



PC Passport
Presentations
Student Workbook



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Introduction

This student workbook is one of a range of eight titles designed to cover topics for the refreshed PC Passport. Each title in the range covers the required subject material and exercises for candidates studying PC Passport.

This workbook covers all three levels of PC Passport — Beginner, Intermediate and Advanced.

There are a number of exercises associated with each subject and it is recommended that centres download and use the sample exercise files provided.

Each workbook will help prepare candidates for the assessments for the refreshed PC Passport. It is recommended that centres use the most up-to-date Assessment Support Packs appropriate for their type of centre, eg either school, FE or work-based.

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Presentation Software

Presentation software is application software that allows you to create a powerful presentation using slides, images, graphics, charts, tables, text, video and sound to present information to an audience. It should include the facilities to create handouts and notes for you and your audience to enhance your presentation. The software needs to work with a projector, Smart screen or other types of hardware, like a kiosk.

Microsoft PowerPoint is one of the most popular *presentation graphics* applications used in business, offices, schools and colleges throughout the world. You can use the presentation software's own design templates so that all the slides have the same look and feel, using a particular combination of text styles, graphics and colours, or create your own design.

When selecting a template or creating a presentation you should consider: the subject of the presentation; the style you want to adopt, eg professional, contemporary; the location of the presentation, and the type of people in the audience.

Some advantages of using a computer to create a presentation are:

- ◆ You can format the information on a slide using a variety of fonts, and add lines and shading to emphasise important information.
- ◆ You can choose from a selection of pre-defined slide designs to give your presentation slides the colour scheme and text style you want.
- ◆ You can print your presentation on a variety of different mediums such as acetate and 35 mm slides, or use the computer to run a slide show.
- ◆ You can produce supporting documentation such as audience handouts and speaker notes.

Opening and Closing Microsoft PowerPoint

Opening PowerPoint

You can load PowerPoint in a number of ways. The most popular method is using the **Start** menu, which is shown at the bottom left of the Windows screen on the taskbar.

- ◆ Click the **Start** button, choose **All Programs** (or **Programs** if you don't use Windows XP) and then **Microsoft PowerPoint**.

Note: If you use Windows XP, and you use PowerPoint frequently, you may also find it on the menu shown when you first click the **Start** button. This is to make it quicker for you to launch the program.

Closing PowerPoint

When you have finished using PowerPoint, you should close it. You do this by clicking **File** on the menu bar and then choosing **Exit** from the displayed option menu.

PowerPoint Screen Elements

When PowerPoint is loaded, the application window will be displayed. Some of the screen elements in this window can be switched on and off, so your screen may look slightly different depending on your computer settings and the machine you are working on.

PowerPoint has a title bar and menu bar that work in the same way as in all other Windows applications.

Scroll Bars

The **Scroll** buttons at the bottom of the vertical *scroll bar* at the right of the Presentation application window allow you to move to either the next or previous slide in your presentation. You can also use the **[Page Up]** and **[Page Down]** keys to move to the previous and next slides.

Alternatively, if there is more than one slide in the presentation, you can move to any slide by dragging the scroll box. When you drag the scroll box, a text box appears displaying the number and title of the slide that will be displayed on screen if you release the mouse button at that point.

The status bar appears at the bottom of the screen. The current slide number and number of slides will be displayed at the left of the status bar.

If a design template is being used, its name will be displayed at the centre of the status bar.

If there are spelling errors in your document the spell check indicator will show as a wavy red underline. You can run the spell check by double-clicking this indicator.

Toolbars

Every presentation application will have a number of different toolbars, each displaying a collection of menu option buttons. You can choose to display or hide toolbars using the **View, Toolbars** menu option. A number of toolbars are displayed the first time you load and use PowerPoint: the Standard and Formatting toolbars are initially displayed at the top of the screen under the menu bar, the Drawing toolbar is at the bottom.

To find out what a toolbar button is used for, point to the button and pause for a moment. A ToolTip will be displayed, showing a short description of the button's function.

Slide Pane

Within the Slide pane you will see a picture of the current slide. Within this pane you can add and amend slide content to suit your requirements.

Outline Pane

Within the Outline pane you can add slides and text. This pane is useful for reviewing the overall structure of your presentation as the slide headings are displayed there.

Notes Pane

In the Notes pane page view you can type speaker notes relating to the current slide. These can then be printed to help you deliver the presentation, or to provide the audience with additional information during or after the presentation.

Opening a Presentation

If you want to work with a presentation that's already been created, you have to open it.

- 1 Open the file using one of these methods:
 - ◆ Select the **File, Open** menu option, ie click the **File** menu and then the **Open** option.
 - ◆ Hold down **[Ctrl]** and press **O**.
 - ◆ Click the **Open** button on the toolbar.

The **Open** dialogue box will be displayed.

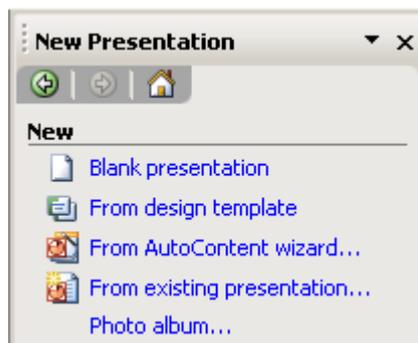
- 2 Choose where the presentation is located, eg on the desktop or somewhere on **My Computer**, by selecting an option from the **Look in** drop-down list. You can display this list by clicking anywhere on the box or the small arrow at the end of it. This is known as a *drop-down arrow* as clicking it displays a *drop-down list*.

Note: The *Places bar* at the left of the dialogue box can be used to quickly list the contents of the listed folders. Simply click the appropriate button.

- 3 If necessary, choose the disk where the presentation has been saved by clicking it. The contents of that disk, including any files not stored inside a folder, will be listed in the main window in the dialogue box.
- 4 Open the folder where the file has been saved by double-clicking its name. For example, if the presentation is in the **Projects** folder, double-click the **Projects** folder. The folder name will then appear in the **Look in** box and its contents listed in the main window.
- 5 Once the folder you want is open and its name is shown in the **Look in** drop-down list box, click the presentation name and then the **Open** button.

Creating a Presentation

There are a number of different ways to create a presentation. When you first open your presentation software, you may see a task pane with four types of creation methods shown. To create a presentation, you choose which of the four creation methods you want to use then click **OK**.



Constructing a Basic Presentation

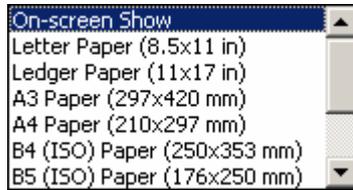
If you created your presentation through the AutoContent Wizard, you then choose which of the slides created by the wizard you want to keep, and add any that the wizard missed out. You then replace the text on each slide with your own text and add any other objects your presentation needs. To carry out these tasks, follow the instructions given in this section and later in the workbook.

If you created a blank presentation or one from a design template, your presentation will contain only one slide known as a *title slide*. A title slide may be used at the start of a presentation to introduce the theme and perhaps the presenter.

Setting up the Presentation

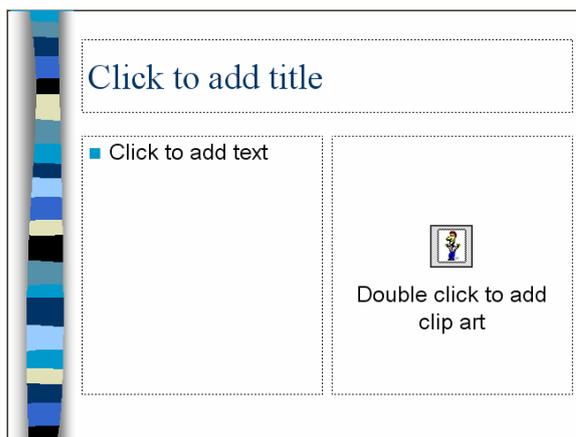
Before you start adding slides and content to your presentation, you should check that the setup of the presentation is specified, as this can make a difference to the size of each slide and therefore to the content you can add. You should also make sure the orientation of the slides is set as you want it.

Select the **File, Page Setup** menu option then choose the medium the slides are to be sized for. The drop-down menu gives a list and you select from this list.



Adding Text to Slides

When a slide is first added to a presentation, it contains one or more placeholders that let you add the various types of content available. For example, the slide shown below contains a placeholder for the slide title, one for text, and one for a graphic (this one is based on a template called **Dads Tie**).



To add a title to the slide, you click the placeholder and type the title.

Note: You can also add and edit text in the Outline pane at the left of the slide.

Using Bullet Points

Some text placeholders have been set up to format the text you enter as a list of *bullet points*. When you press the **[Enter]** key, a new bullet point is added.

The text in the block shown at the left of this slide was added by clicking the placeholder and typing it. The placeholder was already set up to use the bullet characters you can see here. Each of the minor points under the main points (eg 'End of financial year' under 'First Quarter') is known as *demoted*, ie it's a minor point belonging to the major point above.



To demote a point, click the **Demote** button shown on the Formatting toolbar or press **[Tab]**.

To promote the point click the **Promote** button shown on the Formatting toolbar or press **[Shift] [Tab]**.

Changing the Slide Layout

Although you choose a layout for each slide as you add it, you can change the layout whenever you like, even if you have already started creating your slide. To do this, select the **Format, Slide Layout** menu option and choose the layout you want to use.

Note: Although these layouts contain placeholders for different types of objects, you can add any object to any slide regardless of whether there is a placeholder for it.

You can also use the **Slide Layout** option from the **Common Tasks** button on the Formatting toolbar to change the slide layout.

Adding Slides to Your Presentation

When you want to add another slide to your presentation, select the **Insert, New Slide** menu option or choose **New Slide** from the **Common Tasks** button on the Formatting toolbar. Alternatively, you can press **[Ctrl] M** to add a slide.

When you add a slide, you'll be asked to choose a layout from those you saw in the **Slide Layout** box at the top of this page. However, this time the box will be called the **New Slide** box.

Deleting Slides

To delete a slide, display it then select the **Edit, Delete Slide** menu option.

Adding a Header or Footer

Headers and footers let you add information such as the current date, which will constantly update a fixed date, or slide numbers to each slide in your presentation. To create a header or footer, select the **View, Header and Footer** menu option.

Tick any items you want to add and if you want to add any text of your own, tick the **Footer** box and type it.

Importing and Exporting Files and Objects

Your presentation software can often make use of different file formats, as we looked at earlier. These can be in the form of charts (from Lotus 123, or Excel), inserting text from Microsoft Word, or other text editors. These embedded files can be imported into your presentation from the originating program, eg Microsoft Word, by using the export **Send To** option in the **File** menu. It is often useful to create a dynamic link to the chart in the other program. This allows you to get the most up-to-date version of the chart, or spreadsheet, because when you make changes to the chart in its original program like Excel, those changes are updated in the presentation through the dynamic link.

You can use the export **Send To** option in the **File** menu to also send a presentation outline, handouts or notes to Microsoft Word or to an e-mail program from within PowerPoint.

Objects that are embedded from another program like a chart can be manipulated if the original source program is not available by using the Microsoft Drawing object to amend or change the underlying object.

How to Save a Presentation

When saving files to your computer, you can choose to save them in a folder on your computer's local hard disk, floppy disk or memory stick. If you are attached to a network, you can also choose to save them in a folder on the network. You can also choose to store them in a folder that already exists, or create a new folder for them. **Note:** you may need to log in to the network to access your files.

- 1 Choose to save the file using one of these methods:
 - ◆ Select the **File, Save** menu option, ie click the **File** menu and then the **Save** option.
 - ◆ Hold down **[Ctrl]** and press **S**.
 - ◆ Click the **Save** button on the toolbar.

The **Save As** dialogue box will be displayed.

- 2 In the **File name** text box enter a suitable file name. The following rules apply when naming files:
 - ◆ File names can be a maximum of 255 characters.
 - ◆ Some characters cannot be used in file names. These include:
 \
/ * ? : ; " | < >
 - ◆ Within a single folder each file name must be unique.PowerPoint adds a **.ppt** extension to all presentation file names. It may be the case, however, that you do not see the file extension as its display depends on how your system has been set up.
- 3 If necessary, choose a file format from the **Save as type** drop-down list.

- 4 Specify where the file is to be saved, eg on the desktop or somewhere on **My Computer**, by selecting an option from the **Save in** drop-down list. You can display this list by clicking anywhere in the box or on the small arrow at the end of it.

Note: The *Places bar* at the left of the dialogue box can be used to quickly display the contents of the listed folders. Simply click the appropriate button.

- 5 If necessary, choose the disk where you want to save the file by clicking it. The contents of that drive, including any files not stored inside a folder, will be listed in the main window in the dialogue box.

- 6 Open the folder where the file is to be saved by double-clicking its name. For example, to store the file in the **Projects** folder, double-click the **Projects** folder. The **Project** folder name will then appear in the **Save in** box and its contents listed in the main window.

If you want to create a subfolder inside the one shown in the **Save in** box, click the **New Folder** button. A new folder will appear in the file and folders list, ready for you to type a unique name. Type the new folder name then press **[Enter]**.

- 7 Once the folder you want is open and displayed in the **Save in** drop-down list box, click the **Save** button.

Note: When you save a file that has been saved before, PowerPoint assumes that you want to save it on top of the previous version and so doesn't ask you for a file name or a location. If you want to save another copy of the file, use the **File, Save As** menu option, which will always ask you for a file name and a location.

Printing a Presentation

Your presentation can be delivered in a number of different ways. For example, you may choose to run a slide show using a multimedia projector in front of a 'live' audience, or perhaps you will want it to run unattended on a kiosk so that people who are passing can view it. Alternatively, you may print your presentation either full-sized, with the notes you've added to the pages, or in the form of audience handouts that can be given to your audience before, during or after the presentation.

Later in the course you'll learn about running slide shows, both manually and automatically. Here you'll learn about printing your slides.

How to Print a Presentation

Earlier you learned about page setup so that PowerPoint knows what output medium is to be used for this presentation. Here you'll learn about printing your slides either as full-sized slides or as handouts for your audience.

- 1 Select the **File, Print** menu option or press **[Ctrl] P**.

The **Print** dialogue box will be displayed.

- 2 Look in the **Name** box in the **Printer** group and ensure that the correct printer has been selected. If not, click the **Name** drop-down button to display the list of available printers, and select the correct one.

- 3 Complete the dialogue box:

Print range

All: Select this option to print every slide in the presentation.

Current Slide: Select this option to print only the current slide.

Custom Show: If your presentation contains custom shows and you want to print one of these, choose this option and the name of the show from the drop-down list.

Slides: Select the **Slides** option and enter the range of slides you want to print. For example **1, 3, 9** would print only these three slides, **2-5** would print slides **2-5** inclusive.

Selection: Select this option if you have selected one or more slides in Outline or Slide Sorter view.

Number of copies: Enter the number of copies required into the **Number of copies** text box.

Collate: This option can be used when printing multiple copies. Tick the **Collate** box to print one entire copy of a selection before starting another copy.

Print what

Slides: Print the selected slides, using a new page for each animation effect.

Handouts: Print audience handouts (miniatures) for the selected slides. Select how many miniatures you wish to print per page and the order in which they should appear on the page.

Notes: Print Speaker notes for the selected slides.

Outline view: Print the Outline of the selected slides.

Greyscale: To have PowerPoint substitute shades of grey for colour, select this option.

Pure black and white: Tick this box to print all shades of grey as either black or white.

Include animations: Will print multiple pages for each slide that has animation set up so as to illustrate how the objects will appear as the animation sequence runs.

Scale to fit paper: To ensure that the selected slides fit onto the paper to which you are printing, tick the **Scale to fit paper** box.

Frame slides: To add a thin border around slides, tick the **Frame slides** box.

4 Click **OK** to start printing.

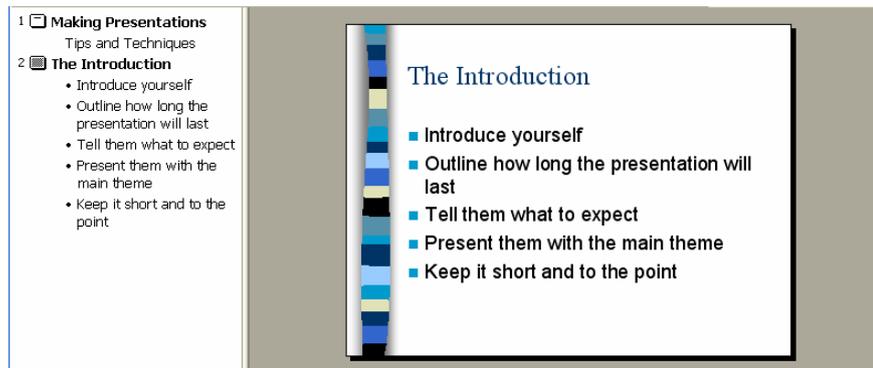
Always check if your printer is functioning correctly before sending any file to print — that it is not out of toner or ink cartridges, that it is not out of paper, is offline or switched off.



