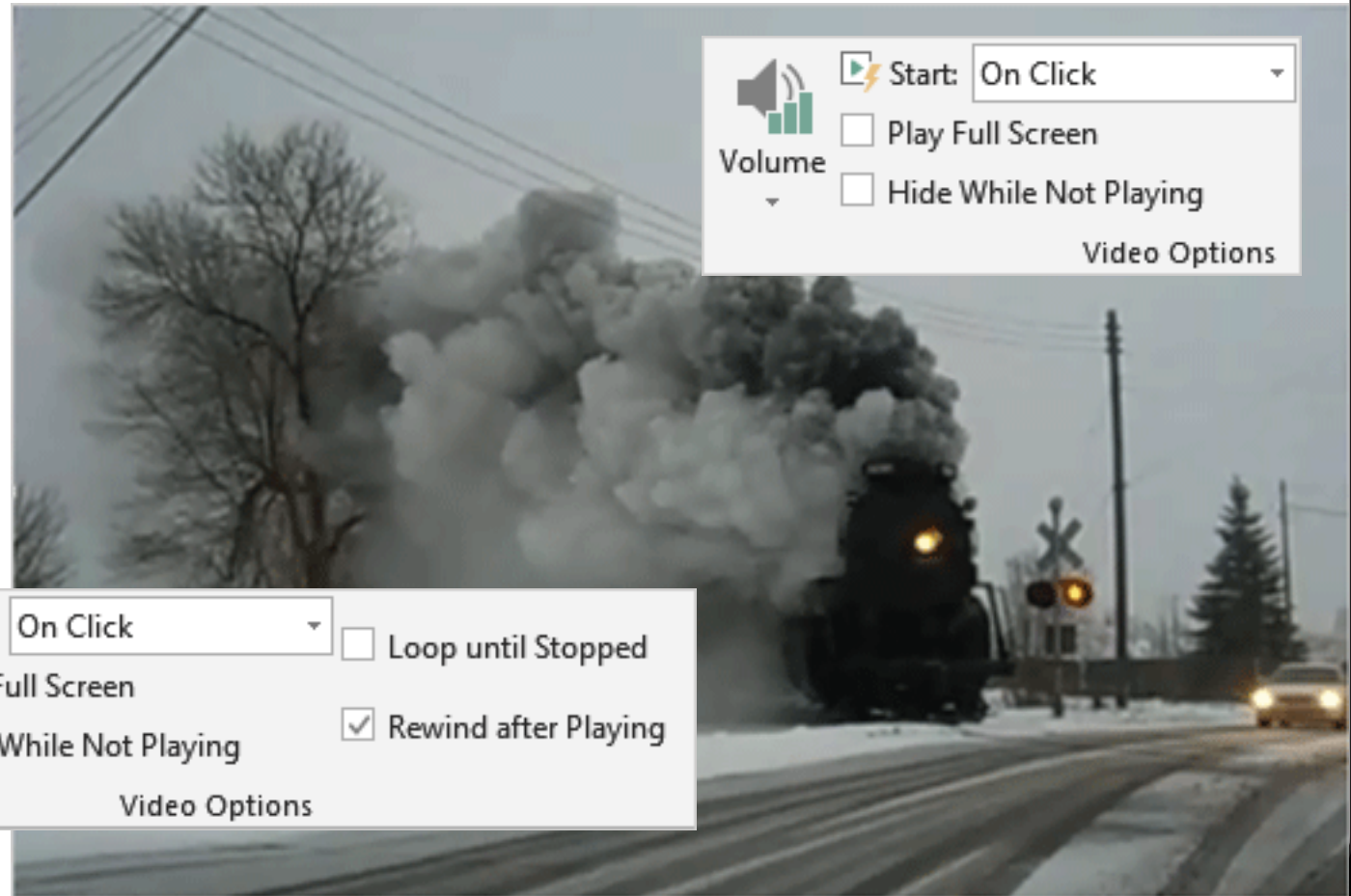




# The Advanced Guide to Microsoft PowerPoint 2013

Microsoft Office Specialist Exam 77-422 Study Guide

another  
Computer  
Mama  
Guide



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## Advanced Guide to Microsoft PowerPoint 2013

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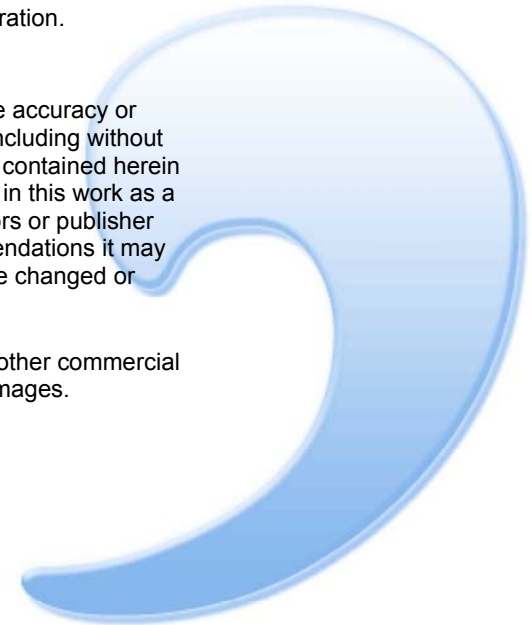
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# Advanced Guide to Microsoft PowerPoint 2013

## Chapter 1: Tables, Charts and Templates

Take 1: [Tables and Spreadsheets](#), page 11

*Objectives and Menu Map, page 12*

*Practice, page 39*

*Test Yourself, page 40*

Take 2: [Charts and Chart Tools](#), page 41

*Objectives and Menu Map, page 42*

*Practice, page 72*

*Test Yourself, page 73*

## Chapter 2: Applying Transitions and Animation!

Take 1: [Reach for the Stars](#), page 75

*Objectives and Menu Map, page 76*

*Practice, page 113*

*Test Yourself, page 114*

Take 2: [Top Ten Reasons](#), page 115

*Objectives and Menu Map, page 116*

*Practice, page 145*

*Test Yourself, page 146*

Take 3: [Animating Multimedia](#), page 147

*Objectives and Menu Map, page 148*

*Practice, page 179*

*Test Yourself, page 180*

## Chapter 3: Sharing and Collaboration

Take 1: [Showtime: Delivering Presentations](#), page 181

*Objectives and Menu Map, page 182*

*The lesson has no Practice Activity*

*Test Yourself, page 208*

Take 2: [Prepare to Share](#), page 209

*Objectives and Menu Map, page 210*

*Practice, page 239*

*Test Yourself, page 240*

Take 3: [Online and in Print](#), page 241

*Objectives and Menu Map, page 242*

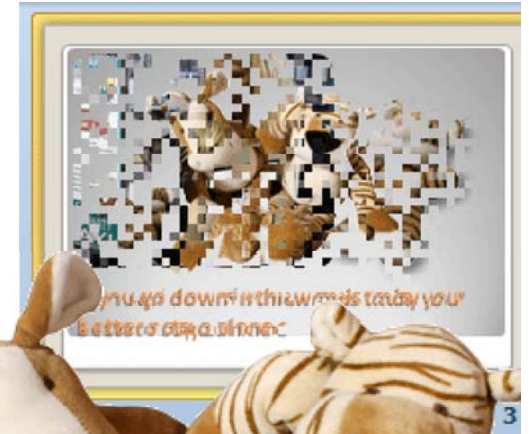
*Practice, page 286*

*Test Yourself, page 287*

*Advanced PowerPoint Skill Test, page 289*

*Microsoft PowerPoint 2013 Study Guide, page 7*

*Index, page 293*





## Microsoft Office Specialist Certification



**What is Microsoft Office Specialist Certification?** Microsoft Office Specialist certification validates through the use of exams that you have obtained specific skill sets within the applicable Microsoft Office programs and other Microsoft programs included in the Microsoft Office Specialist Program. The candidate can choose which exam(s) they want to take according to which skills they want to validate.

**CertiPort** is the premier provider for validating technology skills.

The **Microsoft Office Specialist** tests are offered at authorized testing centers.

For more information on the MOS exam topics or to find a testing center near you please contact: [www.certiport.com](http://www.certiport.com)

### What is the Microsoft Office Specialist Certification Program?

The **Microsoft Office Specialist (MOS) Certification Program** enables candidates to show that they have something exceptional to offer – proven expertise in Microsoft Office programs. Recognized by businesses and schools around the world, millions of certifications have been obtained in over 100 different countries. The **Microsoft Office Specialist (MOS) Certification Program** is the only Microsoft-approved certification program of its kind.

### The Microsoft Office Specialist Certification Series



Core Certification: Pass any 1 test:  
[Word 2013 Core: Exam 77-418](#)  
[Excel® 2013 Core: Exam 77-420](#)  
[PowerPoint® 2013: Exam 77-422](#)  
[Outlook® 2013: Exam 77-423](#)  
[Access® 2013: Exam 77-424](#)



Expert Certification: Pass either test:  
[Word 2013 Expert Part 1: Exam 77-425](#)  
[Word 2013 Expert Part 2: Exam 77-426](#)  
[Excel 2013 Expert Part 1: Exam 77-427](#)  
[Excel 2013 Expert Part 2: Exam 77-428](#)



Master: Pass 3 required and 1 elective test:  
Required  
[Word 2013 Expert Part 1: Exam 77-425](#)  
[Excel 2013 Expert Part 1: Exam 77-427](#)  
[PowerPoint® 2013: Exam 77-422](#)

Elective  
[Outlook® 2013: Exam 77-423](#) or  
[Access® 2013: Exam 77-424](#)

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## The Benefits of Certification



**For More Information:**  
[www.certiport.com](http://www.certiport.com)  
[www.microsoft.com](http://www.microsoft.com)

### Why Get Certified?

For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Office programs but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system. (<http://www.microsoft.com/learning/en/us/certification/mos.aspx>). Certification proves a certain level of advanced competency with the programs in question. Employers don't have to wonder if the skills stated on the resume are honest and without exaggeration. This can lead to further employment opportunities and increased pay.

A person holding Microsoft Office Certification shows not just a level of skill, but an ability to quickly complete tasks, due to familiarity with the program and its many time-saving features. The hard work that goes into learning Microsoft Office programs to the level of proficiency necessary for successful completion of the Certification Exams also indicates a desire on behalf of the student to learn and succeed.

### The Benefits: Earn More, Find Jobs Quicker

Research indicates that employees with Microsoft Certification earn more and find jobs quicker than those employees without certification. Furthermore, employees with certification report a greater feeling of confidence. These things translate into greater job satisfaction. (<http://www.microsoft.com/learning/en/us/certification/mos.aspx>)

Research also shows that individuals with certification make up to 12% more than those without certification. In addition, 82% of Microsoft Office Specialists report a salary increase after receiving certification. Managers like the skills proven and the ability demonstrated by those with Microsoft Office Certifications.

<http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2003.html>

## About Our Certification Program



### Books in this Series:

Beginning Guide to  
Microsoft® PowerPoint 2013

Advanced Guide to  
Microsoft® PowerPoint 2013

### Microsoft Office Specialist (MOS) Certification for PowerPoint 2013

**Overview:** Our Microsoft Office Specialist certification program for PowerPoint 2013 has two levels of mastery: Beginning and Advanced. These guides cover all of the exam objectives for the PowerPoint certification exam.

**Our Approach:** In designing these Guides, we found that it made more sense to write the lessons based on the Ribbons and Tasks. For example, the Beginning Guide to Microsoft PowerPoint 2013 shows all of the Picture Tools. The beginning of each lesson provides an overview of the Ribbons and Tasks covered.

**The Beginning Guide to Microsoft PowerPoint 2013 demonstrates the following Ribbons:** Home, Insert, Design, Picture Tools: Format, Smart Art Tools: Design, Smart Art Tools: Format, and View. Also, basic Backstage commands are covered. The lessons focus on basic content and design commands, as well as working with pictures and graphics.

**The Advanced Guide to Microsoft PowerPoint 2013 demonstrates the following Ribbons:** Table Tools: Layout, Table Tools: Design, Chart Tools: Layout, Chart Tools: Design, Chart Tools: Format, Slide Master, Transitions, Animations, Video Tools: Format, Video Tools: Playback, Slide Show, Review, and Notes Master. Advanced Backstage commands and options are covered. The activities focus on adding animations and multimedia to slide shows, as well as preparing to present the slide show.

**Course Prerequisites:** Students who enroll in the Microsoft Office Specialist (MOS) program should have basic computer skills, including how to turn on the computer, how to use an Internet browser, and how to select commands from a menu. Students should know how to save files and send attachments by email as well.





# Microsoft PowerPoint 2013 Study Guide: Advanced

Microsoft Office Specialist (MOS): Exam 77-422 for PowerPoint 2013

## 1.0 Create and Manage Presentations

### 1.1 Create a Presentation

[Import Text Files into Presentations](#),Pg 244

[Import Word Document Outlines into Presentations](#),Pg 244

### 1.2 Format a Presentation Using Slide Masters

[Apply a Slide Master](#),Pg 90

[Add Background Images](#),Pg 85

[Control Page Numbers](#),Pg 88

[Insert Headers and Footers](#),Pg 86

[Modify Existing Layouts](#),Pg 80

[Modify Presentation Themes](#),Pg 82

### 1.3 Customize Presentation Options and Views

[Use Views to Navigate Through](#)

[Presentations](#),Pg 101

[Modify Presentation Properties](#),Pg 225

### 1.4 Configure Presentations to Print Or Save

[Package Presentations for CD](#),Pg 273

[Print Presentations in Grayscale](#),Pg 254

[Print Selections from Presentations](#),Pg 254

[Print Speaker Notes](#),Pg 255

[Print: Set Handout Print Options](#),Pg 256

[Save Presentations as Web Pages](#),Pg 278

### 1.5 Configure and Present Slideshows

[Configure Slideshow Options](#),Pg 205

[Configure Slideshow Resolution](#),Pg 206

[Create Custom Slideshows](#),Pg 203

[Rehearse Timing](#),Pg 191

[Slideshow: Annotate Slideshows](#),Pg 186

[Slideshow: Navigate Within Slideshows](#),Pg 188

[Slideshow: Use Presenter View](#),Pg 200

## 2.0 Insert and Format Shapes and Slides

### 2.1 Insert and Format Slides

[Slides: Delete Slides](#),Pg 221

[Slides: Duplicate Existing Slides](#),Pg 221

[Slides: Hide Slides](#),Pg 201

### 3.0 Create Slide Content

#### 3.1 Insert and Format Text

[Insert Hyperlinks](#),Pg 94

#### 3.2 Insert and Format Tables

[Apply Table Styles](#),Pg 17

[Create New Tables](#),Pg 16

[Import Tables from External Sources](#),Pg 31

[Modify Number Of Rows and Columns](#),Pg 20

#### 3.3 Insert and Format Charts

[Charts: Insert Chart](#),Pg 46

[Charts: Modify Chart Parameters](#),Pg 51

[Charts: Add Legends to Charts](#),Pg 55



## Microsoft PowerPoint 2013 Study Guide: Advanced

Microsoft Office Specialist (MOS): Exam 77-422 for PowerPoint 2013

### 3.6 Insert and Format Media

[Media: Adjust Media Window Size](#), Pg 161

[Media: Link to External Media](#), Pg 175

[Media: Set Media Options](#), Pg 166

[Media: Set Start/Stop Times](#), Pg 171

[Media: Trim Timing on Media Clips](#), Pg 168

### 4.0 Apply Transitions and Animations

#### 4.1 Apply Transitioning Between Slides

[Transitions: Insert Transitions](#), Pg 102

[Transitions: Manage Transitions](#), Pg 109

[Transitions: Modify Effect Options](#), Pg 105

### 4.2 Animate Slide Content

[Animation: Apply to Shapes](#), Pg 123

[Animation: Apply to Text Strings](#), Pg 139

[Animation: Add Paths to Animations](#), Pg 134

[Animations: Modify Options](#), Pg 138

### 4.3 Set Timing for Transitions and Animations

[Animation: Use the Animation Pane](#), Pg 126

[Animations: Reorder Animations](#), Pg 141

[Timing: Start and Finish Options](#), Pg 127

[Timing: Modify Duration of Effects](#), Pg 107

### 5.0 Manage Multiple Presentations

#### 5.1 Merge Content from Multiple Presentations

[Merge Multiple Presentations](#), Pg 222

[Reuse Slides from Other Presentations](#), Pg 211

[View Multiple Presentations](#), Pg 215

#### 5.2 Track Changes and Resolve Differences

[Comments: Manage Comments](#), Pg 218

[Track Changes: Modify Options](#), Pg 223

[Track Changes: Reject Changes From Specific Users](#), Pg 223

[Track Changes: Set Track Changes](#), Pg 223

#### 5.3 Protect and Share Presentations

[Share: Check for Accessibility Issues](#), Pg 229

[Share: Check for Compatibility Issues](#), Pg 228

[Share: Compress Media](#), Pg 231

[Share: Embed Fonts](#), Pg 274

[Share: Encrypt with a Password](#), Pg 233

[Share: Mark as Final](#), Pg 236

[Share: Proof Presentations](#), Pg 213

[Share: Remove Presentation Metadata](#), Pg 225

[Share: Restrict Permissions](#), Pg 235



## About the Authors

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*All of my books  
are dedicated to*

*Fr. Paul Cummings*

*who taught me  
computers.*

*Love, eBeth*



## How To Use This Guide

Microsoft Office Specialist Certification Training

### The Comma Method

**Observation** is a perceptual strategy that asks: why am I doing this and which tools would be most effective? Each lesson begins with a discussion of the purpose and the objectives.

**Orientation** helps students start at the right place. The screen shots in the *Complete Compute Guides* show the entire window as well as a close up of the particular button or command.

**Notation** There are "breadcrumbs" above each screen image. Like Hansel and Gretel, the breadcrumbs show the pathway to a button or option. Our notation uses the following convention:

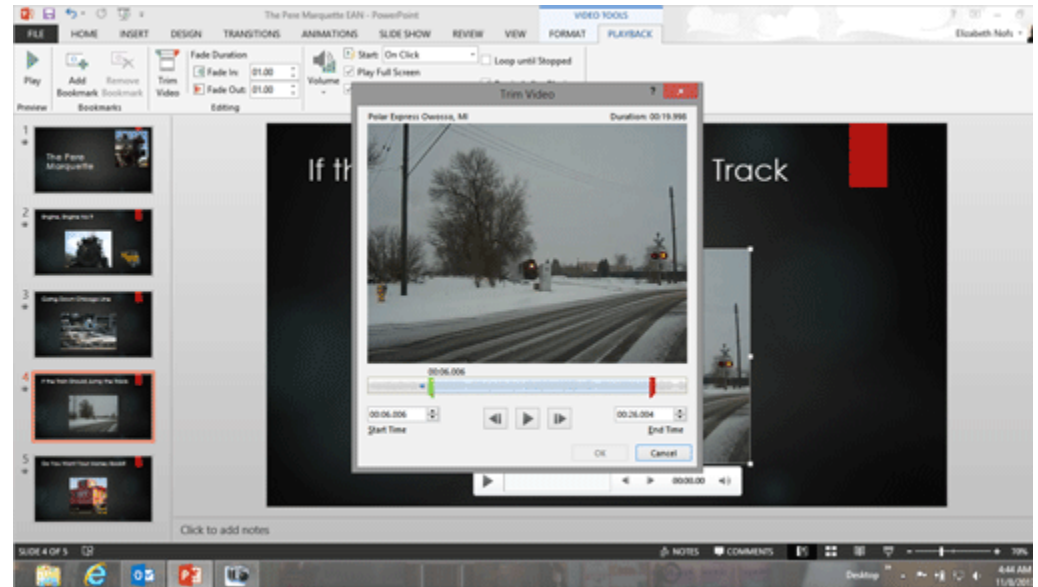
**Ribbon->Group->Button->Options**

### Menu Maps

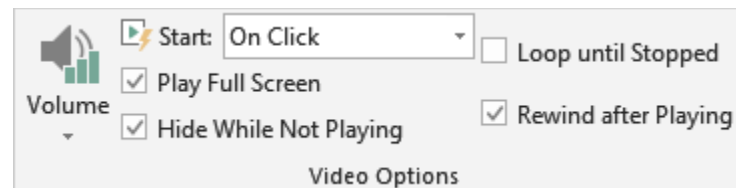
The Comma Method recognizes that there is a difference in how men and women navigate the menus. Men typically have the ability to see the map first. This method of acquiring knowledge is called *Breadth-first*. [1] Women tend to work with the details first. They learn several commands, such as copy, cut, and paste, then they put those concepts under the label, "edit." This method of learning is called *Depth-first*.

The Comma Method uses menu mapping to assist men and women to see both the Breadth and the Depth. An example of the menu map is can be seen [here](#).

[1] Ford, Nigel, Sherry Chen, Matching/mismatching revisited: An Empirical Study of Learning and Teaching Styles. *British Journal of Educational Technology* v.32 no1 (Jan. 2001)



### Video Tools->Playback Ribbon







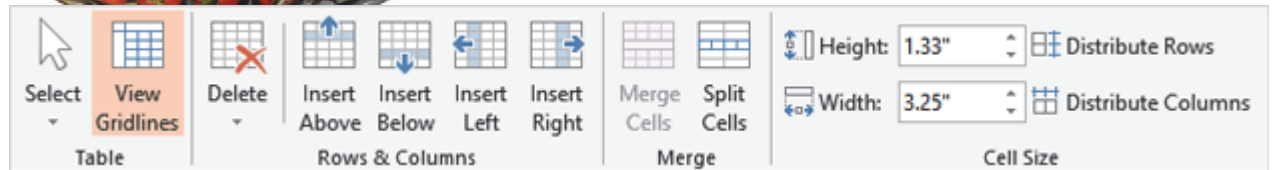
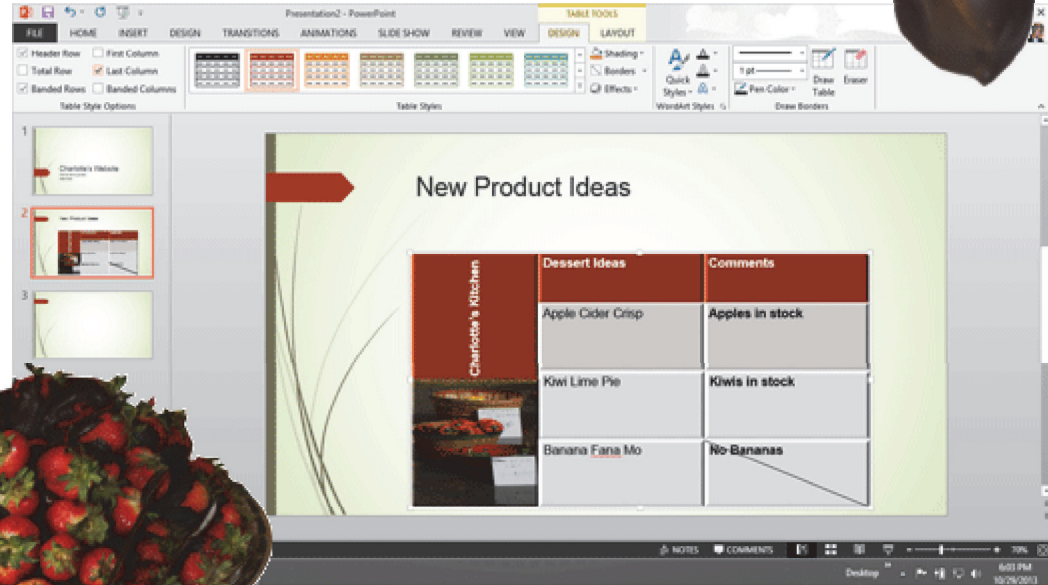
# Show and Tell: Tables and Spreadsheets



## Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the **Table Tools** Ribbon to construct and modify Tables.
2. Modify the Rows & Columns in a Table with Borders, Shading and Effects.
3. **Merge** and **Split** Cells and modify the Cell Size.
4. **Distribute** and **Arrange** Rows, Columns and Tables.
5. Insert a **Microsoft Excel spreadsheet** into a PowerPoint presentation and edit the data.





# Lesson 1 : Show and Tell Tables and Spreadsheets

## 1. Readings

Read Lesson 1 in the Advanced PowerPoint guide, page 11-38.

## Project

A sample presentation that includes a table and an Excel Chart.

## Downloads

- [Charlotte's Website Complete.pptx](#)
- [Business35.gif](#)
- [Balloon1.gif](#)

## 2. Practice

Complete the Practice Activity on page 39.

## 3. Assessment

Review the Test questions on page 40.

Table Tools->Layout Ribbon

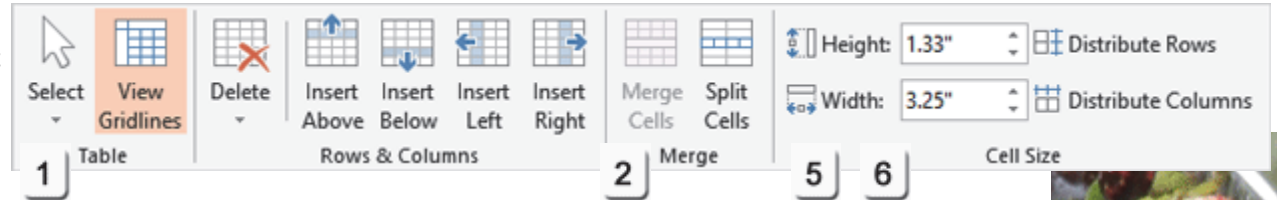
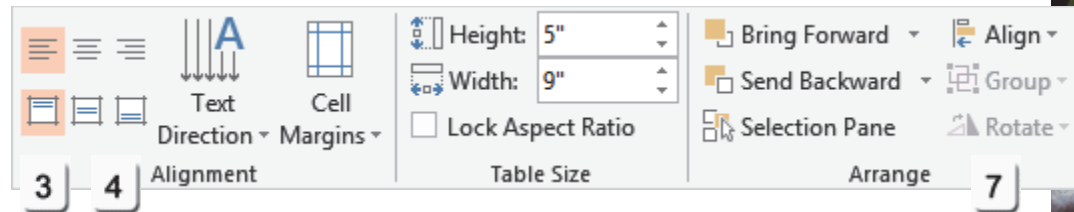


Table Tools->Layout Ribbon



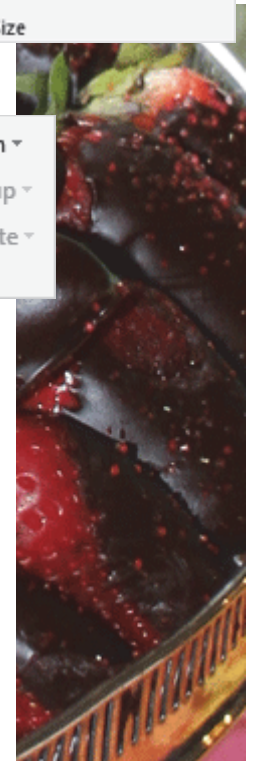
## Menu Maps

From the **Table Tools-> Layout Ribbon**.

- [Table Tools](#), page 17
- [Table Tools->Layout->Merge](#), page 20
- [Table Tools ->Layout->Alignment](#), page 21
- [Table Tools ->Layout->Alignment->Text Direction](#), page 22
- [Table Tools ->Layout->Cell Size](#), page 23
- [Table Tools ->Layout->Cell Size->Distribute Rows](#), page 24
- [Table Tools ->Layout->Arrange->Align](#), page 30

## From the Table Tools-> Design Ribbon.

- [Table Tools ->Design->Table Style](#), page 26

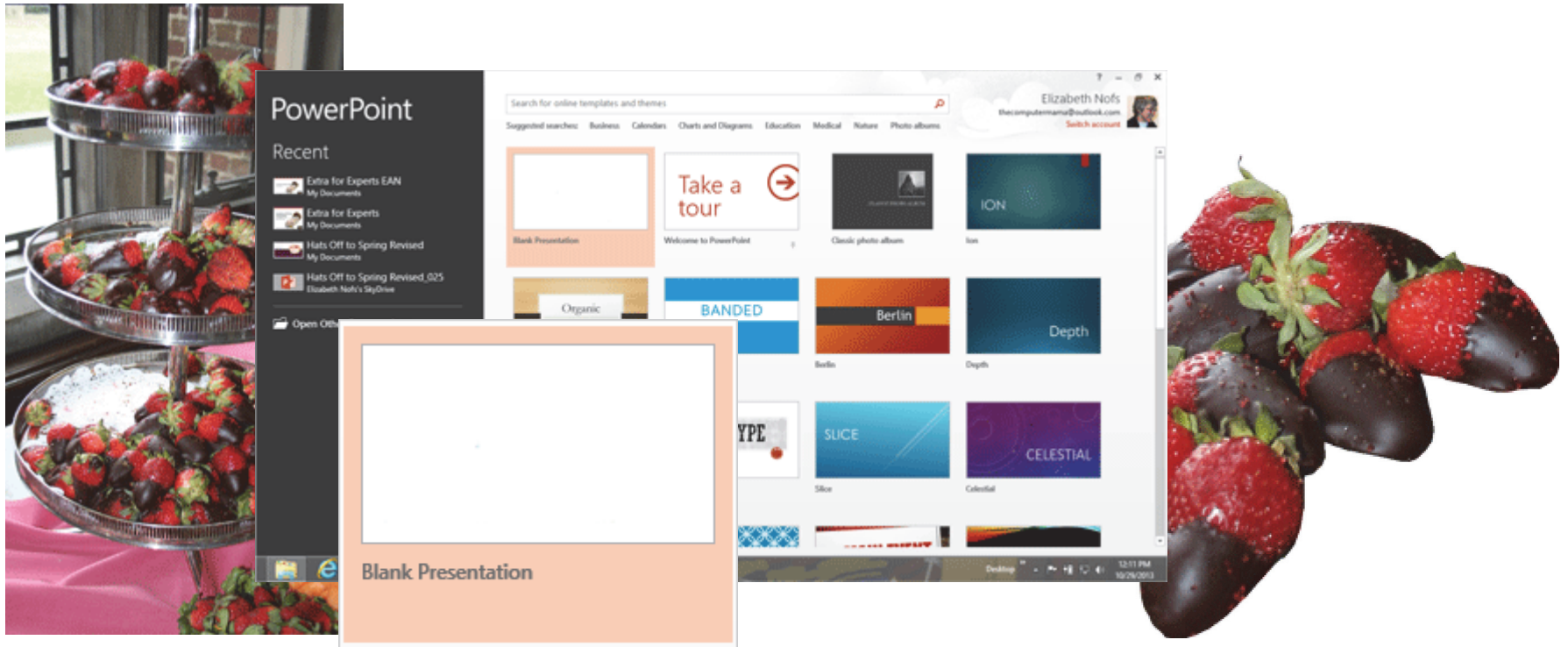




## Working with Tables

A **Table** is a fundamental method for organizing information into Rows and Columns. Tables in Microsoft Office (Word, Excel and PowerPoint) are formatted with the **Table Tools: Design and Layout**. The **Layout** Ribbon works with the Rows and Columns. The **Design** Ribbon makes the Tables easy to read and fun to look at.

**Start Microsoft PowerPoint.** When you start PowerPoint you will be prompted to choose a template. Select a **Blank Presentation**.





## Before You Begin

This lesson begins by creating a sample presentation for Charlotte's Website.

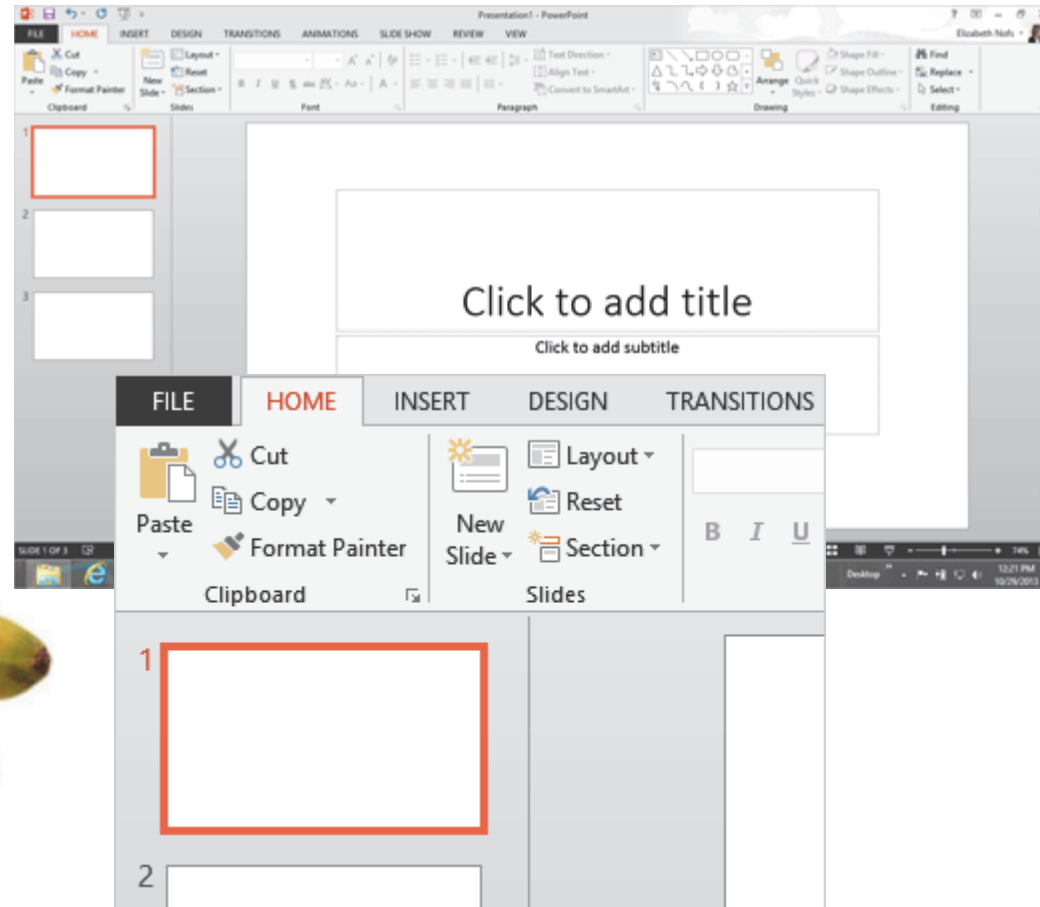
### 1. Try it: Add Slides to the Presentation

A new, blank Presentation is open. Go to **Home ->Slides->New Slide**. Please add 2 new slides.

Keep going...



Home ->Slides->New Slide



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.1 Create a Presentation: Create Blank Presentations





Take One

## Enter and Format Text

Enter the following Text and format the presentation with a Theme.

### 2. Try it: Enter Text

Go to Slide 1.

Enter the Title: Charlotte's Website

Enter the Subtitle: From the farm to your table

That's Fresh!

### Try This, Too: Select a Theme

Go to **Design->Themes**.

Select a Theme: Wisp.

Keep going...



## Design ->Themes

The screenshot shows the PowerPoint interface with the 'DESIGN' tab selected. The 'THEMES' group is expanded, showing several theme thumbnails. The 'Wisp' theme, which has a light green background and a red arrow graphic, is highlighted. Below the themes pane, a slide thumbnail is visible with the text 'Charlotte's Website', 'From the farm to your table', and 'That's Fresh!'. A red arrow points from the 'Wisp' theme to the slide content area.

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.1 Insert and Format Text: Enter Text



## Insert a Table

There are a couple of buttons you can click to add a Table to your slide. Either way, PowerPoint will ask you to enter the number of Columns and Rows.

### 3. Try it: Insert a Table

Go to Slide 2.  
Enter the Title: New Product Ideas

### Try This, Too: Insert a Table

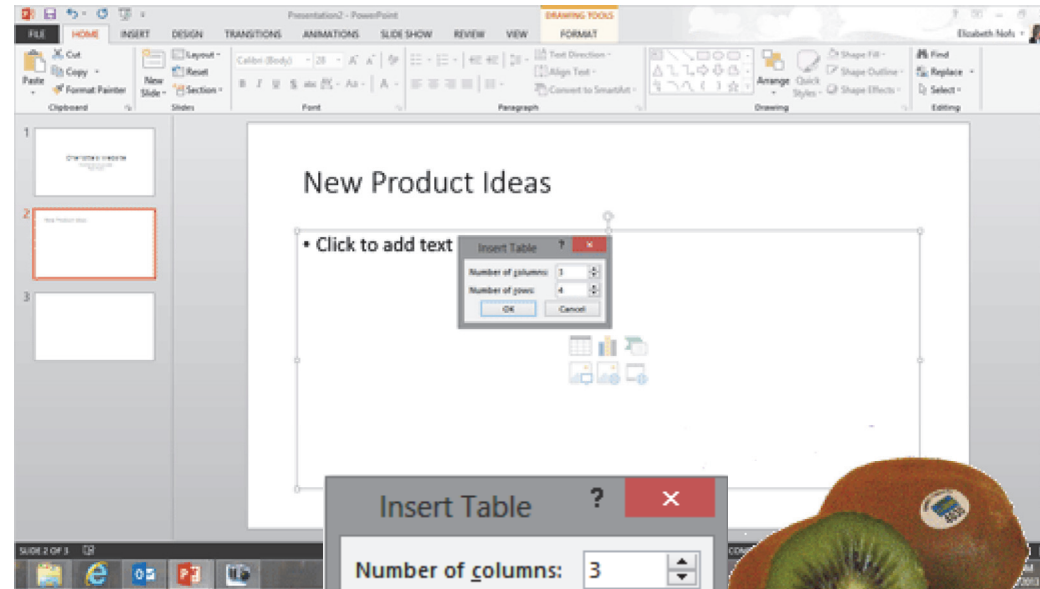
Go to **Insert->Table->Insert Table...**

You will be prompted to type:  
Number of columns: 3  
Number of rows: 5  
Click **OK** and keep going, please.

**Memo to Self:** You can also go to the Placeholder and click on **Table**.



## Insert ->Table->Insert Table...



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Create New Tables



Take One

## Hello, Table Tools

There are two Table Tools: Design and Layout. The **Design** Ribbon lets you edit the **Table Style Options** and the **Table Styles**.

**Before You Begin:** The Table on Slide 2 is selected. The Table Tools are available.

### 4. Try it: Edit the Table Style

Go to **Table Tools ->Design->Table Styles**. Select a Style: Medium Style 1-Accent 1.

Keep going...



*"Yes, we have no bananas  
We have-a no bananas today...."*

## Table Tools ->Design->Table Styles

The screenshot shows the Microsoft PowerPoint 2013 interface. The main window displays a slide titled "New Product Ideas" with a table. The **TABLE TOOLS** ribbon is active, with the **DESIGN** tab selected. The ribbon includes sections for **Table Style Options** (with checkboxes for Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns) and **Table Styles** (showing various grid styles). On the right side of the ribbon, there are options for **Shading**, **Borders**, and **Effects**. A large number "4" is overlaid on the right side of the slide.

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Apply Table Styles



Take One

## Table Tools: Layout

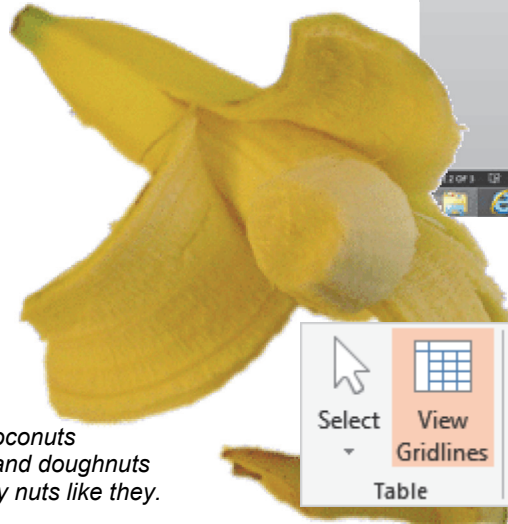
The **Layout** Ribbon edits the Table structure: Rows, Columns, and Cells.

**5. Try it: Review the Layout Ribbon**  
Go to **Table Tools ->Layout**.

**What Do You See?** The Groups include:

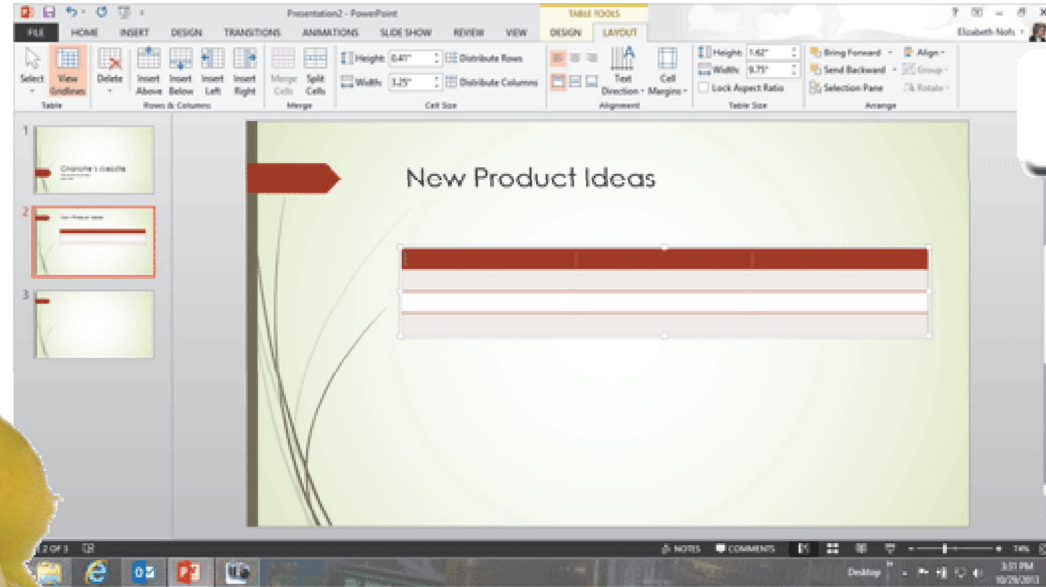
- Table
- Rows & Columns
- Merge
- Cell Size
- Alignment
- Table Size
- Arrange

Keep going...

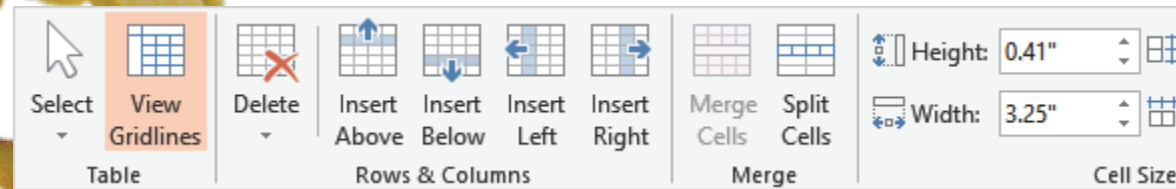


*Just try those coconuts  
Those walnuts and doughnuts  
There ain't many nuts like they.*

### Table Tools ->Layout



5



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Table Tools (Layout)





### Table Tools ->Layout

### Enter the Labels and Data

The **Cells** in a Table have the same name as the Cells in an Excel Spreadsheet. Columns are letters and Rows are numbers. So, the first column is Column A, the second is Column B. The Rows are numbered, beginning at the top with Row 1. The first cell is Cell A1.

#### 6. Try it: Enter The Labels

In Cell B1 type: Dessert Ideas  
In Cell C1 type: Comments

#### Try This, Too: Enter the Data

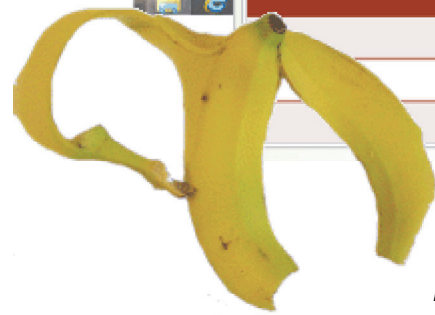
In Cell B2 type: Apple Cider Crisp  
in Cell B3 type: Kiwi Lime Pie  
In Cell B4 type: Banana Fana Mo

In Cell C2 type: Apples in stock  
In Cell C3 type: Kiwis in stock  
In Cell C4 type: No Bananas

So far so good. Keep going...

Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas

6



*We'll sell you two kinds of red herring,  
Dark brown, and ball-bearing.*

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Enter Data



## Layout: Merge Cells

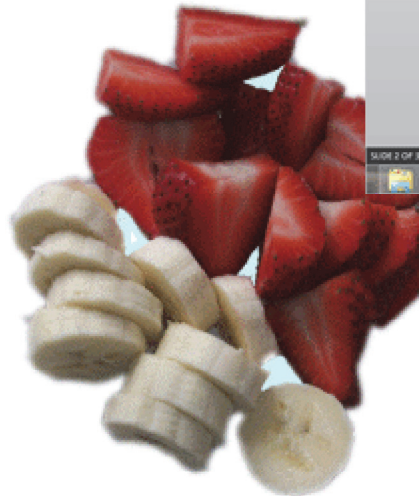
You can select several cells and **Merge** them together to make one cell.

### 1. Try it: Merge Cells

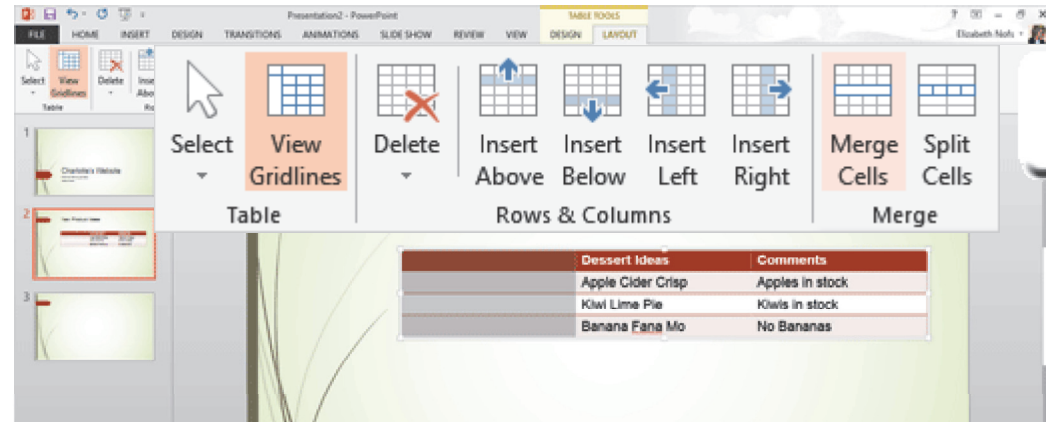
Select Cells A1 through A5.  
Go to **Table Tools ->Layout**.  
Go to **Merge->Merge Cells**.

**What Do You See?** The selected cells were merged into one. The merged cell inherited the formatting of the first cell, A1.

Keep going...



### Table Tools->Layout->Merge->Merge Cells



New Product Ideas	
Dessert Ideas	Comments
Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas

*But yes, we have no bananas  
We have no bananas today."*

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Modify Layout (Merge Cells)



## Layout: Alignment

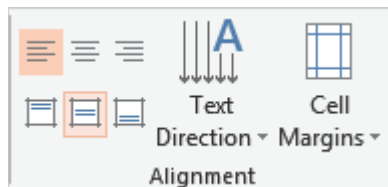
Alignment places the Text in the Cell.  
The **Alignment** Group includes:  
Horizontal (Left, Center, Right)  
Vertical (Top, Middle, Bottom)

### 2. Try it: Change the Alignment

**Select** Cell A1.  
Type: Charlotte's Kitchen  
Go to **Table Tools ->Layout->Alignment**.  
Click on **Center**.

### Try This, Too: Change the Alignment

**Select** Cell A1.  
Go to **Table Tools ->Layout->Alignment**.  
Click on **Middle**.



The Text should be placed in the center (left to right) and in the middle (top to bottom).  
Keep going...

## Table Tools ->Layout->Alignment->Center

The screenshot shows the PowerPoint interface with the 'Table Tools -> Layout -> Alignment' ribbon selected. The ribbon includes options for Text (Left, Center, Right), Cell (Top, Middle, Bottom), Direction, Margins, and Alignment. A table is visible on the slide, and a callout box with the number '2' is present.

Charlotte's Kitchen		Dessert Ideas	Comments
		Apple Cider Crisp	Apples in stock
		Kiwi Lime Pie	Kiwis in stock
		Banana Fana Mo	No Bananas

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Modify Layout (Alignment)



## Layout: Text Direction

You can use the Alignment tools to change the **Text Direction** and Rotate the text.

### 3. Try it: Change the Text Direction

Select Cell A1.  
Go to **Table Tools ->Layout->Alignment**.  
Go to Text Direction.  
Click on **Rotate all text 270°**.

**What Do You See?** The text will rotate in the center of the cell.

Keep going...

### Table Tools ->Layout->Alignment->Text Direction

The screenshot shows the PowerPoint interface with a table on a slide titled 'New Product Ideas'. The table has two columns: 'Charlotte's Kitchen' and 'Dessert Ideas'. The 'Dessert Ideas' column contains 'Apple Cider Crisp', 'Key Lime Pie', and 'Banana Fana Mo'. The 'Table Tools ->Layout->Alignment' ribbon is open, and the 'Text Direction' dropdown menu is expanded, showing options: 'Horizontal', 'Rotate all text 90°', 'Rotate all text 270°' (highlighted), and 'Stacked'. A large number '3' is overlaid on the right side of the screenshot. Below the screenshot is an image of sliced strawberries.

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Modify Layout (Alignment)



## Layout: Cell Size

Cell A1 looks funny because it is still as wide as it needed to be when the text was aligned horizontally, instead of rotated vertically. You can **Resize** the cell.

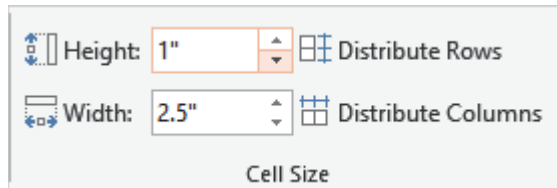
### 4. Try it: Resize a Cell

Select Cell A1, Charlotte's Kitchen.

Go to **Table Tools ->Layout->Cell Size**.

Type the **Height: 1"**

Type the **Width: 2.5"**



**What Do You See?** When you change the size of Cell A1, the whole Table will be resized as well. (Compare this screen image with the image two pages back.)

Keep going...

## Table Tools ->Layout->Cell Size

**4**

	Dessert Ideas	Comments
Charlotte's Kitchen	Apple Cider Crisp	Apples in stock
	Kiwi Lime Pie	Kiwis in stock
	Banana Fana Mo	No Bananas

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Modify Layout (Alignment)





## Layout: Distribute Rows

You can use the Layout Tools to **Distribute** the **Rows** evenly instead of resizing each Row by hand. Here are the steps.

### 5. Try This: Edit the Cell Size

Select Cell B4, Banana Fana Mo.

Go to **Table Tools ->Layout->Cell Size**.

Type the **Height: 2**

**What Do You See?** Row 4 should be taller.

### Try This, Too: Distribute the Rows

Select the Rows from Apple Cider Crisp to No Bananas (B2:C4).

Go to **Table Tools->Layout->Cell Size**.

Click on **Distribute Rows**.

**What Do You See?** The three rows that you selected should be the same height, now.

Keep going...

Table Tools ->Layout->Cell Size->Distribute Rows

Apple Cider Crisp	Apples in stock
Kiwi Lime Pie	Kiwis in stock
Banana Fana Mo	No Bananas

5



Charlotte's Kitchen	Dessert Ideas	Comments
	Apple Cider Crisp	Apples in stock
	Kiwi Lime Pie	Kiwis in stock
	Banana Fana Mo	No Bananas

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.2 Insert and Format Tables: Modify Layout (Cell Size)





## Layout: Split Cells

Picture a Shadow Box with different Cell Sizes. The Cells in a Table can be formatted the same way. You can **Merge** or **Split** the Cells in a Table.

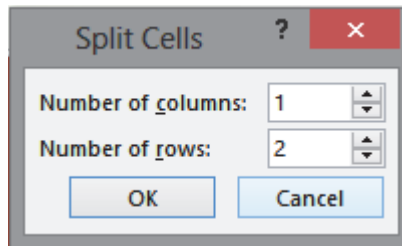
### 6. Try it: Split the Cell

We are still on Slide 2.

Select Cell A1 in the Table.

Go to **Table Tools ->Layout->Merge**.

Click on **Split Cells**.



You will be prompted to enter the following:

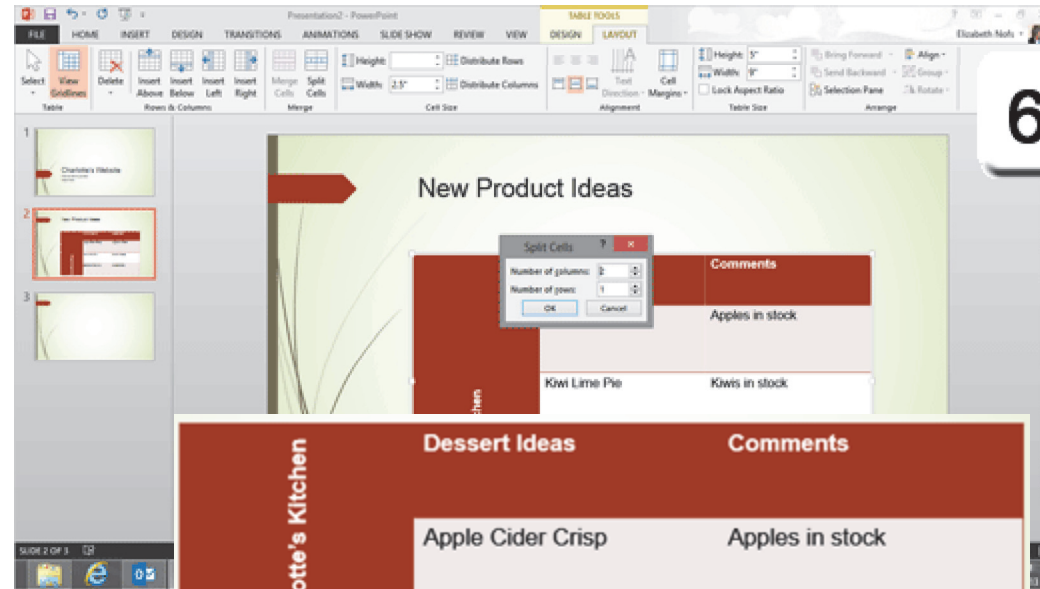
Number of Columns: 1

Number of rows: 2

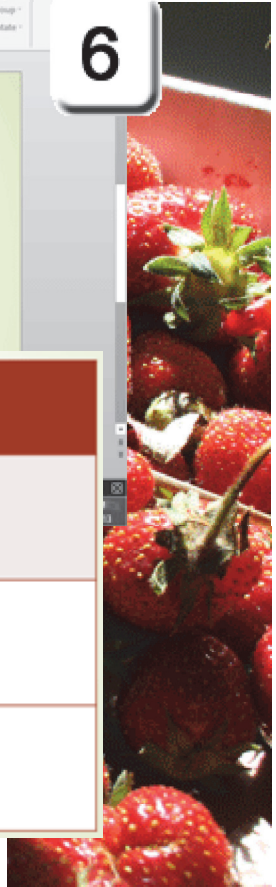
Click **OK**.

**What Do You See?** Cell A1 has been split into two Cells. Keep going...

## Table Tools ->Layout->Merge->Split Cells



Charlotte's Kitchen	Dessert Ideas	Comments
	Apple Cider Crisp	Apples in stock
	Kiwi Lime Pie	Kiwis in stock
	Banana Fana Mo	No Bananas



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Modify Layout (Split Cells)

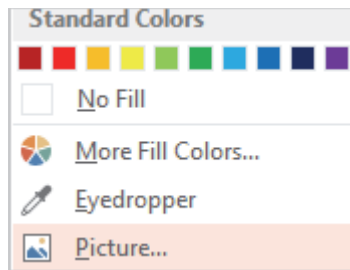


## Design: Add Shading

Each Cell in a Table can have a different **Shading**. The Shading can be Pictures, Gradient and Texture. You can also format the Table Background.

### 1. Try it: Add Shading

The cursor should be in Cell A2.  
Go to **Table Tools ->Design**.  
Go to **Table Style-> Shading**.  
Click on **Picture**.



You will be prompted to **Browse** for a picture.  
Double click: Business35.gif

**What Do You See?** Cell A2 is filled with the picture. Keep going...

## Table Tools ->Design->Table Style->Shading

1

Charlotte's Kitchen		Dessert Ideas	Comments
		Apple Cider Crisp	Apples in stock
		Kiwi Lime Pie	Kiwis in stock
		Banana Fana Mo	No Bananas

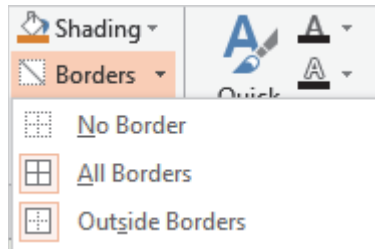
Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Apply Table Styles (Shading)



## Design: Add Borders

In this example, the Borders will be added to the Table, then to one Cell. Watch what you select, first. Then modify the Border.

**2. Try it: Add a Border to a Table**  
Click on the frame around the Table.  
Go to **Table Tools ->Design**.  
Go to **Table Style->Borders**.  
Select: **All Borders**.



**Try This, Too: Add a Border to a Cell**  
Click on Cell C4: No Bananas.  
Go to **Table Tools ->Design**.  
Go to **Table Style->Borders**.  
Select: **Diagonal Down Border**.

Yes, that works. Keep going...

## Table Tools ->Design->Table Style->Borders



Charlotte's Kitchen	Dessert Ideas	Comments
	Apple Cider Crisp	Apples in stock
	Kiwi Lime Pie	Kiwis in stock
	Banana Fana Mo	No Bananas

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Apply Table Styles (Borders)

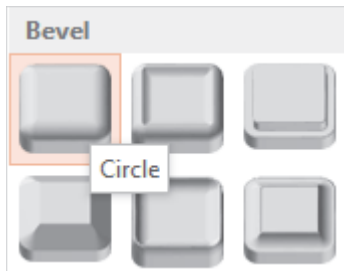


## Design: Effects

Another Table Style that you can edit is called **Effects**. The example on this page adds a Shadow Effect to the Table.

### 3. Try it: Add an Effect to a Table

Click on the frame around the Table.  
Go to **Table Tools ->Design**.  
Go to **Table Style->Effects->Bevel**.  
Select a Bevel: Circle.



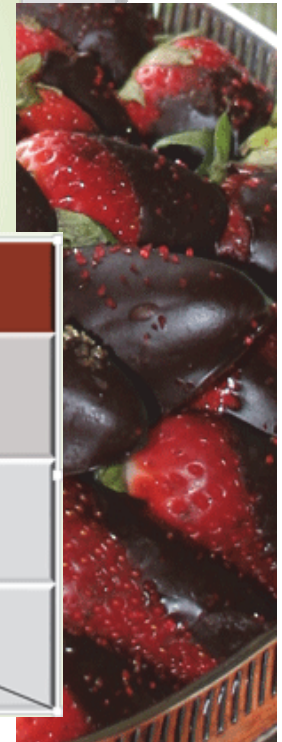
**What Do You See?** The Cells in this Table should have a Bevel around the border. Looks cool. Keep going...

## Table Tools ->Design->Table Style->Effects->Bevel



3

Charlotte's Kitchen	Dessert Ideas	Comments
	Apple Cider Crisp	Apples in stock
	Kiwi Lime Pie	Kiwis in stock
	Banana Fana Mo	No Bananas



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Apply Table Styles (Effects)





## Table Style Options

The **Table Style Options** format the data in the Rows and Columns. A check mark for the **Header Row** formats the first Row differently because these are the Labels. The other options include:

- Total Row
- First or Last Column
- Banded Rows or Columns

### 4. Try it: Edit the Table Style Options

Select the Table on Slide 2.  
Go to **Table Tools ->Design**.  
Go to the **Table Style Options**.  
Select: **Last Column**.

<input checked="" type="checkbox"/> Header Row	<input type="checkbox"/> First Column
<input type="checkbox"/> Total Row	<input checked="" type="checkbox"/> Last Column
<input checked="" type="checkbox"/> Banded Rows	<input type="checkbox"/> Banded Columns

Table Style Options

**What Do You See?** The Text in the last column of the Table is **Bold**.

Keep going...

## Table Tools ->Design->Table Style Options->Last Column



Charlotte's Kitchen	Dessert Ideas	Comments
	Apple Cider Crisp	Apples in stock
	Kiwi Lime Pie	Kiwis in stock
	Banana <u>Fana Mo</u>	<b>No Bananas</b>



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Apply Table Styles (Table Style Options)



## Design: Arrange

You can use the options in the **Arrange** Group to edit the placement of your Table.

The **Align** options are:  
Align Left, Center, Right  
Align Top, Middle, Bottom  
Distribute Horizontally (not shown)  
Distribute Vertically (not shown)

### 5. Try it: Center the Table

Select the Table on Slide 2.  
Go to **Table Tools ->Layout->Arrange**.  
Go to **Align->Align Left**.

**What Do You See?** The Table was placed on the left side of the slide.

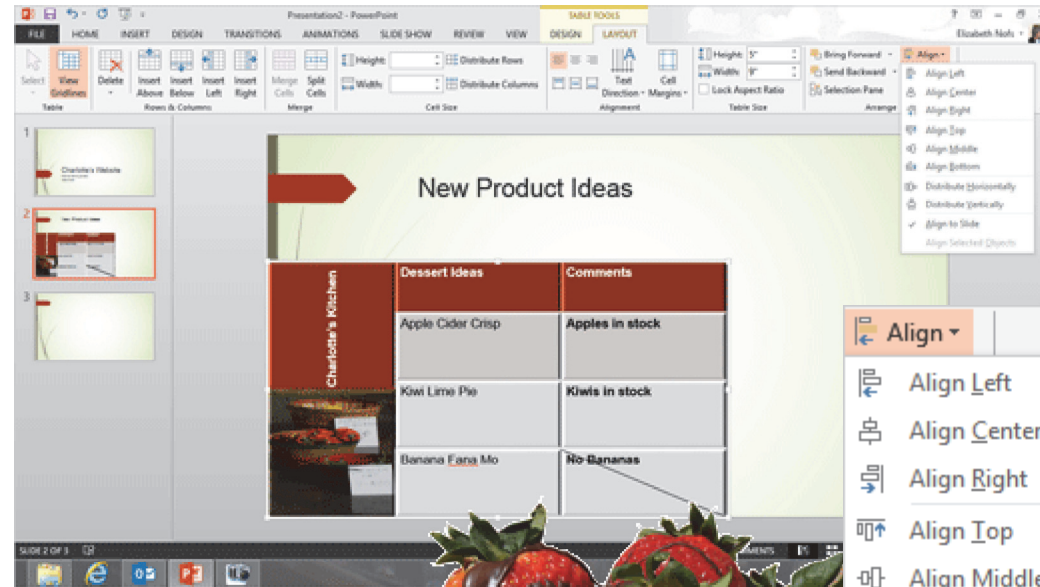
OK. That's a brief introduction to Tables.

### Do This, Too: Save Your Presentation

Go to **File->Save**.

**Browse** to your Documents folder  
Enter the **File Name**: Charlotte's Website  
EAN, where EAN are your initials.  
Click **SAVE**.

## Table Tools ->Layout->Arrange->Align Left



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Modify Table Layout (Arrange)





## Tables and Spreadsheets

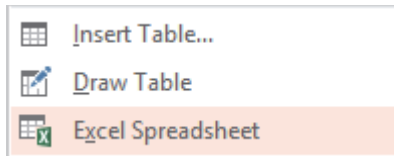
**Tables** present lists very well. The Rows and Columns are easy to organize and format so that the information is easy to read. **Spreadsheets** calculate data.

### 1. Try it: Insert a Spreadsheet

Go to Slide 3.

Enter the Title: Ideas Add Up

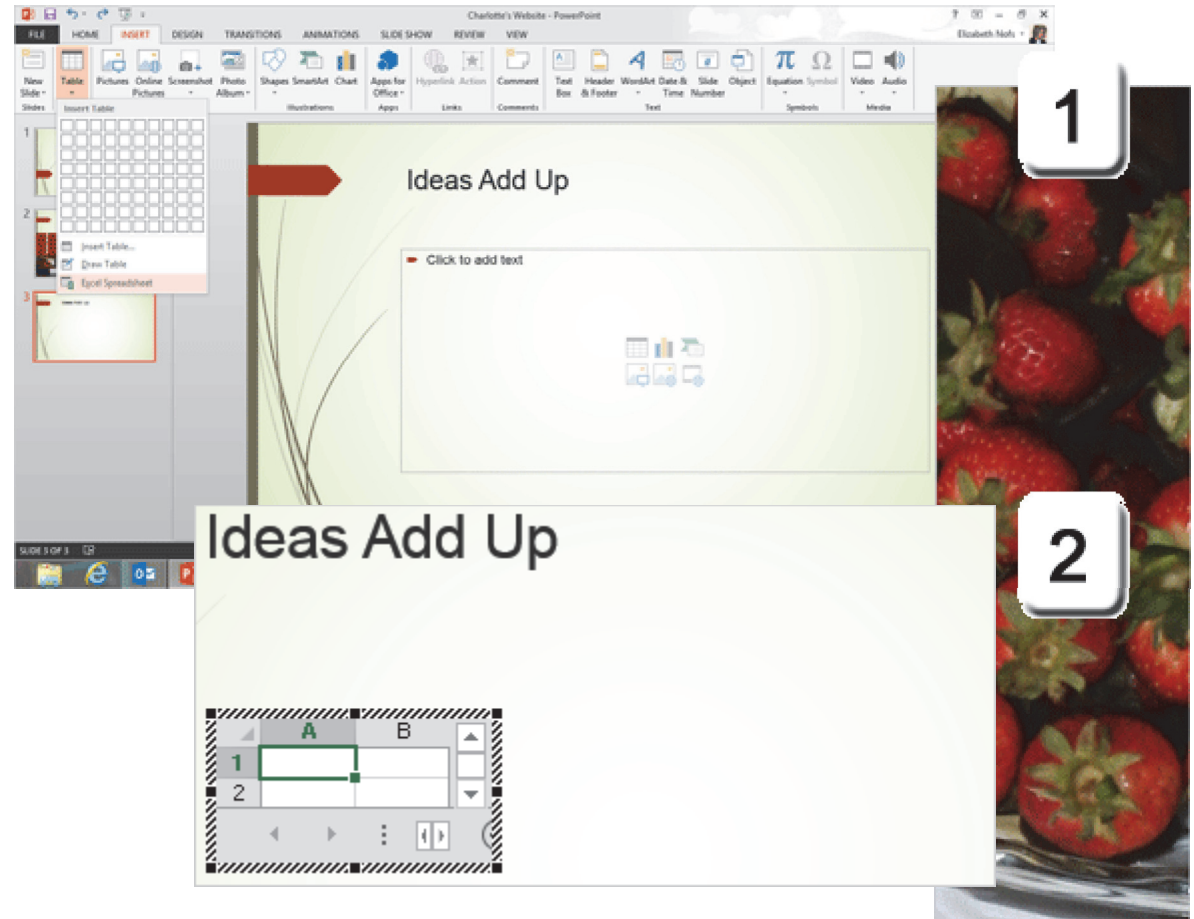
Go to **Insert->Table->Insert Spreadsheet**.



**2. What Happens Next?** A new spreadsheet should be placed on Slide 3. The spreadsheet may be very, very small. Keep going...

**Memo to Self:** Depending on your system, this step may make the screen flash a couple of times as the new Ribbons turn on.

### Insert ->Table->Insert Spreadsheet



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.2 Insert and Format Tables: Import Tables from External Sources (Excel)



## Resize the Spreadsheet

This spreadsheet is **embedded** in the slide show. Embedded is a technical term that means that the spreadsheet really is Microsoft Excel--and not some frustrating, limited spreadsheet editor.

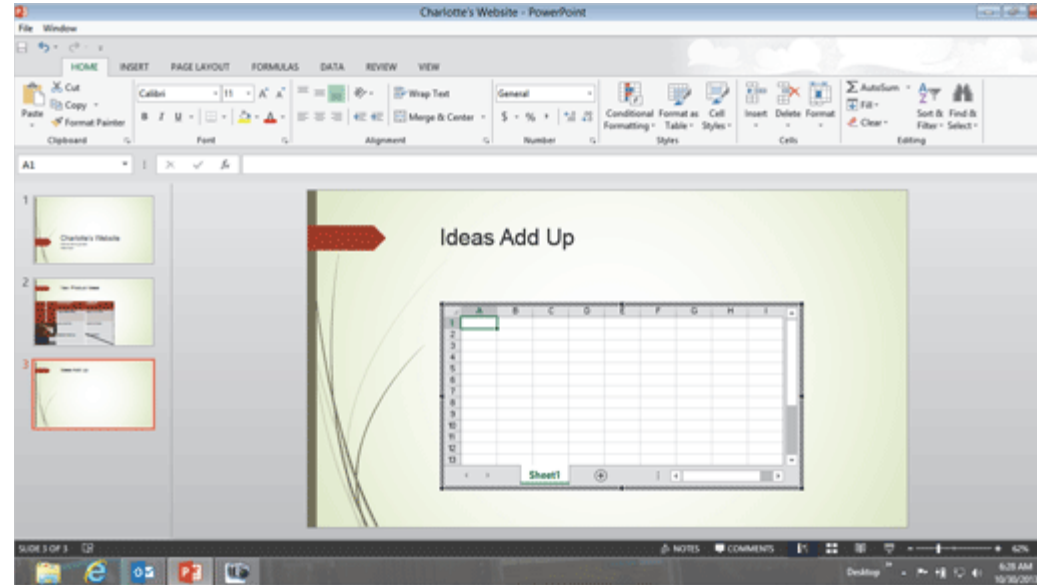
### 3. Try it: Resize the Spreadsheet

Select the **frame** around the little spreadsheet. Use one of the corner **handles** to drag the spreadsheet larger to show Column E and Row 8.

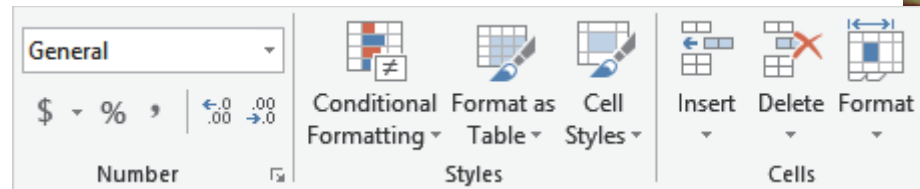
**What Do You See?** The PowerPoint Ribbons show File and Window, only. Beneath that you should see the Excel **Home** Ribbon: Clipboard, Font, Alignment, Number, Styles, Cells and Editing.

Keep going...

### Home ->Number



3



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Import Tables from External Sources (Excel)



## Edit the Spreadsheet

### 4. Try it: Add Labels to the Spreadsheet

Enter the Labels

Select Cell A1, type: Product

Select Cell A2, type: Wholesale

Format the Labels

Select Row 1.

Go to **Home->Font->Bold.**

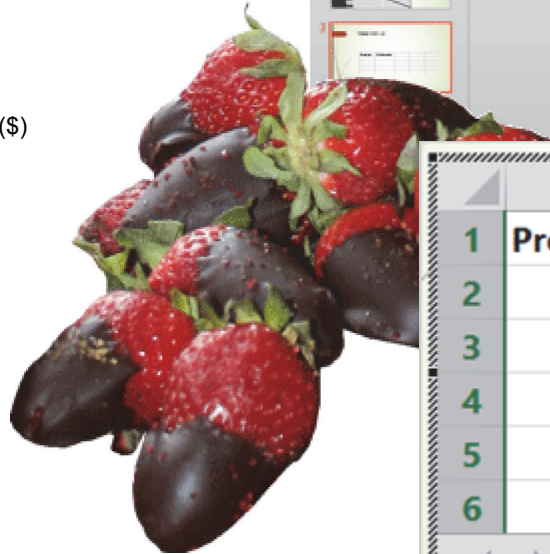
Format the Data

Select Column B.

Go to **Home->Number.**

Click on the dollar sign (\$)

Keep going...



Home ->Number

The screenshot shows a PowerPoint slide titled "Ideas Add Up" with an embedded Excel spreadsheet. The spreadsheet has the following data:

	A	B	C	D	E
1	Product	Wholesale			
2					
3					
4					
5					
6					

The PowerPoint ribbon is visible, showing the 'Home' tab with the 'Number' group selected. A large number '4' is displayed in the top right corner of the slide.

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.2 Insert and Format Tables: Import Tables from External Sources (Enter Labels in Excel)



Take One

### Add More Data

5. Try it: Add the Data

Enter the Items

Select Cell A2, type: Strawberries

Select Cell A3, type: Box

Select Cell A4, type: Card

Select Cell A5, type: Bow

Select Cell A6, type: Basket

Enter the Numbers

Select Cell B2, type: 3.75

Select Cell B3, type: 1.90

Select Cell B4, type: 1.25

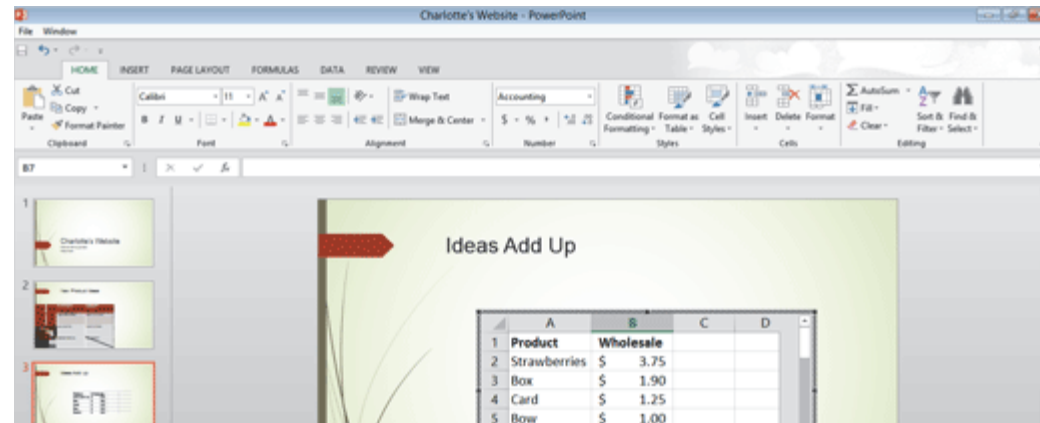
Select Cell B5, type: 1.00

Select Cell B6, type: 2.00

Keep going...



Home->Number



5

	A	B	C	D
1	<b>Product</b>	<b>Wholesale</b>		
2	Strawberries	\$ 3.75		
3	Box	\$ 1.90		
4	Card	\$ 1.25		
5	Bow	\$ 1.00		
6	Basket	\$ 2.00		

Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.2 Insert and Format Tables: Import Tables from External Sources (Enter Data in Excel)



Take One

## AutoSum the Data

You can find the **AutoSum** on two Ribbons in Microsoft Excel: Home and Formulas.

### 6. Try it: AutoSum the Data

Select Cell B7.

Go to **Home ->Editing->Sum**.

**What Do You See?** Microsoft Excel inserted the formula: =SUM(B2:B6).

The Cells that are used in this formula are outlined and you can see that none of the numbers have been left out.

Click **ENTER** on the keyboard.

The Sum in Cell B7 should be: \$9.90

Keep going...the next part is interesting.

### Home ->Editing->Sum

The screenshot shows a PowerPoint slide titled 'Ideas Add Up' with an embedded Excel spreadsheet. The spreadsheet has the following data:

Product	Wholesale		
Strawberries	\$ 3.75		
Box	\$ 1.90		
Card	\$ 1.25		
Bow	\$ 1.00		
Basket	\$ 2.00		
	=SUM(B2:B6)		

The formula bar at the bottom of the Excel window shows: `SUM(number1, [number2], ...)`

6

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.2 Insert and Format Tables: Import Tables from External Sources (SUM the Data in Excel)





## Format the Data

Conditional Formatting changes the Shading depending on the value in the cell.

### 7. Try it: Use Conditional Formatting

Select Cells B2:B6.

Go to **Home ->Styles**.

Click on **Conditional Formatting**.

Select: **Data Bars**.

The **Conditional Formatting** includes:

Highlight Cell Rules

Top/Bottom Rules

Data Bars

Color Scales

Icon Sets

New Rule

Clear Rule

Manage Rules

Yep, Conditional Formatting helps your audience visualize the numbers.

Keep going...!

Home ->Styles->Conditional Formatting

	A	B	C	D
1	Product	Wholesale		
2	Strawberries	\$ 3.75		
3	Box	\$ 1.90		
4	Card	\$ 1.25		
5	Bow	\$ 1.00		
6	Basket	\$ 2.00		
7		\$ 9.90		

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.2 Insert and Format Tables: Import Tables from External Sources (FORMAT the Data in Excel)





Take One

## Return to the Slide Show

When you edit an embedded spreadsheet you were working in Microsoft Excel. How do you get back to the slide show in PowerPoint?

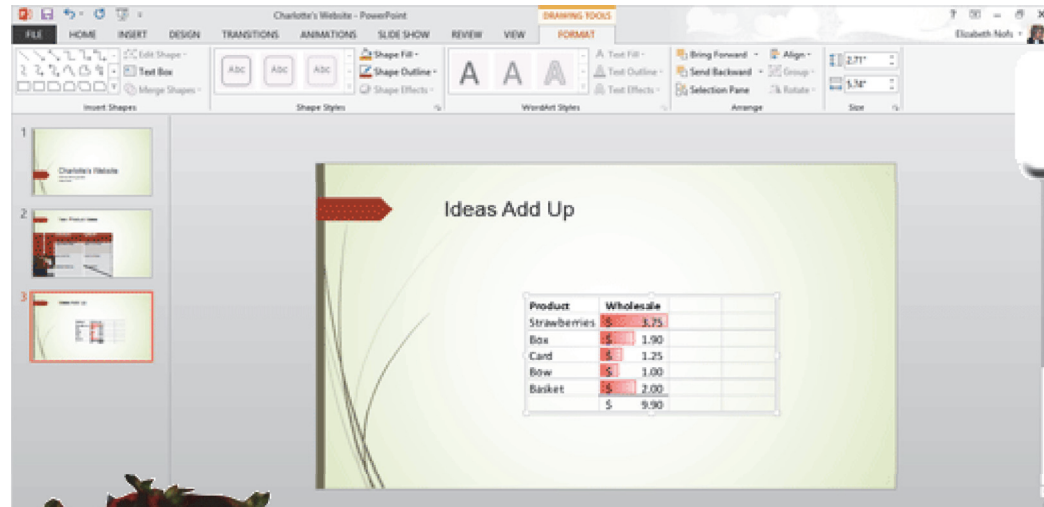
### 8. Try it: Return to PowerPoint

Click on the Title Box on Slide 3.

**What Do You See?** When you select something else on the slide, the spreadsheet will close. The Microsoft Excel Ribbons will be put away.

**Memo to Self:** You can return to Excel and edit the data if you wish by double clicking the embedded spreadsheet.

## PowerPoint ->Home



8



Product	Wholesale
Strawberries	\$ 3.75
Box	\$ 1.90
Card	\$ 1.25
Bow	\$ 1.00
Basket	\$ 2.00
	\$ 9.90

Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.2 Insert and Format Tables: Import Tables from External Sources (Excel)



## Summary

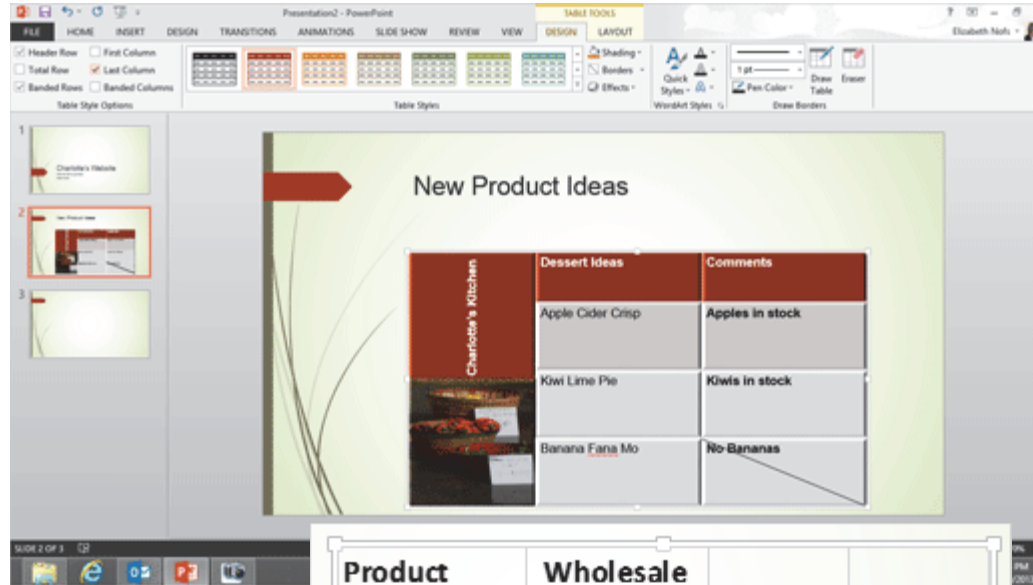
Tables summarize information into Rows and Columns. The Table Tools offer many options for formatting the data so that it makes sense.

Microsoft PowerPoint can also display data in an embedded spreadsheet so that you can use all of the tools in Microsoft Excel.

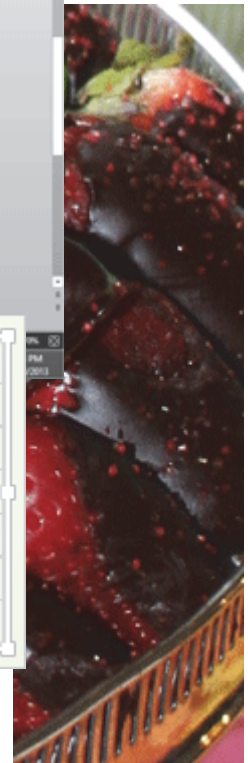
Way cool convergence of technology.

Save. Save. Save. That's enough for now. The next lesson uses Excel to create Charts and Diagrams.

Allez allez in free.  
You get the cookie.



Product	Wholesale		
Strawberries	\$ 3.75		
Box	\$ 1.90		
Card	\$ 1.25		
Bow	\$ 1.00		
Basket	\$ 2.00		
	\$ 9.90		





# Practice Activity



## Lesson 1: Working with Tables

**Before You Begin: Start Microsoft PowerPoint 2013.**

**Try This: Do the following steps**

1. Open a new blank presentation.
2. Add the Title: Marketing Results
3. Format the title Red. Change the font to Cooper.
4. Insert a new slide. Insert a table with 2 Columns and 4 Rows.
5. Apply the Table Style: Medium Style 2, Accent 5.
6. Format the table height to be 2.5"
7. Select Cell A1. Add the following data to the table.  
Before After  
120 210  
210 275  
275 460
8. Put your cursor in the first row of the table. Insert a row above. Merge the cells of the new row. Add the text: New Ad Campaign.
9. Format the text New Ad Campaign as centered.
10. Put your cursor in Cell A1. Insert a column to the left.
11. Add the following data to the table:  
A3: Week 1  
A4: Week 2  
A5: Week 3
12. Format Cells A2-A4 with effect Cell Bevel-> Cool Slant.
13. Put your cursor in Cell C2. Insert a column to the right.
14. Merge Cells D1:D5. In Add text to Column D: Goals Met!
15. Change the text direction of Goals Met! to Rotate all Text 90°

16. Resize Column D to be 0.5"
17. Select Column D and split it into 2 rows. In the empty cell, format the shading to be the sample file [Balloon1.gif](#) or a picture of your choice.
18. Add Outside border to the table.
19. Remove Banded Rows and apply First Column Table Style Options
20. Arrange the table by setting the alignment as Right and Bottom.
21. Add a new slide.
22. Insert a Table: Excel Spreadsheet
23. Add the following data to the spreadsheet:

	Ham	Turkey	Egg Salad
Period 1	40	20	20
Period 2	50	35	40
Period 3	65	45	55

24. In Cell E2, use the AutoSum function to add Cells B2-D2. Use the AutoSum function in Cells E3 and E4.
25. Apply Conditional Formatting to Column E.
26. Save this activity as Advanced PowerPoint Practice 1.





## Test Yourself



1. What Ribbon has the command for adding a table to PowerPoint?

- a. Insert
- b. Home
- c. Page Layout
- d. Table
- e. There is no command

Tip: Advanced PowerPoint, page 16

2. What are the Table Tools Ribbons?

- a. Styles
- b. Layout
- c. Format
- d. Design

Tip: Advanced PowerPoint, page 17

3. The command to merge cells is Table Tools--> Layout--> Merge → Merge Cells

- a. True
- b. False

Tip: Advanced PowerPoint, page 20

4. Which is an option for Table Shading?

- a. Pictures
- b. Stripes
- c. Gradient
- d. Textures

Tip: Advanced PowerPoint, page 26

5. What Ribbon has the command to add Table Borders?

- a. Table Tools--> Design
- b. Table Tools--> Format
- c. Table Tools--> Borders

Tip: Advanced PowerPoint, page 27

6. The table alignment commands are on which Ribbon?

- a. Layout
- b. Table Tools--> Layout
- c. Home
- c. Table Tools--> Format

Tip: Advanced PowerPoint, page 21

7. The Header Row is the top row of a table where there may be labels.

- a. True
- b. False

Tip: Advanced PowerPoint, page 29

8. Which are Arrange options?

(Select all correct answers.)

- a. Align Left
- b. Align Right
- c. Align Top
- d. Align Bottom

Tip: Advanced PowerPoint, page 30

9. A spreadsheet embedded into a PowerPoint presentation is as fully functional as a regular Excel file.

- a. True
- B. False

Tip: Advanced PowerPoint, page 32

10. Which of following is true?

(Select all correct answers.)

- a. Tables organize data
- b. Spreadsheets calculate data

Tip: Advanced PowerPoint, page 31





# Show the Data: Charts and Chart Tools

## Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Insert and modify **Charts** in PowerPoint.
2. Use the **Chart Elements** to format the Chart Title, Axis Title and Data Table.
3. Format the **Axes** and the **Gridlines**.
4. Use the **Chart Tools** to change the Chart Type, edit the Chart data, and apply Chart Styles.
5. Use the **Format Ribbon** to Resize a Chart and edit the Position on the slide.

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a chart titled "Our New Fall Products". The chart is a stacked bar chart showing monthly sales for October, November, and December. The Y-axis is labeled "Monthly Sales" and ranges from 0 to 1000. The X-axis is labeled "Month" and has categories for October, November, and December. The legend indicates that the blue portion represents "Eggs" and the red portion represents "Pigs".

Month	Eggs	Pigs
October	400	200
November	500	200
December	600	300

The Chart Tools ribbon is visible, showing the DESIGN and FORMAT tabs. The DESIGN tab includes options for Color (Color, Grayscale, Black and White, ColorGrayscale), Style (New, Cascade, Move Split), and Window (Arrange All, New Window, Switch Windows, Macro). The FORMAT tab includes options for Size (Zoom, Fit to Window, Zoom), Show (Ruler, Gridlines, Notes, Show), and Chart Elements (Chart Title, Axes, Gridlines, Data Table, Legend, Data Labels, Data Markers, Data Tables).

Below the slide, the Chart Tools ribbon is shown in detail, highlighting the following options:

- Switch Row/Column
- Select Data
- Edit Data
- Refresh Data
- Change Chart Type



## Lesson 2 : Charts and Chart Tools

### 1. Readings

Read Lesson 2 in the Advanced PowerPoint guide, page 41-72.

### Project

A simple presentation that includes Charts and introduces the Chart Tools.

### Downloads

- [Counting Chickens 2013 COMPLETE.pptx](#)
- [Farm1.gif](#)
- [Chicken4.jpg](#)

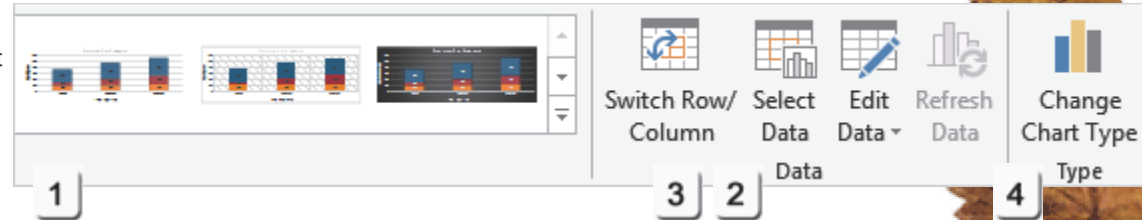
### 2. Practice

Complete the Practice Activity on page 73.

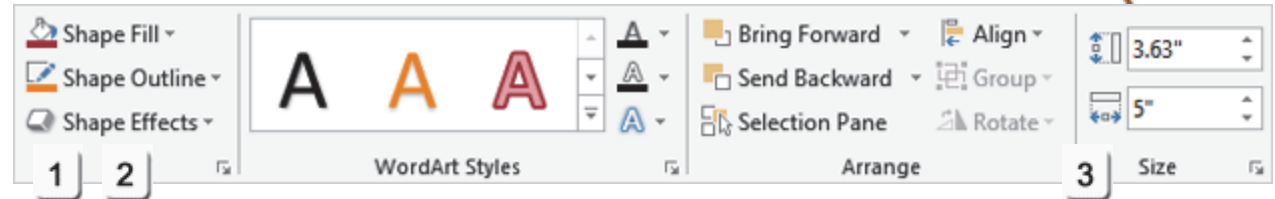
### 3. Assessment

Review the Test questions on page 74

#### Chart Tools->Design Ribbon



#### Chart Tools->Format Ribbon



### Menu Maps

From the **Chart Elements**.

- [Chart Elements](#), page 52
- [Chart Elements->Chart Title](#), page 53
- [Chart ElementsLegend](#), page 55
- [Chart Elements->Data Table](#), page 56
- [Chart Elements->Data Labels](#), page 57
- [Chart Styles->Style](#), page 59

### More Menu Maps

From the Chart Tools->Design Ribbon

- [Chart Tools->Design](#), page 60
- [Chart Tools->Design->Data->Select Data](#), page 61
- [Chart Tools->Design->Data->Switch Row/Column](#), page 62
- [Chart Tools->Design->Type->Change Chart Type](#), page 63

From the **Chart Tools->Format Ribbon**

- [Chart Tools->Format->Shape Styles->Shape Fill](#), page 64
- [Chart Tools->Format->Shape Styles->Shape Effects](#), page 66
- [Chart Tools->Format->Size](#), page 67

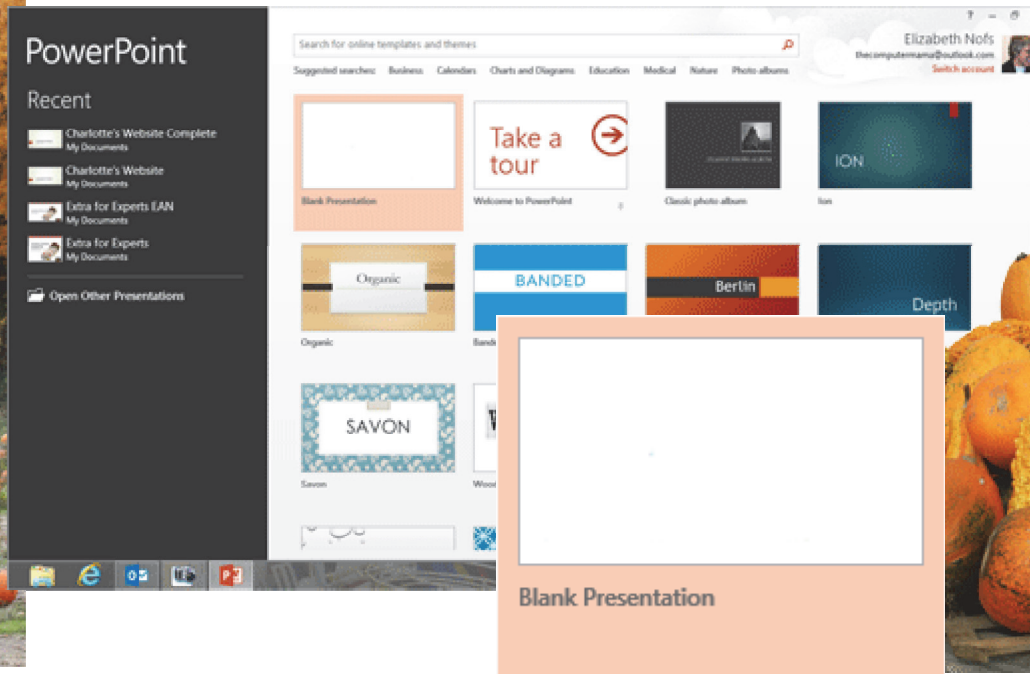
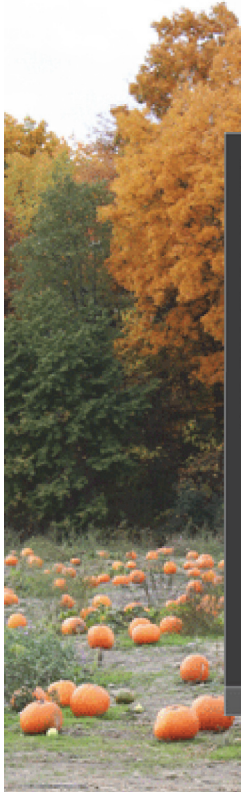




## Show the Data

Your data is supposed to tell a story but rows of numbers can be difficult to read. The numbers, percents and formulas just get lost and your message isn't heard. Consider presenting your data graphically. People can look at a pie chart and see that one slice of "pie" is bigger than the rest. In the previous lesson, we added (embedded) a Microsoft Excel spreadsheet to a slide. In this lesson, we will use Excel to create charts.

