

Module 6

Presentation Using PowerPoint 2010



The PowerPoint screen

Screen Layout

This section gives an overview of the PowerPoint screen elements, shown on the previous page. Detailed explanations about these elements will be given, where relevant, throughout the Examples within this Module.

Title Bar

Identifies the application and name of the current presentation.

Quick Access Toolbar

Provides buttons for the most frequently used commands.

The Ribbon

Access to all PowerPoint commands.

The Ribbon includes the [File] tab, which enables you to create, open, save and send files; as well as protecting, previewing and printing them. It is also the place to set options for PowerPoint. The features contained within the [File] tab are known as Backstage view.



The Quick Access toolbar and Ribbon are the components of the Office Fluent user interface. This will be described in Exercise 2.

Pointer

As you move the pointer, it will change its appearance according to which part of the screen it is over and what is currently selected.

Insertion Point

When editing, a flashing | beam shows where the next character will appear.

Panes

There are 3 panes on the PowerPoint screen – the Slide pane, the Outline and Slides tab pane and the Notes pane. Each pane can be resized. If the Outline/Slides tab pane is made narrow, the wording on the tabs will not be displayed. How to use the panes will be described throughout the Module.

Rulers

Horizontal and vertical. For changing margins, tabs and indents on presentations and tables.

Status Bar

Bar across the bottom of the PowerPoint window, displaying information about a selected command or an operation in progress. The information to be displayed on the Status bar can be amended by right-clicking over the Status bar, to display a menu of available items.

Slide Number

Number of currently displayed slide and total number of slides.

Design Theme

Shows the theme (colours, fonts and effects) being used for the presentation.

Language

Shows the selected language, if more than one language is installed.

View buttons

To amend the way the presentation is viewed. Options are [Normal], [Slide Sorter], [Reading] and [Slide Show].

Zoom level

To adjust page magnification on screen.

Scroll Bars

Shaded bars to the right and bottom of a window or pane. To view different parts of the presentation:

- Click the arrows at either end of a scroll bar
 - To move a small amount in any direction
- Click either side of the scroll box
 - To move one screen in any direction
- Drag the scroll box
 - To move to other parts of the presentation

Scroll bars will only be displayed when the current zoom level does not give access to the entire window or pane.

Other terms and explanations

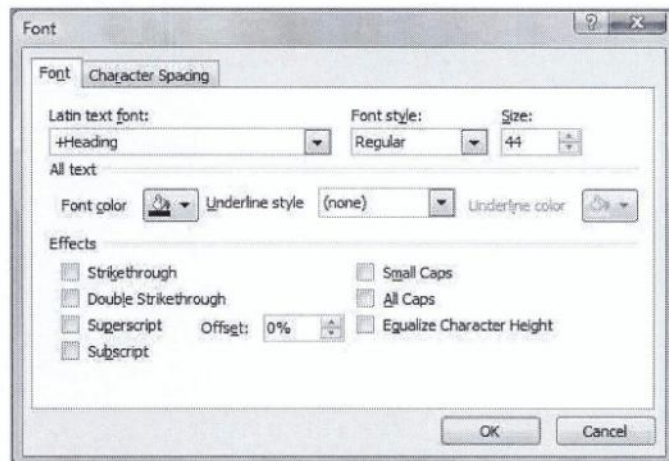
Dialog Box

A window where options can be selected, that relate to a required command.

A typical example is the Font dialog box.

Ribbon [Home] [Font] – clicking the dialog box launcher at the bottom right of the Font group will open the [Font] dialog box. This gives options to choose how and where you want your presentation formatted.

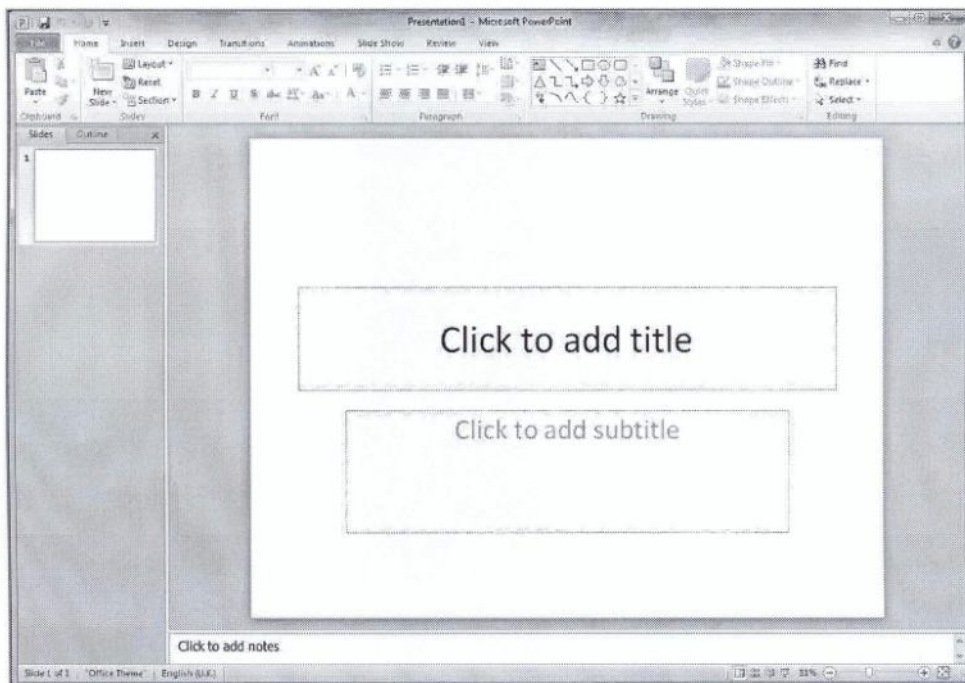
Other dialog boxes give you similar, task related options.



Example 1 - Enhancing productivity

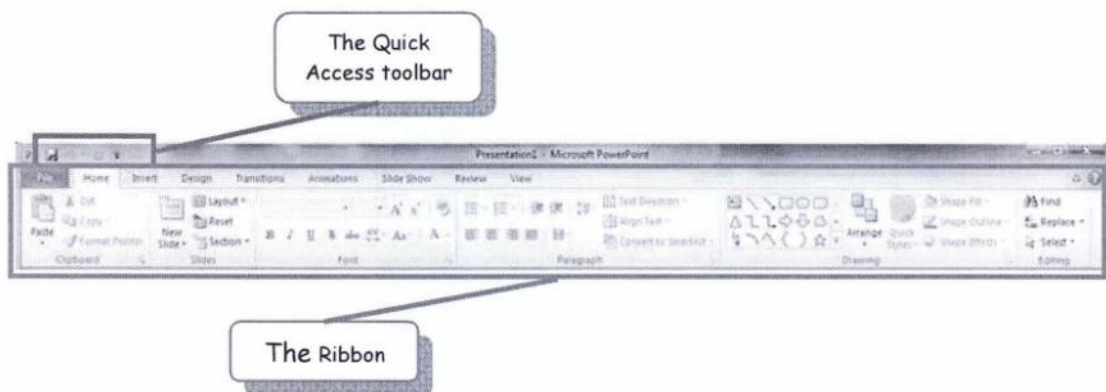
Exercise 1 Open a presentation application

- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office PowerPoint]
 - Microsoft PowerPoint will open, with a new, Title Slide on screen.



Exercise 2 The Ribbon and Quick Access toolbar

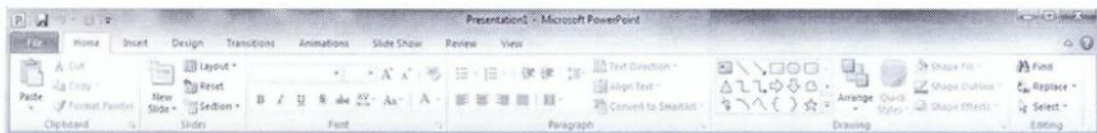
The Ribbon and the Quick access toolbar are located at the top of the PowerPoint window. They make up the “Office Fluent user interface” – the place to find all the tasks and functionality needed to use PowerPoint



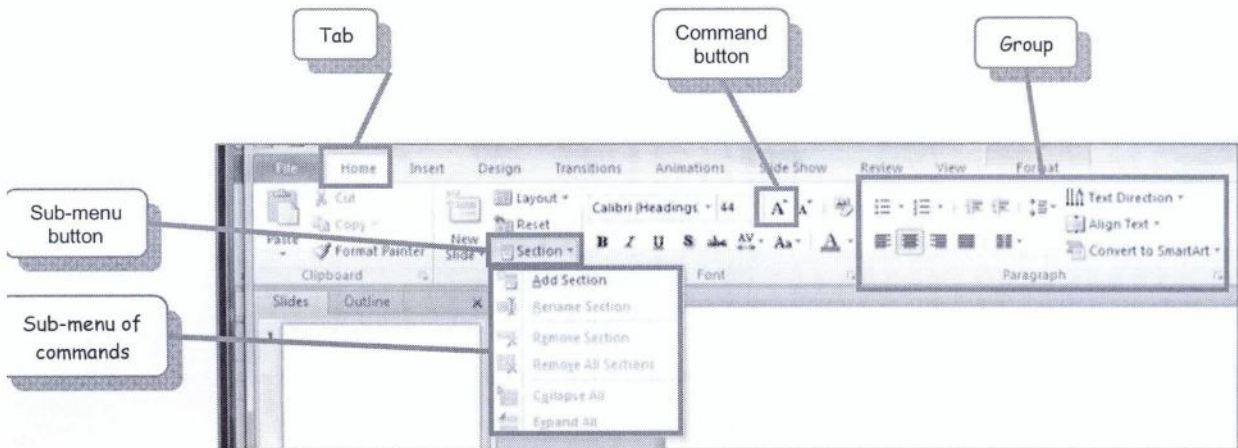
effectively and efficiently.

The interface, and other PowerPoint options, can be customized, as will be shown in this Exercise. However, this courseware will assume that default settings are in place throughout PowerPoint.

The Ribbon



The Ribbon gives access to all the PowerPoint commands. It consists of tabs, which contain groups of buttons to carry out PowerPoint commands.



Each **tab** contains commands based around one type of PowerPoint task.

Each **group** within a tab contains a set of sub-tasks related to the tab.

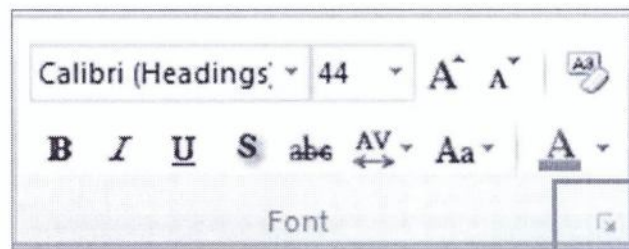
The **buttons** in each set of sub-tasks either carry out a specific command, or display a sub-menu of commands. A button is clicked once to activate it.

Dialog box launchers

Some groups have a dialog box launcher at the bottom right of the group.

The launcher will become active when it is available for your current task.

The dialog box associated with this group will be opened when the launcher is clicked. For example, clicking the [Font] group dialog box launcher will open the [Font] tab of the Format Cells dialog box.



Context specific tabs

There are additional tabs that only appear when relevant for the task you are carrying out. These are known as **contextual tabs**.

Contextual tabs contain the tools necessary to work with a selected object, such as a table, a picture or a drawing. When one of these objects is selected, the name of the contextual tools will appear in a different colour above the tabs, and the relevant contextual tabs will appear to the right of the standard tabs.



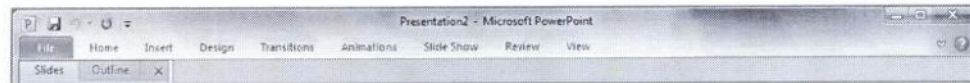
The contextual tools and tab for pictures

Restore, minimize the Ribbon

It is not possible to remove or hide the Ribbon, but it can be minimized, so that only the Ribbon tabs appear on screen.

To minimize the Ribbon

- At the right of the Ribbon, click the [Minimize the Ribbon] button
 - To hide the Ribbon groups and sub-tasks
 - To view only the Ribbon tabs



While the Ribbon is minimized:

- Click a tab heading
 - To view the groups and sub-tasks for that heading
- Click the heading again
 - To hide the groups and sub-tasks for that heading

To restore the Ribbon

- At the right of the Ribbon, click the [Expand the Ribbon] button
 - To view the Ribbon tabs, groups and sub-tasks

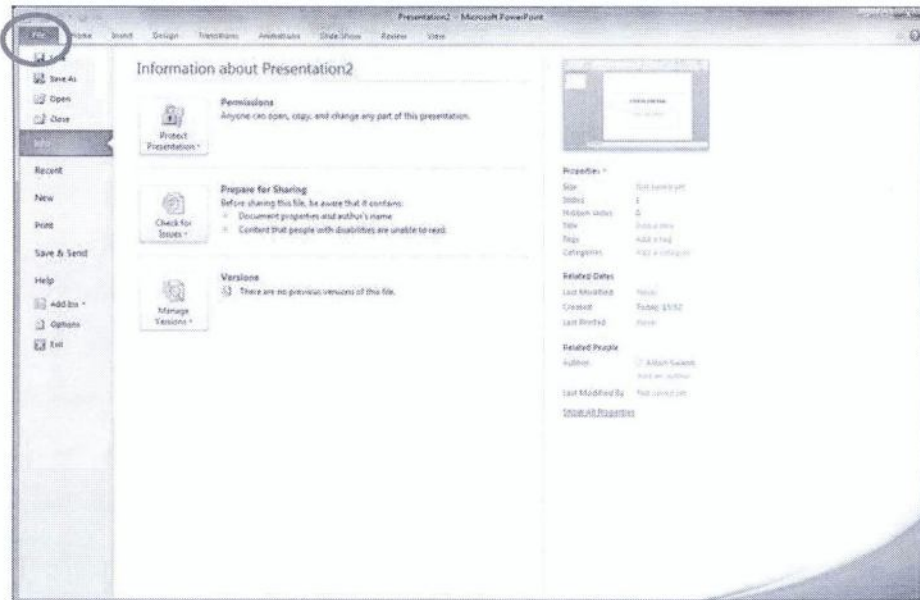


Keyboard shortcut:

- [Ctrl] + [F1]
- To minimize or restore the Ribbon

The File tab

The [File] tab is known as 'Backstage view' in Office 2010, and is the place for all presentation management tasks. It contains commands for opening, saving and here, in order to customize the way PowerPoint works for you.



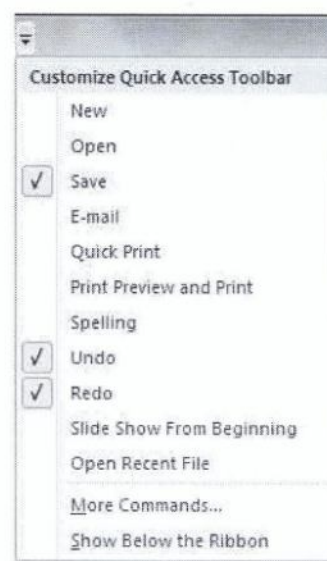
The Quick Access toolbar

The Quick Access toolbar is intended to display the commands you use most frequently. By default, it displays the [Save], [Undo] and [Redo] buttons. You can customize the toolbar by adding to it commands that you use regularly. These commands will then be permanently on display, regardless of which Ribbon tab you have selected.

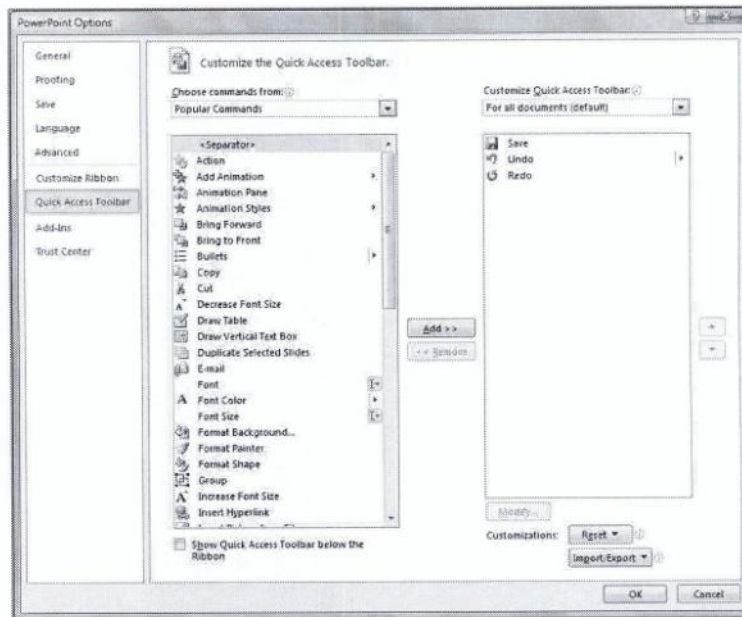


Customize the Quick Access toolbar

- Click the drop down arrow to the right of the Quick Access toolbar
 - To view a list of the most common buttons that you may wish to add
 - The buttons that are currently displayed on the Quick Access toolbar will have a tick to their left
- Click on a button that is not currently displayed
 - To put a tick to the left of this button
 - To display it in the Quick Access toolbar
- Click on a button that is currently displayed
 - To remove the tick from this button
 - To remove it from the Quick Access toolbar



If you wish to add further commands that are not shown in this list, the [More Commands...] button will open the PowerPoint Options dialog box at the Customize the Quick Access Toolbar screen. From here, you can select any PowerPoint commands to add to the Quick Access toolbar.



The Quick Access toolbar drop down button also has the option to [Show Below the Ribbon], in order to display the Quick Access toolbar below the Ribbon.

Exercise 3 Use magnification/zoom tools

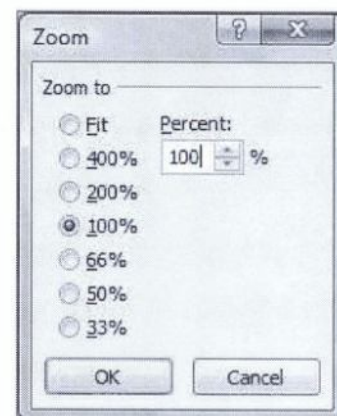
The zoom level for a slide determines the size that the slides are displayed on screen. This enables you either to see more of a presentation on screen at one time, or to see greater detail. The larger the zoom percentage selected, the larger the contents are displayed on screen.

The [Zoom] slider bar is located at the right of the status bar.

- Click the [-] sign at the left of the [Zoom] slider
 - To zoom out and reduce the size of the slides
- Click the [+] sign at the right of the [Zoom] slider
 - To zoom in and increase the size of the slides
- Click and drag the [Zoom] marker to the left or right
 - To amend the zoom level of the slides



- Click the [Zoom level] percentage at the left of the [Zoom] slider bar
 - To open the Zoom dialog box
- In the Zoom dialog box, select a specific magnification percentage for your presentation and click [OK]



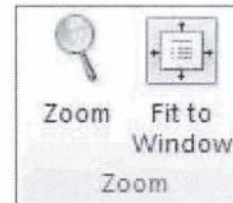


You may like to know:

Alternatively, Ribbon [View] [Zoom] contains the following buttons:

- [Zoom]
 - To open the Zoom dialog box
- [Fit to Window]

To make the currently selected range fill the entire window exactly

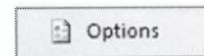


Exercise 4 Set user preferences in the application

It is possible to change some of the default options that are used each time you work with the presentation. However, if the options and preferences have already been set by your school or organisation, you should adhere to them.

These preferences are stored on screens in the PowerPoint Options dialog box:

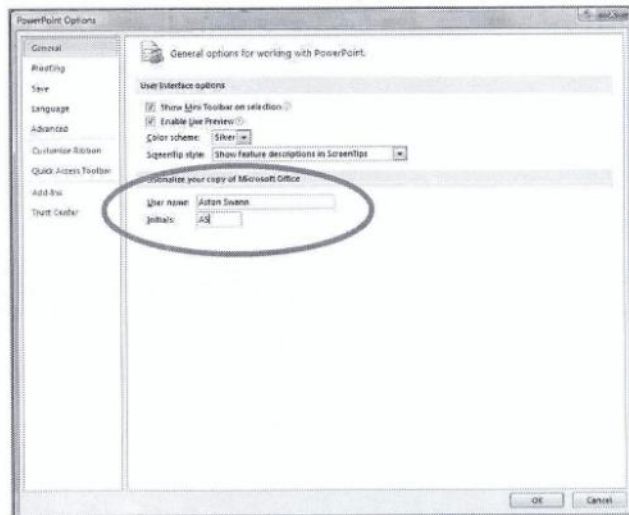
- Ribbon [File] click the [Options] button
 - To open the PowerPoint Options dialog box



User name:

This is the name used when inserting user fields into presentations.

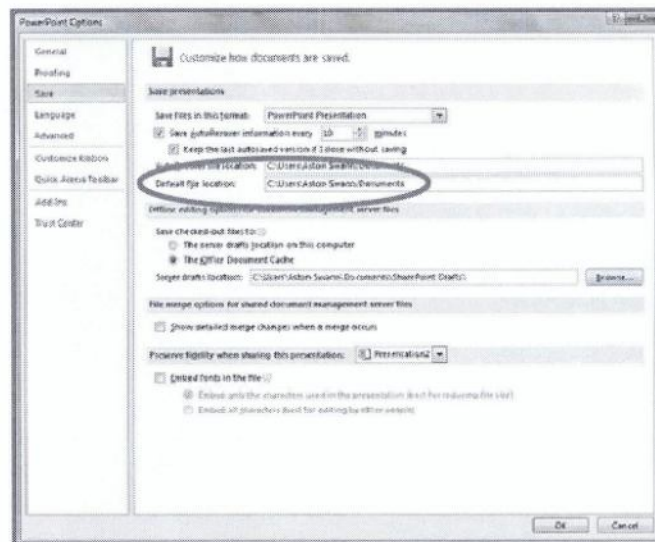
- In the left pane, select [General]
 - To view the most frequently used options in PowerPoint
- In the [User name] field of the 'Personalise your copy of Microsoft Office' section, type in the name you wish to be entered any time you insert the [User name:] field into a presentation



Default folder to open, save presentations:

The default file location is the drive and folder you would normally use to save presentations to, and from where you will open existing presentations.

- In the left pane of the PowerPoint Options dialog box, select [Save]
 - To view the fields where you can customise how presentations are saved
- In the [Default file location] of the 'Save presentations' section, type the file path of the folder you wish to view each time you need to [Open] or [Save] a file.



- Click [OK]
 - To close the PowerPoint Options dialog box

Exercise 5 Use available Help functions

- Click the [Microsoft Office PowerPoint Help] button at the right of the Ribbon
 - To view the PowerPoint Help dialog box
 - If your computer is online, you will view Office Online help, in addition to the help contained with the PowerPoint program.



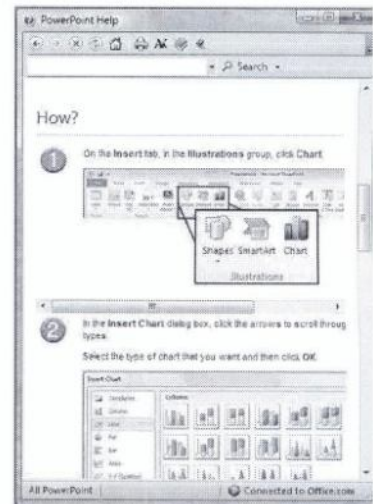
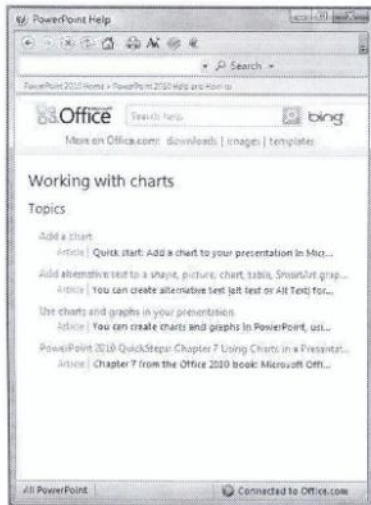
Keyboard shortcut:
• [F1]

View a help topic

The Help dialog box opens with a selection of topics.

- Click one of the topics
 - To view sub-menus of help available concerning the topic you have selected
- Click a sub-menu
 - To view sub-categories of help concerning the sub-menu you have selected
- Select further sub-categories, as relevant
 - Until you view the help text for the topic you have selected





Some of the words in the help text may be in a different colour

- Click these words
 - To view an explanation of the words
- Click the words again
 - To hide their explanation
- Click [+ Show All] at the top of a help topic
 - To view all the explanations in this topic
- Once you have shown all the explanations for a topic, click [- Hide All]
 - To hide the explanations

The Help toolbar buttons


The following buttons are displayed across the top of the Help dialog box:

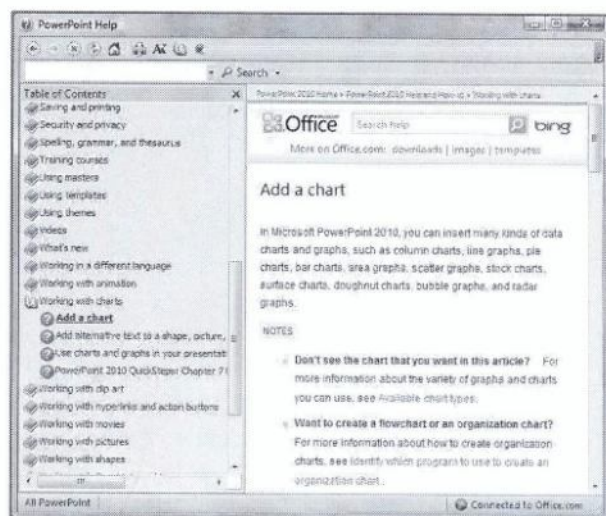
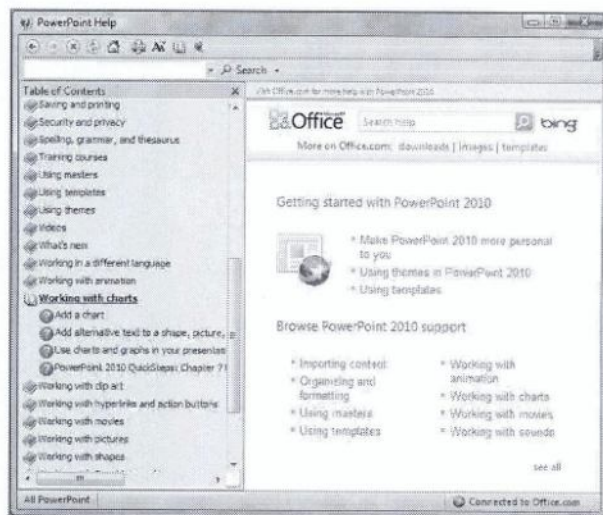


- [Back]
 - Go back to the previous screen
- [Forward]
 - Return to the screen you were viewing before you clicked [Back]
- [Stop]
 - Stop a help page uploading to the Help dialog box
- [Refresh]
 - Refresh an online help page with the latest information available
- [Home]
 - Return to the initial Help screen
- [Print]
 - Open the Print dialog box, in order to print all or part of the current Help topic
- [Change Font Size]
 - Make the font size in the Help dialog box larger or smaller
- [Show Table of Contents]
 - View the Help Table of Contents to the left of the Help dialog box
 - When the Table of Contents is showing, the icon will change to an open book. Click this, to hide the Table of Contents
- [Keep on Top]
 - Toggle between keeping the Help dialog box on top of your PowerPoint presentation whilst you are working and not keeping it on top

Table of Contents

The Table of Contents contains headings for the complete Help manual.

