

## Web Development and Database Administration

### Level-II

Based on March 2022, Curriculum Version 1



**Module Title: - Operate Presentation Package**

**Module code: EIS WDDBA2 M06 1221**

**Nominal duration: 25 Hour**

**Prepared by: Ministry of Labour and Skill**

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**Bahirdar, Ethiopia**

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## Acknowledgment

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## *Introduction to the module*

This module describes the performance outcomes, skills and knowledge required to operate presentation applications and perform basic operations, including creating, formatting and adding effects to presentations.

This module is designed to meet the industry requirement under web development and database administration occupational standard, particularly for the unit of competency: **Operate**

## **Presentation Package**

### **This module covers the units:**

- Create presentations
- Customize basic settings
- Format presentations
- Add slide show effects
- Print presentation and notes

### **Learning Objective of the Module**

- Creating presentations
- Customizing basic settings
- Formatting presentations
- Adding slide show effects
- Printing presentation and notes

### **Module Instruction**

For effective use this module trainees are expected to follow the following module instruction:

1. Read the information written in each unit
2. Accomplish the Self-checks at the end of each unit
3. Perform Operation Sheets which were provided at the end of units
4. Do the “LAP test” given at the end of each unit and
5. Read the identified reference book for Examples and exercise

## Unit one: Create presentations

This unit is developed to provide you the necessary information regarding the following content coverage and topics:

- Opening a presentation package application
- Creating a simple design for a presentation according to organizational requirements
- Opening a blank presentation And adding text and graphics
- Applying existing styles within a presentation
- Using presentation template and slides
- Using various tools to improve the look of the presentation
- Saving presentation to directory

This unit will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Open a presentation package application
- Create a simple design for a presentation according to organizational requirements
- adding text and graphics by opening a blank presentation
- Apply existing styles within a presentation
- Use presentation template and slides
- Improve the look of the presentation by using various tools
- Save presentation to directory

## UNIT ONE: CREATE PRESENTATIONS

### 1.1.Open a presentation package application

#### Introduction

You can use PowerPoint 2016 to develop professional presentations for electronic delivery as on-screen slide shows, or for print delivery as slide decks with handouts and note pages. You can also use PowerPoint to quite easily lay out complex single-page presentations for production as flyers, posters, or postcards, or for delivery as electronic files, such as pictures.

Also a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the Ribbon, Quick Access Toolbar, and Backstage view.

#### The PowerPoint interface

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**. From the **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface.

#### Working with the PowerPoint environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in PowerPoint. **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

## The Ribbon

PowerPoint uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

## Showing and hiding the Ribbon

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

## Using the Tell me feature

If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

## The Quick Access Toolbar

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Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save, Undo, Redo, and Start From Beginning** commands. You can add other commands depending on your preference

### 1.1.1.Start PowerPoint

The way that you start PowerPoint 2016 is dependent on the operating system you're running on your computer. For example:

- In Windows 10, you can start PowerPoint from the Start menu, the All Apps menu, the Start screen, or the taskbar search box.
- In Windows 8, you can start PowerPoint from the Apps screen or Start screen search results.
- In Windows 7, you can start PowerPoint from the Start menu, All Programs menu, or Start menu search results.

You might also have a shortcut to PowerPoint on your desktop or on the Windows askbar.

## 1.2.Create a simple design for presentation according to organizational requirements

### *Manage Office and app settings*

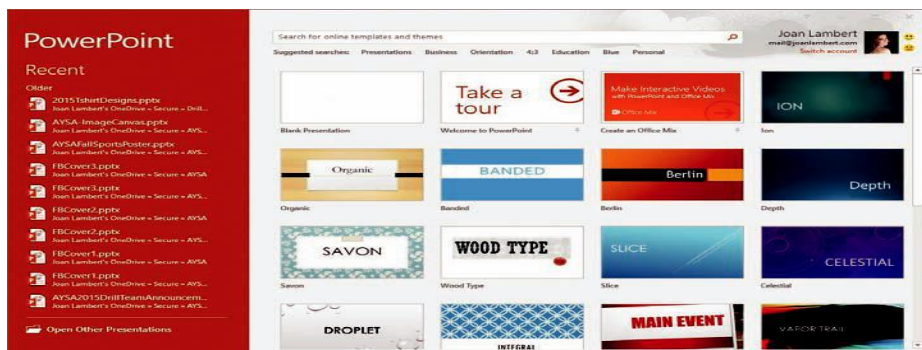
You access app settings from the Backstage view; specifically, from the Account page and the PowerPoint Options dialog box.

### 1.3. Opening a blank presentation And adding text and graphics

#### A.Create presentations

When creating a new presentation, you can start by using a blank presentation or by using a presentation that is based on a template. Unlike the templates provided for Word and Excel, most PowerPoint templates are design templates that control thematic elements (colors, fonts, and graphic effects) and slide layouts rather than content templates that provide purpose-specific placeholder content.

When you start PowerPoint, the app displays a Start screen that gives you options for opening an existing presentation or creating a new one.



*The Start screen appears by default but can be disabled*

Fig.1.Start screen display

### 1.4. Applying existing styles within a presentation

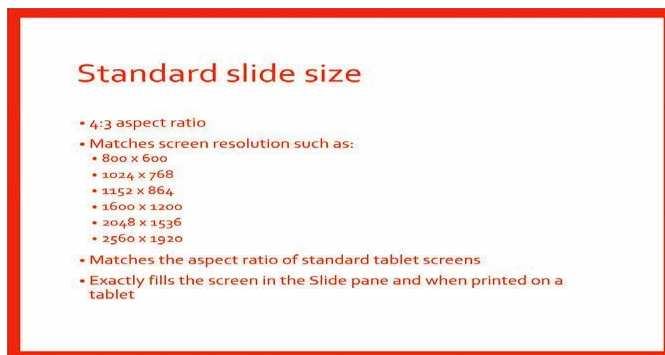
There are a few different ways to start a new presentation. If you press the Esc key when this screen appears, PowerPoint starts a blank presentation for you. You can also select from among the presentation thumbnails and links to create presentations based on the following sources:

**Blank presentation** If you want to build and format a presentation from scratch, you can start with a presentation based on the Blank Presentation template.

**Design template** You can save time by basing your presentation on one of the many design templates that come with PowerPoint. A design template is a blank presentation with a theme already applied to it. Sometimes it includes background graphic elements and specialized slide layouts.

**Content template** You can preview and download many pre populated presentation templates from the Office website. These templates provide not only the design elements but also suggestions for content that is appropriate for different types of presentations, such as reports or product launches.

The alternative slide size is Standard (4:3), which is optimized for wide rectangular screens such as that of the iPad.



### *F1.2. Standard slides fit tablet screens*

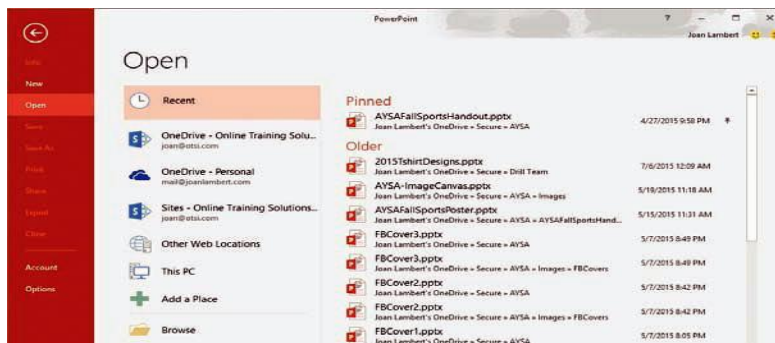


## 1.5. Using presentation template and slides

PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**. You'll also need to know how to **open an existing presentation**.

## 1.6. Use various tools to improve the look of the presentation

The Start screen that appears by default when you start PowerPoint displays a list of presentations you worked on recently, and a link to open other existing presentations.



*Fig1.3.The Open page includes all the locations you've linked to from an Office program*

When a presentation is open, you can move among slides by clicking or tapping elements in several areas of the app window, including the Thumbnails pane in Normal view and the Slide pane in Normal view or Slide Sorter view. You can also move among slides by rotating the wheel button on a mouse.



*Fig1.4.The scroll bar indicates the position of the current slide in the presentation*

## 1.7. Saving presentation to directory

You save a presentation the first time by clicking the Save button on the Quick Access Toolbar or by displaying the Backstage view and then clicking Save As. Both actions open the Save As page, where you can select a storage location.

## Self check-1

1. You can use \_\_\_\_\_ to develop professional presentations for electronic delivery as on-screen slide shows, or for print delivery as slide decks with handouts and note pages.
2. Presentations can include \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and much more
3. The \_\_\_\_\_ and \_\_\_\_\_ are where you will find the commands to perform common tasks in PowerPoint.
4. \_\_\_\_\_ gives you various options for saving, opening a file, printing, and sharing your document.
5. \_\_\_\_\_ lets you access common commands no matter which tab is selected.
6. By default, Quick Access Toolbar includes the Save, Undo, Redo, and Start From Beginning commands.
7. When creating a new presentation, you can start by using a \_\_\_\_\_ or by using a \_\_\_\_\_.
8. You can save time by basing your presentation on one of the many \_\_\_\_\_ that come with PowerPoint.
9. PowerPoint files are called \_\_\_\_\_.
10. Whenever you start a new project in PowerPoint, you'll need to create a new presentation, which can either be \_\_\_\_\_ or from a \_\_\_\_\_.

## Operation sheet-1

### Operation sheet 1.1: Add commands to the Quick Access Toolbar

- **Operation title:** Adding commands to the Quick Access Toolbar
- **Purpose:** To Add commands to the Quick Access Toolbar
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  1. Computer,
  2. Office Software,
- **Steps in doing the task**

#### *To add commands to the Quick Access Toolbar:*

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.

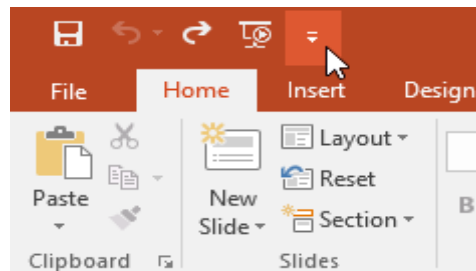


Fig1.5.Add command to quick access toolbar

2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

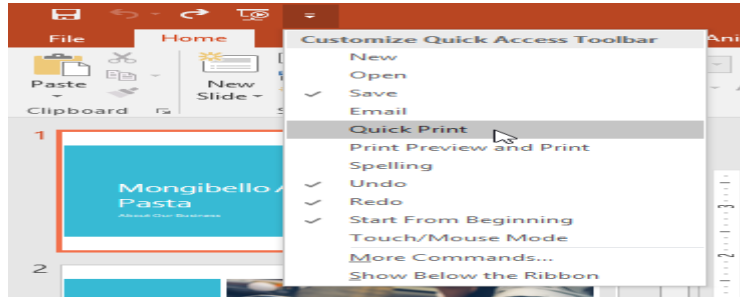


Fig1.6.Select command

3. The command will be added to the Quick Access Toolbar.

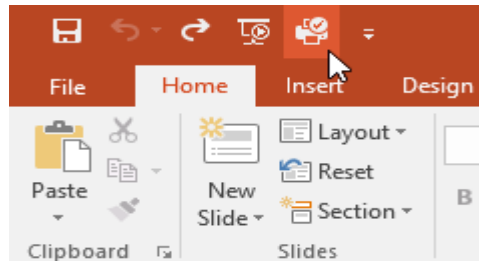


Fig1.7. quick access toolbar

The Ruler, guides, and gridlines

- Simply click the **check boxes** in the **Show** group on the **View** tab to show and hide these tools.

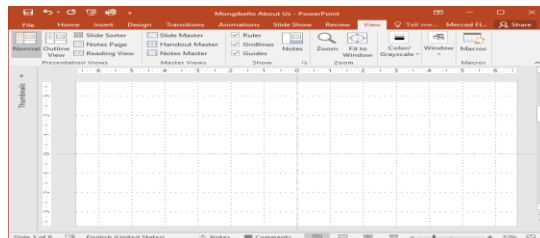


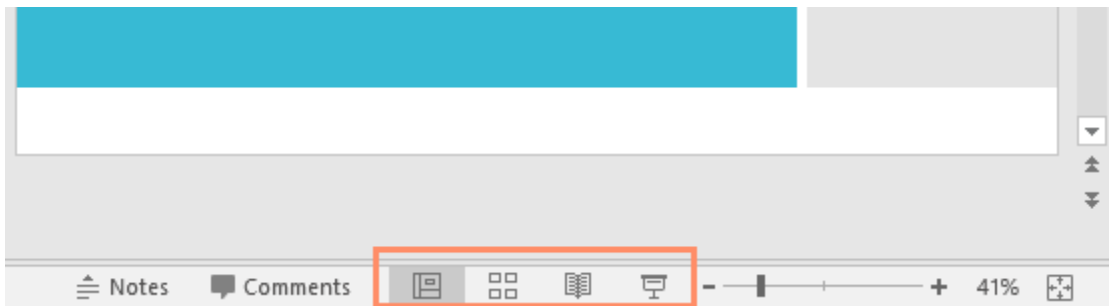
Fig1.7. Ruler, guides, and gridlines

## Zoom and other view options

You can choose to view your presentation in **Normal** view, **Slide Sorter** view, **Reading** view, or **Slide Show** view. You can also **zoom in and out** to make your presentation easier to read.

### Switching slide views

- Switching between different slide views is easy. Just locate and select the desired **slide view command** in the bottom-right corner of the PowerPoint window.



### Zooming in and out

You can also select the **+** or **-** **commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

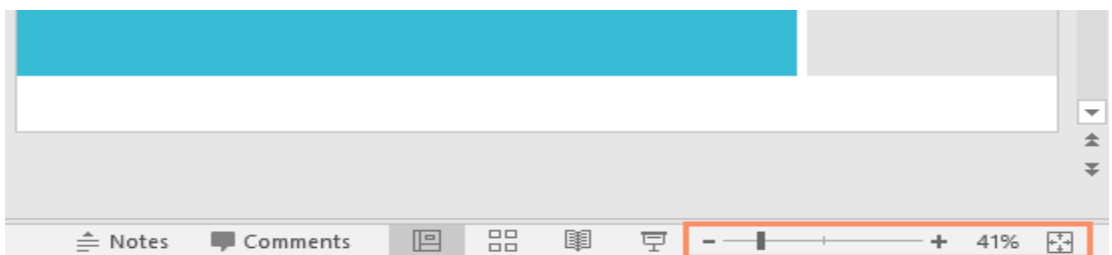


Fig1.8.Zoom in and out

## Backstage view

- **Backstage view** gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the **File** tab on the **Ribbon**.

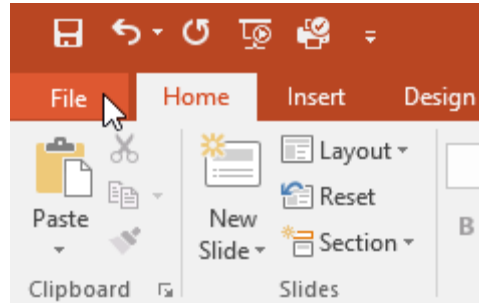


Fig1.9.Backstage View

- **Quality Criteria:** Perform each steps step by step
- **Precautions:** use the given steps properly.

## Operation sheet-2

### Operation sheet 1.2: Create, Open, Pin, Convert and Save presentation

- **Operation title:** Creating, Opening, Pinning, Converting and Saving presentation
- **Purpose:** To Create, Open, Pin, Convert and Save presentation
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  3. Computer,
  4. Office Software,
- **Steps in doing the task**

### Create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1. Select the **File** tab to go to **Backstage view**.

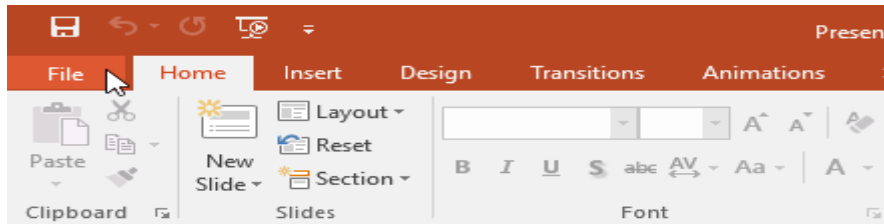


Fig1.9.Select file

2. Select **New** on the left side of the window, then click **Blank Presentation**.

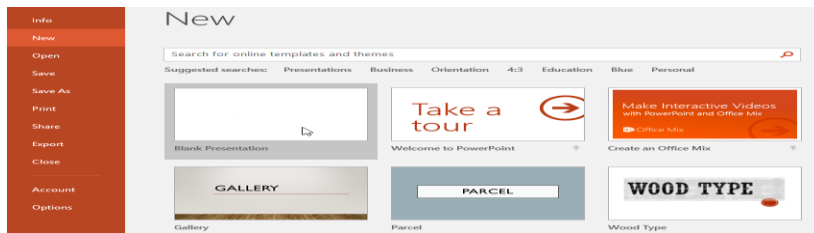


Fig1.10.Select new

3. A new presentation will appear.

### To create a new presentation from a template:

1. Click the **File** tab to access **Backstage view**, then select **New**.
2. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.



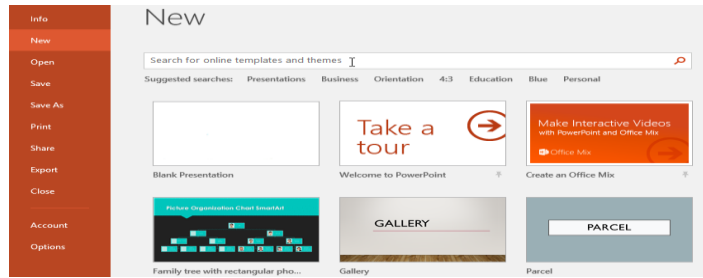


Fig1.11.Blank presentation

3. Select a **template** to review it.

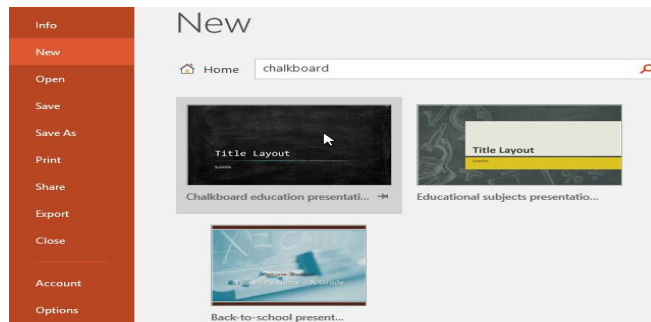


Fig1.12.Template

4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
5. Click **Create** to use the selected template.



Fig1.13.Create to use template

6. A new presentation will appear with the **selected template**.

### To open an existing presentation:

1. Select the **File** tab to go to **Backstage view**, then click **Open**.

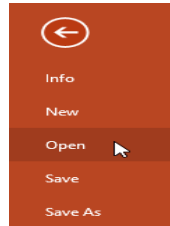


Fig1.14.Select file

2. Click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.

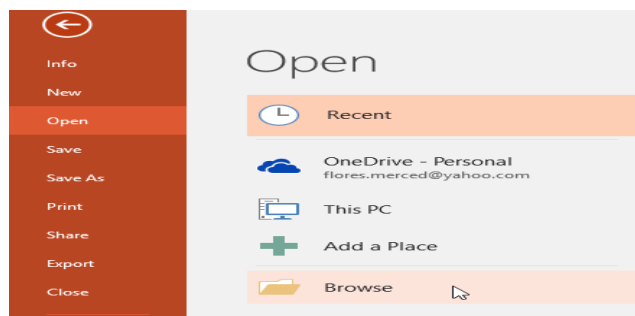


Fig1.15.Browse

3. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.

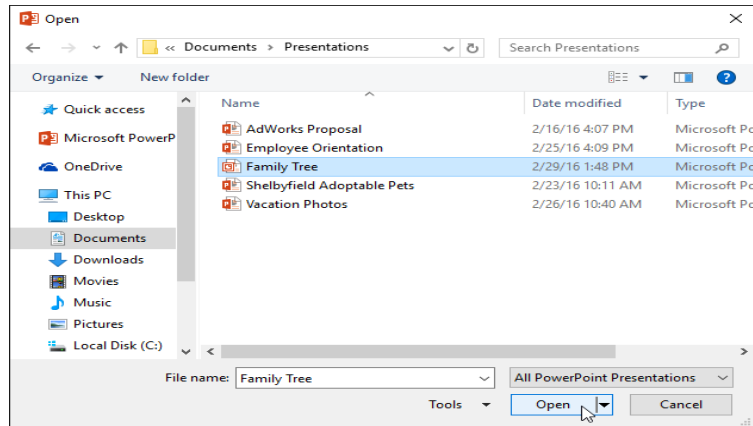


Fig1.16.Open

### To pin a presentation:

If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access.

1. Select the **File** tab to go to **Backstage view**, then click **Open**. Your **Recent Presentations** will appear.
2. Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.

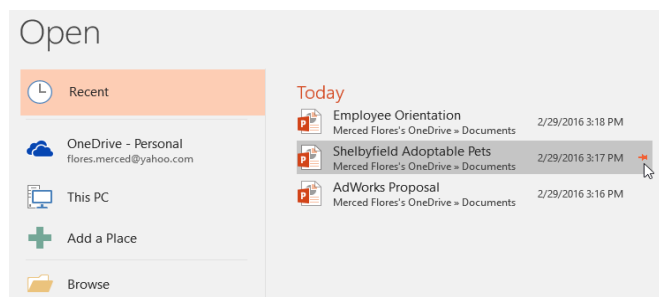


Fig1.17.Recent

3. The presentation will stay in the **Recent presentations** list until it is unpinned. To **unpin** a presentation, click the pushpin icon again.

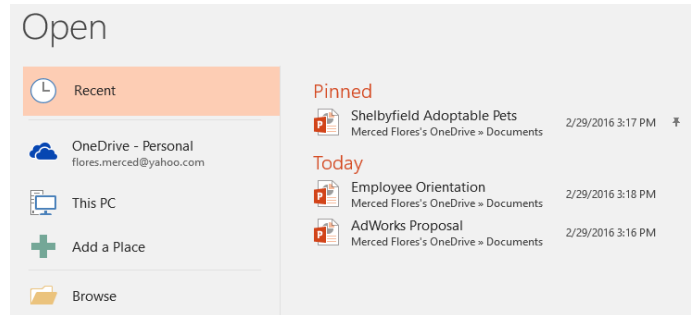


Fig1.18.Unpin presentation

### To convert a presentation:

If you want access to all PowerPoint 2016 features, you can **convert** the presentation to the 2016 file format.

Note that converting a file may cause some changes to the **original layout** of the presentation.

1. Click the **File** tab to access Backstage view.

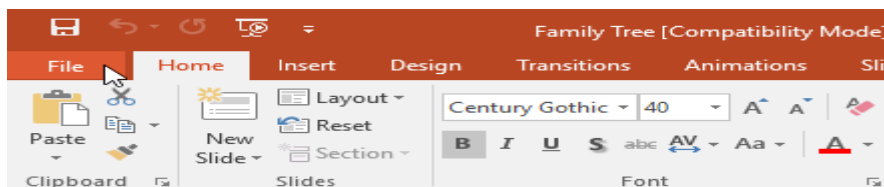


Fig1.19.File

2. Locate and select the **Convert** command.

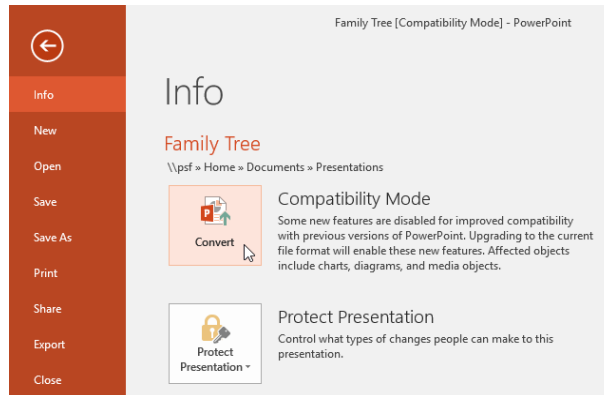


Fig1.20.Convert

3. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation, enter a **file name**, and click **Save**.

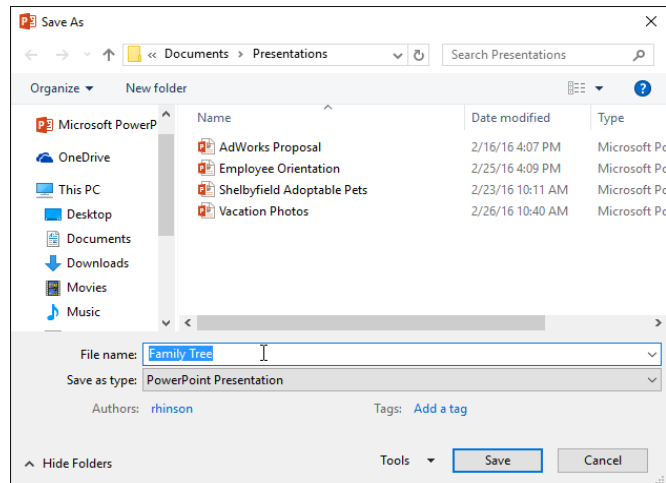


Fig1.21.Save as

4. The presentation will be converted to the newest file type.

### To save a presentation:

1. Locate and select the **Save** command on the **Quick Access Toolbar**.

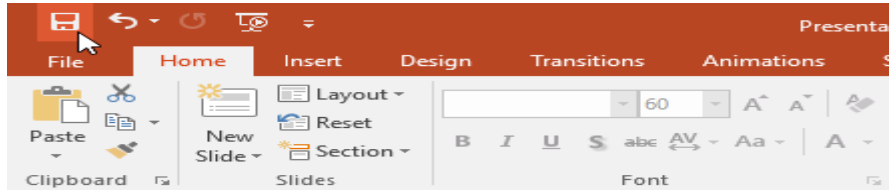


Fig1.22.Select ave as command at quick launch

2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. Alternatively, you can click **OneDrive** to save the file to your OneDrive.

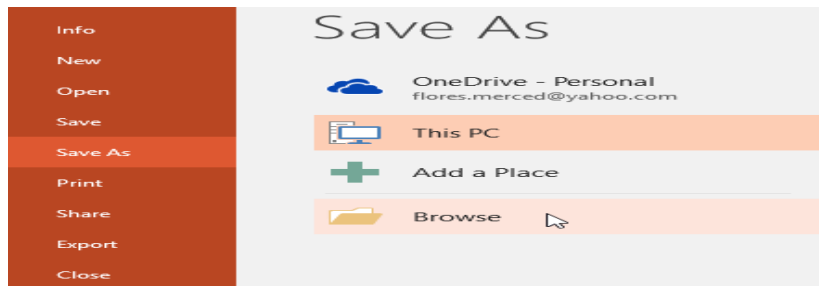


Fig1.23.Location to save

4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.

5. Enter a **file name** for the presentation, then click **Save**.

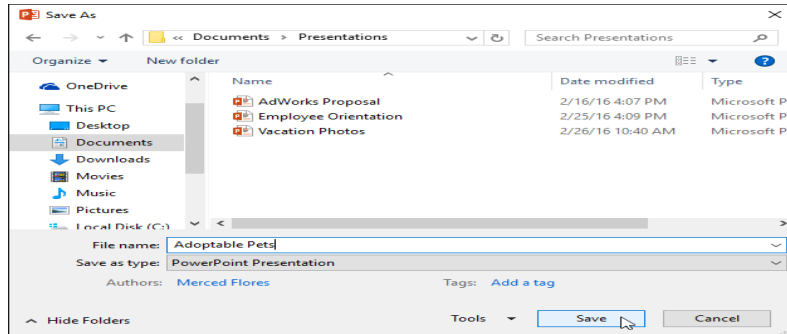


Fig1.24. Filename for presentation

6. The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

- **Quality Criteria:** Perform each step by step
- **Precautions:** use the given steps properly.

## Lap Test-1

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_

**Instructions:** Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

**Task 1:** Prepare a PowerPoint presentation

- Your task is to prepare a PowerPoint presentation which focuses on a topic provided by your trainer

**Task 2:** Add contents to the presentation

**Task 3:** Save it in Exam folder under Documents



## UNIT TWO :CUSTOMIZE BASIC SETTINGS

When you create a presentation from a design template, the only slide that is immediately available is the title slide. It's up to you to add more slides for the content that you want the presentation to include. You can create slides based on slide templates that are designed to hold specific types of content, or you can copy existing slides from other presentations.

### 2.1 Adjusting display to meet user requirements

#### 2.1.1. Display different views of presentations

The elements of a presentation that you want to have a good view of change depending on what you're currently doing with the presentation. You can switch among standard presentation views, adjust the elements shown in each view, and change the magnification of the content in the app window.

#### A. Display standard views

PowerPoint has six views in which you can create, organize, and preview presentations. The views are:

**Normal view** This view includes the Thumbnails pane on the left side of the app window, the Slide pane on the right side of the window, and an optional Notes pane at the bottom of the window. You insert, cut, copy, paste, duplicate, and delete slides in the Thumbnails pane, create slide content in the Slide pane, and record slide notes in the Notes pane.

**Notes page view** this is the only view in which you can create speaker notes that contain elements other than text ,although you can add speaker notes in the notes pane in normal view, you must be in notes page view to add graphics, tables, diagrams, or charts to your notes.

**Outline view** this view display a text outline of presentation in the outline pane and the active slide in the slide pane. you can enter text either directly on the Slide or in the outline

**Reading view** In this view, which is ideal for previewing the presentation, each slide fills the screen. you can click buttons on the navigation bar to move through or jump to specific slides.

**Slide show view** This view displays the presentation as a full-screen slide show, beginning with the current slide. It displays only the slides and not the presenter tools.

**Slide sorter view** This view displays the thumbnails of all the slides in the presentation. In this view, you manage the slides, rather than the slide content.



*The active view is shaded*

### ***Change the display of content***

You can easily switch among multiple open presentations. If you want to compare or work with the content of multiple presentations, you can simplify the process by displaying the presentations next to each other.



Fig2.1.Change the display of content

*Tiling app* To help you to more precisely position and align slide elements, you can display rulers, gridlines, and guides in the Slide pane, and change the magnification of the current slide.

Gridlines are faint dotted lines that mark off specific units of measure on a slide. You can adjust the spacing of gridlines in the Grid And Guides dialog box, but you can't move them on the slide. Guides are a set of vertical and horizontal alignment tools that you can drag to any location in the Slide pane.

## Display and edit presentation properties

Properties are file attributes or settings, such as the file name, size, creation, date, author, and read-only status. Some properties exist to provide information to computer operating systems and apps.

You can examine the properties that are attached to a presentation from the Info page of the Backstage view.



*Fig2.2. Some of the properties stored with a typical presentation*

You can change or remove basic properties in the default Properties pane or expand the Properties pane to make more available, or display the Properties dialog box to access even more properties.

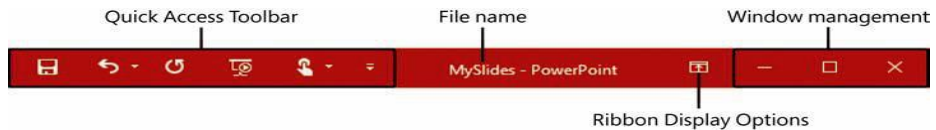
## 2.2. Opening and viewing different toolbars

### 2.2.1. Identify app window elements

The Power Point app window contains the elements described in this section. Commands for tasks you perform often are readily available, and even those you might use infrequently are easy to find.

#### A.Title bar

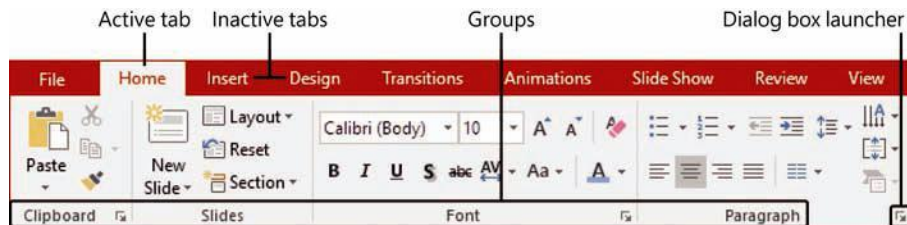
At the top of the app window, this bar displays the name of the active file, identifies the app, and provides tools for managing the app window, ribbon, and content.



*Fig 2.3.The title bar elements are always on the left end, in the center, and on the right end of the title bar*

#### B.Ribbon

The ribbon is located below the title bar. The commands you'll use when working with a presentation are gathered together in this central location for efficiency.



*Fig 2.4.Your ribbon might display additional tabs*

Across the top of the ribbon is a set of tabs. Clicking a tab displays an associated set of commands arranged in groups.



Fig2.5.Examples of buttons with separate and integrated arrows

### C. Status bar

Across the bottom of the app window, the status bar displays information about the current presentation and provides access to certain PowerPoint functions. You can choose which statistics and tools appear on the status bar. Some items, such as Document updates available, appear on the status bar only when that condition is true.



Fig2.6.You can specify which items you want to display on the status bar

The Notes and Comments buttons, View Shortcuts toolbar, Zoom Slider tool, and Zoom button are at the right end of the status bar. These tools provide you with convenient methods for changing the display of presentation content.



Fig2.7.You can display and hide content, display different content views, and change the magnification from the status bar

## D. Work with the ribbon and status bar

The goal of the ribbon is to make working with presentation content as intuitive as possible. The ribbon is dynamic, meaning that as its width changes, its buttons adapt to the available space. As a result, a button might be large or small, it might or might not have a label, or it might even change to an entry in a list.



*Fig 2.8. At 1024 pixels wide, most button labels are visible*

If you decrease the horizontal space available to the ribbon, small button labels disappear and entire groups of buttons might hide under one button that represents the entire group. Clicking the group button displays a list of the commands available in that group.



*Fig2.9. When insufficient horizontal space is available, labels disappear and groups collapse under buttons*

When the ribbon becomes too narrow to display all the groups, a scroll arrow appears at its right end. Clicking the scroll arrow displays the hidden groups.



*Fig2.10. Scroll to display additional group buttons*

**The width of the ribbon depends on these three factors:**

**Window width** Maximizing the app window provides the most space for the ribbon

**Screen resolution** Screen resolution is the size of your screen display expressed as pixels wide × pixels high. The greater the screen resolution, the greater the amount of information that will fit on one screen.

**The magnification of your screen display** If you change the screen magnification setting in Windows, text and user interface elements are larger and therefore more legible, but fewer elements fit on the screen.

