will be stored in the "Downloaded Clips" folder.

B2.17 Modifying Clip Art & Pictures

Question 1: How can I restore a clip art to its original size after I have resized it?

Answer: Follow these steps to restore a clip art to its original size:

1. Select the clip art.
2. Click on the "Size" dialog box launcher in the "Format" tab. The "Size and Position" dialog box will appear.
3. Click on the "Reset" button in the "Size" panel.
4. Close the dialog box.

Question 2: How can I reduce the file size of a picture that I have inserted in my presentation?

Answer: You can reduce the file size of your pictures as follows:

1. Select the desired picture.
2. Click on the "Compress Pictures" button in the "Adjust" group of the "Format" tab. The "Compress Picture" dialog box will appear.
3. Select the desired options and then click on the "OK" button.

B2.20 Adding Drawings

Question 1: Can I insert text in a drawing such as a rectangle or circle?

Answer: Yes. To inset text in a drawing, simply click on it and start typing. When you've typed in the desired text, click outside the drawing.

B2.22 Modifying Drawings

Question 1: How can I maintain the proportions of the drawing while changing its size?

Answer: To maintain the proportions of a drawing, press and hold down the "Shift" key while dragging the drawing's border to change its size.

Question 2: What is the function of the green handle that appears on the drawings?

Answer: You can drag the green handle to rotate the drawing.

Question 3: What is the function of the yellow diamond that appears on some of the drawings?

Answer: The yellow diamond appears only on 3-dimensional objects such as a cube or a cylinder. You can drag the diamond to change the drawing's perspective.

B2.24 Overlapping & Grouping Drawings

Question 1: If I've grouped a set of drawings, will all of them be deleted if I click on one of them and press the "Delete" key?

Answer: Yes. If you want to delete only one of the drawings, you must first ungroup them, and then delete the desired one.

B2.26 Inserting Tables

Question 1: How can I delete a table?

Answer: To delete the table, first select it by clicking on its outside border, and then press the "Delete" key.

B2.28 Inserting Charts

Question 1: How can I modify the data in an existing chart?

Answer: First double-click on the chart. If the chart's datasheet does not open, select "Datasheet" from the "View" menu to display the datasheet. Then modify the data as desired.

Question 2: How can I change the color of the bars in a chart?

Answer: First, double-click on the chart. Then click on the "Format" tab, click on the "Shape Fill" button, and select the desired color for the bar.

B2.30 Inserting Movies & Sounds

Question 1: When I try to play the movie that I inserted in my presentation, I get a message indicating that PowerPoint can't play the movie. Why?

Answer: The movie is probably in a format that is not supported by PowerPoint. You should convert the movie to another format, such as Microsoft Windows Media player.

Question 2: Can I enlarge a movie like a clip art or picture?

Answer: Yes. You can enlarge a movie just like a clip art or picture. However, a movie plays best at its original size. Therefore, if you enlarge the movie, it may become visually distorted.

Question 3: What is an Animated GIF?

Answer: An Animated GIF is a series of images displayed one after another to give the appearance of motion like a movie. Many of the movies in the Clip Organizer are animated GIF files. An Animated GIF file has the ".gif" extension.

B2.33 Changing Slide layouts

Question 1: What is the advantage of using a layout to add a combination of elements such as text, pictures, tables and charts instead of adding each element to the slide individually?

Answer: If you use a layout, the elements will be properly sized and arranged in the slide, whereas if you add the elements individually, you will have to resize and arrange the elements yourself.

B2.35 Slide Master

Question 1: Can I use the slide master to change the bullet style of all the bulleted lists in a presentation at once?

Answer: Yes. Simply click on the desired bulleted line corresponding to the bulleted lists in the presentation. Then change the bullet style of the line as desired. The new bullet style will be applied to all the bulleted lists in the presentation.

B2.37 Themes

Question 1: Can I delete a theme from the "Themes" gallery?

Answer: You can only delete a customized theme that you saved as follows:

- 1) Click on the "Design" tab.
- 2) Click on the Themes gallery's "More" button.
- 3) In the "Custom" area, right-click on the theme that you want to delete.
- 4) Select "Delete" from the menu.

B2.39 Templates

Question 1: Can I create a new template based on the existing format settings in my presentation?

Answer: Yes. You can save your presentation's format settings as a new template as described in the lesson. However, please note that only the format settings in the Slide Master will be saved in the template. The format settings that have been applied to individual slides will not be included.

B2.41 Slide Transitions

Question 1: How can I remove a transition from a slide?

Answer: First select the slide and then click on the "Animations" tab. Then click on the "Slide Transition" gallery's "More" button and click on "No Transition." The transition will be removed from the slide.

B2.42 Unit 2 End

Question 1: Can I review the sections I've already visited?

Answer: Yes. You can either use the "Previous" section button or the "Table of Contents" to go to the desired section.