

# PowerPoint 2010 Advanced

Slides, Animation and Layouts

Stephen Moffat



# PowerPoint 2010



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# PowerPoint 2010 Advanced

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PowerPoint 2010

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# Introduction

## How To Use This Guide

This manual should be used as a point of reference following attendance of the introductory level PowerPoint2010 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

The manual is divided into sections, each section covering an aspect of the introductory course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

## Instructions

Those who have already used a spreadsheet before may not need to read explanations on what each command does, but would rather skip straight to the instructions to find out how to do it. Look out for the arrow icon which precedes a list of instructions.

## Appendices

The Appendices list the Ribbons mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

## Keyboard

Keys are referred to throughout the manual in the following way:

**ENTER**– Denotes the return or enter key, **DELETE** – denotes the Delete key and so on. Where a command requires two keys to be pressed, the manual displays this as follows:

**CTRLP** – this means press the letter “p” while holding down the Control key.

## Commands

When a command is referred to in the manual, the following distinctions have been made:

When Ribbon commands are referred to, the manual will refer you to the Ribbon – **E.g.** “Choose **home** from the Ribbons and then **B** for bold”.

When dialog box options are referred to, the following style has been used for the text – “In the **Page Range** section of the **Print** dialog, click the **Current Page** option”

Dialog box buttons are shaded and boxed – “Click **OK** to close the **Print** dialog and launch the print.”

Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading.  
**E.G.:**

*“PowerPoint will not let you close a file that you have not already saved changes to without prompting you to save.”*



# Section 1 The basics

**By the end of this section you will be able to identify**

- Title Bar
- Ribbons
- PowerPoint window, Tri Pane View (Normal)
- Ask a Question

## Launching powerpoint

### What Is Powerpoint?

PowerPoint is a presentation graphics package that lets you create formatted presentations which can be used in a number of ways. You can produce projects such as overheads for a team briefing, slides for a business meeting or interactive on-screen presentations on your company's products. It allows you to produce:

PowerPoint 2010 allows you to create presentations for printing or on-line viewing using a variety of different tools. These range from wizards to help you with the content and look and feel of your presentation to animation tools to create moving images. Whatever your presentation style PowerPoint has tools and enhancements to make your presentation easy and professional looking.

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## The PowerpointScreen

### Window Border

The box that surrounds the PowerPoint screen when it is not maximised is called the window border. When the mouse is over the border, the pointer changes from a single to a double-headed arrow – clicking and dragging with this shape allows the window to be resized.

### Title bar

The coloured bar that appears at the top of the PowerPoint window. The title bar tells you which application you are using and if the document you are in is maximised, it will also contain the name of the document. If the Word window is not maximised, by positioning the mouse over the title bar and clicking and dragging, you can move the Word window to a new location on the screen.

### Maximise button



When working in a document, the PowerPoint screen contains two windows, an application window and a document window. You can maximise both windows to capitalise on the space you have on-screen. If you would like the window that your PowerPoint application is in to fill up the whole screen, click the outermost maximise button. You may find that the document you are in can still be bigger – click the inner maximise button to fill the remaining space within the PowerPoint application window.

### Minimise button



This button is very useful if you need to temporarily switch from PowerPoint into another application without closing PowerPoint down completely. Click the minimise button to shrink PowerPoint to an icon on the task bar; you will then be able to view other icons and applications you may wish to access. When you are finished and ready to continue, click the PowerPoint icon from the task bar to resume. The innermost minimise button will minimise the current document window.

### Restore button



This button only appears when a window is maximised. A maximised window has no border and you cannot see what is behind it. If you want to put the window back inside its border so that you can move and size it, click the restore button.

#### Close button



This button is used to close a window. If you click the close button for a document window you close the document. The last button will close the PowerPoint application.

#### Dialog Box Launcher



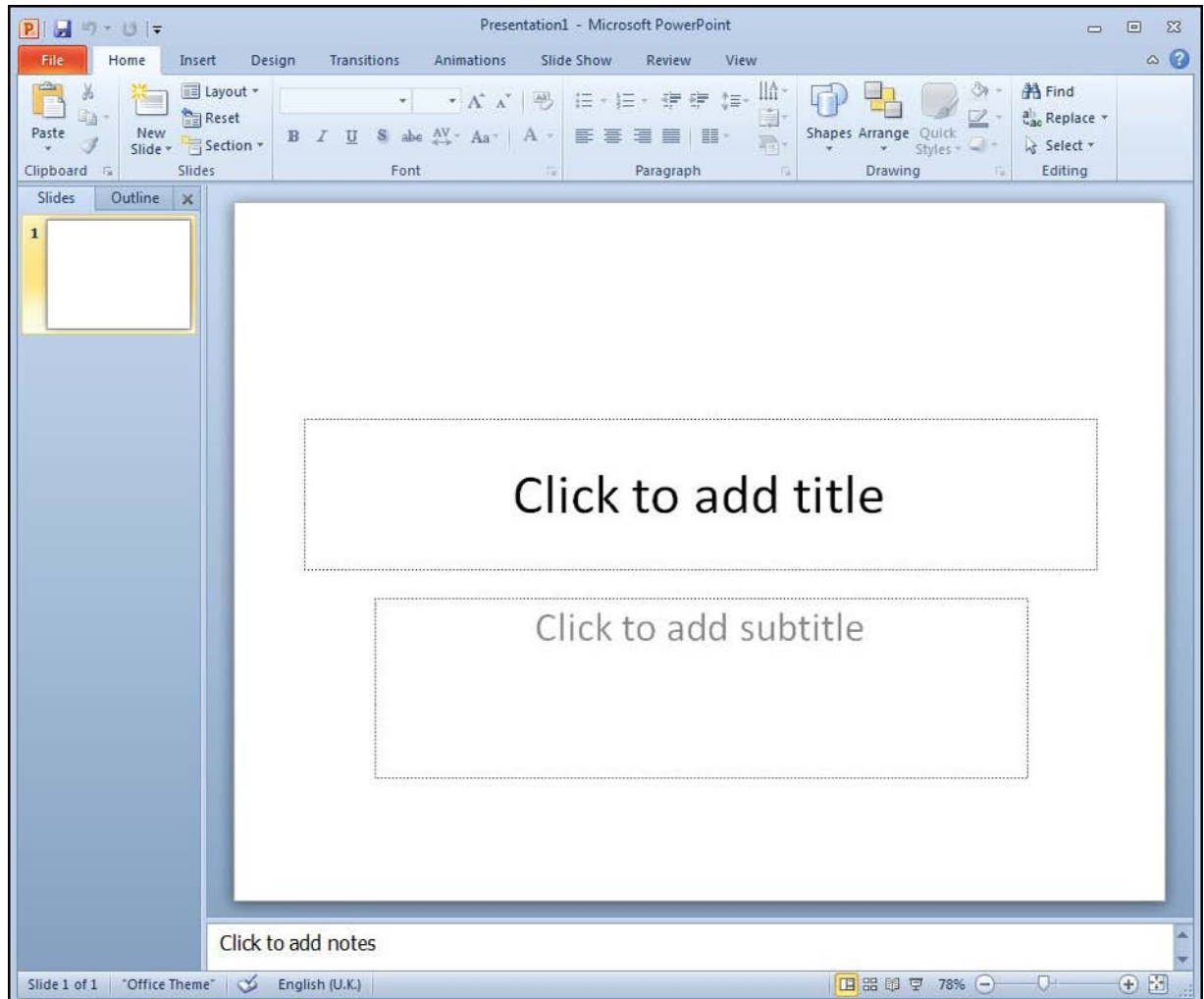
This button launches dialog boxes specific to the part of the ribbon you see them the category will be named such as **font**, **clipboard**, etc.

**Backstage View – File Ribbon** is the start of PowerPoint and has many important commands and option. Such as PowerPoint settings, opening, saving, printing and closing files. This will be looked into much further later in the manual.

## Getting Started With Powerpoint

### To launch PowerPoint:

#### Mouse



Click the **Start** button on the Taskbar, and select **Programs**. Click Microsoft PowerPoint 2010 from the sub-menu list.

PowerPoint 2010 displays the Tri-pane displayed above when it is first launched. This view is also known as Normal view. Underneath the ribbon on the left there are tabs to show you your slides or the outline (text structure) while below the main slide part of the window is the section to type notes on the slide. (These will not be seen in the slideshow but can be printed to aid the presenter)

#### Ribbon

The Ribbon is the new way of doing things in PowerPoint at the top of your screen there are no longer multiple toolbars

but a Ribbon with Tabs, groups and commands.

## Tabs

Different tabs group together similar commands such as inserting ANYTHING you will go to the insert ribbon, to do animations you would go to the animation tab etc.

## Contextual Tabs

If you select say a picture or a table then other tabs will appear these contextual tabs would have all the specific commands for the selected object

### To Activate a Button on the ribbon

#### Mouse

1. Select a tab on the ribbon
2. Click the left mouse button on the required tool.

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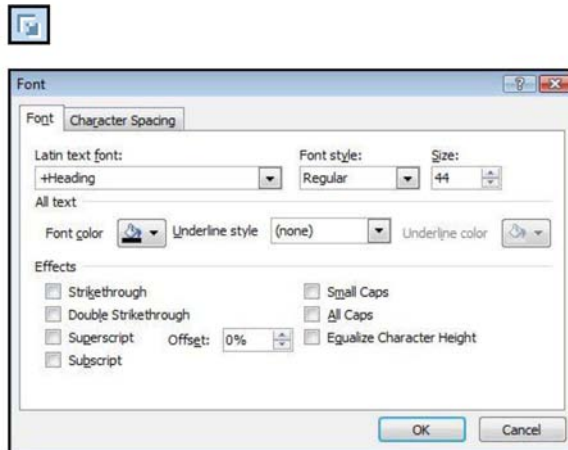
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## Dialog Box



To open a dialog box use the **dialog box launcher** when the dialog box is open, make a choice from the various options and click **ok** at the bottom of the dialog box. If you wish to change your mind and close the dialog box without making a choice then click on **cancel**. The dialog box will close without any choice being applied. If you would like help while the dialog box is open then click on the “?” in the top right hand corner this will bring up a help window that will display the relevant topics.

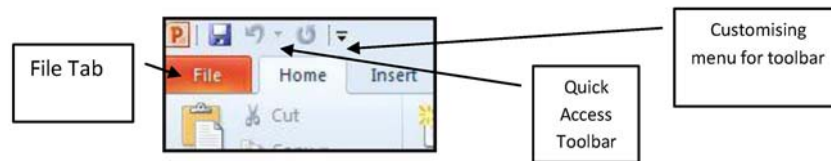
## Groups

Look at a group type on the ribbon such as **font** and in the bottom right hand corner of that group you may see a small box with an arrow, clicking this is another method to call up a dialog box, this time, directly from the ribbon. Many dialog boxes may be more familiar if you have used PowerPoint before.



## Toolbars

There are **only two** toolbars within the new version of Office 2010 there is the **quick access toolbar** seen here next to the **File Tab**, and there is the **mini toolbar**

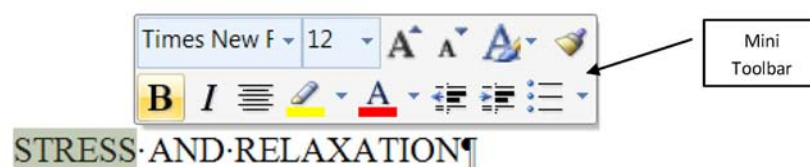


### Quick Access Toolbar

By default there are only three buttons on the **quick access toolbar** but these can be edited and other regularly used buttons can be placed there. Using the drop down menu next to the **quick access toolbar** will allow the customisation of this toolbar adding your most often used commands.

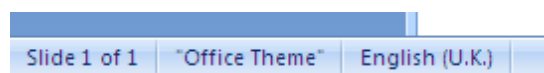
### Mini Toolbar

Whenever text is selected within PowerPoint a small formatting toolbar will appear above the highlighted text it will disappear if the mouse cursor is moved away from the toolbar and will reappear when the mouse cursor is moved over the highlighted text again.



## Status Bar

The Status bar, across the bottom of the screen, displays different information at different times. To the left is an indicator, which will display which page you are currently on, which column you are in number of words in document. If you right click on the empty area of the status bar a menu should appear showing the various items of information that can be given on the space bar merely click on the info that you wish displayed and it will appear on the status bar.



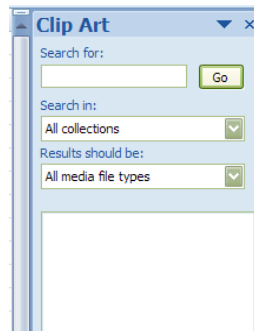
To the right of the status bar are firstly, the different views that can be used within PowerPoint, and on the far right, the zoom control





### Task Pane

A task pane is a window that collects commonly used actions in one place. The task pane enables you to quickly create or modify a file, perform a search, or view the clipboard.



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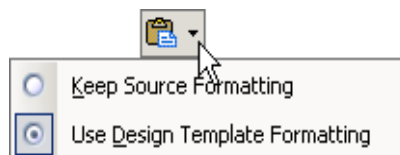
It is a Web-style area that you can either, dock along the right or left edge of the window or float anywhere on the screen. It displays information, commands and controls for choosing options. Like links on a Web page, the commands on a task pane are highlighted in blue text, they are underlined when you move the mouse pointer over them, and you run them with a single click.

A task pane is displayed automatically when you perform certain tasks.

- *E.G. when you choose **clipart** from the **Insert**, Ribbon, to insert a picture*

## About Smart Tags

Smart Tags, first introduced in Microsoft Office XP, make it easier for you to complete some of the most common tasks in PowerPoint 2010 and provide you with more control over automatic features.



You do not have to complete any additional steps to make the Smart Tags appear or disappear in PowerPoint. The **Paste Options**, **AutoCorrect** Options and **AutoFit** smart tags appear automatically to allow you to quickly choose actions and remain in place until you begin another action. For example, when you complete a paste operation, the **Paste Options** smart tag (below) remains in place alongside your text until you begin typing new text.

A “smart tag” is a type of button in Microsoft PowerPoint 2010 that appears after certain actions, such as an automatic text correction or a copy-and-paste, have taken place. The button has a menu of options that help you control the result of the action. For instance, if PowerPoint automatically capitalizes the first letter of a word, but you want the word lowercased in this instance, you can click the “undo capitalization” option on the button menu to reverse the action.

PowerPoint includes several of these smart tag buttons. They function similarly but their look can vary and each has a specific purpose.

## Autocorrect Options Smart Tag



The **AutoCorrect Options** Smart Tag appears after an automatic correction or change, such as a lowercased letter that's changed to a capital or a network path that's converted to a hyperlink. The Smart Tag shows as a small, blue box when you rest the mouse pointer near text that was changed; it then becomes a button icon which, when you point to it and click it, displays a menu. If you don't want the correction, use the options on the menu to undo it; turn off this type of correction completely; or connect to the **AutoCorrect** dialog box to adjust settings.

### Paste Options Smart Tag



The **Paste Options** Smart Tag gives you greater control and flexibility in choosing the format for a pasted item. The Smart Tag appears just below a pasted item, such as text, a table, or a slide, with options for formatting. For example, if you copy and paste a slide and insert it after a slide that uses a different design template, you can choose to retain the original design for the slide or let the pasted slide assume the design of the slide it now follows.

### Autofit Options Smart Tag



The **AutoFit Options** Smart Tag appears when PowerPoint resizes text you're typing to make it fit the current placeholder. If you don't want the text to be resized, you can select options on the Smart Tag menu to undo the resizing or to connect to the **AutoCorrect** dialog box to turn AutoFit settings off. Also, for single-column layouts, you can change to a two-column layout, start a new slide to accommodate the text, or split the text between two slides.

### Automatic Layout Options Smart Tag

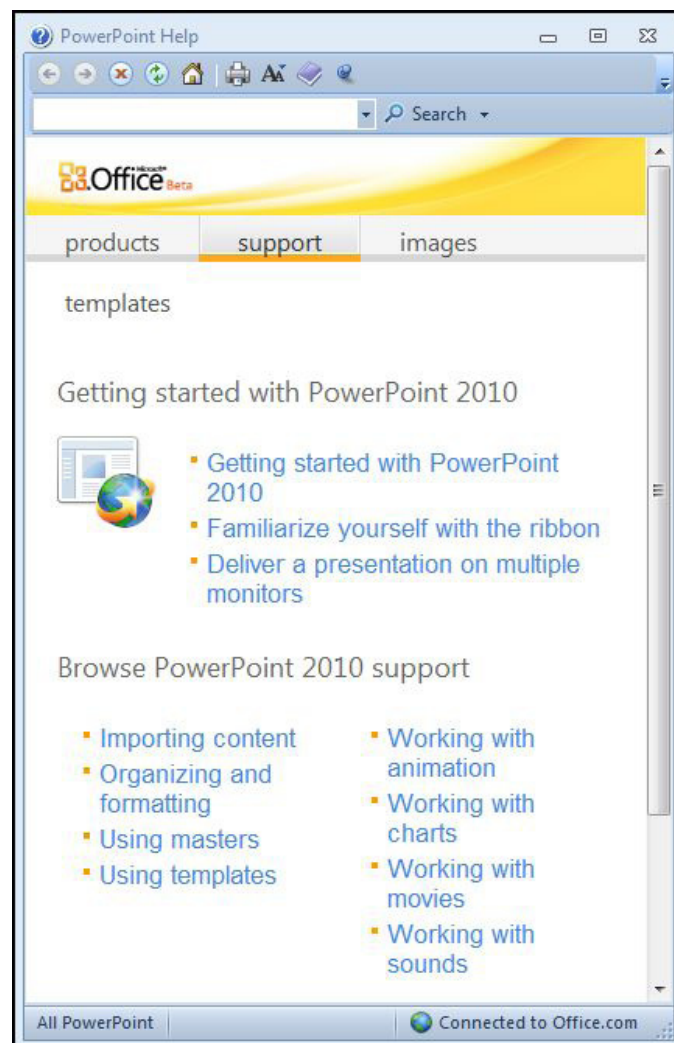


The **Automatic Layout Options** Smart Tag appears after you insert an item, such as a picture, diagram, chart, or table, that changes the initial layout of the slide. To accommodate the added item, PowerPoint will automatically adjust the slide layout. If you want, use the options to undo the automatic layout or turn it off completely.

## Help

### To Access Help:

1. Click the help button below the title bar on the far right
2. **OR** press **f1**.
3. **OR** Go to the **File** tab and **help**
4. The Help window will open:
5. This is very similar to a web page
6. You may enter search criteria and press **Enter** (like a search when on the internet)
7. The window will display the topics that match your search. Click on a topic in order for it to be displayed



## To Find a specific topic

### Mouse

1. The contents page allows you to select from a list of topic headings. Like search results on the internet these are **hyperlinks** to help files.
2. You may need to be online to access some of the help links. The search will be more extensive if you are online as it will search online help files from Microsoft.
3. Single click to access the help topic you need.

### Using Screentips:

Use ScreenTips to see information about different items on the screen.



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**To use Screentips****Mouse**

1. Move your mouse over any button on any ribbon a screentip will appear to give you information about what that command will do

*If the dialog box does not have a Question Mark button look for a Help button or press F1.*

# Section 2 Creating a Presentation

The following topics are covered in this chapter:

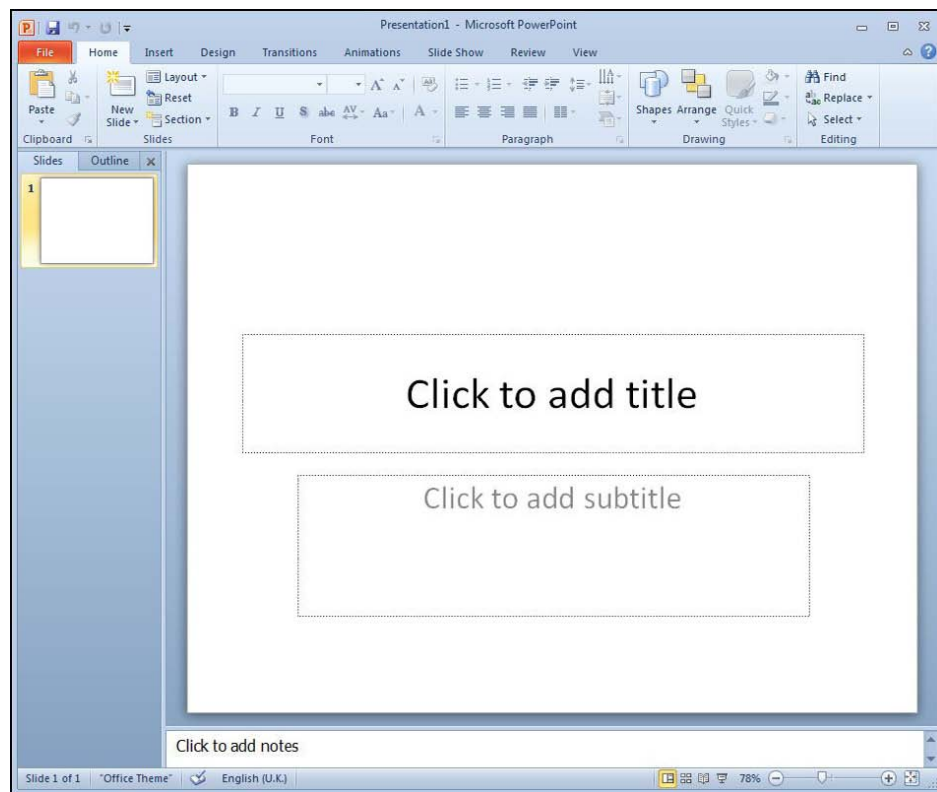
- Creating a New Presentation
- Adding New Slides – entering and editing Text
- Slide Layouts – title slide, bulleted list, two column text
- Changing the Slide Layout
- Creating Blank Slides
- Adding Freeform Text
- Save a Presentation

## Creating presentations

When you launch PowerPoint 2010, you are placed into a blank PowerPoint presentation, with one Title slide

### To start a new presentation

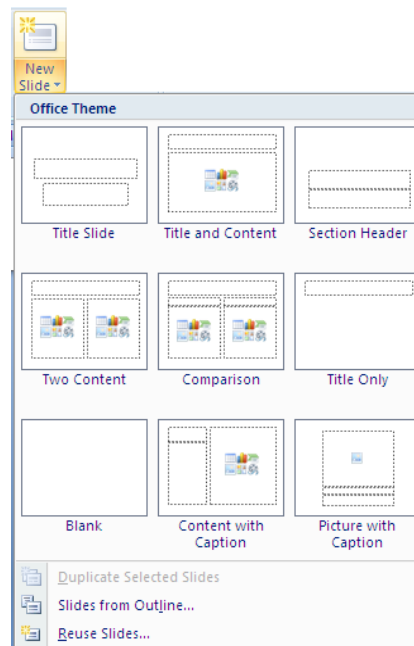
#### Mouse



2. Launch PowerPoint. The following screen will automatically be shown, bringing you into a blank presentation, displaying a blank title slide.

### Adding New Slides





When you start your new presentation, you are automatically placed into a Title slide layout. Whilst this is the default, you are free to choose any layout listed in the Slide Layout Task pane (see page 21). There are a number of methods to add further slides to your presentation.

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**To add a new slide****Mouse**

1. Click on the drop down arrow beneath the **NEW SLIDE** button in the slides group, on the **HOME** ribbon. A menu with the different layout types of slides will appear.
2. Make a selection by clicking on one of these with the left mouse button.

**Keyboard**

Press **CTRL + M**

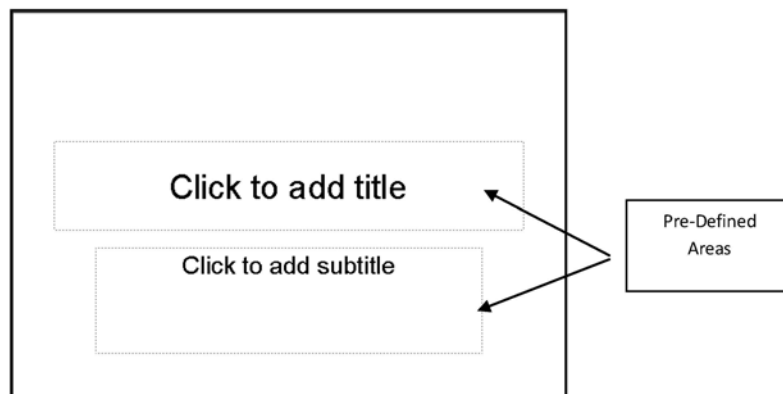
*PowerPoint will create a new slide and this new slide and all subsequent new slides will be based on the bulleted list layout.*

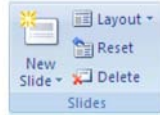
**Entering And Editing Text**

Both the Title and Bulleted list layouts are specifically designed so that you can easily enter titles and bulleted list items.

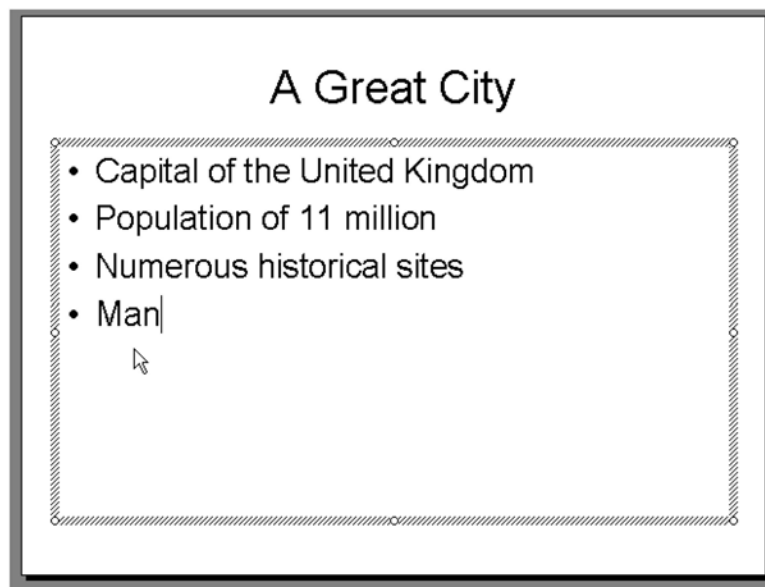
**To Enter text on a Title slide****Mouse**

1. To add text to a slide click into the predefined text areas (placeholders) and type.



**To create bullets on a Bulleted slide:****Mouse**

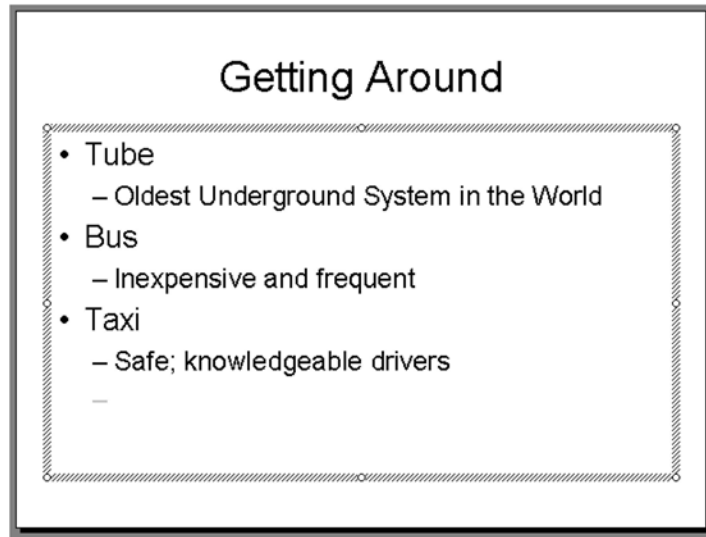
1. Click in the bullets area placeholder to show the flashing cursor.
2. Type your list item. To begin a new item, press **ENTER**. The bullet will automatically appear next to your



cursor on the new line.

### Multi-Level Bullets

PowerPoint can create five levels of bullet points. Each has a different bullet point, a smaller text size and is progressively indented.



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### Demoting your bullets

#### Mouse

1. Use the **INCREASE INDENT** button in the **PARAGRAPH** Group on the **Home** Ribbon.

Or

#### Keyboard

1. Press **TAB**

### Promoting your bullets

#### Mouse

2. Use the **DECREASE INDENT** button in the **PARAGRAPH** Group on the **Home** Ribbon

Or

#### Keyboard

1. Press **SHIFT TAB**

### Editing Text

Once text has been entered on a slide it can easily be edited.

### To edit text on a slide:

#### Mouse

1. Click on the text item to change – a shaded border will appear around the item and your cursor will flash somewhere within the text.
2. Click with your mouse or use the cursor keys on the keyboard to move the cursor around within the text, and the **BACKSPACE** and **DELETE** keys to remove characters.
3. When you have finished editing, click outside the text item to exit edit mode.

### Adding Free Form Text

There will be times where you wish to insert text outside of one of the pre-defined text placeholders or perhaps on a blank slide. The Free Form Text box allows us the freedom to do this. Once you have added the Free Form text box, you can add it and resize it as you require.



### To Insert a text box

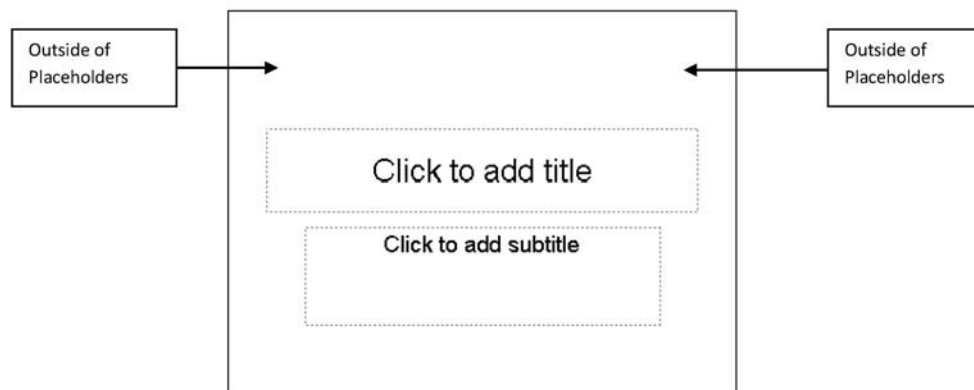
1. On the **Insert** ribbon, click **Text Box** from the text group.
  2. Click on your slide where you want to insert the text box.
  3. Type in the text you wish to appear in the text box.
  4. Resize the text box if necessary using the white resizing circles on each side and corner and format your text as appropriate.
- *You can use the options on the **FORMAT** ribbon to enhance a text box for example, to change the fill colour just as you can with any other drawing object.*

### Changing the slide layout

**Layout** refers to the way things are arranged on a slide. A layout contains placeholders, which in turn hold text such as

titles and bulleted lists and slide content such





as tables, charts, pictures, shapes, and clip art.

The default slide that holds bulleted text in 2010 also allows the easy insertion of basic objects you might wish WITHOUT having to change the slide layout. In the centre of the main bulleted text area are faint icons that if you move over them will allow you, with one click on them, to insert a range of objects. (see right)

Slide layouts where the main placeholder or title placeholder needs to be in different positions can be selected. All available layouts are displayed in the Slide Layout drop down menu.

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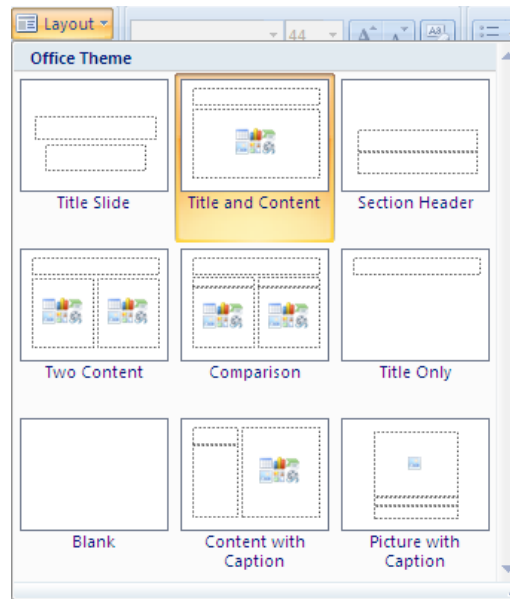
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### To change a slide layout

#### Mouse

1. Click on the Slide you wish to change the layout for.
2. Click on the **LAYOUT** button in the **SLIDES** group on the **HOME** ribbon.
3. Select a layout you wish to apply by clicking on the desired layout from the displayed list with the left mouse button.
4. This will apply the selected slide layout to the current slide

### Reapplying a slide layout

#### Mouse

1. A layout can be reapplied to a slide by repeating the steps above.

#### Or

2. Select the slide you wish to return to the default content layout for that slide type
3. Click on the **RESET** button on the **SLIDES** group, **HOME** ribbon.
4. This will reset the layout if you have moved your placeholders or deleted some.



## Saving a presentation

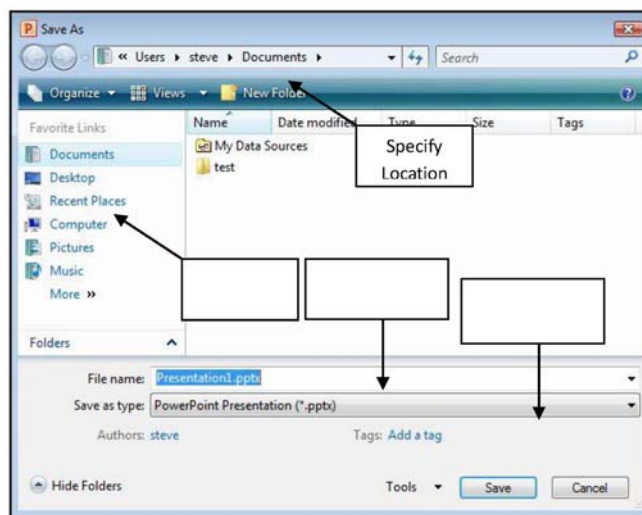
It is important to save your presentation regularly so that your work is not lost in the event of a system crash or a power failure.

### Name And Save A Presentation File

The first time you save a presentation that you have created, you will need to allocate a file name.

#### To save and name a presentation file:

##### Mouse



1. Click on the **File Tab** and select, **Save As**.
  2. Use the **SAVE IN** dropdown field to select the drive in which to save the presentation
  3. Double click on a folder to open it. Repeat as necessary until the required folder is displayed in the **SAVE IN** field.
  4. Type in a **FILE NAME**.
  5. Click on **SAVE**.
- *Files, by default in 2010 are saved with the **SAVE AS TYPE** extension **PPTX** and are not compatible with earlier versions of PowerPoint.*

#### To make compatible with earlier versions

1. Save as previous but before clicking on the **SAVE** button change the **SAVE AS type** by using the drop down arrow to the right of that box and change to **SAVE AS TYPE** of the version you wish (97-2007 file format)

- *File Names can contain up to 255 characters and can include characters such as spaces and hyphens.*

## Subsequent Saves

Once you have given a presentation a name and specified a location, you should then save that file regularly as you work.

### To save a presentation:

#### Mouse

1. Select **FILE TAB** and **SAVE**

Or




1. Click on the **QUICK ACCESS** toolbar

Or

1. Press **CTRLS**

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### Saving A Presentation With A New Name

If you need to copy a presentation then you can save the current presentation under a different name thus creating a copy of the original.

#### **To save a presentation with a new name:**

##### Mouse

1. Click on the **File Tab** and select, **Save As**. The original presentation file name is automatically selected.
2. Delete this and type in a new file name.
3. Click on **Save**.