**Start PowerPoint 2013.** When you start PowerPoint you will be prompted to choose a template. **Select a Blank Presentation.**





## Before You Begin

This discussion begins by creating a sample presentation with two slides.

This presentation will have a **Theme**. Themes include Effects which can be used to format the Charts.

### 1. Try it: Add Slides to the Presentation

PowerPoint is open.

There is one Title slide.

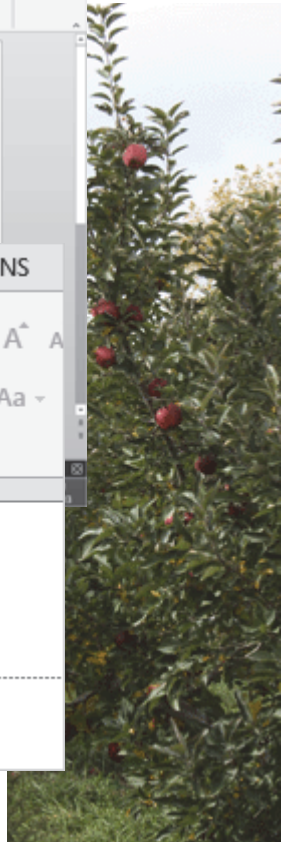
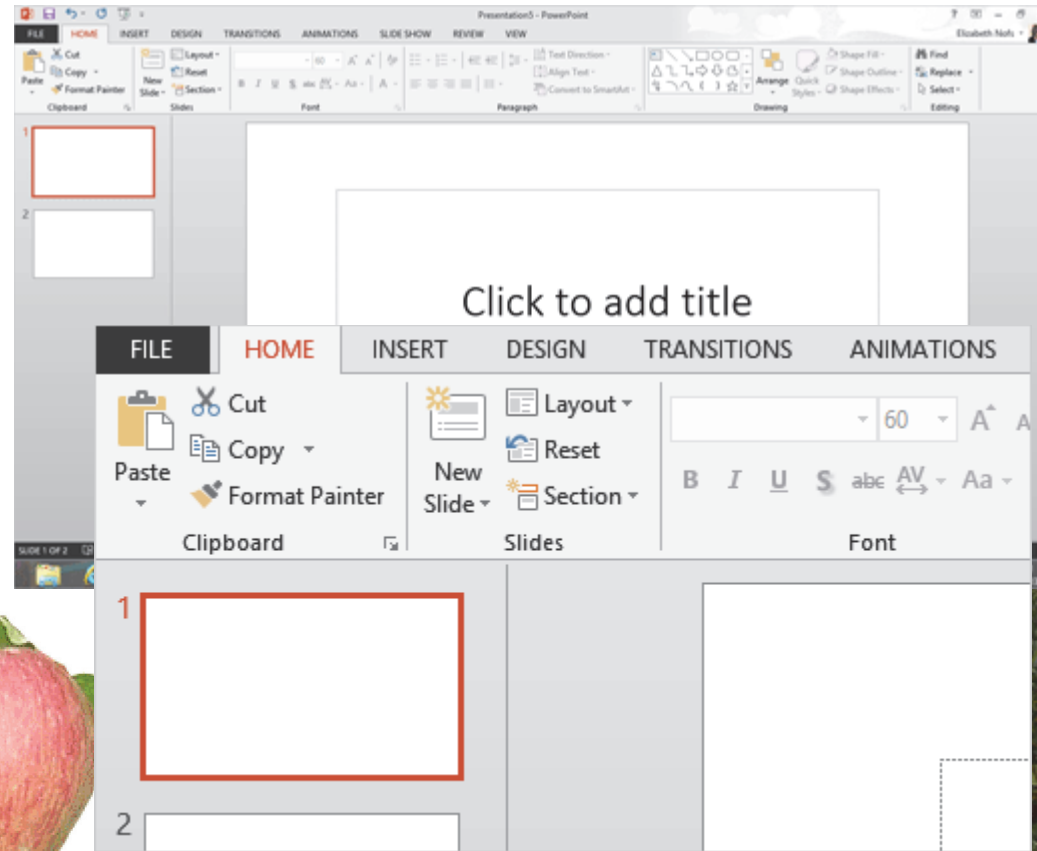
Go to **Home ->Slides->New Slide**.

Please add 1 new slide for a total of 2.

Keep going...



Home ->Slides->New Slide





Take Two

## Enter Some Sample Text

Enter the following Text and format the presentation with a Theme.

### 2. Try it: Enter Text

Go to Slide 1.

Enter the Title: Charlotte's Website

Enter the Subtitle: New Fall Products

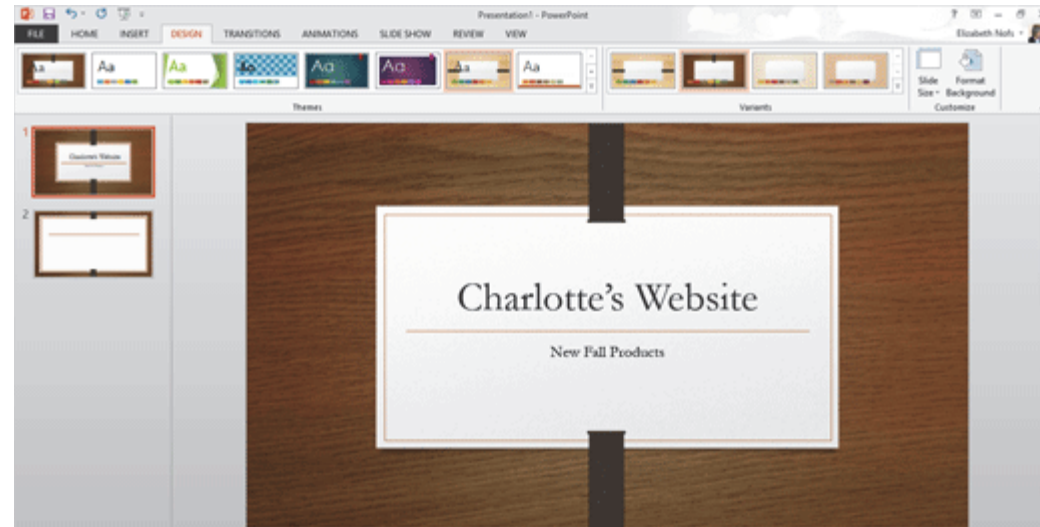
### Try This, Too: Select a Theme

Go to **Design->Themes**.

Select a Theme: Organic.

Keep going...

## Design ->Themes



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text: Enter Text



Take Two

## Insert a Chart

### 3. Try it: Insert a Chart

Click on Slide 2.

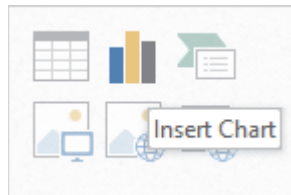
Edit the Title: Charlotte's Website.

Select the bottom Text Box.

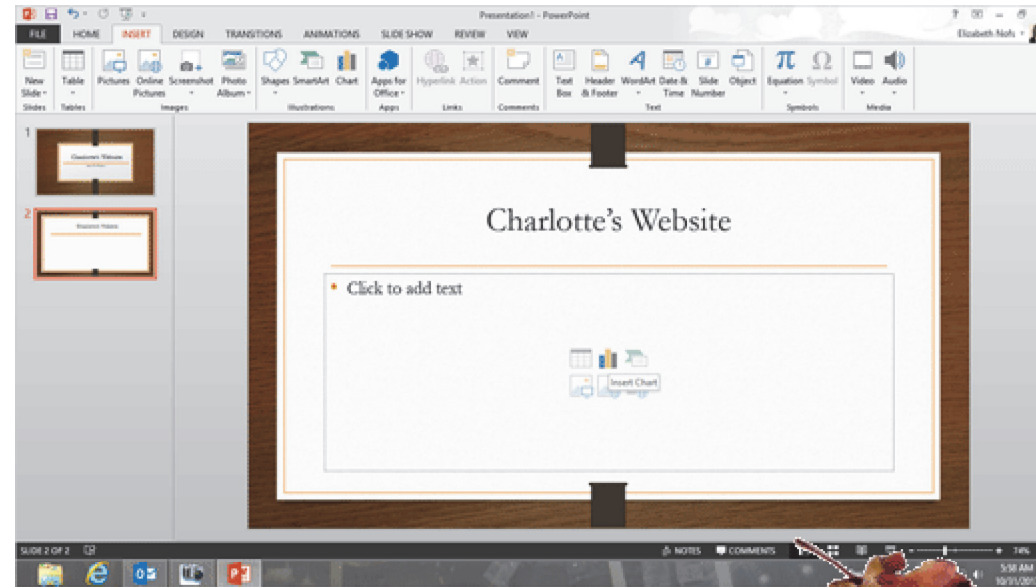
Go to **Insert ->Illustrations->Chart**.

Keep going...

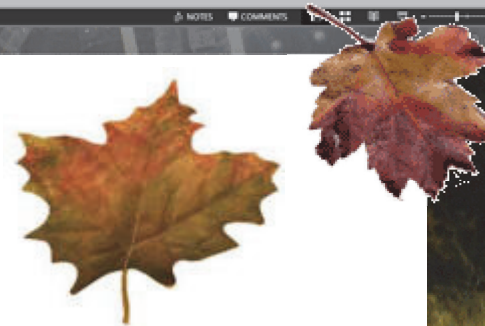
**Memo to Self:** You can click on the **Chart** button in the Placeholder, too.



Insert ->Illustrations->Chart



3



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Insert Charts





Take Two

## Select a Chart

4. What Do You See? You will be prompted to select a Chart.

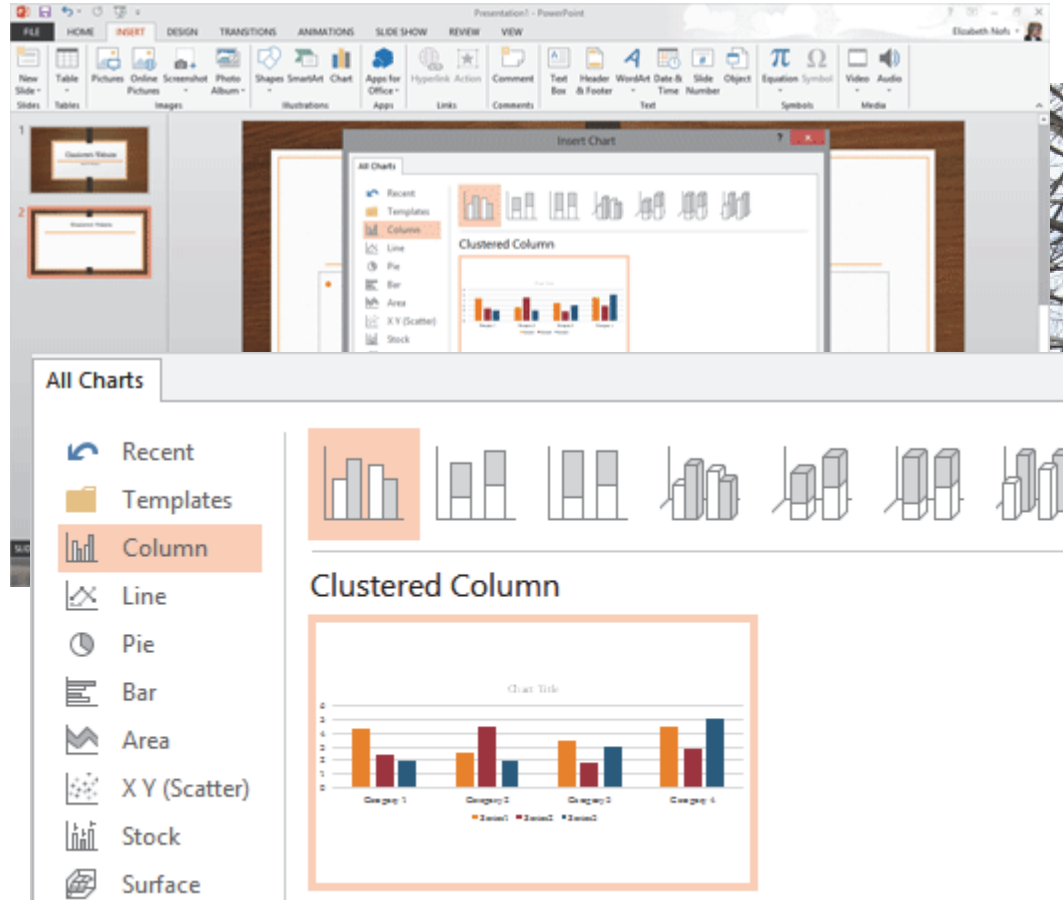
The **Chart Templates** include Column, Line, Pie, Bar, Area, XY, Stock, Surface and many others.

Go to **Column**.  
Select: Clustered Column.  
Click **OK**.

Keep going...

**Set as Default Chart:** You can right-click a chart **template** and make that chart the Default-the one that is always used when you click on Chart in the Illustrations Group.

### Insert ->Illustrations->Chart



4

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Insert Charts



Take Two

## Hello, Little Chart

**5. What Do You See?** You should see a new Column Chart on Slide 2.

The **Chart Tools** should be available in PowerPoint. The Chart Tools include:  
Design  
Format

**What Else Do You See?** A new, sample spreadsheet will be open in Excel as well.

There are four buttons at the top of the spreadsheet: Update, Undo, Redo and Edit in Excel.

Keep going, this is getting interesting...

### Chart Tools

The screenshot shows the PowerPoint interface with the Chart Tools ribbon active. A column chart is displayed on the slide, and an Excel spreadsheet is open in the background. The spreadsheet data is as follows:

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

5

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Tools





Take Two

## Enter Chart Data

### 6. Try it: Enter Chart Data

Select Cell B1, type: October.  
Select Cell C1, type: November.  
Select Cell D1, type: December.

Keep going...



## Chart in Microsoft PowerPoint

The screenshot shows a PowerPoint slide with a bar chart titled "Chart in Microsoft PowerPoint". The chart has four categories on the x-axis: Category 1, Category 2, Category 3, and Category 4. Each category has three bars in orange, red, and blue. The data source table is shown below the chart:

	A	B	C	D	E	F
1		October	November	December		
2	Category 1	4.3	2.4	2		
3	Category 2	2.5	4.4	2		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		
6						
7						

6



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Edit Chart Data



Take Two

## Enter More Data

### 7. Try it: Add More Labels

Select Cell A2, type: Legs.  
Select Cell A3, type: Eggs.  
Select Cell A4, type: Pigs.

### Try This, Too: Add the Data

Select Cell B2, type: 200.  
Select Cell C2, type: 220.  
Select Cell D2, type: 240.

Select Cell B3, type: 100.  
Select Cell C3, type: 200.  
Select Cell D3, type: 300.

Select Cell B4, type: 450.  
Select Cell C4, type: 550.  
Select Cell D4, type: 600.

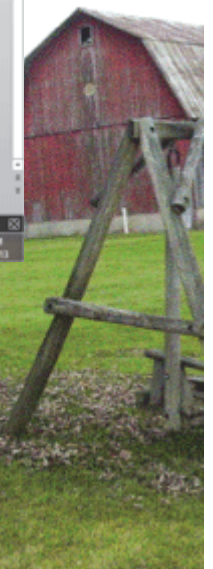
Watch the Chart update as the data is entered. That's pretty cool, isn't it?

Keep going...

## Chart in Microsoft PowerPoint

	October	November	December
Legs	200	220	240
Eggs	100	200	300
Pigs	450	550	600
Category 4	4.5	2.8	5

7



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Edit Chart Data



## Select the Chart Data

The sample Chart data included more information than we need. You can use the **Handle** in the bottom right corner to select the Range that is included in the Chart.

### 8. Try it: Select the Chart Data

Select: A1:D4.

The Chart on Slide 2 will update to match the Range of Cells that you selected.

### Try This, Too: Edit the Chart Data

Select Cells A4 through D4 in the last Row.

Click **Delete** on the keyboard.

Close the spreadsheet.

### And Do This: Save the Presentation

Go to **File->Save**.

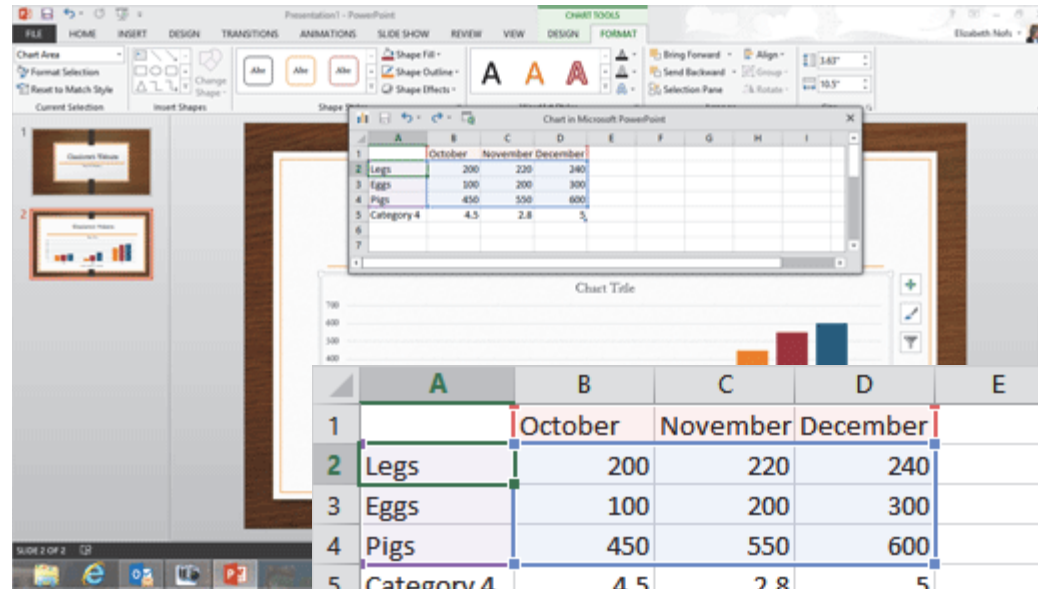
**Browse** to your Documents folder.

Enter a File Name: Counting Chickens.pptx

Click on **Save**.

So far, so good. The spreadsheet has three months data for the new products: Legs, Eggs and Pigs at Charlotte's Website.

File->Save



	A	B	C	D	E	F
1		October	November	December		
2	Legs	200	220	240		
3	Eggs	100	200	300		
4	Pigs	450	550	600		
5	Category 4	4.5	2.8	5		
6						

	A	B	C	D	E	F
1		October	November	December		
2	Legs	200	220	240		
3	Eggs	100	200	300		
4	Pigs	450	550	600		
5						

8

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Edit Chart Data



## Chart Elements

The preceding pages worked on the getting data into Excel. Let's return to PowerPoint and look at the Chart on Slide 2. Well, this little Chart is not bad for a start. It needs some work...

People like to figure things out, especially diagrams and charts. Give them a clue by labeling the Chart.

The Titles and Labels can be found in the **Chart Elements** on the right side of the Chart. The Elements include:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

Keep going...

*The one-L Lama,  
a Poem by Ogden Nash*

## Chart Elements

The screenshot shows a PowerPoint slide titled "Charlotte's Website" containing a bar chart. The chart has three bars of different heights and colors (orange, red, blue). The "Chart Elements" task pane is open on the right side of the chart, listing the following elements with checkboxes:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

A secondary task pane is also visible in the foreground, showing a similar list of elements with checkboxes:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements



## Elements: Label the Chart

### 1. Try it: Edit the Chart Title

Go to Slide 2 and select the Chart.  
The **Chart Tools** should be available.

Go to **Chart Elements->Chart Title**.

Click the arrow on the right.

Go to **Chart Title->Above Chart**.

The **Chart Title** will be placed above the chart. The Chart has been resized to fit.

**Edit the Title:** Our New Fall Products

Keep going...

## Chart Elements ->Chart Title->Above Chart

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a bar chart. The chart has a title "Chart Title" and a legend. The "Chart Elements" task pane is open, showing the "Above Chart" option selected. A callout box shows the "Above Chart" option with a plus sign and a pencil icon, and a list of "CHART ELEMENTS" with checkboxes.

Chart Element	Checked
Axes	<input checked="" type="checkbox"/>
Axis Titles	<input type="checkbox"/>
Chart Title	<input checked="" type="checkbox"/>
Data Labels	<input type="checkbox"/>
Data Table	<input type="checkbox"/>
Error Bars	<input type="checkbox"/>
Gridlines	<input checked="" type="checkbox"/>
Legend	<input checked="" type="checkbox"/>
Trendline	<input type="checkbox"/>



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements (Chart Title)





Take Two

## Elements: Label the Axis

### 2. Try it: Edit the Axis Titles

The Chart on Slide 2 is selected.

The **Chart Elements** should be available.

Go to **Chart Elements->Axis Titles**.

Click the arrow on the right.

Select **Primary Vertical**.

Unselect **Primary Horizontal**.

You should see a new **Axis Title** on the left side of the Chart.

**Edit the Title:** Monthly Sales

Keep going...

*The one-L Lama,  
He's a priest...*

## Chart Elements ->Axis Titles

The screenshot shows the PowerPoint interface with the 'Chart Elements' task pane open. The chart is a clustered bar chart with the following data series:

Product	Value
Product 1	150
Product 2	200
Product 3	250
Product 4	100
Product 5	150
Product 6	200
Product 7	350
Product 8	400

The 'Chart Elements' pane shows the following settings:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

The 'Primary Vertical' option is selected, and the 'Primary Horizontal' option is unselected.

2

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements (Axis Titles)



## Elements: Legend

A **Legend** explains the colors or symbols used in a chart or map. In this Chart, the legend gives each Month (Oct., Nov., Dec.) a different color.

### 3. Try it: Show the Legend

The Chart on Slide 2 is still selected. Go to **Chart Elements->Legend**. Select an option: **Top**.

The Legend can be placed Right, Top, Left and Bottom. There are More Options as well.

Keep going...

*The two-L Llama,  
He's a beast...*

## Chart Elements ->Legend

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a bar chart titled "Our New Fall Products". The chart displays monthly sales for "Eggs" and "Pigs" from October to December. A "CHART ELEMENTS" menu is open, showing options for "Top", "Right", "Left", "Bottom", and "More Options...". The "Top" option is selected. A "CHART ELEMENTS" panel is also visible, showing a list of chart elements with checkboxes: Axes, Axis Titles, Chart Title, Data Labels, Data Table, Error Bars, Gridlines, Legend, and Trendline. The "Legend" checkbox is checked.

Product	October	November	December
Eggs	~100	~150	~200
Pigs	~400	~500	~600

3

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Add Legends to Charts



## Elements: The Data Table

A **Data Table** shows the numbers at the bottom of the Chart. It is another useful way to convey information.

### 4. Try it: Show the Data Table

The Chart on Slide 2 is selected.  
The **Chart Elements** should be available.

Go to **Chart Elements->Data Table**.

Select an option: **With Legend Keys**.

**What Do You See?** You should see a new Data Table on the bottom of the Chart. The Legend Keys (Oct., Nov., Dec.) are on the left of the Chart.

Too much information? (TMI?)

Please turn off (uncheck) the Data Table.

Keep going...

*And I would bet a silk pajama...*

## Chart Elements ->Data Table->With Legend Keys

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a bar chart titled "Our New Fall Products". The chart has three bars representing "Legs", "Eggs", and "Pigs". A data table is displayed below the chart. The "Chart Elements" task pane is open, showing the "Data Table" option checked. A callout box shows the "With Legend Keys" option selected.

Product	Quantity
Legs	450
Eggs	550
Pigs	600

4



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements (Data Table)



Take Two

## Elements: Data Labels

Data labels display the same numbers that you see in a Data Table, however the data is shown within the Chart instead of in a Table.

### 5. Try it: Format the Gridlines

The Chart on Slide 2 is still selected. Go to **Chart Elements->Data Labels**.

The Data labels can be placed Center, Inside End, Inside Base, Outside End, and Data Callout. There are More Options as well.

Please select: **Outside End**.

Keep going...

*There isn't any Three-L Llama...*

## Chart Elements ->Data Labels

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a bar chart titled "Our New Fall Products". The chart has three bars representing different months: October (450), November (550), and December (600). The x-axis is labeled "Pigs". The Chart Elements task pane is open, showing the following options:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

5

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements (Data Labels)





Take Two

### Chart Elements

6. Where Are We At? The Chart has a Chart Title, Axis Title, Data and Data Labels now.

So far, this discussion has focused on the **Chart Elements**. Let's look at the **Chart Styles**.

**Do This, Now: Save, Save, Save**  
Go to **File->Save**.

### Chart Tools ->Design



6







## Apply Chart Styles

The **Chart Styles** can be found next to the Chart Elements on the right side of the Chart. The icon looks like a paint brush. Chart Styles format the Style and Color.

### 7. Try it: Apply a Chart Style

The Chart on Slide 2 is still selected. Go to **Chart Styles->Style**. Select a Style: Style 13

**What Do You See?** The Chart has been formatted with a Style that includes overlapping Columns. The Columns are filled with a semi-transparent color.

These little tools on the right side of the Chart are a good start. There are a LOT more useful options in the Chart Tools Ribbons.

Come with me...

## Chart Styles->Style

The screenshot shows the PowerPoint 2013 interface with the 'Chart Styles' ribbon selected. The ribbon has two tabs: 'STYLE' and 'COLOR'. The 'STYLE' tab is active, showing various chart style thumbnails. A bar chart is displayed on the slide, titled 'Charlotte's Website'. The chart has three bars with values 200, 220, and 240. The y-axis is labeled 'MONTHLY SALES' and ranges from 0 to 700. The x-axis is labeled 'Legs'. The chart is styled with overlapping, semi-transparent columns in orange, red, and blue.

7

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles



## Design: Layouts and Styles

There are two Chart Tool Ribbons: Design and Format. The **Design** Ribbon has:  
Chart Layouts  
Chart Styles  
Data (Select, Edit, Refresh)  
Type (Change Chart Type)

### 1. Try it: Review the Chart Layouts

The Chart on Slide 2 is selected.  
The **Chart Tools** are available.  
Go to **Chart Tools->Design->Chart Layouts**.

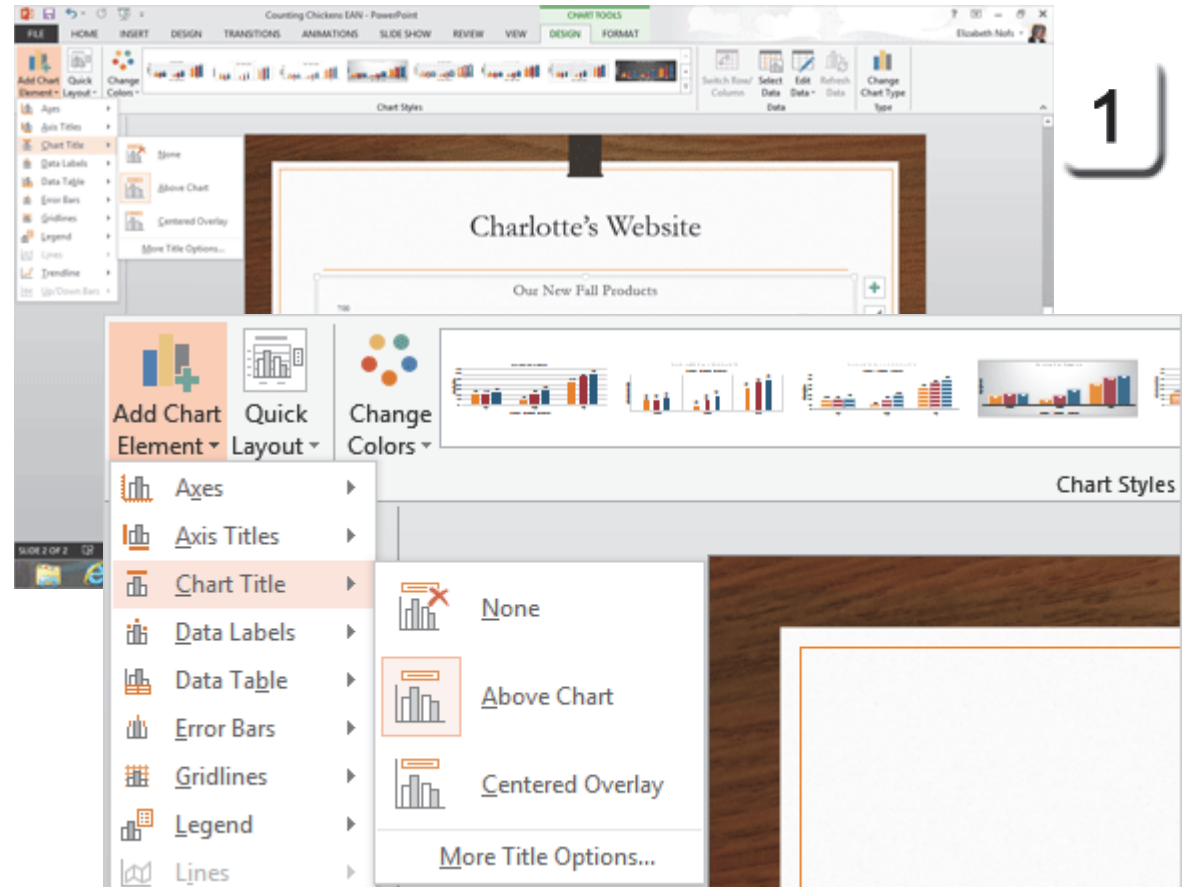
**What Do You See?** The Chart Layouts has the same options as the ones we just tried with the Chart Elements.

**Add Chart Element** includes Axes, Axis Titles, Chart Titles, Data Labels, Data Table, Error Bars, Gridlines, Legend and Timeline.

**Chart Styles** includes Styles and Color.

Keep going, please...

## Chart Tools ->Design->Chart Layouts



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles

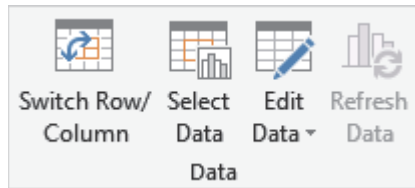


Take Two

### Design: Select the Data

The **Data** for this Chart was entered into an embedded Excel spreadsheet. There are four tools for working with the numbers:

- Switch Row/Column
- Select Data
- Edit Data
- Refresh Data



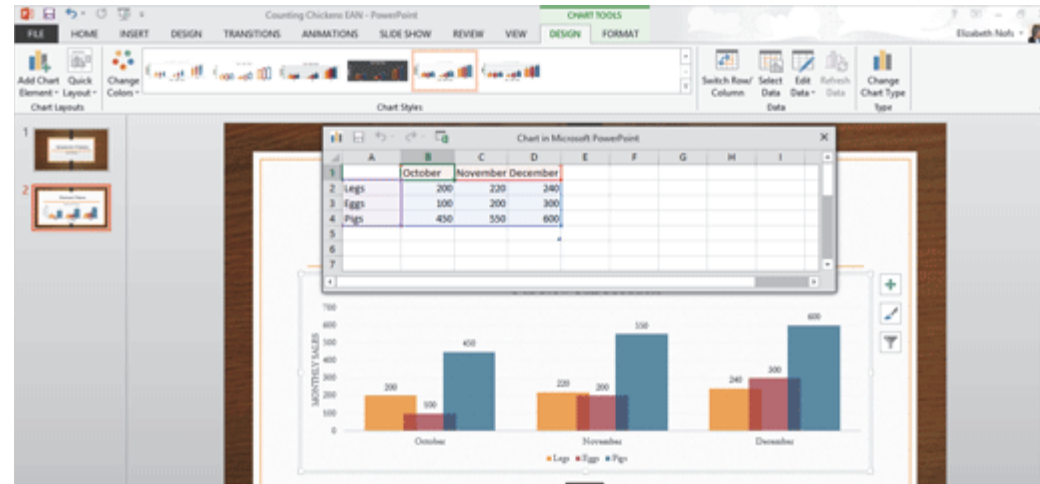
### 2. Try it: Edit the Data

The Chart on Slide 2 is selected.  
 The **Chart Tools** are available.  
 Go to **Chart Tools->Design->Data**.  
 Click on **Select Data**.

**What Do You See?** The spreadsheet, Chart in Microsoft PowerPoint, will open again. The data from A1:D4 is selected.

Keep going, please...

### Chart Tools ->Design->Data->Select Data



2

	A	B	C	D	E	F	G
1		October	November	December			
2	Legs	200	220	240			
3	Eggs	100	200	300			
4	Pigs	450	550	600			
5							
6							
7							

Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.3 Insert and Format Charts: Modify Chart Parameters (Select the Data)



Take Two

## Switch Rows and Columns

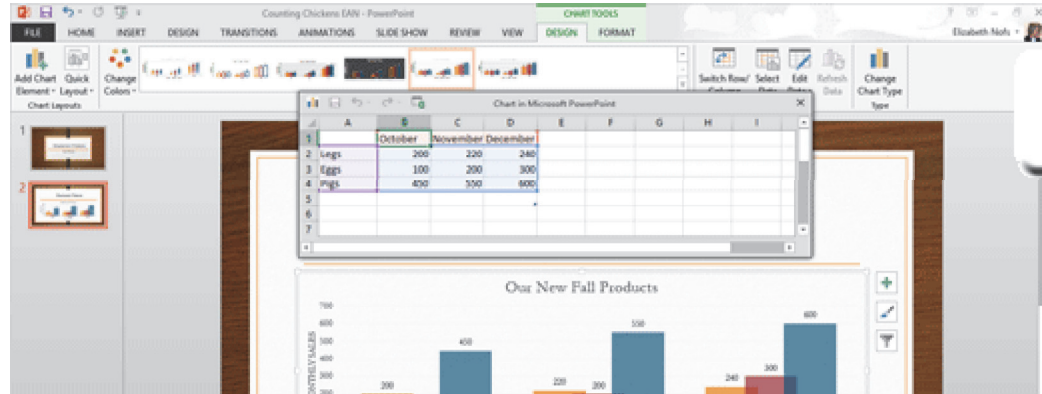
3. Try it: Switch the Rows and Columns  
Go to **Chart Tools->Design->Data**.  
Click on **Switch Row/Column**.

**What Do You See?** The Columns are grouped by Month, now, not Product.

OK, **Close** the spreadsheet.

Keep going, please...

Chart Tools ->Design->Data->Switch Row/Column



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.3 Insert and Format Charts: Modify Chart Parameters (Switch Rows/Columns)



## Design: Change the Type

You can change the **Chart Type** if you wish.  
Question: Will the Chart keep the formatting we added with the **Chart Elements** and the **Chart Styles**?

### 4. Try it: Change the Chart Type

The Chart on Slide 2 is still selected.  
The **Chart Tools** are available.

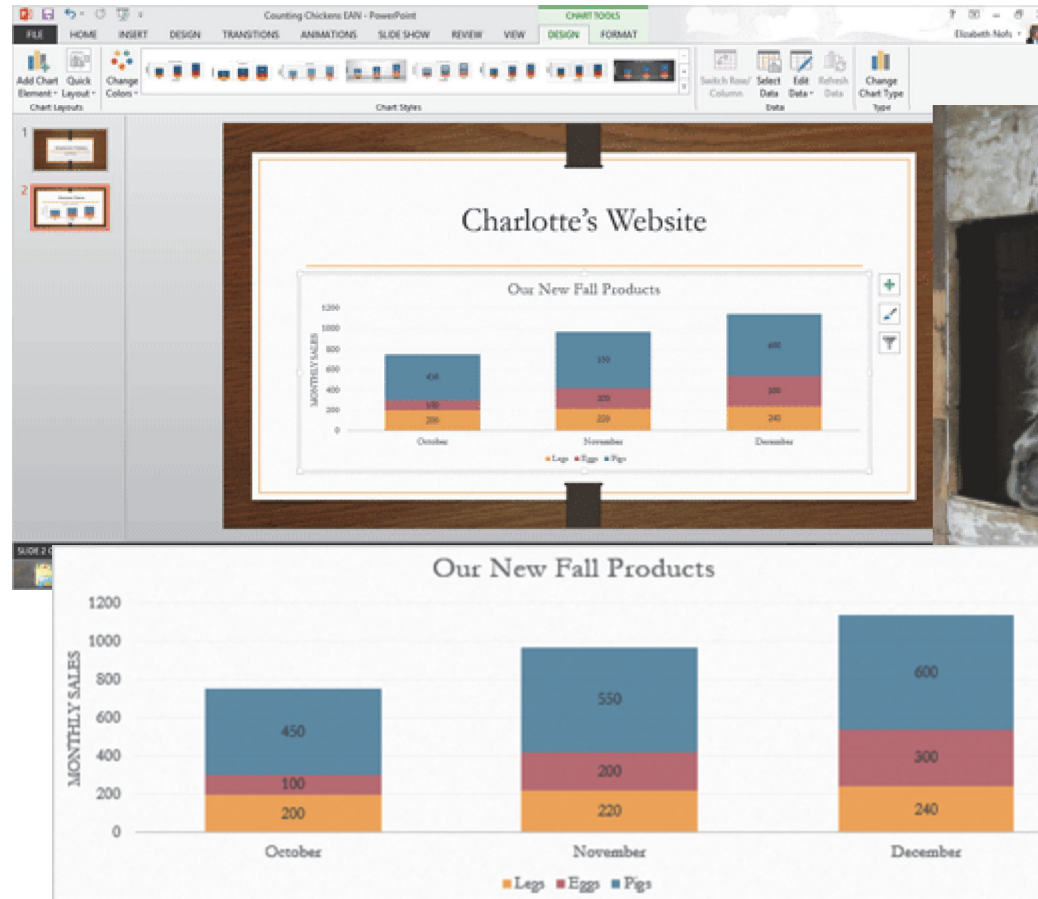
Go to **Chart Tools->Design->Type**.  
Click on **Change Chart Type**.

You need to select a **Chart Type**.  
Choose a Category: **Column**  
Choose a Type: **Stacked Column**

**What Do You See?** The Stacked Columns combine all of the Products. The Labels and Background are still there.

Keep going...

## Chart Tools ->Design->Type->Change Chart Type



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Change Chart Type





Take Two

## Format Chart Shapes

There are two **Chart Tools: Design** and **Format**. Shape Styles can be found on the Format Ribbon.

### 1. Try it: Format the Shape Fill

The Chart on Slide 2 is selected.  
Go to **Chart Tools->Format**.  
Go to **Shape Styles->Shape Fill**.  
Click on **Picture...**  
Browse to your Documents folder.  
Select a picture: farm.gif  
Click **Open**.

Keep going...

### Where Have We Seen This Before?

Shapes and Shapes Styles were discussed in the Beginning Guide to Microsoft PowerPoint, [page 99](#).

## Chart Tools ->Format->Shape Styles

The screenshot shows the PowerPoint interface with the 'Shape Styles' task pane open. The 'Shape Fill' dropdown is selected, and the 'Picture...' option is highlighted. The chart area is selected, and the 'Picture...' option is visible in the fill menu. A large number '1' is in the top right corner.

Product	Price
Product 1	200
Product 2	100
Product 3	450
Product 4	220
Product 5	200
Product 6	240
Product 7	200
Product 8	500

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.3 Insert and Format Charts: Create and Modify Chart Styles (Fill with Picture)



## Edit Shape Styles

The picture is a good way to promote a company image or brand. However, the goal of this Chart is to convey information. It would be easier to read the data if the picture was not so "loud." Please format Chart Area and make the picture more transparent.

### 2. Try it: Format the Shape Styles

The Chart on Slide 2 is still selected. The Plot Area is filled with a picture.

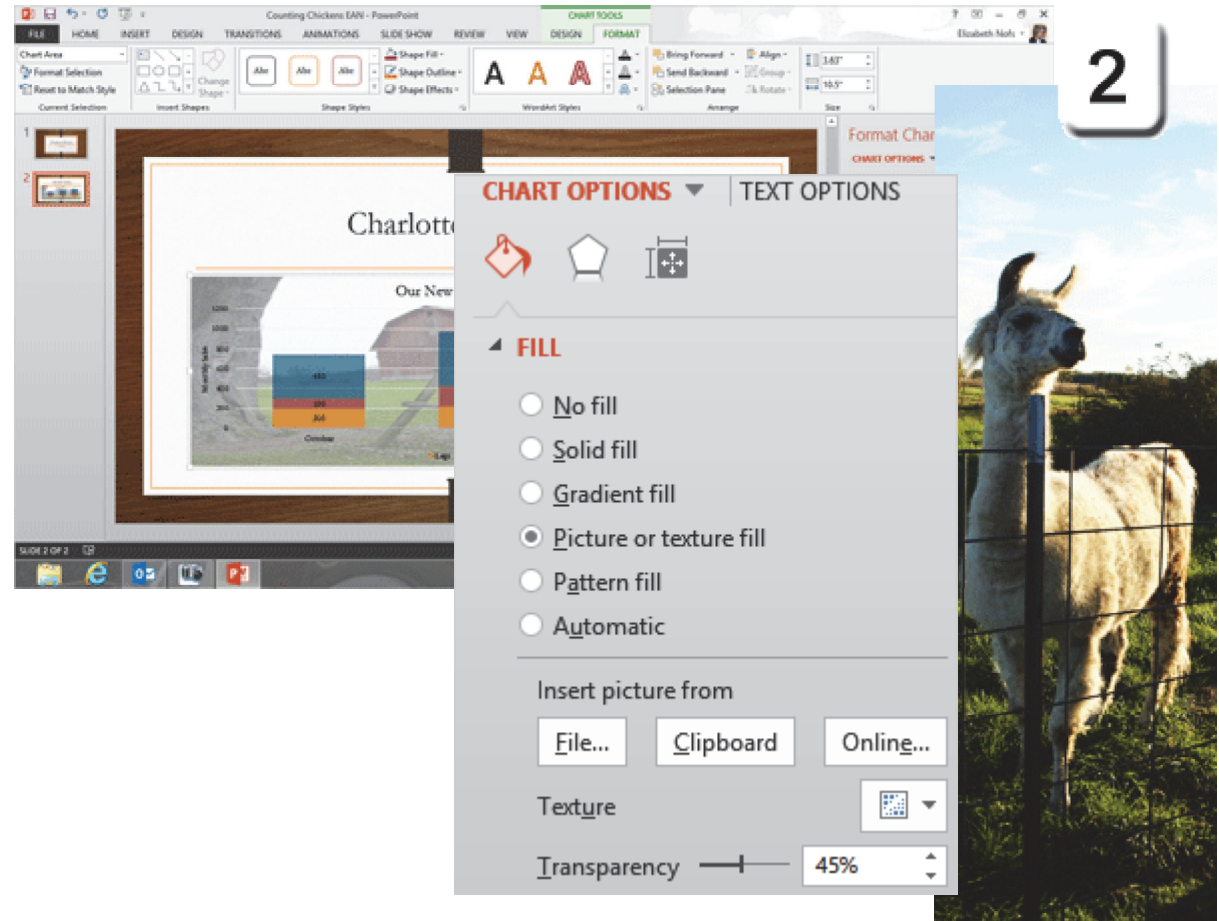
Go to **Chart Tools->Format->Shape Styles**. Click on **More** the small arrow in the bottom right corner of the Shape Styles Group.

The Task panel, **Format Chart Area**, should be open the right side of PowerPoint.

**Try This, Too: Edit the Transparency**  
Transparency: 45%.

Keep going...

Chart Tools ->Format->Shape Styles->Shape Effects->More



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles (Format Chart Area)



## Format Chart Effects

Each element in a Chart can be selected and formatted separately. This example will format the data series in the Columns.

### 3. Try it: Format Chart Effects

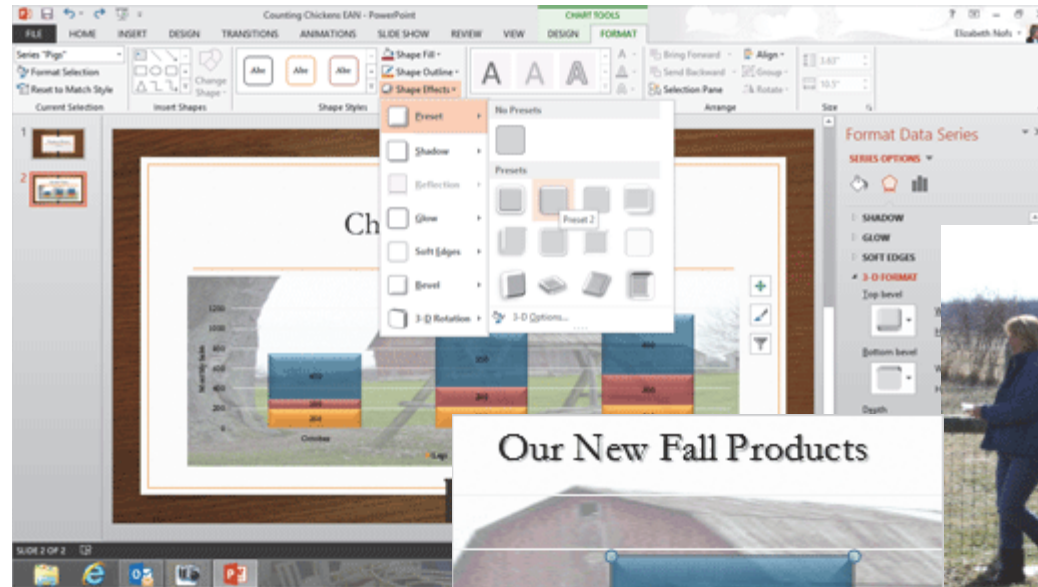
Go to Slide 2 and click on any **Data Series**, say the bottom Shape in the Stack, Pigs. The entire Pigs series will be selected. The **Chart Tools** should be on.

Go to **Chart Tools->Format->Shape Styles**. Go to **Shape Effects->Preset**. Choose a Style: Preset 2

**Try This, Too: Format the Other Series**  
Select the other two Data Series and format the Shape Style to match.

Keep going...

Chart Tools ->Format->Shape Styles->Shape Effects->Preset



3



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles (Format the Border)





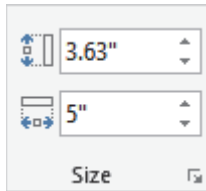
Take Two

## Resize a Chart

New Charts fill the width of the Text Box on the slide. You can **Resize** a Chart the same way you resize a Picture or Shape.

### 4. Try it: Resize a Chart

The Chart on Slide 2 is still selected. Go to **Chart Tools ->Format->Size**. Enter the **Width: 5**



**What Do You See?** The Width and the Height can be edited independently.

The Chart is tall, now, not wide. The Columns and Background resized to fit.

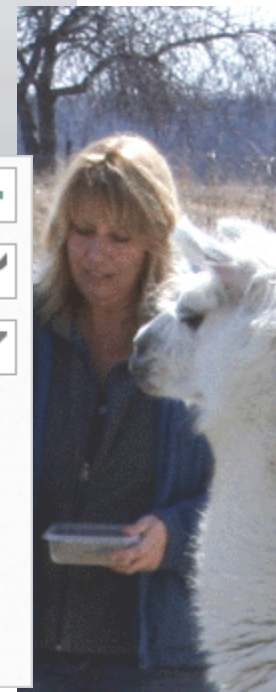
Keep going...

## Chart Tools ->Format->Size

Our New Fall Products

Month	Legs	Eggs	Pigs
October	200	100	450
November	220	200	550
December	240	300	600

4



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles (Resize a Chart)



## Specify the Position

Say you wanted the Chart to be 2" from the edges of the slide. You can use the advanced options to format the Position.

### 5. Try it: Edit the Chart Position

The Chart on Slide 2 is still selected. The Task pane, **Format Chart Area**, is open. Go to **Chart Options ->Size and Properties**. Click on **Position**.

Edit the Horizontal position: 2"  
From: Top Left Corner.  
Edit the Vertical position: 2.2"  
From: Top Left Corner.

Click **Close**. The Chart will be positioned precisely as you indicated.

Ok, that's pretty good.  
**Save, Save, Save.**

## Chart Tools ->Format->Size->More

The screenshot shows the PowerPoint interface with a slide titled "Charlotte's Website" containing a bar chart titled "Our New Fall Products". The "Format Chart Area" task pane is open, showing the "POSITION" section with the following settings:

- Horizontal position: 2"
- From: Top Left Corner
- Vertical position: 2.2"
- From: Top Left Corner

A large number "5" is overlaid on the right side of the task pane.

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.3 Order and Group Shapes and Slides: Align and Group Shapes (Position)





Take Two

## Just for Fun, Really

### 1. Try it: Insert a Picture

Slide 2 is selected.

Go to **Insert ->Images-> Picture**.

**Browse** to your Documents folder for a picture. The one on this page is called Chicken4.jpg

### Try This, Too: Format the Picture

The new picture is selected and the **Picture Tools** should be available.

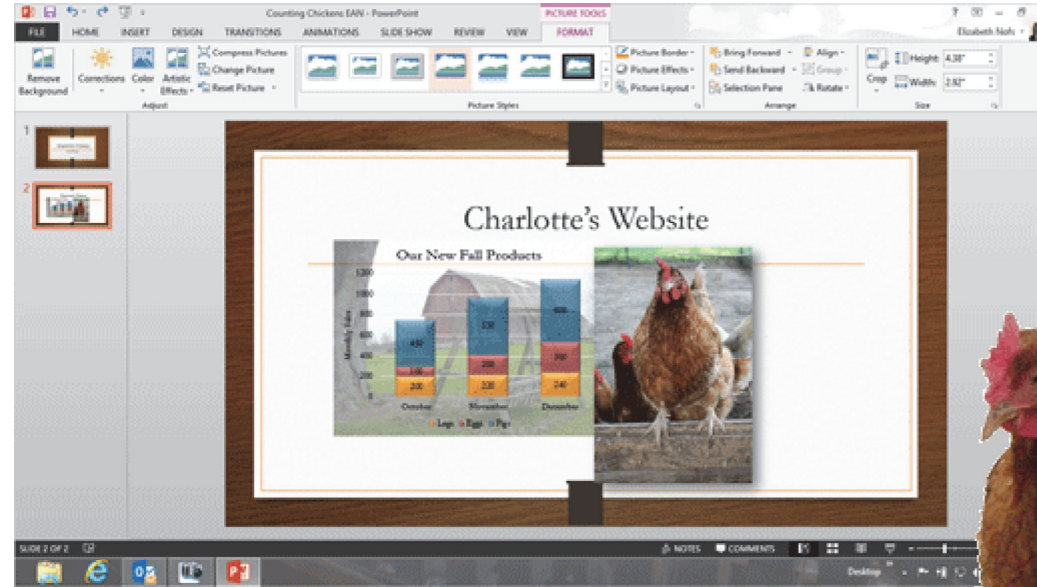
Go to **Picture Tools->Format**.

Go to the **Picture Styles**.

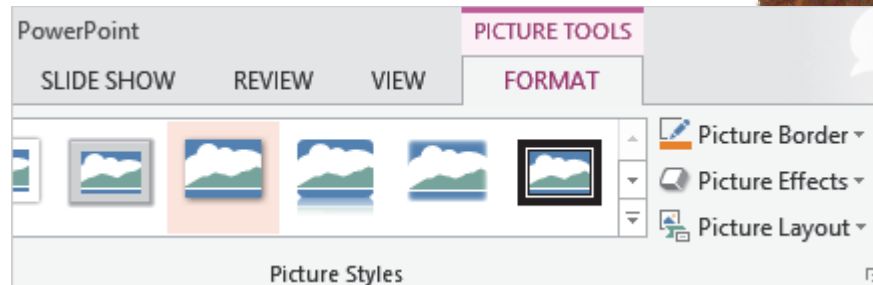
Click on **Drop Shadow Rectangle**.

Then what..?

## Insert ->Images-> Picture



1



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Apply Effects



Take Two

## Arrange Chart Elements

**2. Try it: Arrange the Chart Elements**  
Select the Chart on Slide 2.  
Go to **Chart Tools ->Format->Arrange**.  
Click on **Send Backward**.

**What Do You See?** The Chart should be behind the picture, however the Chart Border may "shine through" the picture.

**What Else Do You See?**  
The Chart Elements, Chart Styles and Filters are still available. They appear in front of the picture, not behind it.

That works.

Chart Tools ->Format->Arrange->Send Backward

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a chart titled "Our New Fall Products" and a picture of a chicken. The chart is a stacked bar chart showing monthly sales for Legs, Eggs, and Pigs from October to December. The chart is positioned behind the chicken picture, but the chart border is visible through the picture.

Month	Legs	Eggs	Pigs
October	200	100	450
November	220	200	550
December	240	300	600

2

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.3 Order and Group Shapes and Slides: Align and Group Shapes (Arrange )



Take Two

### Working with Charts

There is one more Chart Tool that can be used to present the data: **Chart Filters**. You can filter the Chart to show some or all of the data.

#### 3. Try it: Find the Chart Filters

Select the Chart on Slide 2.  
Go to **Chart Filters->Values**.

The Chart can be Filtered by the **Series** or the **Categories**.

#### And Try This: Filter the Chart Data

Select the Series: Eggs and Pigs.  
Click **Apply**.

**What Do You See?** The Chart will update and show only data for the Series that were selected.

OK, that works. We have come back where we started: Chart Elements, Chart Styles and Chart Filters.

Chart Filters ->Values->Series



3

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Modify Chart Parameters (Filter the Data)





Take Two

## Charts and Chart Tools

This lesson demonstrated how to add a Chart to your presentation. The Chart was created from data entered into an Excel spreadsheet.

We looked at Chart Elements and Chart Tools: Design and Format.

Allez, Allez in free. You done good. Go get two cookies, OK?



Charlotte's Website

Our New Fall Products

Month	Eggs	Pigs	Total
October	100	350	450
November	200	350	550
December	300	300	600

Chart Tools: DESIGN, FORMAT

VALUES | NAMES

SERIES

- (Select All)
- Legs
- Eggs
- Pigs

CATEGORIES

- (Select All)
- October
- November

Charlotte's Website

Our New Fall Products

Monthly Sales

October November December

Eggs Pigs



# Practice Activities



## Lesson 2: Working with Charts

Start Microsoft PowerPoint. Do the following steps

1. Open a new, blank presentation.
2. Add the title: Year End Report
3. Apply the theme Pushpin, or a theme of your choice.
4. Insert a Chart. Select Clustered Column.
5. Add the following data to the spreadsheet:

	Last Year	This Year
Shirts	100	325
Hats	75	125
Balloons	120	400
Coffee Mugs	55	170

6. Format the labels Bold and 14 point
7. Delete any extra columns and make the handles fit the data
8. Change the Chart Title: Highest Increases
9. Format the Background of the Chart with a Gradient fill of your choice.
10. Format the Gridlines to show Major and Minor Gridlines
11. Select each of the columns and format them with different colors and shape effects of your choice.
12. Change the chart type to Clustered Bar.
13. Insert a picture of money. Arrange the picture so it is overlapped behind the chart a little.

14. Insert a new blank slide.
15. Insert a new chart. Pick a pie chart.
16. Add the following data to the spreadsheet:

Shirts	325
Hats	125
Balloons	400
Coffee Mugs	170

17. Format the Data Labels to be Outside End. Apply Chart Layout 6.
18. Apply Chart Quick Style 12.
19. Change the Theme Colors to Flow.
20. Apply a shape border to the largest piece of pie.
21. Resize the Pie Chart to 2" by 2".
22. Add a chart title: Asleep at Mouse Gear
23. Add a picture of a mouse. Apply a picture style of your choice.
24. Save the file as Advanced PowerPoint Practice 2.







## Test Yourself

1. A spreadsheet can be added to a PowerPoint presentation.

- a. True
- b. False

Tip: Advanced PowerPoint, page 48

2. What Tools are available at the top of the spreadsheet?

(Select all correct answers.)

- a. Update
- b. Undo
- c. Redo
- d. Edit in Excel

Tip: Advanced PowerPoint, page 48

3. A Chart can only be added to PowerPoint from a pre-existing spreadsheet.

- a. True
- b. False

Tip: Advanced PowerPoint, page 48

4. Which commands can be found in the Chart Elements?

(Select all correct answers.)

- a. Chart Titles
- b. Axis Titles
- c. Legend
- d. Data Labels

Tip: Advanced PowerPoint, page 52-58

5. Which groups can be found on the Design Ribbon? (Select all correct answers)

- a. Chart Layouts
- b. Chart Styles
- c. Data
- d. Type

Tip: Advanced PowerPoint, page 60

6. Changing the Chart Type removes all settings like Background and Labels.

- a. True
- b. False

Tip: Advanced PowerPoint page 63

7. Which command offers several templates for formatting Charts?

- a. Styles
- b. Chart Layouts
- c. Design

Tip: Advanced PowerPoint, page 63

8. You can switch the Rows and Columns in a Chart.

- a. True
- b. False

Tip: Advanced PowerPoint, page 62

9. A Chart can be resized in the same way as a picture or a shape.

- a. True
- b. False

Tip: Advanced PowerPoint, page 67

10. Charts cannot be formatted with Effects.

- a. True
- b. False

Tip: Advanced PowerPoint, page 66



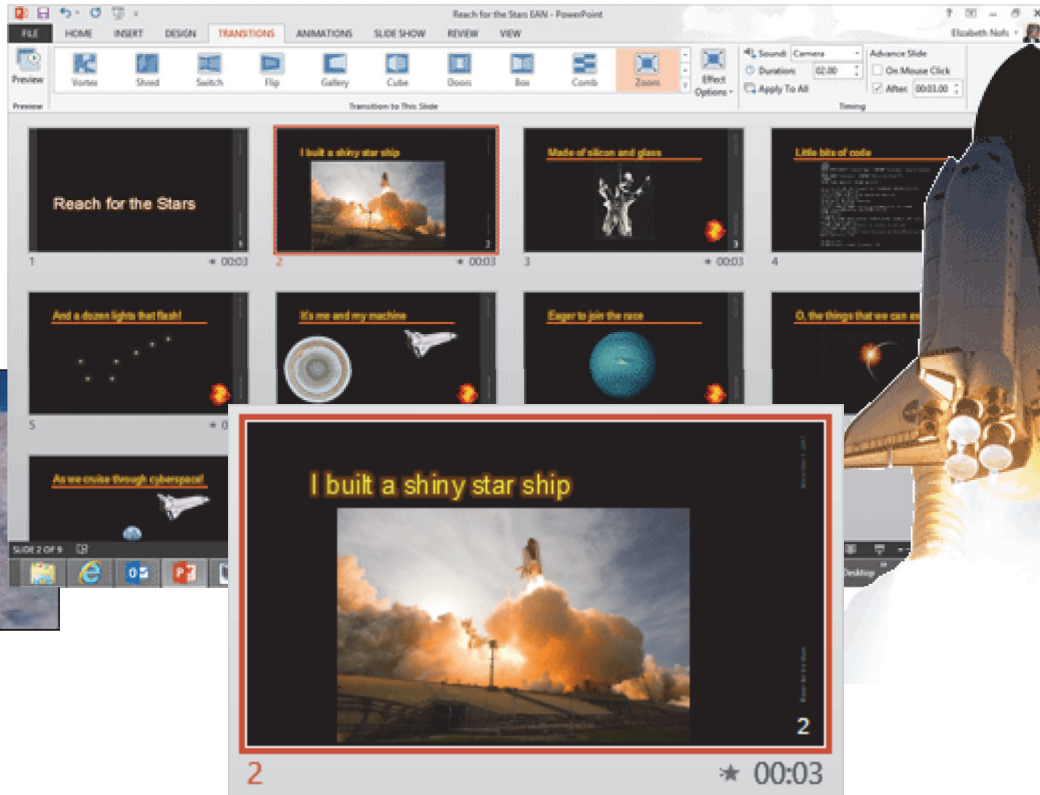
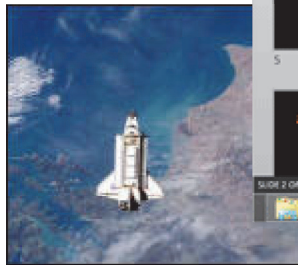


# Reach for the Stars

## Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Create a Master Slide.
2. Use the Drawing Tools to create, resize, and position graphics on a Master Slide.
3. Apply Styles, Borders and Effects to a graphic.
4. Add Transitions to a Slide Show.
5. Modify the Transitions with Sound and Timing.





## Lesson 3 : Reach for the Stars

### 1. Readings

Read Lesson 3 in the Advanced PowerPoint guide, page 75-112.

### Project

An animated presentation that includes Slide Masters and Slide Transitions

### Downloads

[Atmosphere.gif](#), [Brilliant Star.gif](#),  
[Code.gif](#), [EarthRise.jpg](#), [Jupiter1.jpg](#),  
[Neptune.jpg](#), [ShuttleAtlantis.gif](#), [Small Star.gif](#), [SolarEclipse.jpg](#), [Tree of Life.bmp](#)

[Reach for the Stars.pptx](#) (Complete)

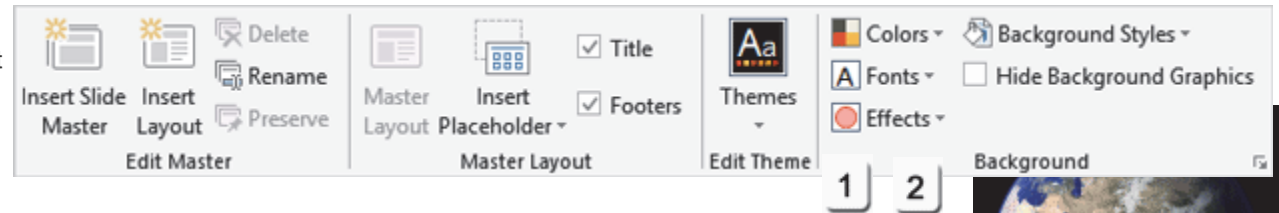
### 2. Practice

Complete the Practice Activity on page 113.

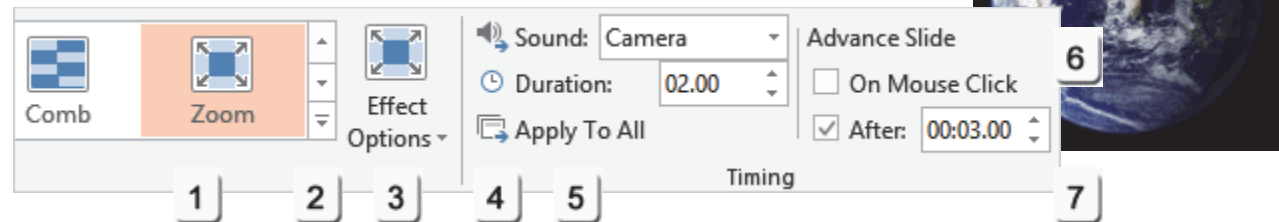
### 3. Assessment

Review the Test questions on page 114.

#### Slide Master Ribbon



#### Transition Ribbon



#### Menu Maps

From the **Slide Master Ribbon**.

1. [Slide Master->Background](#), page 80
2. [Slide Master->Close Master View](#), page 90

#### More Menu Maps

From the **Transitions Ribbon**

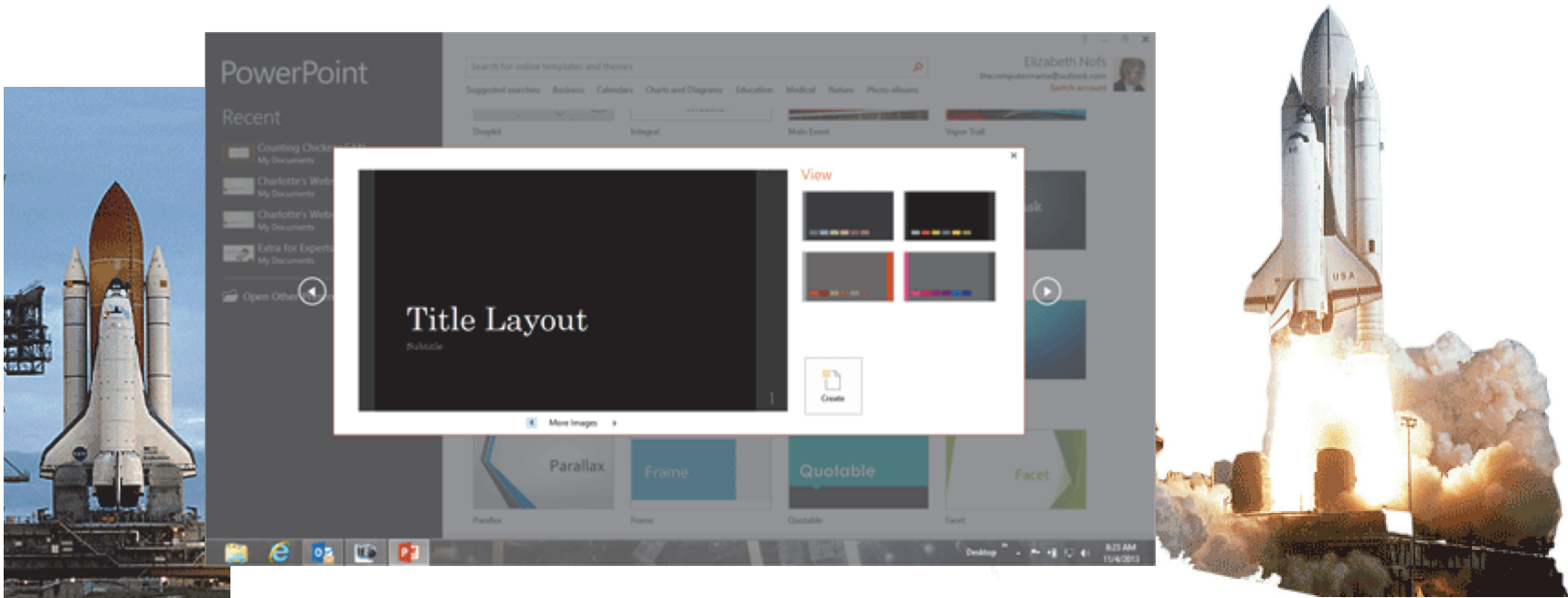
1. [Transitions ->Transition to This Slide](#), page 102
2. [Transitions ->Transition to This Slide->Effect Options](#), page103
3. [Transitions ->Transition to This Slide->More](#), page 104
4. [Transitions ->Timing->Sound](#), page 105
5. [Transitions->Timing->Duration](#), page 106
6. [Transitions->Timing->Advance Slide](#), page 107
7. [Transitions->Timing->After](#), page 108



## Slide Masters and Transitions

There are three things that apply to the whole PowerPoint presentation: **Themes**, **Slide Masters**, and **Transitions**. A **Slide Master** is a design view that you can use to create your own presentation Theme. A **Transition** is how the presentation goes from one slide to the next. The Transitions, like segues in a movie, can dissolve, fade to black, or use some exciting wipe. This lesson will create a presentation on space, *Reach for the Stars*. The images are available free, without copyright, from NASA. The lesson will demonstrate how to create a custom Slide Master and how to apply Transitions to a slide show.

**Start PowerPoint 2013.** When you start PowerPoint you will be prompted to choose a template. **Select a Template: View.** Click **Create.**



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.1 Create a Presentation: Create Presentations Use Templates



Take One

## I Am the Master

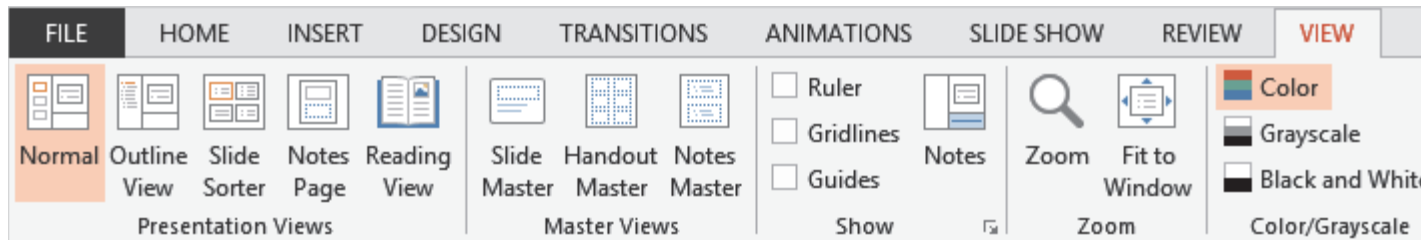
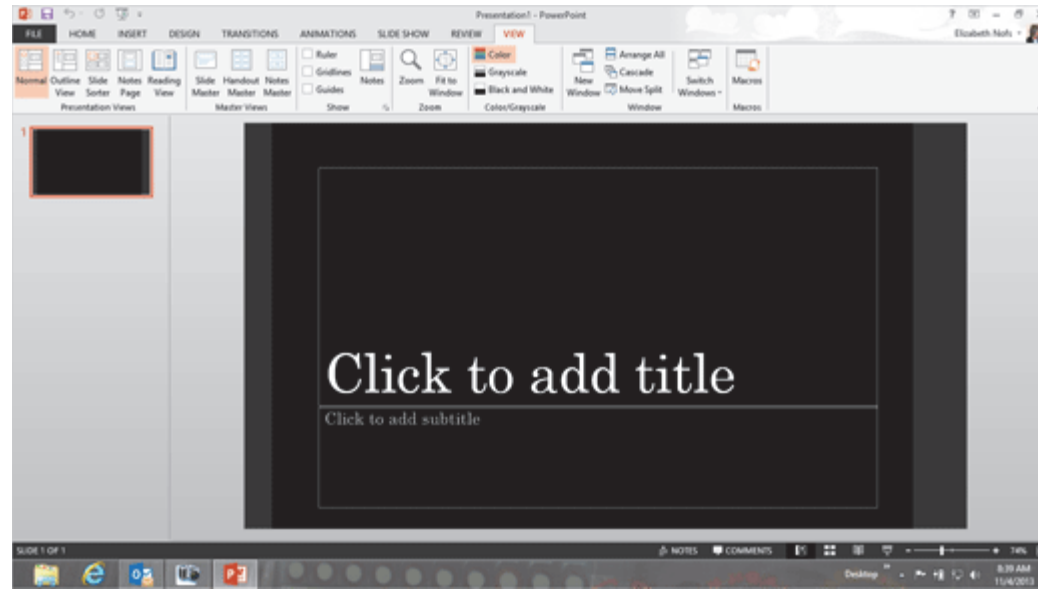
Behind every slide show, there is a **Slide Master**. The Slide Master is the **template** for every slide in the presentation.

Whatever is added to the Slide Master will be seen on all slides.

1. Try it: **View the Slide Master**  
Go to **View ->Master Views**.  
Select **Slide Master**.

Keep going, please...

View ->Master Views-> Slide Master



Exam 77-422: Microsoft PowerPoint 2013  
 1.0 Create and Manage Presentations  
 1.2 Format a Presentation Using Slide Masters





## Hello, Slide Master!

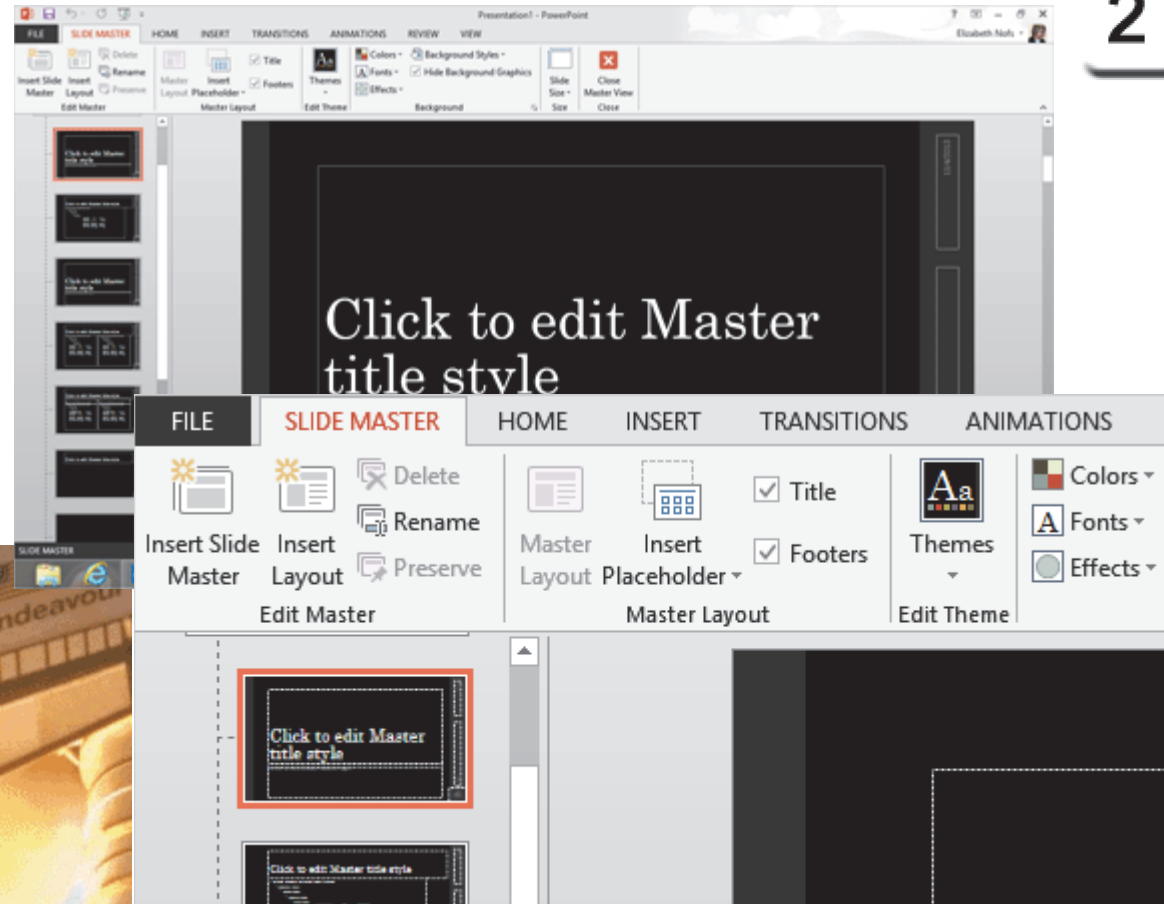
2. What Do You See? There is a new **Slide Master** Ribbon on the left side. It is between the **File** and **Home** Ribbons.

The Slide Master is actually a group of **Layouts**. There is a special design for the Title Slide, the first slide in a presentation. There are additional layouts that include two text boxes, or one text box and an image.

Keep going...



### Slide Master



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters



Take One

## Slide Master: Background

This show will include images from deep, dark outer space. The Slide **Background** should be black. Since this is a black slide with white text, the Font needs to be simple and easy to read.

**Before You Begin:** Select the Top Slide in the Layouts at the left side of the Master View. Any formatting that you apply to the **Slide Master Theme** will be inherited by all of the slides in this PowerPoint presentation.

### 3. Try it: Edit the Slide Background

Go to **Slide Master->Background**.

Go to **Background Styles**.

Select: Style 4 (All black)

Go to **Colors**.

Select: Red Orange

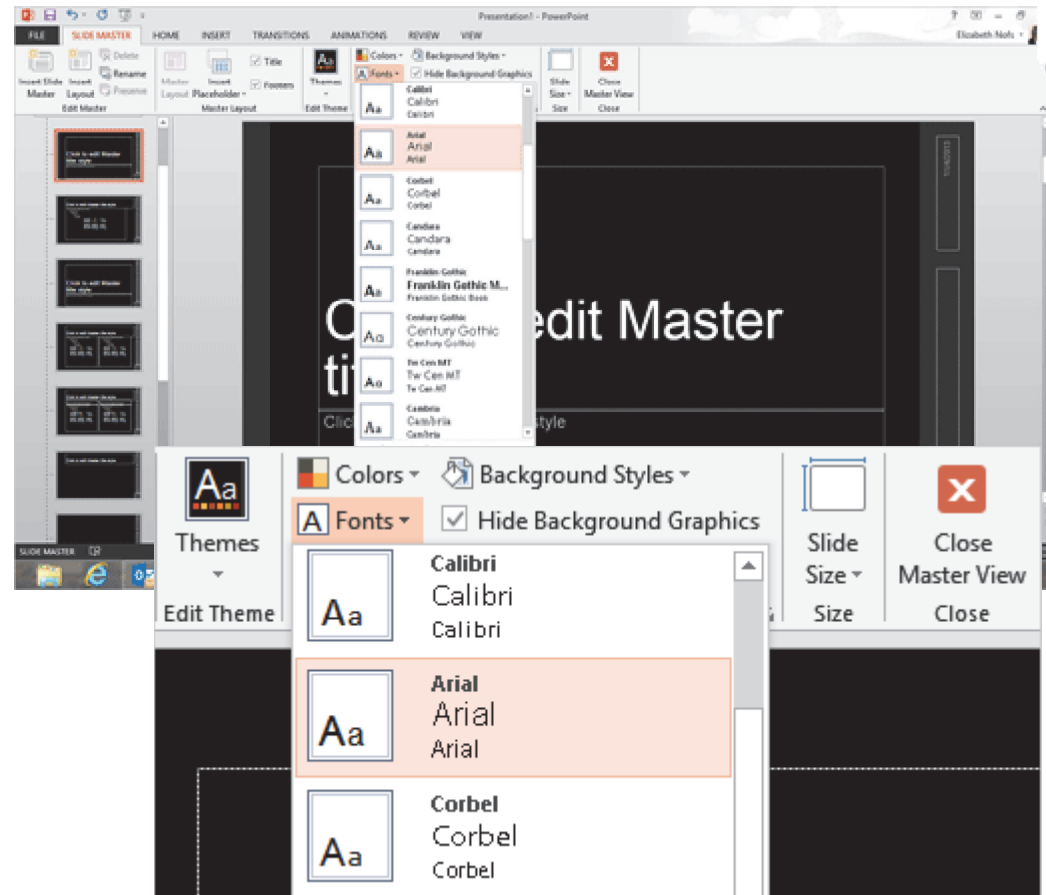
Go to **Fonts**.

Select: Arial

**What Do You See?** All of the slides should be black with white text.

Keep going...

## Slide Master->Background->Background Styles



3

Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.2 Format a Presentation Using Slide Masters: Modify Presentation Themes (Background)



## Edit the Slide Master

**Think Outside the Box:** The Master Slides have Shapes. Shapes can be modified with the **Drawing Tools**. You can use the options in the Drawing Tools, even though you are working in the Master View.

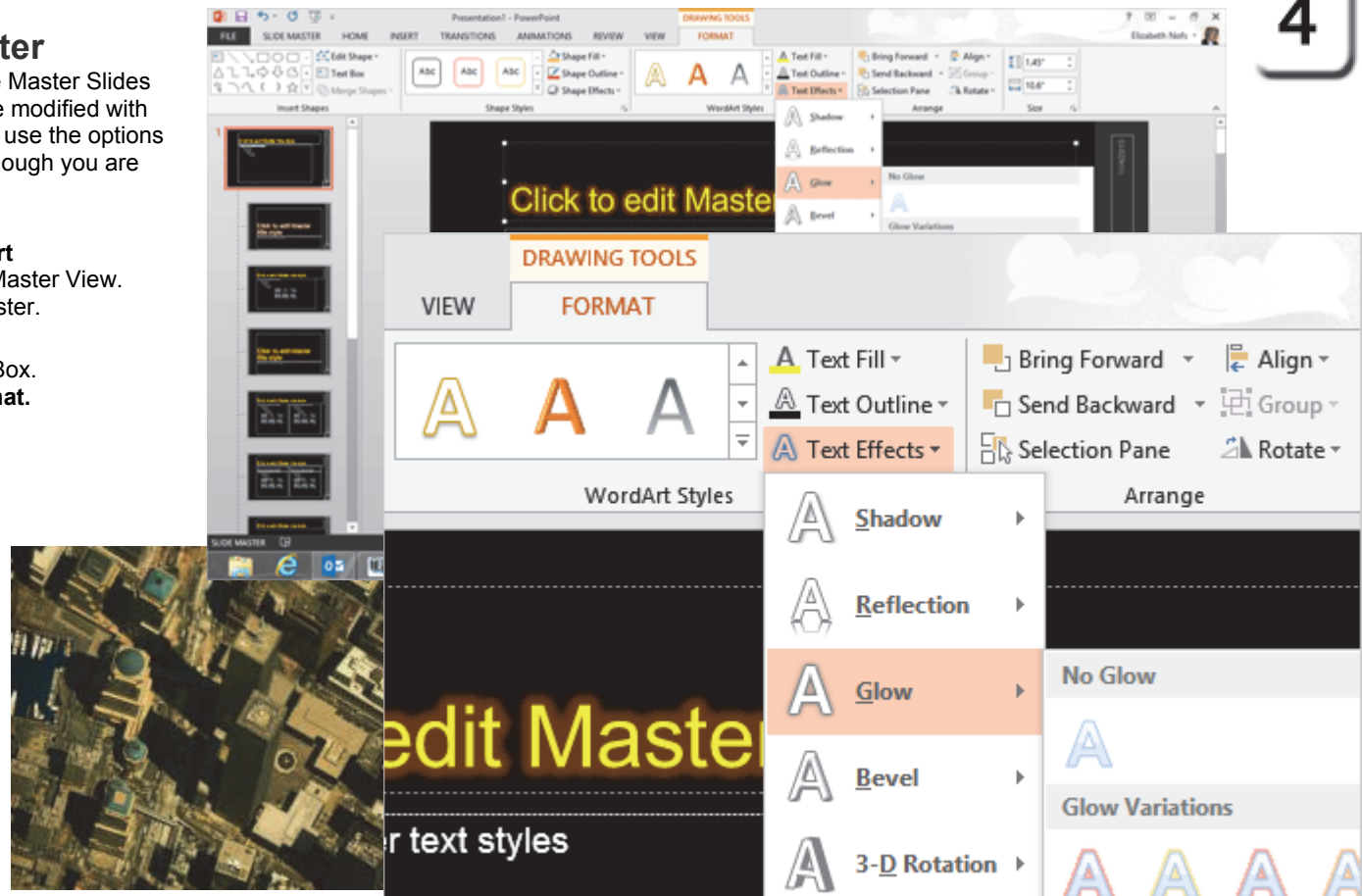
### 4. Try it: Modify the WordArt

The presentation is open in Master View. Go to Slide 1 in the Slide Master.

Select the Master Title Text Box.  
Go to **Drawing Tools->Format**.  
Go to **WordArt Styles**.  
Select a **Text Fill**: Yellow  
Select a **Text Effect**: Glow

Keep going...

### Drawing Tools->Format->WordArt Styles



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Modify Presentation Themes (WordArt Styles)



Take One

## Slide Master: Edit the Text

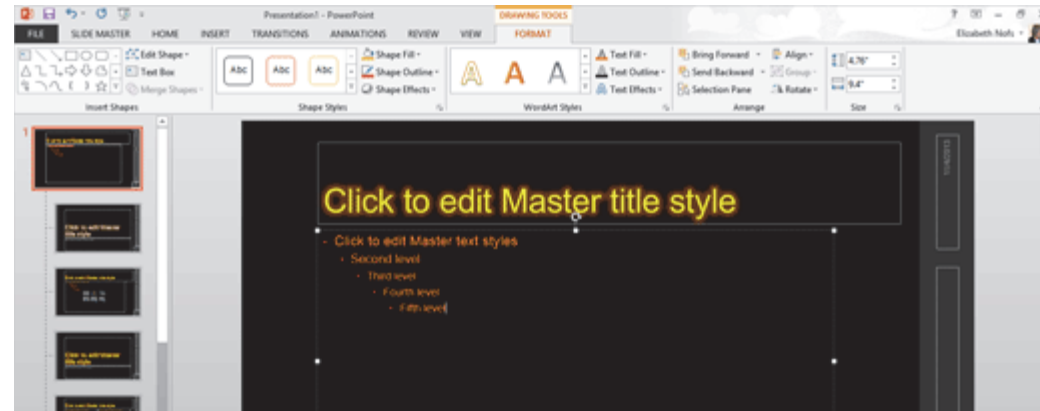
### 5. Try it: Edit the Master Text Styles

Slide 1 is still selected.  
 Select the Master Text Box.  
 Go to **Drawing Tools->Format**.  
 Go to the **WordArt Styles**.  
 Select a **Text Fill**: Orange

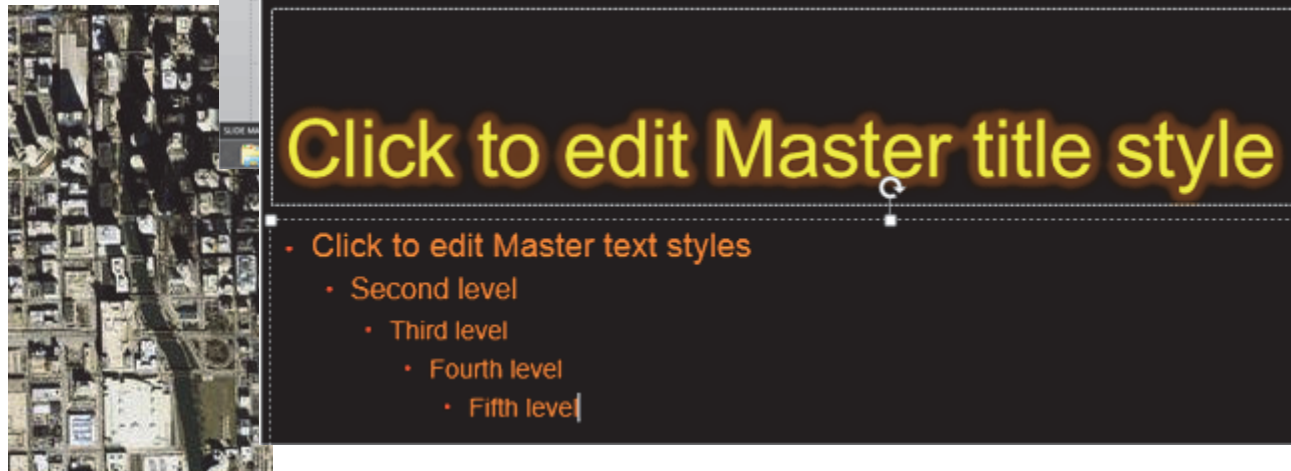
**What Do You See?** The WordArt Styles that you selected for the Slide Master were applied to all of the Master Layouts.

Keep going...

Drawing Tools->Format->WordArt Styles->Text Fill



5



Exam 77-422: Microsoft PowerPoint 2013  
 1.0 Create and Manage Presentations  
 1.2 Format a Presentation Using Slide Masters: Modify Presentation Themes (Text Fill)

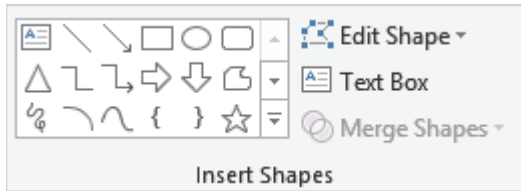


## Slide Master: Add a Shape

You can add a picture, logo, or shape to the Master title slide. Any object on the Master slide will be repeated on all of your slides. So, every slide in the outline will show your name or image.

### 6. Try it: Insert a Shape

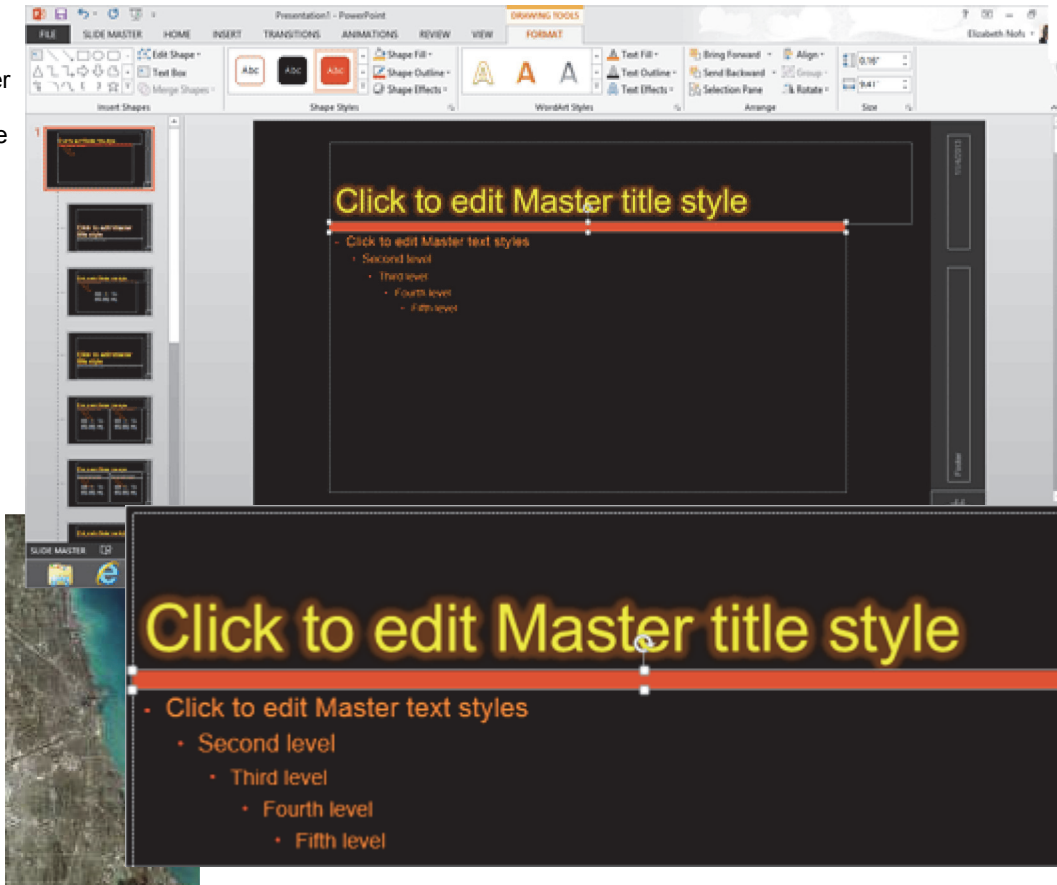
Go to the **Insert->Illustrations->Shapes**. Pick a rectangle from the Shape gallery.



Drag a thin rectangle between the Title and the Text boxes.

Keep going...

## Insert->Illustrations->Shapes



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Modify Existing Layouts





## Edit the Shape: Resize

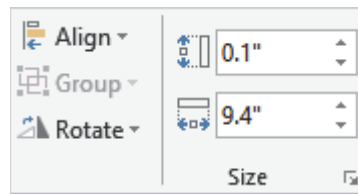
### 7. Try it: Resize the Shape

Select the Shape on the Master Slide.

Go to **Drawing Tools->Format->Size**.

Edit the **Height**: 0.1"

Edit the **Width**: 9.4"



### Try This, Too: Format the Shape Style

Go to **Drawing Tools->Format**.

Go to the **Shape Styles**.

Select a **Style**: Intense Effect->Orange.

Keep going...

## Drawing Tools->Format ->Shape Styles

7

Click to edit Master title style

- Click to edit Master text styles
  - Second level
  - Third level
  - Fourth level
  - Fifth level

Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.2 Format a Presentation Using Slide Masters: Modify Existing Layouts



## Slide Master: Add a Logo

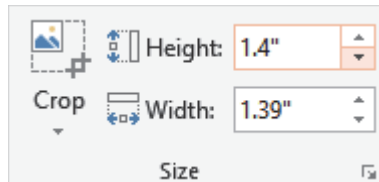
You need to add a picture or logo to the Master. The objects on the Master slide are repeated on all of your slides. So, every slide in the outline will say your name or image again and again.

### 8. Try it: Insert a Picture

Go to the **Insert ->Images->Picture**  
Browse to the **Documents** folder.  
Select a picture: [Brilliant Star.gif](#).