You can hide the ribbon completely if you don't need access to any of its buttons, or hide it so that only its tabs are visible.



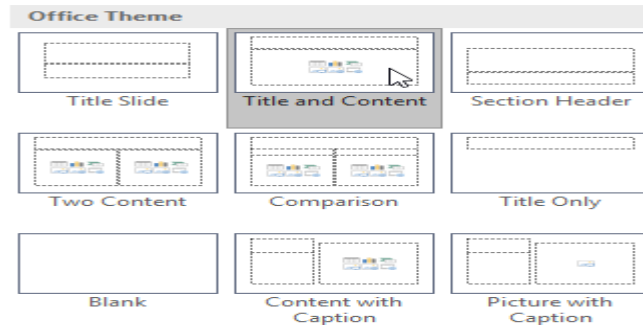
*Fig2.11.Touch mode has a greater amount of space on the ribbon and status bar*

## 2.3. Ensuring font settings are appropriate

Let's say you really like the style of a **theme**, but you'd like to experiment with different **color schemes**. That's not a problem: You can mix and Catch **colors**, **fonts**, and **effects** to create a unique look for your presentation. If it still doesn't look exactly right, you can **customize** the theme any way you want.

## 2.4. Viewing multiple slides at once

Every PowerPoint presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides. You'll need to feel comfortable with tasks such as **inserting** a new slide, **changing the layout** of a slide, **arranging** existing slides, **changing the slide view**, and **adding notes** to a slide.



*Fig2.12. Multiple slide orientation*



## Self check-2

1. \_\_\_\_\_ view includes the Thumbnails pane on the left side of the app window, the Slide pane on the right side of the window, and an optional Notes pane at the bottom of the window.
2. \_\_\_\_\_ this is the only view in which you can create speaker notes that contain elements other than text ,although you can add speaker notes in the notes pane in normal view, you must be in notes page view to add graphics, tables, diagrams, or charts to your notes.
3. \_\_\_\_\_ this view display a text outline of presentation in the outline pane and the active slide in the slide pane. you can enter text either directly on the Slide or in the outline
4. \_\_\_\_\_ this view, which is ideal for previewing the presentation, each slide fills the screen. you can click buttons on the navigation bar to move through or jump to specific slides.
5. \_\_\_\_\_ this view displays the presentation as a full-screen slide show, beginning with the current slide. It displays only the slides and not the presenter tools.
6. \_\_\_\_\_ this view displays the thumbnails of all the slides in the presentation. In this view, you mange the slides, rather than the slide content.

## Operation sheet-2.1

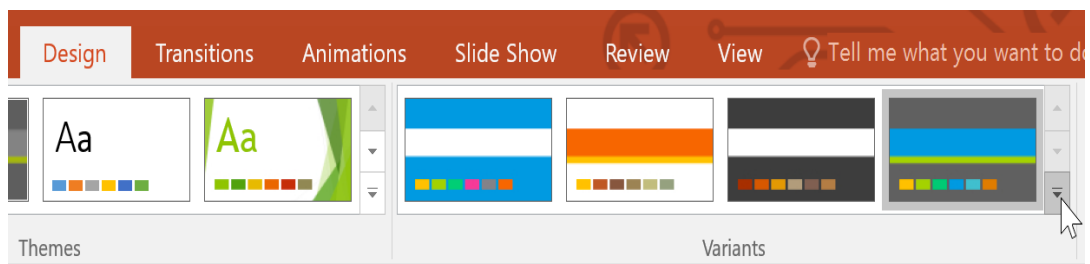
### Operation sheet 2.1: Work on theme color, fonts, effects, background style and custom save

- **Operation title:** Working on theme color, fonts, effects, background style and custom save
- **Purpose:** To Working on theme color, fonts, effects, background style and custom save
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  5. Computer,
  6. Office Software,
- **Steps in doing the task**

#### To select new theme colors:

If you don't like the colors of a particular theme, it's easy to apply **new theme colors**; everything else about the theme will remain unchanged.

1. From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Colors**.



*Fig2.13.Design*

2. Select the desired theme colors.

3. The presentation will update to show the new theme colors.

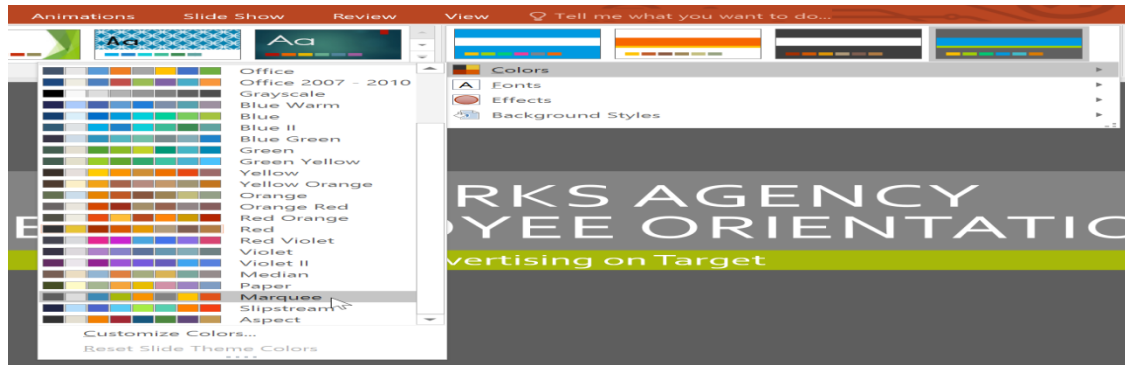


Fig2.14.New theme

### To customize colors:

Sometimes you might not like every color included in a set of theme colors. It's easy to change some or all of the colors to suit your needs.

1. From the **Design** tab, click the drop-down arrow in the **Variants** group.
2. Select **Colors**, then click **Customize Colors**.

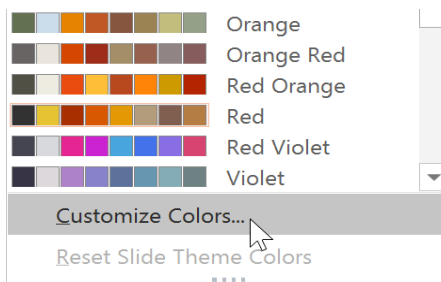
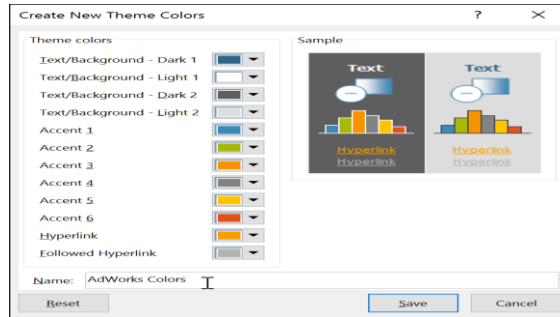


Fig2.15.Color

3. A dialog box will appear with the **12 current theme colors**. To edit a color, click the drop-down arrow and select a different color. You may need to click **More Colors** to find the exact color you want.

4. In the **Name:** field, type the desired name for the theme colors, then click **Save**.



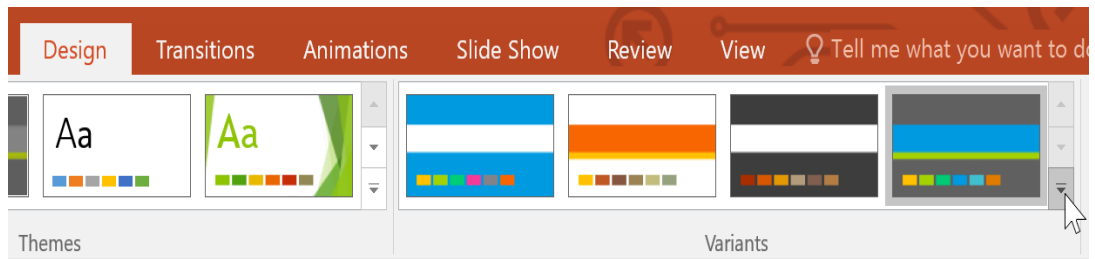
*Fig2.16.Name*

5. The presentation will update to show the new custom theme colors.

### To select new theme fonts:

It's easy to apply a new set of **theme fonts** without changing a theme's overall look.

1. From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Fonts**.



*Fig2.17.Font*

2. Select the desired theme fonts.

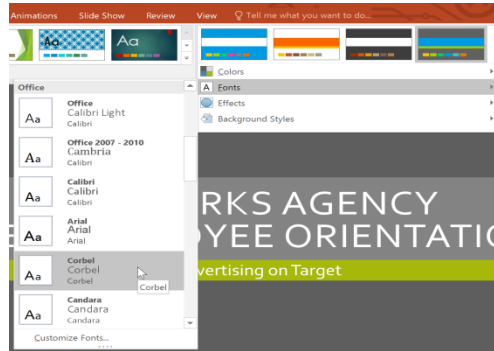


Fig2.18.Theme font

3. The presentation will update to show the new theme fonts.

#### To customize theme fonts:

If you have specific fonts in mind for a presentation, it's easy to choose your own theme fonts.

1. From the **Design** tab, click the drop-down arrow in the **Variants** group.
2. Select **Fonts**, then click **Customize Fonts**.

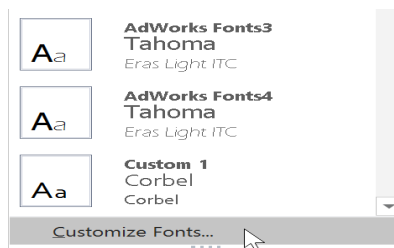
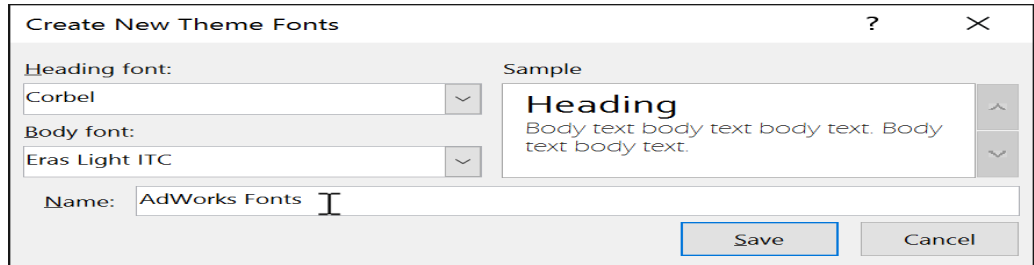


Fig2.19.Customize font

3. A dialog box will appear with the **two current theme fonts**. To change the fonts, click the drop-down arrows and select the desired fonts.

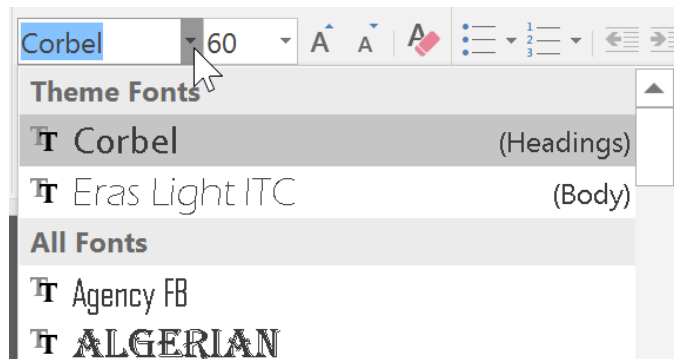
4. In the **Name:** field, type the desired name for the theme fonts, then click **Save**.



*Fig2.20.Name save*

5. The presentation will update to show the new custom theme fonts.

Changing the theme fonts will not necessarily update all text in your presentation. Only text using the **current theme fonts** will update when you change the theme fonts.



*Fig2.21.Current theme font*

### To select new theme effects:

PowerPoint makes it easy to apply **new theme effects**, which can quickly change the appearance of **shapes** in your presentation.

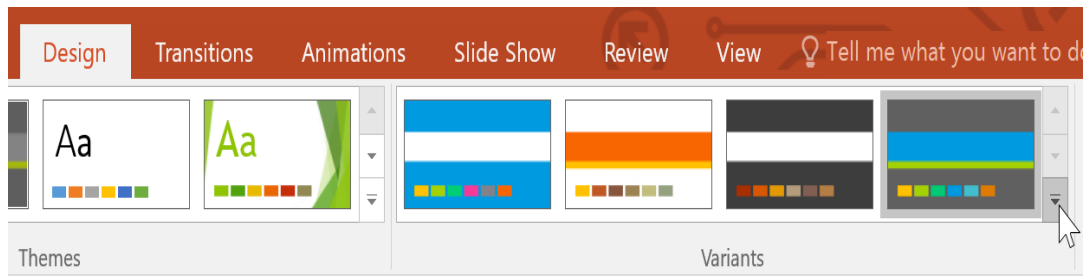
1. From the **Design** tab, click the drop-down arrow in the **Variants** group and select **Effects**.
2. Select the desired theme effects.
3. The presentation will update to show the new theme effects.

## Background styles

To further customize your slides, you can change the **background color** by choosing a different **background style**. The available background styles will vary depending on the current theme.

### To apply a background style:

1. From the **Design** tab, click the drop-down arrow in the **Variants** group.



*Fig2.22.Background style*

2. Select **Background Styles**.



*Fig2.23.Select background style*

3. Select the desired style. The available styles will change depending on the current **theme colors**.



Fig2.24.Theme color

4. The new background will appear in each slide of your presentation.

If you want even more control over the background, click the **Format Background** command on the **Design** tab.



Fig2.11.format background

Different themes also include different **slide layouts** and **background graphics**.

### Saving custom themes

Once you've found settings you like, you may want to **save the theme** so you can use it in other presentations.

#### To save a theme:

1. From the **Design** tab, click the drop-down arrow in the **Themes** group.

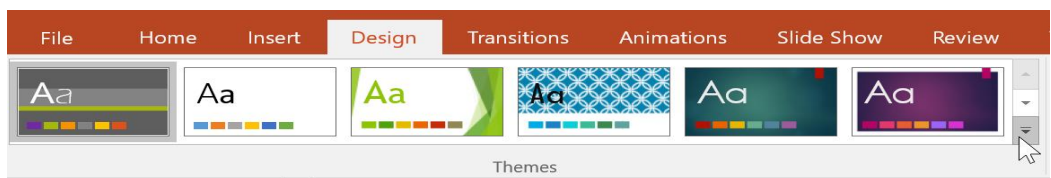


Fig2.25.save theme



2. Click **Save Current Theme**.
3. A dialog box will appear. Type a **file name**, then click **Save**.

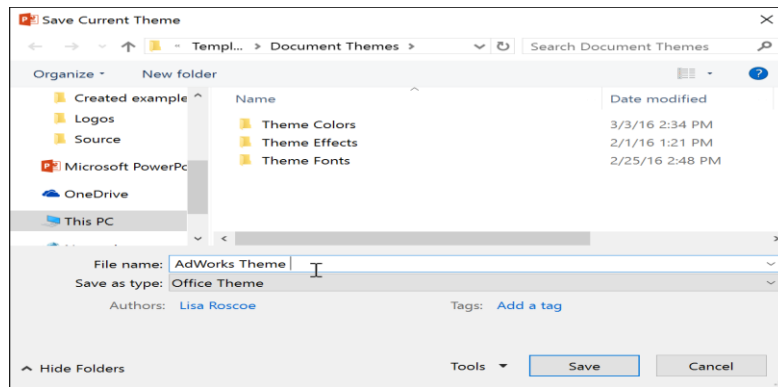


Fig2.26.save current theme

4. When you click the drop-down arrow in the **Themes** group, you'll see the custom theme under **Custom**.
- **Quality Criteria:** Perform each steps step by step
  - **Precautions:** use the given steps properly.

## Operation sheet-2.2

### Operation sheet 2.2: Work on insert,copy,paste and customize slide layout

- **Operation title:** Working on insert,copy,paste and customize slide layout
- **Purpose: To Working on** Work on insert,copy,paste and customize slide layout
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**

7. Computer,
8. Office Software,

- **Steps in doing the task**

**To insert a new slide:**

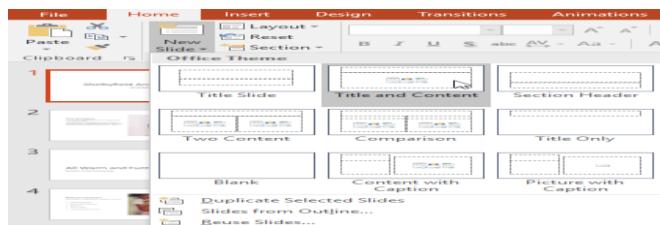
Whenever you start a new presentation, it will contain **one** slide with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

1. From the **Home** tab, click the **bottom half** of the **New Slide** command.



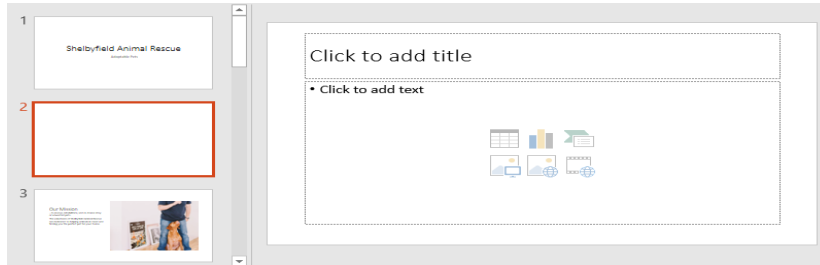
*Fig2.27.Home*

2. Choose the desired **slide layout** from the menu that appears



*Fig2.28.Slide layout*

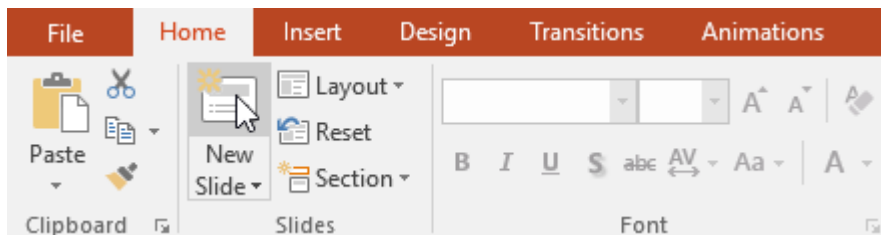
3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, such as a **picture** or a **chart**.



*Fig2.29.Placeholder*

To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.

To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.



*Fig2.30.New*

### To copy and paste slides:

If you want to create several slides with the same layout, do **copy and paste** a slide.

1. Select the **slide** you want to copy in the Slide Navigation pane, then click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.

2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A **horizontal insertion point** will appear.
3. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.
4. The slide will appear in the selected location.

### Customizing slide layouts

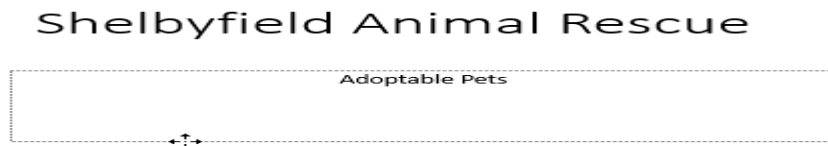
Sometimes you may find that a slide layout doesn't exactly fit your needs.

### Adjusting placeholders

- **To select a placeholder:** Hover the mouse over the edge of the placeholder and click (you may need to click the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.



- **To move a placeholder:** Select the placeholder, then click and drag it to the desired location.



- **To resize a placeholder:** Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the **sizing handles** until the placeholder

is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.



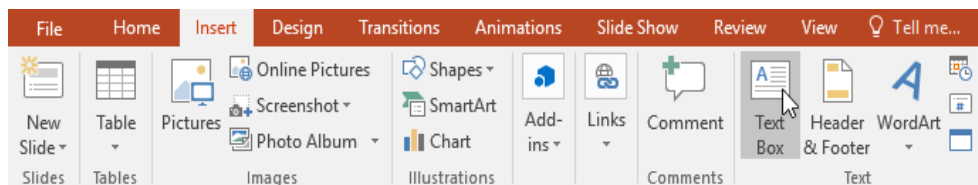
*Fig2.31.placeholder*

- **To delete a placeholder:** Select the placeholder you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

#### **To add a text box:**

Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

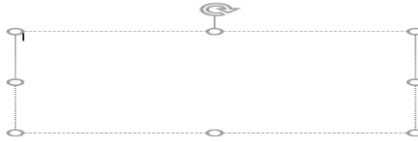
1. From the **Insert** tab, select the **Text Box** command.



2. Click and drag to draw the text box on the slide.



- The text box will appear. To add text, simply click the text box and begin typing.

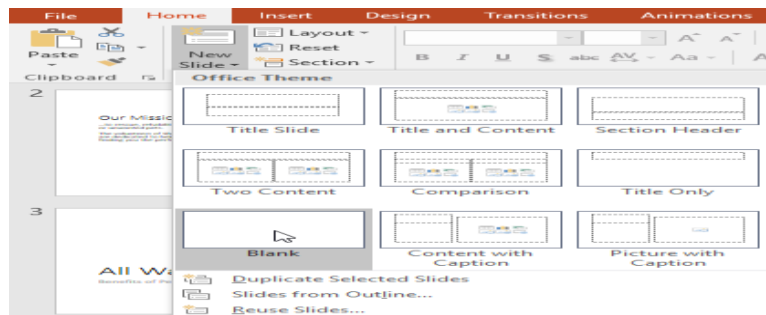


*Fig2.32.Textbox*

### Using blank slides

If you want even more control over your content, you may prefer to use a **blank slide**, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

- To insert a blank slide, click the bottom half of the **New Slide** command, then choose **Blank** from the menu that appears.



*Fig2.33.Use blank slides*

While blank slides offer more flexibility, keep in mind that you won't be able to take advantage of the predesigned layouts included in each theme.

### To play the presentation:

Once you've arranged your slides, you may want to **play** your presentation. This is how you will present your slide show to an audience.

1. Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.
2. The presentation will appear in full-screen mode.
3. You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use the **arrow keys** on your keyboard to move forward or backward through the presentation.
4. Press the **Esc** key to exit presentation mode.

You can also press the **F5** key at the top of your keyboard to start a presentation.

### Customizing slides

#### To change the slide size:

- To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears, or click **Custom Slide Size** for more options.



Fig2.34. Customize slide size

To format the slide background:

1. Select the **Design** tab, then click the **Format Background** command.



2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.

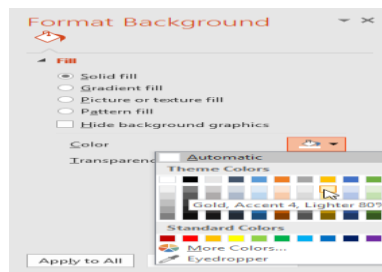


Fig2.30.Format background



3. The background style of the selected slide will update.
  4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.
- **Quality Criteria:** Perform each steps step by step
  - **Precautions:** use the given steps properly.

## Lap Test-2

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_

**Instructions:** Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

Task 1: Customize your Precautions theme color,

Task 2: Customize your Precautions fonts,

Task 3: Customize your Precautions effects,

Task 4: Customize your Precautions background style

## UNIT THREE: FORMAT PRESENTATIONS

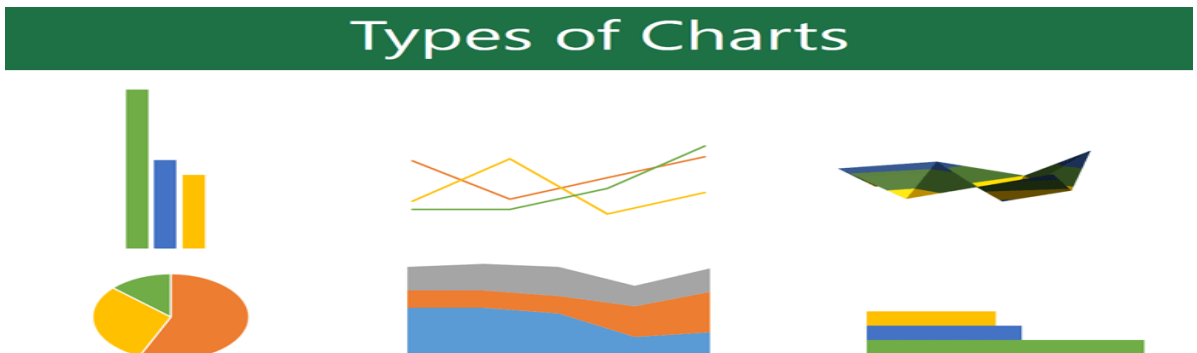
### 3.1. Use, incorporate and modify organizational charts and bulleted lists

#### A. Chart

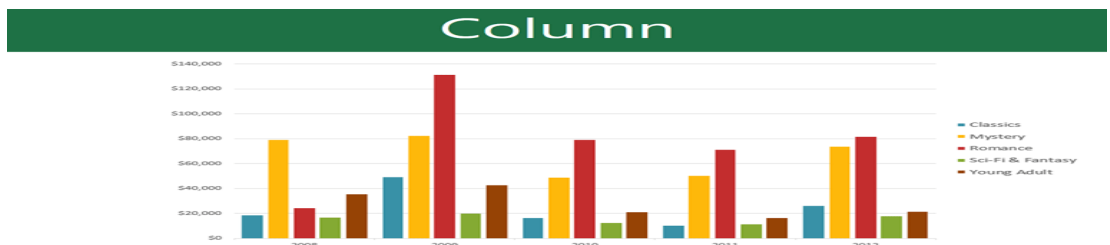
A **chart** is a tool you can use to **communicate data graphically**. Including a chart in a presentation allows your audience to see the **meaning behind the numbers**, which makes it easy to visualize **comparisons** and **trends**.

#### Types of charts

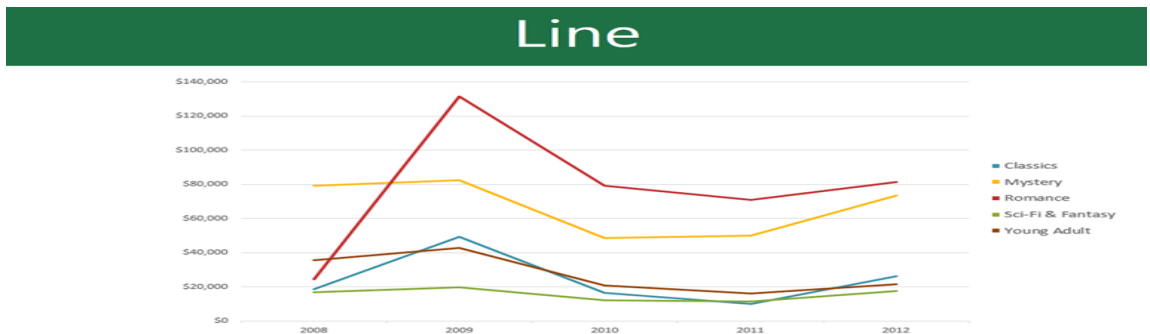
PowerPoint has several types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.



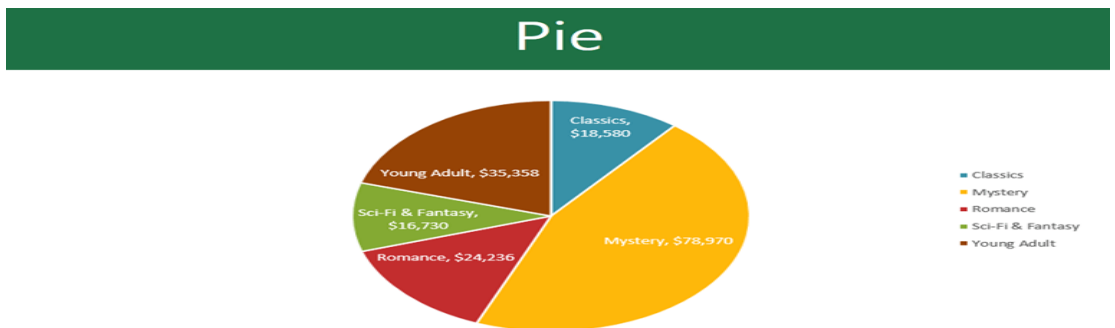
PowerPoint has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in PowerPoint.



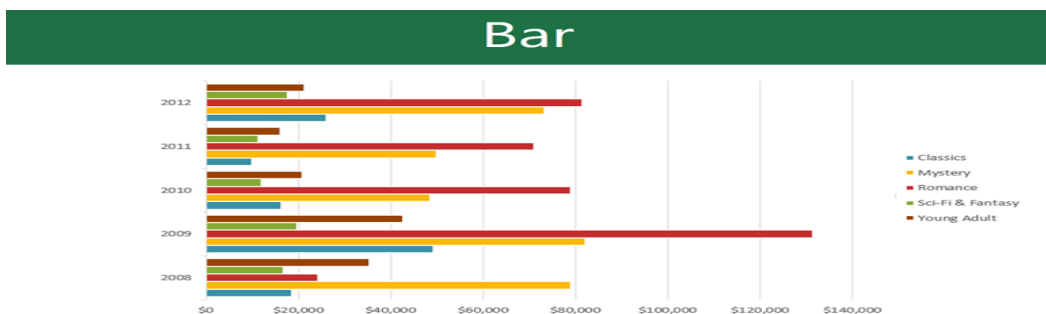
Column charts use vertical bars to represent data. They can work with many different types of data, but they're most frequently used for comparing information.



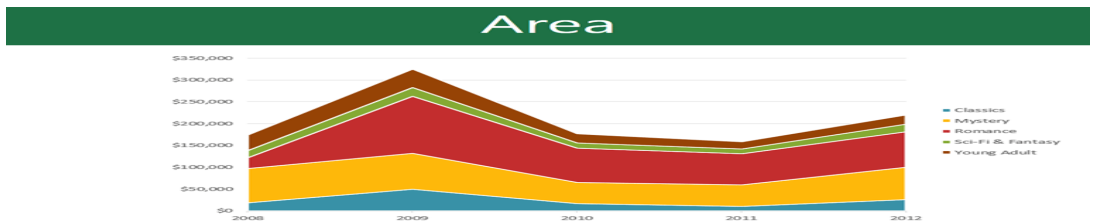
Line charts are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.



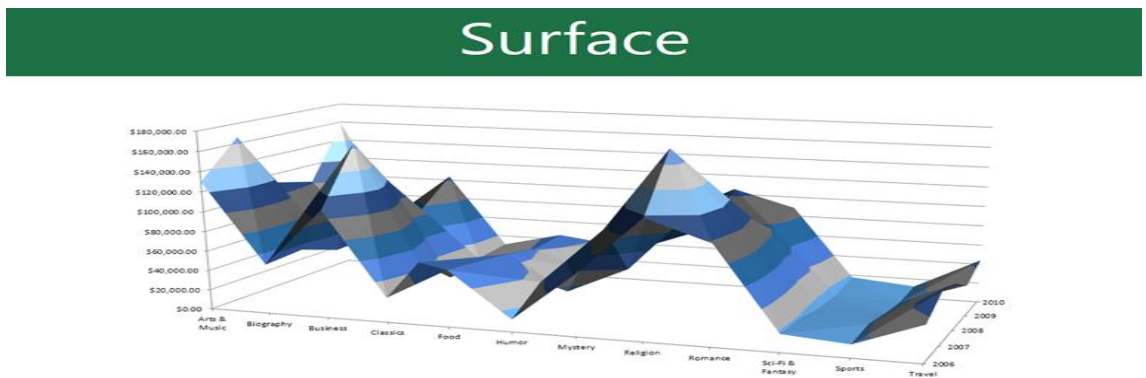
Pie charts make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.



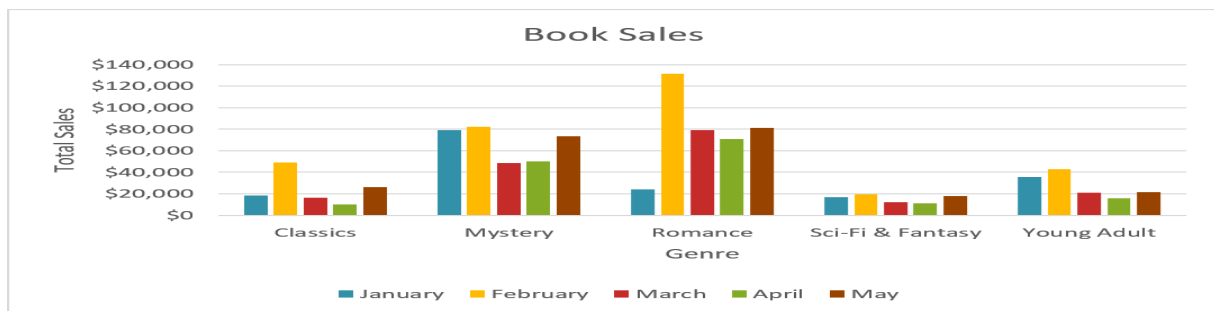
Bar charts work just like column charts, but they use horizontal bars instead of vertical bars.



Area charts are similar to line charts, except the areas under the lines are filled in.



Surface charts allow you to display data across a 3D landscape. They work best with large data sets, allowing you to see a variety of information at the same time.



## Inserting charts

PowerPoint uses a **spreadsheet** as a placeholder for entering chart data, much like **Excel**.

## B. Bulleted Lists

To create effective PowerPoint presentations, it's important to make your slides **easy for the audience to read**. One of the most common ways of doing this is to format the text as a **bulleted or numbered list**. By default, when you type text into a placeholder, a **bullet** is placed at the beginning of each paragraph—automatically creating a **bulleted list**. If you want, you can modify a list by choosing a different bullet **style** or by switching to a **numbered list**.

### 3.2. Add and manipulate objects to meet presentation purposes

#### A. Insert video

PowerPoint allows you to **insert a video** onto a slide and play it during your presentation. This is a great way to make your presentation more engaging for your audience. You can even **edit** the video within PowerPoint and customize its appearance. For example, you can **trim** the video's length, add a **fade in**, and much more.

#### B. Insert audio

PowerPoint allows you to add **audio** to your presentation. For example, you could add **background music** to one slide, a **sound effect** to another, and even record your own **narration** or **commentary**. You can then **edit** the audio to customize it for your presentation.

#### C. Insert Table

**Tables** are another tool you can use to display information in PowerPoint. A table is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks, including presenting text information and numerical data. You can even **customize** tables to fit your presentation.

## D.SmartArt graphics

SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate different types of ideas.

### 3.3. Importing and modifying objects

#### A. Adding Picture

Adding **pictures** can make your presentations more interesting and engaging. You can insert a **picture from a file** on your computer onto any slide. PowerPoint even includes tools for finding **online pictures** and adding **screenshots** to your presentation.

#### B. Adding Shapes

Shapes are a great way to make your presentations more interesting. PowerPoint gives you a lot of different shapes to choose from, and they can be customized to suit your needs, using your own color palette, preferences, and more. While you may not need shapes in every presentation you create, they can add visual appeal.