- If the Table of Contents is not showing, click the  [Show Table of Contents] button at the top of the Help dialog box
 - To view the Table of Contents to the left of the Help dialog box
- Select one of the headings with a book icon to its left
 - To view the help topics available for that heading
- Select a help topic with a question mark to its left
 - To view the help text for that topic



Search

The Search field is below the toolbar buttons.

- Type the name of the help topic you wish to view
 - To view a list of the help topics that match the text you entered into the Search field
- Select the most appropriate entry from the list
 - To view the help text for that topic
- Click the [Back] button on the toolbar
 - To return to the list of help topics
 - To be able to select a different topic from the list



Context-sensitive help

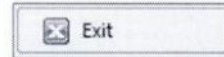
The [Help] button appears at the top right of dialog boxes.

- Click the [Help] button in a dialog box
 - To view the help on topics specifically relating to the dialog box

Exercise 6 Close a presentation application

When you have finished working with PowerPoint, it is good practice to close the program, so that it does not restrict your computer's performance.

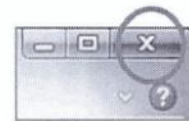
- Ribbon [File] click the [Exit] button



- To close down PowerPoint as well as this presentation.

Keyboard shortcut:
• [Alt] + [F4]

Alternatively, clicking the [Close] button at the top right of the screen will close any PowerPoint presentation open in the current window and, if this is the only PowerPoint presentation open, it will also close down PowerPoint.



Example 2 - Paris Trip

This Example will begin creating a presentation, showing details of a school trip to Paris.

Four slides will be added, containing different layouts, such as Title, Bulleted list, Table and Chart.

Once you have created the initial slides, you will work with the text in the slides – editing, deleting and undoing your actions.

This presentation will be continued in the next Example.

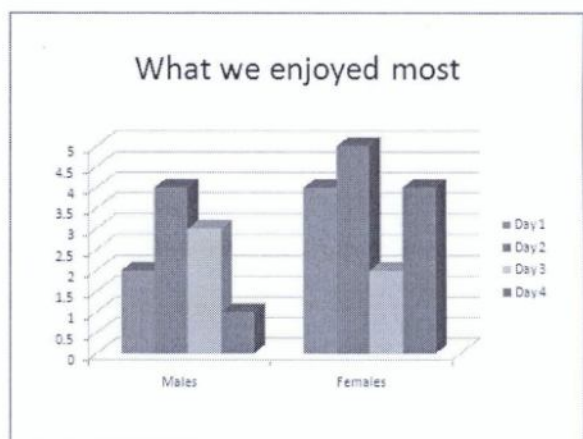
Our school trip
Paris, France

About us

- 25 students went on the trip
- 3 teachers accompanied us
- We were in Paris for 4 days
- We flew into Charles de Gaulle Airport
- We stayed near Montmartre

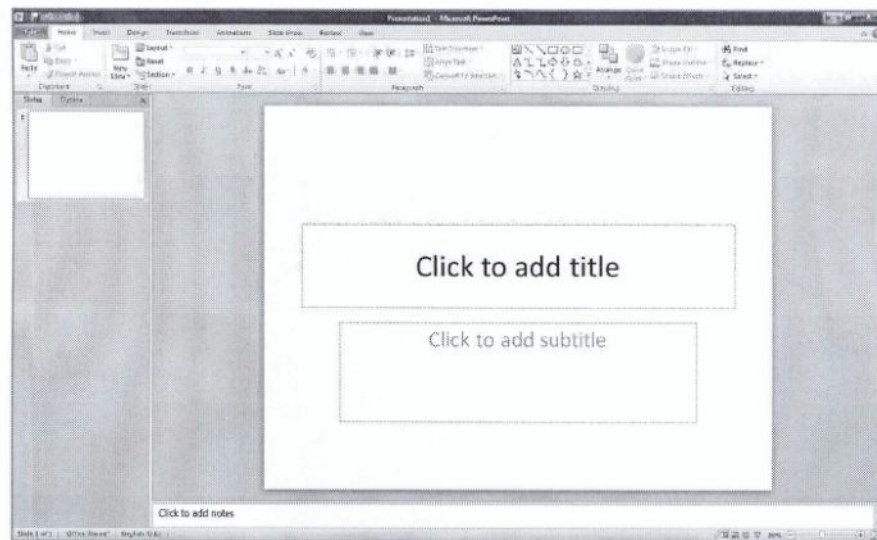
Where we visited

| | Day 1 | Day 2 | Day 3 | Day 4 |
|-----------|-------------------|-------------------|----------------|-------------|
| Morning | Eiffel Tower | Champs Elysees | La Defense | Montmartre |
| Afternoon | The Seine | L'Arc de Triomphe | Notre Dame | Sacre Coeur |
| Evening | The Latin Quarter | Left Bank | Ile de la Cite | |



Exercise 1 Open a presentation application

- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office PowerPoint]
 - Microsoft PowerPoint will open, with a new, Title Slide on screen



Exercise 2 Add a new slide with title slide layout

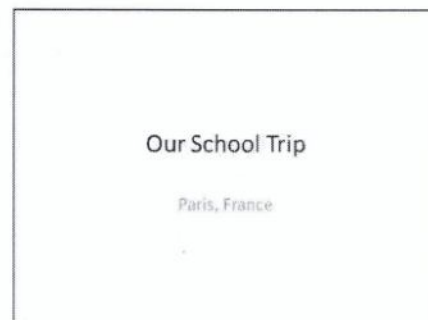
This Exercise will create the title slide for the presentation. As you have seen in Exercise 1, by default, the first slide of a new presentation is a Title Slide containing two ready-made text boxes (also known as 'placeholders') in which to type your title and subtitle. You can, therefore, use this slide as it is. You will be shown later how to amend a slide layout.

Recognise good practice in adding slide titles

When adding titles to slides, it is good practice to have a different, relevant title for each slide, so that each slide can be easily distinguished in outline view and when navigating in slide show view.

Enter text

- Click the [Click to add title] placeholder
 - To select the text placeholder
 - To see the text insertion cursor
- Type **"Our School Trip"**
 - To enter text in the placeholder
 - The text will automatically size and position itself on the screen
- Click the [Click to add subtitle] placeholder
- Type **"Paris, France"**
- Click outside the placeholder
 - To finish entering text

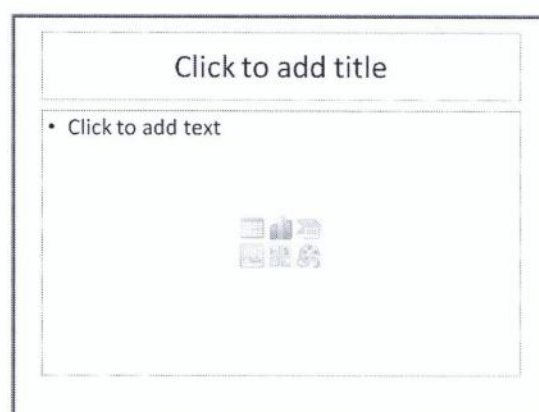
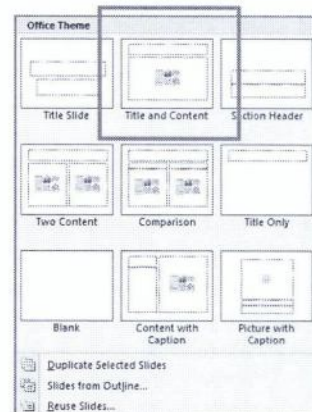
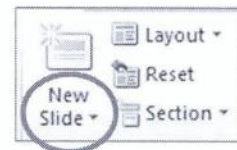


Exercise 3 Add a new slide with bulleted list layout

This exercise will add a new slide using a bulleted list slide layout.

Bulleted list slides are created using a layout called "Title and Content". This layout allows you to select from several types of content, including bulleted lists, tables and charts.

- Ribbon [Home] [Slides] – click the bottom half of the [New Slide] button
 - To view the available slide layouts
- Select [Title and Content]
 - To create a new [Title and Content] slide



Recognise good practice in creating slide content

This slide will contain text in the form of bullet points. It is good practice to use short, concise phrases when entering text into bullet points or numbered lists.

Add text

- Click the [Click to add title] placeholder
- Type “**About Us**”
- Click the [Click to add text] placeholder
- Type “**25 students went on the trip**”
- Press [Enter] on the keyboard
 - A new bulleted line is created
- Type “**3 teachers accompanied us**” then press [Enter]
- Type “**We went to Paris for 4 days**” then press [Enter]
- Type “**We flew into Charles de Gaulle Airport**” then press [Enter]
- Type “**We stayed near Montmartre**”

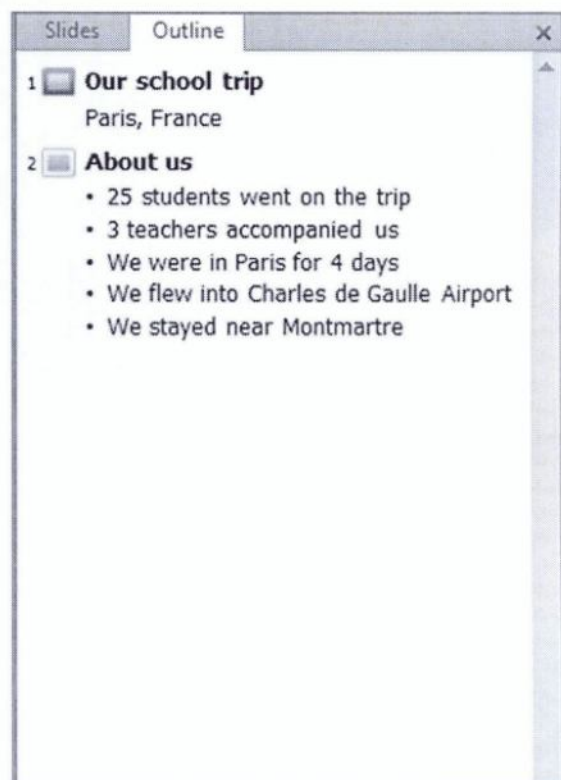
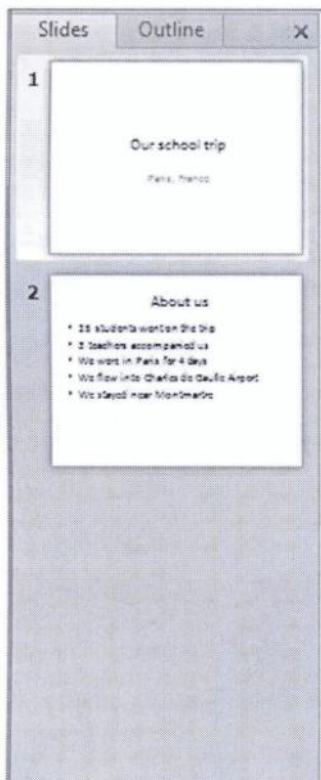


You will need to know:

Enter text using outline view

The Outline and Slides tab pane at the left of the screen can display slide view, which shows miniatures of each slide as it will appear; or outline view, which shows the text contained in each slide. In outline view, it is possible to enter and edit text in this pane. This can be a useful way, initially, to organise your presentation, before adding images, charts and other graphical objects.

- *In the Outline and Slides tab pane select the [Outline] tab*
 - *To view the slides in outline view*
- *In Slide 2, insert or edit some of the bulleted text*
 - *To insert the text into the slide*
 - *To edit the slide using outline view*

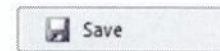


Exercise 4 Save a presentation to a location on a drive

It is very important to save your presentations regularly while you are working. This ensures that, if there is a power cut or some other problem with your computer, you do not lose any changes you have made to the presentation.

Either

- Ribbon [File] click the [Save] button



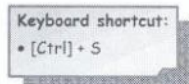
Or

- On the Quick Access Toolbar, click the [Save] button



- To open the Save As dialog box

The Save As dialog box opens because this is the first time the file has been saved and PowerPoint needs to know the name for the file, and the location to which it is being saved. If [Save] is selected again after the file has previously been saved, the dialog box will not open, but the existing file will be updated, saving any changes you have made.



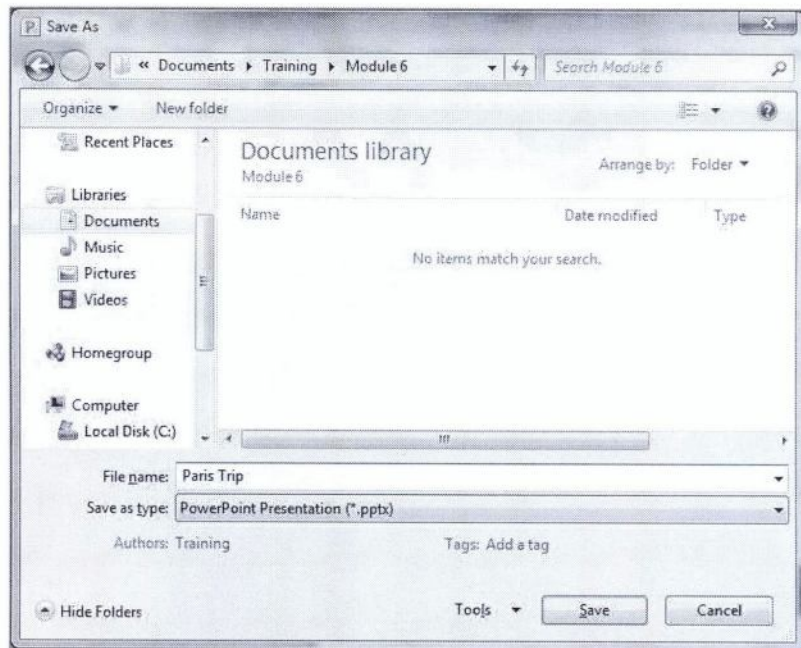
- Type "**Paris Trip**" in the [File name:] field
- Ensure that [PowerPoint Presentation] is selected in the [Save as type:] field
 - So that the file will be saved as a presentation

Either

- Accept the file location displayed at the top of the Save As dialog box
 - To save the workbook in your default file location

Or

- Navigate through the drives and folders in your filing system
 - To select a specific folder in which you wish to save the workbook
- Click [Save]
 - To save the workbook in the specified folder



Don't forget to [Save] your presentation at regular intervals:

- On the Quick Access Toolbar, click the [Save] button
 - To save the presentation in the same location with the same name

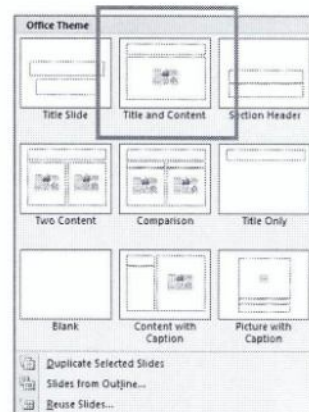
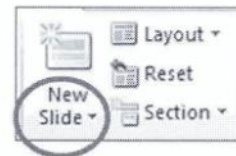


Keyboard shortcut:
• [Ctrl] + S
• To save the workbook

Exercise 5 Add a new slide with table layout

This exercise will add a new slide to present information in a table. Once again, a [Title and Content] slide will be used, from which a table can be created.

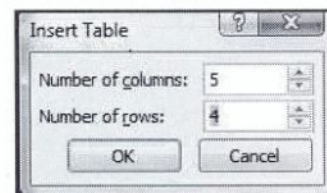
- Ribbon [Home] [Slides] – click the bottom half of the [New Slide] button
 - To view the available slide layouts
- Select [Title and Content]
 - To create a new [Title and Content] slide



- In the [Click to add title] placeholder, type **“Where we visited”**



- Click the [Insert Table] icon in the centre of the slide
 - The [Insert Table] dialog box will open
- In the [Number of columns:] box, accept the default number [5]
 - To insert 5 columns in the table
- In the [Number of rows:] box, click the up arrow and select 4
 - To insert 4 rows in the table
- Click [OK]
 - To create a table with 5 columns and 4 rows



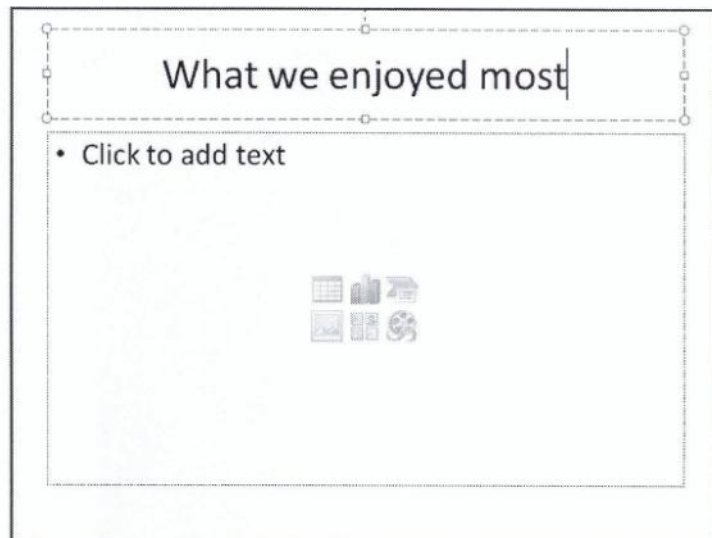
- In the first row, click into the second cell and type "**Day 1**"
- In turn, click into cells 3, 4 and 5, and type "**Day 2**", "**Day 3**" and "**Day 4**"
- Complete the other cells in the table as shown below:

| | Day 1 | Day 2 | Day 3 | Day 4 |
|-----------|-------------------|-------------------|----------------|-------------|
| Morning | Eiffel Tower | Champs Elysees | La Defense | Montmartre |
| Afternoon | The Seine | L'Arc de Triomphe | Notre Dame | Sacre Coeur |
| Evening | The Latin Quarter | Left Bank | Ile de la Cite | |

Exercise 6 Add a new slide with a chart layout

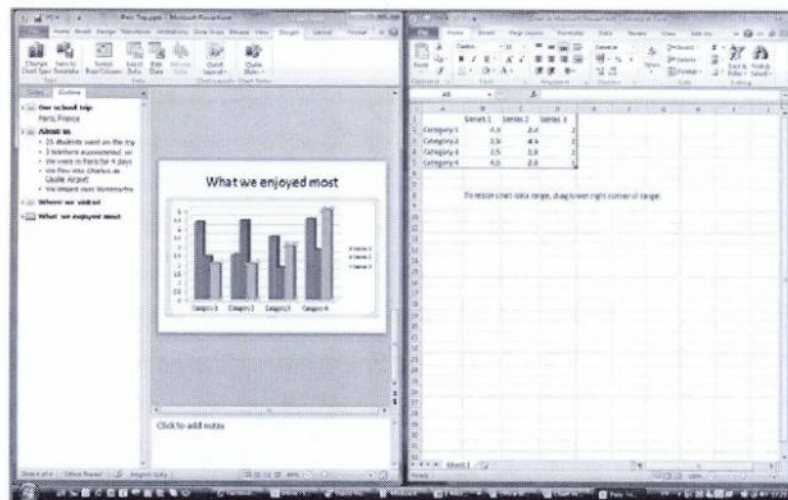
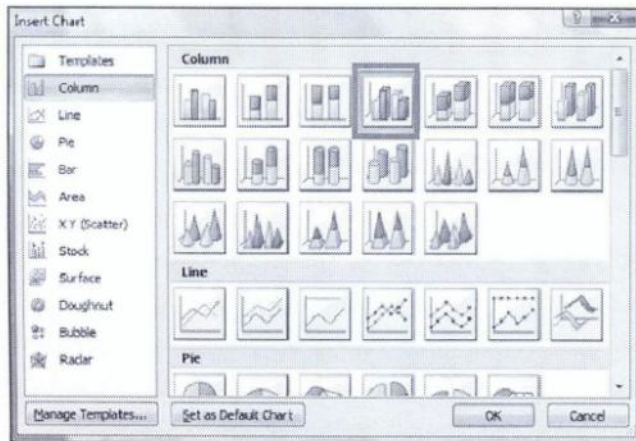
This exercise will create a chart slide.

- Create a new [Title and Content] slide
- In the [Click to add title] placeholder, type **“What we enjoyed most”**



- Click the [Insert Chart] icon in the centre of the slide
 - The [Insert Chart] dialog box will open
- In the left section, select [Column]
 - To view the Column charts available on the right side
- Click the fourth column chart option
 - To select a 3-D Clustered Column Chart
- Click [OK]
 - A default 3-D Clustered Column Chart will appear, with a datasheet on the right





- Select cell B1 of the datasheet and type “Day 1”
 - To replace the existing text
 - To update the chart as you amend the data in the datasheet
- Replace all the remaining text in the cells in rows 1-3 as shown below
 - To update the chart with your data

| | A | B | C | D | E |
|---|---------|-------|-------|-------|-------|
| 1 | | Day 1 | Day 2 | Day 3 | Day 4 |
| 2 | Males | 2 | 4 | 3 | 1 |
| 3 | Females | 4 | 5 | 2 | 4 |

You can select each cell in turn, or use the arrow keys on the keyboard, to move between the cells.

- Move the pointer over the number 4 in the left margin
 - The pointer will change to an arrow
- Click and drag the pointer to the number 5 in the left margin
 - To select rows 4 and 5
 - Ribbon [Home] [Cells] – click the [Delete] button
 - To delete the selected rows

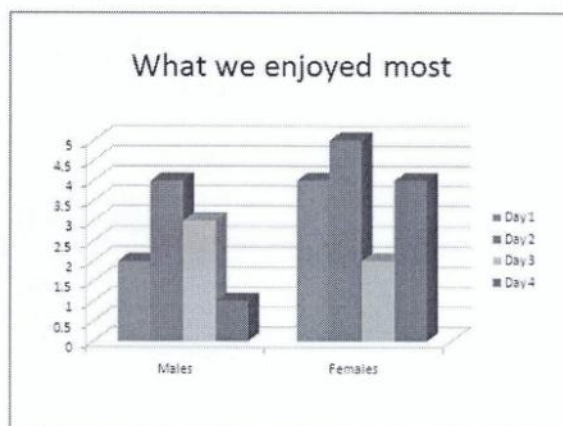
If the blue lines are still around the range A1:E5:

- Move the pointer over the lower right corner of the range that is highlighted in blue
 - The pointer will change to a double ended arrow
- Drag the pointer up to the bottom right of cell E3
 - To resize the chart data range
 - To resize the columns in the chart to fit across the x axis

| | A | B | C | D | E | F | G |
|---|---------|-------|-------|-------|-------|---|---|
| 1 | | Day 1 | Day 2 | Day 3 | Day 4 | | |
| 2 | Males | 2 | 4 | 3 | 1 | | |
| 3 | Females | 4 | 5 | 2 | 4 | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |

To resize chart data range, drag lower right corner of range.

- Note how the chart updates as the information is entered into or removed from the datasheet
- Click the [Close] button at the top right of the Microsoft Excel sheet
 - To close the data sheet



Exercise 7 Handling Text

This exercise will teach you how to amend the text in the slides you have created. You will learn how to edit and delete text, and also how to undo and redo changes that you have made.

Edit Text

This will change some text on Slide 2.

- In the Outline and Slides tab pane at the left of the screen, select Slide 2
- In the final bullet point, double click the word "Montmartre"
 - To select this word
- Type "**the Champs Elysees**"
 - To replace the selected word with the new ones

Delete Text

This will delete the words "Charles de Gaulle" from Slide 2

- Click at one end of the words "Charles de Gaulle" and drag the pointer to the other end
 - To select these words
- Press the [Delete] key on the keyboard
 - To delete this selected text

The [Backspace] and [Delete] keys can also be used to delete individual characters, as follows:

- Press the [Backspace] key on the keyboard once for each character you wish to delete
 - To delete character(s) to the left of the cursor
- Press the [Delete] key on the keyboard once for each character you wish to delete
 - To delete character(s) to the right of the cursor

Use the undo, redo command

It is possible to 'undo' actions you have carried out within PowerPoint. You can undo multiple actions – but have to include all actions carried out since the one you wish to undo. If, after undoing an action, you wish to retain it, it is possible to 'redo' the action.

To undo the last action in the presentation:

- On the Quick Access Toolbar - click the [Undo] button
 - To undo the last action in your presentation



Keyboard shortcut:
• [Ctrl] + Z

To redo this action

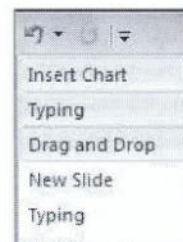
- On the Quick Access Toolbar - click the [Redo] button
 - To redo the action in the presentation



Keyboard shortcut:
• [Ctrl] + Y

To undo multiple actions

- On the Quick Access Toolbar --click the drop down arrow to the right of the [Undo] button
 - To view the actions available to be undone
- Scroll down through the list of actions until you have highlighted all those you wish to undo
- Click on the earliest action you wish to undo
 - All these actions will be removed from your presentation



If you hover over the [Undo] or [Redo] buttons, the screen tip will show which action would be undone or redone by pressing the button.



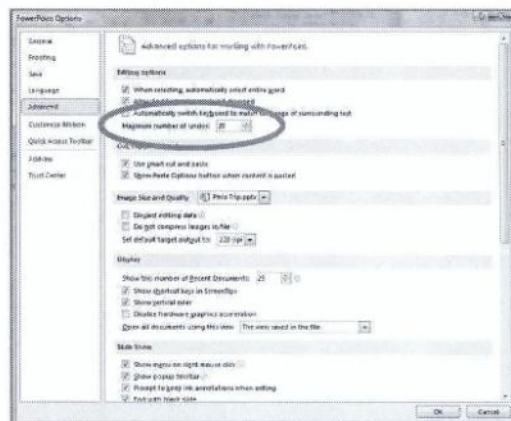
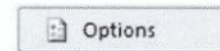
- Ensure your bullet points make sense, once you have finished undoing and redoing your actions!
- [Save] your presentation with the latest changes



You may like to know:

It is possible to specify the maximum number of actions that should be available in the Undo list within PowerPoint:

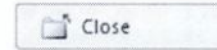
- Ribbon [File]- click the [Options] button
 - To open the PowerPoint Options dialog box
- In the left pane of the PowerPoint Options dialog box, select [Advanced]
- In the Editing options section, click the up or down arrows
 - To choose the [Maximum number of undos:] you wish to be available
- Click [OK]
 - To close the PowerPoint Options dialog box




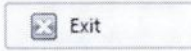
Exercise 8 Close a presentation

This Exercise will close the Paris Trip presentation.

- Ribbon [File] click the [Close] button
 - To close the Paris Trip presentation
 - To leave PowerPoint open on screen



Exercise 9 Close a presentation application

- Ribbon [File] click the [Exit] button  Exit 
- To close PowerPoint as well as any open presentations
- If you have any open presentations that have not been saved since they were last updated, a warning box will open for each of these presentations in turn, asking if you want to save the changes you made to the presentation

Keyboard shortcut:

- [Alt] + [F4]

Example 3 - Paris Trip

This Example will continue with the presentation on the trip to Paris that was started in Example 2. It will format and amend the presentation.

You will learn about themes, to amend the design of the presentation as a whole, before formatting text and backgrounds.

You will work with more than one presentation, in order to copy and move slides and text between presentations. To do this, you will learn about different presentation views.

Exercise 1 Open a presentation application

- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office PowerPoint]
 - Microsoft PowerPoint will open, with a new Title Slide on the screen

Exercise 2 Open a presentation and save under another name

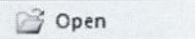
With your Module 6 exercise files, there is a copy of the Paris Trip presentation as it would have been at the end of Example 2. Although you could use the presentation you created in Example 2, if you use the exercise file presentation, this will ensure that it is laid out exactly as expected for this Exercise.