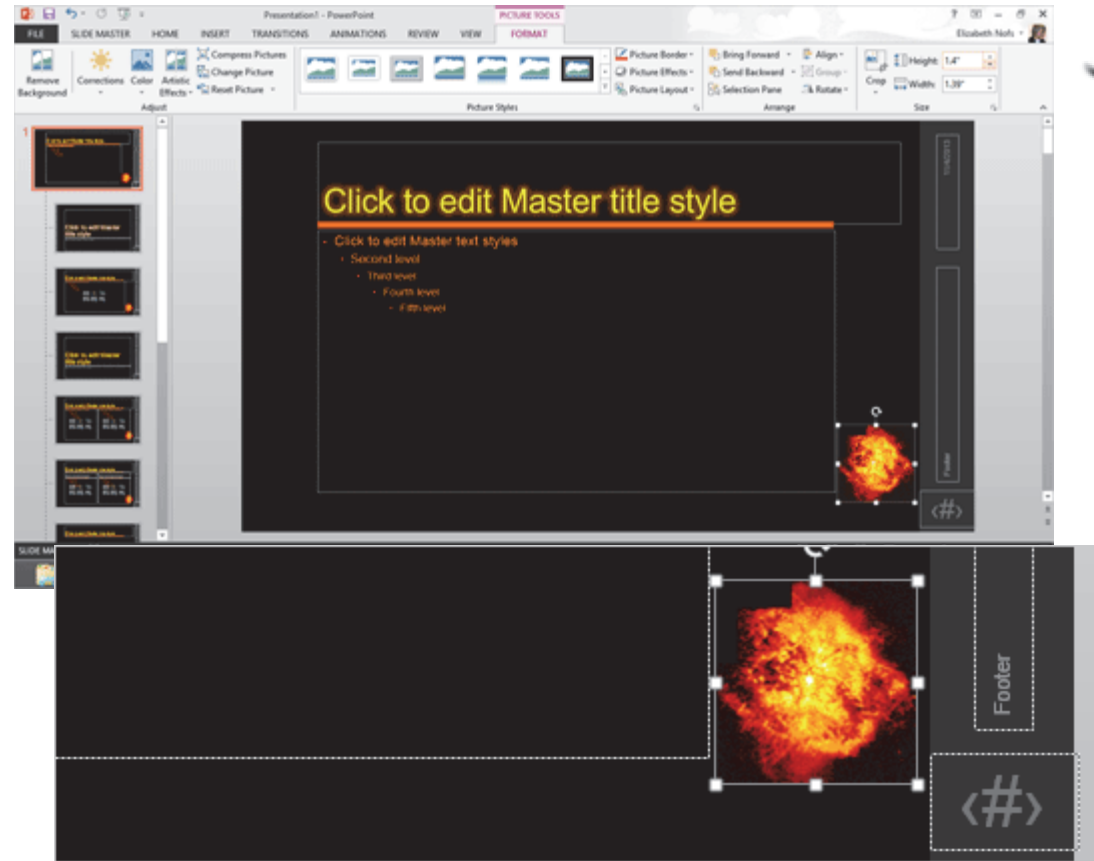
### And Try This: Format the Picture

Place the picture in the bottom right corner.  
**Resize** the picture smaller.  
Go to **Picture Tools->Format->Size**.  
Edit the Height: 1.4"



**Memo to Self:** You do not have to MATCH the graphics shown in this lesson.

## Insert ->Images->Picture



8

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Add Background Images



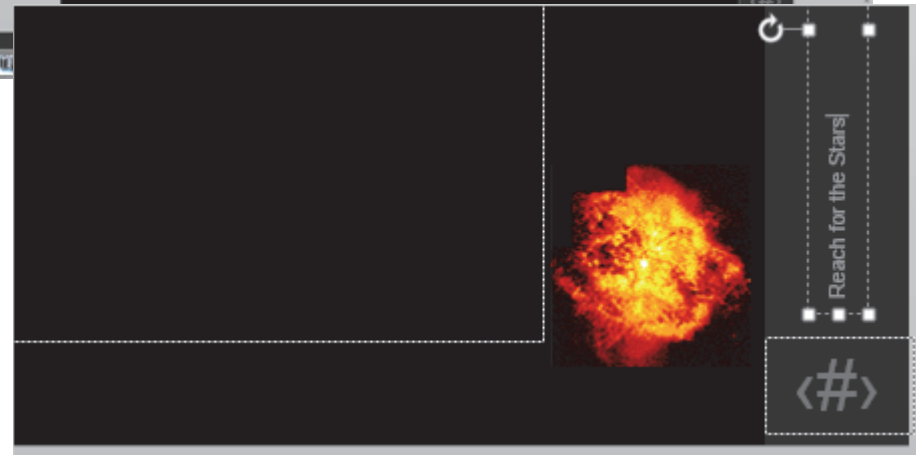
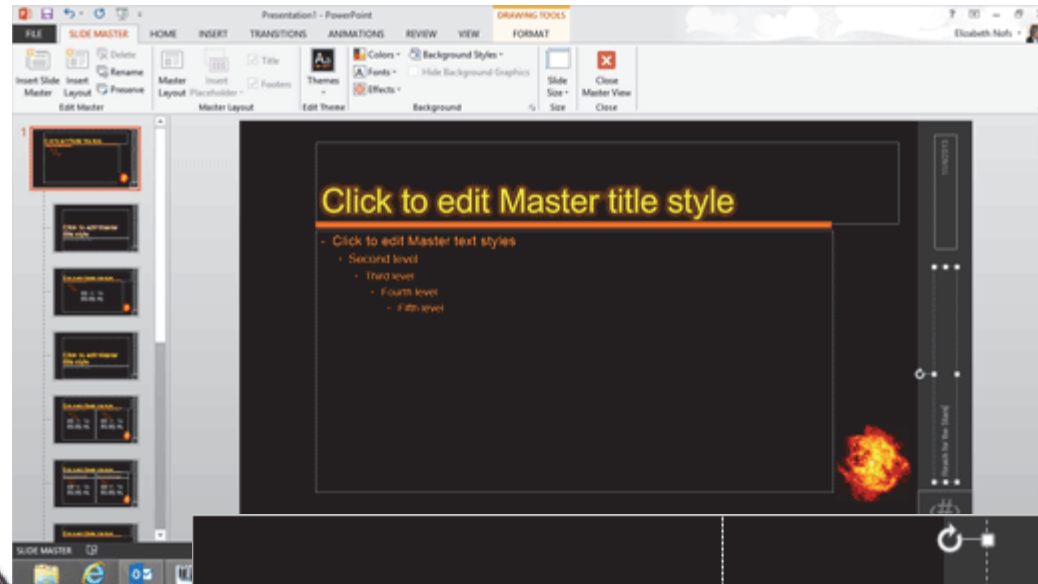
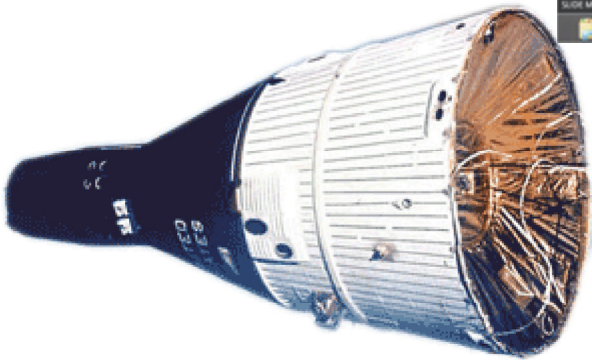
## Slide Master: Footers

Our Slide Master has three Text Boxes in the **Footer**: aligned left, center and right. This layout has the Slide number, Footer and Date on the right side of the slide.

### 1. Try it: Edit the Footers

Go to the **Footer** on Slide 1.  
Select the Footer Text Box.  
Type: Reach for the Stars

Ok, it's coming together.



1

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Edit Headers and Footers



## Insert the Date and Time

This template already includes the **Date and Time** on the Slide Master Footer. Say you chose a Template that did not have the Date: Here are the steps. By default, the control will be placed in a text box in the Footer.

### 2. Try it: Insert the Date and Time

Slide 1 is still selected.

Go to **Insert->Text-> Date & Time**.



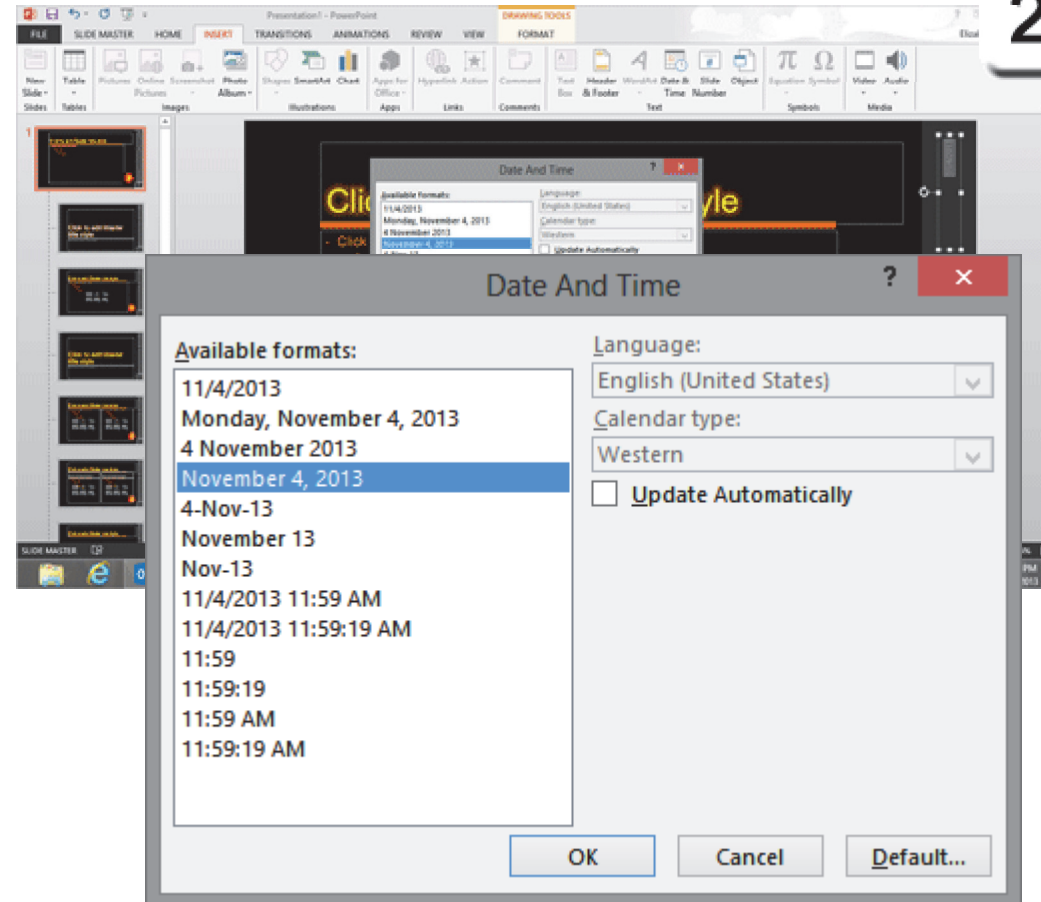
**What Do You See?** You will be prompted to choose from a list of available formats.

Select a Format: Medium Date.  
Click **OK**.

Keep going...

**Memo to Self:** You can make the Date and Time update automatically. The check box is on right.

### Insert ->Text->Date & Time



2

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Edit Headers and Footers



## Format Slide Numbers

This **Footer** also has **Slide Numbers**. The numbering begins at 1 by default.

### 3. Try it: Control Page Numbers

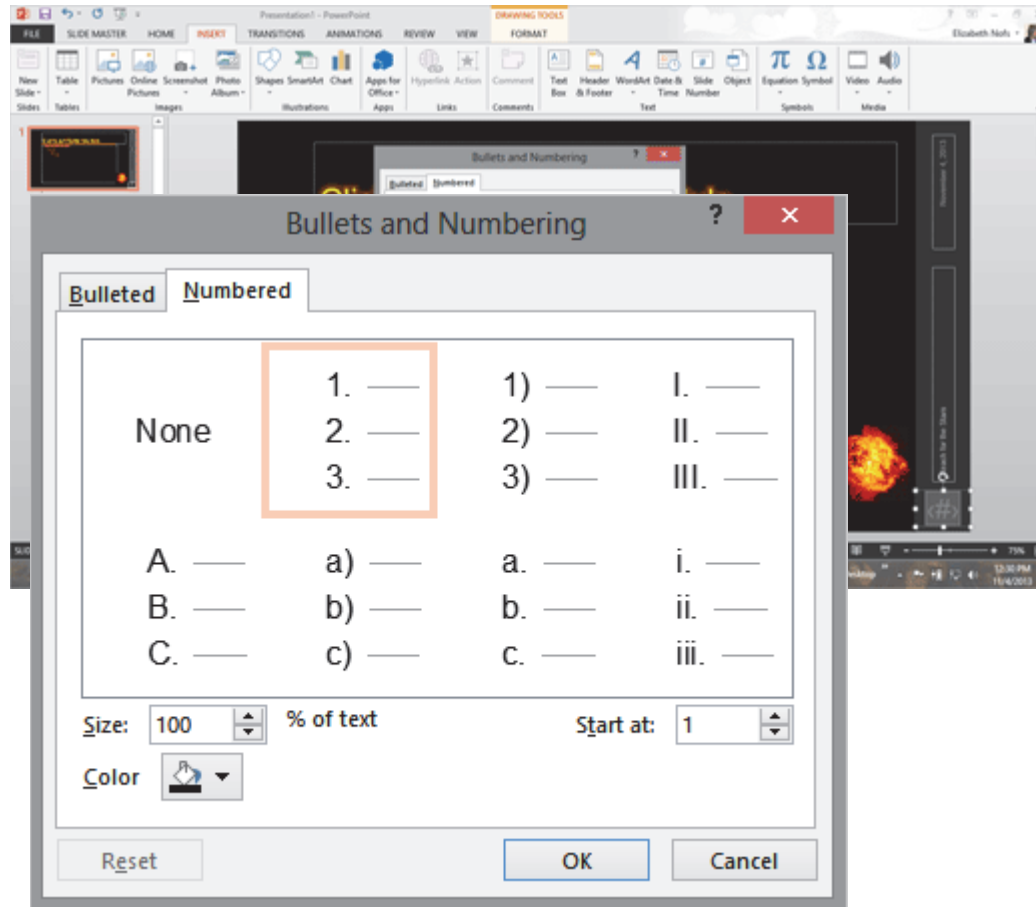
Right-click the Slide Number in the Footer.  
Go to **Numbering->Bullets and Numbering**.  
Select a Number format: 1. 2. 3.

**What Do You See?** The **Start at** number is 1.  
You can change the start number if needed.

Click **OK**. Keep going...

Hmmm, do you really want to tell your audience that you are on slide 5 of 230?  
< ZZZ ZZZ >

## Numbering ->Bullets and Numbering



3

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Control Slide Numbers





## Slide Master: Insert a Footer

This discussion assumed that the Slide Master included a Footer. Say the template you created does not. Here are the steps to setup a Footer.

### 4. Try it: Insert a Footer

Slide 1 is still selected.

Go to **Insert ->Text->Header and Footer**.

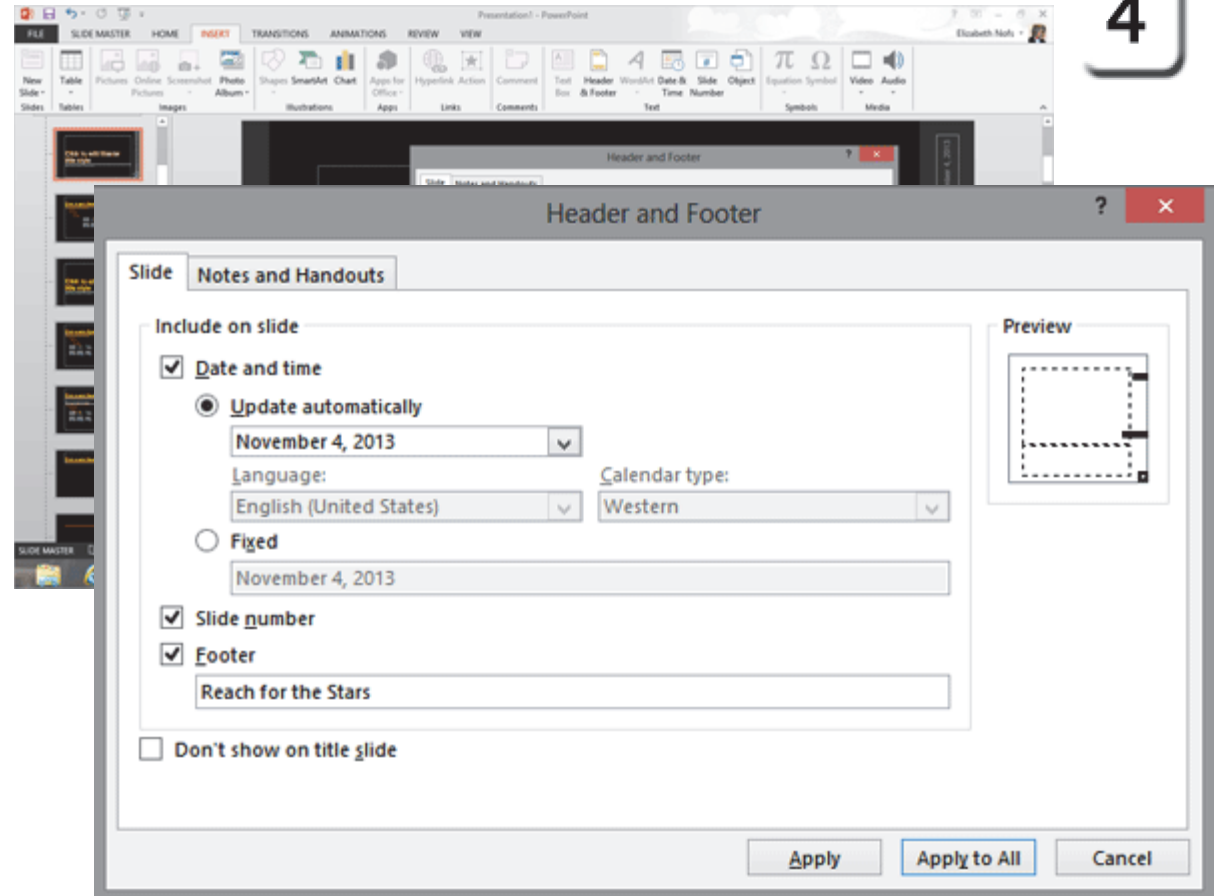
**What Do You See?** You can select the following options if you wish:  
Date and time (Update or Fixed)  
Slide number  
Footer

There is a check mark to make the title slide different: **Don't show on the title slide**.

**What Else Do You See?** You can click on **Apply** to add the Footer to this slide and **Apply to All** to add it to all of them.

**Memo to Self:** The steps to add a new Footer are the same for editing an existing Footer.

## Insert ->Text->Header & Footer



4

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Insert Headers and Footers



Take One

### Close the Master View

All of this formatting has been applied in the Master View. When you are ready, you can **Close the Master View** and return to the Normal View.

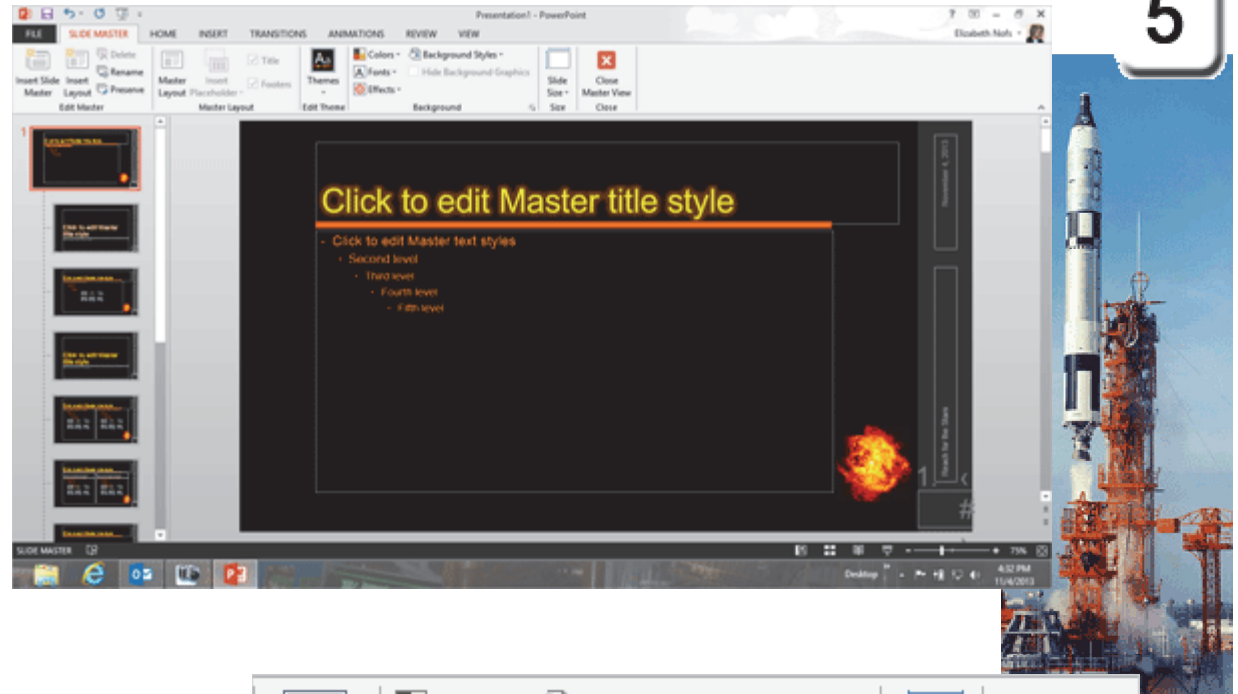
#### 5. Try This: Close the Master View.

Go to the **Slide Master** Ribbon. Click on **Close Master View**. Look for the button in the upper right corner of the Slide Master Ribbon

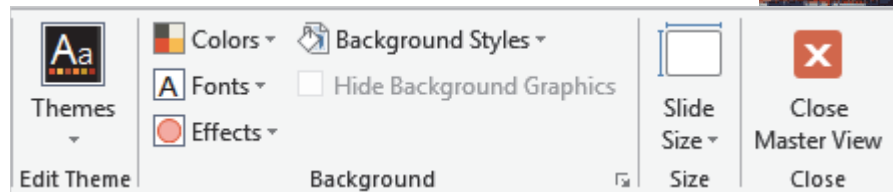
#### Do This: Save Your Presentation

Go to **File->Save**. **Browse** to your Documents folder. Name the file: Reach for the Stars. Click on **Save**.

### Slide Master->Close Master View



5



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Modify Existing Layouts



## Enter the Slide Text

When you close the Master Slide view, you will return to the Normal View. You should see one slide that includes the picture and shape we added in the Master View.

### 1. Try This: Enter Text on the Slides

Please add 8 new slides for a total of 9.

Select Slide 1, type: Reach for the Stars

Slide 2: I built a shiny star ship

Slide 3: Made of silicon and glass

Slide 4: Little bits of code

Slide 5: And a dozen lights that flash!

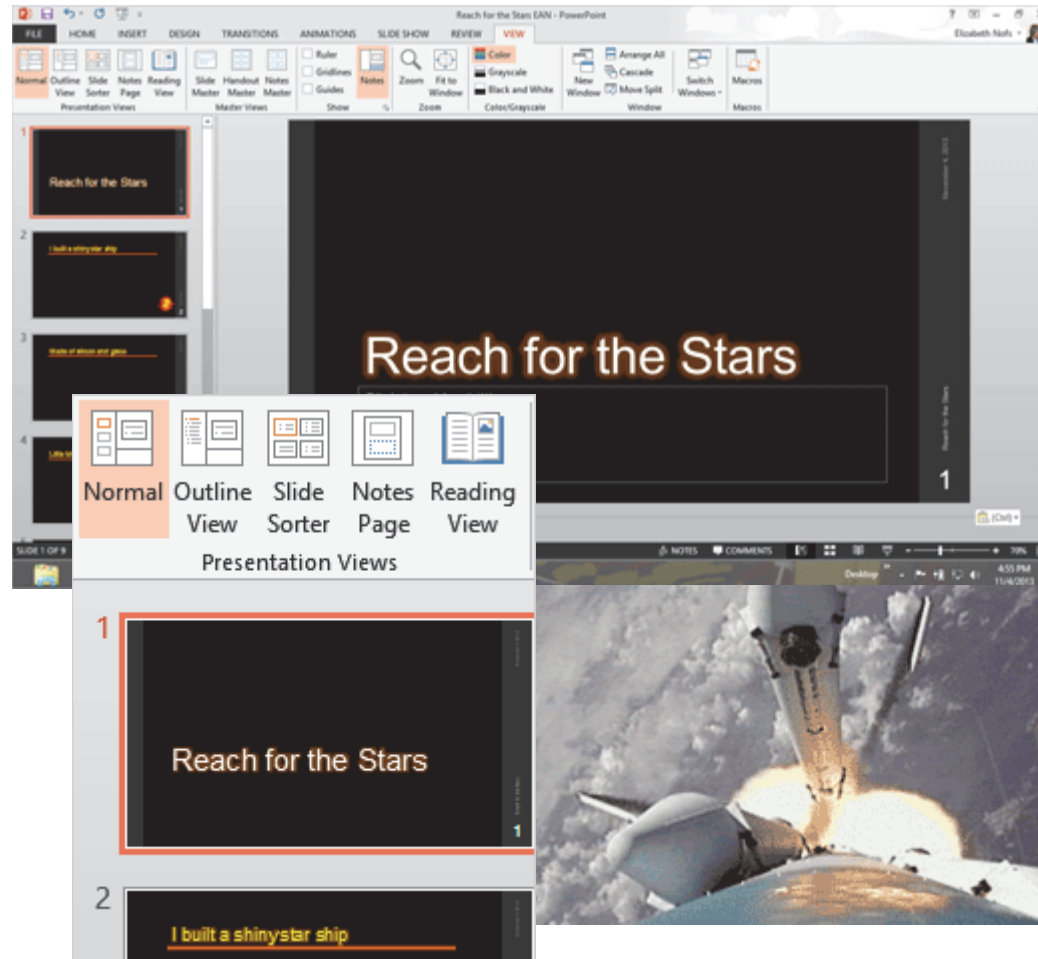
Slide 6: It's me and my machine

Slide 7: Eager to join the race

Slide 8: O, the things we can explore

Slide 9: As we cruise through cyberspace!

Keep going...



Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.1 Insert and Format Text: Enter Text



## Insert Pictures

Each slide needs a picture. The images for this presentation come from the [Hubbell Space Telescope](http://www.hubbletelescope.com). This is a great site.

You can use the sample files for this presentation if you wish. You are also welcome to use your own pictures.

### 2. Try it: Add pictures

Select Slide 2.

Go to **Insert ->Images->Picture**.

Browse to your Documents folder.

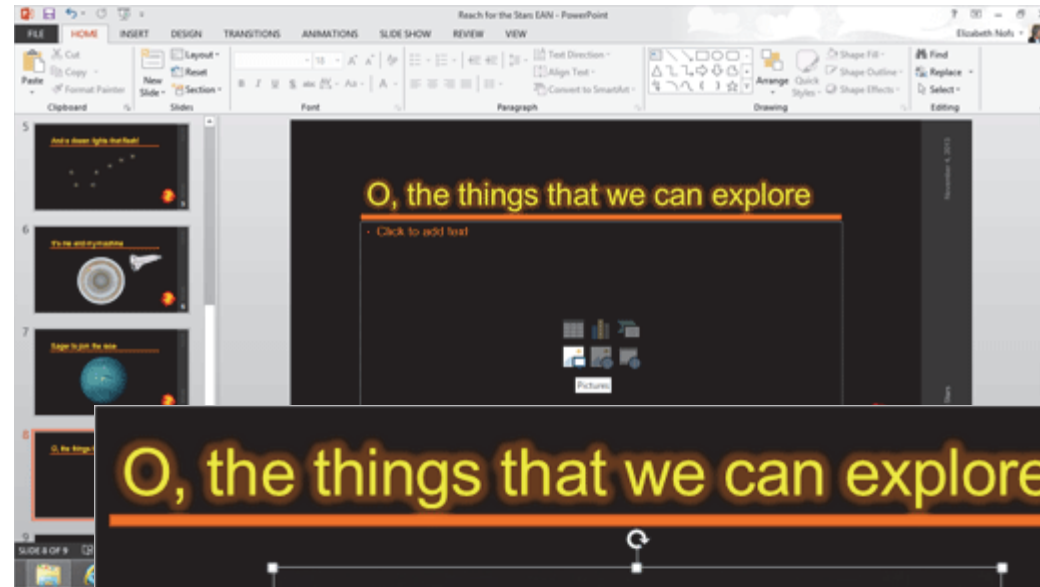
Select a picture.

Please add a picture to each slide.

**Memo to Self:** You can also insert a picture with the short cut in the middle of the slide placeholder.



### Insert ->Images->Picture



2



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images



## Format the Pictures

Some of the pictures from space have a black background. However, the density of the black is not as dark as the black color of the slides. There is a simple way to make adjustments.

**Before You Begin:** The image on Slide 3 is called Tree of Life. It is selected and the Picture Tools are available.

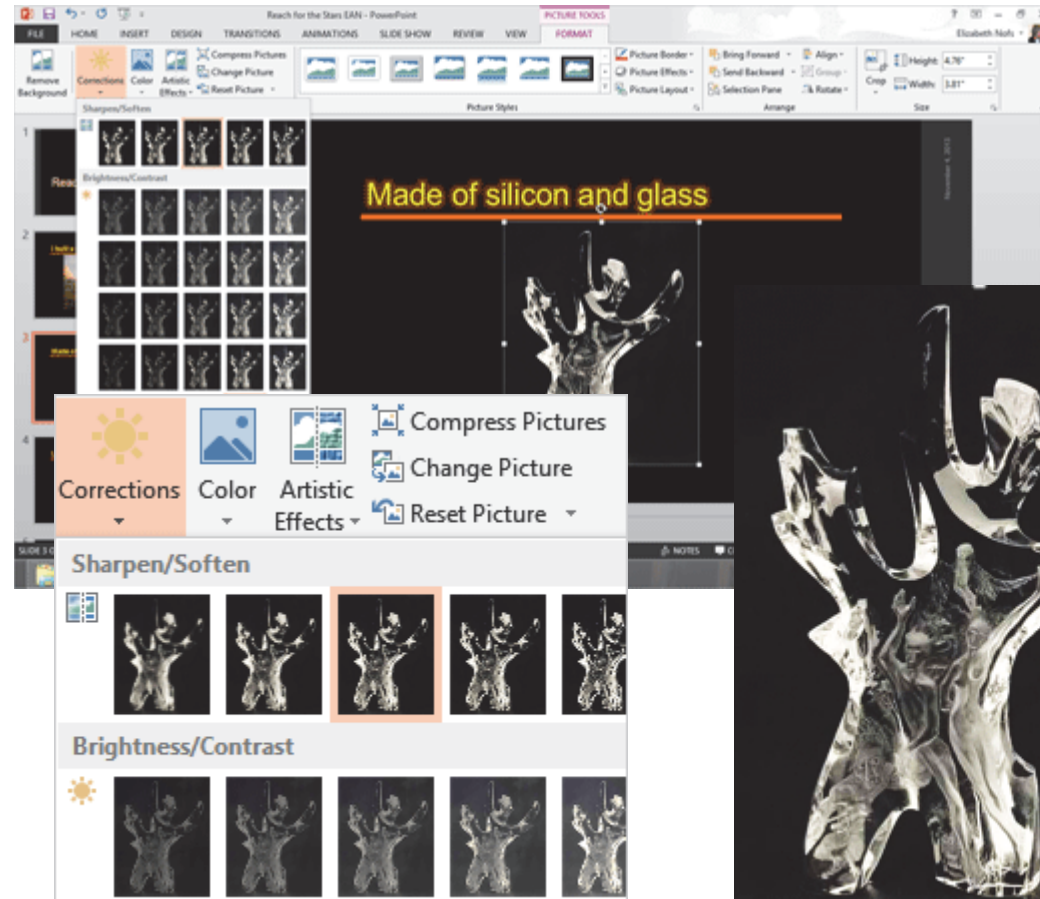
### 3. Try it: Adjust the Contrast

Go to **Picture Tools ->Format ->Adjust**. Click on **Corrections**. Select the Brightness and Contrast.

**Brightness** bathes the image in light and “washes out” the colors.

**Contrast** accentuates the difference between absolute black and white. When you increase the Contrast, the black gets darker and the white gets lighter. When you decrease the Contrast, the picture fades to grey

Picture Tools ->Format ->Adjust ->Corrections



3

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Make Adjustments





## Insert a Hyperlink

A **hyperlink** is an effective way to link your presentation to more resources on the Internet. This demonstration adds the hyperlink to the picture.

When you run your mouse over the picture, you will be able to click on a hyperlink and go to a web page.

### 1. Try it: Insert a Hyperlink

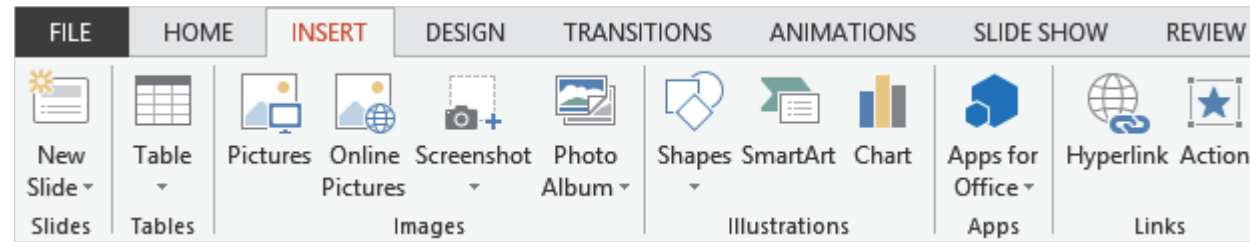
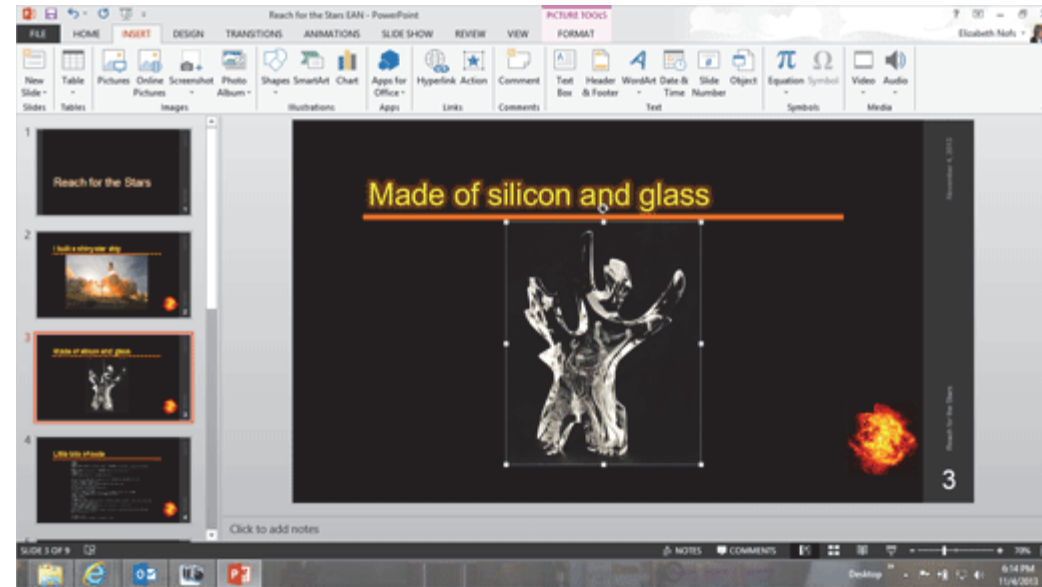
Go to Slide 3.

Click on the picture to select it.

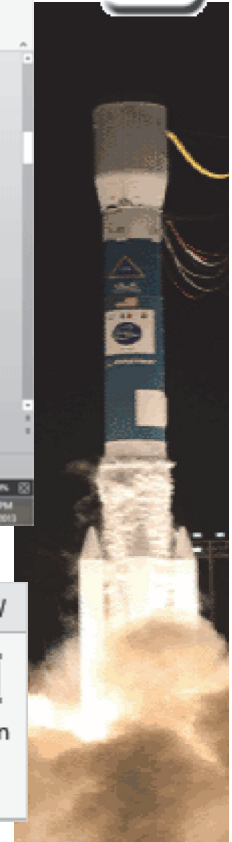
Go to **Insert -> Links->Hyperlink**.

Keep going...

Insert ->Links->Hyperlink



1



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.1 Insert and Format Text: Insert Hyperlinks



## Hyperlink Options

This hyperlink will go to the Corning Museum of Glass.

There are three places you need to edit in this hyperlink: **Link to**, **Address** and **Screen Tips**.

### 2. Link To a Web Page

Select: Existing File or Web Page.

### 3. Type the Address

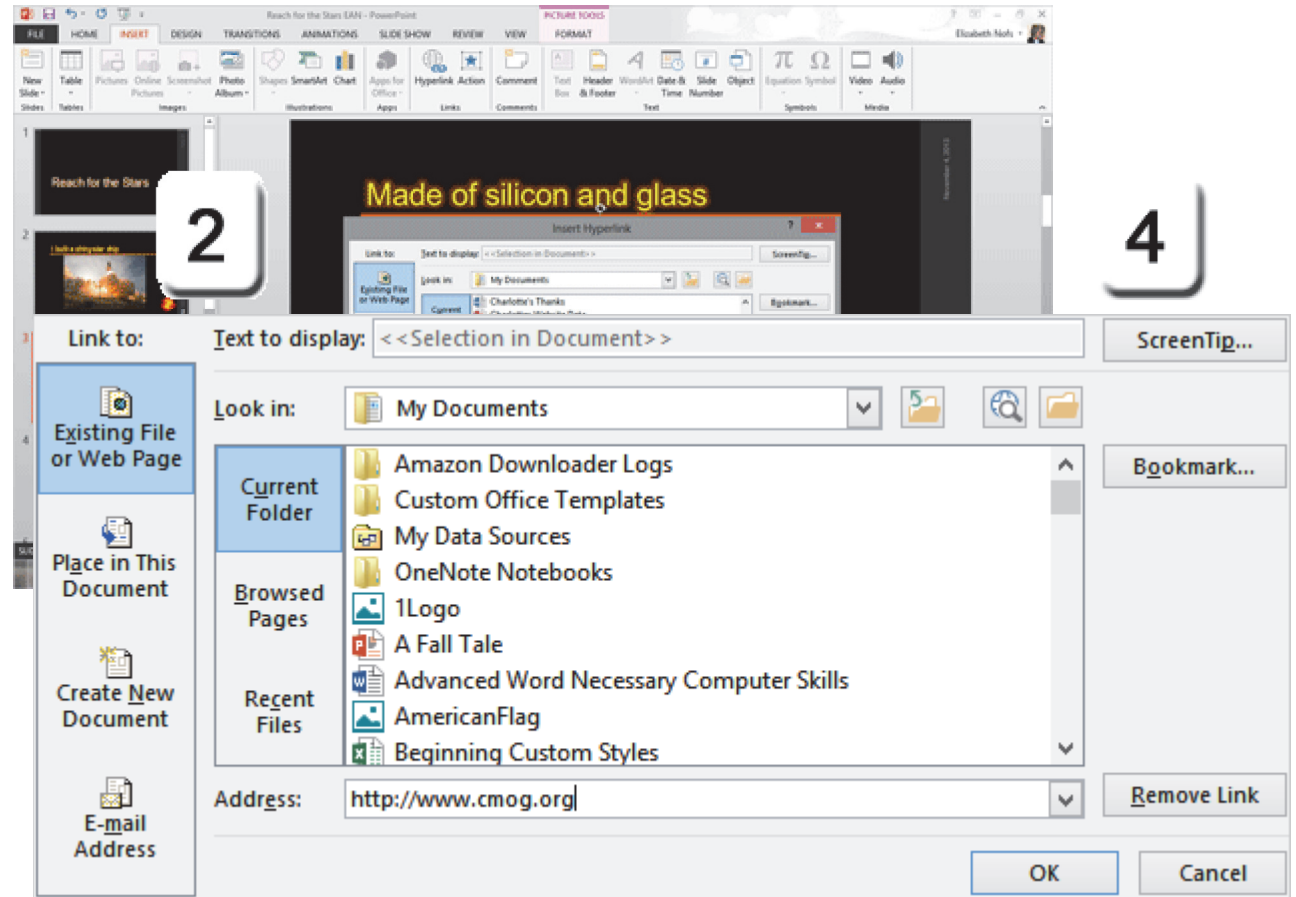
<http://www.cmog.org>

### 4. Enter the Screen Tip

Type the following: Click here to go to the Corning Museum of Glass website

Click **OK** and keep going, please...

## Insert ->Links->Hyperlink



Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.1 Insert and Format Text: Insert Hyperlinks



## Show Time: Test the Hyperlink

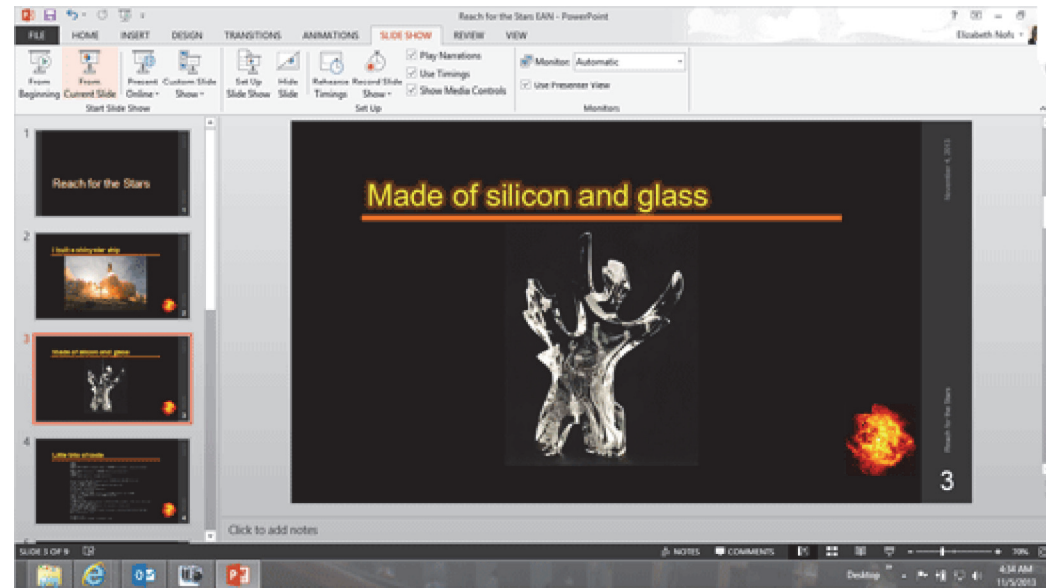
In the previous pages, we walked through the steps to add a hyperlink to a picture. These steps were done in Normal, or Design view. The hyperlink can be tested when you **Start the Slide Show** and try the link "live" during the show.

### 5. Try it: Start the Slide Show

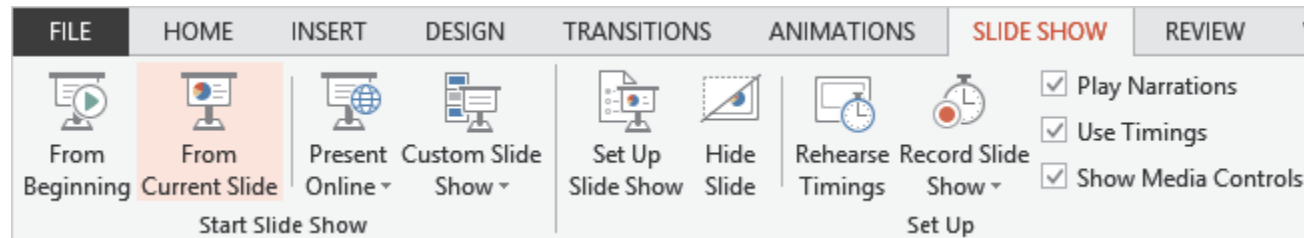
Go to **Slideshow->Start Slideshow**. Click on **from Current Slide**.

Keep going...!

## Slideshow->Start Slideshow-> from Current Slide



5



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Start From Current Slide



### Slideshow->Start Slideshow from Current Slide

## Test the Hyperlink

**What Do You See?** A PowerPoint Slide Show does not include all of the Ribbons and Tools you played with when you designed the slides.

### 6. Try it: Test the Hyperlink

Run your cursor over the image that has a Hyperlink. You should see a screen tip that says: Click here to go to the Corning Glass Museum website.

Click the Hyperlink. The Corning Museum of Glass home page should open in your web browser.

### Try This, Too: Exit the Slide Show

Right Click the presentation.

Click on **End Show**.

The Slide Show will close.

PowerPoint should still be open.

### Do This: Close the Internet Browser.

Click the **X** to Exit from the Internet.

OK, hyperlinks are good.

The composite image illustrates the process of testing a hyperlink in a PowerPoint slide show. The top part shows a slide titled "Made of silicon and glass" with a glass sculpture image. A screen tip appears over the image, reading "Click here to go to the Corning Museum of Glass". Below this, a close-up of the screen tip is shown. To the right, a screenshot of the Corning Museum of Glass website is displayed in a browser window, showing the homepage with navigation links like "Visit", "Collection", "Glassmaking", "Research", "Programs", "Get Involved", and "Shop".

6

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Start From Current Slide



Take One

## Back to the Drawing Board! Arrange the Graphics

Here is something you should proof in your presentation: look at how the pictures overlap. You may need to **Arrange** the images and send one to the back. In the example on this page, the picture of the planet Jupiter was covering up part of the space shuttle Atlantis.

### 7. Try it: Arrange the Graphics

Go to Slide 6.

Select the picture of the planet.

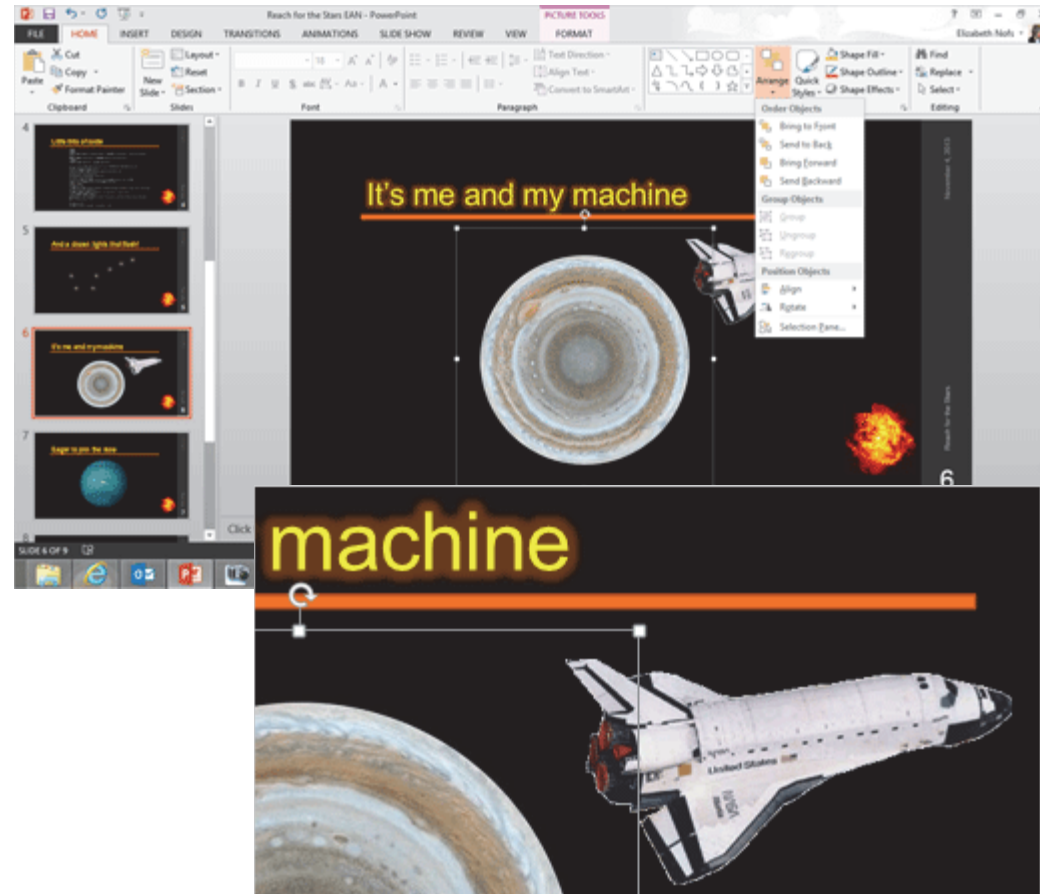
Go to **Home-> Drawing-> Arrange.**

Click on **Send to Back.**

**What Do You See?** The picture of the planet was moved to the Back, it is behind the picture of the space shuttle.

Keep going...

Home-> Drawing-> Arrange-> Send to Back



7

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.3 Order and Group Shapes and Slides: Align and Group Shapes (Arrange)





## Arrange the Graphic Position

You can also edit the **Position** of a graphic, picture, or shape with the **Arrange** options.

### 8. Try it: Arrange the Position

Still on Slide 6.

The picture of the planet is selected.

Go to **Home-> Drawing-> Arrange->Align**.

Click on **Align Left**.

**What Do You See?** The picture of the planet was moved to the left side of the slide.

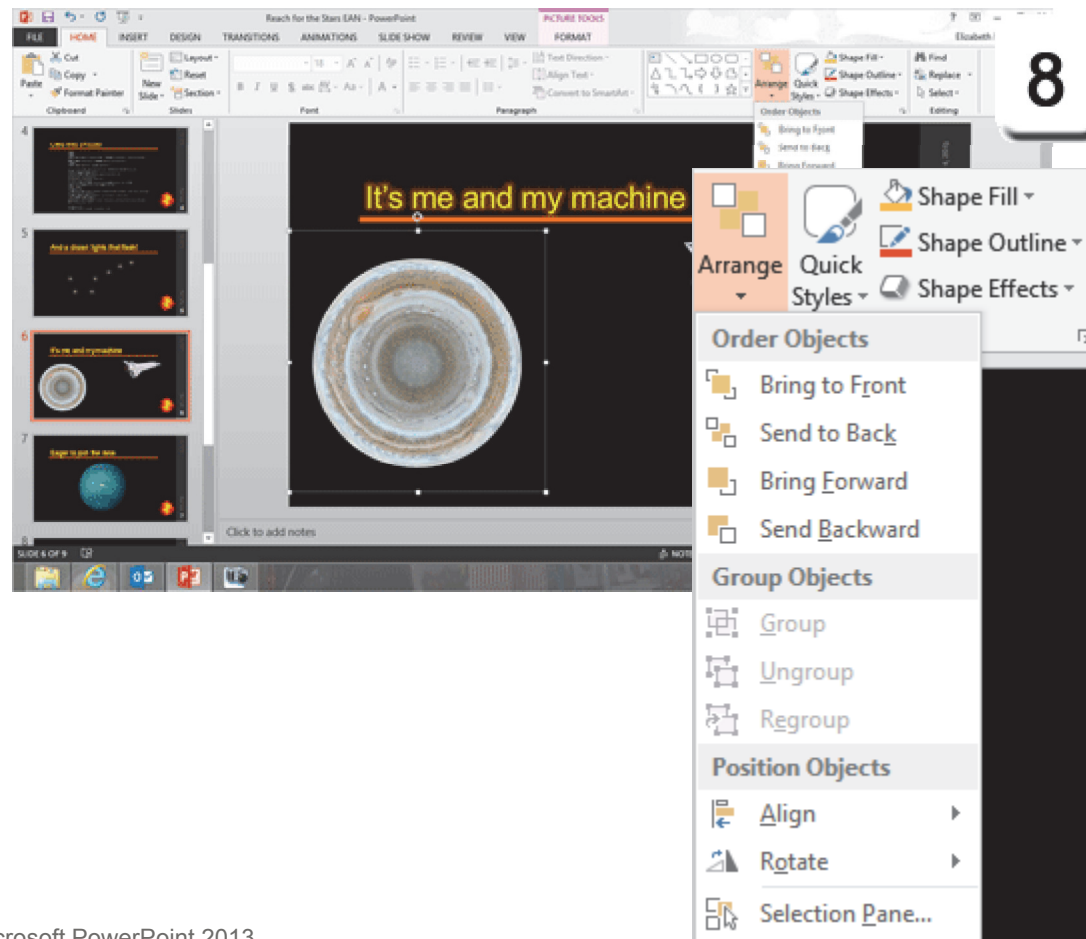
**What Else Do You See?** The Arrange options include the following:

Order Objects (Front, Back, Forward, Backward)

Group Objects (Group, Ungroup, Regroup)

Position Objects (Align, Rotate, Select)

Home-> Drawing-> Arrange-> Align



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.3 Order and Group Shapes and Slides: Align and Group Shapes (Arrange)



Take One

## Hide the Background Graphic

Sometimes the graphics on the Slide Master compete with the pictures on a slide. You can use the Design tools to **Hide the Background Graphics**.

### 9. Try it: Hide the Background Graphics

Go to Slide 2.

Go to **Design ->Customize->Format Background**.

A task pane, Format Background, should open.

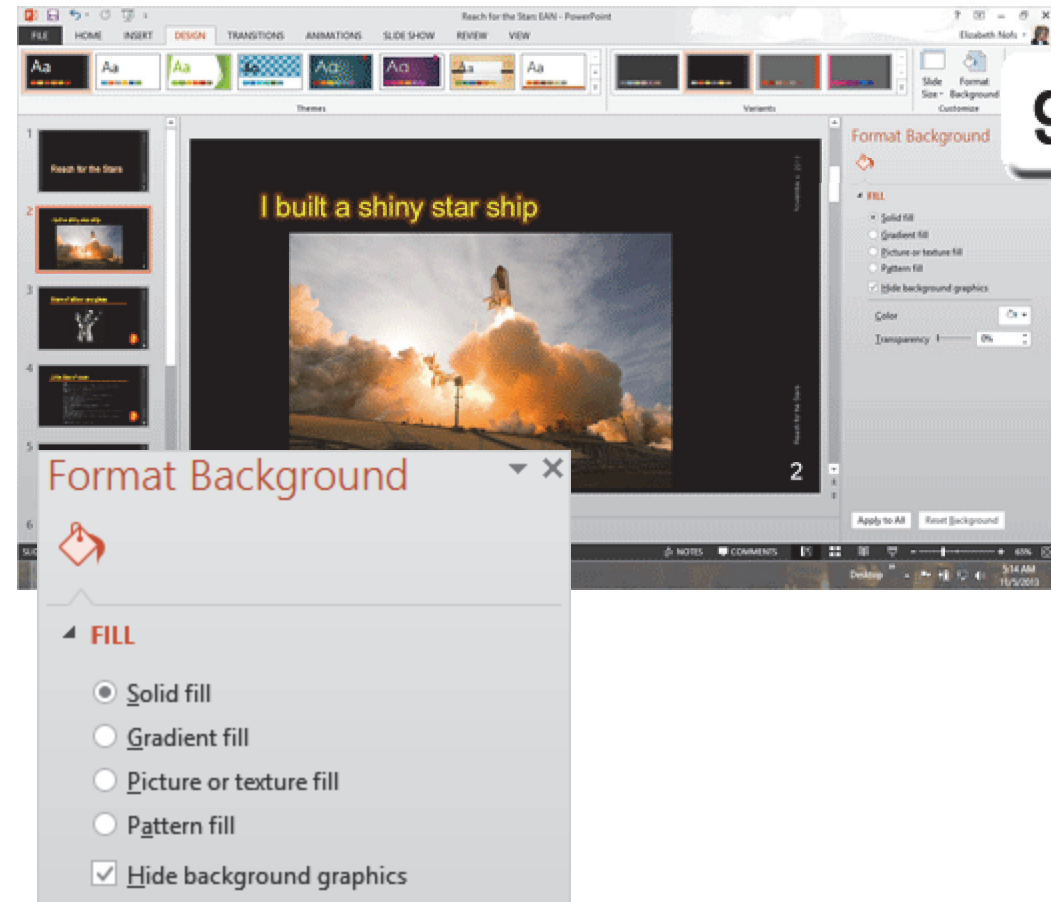
Click on: **Hide the Background Graphics**.

**What Do You See?** All of the Background Images that were added in the Master View have been hidden (not deleted) on this slide, only.

### Do This, As Well: Save Your Presentation

Go to **File->Save**.  
Save. Save. Save.

**Design ->Customize->Format Background->Hide the Background Graphics**



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides 2.1.5 Modify Slide Backgrounds



## Views: Slide Sorter

The **Slide Sorter** shows little thumbnail images of your slides. It is a visual outline and a great way to organize your thoughts.

The Slide Sorter is also the best place to add **Transitions** to your slides.

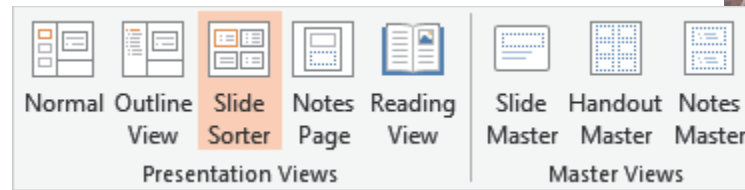
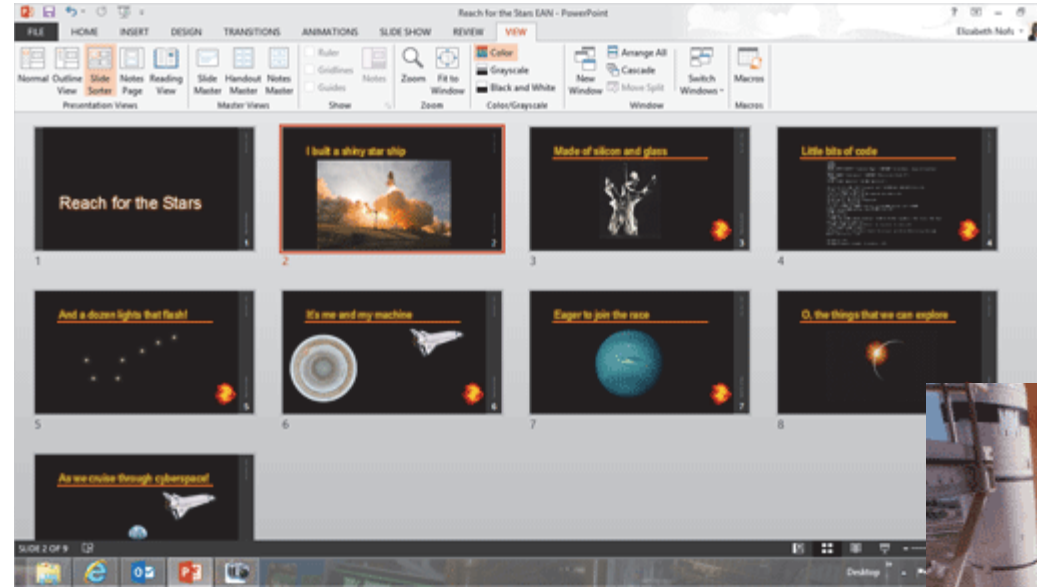
### 1. Try it: View the Slide Sorter

Go to **View ->Presentation Views**.  
Click on **Slide Sorter**.

**What Do You See?** The slides are shown as miniatures in rows.

Keep going, please...

### View ->Presentation Views-> Slide Sorter



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.3 Customize Presentation Options and Views: Use Views to Navigate Through Presentations



## Add a Slide Transition

Transitions animate how one slide leads into the next. Without a Transition, the segue can be abrupt and distracting. Let's investigate the **Transitions Ribbon**.

### 2. Try it: Add a Transition to This Slide

Select Slide 2.

Go to the **Transitions** Ribbon.

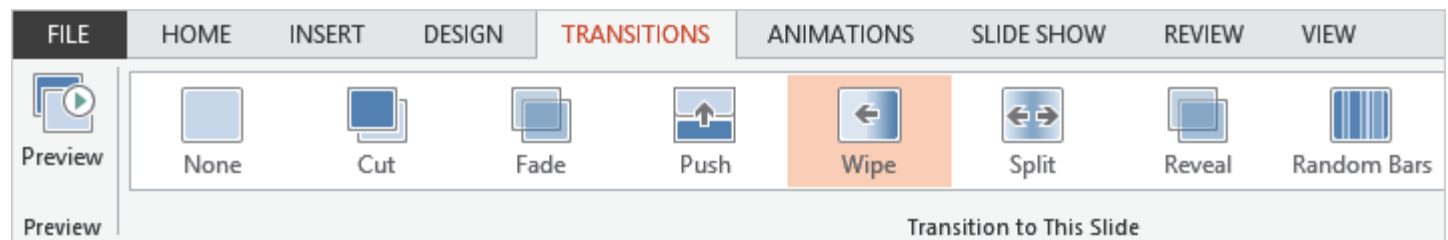
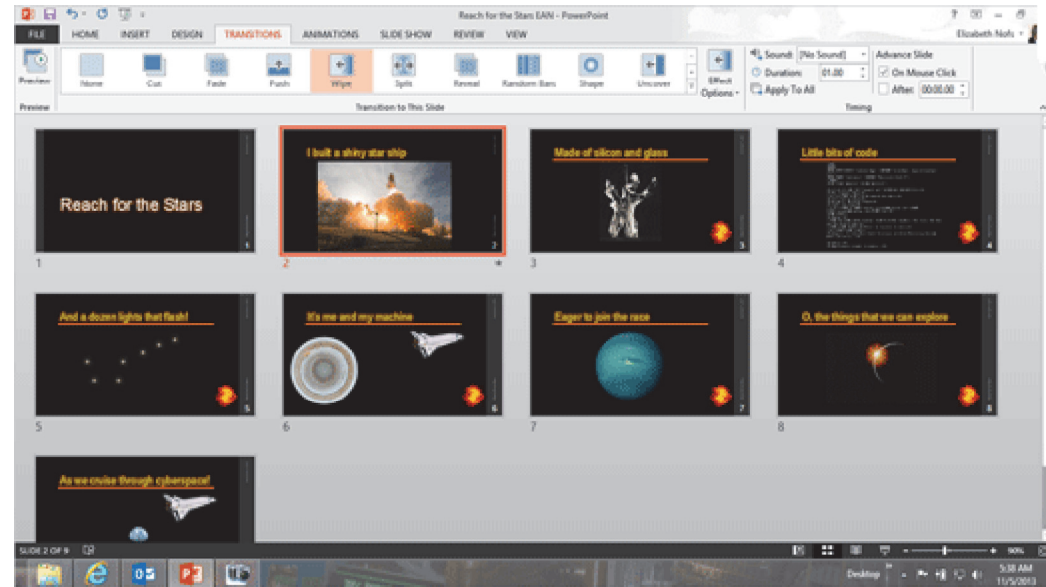
Go to **Transition to This Slide->Wipe**.

**What Do You See?** The Transition should play, giving you a little preview.

**What Else Do You See?** This Group is specially called "*Transition to This Slide*." That means the Transition will be applied to the slide that you select. You can have a different Transition for each slide if you wish.

Keep going...

## Transitions ->Transition to This Slide->Wipe



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.1 Apply Transitioning Between Slides: Insert Transitions between Slides



Take One

### Edit the Transition Effect

Each Transition may have several **Effect Options** that you can edit. For example, the Wipe Transition can begin from the top, bottom, right, left or any corner.

#### 3. Try it: Edit the Transition Effect

Slide 2 is selected.

The **Transitions** Ribbon is available.

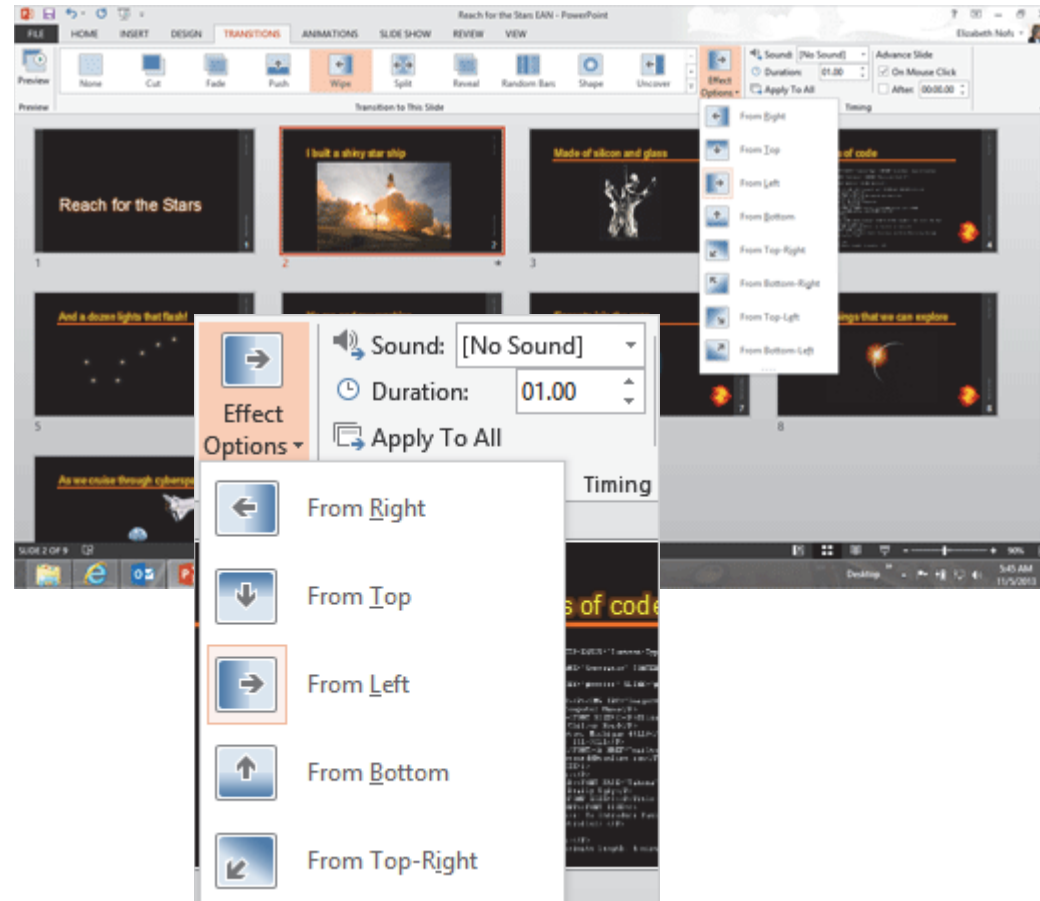
Go to **Transition to This Slide**.

Go to **Effect Options->From Left**.

**What Do You See?** The Transition should play the preview. In this example, the Transition would begin the Wipe from the left side of the slide.

Keep going...

### Transitions ->Transition to This Slide->Effect Options



3

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.1 Apply Transitioning Between Slides: Modify Transition Effects





Take One

## More Transition Options

### 4. Try it: Review the Transitions

Slide 2 is still selected.

The **Transitions Ribbon** should be available.

Go to **Transition to This Slide->More**.

**What Do You See?** PowerPoint has a rich library of Transitions. The categories include:

Subtle

Exciting

Dynamic Content

**Try This, Too: Pick an Exciting Transition**

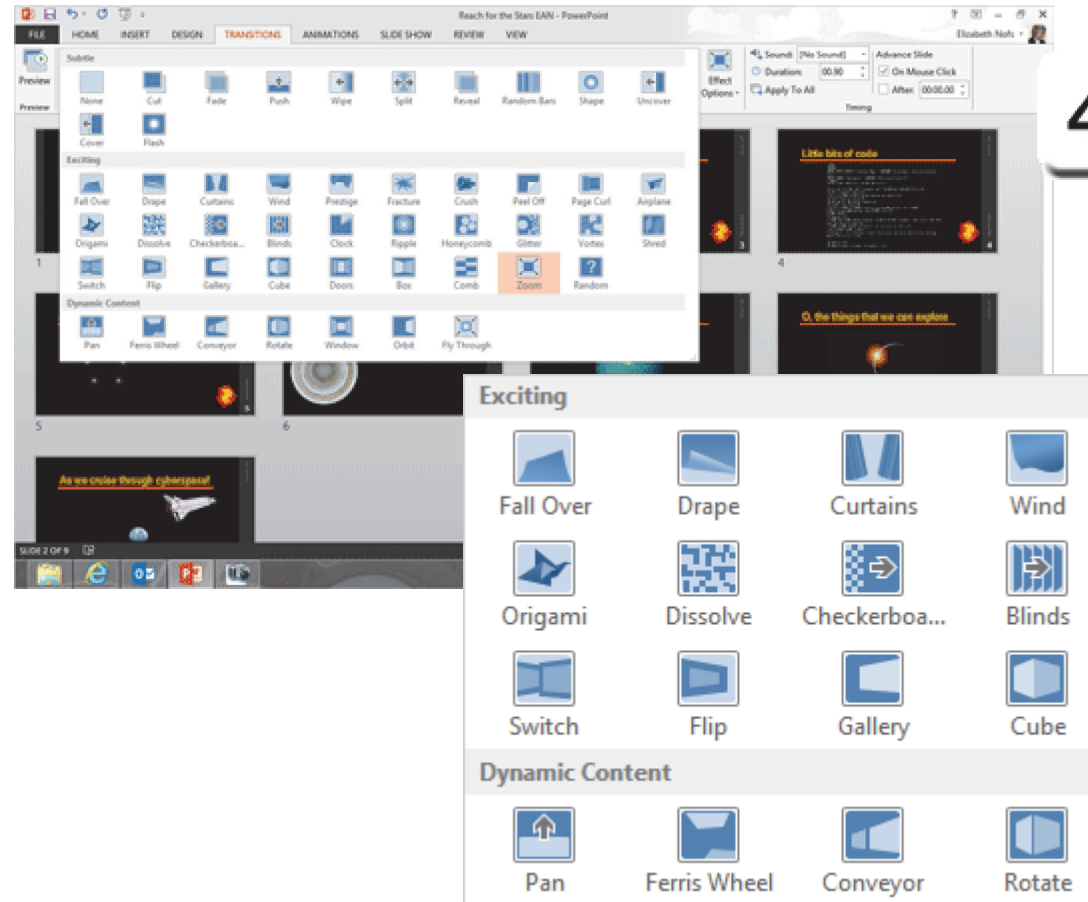
Select: **Zoom**.

The Slide Sorter should play the Transition.

Go to **Transitions->Preview** to see it again.

Keep going...this is getting good.

## Transitions ->Transition to This Slide->More



Exam 77-422: Microsoft PowerPoint 2013

4.0 Apply Transitions and Animations

4.1 Apply Transitioning Between Slides: Modify Transition Effects



## Add Sound to a Transition

### 5. Try it: Add Sound to a Transition

Slide 2 is still selected.

Go to **Transitions->Timing->Sound**.

Select a **Sound**: Camera.

### Try This, Too: Preview the Sound

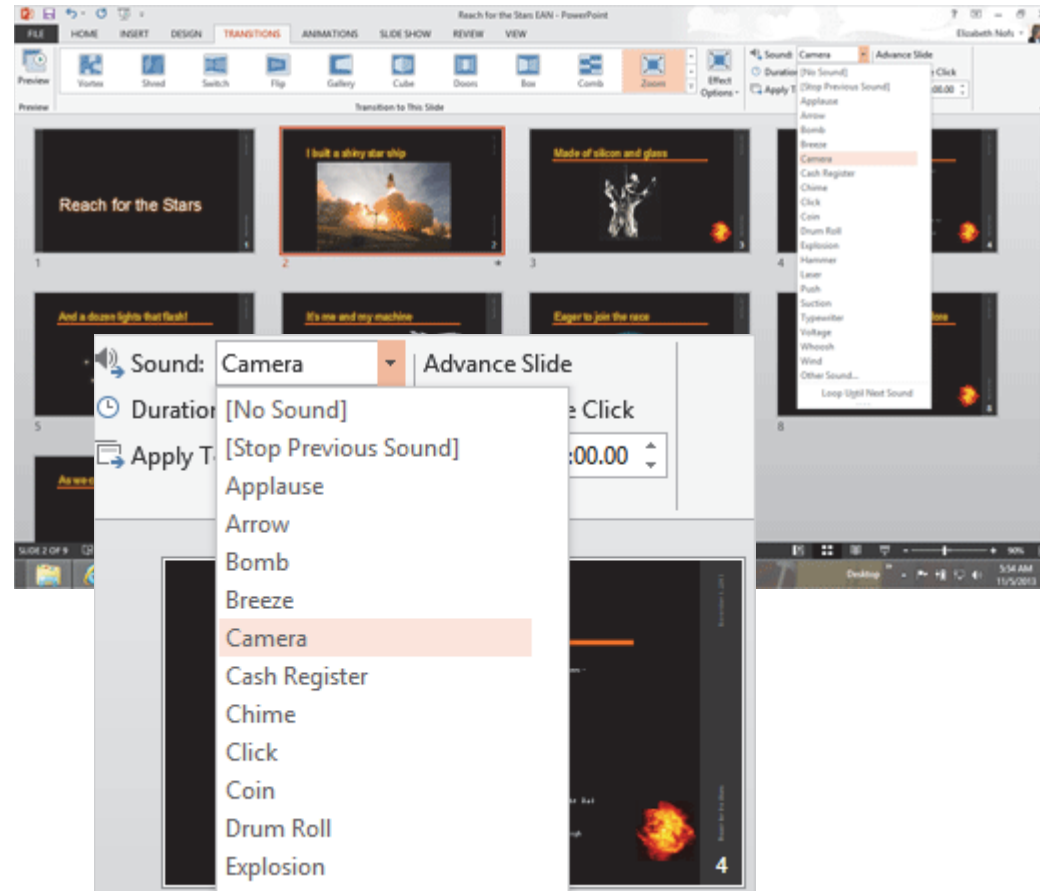
Go to **Transitions->Preview**.

**What Do You Hear?** You should hear the "Camera" Sound as the Transition plays.

**What if It Doesn't Work?** Please look for simple answers, first. Does your computer have speakers? Are the speakers turned on? Is the sound muted?

Keep going...

## Transitions ->Timing->Sound



5

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.1 Apply Transitioning Between Slides: Modify Transition Effects (Sound)



Take One

## Modify the Duration

Each Transition has a **Duration**. It is shown in seconds. The shorter the time, the faster the Transition plays.

### 6. Try it: Modify the Duration

Slide 2 is selected.

Go to **Transitions->Timing->Duration**.

Select a **Duration: 2.00**.

**What Do You See?** The Durations begin at 0.01 second, and increments in tenths of a second as you click the arrows.

### Try This, Too: Preview the Duration

Go to **Transitions->Preview**.

Keep going...

## Transitions ->Timing->Duration

The screenshot displays the PowerPoint interface with the 'TRANSITIONS' ribbon active. The 'Zoom' transition is selected for slide 2. The 'Timing' task pane is open, showing a duration of 02.00. The 'Advance Slide' section is also visible, with 'On Mouse Click' checked and 'After' set to 00:00.00. A large number '6' is positioned to the right of the slide sorter.

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.1 Apply Transitioning Between Slides: Modify Transition Effects (Duration)



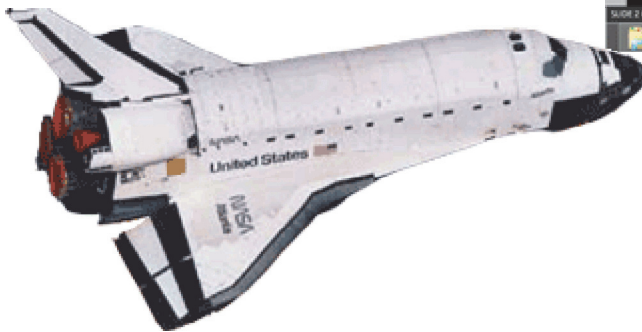
## Timing is Everything...

### 7. Try it: Review the Advance Options

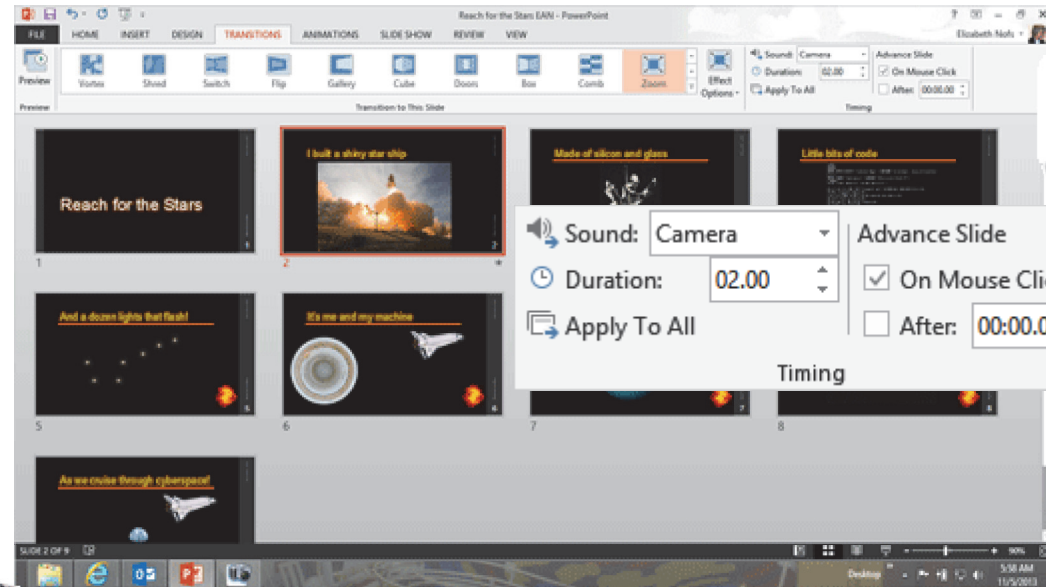
By default, PowerPoint will **Advance**, or go to the next slide when the presenter clicks any key on the keyboard or mouse. This option is called **On Mouse Click**.

**The slides advance at the presenter's discretion.** This option allows the presenter to say all of the information that goes with this slide. The presenter can go faster or slower, depending on the time allocated for her show.

Keep going...



## Transitions ->Timing->Advance Slide->On Mouse Click



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.1 Apply Transitioning Between Slides: Modify Transition Effects (Advance Slide Manually)



## Advance Automatically

You can use the Transitions Timing to set up a show that advances automatically. You could use this approach for a trade show or a kiosk.

### 8. Try it: Advance Automatically

Slide 2 is selected.  
Go to **Transitions->Timing**.  
Select **Advance Slide After: 3.00**.

**What Do You See?** When you **Preview** the slide, the Transition will show the Wipe Effect for 2 seconds and then advance to the next slide after another second.

**What Else Do You See?** The Slide Sorter shows a star (for Transition) and the timing (00:03 seconds) for the Transition.

Way cool.

## Transitions ->Timing->Advance Slide->After

The screenshot displays the Microsoft PowerPoint 2013 interface. The **TRANSITIONS** tab is active, and the **Timing** task pane is open on the right. In the **Advance Slide** section, the **On Mouse Click** checkbox is unchecked, and the **After** duration is set to **00:03.00**. The **Slide Sorter** at the bottom shows slide 2 selected, marked with a star icon and a **00:03** timing label. A preview window at the bottom right shows slide 2 with the text "I built a shiny star ship" and an image of a rocket launch.

8

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.1 Apply Transitioning Between Slides: Modify Transition Effects (Advance Slide Automatically)





Take One

### All for One and One for All

This Transition was applied to Slide 2. You can quickly make the rest of the slides match.

#### 9. Try it: Apply to All

Slide 2 is still selected.  
Go to **Transitions->Timing**.  
Click on **Apply to All**.

**What Do You See?** All of the slides in the Slide Sorter should have an animation star and the timing for the Transition.

Save, Save, Save.



### Transitions ->Timing->Apply to All

The screenshot displays the PowerPoint interface with the **TRANSITIONS** tab selected. The **Timing** task pane is open, showing the following settings:

- Sound: Camera
- Duration: 02.00
- Apply To All:
- Advance Slide:  On Mouse Click,  After: 00:03.00

The Slide Sorter shows a grid of slides. Slide 2 is selected. A large number '9' is overlaid on the right side of the screenshot.

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.1 Apply Transitioning Between Slides: Modify Transition Effects (Apply to All)



## Ready to Launch

Try it: **Start the Slide Show**

Go to **Slide Show ->Start Slide Show**.

Click on **From Beginning**.

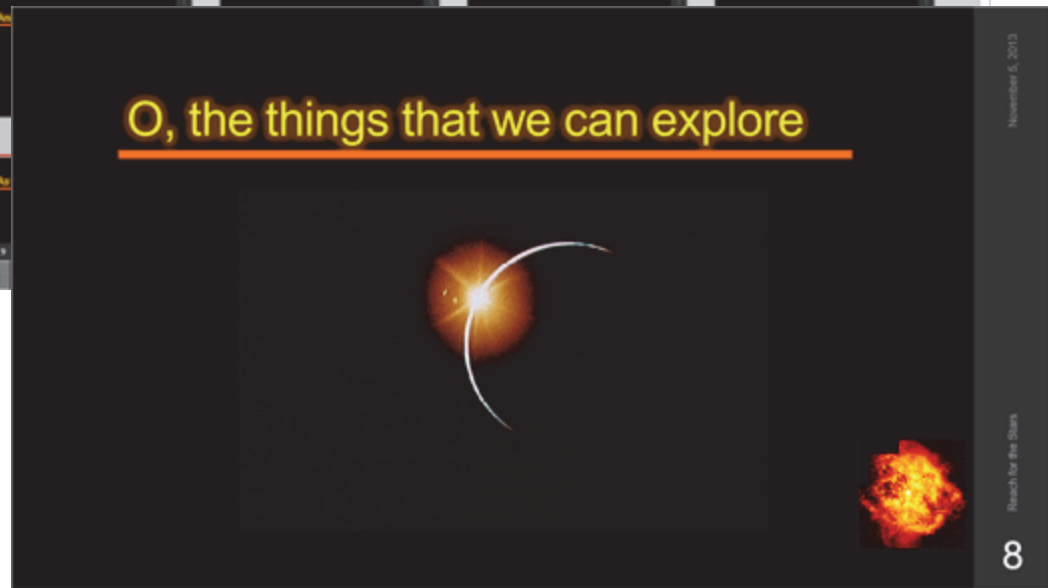
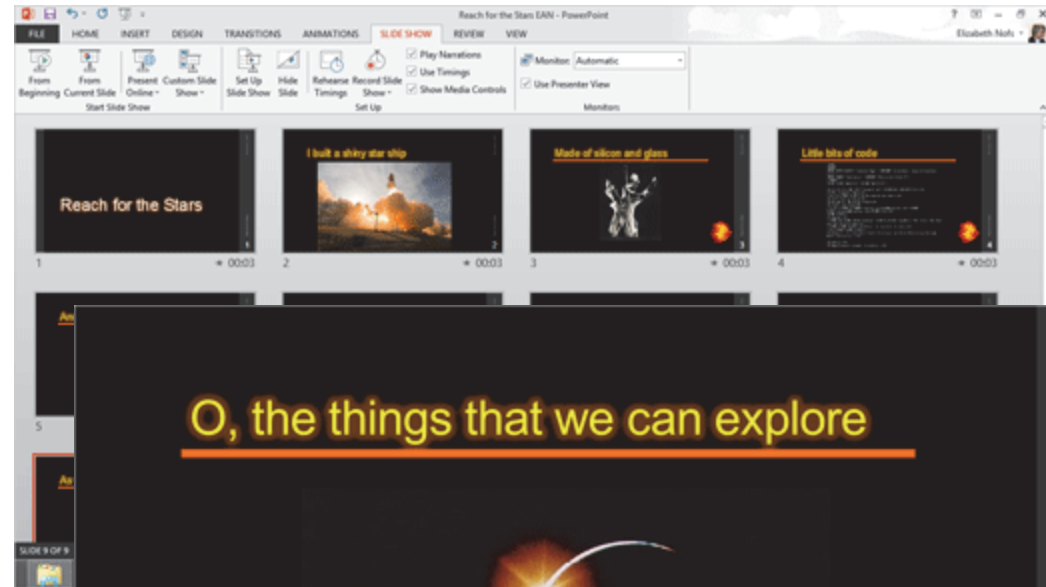
**What Do You See?** The presentation should advance automatically every three seconds.

Question: Will the slides advance On Click if you click the mouse?

Another Question: Did you get tired of the "camera" sound after the third or fourth slide?

**Memo to Self:** If you're lucky enough to have two monitors, PowerPoint will open the Slide Show on the second monitor, leaving PowerPoint open on the first. This is called **Presenter View**.

## Slide Show ->Start Slide Show ->From Beginning



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Start from Beginning



## End the Slide Show

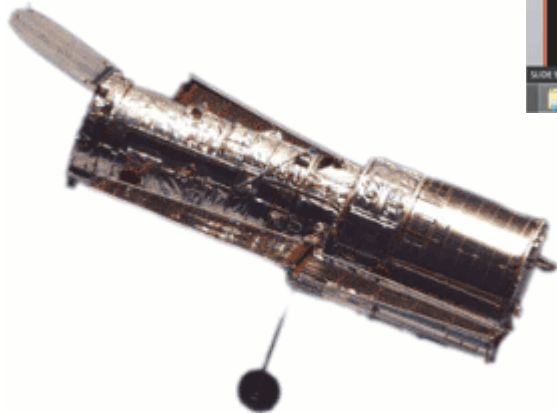
Say the presentation advances to the last slide. What happens then? The screen will fade to black and the following text should appear: **End of slide show, click to exit.**

### Try it: End the Slide Show

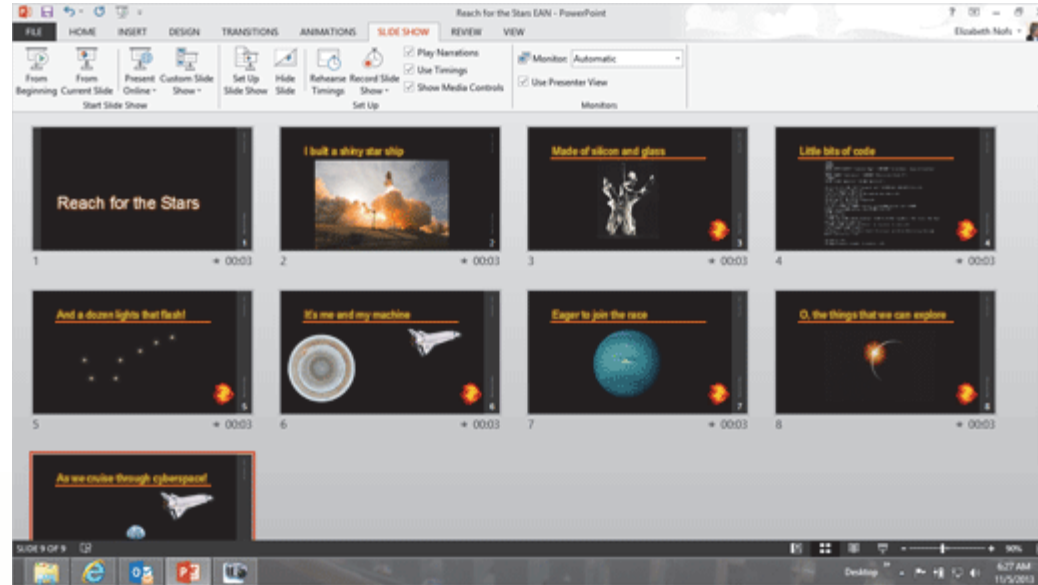
Click on the black screen.

**What Do You See?** The presentation window will close. The Slide Sorter will still be open.

**Memo to Self:** You can **Right Click-Exit** to close a presentation at any time.



End of slide show, click to exit.



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Start from Beginning

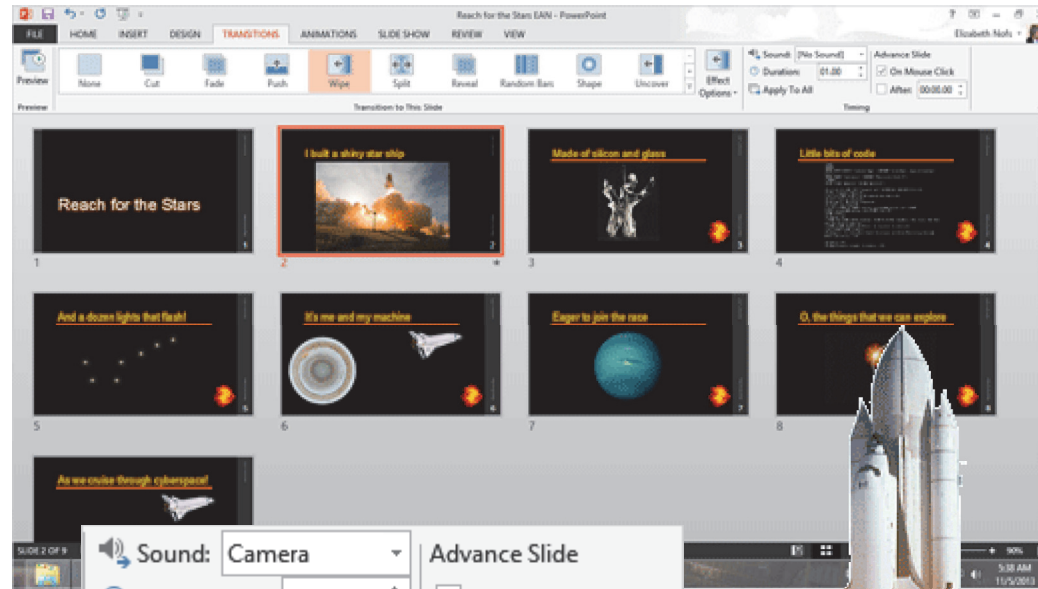


## Summary

We created a Master Slide and used the **Drawing Tools** to resize, format and position the graphics.

This lesson offered a good introduction to **Transitions**. Transitions included Effects, Effect Options and Timing.

Allez, Allez in free.  
You done good. You get the cookie.





# Practice Activity

## Lesson 3: Working with Transitions

**Before You Begin: Start Microsoft PowerPoint.**

**Try This: Do the following steps.**

1. Open a new, blank presentation.
2. Go to the Slide Master.
3. Format the background to be Style 9.
4. Format the text in the title box to be Word Art Style Gradient Fill-Black, Outline-White, Outer Shadow. Format the text outline to be Dashes: Square Dot.
5. Insert Shape: Cloud. Move the cloud to be on the right side of the slide, just under the title text.
6. If not already done by default, format the cloud with a blue fill and a darker blue outline.
7. Resize the cloud to be 1" by 1.5"
8. Apply the Effect: Shadow, Perspective Below.
9. Add the following text to the center footer box: Rainy Day Savings Company. Format the text as bold and blue.
10. In the left footer box, add the date and time and set it to update automatically.
11. Close the Master Slide View.
12. Add 4 new slides. Add the following slide titles:  
Setting Financial Goals  
Creating a Budget  
Tracking Spending  
Ways to Save
13. Add a picture to each slide related to saving money. Apply Picture Styles or other effects of your choice.
14. On Slide 2, add a second picture—find an umbrella in Clip Art. Move the pictures so that both pictures overlap. Put the umbrella layered behind your other picture.
15. On Slide 4, add a hyperlink to [www.mint.com](http://www.mint.com).
16. Go to the Slide Sorter.
17. On the Title Slide, add the Transition: Blinds. Change the effect option to be horizontal. Set the slide to advance automatically after 00.05.00.
18. On Slide 2, add the Transition: Flash. Add the sound Camera.
19. On Slide 3, add the Transition: Honeycomb. Change the Duration to be 5.50.
20. Save this file as Advanced PowerPoint Practice 3.







## Test Yourself

1. An object on the Slide Master is on which slides?

- a. Some slides
- b. Selected slides
- c. Only content slides
- d. All the slides

Tip: Advanced PowerPoint, 78

2. When the Slide Master Ribbon is visible, where is it located?

- a. At the far left of all the Ribbons
- b. At the far right of all the Ribbons
- c. Between the File and Home Ribbons

Tip: Advanced PowerPoint, page 79

3. What Ribbon has the command to add Shapes?

- a. Home
- b. Insert
- c. Tools
- d. Format

Tip: Advanced PowerPoint, page 83

4. Which of the following are true about Date and Time?

(Select all correct answers.)

- a. Command found on the Insert Ribbon
- b. Can be set to automatically update

Tip: Advanced PowerPoint, page 87

5. Which of the following are true about Footers?

(Select all correct answers.)

- a. The command is on the Insert Ribbon
- b. Can be added to all slides
- c. Can be added to just the selected slide

Tip: Advanced PowerPoint, page 89

6. Which of the following is true about Adjusting a picture?

(Select all correct answers.)

- a. Increase Brightness bathes the image in light and washes out the color
- b. Increase Contrast makes black darker and white brighter
- c. Decrease Contrast makes the pictures fade to gray

Tip: Advanced PowerPoint, page 93

7. Which of the following are true about adding Hyperlinks?

(Select all correct answers.)

- a. A hyperlink can be added to a picture
- b. Hyperlinks connect to web pages
- c. You can add a hyperlink to a PowerPoint presentation

Tip: Advanced PowerPoint, page 95

8. To test a hyperlink you need to start the Slide Show.

- a. True
- b. False

Tip: Advanced PowerPoint, page 96

9. Which of the following are Picture Tools-> Arrange options? (Select all correct answers.)

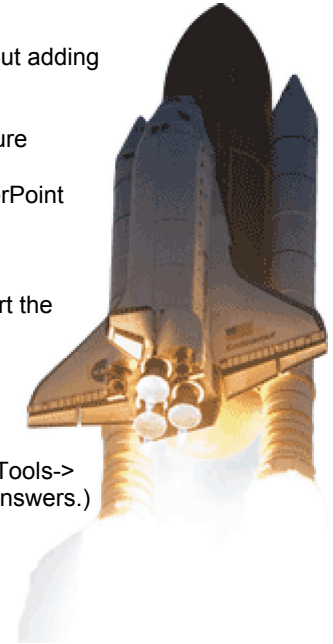
- a. Order Objects
- b. Group Objects
- c. Position Objects

Tip: Advanced PowerPoint, page 99

10. Which is true about adding Transitions? (Select all correct answers.)

- a. Only applied to the selected slide
- b. Use Transitions-> Timing-> Apply to all to add Transitions to all slides

Tip: Advanced PowerPoint, page 106





# Top Ten Reasons to Hire Me

## Advanced PowerPoint Objectives In this lesson, you will learn how to:

1. Use the Animations Ribbon to create an Entrance and and Exit.
2. Edit the Animation Effect and change the direction of the animation.
3. Change the timing and start options.
4. Create a Motion Path!
5. Animate text and edit the text options.



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## Lesson 4 : Animations

### 1. Readings

Read Lesson 4 in the Advanced Excel guide, page 115-142.

### Project

A slide show that uses Animation and Custom Animation.