# Section 3 Powerpoint views

The following topics are covered in this chapter:

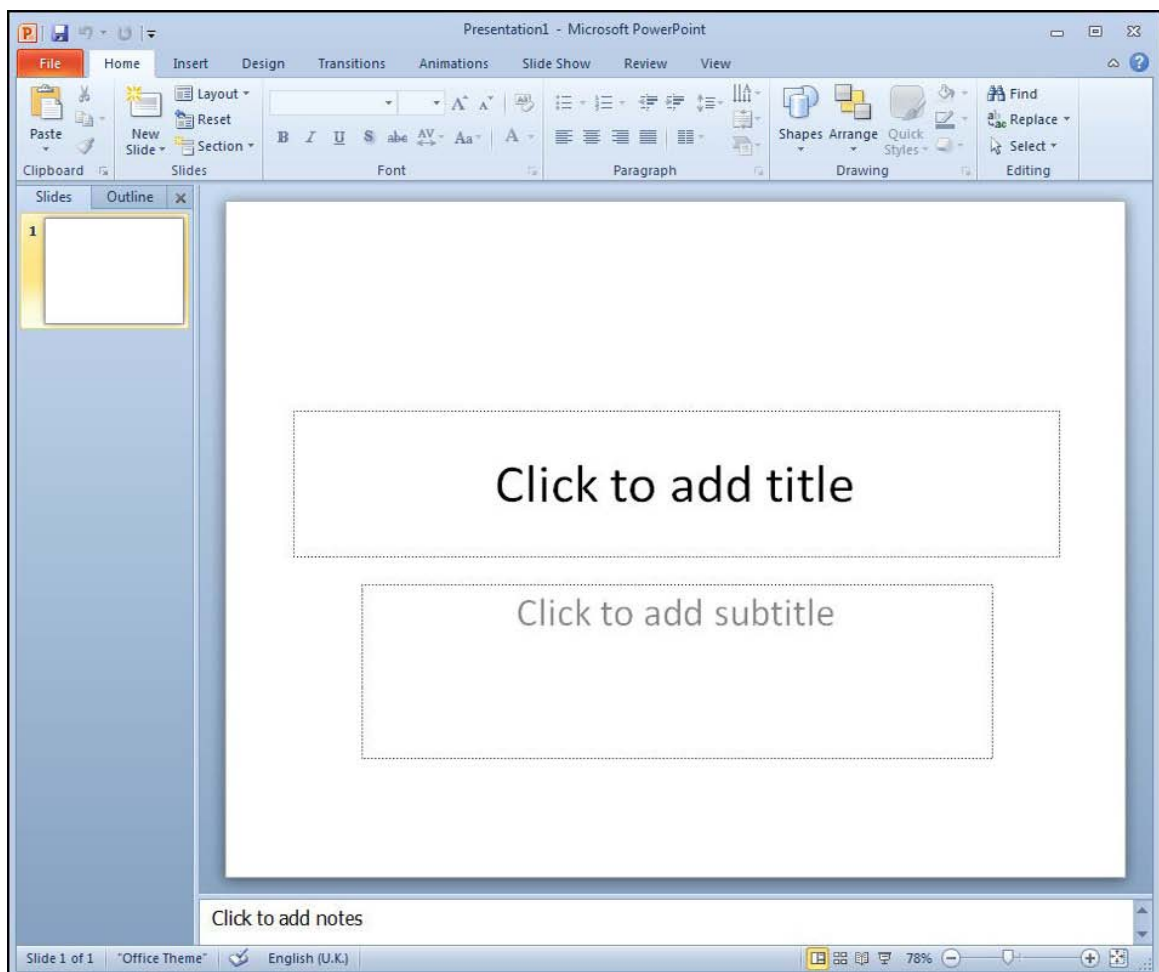
- Normal (Tripane) View
- Slide Sorter View
- Outline View
- Notes Pages View
- View in Black and White
- Print Preview
- Using Outline View to enter text
- Creating slides in Outline View
- The Outlining Toolbar
- Creating a Summary Slide
- Using Slide Sorter View
- Deleting Slides
- Moving and copying slides within the same presentation
- Moving and copying slides between different presentations
- Using colour/Greyscale options
- Print preview

## Different ways to view slides



When you are creating your presentation you can switch between different views within PowerPoint, each of which allows you to work in different ways. The views available in PowerPoint 2010 are:

- *Normal (Tri Pane) View*
- *Slide Sorter View*
- *Notes Page View*
- *Slide Show*



To switch between these different presentation views you simply need to select the view from the **View** ribbon. In the **presentation views** group

Alternatively, you can click on the required view button at the bottom left of the screen.

However, this option only gives you access to **NORMAL**, **SLIDE SORTER**, and **SLIDE SHOW** views.



### The Normal (Tri Pane) View

In the **NORMAL** view you can display the **SLIDE**, **OUTLINE** and **NOTES** views in their own adjustable panes, so you can see everything at once. **NORMAL** view is the main editing area, which you use to write and design your presentation. The view has three working areas: on the left, tabs that alternate between an outline of your slide text (**OUTLINE** tab) and your slides displayed as thumbnails (**SLIDES** tab); on the right, the **SLIDE PANE**, which displays a large view of the current slide; and on the bottom, the **NOTES PANE**. The notes area allows you to enter notes about the current slide that will not be seen on screen but can be printed with a picture of the slide to aid a presenter in front of his audience.

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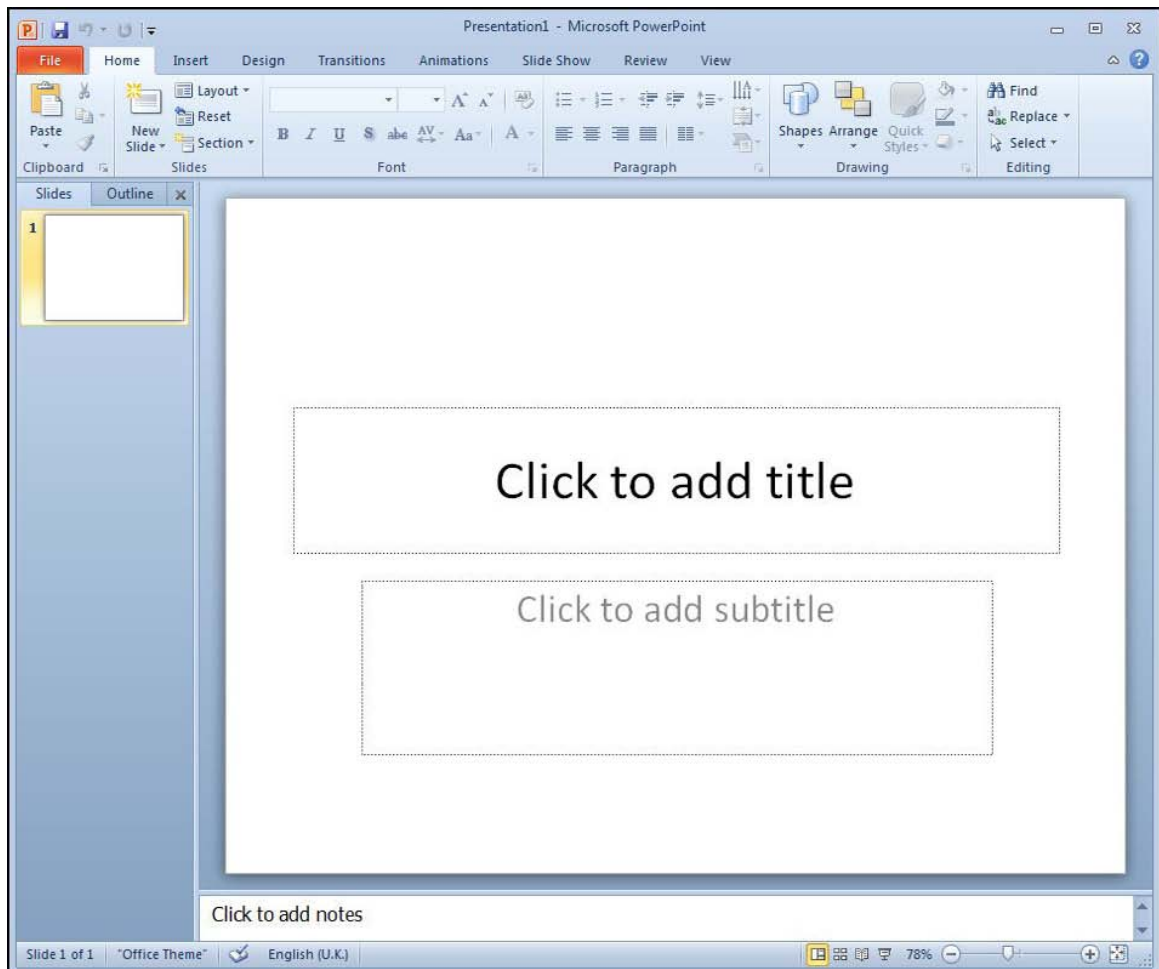
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## Working with outline view

### The Outline Tab

This pane enables you to edit your presentation quickly when it contains a large amount of text. You can add new slides and text in Outline View. This area is a great place to start writing your content, planning the logical order you want to present your ideas in, and move slides and text around.

### To work in Outline View

#### Mouse

1. Click the **OUTLINE** tab from the **NORMAL** (Tri Pane) View
2. The outline format helps you edit your presentation's content and move bullet points or slides around. It allows you to create new slides and add text to slides very quickly.

### To add text:

**Keyboard**

1. Make sure your slide layout is **TITLE AND TEXT**.
2. Type your title for the slide and make sure to position the cursor at the end of the title
3. Press **CTRL+ENTER**(this will take you to the next Placeholder if one is on this slide)
4. Type in first line of bulleted text.
5. Press **ENTER** for each new line of bulleted text.
6. Text will appear in the appropriate place on the **slide**.
  - *When you save your presentation as a Web page, the text on the Outline tab becomes a table of contents so that you can navigate through the slides.*

**Creating Slides In Outline View**

It is also possible to create new slides using Outline View.

**Add a new slide****Keyboard**

1. Position the cursor at the end of the previous slides text in the outline area.
2. **PRESS CTRL+ENTER**. (this will take you to the next Placeholder on new slide.)
3. Type in the title of the new slide. And continue with your text
  - *Outline View will display all slides with a slide icon to the left of the title.*
  - *Outline View will not display graphic objects or text from extra text objects placed on the slide but only text from placeholders*

**The Outlining Tools**

You can increase or decrease text indents, collapse and expand content so that you see slide titles but no subordinate bullet points, and show or hide text formatting as you work.

**To select text in Outline View.****Mouse**

1. To select all text on a slide, on the **OUTLINE** tab in normal view, point to the slide icon, and when the pointer changes to a four-pointed arrow, click the icon.
2. To select a bulleted item and all its subordinate paragraphs, point to the bullet, and when the pointer changes to a four-pointed arrow, click.



## Expand Or Collapse Text

When you work with text on the **OUTLINE** tab in normal view, you can collapse text so that you see only the first outline level (slide titles) as you organise. You can re-expand text at any time. You increase or decrease text indents, collapse and expand content so that you see slide titles but no subordinate bullet points, and show or hide text formatting as you work

### To collapse text on one slide

#### Mouse

1. Double-click the **SLIDE** icon.

OR

1. Press **ALT + SHIFT + MINUSSIGN**.

### To Collapse all text in the presentation


#### Mouse

1. Right click and select **COLLAPSE ALL**.

OR

1. Press **ALT + SHIFT + 1**.

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**To Expand text on one slide****Mouse**

1. Double-click the **slide** icon.

**OR**

1. Press **ALT + SHIFT + PLUS SIGN**.

**To Expand all text in the presentation****Mouse**

1. Right click and select **EXPAND ALL**.

**OR**

1. Press **ALT + SHIFT + 9**

**Demote Or Promote Text**

You can increase or decrease text indents, (demote or promote text) using the right click. On the **Outline** tab in normal view, click the text whose indent level you want to change.

**To decrease an indent,****Mouse**

1. Right click and select **PROMOTE**.

**OR**

1. Press **SHIFT + TAB**

**To increase an indent****Mouse**

1. Right click and select **DEMOTE**.

**OR**

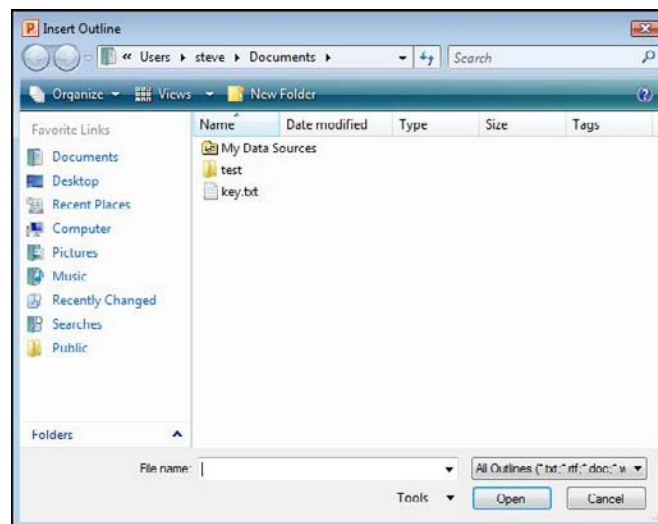
1. Press **TAB**.

**Creating A Summary Slide**

The ability to create a summary slide and a table of contents slide in your presentation is not available in Microsoft Office PowerPoint 2010. Instead, to create your own summary or table of contents slide by copying slide titles onto a new slide, do the following:

**To create a summary****Mouse**

1. On the **HOME** ribbon, in the **SLIDES** group, click the arrow under **NEW SLIDE**, and then click a slide layout that contains a large body text placeholder
  - *If you add a **BLANK** slide layout, you must then add a text box. To do this, on the **INSERT** tab, in the **TEXT** group, click **TEXT BOX**, and then drag to draw a large text box on the new slide.*
2. In the pane that contains the **OUTLINE** and **SLIDES** tabs, click **SLIDES**.
3. For each slide that you want to add to the summary or table of contents, copy the title in the title placeholder, and then paste it onto the new slide in the order in which the slide appears in your presentation.

**Importing An Outline**

In some cases, you may prefer to use a Word Processor to create your slide show outline. As long as that document uses a format that PowerPoint understands (RTF, TXT, DOC, etc.), it can create a slide show outline directly from the document, saving you valuable time.

**To Import a pre-existing outline****Mouse**

1. Create a new presentation.
2. On the **HOME** ribbon, in the **SLIDES** group, click **New Slide**, and then click **SLIDES FROM OUTLINE** a dialog appears
3. Outlines can be any textual documents that can contain an outline. Locate the file and click on **insert**. The

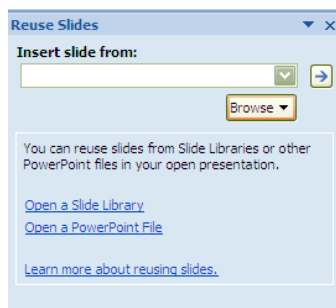
textual outline will be inserted within your presentation generating slides as necessary.

### Add A Slide From Another Presentation File

The file may be located on your computer or on a network share.

#### To add one or more slides, from a different presentation file

##### Mouse



1. Open the presentation that you want to add a slide to.
2. In the pane that contains the **OUTLINE** and **SLIDES** tabs, click **SLIDES**, and then click where you want to add a slide.

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Try this...



The sequence 2, 4, 6, 8, 10, 12, 14, 16, ... is the sequence of even whole numbers. The 100th place in this sequence is the number...?

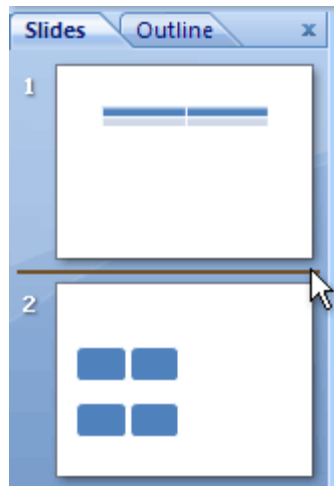
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3. On the **HOME** ribbon, in the **SLIDES** group, click **NEW SLIDE**, and then click **REUSE SLIDES**.
4. In the **REUSE SLIDES** pane, click **OPEN A POWERPOINT FILE**.

OR



5. In the **BROWSE** dialog box, locate and click the presentation file that contains the slide that you want, and then click **OPEN**.
- *In the **REUSE SLIDES** pane, Microsoft Office PowerPoint 2010 displays thumbnails of the slides from the presentation that you selected. Rest the pointer on a thumbnail to see a larger version of the slide's contents.*
6. In the **REUSE SLIDES** pane, do one of the following:
  - *If you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation, select the **KEEPSOURCE FORMATTING** check box before you add the slide to the destination presentation.*
7. To add a single slide, click the slide.OR
8. To add all of the slides, right-click any slide, and then click **INSERT ALL SLIDES** on the shortcut menu

## Slide sorter view

Slide sorter view is an exclusive view of your slides in thumbnail form. When you are finished creating and editing your presentation, slide sorter gives you an overall picture of it making it easy to reorder, add, or delete slides and preview your transition and animation effects.

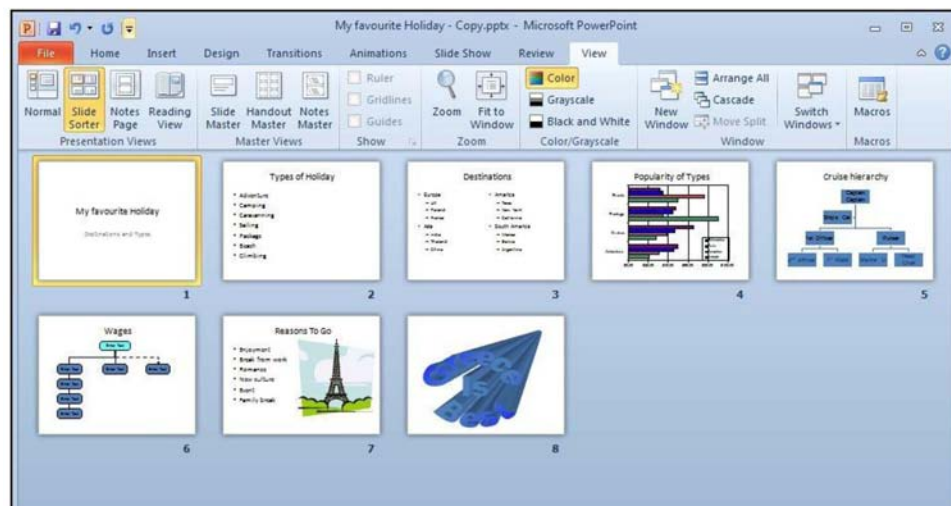


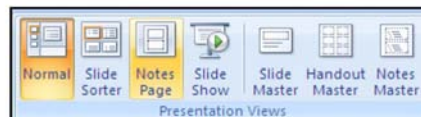
Figure 3.1: Slide Sorter View

### Working With Slide Sorter View

When you are finished creating and editing your presentation, slide sorter gives you an overall picture of it - making it easy to reorder, add, or delete slides and preview your transition and animation effects.

#### To change to Slide Sorter View

##### Mouse



1. Choose **SLIDE SORTER** view from the **VIEW** ribbon

Or

1. Choose **SLIDE SORTER** view from the view icons to the bottom right of the **STATUS BAR**.

#### To change the order of your slides:

##### Mouse

1. Switch to **SLIDE SORTER** view.
2. Click on the slide you wish to move and drag it to the position you require.
3. Repeat this process until your slides are in the correct order.

Deleting a slideMouse

Switch to **SLIDE SORTER** View

4. Select the slides you want to delete. (If you want to select slides in order, press **SHIFT** as you click; for slides not in order, press **CTRL** as you click.)
5. Press the **DELETE** button from the **slides** group on the **HOME** ribbon.

Keyboard

1. You can also press the **DELETE** key to delete slides

Moving & Copying Slides In A Presentation

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### To Copy slides within a presentation

#### Mouse

1. Select the slides you want to copy. Click to select a single slide, press **SHIFT** while clicking to select adjacent slides, or press **CTRL** while clicking to select non-adjacent slides.
  2. Then choose **Copy** from the clipboard group
  3. Click between the slides you want your copied slide or slides to be, and choose **Paste**.
- *If the slides you pasted use a different design template than the slide you pasted after, and you want to keep the original formatting, go to the next step. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.*



4. To retain the slides' original formatting, click the **Paste Options** smart tag, which appears under the slides you pasted, and on the button menu, click **Keep Source Formatting**.
5. If you decide you want the current design template styles to apply, click **Use Design template formatting** (this is the default).

### To Move slides within a presentation

#### Mouse

Select the slides you want to move. Click to select a single slide, press **SHIFT** while clicking to select slides in a row, or press **CTRL** while clicking to select slides not in a row.

6. Then choose **Cut**. Click the slide you want your cut slides to follow, and choose **Paste**.
- *If the slides you pasted use a different design template than the slide you pasted after, and you want to keep the original formatting, go to the next step. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.*
7. To retain the slides' original formatting, click the **Paste Options** button, which appears under the slides you pasted, and on the button menu, click **Keep Source Formatting**.
  8. If you decide you want the current design template styles to apply, click **Use Design template formatting** (this is the default).
- *To drag the slides, select them, drag them to the new position on the Slides tab, look for the horizontal line under the slide where you want to paste, then release. To copy, you can also press **CTRL+C**; to cut, you can press **CTRL+X**; to paste, you can press **CTRL+V**.*



## Moving And Copying Between Presentations

Moving and copying slides between presentations allows you to easily access slides contained in different presentations and include them in your current presentation.

### To copy slides between presentations

#### Mouse

1. Ensure that both the PowerPoint files are open i.e. both the source of the PowerPoint slides being copied and the destination file that the slides are being copied into.
2. On the **VIEW** menu in the **WINDOW** group, click **ARRANGE ALL**.
3. Select the slides you want to copy (within the source file). Click to select a single slide, press **SHIFT** while clicking to select slides in a row, or press **CTRL** while clicking to select slides not in a row.
4. Then choose **COPY**.
5. Click into the slide you want your copied slides to follow (within the destination file), and choose **Paste**.

*If the slides you pasted use a different design template than the slide you pasted after, and you want to keep the original formatting, go to the next step. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.*



6. To retain the slides' original formatting, click the **PASTE OPTIONS** button, which appears under the slides you pasted, and on the button menu, click **KEEP SOURCE FORMATTING**.
7. If you decide you want the current design template styles to apply, click **USE DESIGN TEMPLATE FORMATTING**(this is the default).

### To move slides between presentations

#### Mouse

1. Ensure that both the PowerPoint files are open i.e. both the source of the PowerPoint slides being copied and the destination file that the slides are being copied into.
2. On the **VIEW** menu in the **WINDOW** group, click **ARRANGE ALL**.
3. Select the slides you want to Move (within the source file). Click to select a single slide, press **SHIFT** while clicking to select slides in a row, or press **CTRL** while clicking to select slides not in a row.
4. Then choose **Cut**.
5. Click into the slide you want your copied slides to follow (within the destination file), and choose **PASTE**.

*If the slides you pasted use a different design template than the slide you pasted after, and you want to keep the original formatting, go to the next step. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.*



- To retain the slides' original formatting, click the **PASTE OPTIONS** button, which appears under the slides you pasted, and on the button menu, click **KEEP SOURCE FORMATTING**.

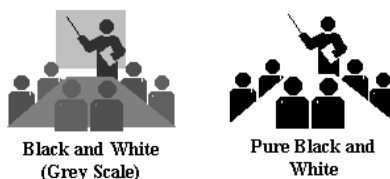


- If you decide you want the current design template styles to apply, click **USE DESIGN TEMPLATE FORMATTING** (this is the default).

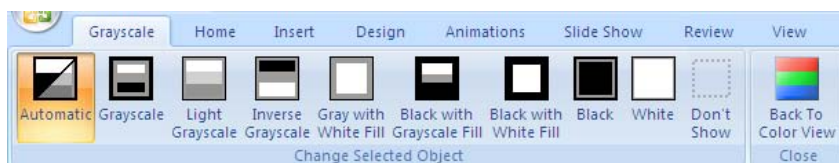
### View In Black And White

#### To see slides in Black and White or Greyscale.

#### Mouse



- Select the view ribbon and select the **black and white, Colour or GREYSCALE** from the **colour/greyscale** group



- The presentation slides and the thumbnails will now display in black and white. If legibility and contrast has deteriorated, select each object and you will notice that you have a new ribbon called **Greyscale** to allow you to fine tune the settings for each object on all of your slides.

## Slide show view

### Viewing A Slideshow

Instead of having OHP transparencies produced you can show your presentation directly from your computer, using the electronic slide show. You can show the presentation on the computer monitor or use an LCD panel and project the show onto an overhead screen.

Slides fill the whole screen and display exactly as formatted. As you click with your mouse or press **ENTER** on your keyboard you will automatically be taken through each slide.

Furthermore you can incorporate a range of extra features such as transitions (the way one slide makes way for the next) and animated build effects (which allow objects such as text and graphics to “fly” onto the slide in different ways). You can also include movies and sounds in your presentation as well as buttons which allow the user to branch from one slide to another. Transitions and Animations will be detailed in later sections.

*When choosing the slide show button at the bottom left of your screen, your slide show is started from the slide you have selected. However, when starting the slide show from View, Slide Show you will always be started from the first slide in the presentation.*

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**To view a slideshow presentation****Mouse**

1. Go to the **VIEW** ribbon and select **SLIDESHOW** from the presentation views group.

Or

1. Use the **SLIDESHOW** button from the status bar **VIEW** icons

Or

**Keyboard**

1. Press the **F5** key
2. Use the left mouse click or **ENTER** key to move through to the end of your presentation.
3. The **ESC** key will end your presentation at any time.

# Section 4    Formatting slides

**The following are covered in this section:**

- Selecting Placeholders and Text
- Formatting Text
- Formatting Backgrounds
- Formatting Numbered and Bulleted Lists
- Changing Case
- Format Painter

## Selecting placeholders and text

In order to change the appearance of text, it is firstly necessary to select or highlight either the text or the placeholder that the text sits in. There are a number of different methods used for selecting the text.

### Selecting Placeholders

Selecting the entire frame or placeholder is a very quick, efficient and consistent method of selecting text. Any formatting applied to a selected place holder will format all text sitting in the place holder

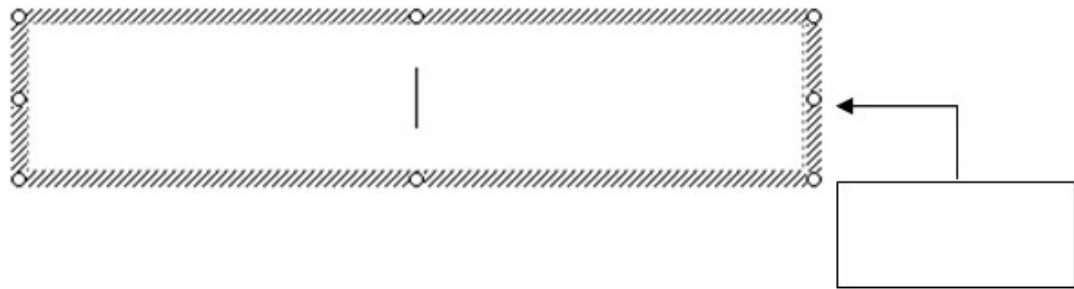
**To select the Placeholder:**

#### **Mouse**

4. Click into the text to be formatted.

Click on the shaded border of the text box. This will change the pattern of the border line to indicate that all text in it is selected.

**Or**



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## Keyboard

1. Click into the text to be formatted.
2. Press .

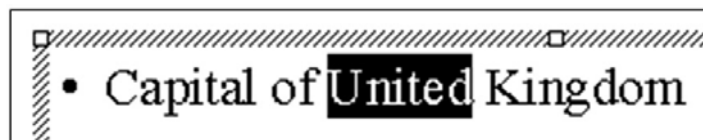
## Selecting Text

You may to apply different formatting to different parts of text within the one place holder or frame.

### To select some of the text in a box:

#### Mouse

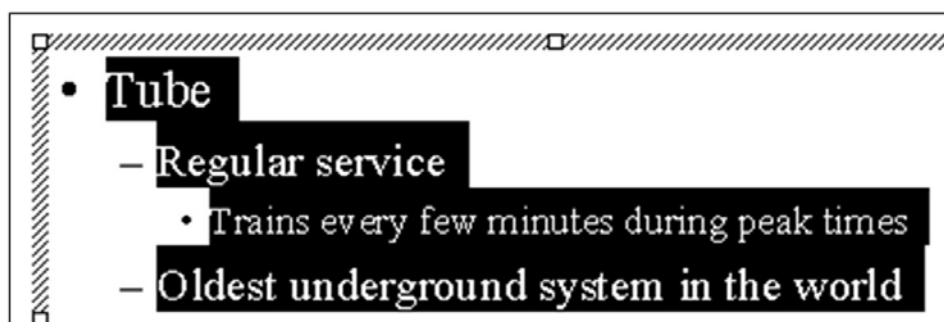
1. Click into the text to be formatted.
2. Click and drag through text to select it.



### To select text by paragraph:

#### Mouse

1. Click into the text to be formatted.
2. Triple click in the text to select a paragraph and any second, third, fourth and fifth level paragraphs below it.



## Formatting text

Text formatting allows you to change the font, size, colour and style of your text. Using similar formatting across your Word, Excel and PowerPoint documents helps to present a consistent and professional corporate image. Don't forget, in order to format text, it is firstly necessary to select it.

The **HOME** ribbon contains a variety of different options for formatting text on a slide.

The **FORMAT** ribbon contains many options for changing the appearance of text radically or of formatting the whole placeholder

### Text Formatting Using The Home Ribbon

#### To format text using the home ribbon:

##### Mouse

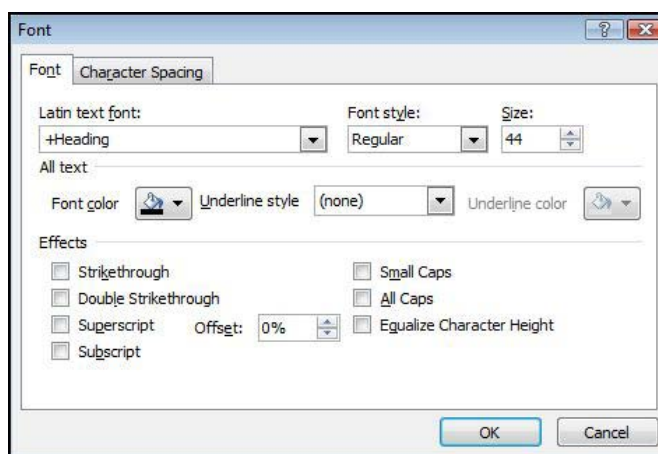
1. Select the text you want to format.

##### Either

2. Use the buttons on the **HOME** ribbon to change many aspects of the font style.

##### Or

3. Use the dialog box launcher on the font group
4. Set the options for **FONT**, **SIZE**, **COLOUR** and **EFFECTS**. Choose from Effects such as **SUPERSCRIPT** and **UNDERLINE**.



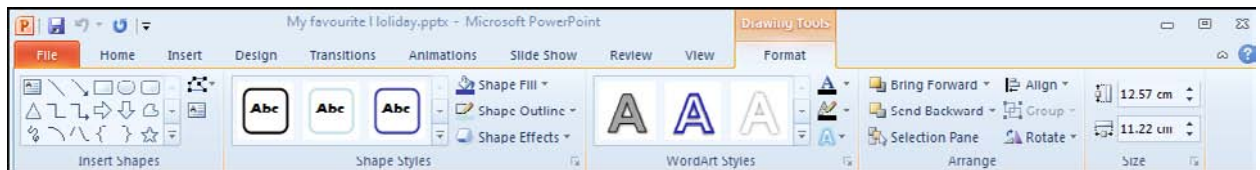
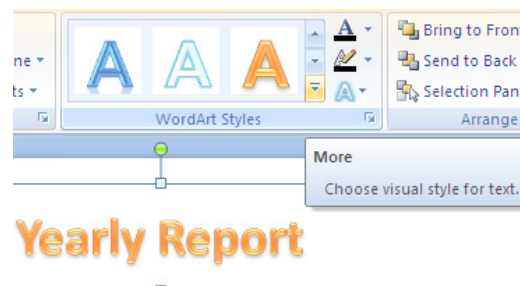
5. Click on **OK** to apply your font selections

*Colours offered are from your Colour Scheme, to use additional colours choose the More Colour option.*



## Text Formatting Using The Format Ribbon

For more advanced and drastic formats, you can make use of the Format ribbon.

To apply formats using the Format Ribbon

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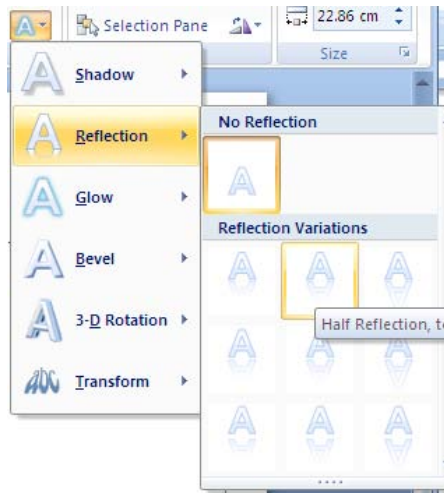
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**Mouse**

1. Select the placeholder you want to format and click on the **FORMAT** ribbon.
2. In 2010 the placeholder text is easily formatted as Wordart by selecting one of the Wordart styles in that group
3. The buttons with drop down arrows to the right of the Wordart group allows the changing of colour, border colour or style of text. Clicking on the drop down arrow to the right of each button. Allows a selection to alter your text to your satisfaction.



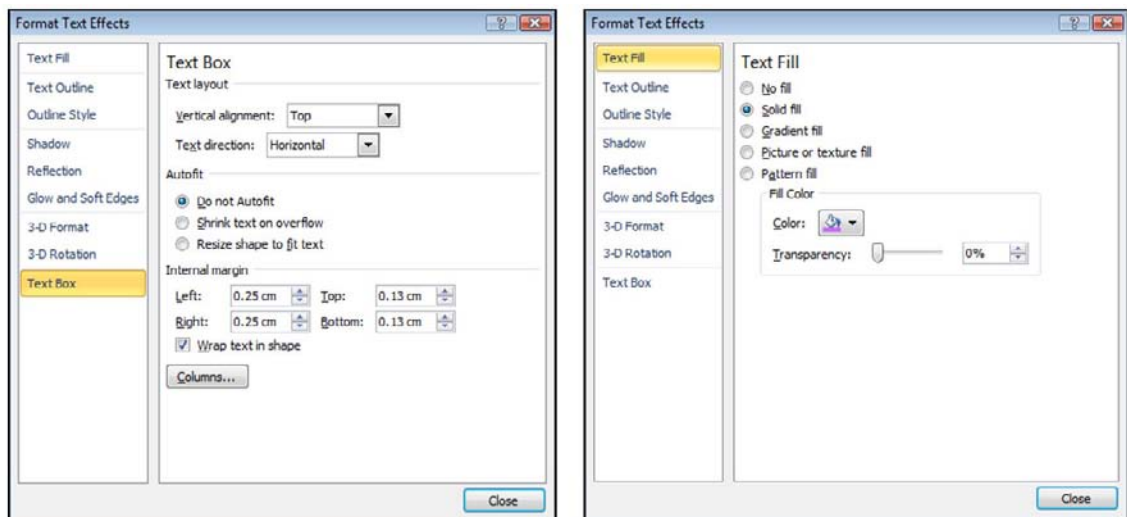
4. The text style button allows dramatic changes to your text for a highly professional look. You may change the attributes for all aspects of your text:
  - The shadow
  - Reflection
  - A glow
  - The bevel
  - 3-d rotation
  - Transformations



5. After making choices from all of these options your text may appear as below.

# Yearly Report

6. Further text effects and **OPTIONS** may be achieved by clicking on the **DIALOG BOX LAUNCHER** from the **WORDART STYLES** group and making further changes to your text options from the **FORMAT TEXT EFFECTS** dialog which offers many options that will allow you to refine your initial choices from the pre-set menus. Such as:




- Text fill
- Text outline
- The text outline style
- 3-D format of the text
- It's rotation
- Text box options shown in the previous dialog.

## The Format Painter

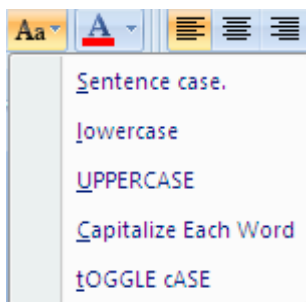
The Format Painter is a tool that you can use to copy all the formats from one area of text to another. This is particularly useful when you have spent time formatting one placeholder and you decide that you would like to apply the same formatting to another placeholder – rather than reapplying the formats again manually, one by one, you can paint them in to the new placeholder or text with the Format Painter.

**To paint formats:****Mouse**

1. Select the placeholder or the text that contains the formatting that you want to use.
  2. Click the **FORMAT PAINTER** button from the **HOME** ribbon. Your mouse pointer will change to display a paintbrush next to the selection pointer 
  3. Select the placeholder you want to apply the formats to by clicking on it. As soon as you release the mouse, the format will appear.
- The *format painter* will paint the formats from your chosen placeholder and will then turn off. You can keep the *format painter* turned on to enable the painting of multiple placeholders by double clicking on the *format painter* instead of single clicking as above. To turn the format painter off when finished, press **Esc** or click once on the **Format Painter** button.

**Changing Case**

If the case of the letters is wrong, rather than deleting and re-typing in the correct case, you can use the following formatting option.

**To change text case:****Mouse**

1. Select your text.
2. Select the drop down arrow next to the **CHANGE CASE** button in the **FONT** group on the **HOME** ribbon
3. Choose desired case.

*Once your text is selected you can also use **SHIFT + F3** to toggle between Upper, Lower and Sentence case.*

**Formatting The Placeholder**

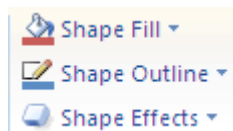
The placeholder itself can be formatted further by using the options on the **FORMAT** ribbon in the **SHAPE STYLES** group.

To format a placeholderMouse

1. Use the pre-set styles by clicking on the drop down arrow to the bottom right of the viewable pre-set styles and make a selection from the displayed options

Or

2. Use the drop down arrows to right of the three buttons in the shape styles group to define your own choices for the:
  - Shape fill.
  - Shape outline.
  - Shape effects.