Once you have opened the presentation, you will save it with a new name, to a new location. This will ensure that the original presentation remains unchanged in your exercise file location.

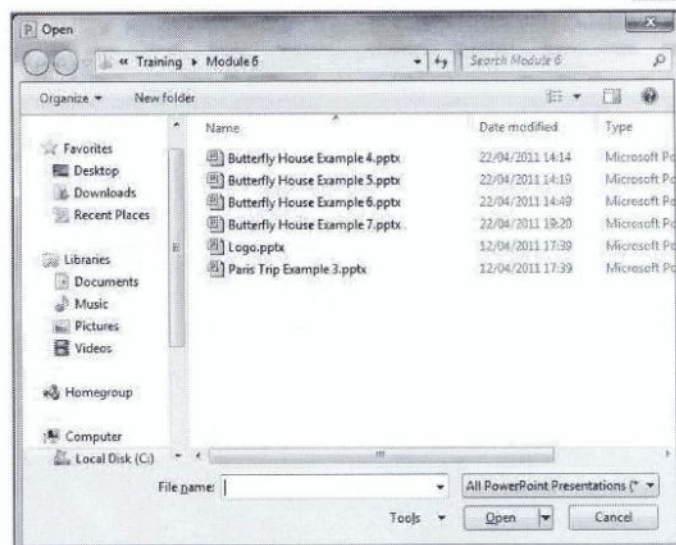
Open a presentation

This will open the Paris Trip presentation stored with your exercise files.

- Ribbon [File] click the [Open] button
 - To view the Open dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 6]
- In the Module 6 folder, select the file named "Paris Trip Example 3"
- Click the [Open] button
 - To open the presentation on screen

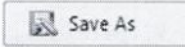


Keyboard shortcut:
• [Ctrl] + O
• To open the Open dialog box



Save a presentation under another name

This will save the presentation to your default file location, with a different file name.


- Ribbon [File] click the [Save As] button 
- To open the Save As dialog box
- In the [File name:] field, type an appropriate name for your presentation
- Within your filing system, select an appropriate folder
- Click [Save]
 - To save the presentation with a new name in the selected folder

Keyboard shortcut:

- [Alt] + F
- Then press [A]
- To open the Save as dialog box

Once you have saved your file in this way, your updates will be saved in the new folder, under the new name, and the original exercise file will be unchanged.

As you are working on your presentation, it is a good idea to save it at regular intervals. This ensures that, if there is a power cut or some other problem with your computer, you do not lose any changes you have made.

- On the Quick Access Toolbar, click the [Save] button 
- To save the presentation in the same location with the same name

Keyboard shortcut:

- [Ctrl] + S
- To save the workbook

Exercise 3 Slides

This Exercise will work with the design and layout of existing slides in the presentation.

Apply an available design template

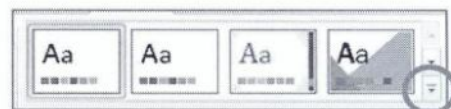
Within Microsoft PowerPoint, it is possible to change the overall design of your presentation. This is done by applying a 'theme', which sets the colours, fonts and effects, a background and the slide layout used in a presentation.

A theme can be applied, or changed, at any time as you are creating your presentation, and any existing slides will be amended to take on the design of your currently selected theme.

When you are selecting a theme for any presentation you should think about how you are going to use the presentation in the future. Some themes contain a lot of colour – including coloured backgrounds. These themes may look very effective in a slide show, but would use a lot of ink or toner if printed. Other themes are plainer, and may not be so impressive on screen, but would be more cost-effective if printed.

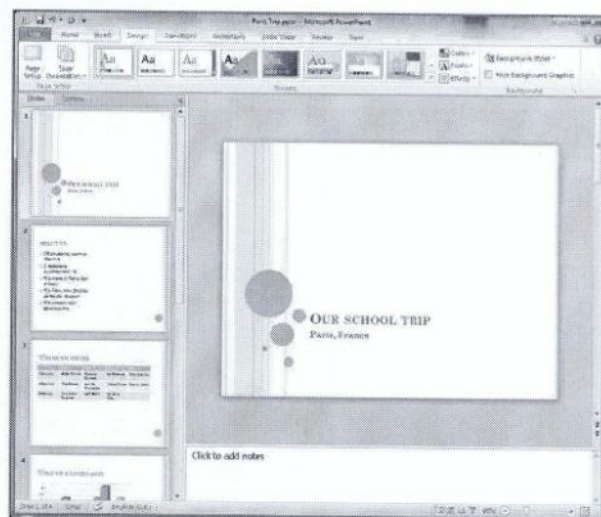
This Exercise will apply a theme to your Paris Trip presentation.

- Ribbon [Design] [Themes] – click the drop down arrow to the right of the themes that are showing
 - To view the full list of available themes






- Scroll through the list until you find a theme you like
 - As you hover over any theme, your current slide will show what it would look like with this theme applied
- Click the theme you select
 - To apply it to your presentation
- In the Outline and Slides tab pane, click each slide in turn
 - To see the effect of the theme on each slide
- Experiment with a few themes
 - Until you find and select one you are happy with

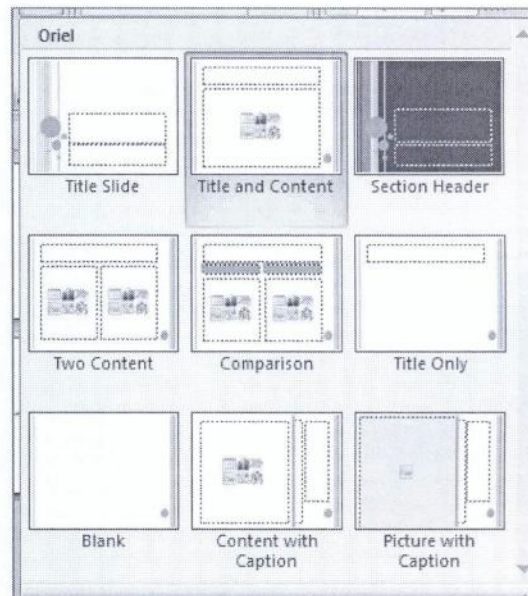


The theme that has been applied to the presentation above is [Oriel].

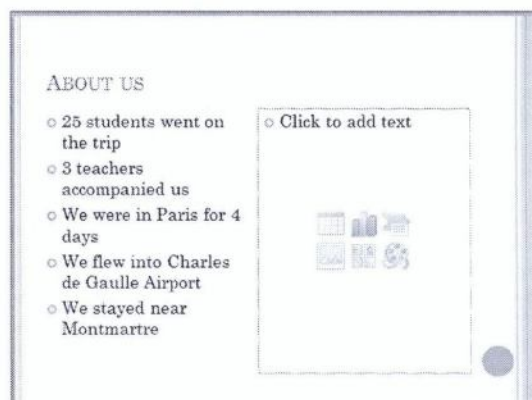
Choose a different built-in slide layout for a slide

It is also possible to change the layout for any slide in a presentation. You will now change the layout for Slide 2.

- In the Outline and Slides tab pane at the left of the screen, select Slide 2
- Ribbon [Home] [Slides] – click the drop down arrow to the right of the [Layout] button 
 - To view the available slide layouts



- Select [Two Content] from the available layouts
 - To apply this layout to the current slide
 - To re-arrange the contents of the slide to fit this new layout



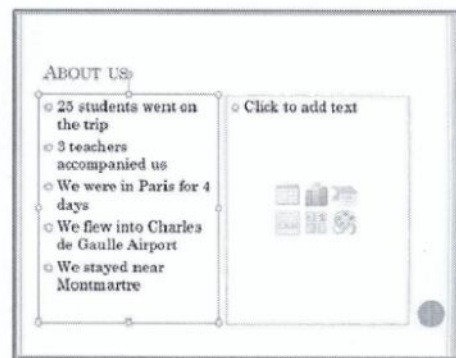
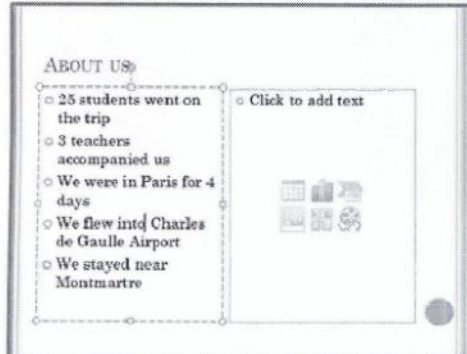
Exercise 4 Formatting

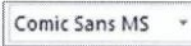

This Exercise will apply text formatting to parts of the bulleted list slide.

When applying formatting to text, if you select specific words and phrases, the formatting will be applied to just the current selection. If you select an entire placeholder, the formatting will be applied to all the text that is currently in the placeholder, and any text that is added to the placeholder in the future.

Change font size and font type

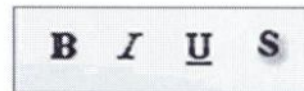
- In the Outline and Slides tab pane at the left of the screen, select Slide 2
- In the slide pane, move the pointer over the bulleted text and click once
 - To see dotted lines around the outline of the placeholder
- Move the pointer over the dotted lines and click once
 - To select the entire placeholder
 - The dotted lines will change to a solid line



- Ribbon [Home] [Font] – click the drop down arrow to the right of the [Font] button and select [Comic Sans MS] 
 - To change the [Font] for the text in the placeholder
- Ribbon [Home] [Font] - click the drop down arrow to the right of the [Font Size] button and select [24] from the list of available font sizes 
 - To change the [Font Size] for the text in the placeholder

Apply bold, italic, underline and shadow formatting

- Move the pointer to the middle of the word “Montmartre” and double click
 - To select this word
- Ribbon [Home] [Font] – click the [Bold] button
 - To change the font of the selected word to bold
- Ribbon [Home] [Font] – click the [Italic] button
 - To change the font of the selected word to italic
- Ribbon [Home] [Font] – click the [Underline] button
 - To underline the selected word
- Ribbon [Home] [Font] – click the [Shadow] button
 - To apply a shadow to the selected word
 - The selected word will now be bold, in italics, underlined and shadowed



Keyboard shortcut:

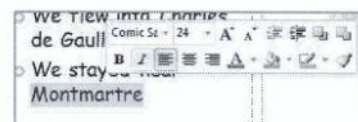
- [Ctrl] + B for bold
- [Ctrl] + I for italic
- [Ctrl] + U for underline

To remove the formatting from any selected text, click the appropriate Font button or shortcut again.



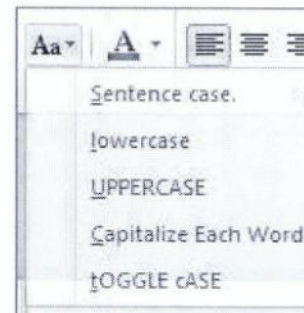
You may like to know:

When you select text, a mini toolbar is displayed next to the highlighted data. This displays the most commonly used formatting buttons, and is a quick way of formatting your highlighted entry. The mini toolbar is very faint until you move the pointer over it, when it becomes more prominent.



Apply case changes to text

- Select the word “Montmartre” again
- Ribbon [Home] [Font] - click the [Change Case] button
 - To view the [Change Case] options
- Select [UPPERCASE]
 - To change the letters in the selected word to uppercase



Right click:

- [Shift] + F3
- To toggle through the case options

Apply different colours to text

- Move the pointer to anywhere within the word “Charles”
- Click and drag the pointer to anywhere within the word “Gaulle”
 - To select the words “Charles de Gaulle”
- Ribbon [Home] [Font] - click the drop down arrow to the right of the [Font Color] button
 - To view the available font colours
- Select a colour from those available
 - To change the colour of the selected text
- Click away from the selected phrase
 - To view the formatted text

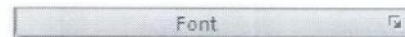


Right click:

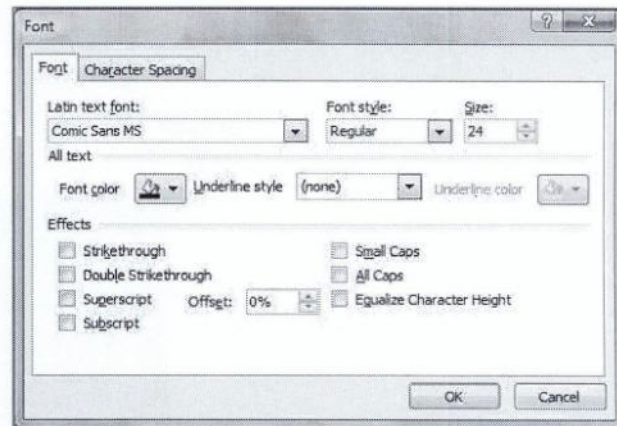
- [Font..]
- Select [Font] tab
- To view the font options available

To obtain the full range of font formatting available:

- Ribbon [Home] [Font] - click the Dialog Box Launcher



- To open the Font dialog box
- To access all the font formatting options available



Align text in a text frame

Text can be aligned to the left or the right of a placeholder, centred, or justified to align the text with both the left and right margins of the placeholder. When justifying paragraphs, Microsoft PowerPoint inserts extra space between words so that the text fits exactly between the margins.

To centre the title placeholder, containing the words "About us":

- Select the title placeholder
- Ribbon [Home] [Paragraph] – click the [Center] button
 - To centre the text in the selected placeholder



Keyboard shortcut:
• [Ctrl] + E to centre text

You will need to know:

Align text left, right, justify

The same procedure is used to left and right align and to justify text:

- Ribbon [Home] [Paragraph] - click the [Align Text Left] button
 - To left align the selected text
- Ribbon [Home] [Paragraph] - click the [Align Text Right] button
 - To right align the selected text
- Ribbon [Home] [Paragraph] - click the [Justify] button
 - To align the selected text with both the left and right margins




Keyboard shortcut:

- [Ctrl] + L to Left align
- [Ctrl] + R to Right align
- [Ctrl] + J to Justify

ABOUT US

- 25 students went on the trip
- 3 teachers accompanied us
- We were in Paris for 4 days
- We flew into Charles de Gaulle Airport
- We stayed near Montmartre

◦ Click to add text



Exercise 5 Change background colour

It is possible to change the background colour for any or all the slides in your presentation. It is also possible to change the Background Style for your presentation, to a different style belonging to the theme you are currently using.

Change background style

- Ribbon [Design] [Background] – click the [Background Styles] button
 - To view the styles available within your current theme
- Hover over any of the background styles
 - To see the effect of this style on your current slide
- Select a background style
 - To apply this background style to the presentation

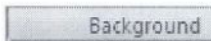


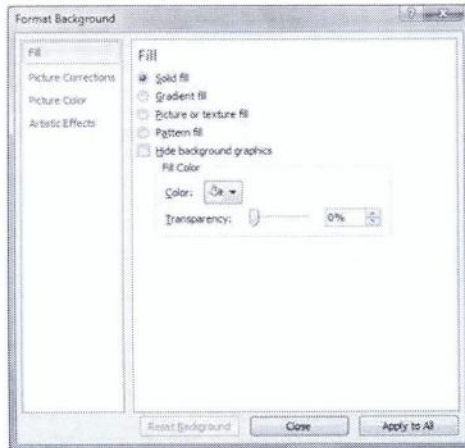
Change background colour

Either

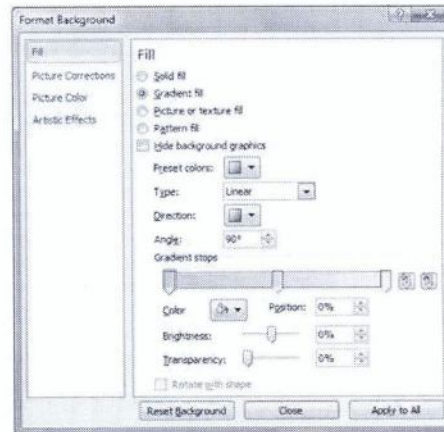
- Ribbon [Design] [Background] – click the [Background Styles] button and select [Format Background...] from the drop down list

Or

- Ribbon [Design] [Background] – click the  Background dialog box launcher
 - To view the Format Background dialog box
 - The [Fill] that will be displayed will depend on the fill currently selected for your presentation



Fill displayed if your presentation currently has a solid background



Fill displayed if your presentation currently has a graduated background

- With [Solid fill] or [Gradient fill] selected, click the drop down arrow to the right of the [Color:] field
 - To view the colours available for your current background
- Select a colour
 - To see that background colour applied to your current slide

Once you have selected the background colour you want:

Either

- Click [Close]
 - To apply the selected background colour to your currently selected slide

Or

- Click [Apply to All]
- Click [Close]
 - To apply the selected background colour to all the slides in your presentation

- Don't forget to [Save] your presentation regularly!

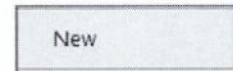
Exercise 6 Work with presentations

In this Exercise you will create a new presentation and learn how to switch between presentations. You will move and copy slides and text from your current presentation to the new presentation.

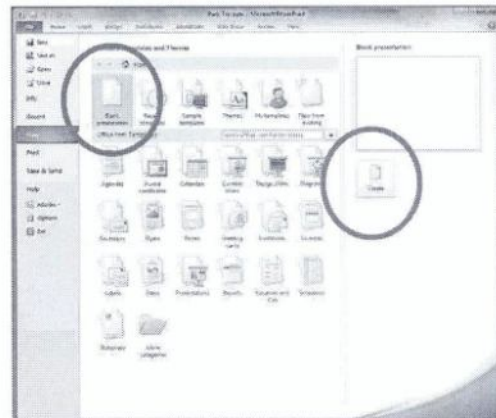
Create a new presentation

When you create a new presentation based on the default template, a presentation containing a Title Slide is opened on the screen. This will contain the layout and formatting (such as slide layouts, font and alignment) that are held in the default template, which you can use as a basis to create and control the look of your work. When you start Microsoft PowerPoint, the presentation that is automatically opened on screen is based on this default template.

- Ribbon [File] click the [New] button
 - To view the New dialog box
 - To view the presentation templates available to you
- Select [Blank Presentation] from the list of available templates
- Click [Create]
 - To create a new presentation, containing a Title Slide, based on the default template



Keyboard shortcut:
• [Ctrl] + N
• To create a new, blank workbook based on the default template

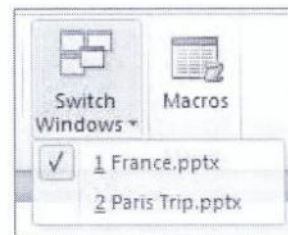


- [Save] the presentation as "**France**" in an appropriate location

Switch between open presentations

You have two presentations open – “Paris Trip Example 3” and “France”. These are contained in two separate windows. You will now switch between these windows.

- Ribbon [View] [Window] – click the [Switch Windows] button
 - To view your currently open presentation windows
- Click [Paris Trip]
 - To view the Paris Trip presentation



You may like to know:

The Taskbar will usually display all your currently open PowerPoint presentations.

If they are shown side-by-side:

- *Click the presentation you wish to view,*
 - *In order to switch to that presentation*

If there is only one button on the Taskbar for PowerPoint:

- *Click the PowerPoint button*
 - *To view your currently open PowerPoint presentations*
- *Select the presentation you wish to view*
 - *In order to switch to that presentation*



- Ensure that you have selected the Paris Trip presentation

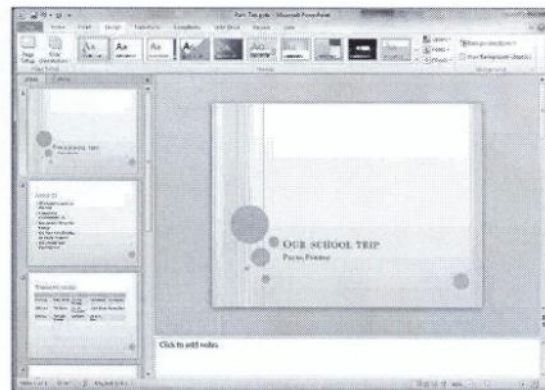
Keyboard shortcut:
• [Alt] + [Tab] scrolls through all the currently open windows displayed in your Taskbar

Exercise 7 Understand the uses of different presentation view modes

The PowerPoint screen can be viewed in several different ways; each of which is most effective for different actions when creating your presentations. This Exercise will explain the different views available. Each view will be used as relevant throughout the courseware.

Normal

This is the default view when you open PowerPoint, and is the view that you have used so far. Normal view is a tri-pane view, with the Slide pane, Outline and Slides tab pane and Notes pane visible on screen. The Slide pane displays the current slide in full. There are thumbnails of the other slides shown in the Outline and Slides tab pane, and any notes for the current slide are visible in the Notes pane at the bottom of the screen. Normal view enables you to create, add to and amend slides.

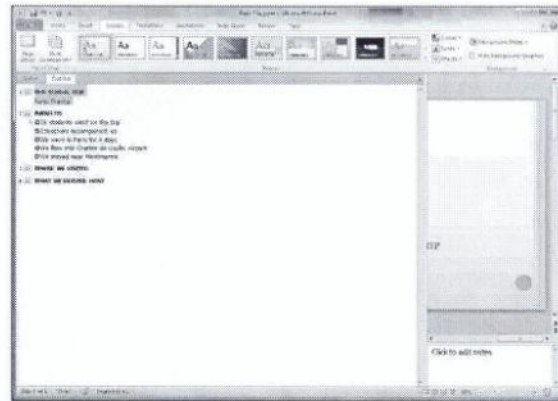


Outline

Within Normal view, the Outline and Slides tab pane can be viewed and resized, to plan the outline and flow of your presentation.

- In the Outline and Slides tab pane at the left of the screen, click the [Outline] tab
 - To view the outline of each slide

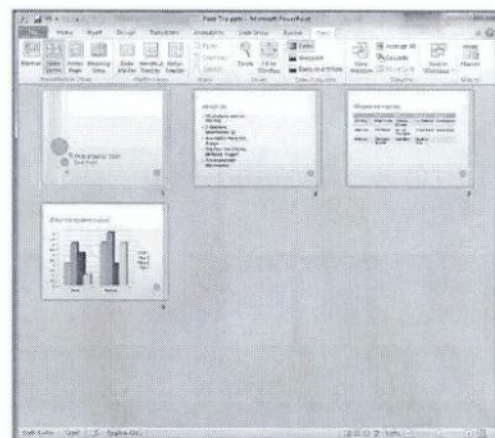
- Move the pointer over the right margin of the Outline and Slides tab pane and drag it to the right
 - To increase the size of the Outline and Slides tab pane
 - To view the text in each slide



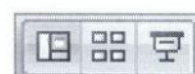
Slide sorter

Slide sorter view displays all the slides on screen at once. If there are too many slides to view on one screen, scroll bars will be displayed, to enable you to scroll through the slides of the presentation. Slide sorter view is used to organise, move and copy the slides in your presentation.

- Ribbon [View] [Presentation Views] – click the [Slide Sorter] button
 - To select Slide Sorter view



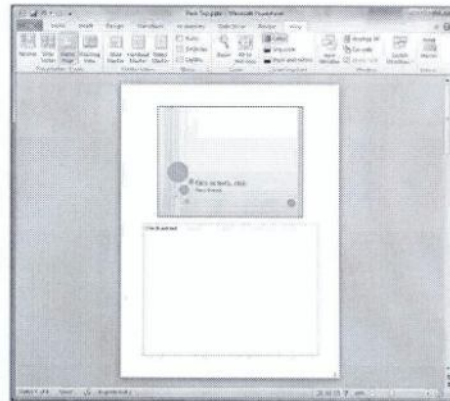
It is also possible to select the Normal, Slide Sorter and Slide Show views from the buttons on the Status Bar.



Notes page

If you wish to print speaker notes for each slide, the Notes page view enables you to see the notes for each slide, and to edit and format them.

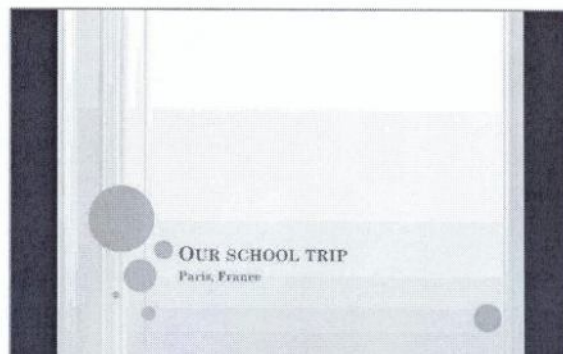
- Ribbon [View] [Presentation Views] – click the [Notes Page] button
 - To select Notes Page view



Slide show

Slide show displays each slide in turn, using the full screen. It is possible to add animation and transition effects to the slides in the slide show – this will be covered in Example 7. The slide show can be displayed on screen, or via other presentation equipment such as an overhead projector or a whiteboard.

- Ribbon [Slide Show] [Start Slide Show] – click the [From Current Slide] button
 - To begin a Slide Show from the present slide
- Press the [Esc] key on the keyboard
 - To end the Slide Show and return to editing your presentation



Exercise 8 Work with slides

This Exercise will copy and move slides and text within and between the two presentations that are currently open. You will also delete a slide. These actions are most easily done in Slide Sorter view.

- Select [Slide Sorter] view



Copy a slide within a presentation

The Microsoft Office Clipboard allows you to copy text, slides and graphical items between presentations and programs. The Clipboard acts as a holding area for multiple copied items, ready to paste them into your presentations.

To copy a slide and paste the copy at the end of the presentation:

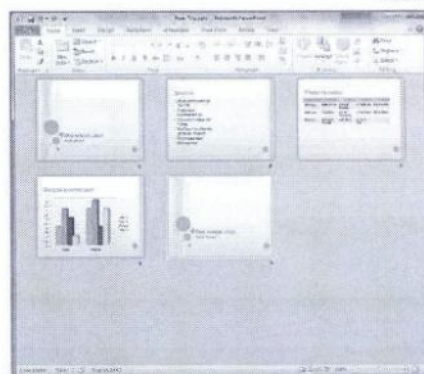
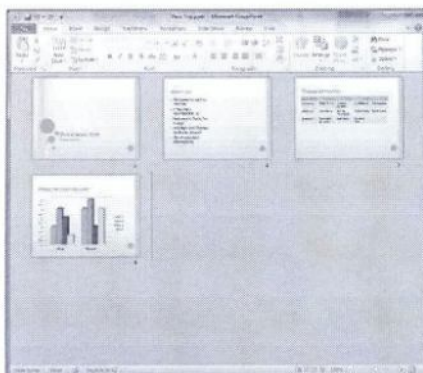
- Click Slide 1
 - To select that slide
- Ribbon [Home] [Clipboard]- click the [Copy] button
 - To copy the selected text to the Clipboard
- Move the pointer to the right of Slide 4 and click
 - The insertion point will flash to the right of Slide 4
- Ribbon [Home] [Clipboard] – click the [Paste] button
 - To paste the copied slide into the presentation to the right of Slide 4



Keyboard shortcut:
• [Ctrl] + C



Keyboard shortcut:
• [Ctrl] + V



Move a slide within a presentation

Rather than taking a copy of a slide and pasting it into an additional location in your presentation, it is sometimes necessary to *move* the slide to a different position. This can be done by 'cutting' and 'pasting' the slide.

You will now move the slide you have just copied as Slide 5, to become Slide 3.