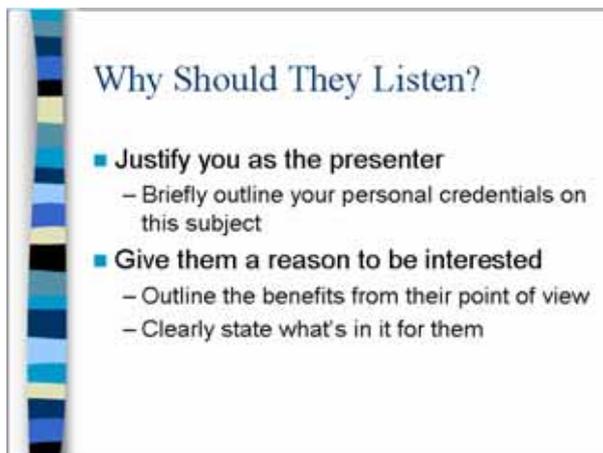
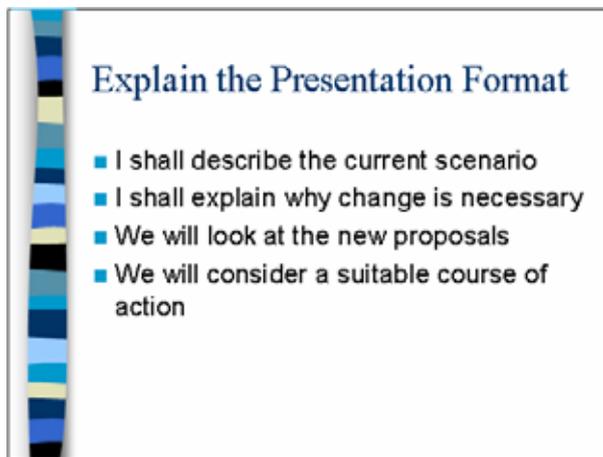
Exercise 1: Creating Your First Presentation

- 1 Open PowerPoint.
- 2 Click **From Design Template** found on the task pane.
You are now given a display of the various templates available.
- 3 Choose any template. (We have used the **Dads Tie** template in our example.) Now you are asked to choose a layout for the first slide in this presentation.
- 4 The **Title Slide** layout is already selected, so click **OK** to create a new presentation containing one slide that uses this layout.
Notice that the title slide has two placeholders, and you can see from the text within them that it has been formatted with colours that match the rest of the slide as well as font types and sizes that are appropriate for their use.
- 5 Follow these steps to check the page setup for this presentation.
Select the **File, Page Setup** menu option.
The presentation will be delivered via a slide show so check that this option is selected from the **Slides sized for** list.
The other settings in this box need not be changed, so click **OK**.
- 6 Follow these steps to complete the title slide.
Click in the placeholder that reads **Click to add title**.
Type **Making Presentations**.
Click in the second placeholder and type **Tips and Techniques**.
Click away from the placeholders to see the text.
Note: You don't have to use all the placeholders shown on a slide layout. Only those you use will appear when you run a slide show or print the slide.
- 7 Add a new slide to the presentation using the **Insert, New Slide** menu option. Use the **Bulleted List** layout that's selected when the box is displayed.

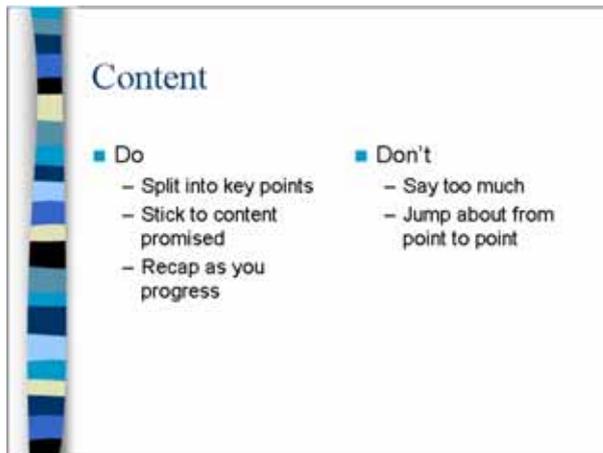
- 8 Add this information to the slide, noticing that the text also appears in the Outline pane at the left:



- 9 Insert these slides:



- 10 Add these slides. The **Content** slide uses the **2 Column Text** slide layout.



11 Press **[Ctrl] [Home]** to return to slide 1 in the presentation.

12 Use the **[Page Up]** and **[Page Down]** keys to move from slide to slide.

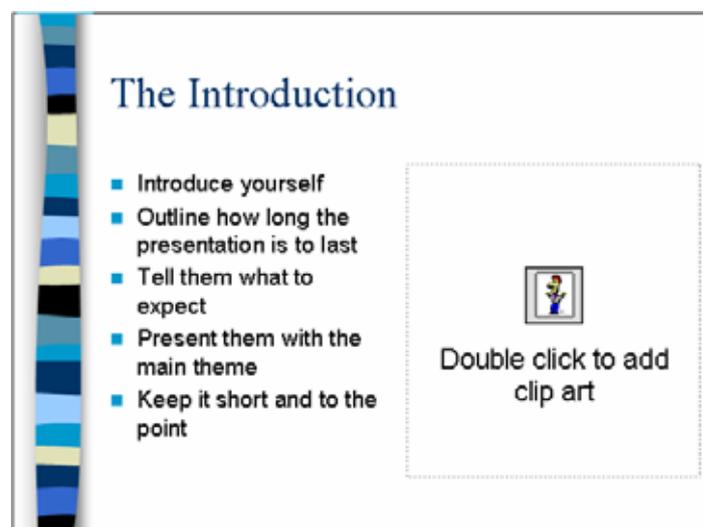
13 Display slide 2 **The Introduction**.

14 Follow these steps to change the layout used for this slide.

Select the **Format, Slide Layout** menu option.

Select the **Text and Clip Art layout** then click **OK**.

The slide changes so that the text is all shown in a block at the left and a placeholder for a clip art graphic is shown at the right:



You'll learn about adding clip art later in the course.

15 Follow the instructions below to save this presentation.

Select the **File, Save As** menu option.

Make sure **Making Presentations** appears in the **File name** box.

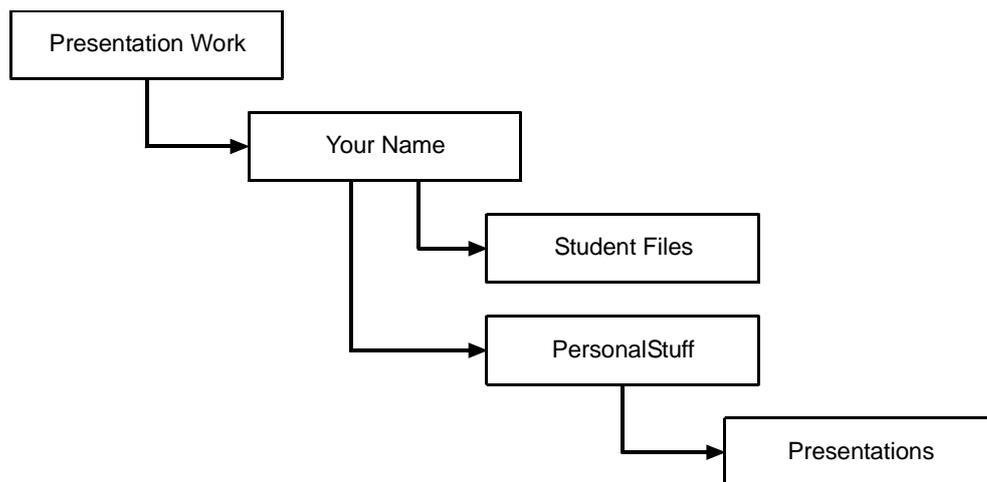
Create a folder called 'Presentation Work' on your computer (your tutor will indicate on which drive you should save your work).

Within the Presentation Work folder create another folder called 'Your Name' — you may already have an area allocated to you by your tutor.

Create a folder called **Student Files** within your own folder under Presentation Work.

Create a folder called **PersonalStuff** within your own folder under Presentation Work.

Create a folder within **PersonalStuff** called **Presentations**. The file structure should look like this:



Make sure **Presentations** is the folder name shown in the **Save in** box.

Click **Save**. Notice that the name of the file now appears in the title bar.

16 Close the presentation by selecting the **File, Close** menu option.

Using PowerPoint Help

Like all Windows applications, PowerPoint provides a built-in facility for getting help when you need it.

The Office Assistant is a built-in help system that you can use when you want to know more about a particular option or how to complete a task. If the Office Assistant is displayed, some of the prompts that are usually shown in dialogue boxes appear in an Office Assistant balloon.

- 1 Select the **Help, Microsoft PowerPoint Help** menu option. Alternatively, click the **Office Assistant** button at the end of the Standard toolbar, or press the function key marked **[F1]**. An Office Assistant balloon will be displayed.
- 2 Type your question into this **What would you like to do?** box. For example, **How can I add a new slide?** and then click the **Search** button. You will then be given a list of help topics to choose from.
- 3 Click your chosen topic and help text will be displayed or a list of headings will be shown so you can select more specifically what you would like to do. This is the text that's displayed when you choose **Create a new slide**.

What's This?

Using the **What's This?** option available from the **Help** menu can also be used to find out about a particular menu option or screen elements you see within the PowerPoint window.

When you choose this option, you will see the mouse pointer change to look like a pointer with a question mark attached. Select the menu option or click the screen element you want more information about.

Copyright, Designs and Patents Act

Whenever you decide to create a presentation it is important before you use any graphics, images, video clips or files that you check you are not infringing the copyright of that object. Copyright laws exist to protect the people who created the object and their permission must be sought before you can use any piece of text, reference materials, image, clip art or video clip in your presentation.

The Copyright, Designs and Patents Act gives the creators of literary, dramatic, musical and artistic works the right to control the ways in which their material may be used. The rights cover: broadcast and public performance, copying, adapting, issuing, renting and lending copies to the public. In many cases, the creator will also have the right to be identified as the author and to object to distortions of their work.

Copyright arises when an individual or organisation creates a work, and applies to a work if it is regarded as original and exhibits a degree of labour, skill or judgement.

Interpretation is related to the independent creation rather than the idea behind the creation. For example, your idea for a book would not itself be protected, but the actual content of a book you write would be. In other words, someone else is still entitled to write their own book around the same idea, provided they do not directly copy or adapt yours to do so.

Names, titles, short phrases and colours are not generally considered unique or substantial enough to be covered, but a creation (such as a logo) that combines these elements may be.

Types of Work Covered

1 Literary

Song lyrics, manuscripts, manuals, computer programs, commercial documents, leaflets, newsletters and articles, etc

2 Dramatic

Plays, dance, etc

3 Musical

Recordings and score

4 Artistic

Photography, painting, architecture, technical drawings/diagrams, maps, logos, etc

5 Typographical arrangement of published editions

Magazines, periodicals, etc

6 Sound recordings

May be recordings of works, eg musical and literary

7 Films

Broadcasts and cable programmes

Copyright Notices

It is strongly recommended that you include one on your work. It will:

- ◆ announce that copyright exists in the work
- ◆ make it clear who is the owner
- ◆ deter infringement.

By having a copyright notice you are helping to prevent infringement occurring. For more information on the current Copyright and Patents Act go to: http://www.copyrightservice.co.uk/copyright/uk_law_summary

File Formats Used in Presentations

When you save a PowerPoint file it is stored in a particular format, complete with the formatting that has been applied, the graphics that have been included and so on. The file name you supply is given a **.ppt extension** (an abbreviation added to the end of the file name to identify the file type) which identifies it to PowerPoint as a PowerPoint file.

PowerPoint can both read and save your files in other formats. This is so that you can exchange data with other programs that can't read or create PowerPoint's own format.

So if, for example, a client uses a different presentation program that can't read PowerPoint files, you could save your work in another format that they can read.

You may already have a version of the presentation stored at work, or are using an older version of the software in a remote location. In this case use the **Save As** option to give the presentation another name.

Likewise, if PowerPoint can't read a program's file format (for example, a **wmf** file format which is not supported in PowerPoint), save the work in one of the formats that PowerPoint can read.

Here are some common file formats that PowerPoint can work with:

Earlier versions of PowerPoint	If you share presentations with users of earlier versions of PowerPoint, you can save the presentation in the appropriate format by choosing it from the list. Note: When the other user sends the presentation back to you, PowerPoint recognises it as a presentation and so will open it like any other PowerPoint file. These files will have a ppt file extension no matter what the version of PowerPoint you are using.
PowerPoint Show	When you use this format to save a presentation, the resulting file will always open as a slide show. This file will always have a pps file extension and will always open in Slide Show view.
Outline	You can open an outline document from another application such as Word or Excel. The outline is used to create slides and structure their contents. You can also save a presentation as an outline document.
Design Template	Design templates are included with PowerPoint and can also be downloaded from the web. They normally have a pot file extension.
Web Pages	This is a format that can be used for saving presentations. When you use this format, an HTML file and a folder containing supporting files will be created. These can then be uploaded and displayed via the internet or an intranet.
Text, CSV, RTF	Most types of text files, Rich Text Formats, or Comma Separated Files can also be incorporated into presentation software.

To open or save a workbook in a format other than the standard PowerPoint Workbook format, use the **Files of type** drop-down list to choose the particular format you want to work with.

Graphic Files

Often when you use graphics in your presentation, you have to consider their size and quality as these can affect the quality of your presentation. If the graphic is of poor quality it will be obvious to your audience, however if it's too big, it could take some time to appear on the screen during your presentation.

If you use a number of large graphics, you might find that the size of the presentation file becomes a concern — perhaps you have to transfer it to your presentation hardware via a floppy disk or memory stick but it doesn't fit so you compressed it.

You often find that you have to trade off between size and quality to find a compromise that works for you.

Type	Description	Size ¹	Quality ²
JPEG	This is a compressed graphic format. Joint Photographic Expert Group images are mainly used for saving high quality photos for use on the web. The greater compression used when the file is saved, the more information is lost and so the lower the quality of the photograph.	If you saved a graphic in this format using the largest number of colours available, this would be the middle file size.	This format can use an infinite number of colours and so can be the highest quality.
GIF	This is a compressed graphic format. CompuServe/Unisys Graphics Interchange Format is mainly used for saving icons and other small graphic files and uses anything from two colours to 256 colours, so it's not ideal for photographic images to be saved this way. Note: There is also a type of GIF that shows movement. This is called an animated GIF. It works by combining several images into one file, and programs that support animated GIFs work by cycling through the images in the file. This file type is often used on the internet as it is supported by most of the main web browser programs and is quite a bit smaller than its rivals.	If you saved a graphic in this format using the largest number of colours available, this would be the smallest file size.	This format can use up to 256 colours.

¹ These notes refer to the same file size being saved in all three formats.

² Each of the graphic types can use up to the number of colours stated, but they can be saved with fewer colours to save file storage space or to make them appear faster on the screen.

BMP	<p>This is an uncompressed graphic format which means that, for presentations anyway, it's not the best format to use, especially for large graphics. Another issue with bitmap images is that they do not scale very well.</p> <p>Bitmaps are made up of individual pixels and take a large amount of storage space.</p>	<p>If you saved a graphic in this format using the largest number of colours available, this would be the largest file size.</p>	<p>The number of colours for a bitmap is expressed as its colour depth and is measured in bits (typically 16, 24 or 32 bit). A graphic with a 16 bit colour depth would use up to 65,000 colours; a 32 bit graphic could use up to 4,000 million colours.</p>
IMG	<p>Normally associated with image files, .IMG is the filename extension usually used for the disk image of memory sticks and hard disks.</p>		

JPEGs and GIFs are the two most popular. CompuServe/Unisys who owned the patent on GIF file formats did try charging to use this format, however the patent in the United Kingdom, France, Germany and Italy expired on 18 June 2004. Consequently, the GIF format may now be used without charge.

Note: The number of dots per inch (or *dpi*) can also be a factor when choosing graphics. Each image is made up of a number of coloured dots (known as *pixels*). The higher the number of dots in every inch, the clearer the image will be. However, the higher the dpi the larger the file size.

The dpi may also raise an issue if you resize the original graphic and print your presentation. If you resize a 72 dpi graphic, the 72 dots will be stretched to the new size, which could distort the image. If you resize a 300 dpi graphic, it will also be distorted but, because it started out with more dots per inch, the distortion won't be so obvious. This is only an issue when you print the presentation, because your screen only shows 72 dpi anyway.

For more information about bitmaps and screen resolutions look at the following link:

http://www.webopedia.com/TERM/B/bit_map.html

Data compression methods vary for reducing the size of graphics files but compressed data can suffer from the ‘lossy’ effect when decompressing the file retrieves data that may well be different from the original, but is ‘close enough’ to be useful in some way. Lossy data compression is used frequently on the internet and especially in streaming media. ‘Lossless’ compression allows the exact original data to be reconstructed from the compressed data. For more information about compression techniques look at the following link: http://en.wikipedia.org/wiki/Lossy_data_compression

Other File Types That Can Be Used in a Presentation

In addition to these files that PowerPoint can open and save, you may want to add objects such as sound, graphics and video to your presentations. These are known as *multimedia* files. They have different formats with different characteristics and can be identified by their file name extension. Some common formats in general use are given below.

.AU, .wav, .mp3	Files with these extensions are audio sound files. AU is the standard audio file format used by Sun, Unix and Java. The wav format was developed jointly by Microsoft and IBM and became the standard for sound used on PCs as they can be played by nearly all Windows applications that support sounds. The mp3 format compresses sound data without losing sound quality and so these files are smaller but just as sharp as their CD counterparts. Their smaller size means that they’re ideal for transferring across the internet.
.avi, .mpeg	These are both compressed video file formats. The avi format is the standard for Microsoft’s Video of Windows. The mpeg format is a higher quality, compressed format.
.wmf	Another type of graphic file called a Windows Metafile Format .
.zip, .sit	These formats are both compression formats. The zip format comes from a compression utility called Zip, and the sit format comes from a compression utility called Stuffit. These utilities are used to reduce the size of files so that they can be more easily sent electronically. The recipient of these files uses the appropriate utility to decompress the file or files contained in the file they received.

Important! Just because multimedia files are available on the web doesn’t mean that you have the right to download or copy them — they may be copyrighted. Check the site thoroughly for a copyright statement. If in doubt, do not download or use the file. You should also consider acknowledging the source of the data.

