

Lesson 1
Exercise 1 – 9

Terms

Presentation: A set of slides and/or handouts that contain information you want to convey to an audience.

Design template: A preformatted slide layout includes colors, backgrounds, text styles, and other designs.

Slide layout: A preformatted slide layout that determines the placement of text and objects on the slide.

Placeholders: Empty boxes that appear on slide layouts and in which you can insert your own text or objects.

Views: PowerPoint offers different ways to view a presentation as you work on it: Normal, Outline, Slide view. Each view has its own advantages and features.

Zoom: A feature that lets you view the presentation at various sizes, for working closely or for getting an overall view of the slide.

Page setup: Settings for the size, orientation, and type of slides in a presentation.

Orientation: Describes whether the text or image on the page is portrait (tall) or landscape (wide).

Clip Art: Pictures and drawings of various subjects provided by PowerPoint, Office, or another source.

Object: An item other than text, such as a table, chart, clip art image, picture, or worksheet.

Object placeholder: A placeholder specifically for objects. Some provide a shortcut to the program in which you create the object, such as WordArt or Excel.

Embed: The method of inserting an object in a file.

WordArt: A feature that transforms text into a drawing object.

JPEG (Joint Photographic Experts Group): A common picture format accepted by PowerPoint; it is a good format for photographs since it compresses the data size to make the picture file smaller.

Filter: A conversion tool that enables one program to read the file type of another program.

Duplicate: To copy a slide with its text and graphics for the purpose of reproducing the formatting or images.

Slide Sorter view: Displays all slides in a presentation as slide miniatures that you can easily rearrange, copy, add to, and delete.

Design template: A base for building a presentation. It can contain text formatting or it can contain a color scheme, backgrounds, and graphics.

Slide layout: The way in which text and objects are arranged on a slide. It provides for titles, subtitles, bulleted lists, and a variety of objects, grouped in an attractive, professional-looking manner.

Outline tab: The tab in Normal view that lets you see slides and their contents in an easy-to-follow format.

Outline: A technique of arranging topics and their subordinates to organize a presentation.

Collapse: To hide all but only main, or selected, headings in an outline.

Expand: To show all levels of an outline.

Import: To bring a copy of text or data created in another program to PowerPoint for use in a presentation.

File formats: Each program saves a file as a specific type, or format. Many programs can convert file types so they can be used by several different programs.

Export: To send a copy of text or data from PowerPoint to another program.

Procedures

Start PowerPoint

1. Click Microsoft PowerPoint
2. Click OK
3. Choose a Slide Layout

Create a New Presentation Using the Blank Presentation

1. Click File
2. Click New Presentation
3. Click Blank Presentation

Create a New Slide

1. Click Insert
2. Click New Slide

Or

1. Click Format
2. Click Slide Layout

Add Text to Placeholders

1. Click inside a placeholder.
2. Enter the text.
3. Click outside placeholder.

Add a Bulleted List to a Placeholder

1. Click inside a Bulleted List placeholder
 2. Enter the text
 3. Press Tab to indent to the next bullet level
- or
- Press Shift + Tab to return to the previous bullet level.

Insert Symbols

1. Position insertion point where symbol should appear
2. Click Insert
3. Click Symbol
4. In Font box, choose (normal font) to locate symbol in current text font or choose another font.
5. Click desired symbol to select.
6. Click Insert

Save a Presentation (Open-Apple + S)

1. Click File
2. Click Save As
3. In the Save As text box enter the name of the presentation
4. In the Save as type drop-down list, choose the file type
5. Click the Save button

Save Presentation Properties

1. Click File
2. Click Properties
3. Make any changes
4. Click OK

Create New Folders

1. Click File
2. Click Save As
3. Click New Folder Button
4. Name the folder
5. Click Create

Close a Presentation (Open-Apple + W)

1. Click File
2. Click Close

Exit PowerPoint

1. Click PowerPoint
2. Click Quit PowerPoint

Move from One Slide to the Next

1. Click the slide in the Outline pane.
2. Scroll to the slide using the scroll bar.

Open a Presentation (Open-Apple + O)

1. Click File
2. Click Open
3. In the Look in drop-down list, select the drive and folder
4. Select the file
5. Click Open

Use Slide Views

1. Click View
2. Click one of the following:
 - a. Normal
 - b. Slide
 - c. Slide Sorter
 - d. Notes Page
 - e. Slide Show

Use the Zoom Option

1. Click the Zoom button on the Standard toolbar.
2. Click or type the zoom size you want.

or

1. Click View
2. Click Zoom
3. Select the desired zoom level or type a value

Move from Slide to Slide

1. Press Page Down to display the next slide
2. Press Page Up to display the previous slide

Or

1. Click the Next Slide button below the vertical scroll bar.
2. Click the Previous Slide button below the vertical scroll bar.

Check Spelling Manually

1. Click Tools
2. Click Spelling

Change Page Setup

1. Click File
2. Click Page Setup
3. Display the Slides sized for drop-down list
4. Enter size, if applicable.
5. Choose orientation.
6. Click OK

Print (Open-Apple + P)

1. Click File
2. Click Print
3. Choose from the print options below
4. Click OK

Or

- Click the Print button on the Standard toolbar to print with the default setting.