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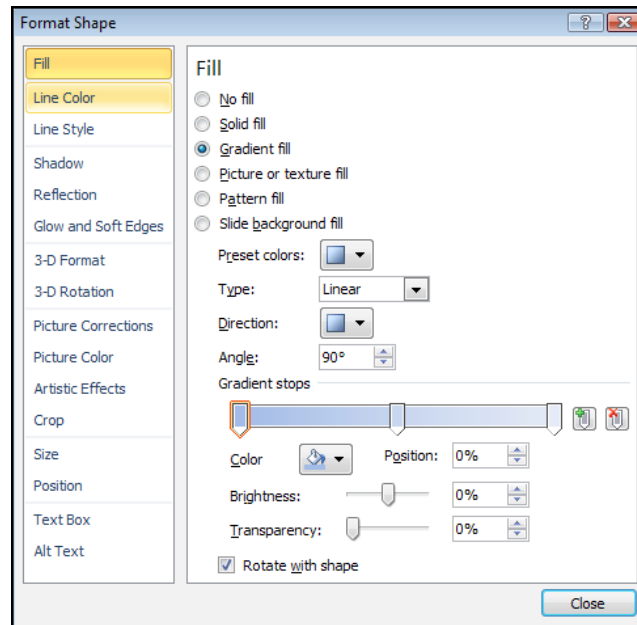
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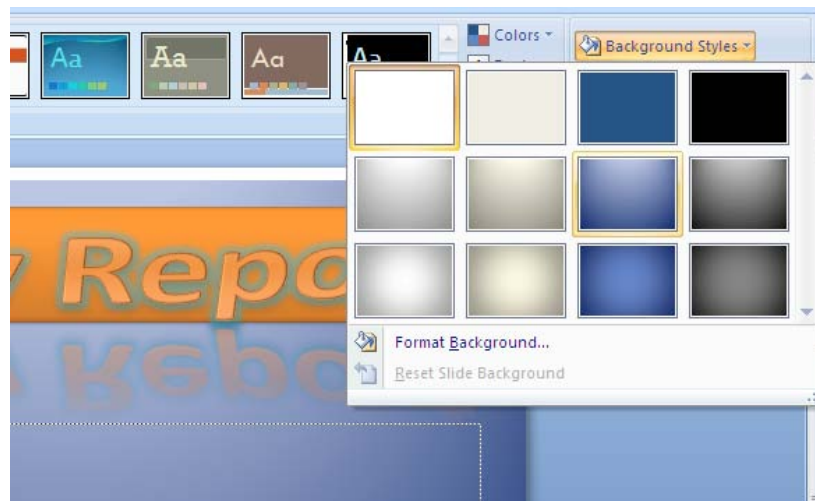
1. Use the **DIALOG BOX LAUNCHER** to bring up a similar dialog as we did for the text effects but THESE options are specifically for the placeholder shape and as you can see from the title the dialog is called **FORMAT SHAPE**.
2. When you have selected the desired options from the various categories displayed (which are immediately applied) click on **CLOSE**.
3. Your placeholder may appear as below.



## Formatting Slide Backgrounds

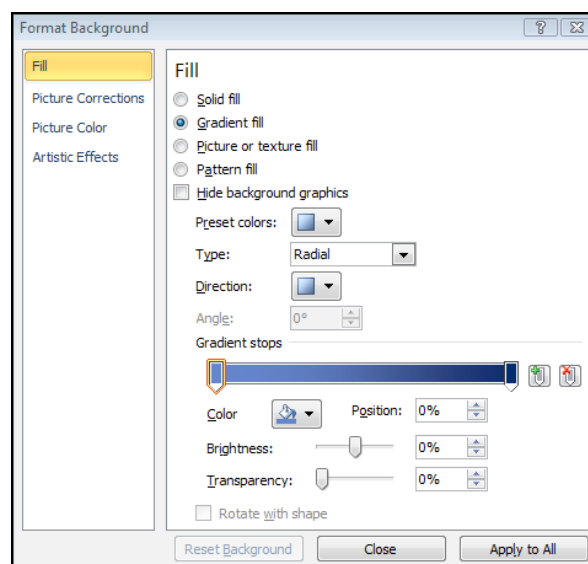
The background colour of all new slides is, by default, white. It is possible to apply a different colour, graded fill colour, pattern, texture or picture, which will override the default setting. The change applies to all slides that follow the design template of the currently selected slide

### To change the background formatting



1. On the **DESIGN** ribbon, click on the **BACKGROUND STYLES** button from the **BACKGROUND** group. Make a choice from one of the pre-set options displayed.

Or





To use a dialog

1. On the **DESIGN** ribbon, click on the **BACKGROUND STYLES** button from the **BACKGROUND** group. Select format background.

Or

2. On the **DESIGN** ribbon, click on the **DIALOG BOX LAUNCHER** from the **BACKGROUND** group. A dialog appears.
3. Make selections from the **FILL** category or click on the **PICTURE** category to select a picture for your background. When all desired selections have been made click **CLOSE**.

- DO NOT CLICK **APPLY TO ALL** THIS WILL BE DISCUSSED LATER

*A picture you use as a slide background will be stretched to fill the slide background area. If it is not of suitable proportions it will be distorted.*

*You can insert many popular graphics file formats into your presentation including Enhanced Metafile (.emf), Joint Photographic Experts Group (.jpg), Portable Network Graphics (.png), Windows Bitmap (.bmp, .rle, .dib) and Windows Metafile (.wmf) graphics. To insert other file formats you will need to install additional graphic filters.*

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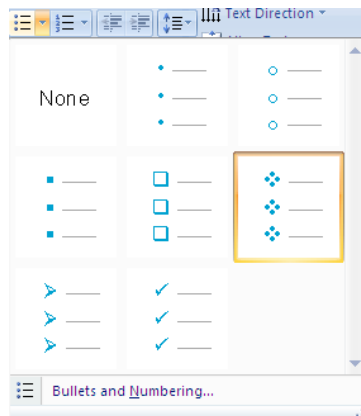


## Formatting numbered and bulleted lists

The bullets that PowerPoint assigns when you switch them on or use a bulleted list auto layout are controlled by the slide master template. You can however choose different bullet symbols if you wish. This can be done on each individual slide or for all slides on the master. However in this section we will deal with just formatting them on the slides themselves as slide masters will be dealt with later.

### Formatting A Bulleted List

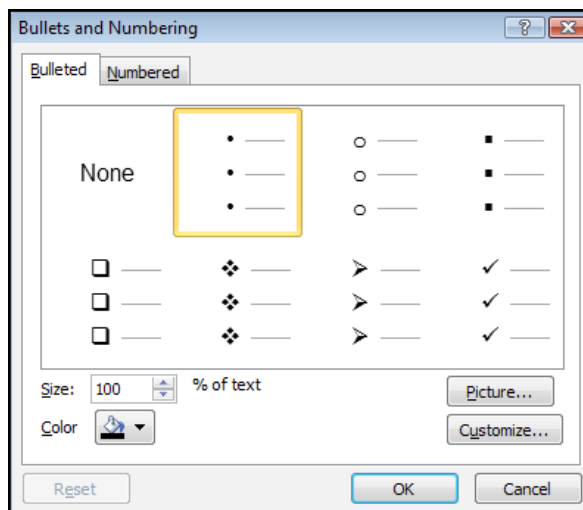
#### To change bullet symbols:



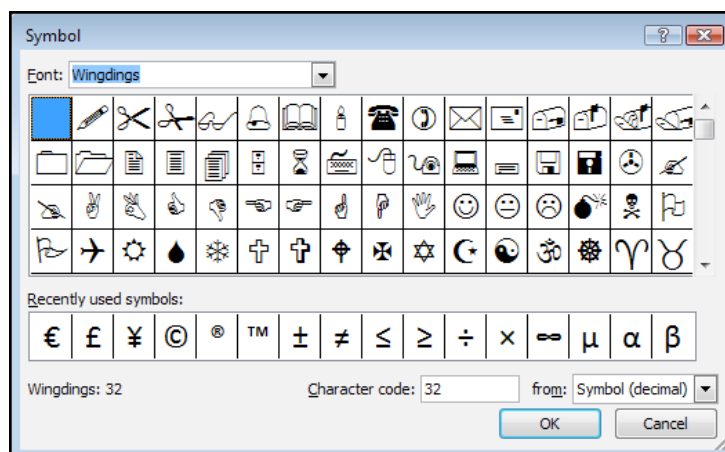
#### Mouse

1. Select the place holder to format all bullets or click in a paragraph to change just an individual bullet.
2. On the **HOME** ribbon in the **PARAGRAPH** group use the drop down arrow to the right of the **BULLETS** button.
3. Make a selection with the left mouse button by clicking on the bullet format you want.

#### Or



1. On the **HOME** ribbon in the **PARAGRAPH** group use the drop down arrow to the right of the **BULLETS** button and select **BULLETS AND NUMBERING** at the bottom of the displayed options. A dialog will appear.
2. Make a selection of bullet type, size and colour before clicking ok
3. For further options or to choose a different style of bullet then you could click on **CUSTOMISE** which opens a further dialog to select the bullet from a selection of fonts.

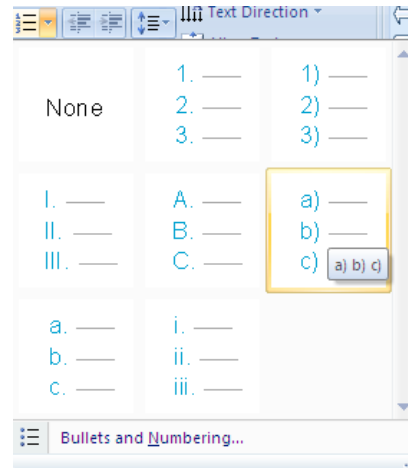


4. To select a symbol from a different font change the **FONT** prompt in the top left of the dialog box.
  5. Click on your chosen bullet point and click on **OK**.
- You will find a good choice of symbols in the *Webdings*, *Wingdings* and *Monotype Sorts* fonts.

### Formatting A Numbered List

The numbers that PowerPoint assigns when you switch them on or are controlled by the slide master template. You can however choose to edit the numbering if you wish.

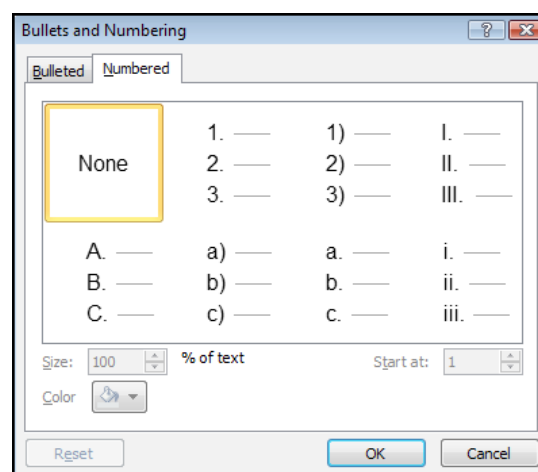
### To change Number Styles:



### Mouse

1. Select the placeholder to format all numbering or click in a paragraph to change just an individual numbered item.
2. On the **HOME** ribbon in the **PARAGRAPH** group use the drop down arrow to the right of the **NUMBERING (LIST)** button.
3. Make a selection with the left mouse button by clicking on the numbering format you want.

### Or



1. On the **HOME** ribbon in the **PARAGRAPH** group use the drop down arrow to the right of the **NUMBERING (LIST)** button and click on the **BULLETS AND NUMBERING** selection at the bottom of the displayed options a dialog appears.
2. Select a **STYLE OF NUMBERING**, **SIZE** and **COLOUR** before clicking **OK**
3. To change the colour, click the arrow next to **COLOUR**, and either select a **COLOUR** from the displayed choices — which represent the current colour scheme — or click **More Colours** for additional choices
4. Click on **OK**.

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# Section 5 Objects

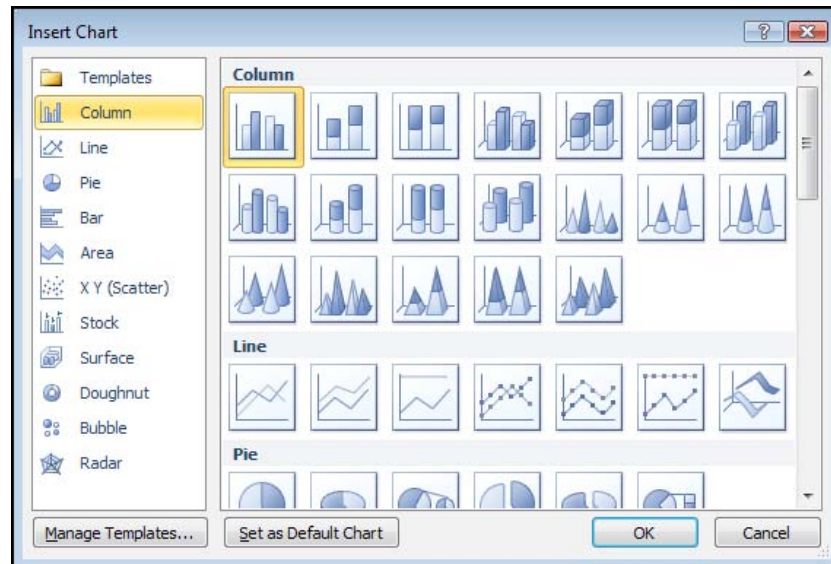
By the end of this section you will be able to:

- Create and edit a chart
- Insert and use quick parts
- Use SmartArt
- Insert and format shapes
- Insert and format pictures and clipart
- Work with photo albums
- Insert, format and work with tables

## Charts

Charts in PowerPoint 2010 are very different from earlier versions and for the most part it is just like working in excel. In fact the underlying datasheet **IS** excel and when you select the data or edit the data you will be working in the underlying spreadsheet. The charting program is exactly the same otherwise as you would find in excel.

An embedded chart appears on the slide where it was created. It is an embedded object, which does not normally appear in its own window, and has no separate existence apart from the slide

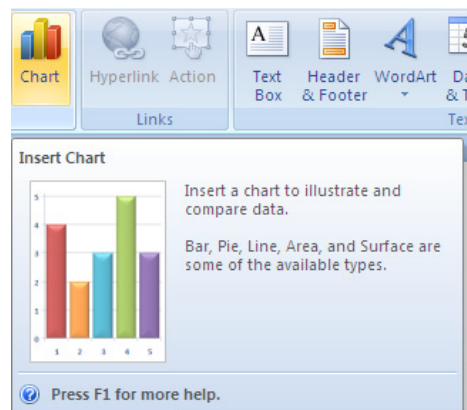


## Chart Elements

**Some chart elements to be aware of.**

Chart Element	Description
<b>Titles</b>	This is the area where you can specify the titles to have on the chart (i.e. X-axis "1998", Z-axis "GBP")
<b>Axes</b>	Here you specify whether you want a Y/Z axis and whether you are using timescales to plot your data
<b>Gridlines</b>	The gridline ribbon allows you to switch on and off horizontal and vertical gridlines
<b>Legend</b>	Use this ribbon to switch the legend on and off or reposition it
<b>Data Labels</b>	The Data Labels ribbon allows you to display the amount each point represents or display the label (i.e. in the example above, each cylinder would have Qtr1, Qtr2 displayed as appropriate at the top of each data marker)
<b>Data Table</b>	The Data Table ribbon will display a grid underneath the chart that will show the information that is being plotted.

### To Create A Chart



### To create a chart

#### Mouse

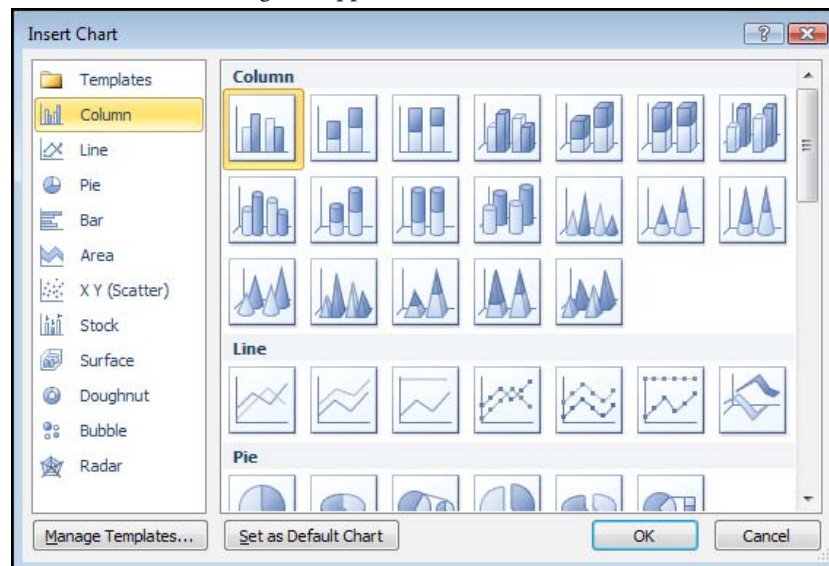
1. Go to the **INSERT** ribbon and click on the **CHART** button
2. The **INSERT CHART** dialog will appear to enable you to insert a chart type of your choice
3. Select the chart type you wish and click on **OK**.

#### Or

- Click to add text



1. Click on the chart icon of a slide with a chart content
2. The same **INSERT CHART** dialog will appear



3. Make a selection and click **OK**.

### Moving And Resizing Embedded Charts

Once the chart object has been created and stored as an embedded object, you can move and resize it.

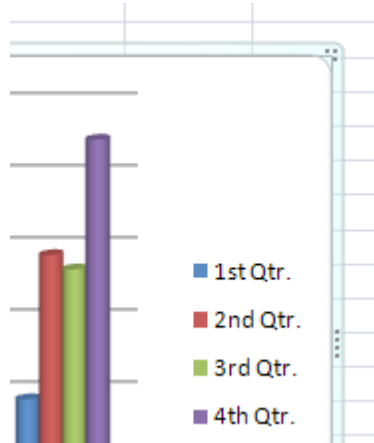
#### To move an embedded chart:

##### Mouse

1. Move mouse over the chart frame border your mouse cursor should have a four pointed black arrow

- Click on the chart frame border and hold the mouse button down as you drag. Release the mouse when the chart is in the desired location.

**To resize an embedded chart:**



**Mouse**

- Move your mouse over the dotted handles on the Chart frame border.
- The mouse cursor should change to a double arrow.

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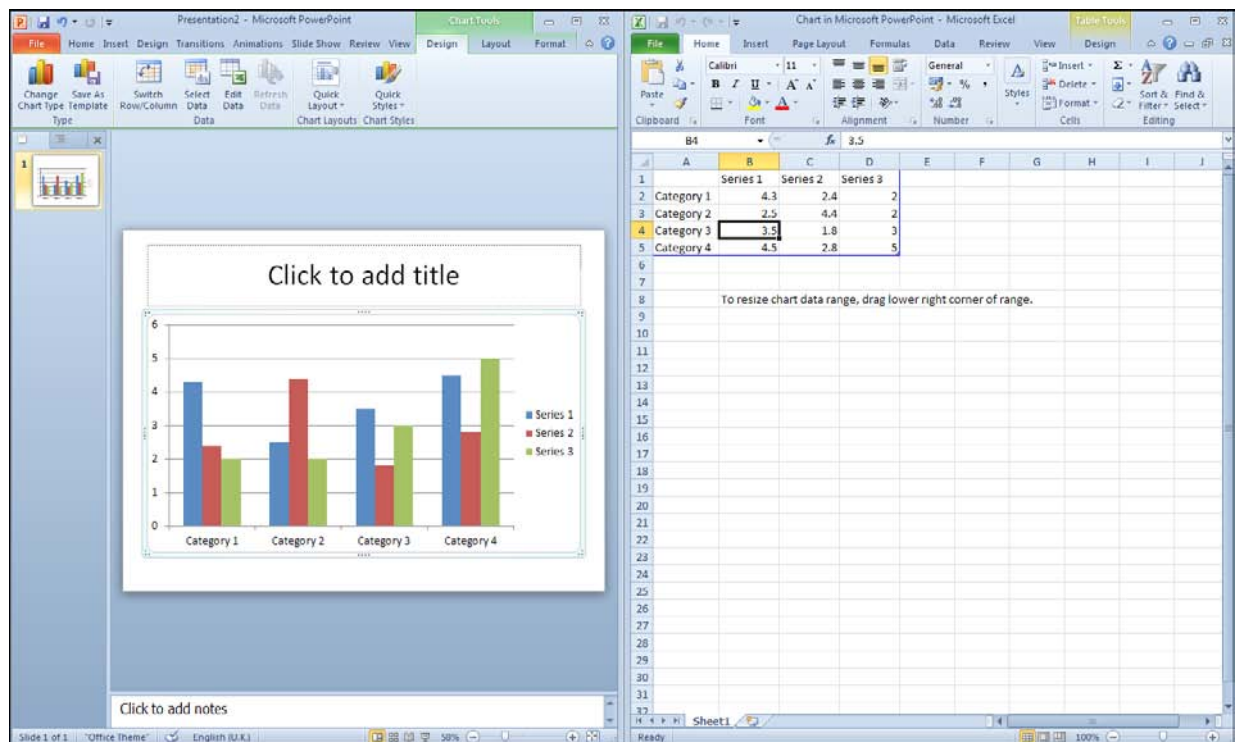
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3. Click and Drag up, down, left or right.
  - *Hold down the ALT key if you wish the chart to resize by snapping to the cell gridlines*

## Data Layout

Depending on the “shape” of the data, Excel will assign categories and data series to either the rows or columns of information. Usually it will be assumed that there are more categories than data series, therefore, if there are more rows than columns of selected information, the data series will be based on columns, with the legend labels being picked up from the row across the top of the selected area and the category labels being picked up from the leftmost column:



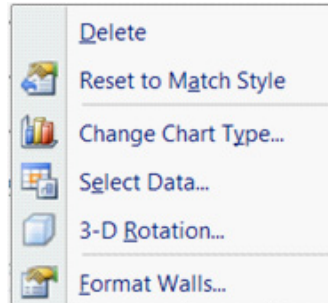
When building a chart in PowerPoint, excel automatically inputs some default data to give your chart some “volume” The data can be edited at any time by clicking on the Edit data button in the data group of the design ribbon. Excel will open the underlying data in a separate spreadsheet and tile the two windows side by side.

You may click in the spreadsheet at any time in the underlying data and edit the values and labels. The data is surrounded by a blue line so when all your data has been pasted or typed you may need to resize the blue border so that it just includes the data you wish on the chart.

- **DO NOT** include any empty rows or columns as these will be reflected in the chart itself and ensure that all labels are included within the blue border if you wish them to appear on the chart.

### Shortcut Menu (Right Click)

You may be familiar with the Shortcut menus associated with the selected cell(s) on the Excel worksheet. When working on a chart clicking on the chart with the secondary mouse button will call up a Charting Shortcut menu.



The Shortcut menu will contain a selection of choices from some of the Standard options mostly relating to the chart as an embedded object - almost like a graphic on the slide.

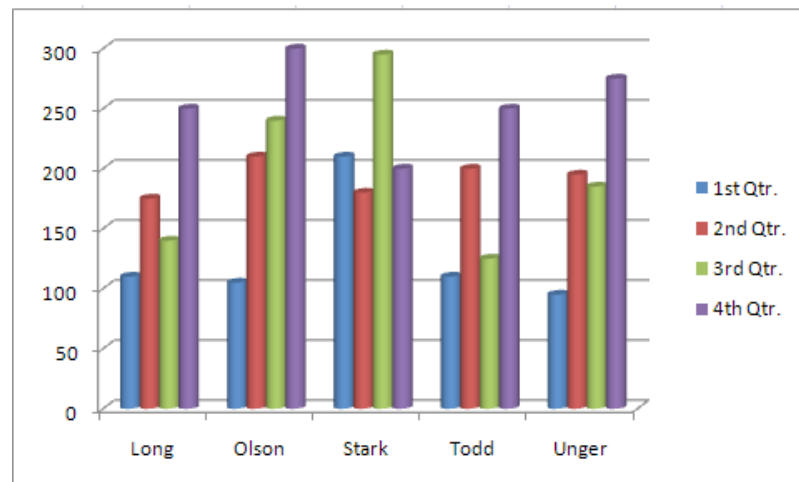
### To enter or edit data

#### Mouse

1. On the **DESIGN** tab, in the **DATA** group click on the **EDIT DATA** button.
2. Click within the cells inside the blue border on the spreadsheet that opens.
3. Type in new values for the labels and the data.
4. Move your mouse to the bottom right of the blue border until you mouse cursor changes to a double pointed arrow
5. Resize the blue border to encompass all of the your entered data.
6. As your new data is entered your chart in PowerPoint will adjust automatically to display your new values.
7. Close the spreadsheet **WITHOUT SAVING**.

### Chart Types

There are several different types of chart available within Excel. The type to choose will vary depending on the data involved and what information the chart is intended to convey or highlight. Practice will improve your instinct on which type of chart to use in each instance. Initially it may be useful to try different types until the result is reasonably close to your requirements, and then add custom formats and elements as desired. Some chart types are very specialised and may only be of use to particular business sectors.



### Available Types Of Chart

Selecting any of the types listed will apply a given chart type to the active chart. The most useful types available and some of their applications have been summarised below:

#### Area



Area charts can be 2 or 3-dimensional. They are used to compare the change in volume of a data series over time, emphasising the amount of change rather than the rate of change. Area charts show clearly how individual data series contribute to make up the whole volume of information represented in the graph.

#### Bar



Bar charts can be 2 or 3-Dimensional. They are used to show individual figures at a specific time or to compare different items. Categories are listed vertically, so that bars appear on the horizontal, thus there is less emphasis on time flow. Bars extending to the right represent positive values while those extending left represent negative values.

#### Column



Column charts can be 2 or 3-Dimensional. They are frequently used to show variation of different items over a period of time. Categories (often days or months for example, representing a progression of time) are listed horizontally and columns are displayed side by side, making for easy comparisons. Two variations on the theme of Column charts are represented by further tools on the Chart toolbar. The Stacked Column chart can be used to show variations over a period of time, but also shows how each data series contributes to the whole. A further variation on the 3-D column chart produces 3-D columns in a 3-D plot area, receding away from the viewer.

### Line



Line charts can be 2 or 3-Dimensional. Line charts are used to compare trends over time. There are similarities with Area charts, but line charts tend to emphasise the rate of change rather than volume of change over time. 3D lines appear as “ribbons” which can be easier to see on the chart.

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**Pie**

Pie charts can be 2 or 3-Dimensional. They are used to compare the size of the parts with the whole. Only one data series can be plotted, making up 100%. Pie charts within their own window can be made to “explode” by dragging one or more pieces of pie away from the centre.

**Radar**

Each category in a radar chart has its own axis radiating from the centre point. Data points are plotted along each spoke, and data points belonging to the same series are connected by lines.

**Xy Scatter Charts**

XY charts are used to compare two different numeric data series, and can be useful in determining whether one set of figures might be dependent on the other. They are also useful if the data on the X axis represents uneven intervals of time or increments of measurement.

**3-D Surface**

3-D Surface charts present information in an almost topographical layout. They can be used to pinpoint the high and low points resulting from two changing variables. It can be helpful to think of a 3-D surface chart as a 3-D Column chart which has had a rubber sheet stretched over the tops of the columns.

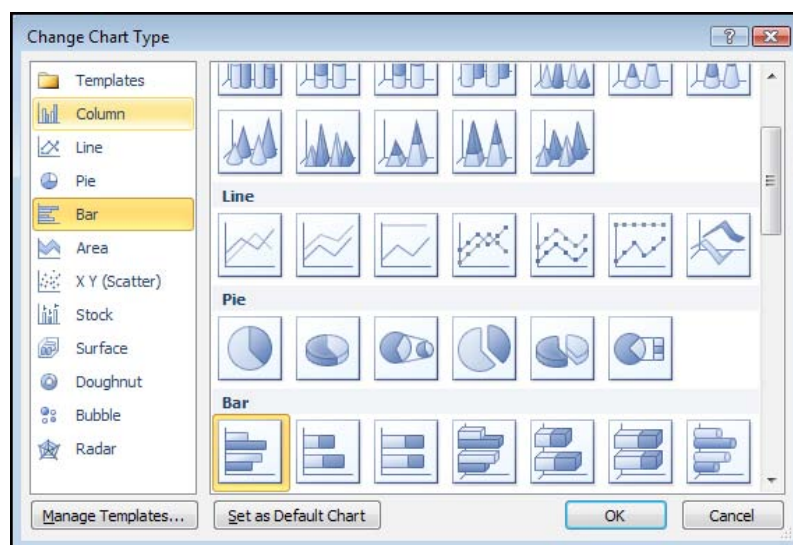
## Combination

A combination chart allows you to overlay one 2-Dimensional chart type on top of another. This can be useful for comparing different types of data, or for charting data requiring two different axis scales. Once the combination chart has been set up, the actual type of the main or overlay chart can be changed by you.

### To change the chart type:

#### Mouse

1. Click on chart to be changed...
2. Go to the **TYPE** group on the **DESIGN** ribbon. Click on the **CHANGE CHART TYPE** button. A dialog will appear.



3. Hovering your mouse over a chart type in the menu will bring up an explanation of that chart type
4. When you have chosen click once to select a chart type
5. Your chart will have changed

#### OR

1. Right click on the chart to call up the shortcut menu Click on **CHANGE CHART TYPE**
2. The **INSERT CHART** dialog will appear Select a type from the left hand section and a sub type from the right hand section. Click **OK** to change the chart type

## Default Chart Type

The default graph setting in Excel is set to a simple 2dimensional column chart, however, you can change the default to any of the types offered within the chart type dialog.

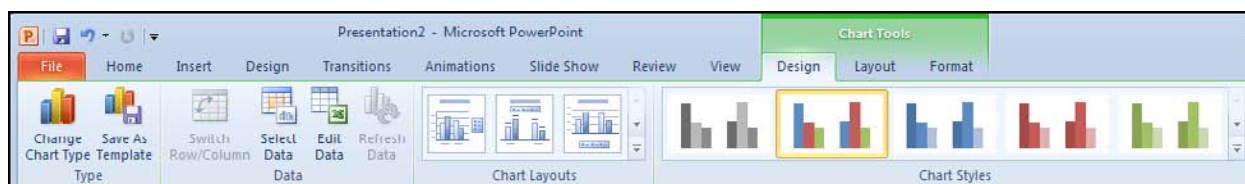
**To set the default chart type:****Mouse**

1. Go to the **TYPE** group on the **DESIGN** ribbon. Click on the **CHANGE CHART TYPE** button. A dialog will appear
2. Select a type from the left hand section and click on the specific format that you want the chart to have from the gallery of pictures on the right.
3. Click the **SET AS DEFAULT CHART** button.
4. New charts created from now on will use the default format as defined by you when pressing **F11**

**Formatting charts**

There are several different ways of formatting the various elements in a chart. Some formats, such as adding a legend can be applied to a chart using the following sections

Calling up the Shortcut menu on a Chart will also allow you to access the dialog boxes which can be used to change formatting on the entire chart.

**Design Ribbon**

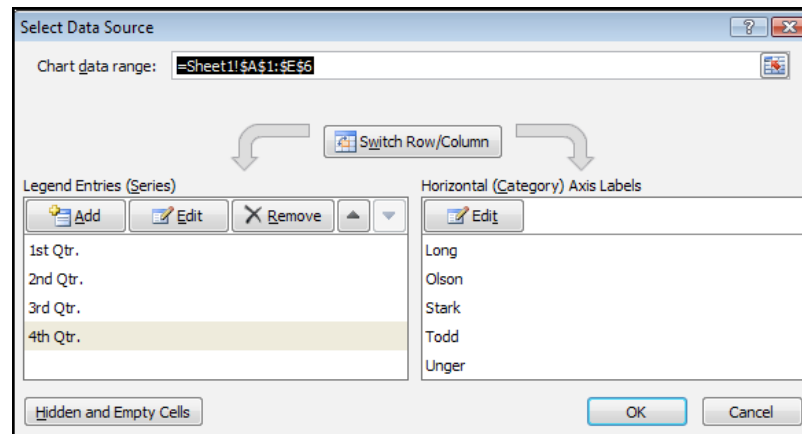
The **DESIGN** ribbon is there to change some very basic aspects of your chart globally for our chart we have already looked at changing the chart type.

We will look at creating some of our own later on

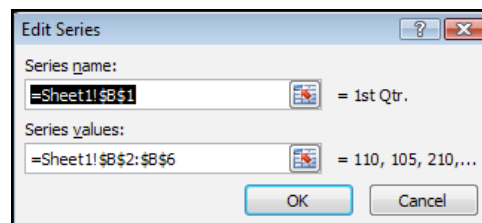
**To add or remove a series or category.****Mouse**

1. Click on the Chart.
2. Click on **SELECT DATA** in the **DATA** group the **SELECT DATA SOURCE** dialog will appear above the excel spreadsheet as it opens.
3. In the **LEGEND ENTRIES (SERIES)** box click on **ADD** the **EDIT SERIES** dialog will appear.





- 4) In the series name box select the cell that holds the series Label
- 5) In the series values box select the range of cells that will make up the data for that series.
- 6) Click **OK**



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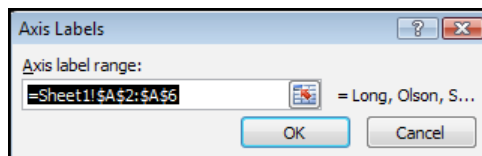
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- 7) In the **HORIZONTAL (CATEGORY) AXIS LABELS** box click on **EDIT**
- 8) The **AXIS LABELS** dialog will appear
- 9) Reselect the range that will include any new category labels.
- 10) Click **OK**. and **OK** again to apply the new data to your chart.

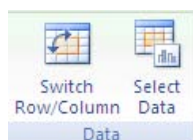


### To delete a series

#### Mouse

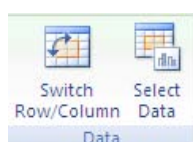
1. Click on the Chart.
2. Click on **SELECT DATA** in the **DATA** group the **SELECT DATA SOURCE** dialog will appear
3. Select the series you wish to delete.
4. Click on **DELETE** the series will be removed.

### To delete a category



1. Click on the Chart.
2. Click on **SELECT DATA** in the **DATA** group the **SELECT DATA SOURCE** dialog will appear
3. Click on the **SWITCH ROW/COLUMN** button. What was a category has now become a series
4. Now delete series as previously explained.
5. Click on the **SWITCH ROW/COLUMN** button on the dialog box. What were series have now become categories with the category you wished, removed.

### Switch Rows And Columns



**To switch between rows and columns****Mouse**

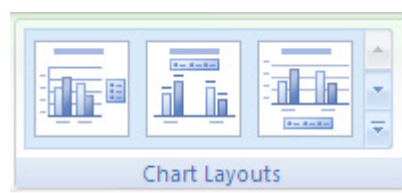
1. Click on the Chart.
2. Click on **SELECT DATA** in the **DATA** group the **SELECT DATA SOURCE** dialog will appear
3. Click on the **SWITCH ROW/COLUMN** button. What was a category has now become a series

**OR****Mouse**

1. Click on the Chart.
2. Click on the **EDIT DATA** button in the **DATA** group of the **DESIGN** ribbon.
3. When the excel spreadsheet opens click in the data.
4. Click on **SWITCH ROW/COLUMN** in the **DATA** group
5. Your data has now switched rows to columns
6. This facility may not be available if multiple data ranges have been selected for your chart especially if they are different sizes from different locations.

**Changing The Chart Layout**

As discussed earlier a chart is made up from many elements that can be turned on or off depending on the type of chart or arranged in different places on the chart. To change the layout swiftly instead of laboriously changing each element the change layout tool allows some quick global options.

**To change the chart layout****Mouse**

1. Click on the drop down arrow on the **CHART LAYOUT** group
2. Select a chart Layout
3. The layout is applied

## Chart Styles

A chart style is mainly a theme of formatting for your chart using the existing elements of your chart. There are some very exciting colour schemes in this feature.

### To apply a chart style



### Mouse

1. Select chart
2. Click on the drop down arrow to the right of the **CHART STYLES** group.
3. Select a chart style
4. Your chart should now adopt the style chosen.

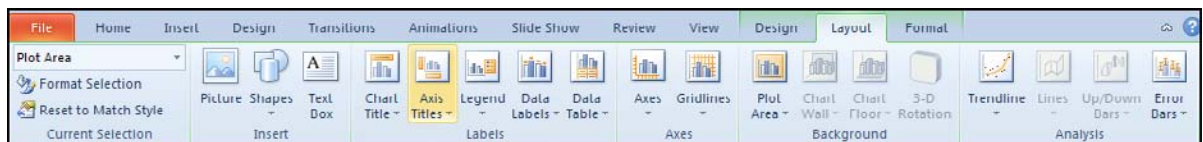
*If the chart style is not to your liking apply another style following the same method until you have a style close to what you wish. We will look at formatting the various elements in a later chapter to achieve exactly what you want*

## Layout ribbon

The Layout ribbon allows us to format, add or remove various elements of a chart. Some tools are only available, however, for certain types of chart.

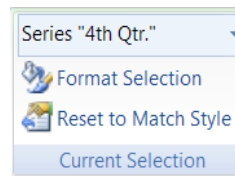
- *E.G. you cannot apply 3D rotation to a 2D chart.*

$$U_0 = a \cdot R + b \cdot R \cdot e^{c \cdot t} + L \cdot \frac{d(a + b \cdot e^{c \cdot t})}{dt} = a \cdot R + b \cdot R \cdot e^{c \cdot t} + L \cdot c \cdot b \cdot e^{c \cdot t}$$



## Formatting Chart Elements

### To select and format a chart element.



### Mouse


1. Go to the **LAYOUT** ribbon.

Die Dimension von R/L ergibt sich zu:  $\left[\frac{R}{L}\right] = \frac{V/A}{Vs/A} = s^{-1}$

2. To select an element of your chart, click on the drop down arrow to the right of top box in the **CURRENT SELECTION** group.