Different Views

When you first load PowerPoint, the arrangement of the Slide, Outline and Notes panes you see on the screen is called *Normal view*. As you've seen, this view can be used for adding slides, adding slide content and adding notes. Another view that can be used is called *Slide Sorter view*. In slide sorter view you see all your slides in miniature, making it easier to add and delete slides as well as to change the order they appear in. It can also make it easier to add some of the slide show effects that you'll learn about later in the workbook.

To switch to Slide Sorter view, select the **View, Slide Sorter** menu option or click the **Slide Sorter View** button shown at the bottom left of the PowerPoint window as indicated above.

There are actually five views including Normal and Slide Sorter:

Normal View

This is the view you see when you initially start PowerPoint. The screen is divided into three panes: Outline, Slide and Notes.

Slide Sorter View

This view shows each slide as a miniature as you saw on the previous page. You can't change the content of a slide in Slide Sorter view.

Slide Show View

This is the view used to run an on-screen presentation.

Slide View

This view focuses on the graphical slide, shrinking the Outline pane to a small panel at the left-hand side of the screen.

Outline View

This view focuses on the text held within each slide so you can concentrate on the text content and structure of your presentation. The Outline pane at the left side of screen is increased in size and the graphic slide reduced in size.

Changing View

To change view, select the appropriate **View** menu option at any time or click the **View** button at the bottom of the PowerPoint window.

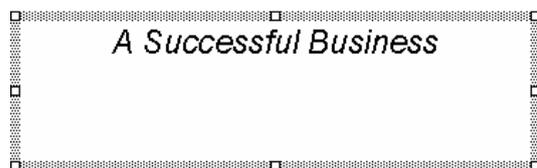
Formatting Text

When you add text using a text placeholder, the text is formatted according to the options that have been selected for the design template and slide layout. You can alter the formatting of any text within your presentation.

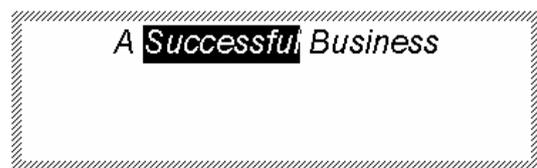
Applying Character Formatting

Each character of text in your presentation can be given different character formatting attributes, eg underlining, italics or a different font.

Before you can apply these attributes, you must select the text to be affected by the changes. If you want to apply attributes to all the text in a placeholder or text box, you can select it by holding down the **[Shift]** key and clicking the text once.



If you want to apply different formatting attributes to key words rather than all the text, click and drag over the character(s) you want to format. The text you drag over will appear highlighted.



Once you have selected the text, you can change the required formatting attributes using either the buttons on the **Formatting** toolbar as described below, or by using the **Format, Font** menu option.

Adjusting the Alignment of Text

Within a text box or a text placeholder, you can change the alignment of the text so that it is displayed at the left, the right, or centred within the text area. Select the text or text box and click the required alignment button.



Align Left

This text is left-aligned



Align Centre

This text is centre-aligned



Align Right

This text is right-aligned

How to Apply Formatting Using Format Font

- 1 Select the text using one of the methods outlined previously.
- 2 Select the **Format, Font** menu option or right-click the selected text, and then choose **Font** from the shortcut menu.
The **Font** dialogue box will be displayed.
- 3 Select the effects you want to apply from this dialogue box.
- 4 Click **OK**.

Adjusting Line Spacing

The spacing between lines within a paragraph and between paragraphs can affect how the text looks on a slide. You can decrease the line spacing in order to make the text fit better or increase it to make the text more readable.

In this example, the line spacing is set to 1.25 lines. Therefore, you can fit more text into a smaller space.

In this example, the line spacing is set to 1.75 lines. Therefore, text uses more space.

How to Change the Line Spacing

- 1 Place the insertion point within the paragraph to be changed.
Note: You can select more than one paragraph to be changed by clicking and dragging over at least some of the text in each paragraph.
- 2 Select the **Format, Line Spacing** menu option.
The **Line Spacing** dialogue box will be displayed.
- 3 Select the required line spacing.
Line spacing: will allow you to increase or decrease the space between the lines within a paragraph.
Before paragraph: will allow you to increase or decrease the space above the paragraph.
After paragraph: will allow you to increase or decrease the space below the paragraph.
- 4 Click **OK**.
The selected spacing will be applied to the selected paragraph(s).

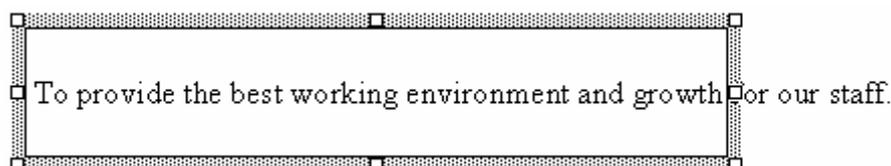
Adjusting Paragraph Indents

Using the ruler, you can apply indents to paragraphs. To display the ruler, select the **View, Ruler** menu option. To set indents, select the paragraph(s) you wish to format and then drag the indent markers that are shown on the ruler to the required positions.

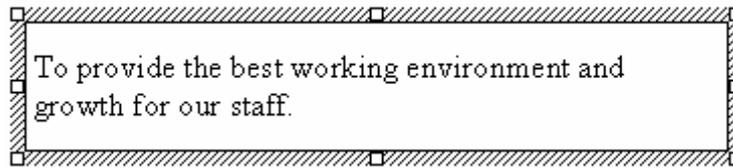
Using Word Wrap

It may be when you add text to shapes, the text wraps inside the shape. However, if this isn't the case, you can change the settings to apply word wrap to any shape that needs it.

Text box with no word wrap applied:



Text box with word wrap applied:



To Apply Word Wrap

Select the text box and right-click to display the shortcut menu. Select the **Format Text Box** menu option and then click the **Text Box** tab displayed within the displayed dialogue box. This dialogue box displays all the options controlling how the text appears within the text box.

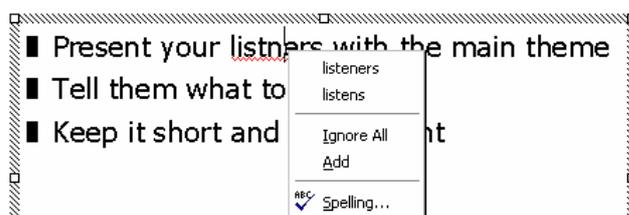
Note: Although this instruction refers to word wrapping in text boxes, the same settings can be used for any AutoShape that can contain text. When you right-click an AutoShape, choose **Format AutoShape** from the shortcut menu.

Checking Your Spelling

You may have noticed as you type that red wavy lines are sometimes displayed under some of the words. This is because PowerPoint's **Check spelling as you type** facility is switched on and PowerPoint doesn't recognise these words. It may be that you've typed the word incorrectly, or it may be simply that PowerPoint can't find the word in its built-in dictionary.

Note: To switch on this facility, select the **Tools, Options** menu option and display the **Spelling and Style** property sheet. Tick the **Check spelling as you type** box.

When you right-click a word that has a red wavy underline, a shortcut menu relating to the spelling of the word is displayed.



At the top of the shortcut menu will be any words that PowerPoint can suggest instead of the one you've typed. To replace the word with one of these suggestions, click it in the shortcut menu.

Alternatively, if the spelling of the word is correct you can choose either to ignore it here or to add it to PowerPoint's *custom* dictionary so that it's not highlighted as an error again.

To carry out a full spelling check of the presentation, select **Spelling**. This option is discussed below.

If you prefer not to check your spelling as you type, you can check it any time using the **Tools, Spelling** menu option or by pressing **[F7]**.

How to Check Spelling

- 1 If only part of the presentation is to be checked, choose Slide Sorter or Outline view and select the required slides.
- 2 Select the **Tools, Spelling** menu option or click the **Spelling** button shown on the Standard toolbar. Alternatively, press **[F7]**.

PowerPoint will begin to check the spelling, comparing each word against the dictionary. If any word is not found in the dictionary, the **Spelling** dialogue box will be displayed.

The word that can't be found is displayed in the **Not in dictionary** text box and highlighted on the slide.

- 3 Specify what is to be done with the selected word.

Ignore: Click the **Ignore** button to ignore this occurrence of the word and carry on. This could be used when the word is a proper name or a correctly spelled word that is not in the dictionary.

Ignore All: Click the **Ignore All** button to ignore this and every other occurrence of this word in the presentation.

Suggest: If necessary, click the **Suggest** button to display a list of replacement words in the **Suggestions** list box.

Change: Accept one of the alternatives shown in the **Suggestions** list box by clicking it, or type an alternative into the **Change to** text box, then click **Change**.

Change All: Replace all occurrences of the word with one of the alternatives by clicking the alternative in the **Suggestions** list box, or typing an alternative into the **Change to** text box, and then clicking the **Change All** button.

Add: Add the word in the presentation to the custom dictionary by clicking the **Add** button.

AutoCorrect: To add this word and its replacement to the AutoCorrect list, click this button. From now on, PowerPoint will automatically replace the word each time you type it.

Close: Click the **Close** button to stop the checking process and return to the presentation.

- 4 When the check is complete, a prompt will be displayed.
- 5 Click **OK** to acknowledge this prompt.

Bullets and Numbering

When typing text onto slides with the **Bulleted List** layout, bullet points will be added for you automatically. To add or remove bullet points from text, select the required text and then click the **Bullet** button shown on the **Formatting** toolbar.

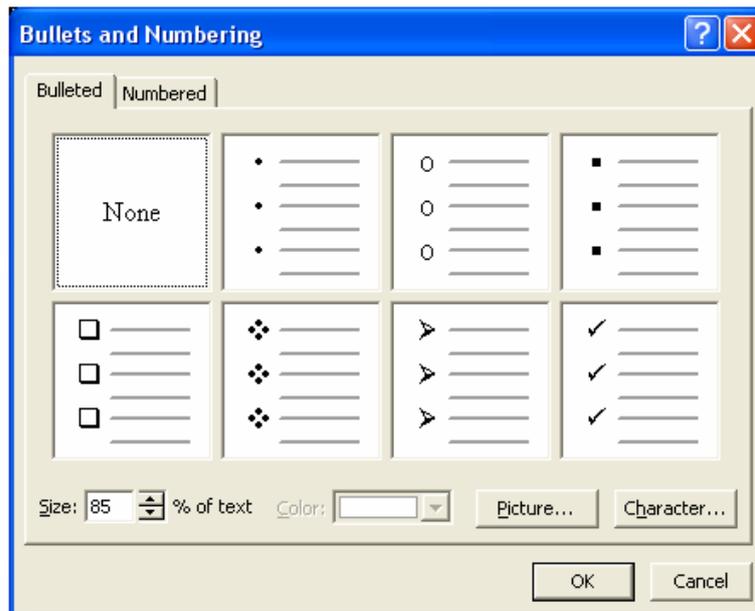
If you would rather apply numbering, select the text and then click the **Numbering** button shown on the **Formatting** toolbar.

Changing the Bullet and Number Style

If you have applied bullets or numbers to your text but would rather have them displayed in a different style, you can do so using **Format, Bullets and Numbering** menu option. First select the text you wish to format and then choose the **Format, Bullets and Numbering** menu option or right-click the selected text and choose **Bullets and Numbering** from the shortcut menu.

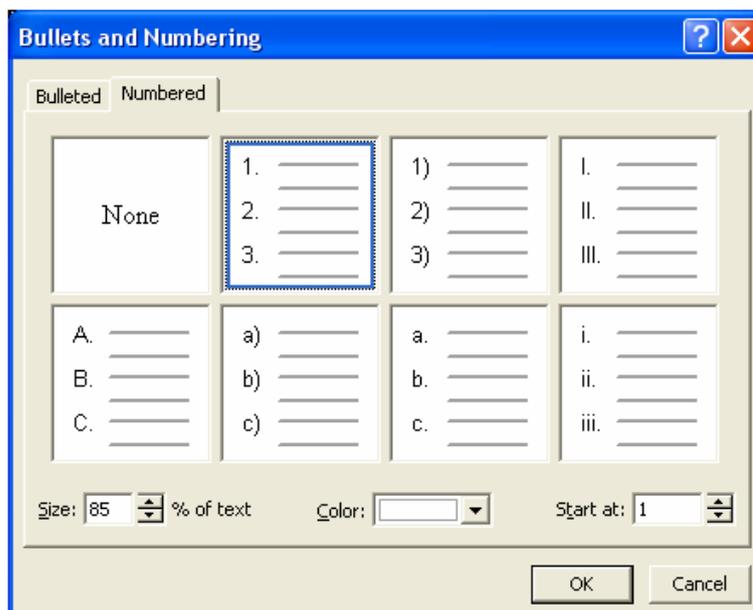
Selecting an Alternative Bullet

Select the bullet you would like to use from the dialogue box options shown.



Selecting an Alternative Numbering Style

Select the numbering style you want to use from the dialogue box options shown below.



Copying Formatting

Once you have formatted one piece of text, you can apply the same formatting attributes to other text within your document. There are two ways you can do this: using the *Format Painter*, and the **Edit, Repeat** menu option.

How to Use the Format Painter

- 1 Select the text that has been formatted with the attributes you want to copy. (You can either drag over the text or hold down **[Shift]** and click the text frame to select it.)

Note: If you click and drag over part of a paragraph, the formatting that will be copied will include only character formatting such as the font, the size, colour, bold, italic and so on. If you select a whole paragraph you will copy the paragraph formatting too. This includes attributes such as alignment, bullets/numbering, spacing and so on.

- 2 Click the **Format Painter** button once if you want to copy the formatting to one other piece of text, or double-click if you want to copy the formatting to more than one. The mouse pointer will change to show a paintbrush.
- 3 Using the mouse pointer, select the text you want to apply the formatting to.
- 4 If you double-clicked the **Format Painter**, you can now continue to apply the formatting to other text as required.
Once you have finished copying the formatting, click the **Format Painter** again, or press **[Esc]** to switch it off.

How to Use the Edit, Repeat Menu Option

- 1 Once you've applied the formatting to one piece of text or object, select the text or object that's to have the same formatting applied.
- 2 Select the **Edit, Repeat** menu option. Alternatively, press **[F4]** or **[Ctrl] Y**.

The last action that you carried out is applied to the currently selected text.

Note: When using this menu option to apply formatting attributes previously applied to other text, the formatting applied will depend on the method previously used to apply it. For example, if you applied a number of formatting effects using the **Format, Font** menu option, then all of the formatting attributes chosen will be repeated in a single step. However, if you used the Formatting toolbar or keyboard shortcuts to apply the original formatting, PowerPoint will repeat only the last effect you applied.

Working with the Outline Pane

How to Re-order Slides and Points

- 1 Select the slide or bullet point whose position you want to change, then click in the left margin and drag to the new position.

As you drag the mouse, the pointer changes to  and a horizontal line appears showing where the slide or point will be positioned if the mouse button is released at that point.

- 2 When the line is at the required position, release the mouse button.

Remember you can also use Cut and Paste as well to remove text to a different slide location. All the normal formatting tools are available when organising your slides in Outline view or in Slide Sorter view.

Collapsing and Expanding Slide Detail

If you have a lengthy presentation containing many slides, you may find it useful to hide the detail of some of the slides so as only to display the headings. This might make it easier to review the structure of your presentation. To hide the slide detail, simply double-click the slide icon. You can redisplay the slide detail by double-clicking this icon again.

Changing the Design Template

By selecting an alternative design template, it's possible to change the look of your entire presentation at any time. Any information already entered when you change the design template will be converted to the new template format.

To Apply a Design Template

Select the **Format, Apply Design Template** menu option or click the **Common Tasks** button and choose **Apply Design Template**.

Select a design template from the displayed list and then click the **Apply** button.

Using the Clip Art Gallery

To add pictures, sounds and movies to your presentation, you can insert them either directly from a file or from the *Clip Art Library*. The Clip Art Library contains a selection of images that are installed as part of the PowerPoint installation programme and you can use these images in your presentations to enhance their appearance.

If you have selected a slide layout that incorporates a **Clip Art** placeholder, all you need to do to insert an item is double-click the placeholder.

On the other hand, if you want to insert an item from the Clip Art Library and the slide does not show a placeholder, you can click the **Clip Art** button shown on the **Drawing** toolbar.

If you have chosen to access the Clip Art Gallery by clicking the **Clip Art** button, the **Clip Art** dialogue box will be displayed. Once you have found an image you want to use, click it and four buttons will appear. To insert the selected picture, click the **Insert Clip** button.

Note: If you are inserting a clip art image as a result of double-clicking a **Clip Art** placeholder, you need only select the image you want and then click the **OK** button shown at the bottom of the dialogue box.

Once you have selected to insert your clip, close the **Insert Clip Art** dialogue box by clicking the **Close** button.

Importing Clip Art

If you have images that you wish to add to the Clip Art Gallery, you can choose to import them. To import a clip art image, click the button shown at the top of the **Insert Clip Art** dialogue box and then select the name of the image file you wish to add to the Clip Art Gallery. Select the file you wish to import and click the **Import** button. You will then have a chance to enter keywords to associate with the image to make it easy to search for it. You can also select which clip art category you would like to add it to. Once you've finished, click **OK** and the image will be inserted into the gallery.

Selecting Objects

Any object you add to a slide, including clip art, text, charts and drawings, can be moved, resized and deleted as required. To work with an object you must first select it. You can do this by clicking the object.

To Select Multiple Objects

You can select more than one object by holding down the **[Shift]** key and clicking each. Alternatively, while the **Selection Tool** button is chosen on the **Drawing** toolbar, you can click and drag the mouse, as if you are drawing a rectangle around the required objects. As you drag, a dotted outline will be displayed.

Only objects that fall *entirely inside* the outline will be selected.