Insert Clip Art into a Clip Art Placeholder

1. Add a new slide using one of the Content slide layouts.
2. Click the Insert Clip Art icon.
3. Type search text.
4. Click Search.
5. Select the desired clip art.
6. Click OK

Insert Clip Art Without a Placeholder

1. Click Insert
2. Click Picture
3. Click Clip Art
4. Type the search text
5. Click Search
6. Scroll through the found images to locate the one you want
7. Click the art to insert it to the slide

Or

- Click the Insert Clip Art button on the Drawing toolbar

Insert WordArt Graphic

1. Click Insert
2. Click Picture
3. click WordArt
4. Choose a WordArt style from the WordArt Gallery
5. Type text to be used for WordArt graphic
6. Select new font, size, or style if desired
7. Resize or move WordArt graphic as for any

Or

1. Click the Insert WordArt button on the Drawing toolbar

Insert a Scanned Picture

1. Click the slide in which you want the picture
2. Click Insert
3. Click Picture
4. Click From Scanner or Camera
5. Specify the quality you want from the Insert Picture from Scanner or Camera dialog box
6. Click Insert

Insert an Animated GIF or Imported Picture

1. Display the slide
2. Click Insert
3. Click Picture
4. Click From File
5. Choose the location of the picture in the Look in dropdown list
6. Choose the file
7. Click Insert

Insert a Picture into a Placeholder

1. Add a new slide using the Content placeholder or change the slide layout to a Content layout
2. Click the Insert Picture icon
3. Choose the location of the picture in the Look in dropdown list
4. Choose the file
5. Click Insert

Insert an Object, Text Box, or WordArt Using No Placeholder

- Click the following buttons in the Standard and Drawing Toolbar
 - Insert table
 - Insert chart
 - Insert ClipArt

Undo (Open-Apple + Z)

1. Click Edit
 2. Click Undo
- Or
- Click the Undo button on the Standard toolbar
- Or
- Click the Undo button's down arrow to undo a series of multiple actions

Resize Objects

1. Click the object
 2. Click and drag a corner or side handle
1. Drag the handle away from the center of the object to enlarge the object
- Or
- Drag the handle away from the center of the object to enlarge the object

Move Objects

1. Click the object
2. Click the mouse in the center of the object and drag to the desired position on the slide

Copy a Slide (Open-Apple + C, Open-Apple + V)

1. In Slide Sorter view or in the Outline or Slides tab in Normal view, select the slide to copy.
2. Click the Copy button or
 - a. Click Edit
 - b. Click Copy
3. Select a slide to precede the copied slide.
4. Click the Paste button or
 - a. Click Edit
 - b. Click Paste

Move a Slide (Open-Apple + X, Open-Apple + V)

1. In Slide Sorter view or in the Outline or Slides tab in Normal view, select the slide to move.
 2. Click the Cut button or
 - a. Click Edit
 - b. Click Cut
 3. Select a slide to precede the moved slide.
 4. Click the Paste button or
 - a. Click Edit
 - b. Click Past
- or
1. In Slide Sorter view or in the Outline or Slides tab in Normal view, select the slide to move.
 2. Click and drag the slide to a new position.

Duplicate a Slide (Open-Apple + D)

1. In Slide Sorter view or in the Outline or Slides tab in Normal view, select or display the slide to duplicate.
2. Click Insert
3. Click Duplicate Slide

Delete a Slide

1. In Normal or Slide Sorter view, select or display the slide.
2. Press the Delete key or
 - a. Click Edit
 - b. Click Delete Slide

Insert Slides from Other Presentations

1. In Slide Sorter view or in the Outline or Slides tab in Normal view, select or display a slide to precede the inserted slide(s).
2. Click Insert
3. Click Slides from Files
4. Enter file path to the presentation containing the slide to copy. (Select slides to Insert!)

Change Design Templates

1. Click Format
2. Click Slide Design

Allow Multiple Masters

1. View
2. Master
3. You can use more than one slide master or title master in a presentation by applying a new design template to a selection of slides or by adding slides from another presentation that uses a different design template. This allows you the flexibility to be creative when you want to use more than one design template in a presentation. When you copy slides from one presentation to another, you can choose to retain the slides' unique design template or use the design template of the presentation you are copying into.

Change the Design Template for Only One Slide

1. Format
2. Slide Design
3. Click Apply to Selected Slides
4. Apply

Change Slide Layouts

1. Display the slide you want to change
2. Click Format
3. Click Slide Layout
4. Click the layout you want to apply
5. Adjust existing slide objects as needed

View a Slide in Black and White

1. Click View
2. Click Grayscale

Display the Outlining Toolbar

1. Click View
2. Click Toolbars
3. Click Outlining

Select Slides in the Outline Tab

- Click the slide icon to select a slide.
- or
- Click a slide icon, press the Shift key, and click another slide icon to select a range of slides at once.

Add Slides in the Outline Tab

1. Select a slide that will follow the new slide.
2. Click insert
3. Click New Slide

Enter Text in the Outline Tab

1. Click to the right of the slide icon in the Outline tab.
2. Type the text.
3. Press Tab to begin a bulleted list or type a subtitle.
4. Press Enter to start a new line in the bulleted list or subtitle.
5. Press Shift + Tab to change a line of text to a slide title.
6. Press the left arrow key to move to the previous slide.

7. Press the right arrow key to move to the next slide.

Move Slides

1. Select slide(s) to move.
2. Click Move Up or Move Down button on Outlining toolbar.

Collapse a Slide

1. Select slide(s) to collapse.
2. Click Collapse button on Outlining toolbar.

Expand a Slide

1. Select slide(s) to expand.
2. Click Expand button on Outlining toolbar.

Print the Outline Tab (Open-Apple + P)

1. Collapse or expand slide titles and text as you want.
2. Click File
3. Click Print
4. Click Micro PowerPoint
5. Click the Outline in Print What
6. Click OK

Import an Outline from Word to Create a New Presentation (Open-Apple + O)

1. Click File
2. Click Open
3. Select All Outlines
4. Open drive and folder containing file to import.
5. Select the file to import.
6. Click Open

Export an Outline to Word

1. Click File
2. Click Send To
3. Click Microsoft Word
4. Click View
5. Select Outline