### 3.4. Modify slide layout, including text and colors, to meet presentation requirements

#### A. Apply themes

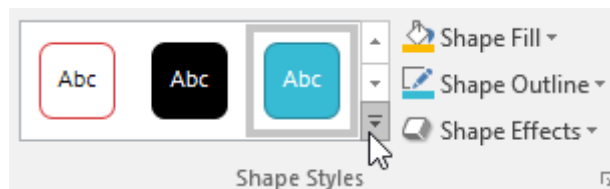
The appearance of every presentation that you create is governed by a theme—a theme is a **predefined combination** of colors, fonts, and effects. Different themes also use different **slide layouts**.



*Fig 3.1.The built-in Office themes for PowerPoint*

Every PowerPoint theme—including the default Office theme—has its own **theme elements**. These elements are:

- **Theme Colors:** There are **10 theme colors**, along with darker and lighter variations, available from every **Color** menu.
- **Theme Fonts:** There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.
- **Theme Effects:** These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or SmartArt graphic.



*Fig3.2.Theme effect*

All themes included in PowerPoint are located in the **Themes** group on the **Design** tab. Themes can be applied or changed at any time.

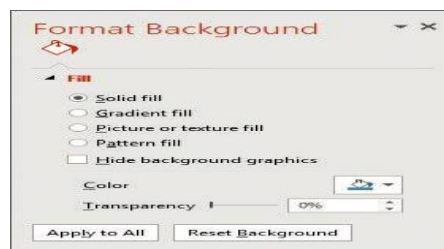
### 3.5. Using formatting tools as required within the presentation

#### A.Change slide backgrounds

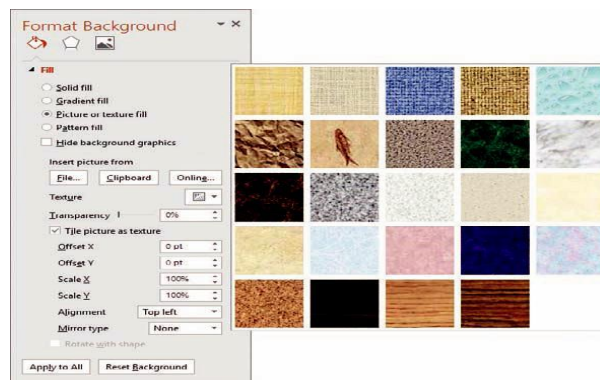
The presentation theme includes a standard background. The background might be a color or it might include a background graphic.



*A variety of thematic background graphics*



*you can control the color, texture, pattern, or picture in the background of one or all slides*



**FIG 3.3.** Choose a background that doesn't overpower your presentation

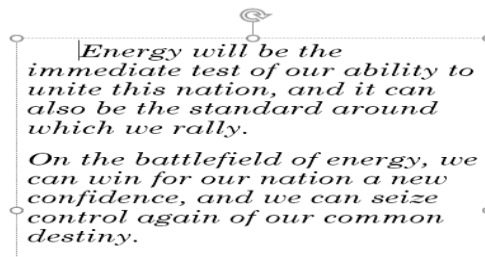


## B. Indents and line spacing

**Indents** and **line spacing** are two important features you can use to change the way text appears on a slide. Indents can be used to create **multilevel lists** or to visually set paragraphs apart from one another. Line spacing can be adjusted to improve readability or to fit more lines on a slide.

Indenting helps to format the layout of text so it appears more organized on your slide. The fastest way to indent is to use the **Tab** key. An alternative method is to use one of the **Indent** commands. With these commands, you can either **increase** or **decrease** the indent.

- **To indent using the Tab key:** Place the insertion point **at the very beginning** of the line you want to indent, then press the **Tab** key.



- **To indent using the Indent commands:** Place the insertion point at the very beginning of the line you want to indent. From the **Home** tab, select the **Increase List Level** command.

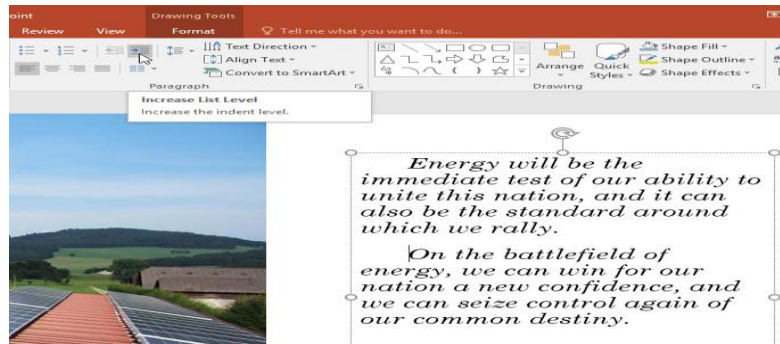


Fig 3.4.Indentation

To decrease an indent, select the desired line, then press **Shift+Tab** or the **Decrease List Level** command.

### C.Indenting lists and paragraphs

Indenting will give different results, depending on whether you are working with a list or a paragraph.

- **Paragraph:** Indenting the first line of a paragraph using the **Tab** key creates a **first-line** indent. This helps to separate paragraphs from each other, as in the examples above.
- **List:** Indenting a line of a list creates a **multilevel** list. This means the indented line is a subtopic of the line above it. **Multilevel** lists are useful if you want to create an **outline** or **hierarchy**.

## Featured Speakers

- Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)
- Panel: Examining the Clean Power Plan
  - Colleen Norton (Chair, Harmon Energy Consortium)
  - Trevor Garza (Founder, Garza Biotech Group)
  - Hank Hathaway (COO, Alter Energy Solutions)
  - Dr. Rachel Fleming (Director, Packard University Biotechnology Program)
- Q&A: Tricia Nguyen (Director, Sanders Research Center)
- Workshop: Trevor Garza (Founder, Garza Biotech Group)

Once you've created a multilevel list, you may want to choose a **different bullet style** for different levels of the list to make them stand out even more. Review lesson on [Lists](#) to learn how.

- Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)
- Panel: Examining the Clean Power Plan
  - Colleen Norton (Chair, Harmon Energy Consortium)
  - Trevor Garza (Founder, Garza Biotech Group)
  - Hank Hathaway (COO, Alter Energy Solutions)
  - Dr. Rachel Fleming (Director, Packard University Biotechnology Program)
- Q&A: Tricia Nguyen (Director, Sanders Research Center)
- Workshop: Trevor Garza (Founder, Garza Biotech Group)

### Fine-tuning indents

Sometimes you may want to fine-tune the indents in your presentations. You can do this by adjusting the **indent markers** on the **Ruler**.

## D. Working with text

### To select text:

Before you can move or arrange text, you'll need to **select** it.

- Click next to the text you want to select, drag the mouse over the text, then release your mouse. The text will be selected.

## E. Formatting Picture

There are a variety of ways to **format** the pictures in your slide show. The **picture tools** in PowerPoint make it easy to **personalize** and **modify** the images in interesting ways. PowerPoint allows you to change the **picture style** and **shape**, add a **border**, **crop** and **compress** pictures, add **artistic effects**, and more.

## F. Aligning, ordering, grouping, and rotating objects

In PowerPoint, each slide may have multiple items, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by **aligning**, **ordering**, **grouping**, and **rotating** them in various ways.

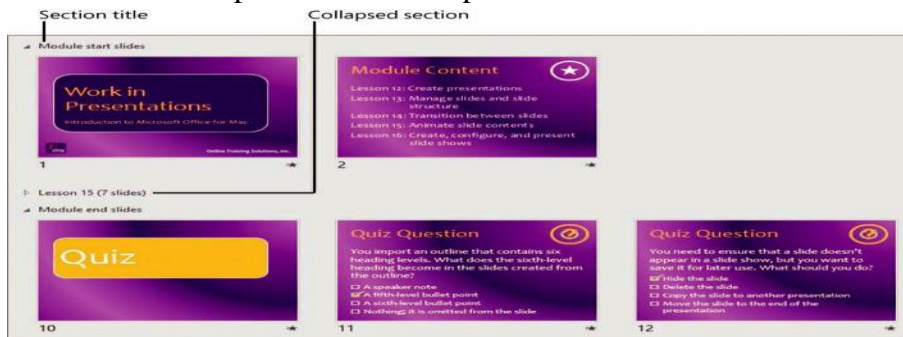
## E. Hyperlinks

Whenever you use the Internet, you use **hyperlinks** to navigate from one webpage to another. If you want to include a **web address** or **email address** in your PowerPoint presentation, you can choose to format it as a hyperlink so a person can easily click it. It's also possible to link to files and other slides within a presentation.

### 3.6. Duplicating slides within and across a presentation

#### Divide presentations into sections

To make it easier to organize and format a longer presentation, you can divide it into sections. In both Normal view and Slide Sorter view, sections are designated by titles above their slides. They do not appear in other views, and they do not create slides or otherwise interrupt the flow of the presentation.



*You can rename, remove, move, collapse, and expand section*

Because you can collapse entire sections to leave only the section titles visible, the sections make it easier to focus on one part of a presentation at a time.



*You can collapse sections to provide an “outline” of long presentations, with the number of slides in each -section displayed in parentheses*

### 3.7. Reordering the sequence of slides and deleting slides

#### Rearrange slides and sections

After you have added several slides to a presentation, you might want to rearrange their order so that they more effectively communicate your message.

You can rearrange a presentation by moving individual slides or entire sections of slides.

### ***Hide and delete slides***

They remain available from the Thumbnails pane, but their thumbnails are dimmed and slide numbers crossed through with a backslash.



*You can edit the content of hidden slides*

When you select a hidden slide, the Hide Slide button on the Slide Show tab is shaded to indicate that the command is in effect. You can edit a hidden slide in the Slide pane just as you can any other, so you might use this feature to keep a slide that you're still working on hidden until it's final. You can unhide a slide to include it in the slide show.

## **3.8. Saving presentation in another format**

Whenever you create a new presentation in PowerPoint, you'll need to know how to save in order to access and edit it later. As with previous versions of PowerPoint, you can save files to your computer. If you prefer, you can also save files to the cloud using One Drive. You can even export and share presentations directly from PowerPoint.

## Using Save As to make a copy

If you want to save a **different version** of a presentation while keeping the original, you can create a **copy**. For example, if you have a file named **Client Presentation** you could save it as **Client Presentation 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

## Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint in a variety of file types.

- **PDF:** Saves the presentation as a **PDF document** instead of a PowerPoint file
- **Video:** Saves the presentation as a video
- **Package for CD:** Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download
- **Handouts:** Prints a handout version of your slides

- **Other file type:** Saves in other file types, including **PNG** and **PowerPoint 97-2003**

### 3.9. Saving and closing presentation to storage device

#### **Save and Save As**

PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

- **Save:** When you create or edit a presentation, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

#### **Compatibility with earlier versions**

The Microsoft Office 2016 programs use file formats based on XML. By default, -PowerPoint 2016 files are saved in the .pptx format.

If you work with people who are using a version of PowerPoint earlier than 2007, you can save your presentations in a format that they will be able to use by changing the Save As Type setting in the Save As dialog box to PowerPoint 97-2003 Presentation.



### Self check 3

1. \_\_\_\_\_ is a tool you can use to communicate data graphically.
2. \_\_\_\_\_ use vertical bars to represent data.
3. \_\_\_\_\_ are ideal for showing trends.
4. \_\_\_\_\_ make it easy to compare proportions.
5. \_\_\_\_\_ work just like column charts, but they use horizontal bars instead of vertical bars.
6. \_\_\_\_\_ are similar to line charts, except the areas under the lines are filled in.
7. \_\_\_\_\_ allow you to display data across a 3D landscape.
8. PowerPoint uses a \_\_\_\_\_ as a placeholder for entering chart data, much like Excel.
9. To create effective PowerPoint presentations, it's important to make your slides easy for the audience to read. One of the most common ways of doing this is to format the text as a \_\_\_\_\_ or \_\_\_\_\_.
10. PowerPoint allows you to \_\_\_\_\_ onto a slide and play it during your presentation.
11. \_\_\_\_\_ is a grid of cells arranged in rows and columns.
12. \_\_\_\_\_ allows you to communicate information with graphics instead of just using text.
13. Adding \_\_\_\_\_ can make your presentations more interesting and engaging.
14. The appearance of every presentation that you create is governed by a \_\_\_\_\_

15. A theme is a predefined combination of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
16. \_\_\_\_\_ and \_\_\_\_\_ are two important features you can use to change the way text appears on a slide.
17. \_\_\_\_\_ in PowerPoint make it easy to personalize and modify the images in interesting ways.
18. If you want to include a web address or email address in your PowerPoint presentation, you can choose to format it as a \_\_\_\_\_ so a person can easily click it.
19. To make it easier to organize and format a longer presentation, you can divide it into \_\_\_\_\_.
20. If you want to save a \_\_\_\_\_ of a presentation while keeping the original, you can create a copy.
21. By default, PowerPoint presentations are saved in the \_\_\_\_\_ file type.

Operation sheet-3.1.

### Operation sheet 3.1: incorporate chart and bullet in to slides

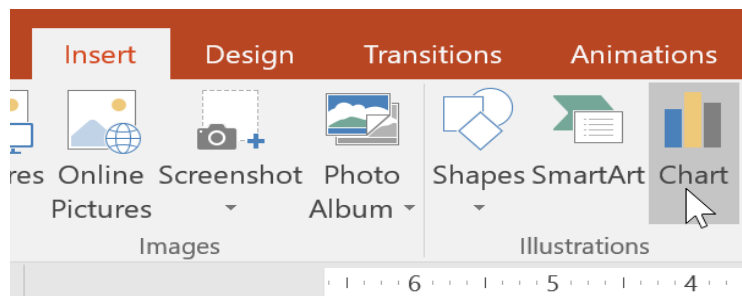
- **Operation title:** incorporate chart and bullet in to slides
- **Purpose: To** incorporate chart and bullet in to slides
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  9. Computer,
  10. Office Software,
- **Steps in doing the task**

#### Inserting charts

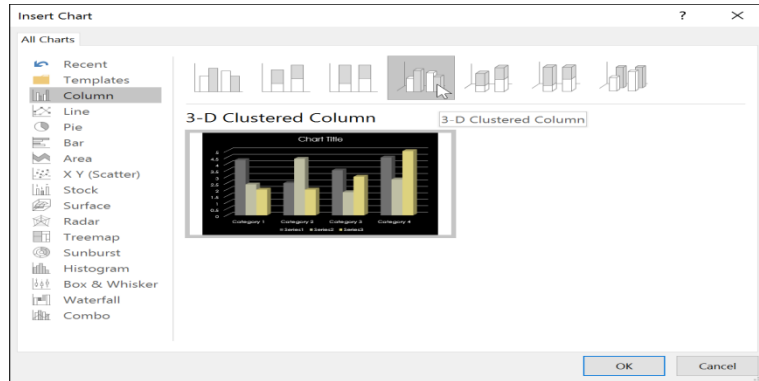
PowerPoint uses a **spreadsheet** as a placeholder for entering chart data, much like **Excel**. The process of entering data is fairly simple, but if you are unfamiliar with Excel you might want to review our Excel 2016 **Cell Basics** lesson.

#### To insert a chart:

1. Select the **Insert** tab, then click the **Chart** command in the **Illustrations** group.



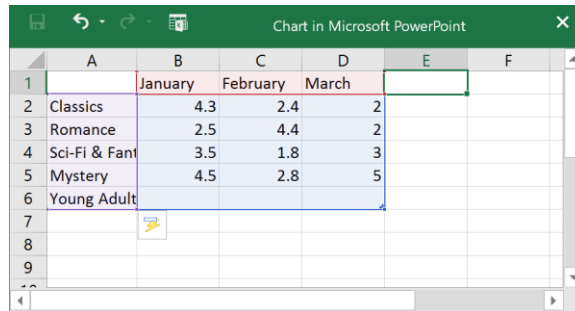
2. A dialog box will appear. Select a **category** from the left pane, and review the **charts** that appear in the right pane.
3. Select the desired **chart**, then click **OK**.



4. A chart and a spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** you will replace with your own information. The source data is used to create the chart.
5. Enter **data** into the worksheet.

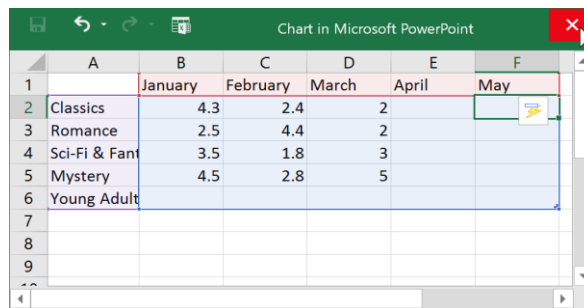
|   | A                | B        | C        | D        | E | F |
|---|------------------|----------|----------|----------|---|---|
| 1 |                  | Series 1 | Series 2 | Series 3 |   |   |
| 2 | Classics         | 4.3      | 2.4      | 2        |   |   |
| 3 | Romance          | 2.5      | 4.4      | 2        |   |   |
| 4 | Sci-Fi & Fantasy |          | 1.8      | 3        |   |   |
| 5 | Category 4       | 4.5      | 2.8      | 5        |   |   |
| 6 |                  |          |          |          |   |   |
| 7 |                  |          |          |          |   |   |
| 8 |                  |          |          |          |   |   |
| 9 |                  |          |          |          |   |   |

6. Only the data enclosed by the blue lines will appear in the chart, but this area will expand automatically as you continue to type.



|   | A             | B       | C        | D     | E | F |
|---|---------------|---------|----------|-------|---|---|
| 1 |               | January | February | March |   |   |
| 2 | Classics      | 4.3     | 2.4      | 2     |   |   |
| 3 | Romance       | 2.5     | 4.4      | 2     |   |   |
| 4 | Sci-Fi & Fant | 3.5     | 1.8      | 3     |   |   |
| 5 | Mystery       | 4.5     | 2.8      | 5     |   |   |
| 6 | Young Adult   |         |          |       |   |   |
| 7 |               |         |          |       |   |   |
| 8 |               |         |          |       |   |   |
| 9 |               |         |          |       |   |   |

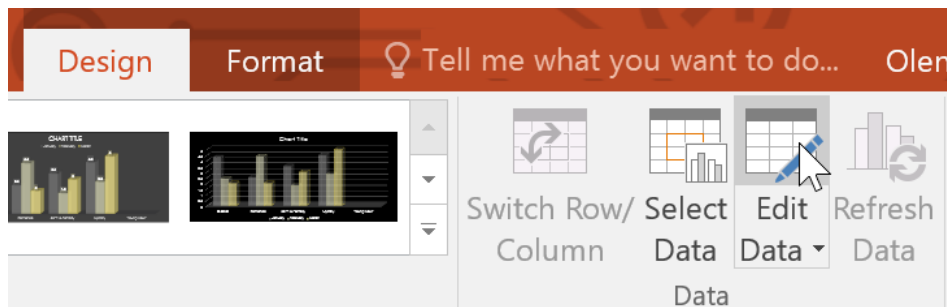
7. When you're done, click **X** to close the spreadsheet.



|   | A             | B       | C        | D     | E     | F   |
|---|---------------|---------|----------|-------|-------|-----|
| 1 |               | January | February | March | April | May |
| 2 | Classics      | 4.3     | 2.4      | 2     |       |     |
| 3 | Romance       | 2.5     | 4.4      | 2     |       |     |
| 4 | Sci-Fi & Fant | 3.5     | 1.8      | 3     |       |     |
| 5 | Mystery       | 4.5     | 2.8      | 5     |       |     |
| 6 | Young Adult   |         |          |       |       |     |
| 7 |               |         |          |       |       |     |
| 8 |               |         |          |       |       |     |
| 9 |               |         |          |       |       |     |

8. The chart will be completed.

You can edit the chart data at any time by selecting your chart and clicking the **Edit Data** command on the **Design** tab.



*Fig3.5.Insert chart*

You can also click the **Insert Chart** command in a placeholder to insert a new chart.

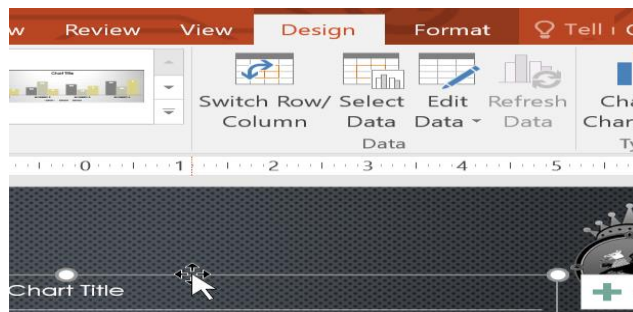
## Modifying charts with chart tools

There are many other ways to customize and organize your charts. For example, PowerPoint allows you to change the **chart type**, **rearrange** a chart's data, and even change the **layout** and **style** of a chart.

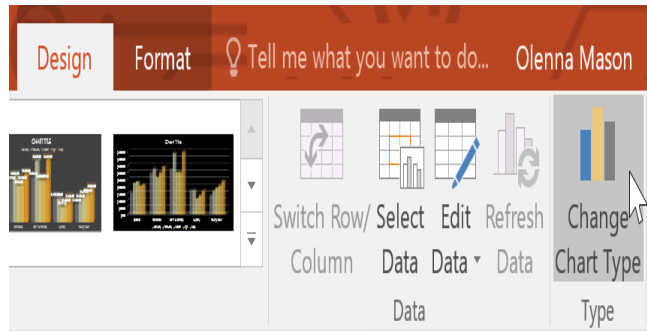
### To change the chart type:

If you find that your data isn't well suited to a certain chart, it's easy to switch to a new **chart type**. In our example, we'll change our chart from a **column** chart to a **line** chart.

1. Select the chart you want to change. The **Design** tab will appear on the right side of the Ribbon.



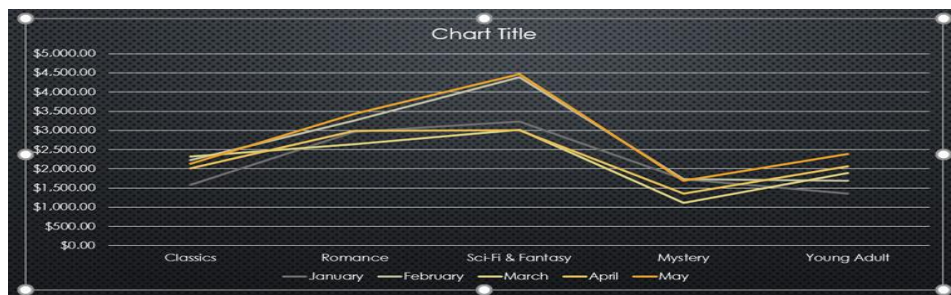
2. From the **Design** tab, click the **Change Chart Type** command.



3. A dialog box will appear. Select the desired chart **type**, then click **OK**.



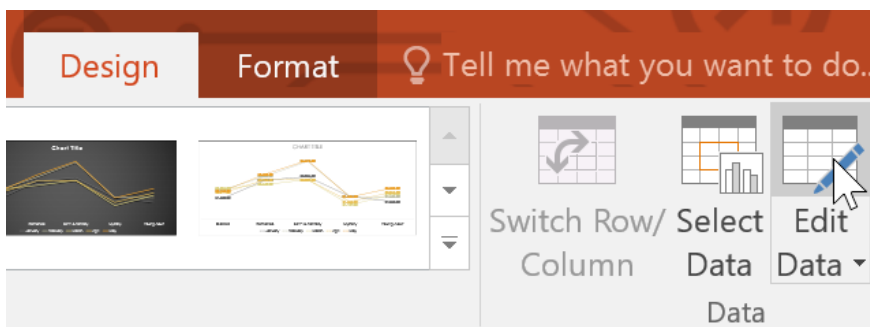
4. The new chart type will appear.



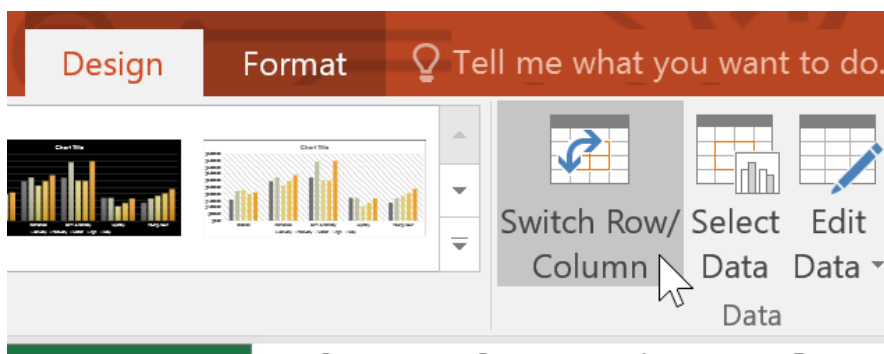
To switch row and column data:

Sometimes you may want to change the way charts **group** your data. For example, in the chart below the book sales data is grouped **by genre**, with lines for **each month**. However, we could switch the rows and columns so the chart will group the data **by month**, with lines for **each genre**. In both cases, the chart contains the same data; it's just organized differently.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, select the **Edit Data** command in the **Data** group.



3. Click the **chart** again, then select the **Switch Row/Column** command in the **Data** group.



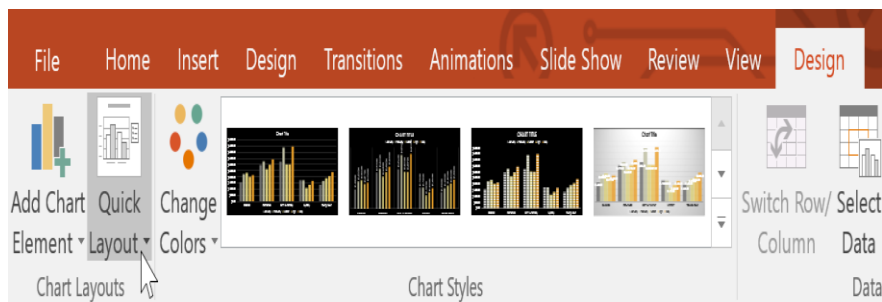
4. The rows and columns will be **switched**. In our example, the data is now grouped by month, with lines for each genre.



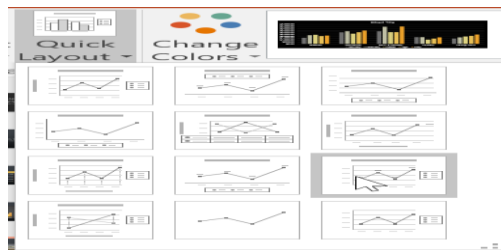
## To change the chart layout:

Predefined chart layouts allow you to modify chart elements—including **chart titles**, **legends**, and **data labels**—to make your chart easier to read.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **Quick Layout** command.



3. Select the desired predefined layout from the menu that appears.



4. The chart will update to reflect the new layout.

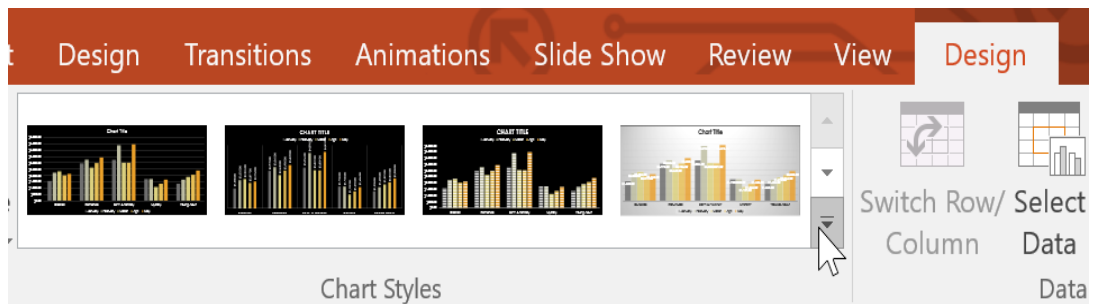
To change a chart element (such as the chart title), click the element and begin typing.



To change the chart style:

**Chart styles** allow you to quickly modify the look and feel of your chart.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.



3. Select the desired style from the menu that appears.



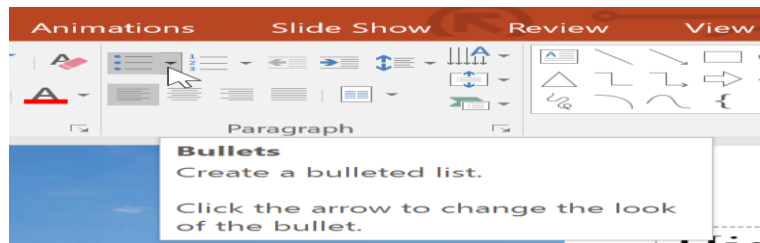
*Fig3.6.Modifying chart*

4. The chart will appear in the selected style.

You can also use the chart formatting shortcut buttons to quickly **add chart elements**, change the **chart style**, and **filter** the chart data.

### To modify the bullet style:

1. Select an existing list you want to format.
2. On the **Home** tab, click the **Bullets** drop-down arrow.



3. Select the desired **bullet style** from the menu that appears.



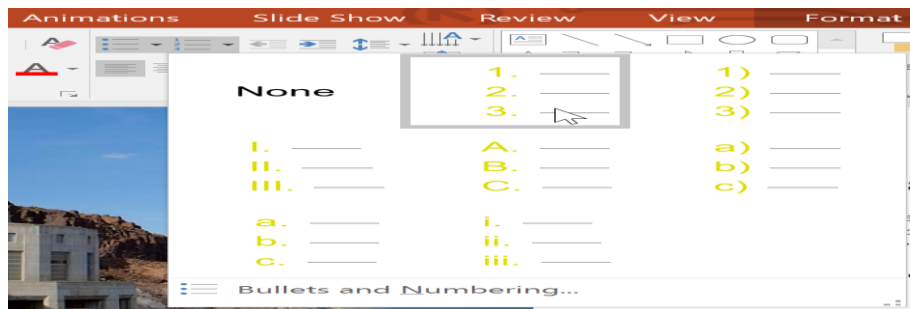
4. The bullet style will appear in the list.

### To modify a numbered list:

1. Select an existing list you want to format.
2. On the **Home** tab, click the **Numbering** drop-down arrow.



3. Select the desired **numbering option** from the menu that appears.

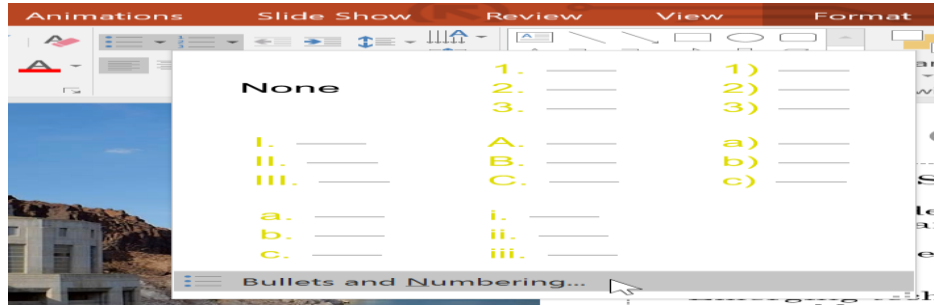


4. The numbering style will appear in the list.

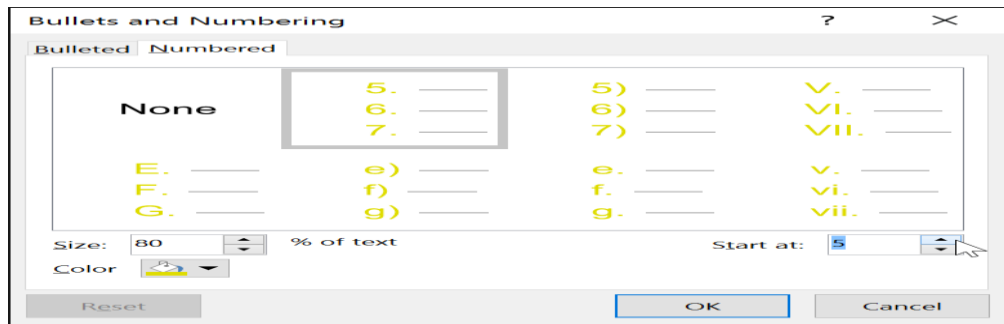
### To change the starting number:

By default, numbered lists count from the number 1. However, sometimes you may want to start counting from a different number, like if the list is a continuation from a previous slide.

1. Select an existing numbered list.
2. On the **Home** tab, click the **Numbering** drop-down arrow.
3. Select **Bullets and Numbering** from the menu that appears.



4. A dialog box will appear. In the **Start At** field, enter the desired starting number.



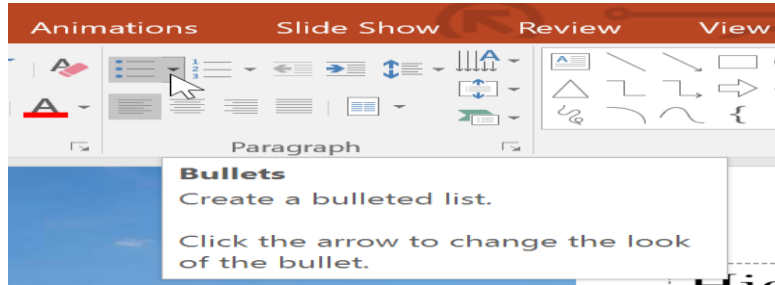
5. The list numbering will change.



## Modifying the list's appearance

To modify the size and color:

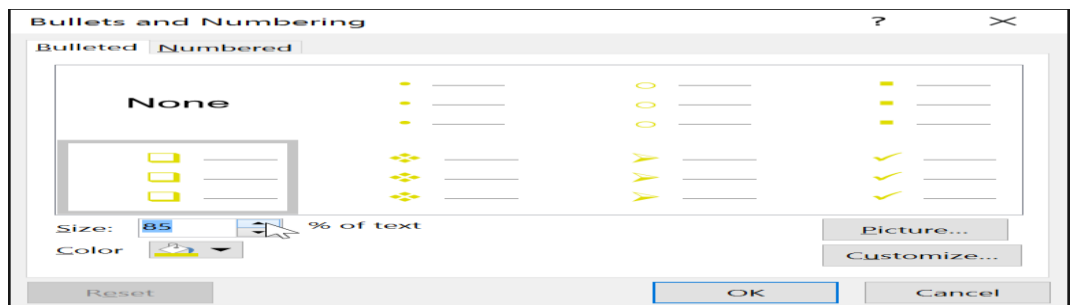
1. Select an existing bulleted list.
2. On the **Home** tab, click the **Bullets** drop-down arrow.