To Select All Objects on a Slide

To select all objects on a slide, choose the **Edit, Select All** menu option or hold down the **[Ctrl]** key and press **A**.

Resizing and Moving Objects

Resizing Objects

Any object added to a slide can be made smaller or larger.

To resize an object, position the mouse pointer on one of the selection handles, click and hold down the left mouse button, then drag to resize it.

As you drag, a dotted outline will be displayed. When the outline is the correct size, release the mouse button.

Moving Objects

To move an object, point to it, hold down the left mouse button and drag. As you drag, the mouse pointer changes to the crosshair symbol and a dotted outline appears representing the selected object. When you have dragged the dotted outline to the required position, release the mouse button.

Working with Images

You can add various types of images (from clip art to pictures or video) to your presentation. You need to know how to correctly size the image and ensure it takes up the minimal amount of space in your presentation. Image and video files can be quite large. When you insert an image, you may wish to format it by brightening it or perhaps changing the colours used in the image to colours that better suit your chosen design template.

The picture toolbar displays a number of buttons you can use to format a clip art image to suit what you need. Often when you import images into your presentation they will appear too big and you must resize them to fit onto your slide.

Image Warping

Image warping digitally manipulates the image and distorts any shapes within the image. These distortions can come from a variety of methods and can include wrapping an image around shapes by stretching, curling or bending the image.

Feathering

Feathering is a technique used in computer graphics software to smooth or blur the edges of a feature. It is most commonly used in paintbrush software tools to soften the edges of a foreground image so it blends into the background image with less contrast.

Layers

Layers are used in digital imaging software to separate different elements of an image.

For image warping, feathering and layering you may need to use specialist software before importing the image into your presentation, but you should understand how these methods can alter your images.

Cropping Images

Resizing images to make them larger or smaller can be done using the crop tool. Cropping images allows you to make a graphic smaller by cutting off the parts you don't want.

- 1 Select the image you wish to crop.
- 2 Click the **Cropping** button on the **Picture** toolbar.
- 3 Position the cropping tool icon on a selection handle and drag to crop to the required size.

Using Colour Patterns and Filters

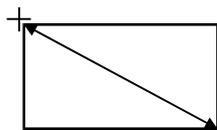
On slides, images, clip art and drawing objects you can make use of the colour scheme tools to add different colour schemes, patterns and gradients of colour to objects, text and backgrounds for your presentation.

Working with Drawings and Objects

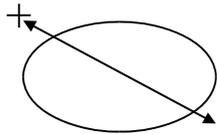
The **Drawing** toolbar gives you access to a selection of drawing tools that can be used to create different shapes, arrows and text labels which can be added to your presentation. Other buttons on the toolbar also allow you to change the format of drawn objects.

Drawing Shapes

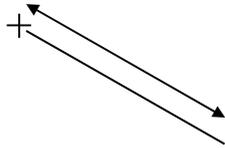
To draw a shape using one of the drawing tools, select the tool, move the mouse pointer to the required position, then click and drag to draw the shape. To draw perfect squares or circles, or straight lines at 45° intervals, hold down the **[Shift]** key as you drag the mouse.



Click at the top left corner and drag diagonally to the bottom right corner. Holding down the **[Shift]** key creates a perfect square.



Click at the top left corner and drag diagonally to the bottom right corner. Holding down the **[Shift]** key creates a perfect circle.



Click at the point where the line should start then drag to the finish point. Holding down the **[Shift]** key creates a straight line at 45° intervals.



Click at the point where the arrow should start and drag to the finish point.

Adding Text Boxes

To add a text box to a slide, you can use the **Text Box** tool. Click this button and then drag and click to mark where the text is to appear. When you release the mouse button, the insertion point will be flashing in the text box. You can then type the required text.

You can change the colour of the text using the button shown on the **Drawing** toolbar.

To add fancy text headings, you can use the **WordArt** button. Click the button and then select your preferred WordArt style. You can then type your text to create the heading.

Using AutoShapes

For a wider variety of shapes, including stars, block arrows and flowchart symbols, select the **AutoShapes** menu. You can then click and drag on the slide to draw your selected shape.

Selecting Objects

Before you can move, scale, delete or customise an object, you must select it. Select an object by clicking it. Selection handles will be shown around it.

Moving and Scaling Drawing Objects

Drawing objects can be moved and scaled in the same way as clip art. Click and drag to move the image, or to scale, click one of the selection handles and drag to the required size. To keep the object's original proportions, hold down the **[Shift]** key as you drag the mouse.

Note: You can also move an object in small nudges by using the arrow keys on your keyboard.

Deleting Objects

To delete an object, select it and then press the **[Delete]** key.

Changing the Fill and Line Colour

Once you have drawn a shape, you can change its fill colour using the **Fill Colour** button or its line colour using the **Line Colour** buttons on the **Drawing** toolbar. Make sure you have selected the shape you want to change and then click the required button to make your choice.

Adding Text to an Object

Once you have drawn a shape, it is possible to add text to the shape. Simply right-click the shape and choose **Add Text** from the **Shortcut** menu. You can then type in the text and format it as you wish.

For example, if you have drawn a circle and then want to add text to it, right-click the circle and choose the **Add Text** option.

Rotating and Flipping Objects

You can flip and rotate objects you have drawn by selecting the object and then choosing the required option from the **Draw** menu.

If you select **Free Rotate**, you can drag the shape to the required angle. After clicking the **Free Rotate** button, move the mouse pointer onto one of the green selection handles and drag to rotate.

Grouping and Ungrouping Objects

Using the *Group* feature, separate shapes can be grouped together to create a single shape. This can be useful if you need to keep a collection of shapes together to make them easy to move around or to ensure they are introduced as a single item when you apply animation.

To group shapes, select all the objects you wish to group together, then select the **Group** menu option from the **Draw** menu or right-click the selected shapes and choose **Group** from the **Shortcut** menu.

Once you have grouped a shape, you can always ungroup it again should you need to delete a part of the shape or change it.

You can also choose to **Ungroup** clip art images. This will convert them to drawings which will give you full control of the picture, allowing you to delete parts of the picture should you wish to.



Exercise 2: Adding Graphics to Slides

- 1 Create a new presentation based on your selected design template and create four slides with the information shown below. If necessary, you can search for the graphics by typing these words into the **Search for clips** box in the clip gallery:

Slide 2: **hoops** Slide 3: **goals** Slide 4: **bottle**

Slide 1: Title — Promotional Campaign for Alembic FC
Subtitle — Presented by Calypso Marketing

Slide 2: Title — Campaign Objectives
Bullet points — National newspapers
National broadcast
Regional newspapers
Soccer magazines
Select a graphic with hoops.

Slide 3: Title — Strategy

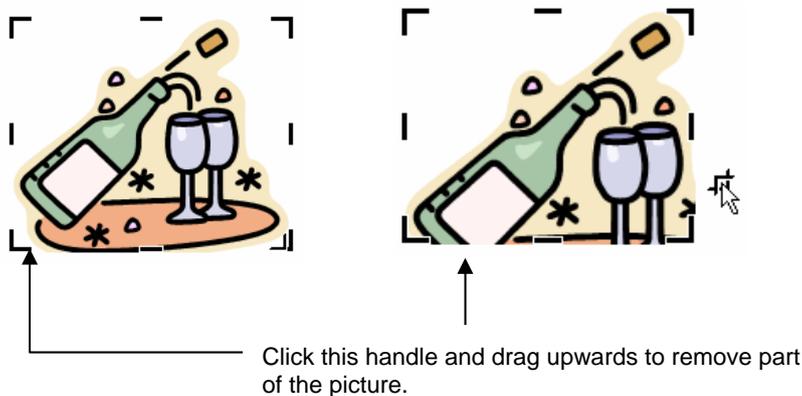
- Bullet points — National press release
- Regional press release
- Trade press release
- Broadcast raids
- Sampling

Select a graphic with goals.

Slide 4: Title — Post Match Party

Select a graphic with a champagne bottle.

- 2 On slide **4**, click the champagne bottle. If the **Picture** toolbar is not automatically displayed, choose to display it using the **View, Toolbars** menu option.
- 3 Using the buttons on the **Picture** toolbar, experiment with the brightness buttons available on the Picture toolbar.
- 4 Crop the bottom of the bottle by clicking the **Cropping** button and then dragging the bottom/middle selection handle upwards as illustrated below. Your graphic may not be similar but the idea and concepts are the same.



- 5 While the champagne bottle is still selected, click the **Recolour Picture** button and change the image so the various purple colours used are substituted with another colour(s).
- 6 Save the presentation using the name **Promotion** in the **Presentations** folder in your **PersonalStuff** folder.
- 7 Close the presentation.

Copying and Moving Text and Objects

To copy or move text and objects, you can use the **Cut**, **Copy** and **Paste** options available from the **Edit** menu.

The **Cut** menu option, or the **Cut** button shown on the Standard toolbar, is used to remove the selected text/object and place it on the Windows Clipboard. The **Copy** menu option, or the **Copy** button, is used to copy the selected text/object to the Windows Clipboard. The **Paste** menu option, or the **Paste** button, is used to insert the text/object stored on the Clipboard onto the current slide.

Note: The keyboard shortcuts for the **Cut**, **Copy** and **Paste** menu options are **[Ctrl] X**, **[Ctrl] C** and **[Ctrl] V** respectively.

The Office Clipboard

Since the Windows Clipboard is shared, each time you cut or copy information in any application, any data already on the Clipboard is overwritten. However, when working with the Microsoft Office applications, you can make use of the Office Clipboard which can store up to 12 cut or copied items from different applications simultaneously. Notice the Clipboard stores data from both Word and PowerPoint. These items can be pasted into any Office file. Simply position the cursor where you want the pasted information to appear and click the item icon shown in the Office Clipboard. You will notice when you point to an icon that a small description of what the icon represents is shown. You can also choose to paste all items at once by clicking the **Paste All** button shown at the top of the Clipboard.

To display the Office Clipboard, select the **View, Toolbars** menu option and then choose the **Clipboard** option.

How to Use Drag-and-drop to Copy Text/Objects

- 1 Select the text/object that is to be copied.
- 2 Point to the selected text/object and hold down the **[Ctrl]** key.

- 3 Holding down the **[Ctrl]** key, click and drag the selected text/object to the required destination, then release the mouse button and then the **[Ctrl]** key.

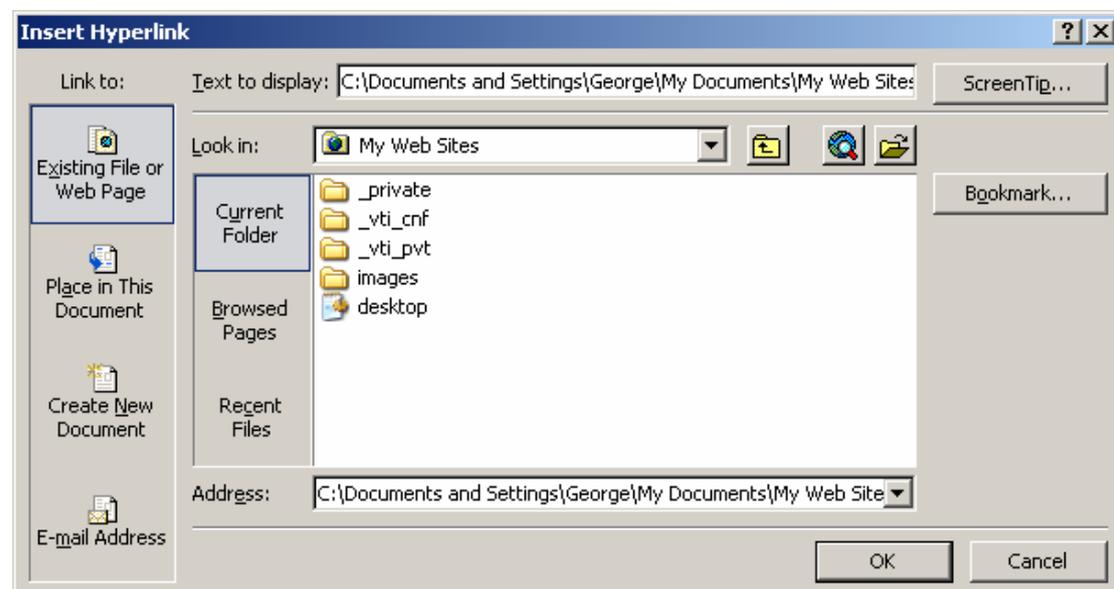
Adding Hyperlinks

When setting up your presentations, it is possible to attach a *hyperlink* to any object or text. When a user clicks on a hyperlink, it can be set to:

- ◆ take them directly to another PowerPoint file or a specific web page on the internet/intranet
- ◆ take them to another page in the presentation
- ◆ create a new mail message addressed to a specific recipient
- ◆ take them to another type of program like a spreadsheet, or word document
- ◆ create a new blank presentation.

To add a hyperlink, select the text or object that the hyperlink will be attached to then select the **Insert, Hyperlink** menu option or click the **Insert Hyperlink** button on the Standard toolbar. You can also use the shortcut key combination **[Ctrl] K**.

The **Insert Hyperlink** dialogue box will be displayed. In this illustration, an existing file or a web page is to be linked to. If you choose a different option from the **Link to** list at the left, some of the options in the rest of the dialogue box will change to match.



Before you give a presentation, you should always check for broken hyperlinks and test hyperlinks to external destinations. A broken hyperlink is one that has an invalid destination — when the hyperlink is clicked, PowerPoint or the web browser displays an error. The cause might be as simple as a URL that was mistyped, or a hyperlink to a destination that was moved or deleted.

Adding Multimedia

Multimedia refers to objects such as sound and video. To add one of these objects to a slide, you can use a slide layout with a placeholder or you can use the **Insert, Movies and Sounds** menu option and choose the type and name of the file you want to add. This can be from the Gallery or from another existing file. PowerPoint calls these *media clips*.

Inserting Sound or Video

You can add music and sounds from files on your computer, a network or the internet. You can also record your own sounds to add to a presentation, or use music from a CD. If you take music from a CD you need to ensure that you are not breaking any copyright that may exist on the music.

When you insert music or sounds on a slide, a sound icon that represents the sound file appears. You can set the music or sound to start automatically when the slide displays, start on a mouse-click, start automatically but with a time delay, or play as part of an animation sequence.

Note: If you do not want the icon to be visible, you drag it off the slide and set up the sound to play automatically.

Depending on your operating system, PowerPoint may not be able to support a particular media type so you need to be aware that your feature may not be available on all computers that are running your presentation.

You will need speakers and a sound card on your computer to play music and sounds.

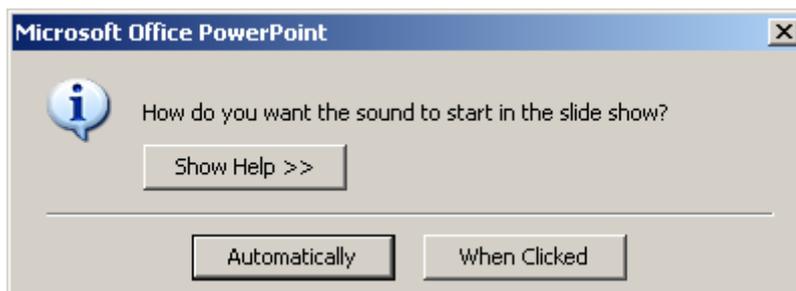
By default, sounds are automatically linked to your file, rather than embedded in it, if they are greater than 100 kb in size. You can change this default to be more or less than 100 kb. When your presentation has linked files, you must copy the linked files as well as the presentation if you are going to be giving the presentation on another computer.

You can add music, songs, or sound effects that play:

- ◆ automatically when you display a particular slide
- ◆ when you click the sound icon on a particular slide
- ◆ over one or multiple slides.

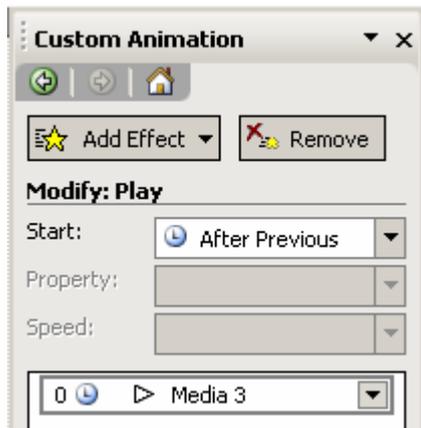
How to Add Music, Songs or Sound Effects

- 1 Display the slide to which you want to add music or sound effects.
- 2 On the **Insert** menu, point to **Movies and Sounds**, and then do one of the following:
 - ◆ Click **Sound from File**, locate the folder that contains the file that you want, and then double-click the file.
 - ◆ Click **Sound from Clip Organiser**, scroll to find the clip that you want, and then click it to add it to the slide.
- 3 When the dialogue message is displayed, do one of the following:



- ◆ To play the music or sound automatically when you go to the slide, click **Automatically**.
- ◆ To play the music or sound only when you click the sound icon click **When Clicked**.

To adjust the settings for when the sound file stops, click the sound icon, right-click, and then click **Custom Animation**.



In the **Custom Animation** task pane, click the arrow on the selected item in the Custom Animation list, and then click **Effect Options**.

On the **Effect** tab, under **Stop playing**, do one of the following:

- ◆ To stop the sound file on mouse-click of this slide, select **On click** (the default).
- ◆ To stop the sound file after this slide, select **After current slide**.
- ◆ To keep the sound file playing for several slides, select **After**, and then set the total number of slides the file should play on.

You can also edit the sound properties.

- 1 Click on the sound icon.
- 2 Right-click and choose **Edit Sound Object**.
- 3 The following dialogue box will be displayed:



If you click the **Display options** check box then the sound icon is not displayed during the presentation. The bottom area gives information about the sound object, the playing time and also if the file is linked or embedded in the presentation.