### Downloads

[Top Ten Reasons to Hire Me 2013 COMPLETE.pptx](#)

[Baseball1.jpeg](#), [Baseball3.jpeg](#),  
[Basketball2.jpeg](#), [Basketball3.gif](#),  
[Football3.gif](#), [Football4.gif](#), [Football5.gif](#),  
[Gymnastics1.jpeg](#), [Gymnastics2.jpg](#),  
[Hockey2.jpeg](#), [HockeyPuck2.gif](#),  
[Swimming2.jpeg](#), [Track2.jpeg](#),  
[Volleyball2.jpeg](#), [volleyball3.gif](#),  
[Wrestling1.jpg](#)

[The Boy Who Cried Wolf.pptx](#)

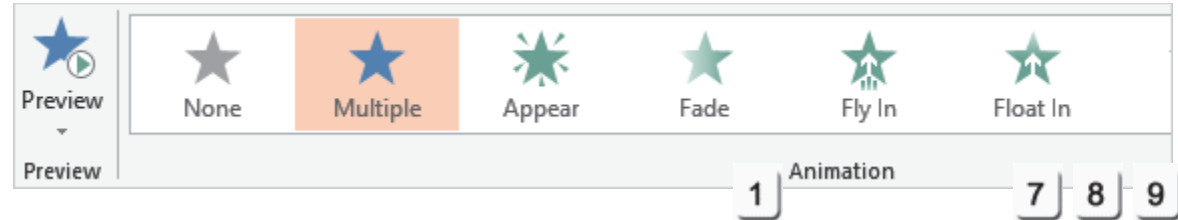
### 2. Practice

Do the Practice Activity on page 145.

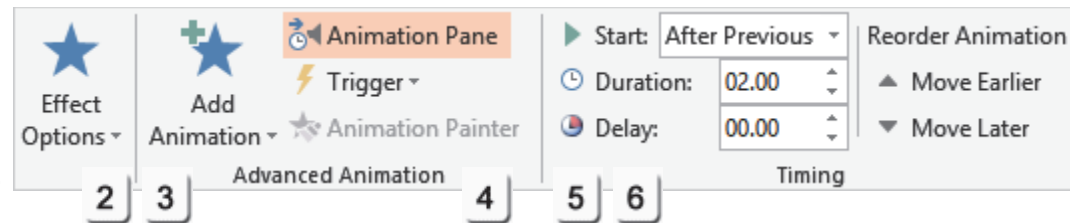
### 3. Assessment

Review the Test questions on page 146.

#### Animation Ribbon



#### Animation Ribbon



### Menu Maps

From the **Animation Ribbon**.

1. [Animations ->Animation->Fly In](#), page 123
2. [Animations ->Animation-> Effects Options](#), page 124
3. [Animations ->Advanced Animation->Add Animation](#), page 125
4. [Animations ->Advanced Animation-> Animation Pane](#), page 126
5. [Animations ->Timing->Start](#), page 127
6. [Animations ->Timing->Duration](#), page 128
7. [Animations ->Animation ->More](#), page 130
8. [Animations ->Animation->Motion Paths](#), page 134
9. [Animations ->Animation-> Underline](#), page 139

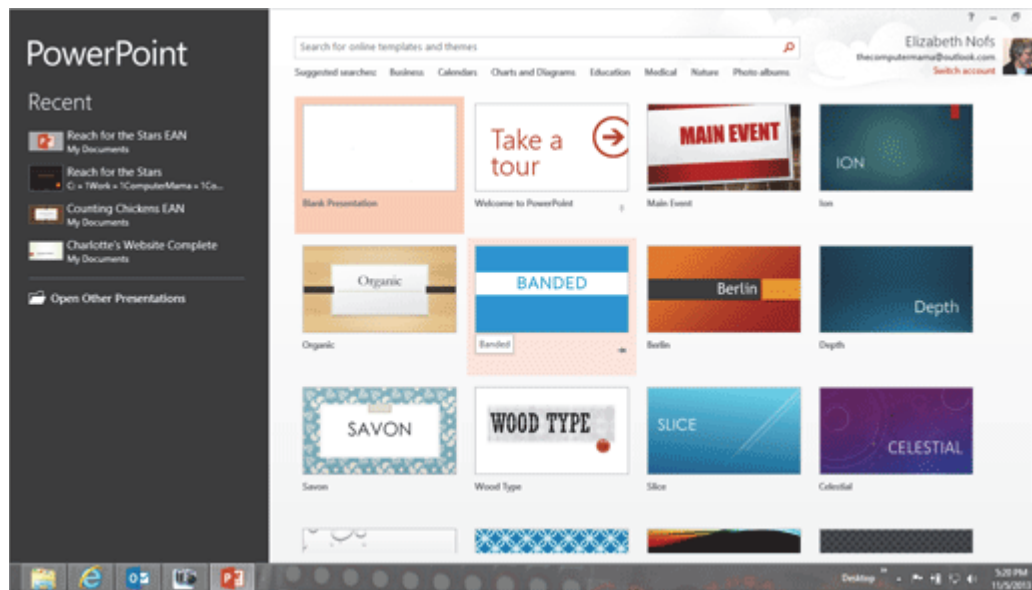




## Animation!

**Animation** is the heart and soul of PowerPoint. Animation keeps your audience interested and focused on your key points. **Animation Effects** can be applied to pictures or text. A picture can have more than one Animation. For example, a baseball can fly in (Entrance) and fly out (Exit). The Animation can include sound as well. This lesson is fun, creative and playful. There are a lot of sample files that you can use if you wish.

**Start PowerPoint 2013.** When you start PowerPoint you will be prompted to choose a template. **Select a new, Blank Presentation.**



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.1 Create a Presentation: Create Blank Presentations



## Before You Begin

This lesson introduces **Animations**. The Animations Ribbon includes Animation, Advanced Animation and Timing. We will animate pictures and text.

### 1. Try it: Create a New Presentation

Open PowerPoint. You should see a new, blank presentation.

Go to **Home ->Slides->New Slide**

Please add 10 new slides for a total of 11.

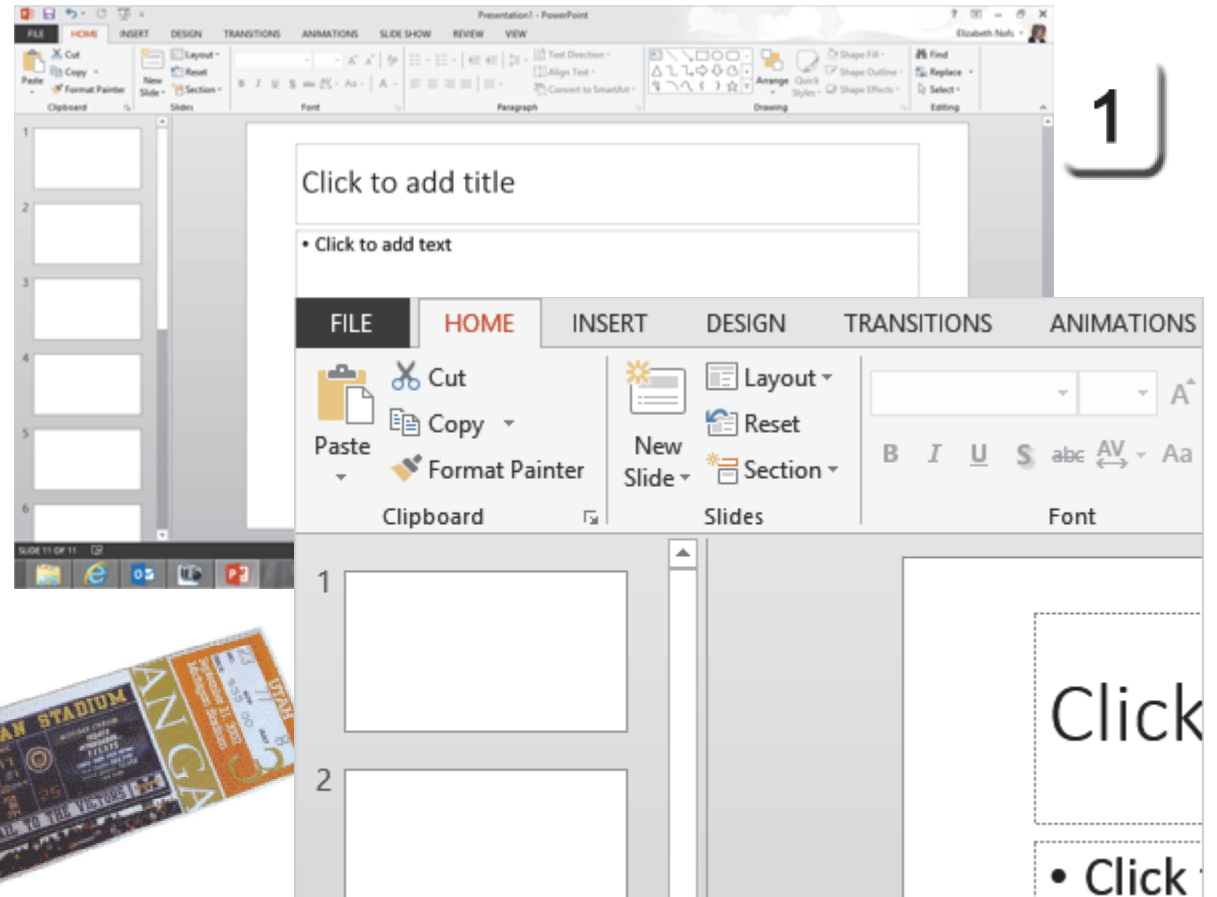
Keep going...

**Memo to Self:** You do not have to MATCH the images and special effects shown on these pages.

Please add your own pictures if you wish. It is more important that you begin with something and try the options that are available



Home ->Slide->New Slide



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Add Slides





## Enter the Titles

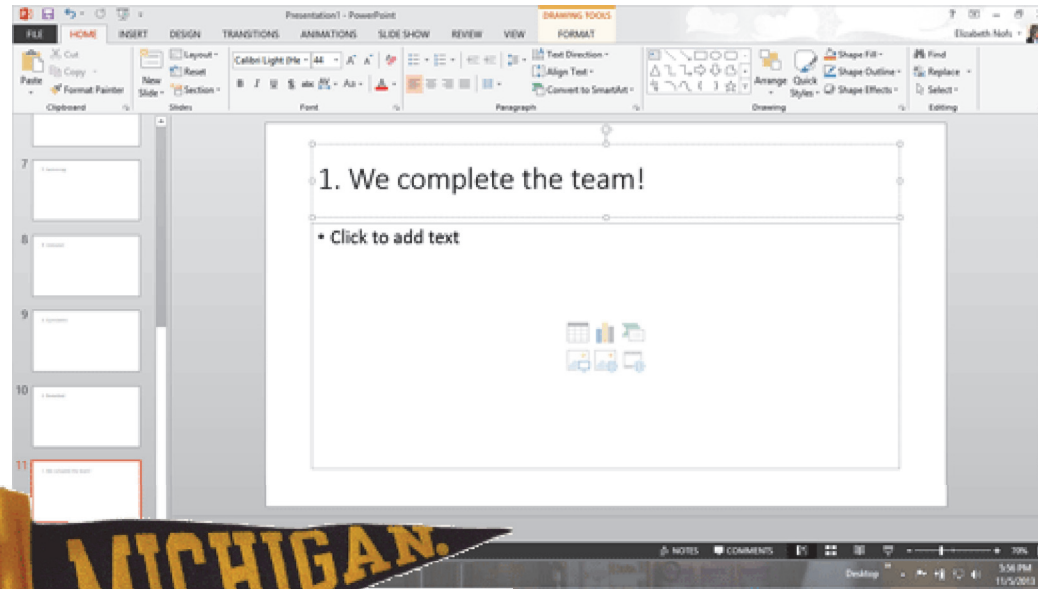
### 2. Try This: Add Text to the Titles

Counting down the top ten reasons, please enter the following titles.

- Slide 1, type: Top Ten Reasons to Hire Me
- Slide 2, type: 10. Football
- Slide 3, type: 9. Track
- Slide 4, type: 8. Hockey
- Slide 5, type: 7. Baseball
- Slide 6, type: 6. Wrestling
- Slide 7, type: 5. Swimming
- Slide 8, type: 4. Volleyball
- Slide 9, type: 3. Gymnastics
- Slide 10, type: 2. Basketball
- Slide 11, type: 1. We complete the team!

Keep going...

Home ->Slide->New Slide



Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.1 Insert and Format Text: Enter Text



Take Two

## Design: Themes

The **Theme** sets the tone of the presentation. Some themes are dark and serious. Others have primary colors and look very playful.

### 3. Try it: Apply a Theme

Go to **Design ->Themes**.

**Select:** Main Event.

### Do This: Save the Presentation

Go to **File->Save**.

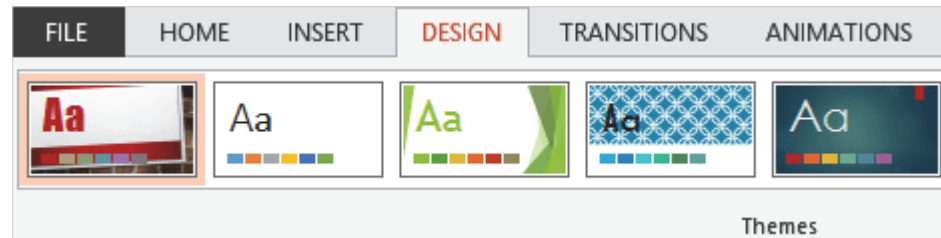
Browse to your Documents folder.

Type the name: Top Ten Reasons to Hire Me.

Click **Save**.

Keep going...

## Design ->Themes



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Apply Styles to Slides



## Insert the Sports Pictures

Every picture tells a story. Pictures motivate your audience and focus on the message you are trying to convey. Please add one or two pictures to each slide.

### 4. Try it: Insert Pictures

Begin on Slide 2.

Go to **Insert ->Illustrations->Picture**.

You will be prompted to **Browse** for the pictures. This computer course offers many sample graphics online. You can also use your own pictures if you wish.

Add pictures to each slide.

### Try This, Too: Format the Pictures

Select a picture on Slide 2.

Go to **Picture Tools->Format**.

Choose a **Picture Style**.

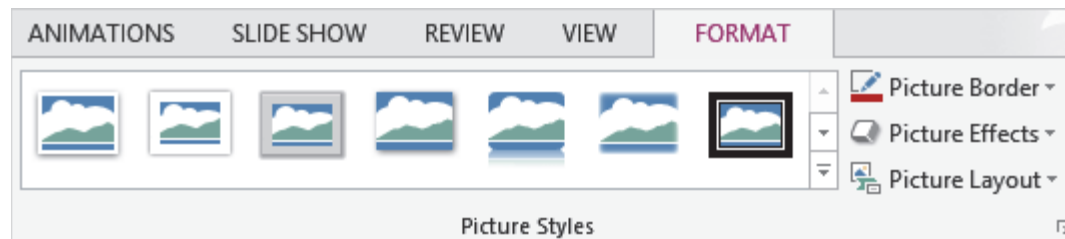
Format all of the pictures with the same Picture Style.

Keep going...

## Insert ->Illustrations->Picture



4



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Apply Styles





## Hello, Animations

### 6. Try it: Add an Animation

The football on Slide 2 is selected.

Go to **Animations ->Animation**.

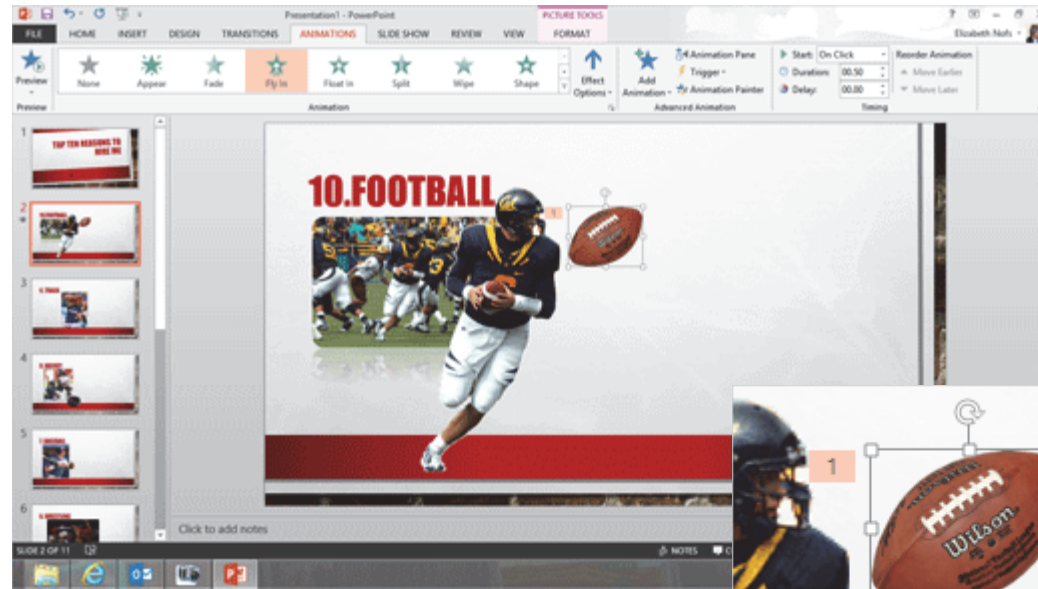
Select: **Fly In**.

**What Do You See, Now?** By default the picture probably flies up from the bottom, and that just isn't the right direction for a football, is it?

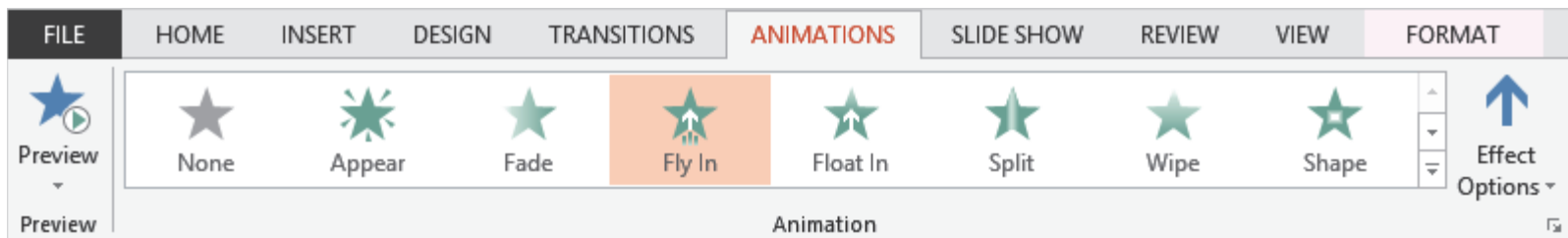
Keep going...

**Memo to Self:** You can click on **Preview** to play the animation again.

Animations ->Animation->Fly In



6



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Apply Animations to Shapes





## Edit the Effect Options

Each animation **Effect** has options. For example, you can change the direction of the animation. A football should fly in from the top, not rise from the bottom.

### 7. Try it: Edit the Effect Options

The football on Slide 2 has the Fly In animation effect. It is selected.

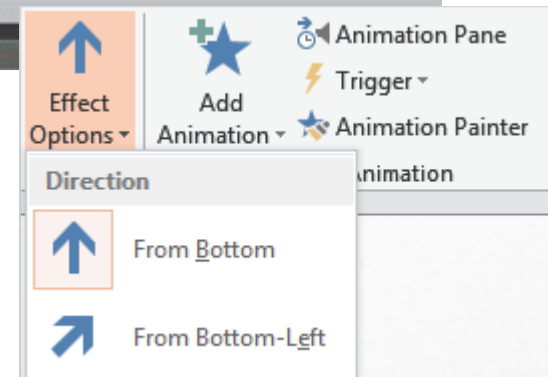
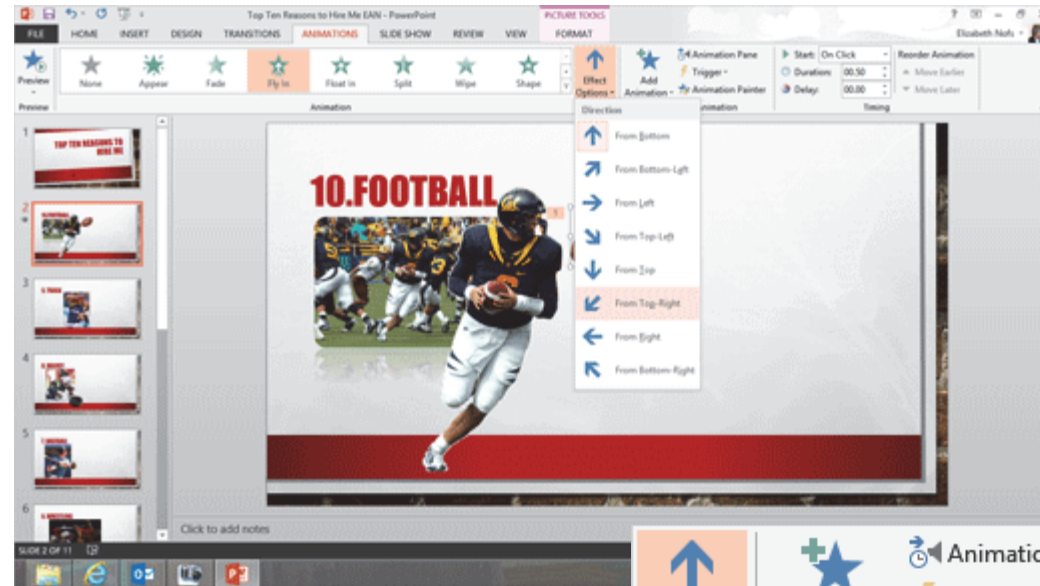
Go to **Animations ->Animation**.

Go to **Effect Options->From Top-Right**.

**What Do You See?** The football begins in the top right corner and stops where you placed it on the slide.

Keep going...

## Animations ->Animation-> Effect Options



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Modify Animation Options



## More than one Animation

An object can have an entrance and an exit.

### Before You Begin: Add a Picture

Go to Slide 5: Baseball

Go to **Insert->Illustrations->Picture**.

**Browse** to your Documents folder and select the baseball picture.

Place the baseball by the batter.

### 8. Try This: Add an Entrance

Select the baseball.

Go to **Animations ->Animation**.

Select: **Fly In**.

Go to **Animations->Animation**.

Go to **Effect Options->From Right**.

### Try This, Too: Add an Exit

Select the baseball again.

Go to **Animations ->Advanced Animation**.

Go to **Add Animation->Fly Out**.

Go to **Animations->Animation**.

Go to **Effect Options->To Top Right**.

Preview the animation. Save, Save, Save

## Animations ->Advanced Animation->Add Animation

The screenshot shows the PowerPoint interface with the Animations tab selected. The main slide area displays a slide titled "7. BASEBALL" with a picture of a baseball player. The Animations task pane is open, showing the "Add Animation" pane with various animation options. The "Add Animation" pane is expanded to show the "Emphasis" category, which includes options like Pulse, Color Pulse, Teeter, Spin, Grow/Shrink, etc. The "Start" dropdown is set to "On Click", and the "Duration" is set to "00:50".

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Apply Animations to Shapes



Take Two

## Show the Animation Pane

The **Animation Pane** lets you work with multiple animations. Each animation is listed in order on the play list. There is a simple timeline that tracks the play.

- 1. **Try it: Show the Animation Pane**  
Go to **Animations ->Advanced Animation**.  
Go on **Animation Pane**.

**What Do You See?** The Animation Pane should be available on the right side.  
What can we do with this, we wonders....

### Animations ->Advanced Animation-> Animation Pane

The screenshot shows the PowerPoint interface with the **Animations** tab selected. The **Advanced Animation** task pane is open, showing options for **Add Animation**, **Trigger**, and **Animation Painter**. The **Timing** section includes **Start: On Click**, **Duration: 00.50**, and **Delay: 00.00**. The **Animation Pane** on the right side of the slide shows a list of animations, with **Picture 6** selected and highlighted in orange. A large number **1** is overlaid on the top right of the screenshot.



Exam 77-422: Microsoft PowerPoint 2013  
 4.0 Apply Transitions and Animations  
 4.3 Set Timing for Transitions and Animations: Demonstrate How to Use the Animation Pane



Take Two

## Set the Start Options

By default, PowerPoint animations and transitions begin when you click the mouse or any key on the keyboard: **On Click**. You can make the animation start automatically. Here are the steps.

### 2. Try it: Set the Start Options

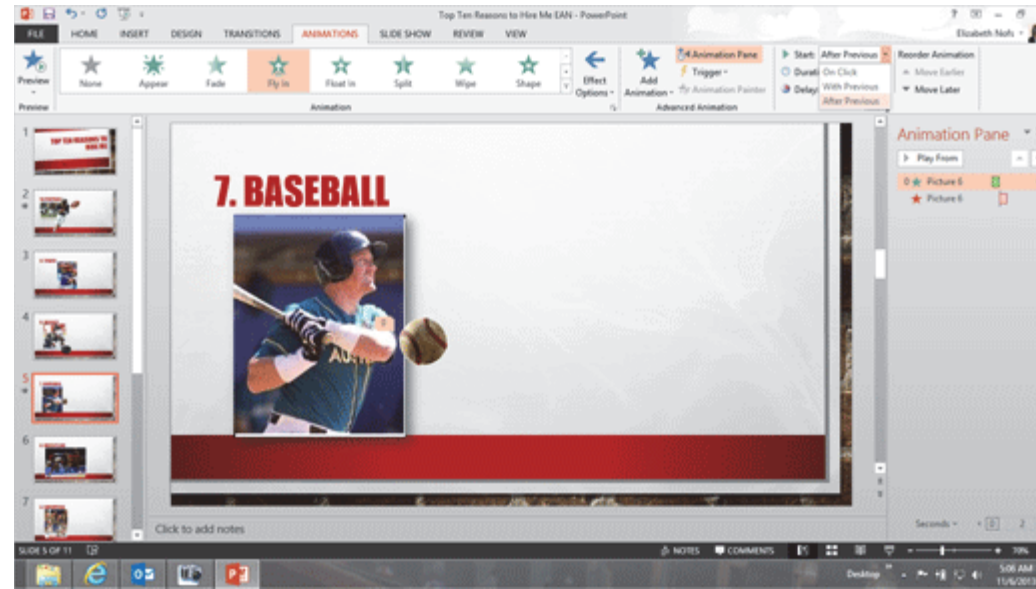
The baseball on Slide 5 is selected. The Animation Pane is visible. The first animation, an Entrance, is selected in the Animation Pane. Go to **Animations ->Timing->Start**. Select: **After Previous**.

**What Do You See?** Both animations should start **After Previous**.

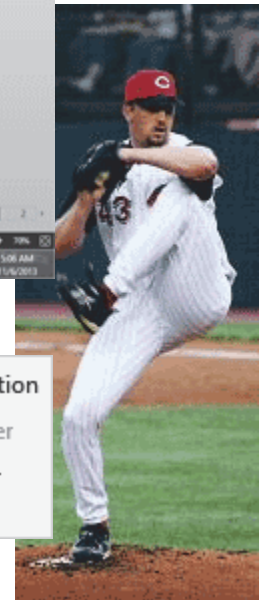
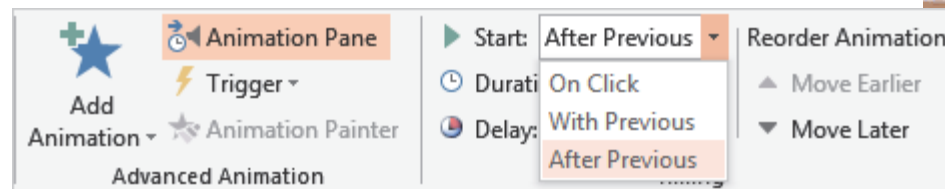
**Preview** the animations.

Not bad. Keep going...

## Animations ->Timing->Start



2



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.3 Set Timing for Transitions and Animations: Configure Start and Finish Options



Take Two

### Set the Timing

There are two **Timing** options you can edit: **Duration** and **Delay**.

The **Duration** is the time it takes to play the animation. The shorter the Duration, the faster the animation is played.

The **Delay** is the amount of time between the animations. In this example, there is no Delay (0 seconds) between when the ball flies in and when it flies out.

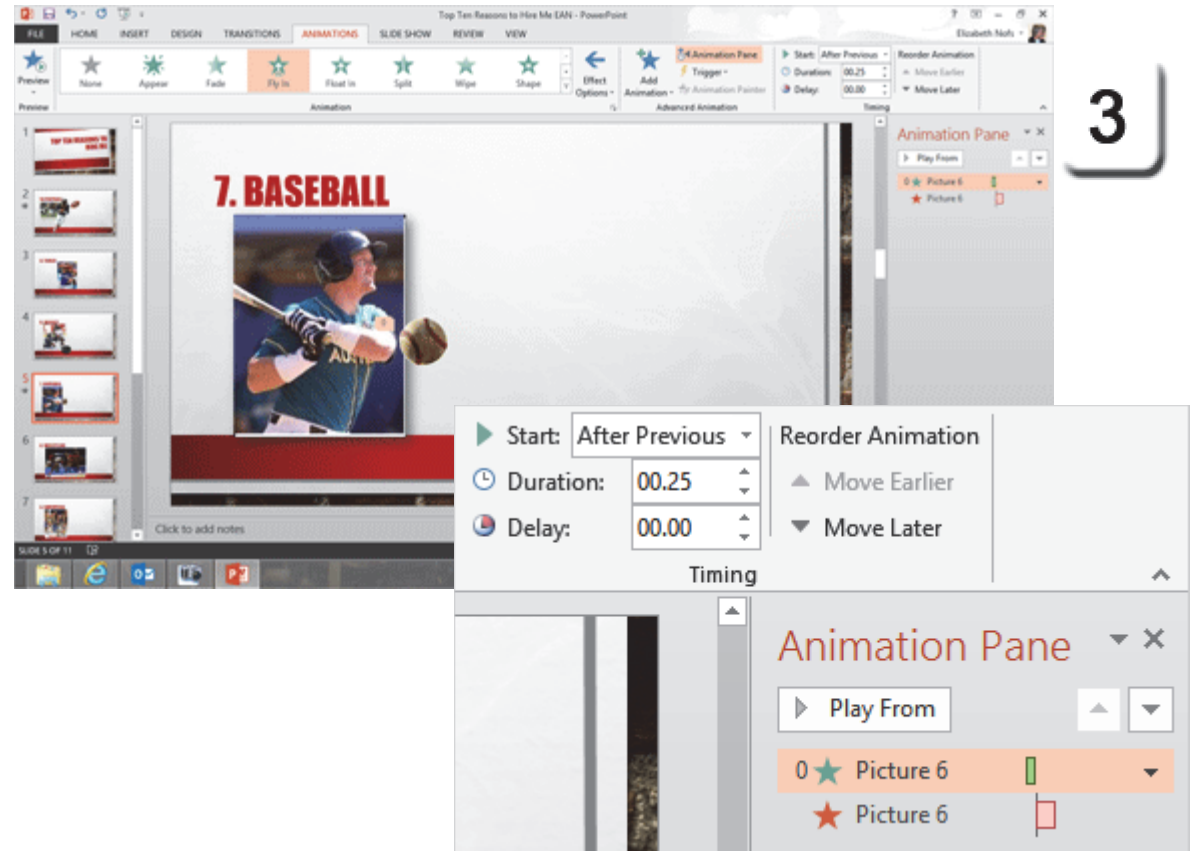
#### 3. Try it: Set the Timing

The baseball on Slide 5 is selected. The Animation Pane is visible. Click on the first animation. Go to **Animations ->Timing->Duration**. Select: .25

**Preview** the animation.

Keep going...

### Animations ->Timing->Duration



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.3 Set Timing for Transitions and Animations: Modify Duration of Effects





Take Two

### Add Sound to an Effect

You can use the Animation Pane to select an animation and edit the **Sound**.

#### 4. Try it: Add Sound to an Animation

The baseball on Slide 5 is selected.  
The Animation Pane is visible.  
Double Click the second animation.

**What Do You See?** The Effect editor should open. There are two tabs: Effect and Timing. Go to the **Effect** Tab.  
Edit the Sound: **Applause**  
Click **OK**.

**Preview** your effect.  
And the Crowd Goes Wild.

Keep going...

### Animations ->Advanced Animation

The screenshot shows the PowerPoint 2013 interface with the 'Animations' tab selected. The 'Fly Out' animation is applied to a slide titled '7. BASEBALL'. The 'Animation Pane' is visible on the right, showing a list of animations. A large number '4' is overlaid on the right side of the screen. The 'Fly Out' dialog box is open, showing the 'Effect' tab. The 'Sound' is set to 'Applause'. The 'After animation' is set to 'Don't Dim'. The 'Animate text' is set to 'None'. The 'Direction' is set to 'To Top-Right'. The 'Smooth start' and 'Smooth end' are both set to '0 sec'. The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog box.

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Modify Animation Options (Add Sound)



Take Two

## More Entrance Effects

The Animation Library has Entrance, Emphasis and Exit Effects. Of course, you can always find **More...**

### Before You Begin: Add a Picture

Go to Slide 8: Volleyball

Go to **Insert->Illustrations->Picture**.

**Browse** to your Documents folder and select the volleyball picture.

Place the volleyball on the bottom right.

### 5. Try This: Find More Entrance Effects

Select the volleyball.

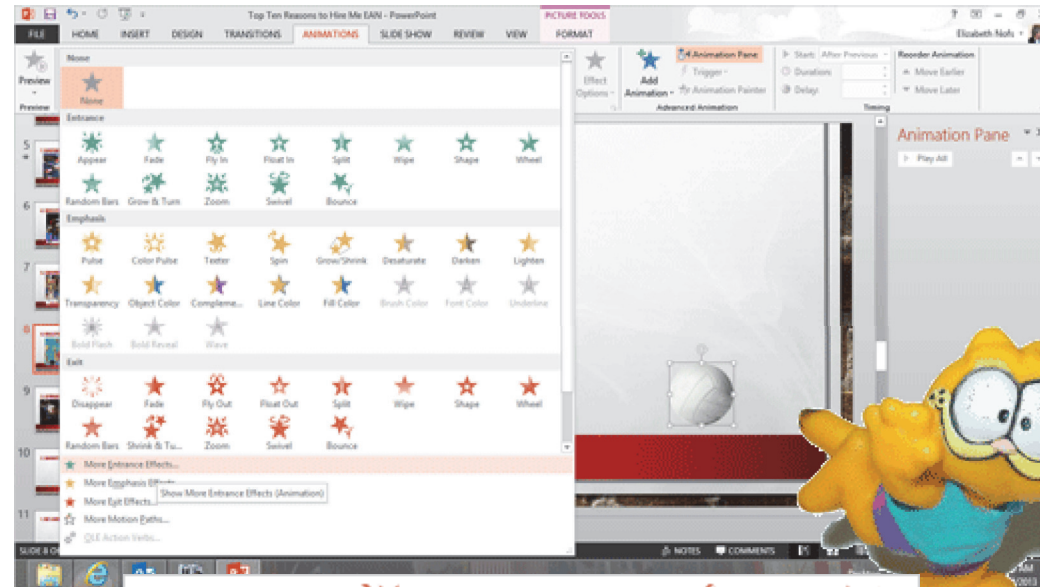
Go to **Animations ->Animation->More**.

You should see the Animation Library.

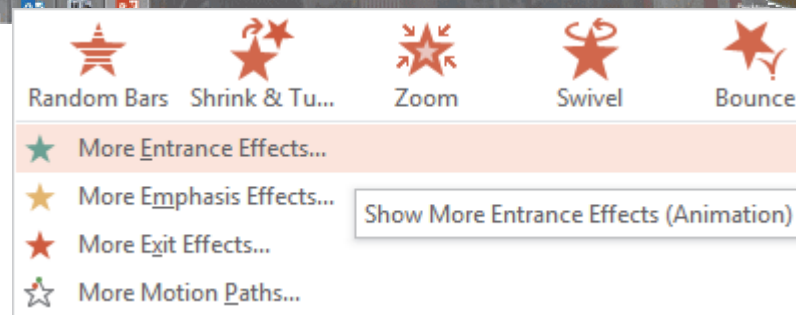
Click on **More Entrance Effects**.

Keep going...

Animations ->Animation ->More



5



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Modify Animation Options (More Effects)



Take Two

## Exciting Entrance Effects

The Entrance Effects are arranged by category: Basic, Subtle, Moderate and Exciting.

### 6. Try it: Choose an Exciting Entrance

The volleyball on Slide 8 is still selected.

Go to **Exciting->Bounce**.

Click **OK**.

### Try This, Too: Modify the Timing

Go to **Animations-> Timing**.

Edit the **Start: After Previous**.

**Preview** the animation. The volleyball will appear on the left and bounce to where you placed it on the slide.

Keep going...

Animations ->Animation ->More-> More Entrance Effects

The screenshot shows the PowerPoint interface with the 'Change Entrance Effect' dialog box open. The 'Exciting' category is selected, and 'Bounce' is highlighted. The 'Preview Effect' checkbox is checked. The background shows a slide titled '4. VOLLEYBALL' with a volleyball image. A large number '6' is overlaid on the right side of the screenshot.



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Modify Animation Options (More Entrance Effects)



Take Two

## More Exit Effects

**Before You Begin: Add another picture**

Go to Slide 4: Hockey

Go to **Insert->Illustrations->Picture**.

**Browse** to your Documents folder and select the picture of a hockey puck.

Place the puck in the center of the slide.

### 7. Try This: Find More Exit Effects

Select the puck.

Go to **Animations ->Animation->More**.

Click on **More Exit Effects**.

Go to **Exciting->Spiral Out**.

Click **OK**.

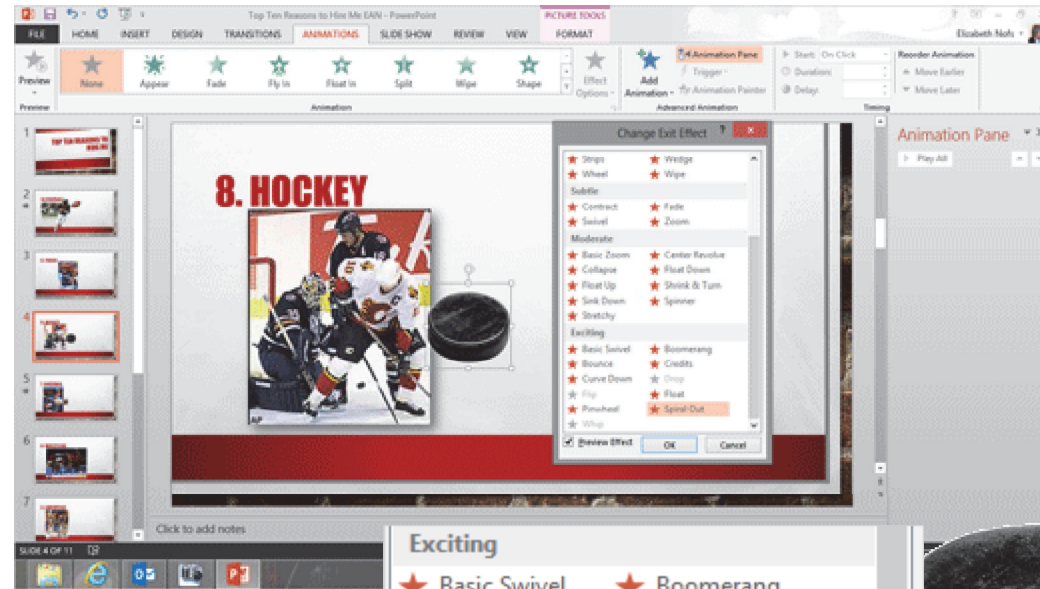
### Try This, Too: Modify the Timing

Go to **Animations-> Timing**.

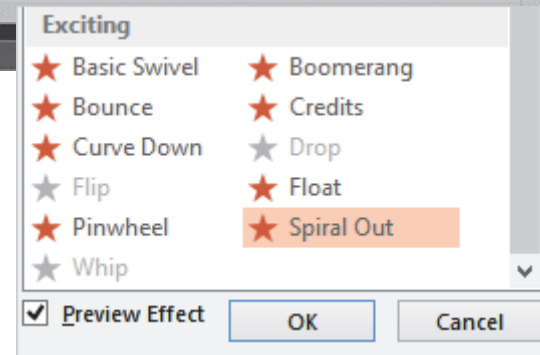
Edit the **Start: After Previous**.

Preview the animation. The puck will begin where you placed it, then spiral out.

## Animations ->Animation ->More-> More Exit Effects



7



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Modify Animation Options (More Exit Effects)





## Custom Animation

So far, so good. This lesson has shown how to find the various animation effects in the library. You can create your own animation effects.

### Before You Begin: Add a Picture

Go to Slide 10: Basketball

Go to **Insert->Illustrations->Picture**.

**Browse** to your Documents folder and select the basketball picture.

Place the basketball in the upper left corner of the slide, please.

### 1. Try This: Apply Image Corrections

You can use the Picture Tools to select the white background around the basketball picture and make it transparent.

Select the basketball picture on Slide 10.

Go to **Picture Tools->Adjust->Color**.

Select: **Set Transparent Color**.

Click on the white background surrounding the basketball picture.

Keep going...this could be interesting.

## Insert->Illustrations->Picture

The screenshot shows the Microsoft PowerPoint 2013 interface. The 'Picture Tools' ribbon is active, and the 'Color' menu is open. The 'Color' menu is divided into several sections: 'Color Saturation' (with a color wheel), 'Color Tone' (with a color gradient), 'Recolor' (with various color swatches), and 'More Variations' (with 'Set Transparent Color' and 'Picture Color Options...'). The 'Set Transparent Color' option is highlighted. In the background, a slide titled 'Top Ten Reasons to Hire Me EAN' is visible, showing a basketball player dunking. A '1' in a box is overlaid on the right side of the screenshot.

**Memo to Self:** The basketball image is hidden behind the Color menu in this screen shot.

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Adjust Color (Set Transparent)





Take Two

## Use Motion Paths

The Animations shown on the previous pages have preset **Effects** you can select. There is another set of Animations for people who like to draw outside of the lines. For example, you can create a **Motion Path** to make the basketball swoop through the hoop.

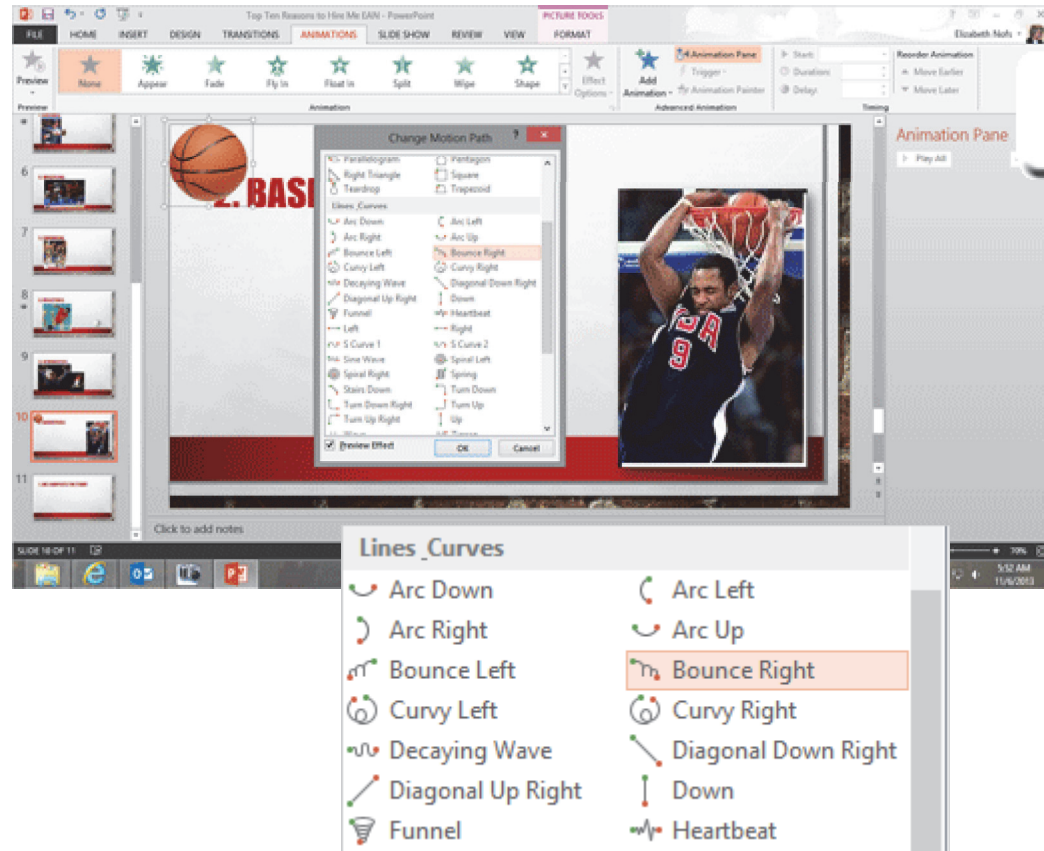
### 2. Try it: Use Motion Paths

The basketball picture on Slide 10 is selected. Go to **Animations ->Animation->More**. Select: **More Motion Paths**.

**What Do You See?** You will be prompted to select a Motion Path from the library. Go to **Lines and Curves**. Select: **Bounce Right**.

Keep going...

## Animations ->Animation->More-> More Motion Paths



2

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Add Paths to Animations



Take Two

### Resize the Motion Path

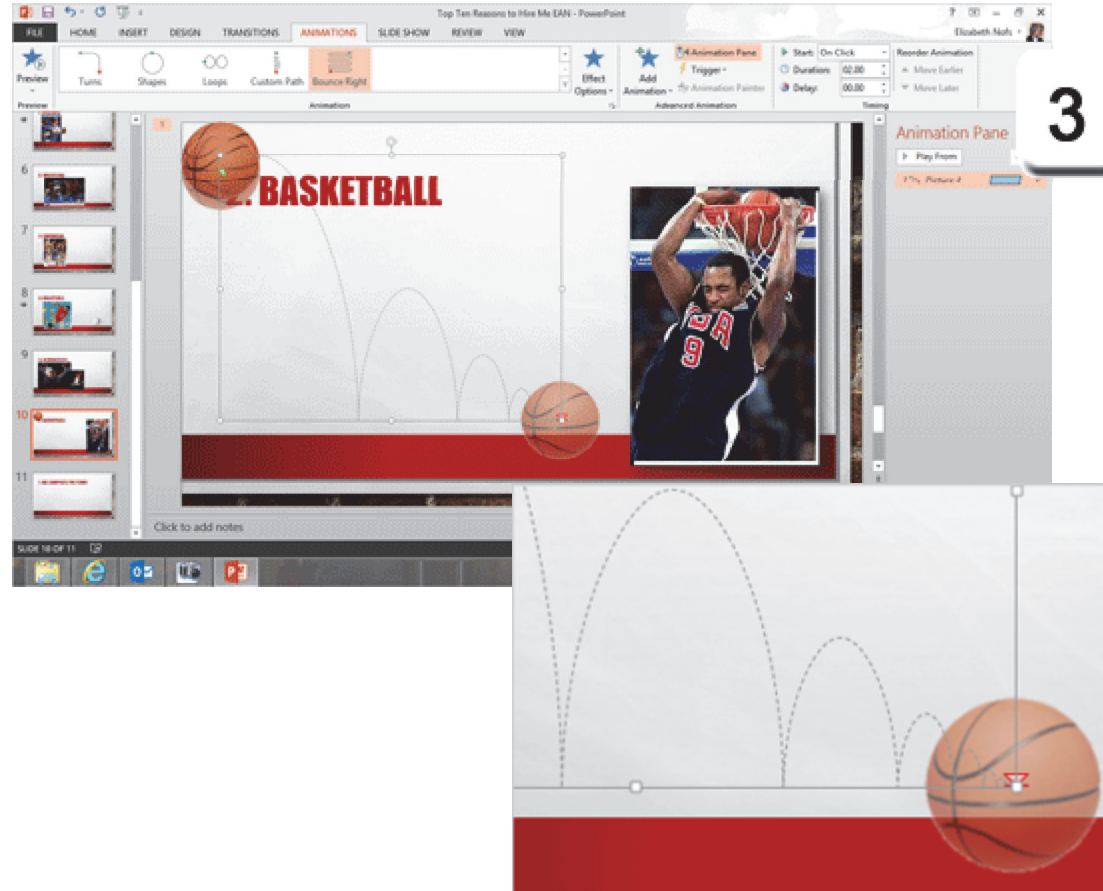
The Motion Path can be resized so that the basketball goes through the hoop.

**3. Try it: Resize the Motion Path**  
Select the Motion Path. You should see handles in each corner, just like on a picture or shape. Use the handles to **Resize** the Motion Path.

**What Do You See?** When you preview the animation, the basketball will follow the Motion Path. Ok, that really was fun.

Turn the page for **More**.

### Animations ->Animation->More Motion Paths



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Resize the Motion Path Animation



## Draw a Custom Motion Path

The Animations shown on the previous pages have preset Effects you can select. There is another set of Animations for people who like to draw outside of the lines. You can make a Custom Motion Path if you wish.

### Before You Begin: Add a Picture

Go to Slide 11: We complete the team  
Go to **Insert->Illustrations->Picture**.  
Select the basketball picture, again.  
Place the basketball in the upper left corner.

### 4. Try it: Draw a Custom Motion Path

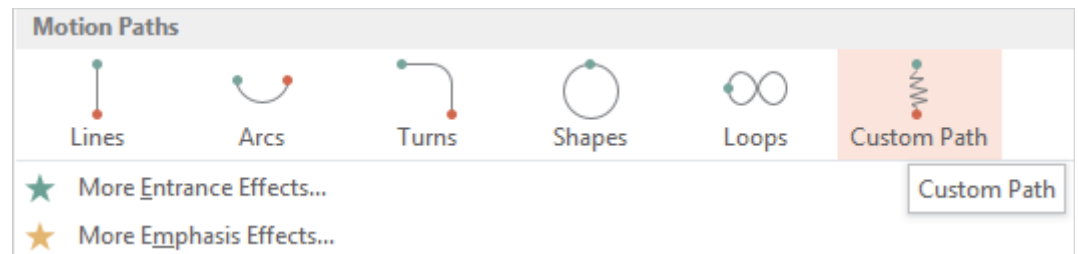
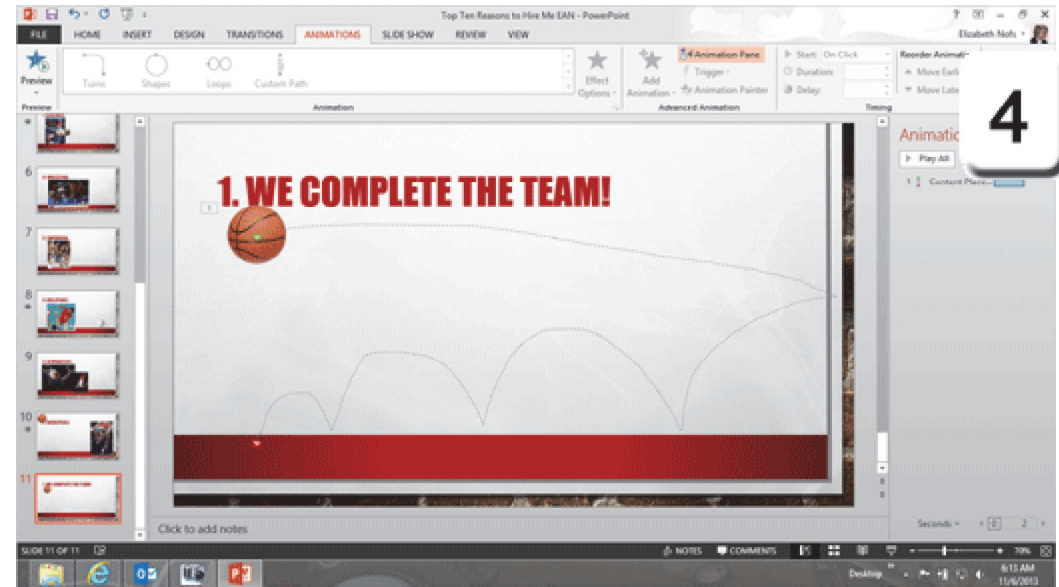
The basketball picture is selected.  
Go to **Animations ->Animation**.  
Go to **Motion Paths->Custom Path**

After you select Custom Path, click on the basketball picture. You should see a pencil following your mouse.

Draw a Motion Path from the basketball and dribble across the bottom of Slide 11.  
Double click the mouse to complete the Motion Path.  
You can also click Esc on the keyboard.

**What Do You See?** When you preview the animation, the basketball will follow the custom motion path.

## Animations ->Animation->Motion Paths->Custom Path



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Add Paths to Animations (Custom Motion Path)



Take Two

## More Emphasis

The **Emphasis** Effects include Pulse, Color, Spin, Teeter and Grow/Shrink.

### 5. Try it: Add More Emphasis

The basketball is selected on Slide 10.  
Go to **Animations ->Advanced Animation**  
Go to **Add Animation**.  
Select: **More Emphasis Effects**.

**What Do You See?** You will be prompted to select an Emphasis.  
Go to **Exciting->Blink**.

Keep going...!



Animations ->Advanced Animation-> Add Animation->More Emphasis Effects

**Add Emphasis Effect**

**Basic**

- ★ Fill Color
- ★ Grow/Shrink
- ★ Spin

**Subtle**

- ★ Bold Flash
- ★ Complementary Color
- ★ Combating Color
- ★ Desaturate
- ★ Object Color
- ★ Underline

**Moderate**

- ★ Color Pulse
- ★ Shimmer

**Exciting**

- ★ **Blink**
- ★ Wave

**Preview Effect**

**OK** **Cancel**

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Add Paths to Animations (More Emphasis)



## Start After Previous

Right now, both Effects will play at the same time, On Click. You can use the Animation Ribbon to edit the **Timing**.

### 6. Try it: Set the Start Options

Go to the **Animation Pane**.  
Select the first Effect: Picture 4.  
Go to **Animations ->Timing**.  
Edit the **Start: After Previous**.

Edit the Timing for the second Effect so that it starts After Previous, too.

**What Do You See?** When you preview the animation, the basketball should follow the Motion Path and then blink.

Keep going...

## Animations ->Timing->Start

The screenshot displays the Microsoft PowerPoint 2013 interface. The main window shows a slide titled "Top Ten Reasons to Hire Me LAM" with a basketball and a player dunking. The Animation Pane on the right shows "Picture 4" selected. The Timing task pane is open, showing "Start: After Previous", "Duration: 01.00", and "Delay: 00.00". A large number "6" is overlaid on the right side of the screenshot.

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.3 Set Timing for Transitions and Animations: Configure Start and Finish Options





Take Two

## Animate the Text

Text can be animated as well. The effects work best with bulleted lists.

### Before You Begin: Make a Bulleted List

Go to **Insert->Text->Text Box**.  
Draw a Text Box on the left side.  
Enter the following:  
Sample 1  
Sample 2  
Sample 3

Select the text.  
Go to **Home->Paragraph->Bullets**.

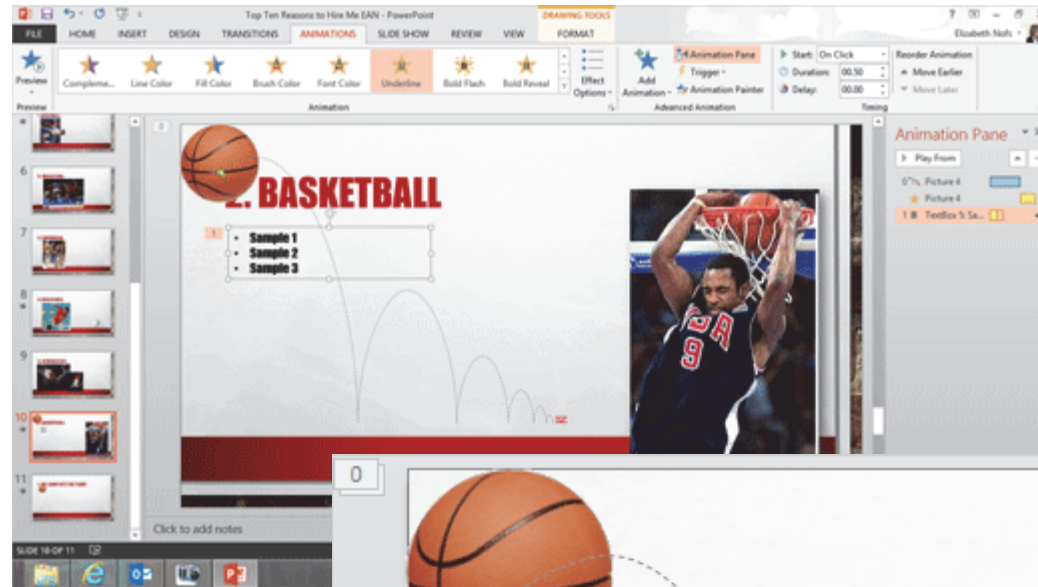
### 7. Try it: Animate the Text

The Text Box is selected.  
Go to **Animations ->Animation**.  
Click on **More** and go to the Emphasis Animation Group.  
Select: **Underline**.

**What Do You See?** When you preview the effect, the Text will be UNDERLINED, from left to right. It may animate very quickly!

Keep going...

## Animations ->Animation-> Underline



7

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Apply Animations to Text Strings



## Edit the Text Options

There are three ways you can animate the Text **Sequence**:

As One Object

All at Once

By Paragraph

### 8. Try it: Edit the Effect Options

The bulleted list on Slide 10 is selected.

Go to **Animations ->Animation**.

Go to **Effect Options**.

Select: **By Paragraph**.

**What Do You See?** Each bulleted item in the list has its own animation when you select **By Paragraph**.

### Try This, Too: Set the Start Options

Go to the Animation Pane.

Select the third Effect: Text Box.

Go to **Animations ->Timing**.

Edit the **Start: After Previous**.

Did you try the preview? Keep going...

## Animations ->Animation ->Effect Options

The screenshot displays the PowerPoint interface with the following elements:

- Slide Content:** A slide titled "2. BASKETBALL" featuring a basketball image and a bulleted list with three items: "Sample 1", "Sample 2", and "Sample 3".
- Animation Pane:** Located on the right, it shows a sequence of animations for the list items, with "Picture 4" and "Textbox 5" listed.
- Effect Options Menu:** A dropdown menu is open, showing options: "As One Object", "All at Once", and "By Paragraph" (which is highlighted).
- Timing Pane:** A separate pane shows "Start: After Previous", "Duration: 00.50", and "Delay: 00.00".

8

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Apply Animations to Text Strings



## Reorder the Animation

Say you wanted to play the text animation first. Here are the steps.

### 9. Try it: Reorder the Animation

The bulleted list on Slide 10 is selected. Go to **Animations ->Timing->Reorder Animation**. Click on: **Move Earlier**.

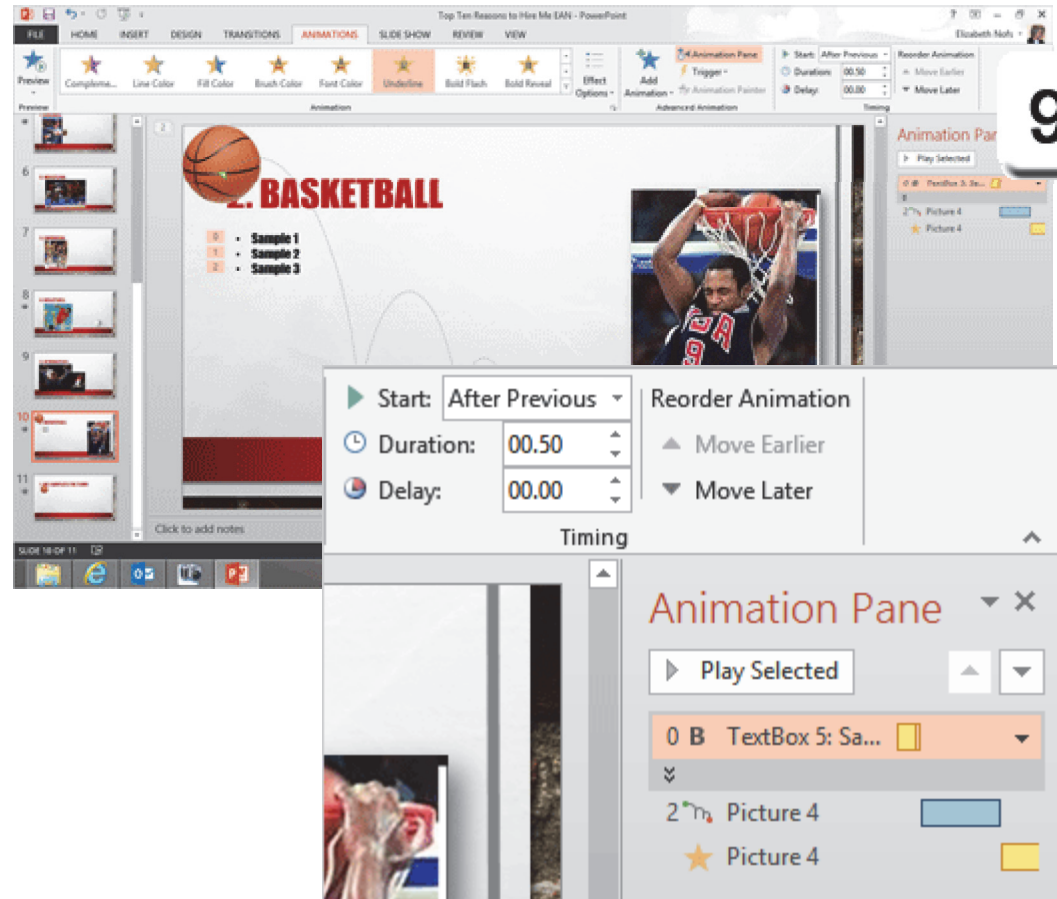
**What Do You See?** You can use the buttons to move an animation earlier (up) or later (down) on the play list.

Keep going...there's one more option.

**Memo to Self:** The Textbox animations can be collapsed or expanded. When they are expanded, you can edit each Text Effect (Timing, Duration, Delay) separately.

When the group is collapsed, you can move the entire series of TextBox effects if you wish.

## Animations ->Timing ->Reorder Animation



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.3 Set Timing for Transitions and Animations: Reorder Animations



## Use the Animation Painter

The basketball picture on Slide 10 is formatted with an Animation. You can use the **Animation Painter** to apply that effect to the ball on another slide.

### Before You Begin: Add a Picture

Go to Slide 1: Top Ten Reasons  
Go to **Insert->Illustrations->Picture**.  
Select the volleyball picture, again.  
Place the volleyball in the upper left corner.

### Try it: Use the Animation Painter

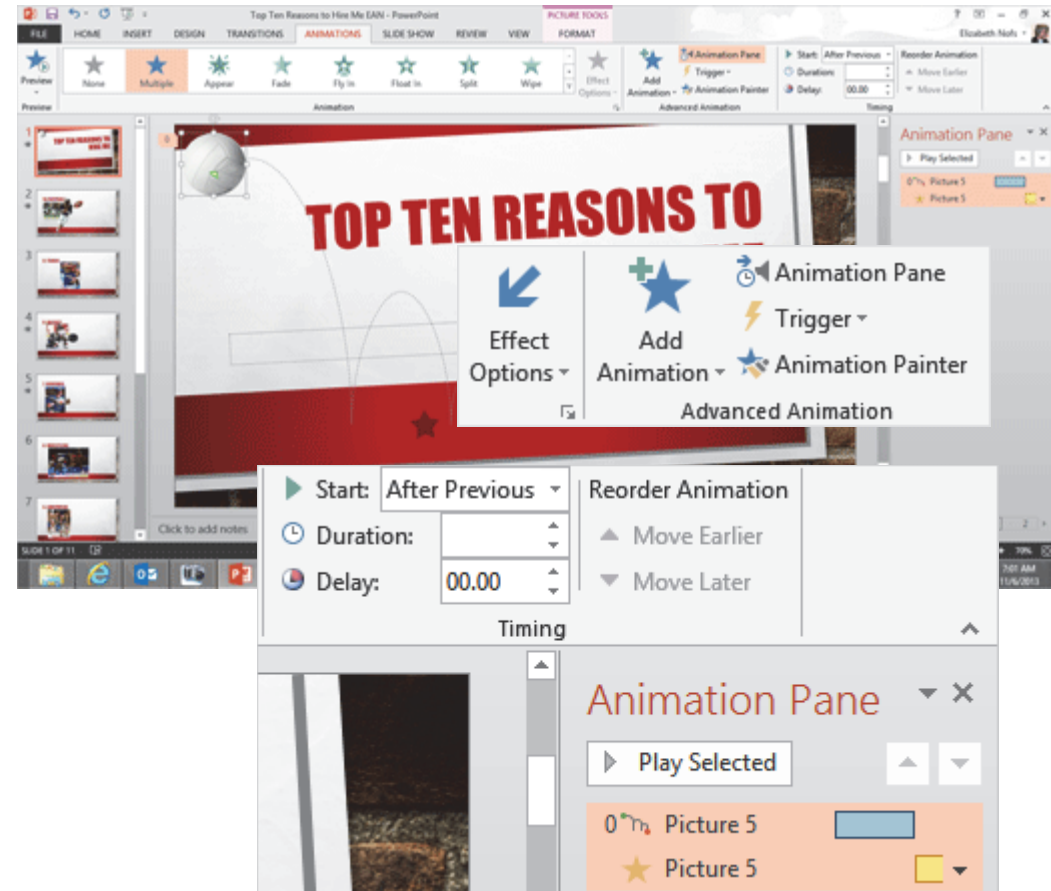
Return to Slide 10 and select the basketball.  
Go to **Animations ->Advanced Animation**.  
Click on: **Animation Painter**.

Go to Slide 8 and click on the volleyball.

**What Do You See?** The Animation Painter added both Effects to the volleyball.

Way Cool.

## Animations ->Advanced Animation-> Animation Painter



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Apply Animations to Shapes (Animation Painter)



## Summary

This lesson demonstrated many basic Animation options. The demonstrations provided examples of Entrance, Exit, Emphasis and Motion Paths.

The Advanced Animation tools were used to add more than one animation to a picture, and then manage multiple animations with the Animation Pane. Soooooo...save your presentation.

You done good. You can get two cookies.



The screenshot shows the PowerPoint interface with the 'ANIMATIONS' tab selected. The main slide displays the text 'TOP TEN REASONS TO HIRE ME' and 'THE COMPUTER MAMA'. A basketball is shown with a motion path. The 'Timing' pane is open, showing settings for the selected animation:

- Start: After Previous
- Duration: 00.50
- Delay: 00.00

The 'Reorder Animation' pane is also visible, with options for 'Move Earlier' and 'Move Later'. Below the main slide, a smaller slide titled '2. BASKETBALL' is shown, featuring a basketball and a list of samples:

- Sample 1
- Sample 2
- Sample 3





## Made You Look

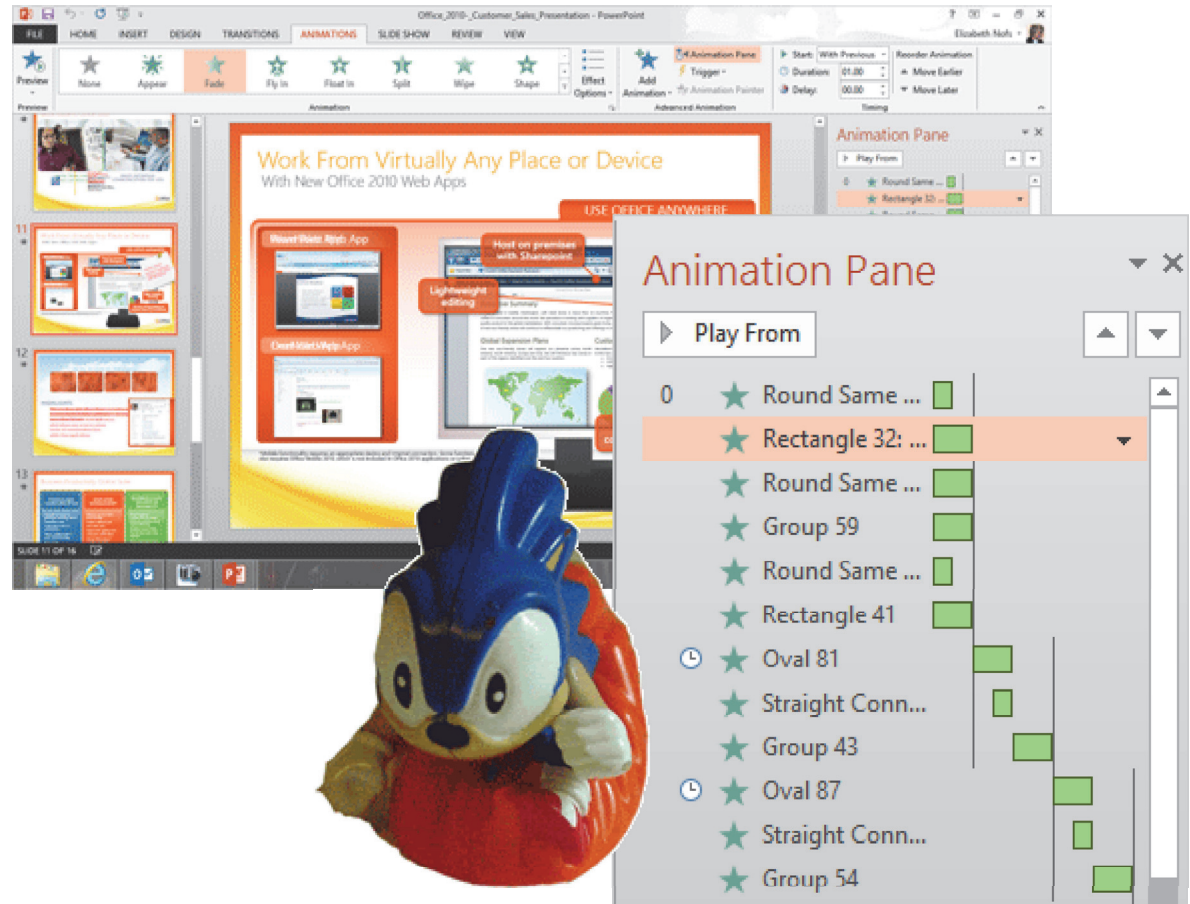
**The Computer Mama Sez:** Microsoft, like many mega corporations, prepares sophisticated PowerPoint presentations to introduce new software and teach new methods.

I had the opportunity to give the launch presentation for Microsoft Office 2010 at Mott Community College.

This is a sample of the animation that was in the official slide show. Look at how many objects are animated on just one slide.

Someone had a lot of time on their hands, didn't they?

### Animations ->Advanced Animation-> Animation Pane





# Practice Activity

## Lesson 4: Working with Animation

**Before You Begin: Start Microsoft PowerPoint.**

**Try This: Do the following steps**

1. Open the sample presentation: The Boy Who Cried Wolf.pptx
2. On the title slide, use the **Set Transparent** color tool and select the blue around the edge of the little boy image.
3. On Slide 2, select the content text (not the title slide) and apply the **Dissolve Animation Effect** . Set both lines of text to appear **On Click**. Add the **Typewriter Sound Effect** to all of the text animation.
4. On Slide 3, apply the Animation Emphasis Effect **Grow/ Shrink** to the wolf and speech bubble.
5. On Slide 4, apply the Animation Entrance Effect **Swivel** to the laughing boy.
6. On Slide 5, apply the Animation Entrance Effect **Fly Out**. Change the Effect option so the boy flies out to the right. Also, apply the Animation Entrance Effect **Fly In**. Change the Effect option so the boy flies in from the left. Reorder the animations so the Entrance Effect is first. Set the Exit Effect to occur After Previous.
7. On Slide 6, select the red NO symbol and add the Emphasis Effect Blink from the More Emphasis effects menu. Change the Animation Effect to Pulse.
8. On Slide 7, add a **Motion Path** to the wolf. Resize the Motion Path so the wolf moves onto and across the entire slide. Change the **Duration** of the wolf to 4.00.
9. On Slide 8, add a **Custom Motion Path** to the boy.
10. On Slide 9, resize all the sheep to be 1.41” by 1.2”. On the first sheep, add the Entrance Effect **Float Up**. Also, add the Exit Effect **Fade**. Set the Exit Effect to **Start After Previous** and apply a Delay to the Exit Effect of .50.
11. Use the **Animation Painter** on all of the sheep so they have the same animation settings.





## Test Yourself

1. Which are commands on the Animation Ribbon?  
(Select all correct answers.)

- a. Preview
- b. Effect Options
- c. Animation Pane

Tip: Advanced PowerPoint, page 123-126

2. Which is an option for animating text?  
(Select all correct answers.)

- a. All at once
- b. As one object
- c. By paragraph

Tip: Advanced PowerPoint, page 140

3. Which of the following is true about starting animation?  
(Select all correct answers.)

- a. By default, animation begins on click
- b. Animation can be set to begin after a previous animation
- c. Animation can start at preset times
- d. Animation starts cannot be changed

Tip: Advanced PowerPoint, page 127

4. Which of the following can be animated in a presentation? (Select all correct answers.)

- a. Text
- b. Pictures

Tip: Advanced PowerPoint, page 139

5. Which of the following is true about Animations?  
(Select all correct answers.)

- a. Sound can be added to an animation
- b. Only one animation can be applied to an object
- c. A motion path can be re-sized
- d. Animation can be added to either the entrance or exit path, but not both

Tip: Advanced PowerPoint, page 129, 139





## Videos and Multimedia

### Advanced PowerPoint Objectives In this lesson, you will learn how to:

1. Use the Video Play Ribbon to adjust the playback options.
2. Trim a video and edit the Fade in and out.
3. Apply a Style to a video or audio content.
4. Use the Video Format Ribbon to size and arrange the multimedia content.



Volume

Start: On Click  Loop until Stopped

Play Full Screen  Rewind after Playing

Hide While Not Playing

Video Options



Trim Video

Fade Duration

Fade In: 01.00

Fade Out: 01.00

Editing



## Lesson 5 : Videos and Multimedia



### 1. Readings

Read Lesson 5 in the Advanced PowerPoint guide, page 147-178.

### Project

An animated presentation that includes embedded videos.

### Downloads

[The Pere Marquette COMPLETE.pptx](#)  
[ToyTrain1.gif](#), [ToyTrain2.gif](#), [Train1.gif](#),  
[Train2.gif](#), [Train3.gif](#), [Train4.gif](#),  
[Train5.gif](#)  
[Polar Express Owosso, MI.mp4](#)  
[Using Swiffer.wmv](#)

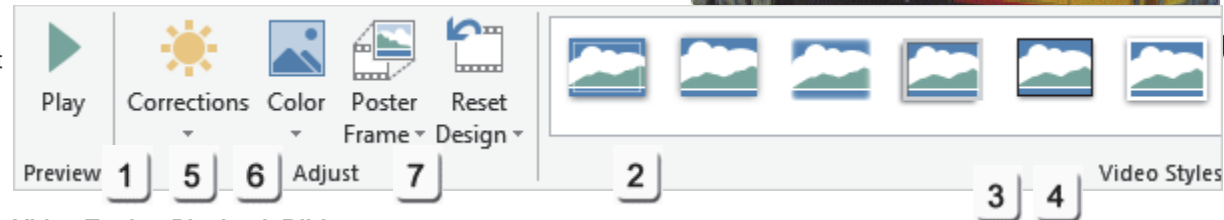
### 2. Practice

Complete the Practice Activity on page 179.

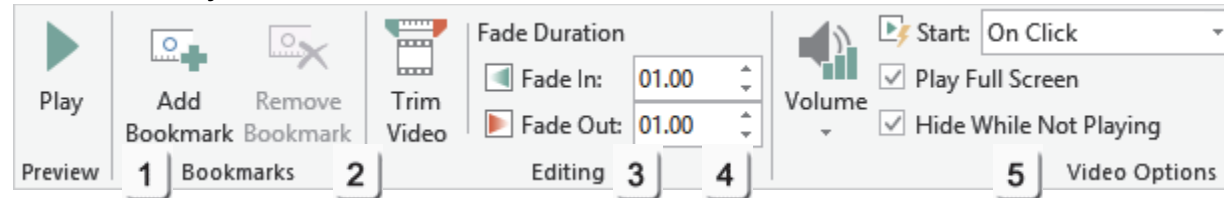
### 3. Assessment

Review the Test questions on page 180.

#### Video Tools->Format Ribbon



#### Video Tools->Playback Ribbon



### Menu Maps

From the **Insert Ribbon**

1. [Insert->Media->Video->Video from my PC](#), page 157
2. [Insert->Links->Hyperlink](#), page 176

From the **Video Tools-> Format Ribbon**

1. [Format ->Preview ->Play](#), page 159
2. [Format ->Video Styles](#), page 160
3. [Format ->Size](#), page 161
4. [Format ->Arrange](#), page 162
5. [Format ->Adjust ->Corrections](#), page 163
6. [Format->Adjust->Color](#), page 164
7. [Format->Adjust->Reset Design](#), page 165

### More Menu Maps

From the **Video Tools->Playback Ribbon**

1. [Playback-> Bookmarks](#), page 167
2. [Playback->Trim Video](#), page 168
3. [Playback-> Editing](#), page 169
4. [Video Tools ->Playback->Volume](#), page 170
5. [Playback-> Video Options](#), page 171

From the **Animations Ribbon**

1. [Advanced Animation-> Timing](#), page 172
2. [Advanced Animation->Trigger](#), page 173





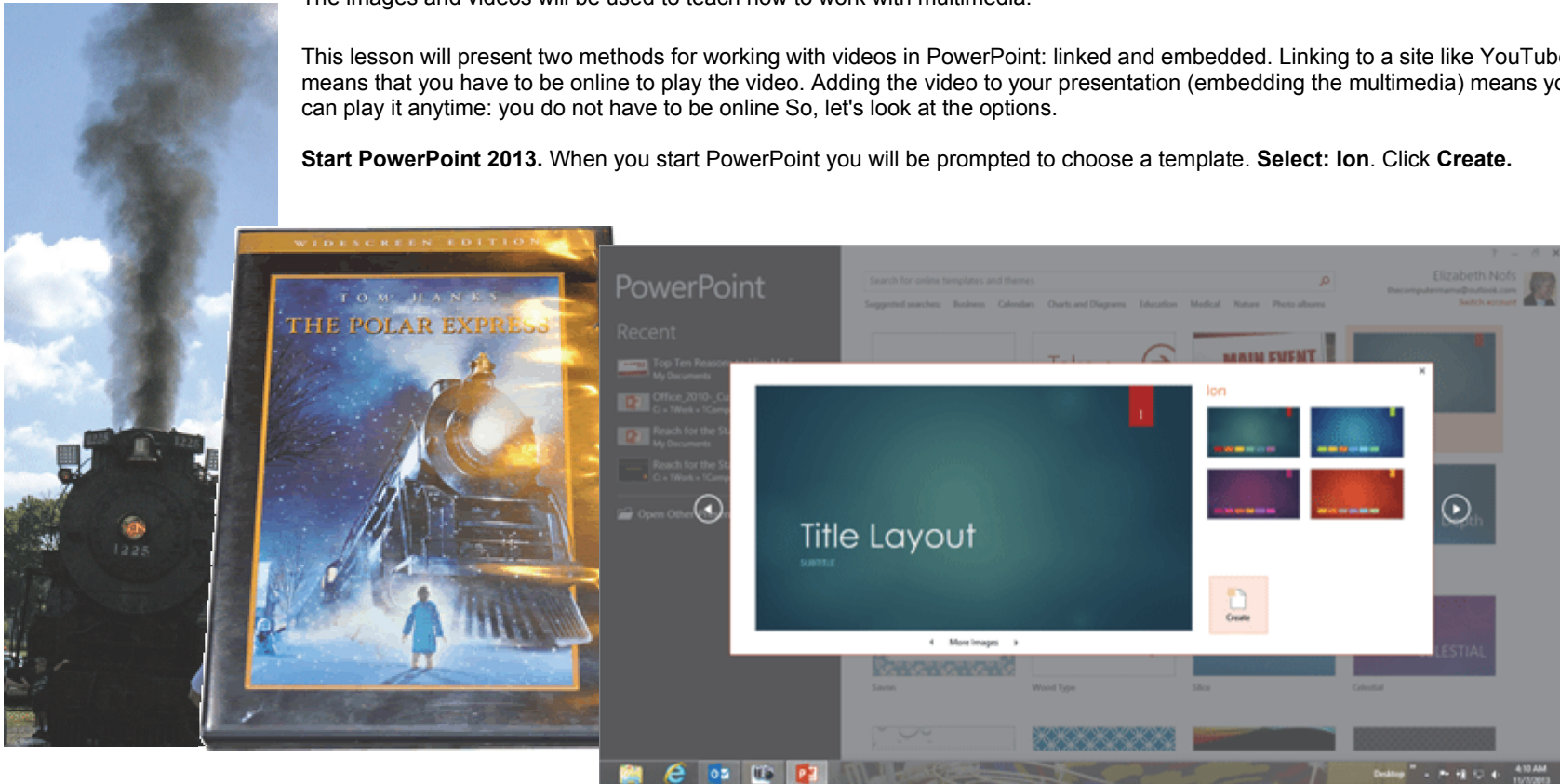
Take  
Three

## Working with Multimedia

One of the best Christmas videos is the Polar Express, with Tom Hanks as the voice of the conductor. It is the story of children who travel to the North Pole in a special steam engine: No. 1225, the Pere Marquette. No. 1225 is the only steam engine named after a priest and it served for many years in Michigan. Our PowerPoint presentation will use the Pere Marquette as our theme. The images and videos will be used to teach how to work with multimedia.

This lesson will present two methods for working with videos in PowerPoint: linked and embedded. Linking to a site like YouTube means that you have to be online to play the video. Adding the video to your presentation (embedding the multimedia) means you can play it anytime: you do not have to be online So, let's look at the options.

**Start PowerPoint 2013.** When you start PowerPoint you will be prompted to choose a template. **Select: Ion.** Click **Create.**





## Before You Begin

This lesson introduces the **Video Tools**. There are two Video Ribbons: **Format** and **Playback**. We'll begin by adding titles, pictures and then...videos!

### 1. Try it: Add Slides to the Presentation

A new presentation should be open.  
Go to **Home ->Slides->New Slide**.  
Please add 4 new slides for a total of 5.

### And Try This: Change the Background

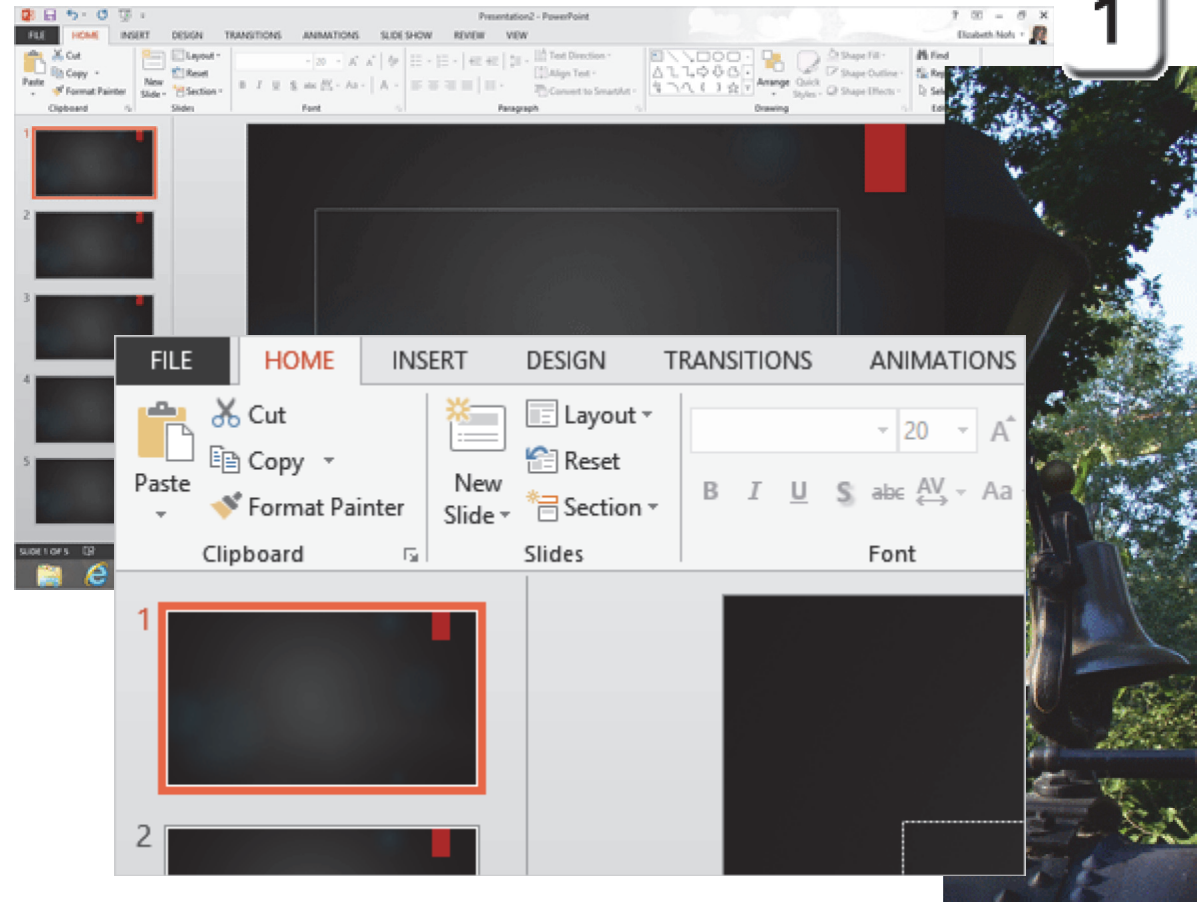
Go to **Design->Variants->More**.  
Go to **Background Styles: Style 12 (black)**.

Keep going...

**Memo to Self:** You can add your own pictures and videos if you wish. You do not have to **MATCH** the multimedia shown on these pages.

It is more important that you start with something and try the options.

Home ->Slides->New Slide



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Add Slides



Take Three

## Enter the Titles

2. Try This: Change the View

Go to **View->Presentation Views->Outline.**

**And Do This: Add Text to the Titles**

Slide 1: The Pere Marquette

Slide 2: Engine, Engine No 9

Slide 3: Going Down Chicago Line

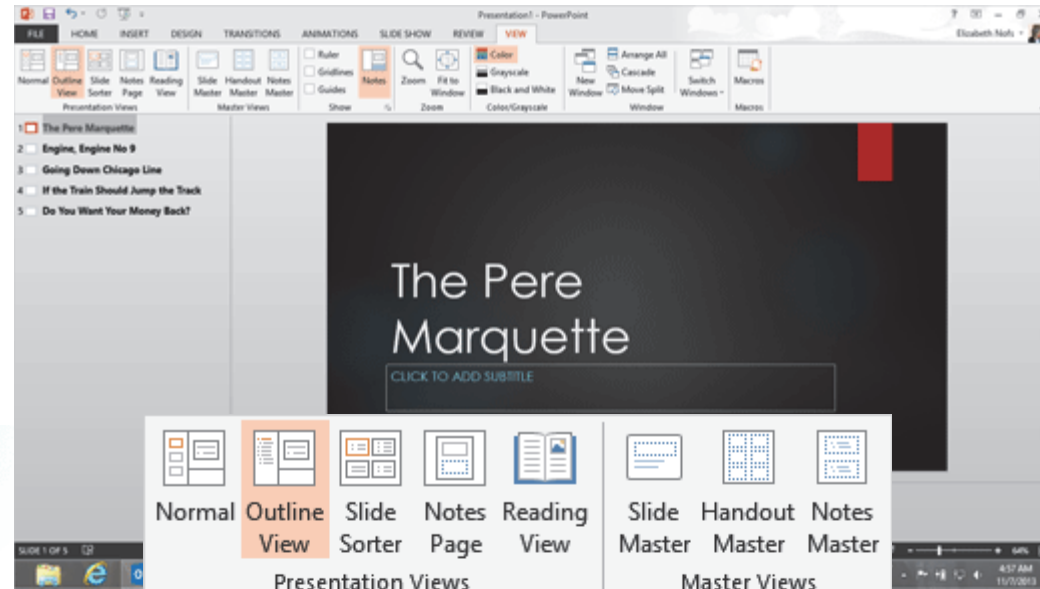
Slide 4: If the Train Should Jump the Track

Slide 5: Do You Want Your Money Back?

Keep going...



## View ->Presentation Views-Outline



2

Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text: Enter Text



## Add the Pictures

Please add a picture to every slide. You can use the sample files for this presentation if you wish. You are also welcome to use your own pictures.

### 3. Try it: Add pictures

Select Slide 1.

Go to **Insert ->Images->Picture**.

**Browse** to your Documents folder.

Select a picture: Train1.gif

Please add a picture to each slide.

Slide 2, insert: Train2.gif

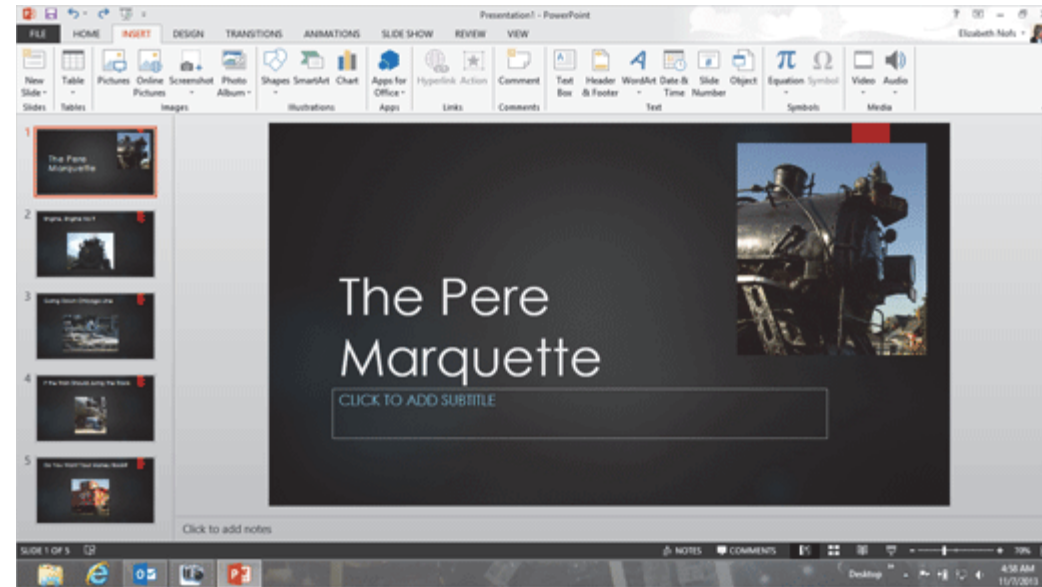
Slide 3, insert: Train3.gif

Slide 4: insert: Train4.gif

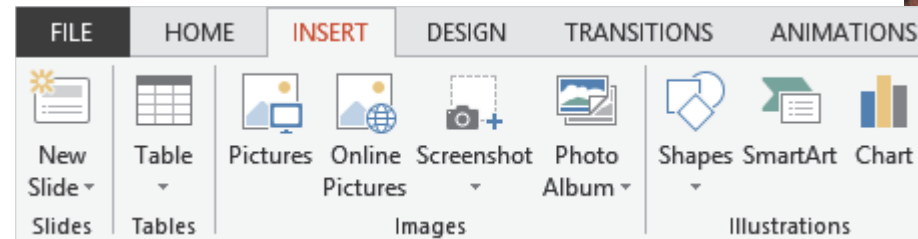
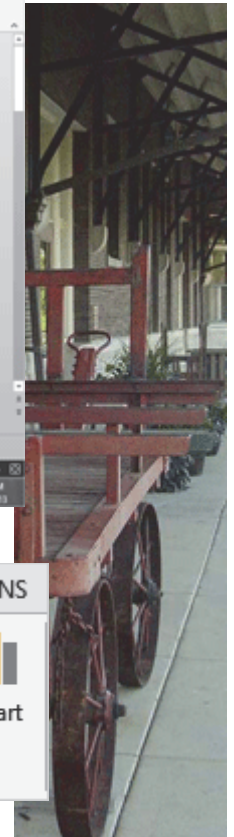
Slide 5: insert: Train5.gif

Please keep going...

Insert ->Images ->Picture



3



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Pictures





Take Three

### Add Another Picture

Now, add something to the slide to keep their attention for a few seconds.

#### 4. Try it: Insert Another Picture

Select Slide 2.

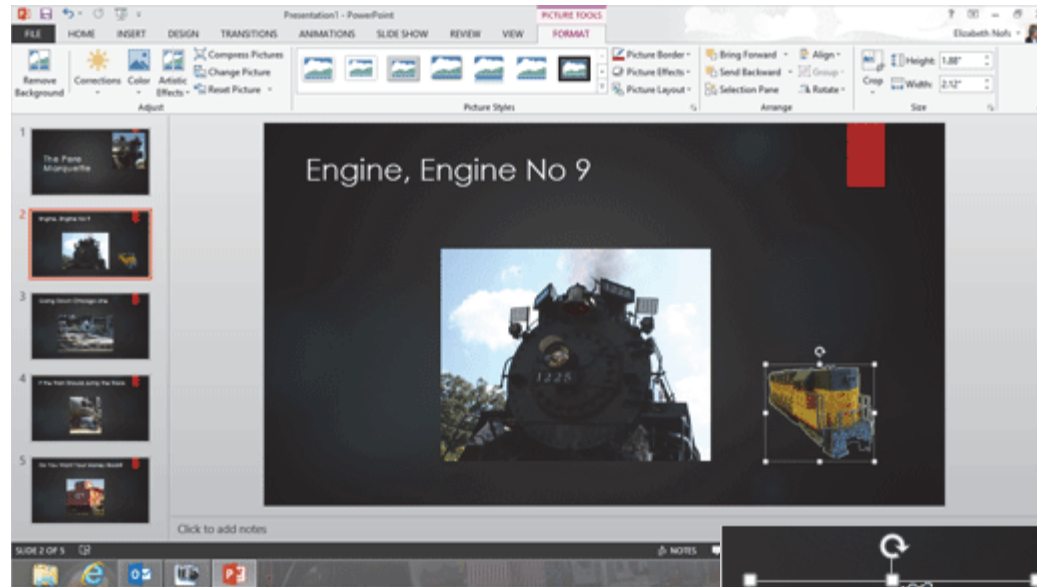
Go to **Insert ->Images->Picture**.