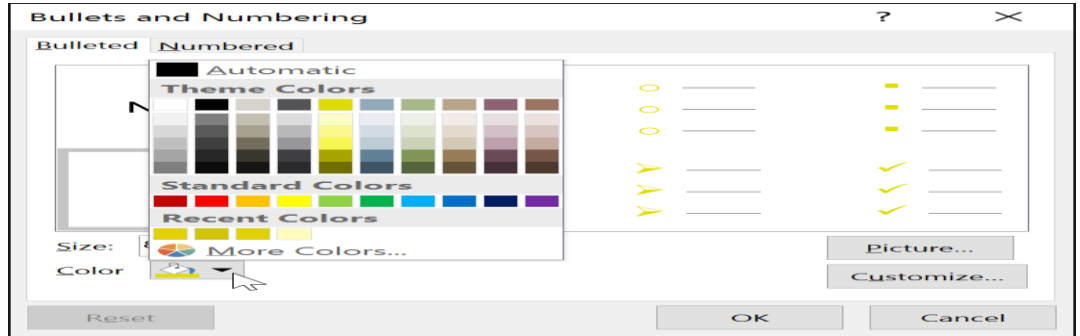
3. Select **Bullets and Numbering** from the menu that appears.



4. A dialog box will appear. In the **Size** field, set the bullet size.



5. Click the **Color** drop-down box and select a color.



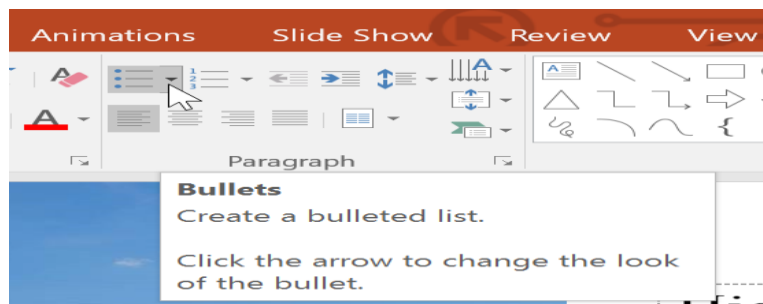
6. Click **OK**. The list will update to show the new bullet size and color.

## Customizing bullets

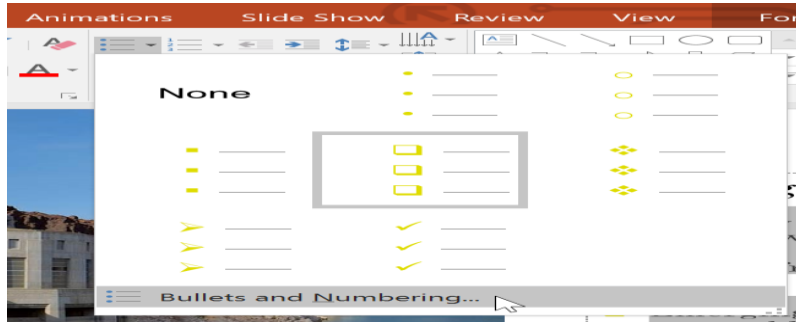
Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. A common way to customize bullets is to use **symbols**.

### To use a symbol as a bullet:

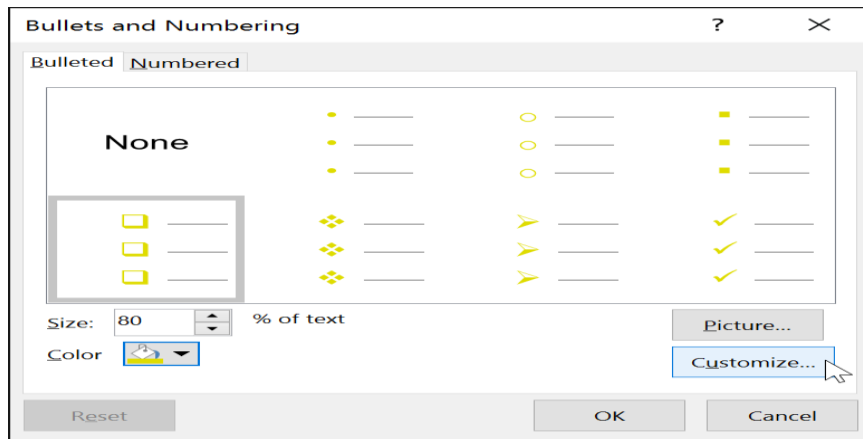
1. Select an existing bulleted list.
2. On the **Home** tab, click the **Bullets** drop-down arrow.



3. Select **Bullets and Numbering** from the menu that appears.

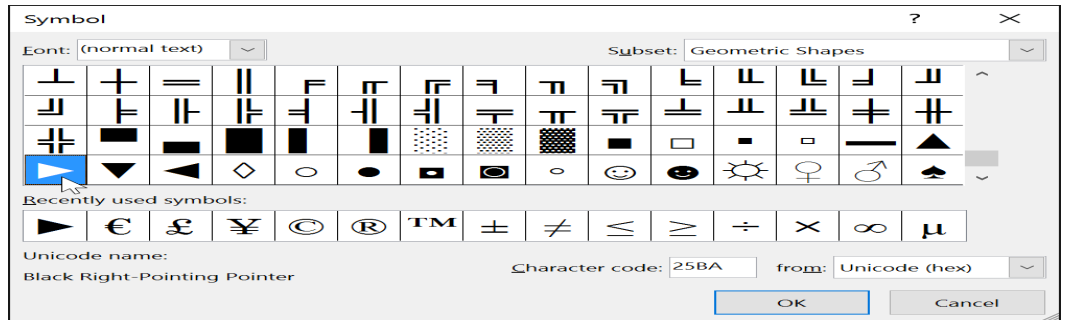


4. A dialog box will appear. On the Bulleted tab, click **Customize**.

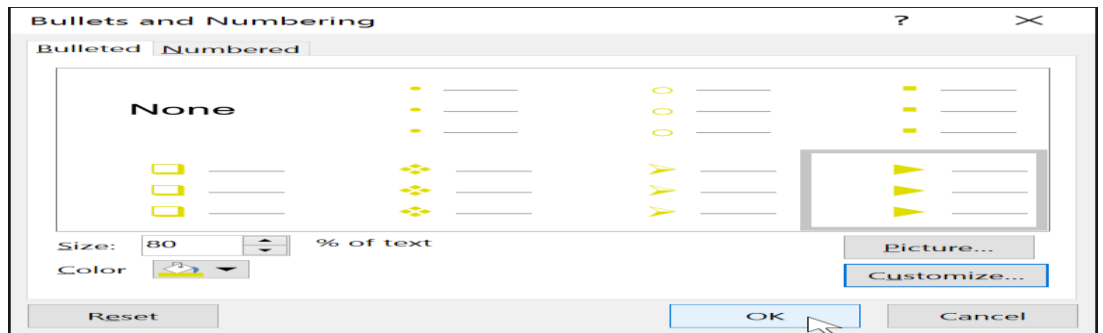


5. The **Symbol** dialog box will appear.
6. Click the **Font** drop-down box and select a font.  
 The **Wingdings** and **Symbol** fonts are good choices because they have a lot of useful symbols.
7. Select the desired symbol.





8. Click **OK**. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.



*Fig3.6.Modifying bullete*

9. Click **OK** again to apply the symbol to the list in the document.

To change the distance between the bullets and the text, you can move the **first-line indent marker** on the Ruler. For more information, visit our [Indents and Line Spacing](#) lesson.

- **Quality Criteria:** Perform each steps step by step
- **Precautions:** use the given steps properly.

### Operation sheet-3.2.

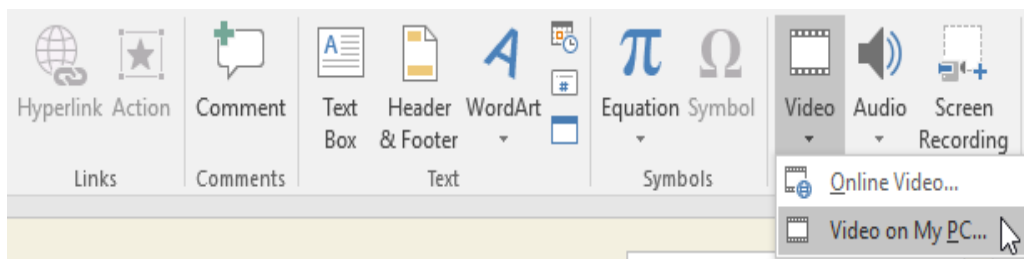
## Operation sheet 3.2: Insert and work on video,audio,table and graphics

- **Operation title:** Inserting and working on video,audio,table and graphics
- **Purpose: To** Insert and work on video,audio,table and graphics
  - **Instruction:** Use each steps below properly :
  - **Tools and requirement:**
  - Computer,
  - Office Software,
  - **Steps in doing the task**

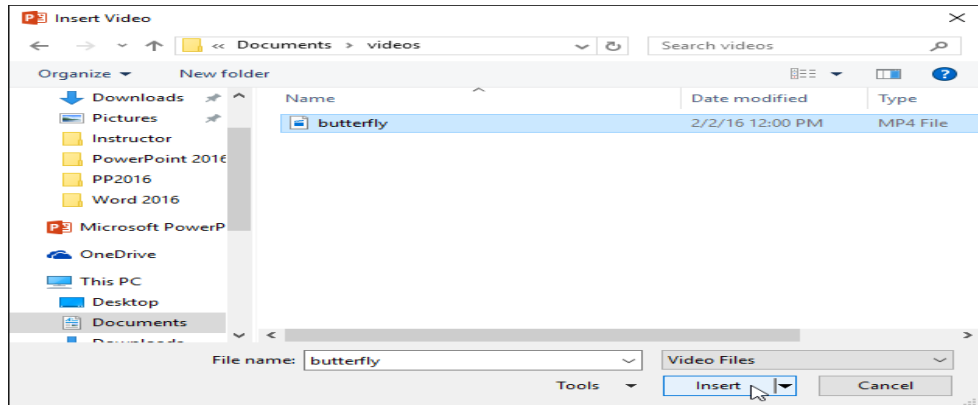
### To insert a video from a file:

**Insert a video from a file** saved locally on our computer. If you'd like to work along with our example, right-click this [link to our example video](#) and save it to your computer.

1. From the **Insert** tab, click the **Video** drop-down arrow, then select **Video on My PC**.

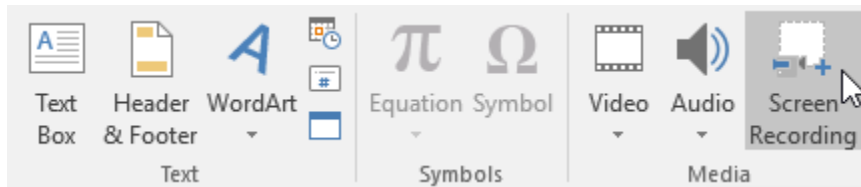


2. Locate and select the desired video file, then click **Insert**.



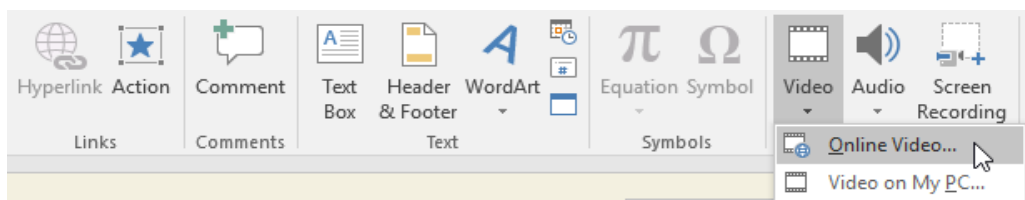
3. The video will be added to the slide.

With the Screen Recording feature on the Insert tab, you can create a video of anything you are doing on your computer and insert it into a slide.



**To insert an online video:**

Some websites—like YouTube—allow you to **embed** videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet for the video to play.



## Working with videos

### To preview a video:

1. Click a video to select it.
2. Click the **Play/Pause** button below the video. The video will begin playing, and the **timeline** next to the Play/Pause button will advance.
3. To jump to a different part of the video, click anywhere on the **timeline**.

### To resize a video:

- Click and drag the **corner sizing handles** until the video is the desired size.

The corner sizing handles will resize a video while preserving its **original aspect ratio**. If you use the side sizing handles, the video will become **distorted**.

### To move a video:

- Click and drag to **move** a video to a new location on a slide.

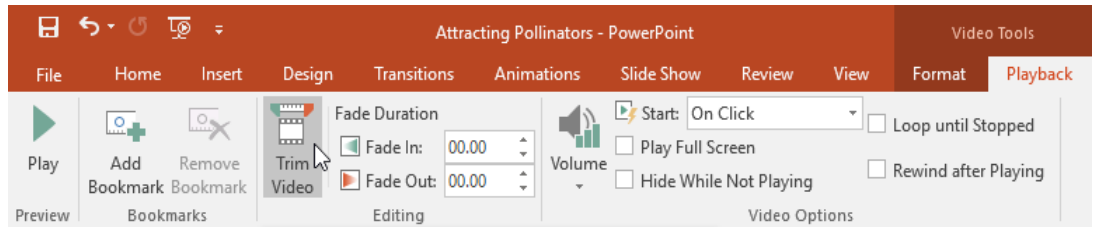
### To delete a video:

- Select the video you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

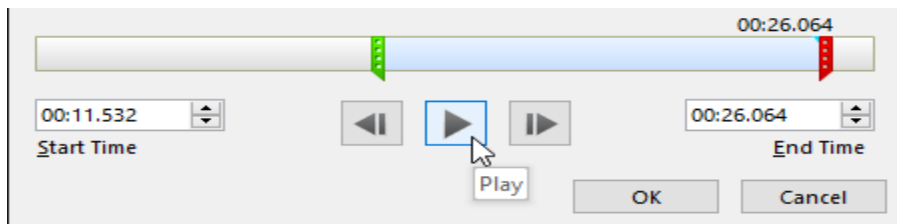
## Editing and formatting videos

### To trim a video:

1. Select the video, then click the **Playback** tab on the Ribbon.
2. Click the **Trim Video** command.



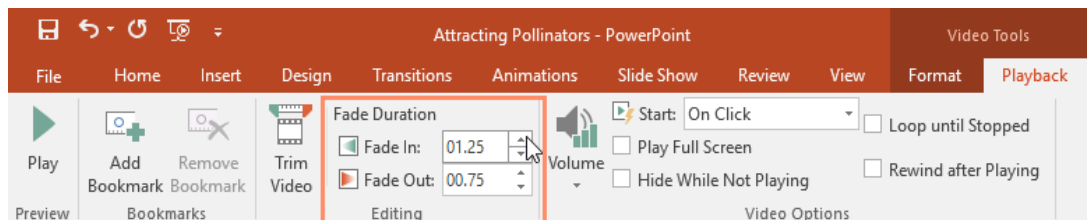
3. A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.
4. To preview the video, click the **Play** button.



5. When you're done trimming the video, click **OK**.

#### To add a fade in and fade out:

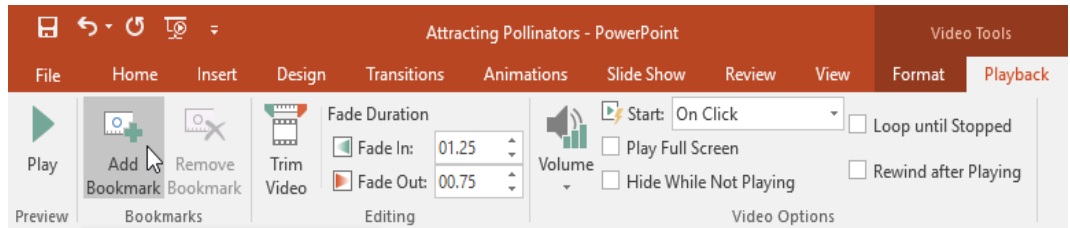
1. On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields.
2. Type the desired values, or use the **up** and **down** arrows to adjust the fade times.



#### To add a bookmark:

1. Click the **timeline** to locate the desired part of the video.

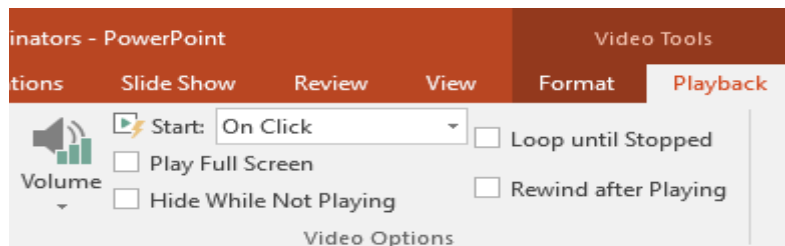
2. From the **Playback** tab, click the **Add Bookmark** command.



3. The bookmark will appear on the timeline. Click the bookmark to jump to that location.

## Video options

There are other options you can set to control how your video will play. These are found in the **Video Options** group on the **Playback** tab.



- **Volume:** Changes the audio volume for the video
- **Start:** Controls whether the video starts **automatically** or when the mouse is **clicked**
- **Play Full Screen:** Lets the video fill the entire screen while playing
- **Hide While Not Playing:** Hides the video when not playing
- **Loop until Stopped:** Replays the video until stopped

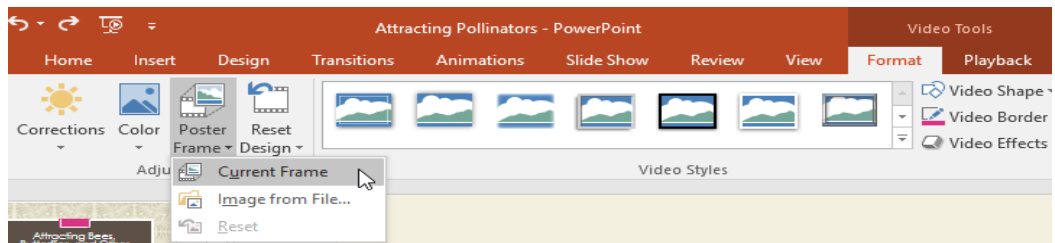
- **Rewind after Playing:** Returns the video to the beginning when it is finished playing

## Formatting the appearance of a video

### To create a poster frame:

You can add a **poster frame** to a video, which is the **placeholder image** your audience will see before the video starts playing. The poster frame is usually just a **frame** taken from the video itself.

1. Click the **timeline** to locate the desired part of the video.
2. From the **Format** tab, click the **Poster Frame** command. Select **Current Frame** from the menu that appears.

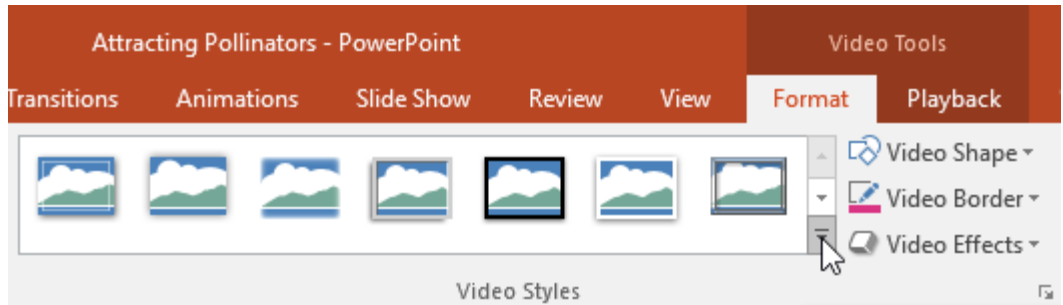


3. The current frame will become the poster frame.

If you want to use a picture from your computer, select **Image from file**.

### To apply a video style:

1. Select the video, then click the **Format** tab on the Ribbon.
2. In the **Video Styles** group, click the **More** drop-down arrow to display available video styles.



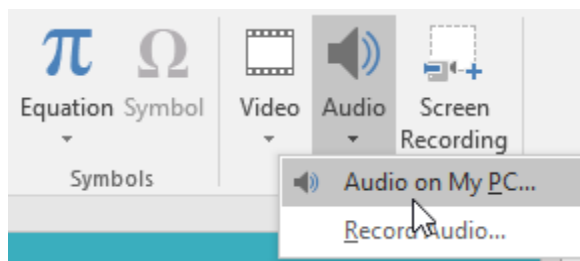
*Fig3.6.Inserting a video*

3. Select the desired style.
4. The new style will be applied to the video.

#### To insert audio from a file:

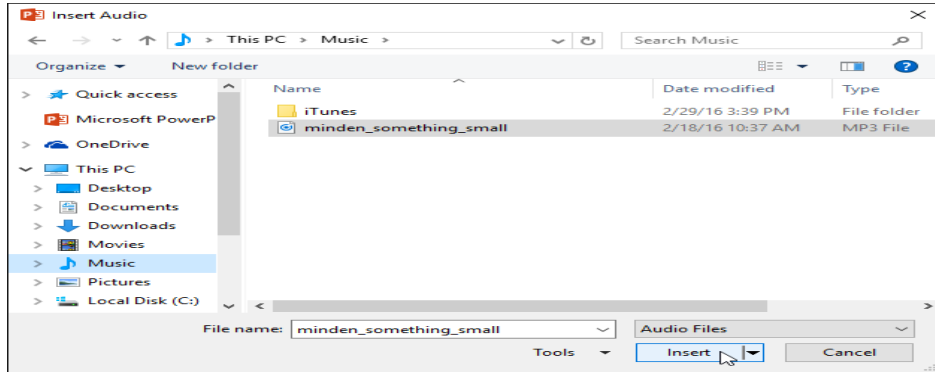
In our example, we'll **insert an audio file** saved locally on our computer. If you'd like to work along with our example, right-click this [link to our example file](#) and save it to your computer (music credit: **Something Small (Instrumental)** by **Minden, CC BY-NC 3.0**).

1. From the **Insert** tab, click the **Audio** drop-down arrow, then select **Audio on My PC**.

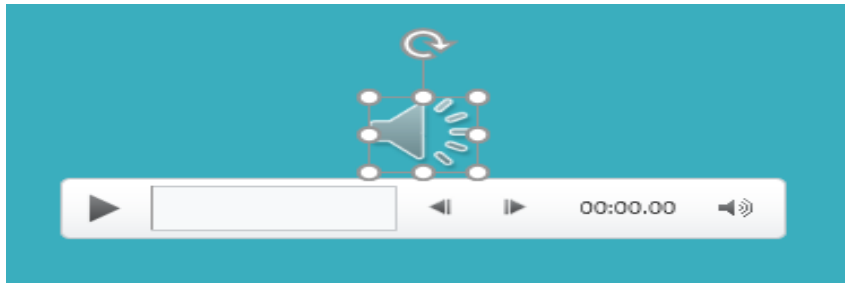


2. Locate and select the desired audio file, then click **Insert**.





3. The audio file will be added to the slide.

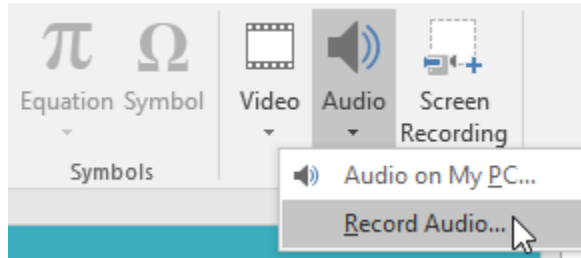


### Recording your own audio

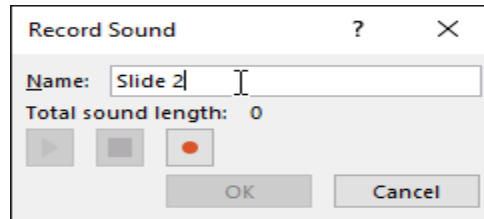
Before you begin, make sure you have a **microphone** that is compatible with your computer; many computers have **built-in microphones** or ones that can be **plugged in** to the computer.

### To record audio:

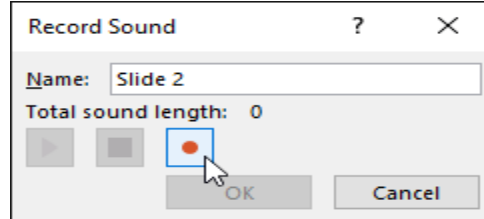
1. From the **Insert** tab, click the **Audio** drop-down arrow, then select **Record Audio**.



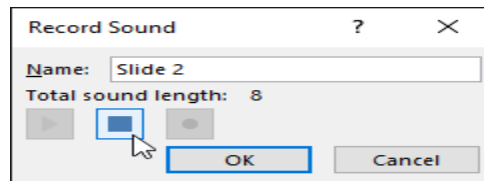
2. Type a **name** for the audio recording if you want.



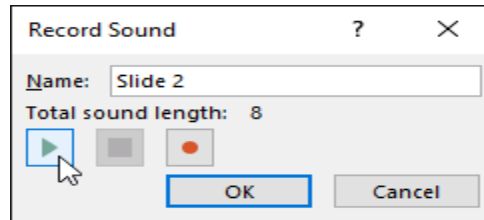
3. Click the **Record** button to start recording.



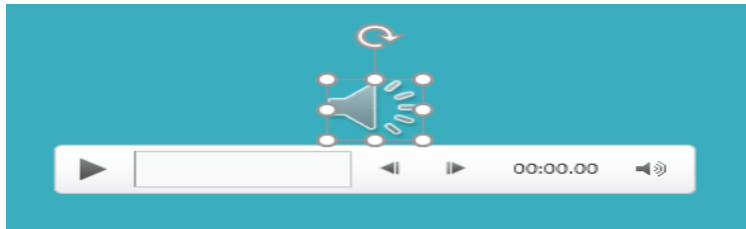
4. When you're finished recording, click the **Stop** button.



5. To preview your recording, click the **Play** button.



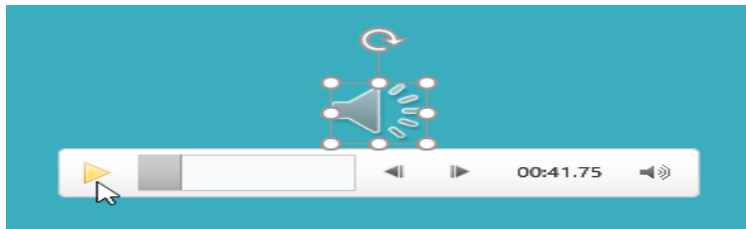
- When you're done, click **OK**. The audio file will be inserted into the slide.



## Working with audio

### To preview an audio file:

- Click an audio file to select it.
- Click the **Play/Pause** button below the audio file. The sound will begin playing, and the **timeline** next to the Play/Pause button will advance.



- To jump to a different part of the file, click anywhere on the **timeline**.

### To move an audio file:

- Click and drag to **move** an audio file to a new location on a slide.



### To delete an audio file:

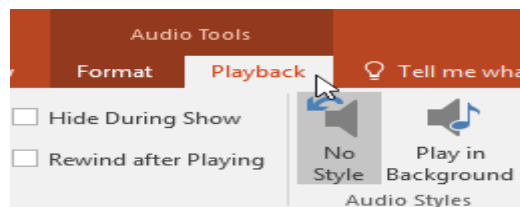
- Select the audio file you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

### Editing audio

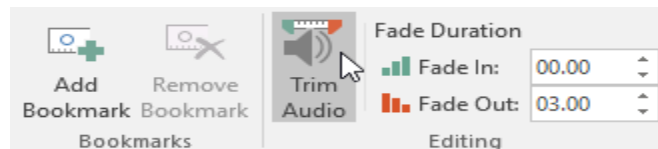
You can modify your audio files using the commands on the **Playback** tab.

### To trim an audio file:

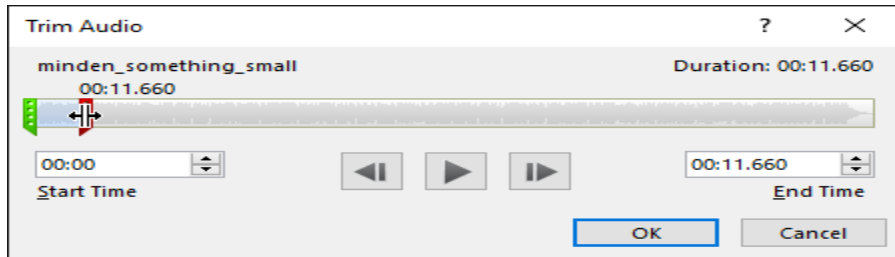
- Select the audio file, then click the **Playback** tab on the Ribbon.



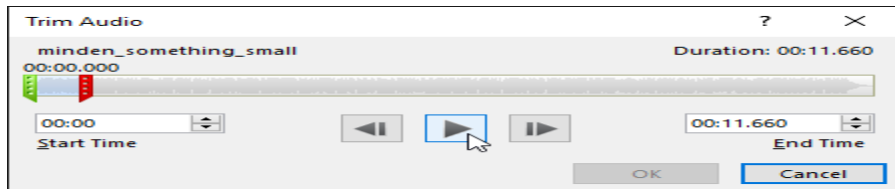
- Click the **Trim Audio** command.



- A dialog box will appear. Use the **green handle** to set the **start time** and the **red handle** to set the **end time**.



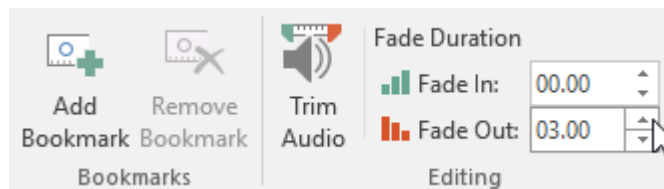
4. To preview the audio file, click the **Play** button.



5. Adjust the handles if necessary, then click **OK**.

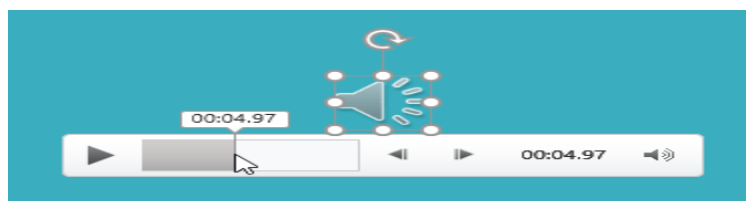
#### To add a fade in and fade out:

1. On the **Playback** tab, locate the **Fade In:** and **Fade Out:** fields.
2. Type the desired values, or use the **up** and **down** arrows to adjust the times.

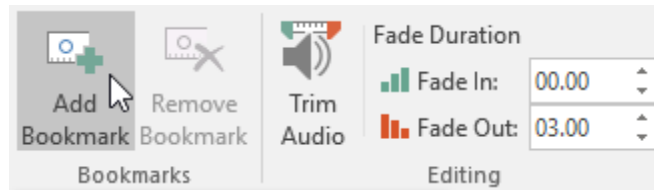


#### To add a bookmark:

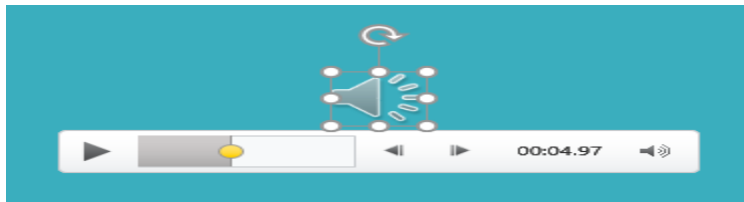
1. Click the **timeline** to locate the desired part of the audio file.



- From the **Playback** tab, click the **Add Bookmark** command.

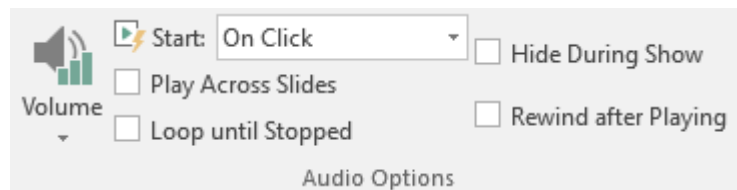


- The bookmark will appear on the timeline. Click the bookmark to jump to that location.



## Audio options

There are other options you can set to control how your audio file will play. These are found in the **Audio Options** group on the **Playback** tab.



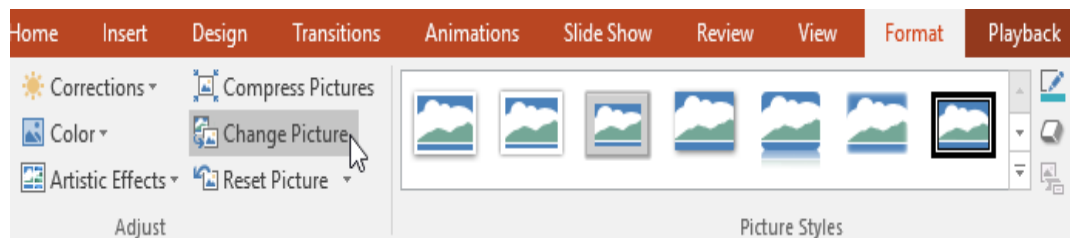
- Volume:** Changes the audio volume
- Start:** Controls whether the audio file starts **automatically** or when the mouse is **clicked**
- Hide During Show:** Hides the audio icon while the slide show is playing

- **Play Across Slides:** Continues playing the audio file across multiple slides instead of just the current slide
- **Loop until Stopped:** Replays the audio file until stopped
- **Rewind after Playing:** Returns the audio file to the beginning when it is finished playing

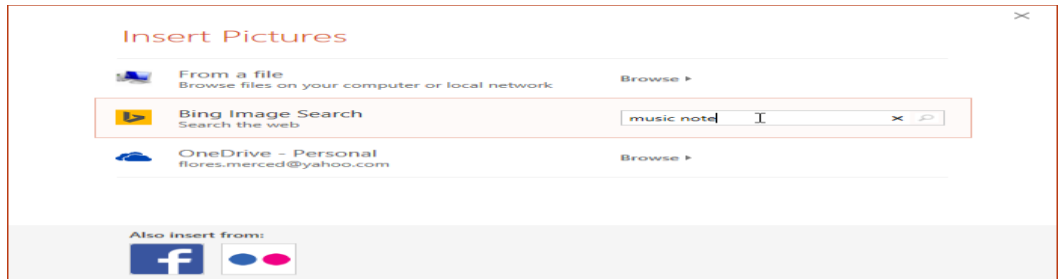
### To change the audio icon:

By default, an audio file will appear as a **speaker icon** in the slide. If you want, you can change the icon to a different picture.

