



Teacher's Guide

PCIC³B3 2007- Key Applications-PowerPoint Text of Lessons & Reading Supplements

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Introduction

The *PCIC³B3 2007 Guide-Lessons and Reading Supplements* provides you with the full text of all course lessons -- plus the text of the sections used to introduce and conclude the course. The *PCIC³B3 2007 Guide-Lessons and Reading Supplements* also provides you with the full text of all reading supplements included in the course.

100% of the IC³ exam objectives for Key Applications are covered by *PCIC³B3 2007 Lessons and Reading Supplements*.

Unit 1

B Introduction

The course you're about to take will teach you presentation skills using Microsoft PowerPoint 2007 to help you prepare for the IC3-2007 Key Applications certification exam.

The course is designed for Intermediate level computer users.

Its prerequisite is "PCIC3A - Computing Fundamentals," or equivalent knowledge and skills.

B1 Unit 1

In this unit you'll learn how to:

- Use the Ribbon
- Enter Text in a Slide
- Add New Slides
- Move Between Slides
- Edit a Slide's Text
- Save a Presentation
- Create a New Presentation
- Open a Presentation
- Change View Types
- Organize Slides
- Add Slide Backgrounds
- Change Fonts and Align Text
- Apply Bullets and Numbering
- Use the Format Painter
- Add Notes to Slides
- Use the Mini toolbar
- Display and Save Slide Shows
- Print a Presentation's Contents
- Use the Clipboard
- and Get Help

Let's begin!

B1.1 Presentation Program Overview

A presentation program lets you easily create a presentation using a sequence of slides, containing text, graphics, and multimedia elements. You can deliver the presentation as a slide show on the computer screen. You can also use a computer projector to present the slides to a group of viewers. In addition, you can print the presentation on paper for handing out to the audience.

Presentation programs are used to create presentations for a variety of purposes, such as sales reports, business plans, and school projects.

This course will teach you basic skills needed to create presentations using Microsoft PowerPoint 2007, the world's most popular presentation program.

B1.2 Getting Started

You can start PowerPoint from the "Start" button's "All Programs" menu. PowerPoint is usually located in the Microsoft Office folder. Open the folder, and select Microsoft Office PowerPoint 2007. PowerPoint's window will appear.

The window contains a main pane, referred to as the "Slide" pane, which displays the current slide in the presentation. The pane below the Slide pane is called the "Notes" pane. This pane is used for entering notes about the current slide. The pane on the left displays the list of all the slides in the presentation.

The PowerPoint window also contains the following elements:

- the "Office" button contains functions for managing presentations.
- the "Quick Access Toolbar" provides quick access to frequently used functions.
- the "Ribbon" organizes all PowerPoint functions in a way that makes them easy to find and use.
- the "Scroll Bars" let you move around in the presentation.
- the "Status Bar" displays information about the current slide and certain program functions.
- the "View" buttons let you change the way the presentation is displayed on the screen.
- and the "Zoom" controls let you specify how large the presentation appears on the screen.

The PowerPoint window panes have adjustable sizes. You can resize the panes by simply dragging the dividers between them. For example, you can adjust the width of these panes by dragging the divider between them. Similarly, you can adjust the height of these panes by dragging the divider between them.

B1.3 Ribbon

The PowerPoint 2007 window includes a "Ribbon" that organizes all PowerPoint functions in a way that makes them easy to find and use. The "Ribbon" replaces the menus and toolbars in previous versions of PowerPoint.

The "Ribbon" contains tabs across its top corresponding to different categories of functions. The default tab is "Home." The "Home" tab contains the most commonly used functions for editing and formatting the contents of a presentation.

The functions in a tab are divided into groups. Each group contains functions related to a particular set of tasks. For example, the "Clipboard" group contains functions for copying text and other elements, the "Slides" group contains functions for managing the presentation's slides, and the "Font" group contains functions for changing the appearance of text.

Some groups contain a small icon on their lower right, referred to as the "Dialog Box Launcher." Clicking on a dialog box launcher will open a dialog box containing more functions related to its group.

You can display the functions in another tab, for example this one, by simply clicking on it. The tab's functions will be displayed.

Depending on the size of the PowerPoint window, a tab might not have enough space to display all the functions in its groups. In such a case, some groups will appear as a single button. If you click on a group's button, for example this one, its functions will be displayed.

You can easily hide the Ribbon's functions to make the presentation area larger. Simply double click on the active tab. The function groups will disappear, and the presentation area will become larger. To display the Ribbon's functions again, simply double click on the desired tab, for example this one. The tab's functions will be displayed.

You'll be using the "Ribbon" frequently when working on a presentation. I'll explain how to use various "Ribbon" functions where applicable throughout the course.

B1.4 Entering Text in a Slide

In this lesson, I'll show you how to enter text in a slide.

Slides contain boxes, referred to as "Placeholders" where you can enter the desired text. The first slide in the presentation contains placeholders for entering a title and a subtitle.

Let's enter a title for the presentation, in the "Title" placeholder. First, click anywhere in the placeholder to activate it. Then, type in the desired text, for example this title. Once you've entered the text, click anywhere outside the placeholder. The text will be entered in the slide.

Now let's enter some text, in the "Subtitle" placeholder. As before, first click inside the placeholder, and then type in the desired text. If the text approaches the right edge of the box before you've typed in the whole text, don't press the "Enter" key to go to the next line. Simply continue typing and the text will automatically wrap to the next line. Don't press the "Enter" key, even when the text reaches the end of the box. Again, simply continue typing and the text will be automatically reduced to fit in the box. Once you've finished entering the text, click outside the placeholder.

You can easily change a placeholder's size as desired. To resize a placeholder, for example this one, first click on it. A border containing resizing handles will appear around it. You can drag the side handles in the placeholder's border to change its width, drag the top and bottom handles to change its height, and drag the corner handles to change its height and width at the same time. When you resize a placeholder that's filled with text, the text's size will change accordingly.

You can also move a placeholder, by simply dragging its border to the desired location. Once you've modified the placeholder, click outside it.

B1.6 Adding New Slides

You can easily add new slides to your presentation in order to enter the desired information.

To add a new slide, simply click on the top part of the "New Slide" button in the "Slides" group of the "Home" tab. A new slide will appear in the "Slide" pane. The default layout contains two placeholders, one for the slide's title, and another for the slide's contents, including a bulleted list. Bulleted lists are commonly used in presentations to display the text in an organized, easy-to-view manner. First, let's enter a title for the slide in the "Title" placeholder.

Now, let's enter some text in the "bulleted list" placeholder. The text that you type will appear next to the first bullet. After you've typed in a line of text, press the "Enter" key. Another bullet will appear on the next line. You can then type the desired text next to it. You can enter the other lines of text in the same way. After you've typed in the desired list, deactivate the placeholder.

Now, let's add another slide. This time, let's select a different layout for the slide. To add a new slide with a different layout, simply click on the bottom part of the "New Slide" button. The gallery of available layouts will be displayed. Select the desired layout, for example this one. This layout consists of a title, and two bulleted lists. You can enter the desired text in these placeholders. The list of slides contained in the presentation is displayed in the left pane.

B1.8 Moving Between Slides

You can move between the slides in your presentation in various ways.

You can go to any slide, by selecting it from the slide list. For example, you can go to the first slide by simply clicking on its icon.

You can also move between the slides, using the scroll bar. You can go to the next slide, by clicking on the "Down Arrow" button, and go to the previous slide, by clicking on the "Up Arrow" button. You can also use the "Double-Arrow" buttons at the bottom of the scroll bar to go to the next and previous slides. In addition, you can drag the slider to scroll through the presentation. As you drag, a brief description of the current slide will appear next to the scroll bar.

Another way you can move between slides is using the "Arrow" keys on the keyboard. You can go to the previous slide by pressing the "Up" or "Left Arrow" key, and you can go to the next slide, by pressing the "Down" or "Right Arrow" key.

B1.10 Editing a Slide's Text

In this lesson, I'll teach you various ways to edit the text in a slide. I'll show you how to:

- Modify, and Delete Text
- Move and Copy Text
- and Edit Text in the Slide List

Modifying and Deleting Text

Let's modify some of the text in this slide. For example, let's replace this word, with these words. First, select the text that you want to replace. Then simply type the new text over it. The text will be replaced.

Now, let's insert a word, here. First place the insertion point at the appropriate position. Then simply type in the desired text, for example this one. The text will be inserted there.

Now let's delete a part of the text, for example these words. Again, first select the text. Then simply press the "Delete" key. The text will be deleted.

Moving and Copying Text

You can easily move or copy a part of the text within a slide or between different slides. Let's move this word, here. Again, first select the text. Then click on the "Cut" button in the "Clipboard" group of the "Home" tab. Now, place the insertion point at the desired position, and click on the "Paste" button in the "Clipboard" group. The text will be moved to the specified position.