OR

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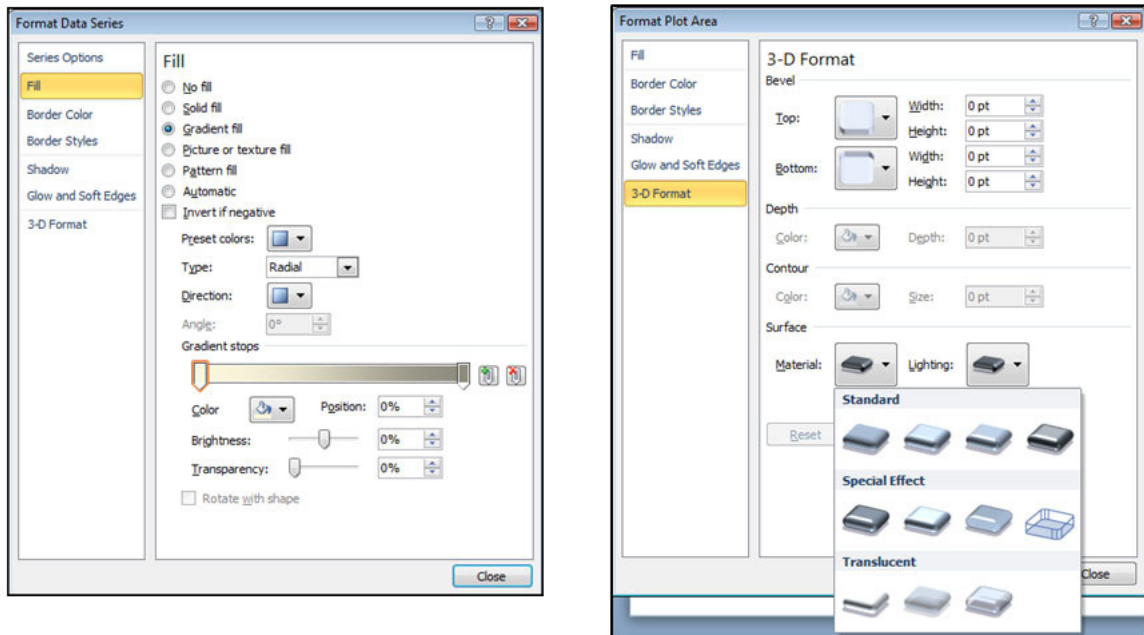
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1. Click on a chart element. That element will be selected
2. Click on **FORMAT SELECTION** in the **CURRENT SELECTION** group, the following dialog will appear.
3. The left hand section of the dialog will give the various categories of how you may format your selection (These options may vary depending on the selection.)
4. The right hand section contains the available formats for that category.
5. Clicking on each category and setting your format choices will immediately affect your chart.



6. When you are satisfied with your formatting choices, click **CLOSE**.

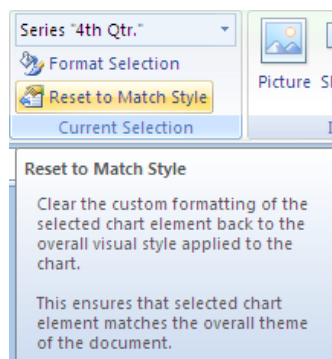
$$U_0 = u_R + u_L = R \cdot i + u_L = R \cdot \frac{U_0}{R} (1 - e^{-t/\tau}) + u_L$$

$$\Rightarrow u_L = U_0 - U_0 - U_0 \cdot (-e^{-t/\tau}) \Rightarrow$$

$$\boxed{u_L = U_0 \cdot e^{-t/\tau}}$$

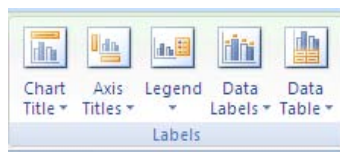
- Many of the options displayed in the category options section may involve other drop down boxes to make a selection. (see picture) if you move your mouse over these possible selections a help tip should appear to give you a description of that choice BEFORE actually making a selection. Any choice already applied will already be selected and have a different colour.

## Resetting Custom Formats



When experimenting with various formats you may find it difficult to remember exactly what settings were applied to a specific element and therefore you would find it difficult to make it appear as it once was. Resetting the format of specific chart elements can be very useful.

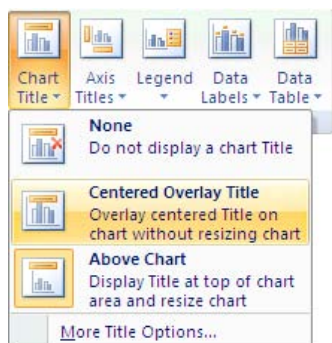
### To reset an element



### Mouse

1. Make a selection of element to be reset
2. Click on **RESET TO MATCH STYLE** button on the **CURRENT SELECTION** group.
3. The selected element will revert back to the original format settings of the applied chart style.

## Adding, Removing And Formatting Labels



Information labels on your chart are very important on your chart especially if it is on a separate sheet. The **LABELS** group offers a selection of labels you may wish to show or hide on your chart. The chart layout choices previously explained uses a mixture of labels in different locations on your chart but you may wish to put specific labels on your chart and format them yourself and place them where you wish.

#### To add or remove labels.

##### Mouse

1. Select the chart
  2. Click on drop down arrow of type of label you wish to add or remove from the **LABELS** group.
  3. Make a selection from choices present.
  4. Label will appear or disappear dependant on choice
- *E.G. Use the **Data Labels** button on the **labels** to write the values or the labels on the data markers.*
  - *E.g. Use the **Data Table** button on the **labels** to add the plot data so that it is visible on the chart itself.*

#### To format labels

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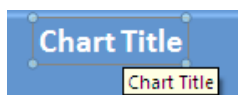


**Mouse**

1. Select label element from drop down box in the **CURRENT SELECTION** group as mentioned previously.
2. Click on **FORMAT SELECTION** in the **CURRENT SELECTION** group as mentioned previously.

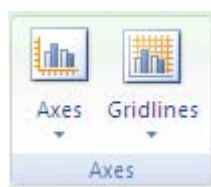
**To edit label text****Mouse**

1. Select label as previously discussed.
2. Click within the label then delete and retype the text you require.
3. Click off label

**To move or resize chart elements****Mouse**

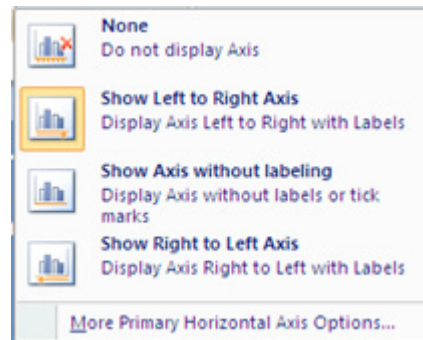
1. Make a selection of a chart element. (E.G. a label)
2. Handles will appear at each corner to show selection.
3. Moving mouse over label border should show a 4 pointed Black arrow. This appears to indicate that you are in the right position to click and drag to move the selected element.
4. Clicking within the label to edit the text the label will automatically resize to the size of the text entered

***Selecting an element like the PLOT AREA will allow a double black arrow when moving over a handle. Clicking and dragging will resize that element.***

**Axes**

For various types of charts you may not wish to see both axes on the chart you are able to hide or show these axes dependant on your needs.



**To add or remove axes from chart****Mouse**

1. Select chart if embedded.
2. Click on drop down button on **AXES** button on **AXES** group
3. Select **PRIMARY HORIZONTAL** or **PRIMARY VERTICAL AXIS**.
4. Make a selection from choices shown.

*Selecting more primary horizontal or vertical options opens the formatting dialog which would appear if you selected the axis and formatted it. Using the axes menu is best for turning it off or on.*

**To format the Category (X) Axis:****Mouse**

1. Under **TICK MARK TYPE**, you may click on the appropriate option button to specify that tick marks on the axis will appear on the inside or outside of the axis line, cross the axis line, or not appear at all. Minor tick marks can also be included (click on the Scale... button to set the intervals for major and minor tick marks).
2. The **TICK LABELS** section allows you to dictate where the Labels associated with the selected axis will display. This can be at the High Values end of the axis, the low values end of the axis, next to the axis, or completely suppressed.
1. Use the **SCALE** ribbon to specify at where the value axis will appear, which categories are labelled, and how many categories will appear between each pair of tick marks.
2. A series of boxes [a]use automatic positioning. The default setting is to have this box checked, which produces a Value Axis at the edge of a given category. Putting a value in the next box down will result in a Value Axis which cuts down the middle of a category. This will also affect the location of tick marks on the axis. Categories may be displayed in reverse order if desired, and the Value Axis may be required to cross at the last plotted category on the chart.

3. Use the **ALIGNMENT** category to specify the orientation of the category labels.

**To format the Value (Y) axis:**

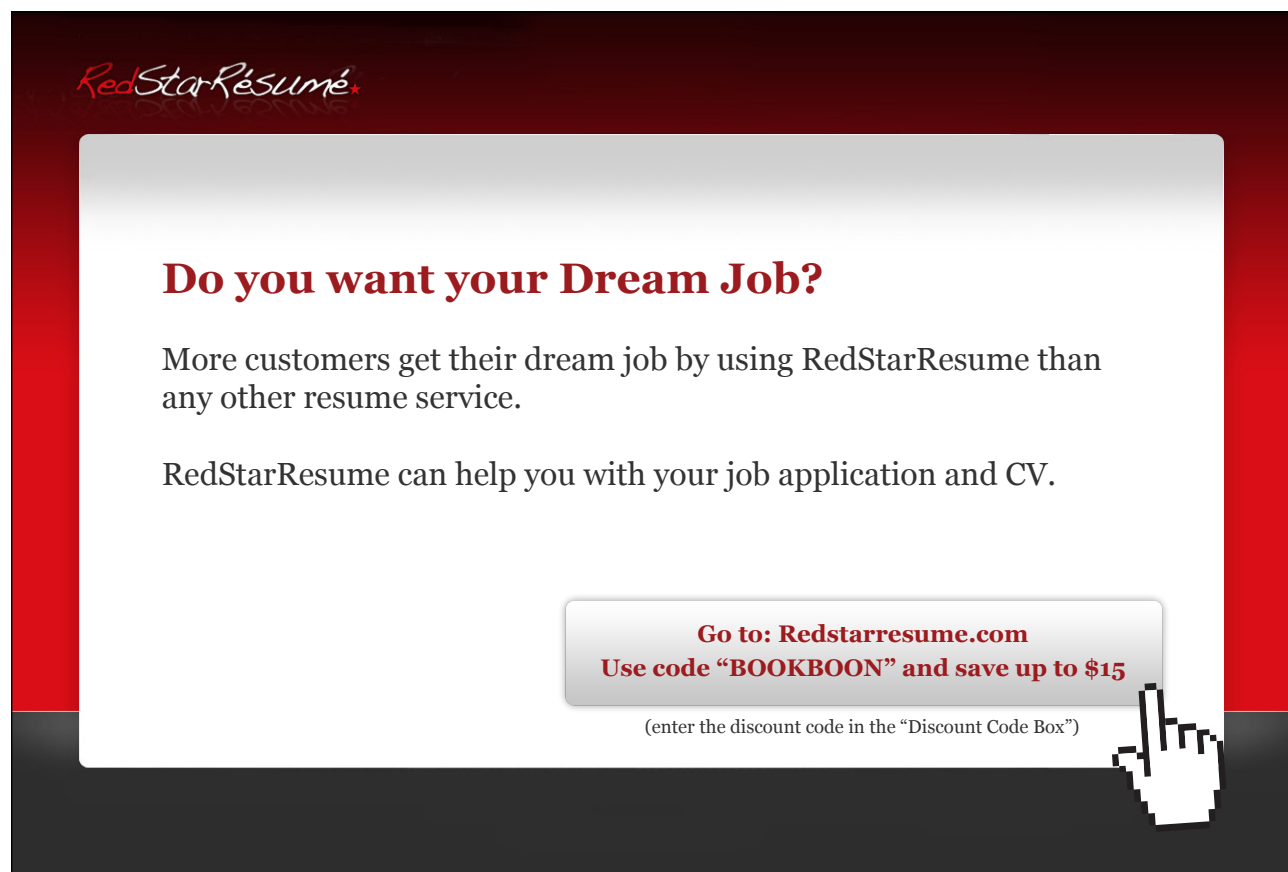
**Mouse**

1. Follow steps described above for the category axis.
2. The **SCALE** ribbon will have different options relating to the values on the axis.
3. From the **SCALE** ribbon, you may specify the Minimum and Maximum values to appear on the axis. The intervals to be used as Major and Minor units on the axis may also be set. You may dictate the point at which the value and category axes cross, whether or not the axes are plotted on a Logarithmic Scale, or whether to have the values plotted in Reverse order.

**Gridlines**

Gridlines are the indicator lines that run across your chart to either divide up your categories or give visual help when deciding on a value for a data point more distant from the value axis. You may need more, or less of these, dependent upon your needs for accuracy or visual impact.

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To change gridline optionsMouse

1. Select chart
2. Click on drop down arrow on **GRIDLINES** on the **AXES** group.
3. Choose **PRIMARY HORIZONTAL** or **PRIMARY VERTICAL GRIDLINES** and make a selection from the choices given.

**Unattached Text**

Floating text may be typed directly onto the Chart as a standard textbox then dragged to the desired position.

To add floating text to a chart:Mouse

1. Go to the **INSERT** ribbon and select the **TEXT BOX** button click on your chart and a text box will appear. Type required text, resize and format text box and drag to required location.

## Format Element Dialog

**Element options**

This categories vary dependent on what element is selected it may show **AXIS, CATEGORY OR SERIES OPTIONS**. For **SERIES OPTIONS** it allows you to change the width of the column or gap between the series. **AXIS OPTIONS** allows you to specify widths and separation options where the axis begins and ends (if available)

**Fill**

Use the **FILL** category to specify background colours or designs.

### Shape

Use this category to set the shape for a selected element (series or data point if available)

### Borders

Select the **BORDER** colour to change the border colour and set a border

Set the **BORDER STYLES** category to add a border around the outside of the selected element

### Shadow

This option allows you to set the shadow depth, colour and direction for the selected element.

### 3-D Format

If you have a chart that has a 3-D format this category will allow you to change many aspects of the 3-D appearance such as the material, lighting, contour, depth and bevel.

Depending on the data being displayed, some data markers on a 3-D chart may be obscured. It is possible to adjust the view so that your data may be seen to its best advantage. You may influence the degree of elevation, perspective or rotation of your chart. A sample chart within the 3-D view dialog box reflects the new views as you change these factors.

Elevation and Rotation can be adjusted either by typing values into the appropriate sections within the dialog box, or by clicking on the arrow buttons displayed around the sample chart. The latter technique is obviously easier.

Elevation dictates the height from which you view the data. Ranging from 90° (above the plot area) to -90° (below the plot area), where 0° represents a view level with the centre of the plot area. With 3-D Pie Charts, the range varies from 10°, almost level with the edge of the pie, to 80°, looking down on the surface of the pie.

### 3-D Rotation

Selecting the plot or chart area will allow you to rotate your chart in any direction or change the perspective of your chart.

### Rotation

Rotation allows you to turn the graph on its vertical axis. The range goes from 0° to 360°, where zero views the chart from the front, 90° would view it from the side, and 180° would allow you to see it from the back - effectively reversing the order of the data series for the chart display.

## Perspective

Perspective can be changed to make the data at the back of a 3-D chart appear more distant. A perspective of zero means that the farthest edge of the chart will appear as equal in width to the nearest edge. Increasing perspective (up to a maximum of 100) will make the farthest edge appear proportionally smaller.

You may also affect the height of the graph in relation to its width and whether or not you want the axes to remain at right angles. This latter setting would preclude the use of perspective in 3-D charts. Auto-scaling allows Excel to scale a 3-D chart so that, where possible, it is similar in size to its 2-D equivalent.

## Font

The font for any selected textual element can be set on the **HOME** ribbon from the **FONT** group or right clicking on the highlighted text and using the mini toolbar.

## Formatting The Legend

The Legend can be selected and formatting like the other chart elements. The legend can be positioned manually simply by pointing and dragging it to a new position on the chart, but there are some pre-set positions which can be selected from legend button in the **LABEL** group

- *Note that the legend cannot actually be resized. Changing the font size will cause the size of the overall legend to adjust, but it cannot be resized by dragging on the selection handles. No chart element which shows white selection handles (rather than the usual white) can be resized by dragging. Dragging the legend to a new position on the chart will sometimes affect the shape of the legend and the size of the chart. The legend may be placed overlapping the chart. Note that the text appearing in the Legend box is picked up from the worksheet data. Edit the text on the worksheet in order to change the legend text (The legend may be deleted (hidden) by selecting it and pressing the Delete key on the keyboard.*

## Add A Series Manually

### Other methods To add a new data series to a chart:

#### Mouse

1. Select the worksheet cells containing the relevant data (including the label to be used if labels were included in the original data).
2. Copy this data to the clipboard in the usual way.
3. Activate the chart by clicking on it and choose Edit, Paste. The data series will appear in the chart.

#### Or

1. Select the worksheet cells containing the relevant data
2. Drag and drop selected data onto chart.

*The added series will invariably come in as the final data series, but the order can be changed by you as outlined later in this document.*

### Charting With Blocks Of Data

As it is possible to select separate ranges in Excel, it is possible to produce charts based on non-contiguous data. This is vital if some of the information on the worksheet is to be omitted. There are some guidelines to be aware of however. The layout of data is important as was demonstrated at the beginning of this document. The selected ranges must amount to a regular block with consistent height and width measurements so that Excel can interpret it correctly, with categories and data series matching up. Once the data has been successfully selected, choose File, New and click on Chart before clicking on **OK**, or tap **[F11]**. An extension of this idea leads to the fact that ranges from separate worksheet files can be included in a single chart. Simply select the worksheet data to be included (subject to the layout provisos above), copy to the clipboard then paste them into the chart.

### Illustrations

#### Drawing

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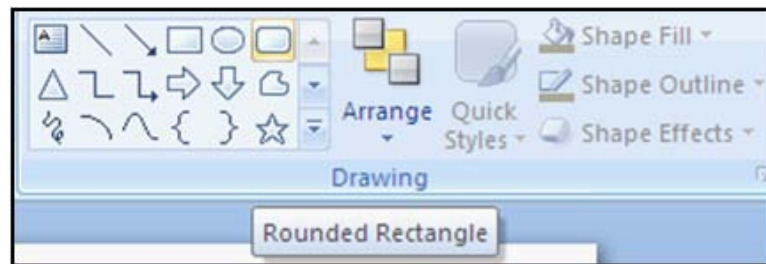
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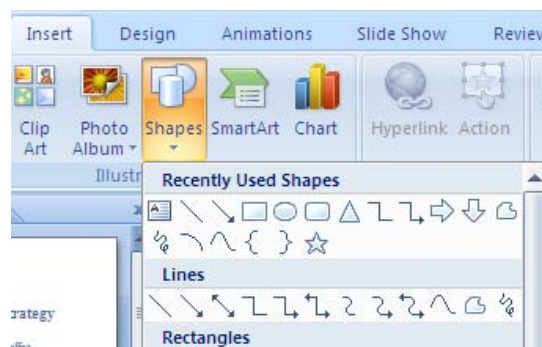
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## Creating Regular Shapes



### To draw a shape



### Mouse

1. In the **DRAWING** group on the **HOME** ribbon select a shape from the **SHAPE** gallery.

### Or

1. Go to the **ILLUSTRATIONS** group on the **INSERT** ribbon and click on the **SHAPES** button to open the shapes menu.
2. To draw a shape, click on the shape to select it, then, click on the slide at the top left corner where you want to start your shape and drag the outline of the shape diagonally.
3. Release the mouse and the shape appears on the slide.

## Drawing Perfect Squares, Circles And Straight Lines

If you hold down the **SHIFT** key while dragging an oval or a rectangle, PowerPoint keeps the object the same width and height. That way you can make perfect circles and squares. Release the mouse before you release the **SHIFT** key.

Holding down the **SHIFT** key while dragging a line or arrow keeps your line at an angle that's an exact multiple of 15 degree increments, which is particularly useful for making exactly horizontal or vertical lines. Release the mouse before you release the **SHIFT** key.

**To draw “perfect” objects:****Mouse**

1. Select a **SHAPE** tool.
2. Hold **SHIFT** as you click and drag to define the shape on the slide.
3. Release the mouse before you release the **SHIFT** key.

**Drawing Objects From Centre Outwards**

Sometimes, it's useful to draw a shape by anchoring its centre point and then dragging. This is particularly useful when trying to position things accurately on a slide.

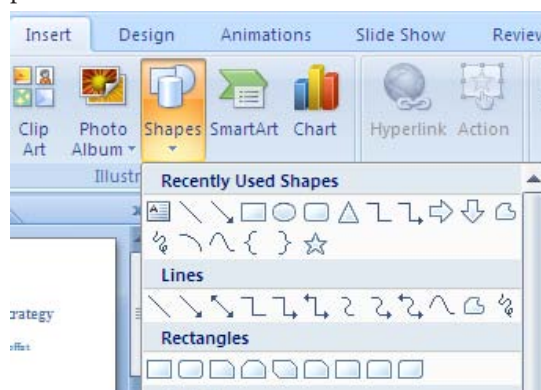
**To draw an object from the centre out:****Mouse**

1. Select a Shape Tool.
2. Hold **CTRL** as you click and drag to define the shape on the slide.
3. Release the mouse before you release the **CTRL** key.

*You can draw a perfectly regular shape from the centre outwards by holding down **SHIFT + CTRL** as you draw the shape.*

**Drawing Lines****To draw Lines****Mouse**

1. In the **DRAWING** group on the **HOME** ribbon select a line from the **SHAPE** gallery.



**Or**



2. Go to the **ILLUSTRATIONS** group on the **INSERT** ribbon and click on the **SHAPES** button to open the shapes menu.
3. You can click on the **FREEFORM BUTTON** to draw an object with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines.
4. To end a shape and leave it open, double-click at any time. To close a shape, click near its starting point.



5. The Scribble button can be used to and drag out a shape that looks more like it was drawn with a pen or to create smooth curves

### Selecting Objects

Any shape or line that you draw is called an **OBJECT** and must be selected before you can move, resize or format it. Selected objects display eight resizing handles around them.

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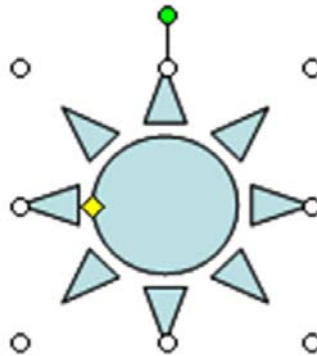



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**To select one object:****Mouse**

1. Click on the object.

**To select several objects:****Mouse**

1. Click on the first object.
2. Press the **CTRL** key. Click on each other object in turn.

**Or**

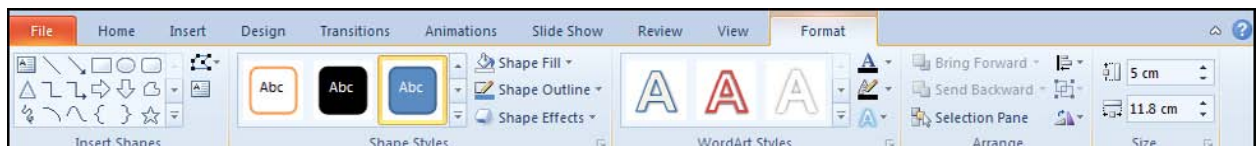
1. Click and drag a rectangle around the objects. All objects within the area will be selected.

**Or**

1. Press **CTRLA** to select all objects on the slide (including text objects).

**Format Objects Using The Format Ribbon**

Once a shape, line, picture, chart, SmartArt, is selected new ribbons appear to allow you to format the object. In the following chapters we will explore the **FORMAT**, **DESIGN** and **LAYOUT** ribbons.



## Quickstyles

Quick Styles are combinations of different formatting options and are displayed in a thumbnail in the various Quick Style galleries. When you place your pointer over a Quick Style thumbnail, you can see how the Quick Style affects your SmartArt graphic or shape.

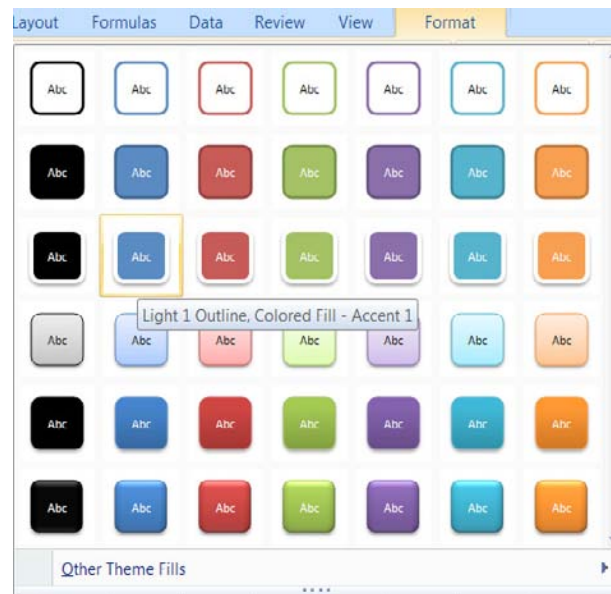


Quick Styles for SmartArt graphics (SmartArt Styles) include edges, shadows, line styles, gradients and three-dimensional (3-D) perspectives. Try different combinations of SmartArt Styles and colours until you find one that matches the message that you want to communicate. You can pick a layout, a SmartArt Style, and a colour variation that you like, and then change the layout again — your SmartArt Style and colours will stay with your SmartArt graphic, so that you do not need to re-do them.

SmartArt Styles map the theme effects (theme effects: A set of visual attributes that is applied to elements in a file. Theme effects, theme colours and theme fonts compose a theme.) of the document theme to the shapes within the SmartArt graphic. For example, shapes might have thick lines or edges, while arrows might have a more subtle style applied to them. You can also apply colours from the theme colours of the document in different ways, such as changing the colour of the shape border. If you create multiple SmartArt graphics and want them to look alike, you can apply the same colours and SmartArt Style to achieve a consistent, professional look.

You can have shapes that display with edges, depth, and rotate in 3-D space. To make a SmartArt graphic three-dimensional, apply a 3-D SmartArt Style or manually apply a 3-D rotation to each shape. If the entire SmartArt graphic is three-dimensional (called scene coherent 3D), you can continue to edit the text and formatting of each of the individual shapes, but the shapes cannot be repositioned or resized. You can only reposition or resize shapes in a two-dimensional scene. To switch between 2-D and 3-D, under **SMARTARTTOOLS**, on the **FORMAT** ribbon, in the **SHAPES** group, click **EDIT IN 2-D**. The **EDIT IN 2-D** button temporarily unlocks your SmartArt graphic for editing so that you can move and resize shapes— but the 3-D SmartArt Style is still applied to your SmartArt graphic and reappears when you click **EDIT IN 2-D** again. When your SmartArt graphic is displayed in a 3-D scene, you can rotate it as a whole and position light sources and the “camera” such that the entire SmartArt graphic appears to pop out of the screen.

SmartArt Styles affect an entire SmartArt graphic, while Quick Styles for Shapes (Shape Styles) affect only the selected shape. You can manually customize a shape by changing the colour, effects or border, or by replacing it with another shape. It is recommended that you customize your SmartArt graphic only after you settle on its content and layout, as some customizations are not transferred because they might not look good in the new layout. For more information about switching layouts for SmartArt graphics, see [Switch the layout or type of a SmartArt graphic](#).

To apply a QuickStyle

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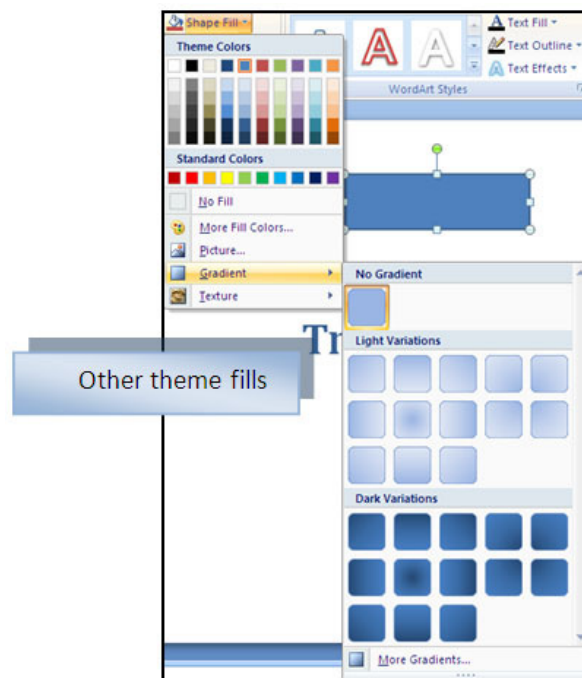
Mouse

2. Select the shape or shapes you wish to apply a QuickStyle to.
3. As you move your mouse over the various options your shape on the slide will temporarily take on that format as a preview. See below.
4. If you prefer to look at the other theme fills option at the bottom you will be given the options below.
5. When you locate the style you want click on it to apply it to your shape.

To format the fill of an objectMouse

1. Select the Object to be formatted.
2. Select the **FORMAT** ribbon, **SHAPE FILL** command from the shape styles group to open a menu.
3. Make a selection from the options shown.

- *You may choose a simple fill colour*
- *You may select a picture*
- *You may select a predefined gradient*
- *You may select a texture*

**Fill**

The fill is the colour of the shape. Choose from solid or semi-transparent fill, gradient, textured, pattern and picture fills, background colour or none.

Semi-transparent Fill allows objects behind to show through:

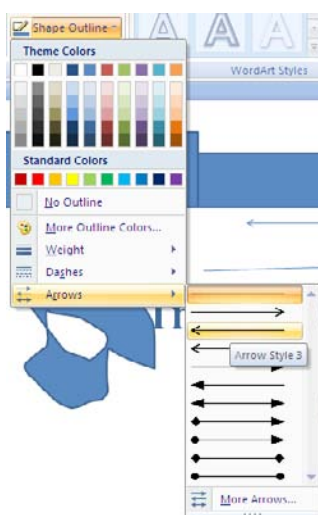
### Picture

This option allows you to use any digitally stored picture you have saved. Click on the **SELECT PICTURE** button to specify the file name and location of the picture.

The picture will be stretched to fill the Slide background. If it is not of suitable proportions it will be distorted.

You can insert many popular graphics file formats into your presentation including Enhanced Metafile (.emf), Joint Photographic Experts Group (.jpg), Portable Network Graphics (.png), Windows Bitmap (.bmp, .rle, .dib) and Windows Metafile (.wmf) graphics. To insert other file formats you will need to install additional graphic filters.

### To format the border or line style



### Mouse

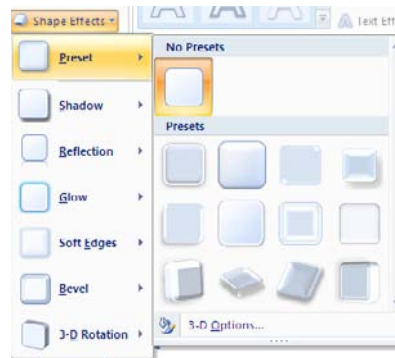
1. Select the **FORMAT** ribbon, **SHAPE FILL** command from the shape styles group to open a menu.
2. The options are basically the same as formatting a placeholder. (see formatting Placeholders)

### Shape outlines

Use the options in the shape lines button to format the colour, style and weight of a line or exterior border and to set a dashed effect if desired. Connectors can be changed between straight, elbowed and curved types and any line can be



converted to an arrow or vice versa.



## Arrows

Lines can be formatted with arrow heads and tails. The beginning of a line is the end at which the line was started when drawn.

The Default for new Objects options allows you to specify current settings as the default for all new objects drawn from that point forward.

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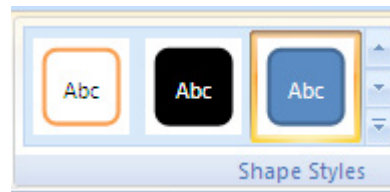
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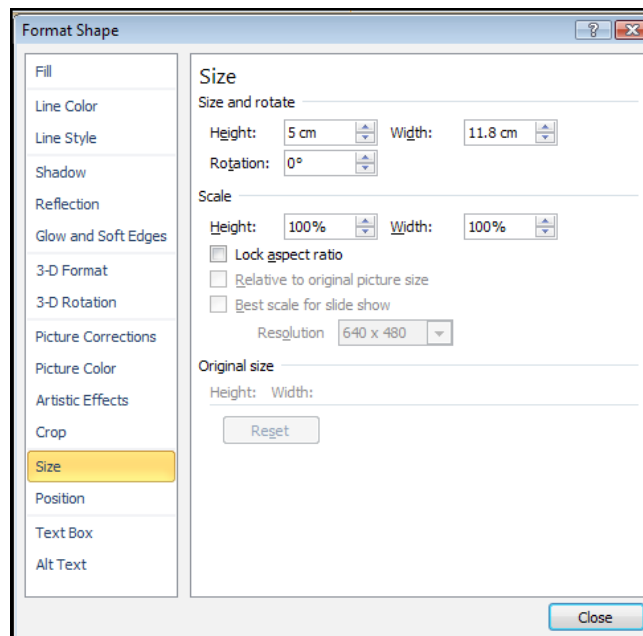


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### Shape effects

Just like the placeholders mentioned previously all shapes can use the 3d effects within this menu there are many pre-set options to select from to enhance your shape



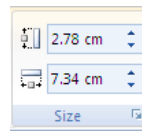
### Shape styles

All of the shape effects are just parts of the pre-set options of the shape styles from that gallery. Select an option from here and it will enhance all aspects of your shape in one quick easy manner.

$$U_G^2 = U_R^2 + U_C^2 \Rightarrow U_G = \sqrt{U_R^2 + U_C^2}$$



### The Size group



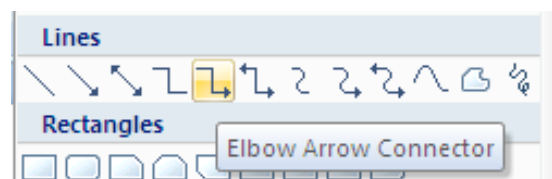
This group allows you to set the size of your shape to an exact size

Opening the dialog box launcher on any of these groups brings you to a dialog box. the size dialog allows you further options to do with the size of your shape.

Altering the size by a percentage larger or smaller rather than just the specific size.

The Lock aspect ratio option allows you to easily resize your object without losing the original proportions.

### Connecting Shapes



Instead of using predefined shapes already connected SmartArt to create a flowchart or organisation chart we can use ordinary existing shapes that will give us more flexibility in how we lay them out, We can then connect them with lines that will stay connected even if we move the shapes around.

#### To connect two shapes



### Mouse

1. Draw shapes onto your slide as previously directed and lay them out in your desired manner.

2. Go to the **DRAWING** group on the **HOME** ribbon and select one of the **CONNECTORS** from the shapes on display.

Or

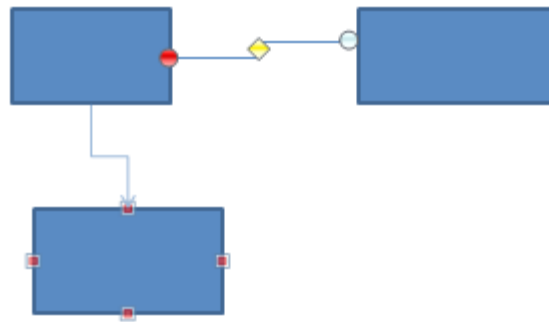
1. Use the drop down arrow to the bottom right of the **SHAPES** and select a **CONNECTOR** from the **LINES** section of the displayed menu.
2. A crossed cursor will appear as you move your mouse over the slide.
3. Move your mouse cursor over one of the shapes you wish to connect, a number of red dots will appear on the border of the shape these are connection points.
4. Move your mouse over a connection point and click with your left mouse and hold the mouse button down.
5. Drag your mouse over to the other shape you wish to connect still holding the mouse button – connection points will appear on that shape.
6. Move your mouse over the point you wish to connect to and release the mouse button.
7. A connector will appear with a red dot on each end of it indicating that it is now connected to that shape.
8. If one of the dots is not red, click on it, and drag it to the desired connection point as this means you missed the connection point when either clicking or releasing the mouse.

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## Smartart

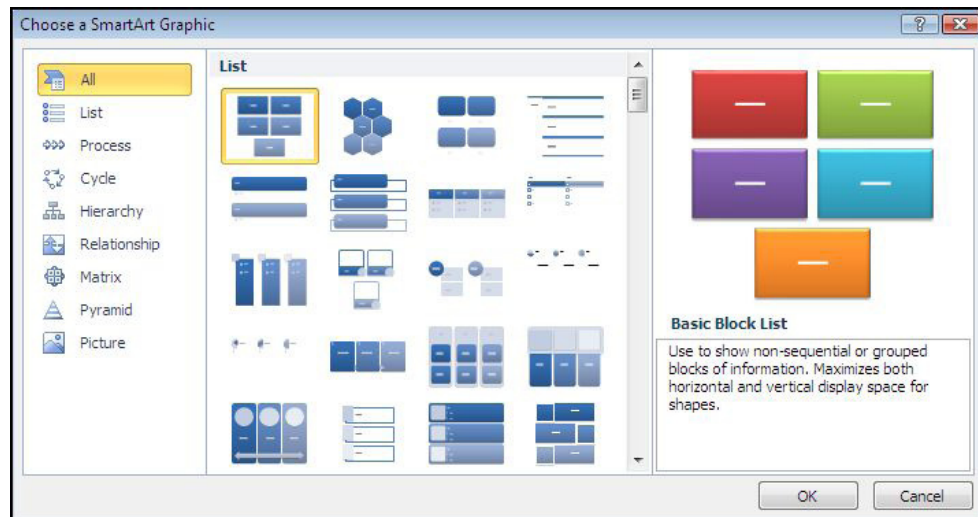
A SmartArt graphic is a visual representation of your information and ideas. You can create SmartArt graphics by choosing from among many different layouts to quickly, easily and effectively communicate your message.

Most people create content that contains only text; even though illustrations and graphics help audiences understand and recall information better than text. Creating designer-quality illustrations can be challenging, especially if you are not a professional designer or you cannot afford to hire a professional designer. If you use earlier versions of Microsoft Office, you can spend a lot of time making shapes the same size and aligning them properly, getting your text to look right, and manually formatting the shapes to match the document's overall style, instead of focusing on your content. With SmartArt graphics and other new features such as **themes**, you can create designer-quality illustrations with only a few clicks of your mouse.