Inserting a Video/Movie Clip

Video file formats such as AVI, QuickTime and MPEG, and file extensions such as .avi, .mov, .qt, .mpg and .mpeg can be used in your presentation.

A typical video clip or movie might include a speaker talking — an executive, for example — who is not able to be at the actual presentation. Or, you might use a video clip to demonstrate some form of training.

An animated GIF file includes motion and has a .gif file extension. Though these are not technically movies, animated GIFs contain multiple images which stream to create an animation effect; they are often used to accent a design or website. The clip library supplied by PowerPoint contains these types of file.

The actions carried out are similar to those carried out previously when we discussed inserting sound into your presentation.

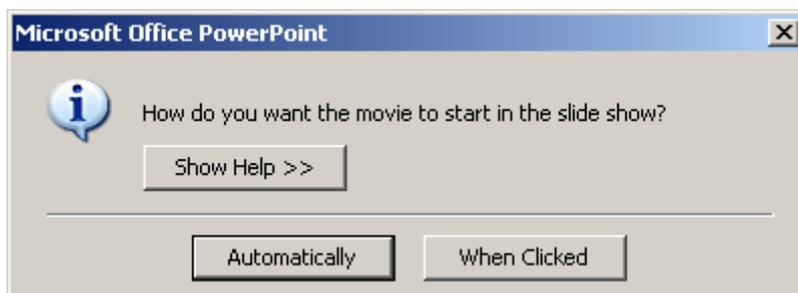
To add the movie or animated GIF, insert it onto the specific slide using commands on the **Insert** menu. There are several ways you can start it: have it play automatically when the slide displays; click it with the mouse; or create a timing for it so that it plays after a certain delay. It can also be part of an animation sequence.

Although accessed through the **Insert** menu, movie files are automatically linked to your presentation, rather than embedded inside it like pictures or drawings.

Note: When your presentation has linked files, you must copy the linked files as well as the presentation if you need to show the presentation on another computer. As video clips are usually large files you should always copy these files along with your presentation.

How to Add Video/Movie Clips

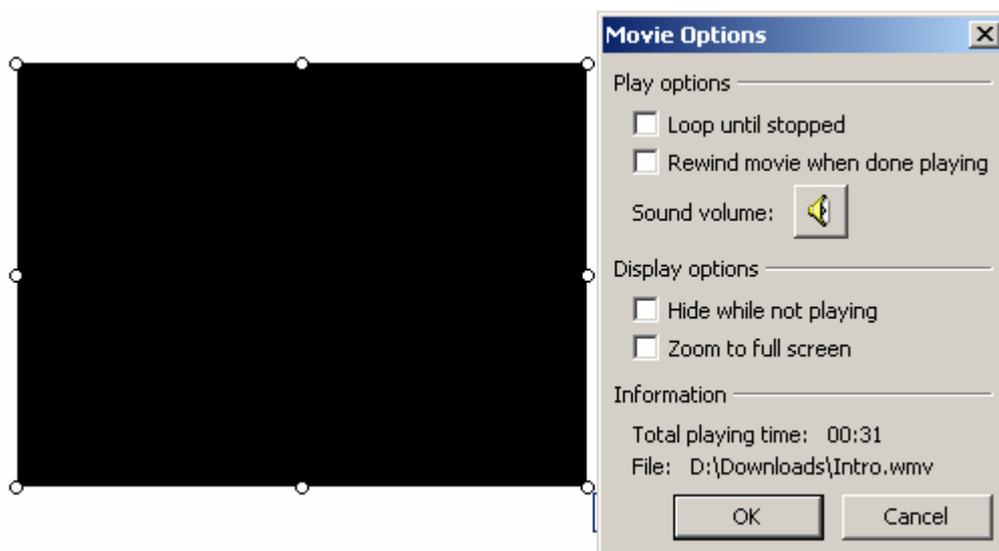
- 1 Display the slide to which you want to add music or sound effects.
- 2 On the **Insert** menu, point to **Movies and Sounds**, and then do one of the following:
 - ◆ Click **Movie from File**, locate the folder that contains the file that you want, and then double-click the file.
 - ◆ Click **Movie from Clip Organiser**, scroll to find the clip that you want, and then click it to add it to the slide.
- 3 When the dialogue message is displayed, do one of the following:



- ◆ To play the movie automatically when you go to the slide, click **Automatically**.
- ◆ To play the movie when you click the clip, select **When Clicked**.

You can edit the movie properties:

- 1 Click on the clip area. (**Note:** This will appear as a black area.)
- 2 Right-click and choose **Edit Movie Object**.
- 3 The following dialogue box will be displayed:



The bottom area gives information about the movie object, the playing time and also where the file is located on your computer.

Working with Tables

Adding Tables

A table is made up of rows and columns. The point at which a row and a column meet is called a *cell*. This arrangement makes it simple for you to lay out information in a neat, easy-to-read format. You can then enhance the appearance of the table to give the look you want by applying borders and shading, as well as formatting the presentation of the text.

- 1 Apply a slide layout that uses a table layout or select the **Insert, Table** menu option.
- 2 If necessary, double-click the table placeholder and you will be prompted to enter the number of rows and columns required. This box will also be displayed if you use the **Insert, Table** menu option.
- 3 Enter the number of columns and rows you want your table to have and then click **OK**.
- 4 The table will appear on the slide and you can enter the information that's to be shown in the table.

Moving Around a Table

You can move the insertion point around a table by clicking the cell using the **[Tab]** key to move to the next cell or **[Shift] [Tab]** to move to the previous cell.

Entering and Editing Table Text

When you want to enter text into the table, move the insertion point to the cell then type the text. As you type, the text will wrap onto a new line when it reaches the right edge of the cell. If you want to edit the text in your table, position the insertion point in the cell then edit the text as usual.

If you press **[Tab]** in the last cell in the last row of the table, a new row of cells will be added to the table.

Adjusting Column Widths

- 1 Ensure there are no cells selected.
- 2 Move the mouse onto the right gridline of the column you want to resize.

Selecting Cells

Once you have created a table you can format it by applying borders, shading and other formatting options. But first you must select the part(s) of the table to be formatted.

You can select information in a table by dragging over the required cells using the mouse. You can also select entire columns by moving the mouse above the column you wish to select. Clicking once will then select the entire column. Clicking and dragging will select multiple columns.

The Tables and Borders Toolbar

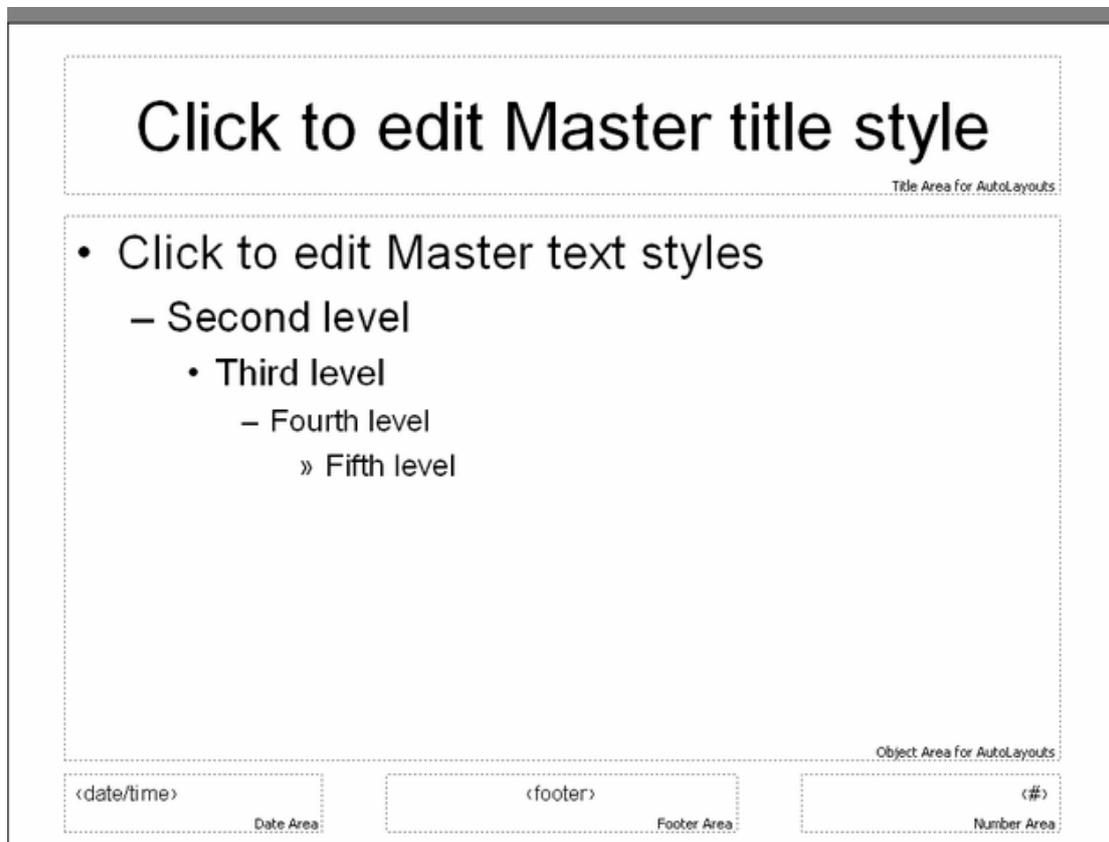
When you are working on your table, you will see the **Tables and Borders** toolbar displayed on screen. Using this toolbar you can apply formatting to your table and use the options available from the **Table** menu to select parts of your table or insert columns and rows.

Before selecting options from the **Tables and Borders** toolbar, first select the part of the table you want the formatting to apply to. For example, if you wish to apply background shading to specific cells, first select the cells and then choose the colour you want using the **Fill Colour** button.

Working with Master Slides

PowerPoint templates provide you with a choice of standard presentation formats that can be used for as many different presentations as required. If, however, you would like to customise the layout of the slides in a particular presentation, by incorporating a college or school logo or company name on each slide, for example, you can do so by editing the *Slide Master*. Changes made to the Slide Master affect only the presentation that is edited.

Any object that is to appear on every slide in a presentation is specified on the Slide Master. The format to be applied to any text object(s) on the slides is also specified here. Therefore, if you want to add an object such as your name to every slide, you would add it to the Slide Master. Likewise, if you wanted to change the format of the slide titles, applying the changes to the Slide Master would mean that you'd only have to do it once. You can use a pre-defined template, apply fonts and font styles to the Slide Master and these are used in all the slides.



However, you should note that if you format text on an individual slide, it would no longer follow the Slide Master that it's based on, and so would not be affected by changes made to the Slide Master.

Earlier you used the **View, Header and Footer** menu option to add your name to the footer so that you could recognise your printouts. When you did this, your name was added to the footer area on the master slide.

You can edit the Slide Master at any time. Just select the **View, Master, Slide Master** menu option and change or format the master slide like any other.

Note: If you apply a different template to your presentation after you have made changes to the Slide Master, the changes, including any background items you have added, will be lost (a *background item* is any object on the Slide Master other than the title and text placeholder).

Changing the Presentation Colour Scheme

The colour scheme originally applied to the slides in your presentation will depend on the template you've used. You can choose to apply a different colour scheme either to all the slides or just to individual slides. This would allow you to use different colour schemes for different sections of your presentation.

How to Change the Colour Scheme

- 1 Select the slide that you want to change the colour scheme of.
- 2 Select the **Format, Slide Colour Scheme** menu option. Alternatively, right-click the slide, and then choose the **Slide Colour Scheme** option. The **Colour Scheme** dialogue box will be displayed. There are two property sheets: **Standard** and **Custom**.
- 3 From the **Standard**, select one of the preset colour schemes illustrated by clicking the one you want.
- 4 If necessary, click the **Custom** tab to display the **Custom** property sheet. From here you can define your own choice of colours.

Click the slide element that you want to change the colour of, then click the **Change Colour** button.

- 5 Select the new colour from the **Standard** or **Custom** property sheets then click **OK**.
- 6 Once you've assigned the colours you want for each element, click the **Add as Standard Scheme** button to add the new colour scheme to those available from the **Standard** property sheet.
- 7 Click the **Apply** button to apply the new colour scheme to the selected slide only, otherwise click the **Apply to All** button.

Adding Slide Show Effects

Some of the effects you can add to slides will only be used when you run a slide show. These include *transitions*, *animation effects* and *hidden slides*. Although transitions and animations can enhance your slide show, you should be careful not to use too many — you want your audience to remember and perhaps act on the content of your presentation rather than be distracted by the presentation itself. But remember most animations will not give the same visual impact when you print out your slides; none of the animation will display on printed paper.

The best view to use to add these effects is **Slide Sorter** view.

Adding Slide Transitions

A slide *transition* dictates how a slide will come onto the screen during a slide show. The text might fly in from the left, or drop down from the top. PowerPoint has many different transition effects that you can add to your slides to enhance your slide show.

To add a transition, select the required slide and then choose a transition effect from the **Transition** drop-down list. **Note:** You can also set a transition by clicking the **Slide Transition** button shown at the far left of the **Slide Sorter** toolbar. Using this button you will be given further choices, including the options for the speed of the transition and for adding a sound effect.

Adding Slide Animation

Adding animation enables you to specify which type of effect you would like to use to introduce each element displayed on a slide, eg how the text will appear on the slide. For example, if you have a list of bullet points, you may wish these bullet points to be introduced one at a time when you click the mouse. This can be achieved by applying an animation effect. To add animation to a slide, select the slide and then choose an animation effect from the drop-down list.

Remember slide transition is about how the slide will appear on the screen and animation is about how the slide text will look when it is displayed on the slide.

Custom Animation

Custom animation will allow you to produce slides that can be visually exciting by displaying it in ways that have impact for the person viewing the presentation. Custom animations can be applied to items on a slide like clip art, in a placeholder, or to a paragraph (which includes single bullets or list items). You could use entrance, emphasis or exit options for specific text. You can apply more than one animation to an item, eg you can make a bullet item fly in and then fly out.

Most animation options include associated effects to choose from:

- ◆ options for playing a sound with the animation
- ◆ text animations usually let you apply the effect by letter, word, or paragraph (such as having a title fly in a word at a time instead of all at once).

You can preview the animation of your text and objects for one slide or for the whole presentation.

Hiding Slides

It is possible to hide a slide from your audience when running the slide show.

Having a slide marked as hidden gives you an option as to whether you will actually display the hidden slide during your presentation or not. For example, if when running the presentation you find you are running ahead of time, you could choose to display one or two hidden slides to stretch the length of your presentation.

To hide a slide, select the slide you wish to have in reserve and then click the **Hide Slide** button or select the **Slide Show, Hide Slide** menu option.

This slide will not be displayed during the slide show unless you press **H** just before this slide is due to be displayed. Only then will the slide be included in the slide shown presentation.

Creating a Summary Slide

PowerPoint can automatically create a summary slide that will comprise the headings from a number of slides that you select.

To create a summary slide, select the slides from which the summary slide is to be created and then click the **Summary Slide** button. The new summary slide will then be created and inserted in front of the selected slides.

Running a Slide Show

Earlier in the course you used the **View, Slide Show** menu option to run through the entire presentation using the full screen, one slide at a time. If you want to run a slide show starting on a specific slide, or want to set up the slide show to loop continuously, you can use the **Set Up Show** options before using **View, Slide Show**.

How to Set Up a Slide Show

- 1 Select the **Slide Show, Set Up Show** menu option.
The **Set Up Show** dialogue box will be displayed.
- 2 In the **Show type** group, choose the option button that corresponds to the type of show you want to run.

Presented by a speaker (full screen): This is the standard full-screen show that uses all the options shown in this section of the Unit. This is the default type of show.

Browsed by an individual (window): If the presentation will be run on a computer in a public place where anyone who is interested can view it at their leisure, choose this option. The presentation will be run in a window rather than full-screen, and simplified menus and toolbar buttons are made available so that the user doesn't have to know how PowerPoint works in detail.

Browsed at a kiosk (full screen): This is a self-running slide show. The user can advance the show and click hyperlinks but they can't make any changes to the presentation. The slide show restarts after five minutes of inactivity.

- 3 Also in the **Show type** group, tick the appropriate boxes:

Loop continuously until 'Esc': Tick this option to return to the first slide in the show when the last one disappears. Otherwise, the show will end after the last slide.

Show without narrations: If you've added voice narrations to any of your slides, ensure that this box is not ticked if you want them to be heard.

Show without animations: If you want to show the slide show without including the animations that you've applied, tick this option.

- 4 If you chose the **Browsed by an individual (window)** option button as the type of show you want, tick the **Show scrollbar** box to display a vertical scrollbar.

- 5 In the **Slides** group, select the range of slides you want to include in the slide show.

All: Select this option button to show all slides.

From: Select this option button and specify the range of slides to be shown in the **From** and **To** text boxes.

Custom show: If you have created any custom shows and want to run one of these, select this option and choose the custom show from the drop-down list.

- 6 Choose how you want the slide show to progress in the **Advance slides** group:

Manually: This option will allow the user to choose when to move to the next slide.

Using timings (if present): This option will advance the slide show after the time specified for each individual slide has elapsed. This option is available only if you have preset timings for each slide.

- 7 Click the **Pen colour** button to select the colour of the pen to be used to annotate slides during the slide show.
- 8 Click the **Projector Wizard** button if you want PowerPoint to help you connect to a multimedia projector.
- 9 Click **OK**.

Rehearsing Timings

It is not always convenient to manually advance the slide show that you are presenting; sometimes you'll want to automate the progress of the show. PowerPoint gives you the choice of allowing the computer to advance the slide show using times that you set during a rehearsal.

- 1 Select the **Slide Show, Rehearse Timings** menu option.