Now let's copy a part of the text, for example this word to another slide. As usual, first select the text. Then click on the "Copy" button in the "Clipboard" group. Now, go to the slide where you want to copy the text, for example this one. Then, place the insertion point at the desired position, for example here, and click on the "Paste" button. The text will be placed where you specified.

Editing Text in the Slide List

If you click on the "Outline" tab in the slide list pane, the text of each slide will appear next to it. You can then easily edit the text of the slides within the slide list. For example, you can delete this word, by simply selecting it, and pressing the "Delete" key. Similarly, you can copy this word, and paste it here. The word will be copied where you specified.

B1.11 Saving a Presentation

You must save your presentation as a file to prevent its contents from being lost, when you exit PowerPoint, or turn off the computer.

Let's save the presentation that we created earlier. To save a presentation, click on the "Save" button in the Quick Access toolbar. If you're saving a presentation for the first time, the "Save As" dialog box will appear. The dialog box contains an address bar that lets you select a location for saving the presentation. The default "Save-in" location is the current user's "Documents" folder. Let's save the file in this location.

Before saving the presentation, enter a name for it in the text box labeled "File name." By default, PowerPoint sets a new presentation's file name to the word "Presentation" followed by a number. You can give the presentation any file name you like. You should give presentations unique file names so you can easily identify them later. For example, let's give the presentation, this name.

The "Save as" dialog box also contains a drop down list labeled "Save as type" that lets you select a file type for the presentation you're saving. The default type for files created in PowerPoint 2007 is "PowerPoint Presentation" with the extension dot- pptx. Let's leave the "Save as type" unchanged so the file is saved with this type. Once you've specified the desired save parameters, click on "Save." The presentation will be saved in a file as specified.

Now let's make a change to the presentation, for example add some text to this bullet. The changes in the presentation won't be reflected in the file until you save the presentation again. To save the changes, simply click on the "Save" button. The presentation's new contents will be saved in the file.

Now let's add another slide to this presentation, and enter some text in it. Sometimes, after you modify a presentation, you may want to save it as a new file without replacing the original file.

To save a presentation as a new file, first click on the "Office" button, and then move the mouse pointer over "Save As." A list of different file formats for saving a copy of the presentation will be displayed. Let's select the default format, "PowerPoint Presentation." The "Save As" dialog box will open with the location, "File name," and "Save as type" set to those of the original file.

You don't always have to save the file in the current "Save-in" location; you can save it anywhere you want. For example, let's save the file in the "Projects" folder, inside the "Company" folder, on the "C" drive. To set the "Save-in" location to a particular folder, you must first select the drive where it resides, and then go down the path to that folder. The "Favorite Links" on the left of the dialog box displays the list of commonly used locations. Click on "Computer" to display the computer's contents. Then open the "C" drive by simply double clicking on it. The drive's contents, including the "Company" folder, will appear. Now, open the "Company" folder by simply double clicking on it. The folder's contents, including the "Projects"

folder, will be displayed. Then, open the "Projects" folder. The "Save-in" location will be set to this folder.

Before saving the file, change its name so it can be distinguished from the original file. Let's change the file's name to this name. Also, let's change its file type, to this type, so it can be opened by previous versions of PowerPoint. Simply open the "Save as type" drop-down list and select the desired file type. Now, simply click on "Save." The presentation will be saved in a new file as specified, and the original file will remain untouched.

Once you've saved the presentation, you can close it by first clicking on the "Office" button. Then simply click on "Close."

B1.15 Creating a New Presentation

You can create a new presentation inside PowerPoint without having to restart it.

To create a new presentation, first click on the "Office" button. Then select "New." The "New Presentation" dialog box will open. The dialog box provides a list of templates that you can use to create a new presentation. By default, the "Blank and recent" group of templates is selected, and the templates in that group are displayed with "Blank Presentation" selected by default. Simply click on the "Create" button. A new presentation will be created, and a blank slide will appear in the "Slide" pane.

Let's enter some text in the slide. Now, let's save the presentation. Since this is a new presentation, the "Save as" dialog box will open to let you specify a name and location for saving the file. By default, the "Save-in" location is set to the "Documents" folder. Let's create a new folder here and save the presentation in that folder.

To create a new folder, first click on the "New Folder" button. A new folder will be created in the current location. The folder's name text box is automatically activated so that you can enter the name you want. Type in the desired name, for example this one. Then press the "Enter" key. The "Save-in" location will be set to the new folder.

Now, let's enter a file name for the presentation, and save it, by clicking on the "Save" button. Once the presentation has been saved, you can close it.

B1.17 Opening a Presentation

You can open a previously saved presentation by first clicking on the "Office" button. A list of the presentations that you have recently worked on will be shown under "Recent Documents." You can open one of these presentations, for example this one, by simply selecting it from the list. The presentation will be opened.

Now let's open another presentation. Again, first click on the "Office" button. If you want to open a presentation that's not included in the "Recent Documents" list, click on "Open." The Open dialog box will appear to let you locate the desired presentation. The default location is the current user's Documents folder. The folder's contents are displayed in the dialog box's main pane.

Let's open a presentation in a different location. For example, let's open this presentation, located in the "Projects" folder, inside the "Company" folder, on the "C" drive. First, click on "Computer" under "Favorite Links" to display the computer's contents. The computer's disk drives including the "C" drive will be displayed. Double-click on the "C" drive to open it. The drive's contents including the "Company" folder will appear. Open the "Company" folder. The folder's contents, including the "Projects" folder, will appear. Now, open the "Projects" folder. The folder's contents will be shown. Here is the file that we want to open. You can open the file by simply double clicking on it. The presentation will be displayed.

Now, let's exit PowerPoint, so I can show you a different way to open a presentation.

Another way you can open a presentation is using its file icon without first starting PowerPoint. Let's open this presentation, located in the "Documents" folder, using its file icon. You can open the "Documents" folder by first clicking on the "Start" button. Then simply select "Documents" from the menu. The "Documents" folder's contents will be displayed. Here's the icon of the presentation we want to open. You can simply double-click on it to open the presentation. PowerPoint will automatically start and open the presentation.

B1.19 Viewing a Presentation

You can view your presentation in different ways, by first clicking on the "View" tab. The "Presentation Views" group contains four view types. The default view is "Normal." This view is useful for creating and editing the contents of your presentation.

If you click on the "Slide Sorter" button, the sequence of slides in the presentation will be displayed. This view gives you an overall picture of the presentation, and lets you easily re-order, add, or delete slides.

If you click on the "Notes Page" button, the slide and the notes associated with it will be displayed in full page format.

If you click on the "Slide Show" button, the current slide in the presentation will take up the full screen. In this view, you can preview your presentation the way it will appear to the audience. You can use the transparent buttons on the lower left of the screen to move between the slides. You can click on the right arrow button to go to the next slide, and click on the left arrow button to go to the previous slide. To exit the "Slide Show" view, click on the "Slide" button, and select "End Show" from the menu.

Another way you can change the view type is using the "View" buttons located at the bottom of the window. These buttons correspond to: "Normal" view, "Slide Sorter" view, and "Slide Show" view." If you pause the mouse pointer over a "View" button, for example this one, its name will appear. Let's change the view back to "Normal" using its button.

You can also change the view size, by first clicking on the "Zoom" button in the "Zoom" group of the "View" tab. The "Zoom" dialog box will open. You can make the view appear larger or smaller by selecting one of the zoom factors under the "Zoom to" list. You can also enter a specific factor in the "Percent" box. Let's make the view larger, by entering a higher factor, for example this one. Then click on "OK." The view will become larger. You can click on the "Fit to Window" button in the "Zoom" group to make the view large enough to display the entire slide in the "Slide" pane.

Changing the view size only affects the appearance of the slides while you're creating and editing a presentation. It doesn't change the actual size of the slides which will be presented to the audience.

B1.21 Organizing Slides

In this lesson, I'll teach you how to organize the slides in your presentation. I'll show you how to copy, re-order, and delete slides.

You can easily organize the slides, in the "Slide Sorter" view. Let's switch to this view, by clicking on its button. The sequence of slides in the presentation will be displayed.

Let's copy one of the slides, for example this one. First select the slide, and then click on the "Copy" button in the "Clipboard" group of the "Home" tab. Now, click where you want the slide to be copied, for example here, and click on the "Paste" button in the "Clipboard" group. The slide will be copied there.

Now, let's re-order the slides, by moving this slide, here. You can move a slide by simply dragging it to the desired position. The slide will be moved there.

Now, let's delete a slide, for example this one. First select the slide, and then press the "Delete" key on the keyboard. The slide will be deleted.