When you create a SmartArt graphic, you are prompted to choose a type such as **PROCESS**, **HIERARCHY**, **CYCLE**, or **RELATIONSHIP**. A type is similar to a category of SmartArt graphic, and each type contains several different layouts.

When you choose a layout for your SmartArt graphic, ask yourself what you want to convey and whether you want your information to appear a certain way. Because you can quickly and easily switch layouts, try different layouts (across types) until you find the one that best illustrates your message. Experiment with different types and layouts by using the table below as a starting point.

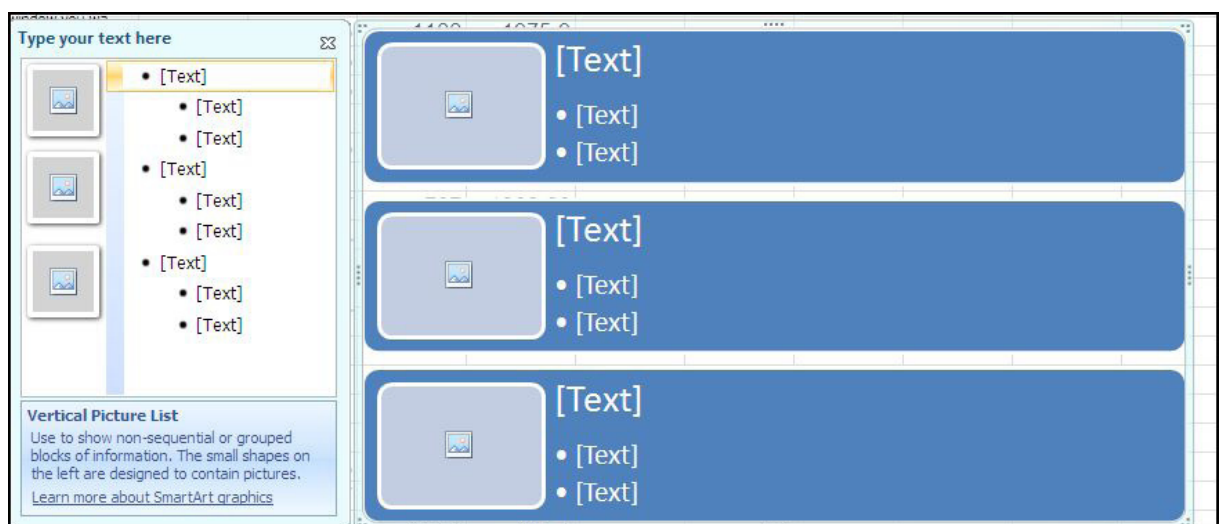
When you switch layouts, most of your text and other content, colours, styles, effects, and text formatting are automatically carried over to the new layout.



### To insert a SmartArt graphic

#### Mouse

1. On the **INSERT** ribbon in the **ILLUSTRATIONS** group, click on the drop down arrow to the right of **SMARTART** the **SMARTART** dialog above will appear
2. Choose a category from the left then a graphic from the centre to see a preview on the right.
3. When you have the selection you desire click ok to insert the SmartArt on your slide
4. The smart art will appear on your slide as in picture below.



## About the Text pane

The Text pane is the pane that you can use to enter and edit the text that appears in your SmartArt graphic. The Text pane appears to the left of your SmartArt graphic. As you add and edit your content in the Text pane, your SmartArt graphic is automatically updated— shapes are added or removed as needed.

When you create a SmartArt graphic, the SmartArt graphic and its Text pane are populated with placeholder text that you can replace with your information. At the top of the Text pane, you can edit the text that will appear in your SmartArt graphic. At the bottom of the Text pane, you can view additional information about the SmartArt graphic.

## To enter text into SmartArt

### Mouse

1. Click on placeholder in the **TEXT PANE**.
2. Placeholder text will disappear.
3. Type required text and press **ENTER**
4. Focus will create a new placeholder and new shape waiting for text
5. Press **TAB** to move the text lower in the hierarchy in the example above or **SHIFT + TAB** to move it higher.

## To remove a SmartArt shape

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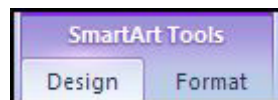


### Mouse

1. Select the text or placeholder text of the shape you wish to remove in the **TEXT PANE**.
2. Press **DELETE** key on keyboard
3. Both text and shape will be removed from slide.

### **SmartArt Formatting**

As you create a piece of smart art and click on the object you will see two contextual menus appear one for design and one for format.



Both ribbons appear below we will quickly look at some of the option to allow you to format your SmartArt object

### **QuickStyles**

Quick Styles are combinations of different formatting options and are displayed in a thumbnail in the various Quick Style galleries. When you place your pointer over a Quick Style thumbnail, you can see how the Quick Style affects your SmartArt graphic or shape.

Quick Styles for SmartArt graphics (SmartArt Styles) include edges, shadows, line styles, gradients and three-dimensional (3-D) perspectives. Try different combinations of SmartArt Styles and colours until you find one that matches the message that you want to communicate. You can pick a layout, a SmartArt Style, and a colour variation that you like, and then change the layout again — your SmartArt Style and colours will stay with your SmartArt graphic, so that you do not need to re-do them.

SmartArt Styles map the theme effects of the document theme to the shapes within the SmartArt graphic. For example, shapes might have thick lines or edges, while arrows might have a more subtle style applied to them. You can also apply colours from the theme colours of the document in different ways, such as changing the colour of the shape border. If you create multiple SmartArt graphics and want them to look alike, you can apply the same colours and SmartArt Style to achieve a consistent, professional look.

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## 2d And 3d

### To switch between 2-D and 3-D,

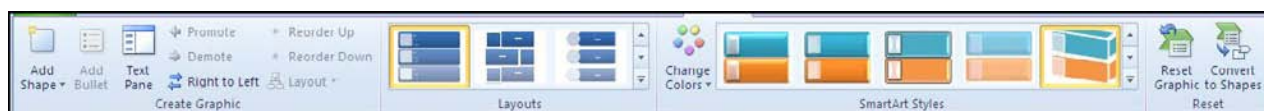
#### Mouse

1. Under **SMARTARTTOOLS**, on the **FORMAT** ribbon, in the **SHAPES** group,
2. Click **EDIT IN 2-D**.

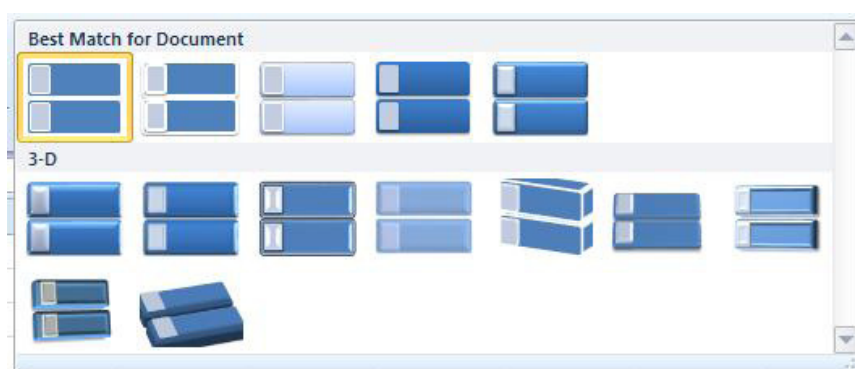
The **EDIT IN 2-D** button temporarily unlocks your SmartArt graphic for editing so that you can move and resize shapes—but the 3-D SmartArt Style is still applied to your SmartArt graphic and reappears when you click the **EDIT IN 2-D** button again. When your SmartArt graphic is displayed in a 3-D scene, you can rotate it as a whole and position light sources and the “camera” such that the entire SmartArt graphic appears to pop out of the screen.

SmartArt Styles affect an entire SmartArt graphic, while Quick Styles for Shapes (Shape Styles) affect only the selected shape. You can manually customize a shape by changing the colour, effects or border, or by replacing it with another shape. It is recommended that you customize your SmartArt graphic only after you settle on its content and layout, as some customizations are not transferred because they might not look good in the new layout.

## The Design Ribbon



The design ribbon contains a number of pre-set formats and design layouts for your SmartArt graphic you may use these either before or after you enter information into your SmartArt.



### To change SmartArt style



Mouse

1. Select your SmartArt graphic to enable the design ribbon
2. Go to the **SMARTART STYLES** group and click on the down arrow to the right of it
3. Move your mouse over the different styles to see a preview of the style applied to your SmartArt.
4. When you have the style that best suits your needs click on it to apply it.
5. You may do this many times if you change your mind

To change colour scheme

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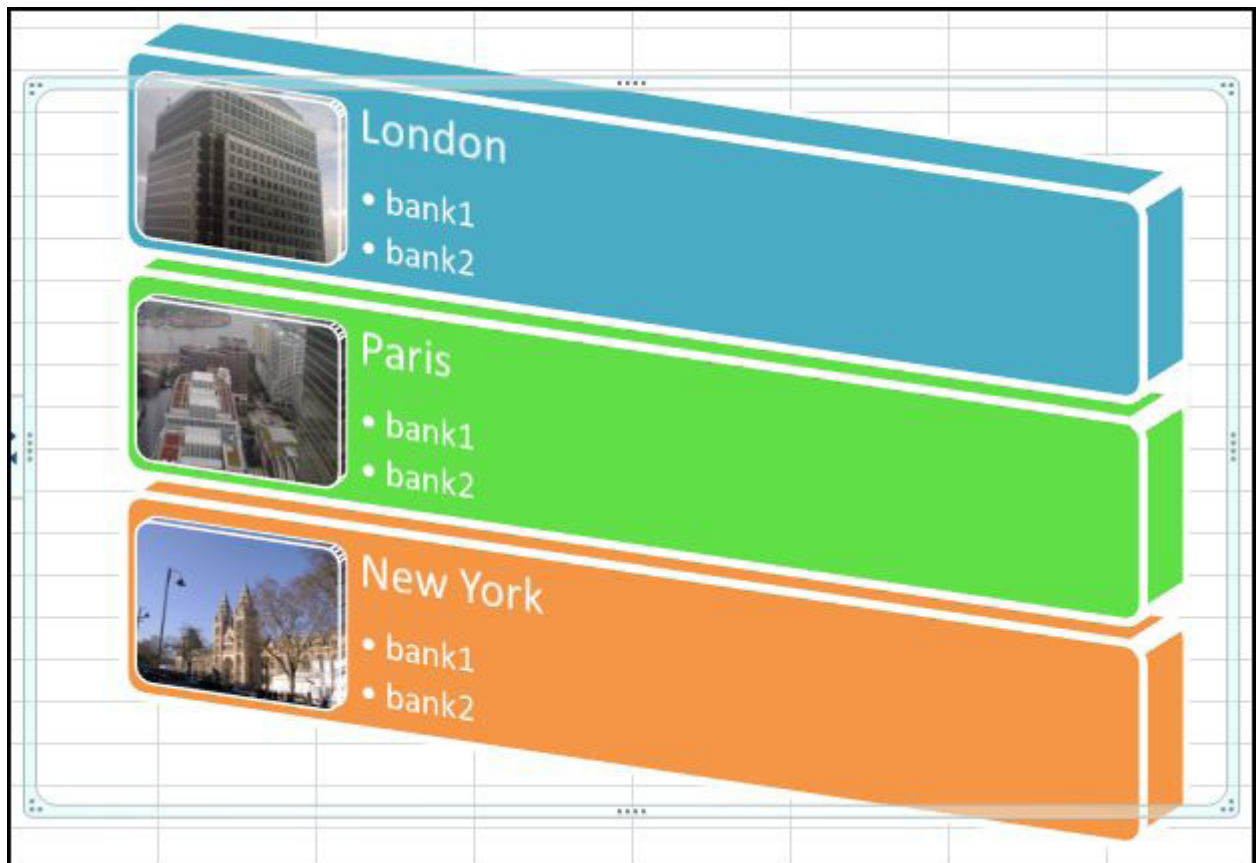
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### Mouse

1. Select your SmartArt graphic to enable the design ribbon
2. Click on the drop down arrow on the **CHANGE COLOURS** button
3. Move your mouse over the different colour schemes to see a preview of the colour schemes applied to your SmartArt.
4. When you have the colour schemes that best suit your needs click on it to apply it.
5. You may do this many times if you change your mind
6. To make small or large changes in the appearance of your SmartArt if you cannot find what you wish in the styles and colour schemes then you will have to go to the format ribbon and make the changes manually.

All drawing objects have similar options when it comes to formatting and we will look at the formatting shapes section.

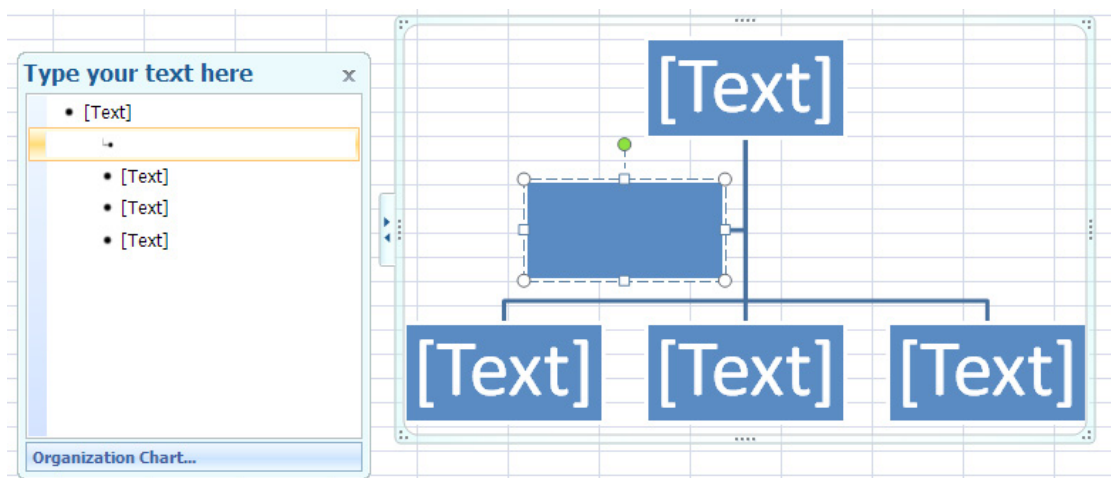


## Creating A Smartart Organisation Chart

### To insert a SmartArt graphic

#### Mouse

1. On the **INSERT** ribbon in the **ILLUSTRATIONS** group, click on the drop down arrow to the right of **SMARTART** the **SMARTART** dialog will appear
2. Choose the hierarchy category from the left then a style from the centre to see a preview in the right hand panel of the window.



3. When you have the selection you desire click ok to insert the SmartArt into your slide.
4. The smart art will appear on your Slide as in picture previous.
5. Enter text and format as previously mentioned.

### **WordArt**

WordArt is a gallery of text styles that you can add to your 2010 Microsoft Office system documents to create decorative effects, such as shadowed or mirrored (reflected) text. You can change WordArt text, as you can change any other text in a shape.

### To create a Wordart object

#### Mouse

1. On the **INSERT** ribbon, in the **TEXT** group, click **WORDART**, and then click the WordArt style that you want.
2. Enter your text.

3. A WordArt graphic can be resized, rotated, deleted and moved like any other shape.



## Pictures

There are many new features for editing your pictures within PowerPoint as we will see they are there to greatly enhance your presentation much more so than in any previous version. Be aware though that there is a distinct difference between clipart and pictures. Pictures are more often than not photographic images although they can look like cartoons but they will be stored in a picture style. Clipart is the inbuilt standard from office containing many images as a windows metafile format, although, clipart holds many photographs as well. Pictures are stored as file types such **PCX**, **JPG** or **JPEG**, **GIF**, **BMP**; office clipart is generally stored as file type **WMF**.

## Inserting A Picture

Inserting a picture is a lot easier and less troublesome than previous versions.

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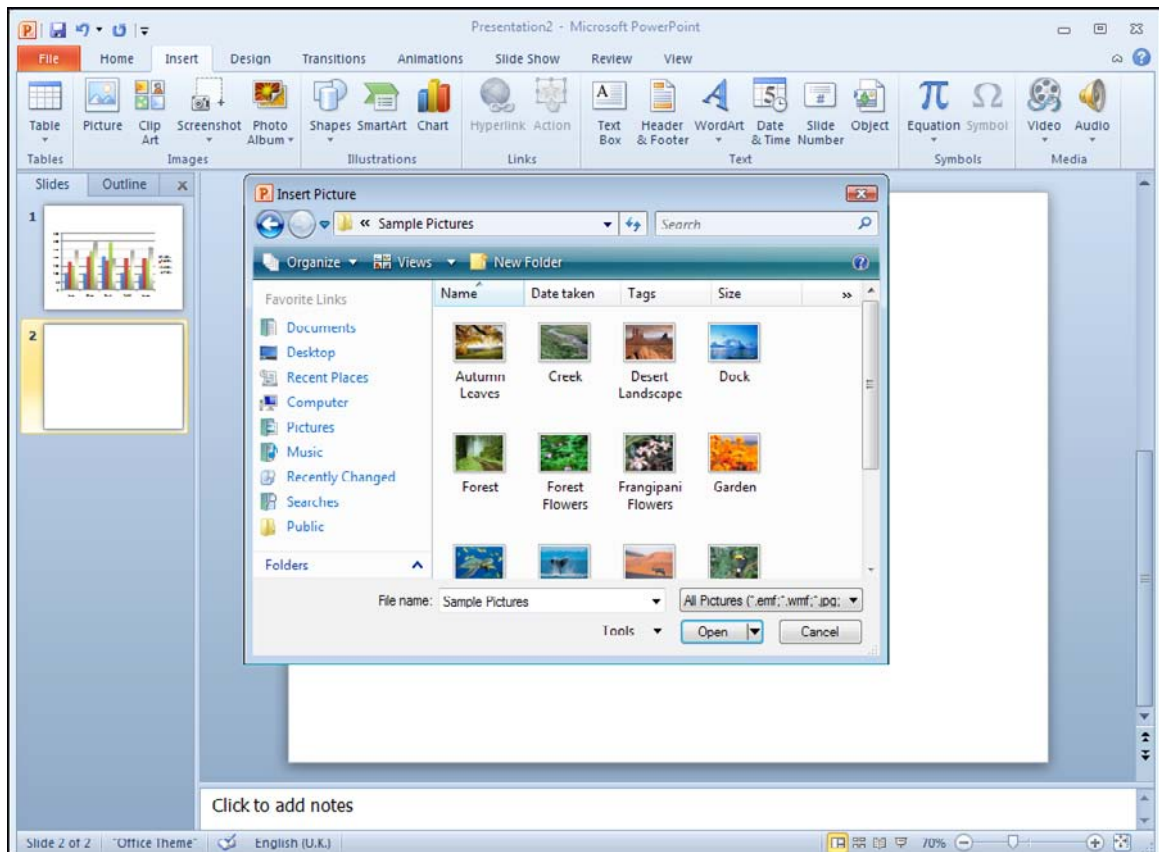
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### To insert a picture

#### Mouse

1. Go to the **INSERT** ribbon in the **ILLUSTRATIONS** group and click on the **PICTURE** button
2. A dialog opens to allow you to navigate to the location of your picture.
3. After locating your picture
4. Click on the **INSERT** button
5. Your picture is inserted.
6. Resize and move your picture as you would any other object.

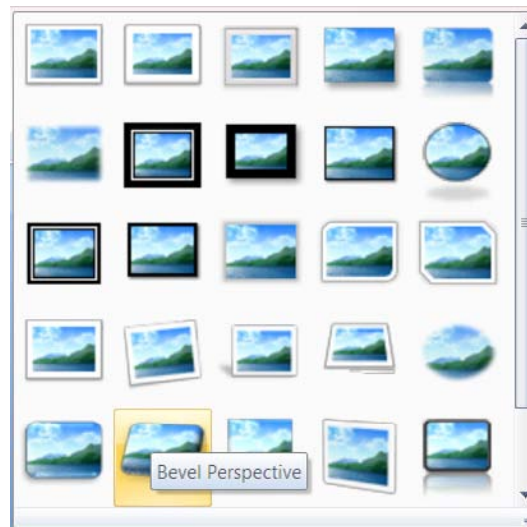
### Formatting Your Picture

The many new tools in PowerPoint will allow you to do many things with your picture once it is inserted you may choose from one of many pre-set styles or determine your own style to personalise and enhance your picture in your own way.



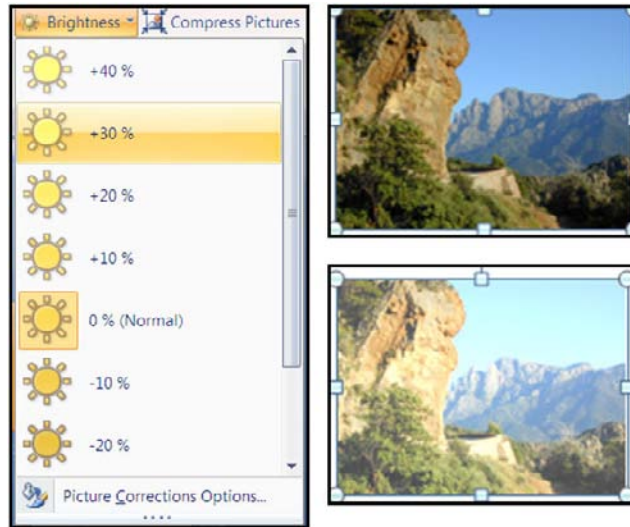
### To format picture using pre-set styles

#### Mouse



1. Select your picture by clicking once on it.
2. Go to the **FORMAT** ribbon in the **PICTURE STYLES** group. Use the drop down arrow to the right of the picture styles to show a number of pre-set styles
3. Moving your mouse over each style will allow you to preview the style on your slide. A tooltip will appear to give you information on that style.
4. Make a selection by clicking once on the icon in the gallery to apply it to your picture.

#### Picture Tools



We will have a look at the various other tools that you can use that you may use to enhance your picture. We will breakdown each tool and you may use whichever tool you wish in conjunction with any other tool to give your picture the desired effect.

### Brightness

Use this tool to change the brightness of your picture it is in the **ADJUST** group. Clicking on it will give you the option to increase or decrease the brightness of your picture.

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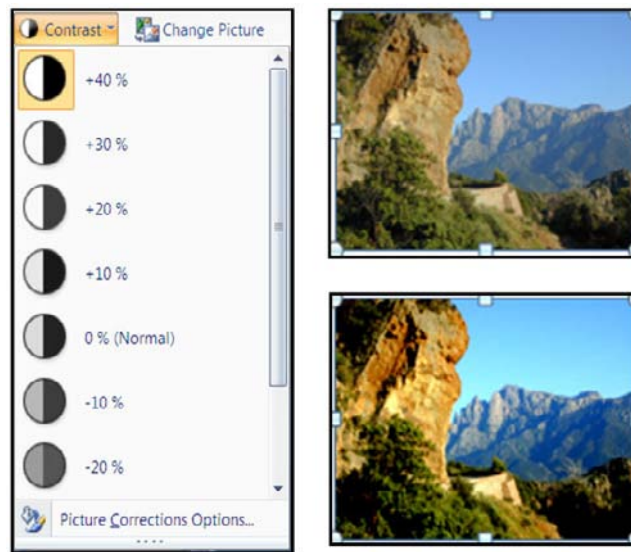
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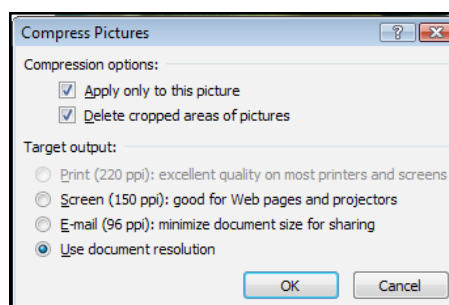
## Contrast

This tool will allow you to change the variance between light and dark and is in the adjust group



## Compress picture

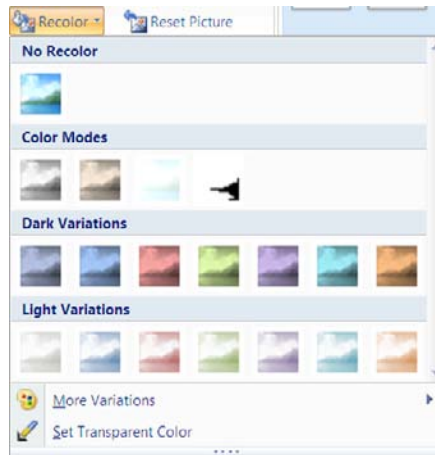
Compressing pictures is a useful thing to be able to do because of the great file size of pictures in general when you have many in your slideshow it can make the file size unmanageably large it is useful to compress these pictures so that much picture data that does nothing to enhance the picture on screen is thrown away and can greatly reduce the file size of your presentation. This button opens a small dialog. By default all pictures in your presentation will be compressed if you wish to compress only the ones you have selected ensure you click on the check box before clicking on **OK**.



- *N.B. ensure your pictures are the size you wish them to be before using this tool because data is wiped from the picture. If you wish to make the picture larger. Poor picture quality can occur when picture has been compressed.*

### Recolour

This allows you to change the RGB (red green blue) properties of your picture to alter your picture colour in a specific way. Move your mouse over an option to see a preview on your picture on the slide and click with the left mouse to apply it.



### Set Transparent Colour

This allows you to integrate a picture with your slide background. This option is available for bitmap pictures that don't already have transparency information. It's also available for some, but not all, clip art. You can make only one colour transparent. When printed, transparent areas will be the same colour as the paper they're printed on... In an electronic display, such as a PowerPoint presentation, transparent areas will be the same colour as the background.

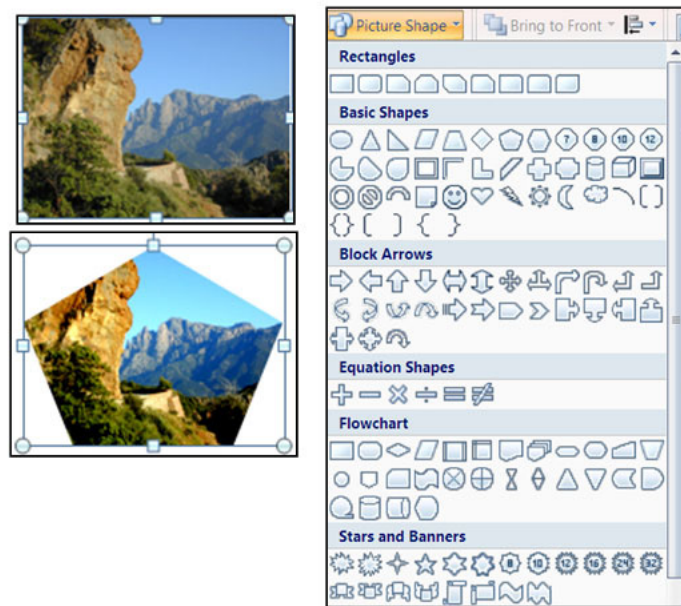
### Reset picture

Resetting the picture just removes all the changes you have just previously made to the pictures default settings as it was inserted. This tool is also in the adjust group

### Change picture

This button allows you to swap the selected picture for another you find more to your liking the insert dialog is opened allowing you to select another picture.





### Picture shape

Change the shape of your picture to any of the shapes you would use from shape menu.

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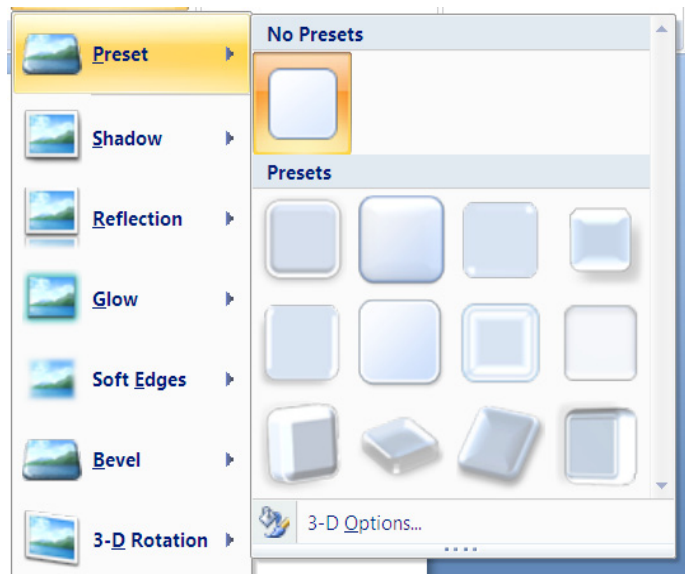
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## Picture Effects

The picture effects are one of the newest and most fun ways of altering your picture on screen.



### Pre-set

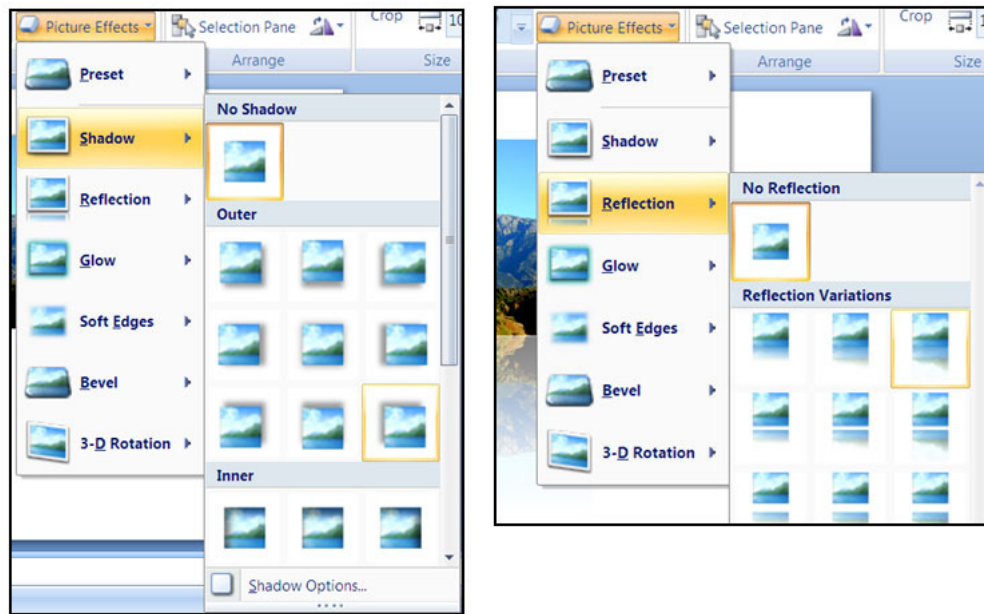
The pre-set selection shows you some picture styles made up from the other formatting choices.

### Shadow

Choose shadow to see a range of shadows.

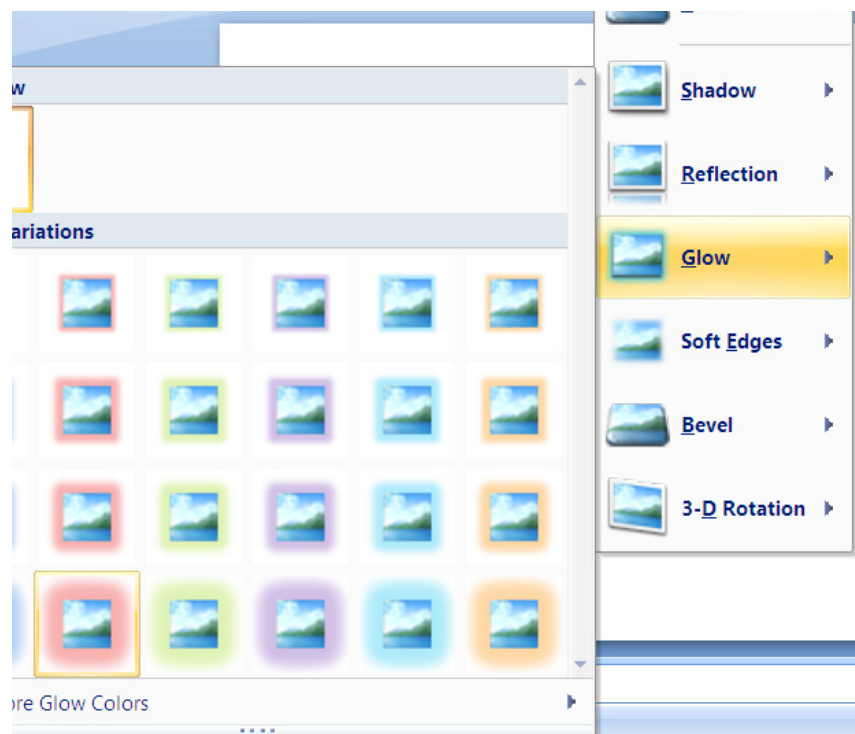
### Reflection

This choice gives some stunning ways to alter your picture. Move your mouse over your selection to see a preview on your slide and click to apply selection see over.



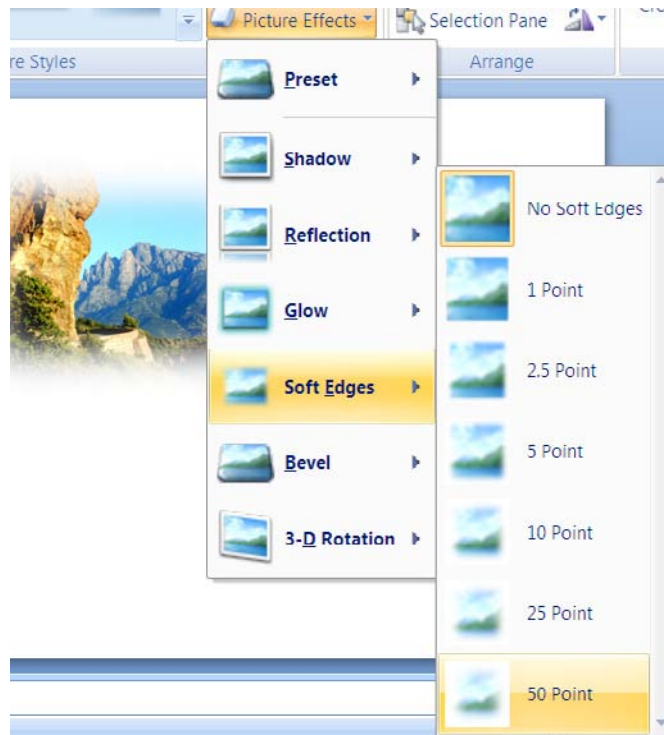
## Glow

This gives some rosy ways to soften your picture and idealise it.



## Soft edges

Instead of having a bevel on the edges of your picture you may further idealise your photo by softening the edges.




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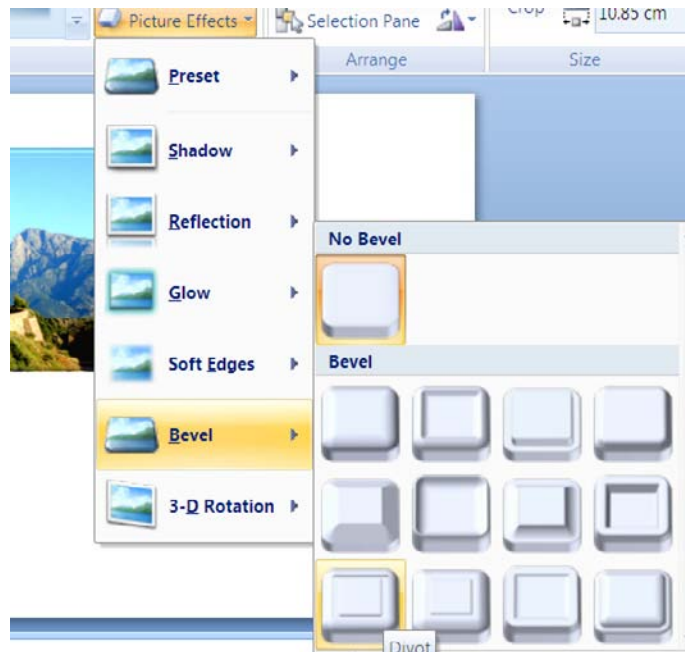


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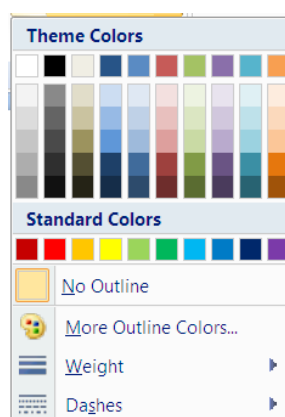
## Bevel

If you wish your picture to look more of a 3D object on screen you may opt for a bevel option such as the picture that is used in the header of this manual. Any picture could look like that.



## Picture border

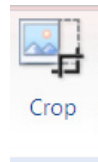
Changing the thickness, colour or whether the border of your picture contains dashes. Is fairly simple on here just like any other shape or text box.



## Cropping Pictures

Pictures can be cropped to remove parts of the picture to allow you to focus on one object or part of the scene.

### To Crop a picture



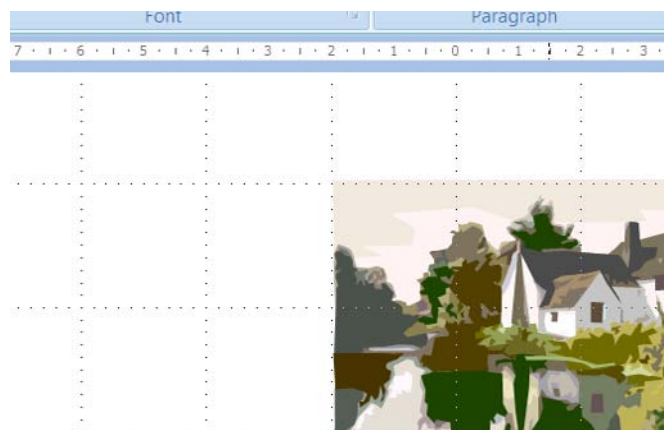
### Mouse

1. Select picture.
2. Select the **FORMAT** ribbon, **SIZE** group and click on the **CROP** button
3. Position mouse over one of the resizing handles. Located around the picture.
4. Click and drag to crop.
5. The grey area seen is the cropped area and will disappear from the screen when the crop feature is turned off or you click off the picture.