1. Select the audio file, then click the **Format** tab.
2. Click the **Change Picture** command.



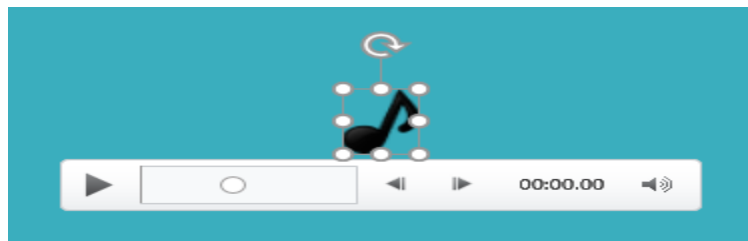
3. The **Insert Pictures** dialog box will appear. Click **Browse** to select a file from your computer. Alternatively, you can use the **online image search tools** to locate an image online. In our example, we'll search using the phrase **music note**.



4. Locate and select the **desired picture**, then click **Insert**.



5. The icon will change to the new picture.

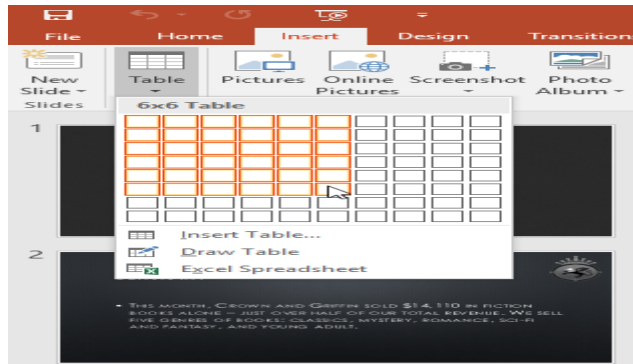


*Fig3.7.Inserting Audio*

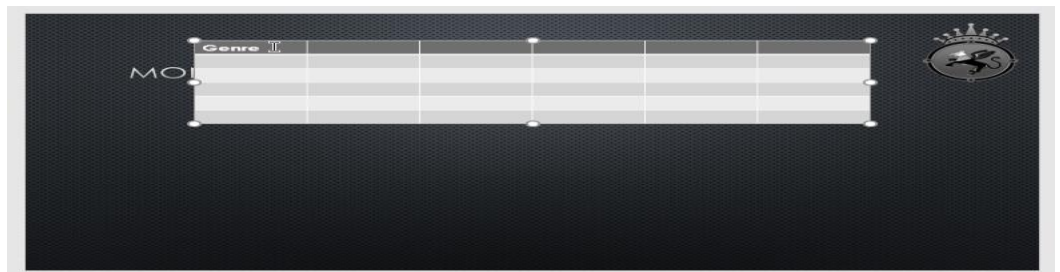
#### To insert a table:

1. From the **Insert** tab, click the **Table** command.
2. Hover the mouse over the grid of squares to select the desired number of **columns** and **rows** in the table. In our example, we'll insert a table with **six rows** and **six columns** (6x6).





3. The table will appear on the currently selected slide. In our example, that's slide 3.
4. Click anywhere in the table, and begin typing to add text. You can also use the **Tab** key or the **arrow keys** on your keyboard to navigate through the table.



You can also insert a table by clicking the **Insert Table** command in a **placeholder**.

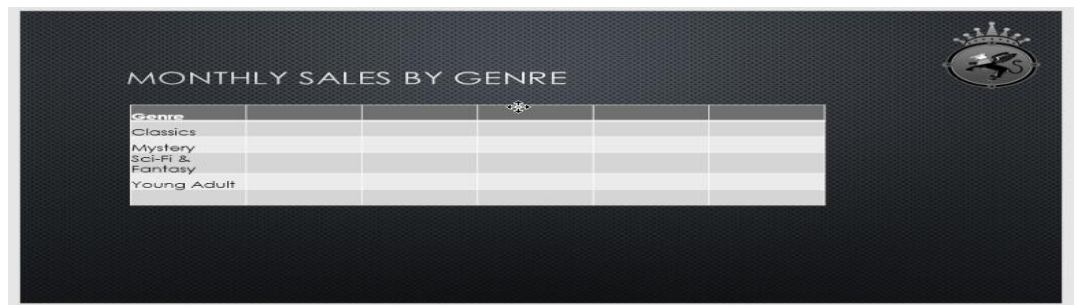


## Modifying tables

Power Point includes several options for customizing tables, including **moving** and **resizing**, as well as **adding rows** and **columns**.

### To move a table:

- Click and drag the **edge** of a table to **move it** to a new location on a slide.



### To resize a table:

- Click and drag the **sizing handles** until the table is the desired size.

MONTHLY SALES BY GENRE

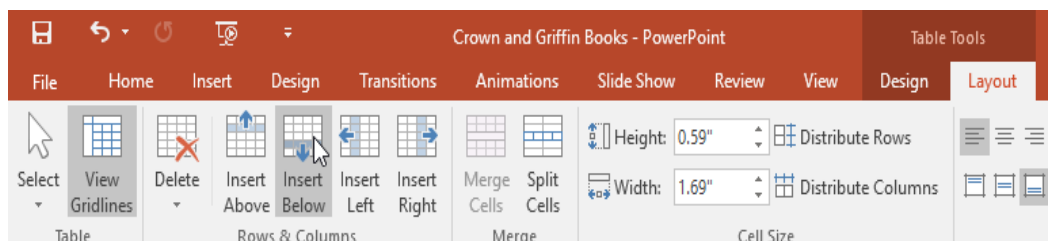
| Genre            |  |  |  |  |  |
|------------------|--|--|--|--|--|
| Classics         |  |  |  |  |  |
| Mystery          |  |  |  |  |  |
| Sci-Fi & Fantasy |  |  |  |  |  |
| Young Adult      |  |  |  |  |  |

### To add a row or column:

1. Click a cell **adjacent** to the location where you want to add a row or column. In our example, we'll select the cell that says **Mystery**.

| Genre            |  |  |  |  |  |
|------------------|--|--|--|--|--|
| Classics         |  |  |  |  |  |
| Mystery          |  |  |  |  |  |
| Sci-Fi & Fantasy |  |  |  |  |  |
| Young Adult      |  |  |  |  |  |

2. Click the **Layout** tab on the right side of the Ribbon.
3. Locate the **Rows & Columns** group. If you want to insert a new **row**, select either **Insert Above** or **Insert Below**. If you want to insert a new **column**, select either **Insert Left** or **Insert Right**.



4. The new row or column will appear.

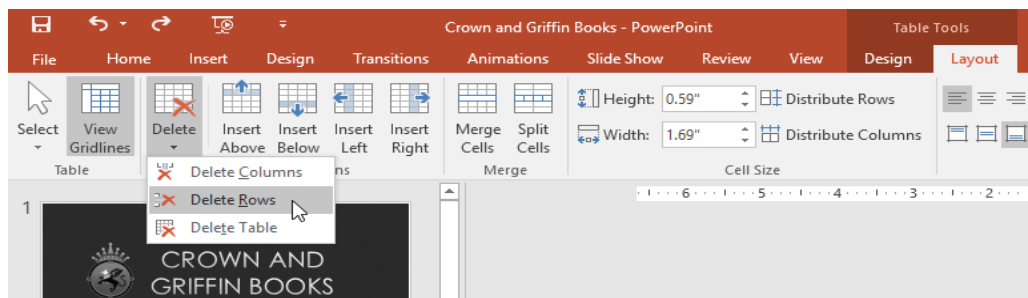
| Genre            |  |  |  |  |  |
|------------------|--|--|--|--|--|
| Classics         |  |  |  |  |  |
| Mystery          |  |  |  |  |  |
| Sci-Fi & Fantasy |  |  |  |  |  |
| Young Adult      |  |  |  |  |  |

### To delete a row or column:

1. Select the desired row or column. In our example, we'll select the **empty row** at the bottom of the table.

| Genre            |  |  |  |  |  |
|------------------|--|--|--|--|--|
| Classics         |  |  |  |  |  |
| Mystery          |  |  |  |  |  |
| Romance          |  |  |  |  |  |
| Sci-Fi & Fantasy |  |  |  |  |  |
| Young Adult      |  |  |  |  |  |

2. From the **Layout** tab in the **Rows & Columns** group, click the **Delete** command, then select **Delete Rows** or **Delete Columns** from the menu.



3. The selected row or column will be deleted.

| Genre            |  |  |  |  |  |
|------------------|--|--|--|--|--|
| Classics         |  |  |  |  |  |
| Mystery          |  |  |  |  |  |
| Romance          |  |  |  |  |  |
| Sci-Fi & Fantasy |  |  |  |  |  |
| Young Adult      |  |  |  |  |  |

You can also access the **Insert** and **Delete** commands by right-clicking a table.

| MONTHLY SALES BY GENRE |  |  |  |            |            |
|------------------------|--|--|--|------------|------------|
| Genre                  |  |  |  |            |            |
| Classics               |  |  |  | \$2,225.00 | \$2,326.00 |
| Mystery                |  |  |  |            | \$2,640.00 |
| Romance                |  |  |  | \$4,390.00 | \$3,022.00 |
| Sci-Fi & Fantasy       |  |  |  | \$1,730.00 | \$1,109.00 |

### To delete a table:

- Click the edge of the table you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

### Modifying tables with the Layout tab

When you select a table, the **Design** and **Layout** tabs will appear on the right side of the Ribbon.

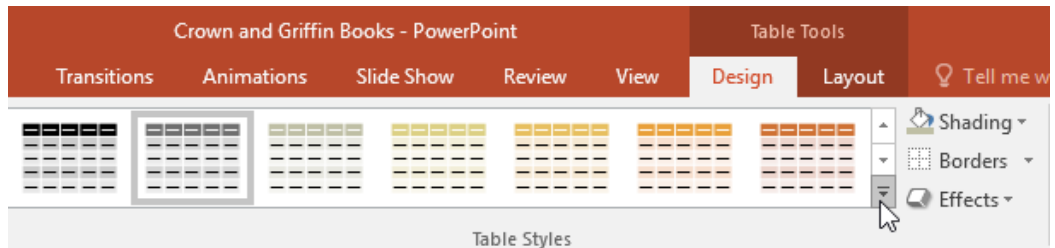
Click the buttons in the interactive below to learn about the different commands on the Layout tab.

### Customizing tables

PowerPoint makes it easy to change the look and feel of your tables. For example, you can quickly apply different **table styles** and customize the **table borders**.

To apply a table style:

1. Select **any cell** in your table, then click the **Design** tab on the right side of the Ribbon.
2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see available table styles.



3. Select the desired style.



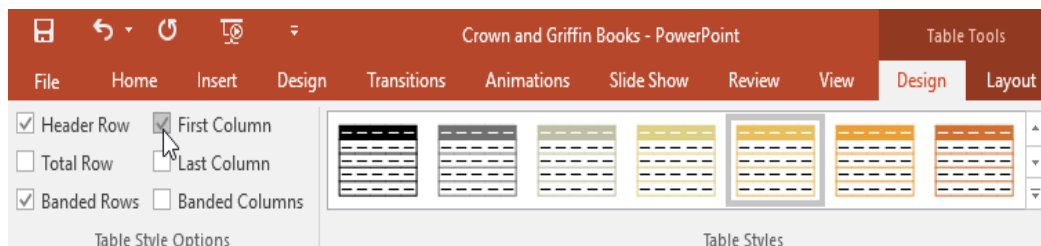
4. The selected table style will be applied.

| Genre            | January    | February   | March      | April      | May        |
|------------------|------------|------------|------------|------------|------------|
| Classics         | \$1,580.00 | \$2,225.00 | \$2,326.00 | \$2,017.00 | \$2,134.00 |
| Mystery          | N/A        |            | \$2,640.00 | \$2,985.00 | \$3,428.00 |
| Romance          | \$3,236.00 | \$4,390.00 | \$3,022.00 | \$3,009.00 | \$4,474.00 |
| Sci-Fi & Fantasy | \$1,730.00 | \$1,730.00 | \$1,109.00 | \$1,355.00 | \$1,686.00 |
| Young Adult      | \$1,358.00 | \$1,685.00 | \$1,893.00 | \$2,065.00 | \$2,388.00 |

To change table style options:

You can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

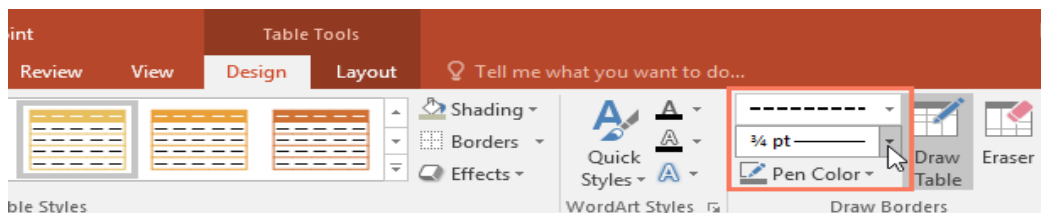
1. Select **any cell** in your table.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.



### To add borders to a table:

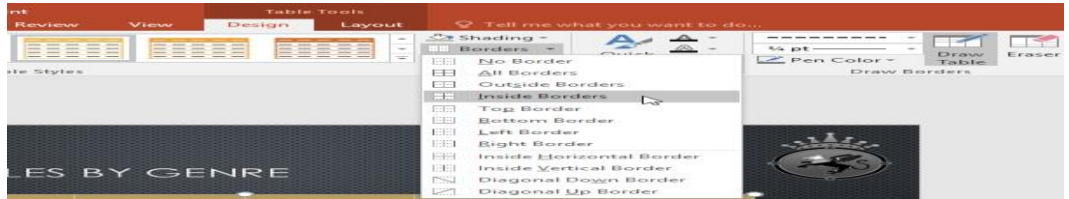
You can add **borders** to help define different sections of a table. Certain table styles may include borders automatically, but it's easy to add them manually or customize them. You can control the border **weight**, **color**, and **line style** for some or all of a table.

1. Select the cells where you want to add borders. In our example, we'll select **every cell** in our table.
2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.



3. Click the **Borders** drop-down arrow, then select the desired **border type**.





- The border will be added to the selected cells.

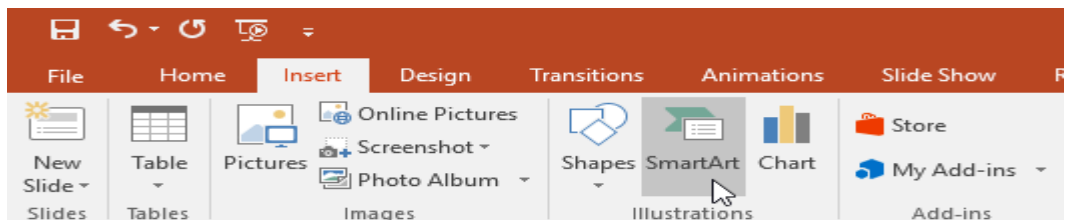
| Genre            | January    | February   | March      | April      | May        |
|------------------|------------|------------|------------|------------|------------|
| Classics         | \$1,550.00 | \$2,225.00 | \$2,326.00 | \$2,017.00 | \$2,134.00 |
| Mystery          | N/A        |            | \$2,640.00 | \$2,985.00 | \$3,428.00 |
| Romance          | \$3,236.00 | \$4,390.00 | \$3,022.00 | \$3,009.00 | \$4,474.00 |
| Sci-Fi & Fantasy | \$1,730.00 | \$1,730.00 | \$1,109.00 | \$1,355.00 | \$1,686.00 |
| Young Adult      | \$1,358.00 | \$1,685.00 | \$1,893.00 | \$2,065.00 | \$2,388.00 |

- To **remove** borders, select the desired cells, click the **Borders** command, and select **No Border**.

Fig3.8.Inserting table

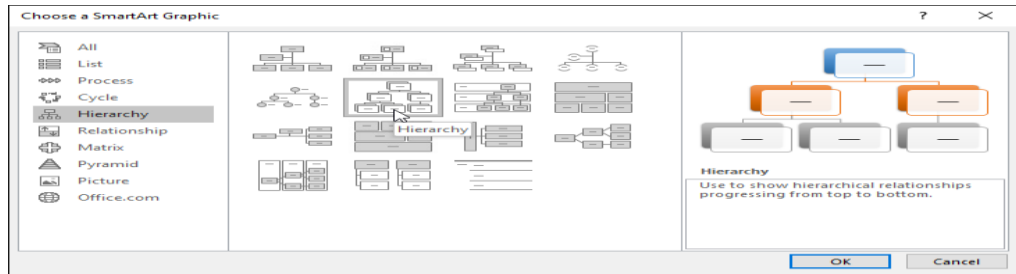
### To insert a SmartArt graphic:

- Select the slide where you want the SmartArt graphic to appear.
- From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.

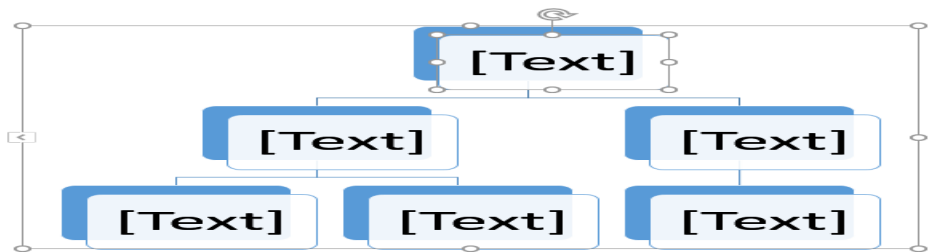


- A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, then click **OK**.

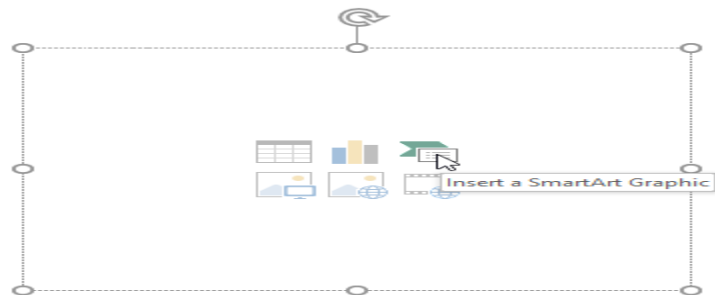




4. The SmartArt graphic will appear on the current slide.



You can also click the **Insert a SmartArt Graphic** command in a **placeholder** to add SmartArt.

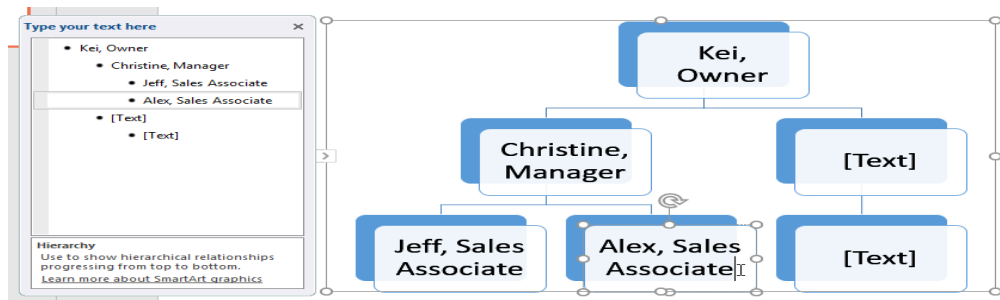


### To add text to a SmartArt graphic:

1. Select the SmartArt graphic. The **text pane** will appear to the left
2. Enter text next to each bullet in the text pane. The text will appear in the corresponding shape. It will be resized automatically to fit inside the shape.



You can also add text by clicking the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **text pane** is often quicker and easier.

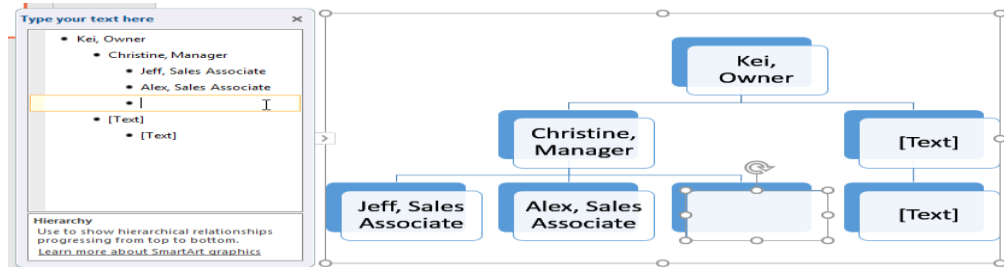


### To reorder, add, and delete shapes:

- To **demote a shape**, select the desired bullet, then press the **Tab** key. The bullet will move to the right, and the shape will move down one level.
- To **promote a shape**, select the desired bullet, then press the **Backspace** key (or **Shift+Tab**). The bullet will move to the left, and the shape will move up one level.



- To **add a new shape**, place the insertion point after the desired bullet, then press **Enter**. A new bullet will appear in the text pane, and a new shape will appear in the graphic.



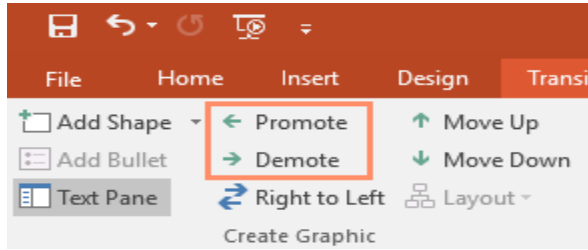
- To **remove a shape**, keep pressing **Backspace** until the bullet is deleted. The shape will then be removed. In our example, we'll delete all of the shapes without text.



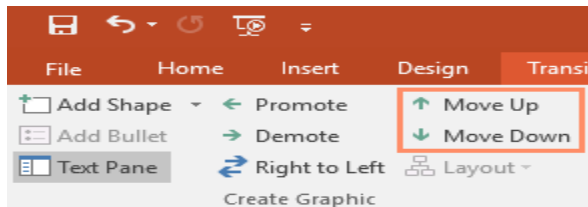
## Organizing SmartArt from the Design tab

If you'd prefer not to use the text pane to organize your SmartArt, you can use the commands on the **Design** tab in the **Create Graphic** group. Just select the shape you want to modify, then choose the desired command.

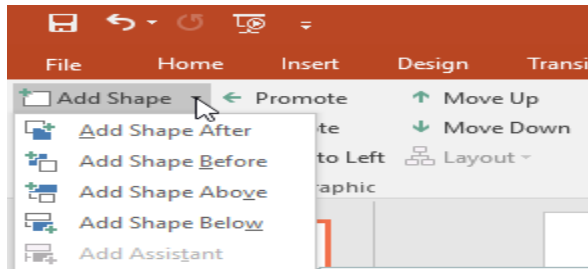
- Promote** and **Demote**: Use these commands to move a shape up or down between levels.



- **Move Up** and **Move Down**: Use these commands to change the order of shapes on the same level.



- **Add Shape**: Use this command to add a new shape to your graphic. You can also click the drop-down arrow for more exact placement options.

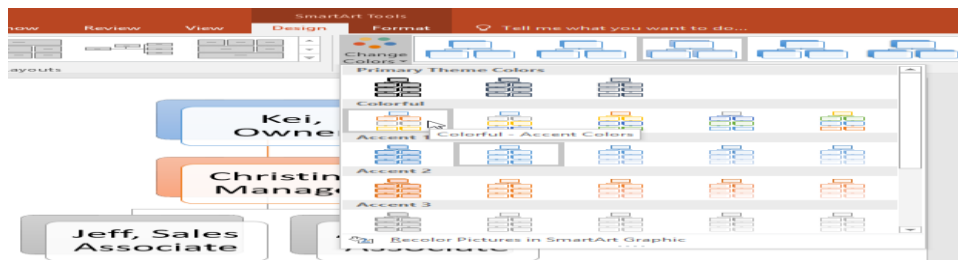


## Customizing SmartArt

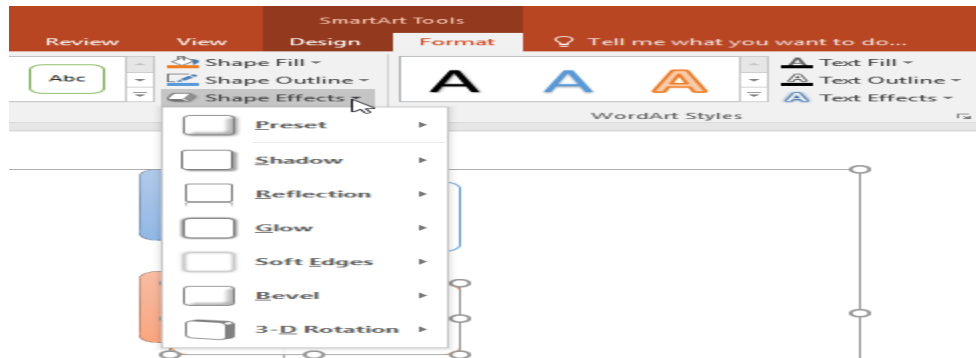
- There are several **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt styles** group.



- You have a variety of **color schemes** to use with SmartArt. To change the colors, click the **Change Colors** command and choose the desired option from the drop-down menu.



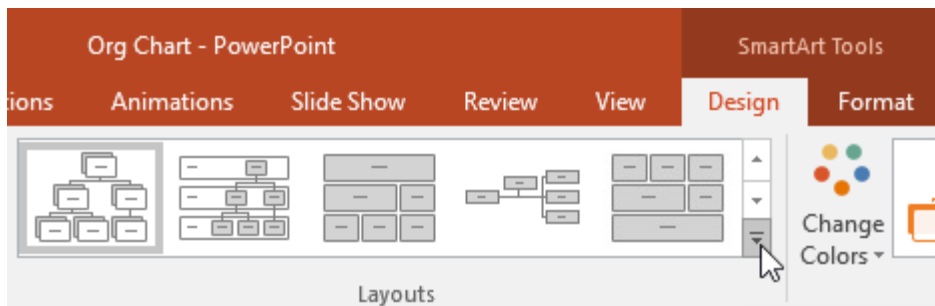
- You can also customize each shape independently. Just select any shape in the graphic, then choose the desired option from the **Format** tab.



To change the SmartArt layout:

If you don't like the way your information is organized within a SmartArt graphic, you can always change its **layout** to better fit your content.

1. From the **Design** tab, click the **More** drop-down arrow in the Layouts group.



2. Choose the desired layout, or click **More Layouts** to see even more options.



3. The selected layout will appear.



Fig3.6.Inserting smart art

- **Quality Criteria:** Perform each steps step by step
- **Precautions:** use the given steps properly.

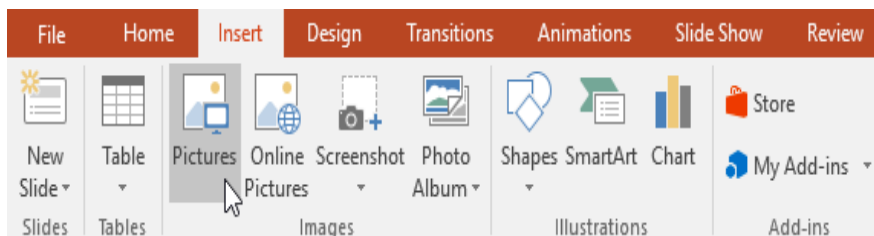
### Operation sheet3.3.

#### Operation sheet 3.3: insert picture,autoshape,hyperlinks and modify objects and save presentation

- **Operation title:** inserting picture,autoshape,hyperlinks and modify objects and save presentation
- **Purpose:** To insert picture,autoshape,hyperlinks and modify objects and save presentation
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  11. Computer,
  12. Office Software,
- **Steps in doing the task**

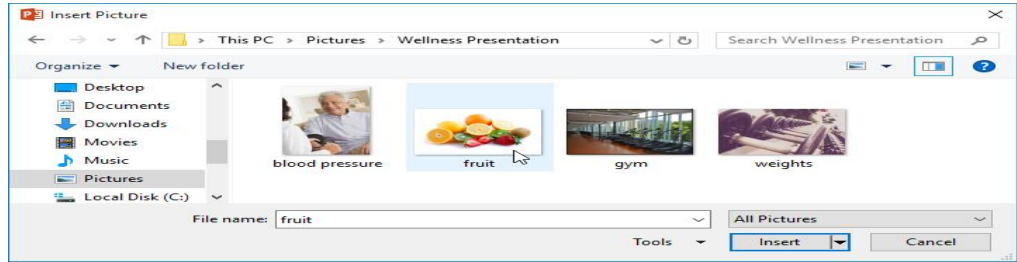
#### To insert a picture from a file:

1. Select the **Insert** tab, then click the **Pictures** command in the **Images** group.



2. A dialog box will appear. Locate and select the **desired image file**, then click **Insert**.





3. The picture will appear on the currently selected slide.



## Inserting online pictures

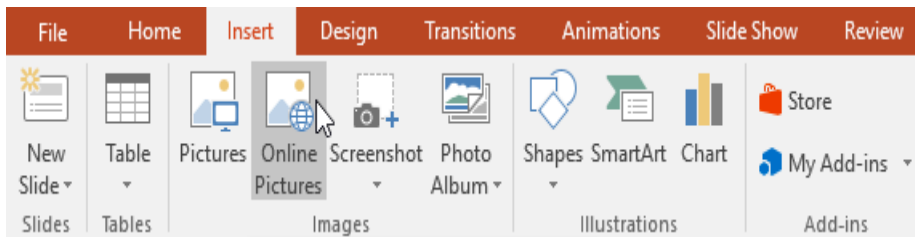
If you don't have the picture you want on your computer, you can **find a picture online** to add to your presentation. PowerPoint offers two options for finding online pictures.

- **OneDrive:** You can insert an image stored on your **OneDrive**. You can also link other **online accounts** with your Microsoft account, such as Facebook or Flickr.
- **Bing Image Search:** You can use this option to search the Internet for images.

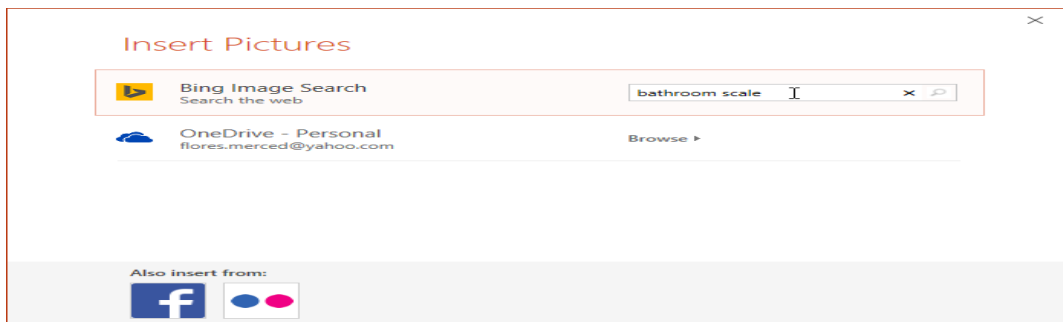


## To insert an online picture:

1. Select the **Insert** tab, then click the **Online Pictures** command.



2. The **Insert Pictures** dialog box will appear.
3. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.



4. Press the **Enter** key. Your search results will appear in the dialog box.
5. Select the desired image, then click **Insert**.



6. The image will appear on the currently selected slide.

### Moving and resizing pictures

Once you've inserted a picture, you may want to move it to a **different location** on the slide or change its **size**. PowerPoint makes it easy to **arrange** pictures in your presentation.

#### To select a picture:

Before you can modify a picture, you'll need to **select** it.

- Simply click to select a picture. A **solid line** will appear around a selected picture.



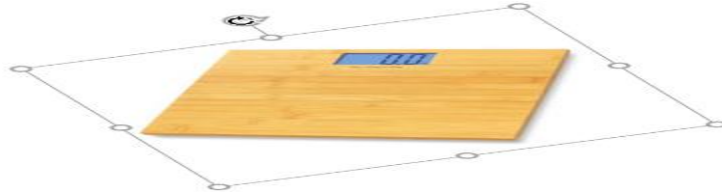
#### To resize a picture:

- Click and drag the **corner sizing handles** until the picture is the desired size.



### To rotate a picture:

- Click and drag the arrow above an image to **rotate** it right or left.



### To move a picture:

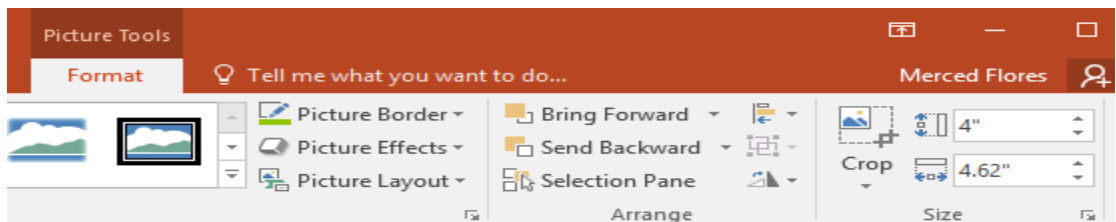
- Click and drag to **move** a picture to a new location on a slide.



### To delete a picture:

- Select the picture you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

You can access even more picture formatting options from the **Format** tab.



### Inserting screenshots

**Screenshots** are basically snapshots of your computer screen. You can take a screenshot of almost any program, website, or open window.

To insert screenshots of a window:

1. Select the **Insert** tab, then click the **Screenshot** command in the **Images** group.

2. The **Available Windows** from your desktop will appear. Select the **window** you want to capture as a screenshot.

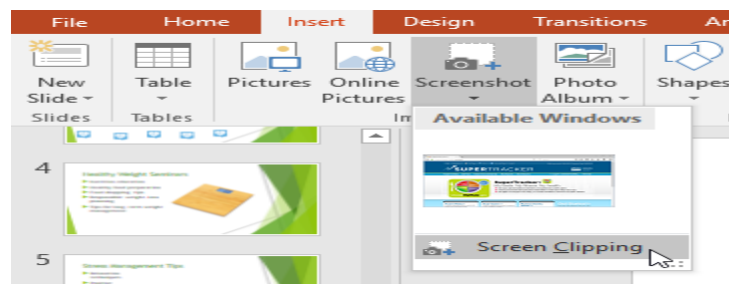


3. The screenshot will appear on the currently selected slide.



### To insert a screen clipping:

1. Select the **Insert** tab, click the **Screenshot** command, then select **Screen Clipping**.

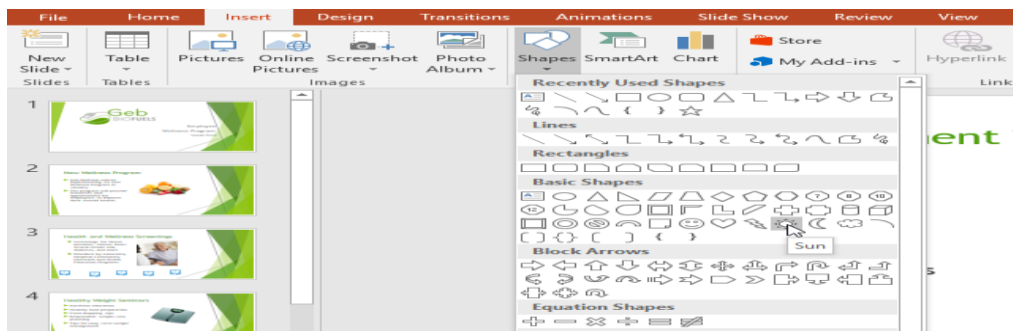


2. A view of other open windows will appear. Click and drag to select the area you want to capture as a screen clipping.
3. The screen clipping will appear on the currently selected slide.