Now let's go back to the "Normal" view so I can show you another way to organize slides. You can also copy, move, and delete slides in the "Slide" list. For example, let's copy the selected slide. You can also copy a slide without using copy and paste. Simply click on the bottom part of the "New Slide" button in the "Slides" group, and select "Duplicate Selected Slides." A copy of Now, let's move this slide, here. As before, you can move the slide by simply dragging it to the desired position.

You can also delete a slide, for example this one, by simply selecting it, and pressing the "Delete" key.

B1.24 Slide Backgrounds

You can make a presentation look more attractive by adding backgrounds to its slides.

To add a background to the slides, first click on the "Design" tab, and then click on the "Background Styles" button in the "Background" group. The gallery of backgrounds will open. Select the desired background, for example this one. The slides' background will change to the one you selected.

You can change the background color as desired. Again, first click on the "Background Styles" button. Then select "Format Background." The "Format Background" dialog box will open. You can change the existing background's color, by first opening the color list. Then select the desired color, for example this one. The changes that you make to the background will be automatically applied to the current slide.

You can apply a see-through effect to the background, by increasing its transparency using the "Transparency" slider. You can also enter the desired transparency percentage in its corresponding text box. Let's enter zero to make the background completely solid.

You can also apply a gradient effect to the background, by first selecting the "Gradient fill" radio button. More options will appear in the dialog box that let you apply a gradient effect to the background.

You can select one of the preset gradient styles, by first opening the "Preset colors" list. A gallery of preset gradients will be displayed. You can then select the desired gradient, for example this one.

You can change the type of the gradient, by first opening the "Type" list. Then simply select the desired gradient type, for example this one.

You can also change the direction in which the gradient colors flow, by first opening the "Direction" list. Then select the desired option, for example this one.

You can modify each of the colors in the gradient, using the options under the "Gradient stops" area. Let's leave the colors unchanged.

You can also use a picture or texture for the background, by first selecting the "Picture or texture fill" radio button. You can then simply open the "Texture" list, and select the desired texture, for example this one. You can also specify a picture or clip art instead of a texture using the "File" and "Clip Art" buttons. Let's keep the texture we've selected. The "Tiling options" let you change how the texture is applied to the background. Let's use the default options.

Once you have selected the desired background, you can click on the "Close" button to have the background applied only to the current slide, or click on the "Apply to All" button to apply the

background to all the slides in the presentation. Let's click on the "Apply to All" button, and then close the dialog box. The background will be applied to all the slides in the presentation.

B1.26 Fonts

You can change the font settings of the text in a presentation, using the buttons in the "Font" group of the "Home" tab.

Let's change the font type of this slide's title. First, select the title's text. Then open the "Font" drop-down list. The list displays the available fonts in alphabetical order. Select the desired font type, for example this one. The text will appear in the font you selected.

Now, let's change the text's font size. You can enter the desired size in the "Font Size" box, or open the "Size" drop-down list, and select a size from the list, for example this one. The text will appear in the size you selected.

Another way to change the font size is by using the "Increase Font Size" or "Decrease Font Size" buttons. Simply click on the "Increase Font Size" button to make the text larger, or click on the "Decrease Font Size" button to make it smaller.

Now let's apply a font style to the text. You can set the desired style using the "Style" buttons. These buttons include "Bold," "Italic," and "Underline." Let's click on the "Bold" button. The text will appear in bold.

You can also apply a color to the text, using the "Font Color" button. Simply click on the "Down Arrow" on the button's right, and select the desired color, for example this one. The text will appear in the selected color.

You can also add a shadow effect to the text, by clicking on the "Text Shadow" button. The text will appear with a shadow.

In addition, you can adjust the spacing between the text characters, by first clicking on the "Character Spacing" button. Then simply select the desired spacing, for example this one. The text's character spacing will be set to what you specified.

B1.28 Alignment

You can change the alignment of the text, within the placeholders of a slide. By default, the text of the Title and Subtitle placeholders is centered in them. You can also align the text, to the left, or to the right of the placeholders.

Let's align this text line, to the right. To change a line's alignment, first place the insertion point anywhere in it. Then use the alignment buttons on the "Paragraph" group of the "Home" tab. These buttons correspond to:

- Align Left
- Center
- Align Right
- and Justify.

Let's click on "Align right." The text will be aligned to the right of the placeholder.

Now let's change the alignment of the title. Again, place the insertion point in the text. You can also align the text vertically to the top, middle and bottom of the placeholder. Simply click on the "Align Text" button in the "Paragraph" group, and select the desired alignment, for example this one. The text will be aligned as specified.

B1.30 Bullets and Numbering

You can enhance the appearance of the bulleted lists in your presentation, by applying various bullet and numbering styles to them.

Let's apply a different bullet style to this list. First, select the lines in the list. Then, click on the down arrow next to the "Bullets" button in the "Paragraph" group of the "Home" tab. The gallery of bullet styles will be shown. Simply select the desired style, for example this one. The bullet style you selected will be applied to the lines.

You can change the size and color of the bullets. Again click on the down arrow next to the "Bullets" button. Then select "Bullets and Numbering." The "Bullets and Numbering" dialog box will appear, with the "Bulleted" panel displayed in front. The dialog box contains a "Size" box which lets you change the size of the bullets relative to the text. The default size is 100%, meaning the bullets are the same size as the text. Let's make the bullets a little larger, by entering this number in the "Size" box.

You can also easily apply a color to the bullets, by first opening the "Color" drop down list. Then select the desired color, for example this one.

Once you've specified the desired bullet options, click on "OK." The bullets will appear as you specified.

Now, let's go to another slide containing a bulleted list, for example this one. You can replace the bullets in a list with numbers. Again, first select the lines. Then click on the down arrow next to the "Numbering" button in the "Paragraph" group. The gallery of numbering styles will be displayed. Select the desired style, for example this one. The numbering you specified will be applied to the lines.

Now let's go to a slide which does not contain a bulleted list, for example this one. You can also apply bullets and numbering to regular text, for example these lines. As usual, first select the lines. You can then add bullets or numbering to the lines, by clicking on the "Bullets" button, or the "Numbering" button on the "Formatting" toolbar. Let's click on the "Numbering" button. The lines will be numbered.

B1.32 Format Painter

You can use the "Format Painter" function to copy the font settings of one part of the text to another.

Let's copy the font settings of this slide's title, and apply it to the title of another slide. First select the text, and then click on the "Format Painter" button in the "Clipboard" group of the "Home" tab. Now, if you move the mouse pointer inside the slide pane, the pointer will change to a paintbrush, with an I-beam next to it, indicating that the "Format Painter" is active. You can then apply the copied format to the text in another slide, for example this one, by first going to the slide. Then simply select the desired text with the paintbrush pointer. The format you copied will be applied to the text. The pointer will change back to normal, indicating that the "Format Painter" is no longer active. Now, if you deselect the text, you'll see that its format has changed to the copied format.

Now, let's apply the font settings, of this slide's title, to the titles of all other slides. You can apply the same font settings to several parts of the text without having to activate the "Format Painter" more than once. As before, first select the text. Then double click on the "Format Painter" button, instead of single clicking on it. As before, the text's format will be copied, and if you move the mouse pointer inside the slide pane, it'll change to the paintbrush pointer. You can then apply the format to the text in another slide, for example this one, by first going to the slide. Then select the desired text. The format will be applied to the text. This time, however, the "Format Painter" will remain active. You can then apply the format to the text in the other slides, by going to each slide and selecting the desired text. Once you've applied the format to all the desired text, you can deactivate the "Format Painter", by clicking on its button.

B1.34 Mini Toolbar

In PowerPoint 2007, when you select text, for example this paragraph, a transparent box referred to as the Mini toolbar will appear next to the selected text to let you format it. If you place the mouse pointer over this toolbar, it becomes active. The toolbar contains commonly used functions for formatting the text, including most of the functions of the "Font" group. You can use the functions in the mini toolbar the same way as those in the "Ribbon." For example, you can change the selected text's font by first opening the "Font" drop-down list in the toolbar. Then select the desired font type, for example this one. The text's font will change to the one you selected.

Similarly, you can change the text's size by selecting the desired size from the "Font Size" drop-down list in the toolbar, for example this size.

You can also change the text's style by clicking on the desired style button in the toolbar, for example this one. Once you've finished using the toolbar, click outside it to make it disappear.

B1.36 Live Preview

PowerPoint 2007 has a new feature, referred to as "Live Preview" that lets you see how the text will look with a new format before you actually apply the format to it.

Let's change the font color of this text, so I can show you how Live Preview works. As usual, first select the text. Then open the font color list. Live preview lets you see how the text will look in different colors before you actually select a color. Simply place the mouse pointer over a color, for example this one. The selected text will appear in that color. You can move the pointer over other colors and see how the text looks in those colors. Once you've found the color you like, simply click on it to permanently apply it to the text.