Browse to your Documents folder.

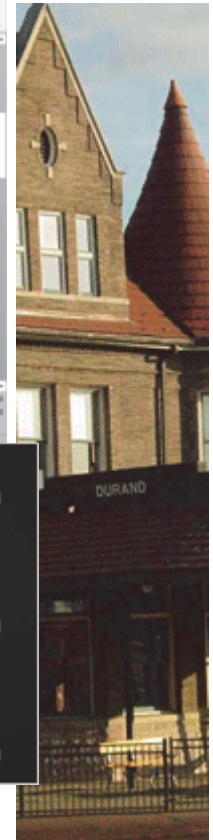
Select a picture: **ToyTrain1.gif**.

Place the toy train in the bottom right corner. Please keep going...

Insert ->Images ->Picture



4



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Pictures





Take Three

## Animate a Picture

### 5. Try This: Animate the Picture

ToyTrain1.gif on Slide 2 is selected.  
Go to **Animations ->Animation->Fly In**.

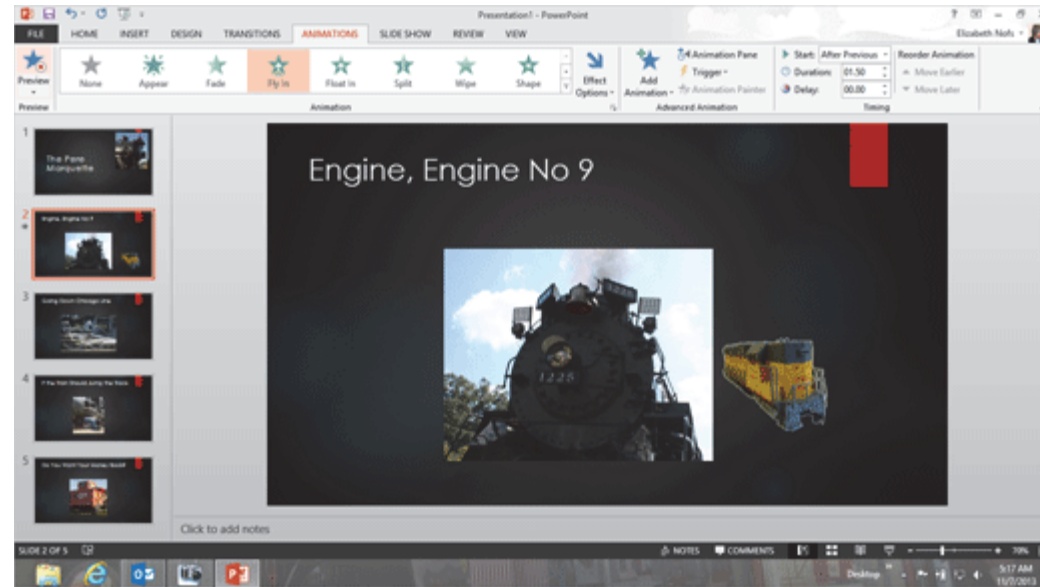
### And Try This: Modify the Animation

ToyTrain1.gif on Slide 2 is still selected.  
Go to **Animations ->Animation**.  
Go to **Effect Options->From Top Left**.

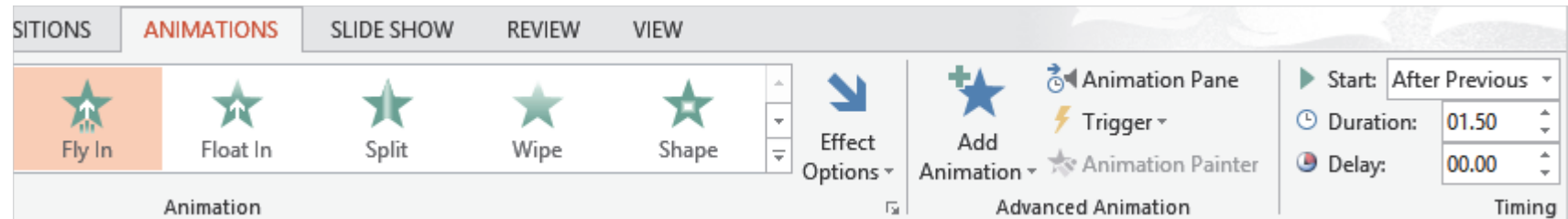
Go to **Animations->Timing**.  
Edit the **Start**: After Previous.  
Edit the **Duration**: 01.50

Way cool. Keep going...!

## Animations ->Animation->Fly In



5



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content : Apply Animations to Shapes (Pictures)



Take Three

### Add the Transitions

6. Try it: Add a Slide Transition

Go to **View->Presentation Views**.

Click on **Slide Sorter**.

Select all of the slides: Slide 1-5.

Go to the **Transitions Ribbon**.

Go to **Transition to this Slide->Fade**.

**What Do You See?** Each slide has a little star indicating that it has a Transition.

**Do This: Save Your Presentation**

Go to **File->Save**.

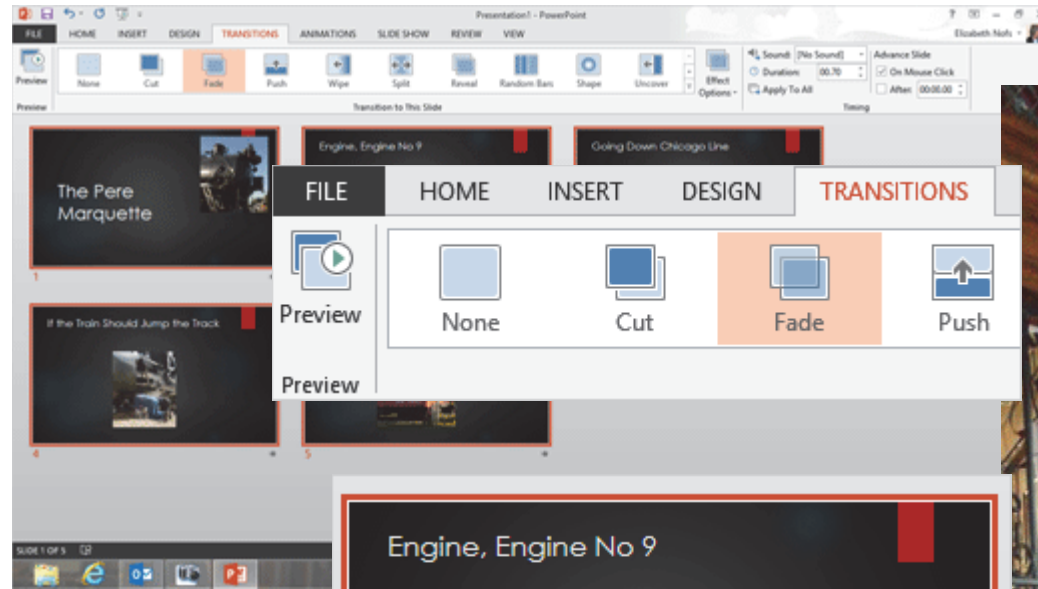
**Browse** to your Documents folder.

Enter a **File Name**: The Pere Marquette.

**Save. Save. Save.**

Please return to the **Normal View** and keep going...

### Transitions ->Transition to This Slide->Fade



6



Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.1 Apply Transitioning Between Slides: Insert Transitions Between Slides



Take  
Three

## Linked or Embedded Videos

This lesson looks at two methods for adding a video to a PowerPoint presentation: Insert from a file on your computer or link an Internet Website, such as YouTube.

When you insert a video from a file on your computer, this will create an **embedded video**. It will be included in the PowerPoint presentation. If the video is large, the size of the PowerPoint presentation will be large as well.

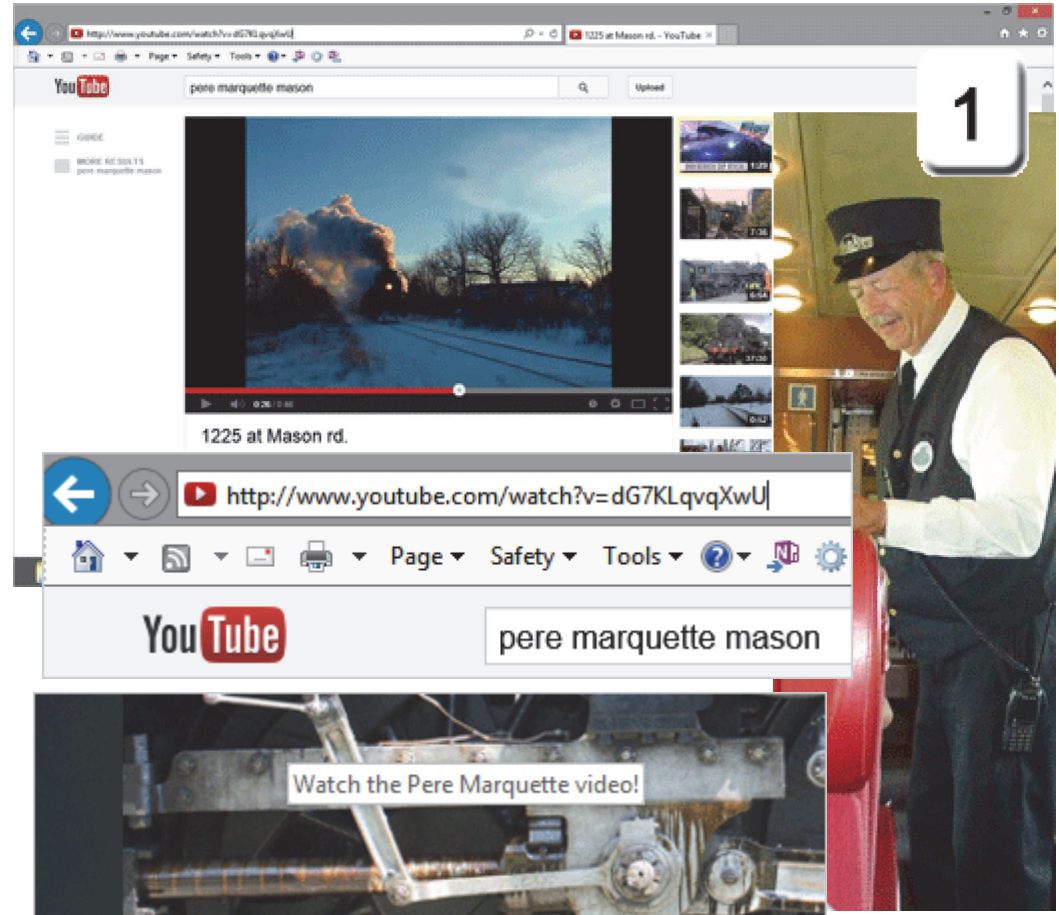
When you add a hyperlink to a video that is on a website the video will not be added to your slide, just the **link** to it. So the size of the presentation will not increase. However, the link only works if there is an online connection.

### 1. Before You Begin: Download a Video

Download a video to your Documents folder:

[Polar Express Owosso, MI.mp4](#)

Keep going...

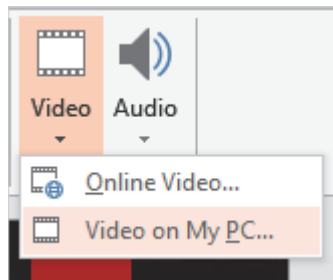




Take Three

## Insert a Video

2. Try it: Insert a Video from Your Computer  
Select Slide 4.  
Go to **Insert ->Media->Video**.  
Click **Video on My PC...**

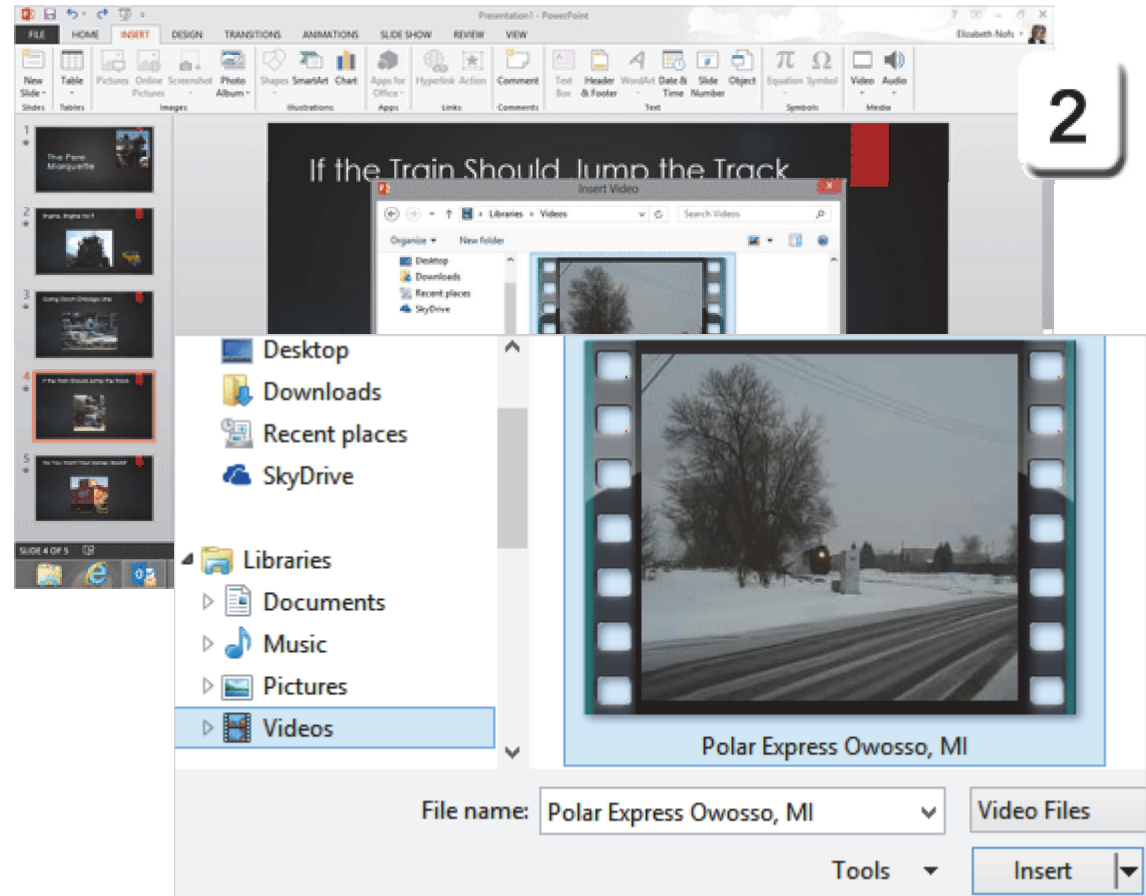


You will be prompted to browse to your Documents folder and select a video:  
[Polar Express Owosso, MI.mp4](#)

Click **Insert**. Keep going...

**Memo to Self:** The example shown in this lesson is: [Polar Express Owosso, MI.mp4](#). You may need the QuickTime player to play this video. You can use a different video is you wish.

Insert ->Media->Video-> Video on my PC...



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Video on My PC



Take Three

### Video Tools: Format

Hello, Video! The video should be displayed in a black frame on Slide 4.

There are two Video Ribbons available: Format and Playback.

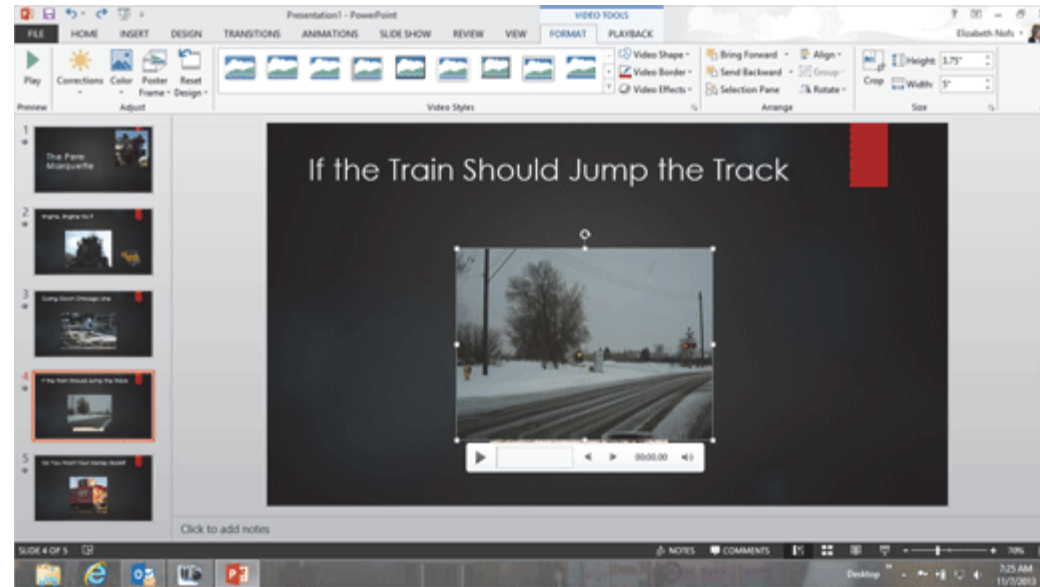
#### 3. Try it: Review the Video Tools

The Format options include:

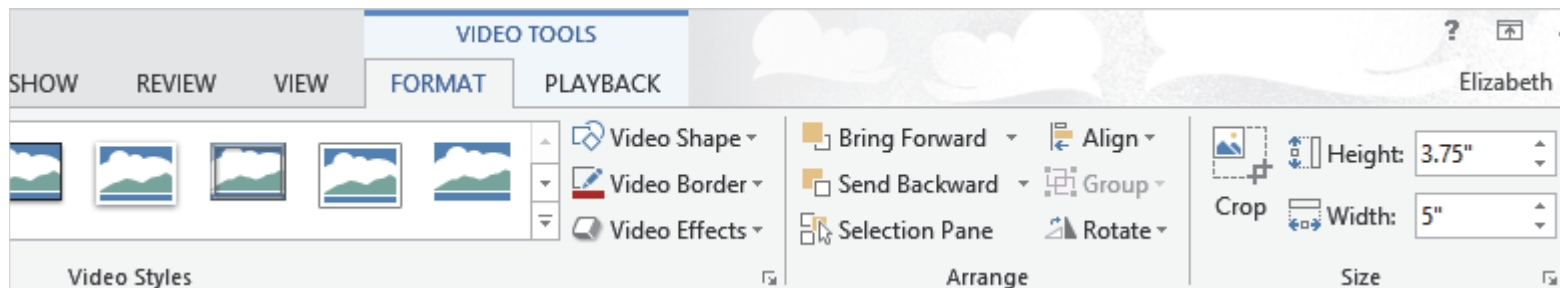
- Preview
- Adjust
- Video Styles
- Arrange
- Size

Keep going...

### Video Tools: Format



3



Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.6 Insert and Format Media: Video Tools (Format)





Take Three

### Video Format: Play

You probably already did it, but here are the steps to Preview the video.

#### 4. Try it: Preview the Video

Go to **Video Tools ->Format ->Preview**.

Go to **Preview ->Play**.

**What Do You See?** The video will play in the little **Media Player**. The Media Player has simple buttons to Start/Pause, Previous/Next and adjust the Volume. The time is shown.

Again!

Video Tools ->Format ->Preview ->Play

The screenshot shows the Microsoft PowerPoint 2013 interface. The ribbon is set to 'VIDEO TOOLS' with the 'FORMAT' tab selected. The 'PLAYBACK' group contains buttons for 'Play', 'Corrections', 'Color', 'Poster', 'Reset', and 'Design'. The 'Adjust' group contains 'Preview' and 'Adjust'. The main slide area shows a slide titled 'If the Train Should Jump the Track' with a video player. The video player shows a train crossing with a large plume of smoke. A small inset image shows a train crossing with red and white striped arms.

4

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Video Tools (Play)



Take Three

### Video Format: Styles

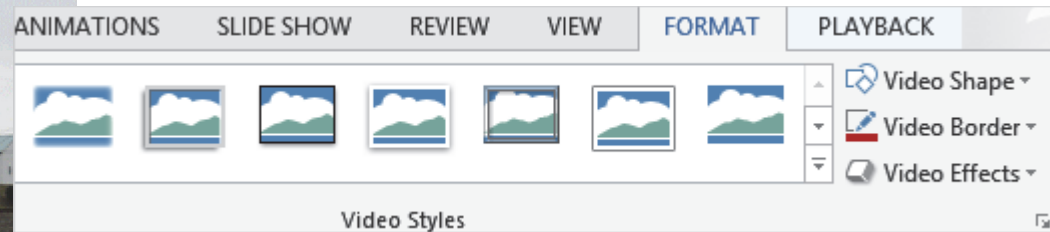
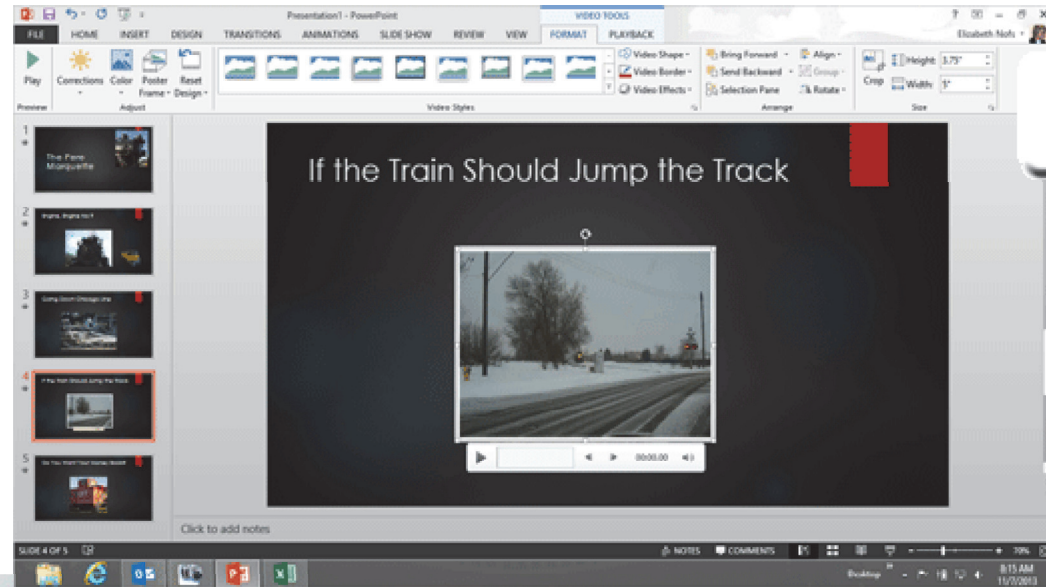
The video was placed in a Shape, so the formatting tools are the same ones we have seen before. You can edit the Video Shape, Border and Effects. You can also apply a Video Style that formats all of these options.

- 1. Try it: Apply a Style to a Video  
The video on Slide 4 is still selected. Go to **Video Tools->Format->Video Styles**. Select a **Style**: Simple Frame, White.

**What Do You See?** The border around the Video has been formatted white.

Keep going...

Video Tools ->Format ->Video Styles



Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.6 Insert and Format Media: Format Video Style



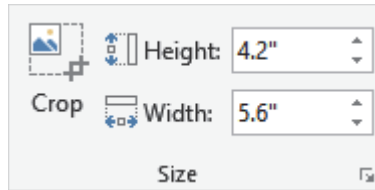
Take Three

### Video Format: Size

Say you wanted to make the Video bigger so that it fills up more of the slide. Here are the steps to change the **Size**.

#### 2. Try it: Format the Video Size

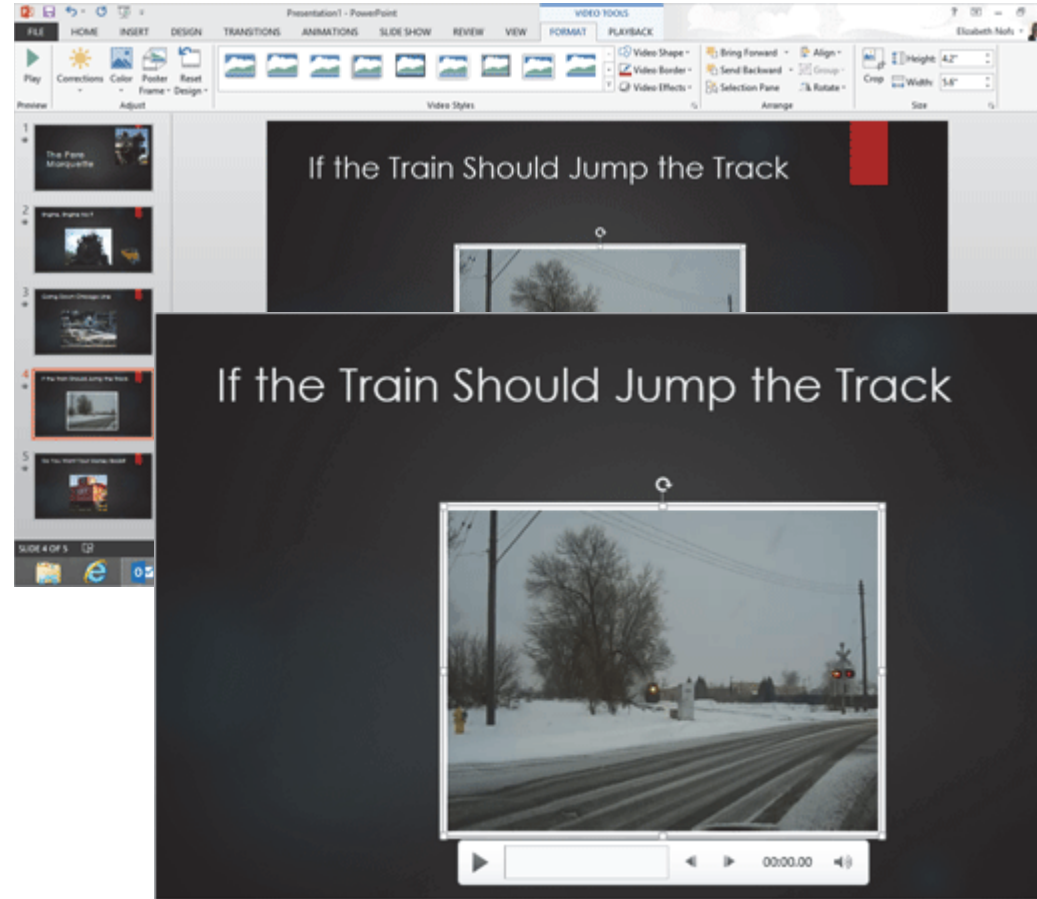
The Video on Slide 4 is still selected. Go to **Video Tools ->Format ->Size**. Edit the **Width: 4.2"**



When you click **ENTER** on the keyboard, the height will resize to match the same proportions.

Keep going...

### Video Tools ->Format ->Size



2

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Format Video Size



### Video Format: Arrange

When we inserted the Video, by default it was placed in the center of Slide 4. You can **Align** the Video if you wish: left, right, middle, top, bottom and center.

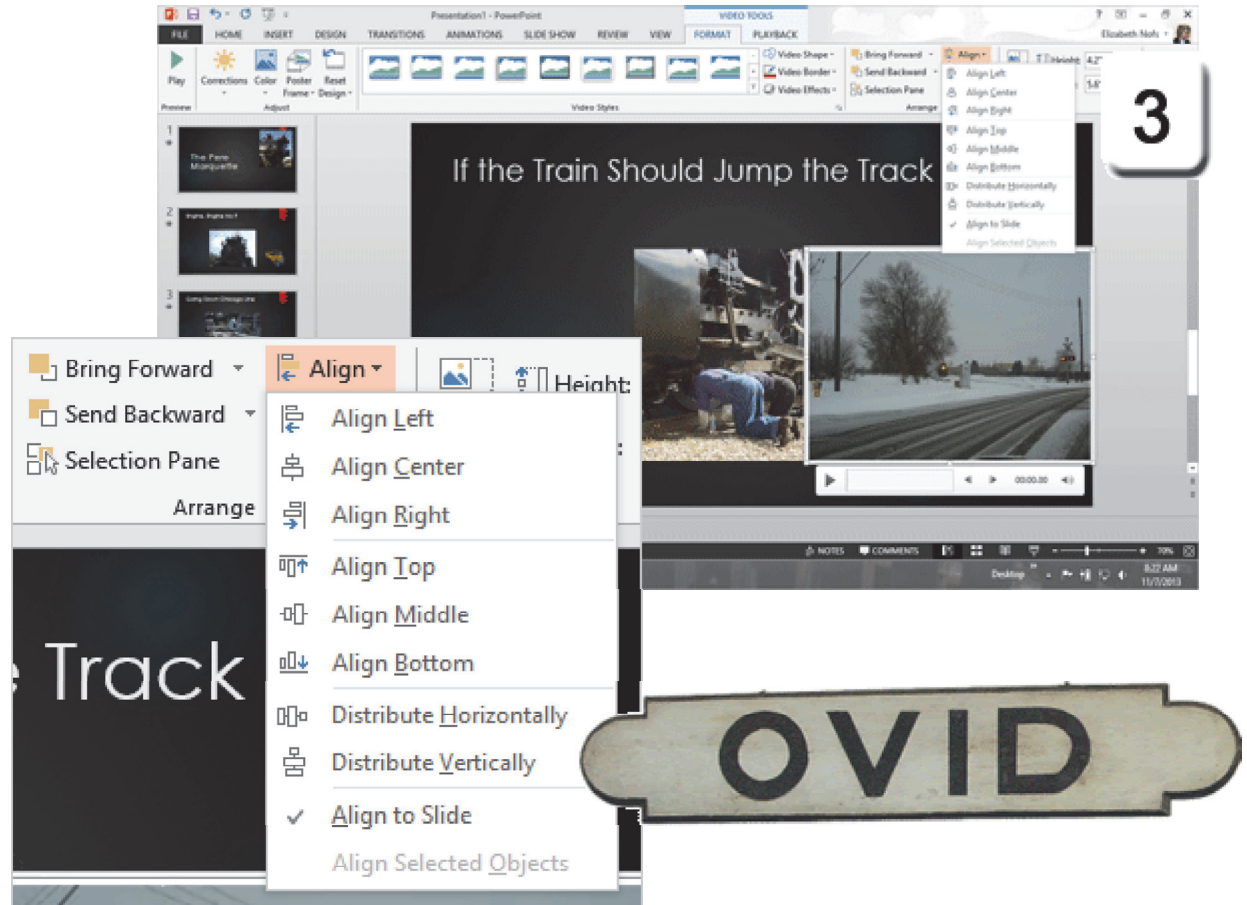
**3. Try it: Arrange the Video**  
Go to **Video Tools ->Format**.  
Go to **Arrange->Align Right**.

**What Do You See?** The Video has been placed on the right.

Please place the video in the center, again, and keep going...

**Memo to Self:** You can go to **View Gridlines** if you would like to arrange the objects to the **Grid**.

Video Tools ->Format ->Arrange->Align Right



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Format Video Alignment





Take Three

### Video Format: Corrections

You can make **Format** a video inserted from a file just as you would a picture you inserted. For example, you can make **Corrections** to the **Brightness** and **Contrast**.

#### 4. Try it: Adjust the Contrast

The Video on Slide 4 is selected.

Go to **Video Tools ->Format**.

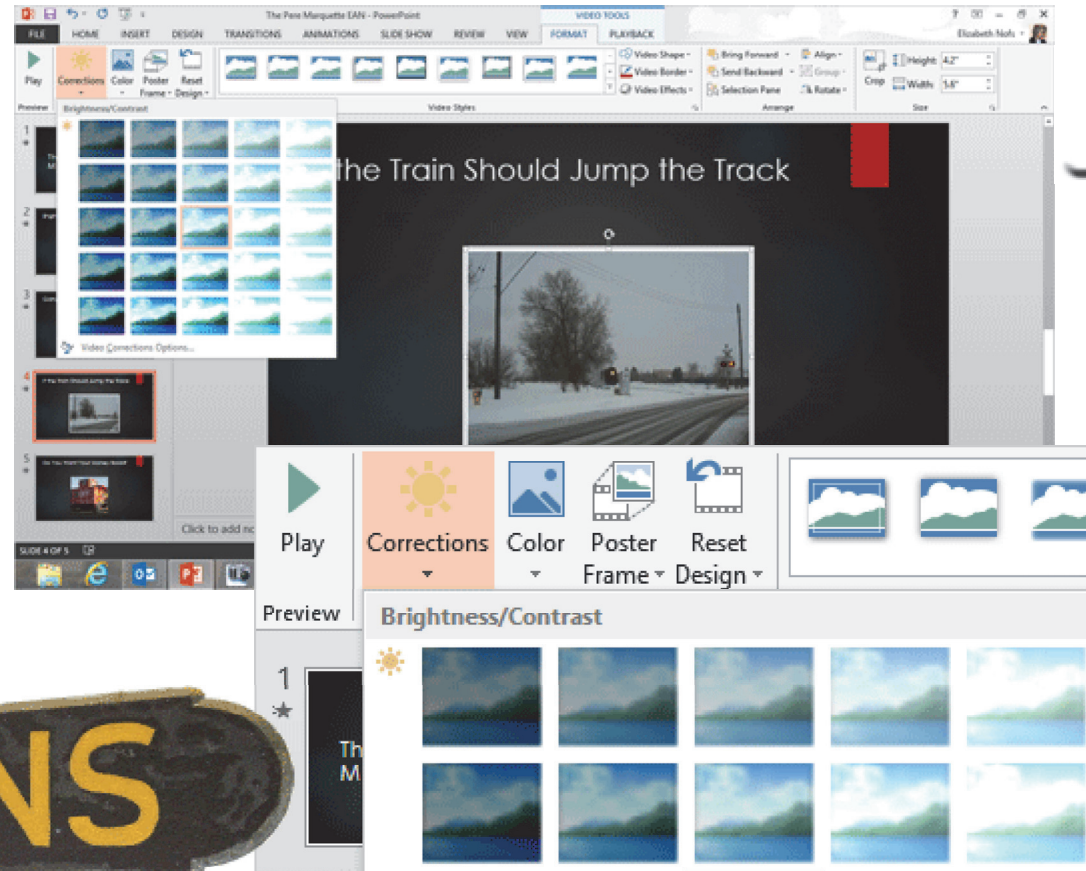
Go to **Adjust ->Corrections**.

Select: **Brightness 0, Contrast +20%**

**What Do You See?** Increasing the Contrast made the snow whiter and the red signal lights more noticeable.

Keep going...

### Video Tools ->Format ->Adjust ->Corrections



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Format Video (Corrections)





Take Three

### Video Format: Color

Say you wanted to make the video look like an old fashion movie. You can apply a Color filter.

#### 5. Try it: Adjust the Color

The Video on Slide 4 is selected.

Go to **Video Tools ->Format**.

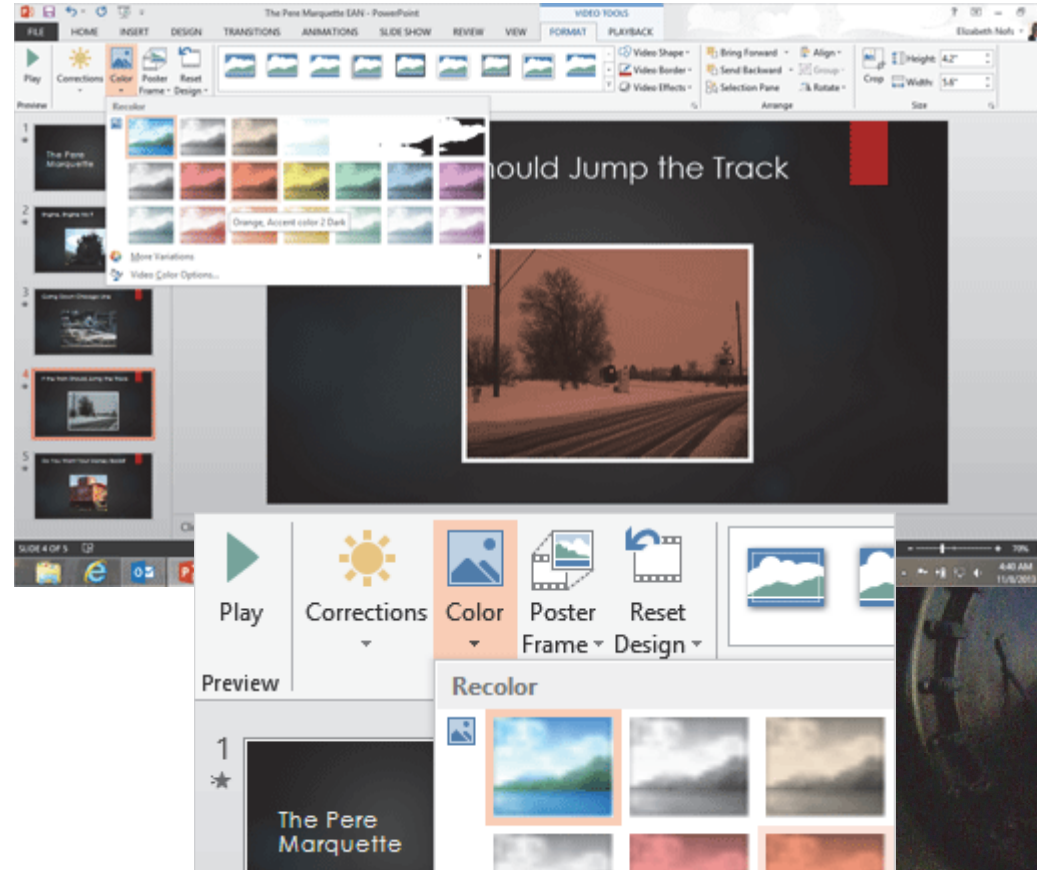
Go to **Adjust ->Color**.

Select: Orange

**What Do You See?** The video has been colored.

Keep going...

Video Tools ->Format ->Adjust ->Color



5

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Adjust Video (Color)



Take Three

### Format: Reset Design

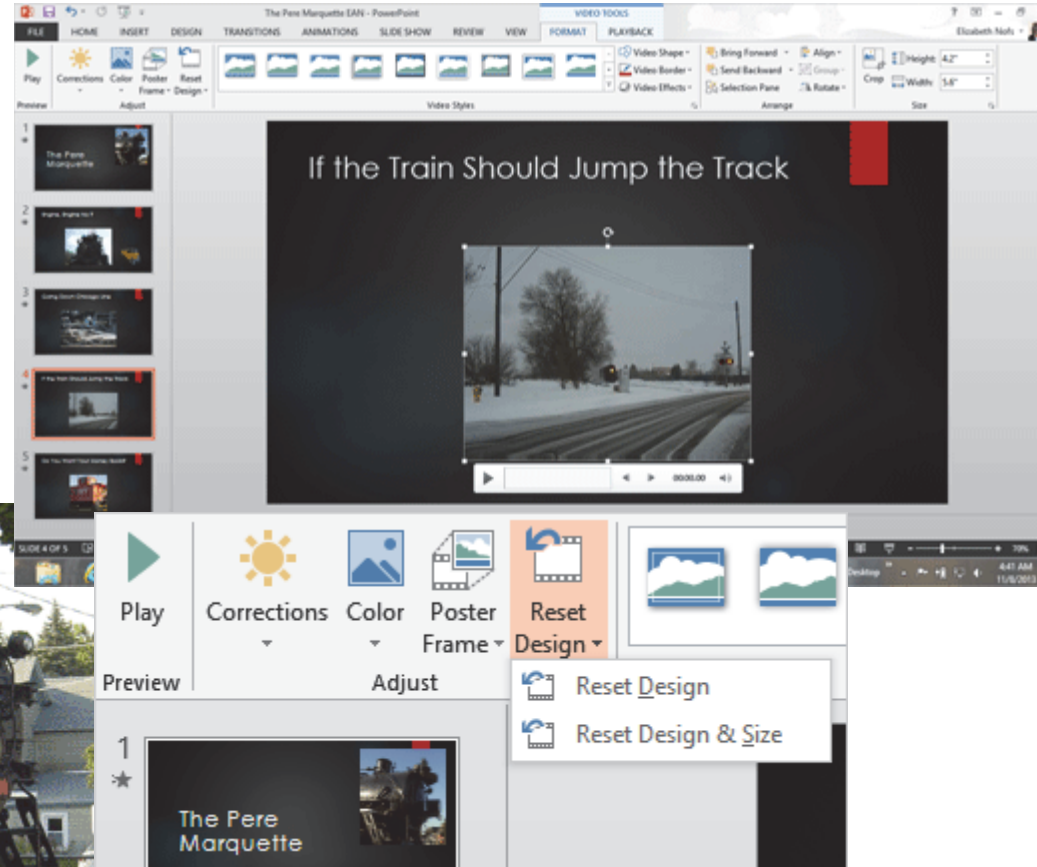
Maybe the formatting didn't turn out as good as you were hoping. You can return to the original video with **Reset Design**.

#### 6. Try it: Reset Design

The Video on Slide 4 is still selected. Go to **Video Tools ->Format ->Adjust**. Go to **Reset Design->Reset Design**.

**What Do You See?** The Video will be back to the original contrast and color.

Video Tools ->Format ->Adjust ->Reset Design



6



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Adjust Video (Reset Design)



## Video Tools: Playback

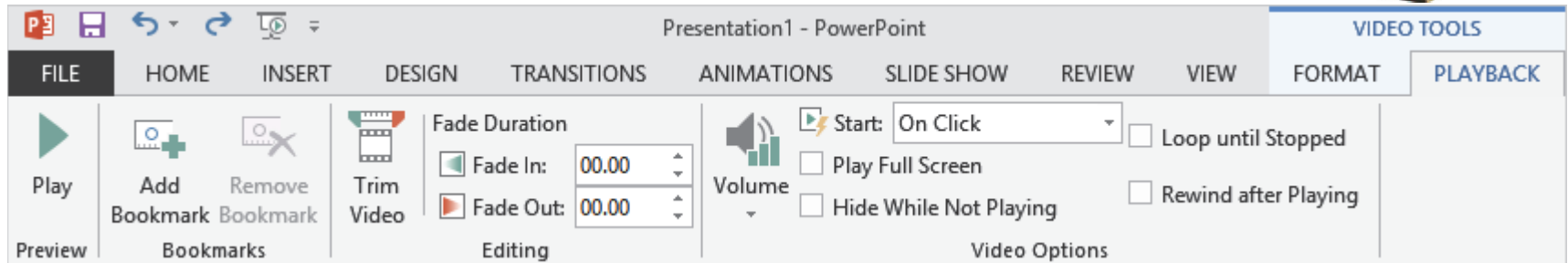
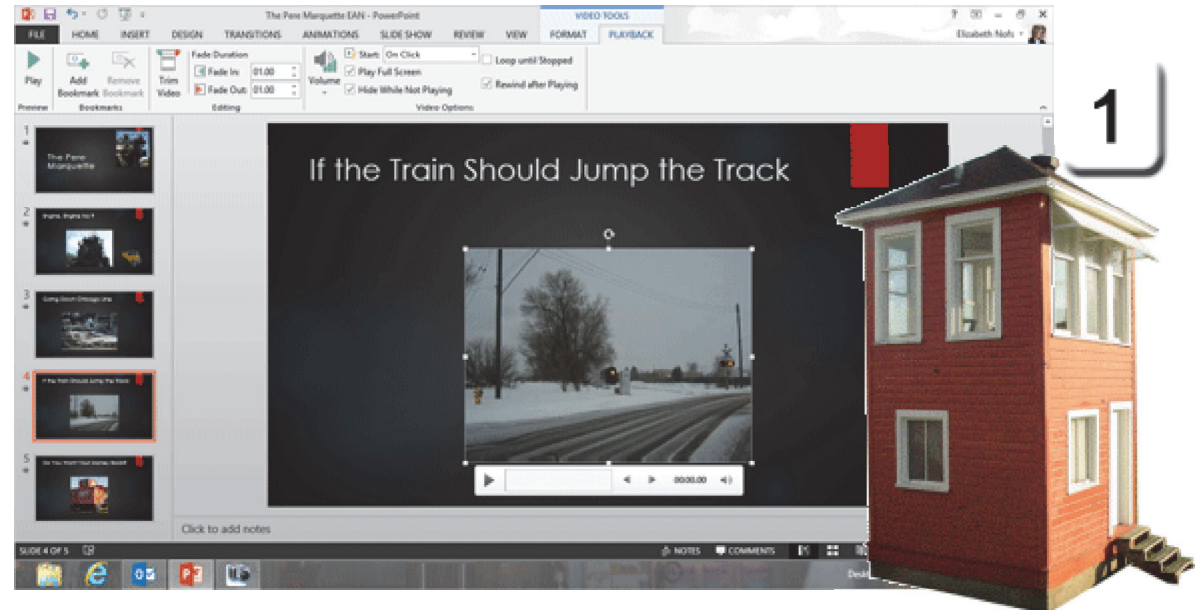
The **Playback** Ribbon lets you program your video presentation. The options are simple, but effective.

**1. Try it: Review the Playback Ribbon**  
The Video on Slide 4 is still selected.  
Go to **Video Tools ->Playback**.

**What Do You See?** The Groups include:  
Preview  
Bookmarks  
Editing  
Video Options

Keep going...

### Video Tools ->Playback



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Video Playback Tools



## Video Tools ->Playback-> Bookmarks

### Playback: Bookmarks

A **Bookmark** lets you quickly select a place in the video. You can have several Bookmarks if you wish.

#### 2. Try it: Add a Bookmark

Play the video.  
Pause it at 00:05.03 seconds or so.  
Go to **Video Tools ->Playback.**  
Go to **Bookmarks-> Add Bookmark**

**What Do You See?** The Bookmark appears as a dot on the timeline.

**What Else Do You See?** When you select a Bookmark, you cannot move it, but you can remove it if you wish.

#### Try This, Too: Remove a Bookmark

Select a Bookmark on the timeline.  
Go to **Video Tools ->Playback.**  
Go to **Bookmarks->Remove Bookmark.**

Keep going...

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Add Bookmarks





## Playback: Trim Video

Say you wanted to begin the video when the camera is steady. You can edit the Playback with the **Trim** function. Trim doesn't delete any of the video. It simply sets the start and stop times.

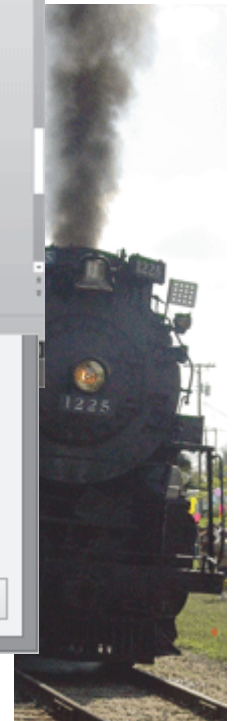
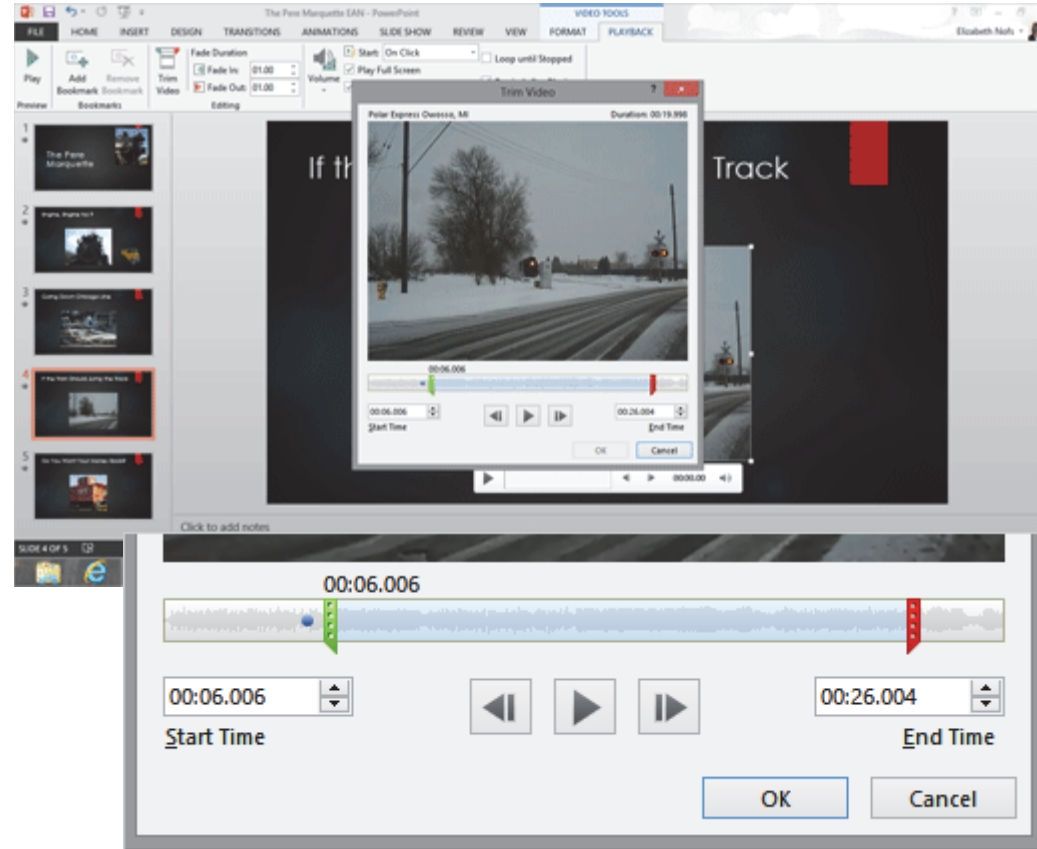
### 3. Try it: Trim the Video

The Video on Slide 4 is still selected. Go to **Video Tools ->Playback->Editing**. Click on **Trim Video**.

You will be prompted to enter the **Start Time** and the **End Time**. You can use the playback buttons to set the time very precisely if you wish.

Click **OK** and keep going, please.

## Video Tools ->Playback->Editing->Trim Video



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Edit the Playback (Set Start/Stop Times)





## Playback: Fade Duration

### 4. Try it: Edit the Fade Duration

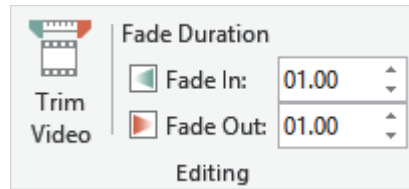
The Video on Slide 4 is still selected.

Go to **Video Tools ->Playback ->Editing**.

Go to **Fade Duration**.

Enter the **Fade In:** 01.00 (it's one second)

Enter the **Fade Out:** 01.00

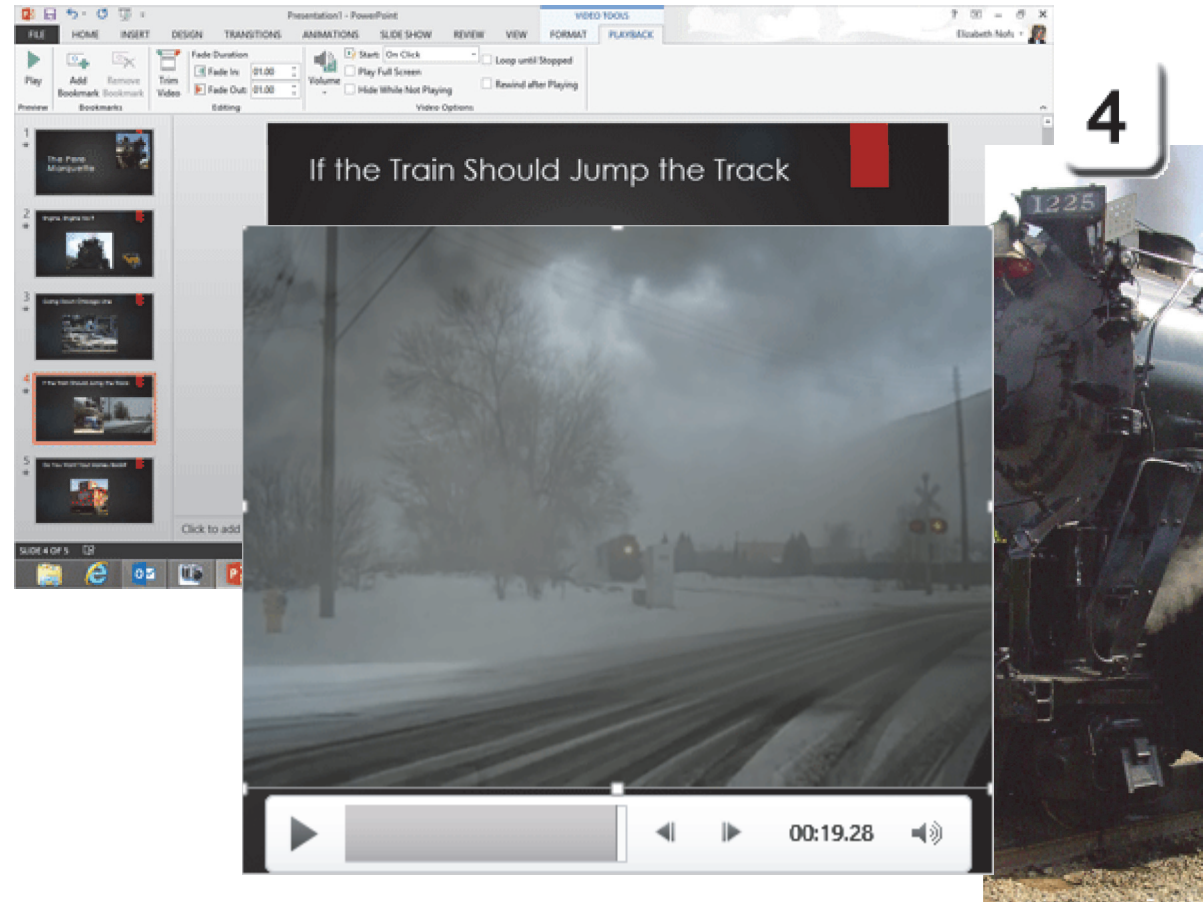


**What Do You See?** When you **Play** the video, the Video will Fade in and Fade Out gradually for a second.

**What Else Do You See?** If you use the player to advance to the last second of the video frame by frame, you will see that the video fades back to the start. In this little example, the video fades through the steam back to the beginning for a very cool effect.

Keep going...

## Video Tools ->Playback->Editing->Fade Duration



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.6 Insert and Format Media: Edit the Playback (Fade Duration)



## Playback: Volume

Raise your hand if you do not like being blasted by loud music when you click on something? Let's look at the **Volume** controls...

### 5. Try it: Adjust the Volume

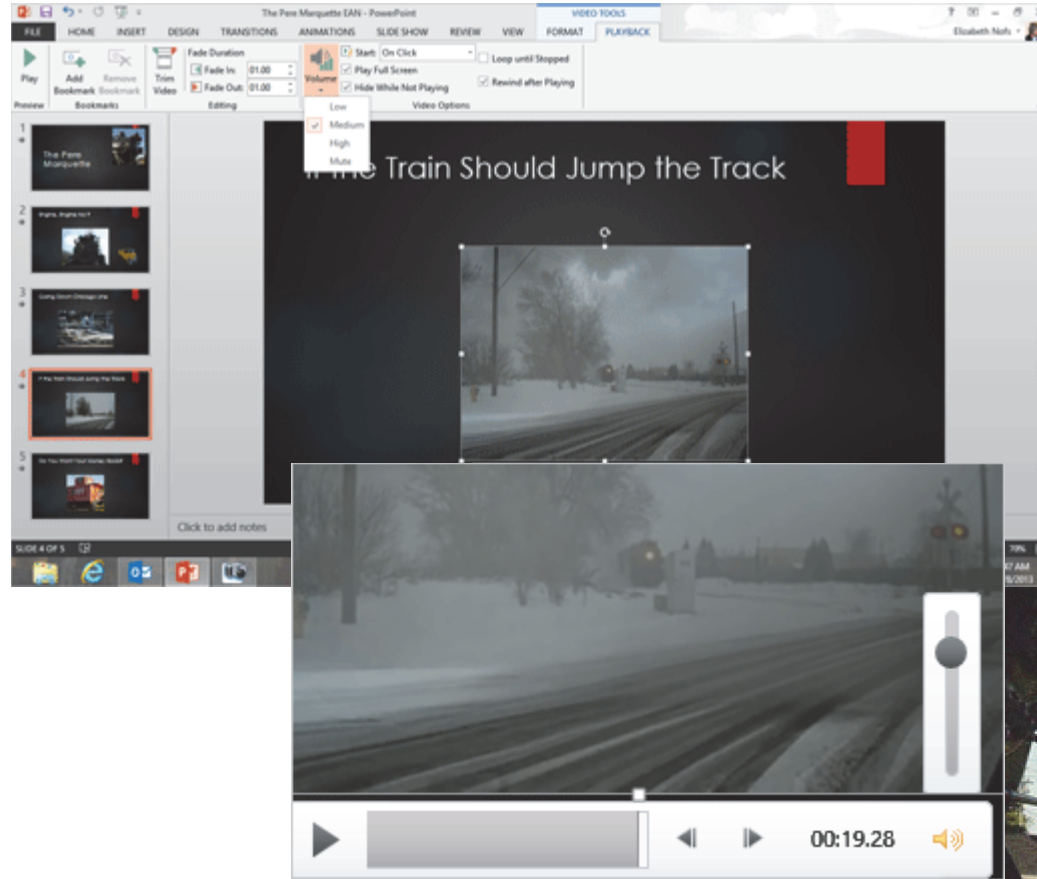
The Video on Slide 4 is selected.  
Go to **Video Tools -Playback**.  
Go to **Video Options->Volume**.

**What Do You See?** There are four options: Low, Medium, High and Mute.

**What Else Do You See?** You can also adjust the volume with the **speaker** control in the video player.

One more set of options.

Video Tools ->Playback->Video Options->Volume





## Playback: Video Options

The **Video Options** are similar to the ones we used on Transitions and Animation. You can program how the video starts and plays.

### 6. Try it: Edit the Video Options

The Video on Slide 4 is still selected.

Go to **Video Tools ->Playback**.

Go to **Video Options**.

#### Edit the following:

**Start: On Click.**

Select: **Play Full Screen.**

Select: **Hide While Not Playing.**

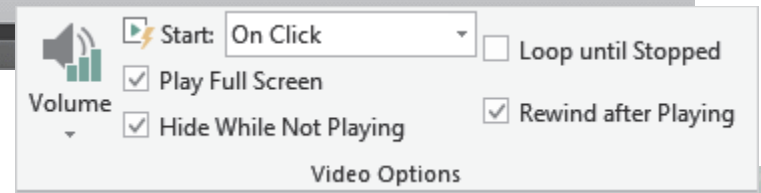
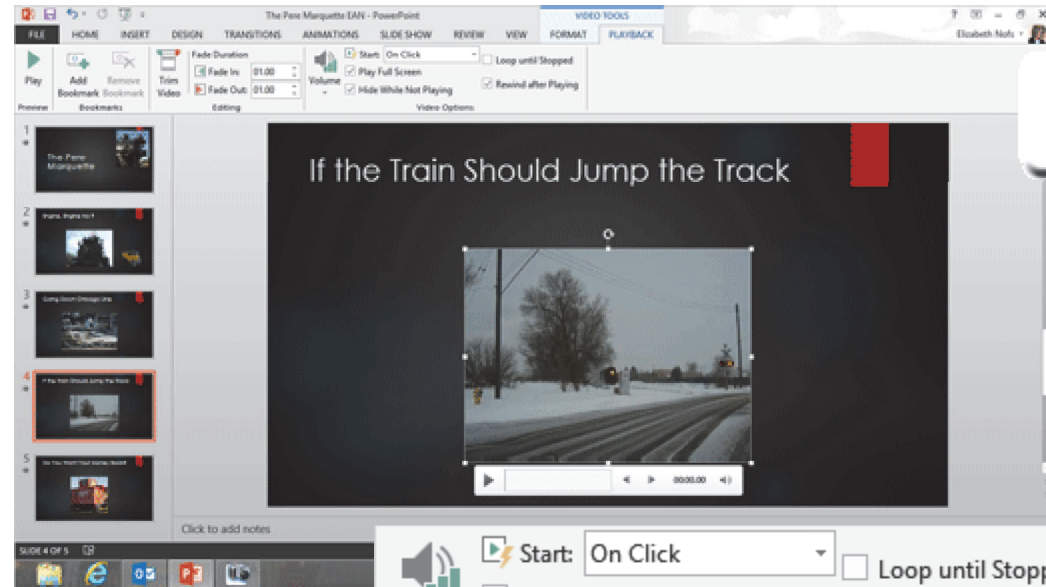
Select: **Rewind after Playing.**

These Video Options will play the video big--full screen--when you click it.

Keeeeeeep going... This is the good part.

**Memo to Self:** If you select **Hide While Not Playing**, you will not see the little video to click on it. The following pages will show you a new method for starting the video.

## Video Tools ->Playback->Video Options->Start



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Set Start/Stop Times



## Animate the Sequence

You can use an Animation Effect as a Trigger, or a command button, to start your embedded video. When you click the Trigger, the video will play. The Trigger can be added to a Title Textbox or a [Content Placeholder](#) (a picture, shape or chart).

### 7. Do This, Please: Arrange the Objects

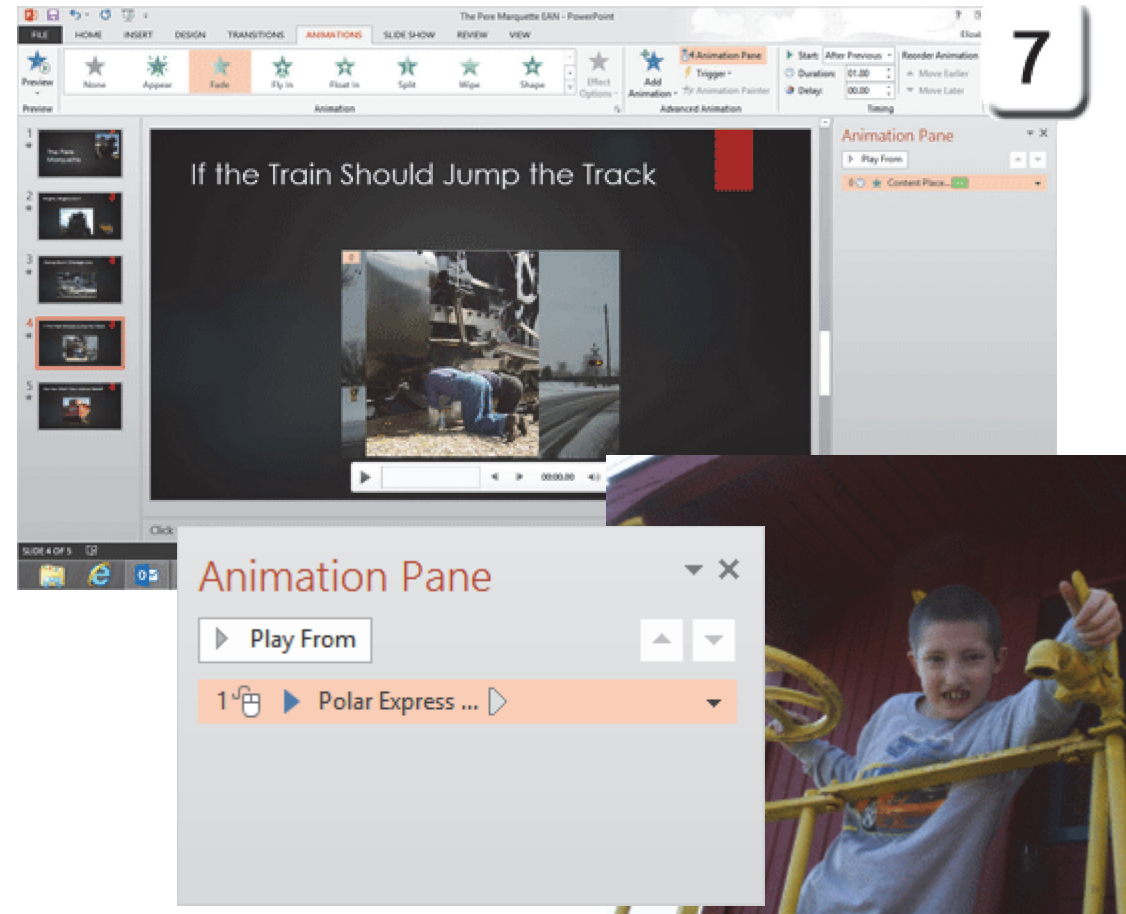
Select the Video on Slide 4.  
Go to **Video Tools ->Format ->Arrange->Align**.  
Select **Align Center**.  
Go to **Video Tools ->Format ->Arrange**.  
Go to **Send Backward-> Send to Back**.

### And This: Animate the Video

The Video on Slide 4 is selected.  
The Animation Pane is open.  
Go to **Animation->Animation->Play**.  
The Video now has an animation.

Keep going...

## Video Tools ->Format-> Arrange



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.3 Order and Group Shapes and Slides: Align and Group Shapes





## Animation Triggers

Anything on the slide can **Trigger** the **Play** Animation. In this example, clicking on the picture will play the video. The picture is framed in a Placeholder. Here are the steps.

### 8. Try This: Trigger the Animation

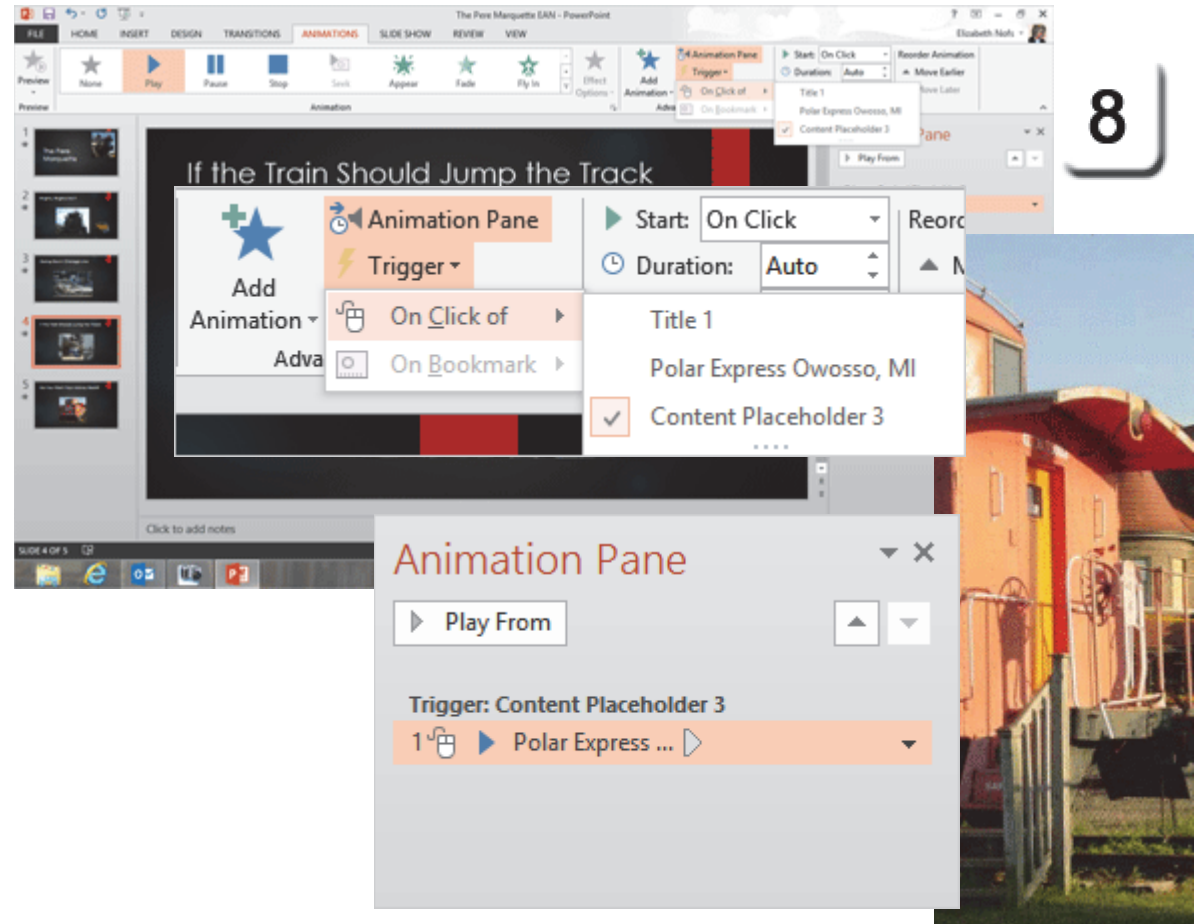
The Video on Slide 4 is selected.  
Go to **Animation->Advanced Animation**.  
Go to **Trigger->On Click of...**

**What Do You See?** There are three options:  
Title 1  
Polar Express Owasso (the Video)  
Content Placeholder 3 (the Picture)

Select: **Content Placeholder 3**.

Keep going...

## Animation->Advanced Animation->Trigger



8

Exam 77-422: Microsoft PowerPoint 2013  
4.0 Apply Transitions and Animations  
4.2 Animate Slide Content: Use Animation Triggers





Slide Show->Start Slide Show-> From Current Slide

## Play It!

**9. Try it: Play the Animation Sequence**  
Slide 4 is selected.  
Go to **Slide Show->Start Slide Show.**  
Click on **From Current Slide.**

When the Slide Show begins click on the  
Picture on Slide 4..

**What Do You See?** Did the Video play? Did it  
start and end on the Trim marks? Did the  
video fade and then return to Slide 4?

Very good. End the show.

Well, we always save things that work.  
Save, Save, Save.



9



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Present Slideshows



## Let's Do That Again

This first video was a file on your PC that was inserted into the presentation. It is part of the slide show: not a separate file or linked to a webpage.

The second video will be linked to a website. Keep in mind that you need to be online, connected to the Internet, when you work with this presentation.

**Before You Begin:** This demonstration uses a video that you can find on YouTube.

### 1. Try This: Find a Video

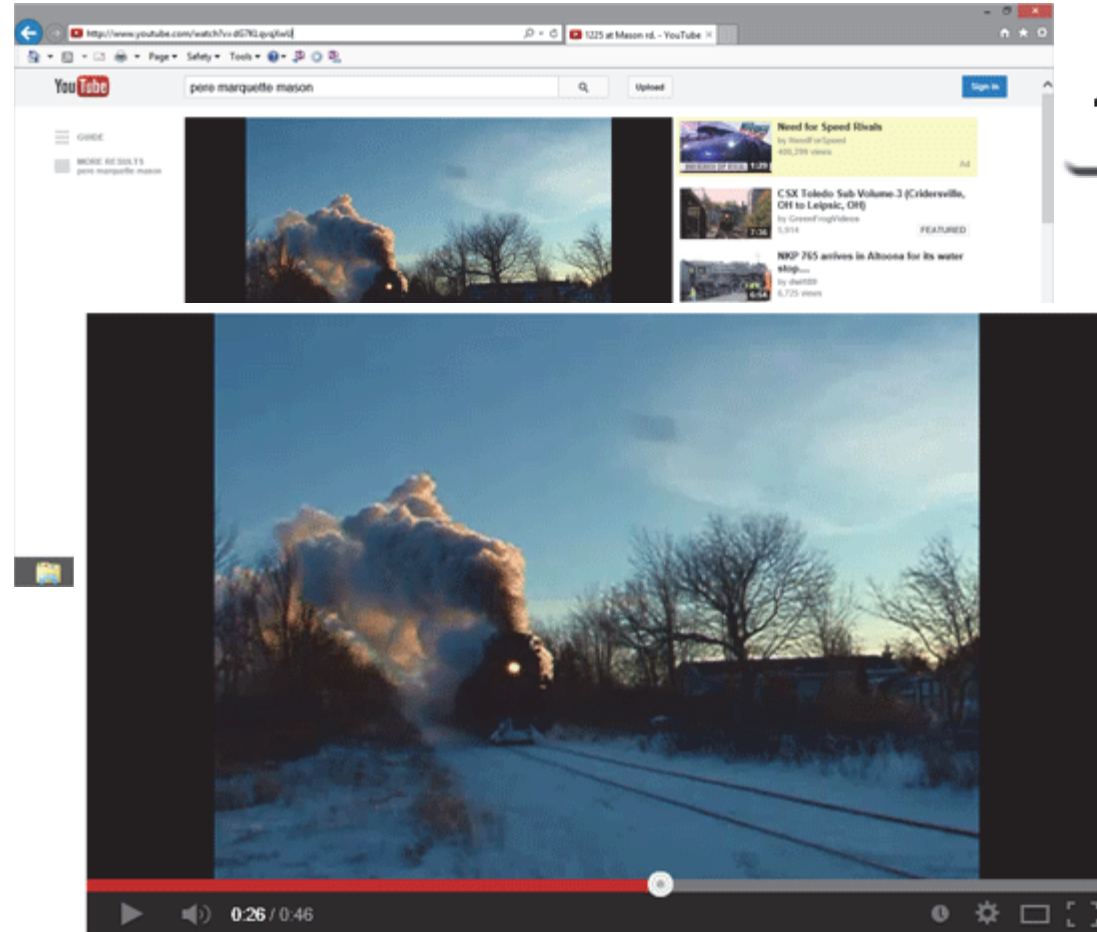
Open an Internet Browser.

Type the address: [www.youtube.com](http://www.youtube.com)

Search for: Pere Marquette Mason

Keep going...

www.youtube.com





## Copy the Address

Each object on the Internet is identified and found by an address, a Universal Resource Locator (URL). The goal is to find the Internet address, copy it, and paste it into PowerPoint as a hyperlink.

### 2. Try This: Copy the Internet Address

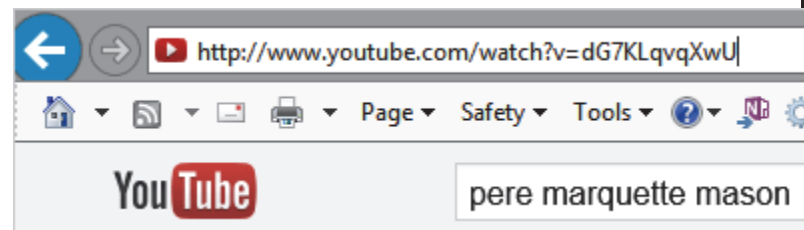
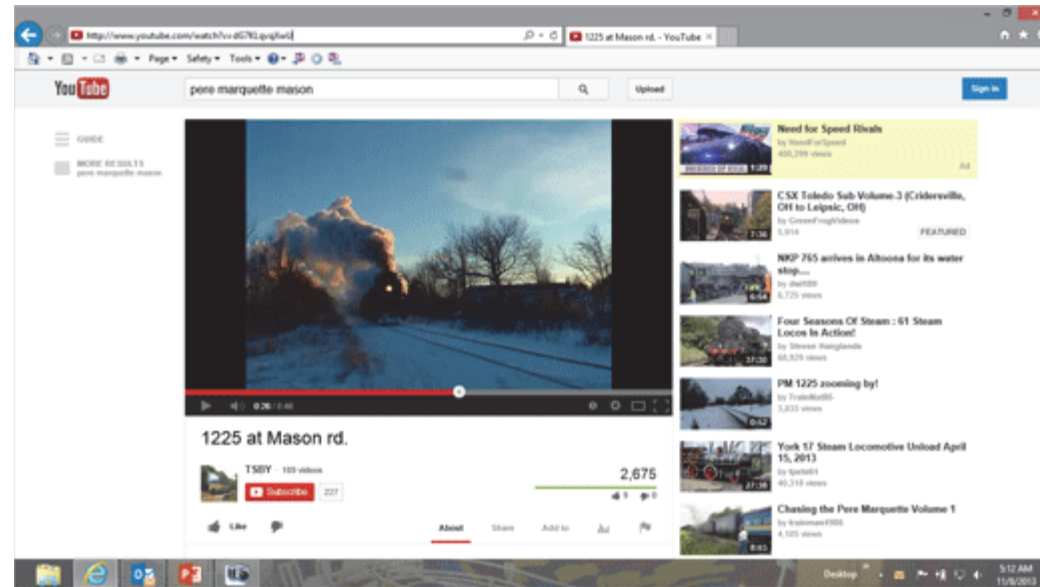
Place your cursor at the top on the address. The entire string should be highlighted. Type Ctrl+C to copy the code. (You can also Right-click->Copy).

Keep going...

**FYI Sharing Videos:** When you click on Share, you should see options to Embed or E-mail. There may be options for Facebook, Twitter, LinkedIn or other social networking sites.

Click on **Embed**. The embed code should be displayed in the window. This is the code you need to copy into a program or webpage.

www.youtube.com



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Link to External Media



Take Three

## Insert a Hyperlink

The next step places the address into your PowerPoint presentation as a hyperlink.

### 3. Try it: Insert a Hyperlink

Return to your PowerPoint presentation. Select the picture on Slide 3. Go to **Insert ->Links->Hyperlink**.

Edit the Hyperlink options:

**Link to:** Existing File or Web Page.

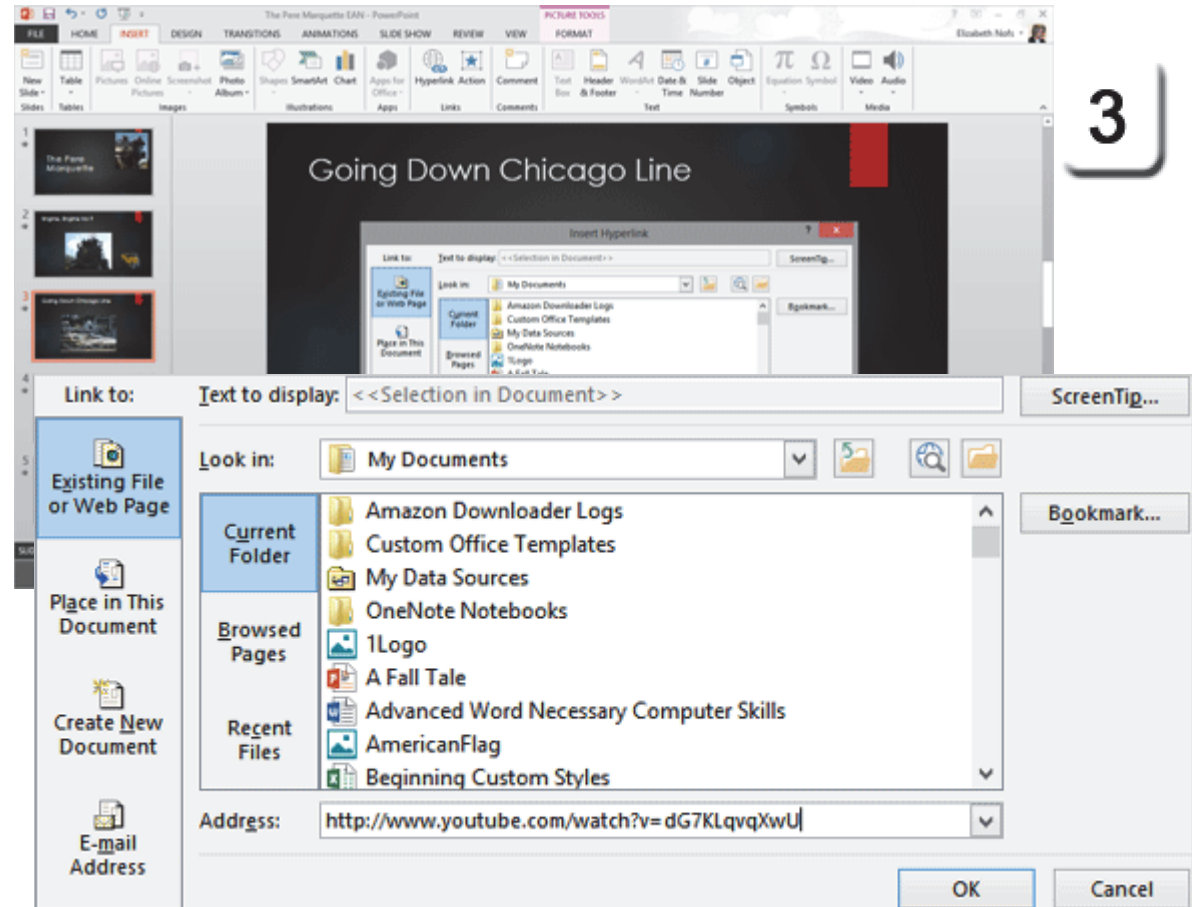
**Address:** Place your cursor in the box. Type **Ctrl+V**. This will paste the address you copied from the YouTube website.

**Screen Tip:** Watch the Pere Marquette video!

Click **OK**. Keep going...

**Memo to Self:** This presentation needs to be online, connected to the Internet, so that the source video can be played on youtube.com.

## Insert ->Links->Hyperlink



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Link to External Media





## Test the Links and Triggers

**Before You Close the Show:** The Computer Mama sez it is good practice to TEST the Animations, Links and Triggers.

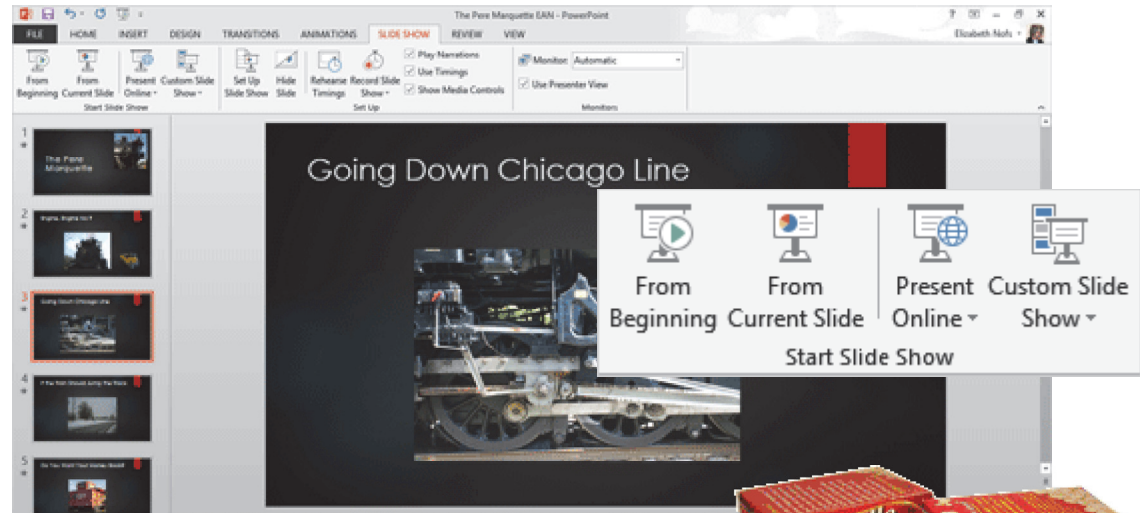
### Try This: Test the Multimedia and Links

The presentation is open in PowerPoint. Go to **Slide Show->Start Slide Show.** Select: **From the Beginning.**

Please click on the pictures on Slides 3 and 4. That is so fun it should come with popcorn!

Done and done.

## Slide Show ->Start Slide Show->From Beginning



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Link to External Media





# Practice Activity

## Lesson 5: Working with Multimedia

**Before You Begin: Start Microsoft PowerPoint.**

**Try This: Do the following steps**

1. Open a new blank PowerPoint presentation.
2. Add the title: Helpful Baby
3. Add two blank slides.
4. On Slide 2, insert a video from file. Insert the sample video [Using Swiffer.wmv](#).
5. Apply Video Style Snip Diagonal Corner, White to the video. Resize the video to be 3" tall.
6. Apply the Correction Brightness +20%, Contrast +20% to the video.
7. Add a bookmark to the video at a spot of your choice.
8. Trim the last 5 seconds off the end of the video.
9. Add a baby related picture of your choice. Resize the picture to be larger than the video placeholder.
10. Set the video to hide when not playing.
11. Add a Trigger to the Video. Select the picture on the slide as the Trigger with the video playing on click of the picture.
12. Go to Slide 3. Add the following video from YouTube titled Helping with Laundry.  
<http://www.youtube.com/watch?v=SFAwae5rwk4>
13. Add three baby or child themed ClipArt images to the slide show. Arrange the images so that two of them overlap the video. Arrange one of the overlapping images to be in front of the video and one of the overlapping images to be behind the video.
14. Test your slide show.
15. Save this file as Advanced PowerPoint Practice Activity 5.





## Test Yourself

1. Which is true about adding video to a presentation?

(Give all correct answers.)

- a. An embedded video is inserted from a file and increases the size of the PowerPoint file.
- b. A video inserted from a website increases the size of the PowerPoint file.
- c. An linked video uses a link to a website and does not increase the size of the PowerPoint file.

Tip: Advanced PowerPoint, page 156

2. A video linked from a website requires an internet connection to play.

- a. True
- b. False

Tip: Advanced PowerPoint, page 175

3. Which can be edited on an embedded video?

(Give all correct answers.)

- a. Brightness
- b. Contrast
- c. Color
- d. None

Tip: Advanced PowerPoint, page 163-165

4. Trim deletes the marked parts of a video.

- a. True
- b. False

Tip: Advanced PowerPoint, page 168

5. Which is true about Playback?

(Give all correct answers.)

- a. Uses a picture or other object to trigger a video or animation to play
- b. Command is on the Animation Ribbon
- c. Used to access media that is hidden on a slide

Tip: Advanced PowerPoint, page 173



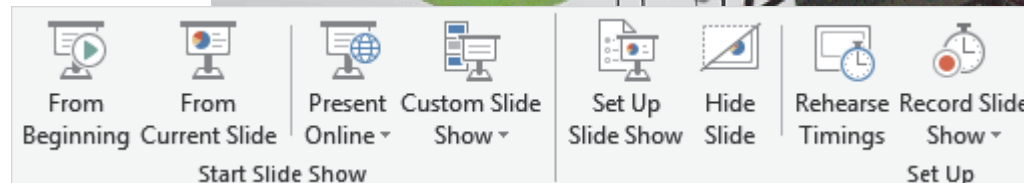


# Showtime: Delivering Presentations

## Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Use the Presentation Tools to add pen and highlighter annotations.
2. Set up a Slide Show, play narrations and show the Media Controls.
3. Rehearse, adjust and use timings in a slide show.
4. Record a Slide Show.



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## Lesson 6: Delivering Presentations

### 1. Readings

Read Lesson 6 in the Advanced PowerPoint guide, page 180-207.

### Project

This lesson demonstrates how to show a PowerPoint presentation.

### Downloads

[Fish Tale 2013.pptx](#)

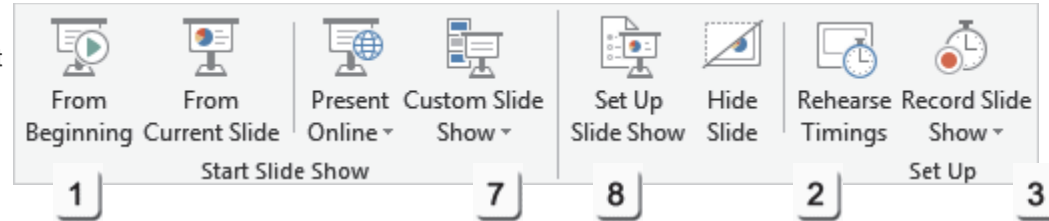
### 2. Practice

There is no Practice Activity.

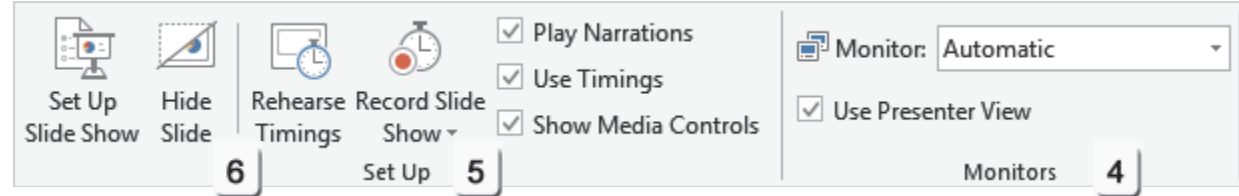
### 3. Assessment

Review the Test questions on page 208.

#### Slide Show Ribbon



#### Slide Show Ribbon, continued



#### Menu Maps

From the **Slide Show Ribbon**.

1. [Start Slide Show](#), page 184
2. [Set up->Rehearse Timings](#), page 191
3. [Set Up->Record Slide Show](#), page 197
4. [Monitors->Monitor](#), page 199
5. [Monitors->Use Presenters View](#), page 200
6. [Set Up->Hide](#), page 201
7. [Start Slide Show->Custom Slide Show](#), page 203
8. [Set Up-> Set Up Slide Show](#), page 205

#### More Menu Maps

1. [Transitions->Timing->Advance Slide](#), page 193
2. [Insert ->Media->Record Audio](#), page 194
3. [Audio Tools ->Playback->Audio Options](#), page 196





## Delivering Presentations

There are so many baaaaaad ways to deliver a presentation that one comedian has made a popular skit called, Death by PowerPoint. PowerPoint actually has an entire **Slide Show** Ribbon that you can use to prepare, rehearse and program your presentation. Your delivery can be polished and professional. The timing can be recorded and edited to fit your speech. In spite of all the jokes, PowerPoint has many ways of making you look good.







## Before You Begin

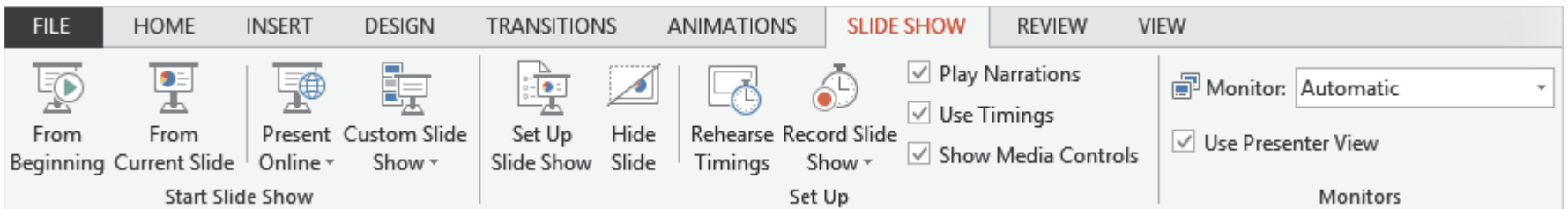
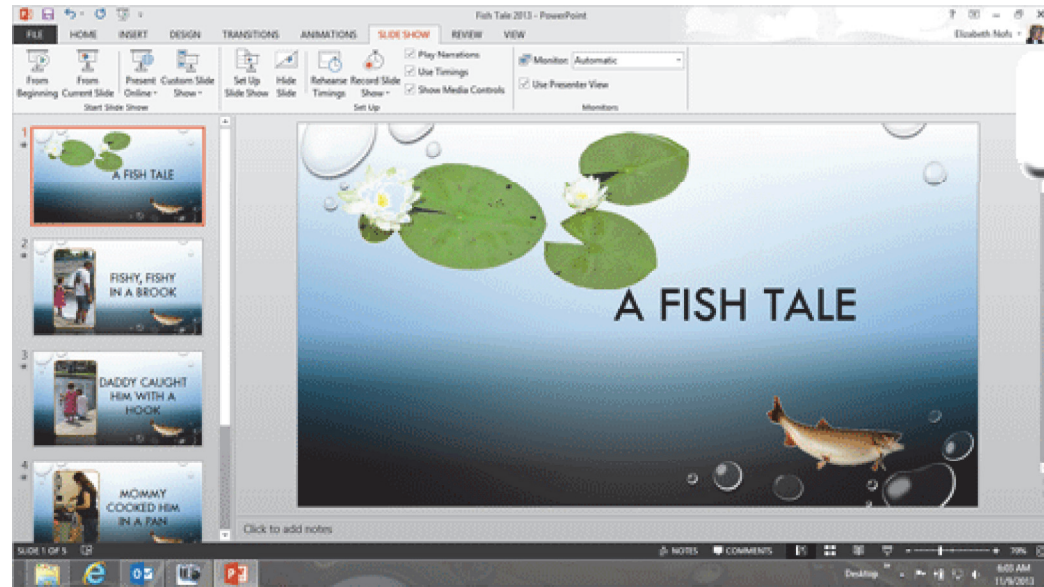
This lesson demonstrates the options on the Slide Show Ribbon. You can use the sample presentation or open any PowerPoint slide show if you wish.

**1. Try it: Review the Slide Show Ribbon**  
Open the presentation: Fish Tale 2013.pptx.  
Go to the **Slide Show** Ribbon.

**What Do You See?** There are three groups:  
Start Slide Show  
Set Up  
Monitor

Keep going...

### Slide Show ->Start Slide Show



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Video on My PC



Take One

## Find the Presentation Tools

### 2. Try it: Find the Presentation Tools

The slide show is open.

Go to **Slide Show ->Start Slide Show.**

Click on **Start from Beginning.**

**What Do You See?** PowerPoint will show Slide 2.

**What Else Do You See?** Run your mouse over the bottom left corner. You should see the Presentation Tools:

Left Arrow (Previous Slide)

Right Arrow (Next Slide)

Pencil (For annotation and markup)

Slide Sorter

Zoom

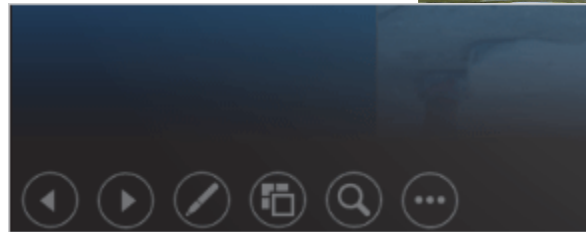
Menu (Options for navigation and display)

**Do This: Advance to the Next Slide**

Click on the **Right Arrow** (Next).