Note: If you are in **Slide Sorter** view you can run a rehearsal by click the **Rehearse Timings** button shown on the **Slide Sorter** toolbar.

The first slide is displayed along with the **Rehearsal** dialogue box. This box contains a timer that records the time the current slide is on the screen, the time taken so far for all slides that have been shown, and pause and advance buttons. The **Repeat** button can be used to cancel the time for the current slide and start over again.

- 2 Move through the presentation, leaving each slide on screen for the length of time it should be displayed during the actual presentation.

The display time for each slide will be recorded and the **Timings** dialogue box will be displayed at the end of the slide show, asking you whether you want to keep the timings or not.

- 3 If you want to store the times for each slide then click the **Yes** button and you will be returned to PowerPoint. If you wish to disregard the times then click the **No** button.

Running a Slide Show

When you have created the slides and specified the settings for the slide show, you're ready to run the show. You can do this by selecting the **View, Slide Show** menu option, the **Slide Show, View Show** menu option or by clicking the **Slide Show** button shown near the bottom left corner of the PowerPoint window.

Running a Timed Slide Show

Select the **Slide Show, Set Up Show** menu option, select the **Using timings, if present** option button then click **OK**. **Note:** If you run the show using the **Slide Show** button, the show will begin with the current slide.

The Slide Show Screen

Options for working with the slide show can be accessed via the slide show's shortcut menu which you can display by right-clicking during the show, or by clicking the icon that appears at the bottom left of the slide show screen when you move the mouse. Amongst other things, these options allow you to move from slide to slide and to switch between the pointer and the pen used for annotating slides.

Using the Mouse and Keyboard During the Slide Show

As well as using the mouse to display the shortcut menu during a slide show, you can use it to move through the slide show one slide at a time by clicking the left mouse button.

This is a list of keyboard menu options that are available during a slide show.

N, [Spacebar] or [Page Down]	Advance to next slide
P, [Backspace] or [Page Up]	Return to previous slide
Arrow keys (All)	Navigate forward or backwards to any slide

Slide Number [Enter]	Go to slide number
B	Hide the current slide by turning the screen black
W	Hide the current slide by turning the screen white
A	Show/hide pointer
S	Stop/restart timed slide show
[Esc]	End show
E	Erase screen annotations
T	Record the new rehearsal time for the current slide
O	Use original rehearsal time for the current slide
H	Advance to hidden slide
[Ctrl] A	Change to mouse pointer
[Ctrl] P	Change to pen tool

Annotating Slides

While the slide show is running, you can change the mouse pointer to a pen so that you can draw attention to specific parts of a slide. These are called annotations. Press **[Ctrl] P** and the mouse pointer changes to the pen pointer.

Once you have changed to the pen pointer, you can draw on the slide by clicking and dragging. These annotations are not permanent though — when you move to another slide, they are removed. If you want to remove the annotations without moving to another slide, right-click and choose **Screen, Erase Pen** or simply press **E**.

Note: You can change the colour of the pen tool by selecting **Pointer Options, Pen Colour** option from the slide show's shortcut menu.

Presentation Hardware

In addition to the hardware that you use every day, there are a number of components that are used specifically when running an electronic presentation (in PowerPoint, this is called a slide show). These include the following.

Overhead Projector

An overhead projector (sometimes called an *OHP*) projects the image that's placed on its flat surface onto a projection screen or other flat surface. The image to be displayed is usually printed or written/drawn onto a transparent film called *acetate*.

Multimedia Projector

You may wish to present information to many people at once without printing. A useful device for this is the multimedia projector, also known as *data projector*. This can be connected to the computer and used to display presentations or demonstrate a particular procedure as a projected image. One of the biggest advantages of using a multimedia projector rather than an OHP is the fact that you can show motion in your presentation.

There are many presentation programs that lend themselves to this device; *Microsoft PowerPoint* and *Lotus Freelance Graphics* are examples of this type of program. It is important that regular maintenance is carried out to ensure your projector is well maintained, for example check the bulb (a typical bulb lasts for about 2,000 hours), dust filters, and make sure vents are clear and power supply cables are in good condition. Remember to power down the projector to allow the bulb to cool before turning off the power supply — this will help preserve the bulb.

Projection Screen

When you use either an overhead or a multimedia projector, you need a surface on which to project its images. Traditionally, this surface has been a projection screen which can be portable or perhaps mounted on the ceiling to be lowered when needed. Nowadays, whiteboards are also commonly used as projection screens, although any surface that displays the presentation clearly and legibly to all parts of the audience is acceptable. To ensure small images can be seen on the projection screen, it may be necessary to move the projector further back, to enlarge the image on the projection screen.

Remote Mouse

Unless you intend to deliver your entire presentation stationed at the computer, you will need some method of moving through the slides in your presentation as you go along. A remote mouse can allow you to do this. This is a mouse that is not directly connected to your computer. Instead, it has a wireless infra-red connection to another device that is connected to the computer.

Some multimedia projectors are supplied along with a handheld device that looks a bit like a TV remote controller and serves as a mouse as well as controller for the functioning of the projector. These controllers have a maximum operating range, so be careful not to be too far away from the hardware it's controlling, and if it's an infra-red device, be sure there is a clear line between the mouse and the connection device.

Sound

Most modern PC software includes sound as a package of warning and alert sounds for programs, or as music or speech. To make these sounds, the PC needs to have a *sound card* inside the system unit. So that your computer can communicate with the sound card properly and vice versa, you need to have the correct *driver* installed for the card (the driver is a program that controls the sound card). In fact, if you don't have the most up-to-date driver for your sound card, you might find that the card doesn't work properly, causing problems with the sounds you've added to your presentation.

Your PC may have a built-in speaker; however, speakers are needed if all sounds are to be heard. Some speakers come attached to the monitor, and some are entirely separate. Either way, these speakers connect to your sound card and are useful for realising the full potential of the internet, your computer, and your software. Speakers are also useful for allowing the visually impaired to operate computers. Using a sophisticated program called a *speech synthesiser*, the computer can talk to the user and tell them what is happening on-screen.

Preparation

It's always a good idea before running a presentation to prepare the equipment and other resources you'll use, such as the temperature and lighting in the room and the positioning of the furniture, as well as your content and delivery style. You should also test that the equipment is working the way that you would expect and that your presentation not only runs on the PC you'll use to deliver it, but that it looks and works the same as it did on the PC you used to create it.

Overhead Projector

If you use an overhead projector, there will be no connection between it and the computer equipment and you will use a set of slides printed on acetate film.

When preparing for your presentation, you should:

- ◆ check the power to the projector
- ◆ make sure that the projector platform and lens are clean and dust-free
- ◆ check that the bulb is working and that you have a spare (and that you know how to change it if you need to)
- ◆ adjust the height of the projector lens so that the projected image is at the height and position you want it
- ◆ make sure the projector is focused properly so that your projected slide images are clear and legible from all audience positions.

You should also take note of which way up and round the slides should be placed on the OHP platform so that they're projected the right way up. Finally, when working with either type of projector, you should switch off the power when you're finished to preserve the bulb and conserve power.

Multimedia Projector

A multimedia projector will connect to your computer via a video cable that plugs into both the computer and the projector. The cable may be fixed at the projector end or it may be detached. Make sure you know where on the projector and the computer this cable plugs in.

As with the OHP, you should check the power to the projector as well as the clarity and position of the projected image. In addition, you should practise beforehand to ensure you know how to operate the projector.

Projection Screen or Surface

Often a projection screen will be used along with either an overhead projector or a multimedia projector, although these days images are often projected onto a whiteboard or a plain, light-coloured wall. Whichever surface you intend to use, you should check that the projected images are clear and legible and can be seen from all positions where your audience will be positioned, and that there are no marks on the surface that will mar your presentation. You should also consider the room lighting that best suits your needs.

Remote Mouse

If using a remote mouse, make sure you are familiar with how it works and practise so that your presentation is smooth without any pauses to figure out the equipment. It's also a good idea to be familiar with alternative methods of moving from slide to slide (eg using the computer keyboard) just in case there's an issue with the mouse during your presentation. You will also want to check prior to your presentation that the batteries in the remote mouse are charged.

Before any presentation, where possible you should have a 'dress rehearsal' using all the equipment you intend to use on the day. This will make sure there will be no surprises for you when the audience is there and so you can concentrate on your delivery, confident that everything else is in order.



Exercise 3: Running a Presentation

- 1 What hardware would you need to run a slide show from your computer?

- 2 If you're using a multimedia projector but no image is displayed on your projection surface what could be wrong?

- 3 What would you check if your remote mouse wasn't working?

- 4 Your presentation contains sound clips, but when you rehearse using the hardware that you'll use on the day, no sound can be heard. What could the problem be?

- 5 The person who promised you an overhead projector and screen has only dropped off the projector. Can you deliver the presentation anyway? If so, how can you get round this problem?

Planning, Preparing and Delivering a Presentation

Planning Your Presentation

There are some questions you should ask yourself about your presentation, its goals and your audience before you start to create it. For example:

◆ **Objective**

What is the objective of the presentation?

What are you trying to achieve through this presentation — do you want the audience to know something, understand something or do something?

◆ **Audience**

Who are your audience?

How does the subject of your presentation relate to your audience?

What do they know about the subject?

What do they need to know?

Information you reference or quote is from reliable sources, for example government website, encyclopaedias, etc

◆ **Timings**

How much time is available for your presentation? Look at the material you have in relation to the amount of time.

◆ **Venue**

Where will you deliver this presentation?

Do you know about the venue's size, seating arrangements, etc?

◆ **Equipment**

Do you intend to use visual aids? If so, what equipment will you need to project your images, eg computer, overhead projector, video or a flipchart?

Structure

All presentations should have a beginning, middle and an end. A good way to summarise what each of these should contain is this:

- ◆ **Beginning** — tell them what you're going to tell them (a brief introduction to the topic)
- ◆ **Middle** — tell them (the body of your information)
- ◆ **End** — tell them what you've told them (a summary of the topic)

Beginning

A good opening is essential. This will help you establish a relationship with your audience, relax them and help you to gain their co-operation.

Try to make a clear statement about the objective of the presentation — avoid diving straight in. You need to let the audience settle down and tune into your voice and the impression you make. The beginning is all about gaining your audience's attention.

Middle

Having gained their attention, it's now about building bridges to take the audience logically from one section to the next. Try to involve your audience. A presentation is a form of communication and the best form of communication is two-way.

End

Keep it short. A brief, well-delivered conclusion is much more effective. Summarise and pause, allowing for individual points to have an impact.

Key Point

More than anything else, the success of your presentation depends on your understanding the audience's point of view. The degree to which this is true depends on the topic and objective of your presentation. If, for example, you are delivering a presentation about a change of practice in a business environment, it will be more important to get the audience on your side than if you were delivering a presentation about your favourite music to your classmates.

Each member of the audience has a thinking sequence something like this:

- 1 I am important and want to be respected.
- 2 Consider my needs.
- 3 Will your ideas help me?
- 4 What are the facts?
- 5 What are the snags?
- 6 What shall I do?
- 7 I approve.

To address this, you should try to:

- ◆ structure your presentation around the listener's point of view
- ◆ gain their attention and retain interest
- ◆ convince them of the value of your presentation
- ◆ answer their objections confidently and deal with any doubts
- ◆ lead them to a conclusion in your favour.

Preparing for Your Presentation

The preparation for delivering your presentation will vary according to how you plan to deliver it. General guidelines for each standard delivery method are included here.

Equipment

If you plan to deliver your presentation via a slide show, you must make sure that the computer and projector are in working order and that all the connections are securely made. For example, check that the projector does not overheat, eg because of books blocking the fan vent, or a clogged dust filter. You should also check that any remote controller such as a remote mouse is in working order and you know how to use it.

It's always a good idea to run through your presentation using all the equipment you'll use on the day so that you can be comfortable with it. If your presentation includes sound, be sure that speakers are available.

If you plan to deliver your presentation via an overhead projector, you need to check that you have your slides printed clearly and that the projector is working and you know how to focus it. You should consider numbering your slides to make sure that you keep them in the correct order.

In either case, you should check that the equipment is where it should be or will be there when you need it. Make sure you have a clear projection surface. It's good practice to familiarise yourself with the connections and operating procedures for all equipment.

Environment

The area in which you'll deliver your presentation must be suitable for the purpose. You should check:

- ◆ **Temperature**

The area should be neither too hot nor too cold — the audience should be comfortable but not sleepy.

- ◆ **Lighting**

Be sure that the audience can read your slides clearly.

- ◆ **Seating arrangements**

Make sure there are no obstructions between the audience and the projection surface.

- ◆ **Noise**

If possible, make sure that there is no outside noise to distract your audience.

In addition to the above, be sure you know where the controls are and how they work.

Your Presentation

If you are copying a presentation to another computer that you'll use to deliver it (or unpacking one using the Pack and Go Wizard), do this with enough time to run through the presentation to check that it looks and sounds the same on the new computer as it did when you created it. If you have time, try to have a full rehearsal, perhaps with a friend sitting in place of the audience to give you tips.

Handouts

Be sure that any handouts you've prepared for the audience have been printed and will be available to you on the day.

Be sure you can see the presentation. The text should be large, at least size 42 point, colours should be plain (black on white is best) and easy to see — this includes background images, watermarks or colour schemes.

Creating Speaker Notes

To help you to deliver your presentation more effectively, PowerPoint allows you to create *speaker notes*. These can be typed into the **Notes** pane when viewing your presentation in **Normal** view.

Notes can be typed in relation to each slide, if necessary, and can be printed to support you while delivering the presentation.

Delivering Your Presentation

Presentation Skills

The area of presentation skills is a very wide one. Here is a list of some things to think about when preparing to deliver a presentation to an audience. Some of these might be useful for helping you to deal with any nerves you may have about public speaking.

Be Aware of

- ◆ Your visual impact: your clothes, expressions and gestures.
- ◆ Your tone of voice: vary your pitch, as a constant tone will eventually turn off the audience.

Visual Impact

The audience will react to their first sight of you. The way you are dressed, your facial expression and your gestures should be appropriate to the content of the presentation, the type of audience you're delivering to and their — changing — mood. An audience has greater confidence in a speaker who looks at them.

Tips

- ◆ Your tone of voice should match the occasion. Variety of pitch is more important in presentations than in ordinary conversation.
- ◆ Start preparing your presentation well in advance.
- ◆ Identify why you are speaking and the result you want.
- ◆ Find out as much as you can about your audience, such as age and their current knowledge of the subject.
- ◆ Don't try to write the presentation in one sitting. Keep a notebook by you to jot down ideas as they come.
- ◆ Don't try to impress with big words or complex theories that aren't appropriate — **KISS (Keep It Simple Stupid)**.
- ◆ Pick two or three points and illustrate them with examples. Too many points and your audience won't remember them.
- ◆ Keep a file of humorous notes and stories that you can use when appropriate.
- ◆ Avoid using jargon, abbreviations and statistics. If possible, use visual aids to present and reinforce numbers.
- ◆ Be precise — make sure your message is clear.
- ◆ Avoid clichés.
- ◆ Write bullet points on a white card. Try not to read a script — it will sound stilted and unnatural.
- ◆ Rehearse aloud several times — familiarity breeds confidence. Use a tape recorder or a friend to get feedback.
- ◆ Make your voice interesting by varying your pitch, volume and speed. Use pauses to help emphasise key points and avoid using filler words such as 'um', 'you know' and 'I mean'.
- ◆ Remember that nerves often make you speak high and fast, so practise speaking a little slower and deeper.
- ◆ Wear comfortable clothes and footwear.
- ◆ Empty your pockets so you are not tempted to play with the contents. Avoid putting your hands in your pockets and do not wear any distracting items, such as an outrageous tie or jewellery that catches the light.

- ◆ Make sure that your listeners can see your face and that your hair is not falling into your eyes.
- ◆ Think of everyone in the audience as a friend who wants you to be successful.
- ◆ Walk slowly to the speaking spot. Look at the audience (all of them), smile and take a couple of deep breaths before you begin.
- ◆ Maintain eye contact with everyone and avoid looking at the most senior or friendly person in the audience.
- ◆ Smile! Remember that the audience is more interested in what you have to say than in you.

Problem Solving

Even after all your planning and preparation, you may have an issue or two to deal with during the presentation. For example, what would you do if the projection screen suddenly went blank — or if the computer crashed?

The main thing to remember is to stay calm — these things happen. Next, use your knowledge of the equipment to try to work out what's wrong and fix it. Once you've fixed it, restart the presentation at the point where the problem occurred. As long as you are composed the audience will trust you to fix the problem and continue.

Here are some problems you might encounter and suggestions for how to deal with them:

Problem	Possible Reason	Possible Resolution
The screen's blank	If appropriate, is the projector connected properly to the computer?	Check the connections to see that they're secure.
	Is the power to the projector and the computer connected?	Check the power supply connection to see that it is secure.
	Has the power supply failed? Is the dust filter clogged? Or is the air vent blocked?	Check other electrical devices in the area.
	Does the projector need a new bulb? It runs out after about 2,000 hours.	Replace bulb and check again.

The remote mouse isn't working	Does the mouse require a clear path to its connecting device? Does it have a clear path?	Make sure the mouse has a clear path to the device that connects it to the computer.
	Is the connecting device connected to the computer?	Check the connection to see that it's secure.
	Do the batteries in the mouse need to be replaced?	Replace the batteries and check again.
The slide show won't progress	Has PowerPoint crashed — can you stop the show and restart it?	Try stopping and restarting. If this doesn't work, close any programs you can and reboot the computer.
	Has the computer crashed — can you run other programs?	Try running another program. If this doesn't work, close any programs you can and reboot the computer.
The slide image isn't clear on the projection surface	Is the projector out of focus?	Adjust the focus setting on the projector.
	Is the projection surface clean?	Clean the projection surface or use another one.
	Is there too much light in the room?	Dim the lights a little.
You can't hear the sounds on the slides	Are there speakers attached to the computer?	Check the connection to see that the speakers are attached.
	Are the speakers switched on?	Check that the speakers are switched on.
	Is the power supply connected to the speakers?	Check that the power supply is connected to the speakers.
	Is the volume high enough?	Turn up the volume and check again.