Now, let's open the Size list to change the text's size. Again, before selecting a size, you can use Live Preview to see how the text appears in different sizes. Simply place the mouse pointer over the desired size, for example this one. The text will appear in that size. You can see how the text appears in other sizes by moving the pointer over them. Once you've found the desired size, simply click on it to apply it to the text.

In addition to font color and size, the Live Preview feature is available for many other PowerPoint 2007 functions. However, Live Preview is not available in the Mini toolbar.

B1.38 Displaying a Slide Show

You can display your presentation as a slide show on the computer screen, by first clicking on the "Slide Show" tab. You can use the options in the "Start Slide Show" group to specify which slide you want to start the slide show from. Let's click on the "From Beginning" button to start the show from the first slide. The first slide will appear in full screen. You can click anywhere on the slide being displayed to go to the next slide. Also a set of buttons will be displayed on the screen's lower left to let you control the show.

You can go to the next slide, by clicking on the "Right Arrow" button, and you can go to the previous slide, by clicking on the "Left Arrow" button.

You can also directly go to any slide in the show by first clicking on the "Slide" button. A menu containing various selections for controlling the slide show will appear. Move the mouse pointer over "Go to Slide," and then select the desired slide from the list, for example this one. The slide will be displayed.

You can also make marks on a slide to emphasize certain parts of it, by first clicking on the "Pen" button. A menu containing various pen options will be displayed. The default selection, "Arrow," corresponds to the regular mouse pointer. This selection does not allow you to mark the slides. The "Ballpoint Pen" lets you make marks using a thin line, the "Felt Tip Pen" lets you make marks using a thicker line, and the "Highlighter" lets you highlight the slide's contents. Let's select the "Felt Tip Pen." The pointer will change to a dot representing the tip of a pen. You can then make the desired mark on the slide, for example circle these words, by clicking and dragging the mouse.

You can easily change the pen's color, by first clicking on the "Pen" button again. Then move the mouse pointer, over "Ink Color", and select the desired color, for example this one. The pen's color will change to the one you selected. Now, if you make a mark, it'll appear in that color.

You can end the slide show any time you want, by first clicking on the "Slide" button. Then click on "End Show." If you've selected a pen for marking the slides, a dialog box will appear asking, "Do you want to keep your ink annotations?" You can click on "Keep" to keep the marks you made on the slides for the next time you display the presentation, or click on "Discard" to get rid of the marks. Let's click on "Discard." The slide show will end, and the PowerPoint program window will be displayed.

B1.40 Saving a Slide Show

In addition to displaying a slide show within the PowerPoint program, you can also save the show as a separate file and display it without first starting PowerPoint. To save your slide show in a file, first click on the "Office" button. Then move the mouse pointer over "Save As" and select "PowerPoint Show" from the submenu. The "Save as" dialog box will open. The "Save as type" will be set to "PowerPoint Show" indicating that the file will be saved as a standalone slide show, instead of an editable presentation.

Let's set the "Save in" location to the "Desktop" by selecting it from the "Favorite Links" list.

Now, let's enter a name for the file. By default, the file's name is set to the name of the presentation itself. Let's add the words "Slide Show" to the file's name to indicate that it's a slide show. Now, simply click on the "Save" button. The slide show will be saved as you specified.

Once you've saved a slide show as a file, you can display it without starting PowerPoint. Let's exit PowerPoint and display the slide show that we saved.

To display a standalone slide show, you must first locate its file icon. We saved our slide show on the Desktop, so we can find its icon there. Simply double-click on the icon. The slide show will be displayed. You can control the show, using the buttons on the lower left of the screen as described before.

B1.42 Adding Notes

You can add notes to the slides to serve as a guide for delivering the presentation.

Let's add some notes to this slide. To add notes, simply click on the "Notes" pane below the slide, and then type in the desired notes.

Now, let's add notes, to the next slide. First, go to the slide, and then enter the desired notes in the "Notes" pane. Now, let's add notes to this slide as well.

The notes that you add to the slides won't appear on the screen when you deliver the presentation. The notes will be included in notes pages which you can print and use for delivering the presentation. You can preview the notes pages, by first clicking on the "View" tab. Then click on the "Notes Page" button in the "Presentation Views" group. The notes page containing the current slide and its notes will be displayed. You can view the other notes pages using the scroll bar. For example, you can go to the previous notes page, by clicking on the "Up Arrow" button, and you can go to the next notes page by clicking on the "Down Arrow" button.

Once you're done viewing the notes pages, you can go back to the "Normal" view by clicking on its button.

B1.44 Print Setup

You can print your presentation's contents in various formats, including:

- Slides
- Handouts
- Notes
- and Outline

The "Slides" format prints each slide in the presentation on a separate page.

The "Handouts" format prints multiple slides on each page.

The "Notes" format prints each slide with its corresponding notes below it.

The "Outline" format prints an outline summary of the presentation's contents.

You can set up the presentation for print, by first clicking on the "Design" tab." Then click on the "Page Setup" button in the "Page Setup" group. The "Page Setup" dialog box will open, providing options to let you specify how you want to print the presentation.

The drop-down list labeled "Slides sized for" lets you set the appropriate slide size for printing. By default, the slides are sized for "on-screen show", referring to a slide show on the computer screen. You can size the slides for printing, by selecting the desired paper size, for example this one. The slides will be sized for printing on the specified paper. The slides' dimensions will be displayed in the "Width" and "Height" text boxes.

The text box labeled "Number slides from" lets you specify the starting number for the slides. By default, the slide numbers will start from 1. Let's use the default start number.

The "Orientation" area contains options that let you specify the printouts' orientation. By default, the orientation of the slide printouts is "Landscape," meaning the slides will be printed horizontally. The default orientation for the notes, handouts and outline printouts, is "Portrait," meaning they'll be printed vertically. Let's keep the default selections.

Once you've specified the desired print settings, click on "OK." The presentation will be set up for printing as you specified.

B1.46 Print Preview

You can preview how your presentation will appear in print before actually printing it.

To preview the presentation printouts, first click on the "Office" button. Then move the mouse pointer over "Print" and select "Print Preview" from the submenu. The current slide will be displayed the way it would be printed. You can preview the printouts of the other slides, using the "Next Page" and "Previous Page" buttons, in the "Preview" group. Simply click on the "Next Page" button to preview the next slide's printout, and click on the "Previous Page" button to preview the previous slide's printout.

You can preview the presentation's other printout formats, by first opening the "Print what" list, in the "Page Setup" group. Then select the desired printout format, for example handouts containing 2 slides per page. The handout page containing 2 slides including the current slide will be displayed.

Now let's preview the printout of the notes pages. As before, open the "Print what" list. Then select "Notes Pages." The current slide's notes page will be displayed.

Let's also preview the printout of the presentation's outline. Again, open the "Print what" list. Then select "Outline View." The presentation's outline will be displayed.

By default, the view size is reduced to make an entire page fit on the screen. You can change the view size by first clicking on the "Zoom" button, in the "Zoom" group. The "Zoom" dialog box will open, displaying a list of zoom factors. The current zoom factor is displayed as a percentage of the actual page size. Let's make the view larger by selecting a higher zoom factor, for example this one. Then click on "OK." The view will appear larger. Changing the zoom factor only affects the view size. It does not change the size of the actual printout.

Once you've finished previewing your presentation's printouts, click on the "Close Print Preview" button.

B1.48 Printing

You can print a presentation's contents, by first clicking on the "Office" button. Then click on "Print." The "Print" dialog box will appear.

The dialog box's "Printer" area displays information about the printer that would be used for printing the presentation. Make sure the appropriate printer is selected.

The "Print range" area contains options that let you specify the range of slides you want to print. The default option is "All," meaning all slides in the presentation will be printed. The "Current slide" option will print the slide that's being displayed. The "Slides" option lets you print specific slides. You can enter the desired slide numbers in the text box to the right. Let's print all the slides.

The "Print what" drop-down list lets you select the desired print format. The default print format is "Slides." You can also print the handouts, notes pages, and the presentation's outline. Let's print the slides.

The "Color/grayscale" drop-down list lets you specify whether to print the slides in color or grayscale. The default option is "Color." You can also print in grayscale, or pure black and white. Let's print in color.

You can specify how many copies you want to print in the "Number of copies" box. By default, one copy will be printed. Let's print two copies.

Once you've specified the desired print options, click on "OK." The slides will be printed as you specified.

Now, let's print the presentation's handouts. Again, first click on the "Office" button, and select "Print." Then open the "Print what" list, and select "Handouts." The "Handouts" area provides options that let you specify how you want the slides to appear in the handout pages. The "Slides per page" box specifies how many slides are printed on each page. The default number is 6. Let's use the default number. The "Order" option buttons let you specify the order in which the slides appear on the page. The "Horizontal" order, arranges the slides in a horizontal sequence with slide 2 to the right of slide 1. If you select the "Vertical" order, the slides will be arranged in a

vertical sequence with slide 2 below slide 1. Once you've selected the desired options, click on "OK." The handouts will be printed as specified.