Keep going...

Slide Show ->Start Slide Show->Start from Beginning



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.5 Configure and Present Slideshows: Navigate Within Slideshows



Take One

## Presentation Tools

Watch your cursor as you move across the slide. You should see a white arrow that you can use to point and click. You can switch to a Laser Pointer, Pen or Highlighter if you wish.

The Pen and Highlighter can be used to **annotate** your slides with comments or gestures. The markings are called "inks."

### 3. Try it: Find the Pointer Options

Slide 2 is shown on screen.

Go to the **Presentation Tools** in the bottom left corner. Select the **Pointer Options**.

Select the **Pen tool**, please.

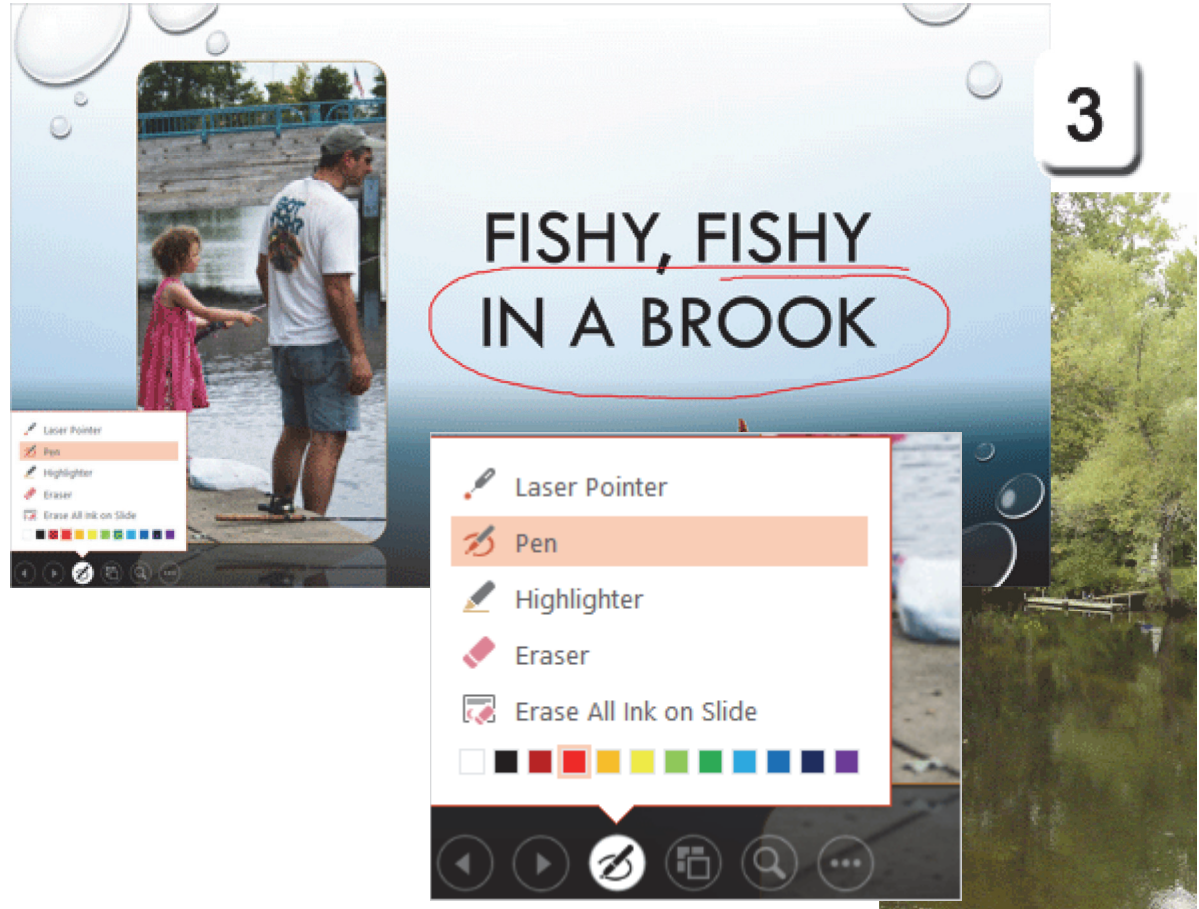
Circle the text on Slide 2 to make a mark.

### Do This: Advance to the Next Slide

Click on the **Right Arrow** (Next).

Keep going...

## Presentation Tools->Pointer Options



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Annotate Slideshows





Take One

### Working with Annotations

When you click on the **Pointer Options** in the Presentation Tools, you should see short menu that includes the **Laser Pointer**, **Pen** and **Highlighter**. This menu also has an **Eraser** that lets you wipe out the annotations. You can **Erase All Ink on Slide** as well.

The default **Ink Color** may or may not work with your PowerPoint Theme. Here are the steps to change the Ink Color.

#### 4. Try it: Change the Ink Color

Slide 3 is shown on screen.

Go to **Presentation Tools->Pointer Options**.

Go to **Pen->Ink Color**.

Select a color from the palette.

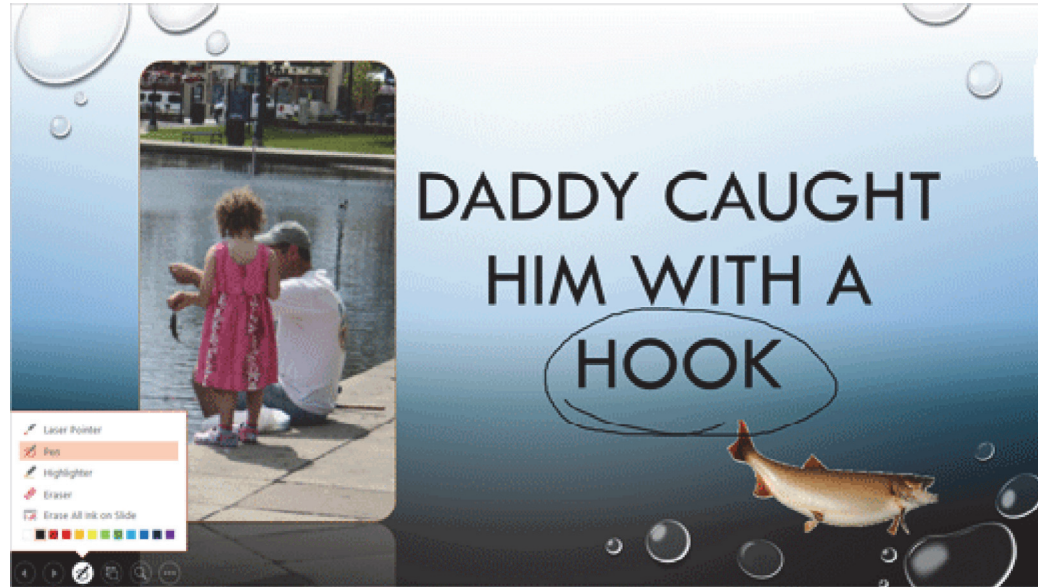
Circle something else on Slide 3 to make an annotation.

#### Do This, Again: Advance to the Next Slide

Click on the **Right Arrow** (Next).

Keep going...

Presentation Tools ->Pointer Options->Pen->Ink Color



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Annotate Slideshows



### Go to a Specific Slide

We already found the little arrows, **Next** and **Previous**, for navigating through the slide show. You can also go to a specific slide.

#### 5. Try it: Go to a Specific Slide

Slide 4 is displayed on screen.

Go to the **Presentation Tools**.

Click on **Slide Navigator**.

**What Do You See?** A Slide Navigator will open. All of the slides should be shown. Select a Slide: 1 A Fish Tale. The Slide Navigator will close. You should go to the first slide in the show.

One more example, please keep going...

**Memo to Self:** You can also go back to the Slide Show by clicking on the Return arrow in the top left corner of the Slide Navigator.

### Presentation Tools ->Slide Navigator

The screenshot shows the Slide Navigator interface. At the top, slide 5 is displayed with the title "MOMMY COOKED HIM IN A PAN" and an image of a woman cooking. Below this, two thumbnails are visible: slide 1 titled "A FISH TALE" with a fish and lily pads, and slide 2 titled "FISHY, FISHY IN A BROOK" with a man and child by a brook. A back arrow is in the top left of the navigator, and a "5" is in a box on the right side of the main slide.

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Navigate Within Slideshows





Take One

### Keep or Discard Inks

Say you added several annotations to the presentation. You can Keep or Discard the markings if you choose. You will be prompted when you end the presentation.

#### 6. Try it: Keep the Annotations

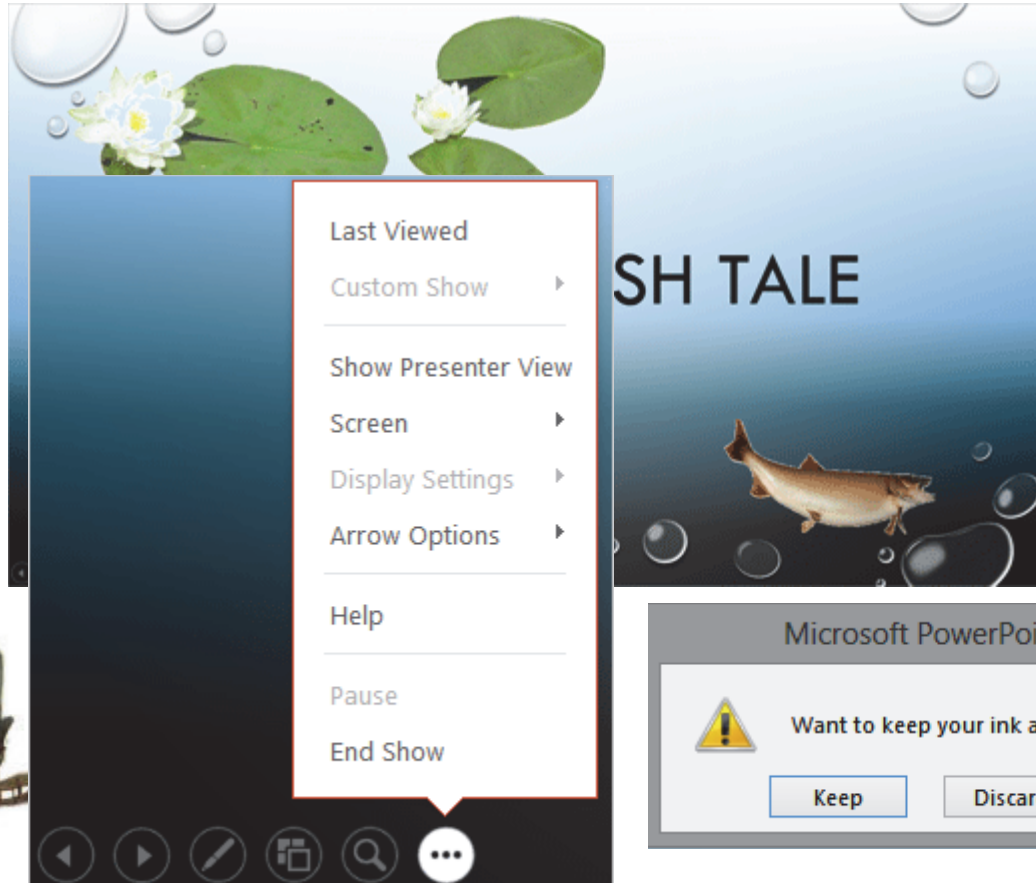
Slide 1 is displayed on screen.  
Go to **Presentation Tools->Menu**.  
Click on **End Show**.

**What Do You See?** You will be prompted to **Keep** or **Discard** the ink annotations.  
**Keep** the annotations.

And keep going...



### Presentation Tools ->Menu



6

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Keep or Discard Annotations



Take One

## Edit the Annotation

If you keep the Inks, can you delete them later? Certainly. Here are the steps.

### 7. Try it: Edit the Annotation

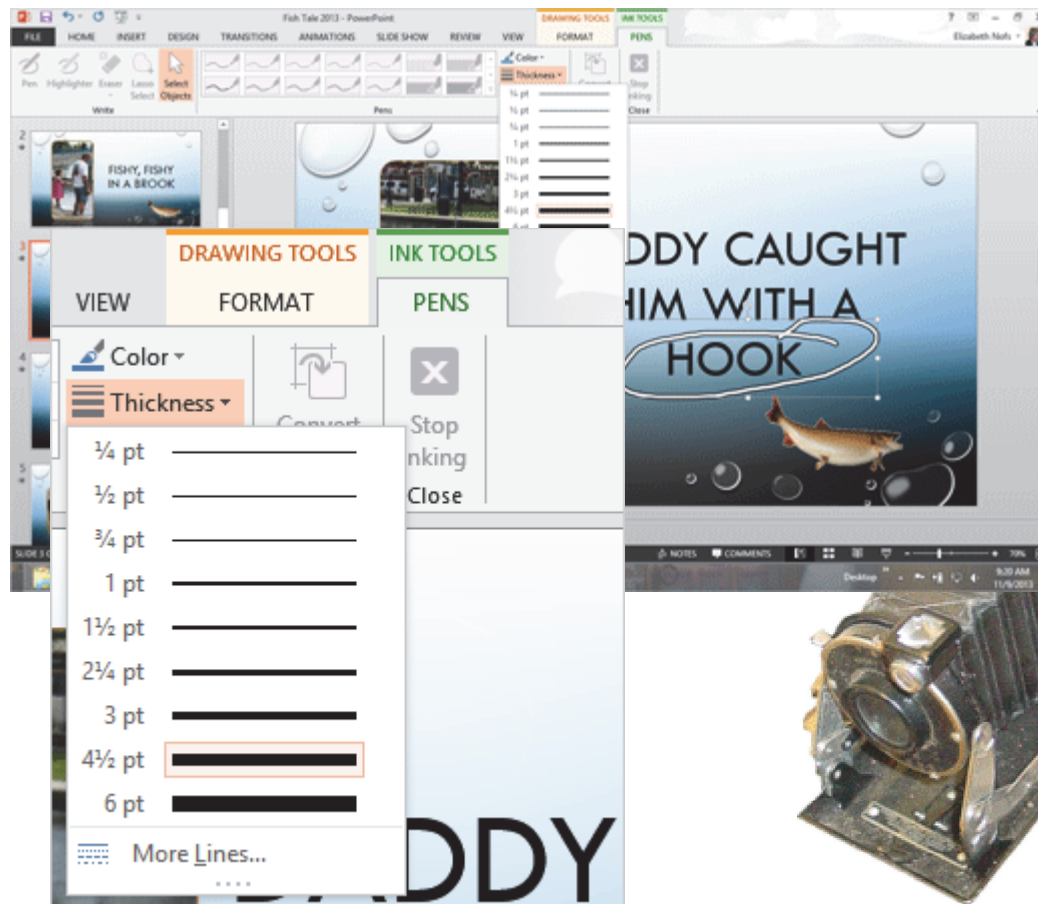
The Slide Show is in Normal View. The annotation on Slide 3 is selected.

**What Do You See?** PowerPoint has a rich **Ink Tools** Ribbon. You can edit the Pen or Highlighter, Color and Thickness.

**What Else Do You See?** Annotations are Shapes, so the Drawing Tools are available as well.

**Memo to Self:** You can select the ink and delete it if you do not want to keep it.

## Ink Tools->Pens



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Edit or Delete Inks





## Set Up: Rehearse Timings

You can **Rehearse** the **Timings** for your presentation. PowerPoint will record how long you linger on a slide as the text, graphics and multimedia play.

### 1. Try it: Rehearse Timings

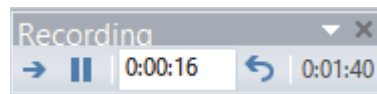
The sample slide show is open.

Slide 1 is selected.

Go to **Slide Show ->Set up.**

Click on **Rehearse Timings.**

**What Do You See?** The presentation will begin on Slide 1. The little Player will show how many seconds have elapsed since the recording began. The controls include Play, Pause, Repeat.



When you advance to the next slide, PowerPoint will record the **Timing** for the new slide. Watch the time-see if you can make them around 20 seconds, each.

Keep going...

## Slide Show ->Set up->Rehearse Timings

The screenshot shows the PowerPoint interface in Slide Show mode. The 'SLIDE SHOW' menu is open, and 'Rehearse Timings' is selected. A 'Recording' timer overlay is visible in the bottom left corner, showing a play button, a pause button, and a time of 0:00:16. The main slide displayed is 'A FISH TALE' with a background of water, lily pads, and a fish. A smaller inset slide shows a baby eating, with the text 'BABY ATE THEM LIKE A MAN'.

1

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Rehearse Timing



Take One

## Keep the Slide Timings

### 2. Try it: Keep the Slide Timings

When you complete a slide show, the screen will fade to black and you will be prompted to keep the new slide timings that you just rehearsed.

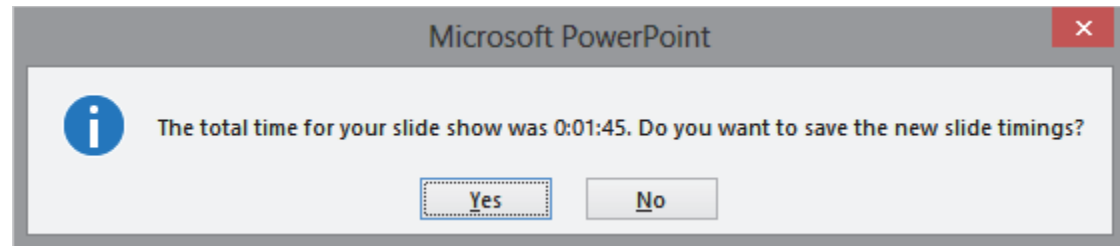
PowerPoint will calculate the total time for the slide show. The show on this page is one minute and 45 seconds. Keep going...



Slide Show ->Set up->Rehearse Timings



2



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Rehearse Timing





Take One

## Edit the Slide Timings

The Timings that you rehearsed and saved were added to the Slide Transitions. You can edit the **Slide Timing** with the **Transitions** Ribbon.

### Before You Begin: Change the View

Go to **View->Slide Sorter**.

You should see the **Timing** beneath each Slide, next to the Animation star.

### 3. Try it: Edit the Timing

Slide 3 is selected.

Go to **Transitions->Timing->Advance Slide**.

Each slide should have a check mark to Advance Slide **After**.

Edit the **Timing**: 00:20:00

Make the Timing for each slide 20 seconds.

Keep going, please...

## Transitions->Timing->Advance Slide

The screenshot shows the PowerPoint 2013 interface with the **TRANSITIONS** ribbon selected. The **Timing** task pane is open, showing settings for Slide 3. The task pane includes a **Sound** dropdown set to [No Sound], a **Duration** spinner set to 03.90, and an **Apply To All** button. The **Advance Slide** section has  **On Mouse Click** and  **After** with a spinner set to 00:22.29. A large number '3' is overlaid on the right side of the task pane. Below the task pane, a preview of Slide 4 is shown with the text 'MOMMY COOKED HIM IN A PAN' and a timer of 00:20.

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Edit Transition Timing





Take One

## Create a Sound Recording

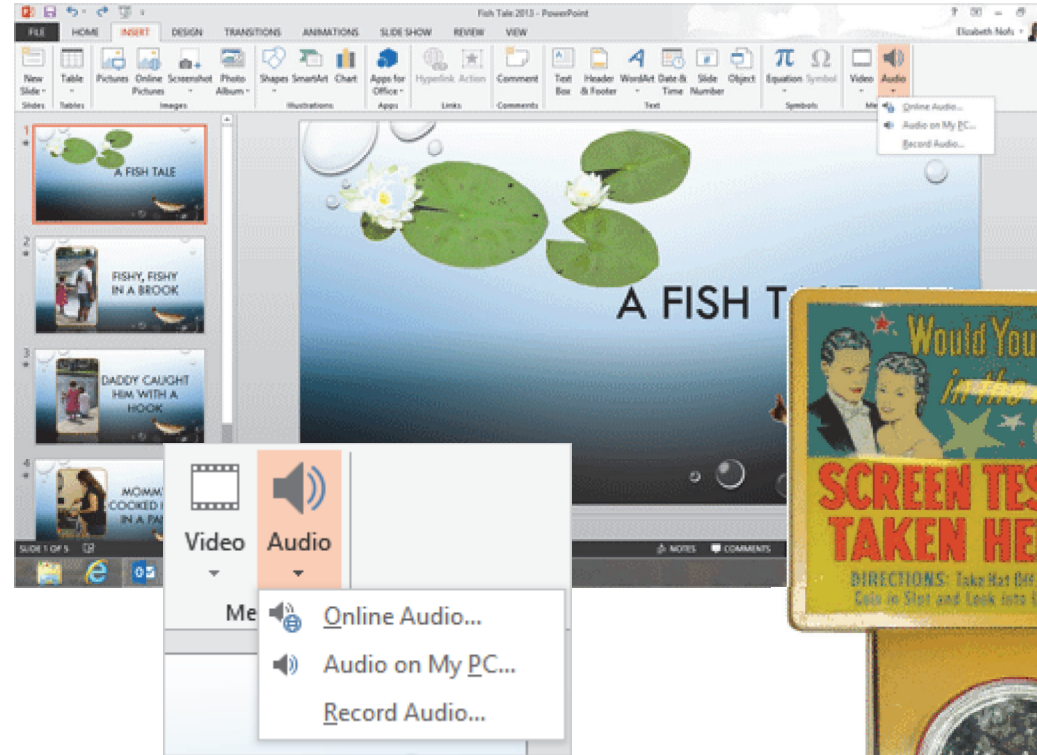
You can record a narration for your slide. The slide show can be set up to play your narration automatically.

**Before You Begin:** This lesson shows how to record your voice. Most laptops have a built-in microphone. You may need to add a mic to some older desktop computers. Either way, you should test the mic before you try to record any audio.

**4. Try it: Create a Sound Recording**  
Go to **View->Normal**. Select Slide 1. Go to **Insert ->Media->Record Audio**.

Keep going...

### Insert ->Media->Record Audio



4



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Set Media Options (Audio Tools)



Take One

## Record Sound

**What Do You See?** The Media Player will pop up, ready to record.

The controls are very simple:

Play

Pause

Record (The red dot)

### 5. Try This: Record Sound

Enter a name: Sound Test

Click: **Record**

Speak out loud: "Sound Test,... new recording for this sample slide. Test."

Click **OK** when you are done.

Keep going....

Insert ->Media->Record Audio



5



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Set Media Options (Audio Tools)



Take One

## Adjust the Audio Playback

The newly recorded audio content will be displayed as a small speaker icon. When you select the speaker, the **Audio Tools** should become available.

### 6. Try it: Review the Audio Playback

The Audio icon on Slide 1 is selected.

Go to **Audio Tools ->Playback**.

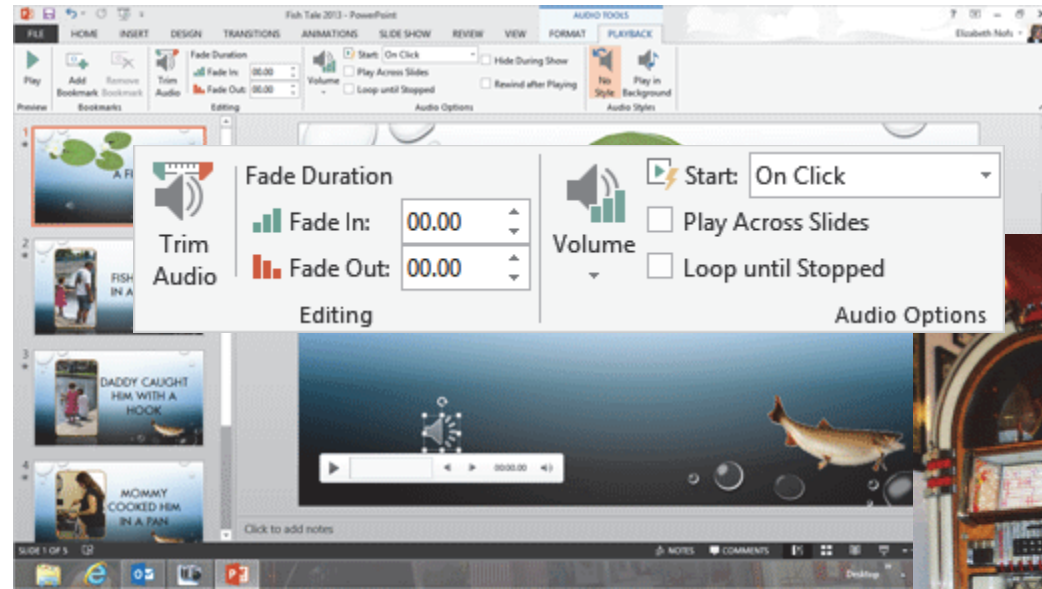
Go to **Audio Options**

Edit the **Start: On Click**.

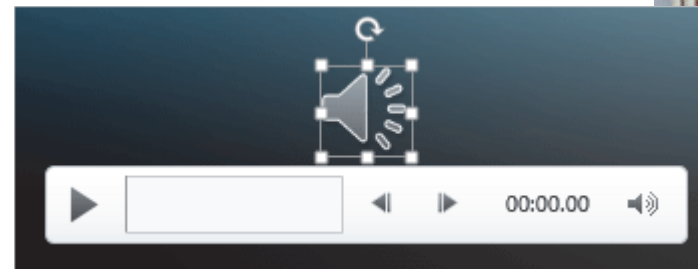
Keep going...

**Where Have You Seen This, Before?** The Audio Playback Tools are almost identical to the Video Playback Tools.

## Audio Tools ->Playback->Audio Options



6



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Set Media Options (Audio Tools)



## Record Your Slide Show

You can record your presentation as you present it live: Your recording can include Narrations, Timing and Media Controls.

### 7. Try it: Record Your Slide Show

Slide 1 is selected.

Go to **Slide Show ->Set Up.**

Go to **Record Slide Show**

**What Do You See?** You can **Start Recording from the Beginning...** or from the slide you are currently on.

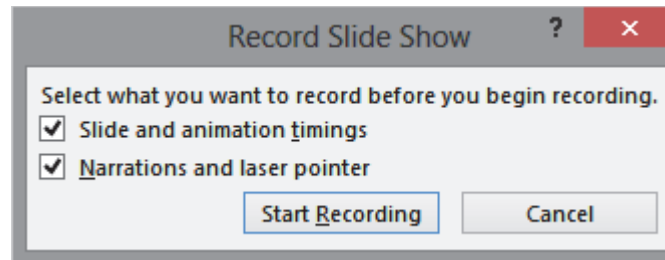
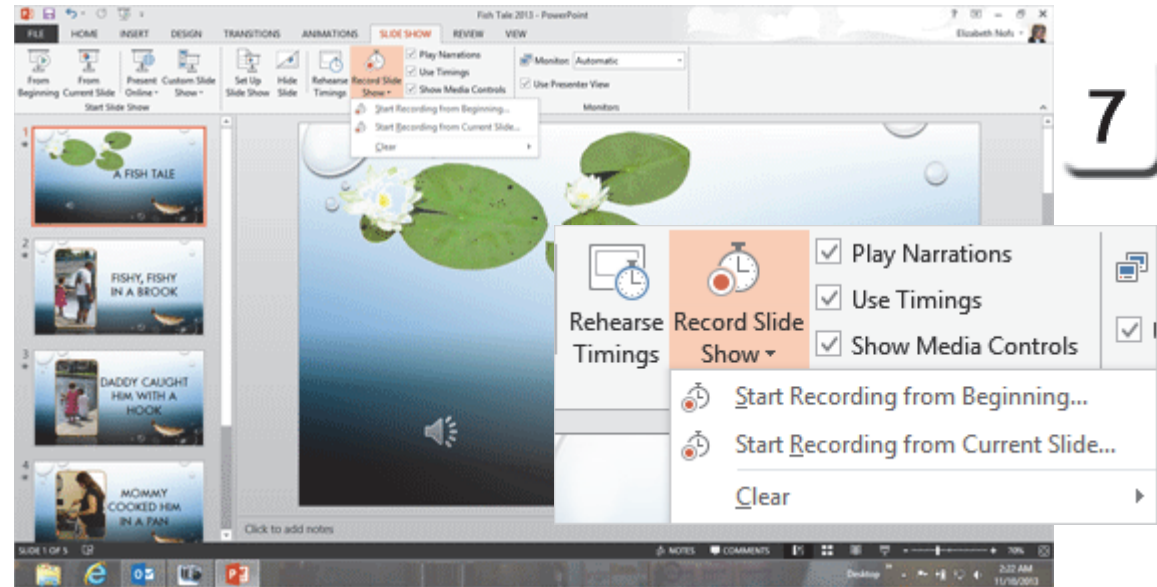
Select: **Start Recording from the Beginning...**

You will be prompted to select what you want to record. The options include:  
Slide and animation timings  
Narrations and laser pointer.

Please record approximately 20 seconds for each slide.

Keep going...

## Slide Show ->Set Up->Record Slide Show



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Record Slide Show





Take One

## Recording Options

You can use the Set Up options to **Clear** the Timing and Narrations on your recording.

### 8. Try it: Clear the Timing

The presentation is in Slide Sorter View. Slide 1 is selected.

Go to **Slide Show ->Set Up**.

Go to **Record Slide Show->Clear**.

Click on **Clear Timing on Current Slide**.

### Do This: Save Your Presentation

Go to **File->Save As**.

Enter the Name: Show Time YourName.pptx

Click **SAVE**.

Slide Show ->Set Up->Record Slide Show->Clear

The screenshot shows the PowerPoint interface with the Slide Show tab selected. The 'Record Slide Show' button is highlighted, and its dropdown menu is open. The 'Clear' option is selected, which has opened a sub-menu. In this sub-menu, 'Clear Timing on Current Slide' is highlighted. The background shows a slide sorter view with five slides, including 'A FISH TALE', 'FISHY, FISHY IN A BROOK', and 'MOMMY COOKED HIM IN A PAN'. A '8' in a box is visible in the top right corner of the screenshot area.

Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.5 Configure and Present Slideshows: Clear Recordings





## Slide Show Set up: Monitor

PowerPoint presentations are made to be projected onto the big screen so the audience can see them. The speaker can see the same View as the one projected onto the screen.

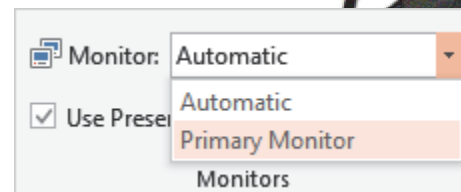
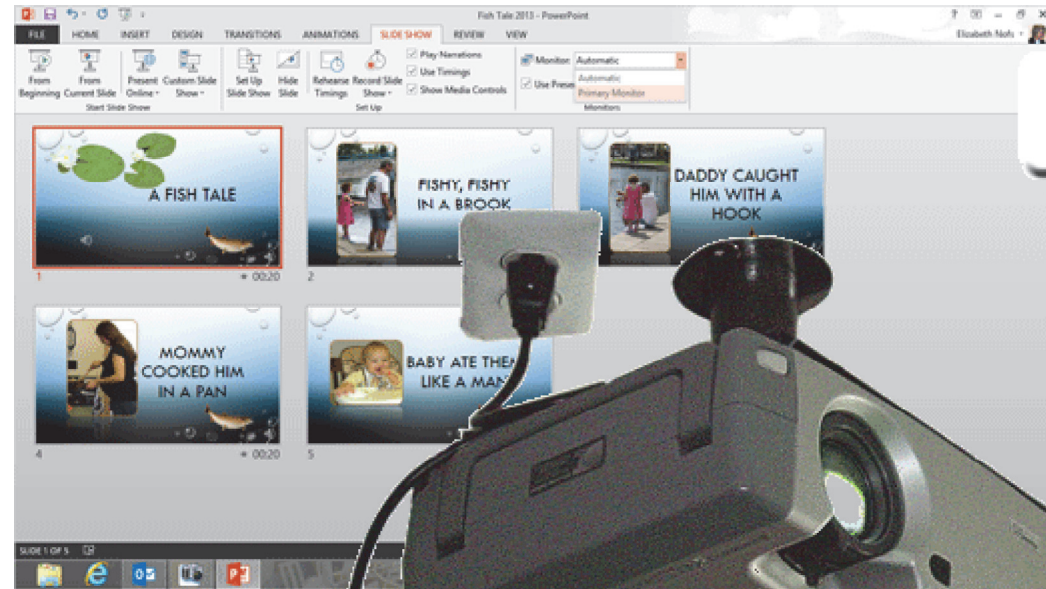
### 1. Try it: Review the Monitor Options

The presentation is open in Slide Sorter View. Go to **Slide Show ->Monitors**.

**What Do You See?** The laptop shown in this example has two monitors. The Primary Monitor is the screen on the laptop. The settings are Automatic, here. There is another place to work with the resolution.

Keep going...

## Slide Show ->Monitors



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Slideshow Monitor



Take One

## The Presenter View

There is a Presenter View that has enhanced options for the speaker. The **Presenter View** uses two screens: one displays the slide show, the other supports the speaker.

The speaker still sees the slide, the Speakers Notes and thumbnails of each slide. In the Presenter View the Tools are bigger. They are always on screen for the Presenter, however, they are not visible to the audience.

### 2. Try it: Use the Presenter View

Go to **Slide Show ->Monitors**.

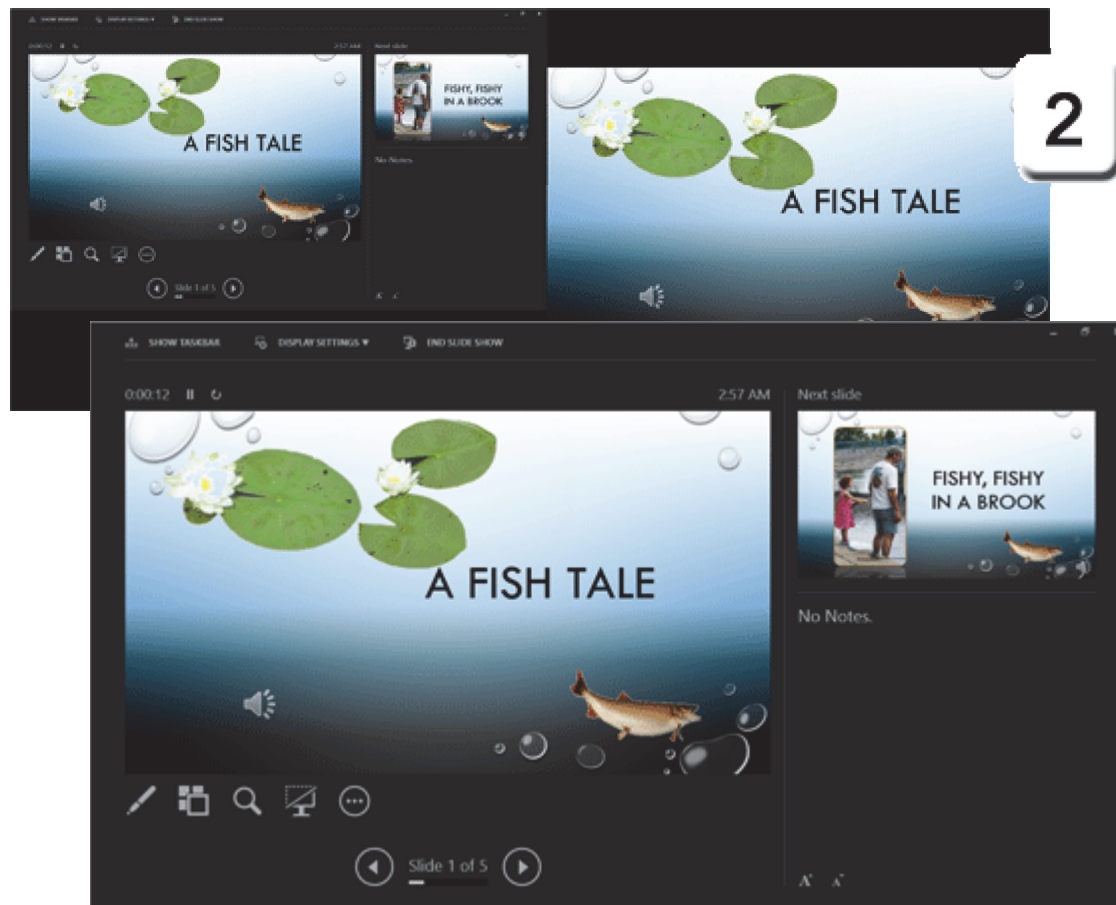
**Select: Use Presenter View.**

Now, Start the Slide Show.

**What Do You See?** In the example on this page the Slide Show is on the right monitor and the Presenters View is on the left. The bottom screen shot shows the enhanced Presenters Tools.

**Memo to Self:** The computer shown on this page has two monitors.

### Slide Show ->Monitors->Use Presenter View



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Use Presenter View



## Set Up: Hide a Slide

Say you need to make your presentation shorter for a different audience. Instead of deleting slides from your presentation, you can **Hide** them. Then, you can view those slides later during the question and answer segment if you wish.

### 3. Try it: Hide a Slide

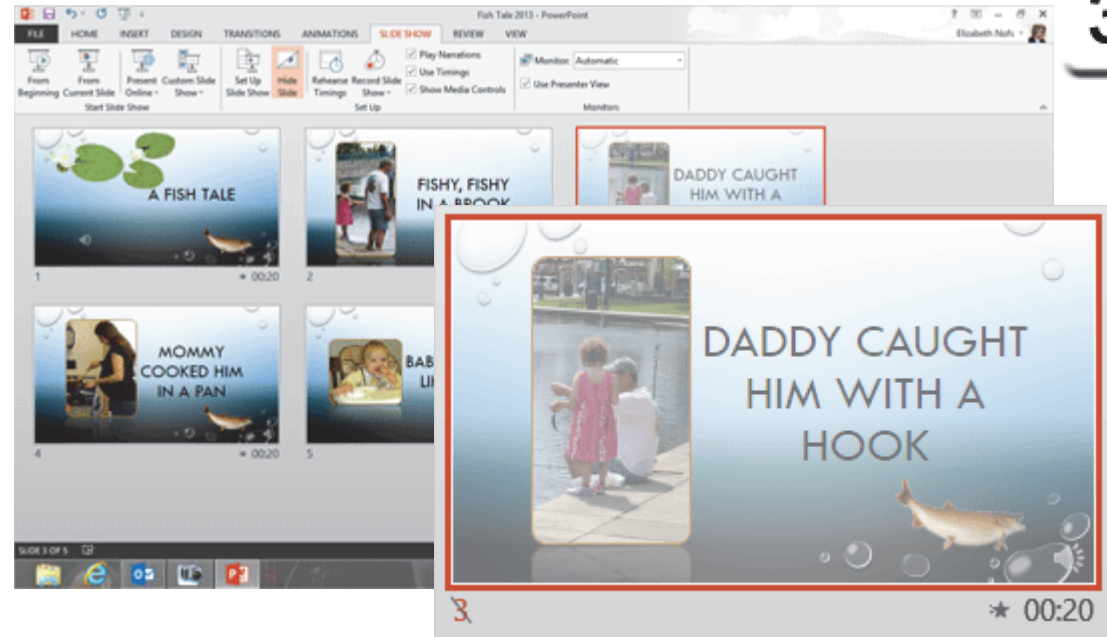
The presentation is in Slide Sorter View. Slide 3 is selected.

Go to **Slide Show ->Set Up->Hide**.

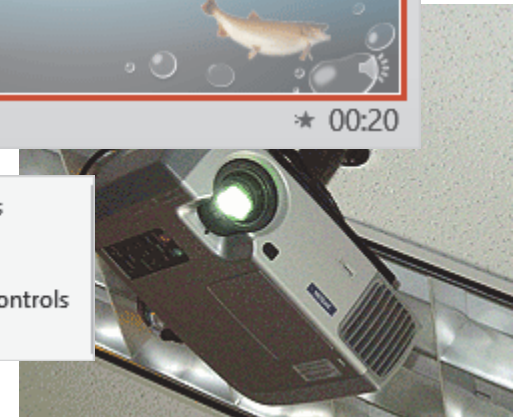
**What Do You See?** Slide 3 is faded. It also has the Null symbol indicating that it is hidden. When you advance through your presentation, Slide 3 will be skipped.

Keep going...

## Slide Show ->Set Up->Hide



3



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Hide Slides



## Viewing a Hidden Slide

The presentation has gone well and someone wants to see the data you have on Slide 3, which is hidden. How do you go to a hidden slide?

### 4. Try it: Go to a Hidden Slide

The presentation is still open.

Go to **Slide Show ->Start Slide Show**.

Go to the **Presentation Tools**.

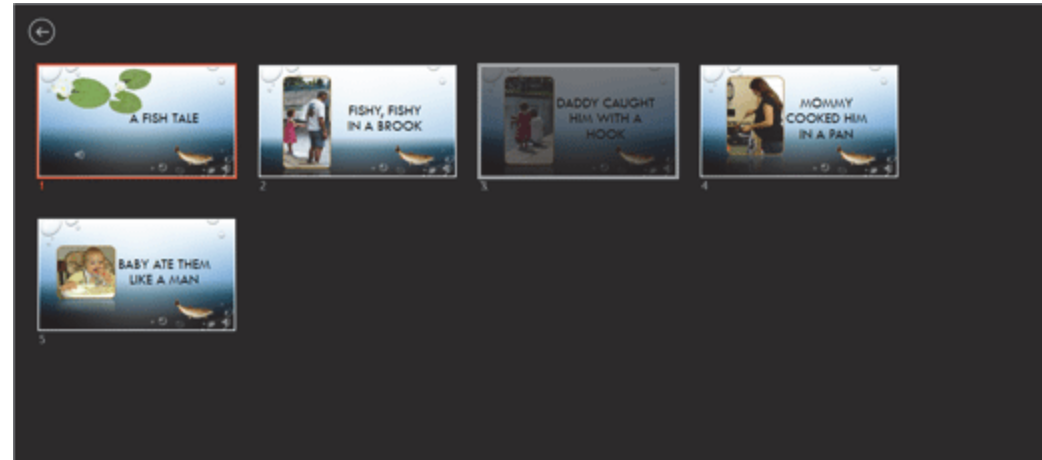
Click on **Slide Navigator**.



**What Do You See?** A Slide Navigator will open. All of the slides in your presentation are listed. The hidden one is faded and it has a null sign but you can still select it.

Did that work for you?

## Slide Show ->Start Slide Show



4



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.3 Customize Presentation Options and Views: Use Views to Navigate Through Presentations





## Set Up a Custom Show

You can save different versions of your presentation. Here are the steps.

### 1. Try it: Create a Custom Show

The presentation is open.

Go to **Slide Show ->Start Slide Show.**

Go to **Custom Slide Show.**

Click on **Custom Slide Show.**

You will be prompted to create a new Custom Show. Click **NEW.**

### Try This, Too: Define the Custom Show

Enter the Slide Show Name:

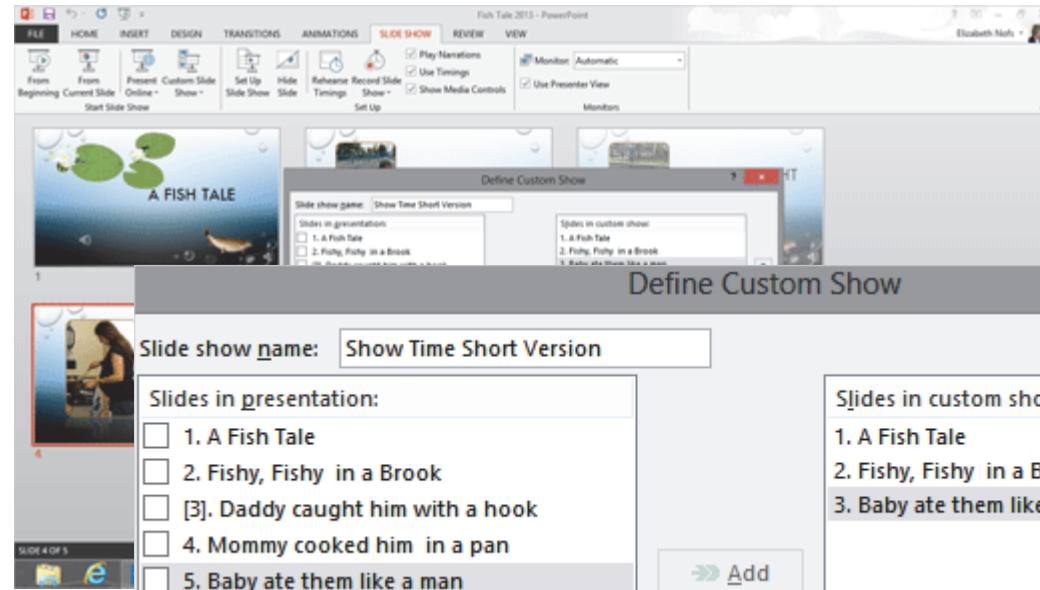
Show Time Short Version.

Select the Slides in Presentation:

Click on Slide 1, 2 and 5 and ADD them to the Slides in custom show.

Click **OK** and keep going...

## Slide Show ->Start Slide Show->Custom Slide Show



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Create Custom Slideshows





## Start the Custom Show

Now we have two copies of the Show Time presentation: the Show Time that included all of the slides and a Custom Show Time. You can choose which show that you want to start.

### 2. Try it: Start Custom Slide Show

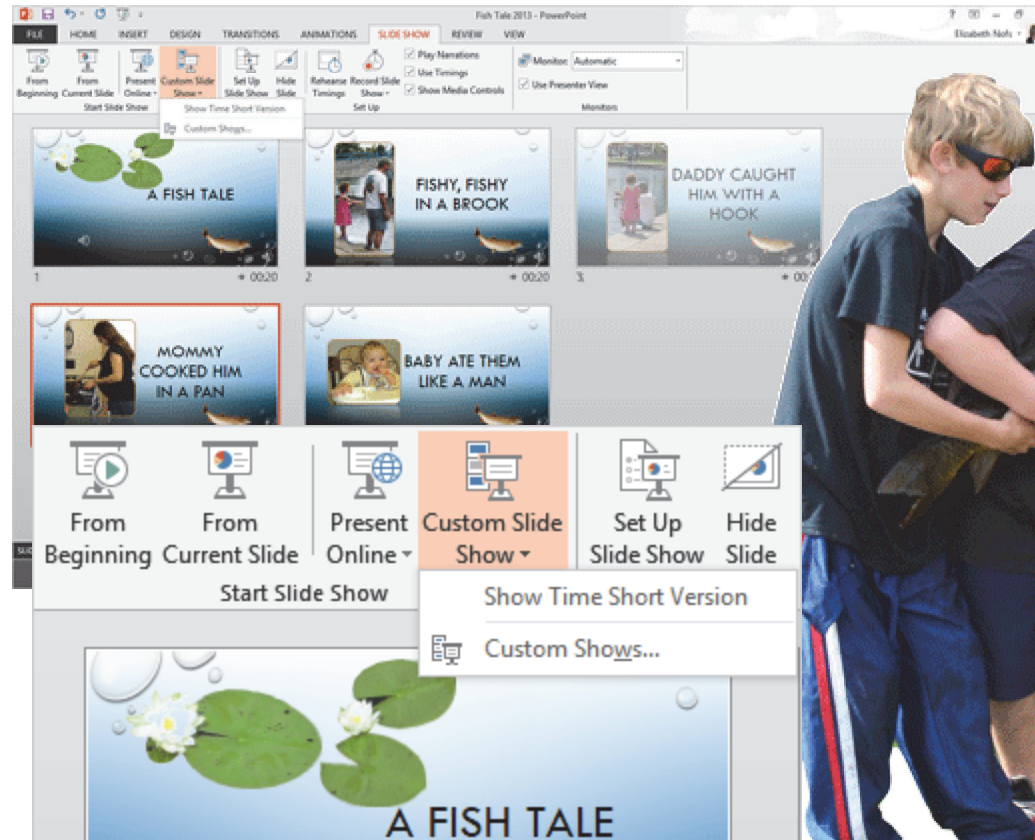
The presentation is open.  
Go to **Slide Show ->Start Slide Show**.  
Click on **Custom Slide Show**.

The Show Time Short Version we just created should be listed.

One more Set Up topic.

Keep going...

## Slide Show ->Start Slide Show->Custom Slide Show



2



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Start a Custom Slideshow



## Set Up a Slide Show

Finally, you can program this little presentation to play by itself. This option can be useful at a trade show or as a stand alone kiosk.

### 3. Try This: Set Up the Slide Show.

Go to **Slide Show->Set Up**.

Click on **Set Up Slide Show**.

There are four areas that you can edit:

**Show type:** speaker, individual or kiosk.

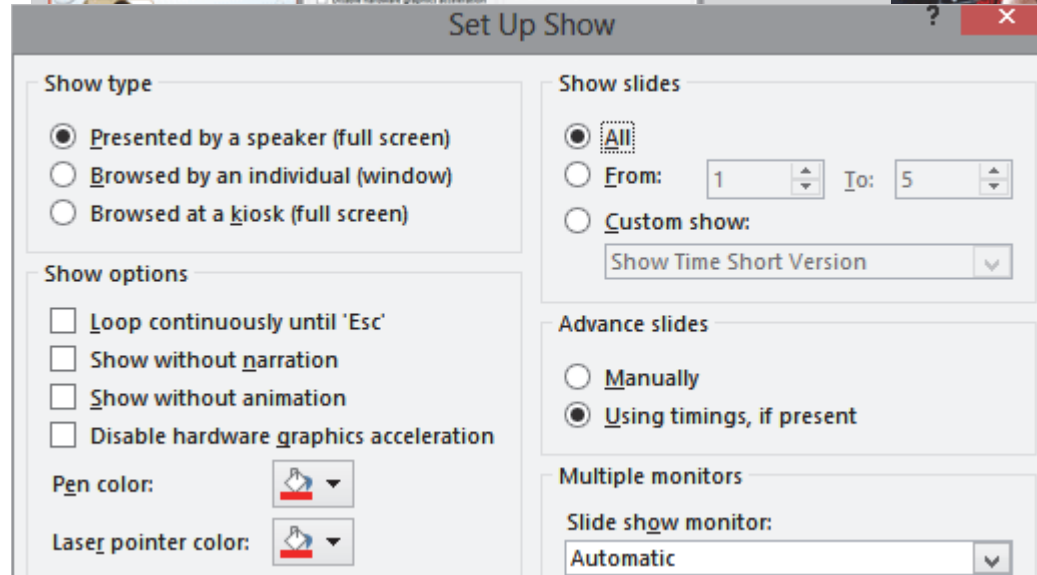
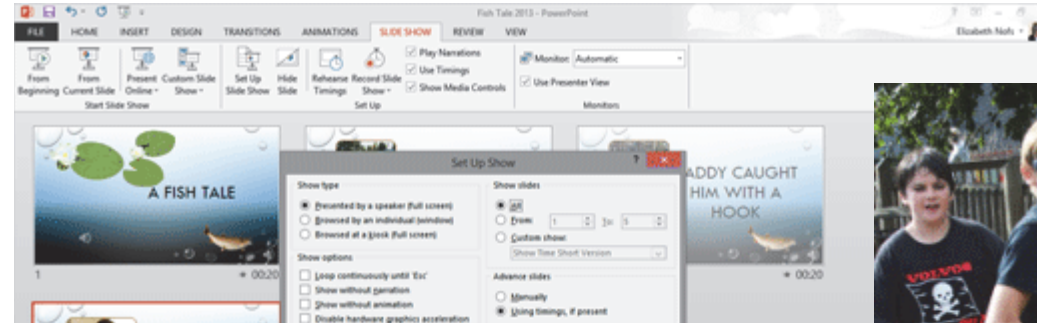
**Show Slides:** All, From, Custom Show.

**Show Options:** Loop, narration and animation as well as Pen color and Laser\_pointer color.

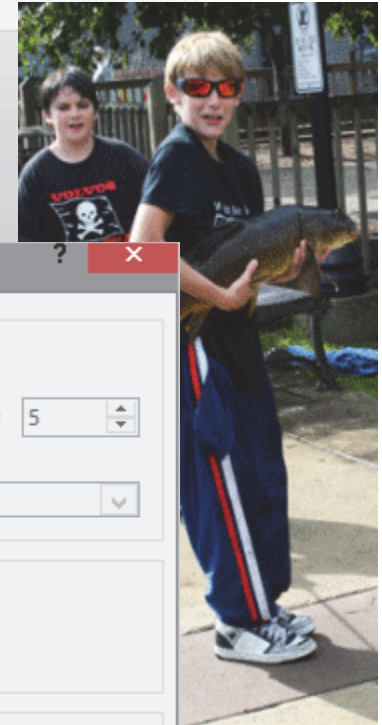
**Advance slides:** manually or using timings, if present.

Keep going...

## Slide Show ->Set Up->Set Up Slide Show



3



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.3 Customize Presentation Options and Views: Modify Presentation Properties



Take One

## Set Up Show: Monitors

The monitor that projects your presentation onto the screen may not have the same ratio or resolution as the one on your new laptop. Let's review the options.

### 4. Try it: Review the Resolution

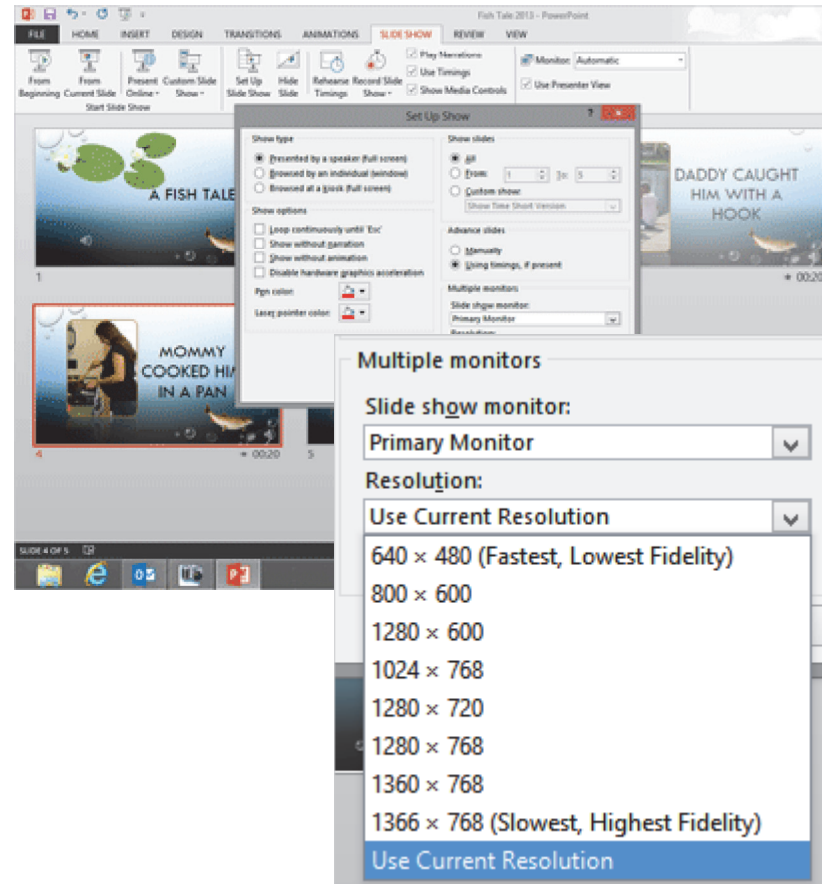
The sample presentation is open. Go to **Slide Show ->Set Up**. Click on **Set Up Slide Show**.

**Review the Resolutions:** In addition to Use Current Resolution, the settings may go from 640 x 480, 800 x 600 (the default for Windows XP) up to 1366 x x768.

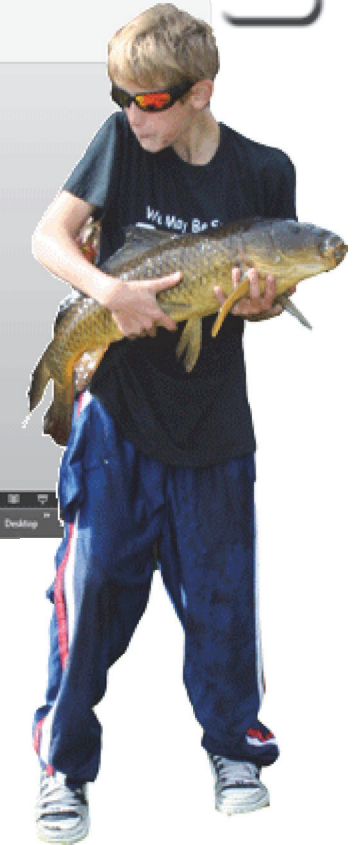
The higher the resolution the better the quality but it may be slow to render the images.

OK, That'll do for now.

## Slide Show ->Set Up-> Set Up Slide Show



4



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Configure Slide Show Resolution



## Delivering Presentations

This lesson demonstrated how to deliver PowerPoint presentations. We looked at the Presentation Tools and rehearsed the Timings. The Timings were applied to the Slide Transitions, so they can be changed if needed.

All of these steps polish the show and make the delivery more professional.

Now, practice, practice, practice. A show is only as good as the person who is delivering the presentation.

But first, you get the cookie. You done good.



The screenshot shows the Microsoft PowerPoint 2013 interface in Slide Show mode. The ribbon is set to 'SLIDE SHOW' and includes the following groups of icons:

- Start Slide Show:** From Beginning, From Current Slide, Present Online, Custom Slide Show.
- Slide Show Controls:** Set Up Slide Show, Hide Slide.
- Rehearse and Record:** Rehearse Timings, Record Slide Show, Set Up.

The main slide area displays the title 'A FISH TALE' with a background image of a fish. A video player overlay is positioned in the foreground, showing a play button, a progress bar, and a volume icon. The video player is currently at 00:00:00. The video content shows a mother duck swimming with her ducklings in a pond.





## Test Yourself

1. Which groups are on the Slide Show Ribbon? (Give all correct answers.)

- a. Start Slide Show
- b. View
- c. Projector
- d. Set Up
- e. Monitors

Tip: Advanced PowerPoint, page 184

2. How are the Presentation Tools accessed while in a slide show?

- a. Before the show, go to View-> Presentation Tools
- b. Before the show, go to File-> Presentation Tools
- c. During the show, run the mouse over the bottom left corner of the slide
- d. During the show, run the mouse over the upper right corner of the slide

Tip: Advanced PowerPoint, page 185

3. In the Presentation Tools, what are the cursor options available? (Give all correct answers.)

- a. Arrow
- b. Normal
- c. Pen
- d. Marker
- e. Highlighter

Tip: Advanced PowerPoint, page 186

4. In the Presentation Tools, what are the Navigation options? (Give all correct answers.)

- a. Next
- b. Previous
- c. Last Viewed
- d. Go to a Specific Slide (eg. Go to Slide 4)

Tip: Advanced PowerPoint, page 188

5. Annotations are Shapes and can be modified with the Drawing Tools Ribbon.

- a. True
- b. False

Tip: Advanced PowerPoint, page 190

6. You can only add pre-recorded sound saved on your computer to a PowerPoint presentation.

- a. True
- b. False

Tip: Advanced PowerPoint, page 194

7. What are the Audio Tools Ribbons?

- a. Format
- b. Design
- c. Editing
- d. Playback

Tip: Advanced PowerPoint, page 196

8. Which are monitor options on the Slide Show Ribbon? (Give all correct answers.)

- a. Monitor Resolution
- b. Monitor size
- c. Monitor Showing Presentation
- d. Use Presenter View
- e. Projector settings

Tip: Advanced PowerPoint, page 199, 200, 201

9. What does the Speaker see when using presenter view and a two-monitor set up? (Give all correct answers.)

- a. Current slide
- b. Speaker Notes
- c. Thumbnails of all slides

Tip: Advanced PowerPoint, page 200

10. Which is true about hiding a slide? (Give all correct answers.)

- a. Hiding a slide is the same as deleting it.
- b. A hidden slide can be viewed during the slide show by using the Presentation Tools
- c. A hidden slide is marked with a null symbol

Tip: Advanced PowerPoint, page 201, 202

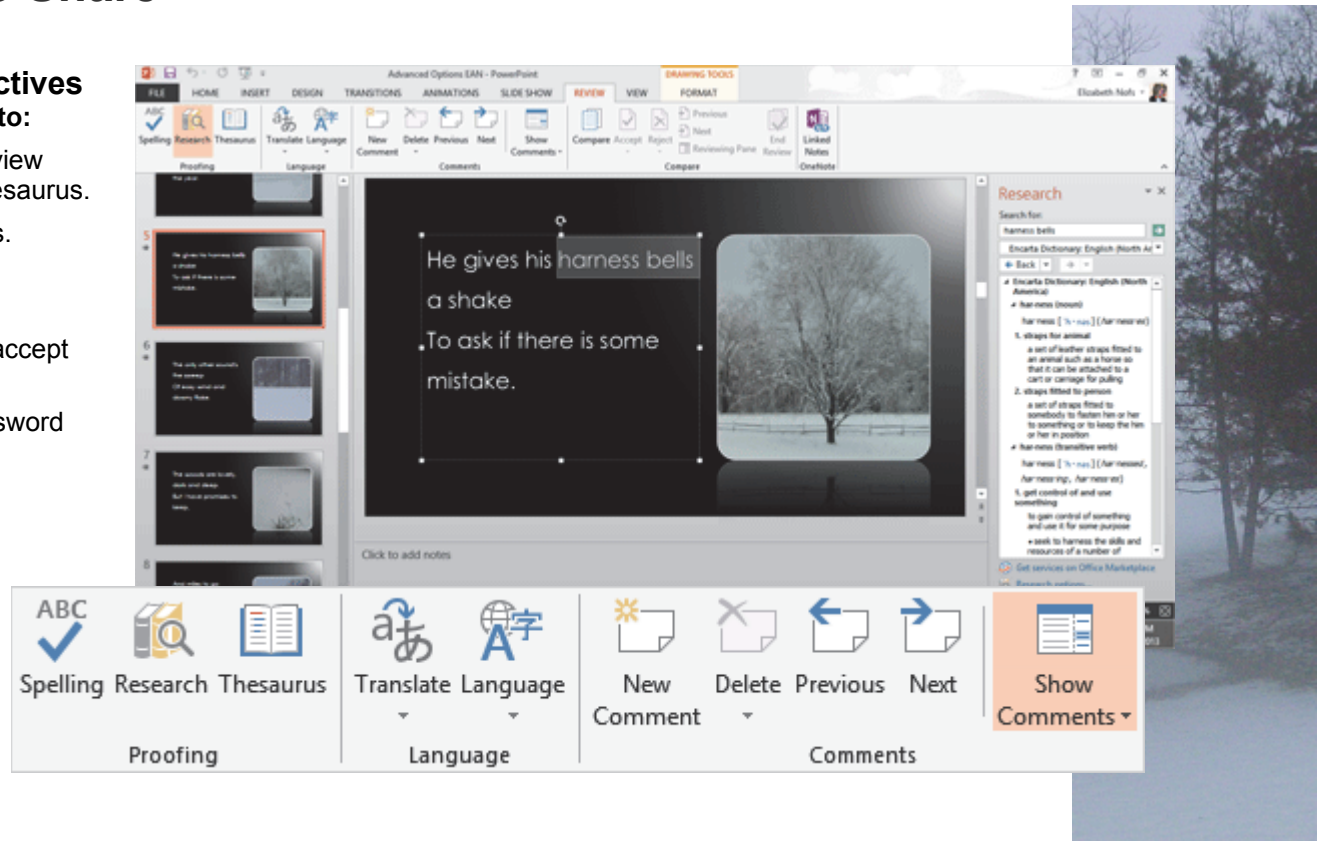




# Prepare to Share

## Advanced PowerPoint Objectives In this lesson, you will learn how to:

1. Use the Proofing tools on the Review Ribbon: Spelling, Research and Thesaurus.
2. Insert, Edit and Delete Comments.
3. Use Show Markup to make the Comments visible or hidden.
4. Compare two presentations and accept or reject the differences.
5. Protect a presentation with a password and mark your work as final.





## Lesson 7 : Prepare to Share

### 1. Readings

Read Lesson 7 in the Advanced PowerPoint guide, page 209-238.

### Project

Practice the Review options with a sample presentation.

### Downloads

[Advanced Options.pptx](#)

[Advanced Options Complete.pptx](#)

[The Pere Marquette COMPLETE.pptx](#)

[New Product Line BEFORE.pptx](#)

[New Product Line AFTER.pptx](#)

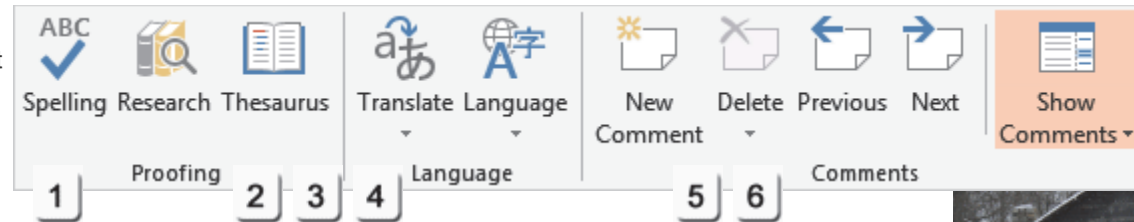
### 2. Practice

Complete the Practice Activity on page 239.

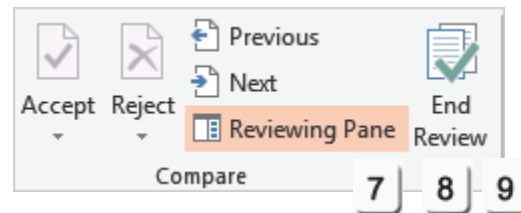
### 3. Assessment

Review the Test questions on page 240.

#### Review Ribbon



#### Review Ribbon, continued



#### Menu Maps

From the **Review Ribbon**.

1. [Review ->Proofing->Spelling](#), page 213
2. [Review ->Proofing->Research](#), page 214
3. [Review ->Proofing-> Thesaurus](#), page 216
4. [Review ->Language->Translate](#), page 217
5. [Review ->Comments->New Comments](#), page 218
6. [Review ->Comments->Edit Comments](#), page 219
7. [Review ->Compare->Compare](#), page 222
8. [Review ->Compare->Accept](#), page 223
9. [Review ->Compare->End Review](#), page 224

#### More Menu Maps

From the **Backstage**

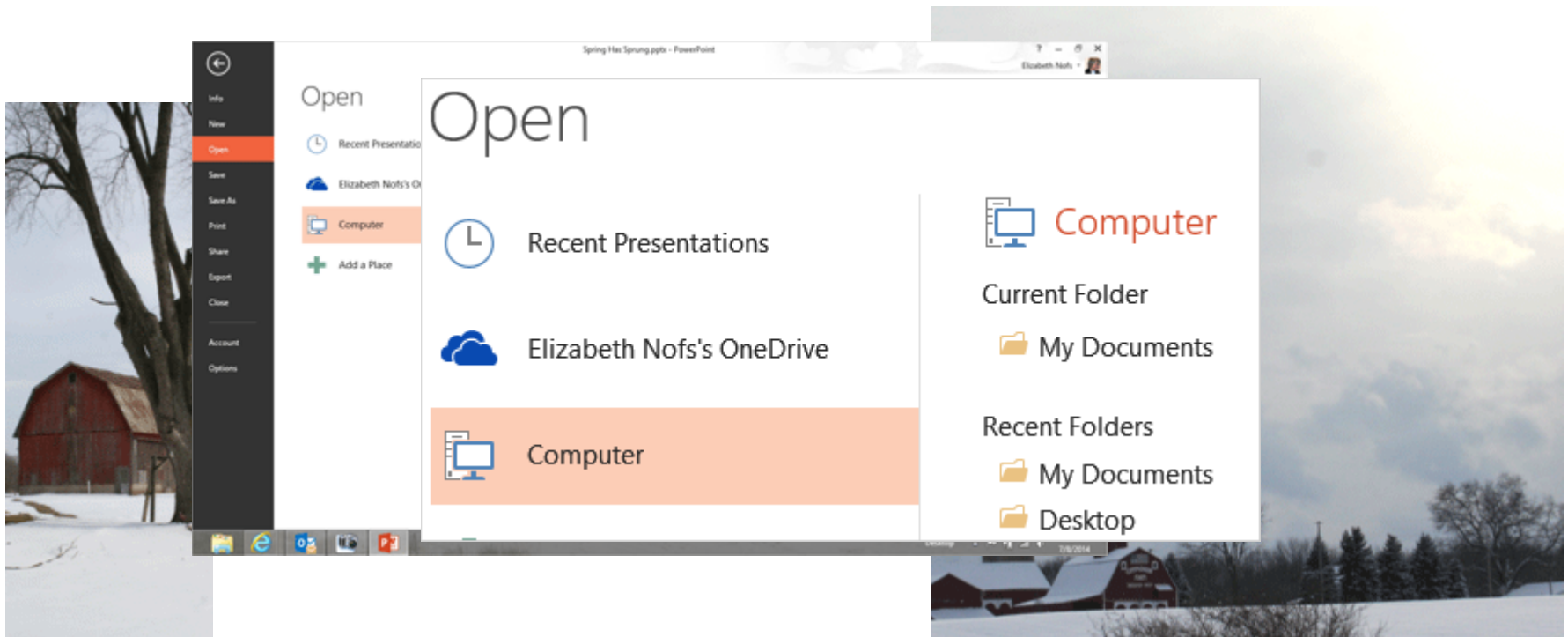
1. [Check for Issues->Inspect Document](#), page 225
2. [Check for Issues->Check Compatibility](#), page 228
3. [Check for Issues->Check Accessibility](#), page 229
4. [File ->Info-> Protect Presentation](#), page 232
5. [Protect Presentation->Encrypt with Password](#), page 233
6. [Protect Presentation-> Restrict Permissions](#), page 235
7. [Protect Presentation->Mark as Final](#), page 236



## Working with Colleagues

The **Review Ribbon** has tools to proof read and prepare your presentation for publication. This lesson will demonstrate how to review your slide show with the folks at work and document their comments. The Review Ribbon includes proofing as well: spelling, research and thesaurus. After everyone has their say, you can compare the markups and accept or reject the changes. When all is said and done, there are options for protecting your presentation with a password and marking it final.

When you are ready, please start Microsoft PowerPoint.





## Before You Begin

This lesson uses a sample PowerPoint presentation. You can use any slide show if you wish to practice the options on the Review Ribbon.

### 1. Try it: Find the Review Ribbon

**Open** the sample presentation:  
Advanced Options.pptx  
Go to the **Review** Ribbon.

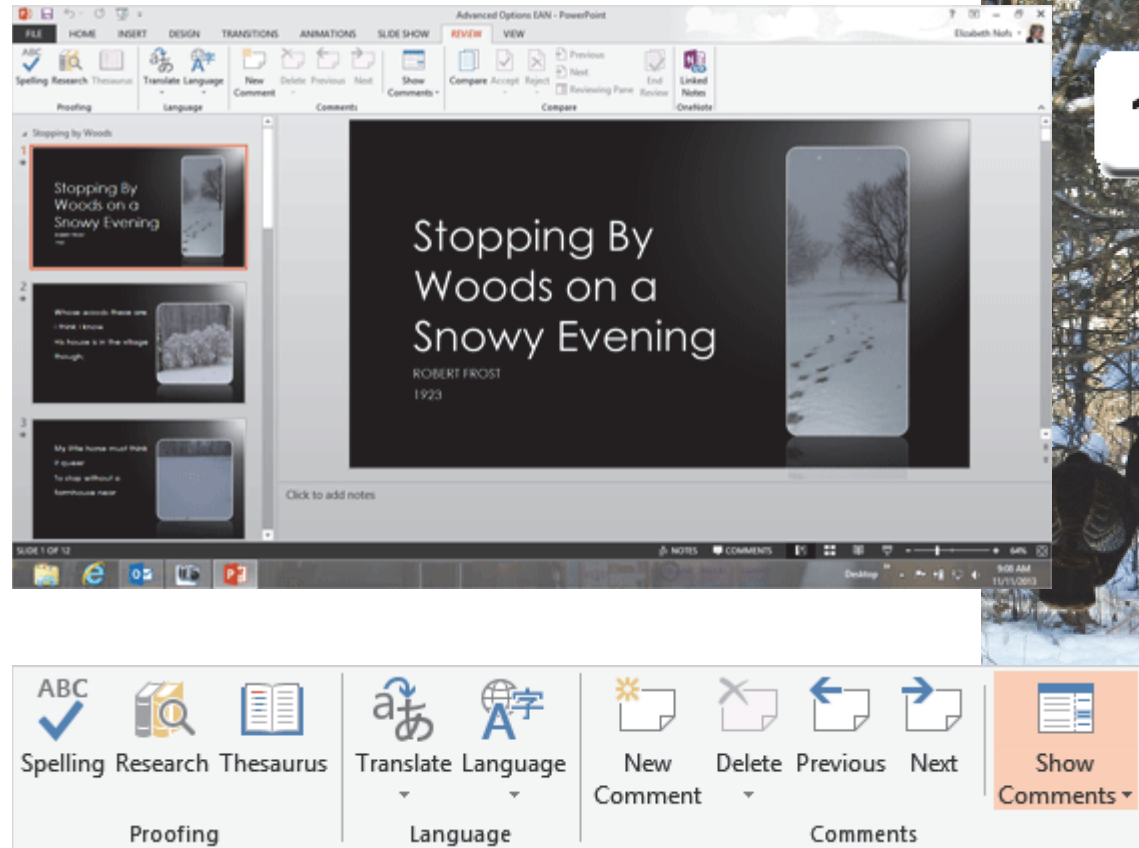
**What Do You See?** The Review options are organized in groups.

- Proofing
- Language
- Comments
- Compare (not pictured)

Keep going...

**Memo to Self:** This screen shot shows the sample presentation opened and Slide 1 is selected. The purpose of these pages is to demonstrate the Review options. You can use any sample presentation if you wish.

## The Review Ribbon



Exam 77-422: Microsoft PowerPoint 2013  
 5.0 Manage Multiple Presentations  
 5.3 Protect and Share Presentations: Proof Presentations (Review Ribbon)



## Proofing: Spelling

There are three proofing tools: Spelling, Research and Thesaurus. Let's look at the options for the Spell Checker.

### Before You Begin: Misspell a Word

Go to Slide 2 in the sample presentation. Change "know" to "knaw"

**What Do You See?** There should be a red, wavy line under the word "knaw."

### 2. Try it: Use the Spell Checker

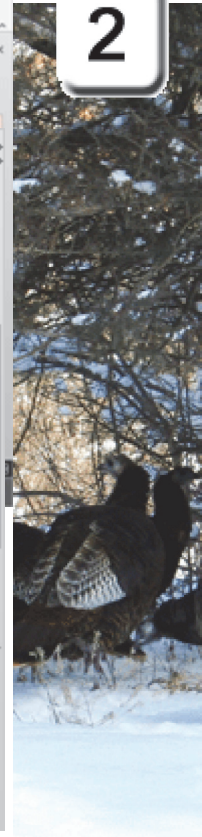
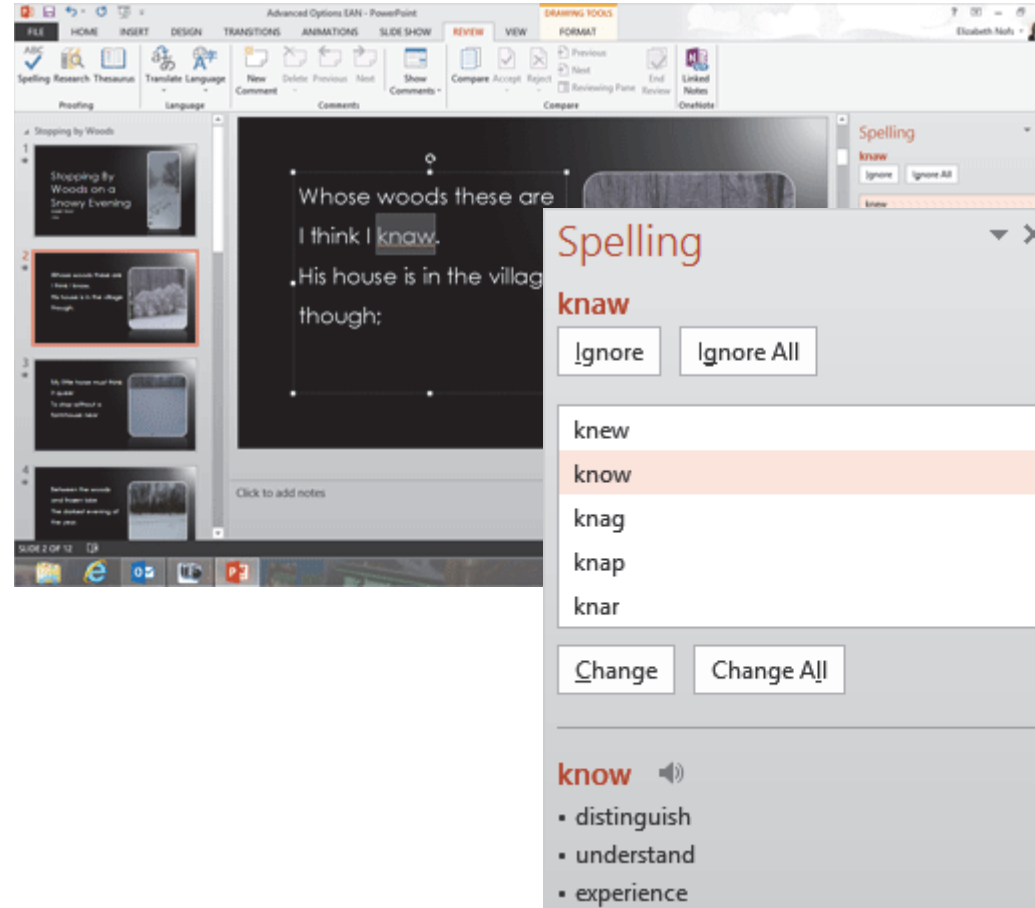
Go to **Review ->Proofing->Spelling**.

The Spelling task pane should be available on the right. The misspelled word, "knaw," is listed at the top. Several definitions for the recommended word are shown. You can click on the audio button to hear the word, too.

Ignore or Change the spelling.  
Select a spelling: know.  
Click **Change**.

Keep going...

## Review ->Proofing->Spelling



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Proof Presentations (Spelling)





## Proofing: Research

The **Research** command is a quick way to access information from the Internet while you are working in PowerPoint.

### 3. Try it: Research a Phrase

Go to Slide 5 in the sample presentation. Select the following words: harness bells. Go to **Review->Proofing->Research**.

**What Do You See?** The Research Task Pane will open on the right side. The words you selected should be in the Search box.

The Search can use a reference book (dictionary or Thesaurus) or a website.

### Try This: Choose a Reference Book

Select: Encarta Dictionary: English. Click on the arrow next to the Search box to search the Dictionary.

The results should be listed immediately.

Keep going...

## Review ->Proofing->Research

The screenshot shows the PowerPoint interface with the 'REVIEW' tab selected. The 'RESEARCH' task pane is open on the right, displaying search results for 'harness bells' from the Encarta Dictionary. The main slide content is partially visible, showing the text 'He gives his harness bells a shake To ask if there is some mistake.' A large number '3' is overlaid on the right side of the image.

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Proof Presentations (Research)



## Proofing: Research Options

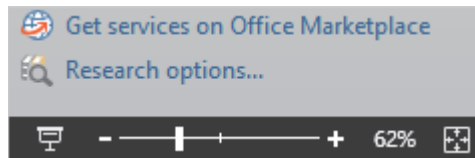
You can include other Research Sites in your options. Here are the steps.

### 4. Try it: Edit the Research Options

The presentation is open.

Go to **Review ->Proofing->Research**.

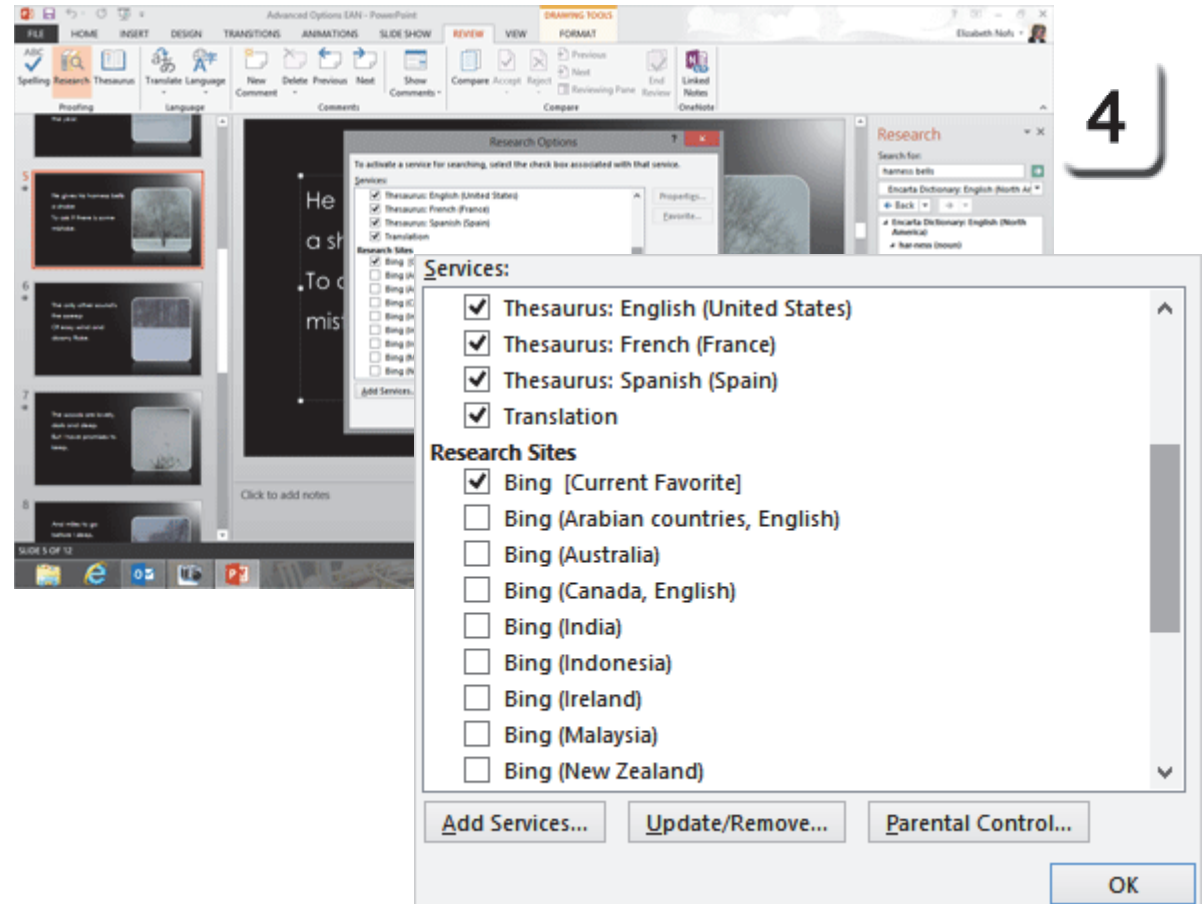
Click **Research Options**.



You can select the Services and languages if you wish. For example, you can choose an educational service such as Encarta. There are buttons at the bottom of the form to **Add Services, Update/Remove** and **Parental Control**.

Click **CANCEL** and keep going, please...

## Review ->Proofing->Research->Research Options



Exam 77-422: Microsoft PowerPoint 2013

5.0 Manage Multiple Presentations

5.3 Protect and Share Presentations: Proof Presentations (Research Options)



Take Two

## Proofing: Thesaurus

A **Thesaurus** is different from a dictionary or encyclopedia. A Thesaurus organizes words by their meaning, not by spelling.

A Thesaurus has synonyms, antonyms and related words. **Synonyms** are different words that have almost the same meaning.

**Antonyms** are words that mean the opposite.

### 5. Try This: Use the Thesaurus

Go to Slide 6 in the sample presentation.

Select the word: downy

Go to **Review->Proofing**.

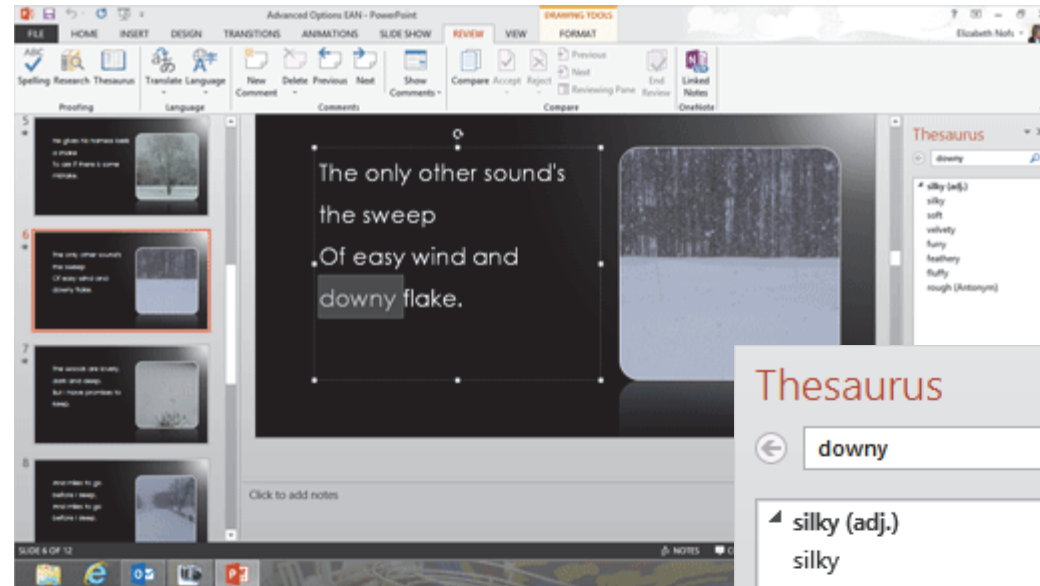
Click on **Thesaurus**.

**What Do You See?** The Thesaurus Task Pane will open on the right side. The words you selected should be in the Search box.

The Search returned several words that have the same meaning and one that has the opposite. When you click on the arrow to the right of the word you will see Insert or Copy.

That's the Proofing Tools. So far, so good.

## Review ->Proofing-> Thesaurus



5



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Proof Presentations (Thesaurus)



## Proofing: Language

There are two **Language Tools** on the Review Ribbon: **Translate** and **Language**.

### 6. Try it: Translate a Word

Go to Slide 7 in the sample presentation.

Select the word: promises

Go to **Review ->Language->Translate**.

Click on **Translate Selected Text**.

**What Do You See?** The Research Task Pane will open on the right side. The word you selected should be in the Search box.

### Choose a Translation:

From: English

To: French

Click on the arrow next to the Search box. Microsoft PowerPoint should return several translations from various Online Bilingual Dictionaries. You can select the translated text and copy it if you wish.

### Try This, Too: Review the Language

Go to **Review ->Language->Language**.

You can select the Proofing language as well as change the Language Options.

Review ->Language->Translate->Translate Selected Text

**6**

**Research**

Search for:

promises

Translation

← Back

▶

▶ **Translation**

Translate a word or sentence.

From

English (United States)

To

French (France)

Translation options...

▶ **Bilingual Dictionary**

▶ **promise**

[prə:mɪs]

1. *noun* promesse *féminin*

2. *transitive verb* promettre;  
**promise to do something**  
 promettre de faire something;  
**promise someone something** promettre something à someone

**Memo to Self:** Please have someone proof read the translations! An Internet Search may not always list the right word!

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Language



## Review: Comments

You can use **Comments** to document a slide show. Each person's comment is identified by name and date. This exercise works best if there are two or more Comments. Please add the following:

### 1. Try it: Add a Few Comments

Go to Slide 1 and select the date.

Go to **Review ->Comments**.

Click on: **New Comment**

Type: Is this the date the poem was published?

Go to Slide 9 and select the Title.

Go to **Review ->Comments**.

Click on: **New Comment**

Type: Should the Sections have the same Themes?

Go to Slide 12 and select the picture.

Go to **Review ->Comments**.

Click on: **New Comment**.

Type: Is this right picture?

Keep going...

## Review ->Comments->New Comment

The screenshot shows the Microsoft PowerPoint 2013 interface. The **REVIEW** tab is active, with the **Comments** group highlighted. The main slide area displays a slide titled "Stopping By Woods on a Snowy Evening" by Robert Frost, 1923. A **Comments** pane is open on the right, showing a comment from Elizabeth Nofs: "Is this the date when the poem was published?". A **Comments** dialog box is also open, showing the same comment and a "New" button. A large number "1" is overlaid on the top right of the screenshot.

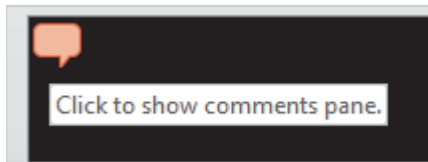
Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.2 Track Changes and Resolve Differences: Manage Comments





## Manage the Markups

**2. What Do You See?** The **Markups** look like little balloons. You can show or hide the **Markups** by clicking on **Show Markup**. In the example on this page, a Comment was added to the date on Slide 1. When you run your mouse over the Markup, you may be prompted: Click to show comments pane.

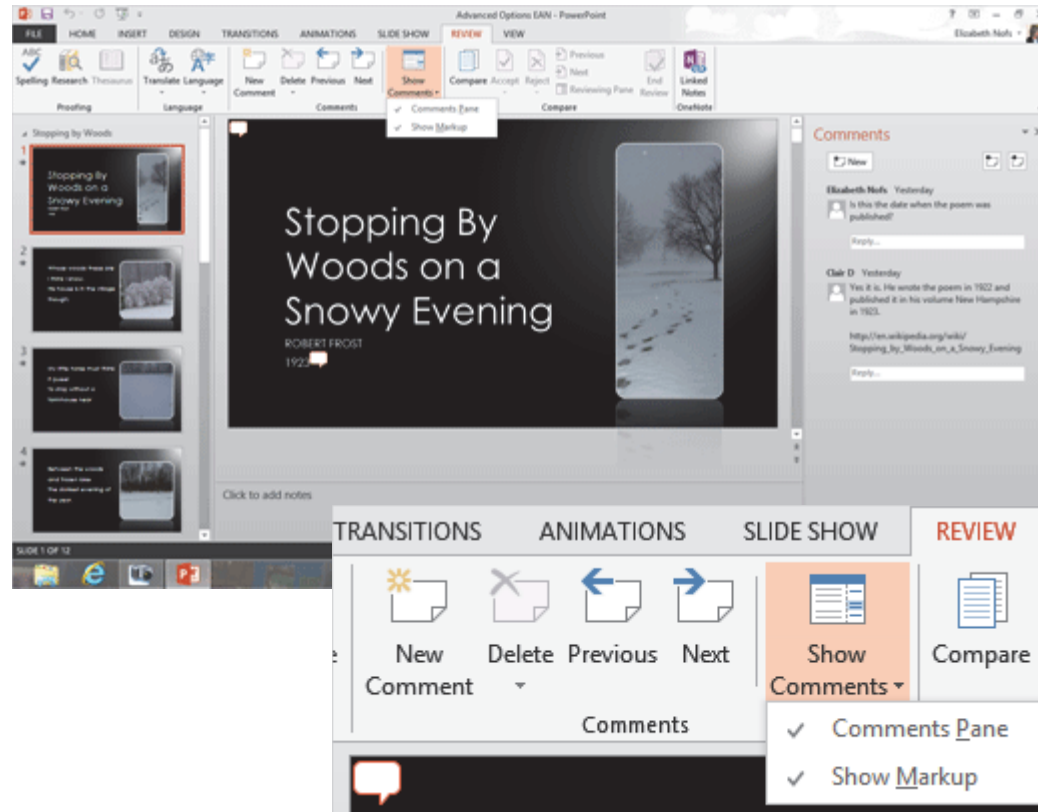


**What Else Do You See?** Look at the Review Ribbon. You can navigate through the Comments by using the **Previous** and **Next** buttons. These buttons are at the top of the Comments Pane, too

**Edit or Delete the Comments.** Delete has three options: Delete the selected Markup, all of the Markups on the current slide, or all of the Markups in the presentation.

Just looking. Keep going...

### Review ->Comments->Edit Comments



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.2 Track Changes and Resolve Differences: Manage Comments



## Care to Comment on That?

Say you sent this slide show to your team and they added their Comments.

**3. What Do You See?** The Comments shown on this page were added when the author sent the sample show out for review.

Each person's Markup is shown in the order that it was added. The Markups are identified by name and there is a date stamp.

### Do This, Now: Save the Presentation

Go to **File->Save**.

**Browse** to your Documents folder.

Name the file: **Advanced Options EAN.pptx** where EAN are your initials.

Click on **SAVE**.

**Memo to Self:** You can try these steps with another student or friend if you wish. E-mail the presentation and ask them to add a New Comment, Save the changes and E-mail the slide show back to you. If that is not an option, you do not have to complete this example.

## Review ->Comments->New Comments

The screenshot shows the Microsoft PowerPoint 2013 interface in the Review tab. The main slide is titled "Stopping By Woods on a Snowy Evening" by Robert Frost, 1923. The Comments pane on the right shows a list of comments. A detailed view of a comment from Elizabeth Nofs is shown in the foreground. The comment asks, "Is this the date when the poem was published?" and includes a "Reply..." field. Below it, a comment from Clair D. states, "Yes it is. He wrote the poem in 1922 and published it in his volume New Hampshire in 1923." and includes a link to the Wikipedia page for the poem: [http://en.wikipedia.org/wiki/Stopping\\_by\\_Woods\\_on\\_a\\_Snowy\\_Evening](http://en.wikipedia.org/wiki/Stopping_by_Woods_on_a_Snowy_Evening). A large number "3" is overlaid on the right side of the screenshot.