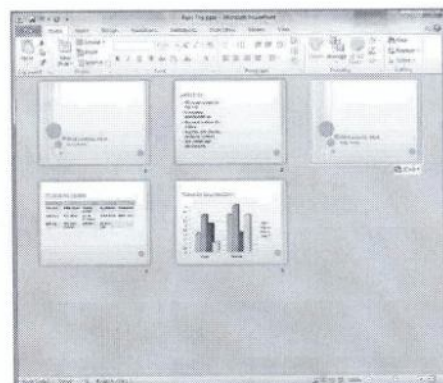
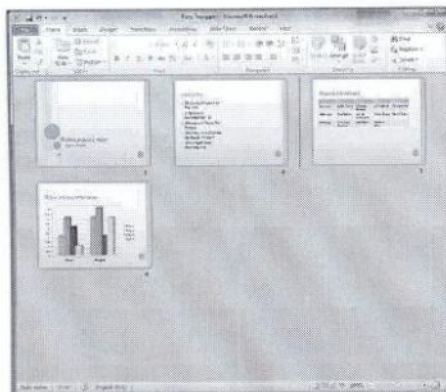
- Select Slide 5
- Ribbon [Home] [Clipboard]- click the [Cut] button
 - To remove the slide from its current location
 - To temporarily place the slide on the Clipboard
- Move the pointer between Slide 2 and Slide 3 and click
 - To place the insertion point at this location
- Ribbon [Home] [Clipboard]- click the [Paste] button
 - To insert the cut slide as Slide 3
 - To renumber the other slides accordingly



Keyboard shortcut:
• [Ctrl] + X



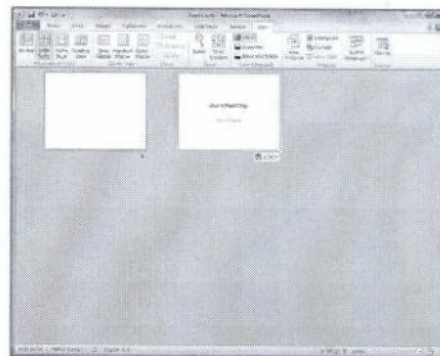
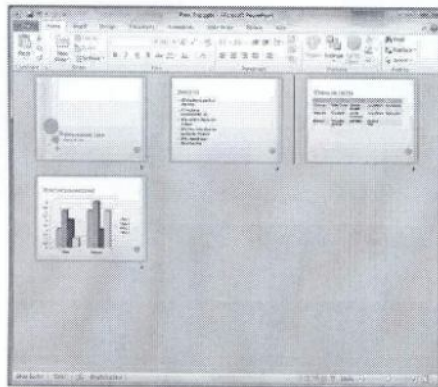
Keyboard shortcut:
• [Ctrl] + V



Move a slide between open presentations


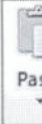
This will move Slide 3 from the Paris Trip presentation to the France presentation.

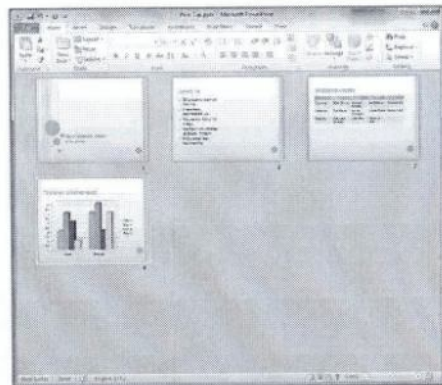
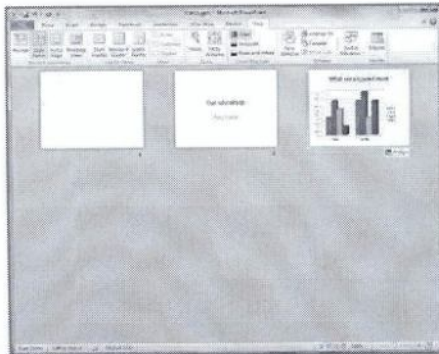
- Select Slide 3
- Ribbon [Home] [Clipboard]- click the [Cut] button
 - To remove Slide 3 from the Paris Trip presentation
 - To place the slide on the Clipboard
- Ribbon [View] [Window] – click the [Switch Windows] button and select the France presentation
- Select [Slide Sorter] view for the France presentation
- Click after Slide 1 in the France presentation
 - To view the insertion point
- Ribbon [Home] [Clipboard] – click the [Paste] button
 - To paste the cut slide into the France presentation at the insertion point, as Slide 2



Copy a slide between open presentations

This will copy the chart slide (Slide 4) from the Paris Trip presentation into the France presentation.

- Ribbon [View] [Window] – click the [Switch Windows] button and select the Paris Trip presentation
- Select Slide 4
- Ribbon [Home] [Clipboard]- click the [Copy] button 
 - To copy the selected slide to the Clipboard
- Ribbon [View] [Window] – click the [Switch Windows] button and select France presentation
- Click after Slide 2 in the France presentation
 - To view the insertion point
- Ribbon [Home] [Clipboard] – click the [Paste] button 
 - To paste the copied slide into the France presentation



- [Save] both presentations
 - To update them with the changes you have made

Move text within a presentation

This will move some of the text from Slide 2 of the France presentation to Slide 1 in the same presentation.

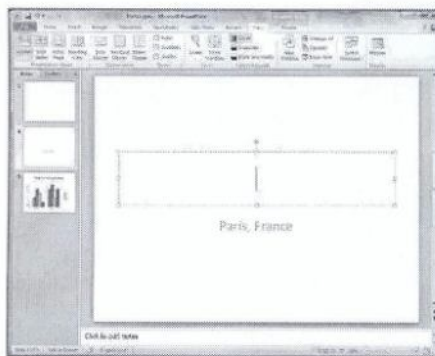
- Double click Slide 2
 - To select this slide
 - To view this slide in Normal view
- Select the words **“Our school trip”**
- Ribbon [Home] [Clipboard] – click the [Cut] button
 - To remove the selected text from the placeholder
 - To place the text on the Clipboard
- In the Outline and Slides tab pane at the left of the screen, select Slide 1
- Click the [Click to add title] placeholder
- Ribbon [Home] [Clipboard] – click the [Paste] button
 - To paste the cut text into the placeholder on Slide 1



Keyboard shortcut:
• [Ctrl] + X
• To cut the text



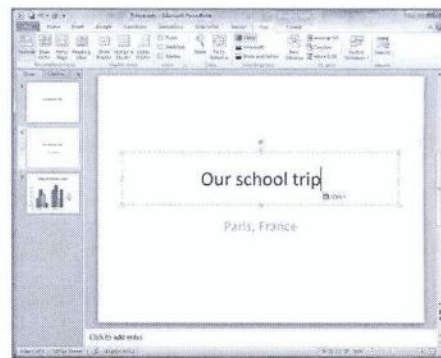
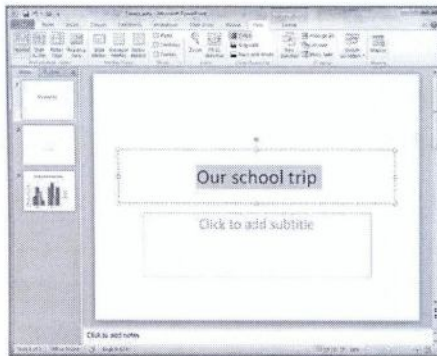
Keyboard shortcut:
• [Ctrl] + V
• To paste the text



Copy text within a presentation

This will copy the text back onto Slide 2 – whilst leaving it on Slide 1.

- On Slide 1, select the text “**Our school trip**”
- Ribbon [Home] [Clipboard] – click the [Copy] button
 - To copy the selected text to the Clipboard
- Select Slide 2
- Click the [Click to add title] placeholder
- Ribbon [Home] [Clipboard] – click the [Paste] button
 - To paste the copied text into the placeholder on Slide 2



You will need to know:

Copy, move text between presentations

Text can be copied and moved between presentations in the same way as you have just copied and moved it within the current presentation:

- *In the first presentation, select the text to be copied or moved*
- *Either [Copy] or [Cut] the selected text to the Clipboard*
- *Switch to the presentation in which you wish to paste the text*
- *In the second presentation, ensure the insertion point is flashing at the point where you wish to paste the text from the Clipboard*
- *[Paste] the text into the second presentation*



Delete a slide

Slide 1 is not needed in your France presentation; therefore you will now delete it.

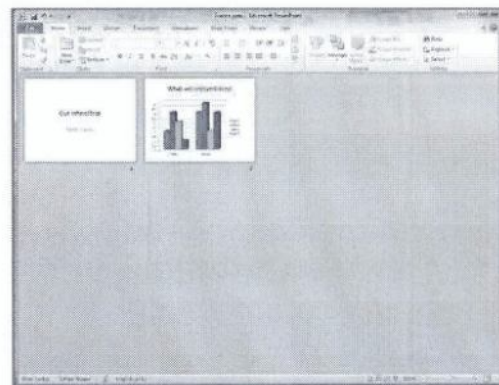
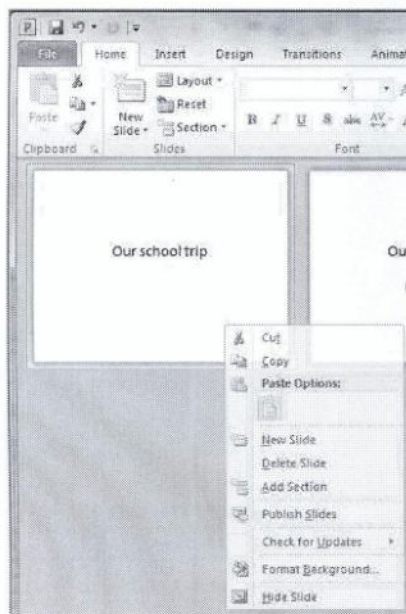
- Ensure the France presentation is selected
- Select [Slide Sorter] view
- Click Slide 1
 - To select this slide

Either

- Right click over the selected slide and select [Delete Slide] from the quick menu

Or

- Press the [Delete] key on the keyboard
 - To delete the selected slide



- [Save] your presentation
 - To update it with the changes you have made

Choose a different built-in slide layout for a slide

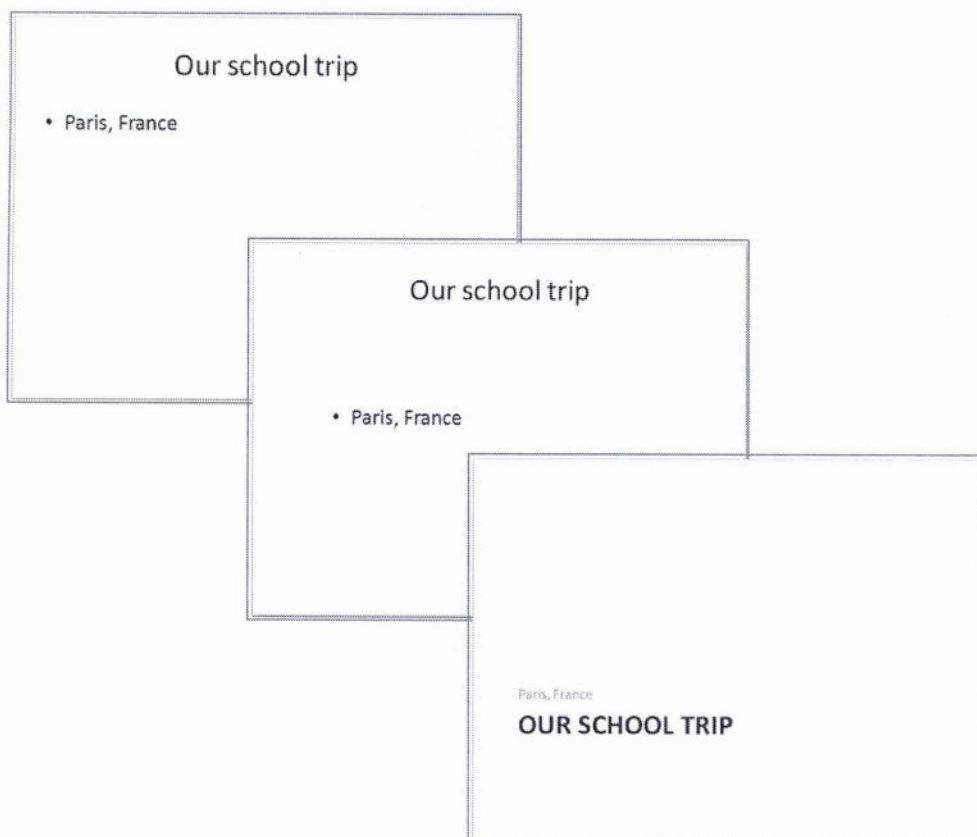
It is possible to change the layout for a slide at any time whilst editing a presentation. You should be aware that choosing a layout with different placeholders and sections may have an effect on the current content of the slide.

You will experiment with the Title slide in the France presentation, to see the effect different slide layouts have on this slide.

- Ensure the France presentation is selected
- Select Slide 1
- Ribbon [Home] [Slides] – click the [Layout] button



- To view the different slide layouts available
- In turn, select different layouts
- To see the effect each layout has on the current content of Slide 1



Select multiple slides

The actions in this Exercise have been working with one slide at a time. However, in Slide Sorter view, it is possible to select multiple slides before carrying out a command. The command will then be applied to all the currently selected slides.

To select adjacent slides:

- In the Paris Trip presentation, ensure Slide Sorter view is selected
- Select Slide 1
- Hold down the [Shift] key on the keyboard and click Slide 3
 - To select all the slides between Slide 1 and Slide 3 (Slides 1, 2 & 3)

To deselect slides

Either

- Select a slide that *is not* currently selected
 - To select this slide instead of the currently selected slide(s)

Or

- Hold down the [Ctrl] key on the keyboard and select a slide that *is* currently selected
 - To deselect this slide
 - To leave selected any other slides that are currently selected

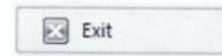
To select non-adjacent slides:

- Select Slide 1
- Hold down the [Ctrl] key on the keyboard and click Slide 3
 - To select Slide 3 in addition to Slide 1

- [Save] the Paris Trip presentation

Exercise 9 Close a presentation application

- Ribbon [File] click the [Exit] button
 - To close PowerPoint as well as any open presentations
 - If you have any open presentations that have not been saved since they were last updated, a warning box will open for each of these presentations in turn, asking if you want to save the changes you made to the presentation



Keyboard shortcut:
• [Alt] + [F4]

Example 4 - Butterfly House

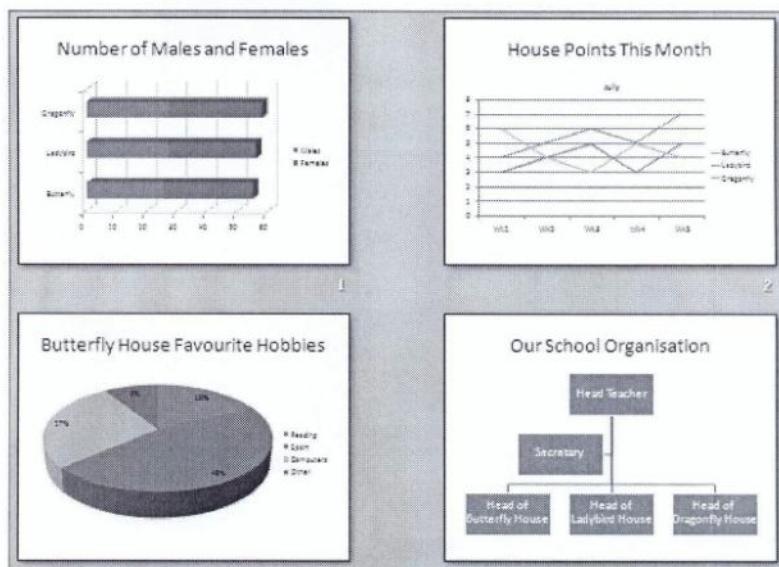
This Example will show you how to work in more detail with lists and charts, relating to the achievements and organization of a house within a school. This will be continued in the next Example.

You will work with indents and spacing in bulleted and numbered lists, and will amend the style of bullets and numbers used in lists.

You will create different types of chart, before learning how to change the chart type and edit data, titles, labels and colours in your charts.

Welcome to Butterfly House

- There are three houses in our school
 1. Butterfly
 2. Ladybird
 3. Dragonfly
- We record the following achievements for each house
 - House points
 - Sports cups
 - Music competition
 - The School Cup
- We are Butterfly House. Read all about us on the following pages.



Exercise 1 Open a presentation application

- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office PowerPoint]
 - Microsoft PowerPoint will open, with a new Title Slide on screen

Exercise 2 Open a presentation and save under another name

With your Module 6 exercise files, there is a presentation named Butterfly House Example 4. Once you have opened the presentation, you will save it with a new name, to a new location. This will ensure that the original presentation remains unchanged in your exercise file location.

Open a presentation

This will open the Butterfly House Example 4 presentation stored with your exercise files.

- Ribbon [File] click the [Open] button 
 - To view the Open dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 6]
- In the Module 6 folder, select the file named "Butterfly House Example 4"
- Click the [Open] button
 - To open the presentation on screen

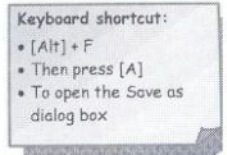
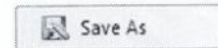
Keyboard shortcut:

- [Ctrl] + O
- To open the Open dialog box

Save a presentation under another name

This will save the presentation to your default file location, with a different file name.

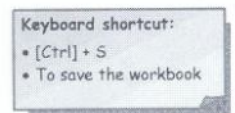
- Ribbon [File] click the [Save As] button
- To open the Save As dialog box
- In the [File name:] field, type an appropriate name for your presentation
- Within your filing system, select an appropriate folder
- Click [Save]
- To save the presentation with a new name in the selected folder



Once you have saved your file in this way, your updates will be saved in the new folder, under the new name, and the original exercise file will be unchanged.

As you are working on your presentation, it is a good idea to save it at regular intervals. This ensures that, if there is a power cut or some other problem with your computer, you do not lose any changes you have made.


- On the Quick Access Toolbar, click the [Save] button
- To save the presentation in the same location with the same name

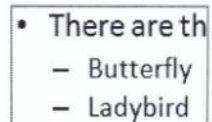


Exercise 3 Lists

This Exercise will format the bulleted text on Slide 1. You will learn how to indent bulleted text, how to adjust line spacing in bulleted lists, and how to switch between different bullet and number styles in lists.

Indent bullets

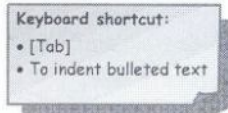
- In the Outline and Slides tab pane at the left of the screen, select Slide 1
- Select the sub-bullets “Butterfly” and “Ladybird”
- Ribbon [Home] [Paragraph] – click the [Increase List Level] button 
 - To increase the indentation of the selected bulleted text
 - To reduce the text size
 - To change the shape of the bullet points
- Click the [Increase List Level] button again
 - To further increase the indentation of the bulleted text
 - To further reduce the text size
 - To again change the shape of the bullet points



• There are three
– Butterfly
– Ladybird




• There are three
• Butterfly
• Ladybird



Keyboard shortcut:
• [Tab]
• To indent bulleted text

Remove indents

- Select the sub-bullets “Butterfly” and “Ladybird”
- Ribbon [Home] [Paragraph] – click the [Decrease List Level] button 
 - To remove one level of indentation of the selected bulleted text
 - To increase the size of the selected text

Switch between bullet and number styles

- Select the sub-bullets “Butterfly” and “Ladybird”
- Ribbon [Home] [Paragraph] – click the [Numbering] button
 - To change the selected bullet points to a numbered list



Right Mouse:
• Click [Numbering]

- Click at the end of the word “Ladybird” and press [Enter] on the keyboard
 - To insert the next consecutively numbered bullet point
- Type “**Dragonfly**”

- Select the four sub-bullets from “House points” to “The School Cup”
- Ribbon [Home] [Paragraph] – click the [Increase List Level] button
 - To increase the indentation of the selected bulleted text
 - To reduce the text size



- Ribbon [Home] [Paragraph] – click the arrow to the right of the [Bullets] button



- To see the drop down menu of available bullet styles
- Move the cursor over the various styles
 - To see how they affect the list
- From the drop down menu select the style [Hollow Square Bullets]
 - To apply that style to the list



Welcome to Butterfly House

- There are three houses in our school
- Butterfly
- Ladybird
- We record the following achievements for each house
- House points
- Sports cups
- Music competition
- The School Cup
- We are Butterfly House. Read all about us on the following pages.

Right Mouse:
• Hover over [Bullets]
• Select required style from side menu

Welcome to Butterfly House

- There are three houses in our school
 1. Butterfly
 2. Ladybird
 3. Dragonfly
- We record the following achievements for each house
 - House points
 - Sports cups
 - Music competition
 - The School Cup
- We are Butterfly House. Read all about us on the following pages.

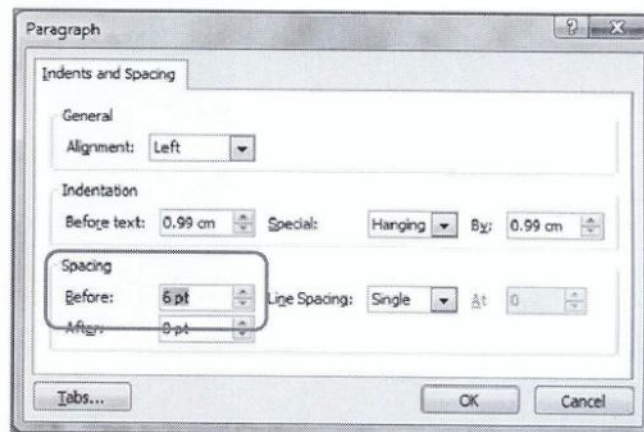
Adjust line spacing for bulleted lists

To visually improve the layout of Slide 1, you will now increase the space after some of the paragraphs.

- Click anywhere in the line commencing, **“We record the following...”**
- Ribbon [Home] [Paragraph] – click the [Line Spacing] button
 - To see the drop down menu
- From the drop down menu select [Line Spacing Options...]
 - To open the Paragraph dialog box
- In the Paragraph dialog box Spacing section– use the up or down arrows to set the [Before:] field to 6 pt
 - To increase the space above this paragraph to 6 pt
- Use the same method to increase the paragraph spacing before the bullet point commencing **“We are Butterfly House”**



Right Mouse:
• [Paragraph...]
• To open the Paragraph dialog box

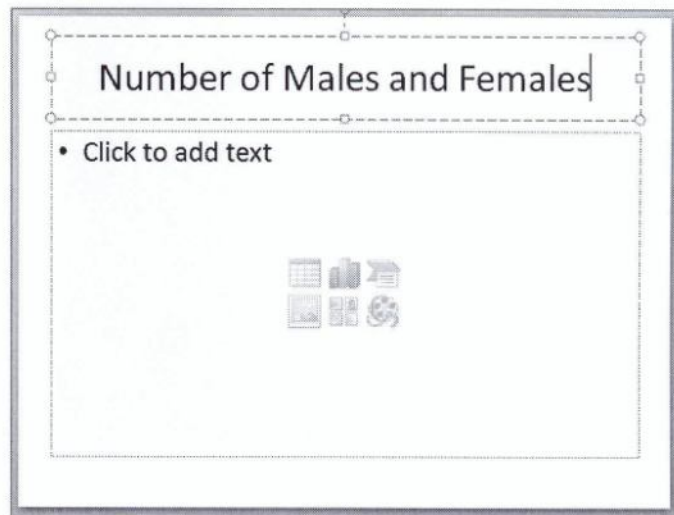


Exercise 4 Create charts

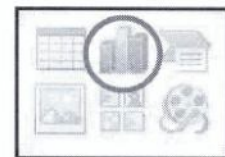
This Exercise will create four different charts, to display information about the Butterfly House.