Now, let's print the presentation's notes pages. As before, click on the "Office" button, and select "Print." Now open the "Print what" list, and select "Notes Pages." Then click on "OK." The notes pages will be printed.

Let's also print the presentation's outline. Once more, click on the "Office" button, and select "Print." Now open the "Print what" list, and select "Outline View." Then click on "OK." The presentation's outline will be printed.

B1.50 Office Clipboard

You can use the "Office Clipboard" to easily paste an item that you recently moved or copied into your presentation.

To use the "Office Clipboard," first click on the "Dialog Box Launcher" in the "Clipboard" group, of the "Home" tab. The "Clipboard" pane will open. This pane displays the list of items that you recently moved or copied. You can easily paste any of these items into your presentation. For example, let's paste this text, in this placeholder. First place the insertion point at the desired location, for example here, and then click on the item in the clipboard. The item will appear at the specified position.

The "Clipboard" pane also contains two buttons at the top: "Paste All" and "Clear All." You can use the "Paste All" button to paste all the items in the clipboard into your presentation at once, and you can use the "Clear All" button to erase all the items in the clipboard. To close the "Clipboard" pane simply click on its "Close" button.

B1.52 Getting Help

You can get help on how to use various PowerPoint functions, by first clicking on the "Help" button on the upper right of the "Ribbon." The "Help" window will open. The list of help categories are displayed under "Browse PowerPoint Help." Select the desired category, for example this one. The list of topics in that category will be displayed. Then select the desired topic, for example this one. The help information about the topic will be shown.

The help window also contains a search box that lets you find help information on a specific topic. Simply type in the desired topic in the search box, for example this one. Then click on "Search." A list of tasks related to the topic will be displayed. Click on the desired task, for example this one. The help information about the task will be shown.

The help window also contains several useful buttons.

The "Back" and "Forward" buttons let you go back and forth between the help pages that you've already viewed.

The "Stop" and "Refresh" buttons apply to accessing help information from the Internet. PowerPoint 2007 may load some up-to-date help information from Microsoft's web site on the Internet. The "Stop" button allows you to stop the loading of a help page, and the "Refresh" button lets you reload a help page.

The "Home" button displays the main help page containing the help categories.

The "Print" button let's you print the contents of the help window.

The "Change Font Size" button lets you change the size of the text in the help window. If you click on this button, a list of available sizes will be displayed. Simply select the desired size, for example this one. The text size will change to what you specified.

The "Table of Contents" button provides you with a different way to access the help information. If you click on this button, the "Table of Contents" pane will appear, displaying the list of help categories. You can then select the desired category, for example this one. The topics in the category will be displayed under it. Then select the desired topic, for example this one. The information about the topic will be displayed.

The "Keep On Top" button lets you specify whether the help window always appears on top of the main PowerPoint window, or can be moved to the back. By default, the help window always appears on top.

Once you're done working with the help window, you can close it.

B1.55 Unit 1 End

You've reached the end of unit 7. Here is a summary of what you learned in this unit. You learned how to:

- Identify different elements of the PowerPoint window
- Enter text in a slide
- Move around in a presentation
- Cut, copy, paste and delete text
- Save a presentation in different locations
- Create a new presentation
- Open an existing presentation
- Move, copy and delete slides
- and Display a presentation in different views and sizes

You also learned how to:

- Change the font, size, style, color and alignment of text
- Apply bullets and numbering to text
- Copy text formats using the Format Painter
- Add notes to slides
- Display and save a presentation as a slide show
- Set up a presentation for print
- Preview and print a presentation's contents
- Paste copied items using the Office Clipboard
- and Use online help and other resources to get help

Unit 2

B2 Unit 2

This unit will teach you intermediate-level skills for working with presentation programs. You'll learn how to:

- Add Text Boxes
- Format Text Boxes and Placeholders
- Work with Tabs
- Add Headers and Footers
- Perform a Spelling Check
- Find and Replace Text
- Insert Clip Art and Pictures
- Modify Clip Art and Pictures
- Add and Modify Drawings
- Overlay and Group Drawings
- Insert Tables
- Insert Charts
- Insert Movies and Sounds
- Change Slide Layouts
- Create a Slide Master
- Use Themes
- Use Templates
- and Add Slide Transitions

B2.1 Adding Text Boxes

In addition to the placeholders contained in a slide, you can also add text boxes to the slide in order to enter more information in it.

To add a text box, first click on the "Insert" tab. Then click on the "Text Box" button in the "Text" group. Now if you move the pointer into the slide pane, it will change to a vertical line with a dash across its bottom. Simply click and drag to insert the desired text box. Then enter the desired text in it.

You can format the text in a text box just like the text in a placeholder. For example, you can make the text in this text box bold, by first selecting it. Then display the "Home" tab, and click on the "Bold" button in the "Font" group. The text will appear in bold.

You can also rotate a text box, by simply dragging the green handle above its border in the desired direction. The text box will be rotated.

You can easily move a text box within the slide, by dragging its border to the desired location. The text box will move there.

B2.3 Formatting Placeholders and Text Boxes

You can make the placeholders and text boxes in a slide more eye-catching by formatting them in various ways.

Let's add a background color to this placeholder. First click on the placeholder. Then click on the "Shape Fill" button in the "Drawing" group of the "Home" tab. A gallery of colors will appear. Select the desired color, for example this one. The placeholder's background color will change to the one you selected.

You can also add a border around the placeholder, by first clicking on the "Shape Outline" button in the "Drawing" group. Then select the desired border color, for example this one. A border with that color will appear around the placeholder.

You can change the border's thickness, by clicking on the "Shape Outline" button again. Then move the pointer over "Weight" and select the desired thickness, for example this one. The border's thickness will change to what you selected.

You can also change the border line to dashes. Once more, click on the "Shape Outline" button. Then move the pointer over "Dashes" and select the desired option, for example this one. The border line will change to what you selected.

Now, let's format this text box. Again, first click on the text box. PowerPoint 2007 also provides a variety of ready-to-use formats, referred to as "Quick Styles," that you can quickly apply to a placeholder or text box. Simply click on the "Quick Styles" button in the "Drawing" group and select the desired style, for example this one. The style will be applied to the text box.

B2.5 Tabs

You can use tabs to make a column of text accurately line up in a placeholder.

Let's display the ruler so I can show you how tabs work. First click on the "View" tab, and then select the "Ruler" check box in the "Show/Hide" group. The horizontal and vertical rulers will be displayed. Now, let's click on this placeholder and enter some tabs in it. Tabs work in conjunction with tab stops, which are set at specific positions along a placeholder's width. By default, there is a tab stop every inch, starting from the left edge of the placeholder. You can line up the beginning of a part of the text, for example this word, under the next tab stop, by first placing the insertion point right before the word. Then press the Tab key located on the left of the keyboard. A tab will be inserted before the word, and the beginning of the word will line up exactly under the tab stop. You can move the word forward to the next tab stop, by inserting another tab before the word. The beginning of the word will line up under the next tab stop.

You can delete tabs the same way you delete text characters. For example, you can delete the tabs we just inserted using the Backspace key. The tabs will be removed.

Instead of using the default tab stops, you can set a tab stop at any position you like. First select all the lines for which you want to set a tab stop. Then, simply click on the horizontal ruler, exactly where you want the tab stop to be placed, for example here. A tab stop will be set at that position, and all the default tab stops before it will be removed. Now, if you insert a tab before a word, for example this one, the beginning of the word will line up under the tab stop. You can also line up these words under the tab stop by simply inserting tabs before them. The words will line up in a column under the tab stop.

You can easily change the position of the whole column by changing the position of the tab stop. Again, first select all the lines. Then simply drag the tab stop to the desired position. The column that was lined up at the tab stop will move to the new position.

The tab that we used in this lesson is the default tab, referred to as the "Left" tab. This tab lines up the beginning of the text at the tab stop. There are other kinds of tabs that let you line up text in different ways. The Frequently Asked Questions of this section describe the other tabs.

B2.7 Header and Footer

The presentation's slides and printouts contain areas at the top and bottom, referred to as the "Header" and "Footer." You can use the header and footer to display useful information about the presentation, such as the presentation's title, the presenter's name, the date and time, and the slide or page number. By default, the slides only contain a footer, and the notes pages and handouts contain both a header and a footer.

Let's enter some information in this presentation's header and footer. First, click on the "Insert" tab. Then click on the "Header and Footer" button in the "Text" group. The "Header and Footer" dialog box will appear, with the "Slide" panel in front. This panel provides options to let you enter the desired information in the slides. The "Preview" area shows a sample slide containing three boxes at the bottom. The box on the left is used for displaying the date and time, the center box is used for displaying the text that you enter in the footer, and the box on the right is used for displaying the slide number.