*Pictures can be uncropped again at any time using the techniques above. Providing they have not been compressed as this removes the extra data stored in the unseen cropped areas.*

## Working With Gridlines And Guides

Guides are vertical and horizontal lines used to visually align objects. When an object is close to a guide line the edge or centre of the object will snap to the guide. Gridlines are similar but while you have one set of guides that are movable gridlines are fixed



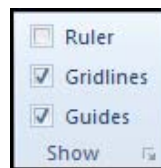
The grid is a set of intersecting lines used to align objects. It can make it easier for you to align objects, because they give you a visual cue in relation to the objects and the slide.

Use the grid to help align objects more precisely, particularly in relation to each other. The grid can be shown or hidden. Grids are not visible in a slide show and they do not print.


**To display and hide gridlines:**

**Mouse**

- i. Choose GRIDLINES from the SHOW/HIDE group on the VIEW ribbon.



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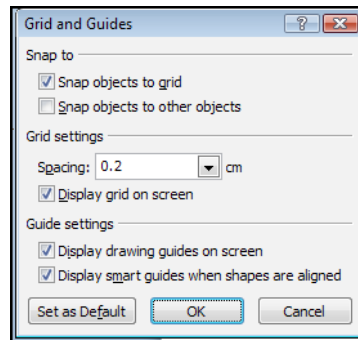
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Or



1. Select an object.
2. Choose the **ALIGNMENT** button from the **ARRANGE** group on the **FORMAT** ribbon.
3. Select **GRID SETTINGS** a dialog appears
4. Select **DISPLAY GRID ON SCREEN**.
5. Choose **OK**

#### To display guides:

1. Select an object.
2. Choose the **ALIGNMENT** button from the **ARRANGE** group on the **FORMAT** ribbon.
3. Select **GRID SETTINGS** a dialog appears
4. Select **DISPLAY DRAWING GUIDES ON SCREEN**
5. Choose **OK**
6. Click on the guide line.
7. Drag the guide to the required position.

*As you drag the guide a measurement will appear. This is the distance of the guide from the centre of the page.*

#### To create additional guides:

##### Mouse

1. Click on an existing guide line.
2. Hold the **CTRL** key and drag to the required position.

*As you drag the guide a measurement will appear. This is the distance of the guide from the centre of the page.*

#### To delete guides:



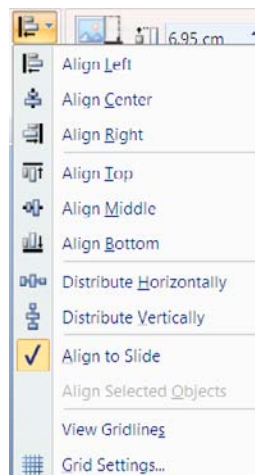
### Mouse

1. Click on the guide line and drag it back to the original guide you created it from

### **Snap To Grid**

The grid includes an option called snap-to, which aligns objects to the nearest intersection of the grid or to another object as you draw or move objects. The snap-to option is turned on by default and works even when the grid is not visible. In most cases, having objects snap-to assists you in laying out your slide accurately. However, occasionally, you may find the grid snap-to option prevents you moving objects freely and placing them exactly where you want. In these cases, turn off the grid snap.

### Turning off grid snap



1. Select an object.
2. Choose the **ALIGNMENT** button from the **ARRANGE** group on the **FORMAT** ribbon.
3. Select **GRID SETTINGS** a dialog appears
4. Untick the **SNAP OBJECTS TO GRID** option. This will turn off grid snap for all objects until you choose to turn it back on.
5. Choose **OK**

### OR

1. Hold down **ALT** as you are moving an object. This will temporarily turn off grid snap.

## Aligning And Distributing Objects

After you have created several objects you may wish to align them in relation to each other and to distribute them evenly. For example you can align three rectangles so that their top edges are all at the same height and the gap between each one is equal.

### To align or distribute objects:

#### Mouse

1. Select the Objects to be aligned.
2. Choose the **ALIGNMENT** button from the **ARRANGE** group on the **FORMAT** ribbon.

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What do you want to do?

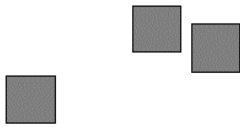
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Choose an alignment you wish to apply



Original positions of objects.

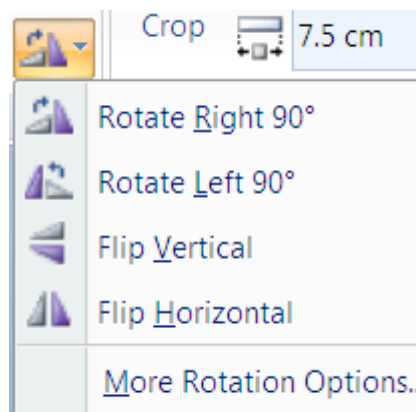


After Align Tops.



After Distribute Horizontally.

Rotating/ Flipping Objects



If you need a mirror image of an object you can flip it over in any direction.

**To rotate or flip an object:**

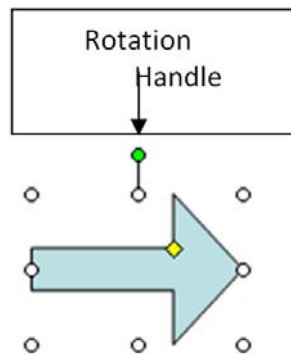
**Mouse**

1. Select the object.
2. Choose the **ROTATE** button from the **ARRANGE** group on the **FORMAT** ribbon.
3. Choose the appropriate option from the cascading menu. Use the pictures to help you select the option you need.

## The Rotation Handle

In PowerPoint 2010 you have the ability to free rotate all objects easily using the rotation handle.

### Using the rotation handle



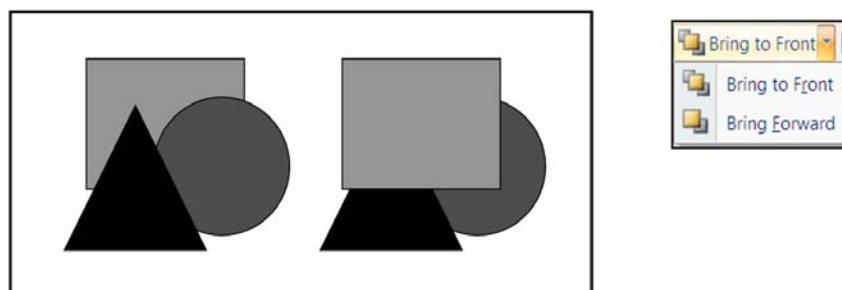
1. Hover your mouse over the rotation handle until your mouse pointer changes to a circular arrow symbol.
2. Click and drag with the mouse to move the object around to the desired new position.

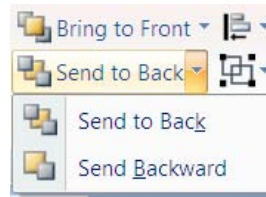
*The rotation handle can be found on most objects in PowerPoint 2010 e.g. images inserted from file, text boxes, clipart and AutoShapes.*

## Ordering (Stacking) Objects

PowerPoint stacks objects automatically as you add them to a slide, giving every object its own layer. You see the stacking order when objects overlap: the top object covers a portion of the objects underneath it. This is exactly like putting down several pieces of paper on a desk. The top (front) piece will obscure the piece underneath it.

You can move individual objects or groups of objects within a stack. For example, you can move objects forwards or backwards through the stack one level at a time or you can bring an object to the front of the stack or send it to the back of the stack in one move.



To change stacking order:Mouse

1. Click on the object to be moved.
2. Choose the drop down arrow to the right of the **BRING TO FRONT OR MOVE TO BACK** button from the **ARRANGE** group on the **FORMAT** ribbon.
3. Select the option required.

## Grouping Objects

Grouping objects combines them so you can work with them as though they were a single object. You can flip, rotate, and resize all the objects in the group as a single unit. You can also change the formatting of all objects in a group at one time.

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Grouping is particularly recommended if you individual objects that as a whole make up a diagram or flow chart. To prevent one object accidentally coming out of alignment with the rest, when you have finished working on the diagram objects, group the objects together for safety. It is always possible to ungroup later to make amendment to individual objects. PowerPoint 2010 also lets you change certain attributes of individual objects even though they may be part of a group.



### To group objects:

#### Mouse

1. Select all the objects.
  2. Choose the drop down arrow to the right of the **GROUP** button from the **ARRANGE** group on the **FORMAT** ribbon.
- To work on the objects individually again, ungroup them using the same location but **ungroup** command.

### Inserting Text Within An Object

All the objects that you can draw onto a slide that have an interior have a text anchor point, which means that you can type text inside them. If the object is moved, the text will move with it.

### To add text to an object:

#### Mouse

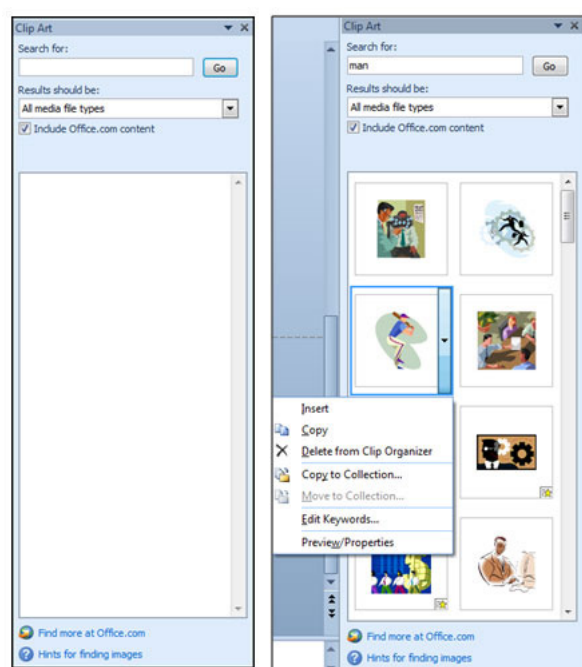
1. Select the object.
2. Type text straight in. (Do not select the Text Box button).
3. The text is part of the object itself; when the object is moved the text will move with it.

## Clip art



Because we are not all equally talented in drawing and because drawing anything with a mouse is extremely difficult, Microsoft supply a huge gallery of pictures ready and waiting to be chosen. These pictures are referred to as Clip Art. Inserting a piece of Clip Art onto a slide is very easy.

### To insert a Clip Art picture:



### Mouse

1. Select **INSERT** ribbon, **ILLUSTRATIONS** group, **CLIP ART**
2. Type a word or text string that describes the clip you are looking for or type in all or some of the file name of the clip.
3. To narrow your search, do one or both of the following:
  - *To limit search results to a specific type of media file, in the Results should be box, click the arrow and select the check box next to the types of clips you want to find.*

4. Click **GO**. Then Click on the piece of ClipArt piece to insert
5. For further options, click on the drop down arrow that appears as you move over the clip.
6. If you cannot find a clip that you want make sure the **INCLUDE OFFICE.COM CONTENT** check box is ticked.

### Format Options

All the format options thus discussed for pictures apply to clipart as well. Remember clipart is just a Picture and all the formatting options for picture apply to a piece of clipart as well

### Ungrouping Clip Art

If you need to adjust more than colour in a Clip Art picture you can ungroup it. Ungrouping will convert it to a Microsoft office drawing object allowing you to manipulate the objects which make up the picture and recolour individual parts of the picture using the PowerPoint drawing tools and commands. When finished, the picture can be regrouped, however it will then treated as a PowerPoint drawing rather than Clip Art and options such as Recolour will not be available. To use the picture tools again it will need to be resaved as a picture

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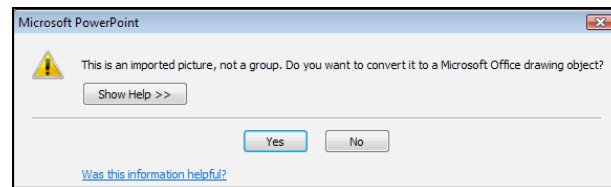
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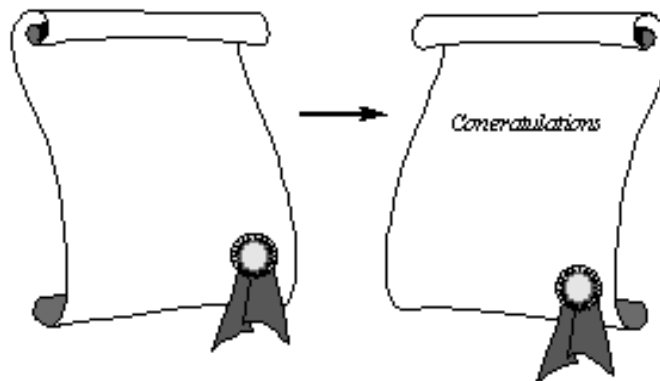
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To ungroup Clip Art:Mouse

1. Click on the Clip Art picture.
2. From the **FORMAT** ribbon in the **ARRANGE** group, select the **GROUP** command and then **UNGROUP**.

*It may be necessary to ungroup a Clip Art more than once. For example, a Clip Art of a person when first ungrouped may allow you to separate the head, body and limbs. The head may need to be ungrouped again to allow you to separate the facial features.*

Regrouping the picture:Mouse

1. Select all objects in picture.
2. From the **FORMAT** ribbon in the **ARRANGE** group, select the **GROUP** command and then **REGROUP**.

*The original Clip Art on the right was ungrouped. The scrolled parchment was flipped, the rosette moved and text added before the picture was regrouped*

### Resizing Clipart

If you need to enlarge or reduce the size of a piece of Clip Art, you can use the sizing handles that appear when it is selected.

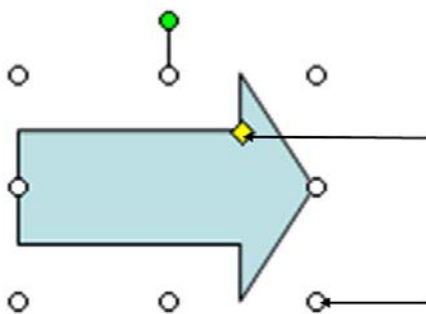
#### To resize Clip Art:



#### Mouse

1. Select the Clip Art. (8 resizing handles should appear).
2. Click and drag a resizing handle to resize the object.

#### Or



Shapes also display Adjustment Handles when selected. These are small diamonds, which when moved will adjust the proportions of the shape.

Resizing Handles are small circles which appear at each corner and along the sides of a rectangular area that surrounds each object.

3. Click and drag an adjustment handle (top bottom or side) to re-proportion the object.
- Text boxes are also objects and have similar resizing handles to graphic objects and can be resized in the same way.

### Copying Objects, Clipart, Pictures

If you need to ensure that you have an exact duplicate of an object you have drawn, or inserted and formatted the best technique is to copy it. There are several ways you can do this described below.

To copy an object:Mouse

1. Select the object **then** Press the **CTRL** key.
2. Click and drag to move and copy (click on centre of object or on fuzzy border).

Keyboard

1. Select the Object.
2. Press **CTRLC** to cut the object out. (use copy button on home ribbon)
3. Press **CTRLV** to paste a duplicate back onto the slide. (use paste button on the home ribbon)

- *Note: Holding down the **SHIFT** + **CTRL** keys and dragging an object will **copy** an object and keep it parallel to the original*

## Tables

## Working With Tables

A table allows you to present information in a clear and easily accessible format. PowerPoint makes use of the table feature in its sister application Microsoft Word, so if you are already familiar with using tables in Word, you will find using tables in PowerPoint is very similar.

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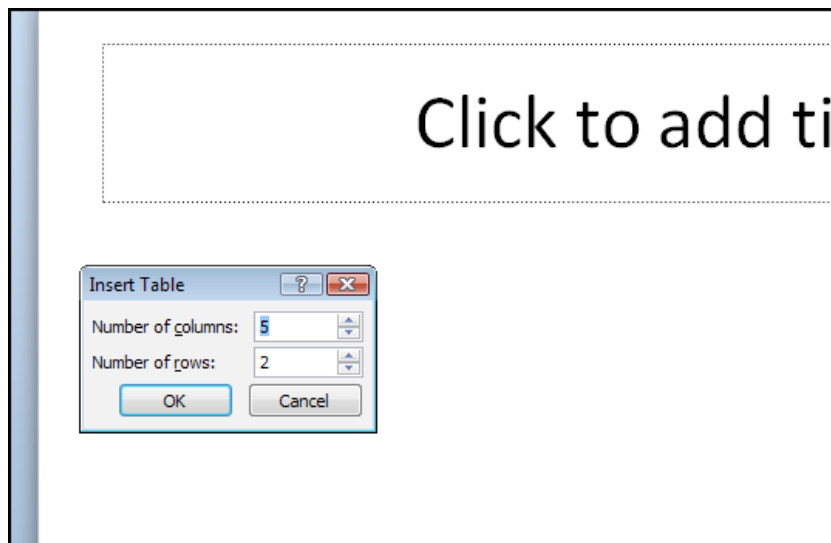
## Inserting A Table

You can insert a table into your presentation in two ways; insert a new slide with a layout that contains a content pane into which you can insert a table, or insert a table onto your pre-existing PowerPoint slide.

### Using a table slide layout

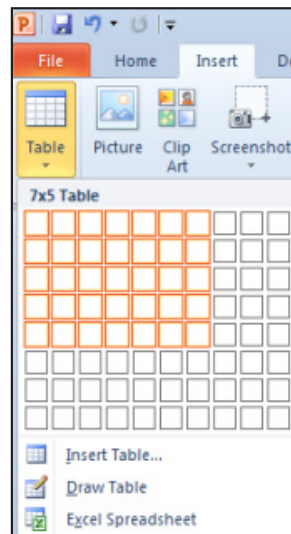
#### Mouse

1. Ensure that the layout for the slide holds the **CONTENT** placeholder
2. Click on the **TABLE** icon and select the numbers of columns and rows that you need from the small dialog that appears.



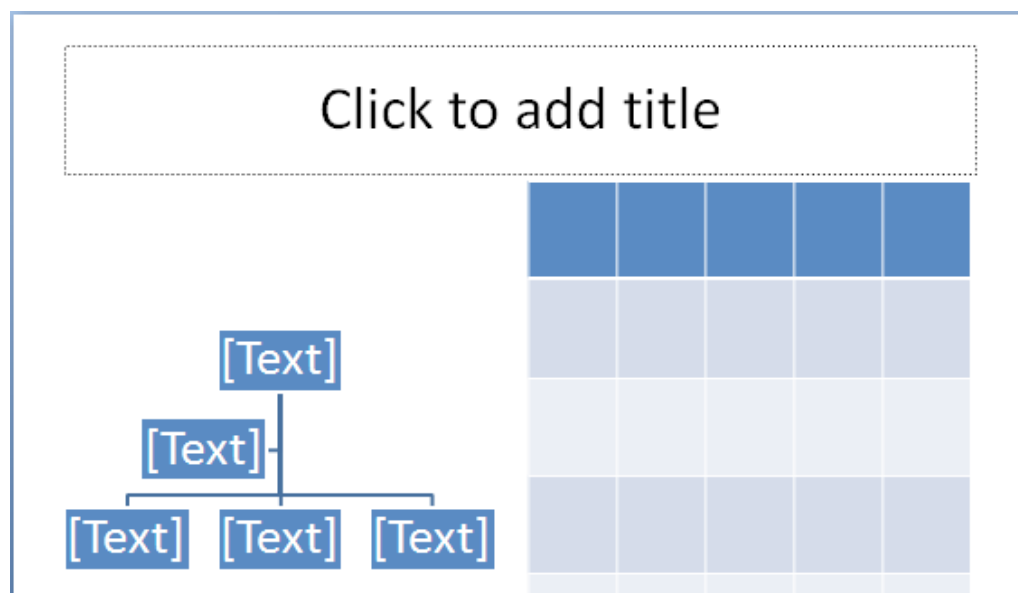
3. Click **OK**
4. Enter text into the table.

### Inserting a table onto an existing slide



### Mouse

1. Click on the **INSERT TABLE BUTTON** on the insert ribbon in the tables group and select the number of rows and the number of columns required by highlighting the number of cells you require across and down.
  2. A table will be inserted onto your slide with the requested number of columns and rows. All columns will have equal width and the table will fill the width of the page (less the margins). See above.
  3. Insert the text you require.
- *If you have existing content on the slide you will have to manually arrange the objects as described previously, resizing and moving them as necessary.*



- You could if, you prefer, create a new layout in the masters so enable this type of slide layout to be used regularly. (please see masters)

## Adding New Columns And Rows

It's always a good idea to try and predict how many columns and rows you will need in your table before you first insert it, but you can add more columns and rows later if you need to or delete out extra columns and rows that you no longer want. When you are entering data into your table, you can simply click into different cells with your mouse to move your cursor around. This will allow you to enter text into different cells.

However, you may find it faster to move around using the keyboard. The table below outlines some keyboard techniques for moving in a table:

To	Press
Move to the next cell	TAB (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	SHIFT TAB
Move to the preceding or next row	↑ or ↓
Move to the first cell in the row	ALT HOME, or ALT 7 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	ALT END, or ALT 1 on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	ALT PAGE UP, or ALT 9 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	ALT PAGE DOWN, or ALT 3 on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	ENTER
Add a new row at the bottom of the table	TAB at the end of the last row
Add text before a table at the beginning of a document	ENTER at the beginning of the first cell

Enter Data In A Table

You can enter text into each cell in your table – your text can even run to multiple lines within one cell. Working within a cell is almost like working on a very small document your text will wrap, you can insert objects, set indents and numbering and the text can be formatted as usual.

### To enter data in a table:

#### Keyboard

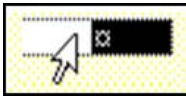


1. Position the cursor in the cell where you want the information, and type it in.
2. Press **ENTER** to start a new paragraph within the same cell or **SHIFTENTER** to start a new line.

Or

1. Press **TAB** to move to the next cell.

### Select Items In A Table

The table below outlines some methods for selecting table components:

To	Do this
Select a cell	 Click the left edge of the cell.
Select a row	 Click to the left of the row.
Select a column	 Click the column's top gridline or border.
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down SHIFT while you click another cell, row, or column.
Select text in the next cell	Press TAB
Select text in the previous cell	Press SHIFTTAB

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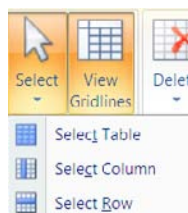
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You can also select rows, columns, or the entire table by clicking on the table and then using the Select commands from the **SELECT** button on the **LAYOUT** ribbon, **TABLE** group



### Keyboard

To	Press
Select the next cell's contents	TAB
Select the preceding cell's contents	SHIFT+TAB
Extend a selection to adjacent cells	Hold down SHIFT and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down SHIFT and press ↑ or ↓ repeatedly
Extend a selection (or block)	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
Reduce the selection size	SHIFT+F8
Select an entire table	ALT+5 on the numeric keypad (with NUM LOCK off)

### Format Table Data

You can apply the same character and paragraph formats to table data as to standard text.

#### To format data in a table:

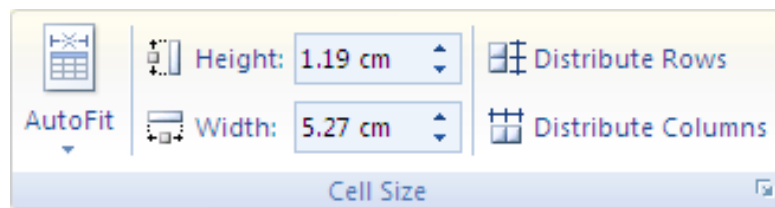
### Mouse

1. Select the data to format.
2. Click the buttons to apply formatting from the **HOME** ribbon as discussed in earlier sections
  - *PowerPoint treats each cell in a table as a separate document. Be sure if you have used the enter key in a cell and are applying paragraph formatting to select the appropriate paragraphs. This means that when you use alignment options for example, the data lines up between the edges of the **cell** according to the selected alignment.*

### Change Column And Row Size

The initial width of the columns and height of your rows for your table will depend upon the page orientation and how many columns or rows you selected to insert. The standard widths that PowerPoint applies can be easily altered.

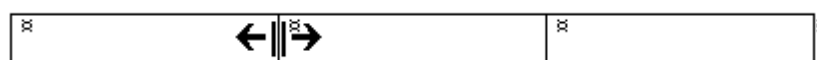




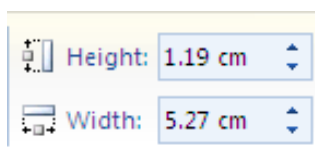
### To change column widths and row height

#### Mouse

1. Ensure that nothing in your table is highlighted (click away from any highlighting to remove it).
2. Move the mouse over the right edge of the column whose width you want to change – the mouse pointer will change shape (*see below*).
3. Click and drag the column edge to make the column wider or narrower as required. A vertical guide appears as soon as you start dragging allowing you to preview the new position of the column edge and its width.



4. Release the mouse. The column will “jump” to its new width.



#### Or

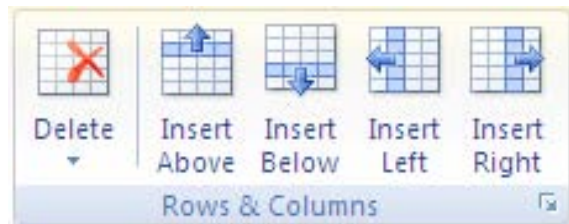
1. In the **CELL SIZE** group on the layout ribbon enter the row and column sizes you wish for the selected rows
- Add Rows And Columns**

A new row can be added to the bottom of a table by pressing the **TAB** key when the cursor is in the last cell. If you need to, you can choose where new rows and columns should be inserted or deleted from your table and add or remove them accordingly.

### To add a row or column:

Mouse

1. Select the row above or below where you want to insert the new row left or right of where you would want a new column.



2. Select from the **ROWS & COLUMNS GROUP** on the **LAYOUT** ribbon where you would want to insert a row or column.
3. A new column or row will appear. Repeat for more.

## Remove Rows And Columns

You can delete selected rows and columns from your table if they are no longer needed.

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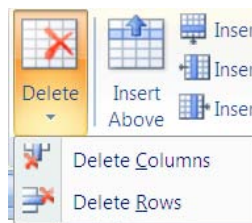
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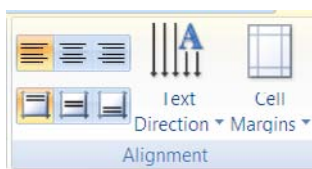
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**To remove rows:****Mouse**

1. Select the cells, rows or columns that you want to delete.
2. Select the **DELETE** button from the **ROWS & COLUMNS GROUP** on the **LAYOUT** ribbon. Choose one of the options.

**Text Alignment**

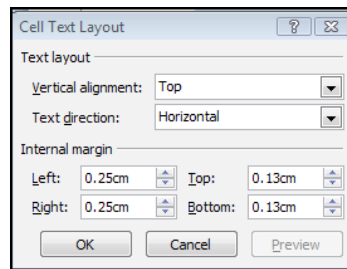
Because your rows and columns may have different quantities of data in them it may be necessary to align certain textual elements to various parts of the cell. I.E. you may have a one word tile in a tall cell and wish to align it to the very centre of the cell.

**To align text****Mouse**

1. Select the cell or cells you wish to align the text for.
2. Choose an alignment from the **ALIGNMENT** group on the **LAYOUT** tab.

*If aligning the text does not put your text where you want it you may set the cell margins as you would for a document to line up your text perfectly*

**To set cell margins**

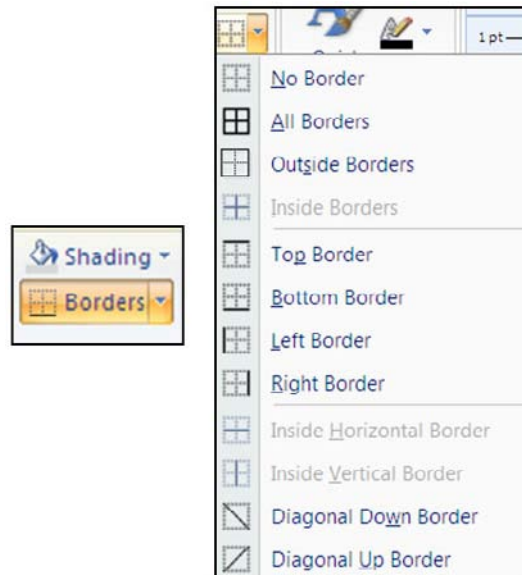


### Mouse

1. Select **CELL MARGINS** from the **ALIGNMENT** group on the **LAYOUT** tab and then **CUSTOM MARGINS** from the bottom of the menu a dialog will appear.
2. Enter required margin sizes for selected cells.
3. Click **OK** to apply

### Table Borders And Shading

When you insert a table, PowerPoint automatically borders the outline and all the gridlines within – these will appear on a print out. You may want to change the border style and colour or even remove the borders altogether. You can also shade in parts of your table to emphasise them.



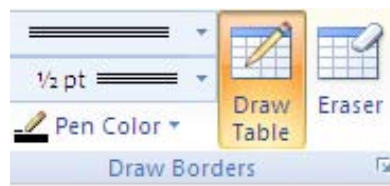
You can decide which borders should appear in parts of the table, or in the table as a whole.

### To choose the bordered edges:

Mouse

1. Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
2. Click the drop down arrow on the right of the **BORDERS** button on the **TABLE STYLES** group on the **DESIGN** ribbon.
3. From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.

## Border Style



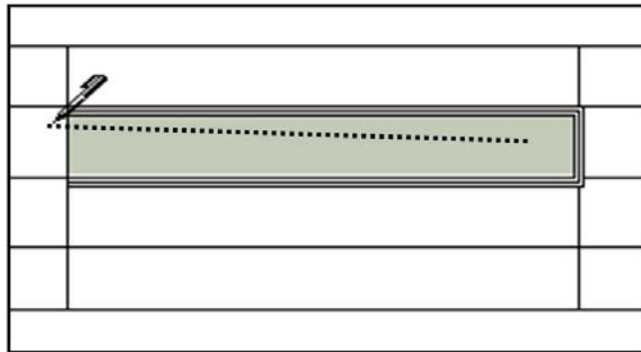
You can change the line style, thickness and colour that PowerPoint uses to border the elements that make up your table. We do this in PowerPoint 2010 by drawing the border around the cells.

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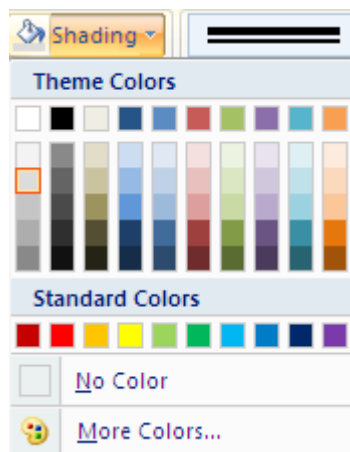
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To draw borderMouse

1. Click within your table
2. Click on the **DESIGN** ribbon.
3. On the **DRAW BORDERS** group select a line style from the top left box (use drop down arrow) the **DRAW TABLE** button will be enabled
4. Select a thickness for your border from the box beneath using the drop down arrow
5. Finally choose a pen colour from the button marked.
6. Click on the border of a cell and drag along the border of a cell and release. A border will be applied with your selections.
7. Repeat step around cell or table to apply your border formatting

## Table Shading



You can apply shading to tables using an option on the **TABLE STYLES** group on the **DESIGN** ribbon.

**To apply shading:****Mouse**

1. Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
2. Click the drop down arrow to the right of the Shading colour button on the **TABLE STYLES** group on the **DESIGN** ribbon. to display a list of different colours.
3. Click the required colour to apply it to your selection.

***You can remove shading by selecting the items that are shaded, clicking the Shading Colour button and choosing the No colour option***

**Table Styles**

There are many predefined styles available to enable you to create a consistently formatted table quickly and easily that looks professional.



### To apply a table style

#### Mouse

1. Click within the table you wish to format.
2. Click on the drop down arrow on to the right of the table styles group to see a selection of predefined styles.
3. Move your mouse cursor over the various styles. The style will preview the style on your table. When you have located the style you wish click and the style will be applied.

### Merging And Splitting

When you have inserted your table there may be times in a number of cells that you would want them as one cell and not several and similarly you may wish for one cell to be split into several. In 2010 this feature is easy to do.



To split cellsMouse

1. Select the cell(s) you wish to split
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT CELLS** button.

To merge cellsMouse

1. Select the cells you wish to merge.
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **MERGE CELLS** button.

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# Section 6 Slide types and layouts

By the end of this section you will be able to

- Know the difference between slides and masters
- Set default formatting on masters
- format default bullets and fonts
- create your own master and define new layouts
- create office theme master
- use or create multiple masters
- preserve and delete masters

## Slides

Slides are the main articles of use in PowerPoint and have been mentioned many times so far in this manual they are the building blocks of your presentation and as such will form the content of your presentation showing one slide after another displaying the content you have inserted, formatted and animated from the first to the last slide. They are not however the best or fastest way to construct a formatted presentation.

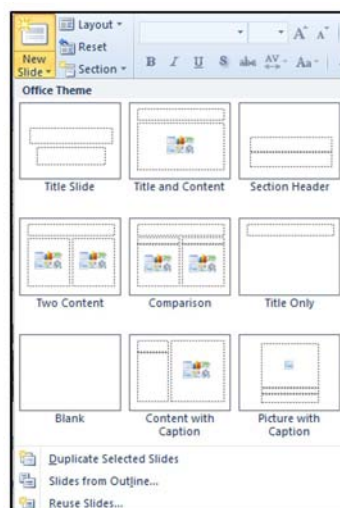
Every slide you have inserted has had placeholders formatted in a default way. A default background colour. Default positioning on the slide and no animation effects applied whatsoever. If we could change the defaults for each of the slide layouts you have applied to your presentation then we could concentrate putting the text in the outline and the slides themselves would be already formatted for the main part in the way we would like. This is a much faster way of working and enables us to concentrate on the content rather than having to spend so much time formatting each and every slide. To do this we use master slides to hold the default formatting or objects that we wish. **BUT NOT THE TEXTUAL CONTENT.**

## Inserting Slides

The most regular thing you will have to do when building a presentation is to insert a new slide into the presentation. The slides holding your textual and graphical information can be inserted in several ways as you will notice throughout this manual. We look here at the standard way of inserting slides so that you can then learn how to change the layout and format the slides.

### To insert a slide

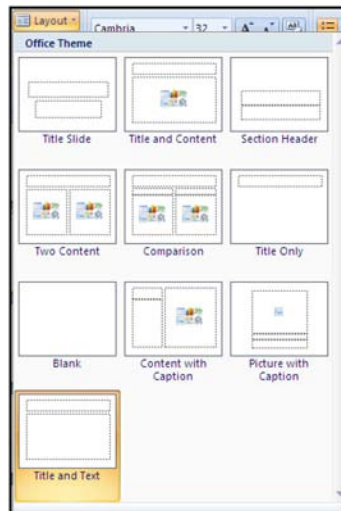
#### Mouse



1. Go to the **SLIDES** group on the **HOME** ribbon.
2. Click on the **NEW SLIDE** drop down arrow.
3. Make a selection from the displayed choices as to what kind of layout you wish to use for your new slide
4. Click it to insert.

## Slide Layouts

After inserting a slide you may wish you had chosen a different layout. There is no need to delete a slide and reinserting one of another type. You may just change the layout this is especially useful if your slide already has content.

**To change the layout of a slide****Mouse**

1. Make sure that the slide that you wish to change the layout for is in the main window in normal view.
2. Click on the drop down arrow to the right of the **LAYOUT** button in the **SLIDES** group on the **HOME** ribbon.
3. Select a new layout for the chosen slide by clicking with the left mouse button.
4. The selected layout is applied.

**Slide formatting**

Before, or instead of, the formatting of all objects on your slide you may wish to make changes to the slide format globally by either colouring the background of each slide in one go or manually formatting one slide and applying it to all slides this can save much time when you have many slides within your presentation. Presentations within PowerPoint are based on a theme and the formatting of that theme determines the placement and colours and styles of all objects within the presentation. The area where these themes are kept and can be altered is in the slide master view of your presentation and any change there will apply globally to the whole presentation or to the slides of a particular layout we will now look at applying those '@themes' and then manually editing them to create one of our own.



## Themes

Themes are used to give your slide presentations a consistent and stylish appearance. They contain colour schemes, slide and title masters with custom formatting, and some also include background graphics which have been placed into the masters. When you apply a Theme to your presentation, the Office Theme master and its subset of slide layouts have the colour scheme of the theme applied and it will replace the previous office theme master and colour scheme of the presentation. Once you apply a Design Template, each slide you add, regardless of the layout, has the same custom look to it. PowerPoint 2010 comes with a variety of professionally designed themes.

### Applying A Theme

#### To Apply a theme

1. Ensure no object is selected as this may confuse you having two design ribbons. (one for the object, one for the slide)
2. Choose the **DESIGN** ribbon, go to **THEMES**.



3. Click on the drop down arrow to the bottom right hand side of the visible themes.
4. Move your mouse over a theme to see a preview of how it will look on your slide.
5. Click on a template thumbnail. It will be applied to all the slides in the presentation.
  - *It is possible to apply a design template to selected slides, rather than the entire presentation.*

#### To apply a template to selected slides

1. Select the slides and then right click on a template thumbnail.
2. Right click on the thumbnail

### 3. Choose **APPLY TO SELECTED SLIDES**.

- When you apply a template to your presentation any logos, graphics and extra text you have previously placed on your Slide Masters will disappear. If you want to use a design template and show your own logo too, you must apply the template **BEFORE** adding the logo to the Slide master.