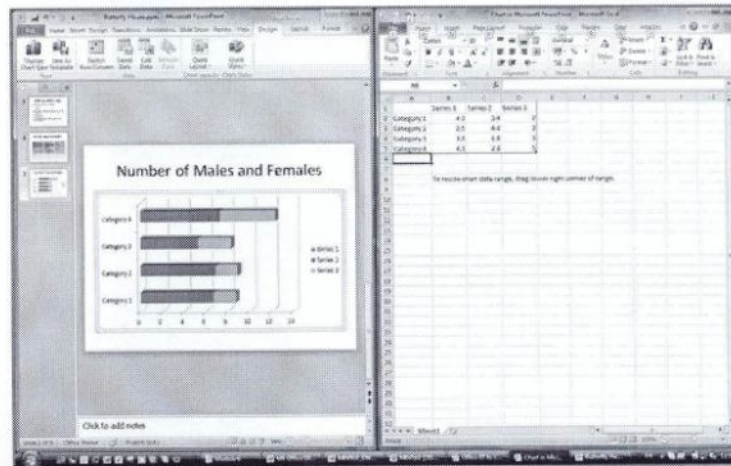
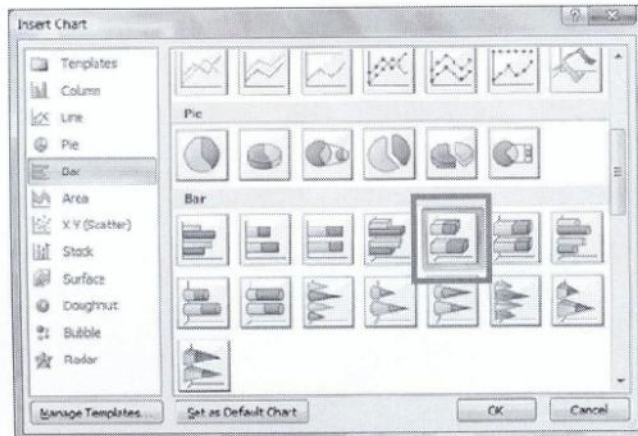
Bar chart

- Ribbon [Home] [Slides] [New Slide] – create a new [Title and Content] slide at the end of the presentation
- In the [Click to add title] placeholder, type “**Number of Males and Females**”



- Click the [Insert Chart] icon in the centre of the slide
 - The [Insert Chart] dialog box will open
- In the left section, select [Bar]
 - To view the Bar charts available on the right side
- Click the fifth bar chart option
 - To select a [Stacked Bar in 3-D] chart
- Click [OK]
 - A default [Stacked Bar in 3-D] chart will appear, with an Excel worksheet on the right

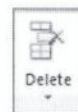




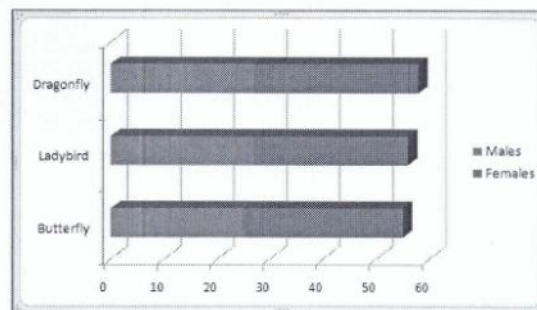
- Select cell B1 of the worksheet and type **"Males"**
 - To replace the existing text
 - To update the chart as you amend the data in the worksheet
- Replace all the remaining text in the cells in rows 1-3 as shown below
 - To update the chart with your data

| | A | B | C |
|---|-----------|-------|---------|
| 1 | | Males | Females |
| 2 | Butterfly | 25 | 30 |
| 3 | Ladybird | 27 | 29 |
| 4 | Dragonfly | 27 | 31 |

- Move the pointer over the number 5 in the left margin
 - The pointer will change to an arrow
- Click over the number 5
 - To select this row
- Ribbon [Home] [Cells] – click [Delete]
 - To delete this row
- Move the pointer over the letter D along the top row
 - The pointer will change to an arrow
- Click over the letter D
 - To select this column
- Ribbon [Home] [Cells]– click [Delete]
 - To delete this column
 - Note how the chart updates as the information is entered into or removed from the worksheet
- Click the [Close] button at the top right of the Microsoft Excel sheet
 - To close the worksheet



Right Mouse:
 • [Delete] for both rows and columns

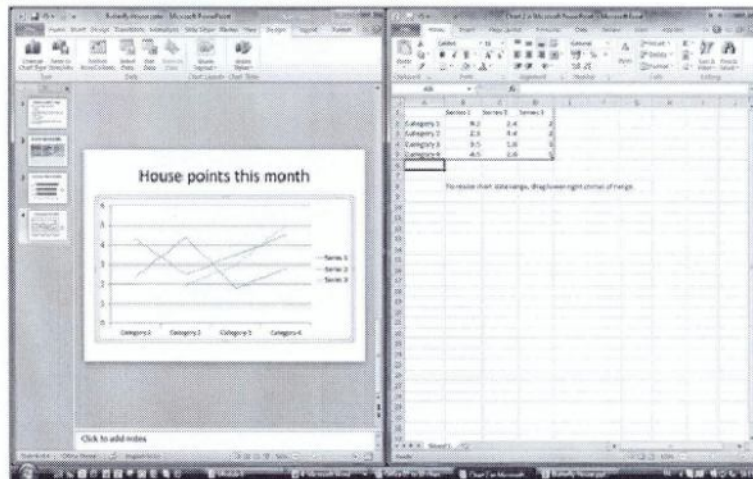
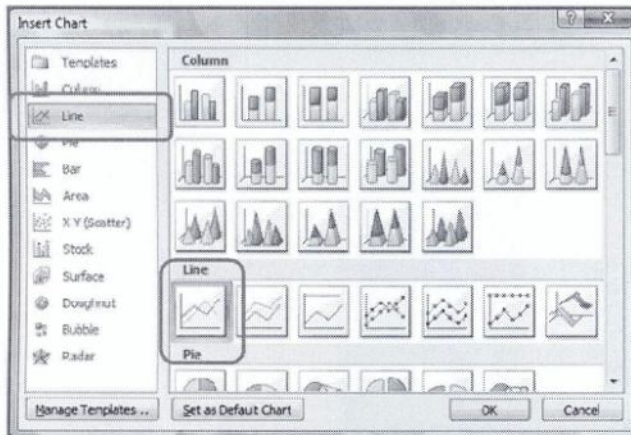


Line chart

- Create a new [Title and Content] slide
- In the [Click to add title] placeholder, type **“House points this month”**
- Click the [Insert Chart] icon in the centre of the slide
 - The [Insert Chart] dialog box will open



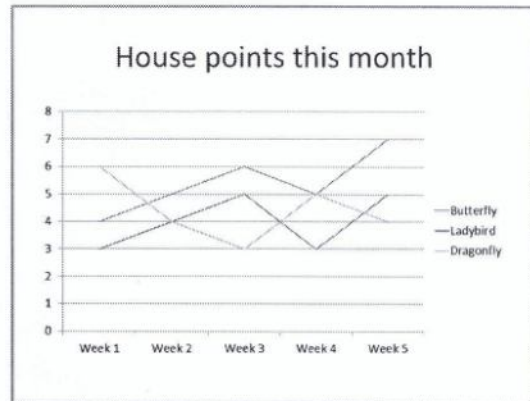
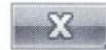
- In the left section, select [Line]
 - To view the Line charts available on the right side
- Click the first line chart option
 - To select a [Line] chart
- Click [OK]
 - A default [Line] chart will appear, with an Excel worksheet on the right



- Enter the text as shown below in the Microsoft Excel worksheet
 - To update the chart with the new data

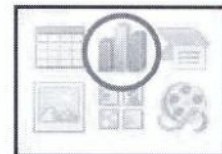
| | A | B | C | D |
|---|-----|-----------|----------|-----------|
| 1 | | Butterfly | Ladybird | Dragonfly |
| 2 | Wk1 | 4 | 3 | 6 |
| 3 | Wk2 | 5 | 4 | 4 |
| 4 | Wk3 | 6 | 5 | 3 |
| 5 | Wk4 | 5 | 3 | 5 |
| 6 | Wk5 | 7 | 5 | 4 |

- Click the [Close] button at the top right of the Microsoft Excel sheet
 - To close the worksheet



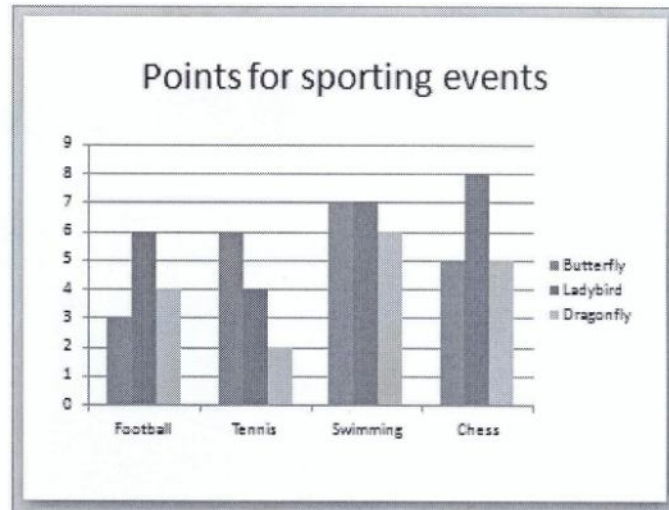
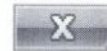
Column chart

- Create a new [Title and Content] slide
- In the [Click to add title] placeholder, type **“Points for sporting events”**
- Click the [Insert Chart] icon in the centre of the slide
 - The [Insert Chart] dialog box will open
- In the left section, select [Column]
 - To view the Column charts available on the right side
- Click the first column chart option
 - To select a [Clustered Column] chart
- Click [OK]
 - A default [Clustered Column] chart will appear, with an Excel worksheet on the right
- Enter the text as shown below in the Microsoft Excel worksheet
 - To update the chart with the new data



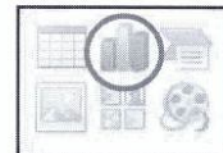
| | A | B | C | D |
|---|----------|-----------|----------|-----------|
| 1 | | Butterfly | Ladybird | Dragonfly |
| 2 | Football | 3 | 6 | 4 |
| 3 | Tennis | 6 | 4 | 2 |
| 4 | Swimming | 7 | 7 | 6 |
| 5 | Chess | 5 | 8 | 5 |

- Click the [Close] button at the top right of the Microsoft Excel sheet
 - To close the worksheet



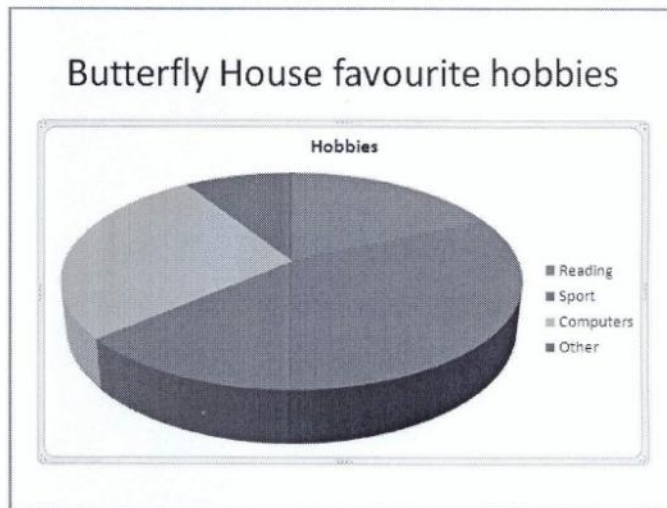
Pie chart

- Create a new [Title and Content] slide
- In the [Click to add title] placeholder, type **“Butterfly House favourite hobbies”**
- Click the [Insert Chart] icon in the centre of the slide
 - The [Insert Chart] dialog box will open
- In the left section, select [Pie]
 - To view the Pie charts available on the right side
- Click the second pie chart option
 - To select a [Pie in 3-D] chart
- Click [OK]
 - A default [Pie in 3-D] chart will appear, with an Excel worksheet on the right
- Enter the text as shown below in the Microsoft Excel worksheet
 - To update the chart with the new data



| | A | B |
|---|-----------|---------|
| 1 | | Hobbies |
| 2 | Reading | 10 |
| 3 | Sport | 25 |
| 4 | Computers | 15 |
| 5 | Other | 5 |

- Click the [Close] button at the top right of the Microsoft Excel sheet
 - To close the worksheet



Exercise 5 Using charts

This Exercise will begin working with the charts you have created.

Select a chart

- In the Outline and Slides tab pane at the left of the screen, select Slide 4
 - To select your line chart slide
- Click anywhere within the line chart
 - To select the chart
 - To view the [Chart Tools] contextual tabs

Change the chart type

Once you have created a chart, it is possible to change the chart type. This will display the data originally used in the chart, but with whatever chart type you select.

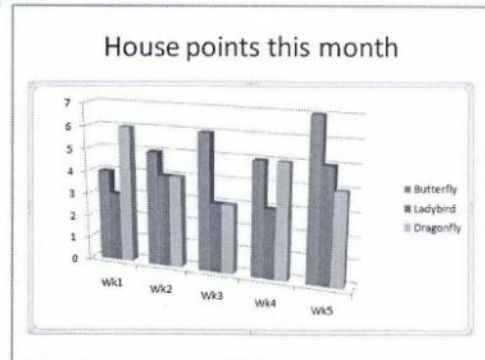
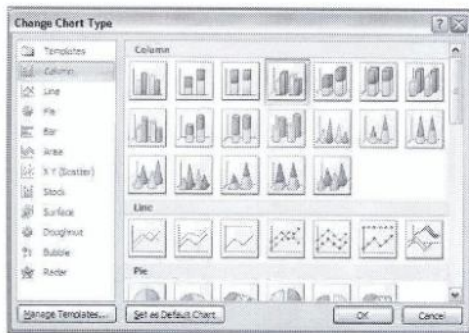
Each chart contains one or more data series. Each group of similarly coloured bars, columns or lines, for example, is one data series and will be shown in the chart legend. In Slide 4, Butterfly, Ladybird and Dragonfly is each a data series. Within a data series, each individual value is a data point.

You will change the chart type of the currently selected Slide 4, using the [Design] contextual tab from the [Chart Tools]

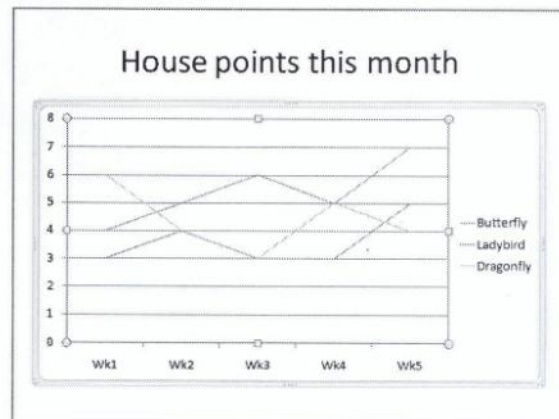
- Ribbon [Design] [Type] – click the [Change Chart Type] button
 - To view the Change Chart Type dialog box
- In the left pane, select [Column]
 - To view the sub-types available for a column chart
- Select [3-D Clustered Column] from the sub-types and click [OK]
 - To change your line chart to a 3-D clustered column chart



Right Click:
• [Change Chart Type..]
• To view the Change Chart Type dialog box



For the purposes of our Example, this chart would be better as a line chart, therefore use the above process to change the chart back to a line chart.



You may like to know:

Not all chart types are suitable to display all kinds of data. For instance, the pie chart you have created on Slide 6 can only display one data series (in this case, Butterfly House favourite hobbies).

Exercise 6 Editing charts

This Exercise will format the charts, to display the information contained in each chart more effectively.

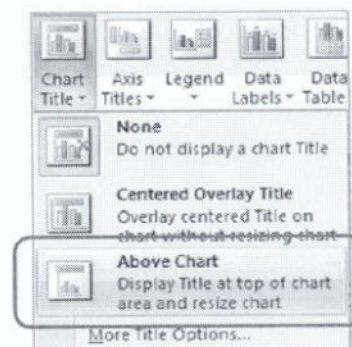
Chart titles

Titles help to explain what is being displayed in charts. Within PowerPoint, it is not always necessary to add a chart title, if you have included a Slide Title, giving this information. If, however, you have more than one chart on a slide, or the slide contains additional information, you may wish to make it clear exactly what is displayed in the chart.

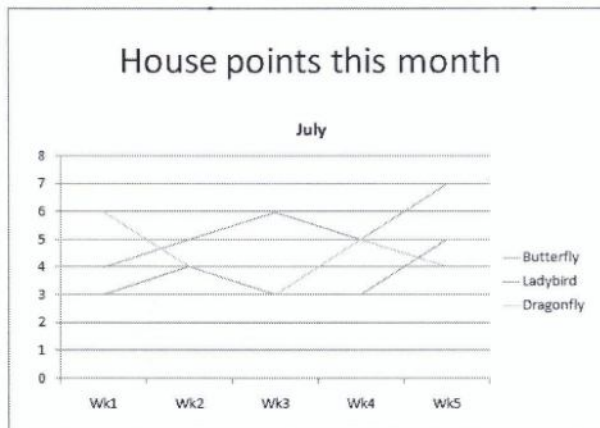
Add a chart title

At present, it is not clear which month the line chart in Slide 4 relates to. You will, therefore, add a title to the chart, to give this information.

- In the Outline and Slides tab pane at the left of the screen, select Slide 4
- Click anywhere within the line chart
 - To select the chart
- Ribbon [Layout] [Labels] – click the [Chart Title] button
 - To view options for displaying a chart title
- Select [Above Chart]
 - To display a title above the chart
 - To resize the chart within the Chart Area to make room for the title

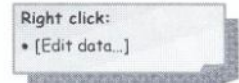


- Without moving the pointer, type "**July**" and click away from the chart
 - To see the title "**July**" above the chart



Edit a chart title

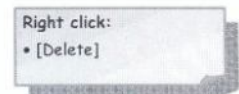
- Click the Chart Title box
 - To select the Chart Title box
- Click again, at the point where you wish to change the text
- Add or delete text as necessary



Remove a chart title

The chart title shown on the pie chart on Slide 6 is not needed, as the slide title contains all the required information.

- In the Outline and Slides tab pane at the left of the screen, select Slide 6
 - To select your pie chart slide
- Click anywhere within the pie chart
 - To select the chart
- Ribbon [Layout] [Labels] – click the [Chart Title] button
 - To view options for displaying a chart title
- Select [None]
 - To remove the title from above the chart
 - To resize the chart within the Chart Area



Add data labels to a chart

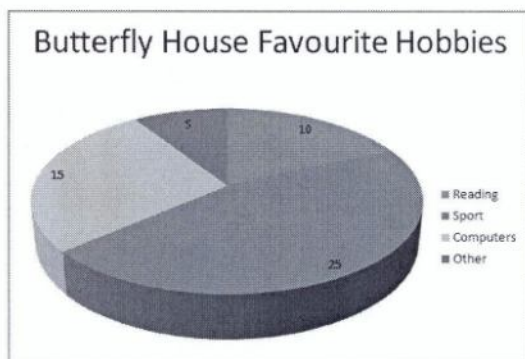
Data labels display the data value for each element of a chart. You will use them to display the actual hobby figures in each slice of the pie. In pie charts, each slice is known as a *data point*. You will then amend the figures shown, to display the percentage value of each data point, rather than the actual hobby figure.

- Select Slide 6, the pie chart
- Move the cursor over the pie chart and click once
 - To select the chart
- Ribbon [Layout] [Labels] – click the [Data Labels] button
 - To view the positions in which you can place the data labels for your chart

Right click over data series:
• [Add Data Labels]



- Select [Inside End]
 - To display the data labels inside the current chart
 - To view your pie chart with the number of students participating in each hobby displayed in each data point



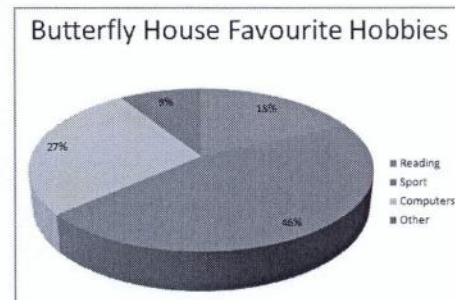
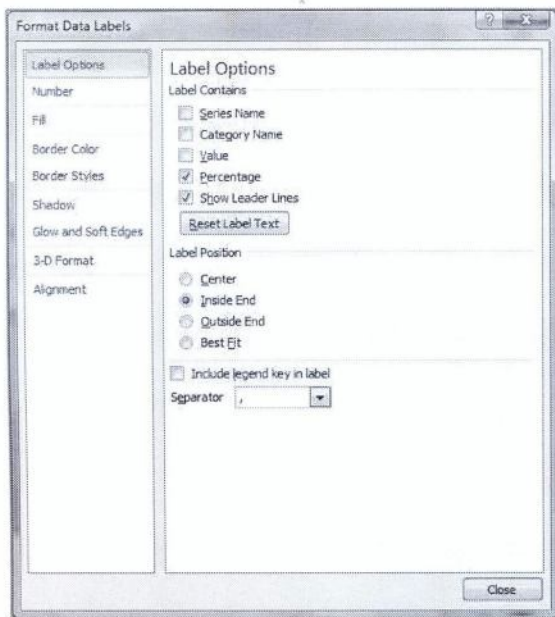
It is also possible to display these values as a percentage

- Ribbon [Layout] [Labels] – click the [Data Labels] button
 - To view the positions in which you can place the data labels for your chart'
- Select [More Data Label Options...]
 - To open the Format Data Label dialog box



The Label Options section shows the various labels that can be added to your chart.

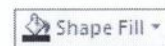
- Move the pointer over the Title Bar of the dialog box
- Click and drag the dialog box to the left of the screen
 - So that you can see your pie chart as you are working in the dialog box
- Click the [Percentage] field
 - To add a tick in this field
 - To add percentage figures to each data point, **in addition** to the actual number value figures
- Click the [Value] field
 - To remove the tick from this field
 - To remove the actual number values from each data point
 - To view only the percentage figures in each data point
- [Close] the Format Data Labels dialog box



Change the background colour of a chart

Using Slide 5, the column chart, you will now change the background colour of the Chart

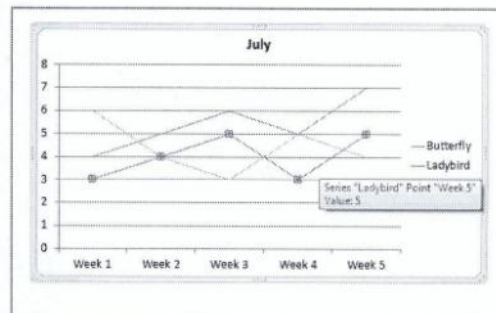
- Select Slide 5
- Move the cursor to the white area to the right of the chart and click once
 - To select the whole column chart
- Ribbon [Format] [Shape Styles] – click the drop down arrow to the right of the [Shape Fill] button
 - To view the colours available
- Move the pointer over the different colours available
 - To see the effect they have on the chart
- Select a colour from those available
 - To change the background colour of the chart area



Change the line colours in a chart

Changing the colour of one or more of the lines, or 'data series', in your line chart may make the chart easier to read, and can make certain lines stand out. You will now change the colour of the [Average] data series.

- Select Slide 4
- Move the pointer over the Ladybird line
 - To view a description of the data series
- Click once
 - To select the Ladybird data series
 - To view selection marks at each data point along the line



- Ribbon [Format] [Current Selection] – click the [Format Selection] button
 - To view the Format Data Series dialog box



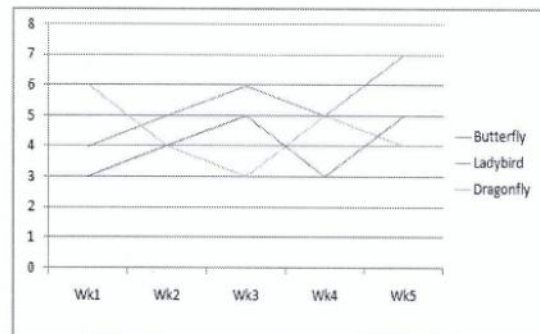
Right Click:

- [Format Data Series]
- To open the Format Data Series dialog box



- In the left pane, select [Line Color]
- In the right pane, select [Solid Line]

- Click the drop down arrow to the right of the [Color:] field
 - To view the available colours
- Select [Dark Red] from the available colours and click [Close]
 - To change the colour of the Ladybird data series to dark red



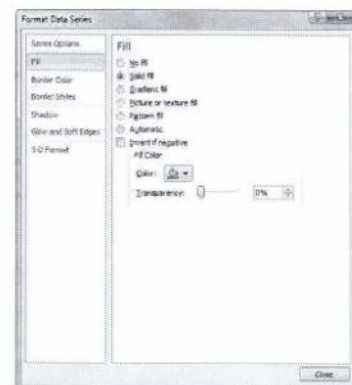
You will need to know:

Change the column, bar, pie slice colours in a chart

The colours of any data series (such as a set of values within a line, column or a bar chart) or a data point (such as a pie slice or the individual values within a line, column or bar chart) can be changed. The procedure is as follows:

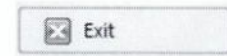
Either

- *Select the data series to be changed as shown on the previous page*
- Or*
- *Select a data series, then select one data point within the currently selected data series*
- *[Ribbon] [Format] [Current Selection] - click the [Format Selection] button*
 - *To view the Format Data Series or Format Data Point dialog box*
- *In the left hand pane, select [Fill]*
- *In the right hand pane, select [Solid Fill]*
- *Click the drop down arrow to the right of the [Color:] field and select the colour you wish to use*
- *Click the [Close] button*
 - *To change the colour of the selected data series or data point*



Exercise 7 Close a presentation application

- Ribbon [File] click the [Exit] button
 - To close PowerPoint as well as any open presentations
 - If you have any open presentations that have not been saved since they were last updated, a warning box will open for each of these presentations in turn, asking if you want to save the changes you made to the presentation



Keyboard shortcut:
• [Alt] + [F4]

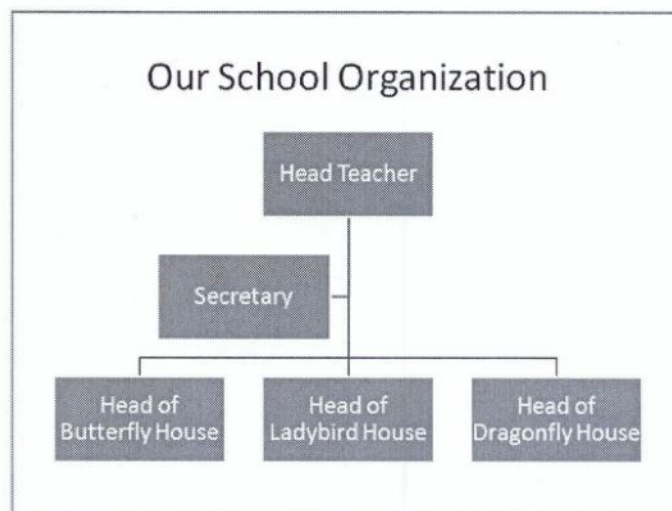
Example 5 - Butterfly House Achievements

This Example continues with the achievements and organization of Butterfly House.

You will learn how to edit, format and amend the layout of tables, to display the annual achievements of Butterfly House.

You will then create an organization chart, before amending its structure and adding co-workers and subordinates.

| Year | Achievement | Result |
|------|-------------------------------|-----------|
| 2009 | House Point Cup | Winner |
| | Summer Sports Cup | |
| | Inter House Music Competition | Runner up |
| | The School Cup | |
| 2010 | House Point Cup | Runner Up |
| | Summer Sports Cup | Winner |
| | Inter House Music Competition | |
| | The School Cup | |
| 2011 | | |



Exercise 1 Open a presentation application

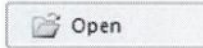
- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office PowerPoint]
 - Microsoft PowerPoint will open, with a new, Title Slide on screen

Exercise 2 Open a presentation and save under another name

With your Module 6 exercise files, there is a presentation named Butterfly House Example 5. Once you have opened the presentation, you will save it with a new name, to a new location. This will ensure that the original presentation remains unchanged in your exercise file location.

Open a presentation

This will open the Butterfly House Example 5 presentation stored with your exercise files.

- Ribbon [File] click the [Open] button 
 - To view the Open dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 6]
- In the Module 6 folder, select the file named "Butterfly House Example 5"
- Click the [Open] button
 - To open the presentation on screen

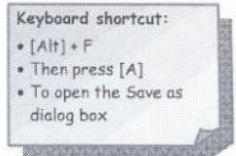
Keyboard shortcut:

- [Ctrl] - O
- To open the Open dialog box

Save a presentation under another name

This will save the presentation to your default file location, with a different file name.

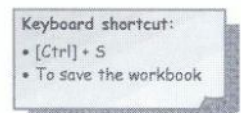
- Ribbon [File] click the [Save As] button
- To open the Save As dialog box
- In the [File name:] field, type an appropriate name for your presentation
- Within your filing system, select an appropriate folder
- Click [Save]
- To save the presentation with a new name in the selected folder



Once you have saved your file in this way, your updates will be saved in the new folder, under the new name, and the original exercise file will be unchanged.

As you are working on your presentation, it is a good idea to save it at regular intervals. This ensures that, if there is a power cut or some other problem with your computer, you do not lose any changes you have made.

- On the Quick Access Toolbar, click the [Save] button
- To save the presentation in the same location with the same name



Exercise 3 Tables

This Exercise will work with the table contained on Slide 2 of the Butterfly House presentation, displaying the Butterfly House achievements over the last few years. You will enter and edit text in the table, before learning how to insert and delete columns and rows. You will make the table look more effective by modifying column widths and row heights.

Enter text in a table slide

This will enter the achievements for 2011 into the table.

- In the Outline and Slides tab pane at the left of the screen, select Slide 2
- In the [2011] row click the top row in the [Achievement] column
 - To see the insertion point flashing in the empty cell
- Type “**House Point Cup**”
- Click the remaining cells and enter the text as shown below

| | | |
|------|-------------------------------|-----------|
| 2011 | House Point Cup | Winner |
| | Summer Sports Cup | Runner Up |
| | Inter House Music Competition | Winner |
| | The School Cup | Winner |

Edit text in a table slide

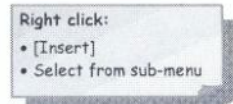
Here you will change the name of the Summer Sports Cup to the Sports Cup

- In the [2009] row of the table slide double click anywhere in the word “**Summer**”
 - To select that word
 - To see a white line around that word
- On the keyboard press the [Delete] key
 - To delete the word from the table
- Use the same process to delete the two other instances of the word “**Summer**” in the Achievements column

Insert columns

You will now insert a column to the left of the [Result] column, in which to display the Month of each achievement.