Let's click on the "Date and Time" check box, to make the date and time appear in the footer. There are two date and time options. The "Update automatically" option displays the current date and time when the presentation is opened. The "Fixed" option displays the date and time that you enter in its text box. Let's select the "Update automatically" option. You can also select a date and time format from the drop-down list below the option. For example, let's select this format.

You can also make the slide number appear in the footer by simply selecting the "Slide number" check box.

In addition, you can make any text you like appear in the footer, by first selecting the "Footer" check box. Then enter the desired text in the "Footer" box. Let's enter the presentation's title.

Once you've specified the desired information, click on "Apply to All" to make the information appear on all the slides, or click on "Apply" to display the information only on the current slide. Let's click on "Apply to All." The information you entered will appear in the slide footer.

You can also enter the desired information in the header and footer of the notes pages and handouts. Again click on the "Header and Footer" button. Then, click on the "Notes and Handouts" tab to move its panel to the front. The panel's "Preview" area shows a sample page containing four boxes. The box on the upper left displays the text that you enter in the header, the box on the upper right displays the date and time, the box on the lower left displays the text that you enter in the footer, and the box on the lower right displays the page number.

First let's select the "Date and Time" check box. Then select the "Update Automatically" option, and select the desired date and time format from the list, for example this one.

Now, let's select the "Header" checkbox, and enter the presentation's title in the "Header" text box.

B2.9 Spelling Check

PowerPoint provides a "Spelling" function that helps you easily find and correct the spelling errors in your presentation.

When the presentation contains errors, the "Spelling Check" button on the Status bar will contain a red X. To perform a spelling check, click on this button. The "Spelling" dialog box will open, and the first spelling error in the presentation will be found. The error will be displayed in a box at the top of the dialog box, and the default correction will be displayed below it. A list of other suggested corrections will also be displayed. Select the appropriate correction, which in this case would be, this word. Then click on "Change." The error will be replaced with the selected correction, and the next error in the presentation will be found.

This error exists in the slide's notes. As before, the error will be displayed in the dialog box, along with a list of suggested corrections. The appropriate correction for this error is already selected, so you can simply click on "Change" to correct the error. The error will be corrected, and the next error will be found.

Again, the error will be displayed in the dialog box, along with a list of suggested corrections. As before, you can replace the error, with the appropriate correction. If the error exists in more than one place, you can correct all the instances of the error at once, by simply clicking on "Change All." All instances of the error will be corrected.

Once there are no more errors in the presentation, a dialog box will appear, indicating "The spelling check is complete." Simply click on "OK" to close the dialog box.

Now that the presentation is error-free, the "Spelling Check" button on the Status bar will contain a blue check mark.

B2.11 Find and Replace

PowerPoint provides a "Find and Replace" function that lets you quickly find and replace specific words in your presentation.

To find a word, first click on the "Find" button in the "Editing" group of the "Home" tab. The "Find" dialog box will open. Enter the text that you'd like to find, in the "Find what" box. For example, let's find this word. Then click on "Find Next" to search for the word starting from the current slide. The first instance of the word will be found. To find the word's next instance, simply click on "Find Next" again. The next instance will be found. You can find the other instances of the word in the same way.

You can easily replace the word found with a different word. For example, let's replace the word with this one. First click on the "Replace" button. The "Replace with" box will appear in the dialog box. Enter the new word in this box. You can then click on "Replace" to replace only the current instance of the word, or click on "Replace All" to replace all instances of the word in the presentation. Let's click on "Replace All." The word will be replaced throughout the presentation, and a dialog box will appear, indicating "PowerPoint has finished searching the presentation." The number of replacements made will also be shown. Simply click on "OK" to close the dialog box.

Once you've found and replaced the desired text, close the dialog box.

B2.14 Inserting Clip Art & Pictures

PowerPoint includes a collection of professionally designed images referred to as "Clip Art." You can insert clip art images in your presentation to make it look more interesting.

Let's insert a clip art in this slide. First click on the "Insert" tab. Then click on the "Clip Art" button in the "Illustrations" group. The "Clip Art" task pane will open to let you find and insert the desired clip. You can find a clip by first entering its description in the "Search for" text box. Let's enter this description.

The task pane contains a "Search in" drop-down list that lets you specify the locations to search for the clip. The default selection is "Everywhere" which means all the locations containing clips will be searched. Let's keep the default selection.

The pane also contains a "Results should be" drop-down list that lets you specify the type of clip to search for. The list contains all types of media clips that you can search for. By default the "Clip Art" option is selected. Let's leave the other types deselected and use the default selection.

Once you've specified the desired search parameters, click on the "Go" button. PowerPoint will find and display a list of clip art images that fit your description. You can scroll through these images, and select the one you like, for example this one. The clip will appear in the slide and a "Format" tab will be added to the "Ribbon" to let you modify the clip as desired. You can then close the "Clip Art" task pane.

You can move the clip anywhere in the slide, by simply dragging it to the desired location. You can then deselect it.

In addition to clip art, you can also insert a picture saved in a file into your presentation. Let's go to this slide, and insert a picture in it. Again, first click on the "Insert" tab. Then click on the "Picture" button, in the "Illustrations" group. The "Insert Picture" dialog box will open to let you locate the desired picture file. The default location is the current user's "Pictures" folder. The folder's contents are displayed in the main pane. Let's open this folder and insert one of the pictures located there, for example this one. Simply select the picture and then click on the "Insert" button. The picture will be placed in the slide.

You can move the picture anywhere in the slide, by simply dragging it to the desired location.

B2.17 Modifying Clip Art & Pictures

You can modify the clip art and pictures in a presentation in various ways.

Let's change the size of this clip art. First select the clip. A border containing handles for resizing the clip will appear around it. You can drag the side handles to change the clip's width, drag the top and bottom handles to change its height, and drag the corner handles to change its height and width at the same time.

You can also rotate the clip, by simply dragging the green handle above its top border in the desired direction. Once you've modified the clip as desired, you can deselect it.

Now, let's go to this slide, and change the size of this picture. First select the picture. In addition to using the resizing handles in the picture's border, you can set the picture's height and width to specific amounts, by first clicking on the "Format" tab. Then enter the desired amounts in the height or width boxes in the "Size" group. For example, let's enter this amount for the picture's height. Then press the "Enter" key. The picture's height will change to what you specified. By default, the picture's width will also change to maintain its proportion.

Now, let's rotate the picture. In addition to using the "Rotate" handle, you can rotate a picture, by first clicking on the "Rotate" button in the "Arrange" group of the "Format" tab. A list of options for rotating and flipping the picture will be displayed. Let's flip the picture horizontally. The picture will be flipped as specified. You can then deselect it.

You can also copy a clip art or picture from one slide to another. For example, let's copy this picture to another slide. First select the picture, then click on the "Copy" button in the "Clipboard" group of the "Home" tab. Now, go to the slide where you want to copy the picture, and click on the "Paste" button in the "Clipboard" group. The picture will be copied there.

You can easily delete a clip art or picture from a slide. For example, let's go to this slide, and delete the picture in it. Again, first select the picture. Then simply press the "Delete" key. The picture will be removed from the slide.

B2.20 Adding Drawings

You can draw a variety of lines and shapes in a slide.

A gallery of drawings is displayed in the "Drawing" group of the "Home" tab. You can draw a regular line, by first clicking on the "Line" button in the drawings gallery. Then, click where you want to start the line for example here, and drag to draw the desired line. The line will be drawn and a "Format" tab containing various functions for formatting drawings will be added to the "Ribbon." The line will be automatically selected, as indicated by the small circles displayed on its ends. You can deselect the line by clicking outside it.

You can also draw an arrow by first clicking on the "Arrow" button. As before, click at the desired position and drag to draw the arrow. The arrow will be drawn and again the "Format" tab will appear on the "Ribbon."

Now, let's draw some shapes. You can also use the drawings gallery in the "Insert Shapes" group of the "Format" tab to add a drawing. For example, let's draw a rectangle by first clicking on the "Rectangle" button. Then, click and drag to draw the desired rectangle. The shapes that you draw will be automatically filled with the default color. You can use the "Rectangle" button to also draw a square. You just need to hold down the "Shift" key while dragging. The result will be a perfect square.

Similarly, you can draw an oval, by first clicking on the "Oval" button. Then click and drag to draw the desired oval. You can use the "Oval" button to also draw a circle. As before, simply hold down the "Shift" key while dragging. The result will be a perfect circle.

You can view the other available drawings by clicking on the gallery's "More" button. The entire gallery will be displayed. You can then add the desired drawing, for example this shape by first clicking on its button. Again, click and drag to draw the shape.

B2.22 Modifying Drawings

You can modify the drawings in a presentation in various ways.