The change in Colour Scheme will affect the colour of many of the objects you may have drawn. It will also cause charts/ graphs to be re-coloured. For these reasons it is better to apply a Design Template as early on in the creation of your presentation as possible.

### Slide Colour Scheme

Before starting any formatting you should choose an overall colour scheme. A colour scheme is a set of eight balanced colours. This default palette of colours will automatically be used for text, slide background, and any graphics you create such as charts, graphs and artwork.

Once you have chosen your colour scheme you will always be offered this palette of eight colours first when formatting everything from text to bullets to background to pictures. However you will still have access to the full PowerPoint colour palette which you can choose from at any time.

### Slide Background

You can apply different backgrounds to all or to individual slides.

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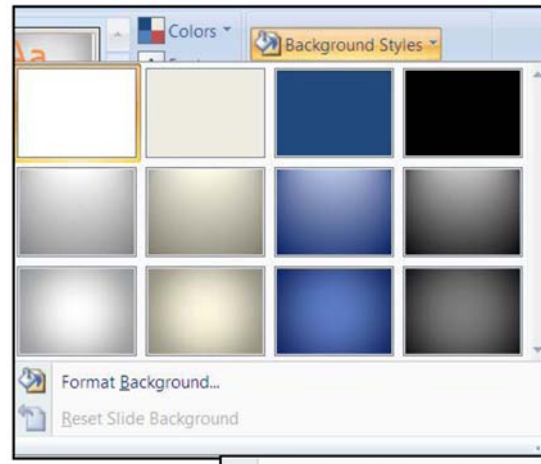


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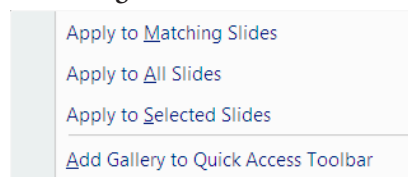
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Use this option to colour the background of your slides. Although you could choose to have different backgrounds for each slide it gives a more professional effect if you use the same background on all slides of a presentation.

**To apply a standard background:**



1. Select **Background styles** from the **design** ribbon



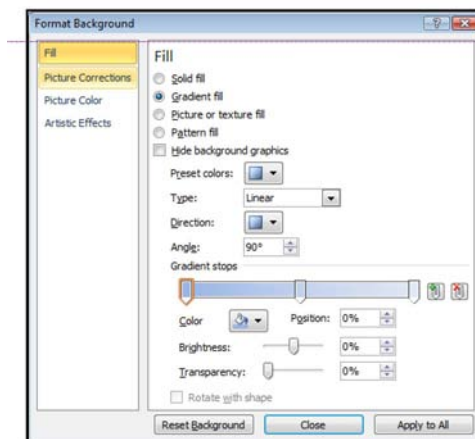
2. Move your mouse over a style from the dropdown list.
3. Right Click on the style to show a menu so you may **APPLY TO ALL OR TO JUST SELECTED SLIDES** if you have several slides using the same layout then you may apply to matching slides.

**To use a fill effect for the background:**

**Mouse**

1. Select **BACKGROUND STYLES** from the **DESIGN** ribbon
2. Select **FORMAT BACKGROUND** at the bottom of the displayed list. A dialog appears.
3. Use the guidelines below to select **GRADIENT**, **TEXTURE**, or **PICTURE** fills for the slide background.
4. Click on **CLOSE** To apply to selected slides or click on **APPLY TO ALL**.

## Gradients



A gradient fill is one where one colour gradually changes into another without any harshly defined edge. You can use gradient fills to mix two or more colours on a slide background.

Pre-set offers a range of pre-designed gradients which may include more than two colours, and unusually patterned gradients.

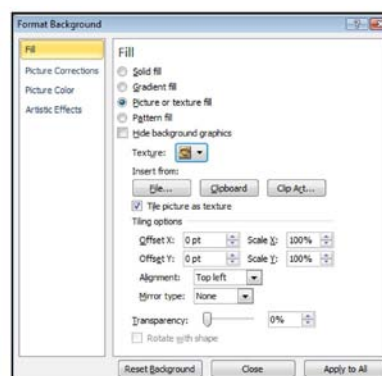
Choose a pre-set style, direction, Angle Gradient stops, brightness and transparency.



Use the buttons to enter a gradient stop.

Enter the stop colour as the gradient changes.

## Texture or picture





PowerPoint offers a range of preloaded textured fills including marble, granite, wood, tissue paper and grass. Or if those are not to your taste it offers you the opportunity to use any picture file you wish.

### Solid fill

Solid fill is just the basic colours palette that you have seen many times throughout this manual.

### Headers And Footers

A header or footer is text or graphics that appears at the top or bottom of every slide in a presentation. You can add company logos or other pictures, slide numbering and informative text, such as the date or author. To add text use the Header and Footer command. To add graphics and to format the header and footer text, use the Slide Master.

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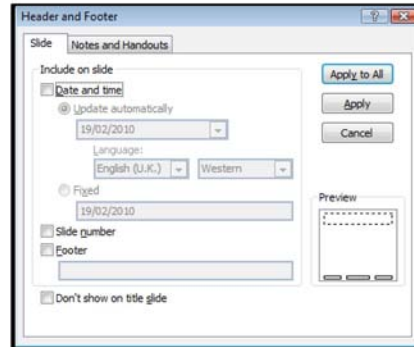
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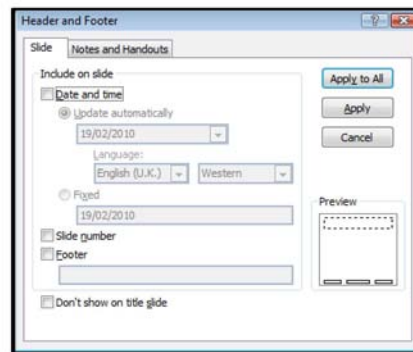
**To Add Headers& Footers to Slides****Mouse**

1. Select **HEADER AND FOOTER** from the **INSERT** menu in the **TEXT** group.
2. Click on the **SLIDE** Tab.



3. To include Date, Slide Numbering or Footer text, click in the small check box by each option to display a tick.
  4. For Date, choose **UPDATE AUTOMATICALLY** and select a format or enter date text manually for **Fixed**.
  5. Type in any required **FOOTER** text.
  6. Click on **APPLY TO ALL** to apply to all the slides in the presentation.
- Use the **DON'T SHOW ON TITLE SLIDE** check box to hide headers and footers on your title slide.

**To Add Headers & Footers to Notes &Hand-outs****Mouse**



1. Select **HEADER AND FOOTER** from the **insert** menu in the **text** group.
2. Click on the **NOTES AND HANDOUTS** Tab.



3. To include **DATE**, **SLIDE NUMBERING**, **HEADER OR FOOTER** text click in the small check box by each option to display a tick.
4. For Date, choose **UPDATE AUTOMATICALLY** and select a format or enter date text manually for **Fixed**.
5. Type in any required **FOOTER** and **HEADER** text.
6. Click on **APPLY TO ALL**.

- *To format the appearance of these headers and footers use the Notes Master and Hand-outs Master.*

## Master slides

The slide master stores information relating to the underlying formats of the slides in your presentation, including font styles, placeholder sizes and positions, background design, and colour schemes and is used to control the appearance of the presentation. Each presentation can have a series of Slide Masters to match the layouts you choose. When you want to apply consistent formatting through all slides in your presentation, you change global attributes by editing the Slide Masters. These changes will be automatically reflected through each slide (apart from the Title Slide). This is done through the **VIEW** Ribbon, **PRESENTATION VIEWS** Group, **SLIDE MASTER** button.

## Accessing The Masters

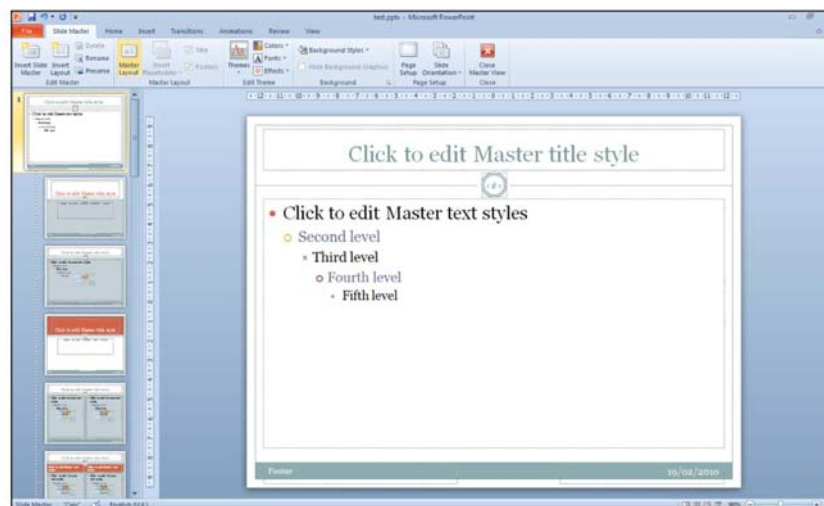
### Accessing the Slide Master

#### Mouse

1. Click on the **VIEW** Ribbon, **PRESENTATION VIEWS** group, **SLIDE MASTER** button.

Or

1. Press **SHIFT** and the **NORMALVIEW** button on the **STATUS BAR** icons.



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## Selecting The Correct Master

The master view appears as above. On the left hand side in are masters for each of the layout types that you may choose for your presentation in **NORMAL** view. They contain the default formatting and positioning for the place holders and backgrounds. You may select each master and change the layout or format of each of them and wherever that layout is used in **NORMAL** view it will pick up its default formatting from that master.

### To select the correct master

Since the most often used layouts in your presentation would be the title layout (used for the first slide and possibly each new part within your presentation it contains a title and subtitle placeholder) and the default text layout (title and bulleted text placeholders) we could start with those.

### To select the title master

#### Mouse

1. Make sure you are in **MASTER** view.
2. Select from the masters on the left the **TITLE MASTER** (second in list usually) it contains a **TITLE** and **SUBTITLE** placeholder.
3. The appropriate master appears in the main window.

### To select the title and text slide master

#### Mouse

1. Make sure you are in **MASTER** view.
2. Select from the masters on the left the **TITLE AND TEXT SLIDE MASTER** (last in list usually) it contains a **TITLE** and **BULLETED TEXT** placeholder.
3. The appropriate master appears in the main window.

## Formatting The Office Theme Master

Formatting the master is much the same as formatting a normal slide as far as formatting the various elements of the master goes.

The office theme master (title and content) is the master that oversees all other masters. Any formatting applied to this master will **APPLY TO ALL SLIDE MASTERS**. You would then tweak each master with any separate formats or placeholder positions that you wish.

### To format the Office theme slide master

#### Mouse

1. Select the **OFFICE THEME SLIDE MASTER**, usually first in the list. (title and content)
2. In the main window select the **MASTER TITLE** placeholder.
3. Format the text and fill as you would on a normal slide.
4. Change its position if you need to.
5. Select the **sUBBULLETED TEXT** placeholder
6. Format the placeholders text and fill how you desire and move it if you need to.
7. Format the bulleted levels by clicking on each level in turn and format as previously explained text and bullet or number style
8. Place any required graphics, logos and additional headers and footers on the slide master and format as desired.
9. Format the background as described previously
10. Any formatting changes made to the **OFFICE THEME MASTER** can be seen reflected in all of the masters to the left in the **SLIDE MASTER** view.
11. All slides that you have used the **TITLE AND CONTENT SLIDE** layout on will now have picked up the format from the **OFFICE THEME SLIDE** master and the positioning of placeholders. Bulleted text will now display the format you have set for each level.
12. To change the position of any graphic or box of click and drag the object to a new position.
13. Return to **NORMAL** View. (Click on the **CLOSE MASTER VIEW** button or on Normal View button).  
All your slides will now follow the formatting of the Slide Master. All graphics, logos, headers and footers on the master will show on all slides.

If you would prefer the text on any individual slide not to follow the SlideMaster, format the text of that slide individually.

### Formatting The Title Master

#### To format the title master

#### Mouse

1. Select the **TITLE MASTER**
2. In the main window select the **MASTER TITLE** placeholder.
3. Format the text and fill as you would on a normal slide.
4. Change its position if you need to.
5. Select the **SUBTITLE** placeholder
6. Format the placeholders text and fill how you desire and move it if you need to.
7. Format the background as described previously

- Only select **APPLY TO ALL** if you want your whole presentation to have the same default background as this will apply that background **TO ALL MASTERS**.

8. Place any required graphics, logos and additional headers and footers on the slide master and format as desired.

9. Return to **NORMAL** view. (Click on the **CLOSE MASTER VIEW** button or on Normal View button)

All slides that you have used the **TITLE SLIDE** layout on will now have picked up the format from the **TITLE SLIDE** master and the positioning of placeholders

### Formatting The Title And Text Master

#### To format the title and text slide master

##### Mouse

1. Select the **TITLE AND TEXT SLIDE MASTER**.
2. In the main window select the **MASTER TITLE** placeholder.
3. Format the text and fill as you would on a normal slide.
4. Change its position if you need to.
5. Select the **BULLETED TEXT** placeholder
6. Format the placeholders text and fill how you desire and move it if you need to.
7. Format the bulleted levels by clicking on each level in turn and format as previously explained text and bullet or number style
8. Place any required graphics, logos and additional headers and footers on the slide master and format as desired.

9. Format the background as described previously

- *only select **APPLY TO ALL** if you want your whole presentation to have the same default background as this will apply that background TO ALL MASTERS it would appear as though you have changed the office theme master.*

10. All slides that you have used the **TITLE AND TEXT SLIDE** layout on will now have picked up the format from the **TITLE AND TEXT SLIDE MASTER** and the positioning of placeholders. Bulleted text will now display the format you have set for each level.

11. To change the position of any graphic or box of click and drag the object to a new position.

12. Return to **NORMAL** View. (Click on the **CLOSE MASTER VIEW** button or on Normal View button).

All your slides will now follow the formatting of the Slide Master. All graphics, logos, headers and footers on the master will show on all slides.

If you would prefer the text on any individual slide not to follow the **SLIDEMASTER**, format the text of that slide individually.



To hide **SLIDE MASTER** items such as graphics/ logos on an individual slide use from the **BACKGROUND** group on the **DESIGN** ribbon, **HIDE BACKGROUND GRAPHICS**.

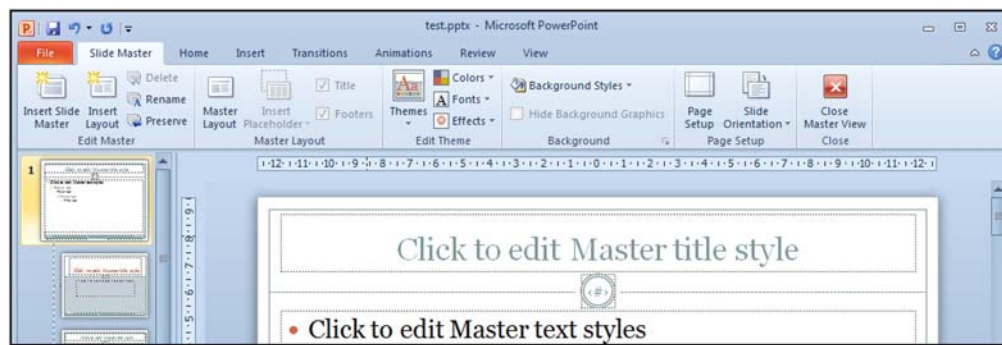
## Create Your Own Master

One of the brand new features from 2007 and now in 2010 is the ability to create your own master slide layout and insert placeholders and position them in any place you wish. You may even create your own office theme master (Global Master) This means that you are not bound by the inbuilt masters within PowerPoint. These masters will become layout options for your slides as you build your presentation.

### To create your own master slide

#### Mouse

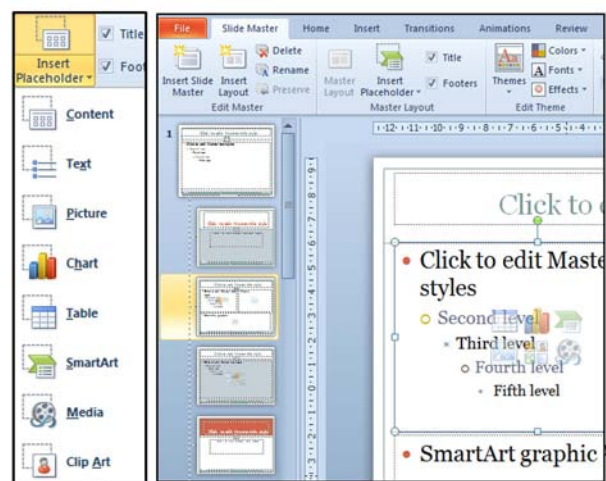




1. Go to slide master view.

Either

2. Click on **INSERT LAYOUT** in the **EDIT MASTER** Group.
3. A new master layout will appear in your left hand panel and be highlighted. It will also appear in the main window.



118

4. Click on the drop down arrow to **INSERT A PLACEHOLDER** in the **MASTER LAYOUT** group.
5. Select the type of content you will want to use for your master layout and place and position the placeholders on the slide master.
6. Format and position the placeholders as previously instructed.
7. Click on **CLOSE MASTER VIEW**.

To rename a masterMouse

1. Go to **MASTER** view
2. Select in the left hand pane the master you wish to rename.
3. Click on **RENAME** In the **SLIDE MASTER** group a dialog will appear.
4. Enter a new name for your master.
5. Click on **RENAME**.

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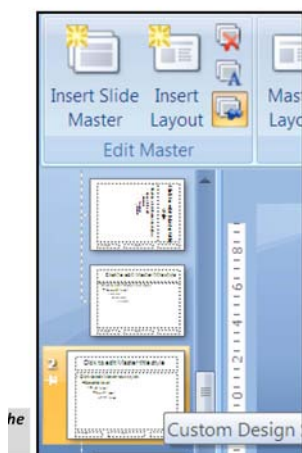
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**To delete a master****Mouse**

1. Go to **MASTER** View
2. Select in the left hand pane the master you wish to delete.
3. Click on the **DELETE** button in the **SLIDE MASTER** group.

**Multiple Slide Masters**

In PowerPoint 2010, it is possible to have more than one Slide Master. PowerPoint users can easily create more than one slide master within one file. This makes it possible for users to combine multiple presentations in one file or create separate sections within the same presentation.

**To Insert a second slide Master****Mouse**

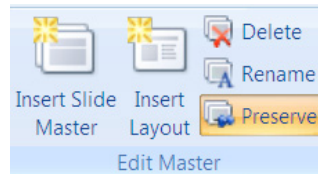
1. Go to **MASTER** view
2. Click on the button to **INSERT SLIDE MASTER**. A new office theme master is inserted
3. Format this as described earlier in the way you wish it to be different from the first slide master.
4. You may insert then new layouts and format them as you wish.
5. You may create and format as many masters as you wish each will be numbered.

*To establish the formatting for title text, body text, bullets and footers for all layouts select the relevant sample text or bullet and format them as previously discussed.*

**To apply a new slide master****Mouse**

1. In **NORMAL** view from the **DESIGN** ribbon, apply a new theme **TO SELECTED SLIDES** or to **ALL SLIDES**, meaning the whole presentation, as previously explained.

**Warning:** if you apply a new master to the entire presentation, the original slide master becomes unused and will be deleted. You need to preserve the original slide master to avoid it being deleted

**Preserving A Slide Master**

If you apply a new master to the entire presentation, the original slide master becomes unused and will be deleted. You need to preserve the original slide master to avoid it being deleted. New slide masters that you create are automatically preserved.

**To preserve a slide master****Mouse**

1. Go to **MASTER SLIDE** view.
2. Select the slide master you wish to preserve.
3. Click on the **PRESERVE** Master button.
4. If a master is preserved the preserve icon will be lit like above to indicate it is preserved
5. you only need to preserve the theme master to preserve all layout masters dependent on it.
6. you can still delete an unwanted slide master, if it has been preserved using the **Delete** Master button. Any slides still using the master will revert back to using the previous master applied.

# Section 7 Transition and animation effects

By the end of this section you will be able to:

- Apply Entry (Transition) Effects to slides
- Build Bullet Points
- Use Animation Schemes
- Preview Animations
- Use Custom Animation
- Use Path Animation
- Animate multiple objects simultaneously

## Animation effects

There are many levels of animation effects that can be used within PowerPoint 2010 to create movement, excitement and impact within a presentation. Obviously, animation effects applied will not be seen if slides are printed out onto paper or OHP transparency slides, but can be enjoyed when a slide show is delivered from a computer using electronic projection equipment.

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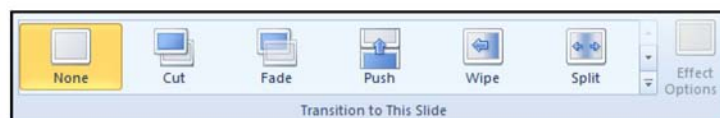


Animation effects can be applied to whole slides to control the way they appear on the screen. Animation can also be added to text (E.G. to make bullet points build up one by one) and drawn objects.



## Slide Transitions

A transition controls the way one slide moves off the screen to make way for the next one during an electronic slide show. You have a choice of transitions for each slide, including Fade through black, Dissolve, Cover Left, Checkerboard Across. You can vary the speed of each one. Transitions can be applied to individual slides, a number of selected slides or across the whole presentation. Slide transitions are applied and modified using the Slide Transition task pane. There are more options now in 2010 to increase your choice of how slides appear and disappear so as to be able to make almost movie like presentations.

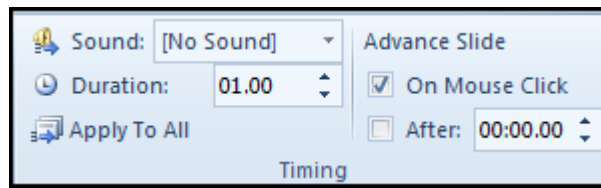


## Setting Slide Transitions

### Mouse



1. Be in either **NORMAL** view or **SLIDE SORTER** view.
2. Click on the **TRANSITIONS** ribbon go to the **TRANSITION TO THIS SLIDE** group.
3. Select a transition from the drop down box to apply.
4. Choose an effect option. (These will vary depending on the transition you choose)



5. Select a duration if too fast or slow.
6. Select a sound if you wish. This will play as the transition occurs.
7. Click on **APPLY TO ALL** if you wish to set the same transition for all slides.
8. The slides which now have a transition applied will have a small star icon next to their slide number in the thumbnails area. To remove a transition, select the **NO TRANSITION** option in the transitions area.
9. You can also apply transition effects while working in Slide Sorter view. This may make it easier to select the slides you wish to apply transitions to.

## Slide Timings On Transitions

You can set timings for your slides which will result in a PowerPoint show that will automatically run. Slides will be shown on screen for the amount of time you specify before the show automatically advances on to the next slide.

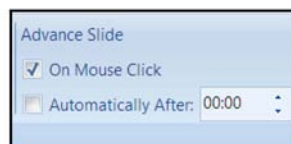
There are two different ways you can set slide timings; setting them manually for each slide or using the Rehearse tool.

### Setting Slide Timings Manually

It is easiest to work in Slide Sorter view whilst setting slide timings although it can be done using the slide thumbnails in Normal view.

#### To set slide timings

##### Mouse

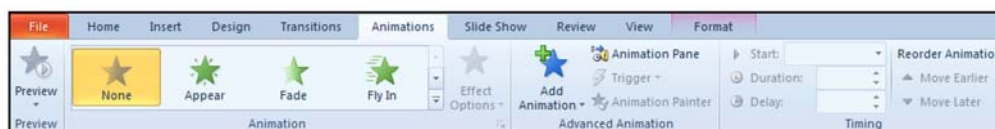


1. Select the slide(s) you want to apply timings to.
2. You can set the timing for one or more selected slides by entering in seconds the length of time you want the slides to appear on the screen. Timings are shown in Slide Sorter View beneath each slide.

3. Run your presentation in Slide Show view to see the effect of the timings you have added.
4. The slides will advance on a mouse click **OR** after the specified time has elapsed, the trigger is whichever occurs first.

### Animating Text

You can animate the text in your slide to add emphasis to your topics. On a bulleted list slide, animation can be applied to both the title area and the bullets area and is most commonly used to get bullet points to appear one by one. Text animation is applied using the Custom Animation task pane. You may only apply animation in normal slide view.



There are four categories of animation effect to choose from in PowerPoint 2010:

<b>Entrance Effects</b>	<b>Entrance Effects</b> change the way that objects arrive onto a slide. Text can be made to simply appear, or there are more exciting effects such as Crawl In or Fly In.
<b>Emphasis Effects</b>	<b>Emphasis Effects</b> can be applied to objects that are already on the slide. Emphasis Effects will bring attention to an item without actually moving its location E.G. text can be made to spin in position.
<b>Exit Effects</b>	<b>Exit Effects</b> change the way that objects leave a slide. The effects applied are similar to Entrance Effects.
<b>Motion Paths</b>	<b>Motion Paths</b> can be used to make objects move along a certain trajectory E.G. down, up, spiral. Motion paths are not particularly applicable to animating text and will be looked at in more detail later in this section.

There are a large number of animation effects within each of the categories above. To help you make your selection, you will find you are offered a number of common effects within each category first. Under More Effects, the animation effects are divided into Basic, Moderate, Subtle and Exciting to help you gauge which might be more appropriate for your needs

You are able to apply more than one type of animation to an object

5. *E.G. you could have an entrance, then an emphasis and finally an exit effect.* Open the **ANIMATION TASK PANE** by choosing custom animation on the animations ribbon
6. Click on the **ADD EFFECT** button.

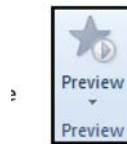
However, don't be tempted to apply too much animation into your slides as it can start to look unprofessional. A little animation goes a long way!

### To apply text animation

#### Mouse



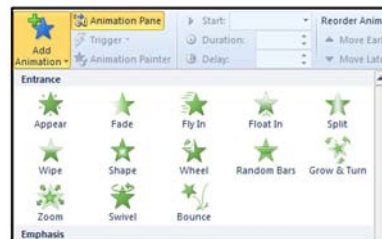
1. Select the text or graphical object you want to animate
2. Click on the drop down arrow on the right of the animations on the animation ribbon.
3. Select the animation effect you require and choose one of the common effects ensuring it is in the correct category such as entrance, exit, etc.
4. Click on the **PREVIEW** button to see it applied to the selected object




OR

Mouse

up



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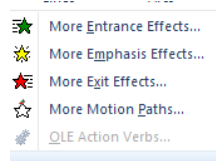
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1. Select the object to be animated
2. Go to the add animation button in the advanced animation group
3. Click and make a selection from the correct category of animations, entrance, exit, etc.



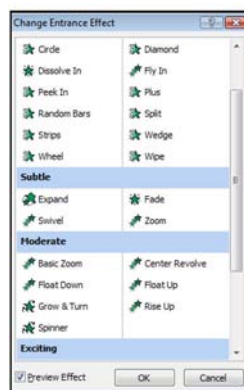
4. The animation will be applied when clicked on.

Or

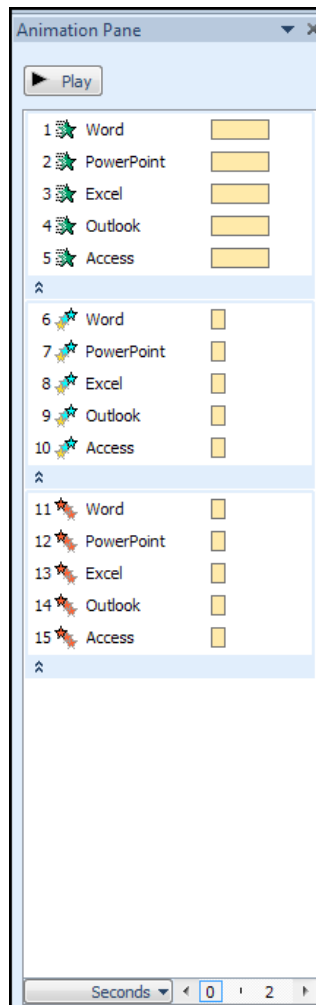
### To apply extra text animation

#### Mouse

1. Select the object to be animated
2. Click on the drop down arrow on the right of the animations on the animation ribbon.
3. Select from the **MORE EFFECTS** options at the bottom of the menu



- If you choose one of the **more effects** ensure that it is the correct category, entrance, exit, emphasis or motion paths



4. Choose the appropriate effect from those listed
5. If the preview effect button is ticked then the selection will be seen on your slide
6. When you have the effect that you want click ok to apply that animation.

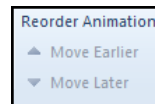
### Multiple Animations

When you wish to have several objects do several things rather like a movie then you need to be able to view all of your animations in one location so that you may edit the various animations and order them to your satisfaction. To do this you will need to use the animation pane if you have used PowerPoint from earlier versions then you will be familiar with many features of this tool.

### Adding another animation effect

Mouse

1. Select the text object you want to apply an additional effect onto.
2. Click on the **Add Effect** button and select options as required.
3. Use the **Play** button to run your animation effects in the slide.
4. You can change the order in which items on your slide are animated by using the **reorder** buttons. In the **timing** group



The effects appear in the Animation Pane, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view or in Print Preview

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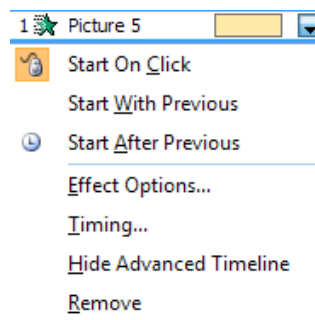
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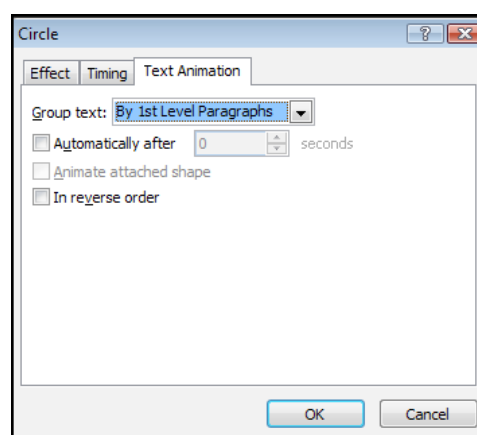
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**To view the animation task pane****Mouse**

1. Click on the **animation pane** button in the **advanced animation** group.
  2. The animation pane will appear on the right
- *The animation task pane is there to allow you to further modify your animations. You may wish to reorder them adjust timings, remove or add other animations.*

**To change animation settings****Mouse**

1. Select the animation to change in the list on the **Task Pane**.
2. Click on the down arrow next to the animation in the list and select effect options
3. A dialog appears go to the **text animation** tab.



4. If you use bulleted lists in your text you set here that they come in by a certain level of paragraph. In effect

bringing in points and sub points individually or as a group.

5. On the **effect** tab you have the choice to bring in the text **all at once**, **by word**, or **by letter**.
  6. The **Timing** tab allows you to set delays on the time between each piece of text appearing.
- *Be careful to **SELECT** the animation you wish to modify and then use the **CHANGE** button or you can end up applying a new animation effect by mistake.*

## Removing Animation

### To remove applied animations

#### Mouse

1. Select the animation to remove in the list on the animation Pane.
2. Click on the down arrow to the right
3. Click on the **REMOVE** button at the bottom of the menu.

## Animating Objects

Objects that you have drawn (E.G. autosshapes, squares, circles etc.), clipart and images can all be animated to add excitement to a slide.

In PowerPoint 2010 is the ability to apply more than one kind of animation effect to an object, animate multiple objects simultaneously and use motion paths.

### Animating Objects Simultaneously

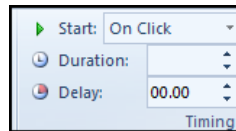
PowerPoint 2010 gives you the ability to animate multiple objects simultaneously. In previous versions of PowerPoint you could only add one animation effect to each object and only one animation effect could be running at one time, so objects had to be animated in turn. Not anymore! As we have seen, you can apply as many animation effects to one object as you like and you can also have all of your animation effects running at once, which does make the possibilities for what you can achieve with PowerPoint animation virtually limitless.

Animating objects simultaneously is achieved by adjusting the Start options for each animation. By default animations start on a mouse click. You can change this to the animation starting at the same time as the previous animation (With Previous) or a short time after the previous animation (After Previous). You can specify the delay for the After Previous setting.

### To animate objects simultaneously

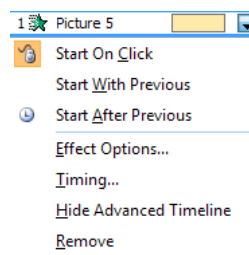
#### Mouse

1. Apply animation to the objects in your slide (see previous instructions for guidance)
2. Select an animation in your list.



3. Go to the timing group on the animations ribbon and from the Start box adjust the setting.

OR



1. Click on the drop down arrow to the right of the animation.
2. Select from the list **WITH PREVIOUS** or **AFTER PREVIOUS**.
3. To further control timing options for the **AFTER PREVIOUS** option, click on the down arrow next to the selected animation in the list, and choose **TIMING**.

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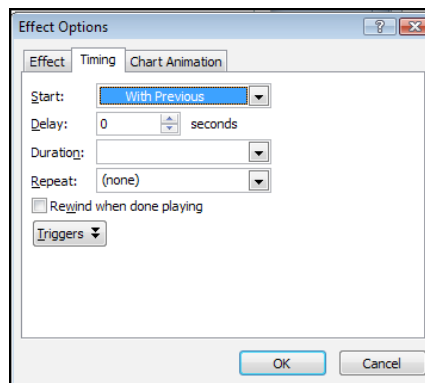
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OR

1. Select **EFFECT OPTIONS** from the list



2. Go to the **TIMING** tab
3. Adjust the **START** options (choosing from **ON CLICK**, **WITH PREVIOUS** or **AFTER PREVIOUS**).
4. Apply other options as needed. Choose **OK**.



5. You can preview your animation effects by using the **PLAY**(or preview) button to run your animation effects in the slide.

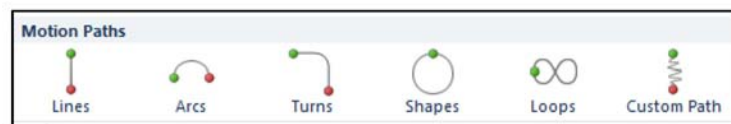
OR

6. You can run the slideshow to see the effects.

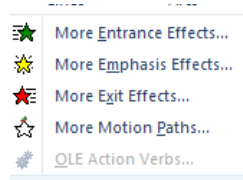
## Using Motion Paths

PowerPoint 2010 allows you to customise the entrance of an animated object by using a motion path. Motion paths can make your object travel around on the slide, rather than appearing (Entrance Effect), being animated in situ (Emphasis Effect) or leaving the slide (Exit Effect). There are pre-set motion paths to choose from (e.g. Down, Up, Spiral) or you can custom draw a motion path to suit your requirements.



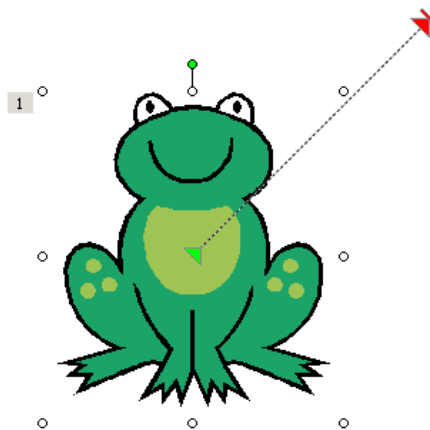


### To Apply a motion path



### Mouse

1. Select the object to be animated.
  2. From one of the various methods described add an animation effect and choose a Motion Paths.
  3. Select from one of the six common motion paths. The animation will be previewed quickly in the slide.
- If you need more choice than the basic six options choose **more motion paths** from the menu.



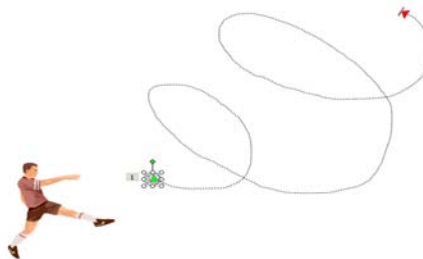
4. A motion path arrow has now been added to your object, indicating the direction of travel. The green arrow is the start point of the movement; the red arrow is the end point of the movement.
5. You can adjust the start and end point of the motion path by hovering over the white circle on the red or green arrow and dragging with your mouse to a new location.

6. You do not need to keep to the original type of movement chosen. In the example above, the movement is initially diagonal, but by adjusting the end point of the movement, you can change the type of movement.
7. You can add multiple motion paths to one object. Try adjusting the motion path arrows so that the end of one motion path arrow meets with the start point of the next motion path arrow.
8. Experiment with some of the motion path types listed under. Remember, you can control the order of your animations using the re-order buttons at the bottom of the **animation pane** or the reorder buttons in the **timing** group on the **animations** ribbon

### Custom Motion Paths

There are plenty of pre-set motion paths to choose from but they might not always suit your needs. In these cases, you can draw your own motion path free hand by clicking and dragging with your mouse.

This motion path applied to the football in this slide was created using the custom motion path:



Try this...



The sequence 2, 4, 6, 8, 10, 12, 14, 16, ... is the sequence of even whole numbers. The 100th place in this sequence is the number...?