- Place the insertion point anywhere in the [Result] column
- Ribbon [Layout] [Rows & Columns] – click the [Insert Left] button
 - To insert a new column to the left of the selected column
 - To copy the selected column's formatting attributes to the new column
- Click the top cell of the new column and type the heading “**Month**”
- On the keyboard press the [Down Arrow] key
 - To move down to the next cell
- Enter the text in the remaining cells as shown below



| Year | Achievement | Month | Result |
|------|-------------------------------|---------|-----------|
| 2009 | House Point Cup | July | Winner |
| | Sports Cup | March | |
| | Inter House Music Competition | October | Runner up |
| | The School Cup | July | |
| 2010 | House Point Cup | July | Runner up |
| | Sports Cup | March | Winner |
| | Inter House Music Competition | October | |
| | The School Cup | July | |
| 2011 | House Point Cup | July | Winner |
| | Sports Cup | March | Runner up |
| | Inter House Music Competition | October | Winner |
| | The School Cup | July | Winner |

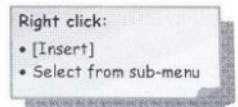
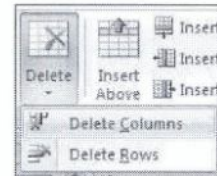
It is also possible to insert multiple columns.

- Place the insertion point anywhere in the top cell containing the word “Month”
- Click, hold and drag into the adjacent cell containing the word “Result”
 - To select both of those cells
- Ribbon [Layout] [Rows & Columns] – click the [Insert Left] button
 - To insert 2 new columns to the left of the selected columns
 - To copy the selected column's formatting attributes to the new columns

Delete columns

The additional columns you have just inserted are not required, therefore you will delete these.

- Click anywhere in one of the columns you want to delete
- Ribbon [Layout] [Rows & Columns] – click the [Delete] button
- From the [Delete] drop down menu select [Delete Columns]
 - To delete the selected column
- Repeat this procedure to delete the remaining unwanted column



Select columns

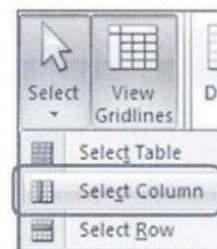
You will now select the left hand column, in order to change the font used for the entries in this column.

Either

- Click anywhere in the [Year] column
- Ribbon [Layout] [Table] – click [Select]
 - To see the drop down menu
- From the drop down menu select [Select Column]

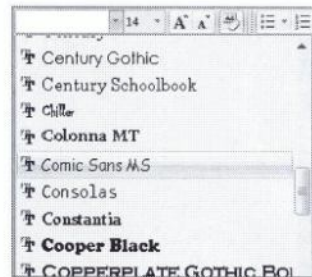
Or

- Move the pointer slowly above the [Year] column until it changes to a downward pointing arrow and then click
 - To select all of the [Year] column



Change font

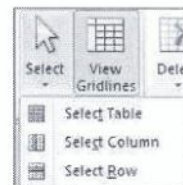
- Ribbon [Home] [Font] – click the arrow to the right of the [Font] field
 - To see the drop down menu showing available fonts
- On the drop down menu, use the scroll bar to locate and select the font [Comic Sans MS]
 - To change the font in the selected column to Comic Sans MS



Select rows

You will now select the first row of the table, in order to change the text colour used for this row.

- Click anywhere in any cell in the top row
- Ribbon [Layout] [Table] – click [Select]
 - To see the drop down menu
- From the drop down menu select [Select Row]



Or

- Move the pointer slowly to the left of the top row until it changes to a right pointing arrow and then click
 - To select all of the [Year] row



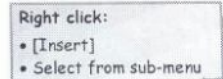
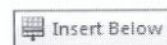
- Ribbon [Home] [Font] – click the arrow to the right of the [Font Color] button
- In the drop down menu hover over a colour
 - To see the selected text displayed in that colour
- Select a suitable colour
 - To change the selected text to the chosen colour



Insert rows

This will insert new rows at the end of the table, ready for the 2012 achievements. You will not enter any text into these rows in this Example.

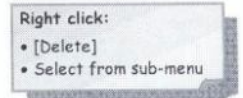
- Move the insertion point into any of the bottom row single cells
Do not select the cell in the [Year] column, as this is a merged cell and will not insert the rows in the required way
- Click and hold and drag four rows up that column
 - To select the four cells for 2011 in that column
- Ribbon [Layout] [Rows & Columns] – click the [Insert Below] button
 - To insert four new rows onto the bottom of the table



You will need to know:

Delete rows

- *Place the insertion point anywhere in the row you want to delete*
- *Ribbon [Layout] [Rows & Columns] - click the [Delete] button*
- *From the [Delete] drop down menu select [Delete Rows]*
 - *To delete the selected row*



Modify column width, row height

There are several ways to amend the widths of columns and the depth of rows. We will now amend the column widths to fit the entries better into the cells, and will change the depth of the rows to fit the table on the slide.

Modify column width

The table columns are automatically created with identical widths. The cell contents will fit more effectively if the individual column widths are amended, according to the entries they contain.

Optimal column width

- Move the pointer over the line between the columns containing “Year” and “Achievement” until it changes to a double-ended arrow and double-click



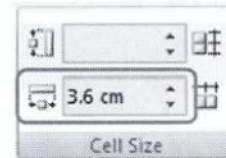
- To make the “Year” column exactly wide enough to fit its entries

Modify column width manually

- With the pointer as a double-ended arrow on the line to the right of the “Achievement” column, click and drag the pointer to the right
 - To increase the width of the selected columns

To specify an exact value for a column width

- Select the “Month” and “Result” columns
- Ribbon [Layout] [Cell Size] – use the up and down arrows to the right of the [Table Column Width] field
 - To set the [Column Width] of the selected columns to 3.6cm



You may like to know:

To distribute the column widths equally in your table

- Click anywhere in the table
- Ribbon [Layout] [Cell Size] - click the [Distribute Columns] button
 - To make all columns in the table the same width



If you select more than one column the [Distribute Columns] button will only equalise the selected columns

Select entire table

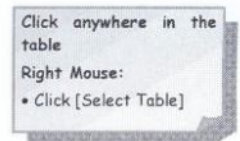
- Click anywhere in the table

Either

- Ribbon [Layout] [Table] – click [Select]
 - To see the drop down menu
- From the drop down menu select [Select Table]

Or

- Move the pointer over the table border until the pointer changes to a four way arrow and click
 - To select the whole table



Modify row height

You will now amend the height of the rows to fit the table on the slide.

- Ribbon [Layout] [Cell Size] – use the arrows to the right [Table Row Height] field
 - To set the height of all the table rows to 0.85cm
 - To change the overall height of the table to allow it to fit on the slide

If you have one cell selected, only the row that cell is in will be changed

You will need to know:

Modify row height manually

- *Move the pointer over the line below the row you want to change until the pointer changes to a double-ended arrow*
- *Click and drag the pointer up or down slightly*
 - *To decrease or increase the height of the selected rows*
- If you have manually changed any row heights, make sure you change them back to 0.85cm.
- Move the pointer over the table border until the pointer changes to a four way arrow

- Click and drag the table
 - To sit in the middle of the slide

Butterfly House Achievements

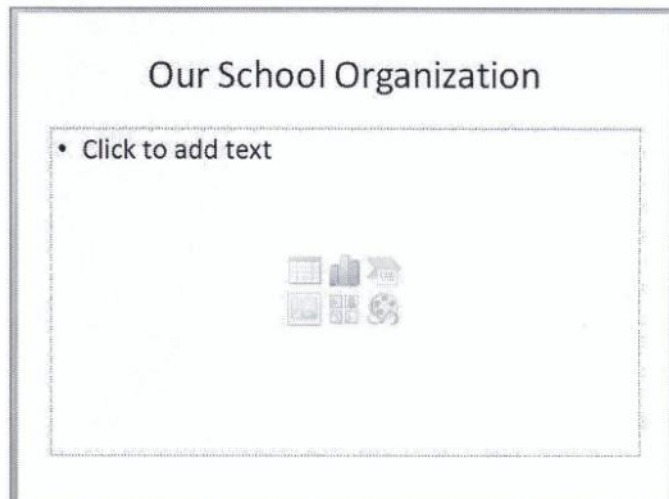
| Year | Achievement | Month | Result |
|------|-------------------------------|---------|-----------|
| 2009 | House Point Cup | July | Winner |
| | Sports Cup | March | |
| | Inter House Music Competition | October | Runner up |
| | The School Cup | July | |
| 2010 | House Point Cup | July | Runner up |
| | Sports Cup | March | Winner |
| | Inter House Music Competition | October | |
| | The School Cup | July | |
| 2011 | House Point Cup | July | Winner |
| | Sports Cup | March | Runner up |
| | Inter House Music Competition | October | Winner |
| | The School Cup | July | Winner |
| | | | |
| | | | |
| | | | |
| | | | |

Exercise 4 Organization charts

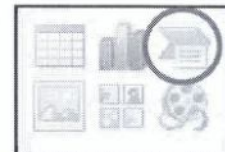
This Exercise will create and edit an organization chart, to display the school staff structure.

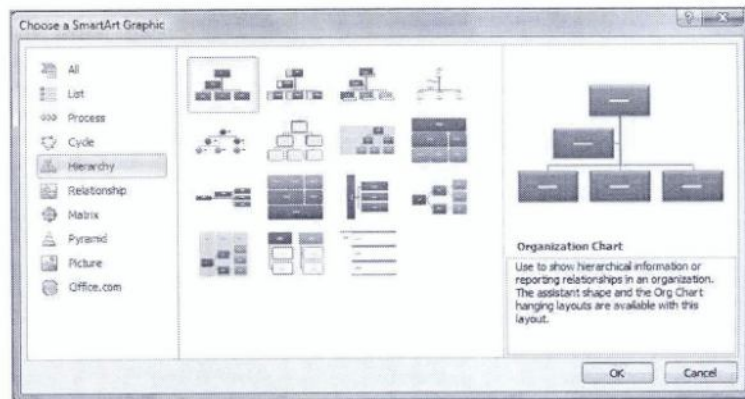
Create an organization chart

- Ribbon [Home] [Slides] [New Slide] – create a new [Title and Content] slide at the end of the presentation
- In the [Click to add title] placeholder, type **“Our School Organization”**

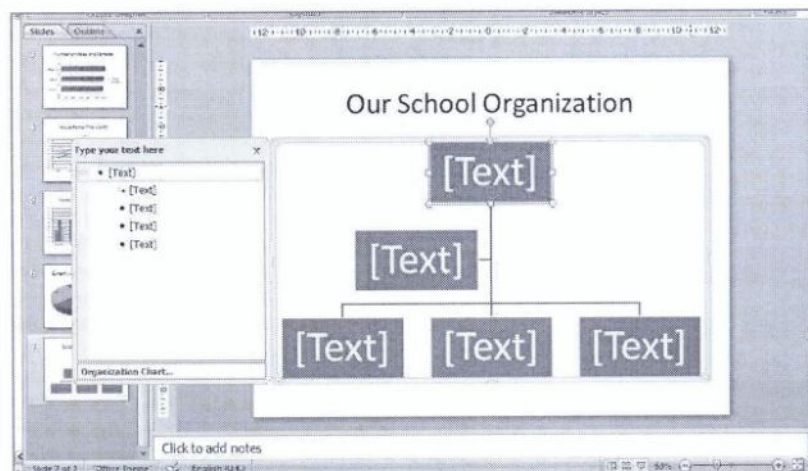


- Click the [Insert SmartArt Graphic] icon in the centre of the slide
 - The Choose a SmartArt Graphic dialog box will open

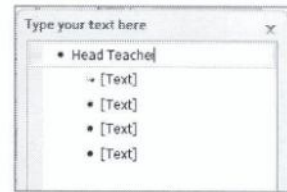




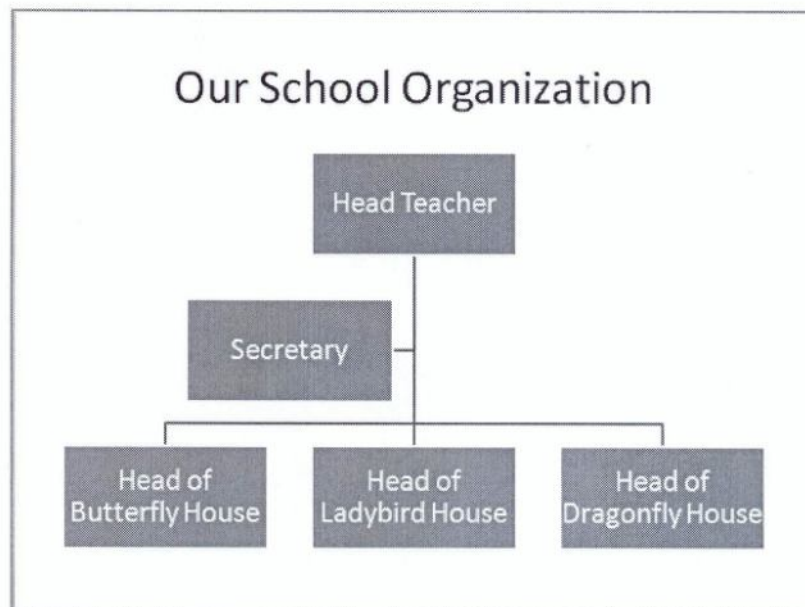
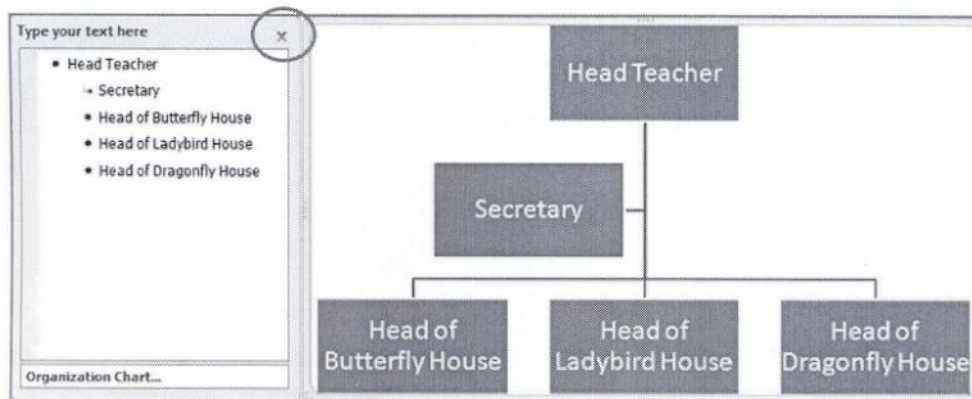
- In the left column of the Choose a SmartArt Graphic dialog box, select [Hierarchy]
 - To see the different styles of Hierarchy graphic available
- In the centre column of the Choose a SmartArt Graphic dialog box ,select [Organization Chart]
 - To see a sample of an Organization Chart in the right column of the dialog box
- Click the [OK] button
 - To insert a Hierarchy Organization Chart on the slide
 - To see the Organization Chart assistant box, with the insertion point flashing in the top field
- If the Organization Chart assistant box does not open, click the arrow on the left edge of the organization chart, to open it



- In the top field of the assistant box type “**Head Teacher**”
 - To see the text appear in the top box of the Organization Chart as you type



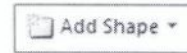
- In the assistant box, click the next field down and type “ **Secretary**”
- Complete the remaining fields as shown in the diagram below
 - To see the chart boxes change shape and size to suit the text
- Click the [Close] button on the top right of the assistant box
 - To close the assistant box



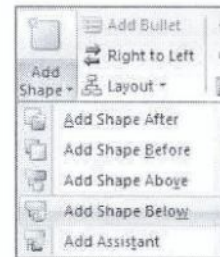
Add co-workers, subordinates in an organization chart

You will now add a subordinate to the [Head of Butterfly House], and add co-workers to that subordinate

- Click the [Head of Butterfly House] box
 - To select it
- Ribbon [SmartArt Tools Design] [Create Graphic] – click the [Add Shape] button

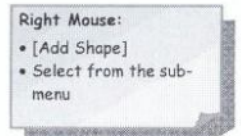


- From the drop down menu select [Add Shape Below]
 - To add a new box hierarchically below, and attached to, the [Head of Butterfly House] box

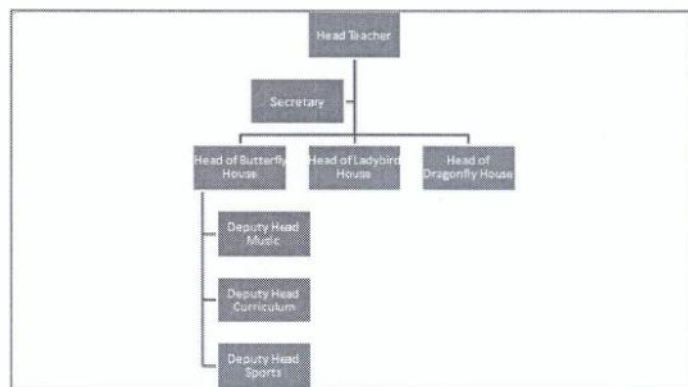


- With the new box selected type **“Deputy Head Music”**
 - To enter that text in the new box
- Ribbon [SmartArt Tools Design] [Create Graphic] – click the [Add Shape] button

- From the drop down menu select [Add Shape After]
 - To add a new box next to the [Deputy Head Music] box
- With the new box selected type **“Deputy Head Curriculum”**
 - To enter that text in the new box



- Ribbon [SmartArt Tools Design] [Create Graphic] – click the [Add Shape] button
- From the drop down menu select [Add Shape After]
 - To add a new box next to the [Deputy Head Curriculum] box
- With the new box selected type **“Deputy Head Sports”**
 - To enter that text in the new box



Remove co-workers, subordinates in an organization chart

You will now remove the Deputy Head Curriculum. This Deputy Head is a **subordinate** of the Head of Butterfly House and a **co-worker** of the Deputy Head Music and Deputy Head Sport




- Click on the border of the [Deputy Head Curriculum] box
 - To select that box
- On the keyboard press the [Delete] key
 - To remove the [Deputy Head Curriculum] box from the chart

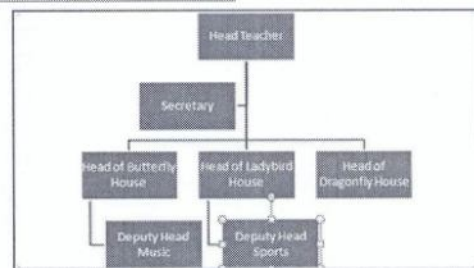
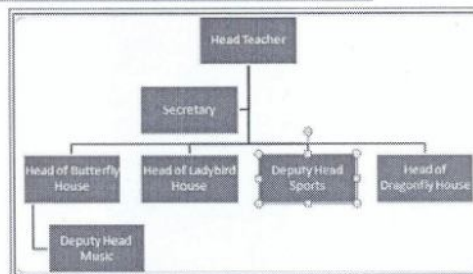
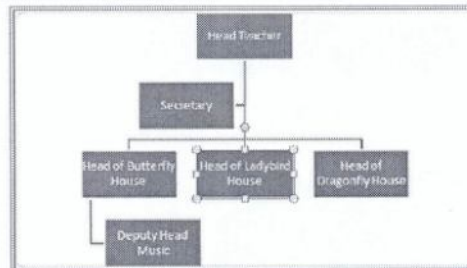
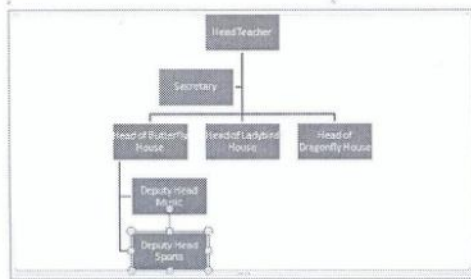
You should be aware that, if you remove a box that has subordinates attached to it, the first subordinate box will move up a level to replace the one you delete.

Change the hierarchical structure of an organization chart

First you will move the Deputy Head Sports, to report to the Head of Ladybird House; then you will change the way the hierarchical structure is laid out on screen.

To change the reporting structure

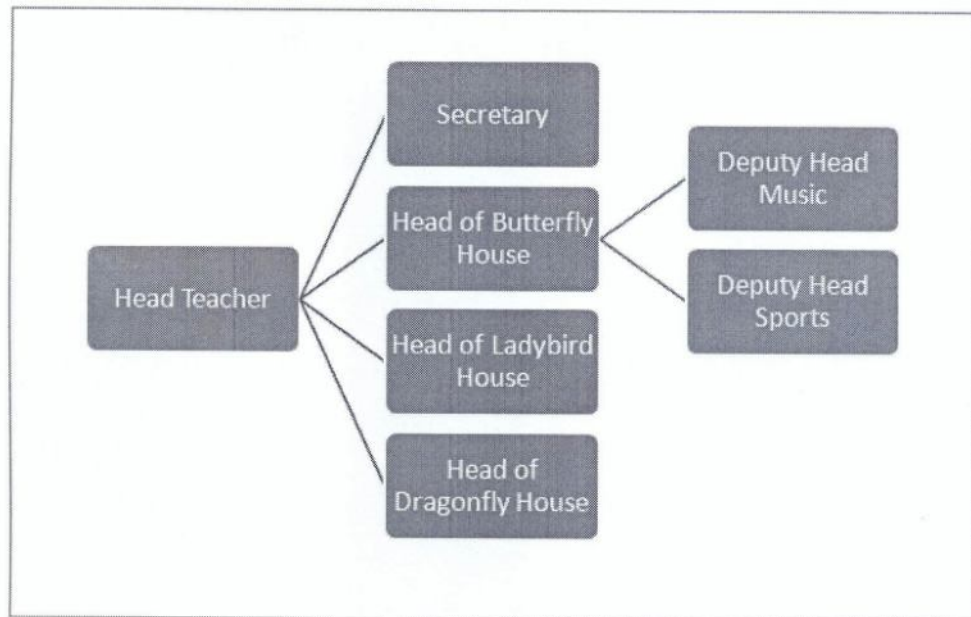
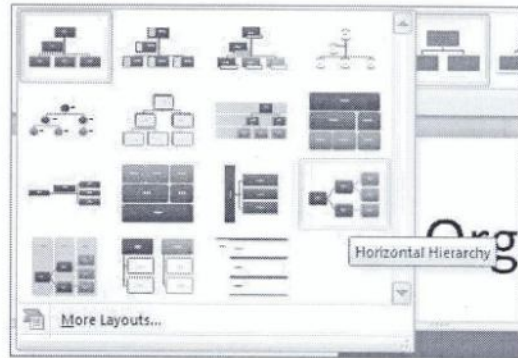
- Select the [Deputy Head Sports] box
 - Ensure you select the entire box, and not the text inside the box
- Ribbon [Home] [Clipboard] – click the [Cut] button 
 - To remove the box from the chart and place it on the Clipboard
- Select the [Head of Ladybird House] box
- Ribbon [Home] [Clipboard] – click the [Paste] button 
 - To paste the [Deputy Head Sports] box to the right of the [Head of Ladybird House] box
- Ribbon [SmartArt Tools Design] [Create Graphic] – click the [Demote] button 
 - To make the [Deputy Head Sports] report to the [Head of Ladybird House]



To change the structure

- Click an empty part of the organization chart
 - To select the chart
- Ribbon [SmartArt Tools Design] [Layouts] – click the [More] down arrow to the right of the layouts
 - To see hierarchical layouts available to you
- Hover over the layouts
 - To see how each affects the chart
- Select the [Horizontal Hierarchy] layout
- To change the layout of the hierarchical chart





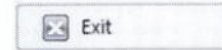
Right click:

- [Change layout...]
- To view the SmartArt Graphic dialog box

You should be aware that, if you choose a hierarchical structure other than [Organisation Chart], the [Assistant] box will not be available.

Exercise 5 Close a presentation application

- Ribbon [File] click the [Exit] button
 - To close PowerPoint as well as any open presentations
 - If you have any open presentations that have not been saved since they were last updated, a warning box will open for each of these presentations in turn, asking if you want to save the changes you made to the presentation



Keyboard shortcut:
• [Alt] + [F4]

Example 6 - Drawing

This Example will create a new presentation and use the drawing tools contained within Microsoft PowerPoint to create a graphic of a butterfly logo. After this, the butterfly logo will be inserted into the Butterfly House presentation that you have been creating in the previous Examples.

Remember to save your logo presentation to a suitable location and make regular saves as you work through this Example.



Welcome to Butterfly House



- There are three houses in our school
 1. Butterfly
 2. Ladybird
 3. Dragonfly
- We record the following achievements for each house
 - House points
 - Sports cups
 - Music competition
 - The School Cup
- We are Butterfly House. Read all about us on the following pages.

1

Exercise 1 Open a presentation application

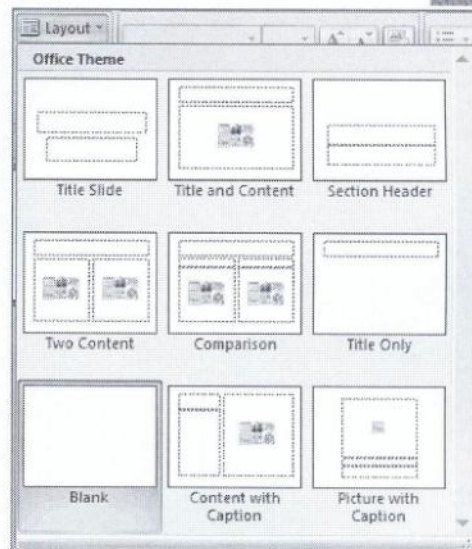
- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office PowerPoint]
 - Microsoft PowerPoint will open, with a new, Title Slide on screen.
- [Save] the presentation to a suitable location

Choose a different built-in slide layout for a slide

- Ribbon [Home] [Slides] – click the [Layout] button
 - To see the drop down menu of layout styles available to you
- From the Layout drop down menu select [Blank]
 - To change the Title Slide to a Blank layout



Right click:
• [Layout]
• Select from dropdown menu



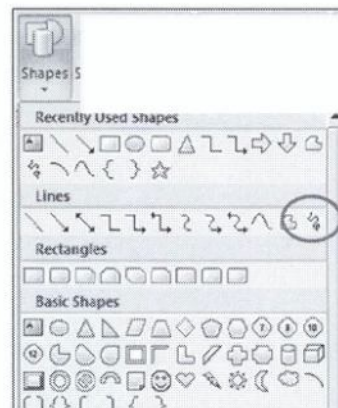
Exercise 2 Graphical objects

This Exercise will create a butterfly, which will consist of all the drawn objects that you need to add to your presentation. You will format these objects, by amending their colour, weight and style.

Add different types of drawn object to a slide - line

- Ribbon [Insert] [Illustrations] – click [Shapes]
 - To see the [Shapes] drop down menu
- In the [Lines] section select the [Scribble] tool
 - The cursor becomes a pencil

The [Scribble] tool may also be available in the [Recently Used Shapes] section



- On the blank slide, click and drag the pointer in a wing shape
 - To draw a single butterfly wing
- Double-click or stop clicking
 - To indicate that you have finished drawing
 - To create a line object
- Click away from the object
 - To see your wing shape




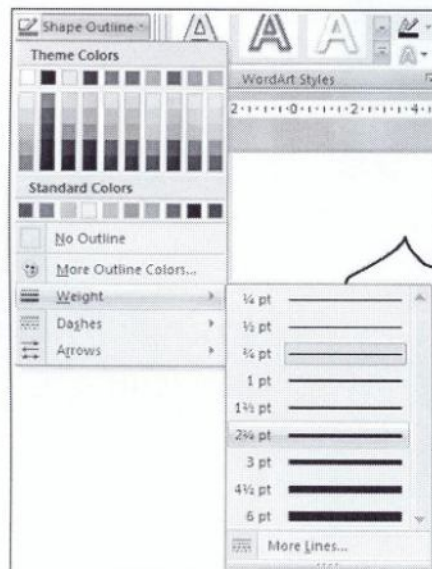
Select a graphical object

You will now reselect the wing object, in order to format it.