You can resize a drawing, for example this one, by first selecting it. A border containing handles for resizing the drawing will appear around it. You can drag the side handles to change the drawing's width, drag the top or bottom handles to change its height, and drag the corner handles to change its height and width at the same time.

You can fill a drawing with color. For example, you can fill this shape with color, by first selecting it. Then click on the "Format" tab and click on the right part of the "Shape Fill" button in the "Shape Styles" group. A gallery of colors will be displayed. Simply select the desired color, for example this one. The shape will be filled with the selected color. The color will also appear in the left part of the "Shape Fill" button. You can quickly fill another drawing with that color, for example this one, by first selecting it. Then simply click on the left part of the "Shape Fill" button. The drawing will be filled with the color.

You can add a color to the outline of a drawing, for example this one, by first selecting it. Then click on the right part of the "Shape Outline" button in the "Shape Styles" group and select the desired color, for example this one. The drawing's outline color will change to the one you selected. The color will also appear in the left part of the "Shape Outline" button. You can then quickly add the outline color to another drawing, for example this line, by first selecting it. Then simply click on the left part of the "Shape Outline" button. The color will be applied to the line.

You can change the tip of an arrow, for example this one, by first selecting it. Then click on the right part of the "Shape Outline" button. Now move the mouse pointer over "Arrows" and select the desired arrow tip, for example this one. The arrow's tip will change to the one you selected.

You can add a special effect to a drawing, for example this one, by first selecting it. Then click on the "Shape Effects" button in the "Shape Styles" group. A list of effects will be displayed. Place the mouse pointer over the desired effect, for example this one. A gallery of various options corresponding to the effect you selected will open. Let's select this one. The effect will be applied to the shape.

You can apply a style to a drawing, for example this one, by first selecting it. A partial gallery of styles is displayed in the "Shape Styles" group. You can view the entire gallery by clicking on its "More" button. Then select the desired style, for example this one. The style will be applied to the shape.

You can replace a drawing, for example this shape, with another one. Again, first select the drawing. Then click on the "Edit Shape" button in the "Insert Shapes" group of the "Format" tab. A menu will appear. Move the mouse pointer over "Change Shape" and then select the desired shape from the drawing gallery, for example this one. The shape will change to the one you selected.

You can also enter text inside a drawing, for example this one, by first selecting it. Then click on the "Text Box" button in the "Insert Shapes" group. Now click inside the shape and type in the desired text. The text will be entered in the drawing.

B2.24 Overlaying & Grouping Drawings

You can overlay drawings by simply dragging them over each other. For example, let's move this shape over this one, and move this shape over the other two.

You can rearrange overlaying shapes the way you want. For example, you can move this shape to the front, by first selecting it. Then, click on the "Format" tab, and click on the "Bring to Front" button in the "Arrange" group. The shape will move to the front.

Similarly, you can move this shape to the back by first selecting it. Then click on the "Send to Back" button in the "Arrange" group. The shape will move behind the others.

You can also group several shapes together to make them act as one object. To group multiple shapes, for example these shapes, first select all of them together by dragging the mouse pointer over them. Then, click on the "Group" button in the "Arrange" group, and select "Group" from the menu. The shapes will be grouped together into a single object. Now you can move all the shapes in the group, by dragging one of them to the desired location.

You can easily separate the shapes in a group by first selecting it. Then click on the "Group" button, and select "Ungroup" from the menu. The shapes will be separated. You can then manipulate each one individually. For example, you can move this one without moving the others.

B2.26 Inserting Tables

You can insert a table in a slide to present information in an organized manner.

To insert a table first click on the "Insert" tab, then click on the "Table" button in the "Tables" group. A grid of squares representing the table cells will be displayed. Simply place the mouse pointer over the top left square. Then move the pointer through the grid to select the columns and rows that you want to include in the table, and click. The table you specified will be inserted in the slide.

Now, let's enter some text in the table. By default, the insertion point is placed in the table's top left cell. You can simply type the desired text in this cell. To enter information in another cell, for example this one, first click on it. The insertion point will be placed in the cell. Then type in the desired text. You can also quickly place the insertion point in the cell, to the right of the current cell, by pressing the "Tab" key. Then type in the desired text. You can enter text in the other table cells the same way.

Now let's go to the next slide and insert a table there. Again click on the "Table" button. Another way you can insert a table, is by first clicking on "Insert table." The "Insert Table" dialog box will open. Simply enter the desired number of columns and rows for the table in their respective boxes. Then click on "OK." The table you specified will be added to the slide. You can then enter the desired text in the table's cells.

You can format a table's text like normal text. For example, let's make the text in these cells bold. First select the cells by dragging the mouse pointer over them. Then click on the "Home" tab, and click on the "Bold" button. The text will appear in bold.

B2.28 Inserting Charts

You can insert a chart in a slide to display a set of data graphically.

To insert a chart, first click on the "Insert" tab. Then click on the "Chart" button in the "Illustrations" group. The "Insert Chart" dialog box will open. The list of chart types is displayed in the left pane. The available forms for the chart types are displayed in the right pane. Let's select one of the "Column" charts, for example this one. Then click on "OK." A sample chart will be added to the slide. A datasheet containing the chart's data will also be displayed. The elements in the chart represent the data in the datasheet cells. For example, these columns represent the data in these cells, and these columns represent the data in these cells.

You can create your own chart, by replacing the data in the datasheet with the desired data. To replace the data in a cell, for example this one, first click on it. Then type in the desired data, and press the "Enter" key. Let's change this cell's data as well. The changes that you make in the datasheet will be automatically reflected in the chart.

You can replace the data in the other cells with the desired data in the same way. The chart will reflect the changes made.

You can easily remove any data from the datasheet. For example, let's remove the data in these cells. First select the cells by dragging the mouse pointer over them. Then, press the "Delete" key. The data will be removed from the datasheet, and its corresponding columns, will disappear from the chart.

Once you've finished entering the desired data, close the datasheet.

You can change the chart type to present its data in a different way. To change the chart type, first click on the "Change Chart Type" button in the "Type" group of the "Design" tab. The "Change Chart Type" dialog box will open. Select the desired chart type, for example the "bar" chart. The available forms of "bar" chart will be displayed. Select the form that you like, for example this one, and then click on "OK." The data will be presented using the chart type you selected. You can then deselect the chart by clicking outside it.

B2.30 Inserting Movies and Sounds

You can insert movies and sounds in your presentation to make it more interesting. Let's insert an introduction movie in this slide. First click on the "Insert" tab. Then click on the upper part of the "Movie" button in the "Media Clips" group. The "Insert Movie" dialog box will open to let you locate the desired movie. The default location is the current user's "Pictures" folder. Let's open this folder and select a movie file, for example this one. Then click on "OK." The movie will be inserted in the slide, and a dialog box will appear asking: "How do you want the movie to start in the slide show?" If you click on "Automatically" the movie will play automatically when the slide is displayed in the slide show. If you select "When clicked" the movie will play when it's clicked. Let's select "Automatically." You can also play the movie by double clicking on it.

Now, let's go to the next slide and insert a sound in it. Again, click on the "Insert" tab. Then click on the upper part of the "Sound" button in the "Media Clips" group. The "Insert Sound" dialog box will open to let you locate the desired sound. The default location is the current user's "Music" folder. Let's open this folder, and select a sound file, for example this one. Then click on "OK." The sound's icon will be inserted in the slide, and a dialog box will appear asking: "How do you want the sound to start in the slide show?" Let's select "When Clicked" to have the sound play when its icon is clicked.

You can move the sound's icon to the desired location in the slide, by simply dragging it there. You can also play the sound by double clicking on it.

Now, if you display the slide show by clicking on the "Slide Show" button, the movie that we inserted in the first slide will play automatically. If you go to the next slide, you can play the sound that we inserted there by clicking on its icon.

B2.33 Changing Slide Layouts

You can change a slide's layout to rearrange its contents and add other types of information to it. To change a slide's layout, first click on the "Layout" button in the "Slides" group of the "Home" tab. The "Slide Layout" gallery will open, displaying the list of available layouts with their names displayed under them.

You can then select the desired layout, for example the one with two content areas, by simply clicking on it. The slide's layout will change to the one you selected.

The text in the main content area of the previous layout will be automatically placed in the left content area of the new layout, and a blank content area will be added to the slide. You can simply click in the area and add text to it. The area also contains icons that let you easily enter other types of information in it. If you place the mouse pointer over an icon, for example this one, a box will appear indicating the icon's function. As you can see, this icon lets you insert a table. If you place the mouse pointer over this icon, you can see that it lets you insert a clip art.

B2.35 Slide Master

You can use the "Slide Master" to give a uniform look to all the slides in a presentation.

To use the slide master, first click on the "View" tab. Then click on the "Slide Master" button in the "Presentation Views" group. The "Slide Master" and the layouts associated with it will be displayed in the "Slide" list. Click on the "Slide Master" to make it appear in the "Slide" pane.