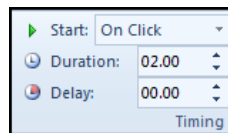
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**To apply a custom motion path****Mouse**

1. Select the object to be animated.
2. Select **Add Effect** and choose from the **Motion Paths**.
3. Choose **custom path**,
4. Use your mouse to create the motion path by dragging and clicking as appropriate and then do one of the following:
  - *If you want to end a line or scribbled path, let go of the mouse button.*
- 5) To make the path mimic an exit effect, set an effect option after the motion path to fade the item (select the animation in the list, click on the down arrow, choose Effect Options, After Animation, Hide After Animation), or draw the motion path off the slide.

**Modifying A Custom Motion Path**

After you have drawn your motion path, it is possible to make modifications to it. You can change the speed at which your object moves down the motion path and the direction in which it travels. It is also possible to make adjustments to the path itself by editing points on the path.

**To modify movement speed****Mouse**

1. Select the animation in the list in the Custom Animation Task Pane.
2. Click on the down arrow to the right of the animation and choose timing.
3. The timing dialog appears

**OR**

1. Go to the timing group on the animations ribbon
- Then**
2. Adjust duration and delay accordingly.

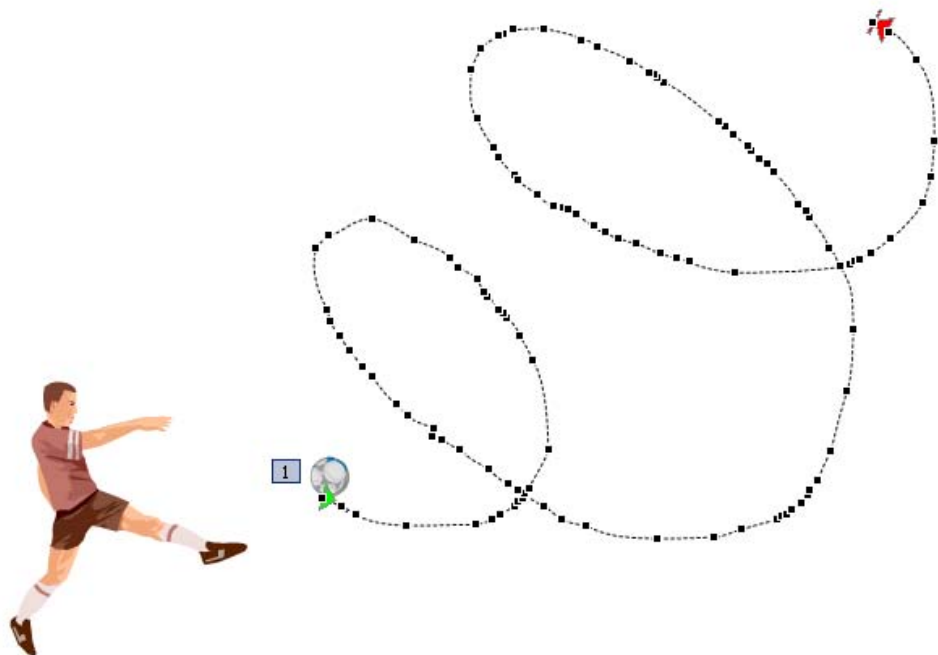
**To modify path direction****Mouse**

1. Select the animation in the list.
2. Click on the Effect options button in the animation group.
3. Select Reverse Path Direction.

You can make other adjustments to the motion path animation by going to the animation in the animation list, clicking on the down arrow and choosing from the options in Effect Options.

**To Edit Points on the Motion Path****Mouse**

1. Select the animation in the list.
2. Click on the down arrow beside effect options in the animation group.
3. Select Edit Points.
4. There are now black squares at intervals on the motion path.

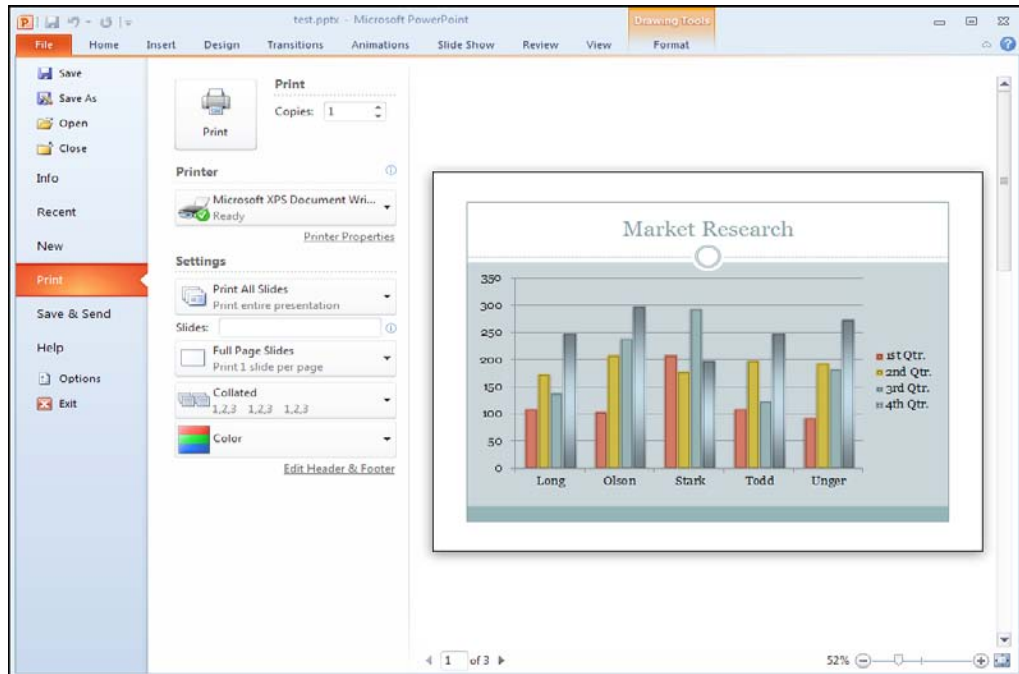


5. Hover your mouse on a square and click and drag to adjust its position.
6. If you have many modifications to make, it may be quicker and easier to redraw the motion path.

## Printing

### Print Preview

PowerPoint 2010 gives you the ability to preview the way your slides will look before they are printed out on paper.



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### To use print preview

#### Mouse

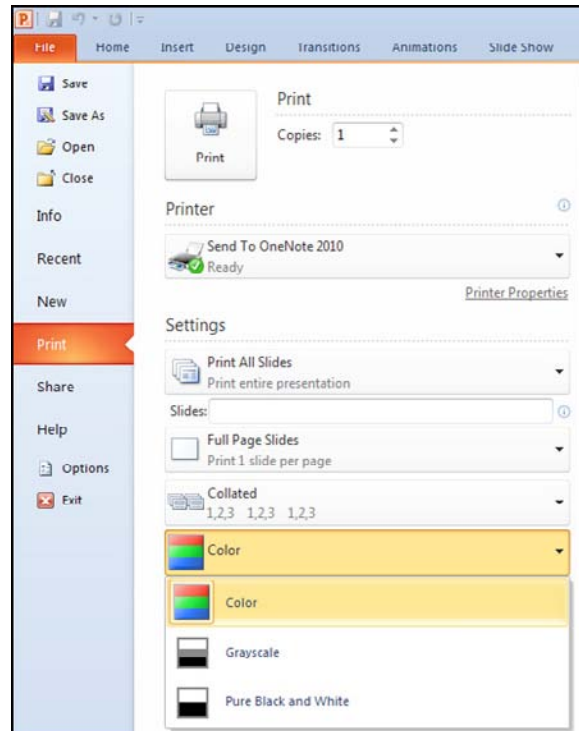
1. From the **File Tab** choose **Print**.
2. Use the **next page** and **previous page** buttons at the bottom of the screen to advance through your slides.
3. You can choose other what to print E.G.hand-outs with three slides per page, or notes pages, by selecting a different option from the **Print What** box by clicking on the drop down arrow. (above Collated)
4. If You are printing more than one copy (say handouts may need many copies) You may wish to collate those copies (above colour)
5. If You want to, you may choose to print only a selection of slides from the presentation you would be able to do this by entering the page numbers or ranges in the slides box (beneath where it says Print all slides).
6. In the copies box next to the main print button (top left) enter how many copies of the presentation you wish to print.

When all options have been set click on the main print button to print your selection. You will be returned to your presentation while the document prints. You may return to your presentation at any time by clicking on any of the ribbon tabs other than **file**.

### To Print Greyscale

The settings above are purely for onscreen while building your presentation they have nothing to do with the running of the presentation or the printing of it.

If you want your presentation to print in Black and White, the Colour/Greyscale option in the Print dialog box (File, Print) will convert your presentation to grey scale as it prints. The Pure Black and White option in the Print dialog box will print all colours as black or white only.



### To print Greyscale/black and white

#### Mouse

1. Click on the **File Tab** and select **print** from left to view the **print** screen.
2. To the bottom left of the dialog select the **colour/GREYSCALE** type you wish to print in from the drop down box.

# Section 8 Organise and deliver presentations

By the end of this section you will familiar with:

- Running a Slideshow
- Rehearsing a show
- Custom Shows
- Hyperlinks
- Action buttons

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## Running a slide show



When you eventually present your PowerPoint slides, you will want to run the slides as a slide show so the slides occupy the whole of the screen area available and none of the regular PowerPoint ribbons and task panes are shown. It is also necessary to run your slides as a slide show to get the full effect of any animation effects you may have applied to your slides.

When presenting a slide show to an audience, you advance your slides by clicking on your mouse or using the **PAGE DOWN** or **ENTER** buttons on your keyboard. **PAGE UP** can also be used to take you back to the previous slide if necessary.

Depending on the purpose and audience of your presentation, you can run a slide show in several ways. One way is to start a slide show from within PowerPoint. Another way is to save a presentation so that whenever it is opened it always starts as a slide show.

You can also set up a self-running presentation that will run in an ever-repeating loop until you press **ESC**. This is useful if the presentation is to run in a kiosk, or on a monitor at an exhibition.

### Starting A Slide Show From Within Powerpoint

1. Click on the **from beginning** button on the **slideshow** ribbon.



Or

1. Click the **Slide Show** button in the lower-right corner of the presentation window. This will start the show at your currently select slide.

Or

1. Select **view** ribbon the **presentation views** group and **Slide Show** button

Or

2. Press **F5** on the keyboard. All these options will start the show from the first slide.

### To advance slides in the presentation

1. Click your mouse.

**OR**

2. Press **PAGE DOWN** or **ENTER** on your keyboard.

#### To move back to previous slides

1. Press **PAGE UP** on your keyboard.

**OR**

1. Right click with your mouse. From the menu that appears, choose **Previous**.

#### To end your slide show

1. Press **ESC** on the keyboard

**OR**

1. Right click with your mouse and choose **End Show**.
2. The show will also end automatically when you have reached the end of all your slides. You will see a black screen and can click with the mouse or press **PAGEDOWN** or **ENTER** to return to PowerPoint.

### Rehearsing Timings

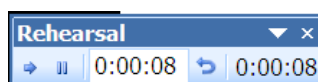
You can 'rehearse' your presentation, talking through the explanation of each slide and PowerPoint will record the amount of time you spent on each slide. These timings can then be used to run the presentation in future. They will adjust all of the previously set manual timings you may have entered within your presentation for transitions



#### Rehearsing Timings:

##### Mouse

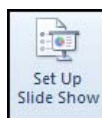
1. Select rehearse timings on the slideshow ribbon.
2. Advance the show as you rehearse so that the timings reflect how long you need each slide to be displayed.





3. Use the buttons in the Rehearsal dialog box to pause between slides, restart a slide, and advance to the next slide. The timer shows you how long the current slide has been on screen.
4. If you wish to start timing again for any slide click on the **Repeat** button. PowerPoint will record only the last timing for each slide.
5. When you finish PowerPoint will indicate the total timing for the presentation. If this is acceptable click on **Yes** to save the timings with the show.

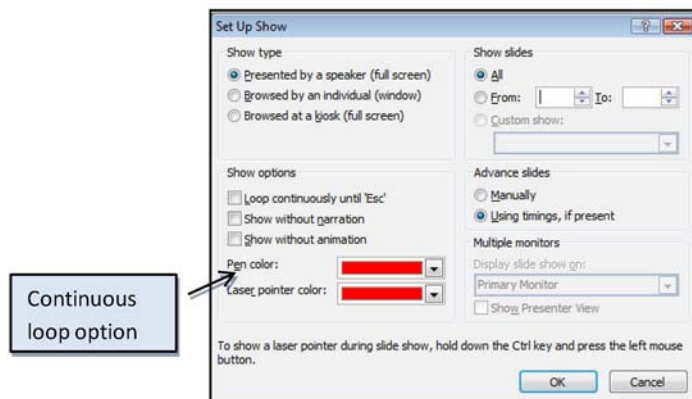
### Running A Show Using Timings



When you have entered slide timings either manually or via the Rehearse option, you will want to know how to run the slide show using the timings so the slides advance automatically.

To run a show using timings

6. Select Set Up Slide Show from the slideshow ribbon.

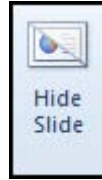


7. In the **Advance Slides** area specify that the slide show should be run **Using slide timings, if present**.
8. Click on **OK**.

- *Run the Slide show as normal. If timings have been set they will be used.*

- You can use the Set Up Show dialogue box to set other options for the slide show *e.g.* running the slide show in a continuous loop.

### Hiding Slides



If you wish not to show a particular slide within a show but don't wish to delete it because you will use it again in the future. Then select the slide and use the hide slide button on the slideshow ribbon. Use it again to unhide the slide(s). It is best to do this in slide sorter view.

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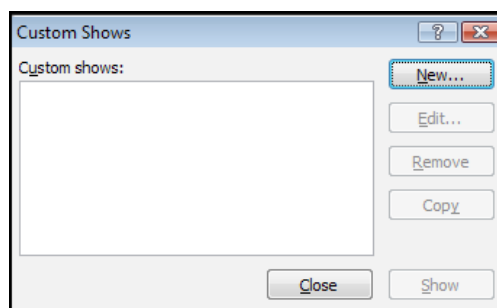
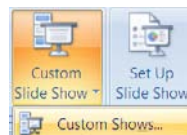
## Custom Shows

If there are many slides to be hidden and unhidden every time you go to run your show then custom shows may be a better option for you to use. Custom Shows allow you to create presentations within a presentation. Instead of creating multiple, nearly identical presentations for different audiences, you can create one presentation which includes all the slides for all the audience groups. Custom Shows then allows you to save different groupings of these slides under different names. By including all slides in the one presentation you will not need to recreate slides twice but will still be able to offer tailored shows to both groups.

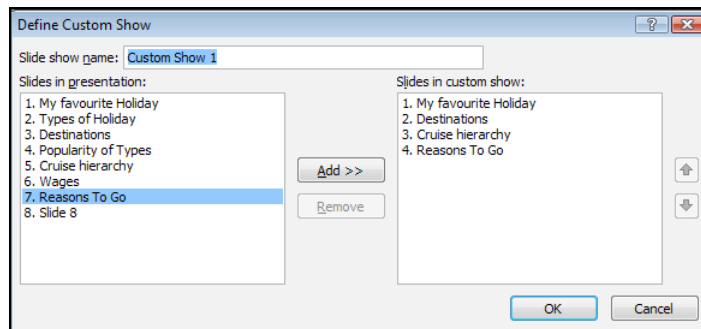
For example, you might want to give a presentation at induction days for new staff and prefer to present slightly different information to your new graduate trainees than to your other recruits. Slides 1 to 5 may be identical for both groups, but slides 6 to 7 may be different, with subsequent slides the same. Once you have created all the slides to be used you can set up two custom shows specifying which slides to be shown in which order for each group.

### To create A Custom Show

#### Mouse



1. Select **Slide Show** ribbon, **Custom Shows** button, **custom show** to bring up a dialog of all shows in presentation.
2. Click on **New**.
3. Type in a name for the show.
4. Under **Slides in presentation**, select a slide you want to include in the custom show.
5. To select multiple slides, hold down **CTRL** as you click the slides.



6. To include the selected slide(s) in the custom show click **Add** or double click on the slide name.
7. To change the order in which slides appear, select a slide, and then click one of the arrows to move the slide up or down in the list.
8. Click on **OK**. To see a preview of a custom show, select the name of the show in the Custom Shows dialog box, and click on **Show**.

#### Adding Or Removing Slides in A Custom Show:

##### Mouse

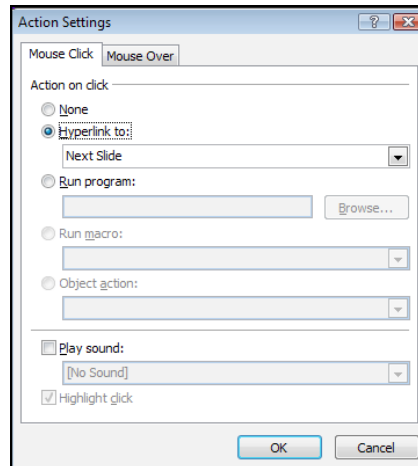
1. Select **Slide Show** ribbon, **Custom Shows** button, **custom show** to bring up a dialog of all shows in presentation.
2. Select the name of the custom show you want to change.
3. Click on **Edit**.
4. Add or remove the slides you want.
5. Click **OK**.
6. To remove an entire custom show, select its name in the **Custom Shows** dialog box, and then click **Remove**.  
This removes the custom show, but the actual slides remain in the presentation.

#### Hyperlinks (Action Buttons)

You may wish to include slides in your presentation which may or may not be shown depending on the audience reaction or questions. Action buttons allow you to set up hyperlinks between pages so that you can jump to a page out of sequence if you wish.

#### Creating an Action Button Hyperlink:

##### Mouse



1. Switch to **Normal** View.
2. From the **Insert** ribbon select the shapes drop down and scroll to the end of the menu of shapes, **Action Buttons**, and choose the button tool you require.
3. Click and drag to create a button on the slide.
4. Press **SHIFT** to create a symmetrical button.
5. When you release the mouse button the Action Settings dialog box is displayed.
6. Set **Action on click** as **Hyperlink to**.
7. Pick from available slides in the presentation.

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8. Click on **OK**.
  9. When the slideshow is run clicking on that action button will take you to the slide you specified
- *It is best not to use these with timings but more as an interactive show so individuals can navigate the show at their leisure.*

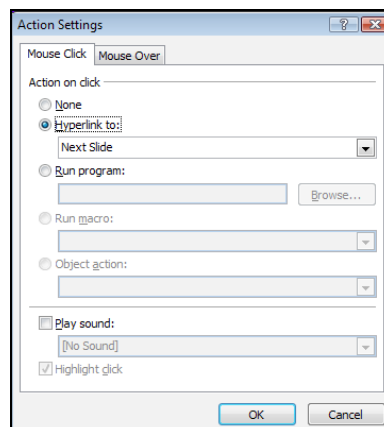
### Inserting Hyperlinks (Objects And Text)



It is not only action buttons that can help you navigate around your presentation **ANY** object can become a hyperlink to another slide or presentation, a web address even another program or file.

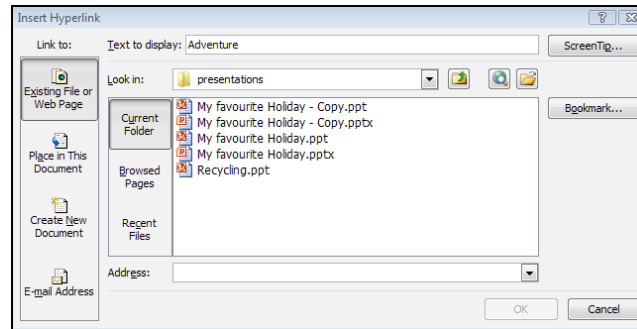
### To create a hyperlink

#### Mouse



1. Select any object or piece of text that you wish to create a hyperlink from. (not an action button)
2. Go to the **insert** ribbon and notice the two buttons on the Links group.
3. If you select the action button the dialog to the right appears. If you choose the hyperlink button the lower dialog appears.





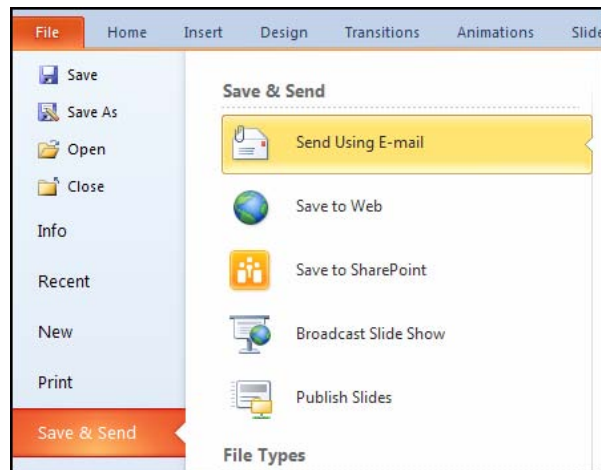
4. In the Action settings dialog in the Hyperlink to box make a selection to “other file..” the insert hyperlink dialog appears.
5. Select the file in the navigation area in the middle part of the dialog
  - *you may have to navigate to find it but it would be best if it was located where the current presentation file was saved.*
6. Enter a screentip if you wish by clicking on the screentip button on the top right and enter some help text that will appear as the mouse hovers over the link when the slideshow is running.
7. Click on **OK**
8. If you choose the action button instead the action dialog will appear which allows you to determine the action you wish it to do.
9. Follow the steps as for the action button but in the hyperlink to area you have many other options from the drop down box.
10. Make a selection, Click **ok**.

*These action settings allow anything to behave like an action button or hyperlink.*

## Saving as different types

### Web Page

Unfortunately saving as a web page in 2010 is a feature that has been discontinued although since SharePoint is going to be the future the ability to publish to a SharePoint library is now firmly integrated within the office 2010 suite



### Saving To Sharepoint

#### To save a presentation to a SharePoint library

##### Mouse

1. Click the **File** tab.
2. Click **Save &SEND** and then click **Save to SharePoint**.

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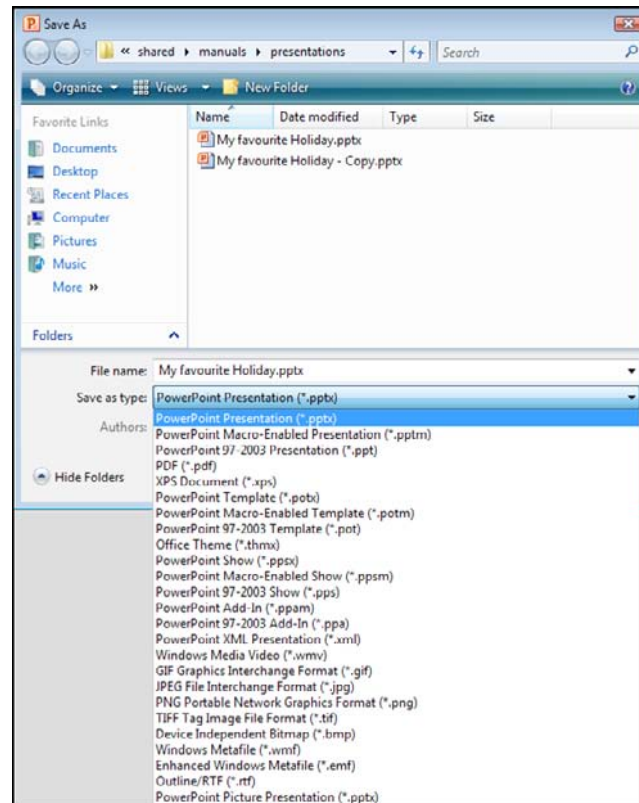
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3. Find the SharePoint location to which you want to save, and click **Save As**.
4. In the **Save As** dialog box, click **Save**

### Save As A PowerpointShow



Once you have finished creating and editing all your slides, you may always want the presentation to always open as a slide show without giving you the normal PowerPoint screen first. This can be useful when you deliver the presentation as it can look more professional.

When you save your presentation as a PowerPoint show you will end up with two separate files; the original PowerPoint file which is editable and the PowerPoint show which will always open up into slide show view but will not be editable.

### Saving A Presentation To Open As A PowerPoint Show:

#### Mouse

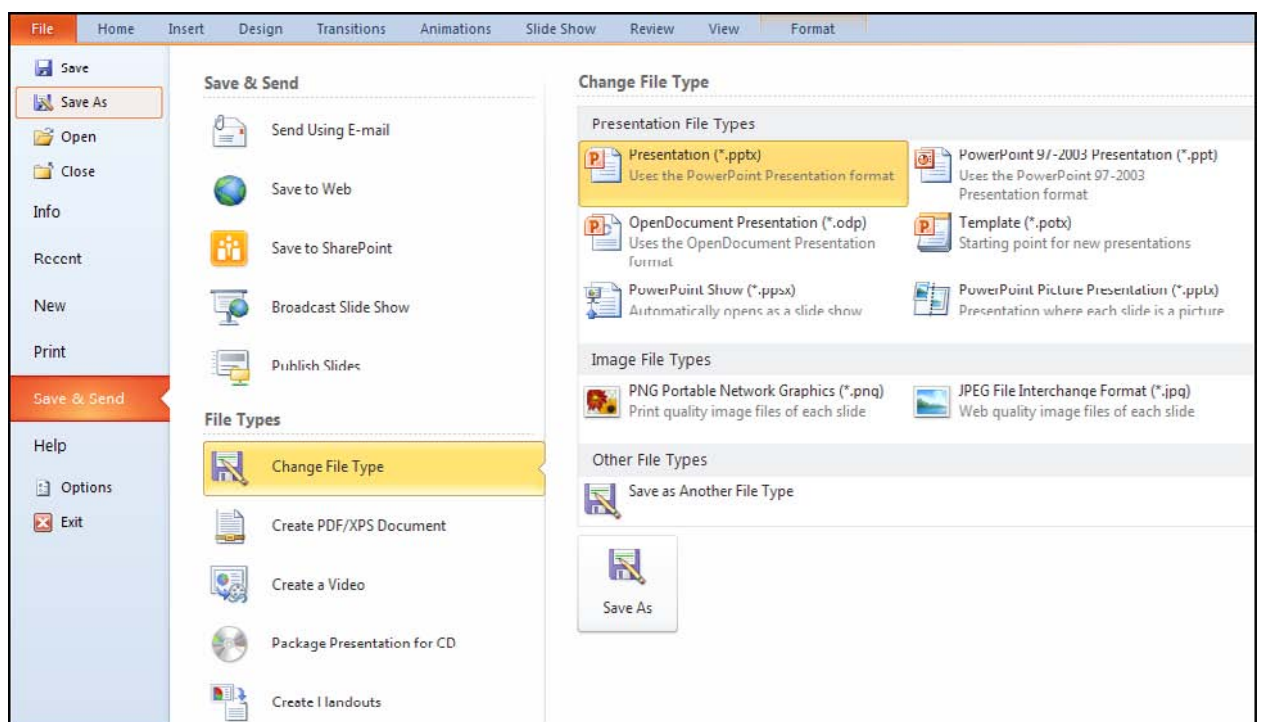
1. Open the presentation you want to save as a show
2. Select the **File Tab** and **Save As**.
3. In the **Save as type** list, choose PowerPoint Show.
4. Enter file name and location to save presentation then click on **Save**.

When this PowerPoint Show is next opened it will automatically launch into a slide show. You can advance the slides as normal by pressing Page Down on the keyboard or clicking with your mouse. Right clicking with the mouse will also bring up a menu of useful options

*This PowerPoint show is a run only show and is uneditable so please remember to save any changes you have made to the normal PowerPoint file before saving as a show.*

### Save As Earlier Version

Because many of the new features and formats in PowerPoint 2010 would not be recognised by earlier versions of PowerPoint it may be necessary to convert the file to an earlier version file format so that it may be viewed by all and not just those with PowerPoint 2010 on their machine.



### To save file as earlier version

#### Mouse

1. Open the presentation you want to save as an earlier version.
2. Select the **File Tab** and **Save And send**.
3. Under the file types heading select change file type
4. From the displayed choices on the right choose **powerpoint 97-2003** presentation.
5. Click on the **save as** button
6. This will open up the save as dialog box where the save as type has been set to the preferred version.

7. Name and save in the normal way.

## Templates

If you have a standard type of presentation you need to deliver holding standard content that you will build on later. You may consider creating a template. A template enables you to quickly fill a presentation with added content in a very quick manner.

### To create a template

#### Mouse

1. Open or create a presentation with content that you would use in many future presentations.
2. Format the masters if you wish to your preferred style.
3. Select the **File Tab** and **Save And send**.
4. Under the file types heading select change file type
5. From the displayed choices on the right choose **Template**.


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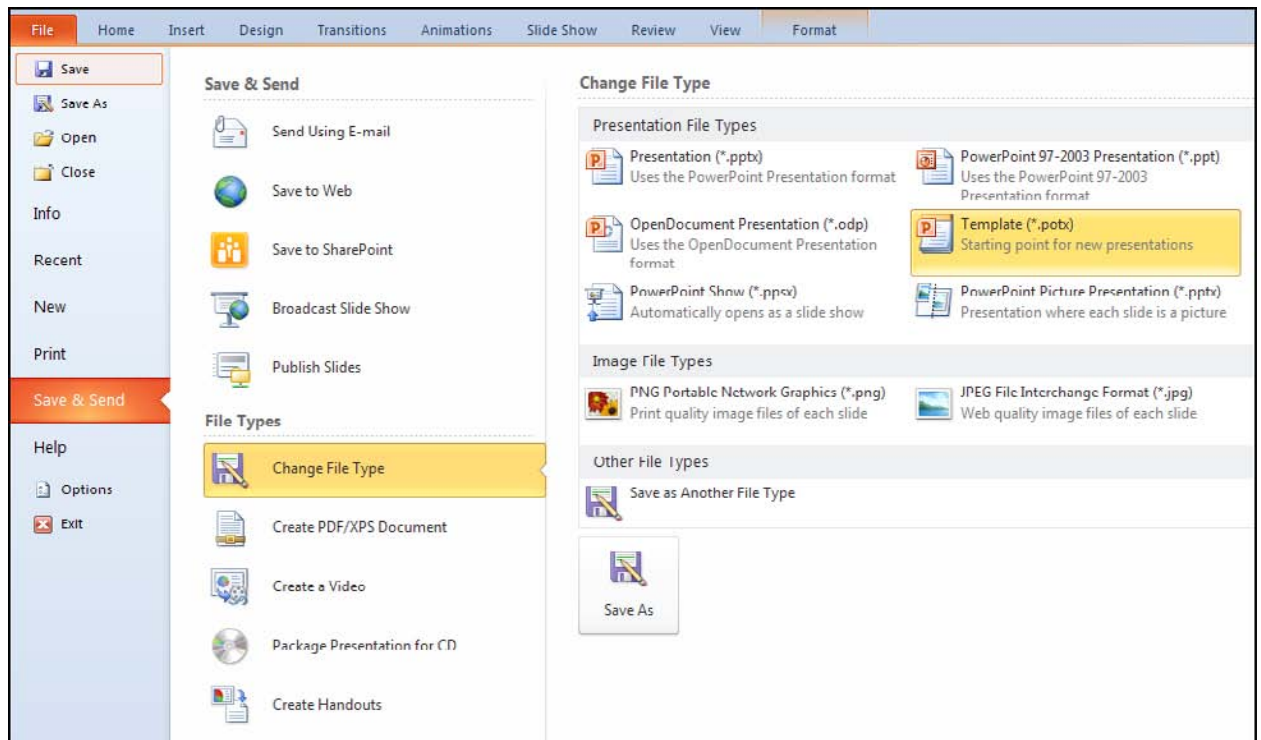
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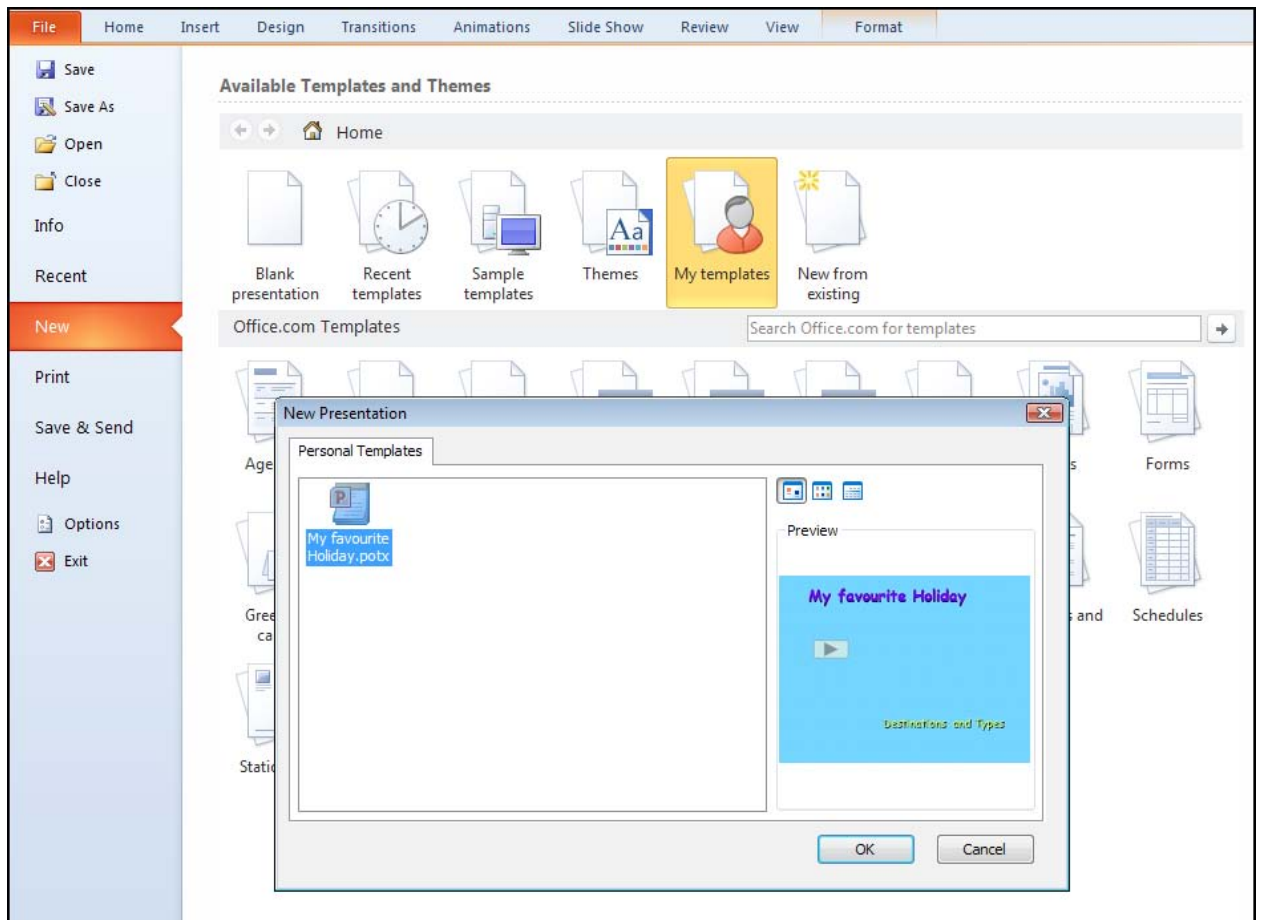


6. Click on the **save as** button
7. This will open up the save as dialog box where the save as type has been set to Template
8. Enter a **file name**
9. The location to save a template has been chosen by PowerPoint.
10. Click on **Save**.

### To open a template file

#### Mouse

1. Locate the file if it is a known location and double click on it.
- Or**
2. Click on the **File** Tab and select **new**.
  3. On the main window area near the top choose **MY Templates** a dialog will appear
  4. The dialog will show all of the templates you have created with a preview on the right of the template you select.



5. Make your selection and click on ok
6. A new file is created based on that template
7. Add your additional data and slides and save in the normal way

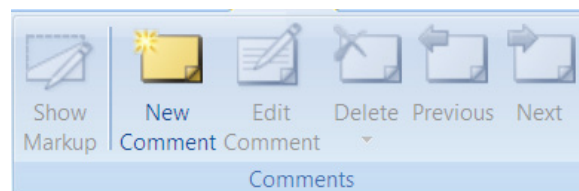


## Comments

The Send for Review command is not available in Microsoft Office PowerPoint 2010. In earlier versions of PowerPoint, by using the Send for Review command with Microsoft Office Outlook or another e-mail program, you could request feedback about a draft of your presentation from reviewers, such as your colleagues and partners.

To send your Office PowerPoint 2010 presentation to reviewers, attach your presentation to an e-mail message. Reviewers can comment on your presentation by using the **Comments** features (located on the **Review** ribbon, in the **Comments** group) in Office PowerPoint 2010, and then attach the marked-up presentation to an e-mail message to you. By using the **Comments** features in Office PowerPoint 2010, you or your reviewers can do the following:

- *Show or hide revisions*
- *Add new comments*
- *Edit existing comments*
- *Delete comments*
- *Move through comments forward or backward*



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Comments are like electronic sticky notes that can be attached to a slide. If you would like your presentation to be reviewed by colleagues you can ask them to insert comments about suggested changes instead of making changes to the presentation itself.

The comments appear in yellow comment boxes. Each Note inserted will show the reviewers name at the top.

Comments won't appear in outline view or in slide show view.

#### **Inserting comments in a presentation:**

##### **Mouse**

1. In **normal** view, display the slide you want to add comments to.
2. Go to the **review** ribbon and select **new comment**.
3. Type your comments into the yellow comments box and then click away.
4. Move the comment box to your preferred position on the slide.
5. Comments may be edited or deleted by selecting the comment and clicking on the appropriate button.
6. The **show Markup** button shows or hides the comments.

Prepared by Stephen Moffat on 19February2010