Exam 77-422: Microsoft PowerPoint 2013

5.0 Manage Multiple Presentations

5.2 Track Changes and Resolve Differences: Manage Comments



## Compare Presentations

PowerPoint can compare and combine different versions of a presentation. Here is the plan: There will be two different copies: the Advanced Options EAN show we just saved and the one we will save as Advanced Options Complete.

In the "Complete" version we will add a duplicate slide and delete a different slide. Then, we can compare them.

### 1. Before You Begin: Save the Presentation

Go to **File->Save As**.

**Browse** to your Documents folder.

Name the file: Advanced Options Complete.pptx  
Click on **SAVE**.

### Do This, Too: Change the Presentation

Select Slide 12, the last slide.

Go to **Home ->Slides->New Slide**.

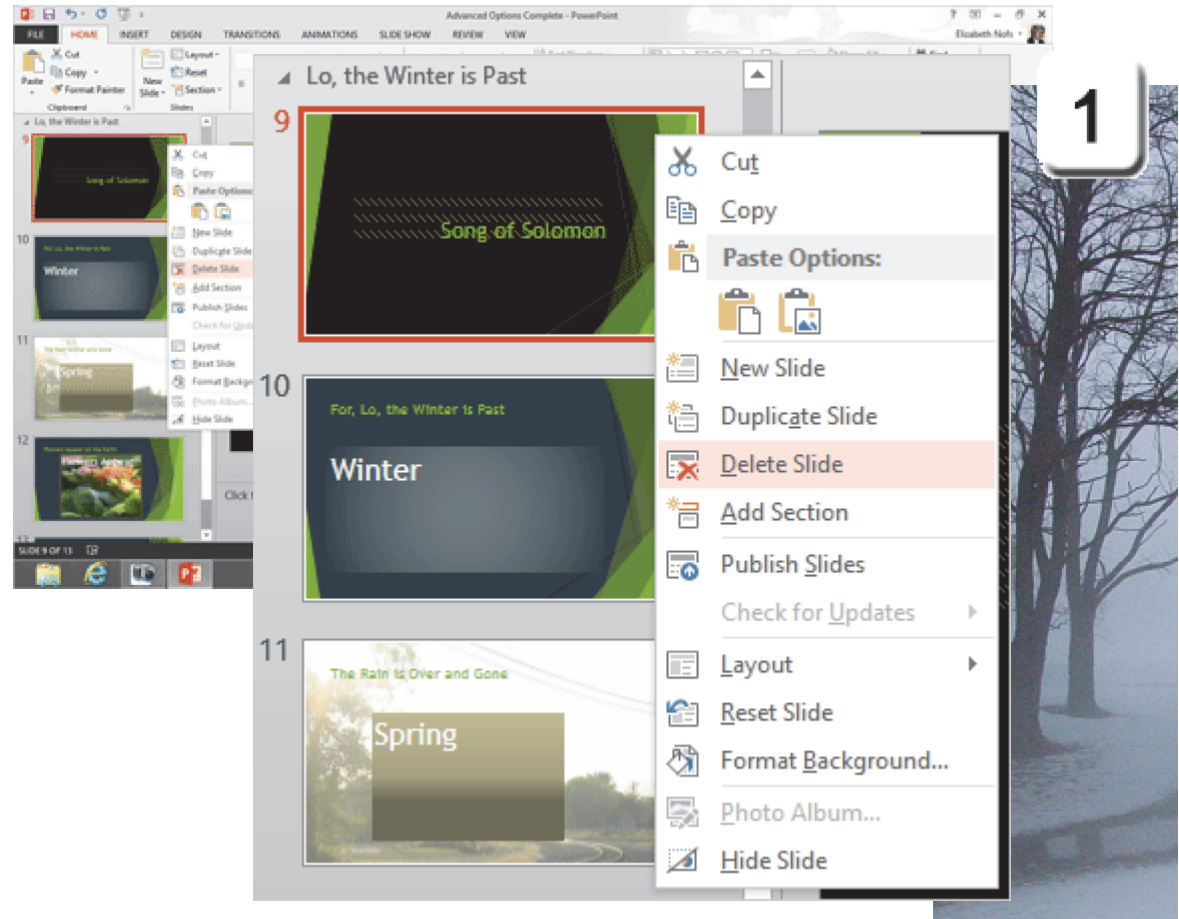
Click on **Duplicate Selected Slides**

Right-Click Slide 9: Song of Solomon.

Click on **Delete Slide**.

**Save** again. Keep going...

Home ->Slides->New Slide->Duplicate Selected Slide



Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.1 Insert and Format Slides: Duplicate Existing Slides



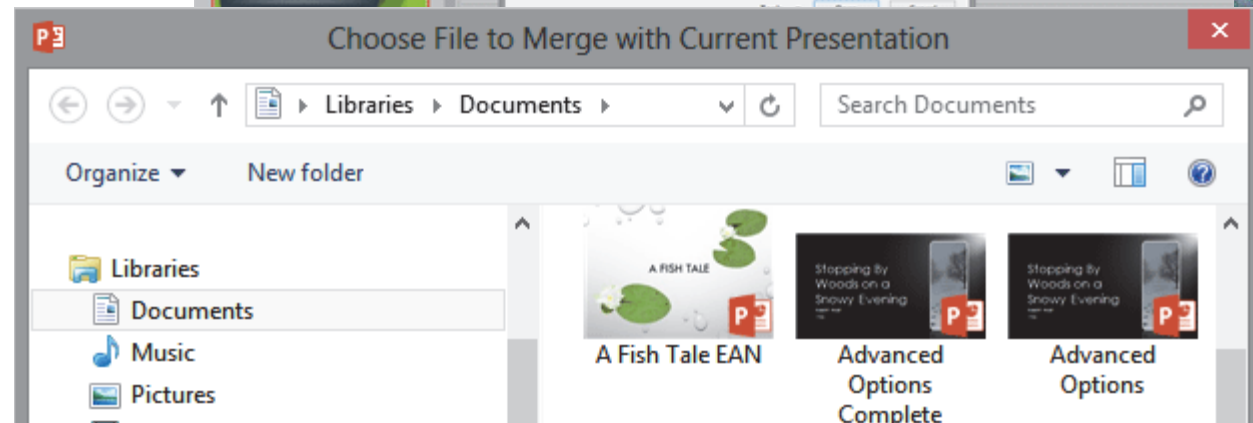
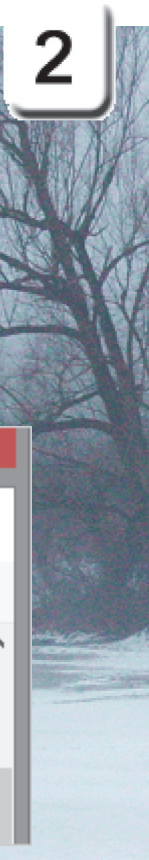
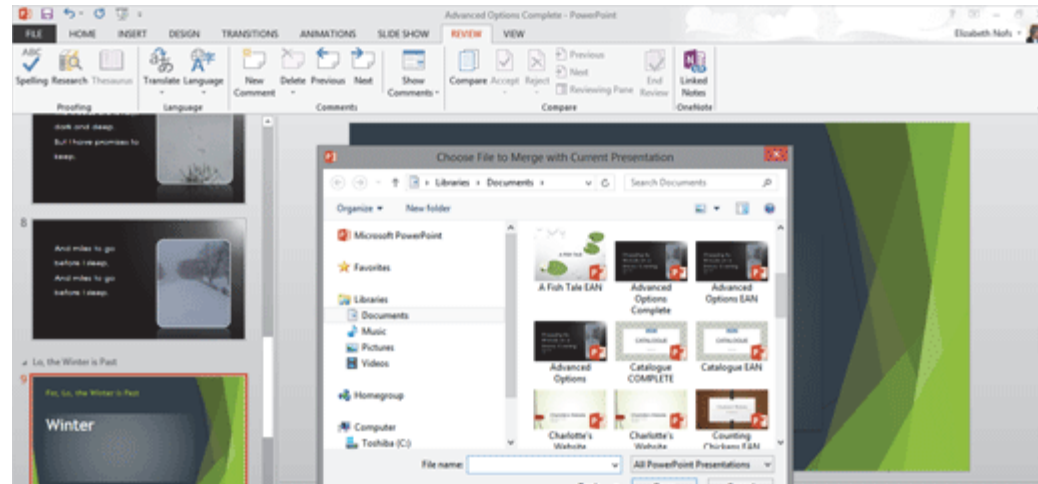
## Open Two Presentations to Compare and Combine

2. Try it: Compare Two Presentations  
Advanced Options Complete.pptx is open.

Go to **Review ->Compare->Compare**.  
**Browse** to the Documents folder.  
Select the original copy of the show: Advanced Options.pptx .  
Click on **Merge**.

Keep going...

Review ->Compare->Compare



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.1 Merge Content from Multiple Presentations: Merge Multiple Presentations

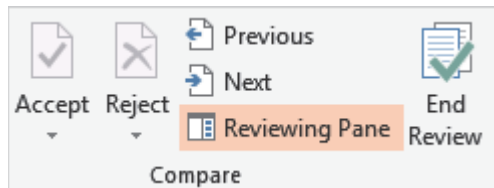


Take Two

## Compare and Combine

### 3. Try This, Too: Review the Revisions

Each slide that is different will be listed in the **Reviewing Pane** on the right side. The Revisions can include formatting, size, positioning as well as text edits.



You can **Accept** or **Reject** this one Revision, all of the Revisions on this slide, or all of the Revisions in the presentation.

You can also go through the Revisions with the **Previous** and **Next** buttons.

Each Revision that has been Accepted has a little check mark.

Keep going...

## Review ->Compare->Accept

The screenshot shows the PowerPoint interface in the Reviewing Pane view. The ribbon includes FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, and VIEW. The REVIEW tab is active, showing options like Spelling, Research, Thesaurus, Translate Language, New Comment, Delete, Previous, Next, Show Comments, Compare, Accept, Reject, Reviewing Pane, End Review, and Linked Notes. The main slide area displays a slide titled 'Song of Solomon' with a green and black background. The Reviewing Pane on the right shows a list of revisions, including one from 'Elizabeth Nofs' that inserted 'Song of Solomon'. A 'Presentation Changes' pane is also visible, listing 'Slide 9: Song of Solomon' and 'Slide 13: Flowers Appear on the Earth'. A large number '3' is overlaid on the top right of the screenshot.

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.2 Track Changes and Resolve Differences: Modify Options for Track Changes





## Compare: End Review

Say you looked through the revisions and didn't want to save any. You can end the review and discard any changes from the comparison. The two presentations will not be merged.

### 4. Try it: End the Review

The two presentations are still open.

Go to **Review ->Compare->End Review**.

You will be prompted by a confusing question.

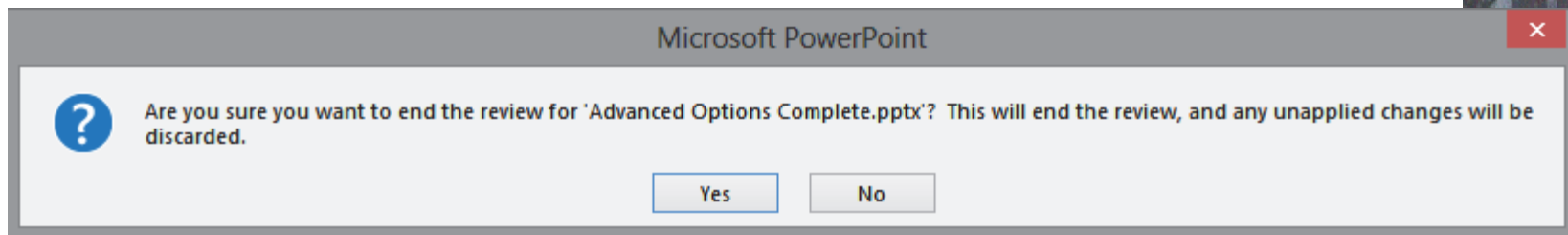
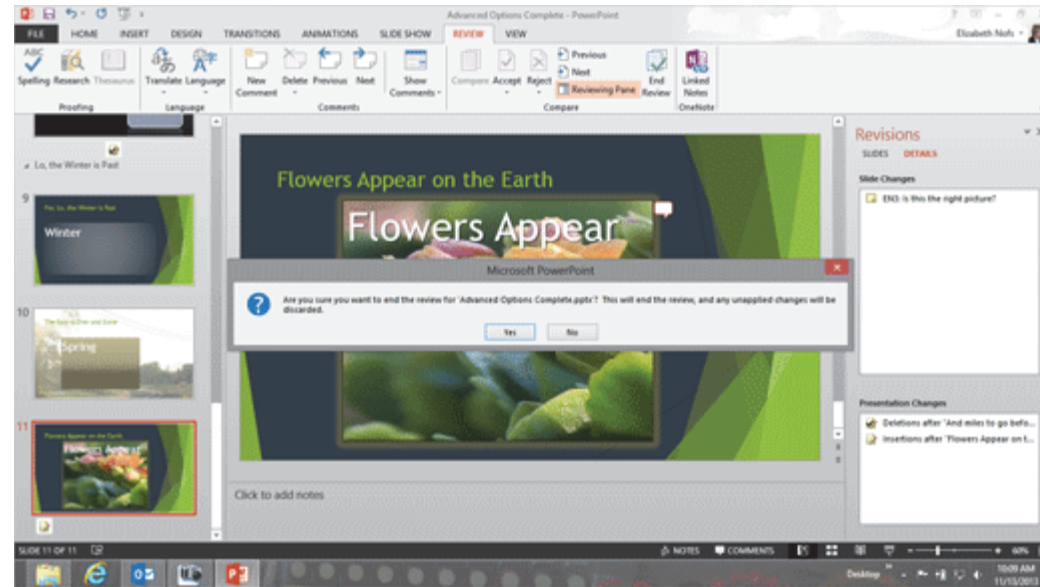
The wording is odd, but the answers are:

Yes: Discard the Revisions

No: Return to review and merge the shows

Click **Yes**. Discard the Revisions and end the review. Very good. That's the Review Ribbon.

## Review ->Compare->End Review



Exam 77-422: Microsoft PowerPoint 2013

5.0 Manage Multiple Presentations

5.1 Merge Content from Multiple Presentations: Merge Multiple Presentations (Compare and Combine)



## Prepare for Sharing

Your presentation may have Comments and Properties that should not (not ever in some cases!) be published. Before you share your presentation, you should go to the Backstage and **Check for Issues**.

### 1. Try it: Check for Issues

Go to **File ->Info->Check for Issues**.

**What Do You See?** There are three ways to Check for Issues. You can:  
Inspect Document  
Check Accessibility  
Check Compatibility

Select: **Inspect Document**.

Keep going...

## File ->Info->Check for Issues->Inspect Document

The screenshot shows the PowerPoint Backstage 'Info' pane. The 'Advanced Options Complete' message is at the top. Below it, the 'Protect Presentation' section is visible. The 'Inspect Presentation' section is highlighted, showing a list of issues: 'Comments', 'Document properties, author's name and cropped out image data', and 'is unable to read'. A dialog box titled 'Inspect Presentation' is overlaid on the screen, providing more details about the issues found. The dialog box lists three options: 'Inspect Document', 'Check Accessibility', and 'Check Compatibility', each with a brief description of what it checks for.

**Inspect Presentation**  
Before publishing this file, be aware that it contains:

- Comments
- Document properties, author's name and cropped out image data

**Inspect Document**  
Check the presentation for hidden properties or personal information.

**Check Accessibility**  
Check the presentation for content that people with disabilities might find difficult to read.

**Check Compatibility**  
Check for features not supported by earlier versions of PowerPoint.



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Remove Presentation Metadata



Take Two

## Inspect Document

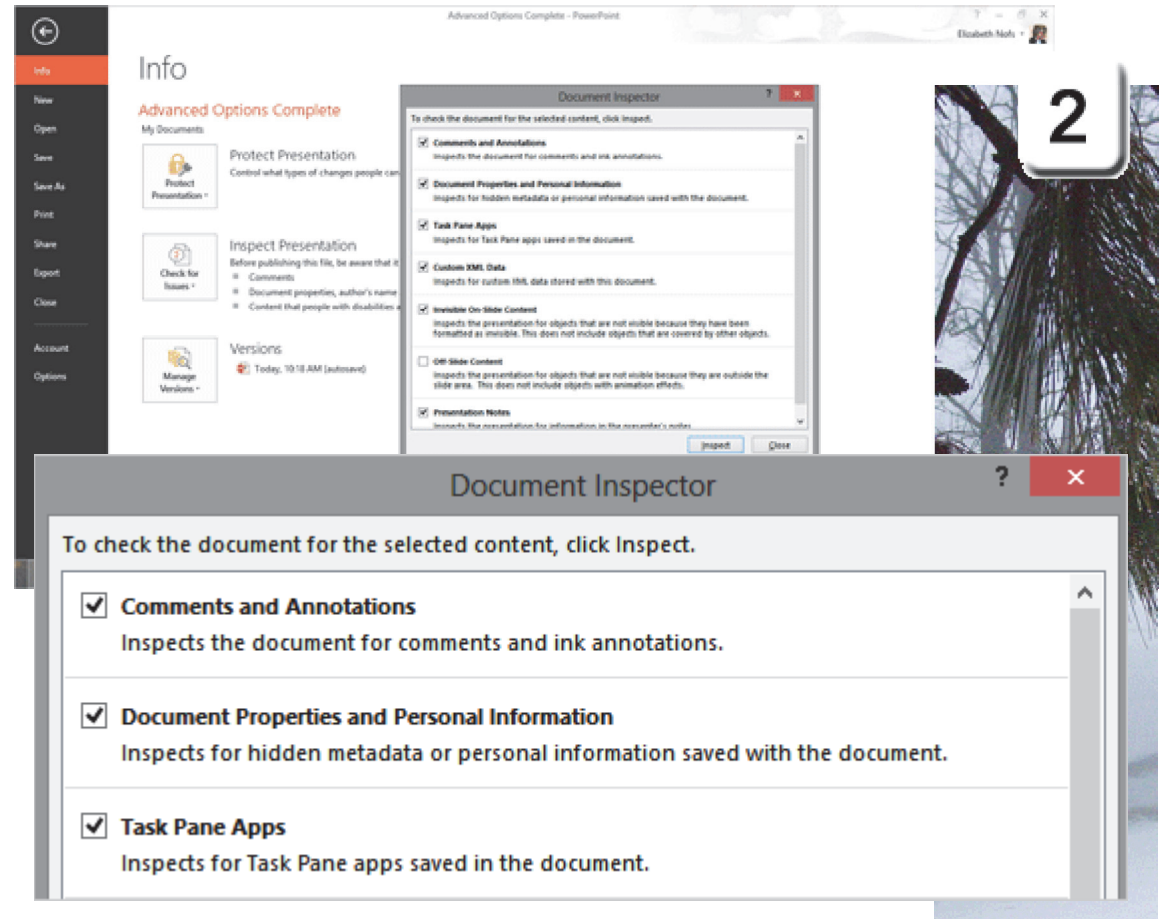
### 2. Try it: Use the Document Inspector

The **Document Inspector** will check for:

- Comments and Annotations
- Document Properties and Personal Information
- Task Pane Apps
- Custom XML data
- Invisible On-slide Content
- Off-slide Content
- Presentation Notes

Click **Inspect** and keep going...

File ->Info->Check for Issues



Exam 77-422: Microsoft PowerPoint 2013  
 5.0 Manage Multiple Presentations  
 5.3 Protect and Share Presentations: Remove Presentation Metadata



Take Two

## Review the Inspection Results

### 3. Try it: Review the Inspection Results

Say the Document Inspector found Comments and Personal Information. You can evaluate the results and choose to **Remove All** for each concern.

Click **Close** to return to the presentation.

**Memo to Self:** Look at the bottom left corner of the Document Inspector. There is a small warning that should be noticed. The warning sez that "some changes cannot be undone... Take heed!"



File ->Info->Check for Issues->Inspect Document

Advanced Options Complete - PowerPoint

Elizabeth Nels

Info

Advanced Options Complete

My Documents

Protect Presentation  
Control what types of changes people can make

Inspect Presentation  
Before publishing this file, be aware that it may not be possible to undo some changes

Versions

Document Inspector

Review the inspection results.

! **Comments and Annotations**  
The following items were found:  
\* Comments

! **Document Properties and Personal Information**  
The following document information was found:  
\* Document properties  
\* Author  
\* Picture crop information

✓ **Task Pane Apps**  
We did not find any Task Pane apps for Office.

Remove All

Remove All

3

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Remove Presentation Metadata



## Check Compatibility

Not everyone has the latest version of Microsoft PowerPoint. When you run the **Compatibility Checker**, you can look for features that are not supported in earlier versions of Microsoft PowerPoint.

### 4. Try it: Check Compatibility

Go to **File ->Info->Check for Issues**. Select **Check Compatibility**.

**What Do You See?** The presentation in this example has sections. Sections are a new feature in PowerPoint 2010. The Compatibility Checker also flagged the Shapes.

If you chose to save the presentation in the PowerPoint 97-2003 formats, the sections would be lost, although all of the slides would still be there. The Shape would be saved as pictures in the old 97-2003 file format.

Keep going...

File ->Info->Check for Issues->Check Compatibility

4

Summary	Occurrences
The shape can no longer be edited, although any text in it can be edited when using earlier versions of PowerPoint. (Slide 9, 11)	2 <a href="#">Help</a>
Slides will no longer be grouped into sections.	1 <a href="#">Help</a>

Check compatibility when saving in PowerPoint 97-2003 formats.

OK

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Check for Compatibility Issues





Take Two

## Check Accessibility

**Accessibility** is defined as providing options for people with disabilities. Microsoft PowerPoint can check for known issues such as Reading Order, Alt Text for pictures and Captions.

### 5. Try it: Check Accessibility

Go to **File ->Info->Check for Issues**.

Select **Check Accessibility**.

Keep going...

File ->Info->Check for Issues-> Check Accessibility

**Info**

Advanced Options Complete

My Documents

**Protect Presentation**  
Control what types of changes people can make to this presentation.

**Inspect Presentation**  
Before publishing this file, be aware that it contains:

- Comments
- Document properties, author's name and cropped out image data

**Check for Issues**

**Inspect Document**  
Check the presentation for hidden properties or personal information.

**Check Accessibility**  
Check the presentation for content that people with disabilities might find difficult to read.

**Check Compatibility**  
Check for features not supported by earlier versions of PowerPoint.

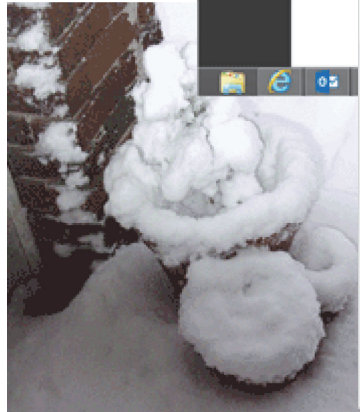
**Properties**

Size 3.75MB  
Slides 11  
Hidden slides 0  
Title PowerPoint Presentation  
Tags Add a tag  
Categories Add a category

**Related Dates**

Last Modified Today, 2:36 PM  
Created 11/16/2011 9:02 AM  
Last Printed

**5**



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Check for Accessibility Issues



## Accessibility Issues

### 6. Try it: Review the Inspection Results

The Accessibility Checker will display a list of ERRORS. The errors are grouped by topic. The group can be expanded to all of the errors if you wish.

When you click on an error that object in the presentation will be selected.

**What Do You See?** Each error has additional information explaining why this error should be addressed and what steps you can take to fix it.

This is an important issue and one that should be completed before you share your presentation.

Enough said.

File ->Info->Check for Issues

The screenshot shows the Microsoft PowerPoint interface with the Accessibility Checker pane open. The pane displays a list of errors under the heading 'ERRORS'. The first error, 'Missing Alt Text', is highlighted in orange. Below it, a list of content placeholders and pictures are listed as having missing alt text. The 'Additional Information' section explains that alternate text helps readers understand information presented in pictures and other objects. The 'How To Fix' section is partially visible.

**Accessibility Checker**

**Inspection Results**

**ERRORS**

- Missing Alt Text
  - Picture 4 (Slide 1)
  - Content Placeholder 15 (Slide 2)
  - Content Placeholder 5 (Slide 3)
  - Content Placeholder 5 (Slide 4)
  - Content Placeholder 5 (Slide 5)
  - Content Placeholder 7 (Slide 6)
  - Content Placeholder 5 (Slide 7)
  - Picture 4 (Slide 8)

**Additional Information**

**Why Fix:**  
Alternate text helps readers understand information presented in pictures and other objects.

**How To Fix:**



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Check for Accessibility Issues



## Compress Media

If you are going to deliver this presentation on another computer, you can **Compress Media** to reduce file size and improve playback. This process will review your presentation for media and other issues.

**Before You Begin: Open a Different Show**  
Go to **File->Open**.

Browse to your Documents Folder.  
Select a Presentation: The Pere Marquette.  
This show has an embedded video.

**7. Try it: Optimize Media Size and Performance**  
Go to **File ->Info->Compress Media**.

**What Do You See?** The example on this page shows that there is one video that was added to the presentation. There are four options:  
Presentation Quality  
Internet Quality  
Low Quality  
Undo

The Media Optimizer reminds you that compressing media may affect the quality!

### File ->Info->Compress Media

The screenshot shows the PowerPoint 'Info' pane for a presentation titled 'The Pere Marquette EAN'. The 'Media Size and Performance' section is highlighted, showing a 'Compress Media' button and a list of three quality options: Presentation Quality, Internet Quality, and Low Quality. A 'Protect Presentation' section is also visible below. To the right, the 'Properties' pane shows details like size (1.70MB), slides (3), and creation date (11/10/2013 4:11 AM). A large number '7' is overlaid on the right side of the screenshot.

**Media Size and Performance**  
Save disk space and improve playback performance by compressing your media files. Compression might affect media quality.

- Media files in this presentation are 2.2 MB.

**Presentation Quality**  
Save space while maintaining overall audio and video quality.

**Internet Quality**  
Quality will be comparable to media which is streamed over the Internet.

**Low Quality**  
Use when space is limited, such as when sending presentations via e-mail.

**Protect Presentation**  
Control what types of changes people can make to this presentation.

**Properties**

Size	1.70MB
Slides	3
Hidden Slides	0
Title	PowerPoint Presentation
Tags	Add a tag
Categories	Add a category

**Related Dates**

Last Modified	11/8/2013 6:20 AM
Created	11/10/2013 4:11 AM
Last Printed	

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Compress Media



## Protect a Presentation

By default, there is no security on a Microsoft Office document: anyone can edit everything. As you prepare your presentation for delivery or broadcast, you may want to consider marking it Final, adding a password or restricting who can edit your work.

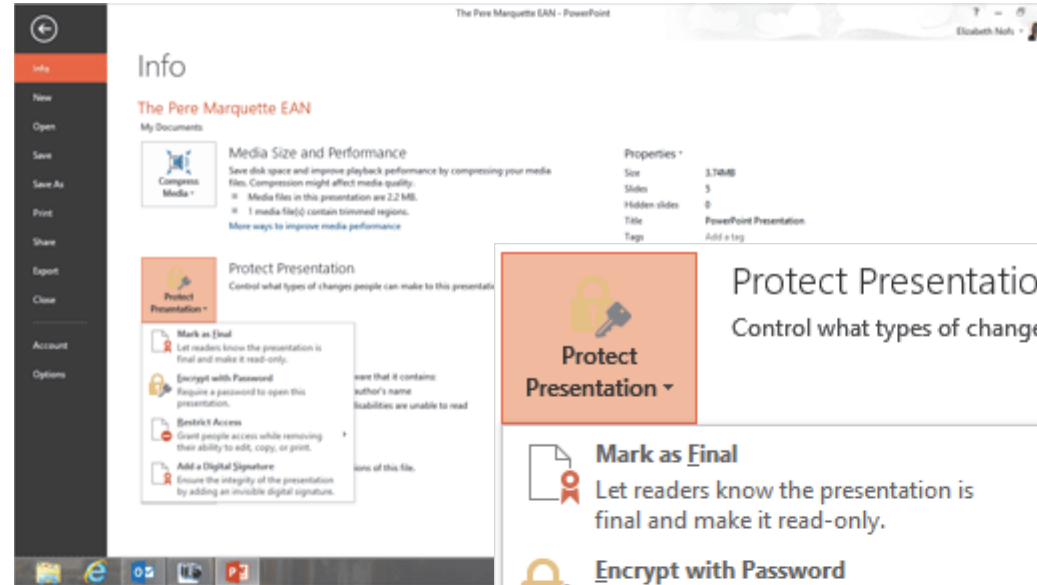
### 1. Try it: Protect Presentation

Either sample presentation can be open. Go to **File ->Info->Protect Presentation**.

**What Do You See?** There are four options for protecting your document:  
Mark as Final  
Encrypt with Password  
Restrict Permission by People  
Add a Digital Signature

Let's look at the options.

### File ->Info-> Protect Presentation



**Protect Presentation**  
Control what types of changes people can make

- Protect Presentation**
  - Mark as Final**  
Let readers know the presentation is final and make it read-only.
  - Encrypt with Password**  
Require a password to open this presentation.
  - Restrict Access**  
Grant people access while removing their ability to edit, copy, or print.
  - Add a Digital Signature**  
Ensure the integrity of the presentation by adding an invisible digital signature.

ware that it contains author's name and capabilities are unavailable. ons of this file.

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Permissions (Remove the Password)



## Encrypt with a Password

You can encrypt a presentation with password. A strong password includes numbers and letters. It should NOT include your last name.

### 2. Try it: Encrypt with Password

Go to **File ->Info-> Protect Presentation**.

Click on: **Encrypt with Password**.

Type: password

Click **OK**.

Confirm the Password. Type: password

Click **OK**.

### Try This, Too: Test the Password.

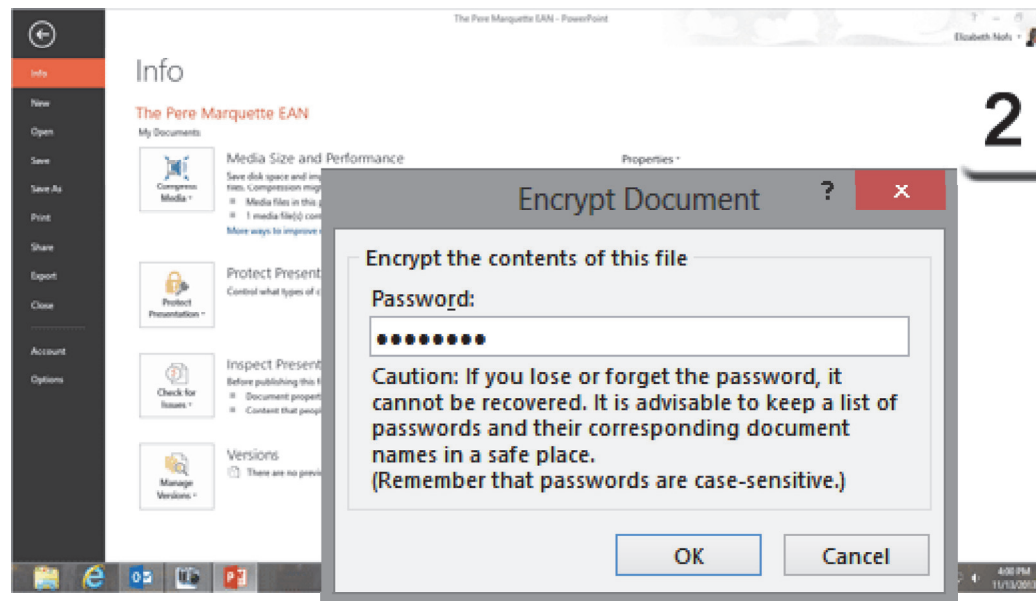
**Save** the presentation.

**Close** and **Open** the presentation.

When you open a presentation that is password protected, you will be required to enter the password. Keep going.

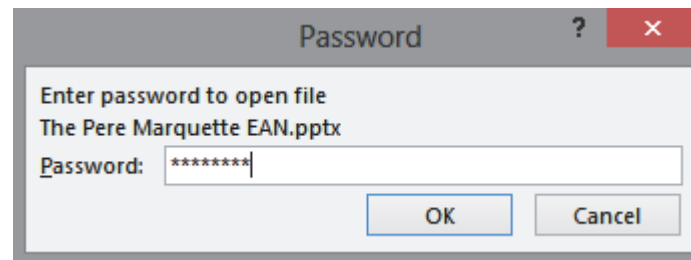
**Memo to Self** The screen reminds you to keep a list of your passwords: write it down! There is no UNDO for passwords, neither is there a secret password recovery program.

## File ->Info-> Protect Presentation->Encrypt with Password



2

**Never use PASSWORD as a password. A password needs at least 8 characters and it should include letters and numbers.**



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Permissions (Encrypt with a Password)





## Change the Password

Say your password was shared far too many times. How do you change the password?

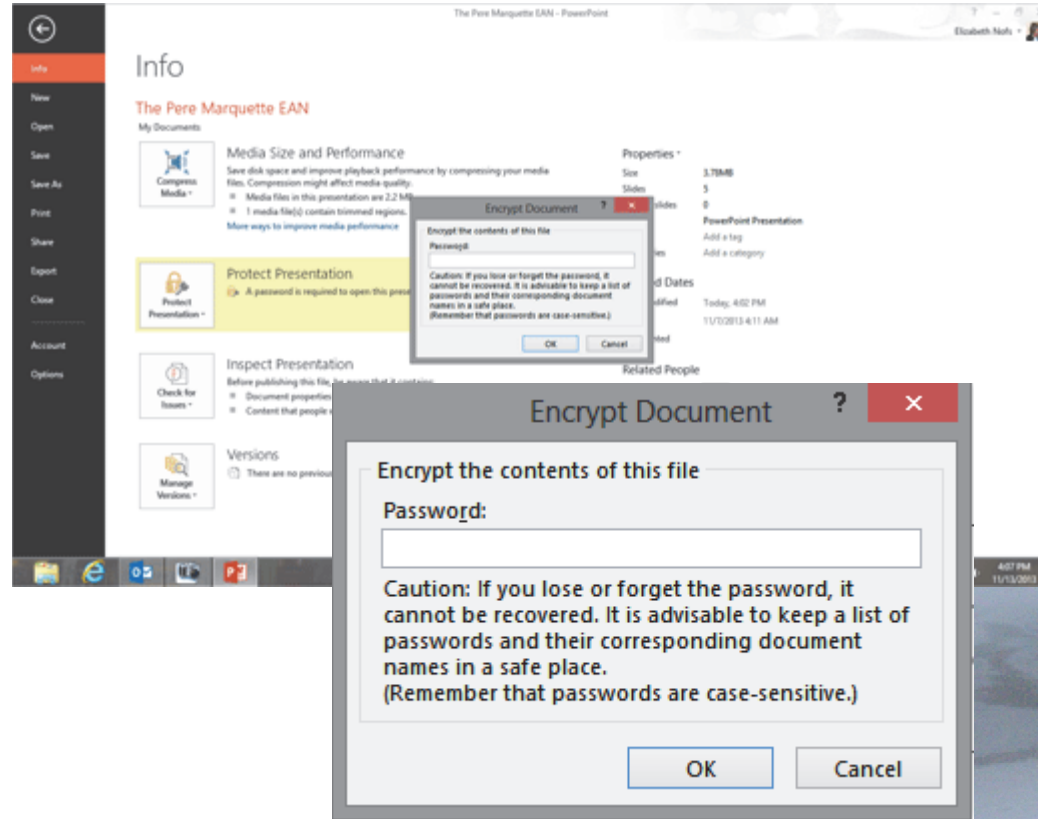
**3. Try This, Too: Change the Password**  
The sample presentation is open.  
Go to **File ->Info-> Protect Presentation**.  
Click on: **Encrypt with Password**.

**What Do You See?** You will be prompted to enter a new password.

**Memo to Self:** If you wish to remove a password, simply delete the old one (shown as bullets for security reasons.)

**The Computer Mama Sez:** I was looking allllll over for some "Remove Password" button. I couldn't believe it was as simple as deleting the password that was typed.

File ->Info-> Protect Presentation->Encrypt with Password



Exam 77-883: Microsoft PowerPoint 2010  
7. Preparing Presentations for Delivery  
7.4. Protect presentations: Restrict Users



## Restrict Permissions

There are two methods for protecting the information in a PowerPoint presentation: a **Digital Signature** and **Restrict Access**. Both options require a Server, so you do NOT have to practice these steps.

### 4. Consider It: Use a Digital Signature

A **Digital Signature** is another method of authenticating that the information in this presentation is secure. The purpose of the Digital Signature is to validate the integrity of your file. When you **Sign** a document, you will be asked to state the purpose for the signing. The sign indicates who is signing but you can **Change** the signer if you wish.

### Consider This, Too: Restrict Access

By default, PowerPoint presentations have **Unrestricted Access**. However, some documentation is very sensitive and can only be opened by authorized users.

You can **Restrict Permission by People** with a Digital Rights Management Server. DRM relies on a server to authenticate trusted users.

Please keep going...

File ->Info-> Protect Presentation->Restrict Access

**Protect Presentation**  
Control what types of changes people can make to this presentation.

**Protect Presentation**

- Mark as Final**  
Let readers know the presentation is final and make it read-only.
- Encrypt with Password**  
Require a password to open this presentation.
- Restrict Access**  
Grant people access while removing their ability to edit, copy, or print.
- Add a Digital Signature**  
Ensure the integrity of the presentation by adding an invisible digital signature.

ware that it contains:  
author's name  
disabilities are unable to read

[Connect to Rights Management Servers](#)

ions of this file.

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Permissions (Restrict Access)



## Mark as Final!

Everyone had their say. The comments, corrections and permissions have been decided. It is done. Mark it as Final!

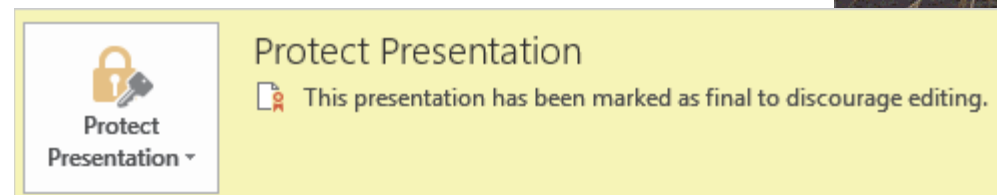
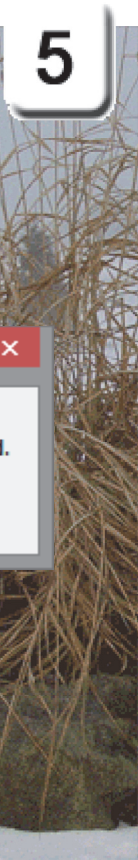
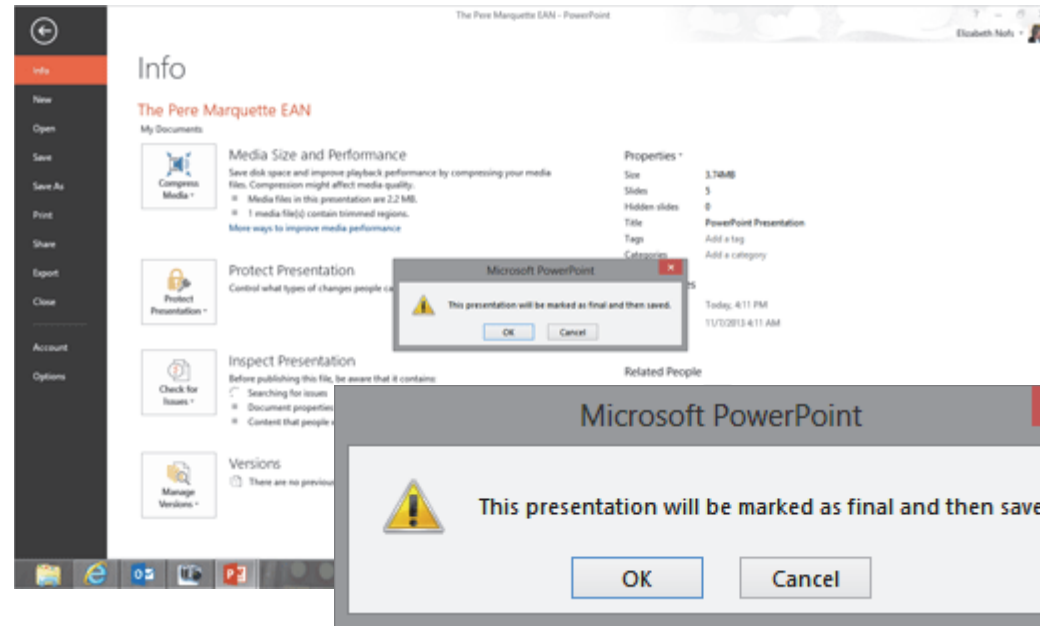
### 5. Try it: Mark as Final

Go to **File ->Info-> Protect Presentation**. Click on **Mark as Final**.

**What Do You See?** When you mark a presentation as Final it will be saved as Read Only. The Permissions will be updated in the Backstage as well.

Allllmost finished with this, too...!

File ->Info-> Protect Presentation->Mark as Final



Exam 77-422: Microsoft PowerPoint 2013  
 5.0 Manage Multiple Presentations  
 5.3 Protect and Share Presentations: Permissions (Mark as Final)



## Final Final Final

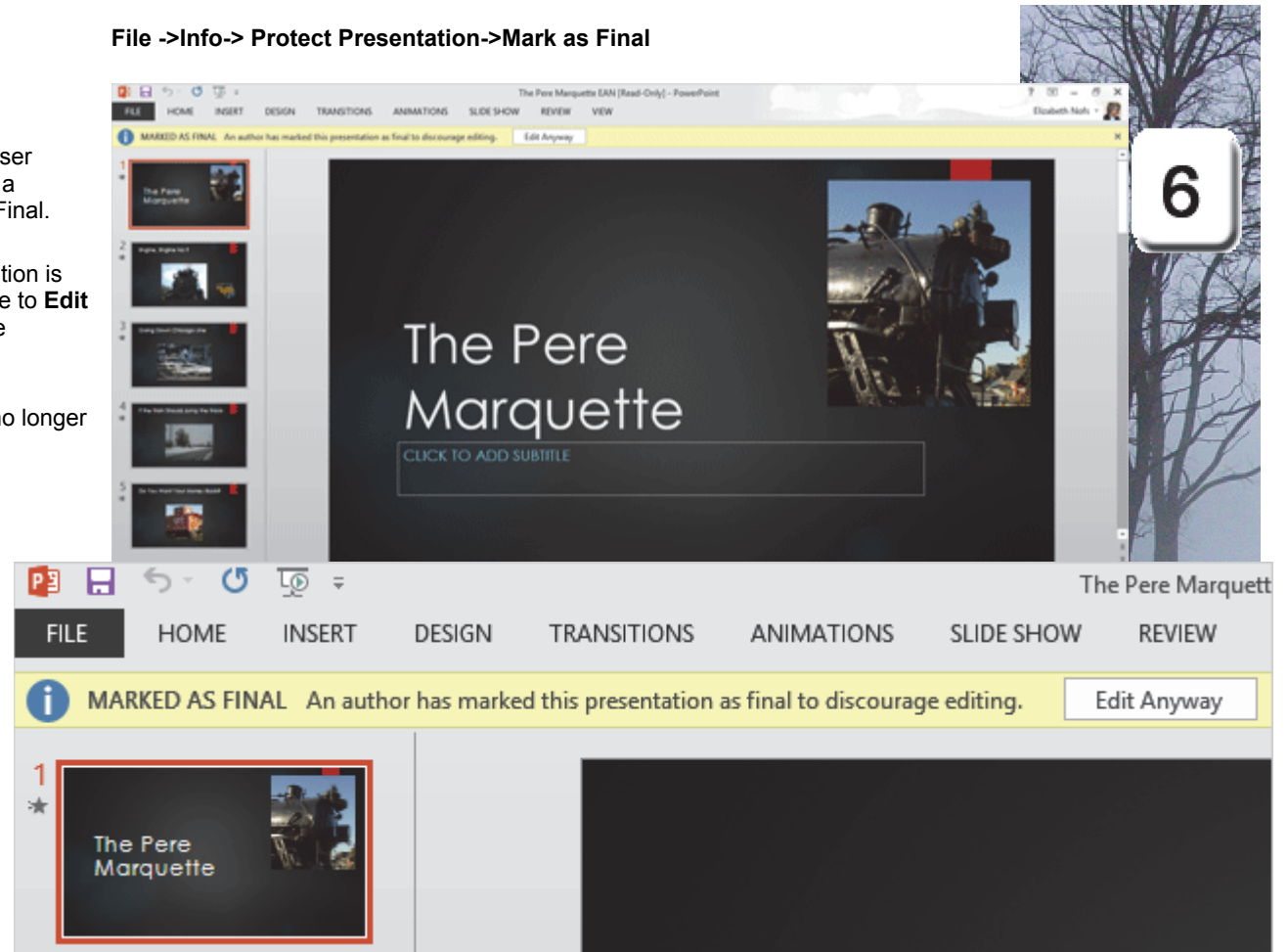
**6. What Else Do You See?** When a user opens your presentation, they will see a security banner that says: Marked as Final.

At the top of the window, this presentation is marked **Read Only**. A user can choose to **Edit Anyway**, but they will have to save the presentation with a new name.

If a document has been edited, it will no longer be Marked as Final.

Done and done.

File ->Info-> Protect Presentation->Mark as Final



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Permissions (Mark as Final)



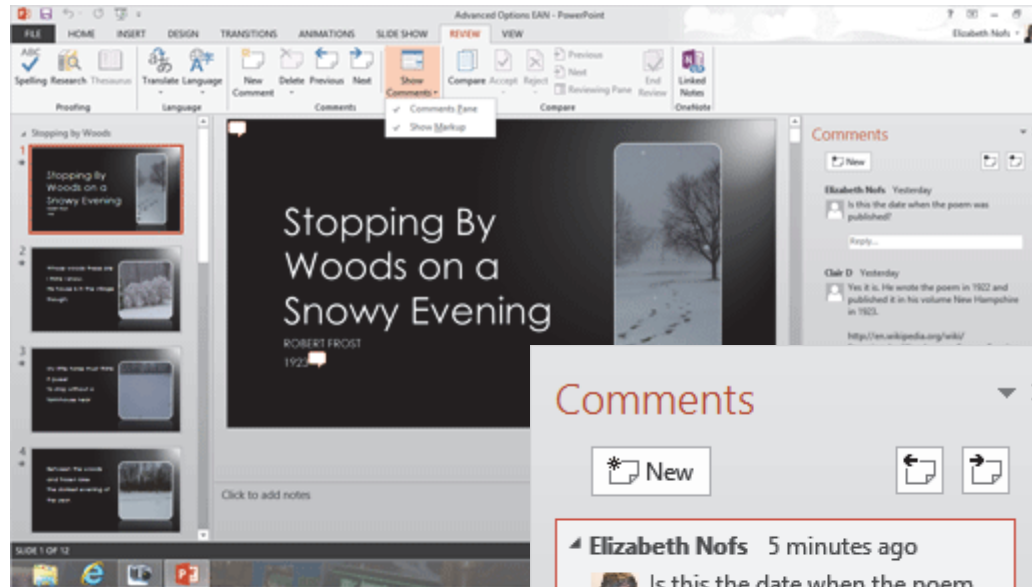
## Summary


This lesson focused on the **Review** Ribbon: Proofing, Language, Comments and Compare.

We also looked at the options to protect a presentation with a password and mark it as Final.


Well, you done good.  
You get the cookie.

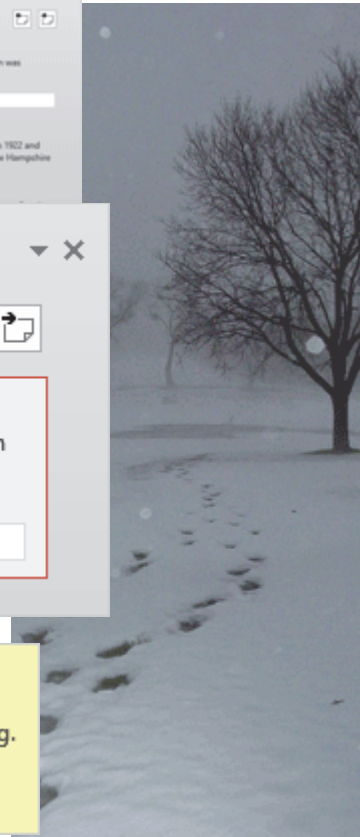
OK, OK...Take Two!





**Protect Presentation**

 This presentation has been marked as final to discourage editing.







# Practice Activity

## Lesson 7: Prepare to Share

Before You Begin: Start Microsoft PowerPoint.

Download the following files:

[New Product Line BEFORE.pptx](#)

[New Product Line AFTER.pptx](#)

### Try This: Do the following steps

1. Open the sample presentation New Product Line AFTER.
2. Use the spell check tool and correct the errors.
3. Use the Thesaurus tool and find a replacement word for Baby on Slide 2
4. Delete the comment on Slide 1. Add the current date to the slide.
5. Add your own comment to Slide 3. In the comment, add the text, Available in green, red, and white.
6. Use the Compare document command. Select the sample presentation New Product Line Before.
7. On Slide 2, accept the following changes: Added Baby Shirt. Reject the change Added Tank Top.
8. On Slide 3, accept all the changes to the slide.
9. On Slide 4, accept all the changes to the slide.
10. Save the document as Advanced PowerPoint Practice 6.
11. Use the Document Inspector Tool. Remove all Comments and Annotation. Keep the remaining items.
12. Mark the Document as Final.
13. Save the Document.





## Test Yourself



1. What are the three Proofing Tools?  
a. Spelling  
b. Research  
c. Thesaurus  
d. Dictionary  
e. Translate

Tip: Advanced PowerPoint, page 213

2. In the Research Pane, what is the default search engine?

- a. Google
- b. Yahoo
- c. AOL
- d. Bing

Tip: Advanced PowerPoint, page 215

3. Only one person can add comments to a PowerPoint presentation.

- a. True
- b. False

Tip: Advanced PowerPoint, page 220

4. What does the Document Inspector check for? (Give all correct answers.)

- a. Comments and Annotations
- b. Personal Information
- c. Invisible On-Slide Content
- d. Off-Slide Content
- e. Presentation Notes

Tip: Advanced PowerPoint, page 226

5. Which option reviews features not supported by earlier versions of PowerPoint.

- a. Document Inspector
- b. Compatibility Checker
- c. Version Review
- d. Issue Checker

Tip: Advanced PowerPoint, page 228

6. Which is true about PowerPoint passwords? (Give all correct answers.)

- a. Can be added to a presentation to protect it
- b. Microsoft can reset your password if you forget it
- c. Should include both numbers and letters

Tip: Advanced PowerPoint, page 232

7. Restricting Users requires a Digital Rights Management Server.

- a. True
- b. False

Tip: Advanced PowerPoint, page 235

8. Which is true about a presentation Marked as Final? (Give all correct answers.)

- a. Includes a banner at the top of the presentation to discourage editing
- b. Includes the option to edit anyway
- c. Document is set to 'Read Only.'

Tip: Advanced PowerPoint, page 236

9. Any translation should be reviewed for accuracy.

- a. True
- b. False

Tip: Advanced PowerPoint, page 217

10. Which of the following are options to protect a presentation?

(Give all correct answers.)

- a. Mark as Final
- b. Encrypt with a Password
- c. Restrict Permission by People
- d. Add a Digital Signature

Tip: Advanced PowerPoint, page 235





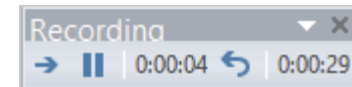
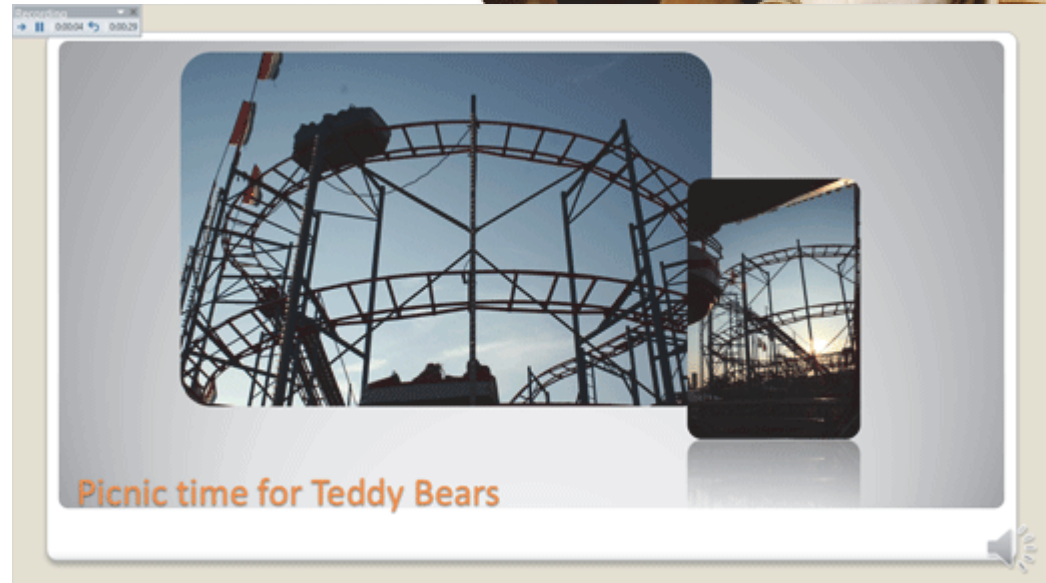
## Live! Online and in Print



### Advanced PowerPoint Objectives

In this lesson, you will learn how to:

1. Create Handouts, Outlines, Speaker Notes and adjust the Print Settings in the Backstage View.
2. Save a presentation in different file formats, including an OpenDocument Presentation (odp).
3. Save a presentation as an Adobe Acrobat PDF file or a Microsoft XPS file.
4. Save a presentation as a show (ppsx), a picture presentation or a picture file (jpg).
5. Package a presentation for CD delivery.
6. Save & Send a presentation by E-mail.
7. Save or Publish a presentation online.





## Lesson 8: Online and In Print

### 1. Readings

Read Lesson 8 in the Advanced PowerPoint guide, page 241-285.

### Project

A new presentation to practice the print settings and review Save & Send options.

### Downloads

- [The Teddy Bear's Picnic.docx](#)
- [The Teddy Bear's Picnic 2013.pptx](#)
- [Henry Halls BBC Dance Orchestra - Teddy Bears Picnic 1932.mp4](#)
- [Teddy1.gif](#), [Teddy2.gif](#), [Teddy3.gif](#), [Teddy4.gif](#), [Michigan-Balloonfest-8.gif](#), [Ways to Save Money Outline.docx](#)

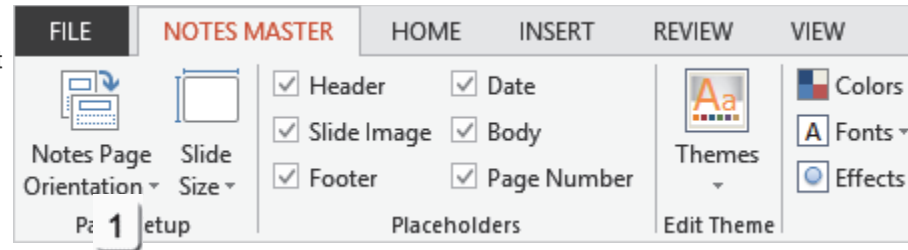
### 2. Practice

Do the Practice Activity on page 286.

### 3. Assessment

Review the Test questions on page 287.

#### Notes Master Ribbon



#### Menu Maps

From the **Notes Master Ribbon**.

1. [Notes Master ->Placeholders](#), page 253



#### More Menu Maps

From the **Backstage**

1. [File ->Print](#), page 254
2. [File ->Print-> Settings](#), page 255
3. [File ->Print-> Settings-> Handouts](#), page 256
4. [File ->Export-> Create Handouts](#), page 257
5. [File ->Export->Create PDF Document](#), page 261
6. [File ->Export->Create PDF/XPS Document](#), page 265
7. [File ->Export->Change File Type](#), page 266
8. [Change File Type->OpenDocument Presentation](#), page 267
9. [Change File Type->PowerPoint Show](#), page 268
10. [Change File Type->PowerPoint Picture Presentation](#), page 269
11. [Change File Type->JPEG File](#), page 270
12. [File ->Export->Create a Video](#), page 271
13. [File ->Export->Package Presentation for CD](#), page 273
14. [File ->Info-> Compress Media](#), page 276
15. [File ->Share->E-mail](#), page 277
16. [File ->Share->Invite People \(SkyDrive\)](#), page 278
17. [File ->Share->Present Online \(Lync Meeting\)](#), page 281
18. [File ->Share->Post to a Social Network](#), page 284

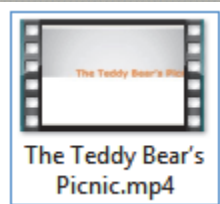
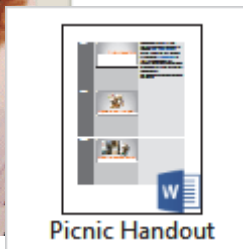
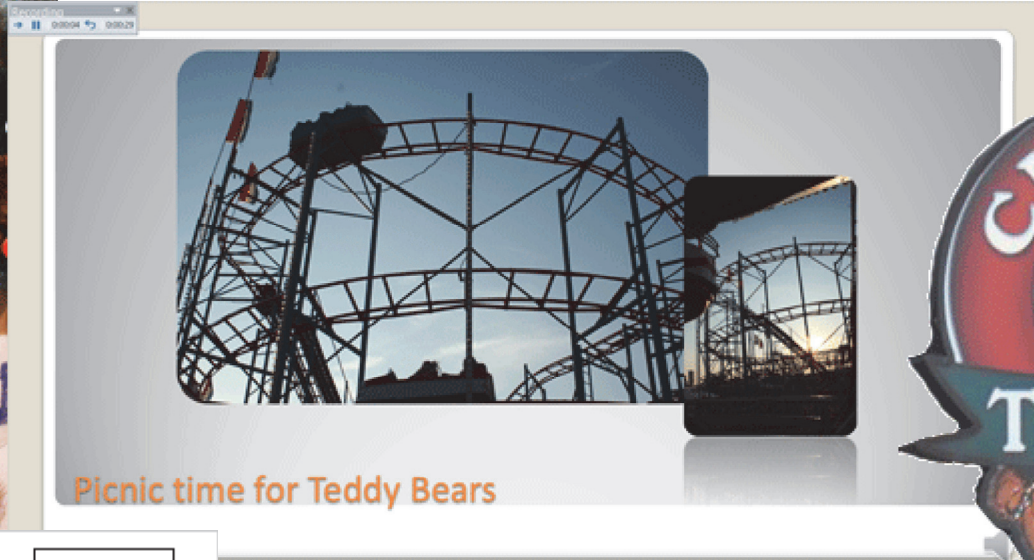




Take Three

## Going Live!

So, we explored each of the creative Ribbons in PowerPoint and used the options to create wonderful presentations. The last lesson is all about sharing PowerPoint: In print and online. The print options will include handouts and speaker notes. We'll also learn how to save and send PowerPoint in many different file formats.



*The Theme for these pages is the Teddy Bear's Picnic. Many of the bears were photographed at the Chelsea Teddy Bear Co.*





## Before You Begin

### Before You Begin: Download the Samples

This lesson creates a presentation from an outline. The outline, The Teddy Bear's Picnic, is a Microsoft Word document.

Please download the sample outline in Word. You can save the teddy bear pictures to your Documents folder as well.

### 1. Try it: Add Slides from an Outline

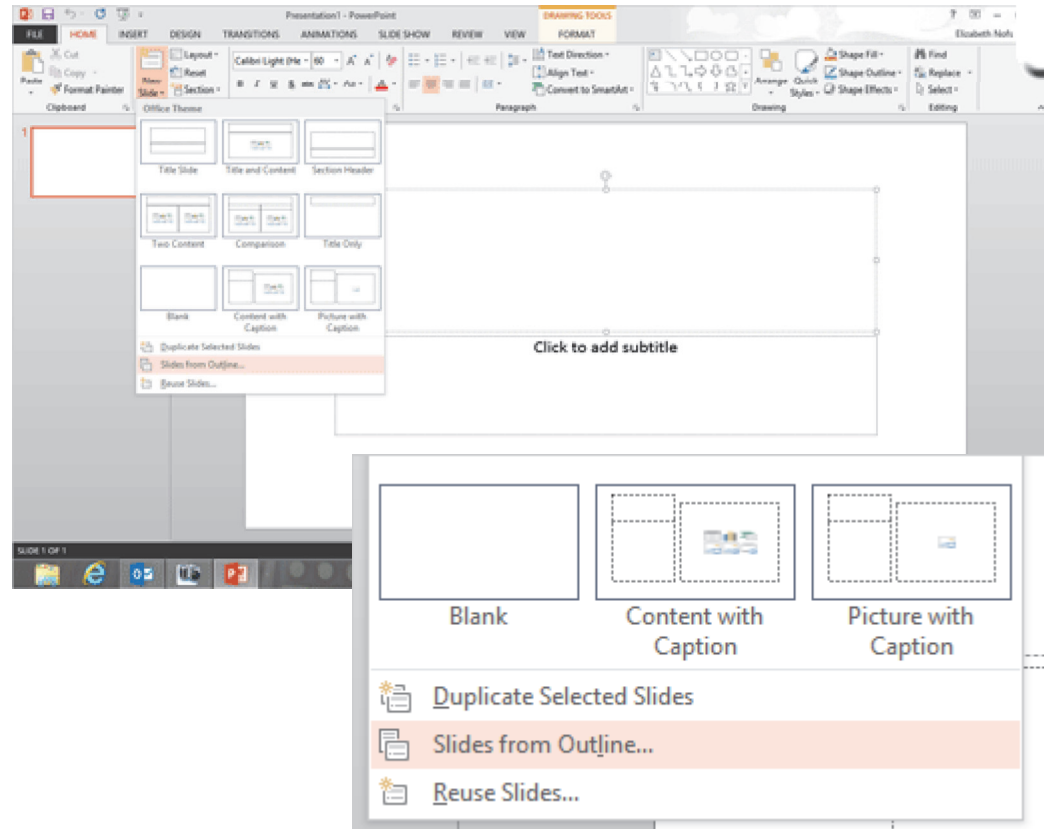
PowerPoint is open: a new, blank slide show. Go to **Home ->Slides->New Slide**. Select: **Slides From Outline...**

**Browse** to your Documents folder and select the [The Teddy Bear's Picnic.docx](#)

Keep going...

**Memo to Self:** You can use your own pictures if you wish. You do NOT have to match the images in this lesson. It is more important that you understand the options.

Home ->Slides->New Slide->Slides From Outline...



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.1 Create a Presentation: Import Word Document Outlines into Presentations



Take Three

## Slide Outline

### 2. Try it: Review the Slide Outline

There are two methods for navigating a presentation: Slides and Outline. Please select the Outline View.

**What Do You See?** There should be 21 slides that were created from the text outline in Word. The first slide in this presentation will probably be blank.

### Try This, Too: Edit the Title Slide

Go to Slide 1.

Type the Title: The Teddy Bear's Picnic

Keep going...

Home -> Slides -> New Slide -> Slides From Outline...

The screenshot shows the Microsoft PowerPoint 2013 interface. The 'VIEW' tab is active, and the 'Outline View' is selected. The main slide area displays the title 'The Teddy Bear's Picnic' and a large image of a brown teddy bear. The Outline pane on the right lists the following slides:

- 1  The Teddy Bear's Picnic
- 2  If you go down in the woods today you better not go alone
- 3  It's lovely down in the woods today but safer to stay at home
- 4  For every bear that ever there was will gather there for certain
- 5  Because today's the day the Teddy Bears have their picnic

2

Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.1 Create a Presentation: Import Word Document Outlines into Presentations



Take Three

### Design: Theme

3. Try it: Apply a Theme  
Go to **Design ->Themes**.  
Select a **Theme**.

The example in this lesson uses the Aspect Theme. You do not have to match the same Theme.

Keep going...

### Design ->Themes



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation: Apply Presentation Themes



Take Three

## Insert the Pictures

This is the Teddy Bear's Picnic. It's time to invite the Bears. You can use the sample pictures or add your own if you wish. Your images do NOT have to match this page.

### 4. Try it: Insert Picture

Select Slide 1.

Go to **Insert ->Images->Picture**.

**Browse** to your Documents folder.

Double click to select a picture.

Please add a picture to each slide.

### Try This, Too: Format the Pictures

Select the picture on any slide.

The **Picture Tools** should be available.

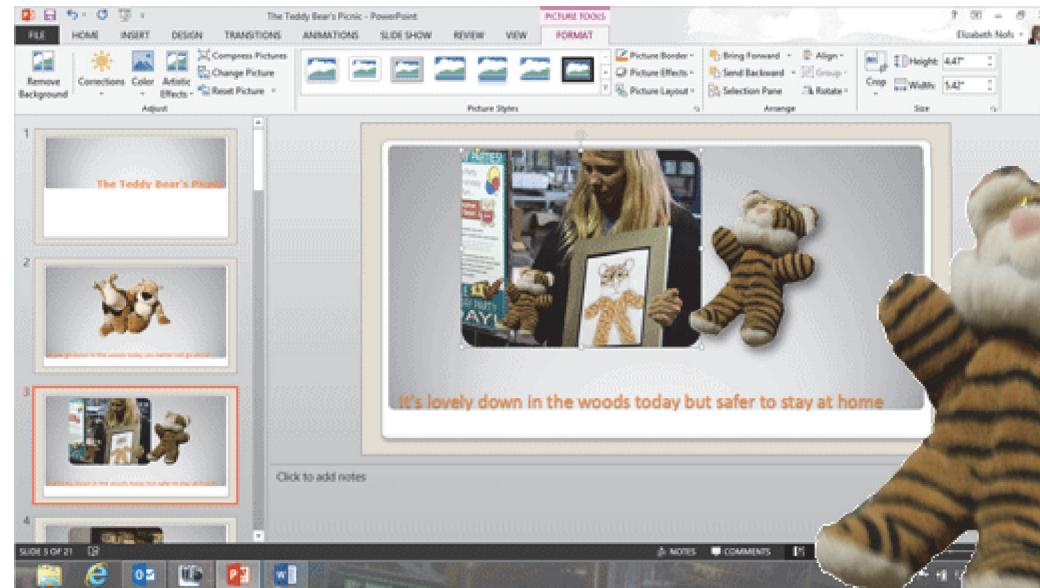
Go to **Picture Tools->Picture Styles**.

Please select a Style and edit the Effects.

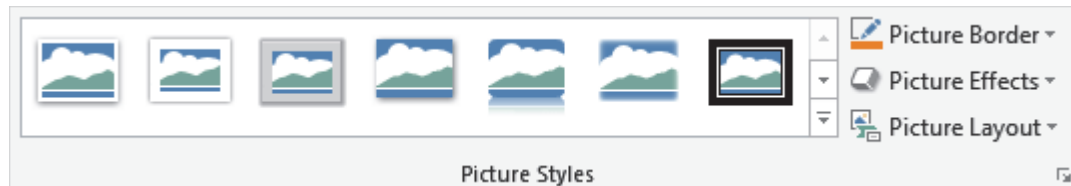
Keep going...

**Memo to Self:** You can use the Format Painter on the Home Ribbon to copy your picture formatting to all of the images.

## Insert ->Images->Picture



4



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Apply Styles



## Add the Slide Transitions

### 5. Try it: Add a Slide Transition

First, select all of the slides.

Go to **Home->Editing->Select->Select All.**

Next, change the View.

Go to **View->Presentation Views->Slide Sorter.**

Now, add the Slide Transitions.

Go to **Transitions ->Transitions to This Slide.**

Select a Transition: **Dissolve.**

**What Do You See?** Each slide should have a star.

Keep going...

## Transitions ->Transitions to This Slide

The screenshot shows the Microsoft PowerPoint 2013 interface in Slide Sorter view. The ribbon is set to 'TRANSITIONS'. The 'Transitions to This Slide' task pane is open, showing various transition options: Airplane, Origami, Dissolve (highlighted), Checkerboard, Blinds, and Clock. The 'Dissolve' transition is selected. The slide sorter shows six slides, with slide 2 (the one with the bear picnic) highlighted and marked with a star. A large number '5' is overlaid on the right side of the screen.

Exam 77-422: Microsoft PowerPoint 2013  
 4.0 Apply Transitions and Animations  
 4.1 Apply Transitioning Between Slide: Insert Transitions Between Slides





Take Three

## Add the Animations

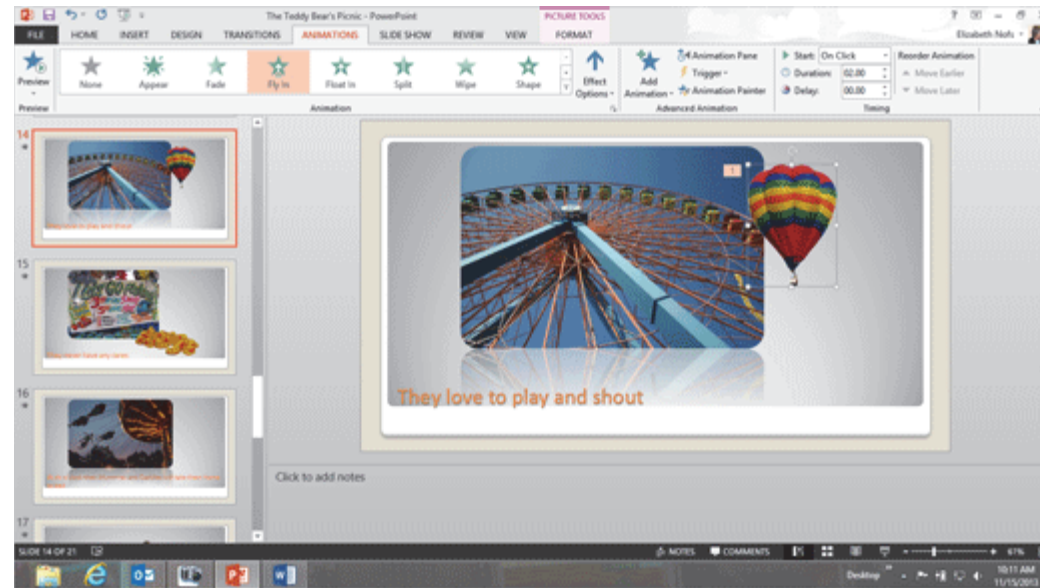
A little animation goes a long, long way. However, it's so much fun. In the example shown on this page, the presentation is back in Normal View and a hot air balloon has been added to Slide 14. The balloon picture is selected.

- 6. Try it: Add an Animation**
- Go to **Animations ->Animation**.
- Select an **Effect**: Fly In.
- Go to **Animations ->Timing**.
- Edit the **Duration**: 2:00

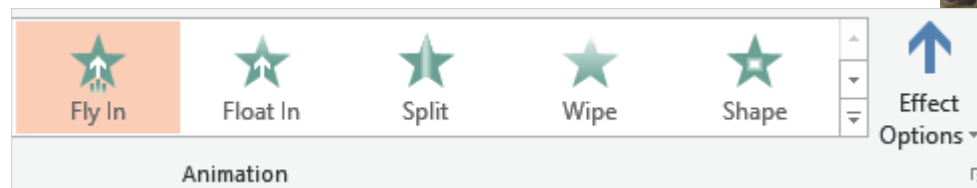
- Try This, Too: Preview the Animation**
- Go to **Animation ->Preview**.

**What Do You See?** The balloon should slowly fly to the top of the slide when you click the mouse or keyboard.

### Animations ->Animation



6



Exam 77-422: Microsoft PowerPoint 2013  
 4.0 Apply Transitions and Animations  
 4.2 Animate Slide Content: Apply Animations to Shapes



Take Three

## Record the Timing

### 7. Try it: Record the Timing

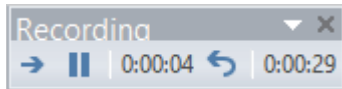
Slide 1 is selected.

Go to **Slide Show ->Set Up**.

Go to **Record Slide Show**.

Click on: **Start Recording from Beginning**.

**What Do You See?** Your presentation should open in Slide Show View. The little media player will record the time as you advance through your slides.

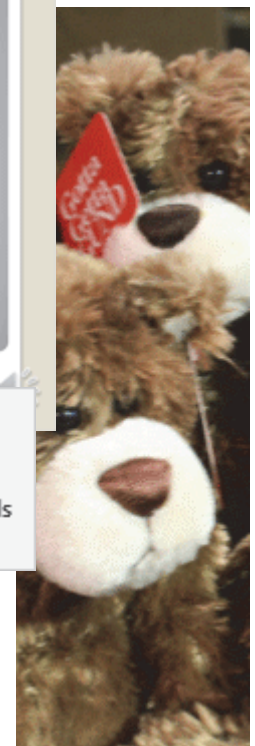


When you reach the end of your show, please keep your timings. Click: Yes.

Slide Show ->Set Up->Record Slide Show

The screenshot shows the PowerPoint Slide Show View. At the top, a recording toolbar includes a play button, a pause button, a timer showing 0:00:04, a stop button, and a timer showing 0:00:29. The main slide area displays a roller coaster and a teddy bear, with the text "Picnic time for Teddy Bears" at the bottom. A context menu is open over the slide, showing options: "Set Up Slide Show", "Hide Slide", "Rehearse Timings", "Record Slide Show", and "Set Up". To the right of the menu are three checked checkboxes: "Play Narrations", "Use Timings", and "Show Media Controls".

7



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.5 Configure and Present Slideshows: Record Slide Show Timing



## Add the Speaker Notes

Speaker Notes can help the presenter remember the speech. The Notes can also be printed as a handout for the audience.

### 8. Try it: Add Speaker Notes

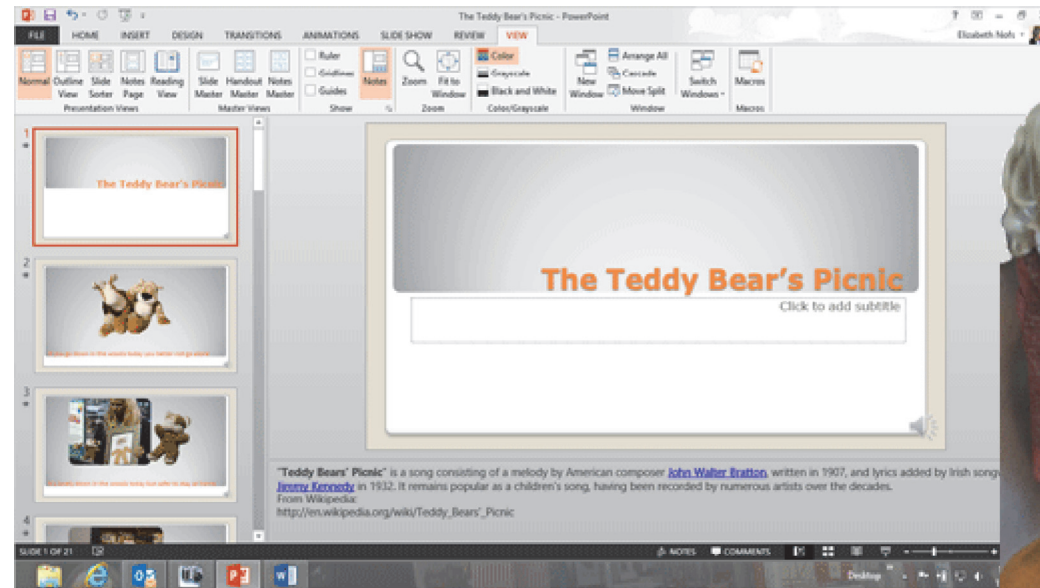
Go to **View->Presentation Views**.  
Click on **Normal**.

**What Do You See?** The Speaker Notes can be added in the Notes pane beneath the slide. In the example on this page, the first sentence from a webpage has been pasted here.

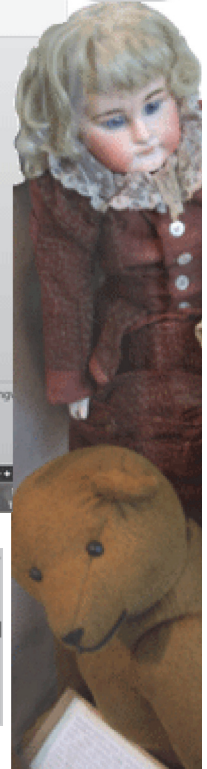
**What Else Do You See?** The Speaker Notes can include hyperlinks.

**Memo to Self:** Please cite your sources!  
Otherwise, it comes real close to plagiarism, hmmm?

## View ->Presentation Views->Normal



8



"Teddy Bears' Picnic" is a song consisting of a melody by American [John Walter Bratton](http://en.wikipedia.org/wiki/John_Walter_Bratton) in 1907, and lyrics added by Irish song [Jimmy Kennedy](http://en.wikipedia.org/wiki/Jimmy_Kennedy) in 1932. It remains popular as a children's song, having been recorded by numerous artists over the decades.  
From Wikipedia:  
[http://en.wikipedia.org/wiki/Teddy\\_Bears'\\_Picnic](http://en.wikipedia.org/wiki/Teddy_Bears'_Picnic)

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print Or Save: Edit Speaker Notes



## View the Notes Page

The presenter can see the Notes during the show. These Notes can keep your speech on topic and accurate.

You can print the Notes as well. Here are some options you can choose.

### 9. Try it: View the Notes Page

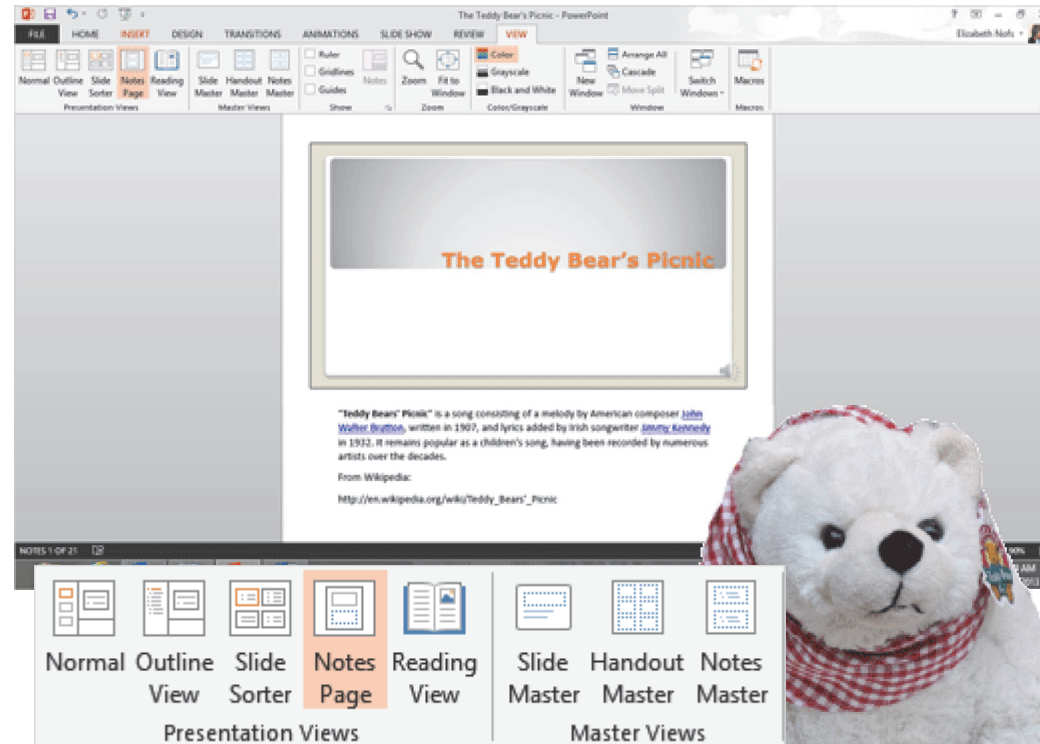
In the screen shot on this page Slide 1, which has information entered in the Notes pane, is selected.

Go to **View ->Presentation Views**. Click on **Notes Page**.

**What Do You See?** This is a good preview of how the Notes Pages will print. The slide is shown on the top third of the page. The Notes are shown below.

You can edit the default layout if you wish. Please go to the next page.

## View ->Presentation Views->Notes Page



Exam 77-422: Microsoft PowerPoint 2013  
 1.0 Create and Manage Presentations  
 1.4 Configure Presentations to Print or Save: Edit Speaker Notes





## View the Notes Master

Try it: **View the Notes Master**  
Go to **View->Presentation View**.  
Click on **Notes Master**.

**What Do You See?** When you open the Notes Master, you should see a new Ribbon: the **Notes Master Ribbon**.

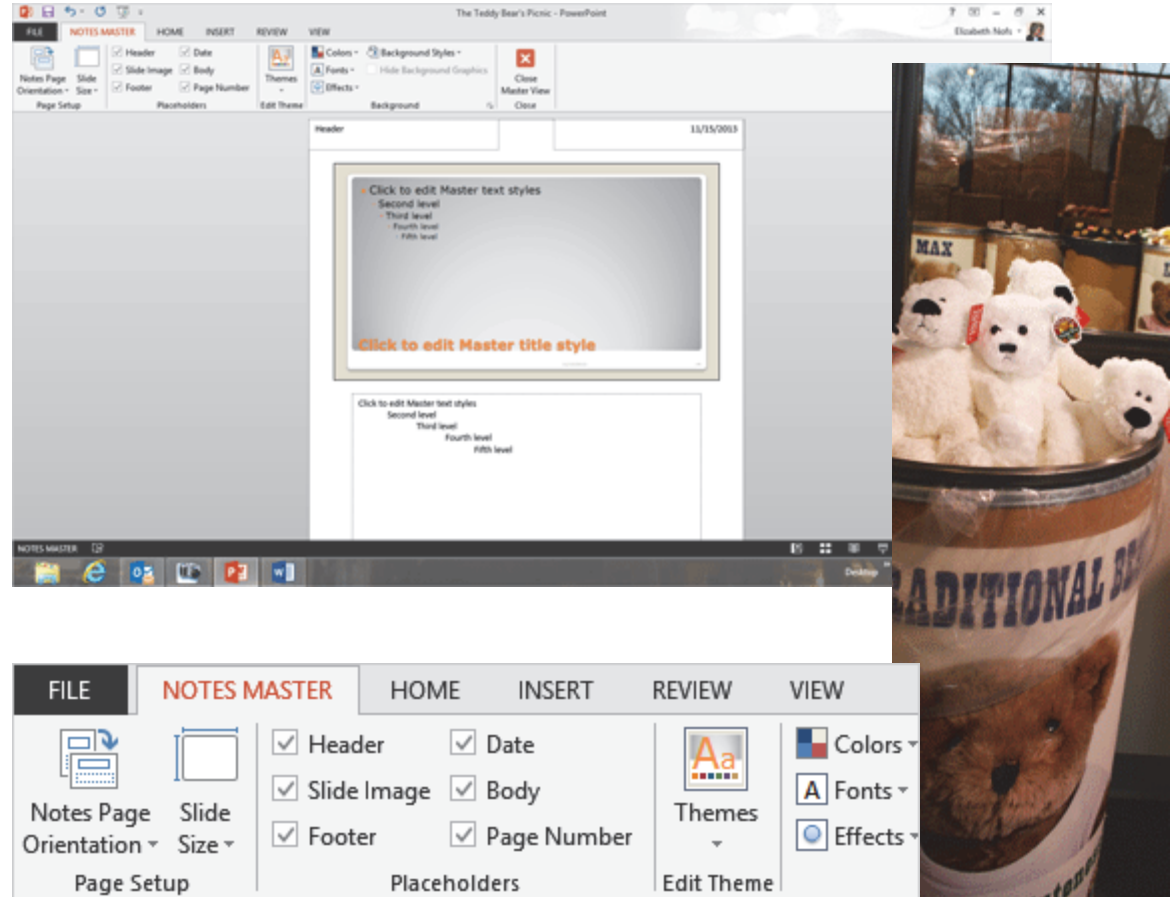
The **Notes Master Ribbon** has five Groups:  
Page Setup  
Placeholders  
Edit Theme  
Background  
Close

Placeholders simplify the task of editing the template. You can apply a Theme as well.

So far, so good.

Please **Close** the Notes Master View and return to the Normal View.

## Notes Master ->Placeholders



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.2 Format a Presentation Using Slide Masters: Modify a Notes Master





Take Three

## Review the Print Options

You can print your presentation in several different formats, Speaker Notes, Handouts, Slides, or Pictures, depending on what you wish to give to your audience. Let's look at the options.

### 1. Try it: Print a Presentation

Go to **File-> Print**.

**What Do You See?** The Print **Settings** include:

- Print All Slides
- Print some slides (Slides)
- Print Layout
- Print One Sided (or both sides)
- Collated
- Color (Grayscale or Black and White)

The default settings are: Print All Slides, Full Page, one slide per page, in color.

Keep going...

## File ->Print

The screenshot shows the 'Print' dialog box in Microsoft PowerPoint 2013. The 'Print' button is highlighted in red. The 'Settings' section is expanded, showing the following options:

- Printer:** Canon Inkjet MP600 Printer... Ready
- Print:** Print entire presentation
- Slides:** 1
- Full Page Slides:** Print 1 slide per page
- Print One Sided:** Only print on one side of th...
- Collated:** 1,2,3 1,2,3 1,2,3
- Color:** Color

The 'Printer Properties' button is visible in the top right corner of the dialog box. In the foreground, a yellow Canon Inkjet MP600 printer is shown.

Exam 77-422: Microsoft PowerPoint 2013  
 1.0 Create and Manage Presentations  
 1.4 Configure Presentations to Print Or Save: Print All Slides



## Print What?

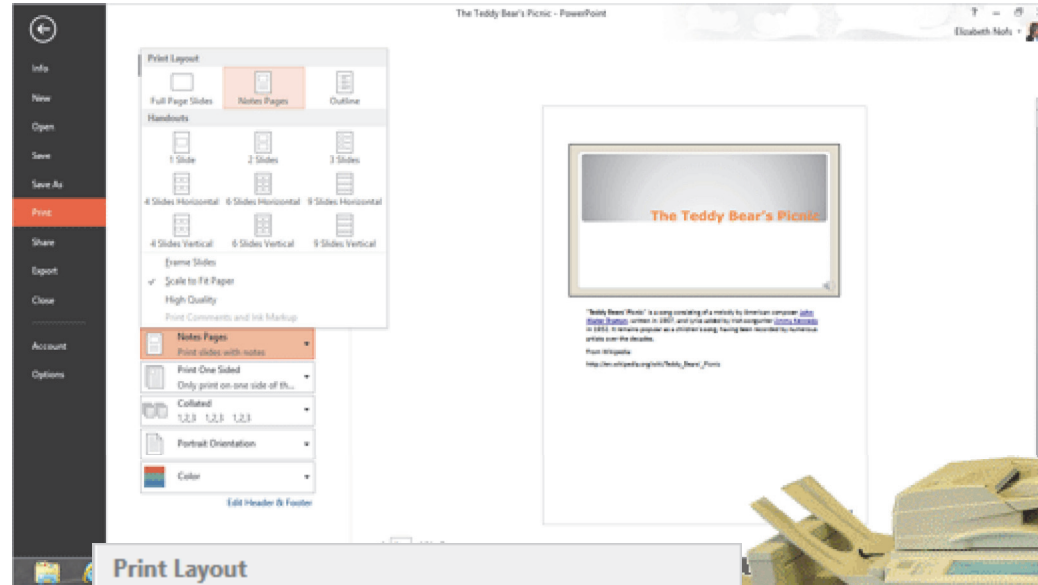
**2. Try it: Print the Notes Page**  
Go to **File ->Print-> Settings**.  
Select a **Print Layout: Notes Pages**.

**What Do You See?** The Notes Pages will be displayed in the preview on the right.

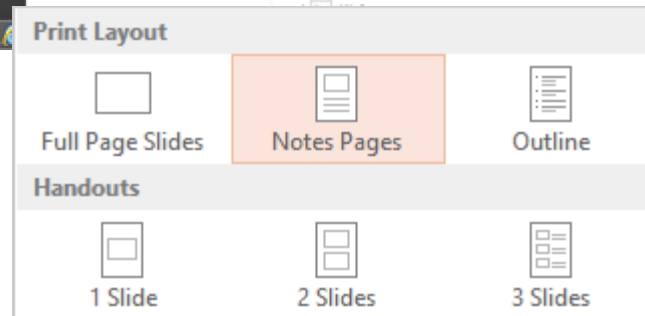
**Try This, Too: Print the Outline**  
Go to **File ->Print-> Settings**.  
Select a **Print Layout: Outline**

Keep going...

### File ->Print-> Settings



2



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Print Speaker Notes



Take Three

### Create Handouts

Handouts are the iconic image of a PowerPoint presentation. There are several different layouts available, including the ubiquitous "3 Slides."

#### 3. Try it: Create Handouts

Go to **File ->Print-> Settings**. Select a **Handout: 3 Slides**.

OK, please return to the Normal View for the next example. (Click on the arrow in the upper left corner to go back.)

Keep going...



#### File ->Print-> Settings

The screenshot shows the 'Print Settings' dialog box in Microsoft PowerPoint 2013. The 'Print Layout' section is open, showing various options. The 'Handouts' section is selected, and the '3 Slides' option is highlighted. Below the layout options, there are checkboxes for 'Frame Slides' and 'Scale to Fit Paper', both of which are checked. The 'High Quality' and 'Print Comments and Ink Markup' options are also visible. At the bottom, the 'Print' button is highlighted in red, and the 'Handouts (3 slides per page)' option is selected.

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Set Handout Options



## Create Handouts in Microsoft Word

There is another way to create handouts that is very useful. This option can be found in **Export**, not Print

### 1. Try it: Create Handouts

Go to **File ->Export**.

Select **Create Handouts** from the list.

Click on **Create Handouts**.

Keep going...

**The Computer Mama Sez:** Create **Handouts** used to be called **Send to Word** in previous versions of Microsoft Office. As you go through the steps on the following pages, you will see labels that still say Send to Word.

It's an oldie but a goodie: everything works well.

## File ->Export-> Create Handouts

**Create Handouts in Microsoft Word**

- Put slides and notes in a Word document
- Edit and format content in Word
- Automatically update slides in the handout when the presentation changes

**Create Handouts**

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create Handouts in Word)



Take Three

## Send to Microsoft Word

### 2. Try it: Select the Page Layout

You will be prompted to select the **Page Layout** in Microsoft Word. The templates will format a table in Word and add images of the slides into the table. You can also select **Outline only**, if you wish.

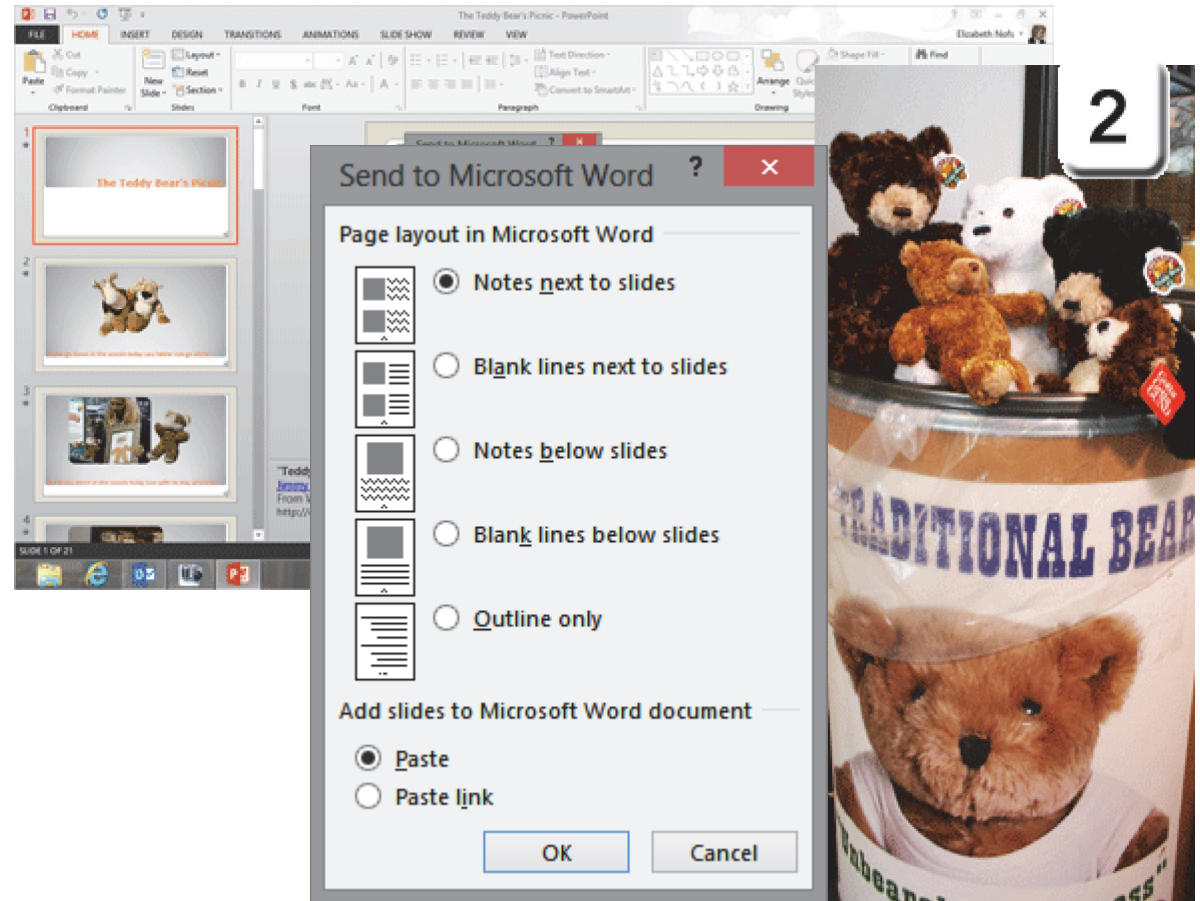
Select: **Blank lines next to slides**.  
Click **OK**.