Web Presentations

You can save a presentation as a web page in HTML (Hypertext Markup Language) format with the extension **.htm**. HTML is a markup language of tags which determine how text and graphics are displayed in a browser.

The **Save as Web Page** command creates a web page from a presentation, giving the presentation a navigation frame down the left side of the page.

You can choose to save the graphics in a presentation in PNG (Portable Networks Graphics) format. PNG graphic files are smaller, so you can save and download them faster. However, not all browsers support PNG format.

With the web toolbar, you can access the internet using common Microsoft Internet Explorer commands. It is important that when using graphics, video or sound in your web presentation you reduce the resolution of the picture, compress the pictures and discard any extra information after resizing — this will ensure your presentation runs efficiently and there is little time delay when viewing these elements of your presentation.

Online Collaboration

If your computer is on a network or if you have access to the internet, you can give a slide show on any other computer on the network by using PowerPoint's online broadcasting feature. You can broadcast a presentation, including video and audio, over the web. You can use broadcasting for a company meeting, presenting to remote groups, or holding a team meeting whose participants are at several locations. Be sure to have the necessary additional equipment that participants might need (like a webcam or video camera, microphone, headphones) to enable members to contribute to the presentation.

By using Microsoft Outlook or any other e-mail program, you schedule the broadcast just like any other meeting. The presentation is saved in HTML format, so all that your audience needs in order to see the presentation is Microsoft Internet Explorer 5.0 or later. The broadcast can be recorded and saved on a web server where it's available for playback at any time.

You will need to specify the directory on your network in which you want to store the presentation.

When you set up an online broadcast, PowerPoint creates a lobby page. This page appears on the server before the broadcast starts. It contains audience information about the broadcast, such as the person giving the presentation, the date and time of the presentation.

Presentations on the Web or Intranet

You can design your presentation specifically for the World Wide Web or intranet by publishing it as a web page.

To publish a presentation means to place a copy of the presentation in HTML format on the web. You can publish copies of the same presentation to different locations. You can publish a complete presentation, a custom show, a single slide, or a range of slides. Because navigation is a critical element in a presentation, PowerPoint presentations in HTML format include a link bar that you can use to move through the slides by using the outline pane. Speaker notes are also visible to all viewers in a presentation published to the web, so you can use that feature like a caption.

Collaborative Meetings

Using the Microsoft NetMeeting program with PowerPoint allows you to share a presentation and exchange information with people at different sites in real time as if everyone were in the same room. In a NetMeeting conference, you can share programs and documents, send text messages in Chat, transfer files, and work on the Whiteboard.

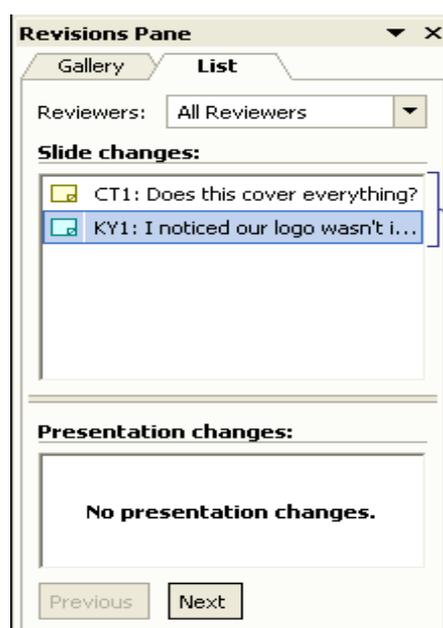
By collaborating, participants can take control of the presentation to review and edit its contents. During the meeting, only one person can control the presentation at a time, but multiple users can work in Chat or on the Whiteboard simultaneously if collaboration is turned on.

Reviewing

Asking others to review and comment on your presentation can assist you in perfecting the presentation before it is final. You or your reviewers can insert comments, which are notes about text or other parts of the presentation.

Once comments are added to a presentation, you can edit or delete them, and you can choose to show or hide them. You can add, edit or delete comments in a presentation in two ways: you can use commands on the **Insert** menu; or you can use functions on the **Reviewing** toolbar.

The **Revisions Pane** is used to view the comments made by reviewers in each slide, as illustrated in the following image.



Once you have created a presentation, you want to maintain its integrity. At times, you may want the information in the presentation to be used but not changed. For example, you can set a Read Only option for a presentation that must be distributed and read, but not changed. You may want only specific people to view the presentation. The password and other security options can be used to protect the integrity of a presentation as it moves from one person to another.

When you set a password, take a moment to write it down. If you lose or forget the password for a protected presentation, you will not be able to open it. To open a protected presentation, you need to enter the password in the exact same way that it was set, which includes spaces, symbols, and uppercase and lowercase characters.

You can set the password to prevent users from modifying the presentation — if they do not know the password, they cannot make changes to the presentation.

When you add a digital signature to your file, you can sign either a file or a macro project. Sign a file when you are working with an unconverted PowerPoint presentation; sign a macro project when you are working with a presentation that has been converted to a web page. A digital signature works as an electronic, secure stamp of authentication on a document.

When you apply your digital signature to a document, you verify the contents of the file and confirm that the file has not changed since you attached the signature. If someone modifies the file, the digital signature is removed.

When you send the presentation for review using the **Mail Recipient (for Review)** command, the message includes the text **Please review the attached document.**

The markup feature is used to edit a presentation sent for review. Each change made is marked with a call-out box that contains the reviewer's name, initials, the date, and the details of the actual comment or change. These call-outs show changes in details without obscuring the presentation or affecting its layout. They also give you a more visible view of the changes that have been made.

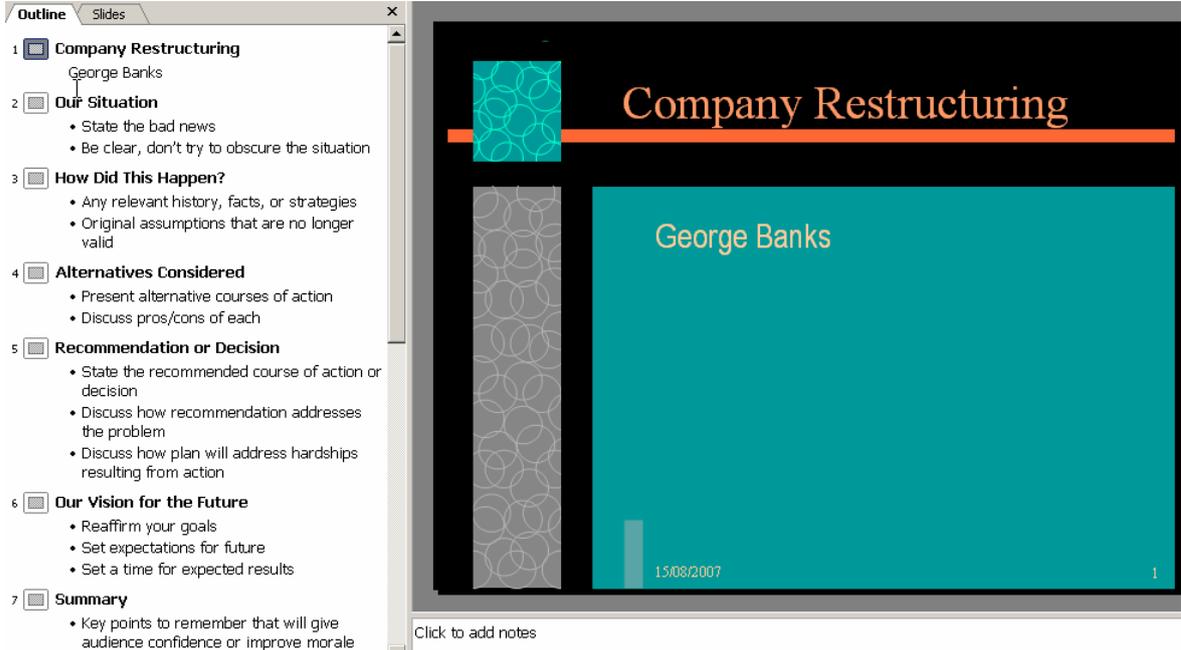
As you review the comments and changes, you can accept or reject them one at a time or all at once. When you accept a change, PowerPoint deletes the Markup text or inserts the text it contains into the presentation, as appropriate. The following table describes the options available on the **Reviewing** toolbar.

Name	Description
Markup	Allows you to track changes made to your presentation by using call-outs within the presentation.
Reviewers	Allows you to view changes by specific reviewers or all reviewers.
Previous Item	Allows you to move to the previous comment or tracked change.
Next Item	Allows you to move to the next comment or tracked change.
Apply	Allows you to apply a change in a presentation, all changes to a slide, or all changes to the presentation.
Unapply	Allows you to unapply a change in a presentation, all changes to a slide, or all changes to the presentation.
Insert Comment	Allows you to insert a comment into a presentation.
Edit Comment	Allows you to edit a comment within a presentation.
Delete Comment/ Marker	Allows you to delete a comment or marker within a presentation or to delete all comments or markers in a presentation.
Revisions Pane	Allows you to show or hide the Revisions pane.

Exercise 4: Using a Presentation to Convey Information

- 1 Load PowerPoint and choose to create a new presentation using the **AutoContent Wizard**. **Note:** If PowerPoint is already running, select the **File, New** menu option and choose **AutoContent Wizard** in the **General** tab to start the wizard.
- 2 When you select **OK**, the AutoContent Wizard starts. Follow the instructions below to create a new presentation that will convey bad news to the audience.
 - ◆ Read the information on the first screen and then click **Next** to begin working through the selection process.
 - ◆ Click the **General** button then choose the heading **Communicating Bad News**.
 - ◆ Click **Next** and then select the **On-screen presentation** option.
 - ◆ Click **Next** and enter the following presentation title:
Company Restructuring
 - ◆ Click **Next** and then **Finish**.

A presentation based on the **Communicating Bad News** wizard is created and displayed. This presentation has seven slides with text on each suggesting what your own text should say.



The screenshot shows a PowerPoint presentation window with two panes. On the left is the 'Outline' pane, and on the right is the main slide area.

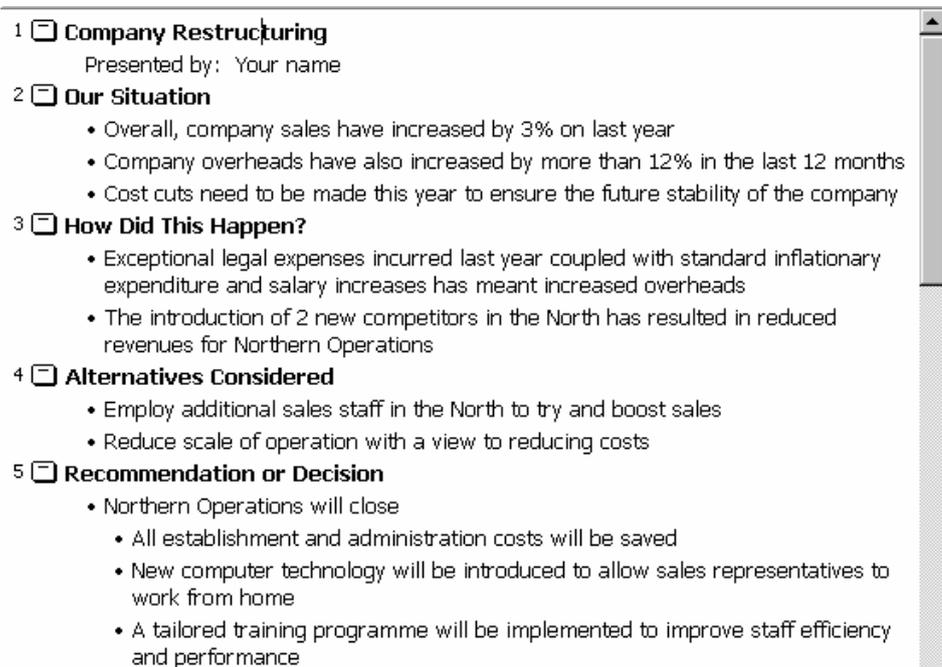
Outline Pane:

- 1 **Company Restructuring**
 - George Banks
- 2 **Our Situation**
 - State the bad news
 - Be clear, don't try to obscure the situation
- 3 **How Did This Happen?**
 - Any relevant history, facts, or strategies
 - Original assumptions that are no longer valid
- 4 **Alternatives Considered**
 - Present alternative courses of action
 - Discuss pros/cons of each
- 5 **Recommendation or Decision**
 - State the recommended course of action or decision
 - Discuss how recommendation addresses the problem
 - Discuss how plan will address hardships resulting from action
- 6 **Our Vision for the Future**
 - Reaffirm your goals
 - Set expectations for future
 - Set a time for expected results
- 7 **Summary**
 - Key points to remember that will give audience confidence or improve morale

Main Slide:

The main slide has a black background with a teal and orange design. The title 'Company Restructuring' is at the top in orange. Below it, the name 'George Banks' is displayed in teal. At the bottom left, the date '15/08/2007' is shown. At the bottom right, the slide number '1' is visible. A 'Click to add notes' prompt is at the bottom of the slide area.

- 3 Edit the content of the first five slides to read as follows. You can do this either on the slides themselves or by editing the text in the Outline pane shown here.



- 4 In the Outline pane, position your insertion point after the word **performance** at the end of slide five and insert a new slide by clicking the **New Slide** button.
- 5 Select a bulleted list slide layout and then edit the rest of the presentation information as shown below.



- 6 Follow the instructions below to move slide number 6 so it is positioned after slide number 3.

Point to the slide icon for slide 6 and click once to select the entire slide.

Move the mouse pointer to any part of the highlighted area then click and drag the slide upwards.

As you do this a horizontal line shows where the slide will be placed.

Once the horizontal line is shown immediately above slide 4 (as shown in the illustration), release the mouse button to place the Strategic Restructuring slide there.

3 **How Did This Happen?**

- Exceptional legal expenses incurred last year coupled with standard inflationary expenditure and salary increases has meant increased overheads
- The introduction of 2 new competitors in the North has resulted in reduced revenues for Northern Operations

4 **Alternatives Considered**

- Employ additional sales staff in the North to try and boost sales
- Reduce scale of operation with a view to reducing costs

) Decision

- Northern Operations will close
 - All establishment and administration costs will be saved
 - New computer technology will be introduced to allow sales representatives to work from home
 - A tailored training programme will be implemented to improve staff efficiency and performance

6 **Strategic Restructuring**

- As a result, in August the Northern Operations branch will be closing
- Staff will be offered the following
 - Voluntary Redundancy packages
 - Transfer to another branch

2 ... here, then release the mouse.

1 Click here and drag to ...

- 7 Try double-clicking a few of the slide icons displayed to the left of each slide heading to hide the slide detail. Double-click these slide icons again to redisplay the detail for all slides.

- 8 Save the presentation in the **Presentations** folder in your **PersonalStuff** folder. Call it **Company Restructuring**.

- 9 Print handouts (four per page) and then close the presentation.

Macros

Instead of performing a long set of commands to perform a task, you can automate and simplify the process by creating a *macro*, which is a recorded series or sequence of commands (keystrokes and instructions) that are treated as a single command. For example, suppose your company uses a special format and design for any tables that you insert in your presentation. Instead of inserting a table, adding shading and borders, applying different fonts to column and row headings, and then adjusting the line spacing, you can create a macro to perform all these steps and save yourself a great deal of time and effort.

You can use macros to automate many tasks, such as creating and inserting AutoText, formatting text, creating tables, or turning command options on and off.

- 1 To create a new macro in the **Tools** menu click **Macros, Record Macro**. The **Record Macro** dialogue box is shown.
- 2 Give the macro a name and click **OK** — a small record button icon appears for you to record the keystrokes you want to include in your new macro. When finished, click **Stop recording**.

You can run a macro from the list of macros in the **Macros** dialogue box, or you can assign the macro to a toolbar, menu item or shortcut key to make it more readily available. If you aren't sure where you want to assign your macro, you can create it first and then assign it later.

How to Run a Macro from the List of Macros

- 1 On the **Tools** menu, point to **Macro**, and then click **Macros**.
- 2 In the **Macros** dialogue box, in the **Macro name** box, click the appropriate macro and then click **Run** (or double-click the macro name).

Macros are not separate files, and they work only in conjunction with the document or template for which they were created. Only the template or document that is currently active will be modified by any macros that you create. When you create a new document, Word uses the Normal template by default.

Before you run a macro, position the insertion point where you want the result of the macro to be displayed. For example, if you are creating a macro to insert a table, click where you want the table to appear.

Sometimes a macro does not work as you expect, so you need to modify it. You can re-record the macro to correct the problem.

A macro virus is a type of computer virus that is stored in a macro within a file, template or add-in. For the best protection against macro viruses, you should purchase and install specialised antivirus software.

To further reduce the risk of macro infection in any files, set the macro security level to **High** or **Medium**, and use digital signatures. To set the macro security level, click the **Tools** menu, click **Options**, click the **Security** tab, click **Macro Security**, click the **Security Level** tab, and then select the security level that you want to use.

When you no longer need a macro, or if you want to remove a poorly functioning macro to re-record it with the same name, you can delete it. Deleting a macro is straightforward, but after you delete a macro from the list of available macros, you also need to delete its associated toolbar button or menu command (if you created one).