Fig3.10.insert picture

### To insert a shape:

1. Select the **Insert** tab, then click the **Shapes** command in the **Illustrations** group. A drop-down menu of shapes will appear.
2. Select the desired **shape**.



3. Click and drag in the desired location to add the shape to the slide.

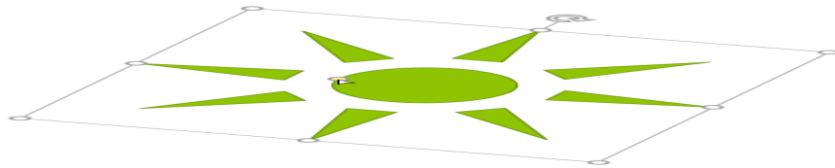
### Modifying a shape or text box

When you click a shape or text box, **handles** will appear that let you manipulate the shape. There are several types of handles.

- **Sizing handles:** Click and drag the **sizing handles** until the shape or text box is the desired size. You can use the corner sizing handles to change the **height** and **width** at the same time.



- **Rotation handle:** Click and drag the **rotation** handle to rotate the shape.
- **Yellow handles:** Some shapes have one or more **yellow handles** that can be used to customize the shape.



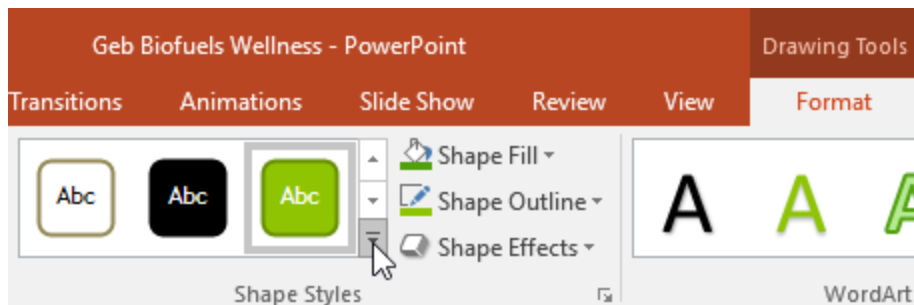
In addition to resizing, customizing, and rotating shapes, you can align, order, and group them. To learn more, see our [Aligning, Ordering, and Grouping Objects](#) lesson.

### Formatting shapes and text boxes

#### To change the shape style:

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape or text box. These options will depend on the colors that are part of your current theme.

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want to use.



4. The shape or text box will appear in the selected style.

#### To change the shape fill color:

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu appears.
3. Move the mouse over the various colors. Select the **color** you want to use.  
To view more color options, select **More Fill Colors**.



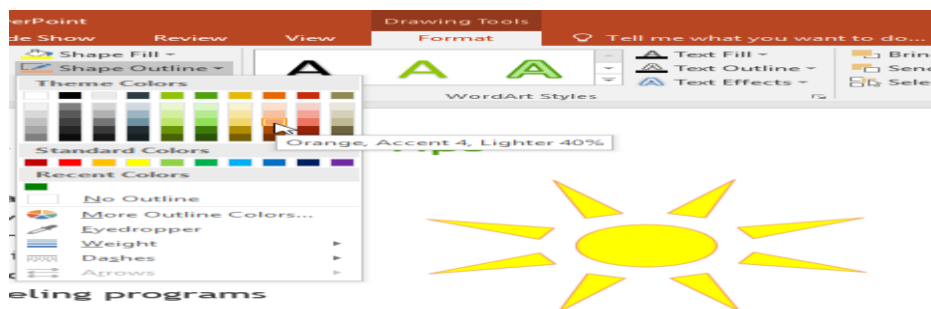
4. The shape or text box will appear in the selected color.

If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

#### To change the shape outline:

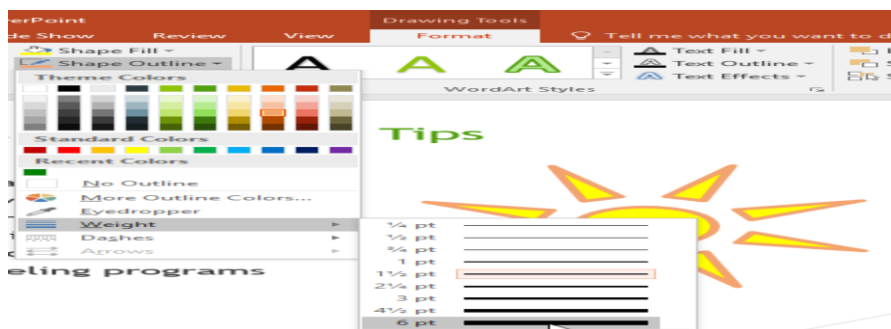


1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



4. The shape or text box will appear in the selected outline color.

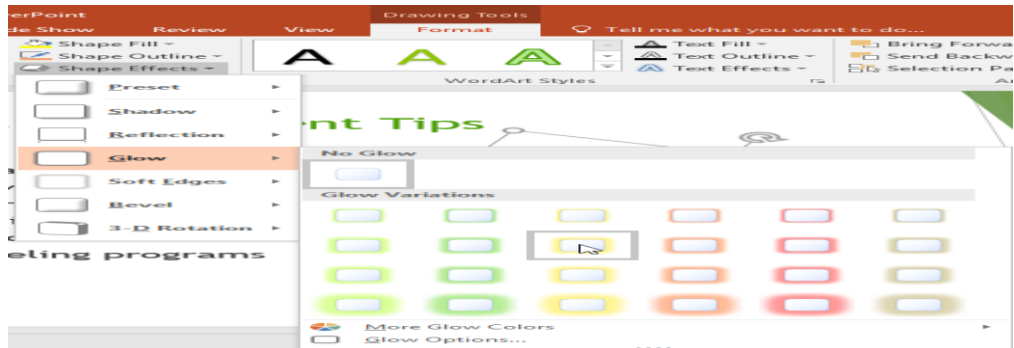
From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.



#### To add shape effects:

1. Select the shape or text box you want to change.

2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.

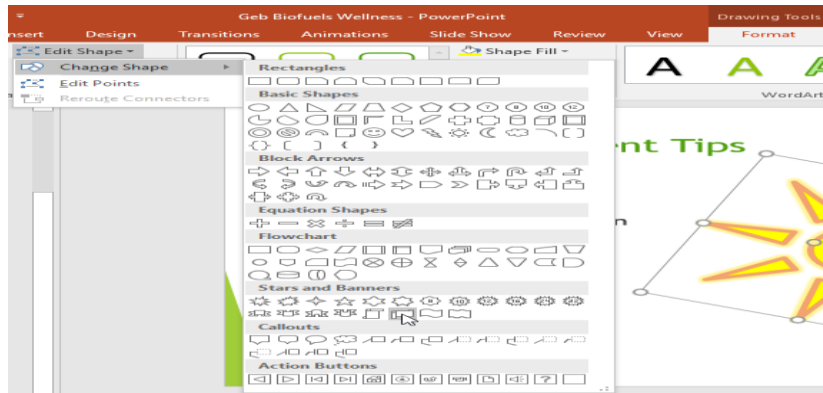


3. The shape will appear with the selected effect.

To further adjust your shape effects, select **Options** at the end of each menu. The Format Shape pane will appear, allowing you to customize the effects.

### To change to a different shape:

1. Select the shape or text box you want to change. The **Format** tab will appear.
2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape** and select the desired **shape**.

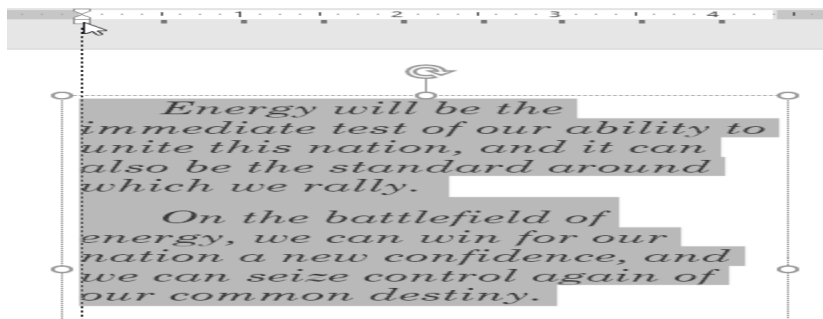


3. The new shape will appear.

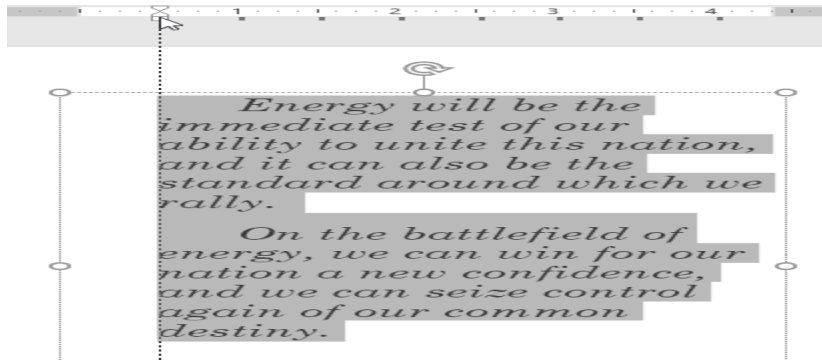
Fig3.11.insert auto shape

#### To indent using indent markers:

1. Place the **insertion point** anywhere in the paragraph where you want to indent, or select one or more paragraphs.
2. Go to the desired **indent marker**. In our example, we'll use the **left** indent marker.



3. Click and drag the indent marker as needed. When you're done, the selected text will be indented.



## Customizing bullet spacing

When working with lists, PowerPoint allows you to fine-tune the space between **bullets** and **text** by using the **first-line indent marker** or the **hanging indent marker**.

### To change the bullet spacing:

1. Select the lines you want to change, then go to the desired **indent marker**.  
In our example, we'll use the **hanging** indent marker.
2. Click and drag the indent marker as needed. When you're done, the bullet spacing will be adjusted.

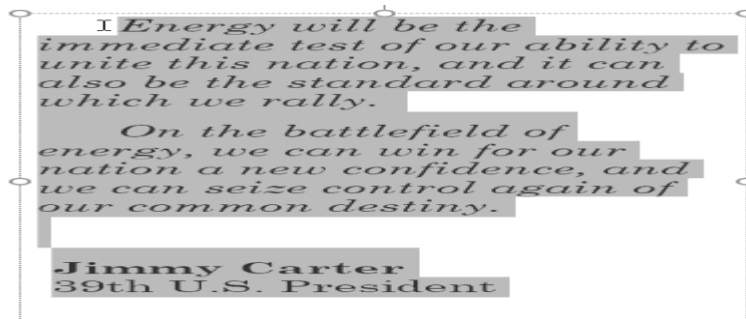


## Line spacing

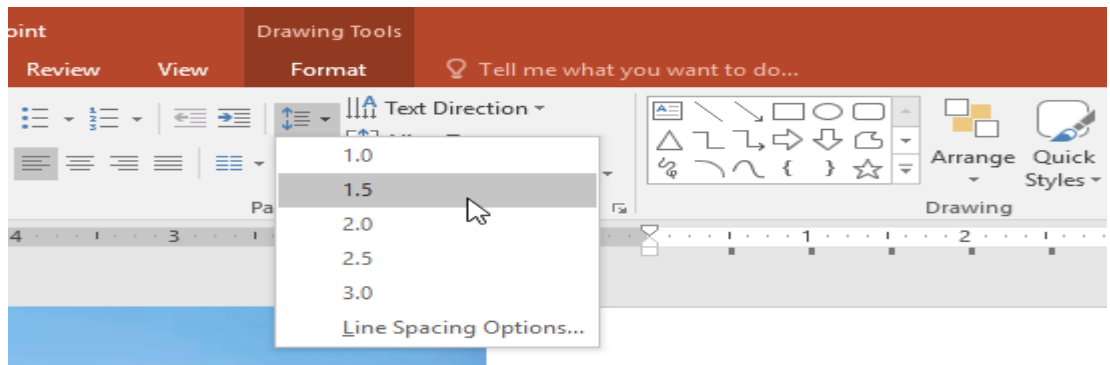
PowerPoint allows you to adjust the amount of space between each line in a list or paragraph. You can **reduce** the line spacing to fit more lines on a slide, or you can **increase** it to improve readability.

### To format line spacing:

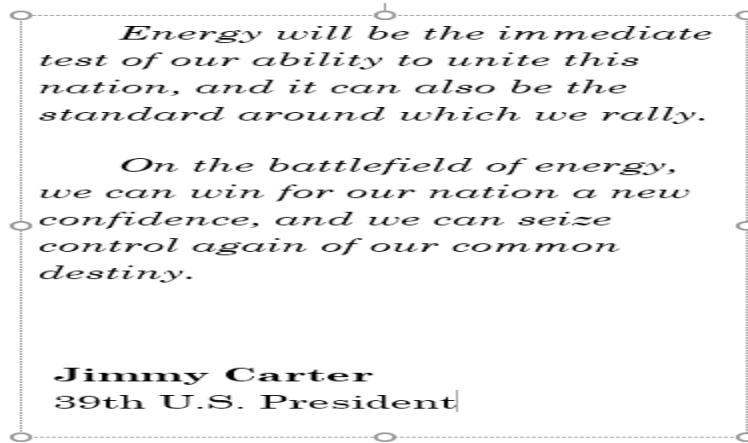
1. **Select** the text you want to format.



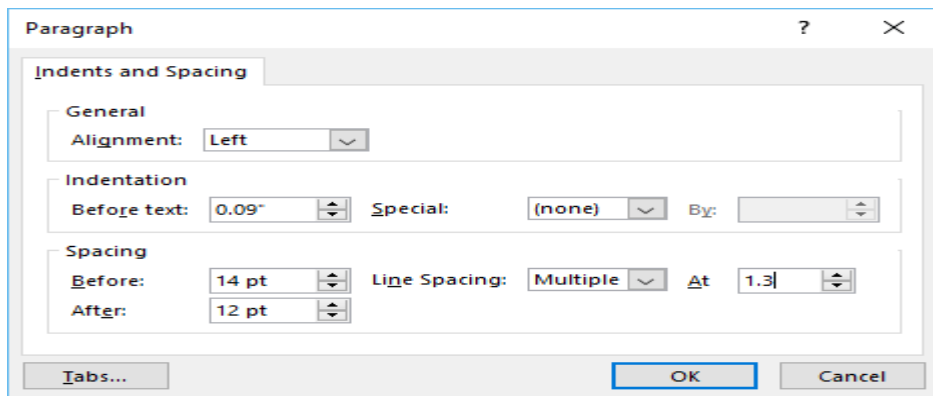
2. On the **Home** tab, locate the **Paragraph** group, click the **Line Spacing** command, then select the desired **line spacing** option from the menu.



3. The line spacing will be adjusted.



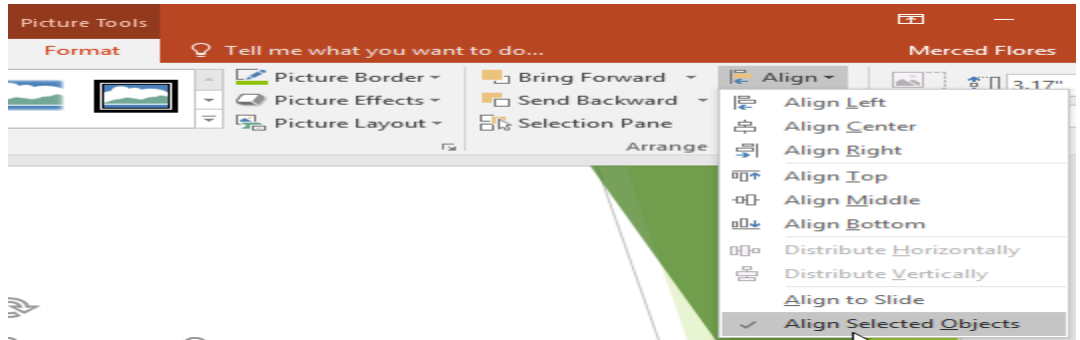
If you want to adjust the line spacing with even more precision, select **Line Spacing Options** from the drop-down menu. The **Paragraph** dialog box will appear, allowing you to **fine-tune the line spacing** and adjust the **paragraph spacing**, which is the amount of space that is added **before** and **after** each paragraph.



### To align two or more objects:

1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The **Format** tab will appear.

- From the **Format** tab, click the **Align** command, then select **Align Selected Objects**.

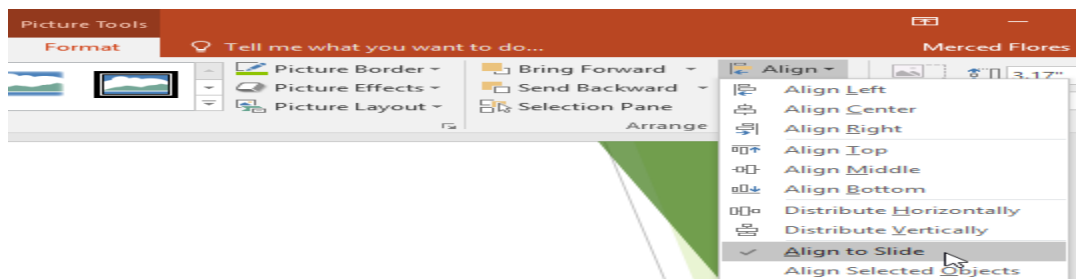


- Click the **Align** command again, then select one of the six **alignment options**.
- The objects will align based on the option you selected.

### To align objects to the slide:

Sometimes you may want to align one or more objects to a **specific location within the slide**, such as at the top or bottom.

- Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click.
- From the **Format** tab, click the **Align** command, then select **Align to Slide**.

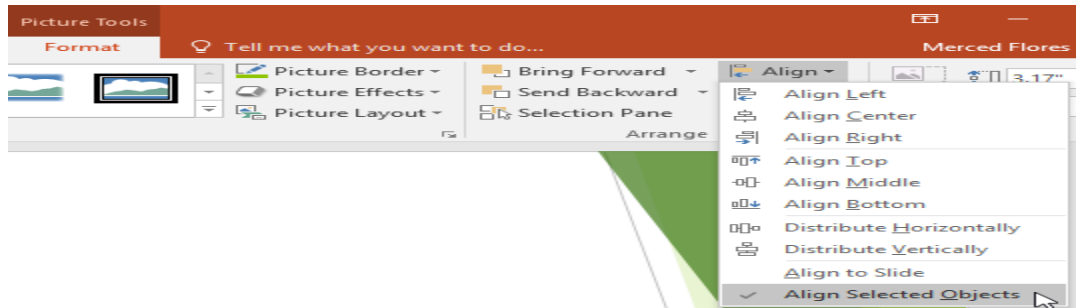


3. Click the **Align** command again, then select one of the six **alignment options**.
4. The objects will align based on the option you selected.

### To distribute objects evenly:

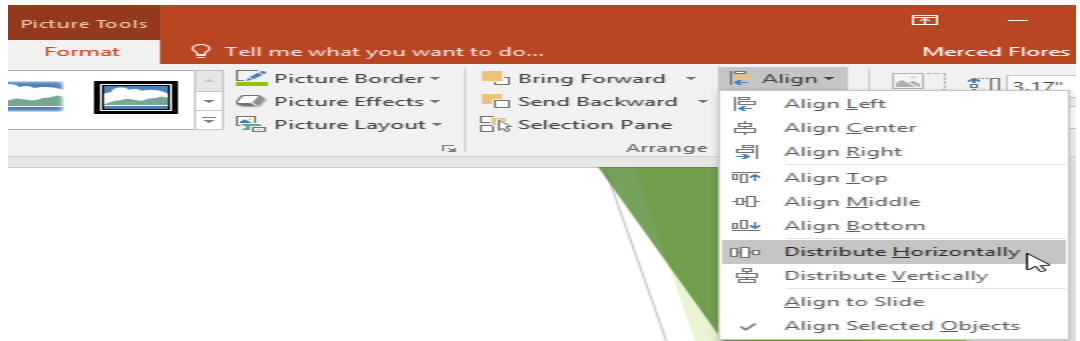
You can do this by **distributing the objects** horizontally or vertically.

1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click.
2. From the **Format** tab, click the **Align** command, then select **Align to Slide** or **Align Selected Objects**.



3. Click the **Align** command again, then select **Distribute Horizontally** or **Distribute Vertically** from the drop-down menu that appears.



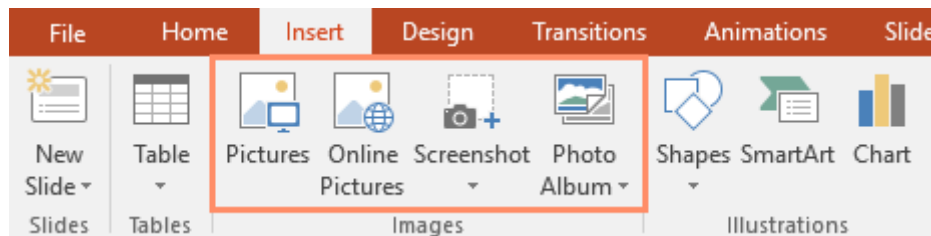


4. The objects will distribute evenly.

*Fig3.21.indentation and alignment*

### Grouping objects

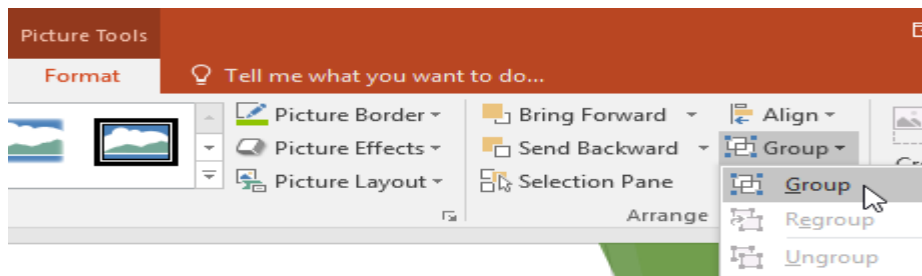
You may want to **group** multiple objects into **one object** so they will stay together if they are moved or resized. Pictures, shapes, clip art, and text boxes can all be grouped; however, **placeholders** cannot be grouped. If you will be grouping pictures, use one of the commands in the **Images** group on the **Insert** tab to insert pictures instead of the picture icon inside the placeholder.



### To group objects:

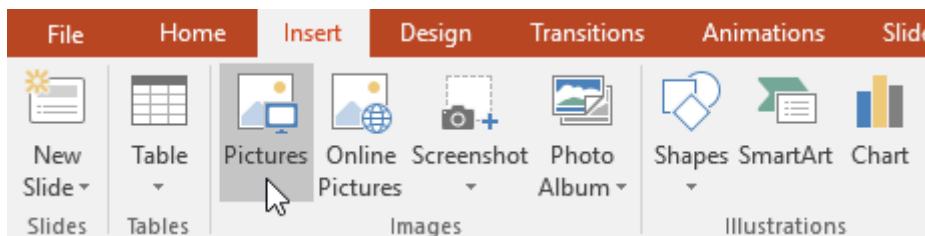
1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The **Format** tab will appear.

2. From the **Format** tab, click the **Group** command, then select **Group**.



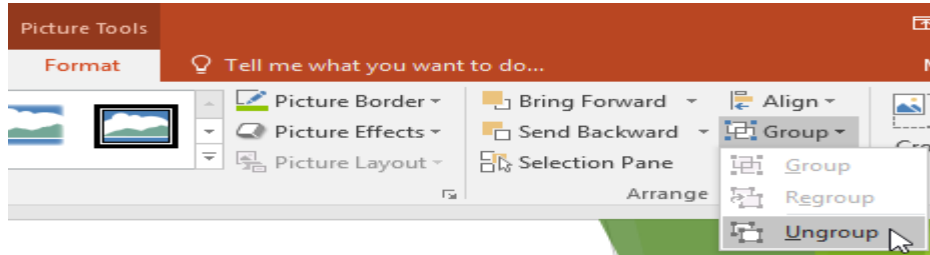
3. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they are one group. You can now move or resize all of the objects at once.

If you select the objects and the **Group** command is disabled, it may be because one of the objects is inside a **placeholder**. If this happens, try **reinserting** the images by using the **Pictures** command on the **Insert** tab.



### To ungroup objects:

1. Select the object group you want to ungroup.
2. From the **Format** tab, click the **Group** command, then select **Ungroup**.



3. The objects will be ungrouped.

### Ordering objects

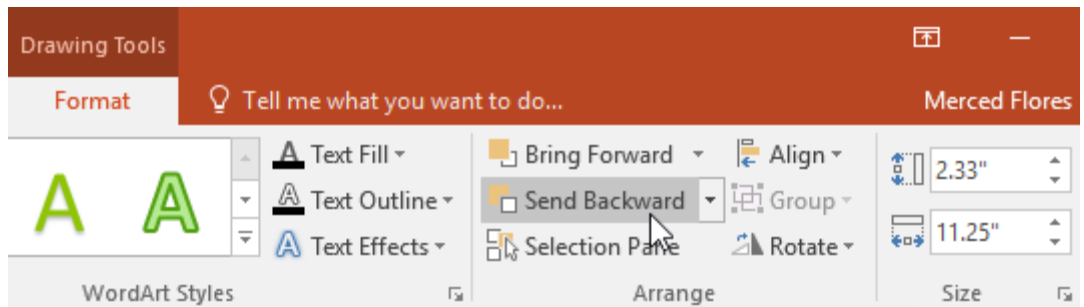
In addition to aligning objects, PowerPoint gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or the **back**.

### Understanding levels

When objects are inserted into a slide, they are placed on **levels** according to the **order** in which they were inserted into the slide. In our example, we've drawn an arrow on the top level, but we can **change the level** to put it behind the other objects.

### To change the ordering by one level:

1. Select an object. The **Format** tab will appear.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. If there are multiple objects on the slide, you may need to click the command **several times** to achieve the desired ordering.

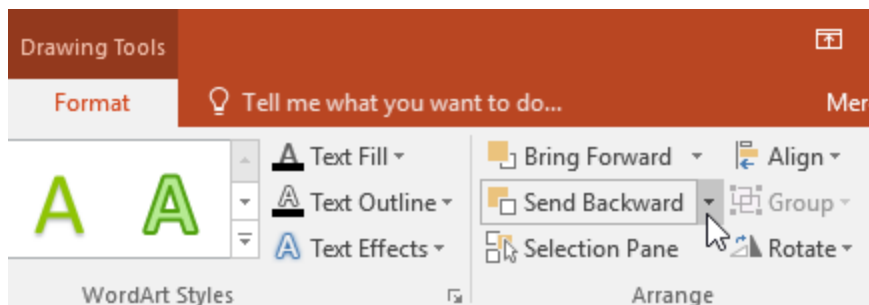


3. The objects will reorder.

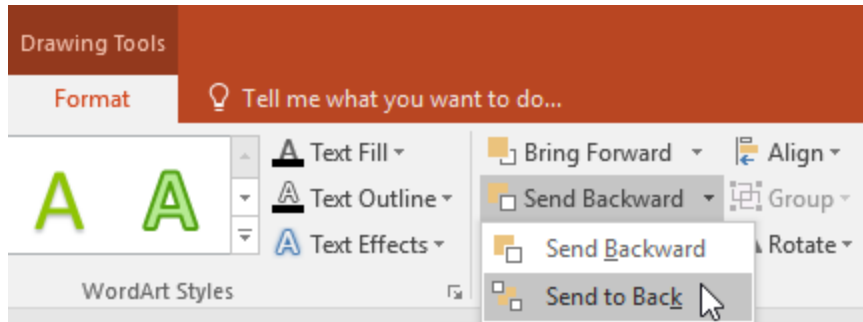
### To bring an object to the front or back:

If you want to move an object behind or in front of several objects, it's usually faster to **bring it to front** or **send it to back** instead of clicking the ordering commands multiple times.

1. Select an object.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** drop-down arrow.



3. From the drop-down menu, select **Bring to Front** or **Send to Back**.



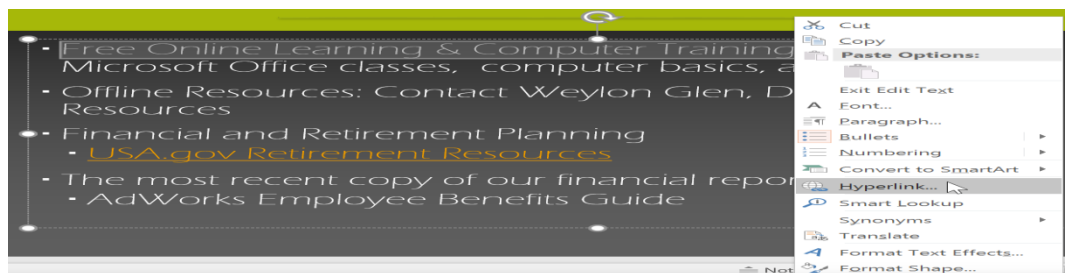
4. The objects will reorder.

*Fig3.13.working on objects*

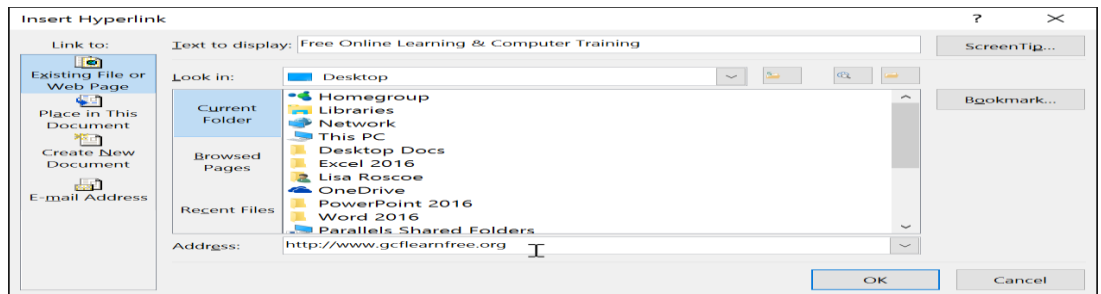
If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection pane** allows you to easily drag an object to a new location. To access the Selection pane, click **Selection Pane** on the **Format** Tab.

### To insert a hyperlink:

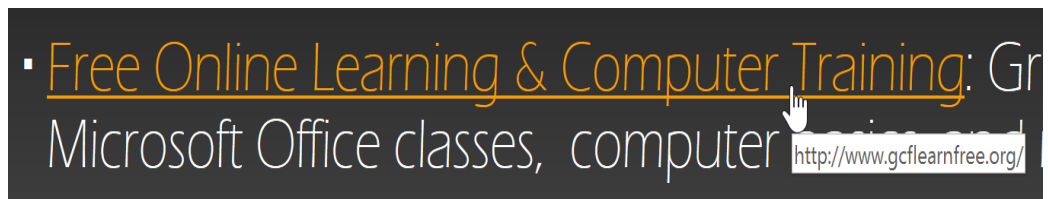
1. Select the image or text you want to make a hyperlink.
2. Right-click the selected text or image, then click **Hyperlink**. Alternatively, you can go to the **Insert** tab and click the **Hyperlink** command.



3. The **Insert Hyperlink** dialog box will open.

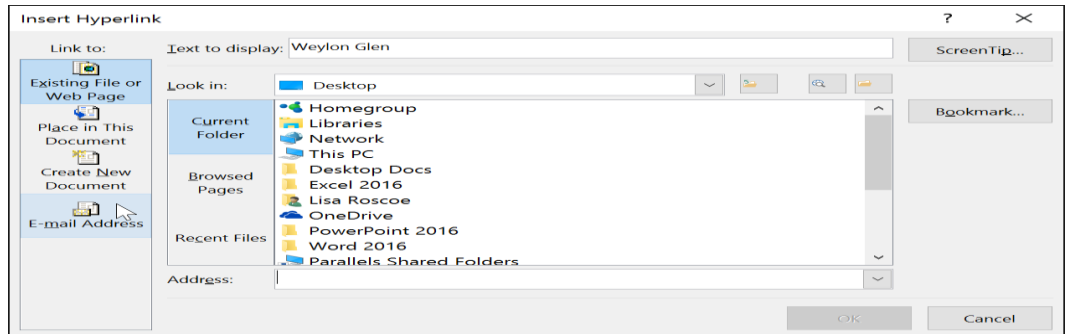


4. If you selected text, the words will appear in the **Text to display** field at the top. You can change this text if you want.
5. Type the address you want to link to in the **Address** field.
6. Click **OK**. The text or image you selected will now be a hyperlink to the web address.

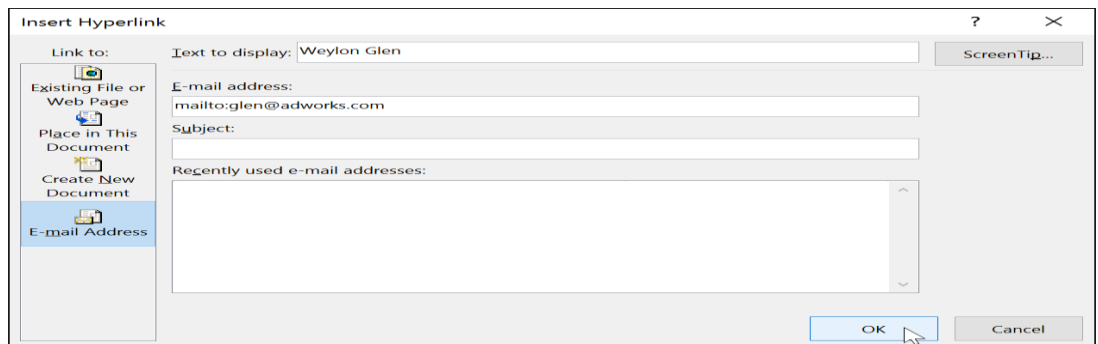


To insert a hyperlink to an email address:

1. Right-click the selected text or image, then click **Hyperlink**.
2. The **Insert Hyperlink** dialog box will open.
3. On the left side of the dialog box, click **Email Address**.