Please note: It may take a couple of minutes to create the handout in Word.

**Memo to Self:** When you **Add slides to a Microsoft Word document**, the default is to **Paste** the slides into the Page layout. You can also choose to **Paste Link** so the slides in Word automatically update when you change the PowerPoint presentation.

Way cool technology.

### File ->Export-> Create Handouts



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create Handouts in Word)





## Edit the Handout in Word

**What Do You See?** There should be a new, well-designed Document in Microsoft Word. The document is formatted as a table. Each slide has been converted into an image.

### 3. Try it: Edit the Presentation in Word

Click on the Table in Document1. The Table Tools should be available.

Go to **Table Tools->Design->Table Styles**.

Select a Table Style.

### Do This, Too: Save the Handout

Go to **File->Save**.

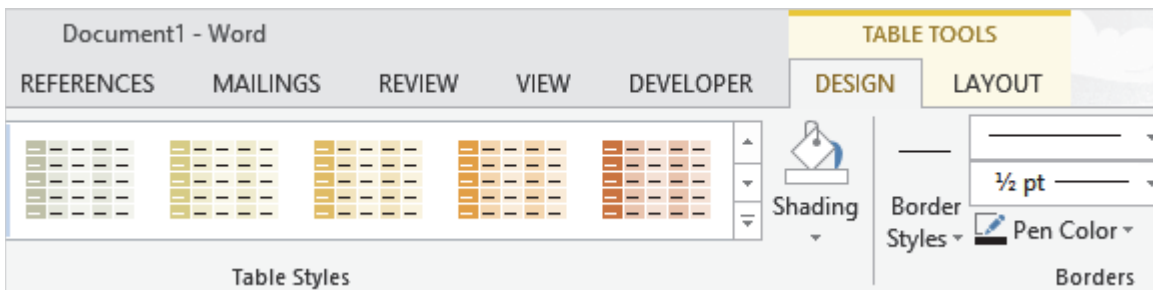
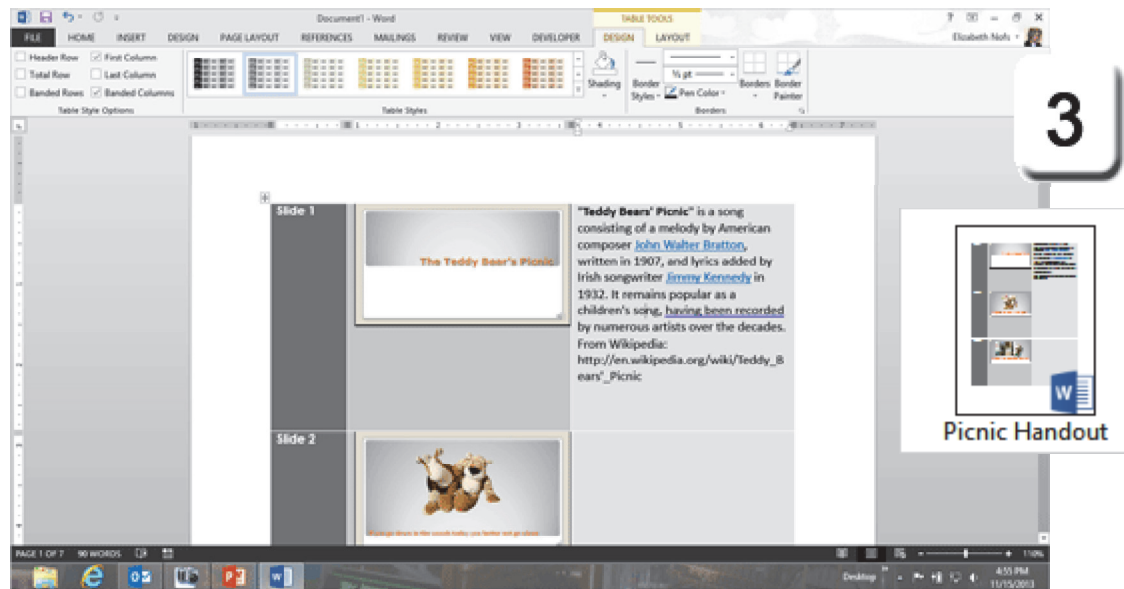
**Browse** to your Documents folder.

Enter a file name: Picnic Handout.docx

Click **Save**.

Please return to Microsoft PowerPoint.

## Document1 - Microsoft Word



Exam 77-418: Microsoft Word 2013  
3.0 Create Tables and Lists  
3.2 Modify A Table: Apply Styles to Tables



## More Export Options

The little lesson on creating handouts in Word introduced the **Export** options.

Everyone wants to tell a good story so Microsoft PowerPoint has several ways to get the message out. The following pages will examine the other **Export** options. Then, we will look at how to **Share** a show by E-mail or online.

### Try it: Find the Export Options

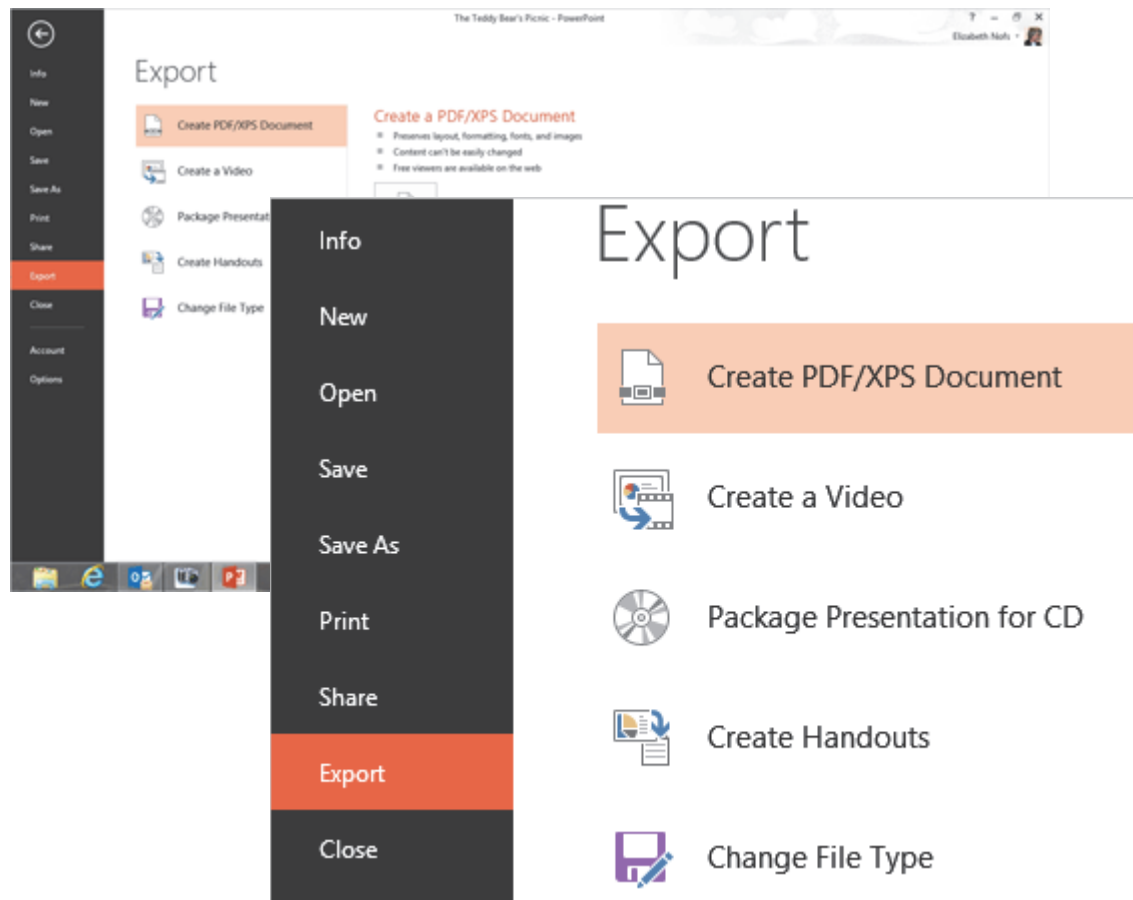
Go to **File ->Export**.

**What Do You See?** The Export options are:

- Create PDF/XPS Document
- Create a Video
- Package Presentation for a CD
- Create Handouts
- Change File Type

Keep going...

### File ->Export



Exam 77-422: Microsoft PowerPoint 2013  
 1.0 Create and Manage Presentations  
 1.4 Configure Presentations to Print or Save: Export



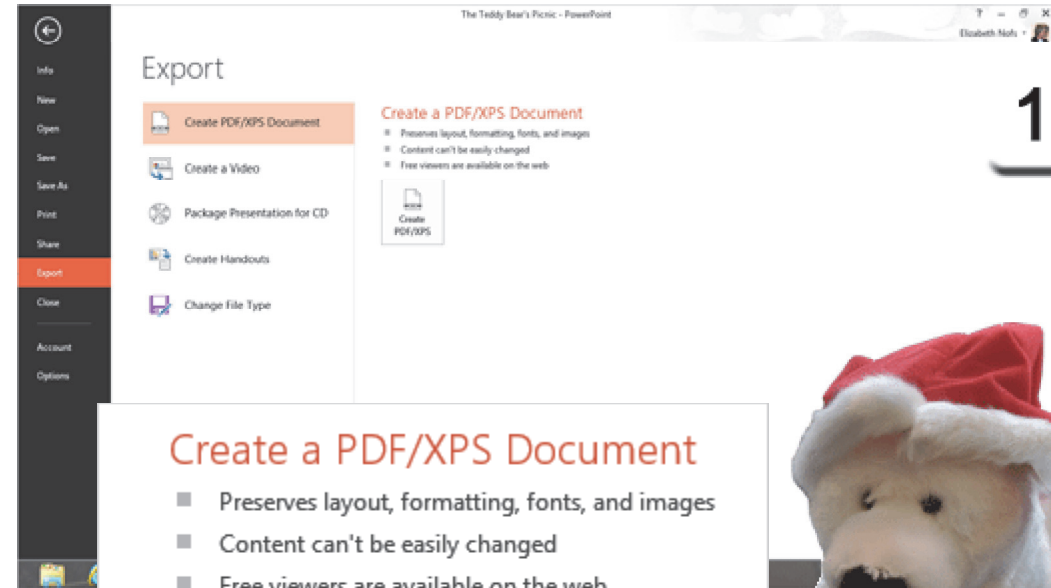
## Export: Create PDF Document

**PDF** means Portable Document Format. Adobe created the **Adobe Acrobat PDF** format in 1993 when everyone had a different Word processor (and the Computer Mama was young and wispy). PDF files became one of the best ways to share information across systems.

An **Adobe PDF** is stripped of most editing options so it is an excellent format for files that have to be secure and unaltered. The PDF file format is also good for creating archives: PDF files created years ago can still be opened in Adobe Acrobat.

**Memo to Self:** All computers, Windows and Mac, should have the free Adobe Acrobat PDF reader. If your computer does not, please go to [www.adobe.com](http://www.adobe.com) and download the software.

### File ->Export->Create Adobe PDF



**Create a PDF/XPS Document**

- Preserves layout, formatting, fonts, and images
- Content can't be easily changed
- Free viewers are available on the web

**Create PDF/XPS**



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



## Create an Adobe PDF

2. Try it: Create PDF/XPS Document  
Go to **File ->Export**.  
Click on: **Create PDF/XPS Document**.

**What Do You See:** You will be prompted to enter the following:

**Save In:** My Documents

**File Name:** The Teddy Bear's Picnic

**Save as type:** PDF.

The PDF will be Standard quality for using online or for print.

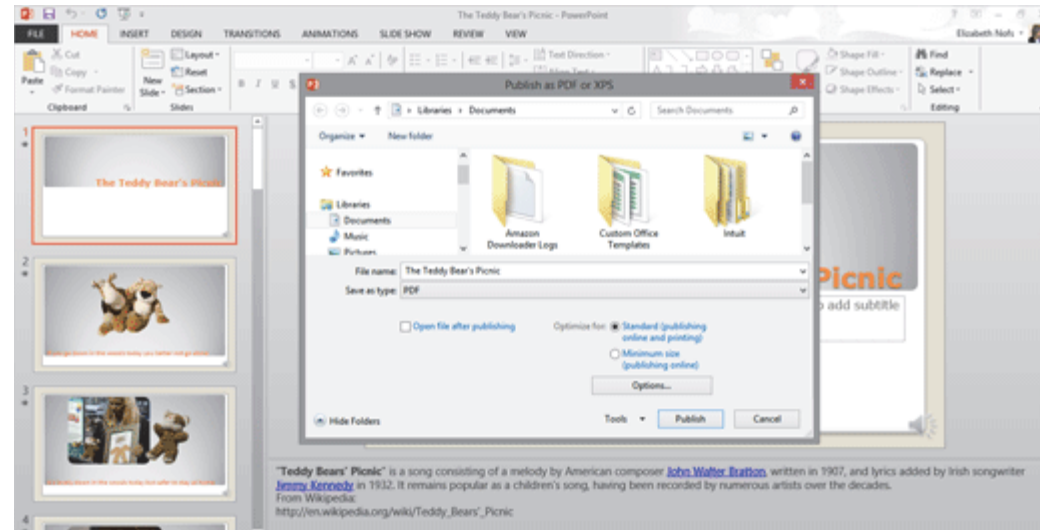
You can check **Open file after publishing** and see the completed PDF file if you wish.

**What Else Do You See?** There is an **Options...** button that you can use to edit the settings for the PDF file.

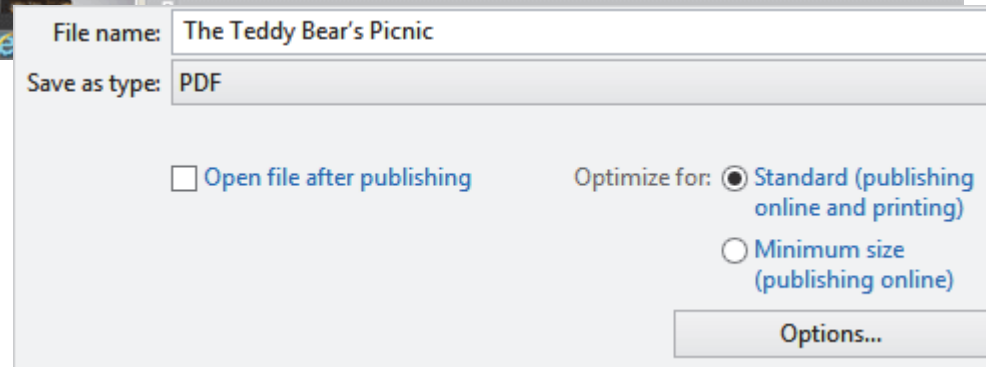
Click on **Options...**

.Keep going...

### File ->Export->Create PDF/XPS Document



2



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



## Adobe PDF Options

When you click on Options you should see the Acrobat PDFMaker.

### 3. Try it: Edit the Acrobat Options

Range: All.

Publish What: Handouts.

Slides per page: 3

By default, the Document properties and the tags for accessibility are included.

If the fonts are not embedded the text will be converted to Bitmaps.

Click **OK** return to the Export dialog.

Click **Publish** to create the PDF file.

Keep going...

File ->Export->Create PDF/XPS Document->Options

**Options**

**Range**

All  Current slide  Selection

Custom show: [dropdown]

Slide(s) From: 1 To: 21

**Publish options**

**Publish what:** [Handouts dropdown]

**Slides per page:** [3 dropdown]

Frame slides

Include hidden slides

Include comments and ink markup

**Order:**  Horizontal  Vertical

**Include non-printing information**

Document properties

Document structure tags for accessibility

**PDF options**

ISO 19005-1 compliant (PDF/A)

Bitmap text when fonts may not be embedded

OK Cancel

3



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)





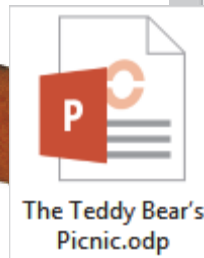
Take Three

## Hello, Adobe PDF

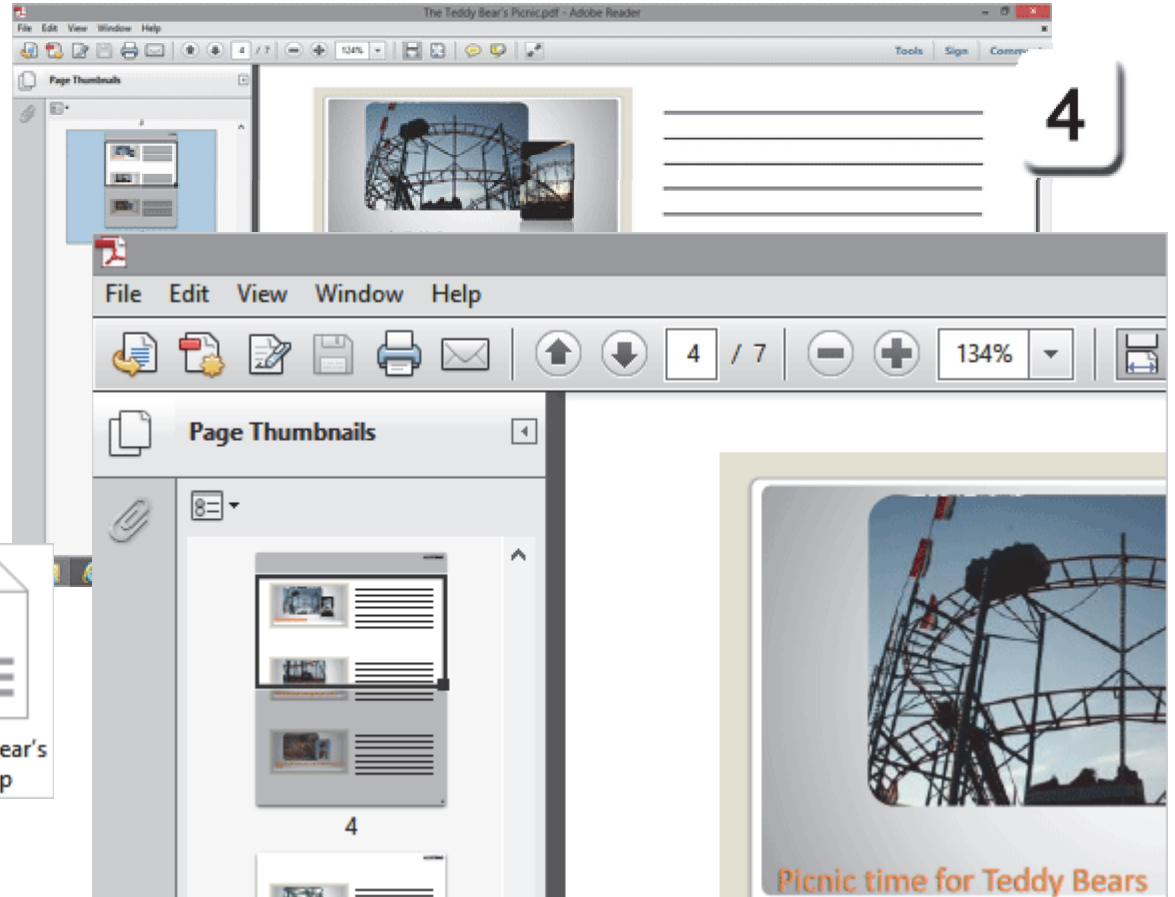
**What Do You See?** Your presentation should open in Adobe Acrobat as a PDF file.

**4. Try This: View the Page Thumbnails**  
Go to **Navigation Pane** on the left side.  
Click on **Thumbnails** (the first button).  
You should see the pages as little images.

Very good. Please close the PDF file and return to Microsoft PowerPoint.



### The Teddy Bear's Picnic - Adobe Acrobat



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



Take Three

## Create PDF/XPS Document

**XPS** means **XML Paper Specification**. XPS is the open source format developed by Microsoft in 2008. Like an Adobe Acrobat file, an XPS file is software and operating system independent, too.

### Try it: Create PDF/XPS Document

The sample presentation is still open.  
Go to **File ->Export**.  
Click on **Create PDF/XPS Document**.

**What Do You See?** You will be prompted to enter in the following:

**File Name:** The Teddy Bear's Picnic

**Save as Type:** XPS Document

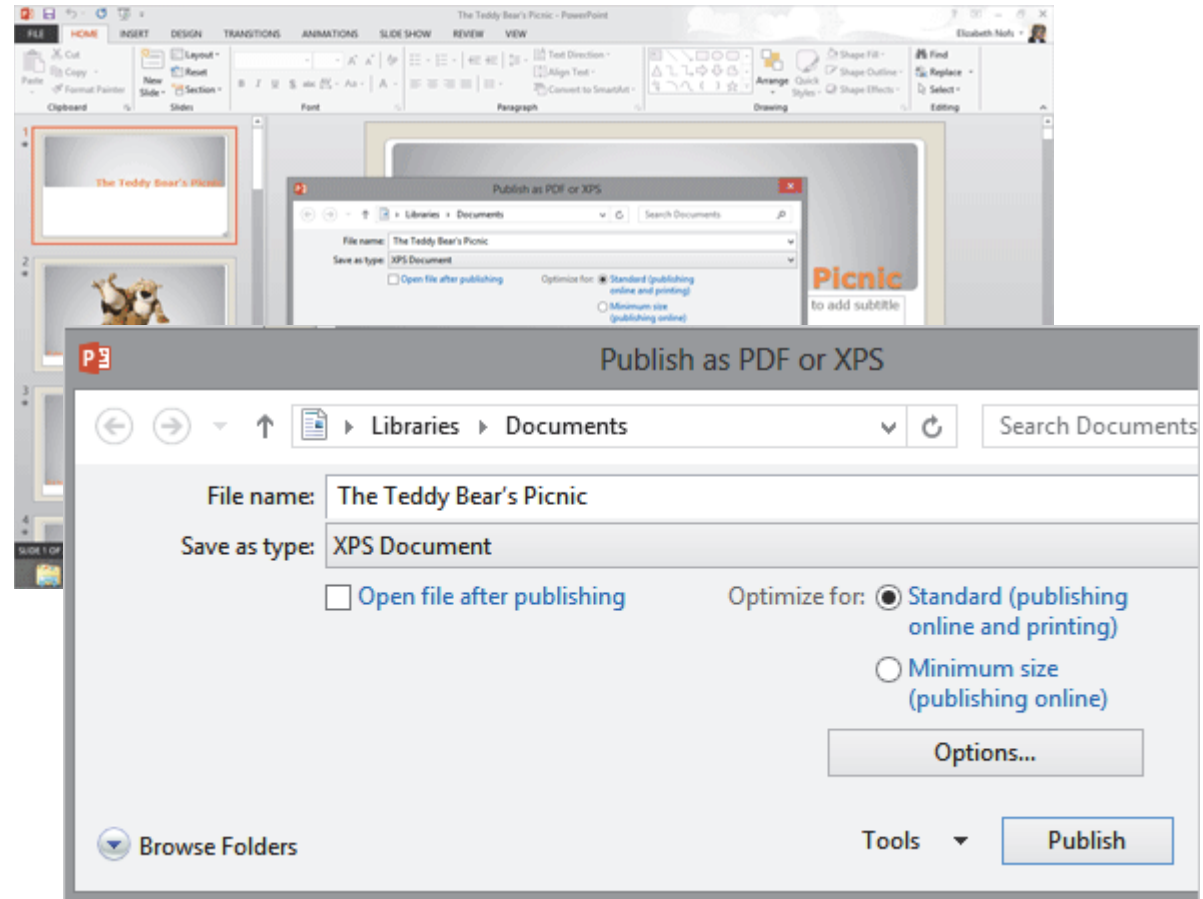
There are two publishing options:

Standard (online or printing)

Minimum (Online, only. This is a smaller file with less resolution.)

When you click **Publish**, the XPS file will be created.

### File ->Export->Create PDF/XPS Document



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create PDF/XPS)



Take Three

## Export: Change File Type

You may be asked to save your presentation in a different **File Type** so that folks at another company can open your show.

For example, many firms use open source (free) programs such as OpenDocument Presentation instead of Microsoft PowerPoint. The following pages will review the options.

**1. Try it: Review the Presentation File Types**  
Go to **File ->Export**.  
Click on: **Change File Type**.

**What Do You See?** The File Types include:  
Presentation (the default file pptx format)  
PowerPoint 97-2003 (the legacy ppt format)  
OpenDocument Presentation  
Template  
PowerPoint Show (Opens as a show)  
PowerPoint Picture Presentation

So far, so good. Let's see what they look like.

Keep going...

### File ->Export->Change File Type

The screenshot shows the 'Export' dialog box in Microsoft PowerPoint 2013. The 'Export' menu item is selected in the left-hand navigation pane. The main area displays various export options, with 'Change File Type' highlighted. A callout box provides a detailed view of the 'Presentation File Types' section, listing the following options:

Presentation File Types	
<b>Presentation</b> Uses the PowerPoint Presentation format	<b>PowerPoint 97-2003 Presentation</b> Uses the PowerPoint 97-2003 Presentation format
<b>OpenDocument Presentation</b> Uses the OpenDocument Presentation format	<b>Template</b> Starting point for new presentations
<b>PowerPoint Show</b> Automatically opens as a slide show	<b>PowerPoint Picture Presentation</b> Presentation where each slide is a picture

Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Change File Type)



## OpenDocument Presentation

The **OpenDocument** file format (ODF) was originally developed by Sun Microsystems to support the new XML (Extended Markup Language) for documents, spreadsheets and presentations. Microsoft Office 2007 and 2010 also support the XML file format, hence the new docx, xlsx and pptx file formats.

### 2. Try it: Export as an OpenDocument Show

Go to **File ->Export**.

Click on: **Change File Type**.

Select: **OpenDocument Presentation**.

Click on **Save As**.

What Do You See? You will be asked to:

**Browse** to your Documents folder.

Enter the **File Name**: The Teddy Bear's Picnic.

Save as type: OpenDocument Presentation.

Click **Save**.

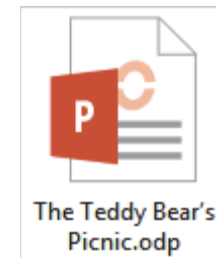
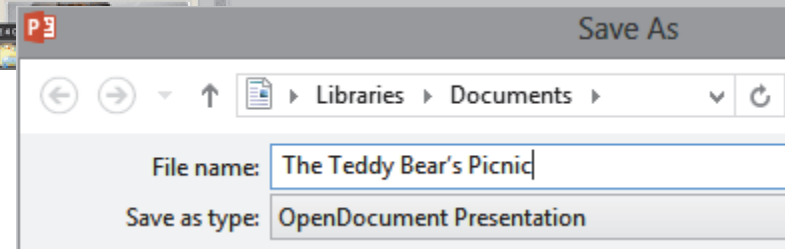
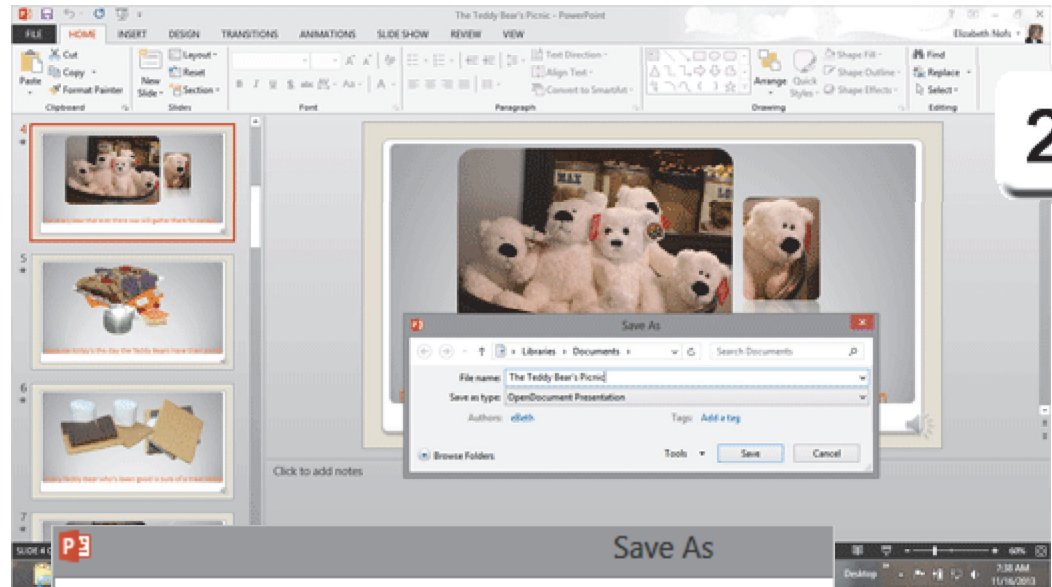
Trust, but Verify: Go to the Documents folder and

find the *The Teddy Bear's Picnic.odp*. Your

presentation should open in PowerPoint.

Please close the odp version and keep going...

### File ->Export->Change File Type->OpenDocument Presentation



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Change to OpenDocument .odp)



Take Three

## Export as a PowerPoint Show

A **PowerPoint Show** is saved in the .ppsx file format. This format automatically begins your presentation as a show when you open it.

### 3. Try it: Export as a PowerPoint Show

Go to **File ->Export**.

Click on: **Change File Type**.

Select: **PowerPoint Show**.

Click on **Save As**.

**What Do You See?** You will be asked to:

**Browse** to your Documents folder.

Enter the **File Name**: The Teddy Bear's Picnic.

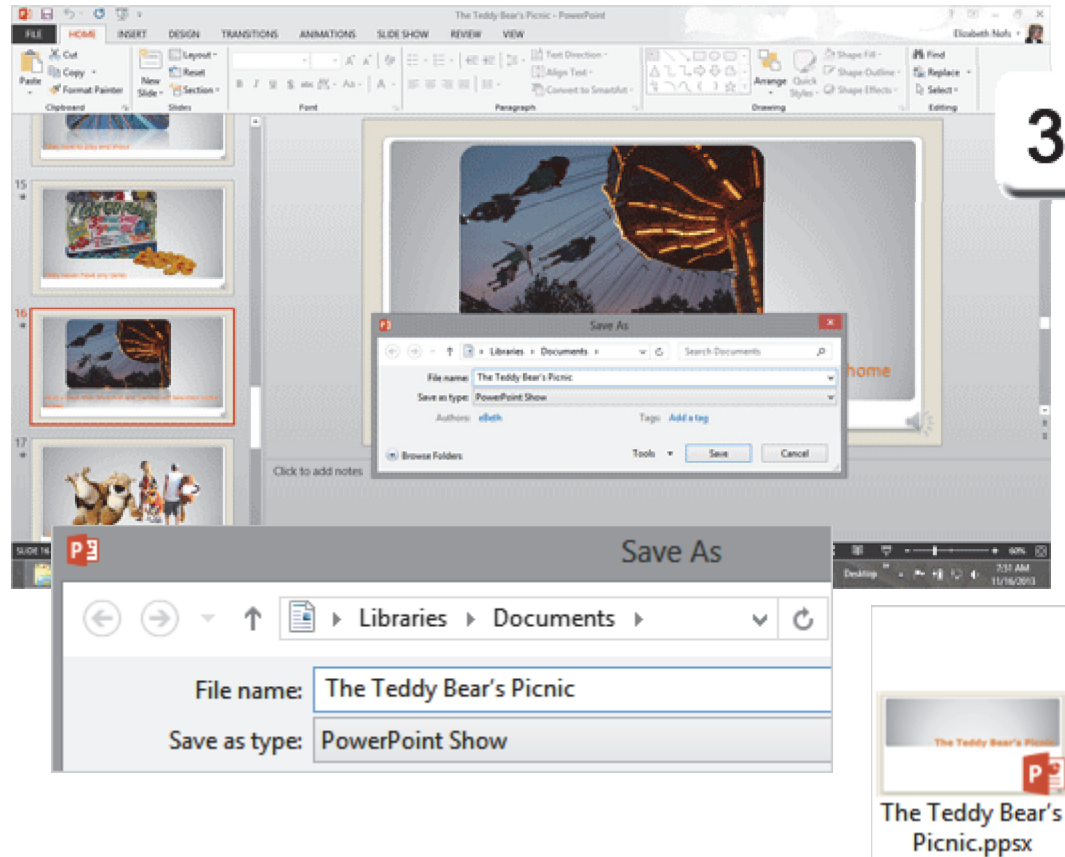
Save as type: PowerPoint Show.

Click **Save**.

Trust, but Verify: Go to the Documents folder and find the PowerPoint Show: When you open the .ppsx file, the presentation will open in PowerPoint as a show.

The .ppsx format is useful for kiosks or trade shows where the purpose is 'show-n-tell,' not design and edit. Close the PowerPoint show and please go on to the next page.

## File ->Export->Change File Type->PowerPoint Show



Exam 77-422: Microsoft PowerPoint 2013

1.0 Create and Manage Presentations

1.4 Configure Presentations to Print or Save: Export (Change to PowerPoint Show .ppsx)





Take Three

## Export As a PowerPoint Picture Presentation

A **Picture Presentation** is a format that saves each slide as an image, a screen capture. The text and graphics cannot be edited.

- 4. Try it: Save as a Picture Presentation**
- Go to **File ->Export**.
- Click on: **Change File Type**.
- Select: **PowerPoint Picture Presentation**.
- Click on **Save As**.

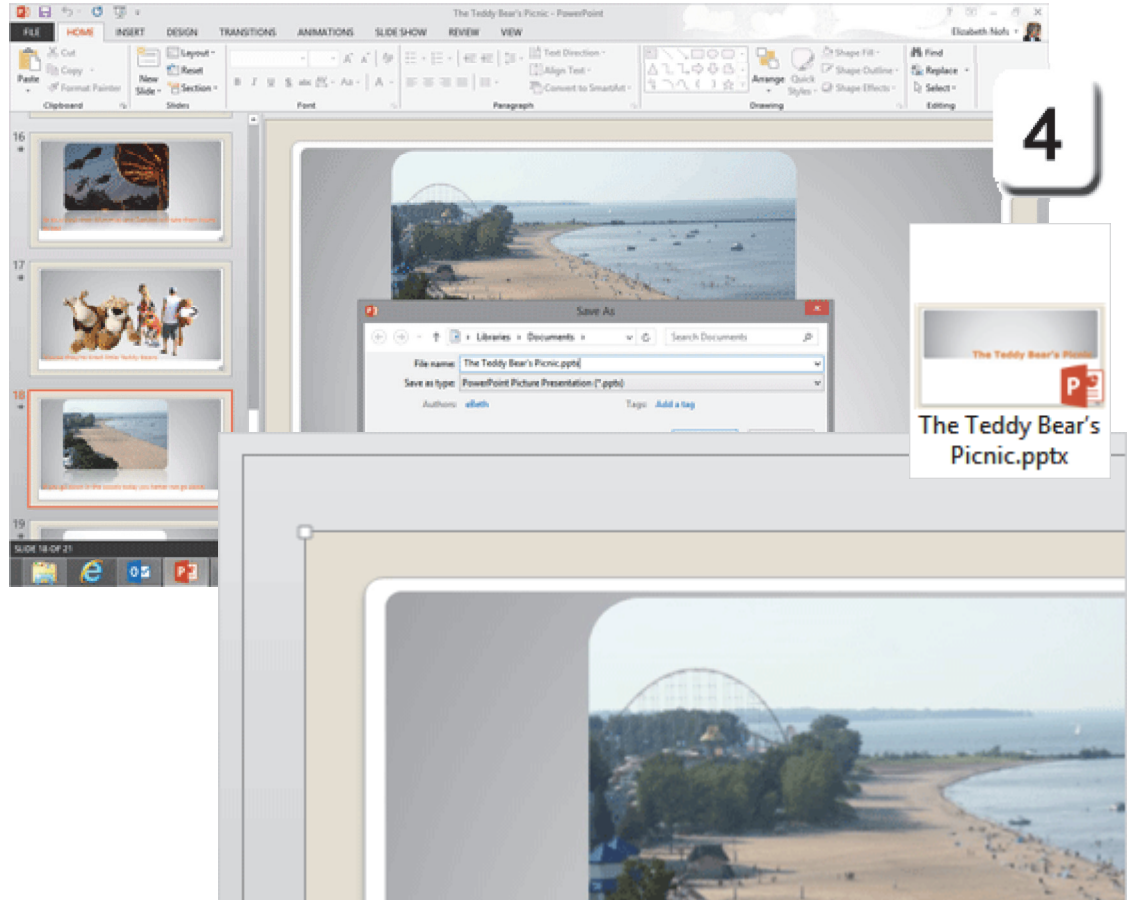
When the Save As window prompts you:  
**Browse** to your Documents folder.  
 Enter the **File Name**: Picnic Pictures.  
 Click **Save**.

- Try This, Too: Edit the Picture Presentation**
- Open the file: Picnic Pictures.
- Go to any slide and select the image.

**What Do You See?** You should see the handles in each corner. You can resize the picture if you wish.

Keep going...

File ->Export->Change File Type->PowerPoint Picture Presentation



Exam 77-422: Microsoft PowerPoint 2013  
 1.0 Create and Manage Presentations  
 1.4 Configure Presentations to Print or Save: Export (Picture Presentation)



## Export a Slide as a Picture

Say you were asked to send some of your slides to a website that will promote your presentation. The editor asked for JPEG images. Here's a way to create the pictures.

### 5. Try it: Save a Slide as a Picture

Go to **File ->Export**.

Click on: **Change File Type**.

Select: **JPEG File Interchange Format**.

Click on **Save As**.

**What Do You See?** You will be asked to:

**Browse** to your Documents folder.

Enter the File Name: The Teddy Bear's Picnic.jpg

Save as type: JPEG File Interchange Format

Click **Save**

### Do This, Too: Select Which Slides

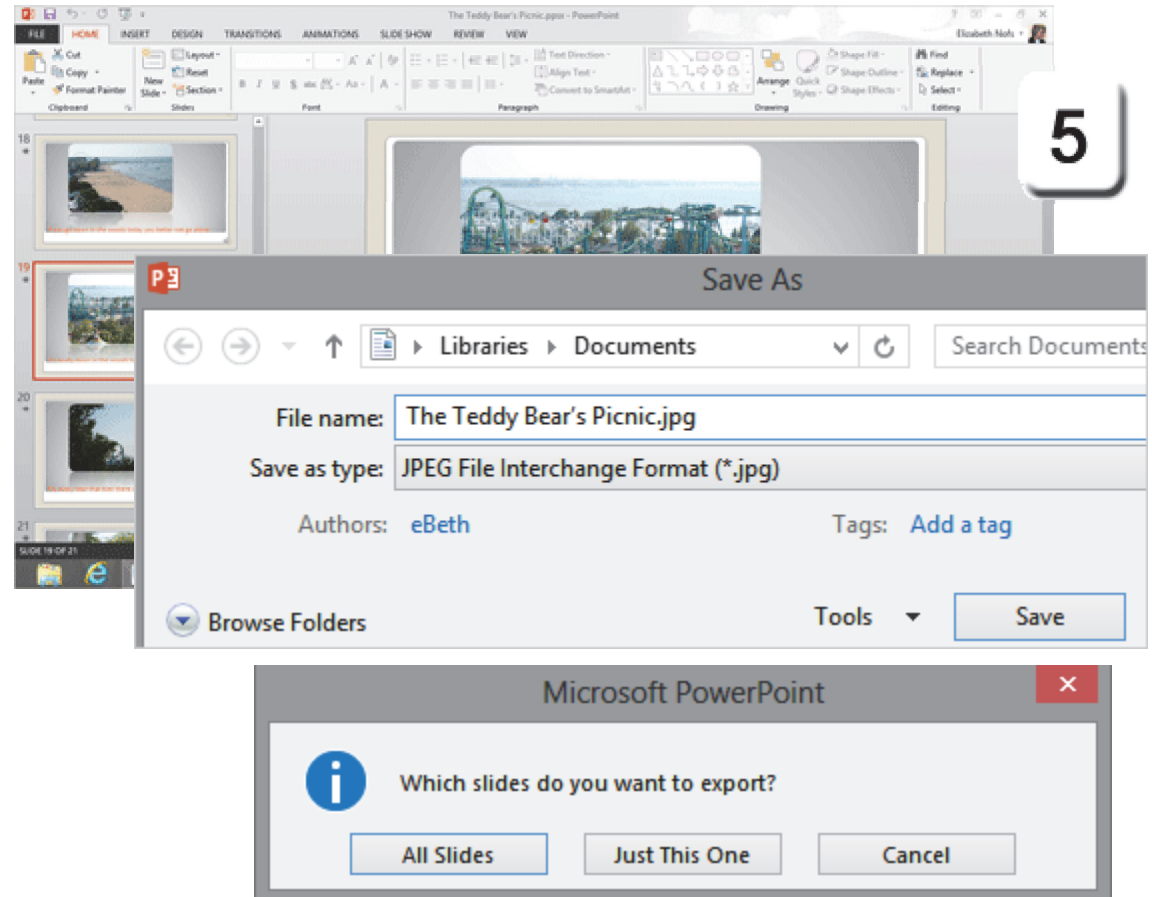
All Slides

Just This One

Cancel

Select **Just This One** and PowerPoint will create a JPEG image and save it in the Documents folder. OK, that works.

## File ->Export->Change File Type->JPEG File



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Change to JPEG Images)



## Export: Create a Video

PowerPoint can convert your presentation into a high quality video that you can upload to the Internet or share on a DVD. The video can include your Timings, Transitions, Animations, and Media.

### 6. Try it: Review the Video Settings

Go to **File ->Export**.  
Click on: **Create a Video**

**What Do You See?** There are several settings that you can adjust, depending on your purpose.

#### Display: There are three options:

Computer & HD Displays (high resolution, big file)  
Internet and DVD (medium resolution)  
Portable Devices (low resolution, smallest file)

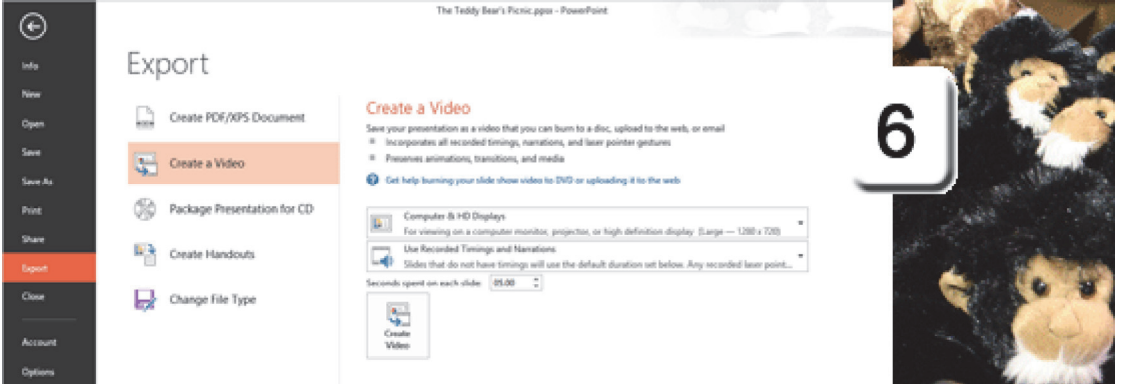
#### Timings: There are four options:

Don't Use Recorded Timings and Narrations  
Use Recorded Timings and Narrations  
Record Timings and Narrations  
Preview Timings and Narrations

Accept the default options.

Keep going...

## File ->Export->Create a Video



The screenshot shows the 'Export' dialog box in PowerPoint 2013. The 'Create a Video' option is selected. The 'Create a Video' section is expanded, showing the following settings:

- Computer & HD Displays**: For viewing on a computer monitor, projector, or high definition display (Large — 1280 x 720)
- Use Recorded Timings and Narrations**: Slides that do not have timings will use the default duration set below. Any recorded laser pointer...
- Seconds spent on each slide**: 05.00

Below the screenshot, a detailed view of the 'Create a Video' settings is provided:

### Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

[Get help burning your slide show video to DVD or uploading it to the web](#)

---

**Computer & HD Displays**  
For viewing on a computer monitor, projector, or high definition display (Large — 1280 x 720)

---

**Use Recorded Timings and Narrations**  
Slides that do not have timings will use the default duration set below. Any recorded laser pointer...

Seconds spent on each slide: **05.00**



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create a Video)



Take Three

## Create a Video

### 7. Try it: Create a Video

On the previous page we began the steps here:

Go to **File ->Export->Create a Video**.

Now, please click on: **Create a Video**

**What Do You See?** You will be asked to:

**Browse** to your Documents folder.

Enter the **File Name**: The Teddy Bear's Picnic.

**Save as type**: MPEG-4 Video (\*.mp4).

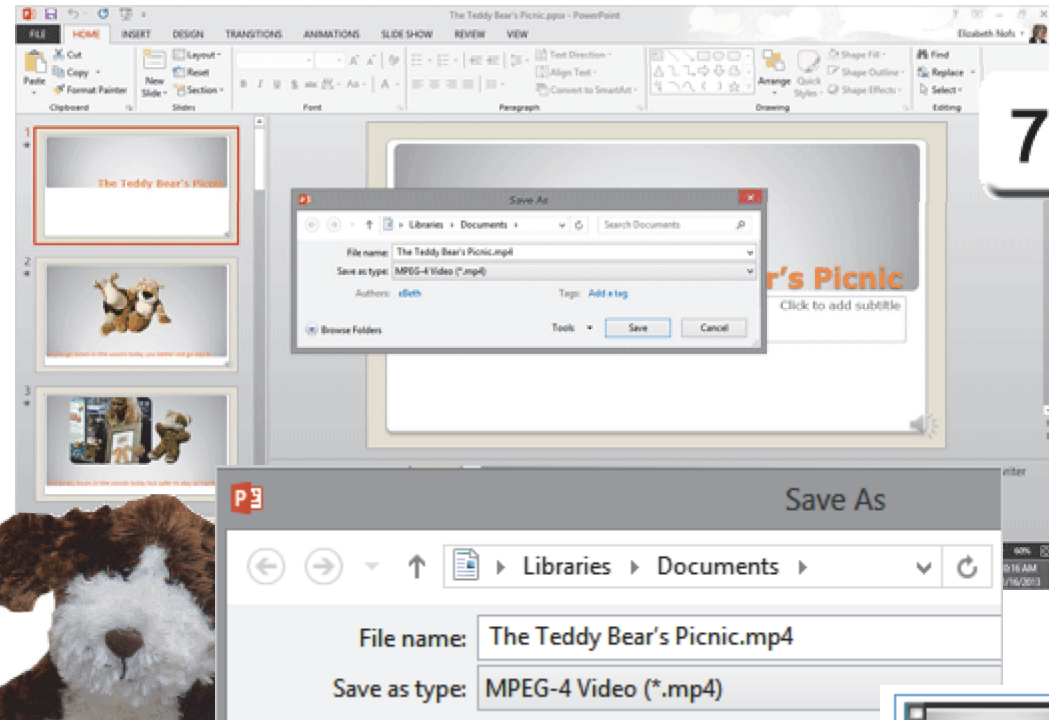
Click **Save**.

**Trust, but Verify:** Go to the Documents folder and find the *Picnic Video,mp4*: When you open the .mp4 file, the PowerPoint presentation will open in a Media Player as a video.

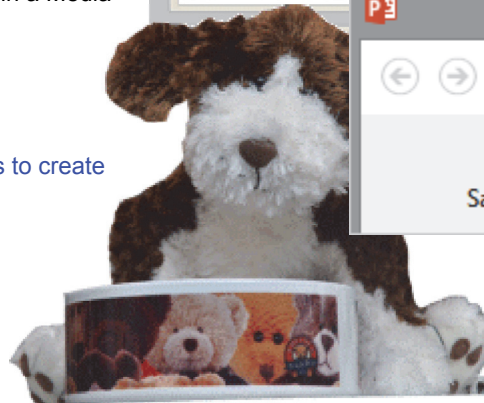
Keep going...there's more!

**Memo to Self:** It may take several minutes to create the video from your slide show.

File ->Export->Create a Video->Create a Video



7



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create a Video)



## Package a Presentation for CD

Say you needed to send a CD with all of your materials to the conference team. You can use PowerPoint to **Package** the CD.

### 8. Try it: Package Presentation for CD

Go to **File ->Export**.

Click on: **Package Presentation for CD**.

**Name the CD:** PicnicCD.

**What Do You See?** You can **Add** or **Remove** files that you want to include on this CD. You can add spreadsheets, handouts, and PDF documents if you wish.

### Try This, Too: Copy to Folder

Click **Copy to Folder**.

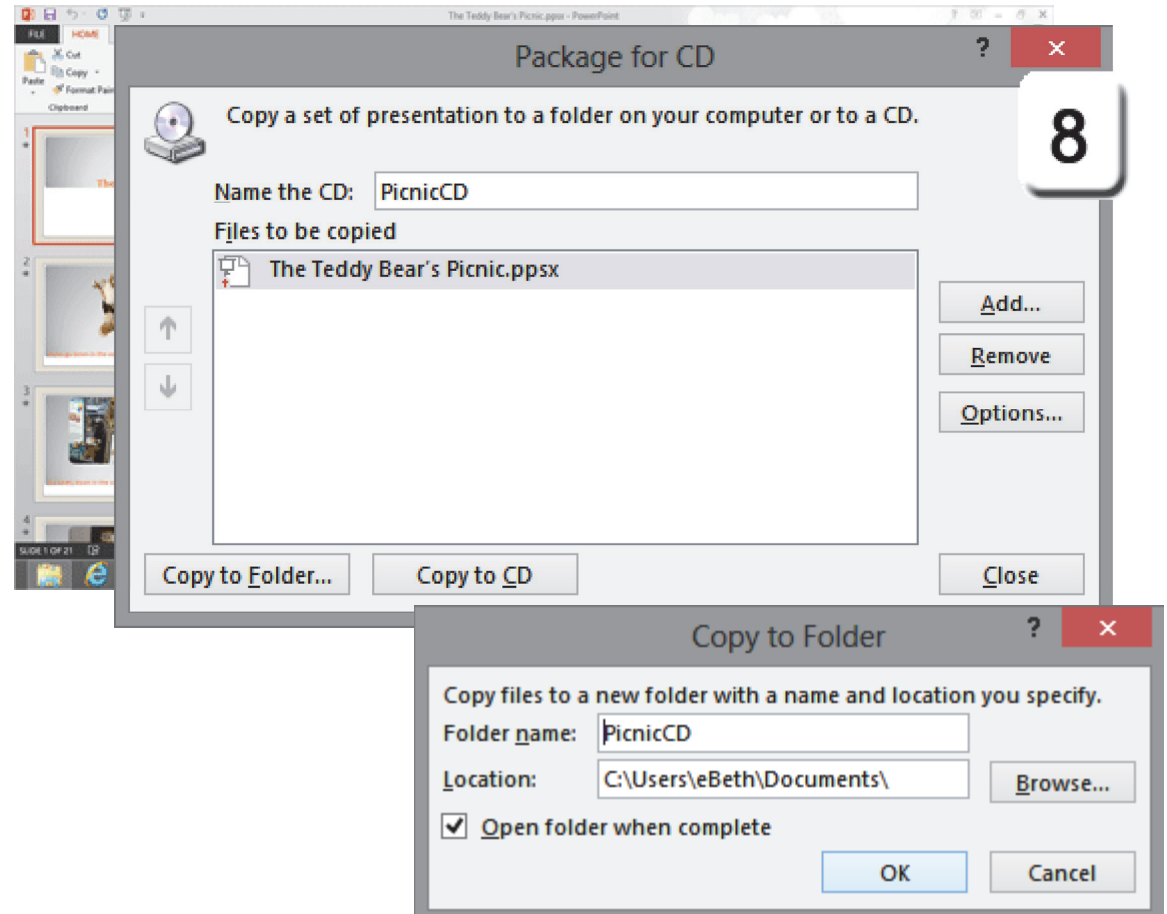
Enter the **Folder name:** PicnicCD.

**Browse** to your Documents folder.

Click **OK**.

**Trust, but Verify:** Go to the Picnic CD folder. You should see your PowerPoint presentation, an AUTORUN document and a yellow folder called PresentationPackage.

## File ->Export->Package Presentation for CD



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create a Video)





Take Three

## Package for CD Options

The information in your presentation may be confidential. You can enhance the security and privacy of your work in case the CD is lost.

### 9. Try it: Review the CD Package Options

Go to **File ->Export**.

Click on: **Package Presentation for CD**.

Click on **Options**.

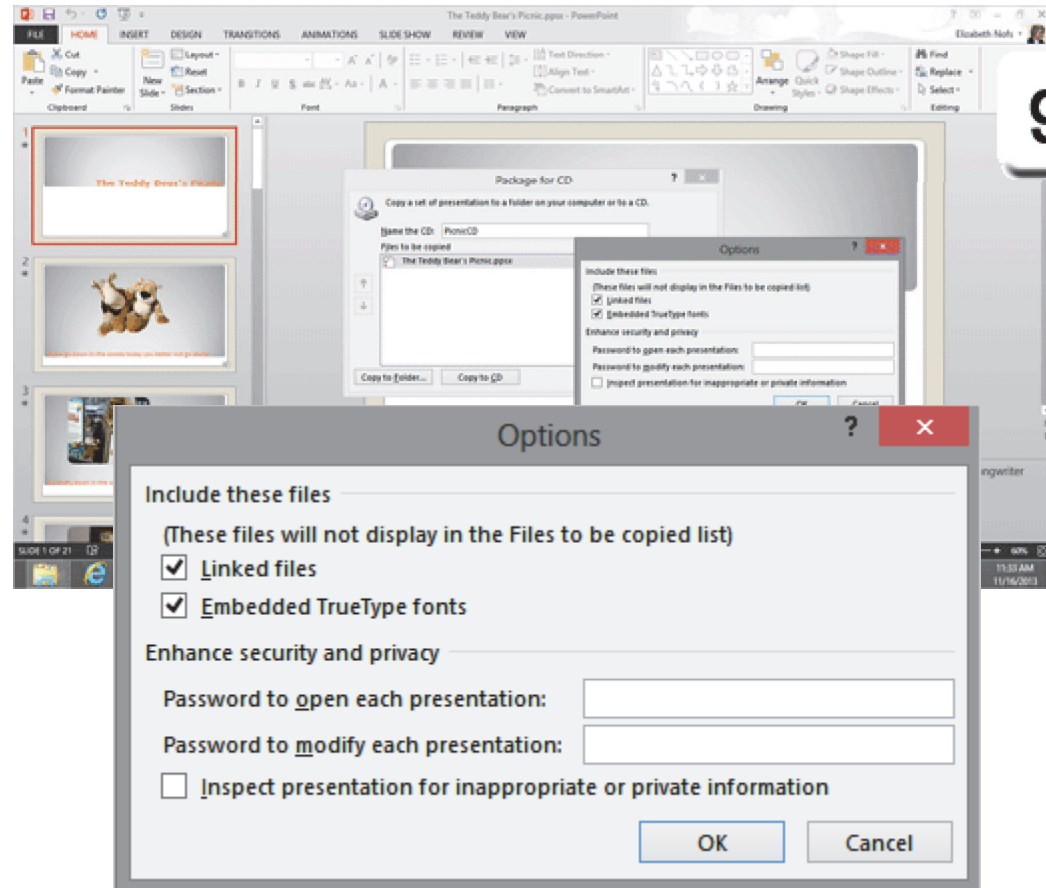
**What Do You See?** Linked Files and Embedded TrueType fonts are **Included** in the CD Package by default.

### Try This, Too: Enhance Security and Privacy

Enter a **Password** to open or modify each presentation and click **OK**. You will be prompted to type each password again to confirm.

Done and done. That completes our review of the different File Types.

## File ->Export->Package Presentation for CD



Exam 77-422: Microsoft PowerPoint 2013  
1.0 Create and Manage Presentations  
1.4 Configure Presentations to Print or Save: Export (Create a Video)



Take Three

## Before You Send: Compress the Media

Say your presentation includes a video clip that sings the Teddy Bear Picnic song. What steps should you take before you send your show by E-mail or publish it online?

Here are the steps to add a video. Then, we will look at the options. You can download the Teddy Bears Picnic 1932 video from the sample files if you wish.

### 1. Try it: Insert a Video

The sample presentation is still open.

Slide 1 is selected.

Go to **Insert ->Media->Video**.

Click on **Video on my PC**.

**Browse** to the Documents folder.

Select: Teddy Bears Picnic 1932.MP4

**What Do You See?** The video will be displayed in a little media player. The Video Tools should be available.

OK, keep going...

Insert ->Media->Video->Video on my PC

The screenshot shows the PowerPoint interface with the 'VIDEO TOOLS' ribbon selected. The ribbon includes options like 'Video Shape', 'Video Border', 'Video Effects', 'Bring Forward', 'Send Backward', 'Group', 'Selection Pane', and 'Rotate'. A video player is embedded in the slide, showing a video titled 'The Teddy Bear's Picnic'. The video player has a play button, a progress bar, and a volume icon. A large number '1' is in the top right corner of the slide.

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.6 Insert and Format Media: Insert and Format Video



Take Three

## Compress Media Quality

### 2. Try it: Compress Media

Go to **File ->Info-> Compress Media**.

**What Do You See?** There are three levels:  
Presentation  
Internet Quality  
Low Quality

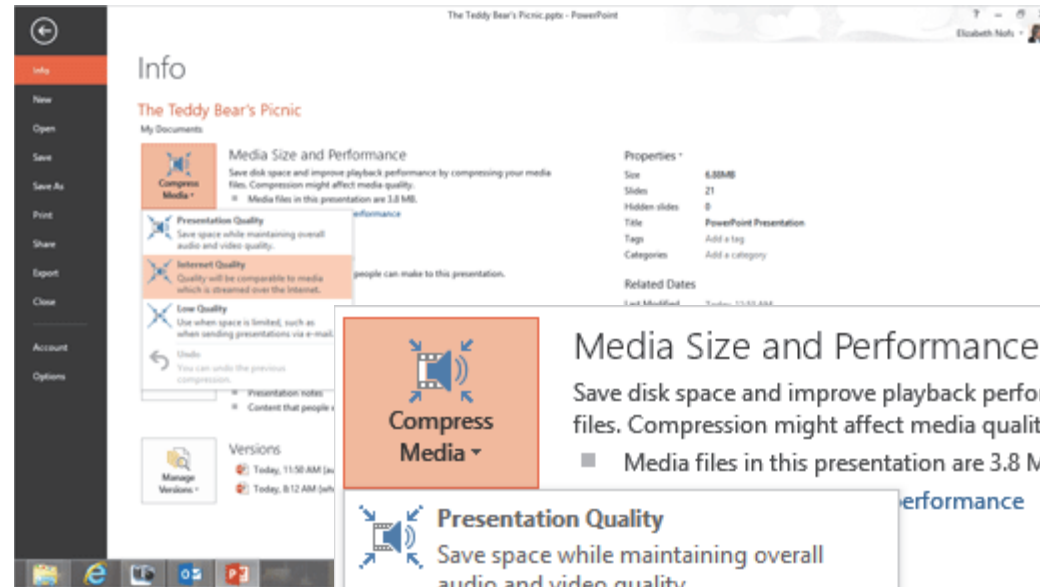
The compromise is between Performance (High Quality, larger file) and Size (Low Quality, small file). The example on this page is 2.95 MB.

**What Else Do You See?** You can **Undo** the compression if you don't like the results.

Keep going...



### File ->Info-> Compress Media



2

**Compress Media**

### Media Size and Performance

Save disk space and improve playback performance by files. Compression might affect media quality.

- Media files in this presentation are 3.8 MB.

- Presentation Quality**  
Save space while maintaining overall audio and video quality.
- Internet Quality**  
Quality will be comparable to media which is streamed over the Internet.
- Low Quality**  
Use when space is limited, such as when sending presentations via e-mail.

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Compress Media



## Share by E-mail

**Send Using E-mail** can convert your presentation into a PDF or XPS copy and attach it to an E-mail message if you wish.

### 3. Try it: Share Using E-mail

Go to **File ->Share->Email**.  
Click on **Send as PDF**.

**What Do You See?** PowerPoint will attach the PDF to an E-mail message.

Fill in the blanks:

Send it to yourself. (Enter your own E-mail.)  
Click Send.

A new message with a PDF file attached should arrive in your Inbox.

Please return to PowerPoint.

Keep going...

### File ->Share->Email

The screenshot shows the PowerPoint 2013 interface. The 'Share' menu is open, with 'Email' selected. Two options are visible: 'Send as PDF' and 'Send as XPS'. An email composition window is overlaid on the right, showing the following details:

- From:** ebeth@commalms.com
- To:** Clair Dickson;
- Cc:**
- Subject:** The Teddy Bear's Picnic.pptx
- Attached:** The Teddy Bear's Picnic.pdf (2 MB)

The email body contains the text: "Hello Clair, Could you please proof this handout for errors?"

3

- Everyone gets a PDF attachment
- Preserves layout, formatting, fonts, and images
- Content can't be easily changed

- Everyone gets an XPS attachment
- Preserves layout, formatting, fonts, and images
- Content can't be easily changed

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Share (Email)



Take Three

### Share Online

More companies are working in the "cloud." PowerPoint has options for sharing online: Invite People (Save to SkyDrive). Present Online (Microsoft Lync). Publish Slides (SharePoint site).

**Save to Present Online** and **Publish Slides** are used to share work through a corporate server. A SharePoint server has excellent library functions: for example document check in and check out for version control.

If you do not have a corporate server, you can save your presentation online in a free SkyDrive. SkyDrive uses a Windows Live ID to login. You can also use your Office 365 account if you wish. Here are the steps.

**4. Try it: Invite People**  
Go to **File ->Share->Invite People**.  
Click on **Save to Cloud**.

Keep going...

### File ->Share->Invite People

The screenshot shows the 'Share' dialog in PowerPoint 2013. The 'Share' menu is open, and 'Invite People' is highlighted. The background of the slide is a black teddy bear wearing a red hat. A callout box on the right side of the slide, labeled with a large '4', contains the following information:

**Invite People**

- Step 1: Save your document to a OneDrive location
- Step 2: Share your document. We'll do this after you've finished saving.

Below the steps is a button with a floppy disk icon and the text 'Save To Cloud'.

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Share (Invite People)





Take  
Three

## Save Online to OneDrive

### 5. Try it: Working with Online Files

When you Save to the OneDrive, you will see your Files and Folders "in the Cloud."

The beauty of using OneDrive is ease of access. You can open your OneDrive from any Internet Browser.

**Sooo...What Do You See?** The image on this page shows what a OneDrive looks like online. Each file shows the Date Modified and the name of the person who modified it.

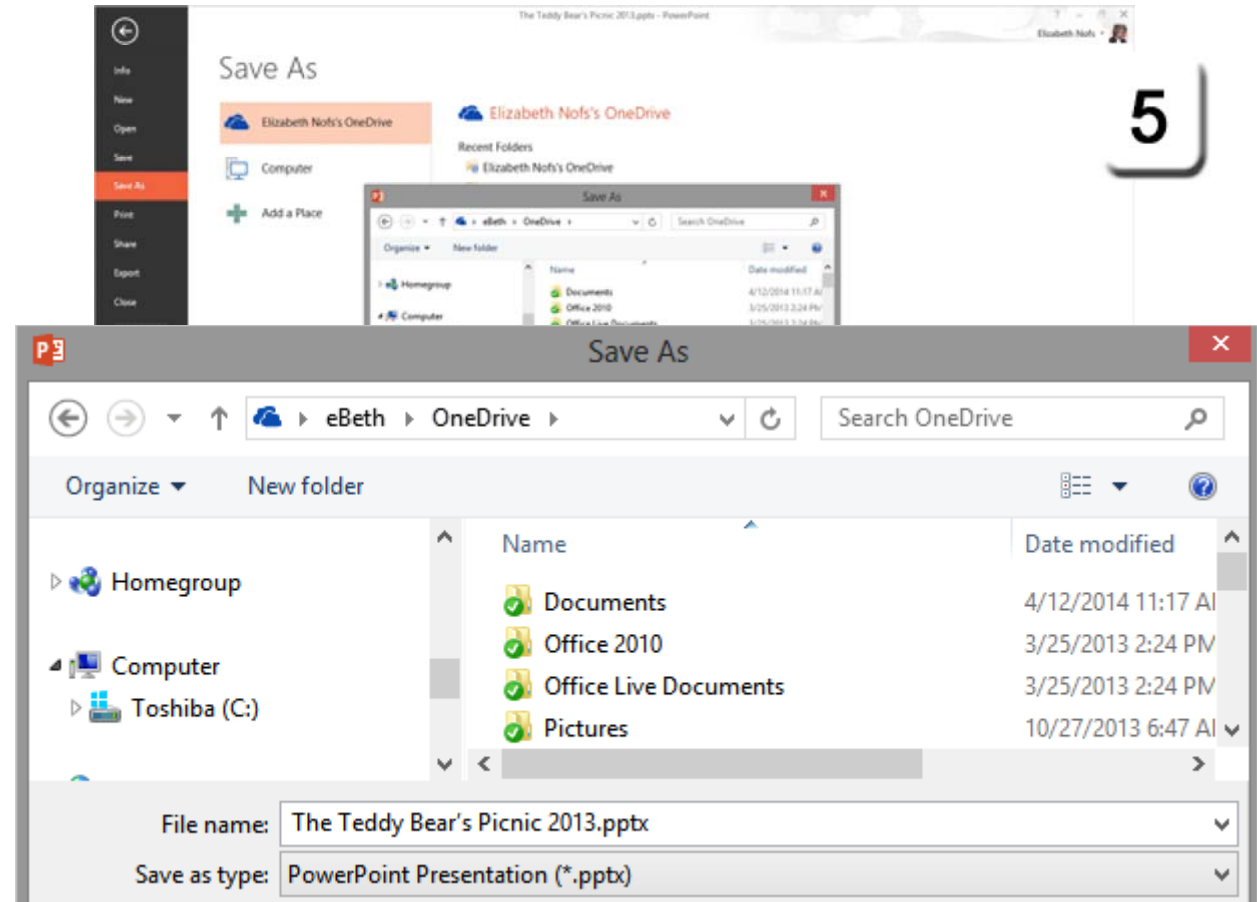
By default, the OneDrive folders are NOT shared. We are saving this presentation in a private online folder. It is available by invitation, only.

### 5. Try it: Save to a OneDrive

To upload your presentation, please select a OneDrive Folder and click **Save**.

Keep going...

File ->Share->Invite People



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Share (Invite People)



## Share: Invite People

After the presentation has been saved to a SkyDrive folder you can send invitations to view the show. The E-mail can include a personal note as well.

### 6. Try it: Invite Someone

Go to **File ->Share->Invite People**.

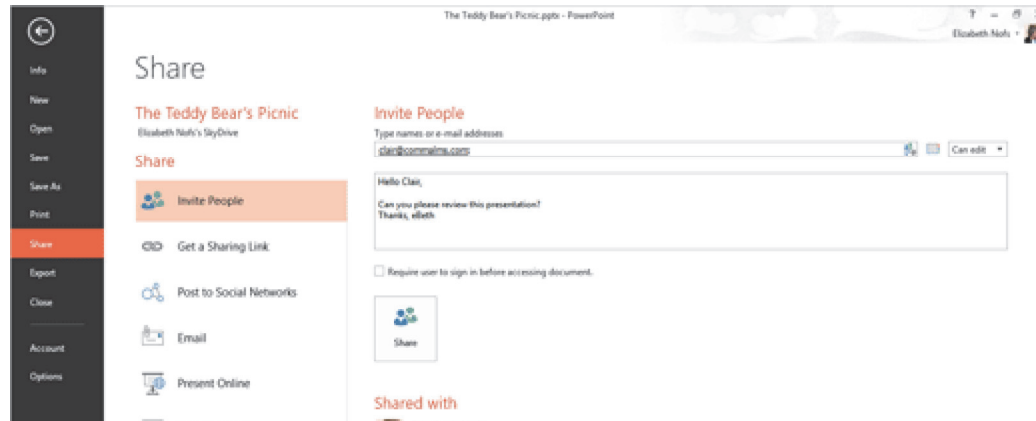
**What Do You See?** You will be prompted to add an E-mail address to the invitation. Please enter your own E-mail, NOT the sample address in this image.

Click **Share**.

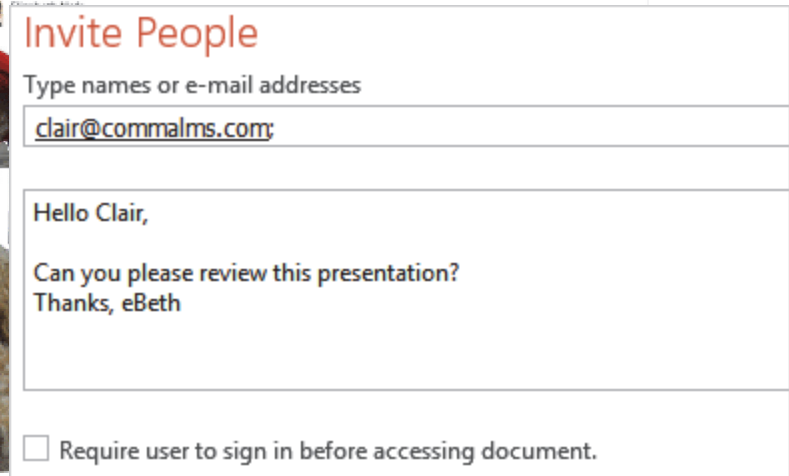
Keep going...

**Memo to Self:** You can require a user, your invited guest, to sign in before accessing the presentation, ...but why?

## File ->Share->Invite People



6



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Share (Invite People)



## Share: Present Online

In PowerPoint, you can invite people to watch your show online through Microsoft Lync. Microsoft Lync is an interactive CHAT room that supports video, voice, and real time collaboration.

Microsoft Lync uses an Exchange Server to invite participants and support the various options. So, Lync is often used in large corporations or departments. Microsoft Lync is also available as part of Office 365.

Microsoft Lync lets you share what ever you need:

- Desktop
- Program
- PowerPoint
- Whiteboard

You can take a poll or set up a Q&A session, too.

### 7. Try it: Present Online

Go to **File ->Share-> Present Online**.  
Click **Present Online**.

Keep going...

**Memo to Self:** If you do NOT have Microsoft Lync, you do not have to complete this step.

## File ->Share> Present Online

The screenshot shows the PowerPoint 'Share' dialog box. The 'Present Online' option is highlighted in orange. To the right, a blue box contains the number '7'. Below the main screenshot is a detailed view of the 'Present Online' dialog box, which includes the Microsoft Lync logo and the text: 'Present the slide show to Lync attendees', 'Present in a Lync Meeting or conversation', and a list of features: 'Provides the full slide show experience in Lync including animations, audio, and multimedia' and 'Attendees can annotate and interact with the slide show'.

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Share (Present Online)



## Share: Lync Meeting

### 8. Try It: Review the Presentation in Lync

When someone invites you to share a PowerPoint presentation, you will be asked to Accept the sharing request. Everyone who accepts can join the Conversation.

The Presenter has several tools available to her in this meeting including:

- Messaging
- Speaker/Phone
- Video
- Present
- Participants

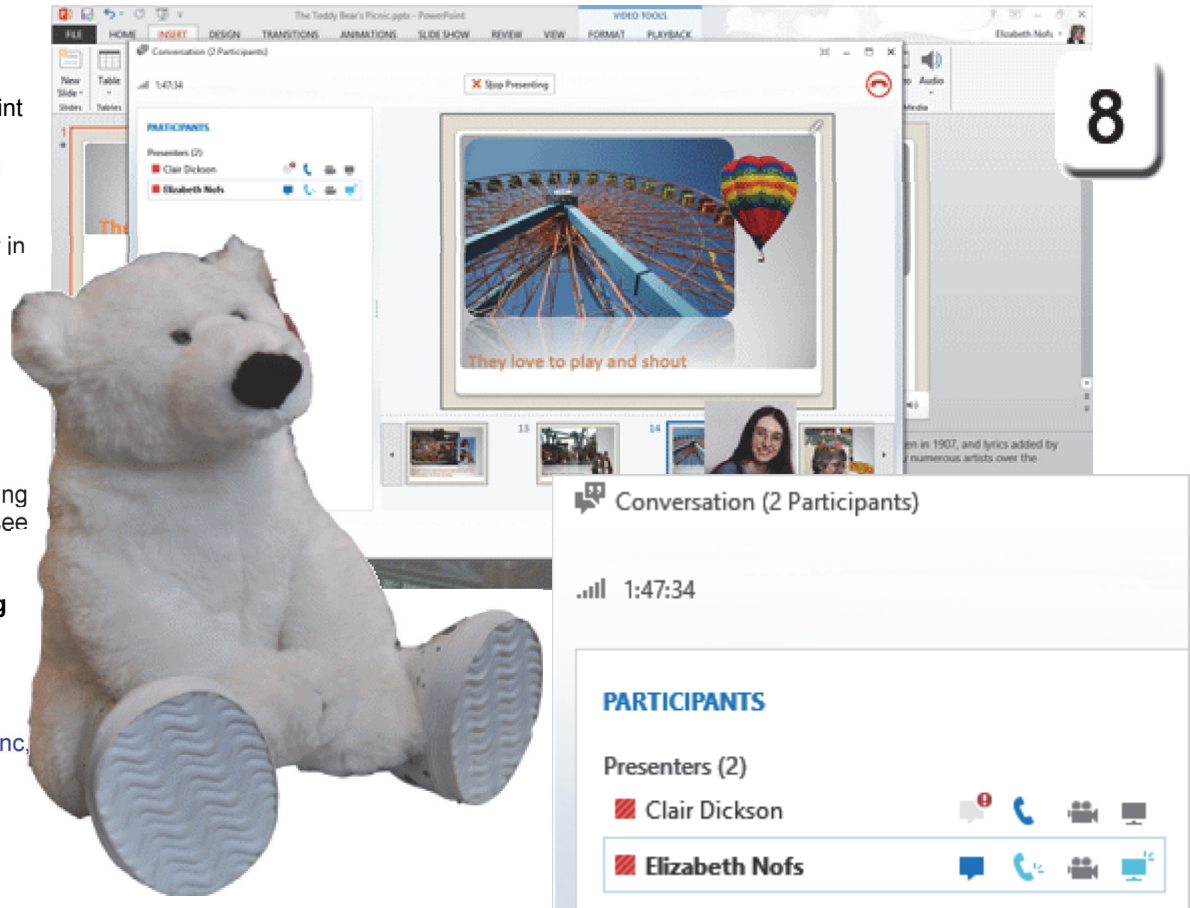
On the right side is the Presentation. Our PowerPoint show uses all of the recordings, timing animations and transitions. You can choose to see the Thumbnail (little slide images) or the Notes.

The presentation is done. The participants **Hang up** when they leave the meeting.

Keep going...

**Memo to Self:** If you do NOT have Microsoft Lync, you do not have to complete this step.

Example of a PowerPoint Presentation in Microsoft Lync



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Share (Present Online)



Take Three

### Share with a Sharing Link

A **Sharing Link** lets you publish a file online to your SkyDrive and make it available by a hyperlink. Anyone who has the link can open the shared file: They do not need to be invited to a meeting through Lync.

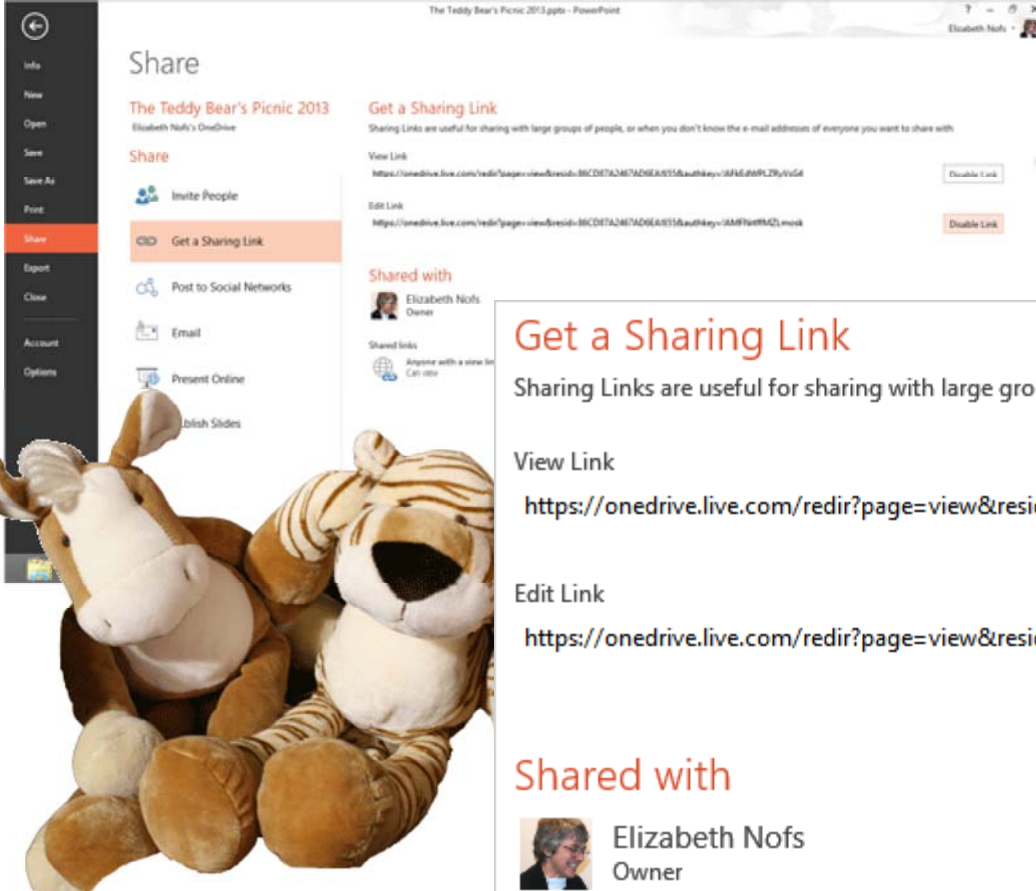
**9. Try This: Get a Sharing Link**  
Go to **File->Share-> Get a Sharing Link**.

**What Do You See?** There are two different links: View or Edit.

To make a link, click on **Create Link**.  
After the link is created, you can copy this link into an E-mail if you wish.

One more Sharing option we need to review.

### File ->Share->Get a Sharing Link



The screenshot shows the 'Share' dialog box in Microsoft PowerPoint 2013. The file being shared is 'The Teddy Bear's Picnic 2013.pptx'. The 'Get a Sharing Link' option is selected. Two links are generated: a 'View Link' and an 'Edit Link'. A 'Shared with' section shows the user 'Elizabeth Nofs, Owner'. In the foreground, there are two teddy bears, one brown and one striped.


### Get a Sharing Link

Sharing Links are useful for sharing with large groups of people,

**View Link**  
<https://onedrive.live.com/redirect?page=view&resid=86CD87A24>

**Edit Link**  
<https://onedrive.live.com/redirect?page=view&resid=86CD87A24>

**Shared with**

 Elizabeth Nofs  
Owner

Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Share (Get a Sharing Link)





Take  
Three

## Post to a Social Network

Social Networks, such as Facebook or LinkedIn, are excellent for sharing your presentation.

**Before You Begin:** The first time you use this option you will be prompted to add a Social Network. The steps are straightforward: Follow the prompts and fill in your E-mail address

Once Microsoft Office is connected to a Social Network, the sharing options are simple.

### Try it: Post to a Social Network

The PowerPoint presentation is open.

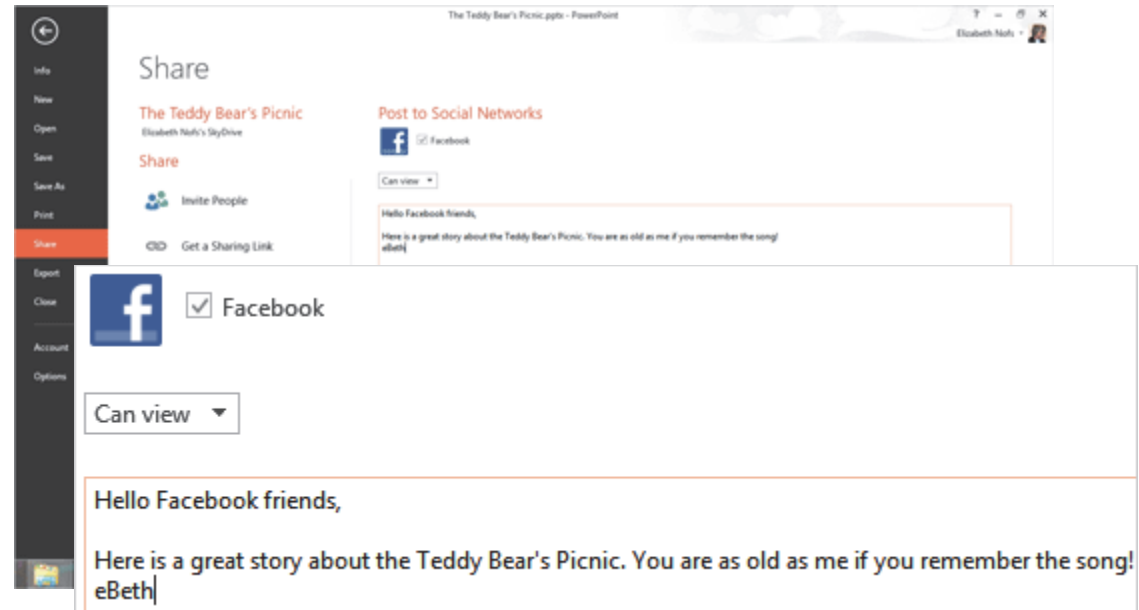
Go to **File ->Share-> Post to Social Network**.

There are two options: Can edit and Can view.  
Type a message if you wish.  
Click **Post**.

That will do. Now it's live, online.

**Memo to Self:** If you do NOT have an account in Facebook or LinkedIn, you do not have to complete this step.

## File ->Share->Post to a Social Network



Exam 77-422: Microsoft PowerPoint 2013  
5.0 Manage Multiple Presentations  
5.3 Protect and Share Presentations: Share (Post to a Social Network)



## Save Save Save

This discussion began by looking at sharing your presentation in print. We practiced saving a Slide Show in as many formats as possible: as a presentation, an outline, a show, or a picture file.

The Export options included other formats such as OpenDocument Presentation, Adobe PDF and Microsoft XPS. We also looked at various methods for saving a presentation online.

Well, you done good. You get the cookie.

**The Computer Mama Sez:** I hope you liked creating these presentations as much as we enjoyed writing the courses!



Recording  
0:00:04 0:00:29

**Picnic time for Teddy Bears**

Conversation (2 Participants)

1:47:34

**PARTICIPANTS**

Presenters (2)

- Clair Dickson
- Elizabeth Nofs



# Practice Activities

## Lesson 8: PowerPoint Live!

**Before You Begin: Start Microsoft PowerPoint 2010.**

### Try This: Do the following steps

1. Open a new blank PowerPoint presentation.
2. Use the outline Ways to Save Money Outline to add new slides to the presentation. Delete any blank slides.
3. Go to the Title slide and add the title Ways to Save Money. Add the Subtitle Rainy Day Saving Co.
4. Apply the Theme Austin.
5. Insert a money or saving related picture to each slide. Apply Picture Styles of your choice.
6. Add animation to each picture.
7. Add slide transitions to each slide.
8. Add the following Speaker Notes to Slide 2:
  - a. Bring your lunch
  - b. Switch to a cheaper coffee order
  - c. Watch movies you, your friends, or the library has available
  - d. Find free events in the community
9. View the Notes Master. Add the company name Rainy Day Savings in the Footer.
10. Edit the Master Text Styles under the slide on the Notes Master to be a green, Times New Roman font, and 14 point.
11. Create handouts in Microsoft Word. Choose Blank lines next to the slides. Save the Word document as Advanced PowerPoint Practice 7 Handouts.
12. Return to PowerPoint. Save the PowerPoint Presentation as a PDF. Name it Ways to Save Money.
13. Also, save the PowerPoint presentation as a PowerPoint Slide Show (.ppsx). Save it as Ways to Save Money Slide Show.
14. Go to the Title slide. Use the Change File: Image File Type to save just the current slide as JPEG image. Save the file as Title Slide.
15. Review the different versions of your file to compare them.





## Test Yourself

1. Which is true about Speaker Notes? (Give all correct answers.)  
a. Added using the Notes pane beneath the slide  
b. Notes can be printed as a handout for the audience  
c. Speaker Notes can include hyperlinks  
Tip: Advanced PowerPoint, page 251

2. Which are the options for the number of slides on a handout page? (Give all correct answers.)  
a. 1  
b. 2  
c. 3  
d. 6  
e. 9  
Tip: Advanced PowerPoint, page 256

3. PowerPoint can save a file as a PDF.  
a. True  
b. False  
Tip: Advanced PowerPoint, page 262

4. Which PowerPoint file format opens only a slide show?  
a. PowerPoint Presentation (.pptx)  
b. PowerPoint Show (.ppsx)  
c. PowerPoint Template (.potx)  
Tip: Advanced PowerPoint, page 268

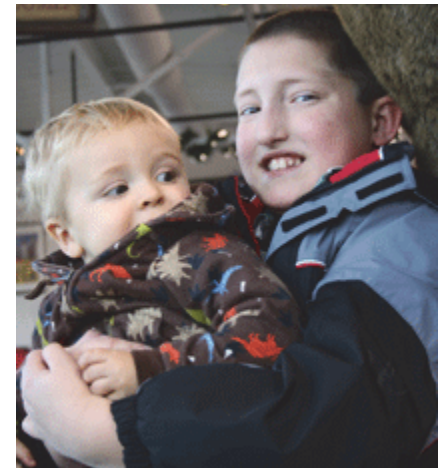
5. Which is the command to make one or all slides into a picture?  
a. File-> Export->Change File Type  
b. Save As-> JPEG Image format  
c. Slide Show-> Save as Picture  
Tip: Advanced PowerPoint, page 270

6. Which is true about video compression? (Give all correct answers.)  
a. High quality means larger file size  
b. Lower quality means smaller file size  
Tip: Advanced PowerPoint, page 276

7. Which is a free public service for users of PowerPoint that allows anyone with a link to view your slide show?  
a. Sky Drive  
b. Share Point  
c. A Sharing Link  
Tip: Advanced PowerPoint, page 283

8. Which is true about sending a Sharing Link? (Give all correct answers.)  
a. The link can be View, only.  
b. The link can enable to edit the PowerPoint presentation  
c. The link needs to be copied into an email  
Tip: Advanced PowerPoint, page 283

9. You can Post a PowerPoint Presentation to a Social Network such a Facebook or LinkedIn.  
a. True  
b. False  
Tip: Advanced PowerPoint, page 284



**Boys and Bears:** two grandsons posing for pictures under the 10 foot bear at the Chelsea Teddy Bear Co. The 12 year old thinks the big grizzly bear is totally cool. The 2 year old-not so much.



# Advanced PowerPoint Skill Test

Please do the following steps:

1. Open the sample presentation [Year End Report.pptx](#)
2. View the Slide Master.
3. Format the Slide Master background as Elemental.
4. Add a computer image of your choice from clip art to the lower left corner of the Slide Master. Resize the image to be 1.25" by 1.25"
5. Insert a Shape: Star in the upper right corner of the slide. Format the shape as Yellow with no border. Add a glow to the star shape.
6. Format the Master Title style font to be Arial Black.
7. Add an image of your choice to each slide. Apply picture styles.
8. **On Slide 2**, insert a Table. Add the following information:

Quarter	1	2	3	4
Sales	\$20,000	\$27,500	\$32,000	\$41,000

9. Format the Table with Style Themed Style 1, Accent 5
10. Resize the Table to be 3.5" by 7.5". Increase the font size to 24.
11. Format the text alignment to be middle and center.
12. Apply Entrance Animation Swivel to the Table. Apply an animation of your choice to the picture on Slide 2.

Keep going, please...







# Advanced PowerPoint Skill Test

Continued from the previous page

13. On Slide 3, insert a chart. Select a Column Chart. Enter the following data:

	Before	After
Shirts	50	75
Mugs	45	60
Hats	20	30
Bags	10	25
Magnets	40	70

- 14. Apply the Chart Layout 5. Apply Chart Style 46.
- 15. Format the tallest column with a fill color: Green.
- 16. Add Primary Axis Title: Vertical Title to the Chart. Add the text In Thousands to the Vertical Axis Title.
- 17. **Go to Slide 4.** Add a picture of your choice and add a custom motion path to the picture. Add the sound Applause to the animation.
- 18. Animate the text to fly in from left, with each line of text appearing separately. Reorder the animation so the text comes before the picture animation.
- 19. Add a comment to the slide. Insert comment text: What about the Twitter feed? 20. **Go to Slide 5.** Add a picture of your choice.
- 21. **Go to Slide 6.** Add a link to the movie from website: PC Dominos.  
[http://www.youtube.com/watch?v=5\\_tXcRYOYZ0](http://www.youtube.com/watch?v=5_tXcRYOYZ0)
- 22. Go to the Slide Sorter. Apply 2 or more different transitions to your slides. Set the slides to advance automatically and on mouse click.
- 23. Mark the Presentation as Final.
- 24. Save as Your Name Advanced PowerPoint Skill Test. Submit online.





## Advanced Microsoft PowerPoint 2013: Index

Microsoft Office Specialist (MOS): Exam 77-422 for PowerPoint 2013

[Add Background Images](#), Pg 85

[Animation: Add Paths to Animations](#), Pg 134

[Animation: Apply to Shapes](#), Pg 123

[Animation: Apply to Text Strings](#), Pg 139

[Animation: Use the Animation Pane](#), Pg 126

[Animations: Modify Animation Options](#), Pg 138

[Animations: Reorder Animations](#), Pg 141

[Apply a Slide Master](#), Pg 91

[Apply Table Styles](#), Pg 17

[Charts: Add Legends to Charts](#), Pg 55

[Charts: Insert Chart](#), Pg 46

[Charts: Modify Chart Parameters](#), Pg 51

[Comments: Manage Comments](#), Pg 218

[Configure Slideshow Options](#), Pg 205

[Configure Slideshow Resolution](#), Pg 206

[Control Page Numbers](#), Pg 88

[Create Custom Slideshows](#), Pg 203

[Create New Tables](#), Pg 16

[Import Tables from External Sources](#), Pg 31

[Import Text Files into Presentations](#), Pg 244

[Import Word Document Outlines into Presentations](#), Pg 244

[Insert Headers and Footers](#), Pg 86

[Insert Hyperlinks](#), Pg 94

[Media: Adjust Media Window Size](#), Pg 161

[Media: Link to External Media](#), Pg 175

[Media: Set Media Options](#), Pg 166

[Media: Set Start/Stop Times](#), Pg 171

[Media: Trim Timing on Media Clips](#), Pg 168

[Merge Multiple Presentations](#), Pg 222

[Modify Existing Layouts](#), Pg 80

[Modify Number Of Rows and Columns](#), Pg 20

[Modify Presentation Properties](#), Pg 225

[Modify Presentation Themes](#), Pg 82

[Package Presentations for CD](#), Pg 273

[Print Presentations in Grayscale](#), Pg 254

[Print Selections from Presentations](#), Pg 254

[Print Speaker Notes](#), Pg 255

[Print: Set Handout Print Options](#), Pg 256

[Rehearse Timing](#), Pg 191

[Reuse Slides from Other Presentations](#), Pg 211



## Advanced Microsoft PowerPoint 2013: Index

Microsoft Office Specialist (MOS): Exam 77-422 for PowerPoint 2013

[Save Presentations as Web Pages](#), Pg 278

[Share: Check for Accessibility Issues](#), Pg 229

[Share: Check for Compatibility Issues](#), Pg 228

[Share: Compress Media](#), Pg 231

[Share: Embed Fonts](#), Pg 274

[Share: Encrypt with a Password](#), Pg 233

[Share: Mark as Final](#), Pg 236

[Share: Proof Presentations](#), Pg 213

[Share: Remove Presentation Metadata](#), Pg 225

[Share: Restrict Permissions](#), Pg 235

[Slides: Delete Slides](#), Pg 221

[Slides: Duplicate Existing Slides](#), Pg 221

[Slides: Hide Slides](#), Pg 201

[Slideshow: Annotate Slideshows](#), Pg 186

[Slideshow: Navigate Within Slideshows](#), Pg 188

[Slideshow: Use Presenter View](#), Pg 200

[Timing: Start and Finish Options](#), Pg 127

[Timing: Modify Duration of Effects](#), Pg 107

[Track Changes: Modify Options](#), Pg 223

[Track Changes: Reject Changes From Specific Users](#), Pg 225

[Track Changes: Set Track Changes](#), Pg 223

[Transitions: Insert Transitions](#), Pg 102

[Transitions: Manage Transitions](#), Pg 109

[Transitions: Modify Effect Options](#), Pg 105

[Views: Navigate Through Presentations](#), Pg 101

[View Multiple Presentations](#), Pg 217