Toolbars

Toolbars can be viewed from the **View** menu. There are a number of pre-defined toolbars that are permanently displayed whenever you open a program. These include the Standard and Formatting toolbars. You can also amend or attach macros to buttons on an existing toolbar or create your own customised toolbar. Remember when you delete the macro to delete any associated toolbars or buttons you created to run the macro.

To customise a toolbar or a command, open the customise design box from the **View** menu, **Toolbars**. You should see a screen which has two or three tabs — one for toolbars, one for commands and one for options on customisation.

Packaging Your Presentation for CD

If you want to use another computer to run your presentation you can copy it to a memory stick or burn it to CD and either run it from that or copy it onto the other computer and run it from there. Using this method means that a version of PowerPoint that's compatible with yours must be installed on the other computer.

If the other computer doesn't have a compatible version of PowerPoint, you can still run your presentation as long as *PowerPoint Viewer* is installed. PowerPoint Viewer is a smaller program that can be freely installed on any computer for the purpose of running slide shows so, for example, you can't make any changes to the content using this program.

There used to be a Pack and Go Wizard in earlier versions of PowerPoint, which is simply called Packaging for CD in later versions. This can be used to pack together all the files and fonts you've used in your presentation and if you're going to use a computer that doesn't have PowerPoint on it, you can include the PowerPoint Viewer program. The packed presentation can be saved either to a removable disk like a CD or to a network location if that's more convenient.

Packaging Your Presentation

Depending on which version of PowerPoint you have, select the **File, Pack and Go** menu option to start the wizard or **File, Package for CD**. At each step you'll be asked to specify what's to be packed and where the package is to be put. These steps are explained below.

- 1 Choose which presentation to package.
- 2 Set where the packaged files are to be saved.

- 3 Chose which elements are to be included in the package.
- 4 Choose whether to include the viewer program (usually a good idea).
- 5 Choose whether to apply security on the packaged presentation.
- 6 When the files have been packaged, you should check they can open on a machine that does not have PowerPoint installed. This makes sure the PowerPoint viewer is working correctly.

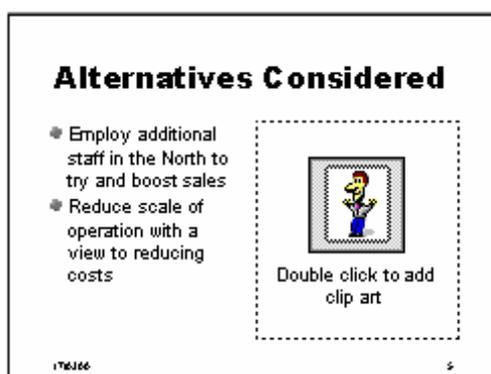
Exercise 5: Using Design Templates

In this exercise you'll use a copy of the presentation you saved in the **Student Files** folder earlier.

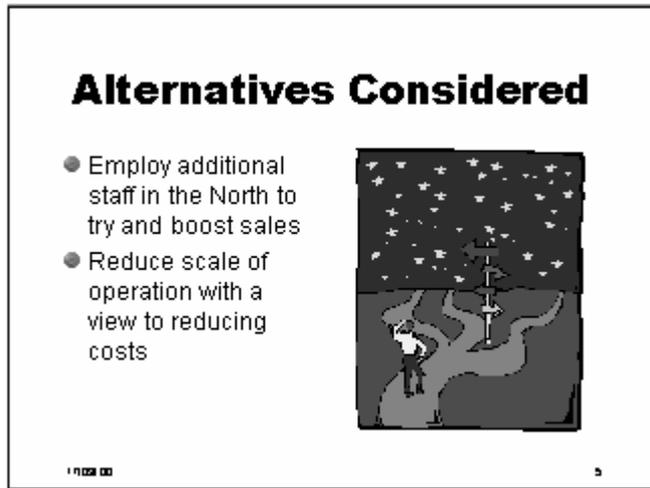
- 1 Open the **Company Restructuring** file stored in the **Presentations** folder in your **Student Files** folder.
- 2 Apply the design template called **Cascade** to this presentation by selecting the **Apply Design Template** option from the **Common Tasks** button. All the slides in your presentation now use the **Cascade** template.
- 3 Following the instructions below, change slide 5 (**Alternatives Considered**) to a **Text and Clip Art** layout.

Select the **Text and Clip Art** option then click the **Apply** button.

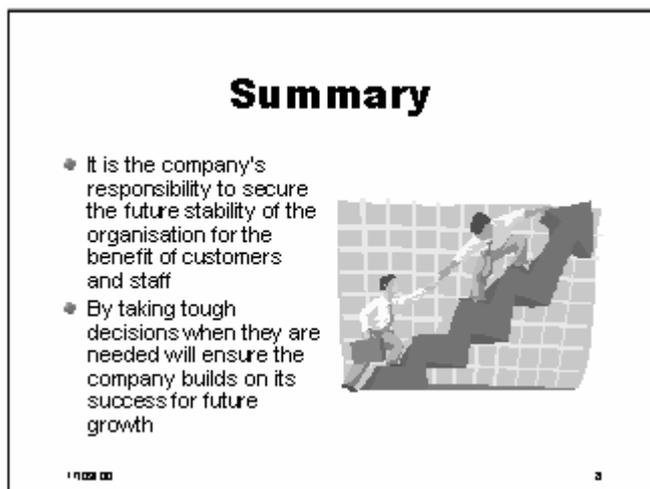
The slide will now look like this (the coloured background has been removed from the slides in this exercise so that you can see the detail that you're working with):



- 4 Insert the following clip art image by double-clicking the placeholder and then choosing the image shown below from the **People** category.



- 5 Change the layout of the last slide and insert the following **Business** clip art image so the finished slide looks like this:



- 6 Save the presentation as **Company Restructuring 2-2.ppt** in your **PersonalStuff** folder and close the presentation.

 **Exercise 6: Using Graphics and Clip Art**

This exercise uses another copy of the Company Restructuring presentation.

- 1 Open the **Company Restructuring 2-3** presentation stored in the **Presentations** folder in your **Student Files** folder.

- 2 Following the instructions below, import an arrow image into your clip art library.

Click the button to display the clip gallery.

Click the **Import Clips** button shown at the top of the **Insert Clip Art** dialogue box.

Display the **Presentations** folder in your **PersonalStuff** folder in the **Look in** box and then select the image called **Arrows6.wmf**.

Click the **Import** button.

Enter **red triple arrows** into the **Description of this clip** box.

Click the **Categories** tab and select the **Shapes** category from the displayed list.

Click the **Keywords** tab then click the **New Keyword** button.

Type **arrow** in the **New Keyword** box.

Click **OK** then add another keyword **trident**.

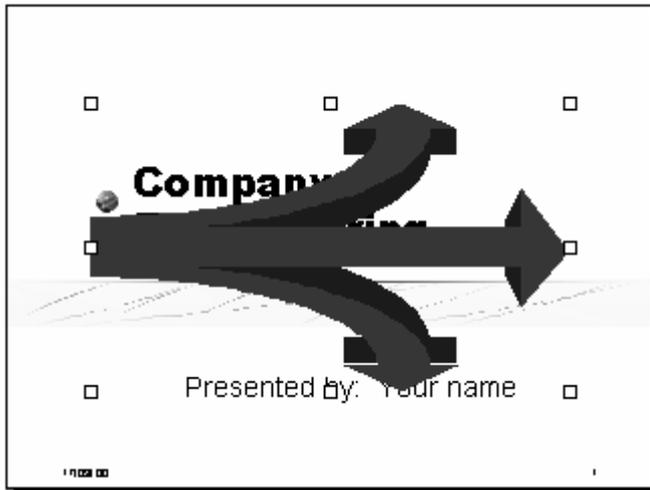
Click **OK** to add the image to the clip gallery.

Now click the button to redisplay all clip art categories.

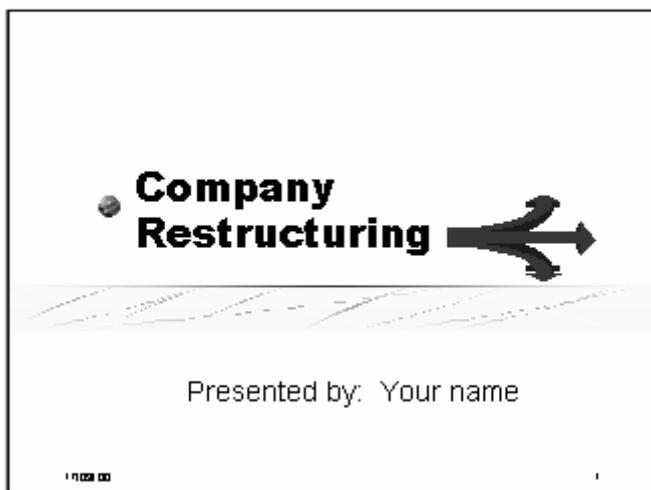
- 3 Following the same procedure as outlined above, add the following images stored in the **Graphics** folder to the clip art library.

File name	Description	Category	Keywords
Champagne.wmf	champagne bottle	Food & Dining	bottle, champagne
Soccer.wmf	footballer	Sports & Leisure	football, footballer

- 4 Close the **Clip Gallery** dialogue box.
- 5 Make sure the first slide in the presentation is displayed then click the **Clip Art** button.
- 6 Type **red arrow** into the **Search for clips** box and press **[Enter]**.
Since you saved the first clip with these words in the description, it is listed as matching your search.
Add this graphic to the first slide.

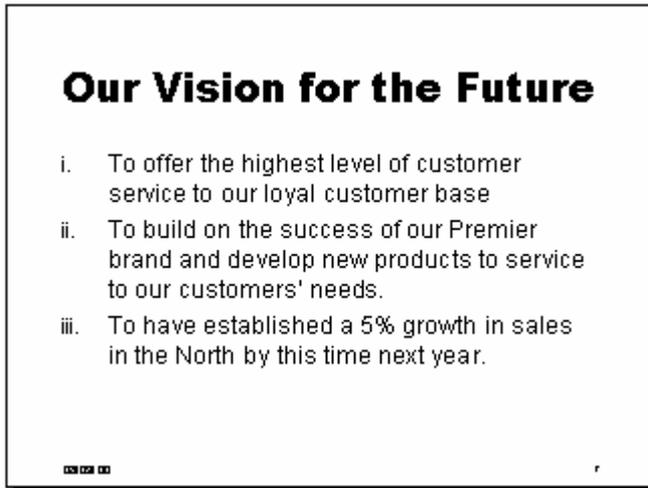


- 7 Resize the arrow image by clicking a corner handle and dragging towards the centre of the image to make it smaller. Once you have made it smaller drag it to its new location as illustrated below.



- 8 Display slide 7 (**Our Vision for the Future**) and following the instructions below change the choice of bullet used on this slide to a square-shaped graphical bullet.
Select all the text on slide 7 and then choose the **Format, Bullets and Numbering** menu option.
Click the **Picture** button and then choose a **red colour square** bullet from the images shown within the clip gallery.
Select the **Insert clip** button.
- 9 Change the bullets to numbers by selecting the bullet point text and then clicking the **1,2,3 Numbering** button.

- 10 Change the formatting of the numbers using the **Format, Bullets and Numbering** menu option so they are displayed as illustrated below.



- 11 Save the changes you've made to the presentation then close it.
-

Exercise 7: Printing a Presentation

This exercise uses another copy of the Company Restructuring presentation.

- 1 Open the **Company Restructuring 2-4** presentation from the **Presentations** folder in your **Student Files** folder.
- 2 Make sure your name appears on the title slide then type the following speaker notes for the opening slide: **Explain presentation will take approx. 20 minutes. Ask audience to leave questions to the end.**
- 3 Display slide 2 and type the following speaker notes into the notes pane:
**Actual sales performance for each branch was as follows:
North: -23%; Midlands: +14%; South: +12%**
- 4 View your slides in black and white by clicking the **Greyscale Preview** button shown on the Standard toolbar. Click this button again to redisplay the presentation in full colour.
- 5 Following the instructions below, select to print the title slide on a full A4 page (or A4 acetate).
Select the **File, Print** menu option.

To print only page 1, enter **1** into the **Slides** box and specify from the **Print what** list the option for **Slides**, then click **OK**.

- 6 Following the instructions below, select to print all slides as audience handouts with six slides to a page.
Select the **File, Print** menu option.
Set the **Print range** to **All**, **Print what** as **Handouts** and specify **six** per page, then click **OK**.
- 7 Using the print options, select to print the first two pages of the presentation as Notes Pages for the speaker.
- 8 Save and close the presentation.

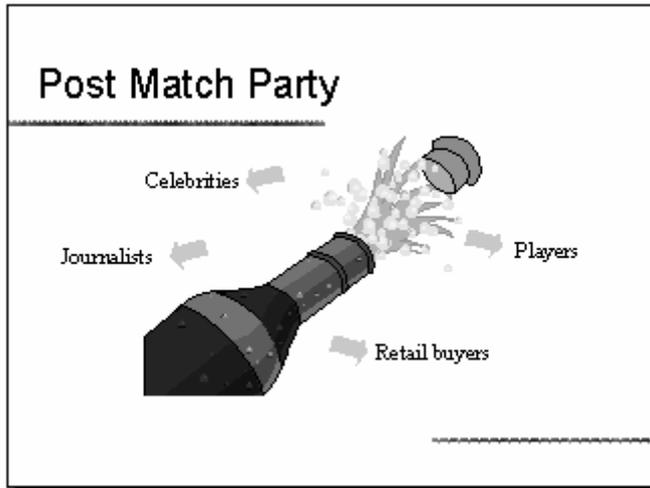


Exercise 8: Using Rotate, Copy and Flip

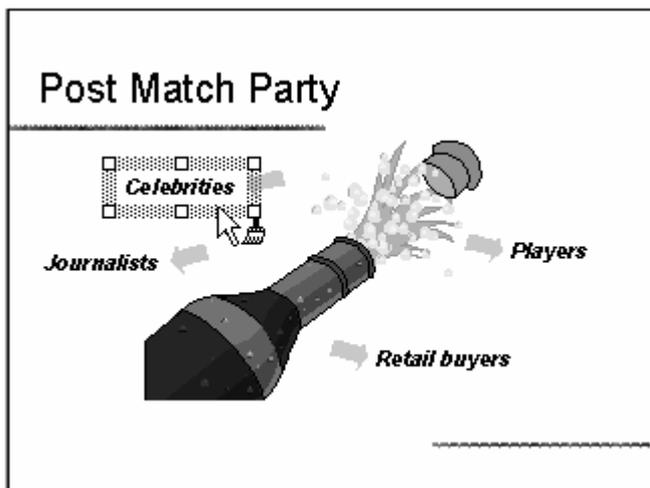
In this exercise you'll open another copy of the Promotion presentation you saved in a previous exercise.

- 1 Open the presentation **Promotion 2-8** stored in the **Presentations** folder in your **Student Files** folder.
- 2 Display slide 6 (**Post Match Party**), then following the instructions below make a copy of the arrow using drag-and-drop.
Click the arrow to select it.
Hold down the **[Ctrl]** key and, using the mouse, click and drag the arrow to make a duplicate. Make sure you release the mouse button before releasing the **[Ctrl]** key or the duplicate will not appear.
- 3 Create another copy of the arrow, this time using **Copy** and **Paste**.
Select one of the arrows displayed on your slide and click the **Copy** button.
Select the **Paste** button and the new arrow will appear. This button looks like this: .
Drag it to the left of the champagne bottle.
While the new arrow is still selected, choose to **Rotate or Flip, Flip Horizontal** from the **Draw** menu.

- 4 Copy the arrow you just flipped and add the text boxes as illustrated below.



- 5 Format the **Retail buyers** as **20 point** and **italic**.
- 6 Follow the instructions below to copy this formatting to the other text labels on this slide using Format Painter.
- Hold down the **[Shift]** key and click the **Retail Buyers** text box to select it.
- Double-click the **Format Painter** button.
- Now click each of the other text boxes on the slide so all are formatted in the same way.



Press **[Esc]** or click the **Format Painter** button again to switch it off.

- 7 Follow these steps to add a link to the Museum page on the Scottish Football Association website to the **We Have Kick Off!** slide.
- Display this slide.
- Add a text box that reads **SFA Museum** to the bottom right of the slide.

Select the text box by clicking its border.

Select the **Insert, Hyperlink** menu option and make sure that **Existing File or Web Page** is selected in the **Link to** bar at the left of the dialogue box.

Important: If you don't currently have access to the internet, type the following into the **Type the file or Web page name** box and jump to step 8 below: <http://www.scottishfa.co.uk/museum/index.htm>

So that you can browse to find this page, click the **Web Page** button under **Browse for**.

Your web browser program starts and your Home page is displayed.

Type the following address into the Address box in your browser:

www.scottishfa.co.uk

Click the **Museum** link at the left of the SFA Home page.

Minimise your web browser to return to PowerPoint — *don't close it*.

The web address you last visited is entered into the **Type the file or Web page name** box.

Click **OK** to add the hyperlink to the selected text box.

Return to your web browser program and close it.

- 8 If you have access to the internet, follow these steps to view the hyperlink.

To view the hyperlink in action, you have to view the slide in **Slide Show** view.

Make sure the **We Have Kick Off!** slide is displayed.

Select the **View, Slide Show** menu option.

Point to the **SFA Museum** text and notice that the mouse pointer changes to a hand to show that this is a hyperlink (or simply *link*).

Click the link.

The SFA Museum page opens in your web browser.

Close your browser window to return to PowerPoint.

- 9 Save the changes you've made to the presentation, then close it.

Finally

The candidate should (after consultation with their tutor) be able to do the assessment for this Unit.

This completes all the learning Outcomes for the PC Passport Presentation subject. Microsoft PowerPoint is one of a range of presentation software that could be used to achieve the same results.