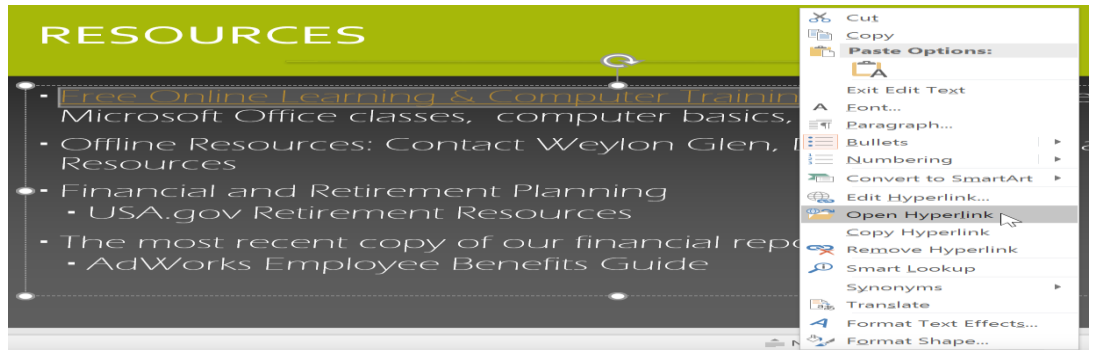
4. Type the email address you want to connect to in the **Email Address** box, then click **OK**.



PowerPoint often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or **spacebar**.

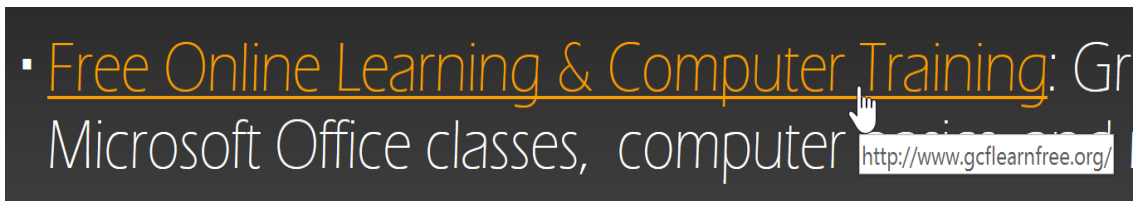
### To open and test a hyperlink:

1. After you create a hyperlink, you should **test** it. Right-click the hyperlink, then click **Open Hyperlink**.



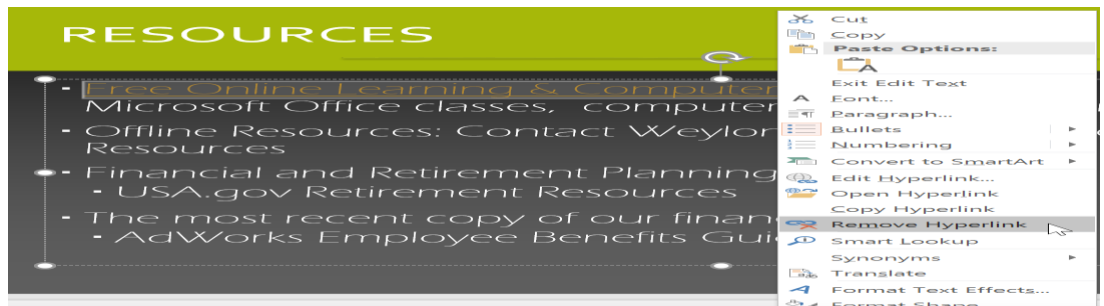
2. Your web browser should open and then navigate to the linked page. If it doesn't work, check the hyperlink address for any misspellings.

To open a hyperlink while viewing your slide show, click the hyperlink.



**To remove a hyperlink:**

1. Right-click the hyperlink.
2. Click **Remove Hyperlink**.

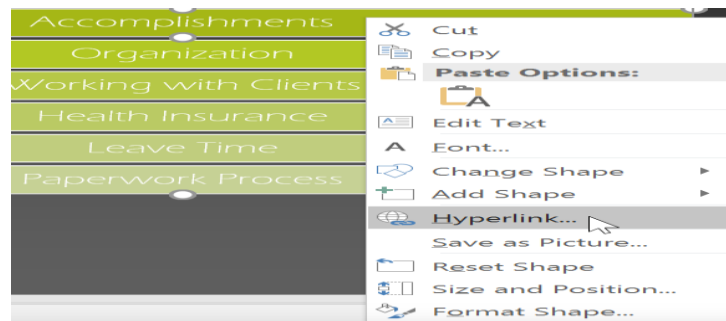




## More hyperlinks

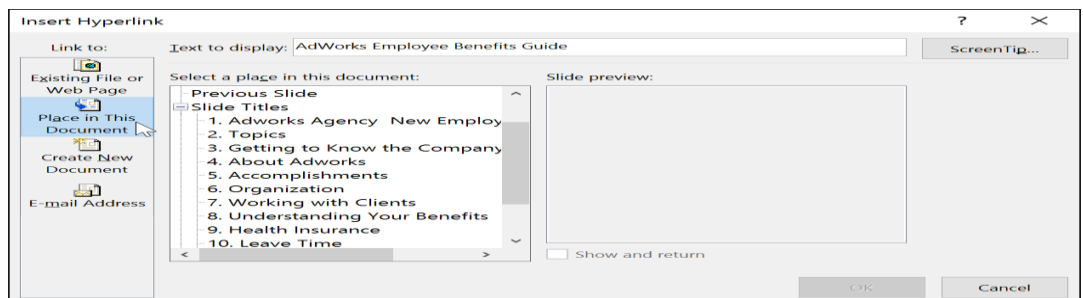
### Using shapes and pictures as hyperlinks

Sometimes you might want to format **objects**—including shapes, text boxes, and pictures—as hyperlinks. This is especially helpful if you want the object to act like a **button**. To do this, right-click the desired object and select **Hyperlink** from the menu that appears. Click the object during the presentation to open the hyperlink.

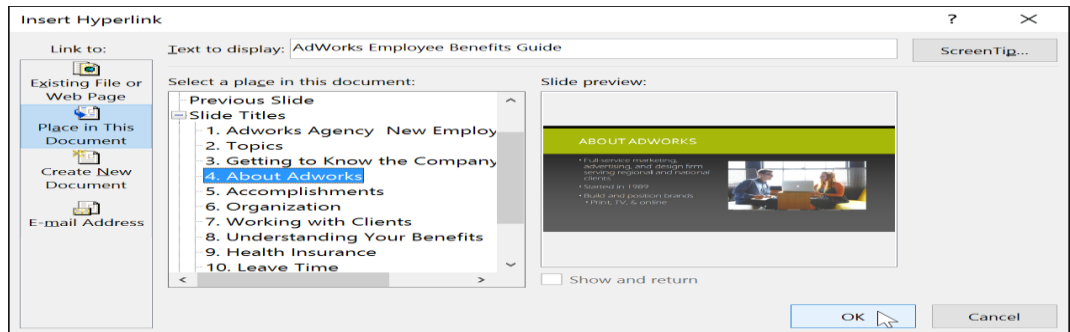


### To insert a hyperlink to another slide:

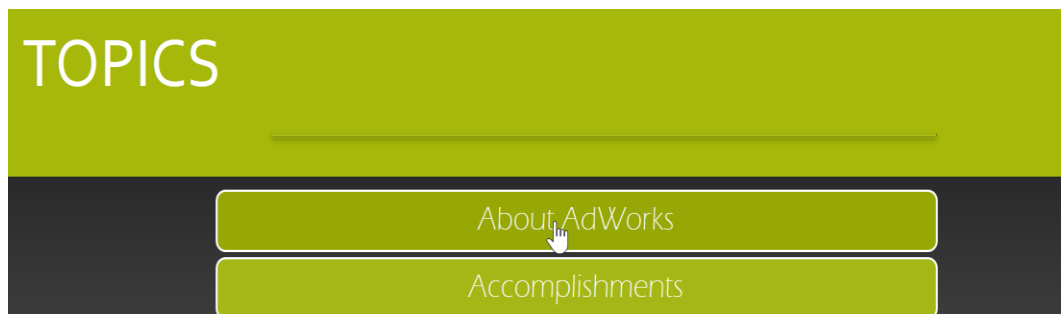
1. Right-click the selected text or image, then click **Hyperlink**.
2. The **Insert Hyperlink** dialog box will appear.
3. On the left side of the dialog box, click **Place in this Document**.



4. A list of other slides in your presentation will appear. Click the name of the slide you want to link to.

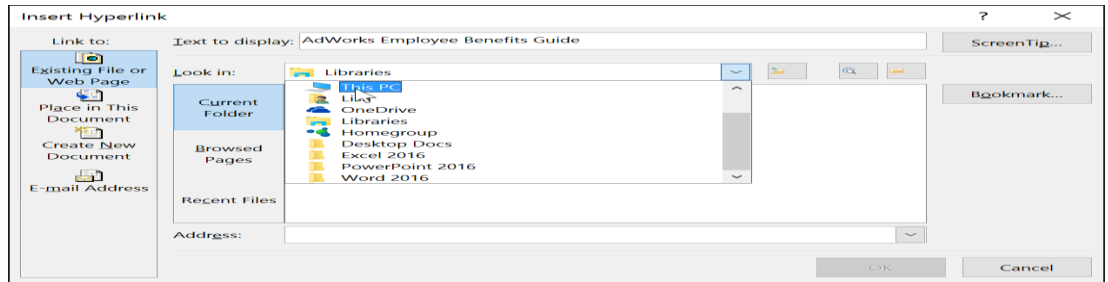


5. Click **OK**. The text or image will now be a hyperlink to the slide you selected.

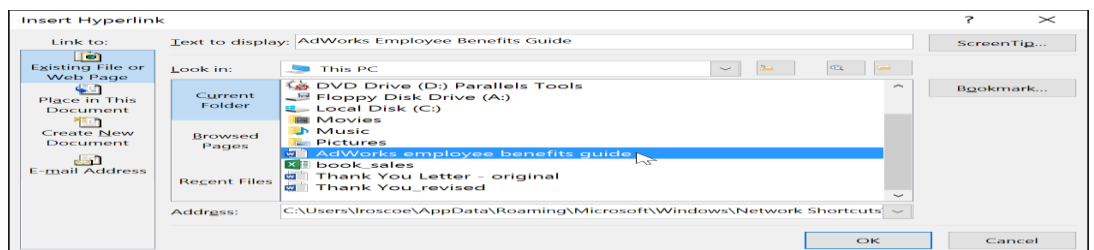


### To insert a hyperlink to another file:

1. Right-click the selected text or image, then click **Hyperlink**. The **Insert Hyperlink** dialog box will appear.
2. On the left side of the dialog box, click **Existing File or Webpage**.
3. Click the drop-down arrow to browse for your file.



4. Select the desired file.



5. Click **OK**. The text or image will now be a hyperlink to the file you selected.

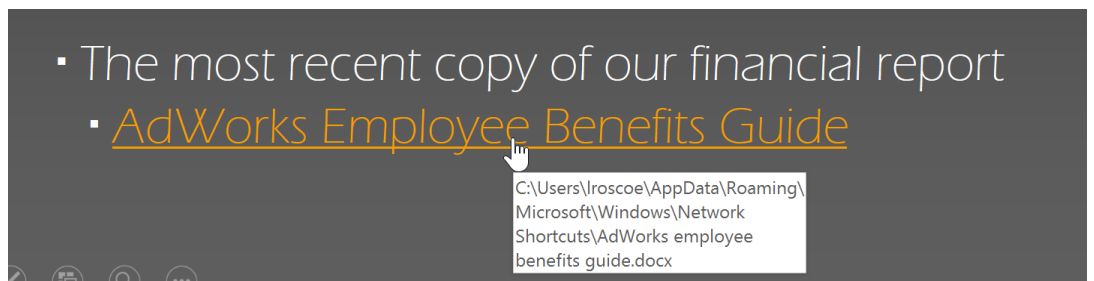
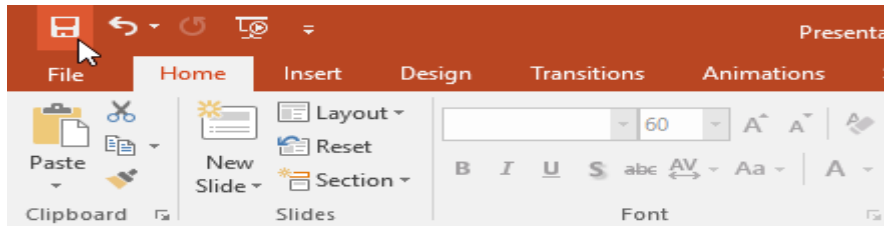


Fig3.14.hyperlink

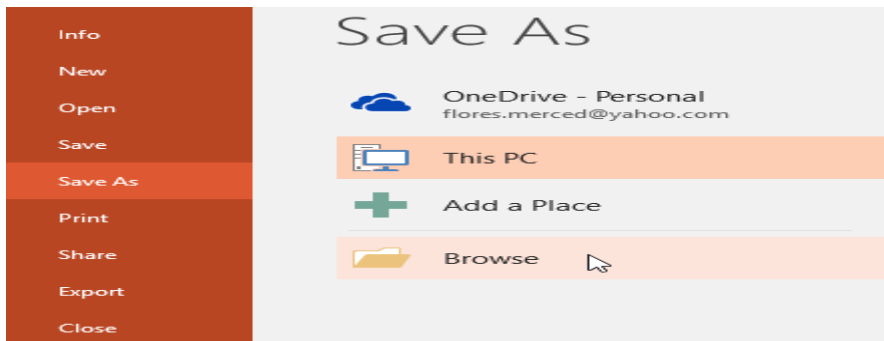
### To save a presentation:

It's important to **save your presentation** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost.

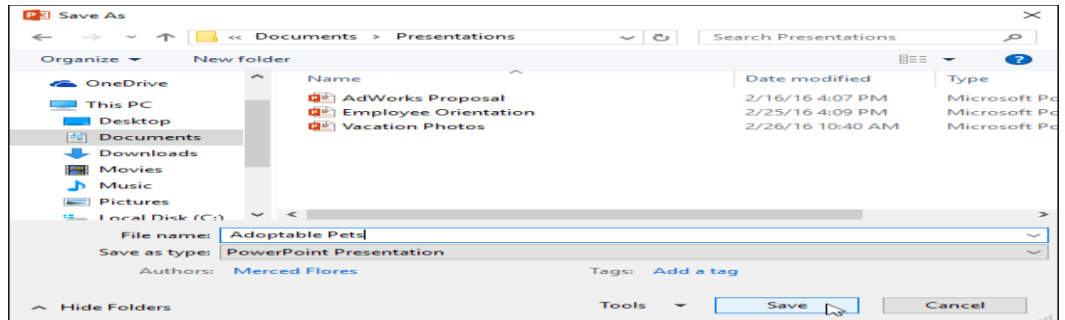
1. Locate and select the **Save** command on the **Quick Access Toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.
5. Enter a **file name** for the presentation, then click **Save**.



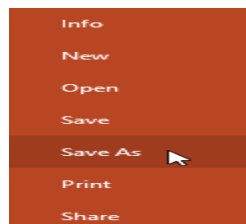
- The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

### Using Save As to make a copy

If you want to save a **different version** of a presentation while keeping the original, you can create a **copy**. For example, if you have a file named **Client Presentation** you could save it as **Client Presentation 2** so you'll be able to edit the new file and still refer back to the original version.

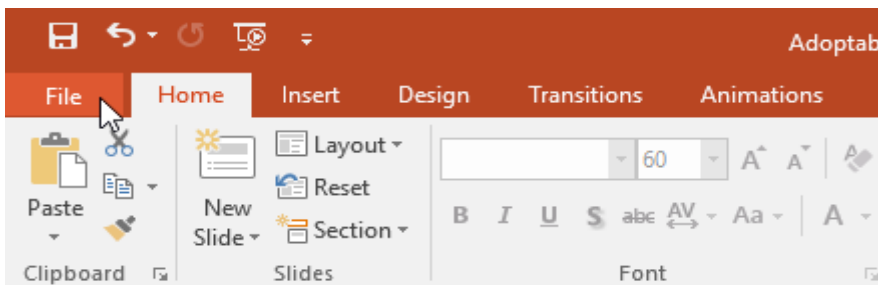
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



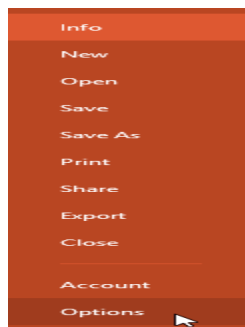
## To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.

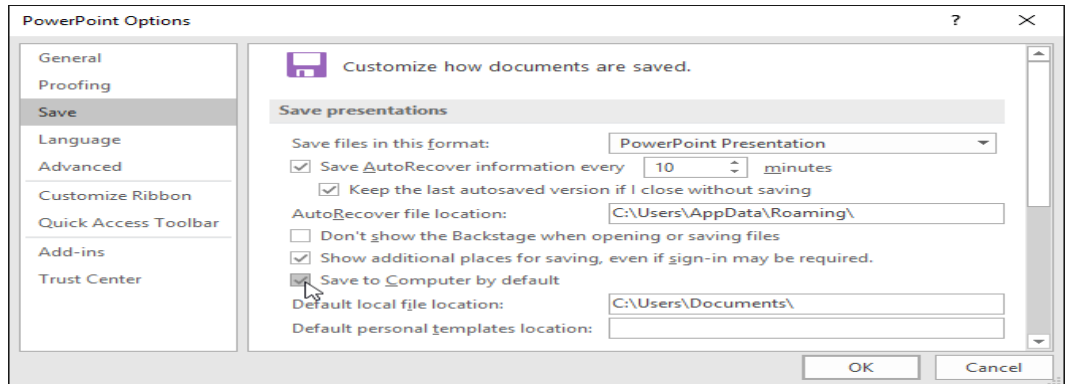
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



3. The **PowerPoint Options** dialog box will appear. Select **Save**, check the box next to **Save to Computer by default**, then click **OK**. The default save location will be changed.

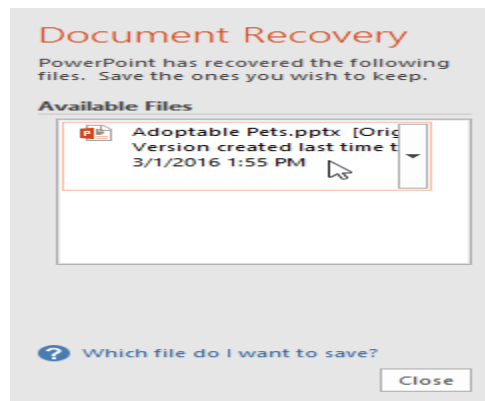


## Using Auto Recover

PowerPoint automatically saves your presentations to a temporary folder while you are working on them. If you forget to save your changes or if PowerPoint crashes, you can restore the file using **Auto Recover**.

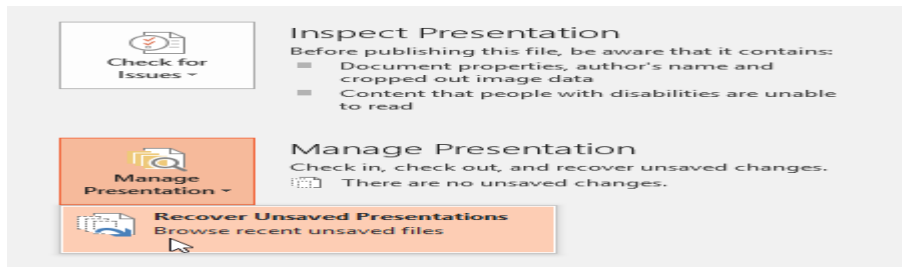
### To use Auto Recover:

1. Open PowerPoint. If **auto saved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The presentation will be recovered.



By default, PowerPoint auto saves every 10 minutes. If you are editing a presentation for less than 10 minutes, PowerPoint may not create an auto saved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Just select the **File** tab, click **Manage Presentation**, then choose **Recover Unsaved Presentations**.



## Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint in a variety of file types.

- **PDF:** Saves the presentation as a **PDF document** instead of a PowerPoint file
- **Video:** Saves the presentation as a video
- **Package for CD:** Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download
- **Handouts:** Prints a handout version of your slides

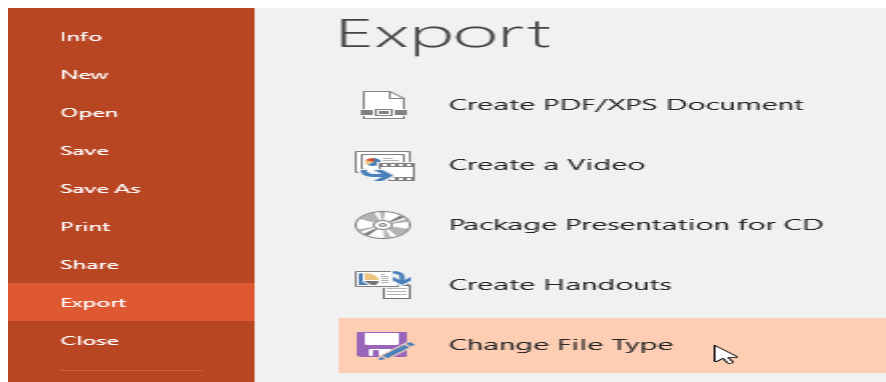


- **Other file type:** Saves in other file types, including **PNG** and **PowerPoint 97-2003**

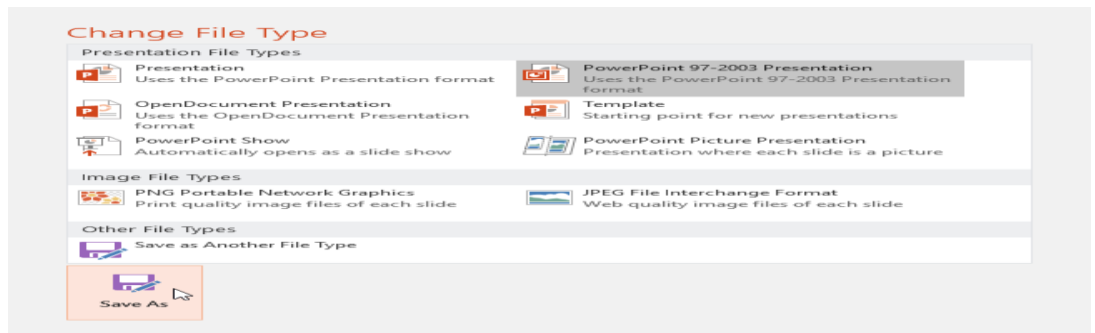
**To export a presentation:**

In this example, we'll save the presentation as a **PowerPoint 97-2003** file.

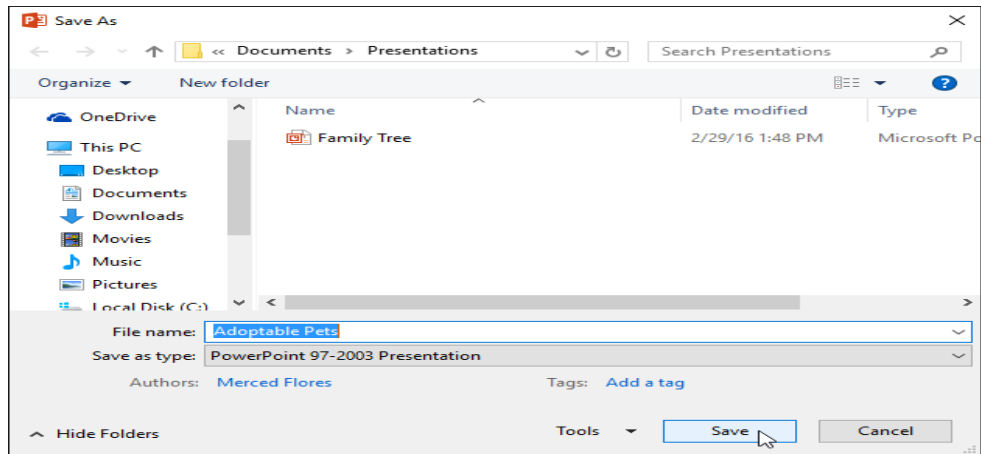
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then choose the desired option. In our example, we'll select **Change File Type**.



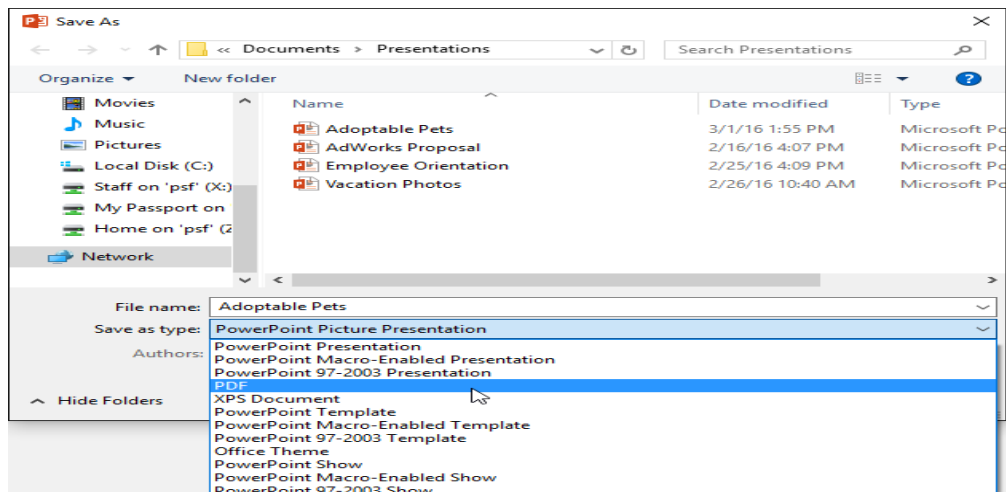
3. Select a **file type**, then click **Save As**.



- The **Save As** dialog box will appear. Select the **location** where you want to export the presentation, type a **file name**, then click **Save**.



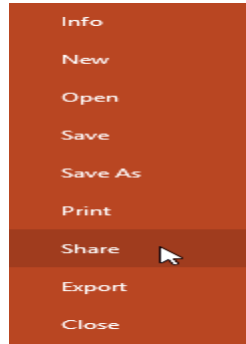
You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save presentations in a variety of file types. Be careful to choose a file type others will be able to open.



In order to share a presentation, it must first be **saved to your OneDrive**.

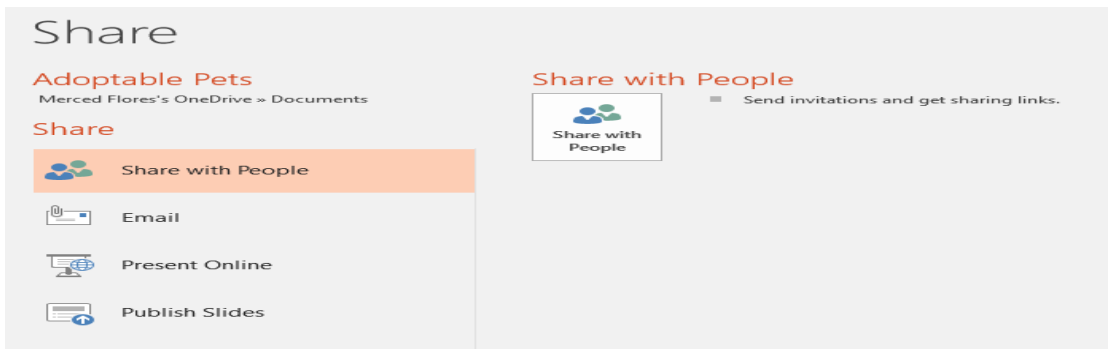
## To share a presentation:

1. Click the **File** tab to access **Backstage view**, then click **Share**.



2. The **Share** pane will appear.

Click the buttons in the interactive below to learn more about different ways to share a presentation.



*Fig3.15.Save presentation*

- **Quality Criteria:** Perform each steps step by step
- **Precautions:** use the given steps properly.

## Lap test 3

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_

**Instructions:** Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

Task 1: Incorporate chart and bullet in to slides

Task 2: Insert and work on video, audio, table and graphics

Task 3: Insert picture, auto shape, hyperlinks and modify objects

## UNIT FOUR: ADD SLIDE SHOW EFFECTS

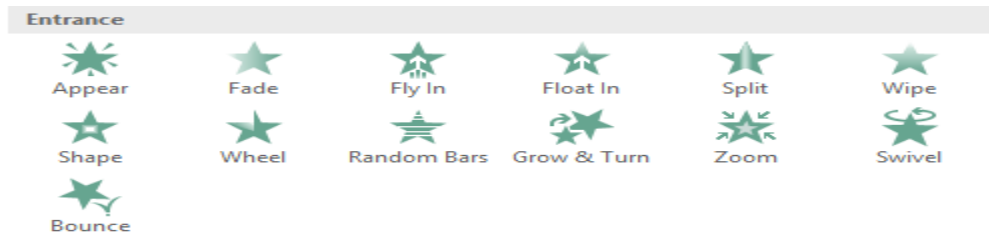
### 4.1. Incorporating present animation and multimedia effects as required to enhance the presentation

In PowerPoint, you can **animate** text and objects such as clip art, shapes, and pictures. Animation—or movement—on the slide can be used to **draw** the **audience's attention** to specific content or to make the slide easier to read.

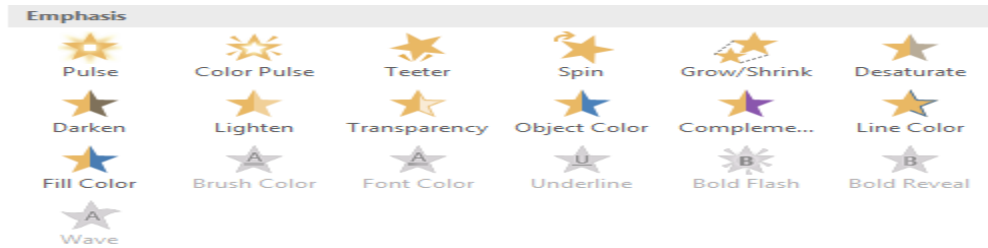
#### The four types of animations

There are several animation effects you can choose from, and they are organized into four types.

- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation the object will "fall" onto the slide and then bounce several times.



- **Emphasis:** These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **spin** when you click the mouse.



- **Exit:** These control how the object exits the slide. For example, with the **Fade** animation the object will simply fade away.



- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a **circle**.
- *F*

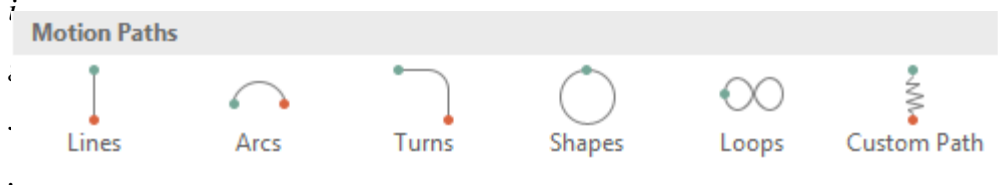


Fig 4.1.Animation

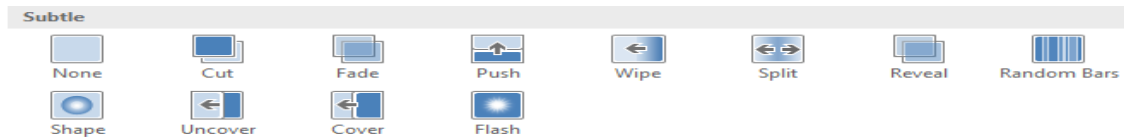
## 4.2. Adding slide transition effects to ensure smooth progression through the presentation

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen **slide transitions**. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.

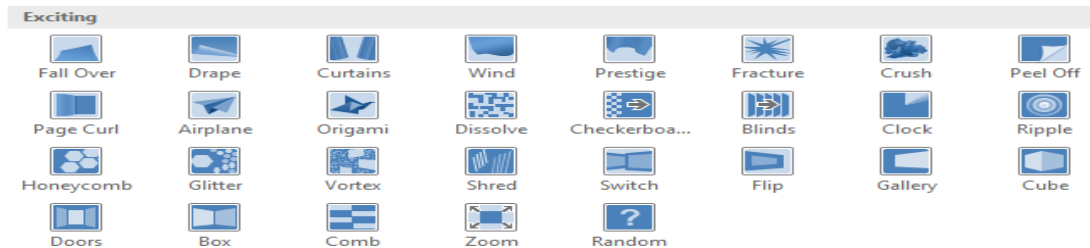
## About transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab.

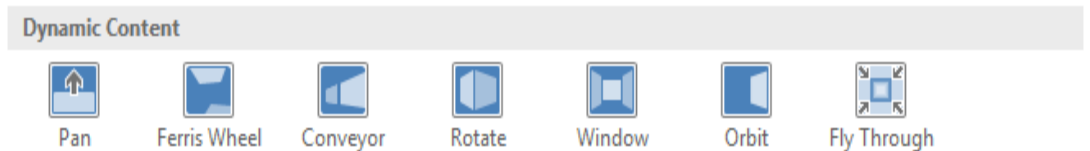
- **Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides.



- **Exciting:** These use more **complex animations** to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.



- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.



Transitions are best used in moderation. Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

### 4.3 Testing presentation for overall effect

Before delivering your presentation, you might ask someone else to review it and give you feedback on your slides. You might even work with a collaborator to create a presentation together. If you were revising a hard copy, you could add **comments** in the margins or **compare** your rough and final drafts side by side. You can do these things in PowerPoint using the **Comments** and **Compare** features.

#### Comment on presentations

When revising or collaborating on a presentation, you might want to make notes or suggestions without actually changing the slide. Leaving a **comment** allows you to take note of something without altering the slide itself. Comments can be added and read by the original author or any other reviewers.

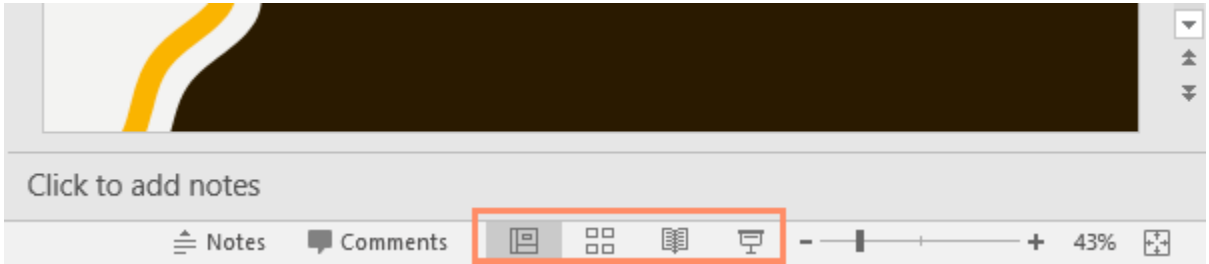
### 4.4 Using onscreen navigation tools

As you add more slides to a presentation, it can be difficult to keep everything **organized**. Fortunately, PowerPoint offers tools to help you organize and prepare your slide show.