- Move the pointer over the wing until it changes to a four headed arrow
- Click over the wing
 - To select it
 - To view selection handles round the edges of the object

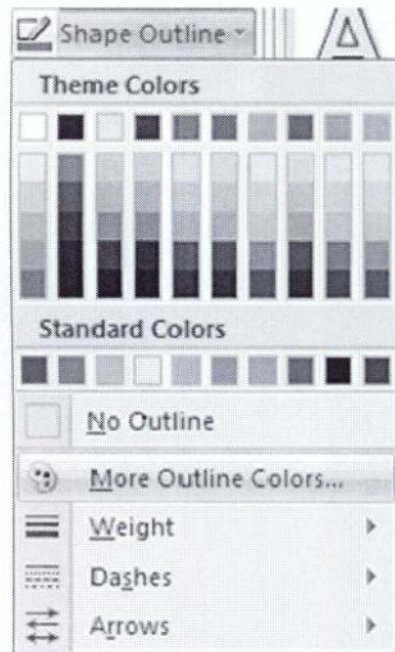
Change drawn object line weight

- Ribbon [Format] [Shape Styles] – click the [Shape Outline] button 
 - To see the [Shape Outline] drop down menu
- From the drop down menu select [Weight] and from the side menu select [2¼ pt]
 - To make the line heavier



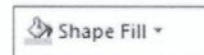
Change drawn object line colour

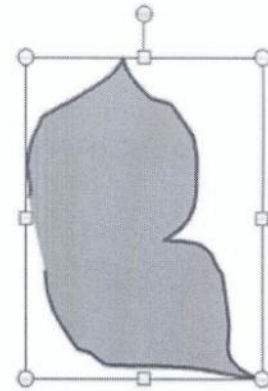
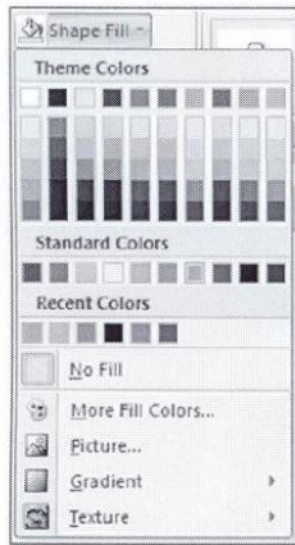
- Ribbon [Format] [Shape Styles] – click the [Shape Outline] button
 - To see the [Shape Outline] drop down menu
- Select a colour
 - To change the line to your selected colour



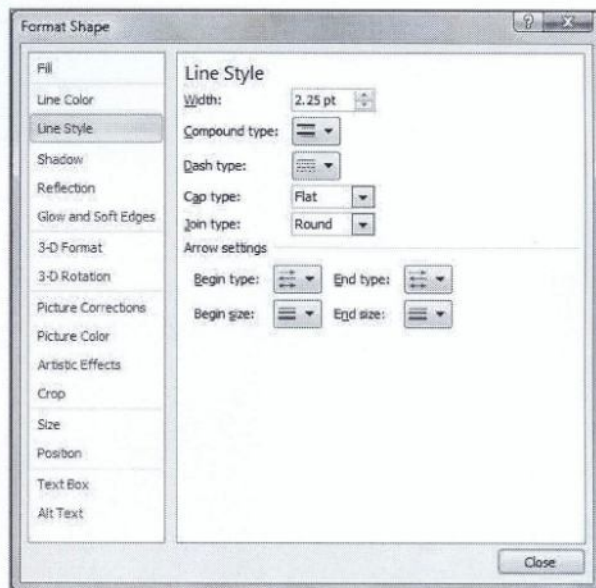
Change drawn object background colour

- Select the wing object
- Ribbon [Format] [Shape styles] – click the [Shape Fill] button
 - To see the colours available to you
- Hold the pointer over any colour
 - To see the effect it has on the butterfly wing shape
- Select and click a suitable colour for the butterfly wing
 - To change the shape fill of the object





For all the above formatting options, it is possible to right click and select [Format Shape...] from the quick menu, to view and amend any of the shape elements.



Add different types of drawn object to a slide - oval

This will add 2 oval shapes, which will become markings for the wing

- Ribbon [Insert] [Illustrations] – click [Shapes]
 - To see the shapes available to you in the drop down menu
- From the [Basic Shapes] section select [Oval]
- Drag the pointer
 - To create a small oval shape on your slide
- Apply a [Shape Fill] to the oval



You will need to know;

Add different types of drawn object to a slide - circle

Using the oval tool, it is possible to add a perfect circle to a slide.

- Ribbon [Insert] [Illustrations][Shapes] - select the [Oval] shape and press the [Shift] key on the keyboard whilst you drag the pointer
 - To draw a perfect circle

Rotate a graphical object

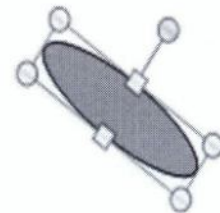
- Select the oval object
- Position the pointer over the green rotation handle, click and drag
 - To rotate the oval on its axis about 45°

Either

- Click in a blank space

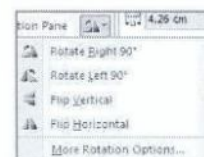
Or

- Press the [Esc] key on the keyboard
 - To deselect the object



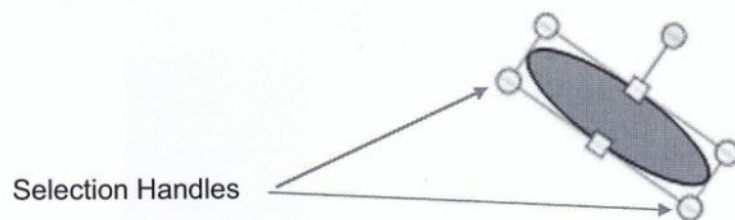
If you wish to rotate an object in 90° turns, this can be done from the Ribbon:

- Ribbon [Format] [Arrange] – click the [Rotate] button
- Select [Rotate Right 90°] or [Rotate Left 90°]
 - To rotate the object



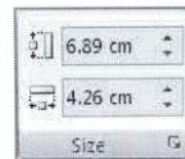
Resize graphical objects in a presentation

- Select the oval object
- Position the cursor directly over one of the corner selection handles
 - The cursor becomes a double-headed diagonal arrow
- On the keyboard hold down the [Shift] key – click and drag the sizing cursor
 - To resize the object to fit within the wing, whilst keeping its original size ratio



To resize an object to a precise height or width:

- Ribbon [Format] [Size] – change the size in the [Shape Height] or [Shape Width] field
 - To resize the object and retain its ratio

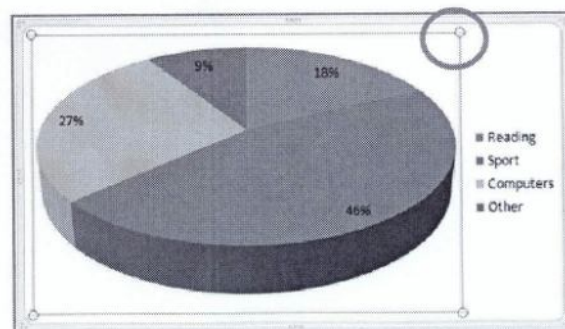


You will need to know:

Resize charts in a presentation

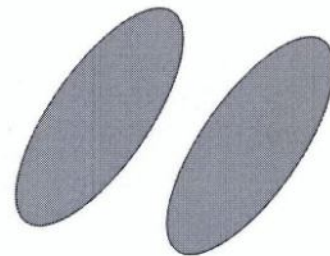
Charts can be resized using the selection handles

- *Select the plot area of a chart*
- *Position the cursor directly over one of the corner selection handles*
 - *The cursor becomes a double-headed diagonal arrow*
- *Drag the sizing cursor*
 - *To resize the chart*



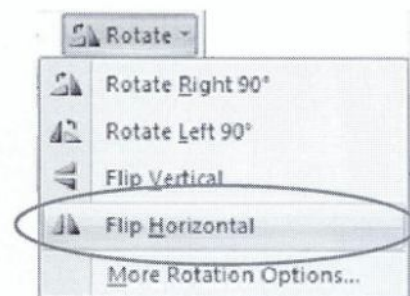
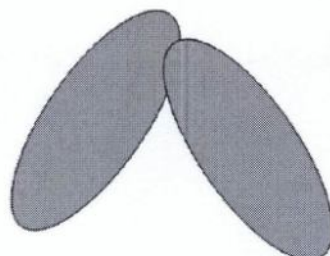
Copy graphical objects within the presentation

- Select the oval object
- Ribbon [Home] [Clipboard] – click the [Copy] button
 - To place a copy of the object onto the Windows Clipboard
- Ribbon [Home] [Clipboard] – click the [Paste] button
 - To paste a copy of the object onto the slide
- Click and drag the copied object
 - To position it in a blank space on the slide



Flip a graphical object

- Select one of the oval objects
- Ribbon [Format] [Arrange] – click the [Rotate] button
- From the drop down menu select [Flip Horizontal]
 - To turn the selected object over



Move graphical objects within the presentation

- Select one of the oval objects
- Move the pointer directly over that object
 - The cursor becomes a four-headed arrow
- Click and drag the oval object onto the wing object
- Release the left mouse button
 - To reposition the oval on the wing
- Repeat with the second oval
 - To create a butterfly wing with two spots
- If necessary, resize each oval shape, by clicking the shape and dragging the sizing cursor diagonally



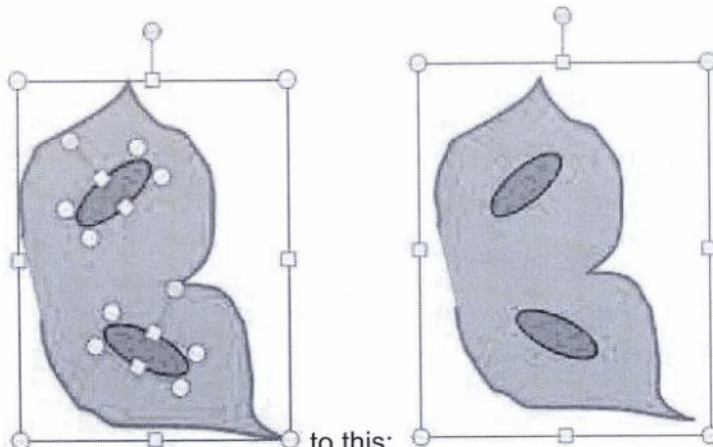
Group drawn objects in a slide

The butterfly wing is now made up of three graphical objects. To enable the three objects to be manipulated as one, you will group the objects together

- On the keyboard hold down the [Shift] key on the keyboard and click in turn on each of the three objects (the two ovals and the wing)
 - To select **all** of these objects together
- Ribbon [Format] [Arrange] – click the [Group] button
 - *The [Group] button may only show the group icon, or may show the word 'Group' as well*
- From the drop down menu select [Group]
 - To “lock” the three objects together as one



Right click:
• [Group]



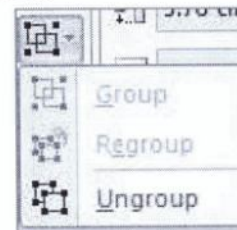
- From this:  to this: 

You will need to know:

Ungroup drawn objects in a slide

Once objects have been grouped, it is possible to ungroup them.

- Ribbon [Format] [Arrange] - click the [Group] button
- From the drop down menu select [Ungroup]
 - To return grouped objects to individual objects

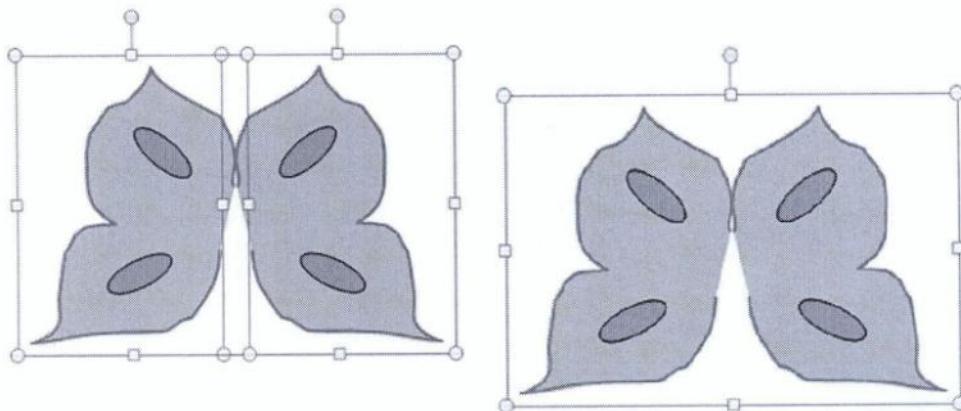


Right click:

- Group
- Select Ungroup from the sub-menu

Using the skills you have learned:

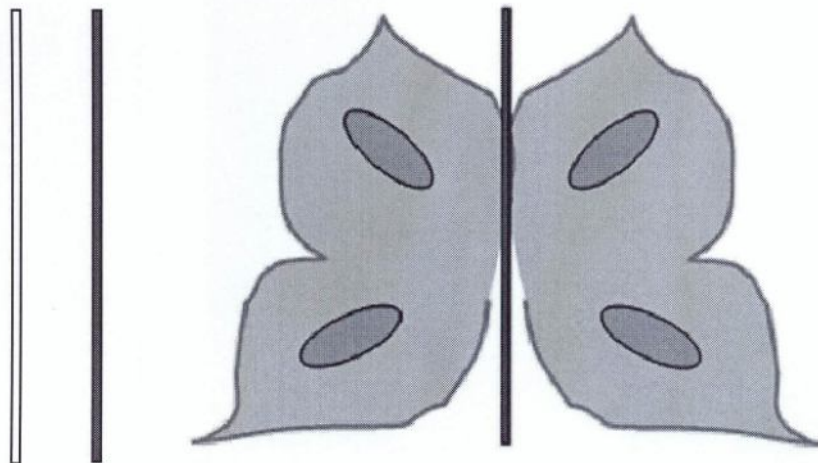
- Copy and paste the wing
- Horizontally flip one wing
- Move the wings next to each other to form a butterfly shape
- Group the two wings



Add different types of drawn object to a slide - rectangle

You will now draw a long, thin rectangle, which will be used to form the body of the butterfly.

- Ribbon [Insert] [Illustrations] – click [Shapes]
 - To see the [Shapes] drop down menu
 - To see the shapes available to you
- From the [Rectangles] section, select [Rectangle]
- Click and drag
 - To create the long, thin rectangle shape on your slide
- Apply a [Shape Fill] to the rectangle
- Position the rectangle between the wings
 - To become the body of the butterfly



You will need to know:

Add different types of drawn object to a slide - square

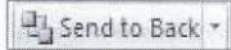
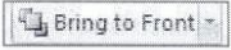
Using the rectangle tool, it is possible to add a perfect square to a slide.

- Ribbon [Insert] [Illustrations] [Shapes] - select the [Rectangle] and press the [Shift] key on the keyboard whilst you drag the pointer
 - To draw a perfect square

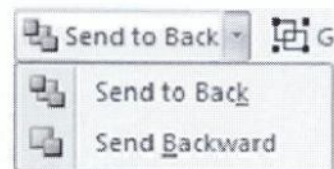
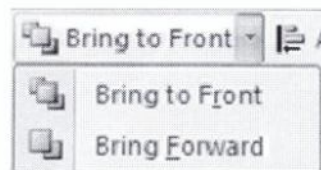
Bring a drawn object forward and backward

Objects are layered according to the order in which they were created. This means that the last object to be created is always on the top of the others. This is why the rectangular body of your butterfly is “on top” of the other objects.

This can be changed as follows:

- Select the rectangle object
- Ribbon [Format] [Arrange] – click the [Send to Back] button 
 - To send the object to the back
- Ribbon [Format] [Arrange] – click the [Bring to Front] button 
 - To bring the object through the layers of other objects to the front
- Click the arrow to the right of the [Bring to Front] or [Send to Back] buttons
 - To see the respective sub menus
- Select [Bring Forward] or [Send Backward]
 - To move the object forward or backward one layer
- Finally, select the butterfly body and click [Bring to Front]
 - To place the butterfly body on top of the wings

Right click:
• [Bring to Front] or
[Send to Back]



Add different types of drawn object to a slide - arrow

You will now insert two diagonal arrows to use as the butterfly antennae.

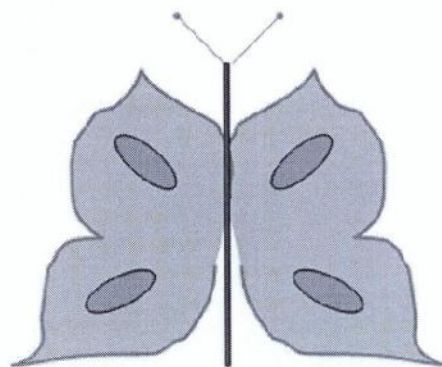
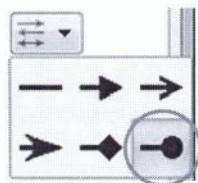
- Ribbon [Insert] [Illustrations] – click [Shapes]
- From the [Lines] section select [Arrow]
 - The cursor becomes a cross hair
- Click and drag across and up the page
 - To draw a diagonal arrow
- Duplicate the arrow
- Flip the arrow
- Move the arrows to place them as “feelers” for the butterfly graphic



Change arrow start style, arrow finish style

This will give each feeler a more authentic ‘tip’.

- Select both the feeler objects
- Ribbon [Format] [Shape Styles] – click the [Shape Outline] button
- From the drop down menu select [Arrows]
 - To see the preset arrow formats available
- From the [Arrows] side menu select [More Arrows...]
 - To see the Format Shape dialog box, open at the Line Style tab
- In the [Arrow Settings] section – click the [End type] button
- Select a suitable style from the [End type] sub menu
- [Close] the Format Shape dialog box



- Select all the objects that make up the butterfly
- Group the objects
- Resize the butterfly, remembering to hold down the [Shift] key to retain its size ratio
 - To make the butterfly the size of a large stamp

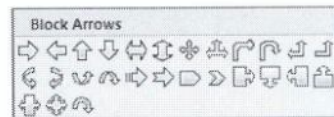
You will need to know

Add different types of drawn object to a slide - block arrow

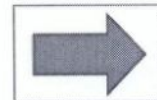
It is also possible to add block arrows to a presentation. Although you do not need one for your butterfly logo, the following is the procedure to follow to add a block arrow:

- *Ribbon [Insert] [Illustrations] - click [Shapes]*

- *From the [Block Arrows] section select the type of block arrow you need*



- *Click into your slide, hold down the left button and drag*
- *Release the left button when you have the size and shape you need*
 - *To create a block arrow in the selected style*



Delete graphical objects, charts in a presentation

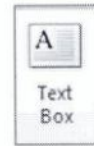
If your presentation contains a graphical object or chart that you no longer need, it is possible to delete it.

- *Select the object or chart to be deleted*
- *On the keyboard, press the [Delete] key*
 - *To delete the selected object or chart*

Ensure that you do not delete any graphical objects that you need for the presentation!

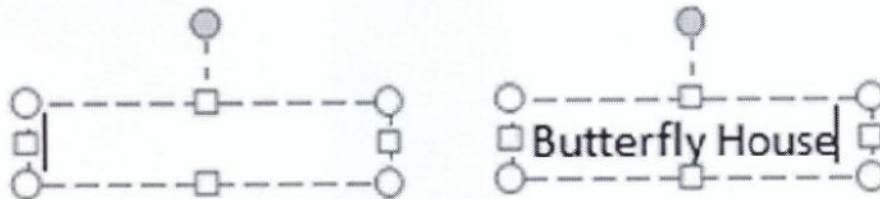
Add different types of drawn object to a slide: text box

- Ribbon [Insert] [Text] – click the [Text Box] button
- Move the pointer over the slide to position the text box
- Click and drag across your document
 - To create a text box
 - To set the length of your text box



Enter text into a text box

- Type **"Butterfly House"** in the text box
- Click outside the text box
 - To de select it
 - Depending on the default settings of your computer the text box may or may not have a border round it



You will need to know;

Enter text into a block arrow, rectangle, square, oval, circle

Text can be added to other drawn objects, such as block arrows, rectangles, squares, ovals and circles, as follows:

- *Select the drawn object*
- *Start typing*
 - *To enter text into the object*

Format the 'Butterfly House' text box as follows:

Line colour

- Click the outside edge of the text box
 - To change the box from a text edit box to an object
- Ribbon [Format] [Shape Styles] – click the [Shape Outline] button
- From the drop down menu select a suitable colour for the text box border
 - To select a line colour for the text box border



Butterfly House

Line weight

- Ribbon [Format] [Shape Styles] – click the [Shape Outline] button
- From the drop down menu, select [Weight] and from the sub menu select [3 pt]
 - To make the text box border line thicker

Butterfly House

Line style

- Ribbon [Format] [Shape Styles] – click the [Shape Outline] button
- From the drop down menu, select [Dashes] and from the sub menu select [Dash]
 - To select a dashed line style for the text box border

Butterfly House

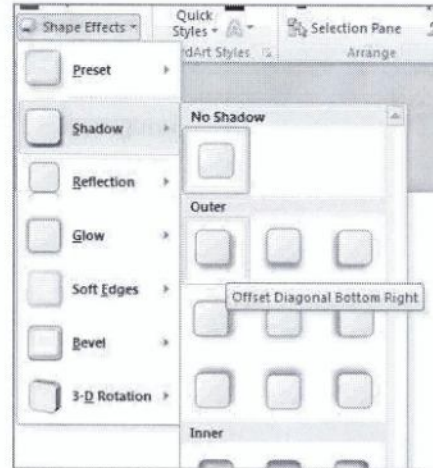
Background colour

- Ribbon [Format] [Shape Styles] – click the [Shape Fill] button
- From the drop down menu hover over a colour
 - To see the text box with that colour fill
- Select a suitable colour for the text box
 - To change the shape fill for the text box

Butterfly House

Apply a shadow to a drawn object

- Ribbon [Format] [Shape Styles] – click the [Shape Effects] button
- From the drop down menu, select [Shadow]
- From the sub menu [Outer] section, select [Offset Diagonal Bottom Right]
 - To apply a shadow effect to the bottom and right side of the text box



- Use the font formatting and re-sizing options
 - To improve the visual effect of the text box

Butterfly House

Reducing the width of the text box will cause the text to wrap to a second line, automatically increasing the depth of the box to fit the text

*Butterfly
House*

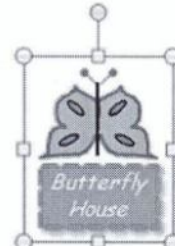
- With the text box selected as an object, position the pointer directly over the frame of that object
 - The pointer becomes a four-headed arrow
- Click and drag the text box
 - To position it under the butterfly



- Select both the text box and the butterfly image
- Group those objects
 - To create a logo for use in your presentation
- [Save] the completed logo presentation



Ungrouped



Grouped

Exercise 3 Master slide

This Exercise will work with the slide master for your Butterfly House presentation.

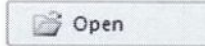
Every presentation contains at least one slide master, which stores information about the theme and available slide layouts for the presentation. This information includes the background, colour, fonts, effects, placeholder sizes and positioning for each of the slide layouts.

You will copy the butterfly house logo into the slide master of the Butterfly House presentation that you completed in the previous Example. This will then display the logo on each slide of the Butterfly House presentation, and will add it to any slides you add to the presentation in the future.

You will also enter text, slide numbers and dates into the footer of the Butterfly House presentation slides.

Open a presentation




This will open a copy of the Butterfly House Example 6 presentation that is stored with your exercise files. This presentation will be opened in addition to the butterfly logo presentation.

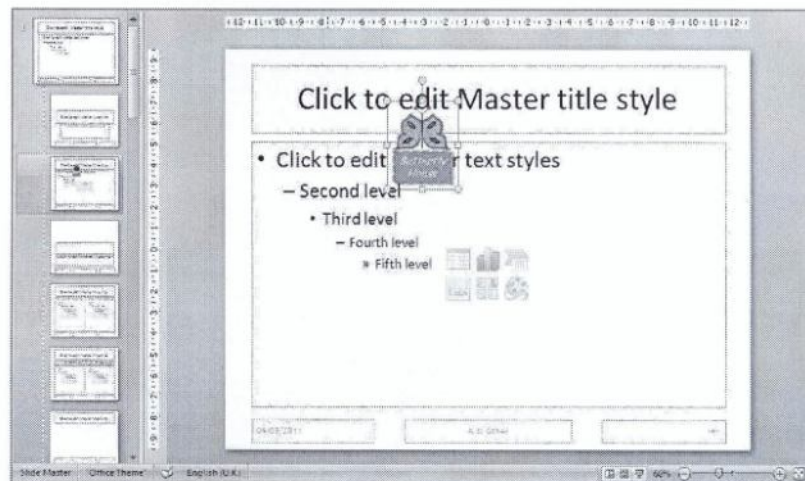
- Ribbon [File] click the [Open] button 
 - To view the Open dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 6]
- In the Module 6 folder, select the file named "Butterfly House Example 6"
- Click the [Open] button
 - To open the presentation on screen
- [Save] the file to a suitable location

Keyboard shortcut:
• [Ctrl] + O
• To open the Open dialog box

Copy graphical objects between open presentations

This will copy the butterfly logo and paste it into the slide master of the Butterfly House presentation.



- Switch to the logo presentation
- Select the butterfly house logo
- Ribbon [Home] [Clipboard] – click the [Copy] Button 
 - To place a copy of the logo on the clipboard
- Switch to the Butterfly House presentation
- Ribbon [View] [Master Views] – click the [Slide Master] button 
 - The [Slide Master View] opens
 - In the left pane, the layout for the Title and Content Layout style will be selected, as this is the layout for the slide you had open on screen before you changed the view
- Ribbon [Home] [Clipboard] – click the [Paste] button 
 - To paste the butterfly logo onto the layout of the Title and Content layout Slide
 - The logo will be inserted on every slide of the presentation based on the Title and Content Layout style

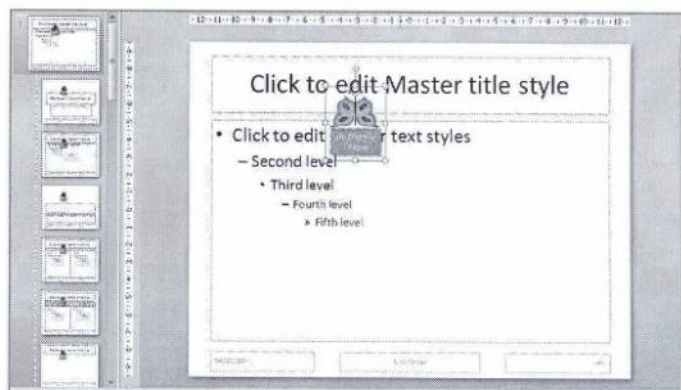


Remove a graphical object from a master slide

As the logo has been inserted in the layout of the Title and Content Layout style it will only appear in existing and new slides based on that style. To ensure that the logo is applied to all slides, regardless of their layout, it needs to be placed in the Office Theme Slide Master.