The "Slide Master" contains various placeholders that let you specify the desired font settings for the slide titles, text and bulleted lists, date and time, footer text, and slide numbers.

First, let's specify the font settings of the slide titles. First click on the title placeholder. Then click on the "Home" tab, and select the desired font settings using the buttons in the "Font" group. Let's select a font type, for example this one, and set the font size, to this size. Now, let's make the title bold, and change its color, to this color. Once you've specified the desired font settings for the title, click outside it to deselect it.

Now, let's specify the font settings of the text and bulleted lists. First click where it says "Click to edit Master text styles," and then select the desired font settings. For example, let's set the font size to this size, and make the text bold. Once you've specified the desired font settings, click outside the placeholder to deselect it.

You can specify the font settings of the footer elements in the same way. For example, you can set the footer's text style to italic, by first selecting it. Then, simply click on the "Italic" button.

You can also add a picture to the slide master to make it appear on all the slides in the presentation. You can add a picture from a file, by first clicking on the "Insert" tab. Then click on the "Picture" button in the "Illustrations" group. The "Insert Picture" dialog box will open to let you locate the desired picture. The default location is the current user's "Pictures" folder. Let's insert one of the pictures located in this folder, for example this one. Simply select the picture, and click on the "Insert" button. The picture will be added to the slide master. You can then move it to the desired position in the slide by simply dragging it there.

Once you've made the desired changes to the slide master, click on the "Close Master View" button. The view will change back to normal. The slide master's font settings and picture will appear in all the slides in the presentation. If you go to another slide, for example this one, you'll see that it has the same font settings and picture.

B2.37 Themes

A theme is a set of colors, fonts, and effects, that you can use in a presentation to give it a certain look. PowerPoint 2007 provides a variety of themes that let you create well-designed, professional looking presentations.

PowerPoint's default theme consists of a specific set of fonts, colors, and effects. If you open the font's list, you'll see the theme fonts displayed at the top of the list, and if you open the font color gallery, you'll see the theme colors in the gallery.

You can give a presentation a consistent look, by choosing the theme settings for the different elements in the presentation. For example, this presentation's text uses the theme fonts and colors, and its drawings use the theme colors and effects. When a presentation's elements use the theme settings, you can easily give the presentation a new look, by applying a different theme to it. To apply a new theme to the presentation, first click on the "Design" tab. A partial gallery of themes is displayed in the "Themes" group. You can display the entire gallery by clicking on its "More" button. Then simply select the desired theme, for example this one. The new theme will be applied to the presentation.

You can modify a specific aspect of the current theme. For example, you can change the theme's colors, by first clicking on the "Themes Colors" button in the "Themes" group. A gallery of color schemes will be displayed. Select the color scheme you like, for example this one. The theme's color scheme will change to the one you selected.

You can change the theme's fonts, by first clicking on the "Themes Fonts" button in the "Themes" group. A list of font settings will be displayed. Select the desired setting, for example this one. The fonts will be applied to the presentation's text.

You can also change the theme's effects, by first clicking on the "Themes Effects" button in the "Themes" group. A list of theme effects will be displayed. Select the desired effect, for example this one. The effect will be applied to the presentation's drawings.

Once you've modified the theme as desired, you can save it as a new theme so you can apply it to other presentations. To save the theme, first open the "Themes" gallery. Then select "Save Current Theme." The "Save Current Theme" dialog box will open to let you save the theme in the appropriate location. The default location for saving themes is the "Document Themes" folder. You must save the theme in this location to make it appear in the "Themes" gallery. Simply enter the desired name for the theme in the "File Name" box, and then click on "Save." The theme will be saved. Now if you open the themes gallery, you'll see the theme we saved in the "Custom" area.

B2.39 Templates

PowerPoint provides a variety of ready-to-use presentation designs referred to as "Templates." You can use a template to create a well-designed, professional looking presentation. To use a template, first click on the "Office" button, and then select "New." The "New Presentation" window will open. This window displays a list of template groups. The "Blank and Recent" group contains the recently used templates. The "Installed Templates" group contains all the templates installed on the computer. The "Installed Themes" group contains all the built-in themes on your computer.

The "My templates" group contains the templates that you create yourself. "New from existing" lets you create a new template from an existing presentation. In addition, there are several template groups under Microsoft Office Online. Each group contains a variety of templates that you can download from Microsoft's web site on the Internet. Let's select "Installed Templates" to see the templates installed on the computer. The list of all installed templates will be displayed. You can scroll through the list and select the desired template, for example this one. A sample of the template will be shown in the preview area. Simply click on "Create." A new presentation will be created based on the template.

You can make changes to a template and save it as a new template so you can use it to create other presentations. For example, let's change the template's background, by first clicking on the "Design" tab. Then click on the "Background Styles" button in the "Background" group. A gallery of available background styles will be displayed. Select the desired background, for example this one. The template's background will change to what you selected.

After you make changes to the presentation, you can save it as a new template so you can use it again later. To save the presentation as a new template, first click on the "Office" button. Then select "Save as" from the menu. The "Save as" dialog box will open. Now open the "Save as Type" list and select PowerPoint Template. The "Save as type" will be set to "PowerPoint Template" and the location will change to the "Templates" folder, the default location for saving your templates. Before saving the template, enter the desired name for it, in the "File name" box. Let's change the template's name to this one. Then click on "Save." The template will be saved.

Let's close this presentation, by first clicking on the "Office" button. Then simply click on "Close." Now let's create a new presentation based on the template we just saved. As before, first click on the "Office" button, and then select "New." The "New presentation" window will open. Click on "My Templates." A dialog box will open, displaying the templates saved in the "Templates" folder. Here's the template that we saved. You can create a new presentation based on this template by simply double-clicking on it.

B2.41 Slide Transitions

When going to a new slide during a slide show, you can use a slide transition to make the change of slides more interesting.

To add a slide transition, first go to the slide that you want to appear with a transition, for example this slide. Then click on the "Animations" tab. A partial gallery of slide transitions is displayed in the "Transition to This Slide" group. Click on the gallery's "More" button to display all the transitions. If you place the mouse pointer over a transition, for example this one, a preview of the transition will be displayed in the slide pane. Let's try a different transition, for example this one. Again, a preview of the transition will be displayed in the slide pane. Once you've found the transition you like, simply click on it to add it to the slide.

You can modify the transition in various ways. For example, you can add a sound to the transition, using the "Transition Sound" drop-down list in the "Transition to This Slide" group. You can scroll down the list, and select the desired sound, for example this one. The transition will play with the sound you selected.

You can also change the transition's speed using the "Transition Speed" drop-down list in the "Transition to This Slide" group. The default speed is fast. Let's select "Medium." The transition will play with medium speed.

You can add the selected transition to all the slides in the presentation, by clicking on the "Apply to All" button in the "Transition to This Slide" group. The transition will be applied to all the slides.

Now, if you display the slide show by clicking on the "Slide Show" button, any slide that you go to will appear with the specified transition.

B2.43 RS-Presentation Design Tips

This reading supplement provides some useful tips on how to create an effective presentation. It includes the following topic:

- Presentation Design Tips

Presentation Design Tips

You should use the following design tips when creating a presentation.

- Consider your audience when developing the contents of your presentation. For example an instructional presentation for students in a class should be different from a sales presentation for the executives of a company.
- Don't overload slides with too much text and graphics. Discuss only one concept per slide.
- Use bulleted lists to present a set of subjects, and use numbered lists to display the steps in a process.
- Choose colors and fonts that make the text easy to read. Don't use more than five colors or three fonts in each slide. Never use all uppercase text. Don't use more than double line spacing.
- Add slide transitions to enhance your presentation. However, don't use many different transitions to avoid distracting the audience.

- Use tables and charts to clearly illustrate numerical data and trends related to the presentation's topics.
- Put common elements such as the presenter's name or the company logo in the slide master to ensure consistency in all the slides.
- Check each slide in the presentation to ensure it contains the proper information. Remember to spell check your presentation.

B2.45 Unit 2 End

You've reached the end of unit 2. Here is a summary of what you learned in this unit. You learned how to:

- Add, move and rotate text boxes
- Format textboxes and placeholders
- Use tabs to accurately line up columns of text
- Enter information in the header and footer
- Find and correct spelling errors
- Find and replace text
- Insert, resize and move clip art images
- Insert, resize, move and crop pictures
- and Add and modify drawings

You also learned how to:

- Overlay and group drawings
- Add and modify tables
- Add and modify charts
- Insert movies and sounds
- Change a slide's layout
- Use the slide master to give slides a uniform look
- Apply and modify themes
- Add, modify and save a design template
- and Add slide transitions to a slide show.

You've reached the end of Unit 2. This concludes the course.