You will now remove the logo from the Title and Content Layout and put it in the Office Theme Slide Master

- Select the logo graphic
- Press the [Delete] key on the keyboard
 - To remove the logo from the selected layout
- Select the logo presentation and [Copy] the logo 
- Select the Butterfly House presentation
- In the pane at the left of the screen, click the Office Theme Slide Master, located at the top of the pane
 - To see the Office Theme Slide Master displayed on the main screen
If you have changed to a different theme for your presentation, the word 'Office' will be replaced with whichever theme you are using
- Ribbon [Home] [Clipboard – click the [Paste] button 
 - To paste the butterfly logo onto the Office Theme Slide Master
 - To insert the logo on every layout in the presentation
 - The logo will now be present on every slide you create in your presentation



Align a graphical object relative to a slide

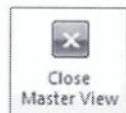
So far, you have used the click and drag technique to move your drawn object and position it by eye. For more exact positioning, you might prefer to align the object relative to the slide.

- Select the butterfly logo
- Ribbon [Format] [Arrange] – click the [Align] button
- From the drop down menu make sure that the [Align to Slide] option is marked with a tick
- Select [Align Right]
 - To move the logo to the right edge of the slide
- Ribbon [Format] [Arrange] – click the [Align] button
- From the drop down menu select [Align Top]
 - To position the logo at the top right of the slide



The [Align Left], [Align Center] and [Align Bottom] buttons can also be used to amend the alignment of any selected object.

- Ribbon [Slide Master] [Close] – click the [Close Master View] button
 - To return to the [Normal] view
- From the [Slides] tab on the left of the screen, select each slide in turn
 - To see the logo inserted at the top right of each slide



Welcome to Butterfly House 

- There are three houses in our school
 1. Butterfly
 2. Ladybird
 3. Dragonfly
- We record the following achievements for each house
 - House points
 - Sports cups
 - Music competition
 - The School Cup
- We are Butterfly House. Read all about us on the following pages.

You will need to know:

Move graphical objects between open presentations

As opposed to copying, a graphical object may be removed from one presentation and pasted into another.

- *Select the graphical object you want to move*
- *Ribbon [Home] [Clipboard] - click the [Cut] Button*
 - *To remove the object and place it on the clipboard*
- *Select the presentation the graphical object is to be placed in*
- *Ribbon [Home] [Clipboard] - click the [Paste] Button*
 - *To paste the graphical object to its new location*



Insert a graphical object into a slide

You will insert into Slide 1, a picture that is stored with your exercise files.

- Select Slide 1 of the Butterfly House presentation
- Ribbon [Insert] [Images] – click the [Picture] button
 - To open the Insert Picture dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 6]
- In the Module 6 folder, select the file named “Badge”
- Click the [Insert] button
 - To insert the badge picture onto Slide 1
- [Align] the badge in the top left corner of the slide



You will need to know

Insert a graphical object into a master slide

The badge could be inserted into the Slide Master in the same way.

- *Ribbon [View] [Presentation Views] - click the [Slide Master] button*
 - *The [Slide Master View] opens*
- *Ribbon [Insert] [Images] - click the [Picture] button*
 - *To open the Insert Picture dialog box*
- *Navigate through the drives and folders in your filing system and select the badge*
- *Click the [Insert] button*
 - *To insert the badge onto the slide master*
 - *To view the badge on any layouts associated with that master*
- *Ribbon [Slide Master] [Close] - click the [Close Master View] button*
 - *To close the slide master view*



Enter text into footer of slides in a presentation

Information contained in the footer of any slides in a presentation is stored in the slide master; however the presentation does not have to be in slide master view in order to apply information to the footers.

You will now enter text into the footer of the Butterfly House presentation.

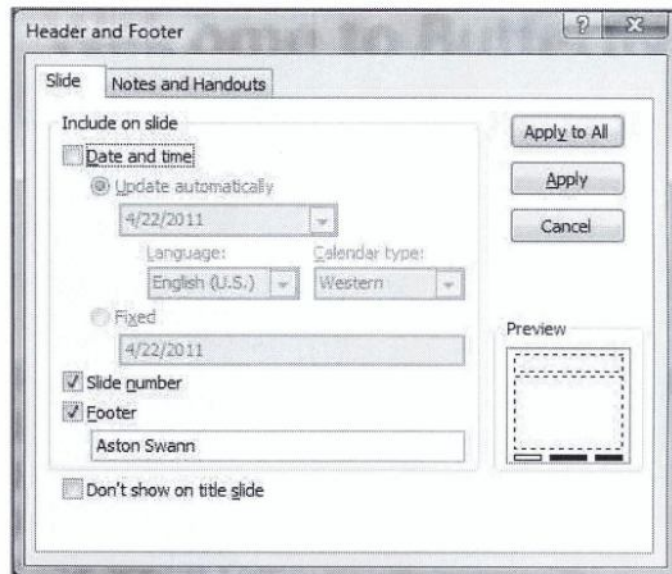
- **Ribbon [Insert] [Text] – click the [Header & Footer] button**
 - **The [Header and Footer] dialog box opens**
- **Click the [Footer] tick box**
 - **To put a tick in the tick box**
 - **To enable the text field**
- **In the footer text box, type your name**

Either

- Click [Apply to all]
 - To apply the footer text to every page of the presentation

Or

- Click [Apply]
 - To apply the footer text to the selected slide only



Apply automatic slide numbering into footer

This will apply slide numbers to some or all the slides in the presentation.

- Ribbon [Insert] [Text] – click the [Slide Number] button
 - The [Header and Footer] dialog box opens
- Click the [Slide number] tick box



Either

- Click [Apply to all]
 - To apply slide numbering to every page of the presentation

Or

- Click [Apply]
 - To apply slide numbering to the selected slide only

Apply date into footer

The date and/or time can be added to your slides. This can either be fixed, or set to automatically update to the current date and time each time the presentation is opened.

- Ribbon [Insert] [Text] – click the [Date & Time] button
 - The [Header and Footer] dialog box opens
- Click the [Date and Time] tick box



Either

- Select the [Update Automatically] radio button
- Click the arrow to the right of the [Date and time] field and select the date and time format from those available in the drop down menu

Or

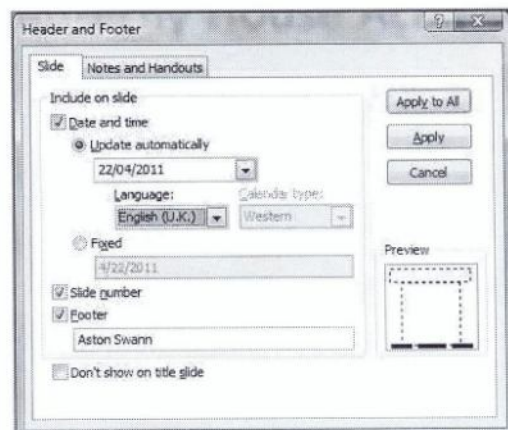
- Select the [Fixed] radio button
 - To see the current date shown in the [Fixed] date field
- If you need a different fixed date or date format shown on your slides, delete the text in the field and type in the information required
- If you have more than one Language installed on your computer, you can select from the [Language] section

Either

- Click [Apply to all]
 - To apply the time and date to every slide of the presentation

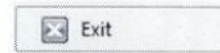
Or

- Click [Apply]
 - To apply the time and date to the selected slide only



Exercise 4 Close a presentation application

- Ribbon [File] click the [Exit] button
 - To close PowerPoint as well as any open presentations
 - If you have any open presentations that have not been saved since they were last updated, a warning box will open for each of these presentations in turn, asking if you want to save the changes you made to the presentation



Keyboard shortcut:
• [Alt] + [F4]

Example 7 - Outputs

This Example will cover preparation, checking and delivery of outputs for presentation to screen or printer.

You will learn how to spell check a presentation, and how to amend the setup, orientation and paper size, before selecting the appropriate output format for the presentation.

Slide show settings such as transition effects, animation effects and presenter notes will be learned. You will choose which slides to hide and show, before running a slide show and navigating through the slides in the show.

You will learn how to print a number of copies of all and part of a presentation; in slide, handout, notes and outline view.

Exercise 1 Open a presentation application

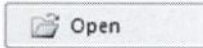
- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office PowerPoint]
 - Microsoft PowerPoint will open, with a new, Title Slide on screen

Exercise 2 Open a presentation and save under another name

With your Module 6 exercise files, there is a presentation named Butterfly House Example 7. Once you have opened the presentation, you will save it with a new name, to a new location. This will ensure that the original presentation remains unchanged in your exercise file location.

Open a presentation

This will open the Butterfly House Example 7 presentation stored with your exercise files.

- Ribbon [File] click the [Open] button 
 - To view the Open dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 6]
- In the Module 6 folder, select the file named "Butterfly House Example 7"
- Click the [Open] button
 - To open the presentation on screen
- [Save] the presentation to a suitable location in your filing system

Keyboard shortcut:

- [Ctrl] + O
- To open the Open dialog box

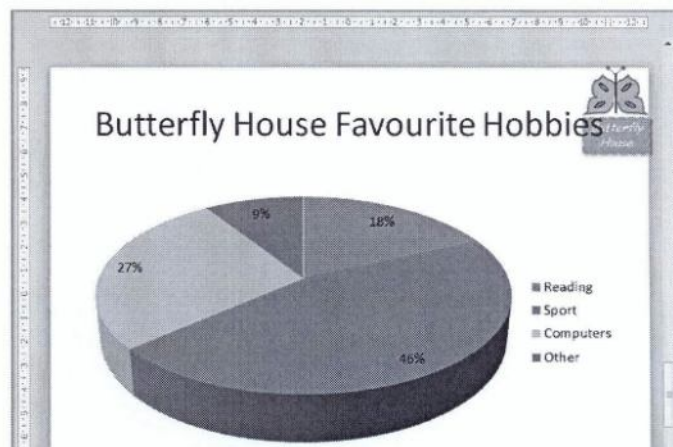
Exercise 3 Preparation

This Exercise will prepare the Butterfly House presentation for outputting to a slide show or a printer.

Add presenter notes to slides

Notes can be added to each slide, to give additional information about the slides to anyone presenting a slide show. These notes can also be printed out.

- Select Slide 6
- Click into the Notes Pane under the Slide Pane
 - To see the words “Click to add notes” replaced with a flashing insertion point
- Type **“In the Other slice, chess is the most popular other hobby. Football is our favourite sport”**
 - To remind the speaker of how to verbally expand on the main points of that slide



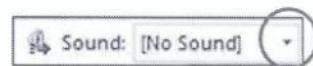
Add transition effects between slides

Slide transitions are effects that occur when a Slide Show presentation moves from one slide to the next. You can set the speed of each slide transition effect, and add a sound effect. A transition effect and settings can be applied to all slides or each slide can be set differently.

- From the Slides tab, select Slide 1
- Ribbon [Transitions] [Transition to This Slide] – click the [More] down arrow to the right of the Transition style box
- Use the scroll bar to the right of the drop down menu
 - To see the full range of transition effects available to you
- Hold the pointer over an effect from the list
 - To see that effect working on the selected slide
- Click an effect that you like
 - To apply an effect that introduces the currently selected slide
 - To insert a [Play Animations] symbol to the side of that slide's thumbnail in the Slides tab



- Ribbon [Transitions] [Timing] – click the arrow to the right of the [Sound:] field
- To see the sound effects available to you
- Hover over a sound effect
 - To hear it applied to the slide
 - *This will only be audible if your computer has sound facility*



Either

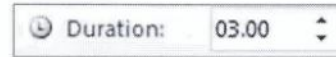
- Select a sound you like
 - To apply it to the slide transition effect

Or

- Select [No Sound]

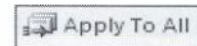
- Ribbon [Transitions] [Transition to This Slide] – click the arrow to the right of the [Duration:] field

- Use the up and down arrows to select the length of time you want the transition effect to last for



Either

- Ribbon [Transitions] [Timing] – click [Apply to All]
 - To apply the selected transition effects to all slides in the presentation



Or

- Select each slide in turn
 - To apply a different effect to each slide in the presentation

Remove transition effects between slides

- From the Slides tab select the slide with the transition you want to remove
- Ribbon [Transitions] [Transition to This Slide] – click the [None] button
 - To remove the transition effect from the selected slide
 - *If you cannot see the [None] button on screen, click the up arrow to the right of the Transitions shown, to bring it into view*



Add preset animation effects for different slide elements

Animation effects can be added to any element of a slide or Slide Master, such as placeholders, charts, tables, pictures or any graphical or drawn objects. Each element of a slide is animated separately on its entrance or exit, or for emphasis whilst on screen. The animations will be shown during a slide show in the order that they are applied to each slide.

- From the Slides tab select Slide 1
- On Slide 1 – click on the badge in the top left corner
 - To select it

- Ribbon [Animations] [Animation] – click the [More] button
- From the drop down menu of [Entrance], [Emphasis] and [Exit] styles, hover over each of the options
 - To see the effect each has on the way the badge will be presented during a Slide Show
- From the [Entrance] section select [Wipe]
 - To apply the [Wipe] animation effect to the badge
- On Slide 1 – click anywhere in the title
 - To select the title placeholder



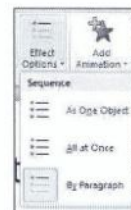
- Ribbon [Animations] [Animation] – click the [More] button
- From the drop down menu select [Fly In]
 - To apply the [Fly In] animation to the title placeholder
- On Slide 1 – click anywhere in the main body of the slide
 - To select the content placeholder



- Ribbon [Animations] [Animation] – click the [More] button
- From the drop down menu hover over each of the options
 - To see the effect each has on the slide
- From the drop down menu [Fade]
 - To see the effect each has on the slide
- Click the [Effect Options] button and ensure that [By Paragraph] is selected



- To fade the paragraphs in one at a time
 - To apply the [Fly In] animation to the title placeholder
- Select each slide in turn
 - To apply different animations to each slide in the presentation
- Ribbon [Animations] [Timing] - amend the [Duration] where relevant for any of the animations you apply to the slides



You will need to know

- ***Remove preset animation effects for different slide elements***

To remove an animation effect from any element of a slide

- *Select the relevant slide and slide element*
- *Ribbon [Animations] [Animation] - select [None]*
 - *To remove the animation effect*

Change view

- You will now change to slide sorter view, in order to select which slides to hide and show when you run a slide show for the Butterfly House presentation.

Either

- Ribbon [View] [Presentation Views] – click the [Slide Sorter] button
 - To change to Slide Sorter view



Or

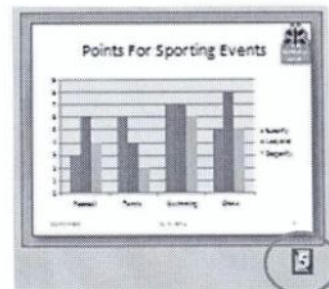
- Select Slide Sorter view from the buttons to the right of the status bar



Hide, show slides

It is possible to hide slides from a slide show presentation.

- Select the slide you want to hide
- Ribbon [Slide Show] [Set Up] – click the [Hide Slide] button
 - To omit that slide from the on-screen slide show



- To put a line through that slide's number

The [Hide Slide] button is a toggle button.

- Select the hidden slide you want to show
- Ribbon [Slide Show] [Set Up] – click the [Hide Slide] button
 - To include that slide in the on-screen slide show
 - To remove the line through the number of that slide's thumbnail on the Slides tab pane

With the pointer over the relevant slide
Right Mouse:
• Hide Slide

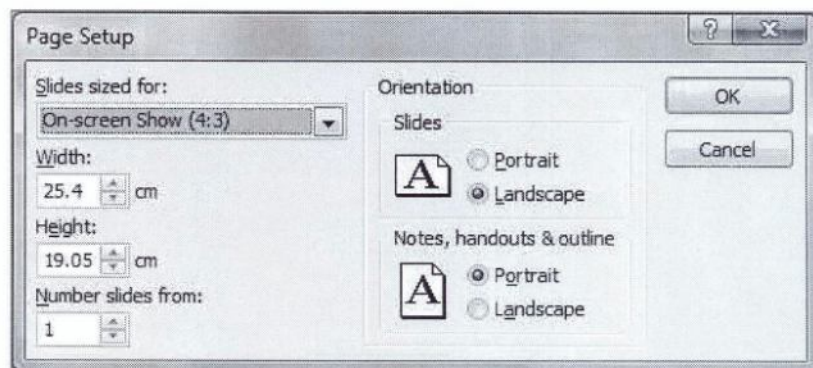


Select appropriate output format for slide presentation

You will now set the output format appropriate to the way the slides will be presented.

Presentations can be output in several formats, including an on-screen show, overhead or as handouts. For each format, PowerPoint will size the slides appropriately.

- Ribbon [Design] [Page Setup] – click the [Page Setup] button
 - To see the Page Setup dialog box
- In the dialog box click the arrow to the right of the [Slides sized for:] field
- Use the scroll bar to the right of the drop down menu
 - To see the selections available to you
 - To see that there are several ratios available for on-screen shows
 - To see that there are several paper sizes available for handouts
 - To see that there are specific settings for 35mm slides, overheads and banners
 - To see that there is a [Custom] option, if none of the available options is suitable
- Make a selection appropriate to the screen size or device the slides will be presented on
- Click [OK]
 - To close the Page Setup dialog box



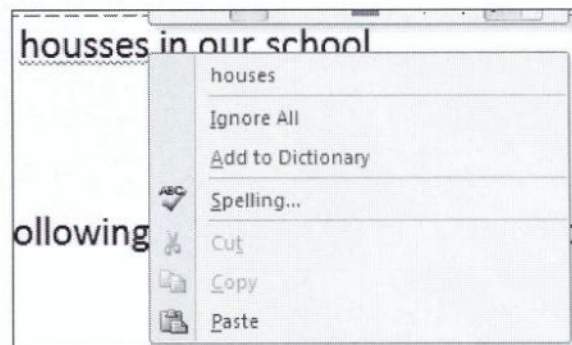
Exercise 4 Check and deliver

This Exercise will spell check the Butterfly House presentation and amend the slide setup, before printing the presentation.

Before you show a presentation or send it to print, it should be checked to ensure all the words are correctly spelt. Microsoft PowerPoint contains a spelling checker. The default setting in Microsoft PowerPoint enables spelling to be checked as you type.

If you type a word that the spelling checker considers incorrect, a red wavy underline appears beneath it

- Right click over a red wavy underlined word
 - To see the drop down menu, with a list of suggested alternatives and actions
- Select from the list
 - To replace the incorrect text with the appropriate alternative



The illustration above shows the word "houses" in Slide 1 purposely misspelt

Spell check a presentation

The Spelling and Grammar dialog box will only open if there are errors in the current document.

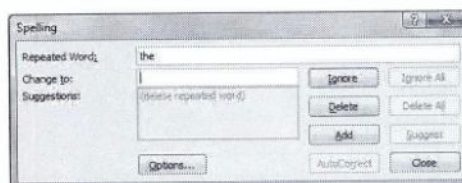
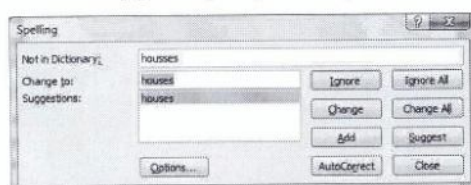
- Ribbon [Review] [Proofing] – click the [Spelling] button
 - If there are any errors in the document, the Spelling dialog box will open
 - Suggested corrections for the first error will be displayed
- Select the correction you require



Keyboard shortcut:
• [F7]
• To begin a spell check

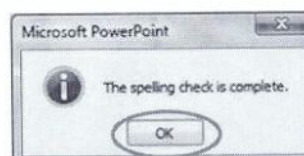
The options for correction are as follows

- Click [Ignore]
 - To retain your current spelling in this instance
- Click [Ignore All]
 - To ignore all instances of this spelling in the document
- Click [Add to Dictionary]
 - To add your spelling to the Word custom dictionary
- Click [Change]
 - To change the spelling of this word in the document to the highlighted suggested amendment
- Click [Change All]
 - To change the spelling of all instances of this word in the document to the highlighted suggested amendment
- Click [Ignore] or [Delete], to deal with a repeated word



When the check is complete the dialogue box will close and a message will be displayed.

- Click the [OK] button
 - To close the message



Start a slide show

Now that all settings are in place, and the presentation has been checked, you will run a slide show.

To start a slide show from the first slide

Either

- Ribbon [Slide Show] [Start Slide Show] – click the [From Beginning] button



Or

- Select Slide 1
- On the status bar - click the [Slide Show] button
 - To see Slide 1 on the screen
 - If you have applied animations to this slide, the animated elements will not yet be shown



This means that Slide 1 of the Butterfly House presentation will open in the slide show as a blank slide, containing just the butterfly logo.

The other elements will be shown in turn, as you navigate through the show

Navigate to slides during a slide show

Whilst running a slide show, you can move to the next slide, previous slide or a specified slide. If a slide contains animated elements, these methods will navigate between the elements in the slide also.

To navigate to the **next** slide or element in a slide, any of the following methods can be used:

- [Enter] on the keyboard
- [Page Down] on the keyboard
- [Down] or [Right] Arrow on the keyboard
- [Left click]

To navigate to the **previous** slide or element in a slide, any of the following methods can be used:

- [Page Up] on the keyboard
- [Up] or [Left] Arrow on the keyboard
- [Right click] and select [Previous] from the sub menu

To navigate to a **specific** slide in a slide show, the following method can be used:

- [Right mouse] and select [Go to slide] from the sub menu
 - To view a list of the slides in the presentation
- Select the required slide
 - To navigate to that slide
 - If the specified slide contains animation effects, only the first element will be displayed

If you move the pointer to the bottom left of the screen whilst in a slide show, 4 buttons will be highlighted as you move over them. These buttons allow you to choose next slide, to work with a pen in the slide show, slide show menu and previous slide.

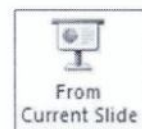
Start a slide show from current slide

Slide shows may also be started from your currently selected slide.

- Change to Slide Sorter view
- Select the slide you want the slide show to start from

Either

- Ribbon [Slide Show] [Start Slide Show] – click the [From Current Slide] button



Or

- On the status bar - click the [Slide Show] button
 - To see the selected slide on the screen
 - If you have applied animations to this slide, the animated elements will not yet be shown

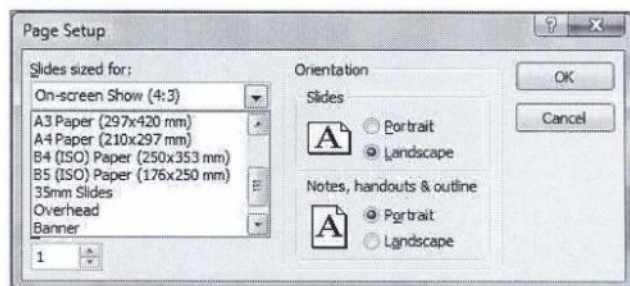


Change slide setup

Earlier you set up your presentation to look its best when displayed on the screen as a slide show. This exercise will show you how to change the settings of your presentation ready for printing. It will also show you how change the orientation for a presentation.

Paper size

- Ribbon [Design] [Page Setup] – click the [Page Setup] button
 - To open the Page Setup dialog box
- In the dialog box, click the arrow to the right of the [Slides sized for:] field
- Use the scroll bar to the right of the drop down menu
 - To see the selections available to you
- Select the correct paper size for your printer
- In the [Number slides from:] field, enter [1]
 - To number your pages, with the first slide being number 1
- Click [OK]
 - To accept the changes



Orientation

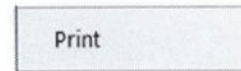
It is also possible to change the slide layout from [Landscape] to [Portrait] for a presentation. If you require slides in [Portrait], it is highly advisable to make this change as soon as you start your presentation. Orientation changes made after a slide is prepared will alter the size ratio and appearance of every object on it. This setting affects all slides in the presentation.

Although you do not want to change the orientation of the Butterfly House presentation, the following is the procedure that would be followed:

- Ribbon [Design] [Page Setup] – click the [Page Setup] button
 - To open the Page Setup dialog box
- In the [Orientation] section, select the [Portrait] radio button
 - To set the page so that the short side is at the top
- Click [OK]
 - To accept the changes

Print entire presentation, specific slides, number of copies

- Ribbon [File] click the [Print] button
 - To open the Print dialog box
 - To view the print options
 - To preview the current slide on screen as it would print



In the Print section:

- Use the arrows to the right of the [Copies:] section
 - To select how many copies of the presentation you wish to print

In the Printer section:

- Select the appropriate printer from the drop down list

In the Settings section:

- Click the drop down arrow to the right of [Print All Slides]
 - To view and select the appropriate options for what to print, such as all slides, the currently selected slides or the current slide
- To print particular page ranges, type these ranges in the [Pages] field
The [i] button explains the format to enter page ranges into this field
- Click [OK]
 - To print the chosen slides to the selected printer

Keyboard shortcut:
• [Ctrl] + P will open the Print dialog box

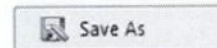
Save a presentation as another file type

It is possible to save PowerPoint presentations as different file types. Two of the most common are as a 'template' – which can then be used as the basis of future PowerPoint presentations; and a 'show' – which will always open in slide show view rather than normal view.

It is also possible to save a presentation to be used with different versions of PowerPoint. If a presentation is going to be used on a computer that contains an older version of PowerPoint than Office 2007, you should save it in that format, as there are features in Office 2007 that are not supported in the older versions. A single slide, or the entire presentation, can also be saved as an image file, in GIF, JPEG, PNG, TIFF or BMP format. A presentation can also be saved in a text format (RTF).

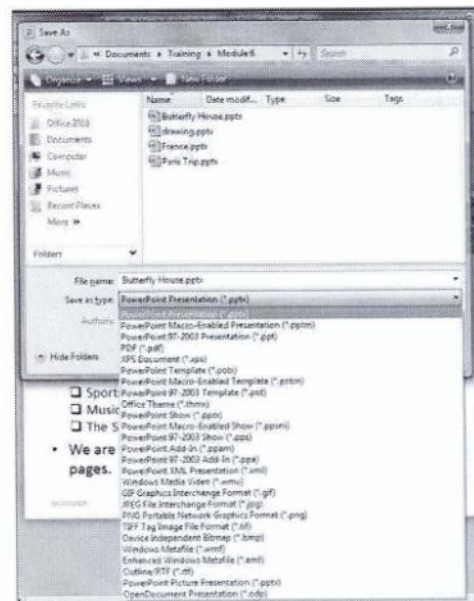
The procedure to follow to save a presentation as another file type is the same for every type.

- Ribbon [File] click the [Save As] button
- Click the drop down button to the right of the [Save as type:] field

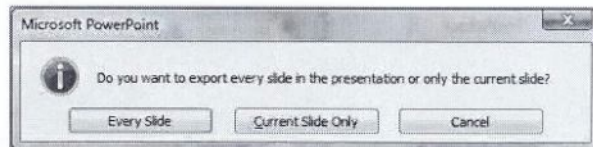


- To open the Save As dialog box, in order to be able to choose an alternative file format

- To view the available file types



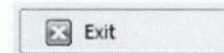
- Ensure you have selected an appropriate location in your filing system
- Click the [Save] button
 - *If you have selected an image file type, you will see a message, asking whether you want to save the current slide, or every slide in the presentation*
 - *Choose one of the available options*



- To save the slide or presentation to your selected location, as the selected file type

Exercise 5 Close a presentation application

- Ribbon [File] click the [Exit] button
 - To close PowerPoint as well as any open presentations
 - If you have any open presentations that have not been saved since they were last updated, a warning box will open for each of these presentations in turn, asking if you want to save the changes you made to the presentation



Keyboard shortcut:
• [Alt] + [F4]