#### About slide views

PowerPoint includes several different **slide views**, which are all useful for various tasks. The **slide view commands** are located in the bottom-right of the PowerPoint window. There are four main slide views.





- **Normal view:** This is the **default** view, where you create and edit slides. You can also move slides in the Slide Navigation pane on the left.



- **Slide sorter view:** In this view, you'll see a **thumbnail version** of each slide. You can drag and drop slides to reorder them quickly.
- **Reading view:** This view fills the PowerPoint window with a **preview** of your presentation. It includes easily accessible **navigation buttons** at the bottom-right.



- **Slide show view:** This is the view you'll use to **present** to an audience. This command will begin the presentation from the **current slide**. You can also press **F5** on your keyboard to start from the beginning. A menu will appear in the bottom-left corner when you move the mouse. These commands allow you to navigate through the slides and access other features, such as the **pen** and **highlighter**.



### Outline view

**Outline view** shows your slide text in **outline** form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

### To view an outline:

Once your slide show is complete, you'll need to learn how to **present it** to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

## Presenting a slide show

Before you present your slide show, you'll need to think about the type of **equipment** that will be available for your presentation. Many presenters use **projectors** during presentations, so you might want to consider using one as well. This allows you to control and preview slides on one monitor while presenting them to an audience on another screen.

Once your slide show is complete, you'll need to learn how to **present it** to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

## Self check 4

1. \_\_\_\_\_ control how the object enters the slide.
2. \_\_\_\_\_ animations occur while the object is on the slide, often triggered by a mouse click.
3. \_\_\_\_\_ control how the object exits the slide.
4. \_\_\_\_\_ are similar to Emphasis effects, except the object
5. \_\_\_\_\_ use more complex animations to transition between slides.
6. \_\_\_\_\_ are the most basic types of transitions.
7. \_\_\_\_\_ will move only the placeholders, not the slides themselves.

## Operation sheet-4.1

### Operation sheet 4.1: work on animation,transition,navigation and test slide presentation

- **Operation title:** working on animation,transition,navigation and test slide presentation
- **Purpose:** To work on animation,transition,navigation and test slide presentation
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  13. Computer,
  14. Office Software,
- **Steps in doing the task**

#### To remove an animation:

1. Select the small **number** located next to the animated object.
2. Press the **Delete** key. The animation will be deleted.

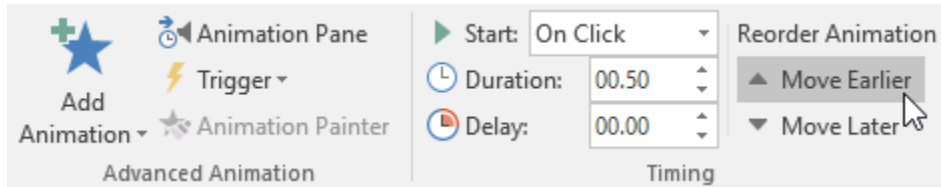
#### Working with animations

##### To add multiple animations to an object:

1. Select an object.
2. Click the **Animations** tab.
3. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
4. Select the desired animation effect.
5. If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.

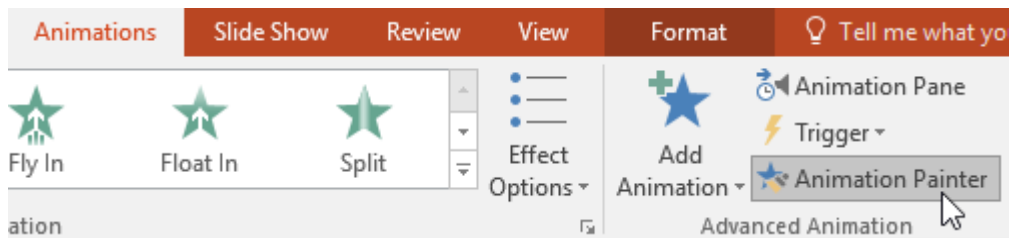
### To reorder the animations:

1. Select the **number** of the effect you want to change.
2. From the **Animations** tab, click the **Move Earlier** or **Move Later** commands to change the ordering.



### To copy animations with the Animation Painter:

1. Click the **object** that has the **effects** you want to copy. In our example, we'll click our answer text.
2. From the **Animations** tab, click the **Animation Painter** command.

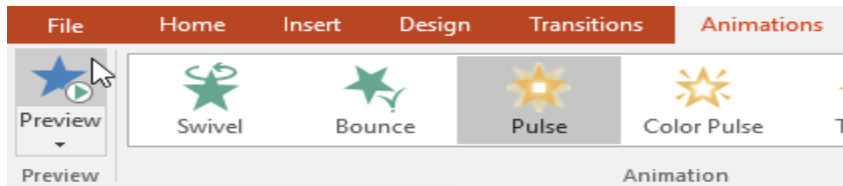


3. Click the **object** you want to copy the effects to. In our example, we'll click the answer text on the next slide. Both objects now have the same effect.

### To preview animations:

1. Navigate to the **slide** you want to preview.

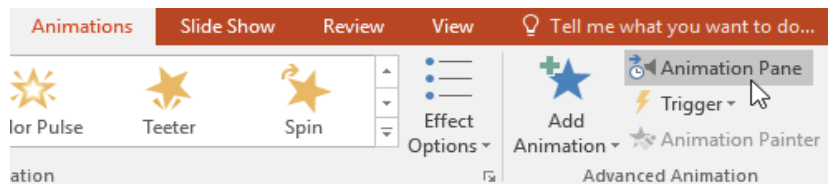
- From the **Animations** tab, click the **Preview** command. The animations for the current slide will play.



## The Animation Pane

### To open the Animation Pane:

- From the **Animations** tab, click the **Animation Pane** command.



- The Animation Pane will open on the right side of the window. It will show all of the effects for the current slide in the order in which they will appear.

### To reorder effects from the Animation Pane:

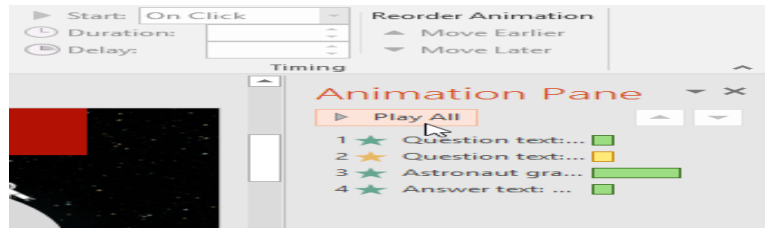
- On the **Animation Pane**, click and drag an effect up or down.



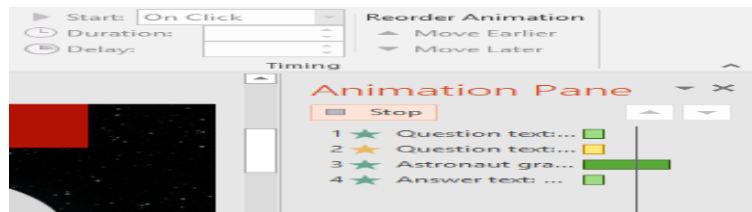
- The effects will reorder themselves.

### To preview effects from the Animation Pane:

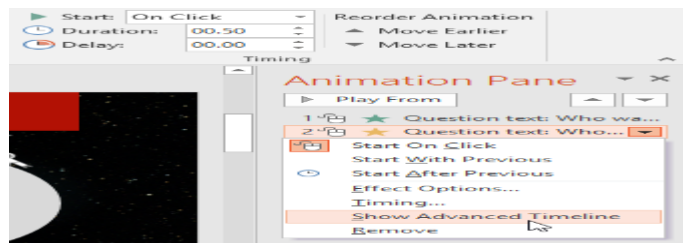
1. From the **Animation Pane**, click the **Play** button.



2. The effects for the current slide will play. On the right side of the Animation Pane, you will be able to see a **timeline** that shows the progress through each effect.



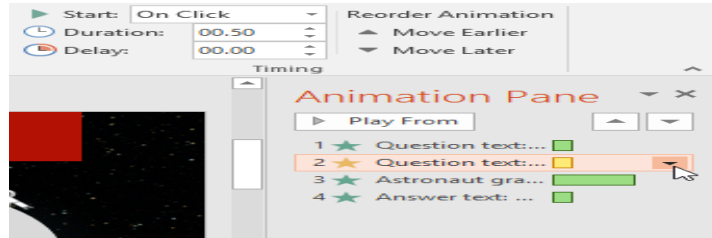
If the timeline is not visible, click the drop-down arrow for an effect, then select **Show Advanced Timeline**.



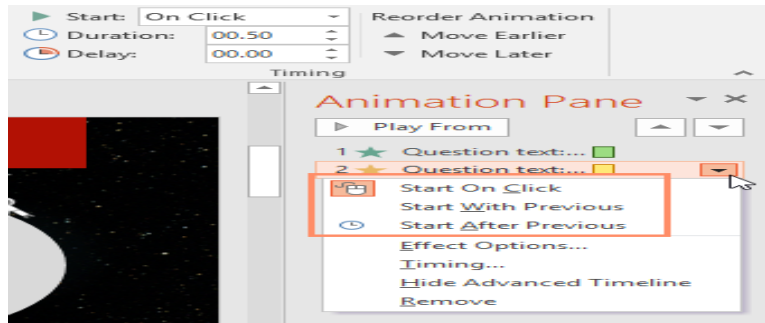
**To change an effect's start option:**

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.





2. Click the drop-down arrow and select one of the three desired start options. **Start on Click** will start the effect when the mouse is clicked, **Start With Previous** will start the effect at the same time as the previous effect, and **Start After Previous** will start the effect when the previous effect ends.

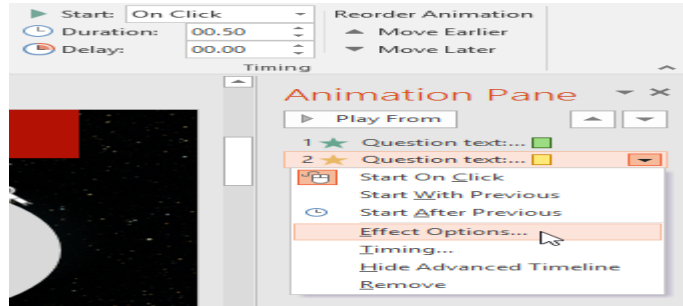


When you **preview** the animations, all of the effects will play through automatically. To test effects that are set to **Start on Click**, you will need to play the slide show.

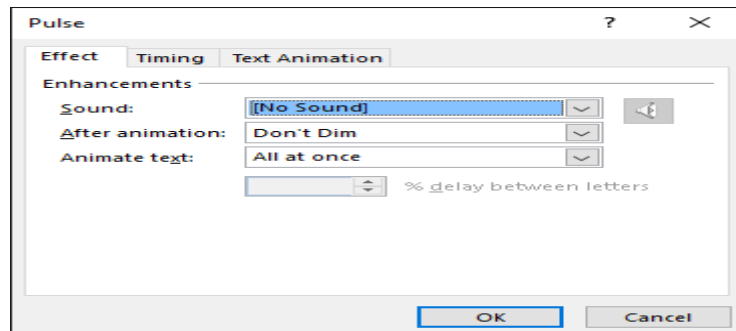
### The Effect Options dialog box

To open the Effect Options dialog box:

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.
2. Click the drop-down arrow, then select **Effect Options**.



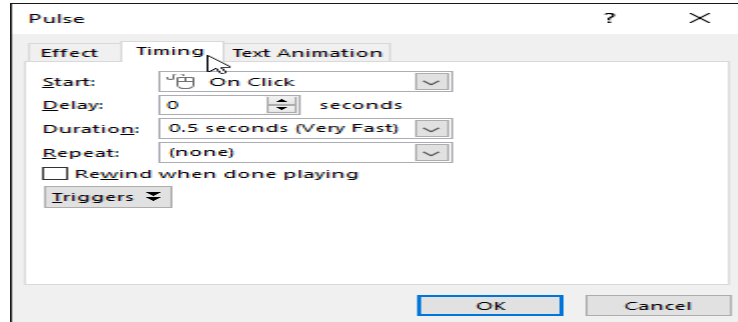
3. The Effect Options dialog box will appear. Click the drop-down menus and select the desired enhancement. You can add a **sound** to the animation, add an effect **after** the **animation** is over, or **animate text** in a different sequence.



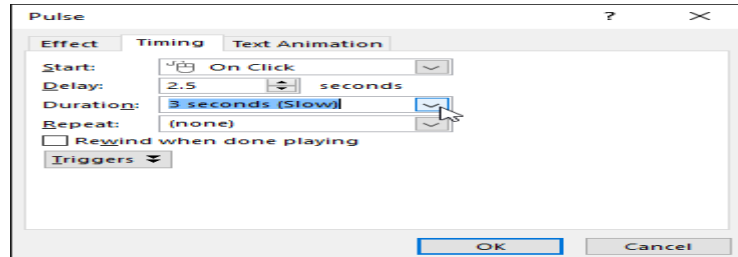
Some effects have **additional options** you can change. These will vary depending on which effect you have selected.

### To change the effect timing:

1. From the **Effect Options** dialog box, select the **Timing** tab.

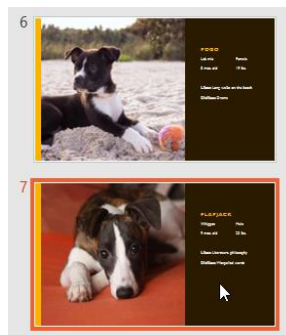


- From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether the effect **repeats**.



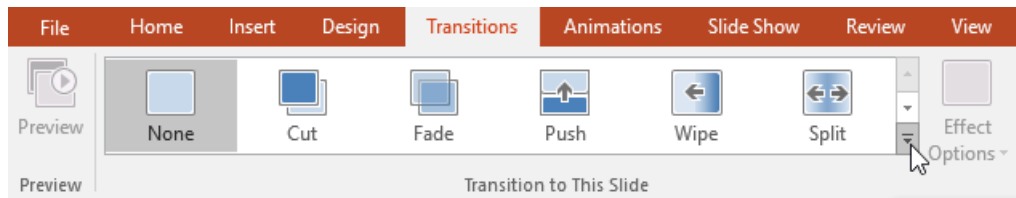
### To apply a transition:

- Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.

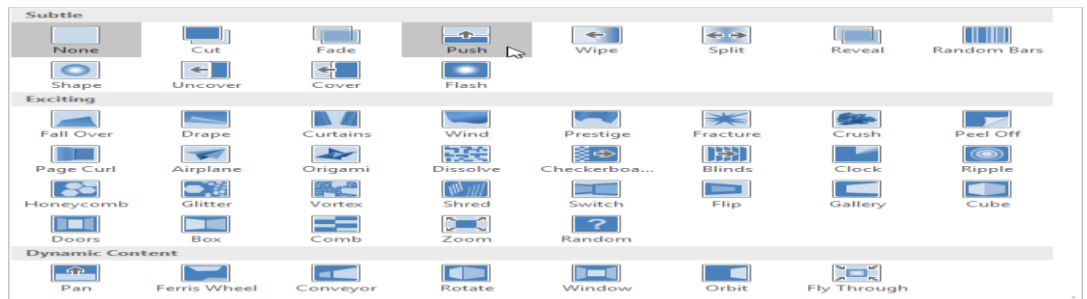


- Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.

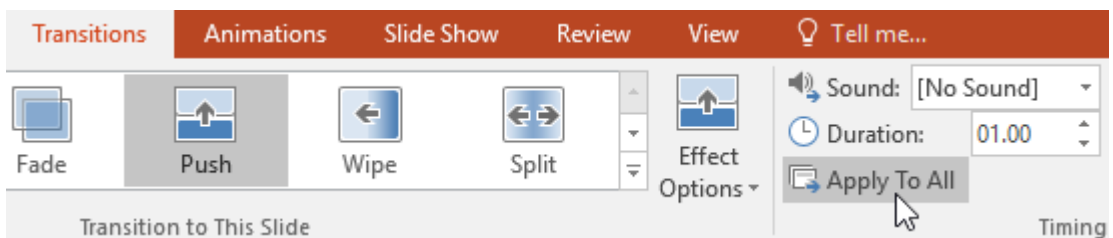
- Click the **More** drop-down arrow to display all transitions.



- Click a **transition** to apply it to the selected slide. This will automatically preview the transition.



You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.

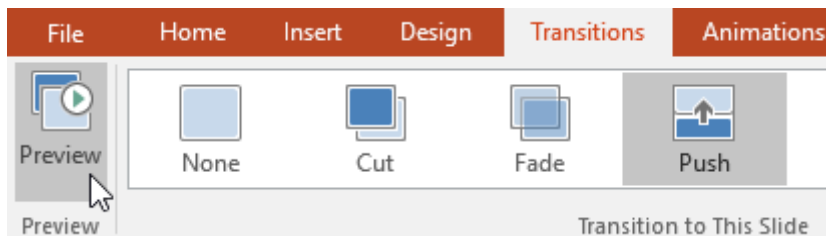


Try applying a few different types of transitions to various slides in your presentation.

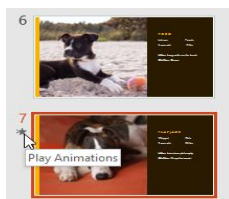
**To preview a transition:**

You can **preview** the transition for a selected slide at any time using either of these two methods:

- Click the **Preview** command on the **Transitions** tab.



- Click the **Play Animations** command in the **Slide Navigation** pane.

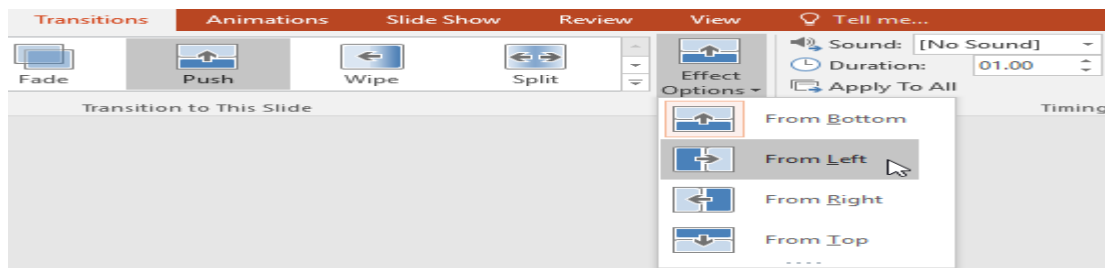


## Modifying transitions

### To modify the transition effect:

You can quickly customize the look of a transition by changing its **direction**.

- Select the **slide** with the transition you want to modify.
- Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition.

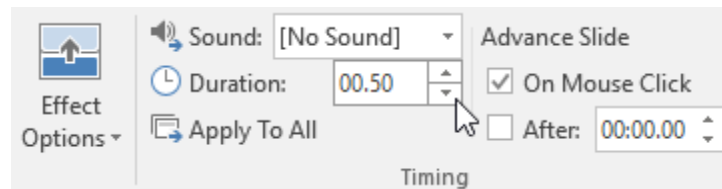


3. The transition will be **modified**, and a **preview** of the transition will appear.

Some transitions do not allow you to modify the direction.

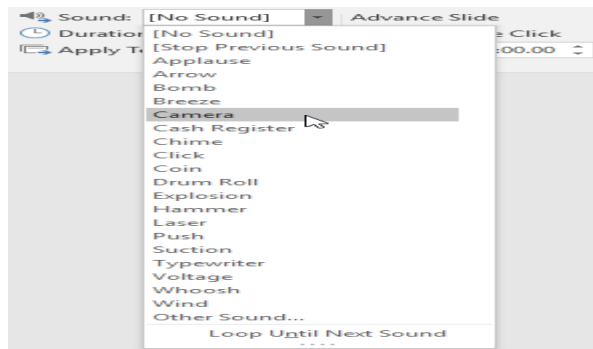
#### To modify the transition duration:

1. Select the **slide** with the transition you want to modify.
2. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll decrease the time to half a second—or 00.50—to make the transition **faster**.



#### To add sound:

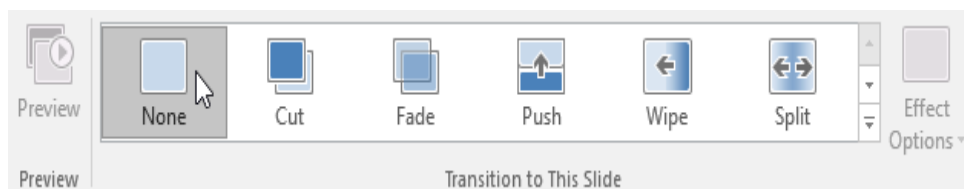
1. Select the **slide** with the transition you want to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

### To remove a transition:

1. Select the **slide** with the transition you want to remove.
2. Choose **None** from the **Transition to This Slide** group. The transition will be removed.

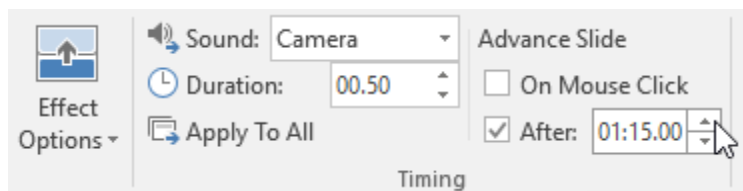


To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

### Advancing slides

#### To advance slides automatically:

1. Select the slide you want to modify.
2. Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
3. In the **After** field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute and 15 seconds, or 01:15:00.



4. Select another slide and repeat the process until all slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides.

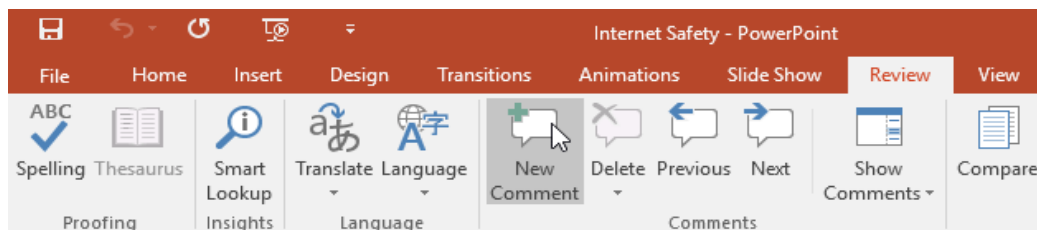
*Fig 4.2. Working on animation*

### To add a comment:

1. Select the **text or object** (or click the area of the slide) where you want the comment to appear.

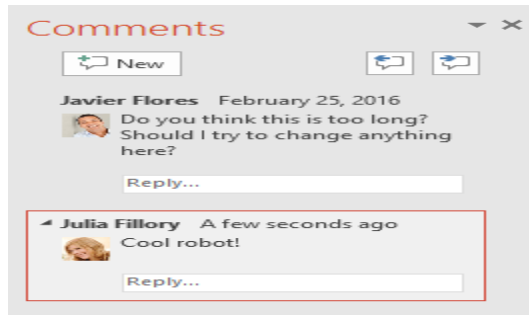


2. Go to the **Review** tab, then click the **New Comment** command.

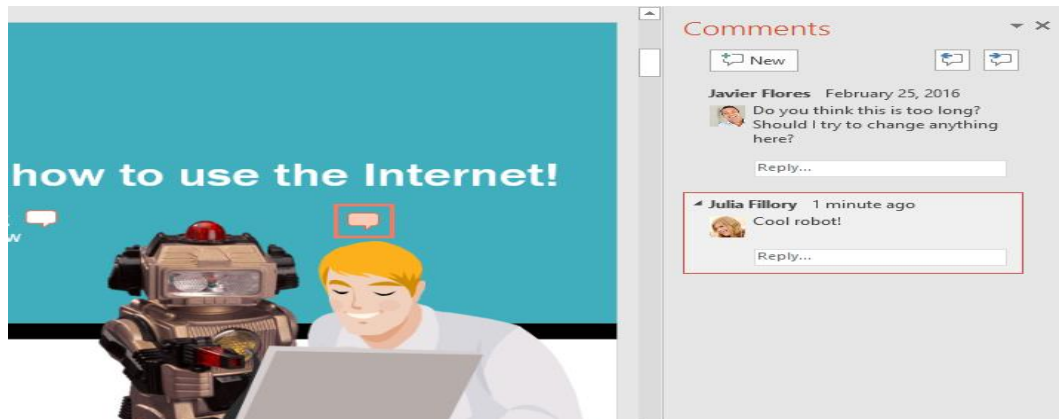


3. The **Comments** pane will appear. In our example, it contains an existing comment by another review (**Javier**), plus a space for your comment.
4. Type your comment in the **box**, then press **Enter** or click anywhere outside the box to save the comment.



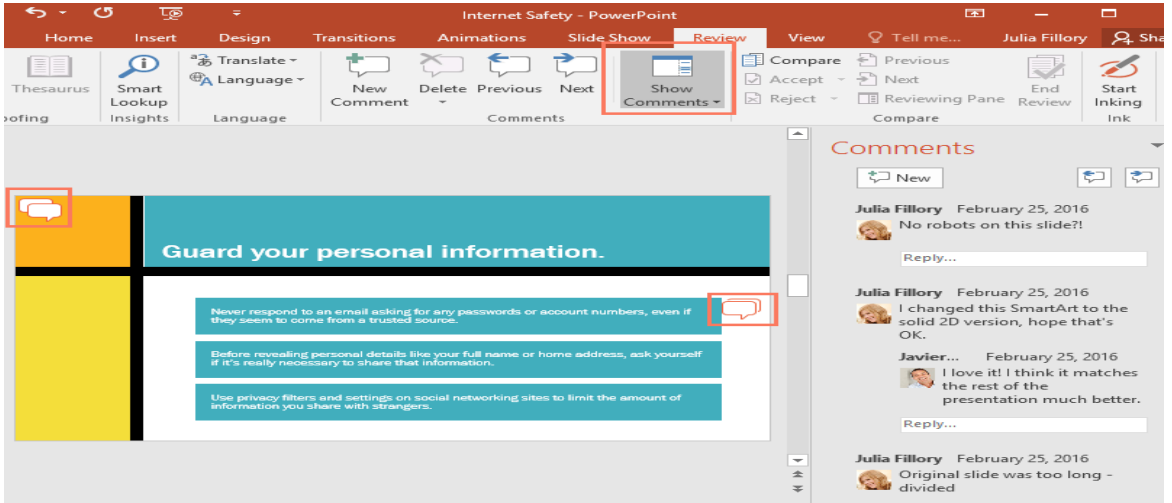


- The comment will be represented by a small **icon** on the slide.



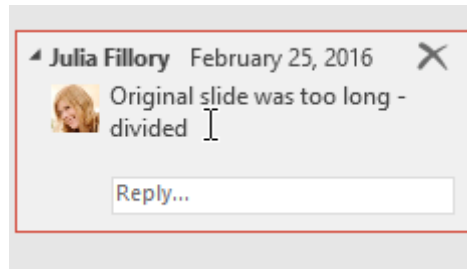
## Viewing comments

You can view or reply to any comment—including other reviewers' comments—by returning to the **Comments** pane. Simply click a **comment icon** on the slide, or click the **Show Comments** command on the **Review** tab.

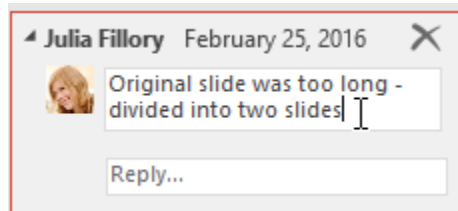


### To edit a comment:

1. In the **Comments** pane, select the comment you want to edit.

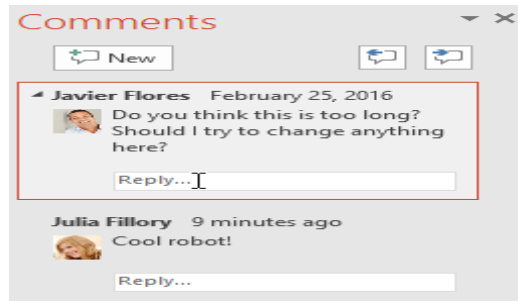


2. Type your desired changes, then press **Enter** or click anywhere outside the comment box. Your changes will be applied.

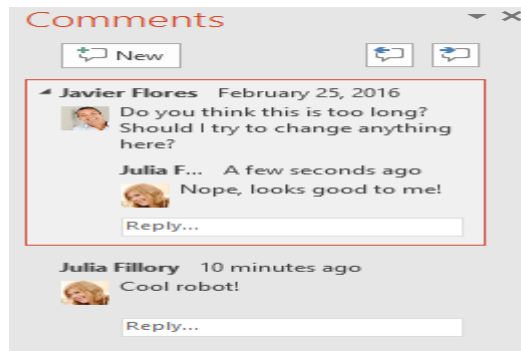


To reply to a comment:

1. In the **Comments** pane, click **Reply** below the comment you want to respond to.

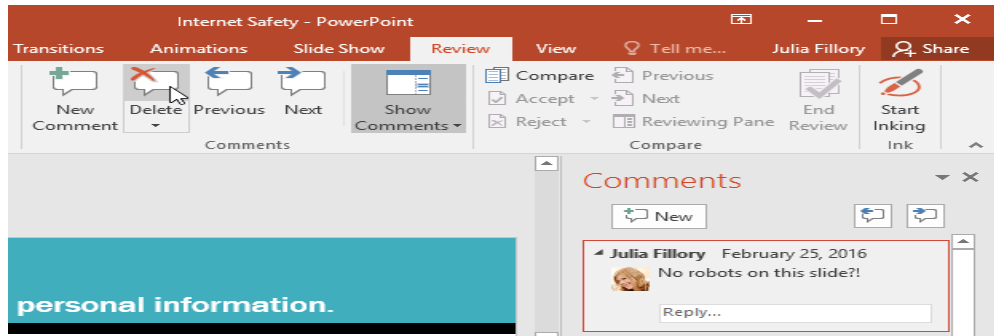


2. Type your response, then press **Enter** or click anywhere outside the box. Your comment will appear below the original comment, and an additional **icon** will be added to the slide.



## Deleting comments

- To **delete a comment**, select the comment you want to **delete**, then go to the **Review** tab and click the **Delete** command.



- To delete **multiple comments**, click the **drop-down arrow** below the **Delete** command. You can delete comments from your current slide or from the entire presentation.

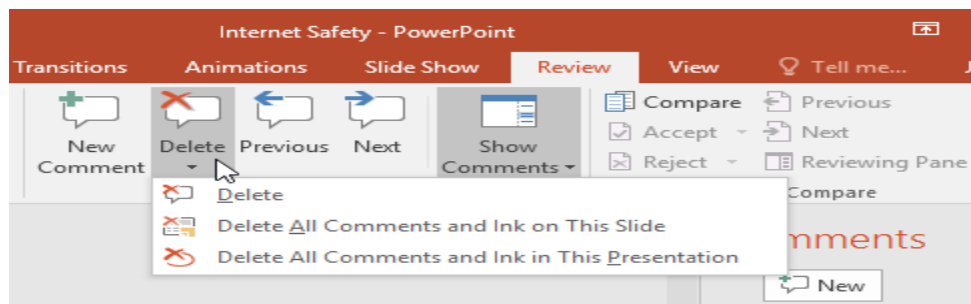


Fig4.3.Working on comments

## Comparing presentations

There are situations in which you might end up with **more than one version** of the same presentation.

- Quality Criteria:** Perform each steps step by step
- Precautions:** use the given steps properly.

## Lap test 4

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_

**Instructions:** Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

Task 1: Add an animation and multiple animations to a slide

Task 2: Apply, modify and preview a transition to a slide

Task 3: Add, view, modify and delete a comment to a slide

Task 4: Test slide presentation

## UNIT FIVE: PRINT PRESENTATION AND NOTES

### 5.1. Selecting appropriate print format for presentation

Even though PowerPoint presentations are designed to be viewed on a computer, there may be times when you want to **print** them. You can even print custom versions of a presentation, which can be especially helpful when presenting your slide show. The **Print pane** makes it easy to preview and print your presentation.

#### Print layouts

PowerPoint offers several **layouts** to choose from when printing a presentation. The layout you choose will mostly depend on **why** you're printing the slide show. There are four types of print layouts.

- **Full Page Slides:** This prints a full page for **each slide** in your presentation. This layout is most useful if you need to **review** or **edit** a printed copy of your presentation.



- **Notes Pages:** This prints each slide, along with any **speaker notes** for the slide. If you've included a lot of notes for each slide, you could keep a printed copy of the notes with you while presenting.



Meeting goals:

- Thanks previous year's officers
- Introduce new officers
- Discuss yearly fundraising goals
- Plan for next meeting

Leslie will be in the Terry the Terrier costume to help pump up the crowd!

- **Outline:** This prints an overall **outline** of the slide show. You could use this to review the organization of your slide show and prepare to deliver your presentation.

- 1 ☐ Band Boosters Meeting  
July 1, 2016
- 2 ☐ **Agenda**
  - New Officers
    - ❖ Elections and Thank You
    - ❖ Announce New Officers
    - ❖ Distribute Officer Contact Info
  - Fundraising
    - ❖ Past and Present Ideas
    - ❖ Review Yearly Results
- 3 ☐ **New Officer Announcement**  
2016-2017 School Year
- 4 ☐ **Elections and Appreciation**

- **Handouts:** This prints **thumbnail versions** of each slide, with optional space for **notes**. This layout is especially useful if you want to give your audience a **physical copy** of the presentation. The optional space allows them to **take notes** on each slide.

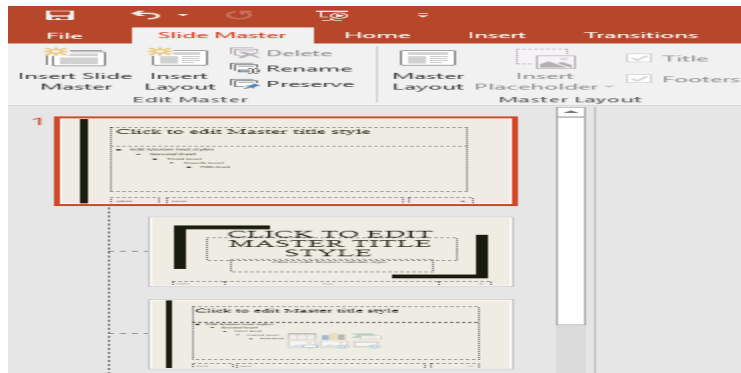


## 5.2. Selecting preferred slide orientation

You may have noticed that when you select a different theme in PowerPoint, it rearranges the text on your slides and adds shapes to the background. This is because each theme has built-in **slide layouts** and **background graphics**. You can edit these layouts with a feature called **Slide Master view**. Once you learn how to use Slide Master view, you'll be able to customize your entire slide show with just a few clicks.

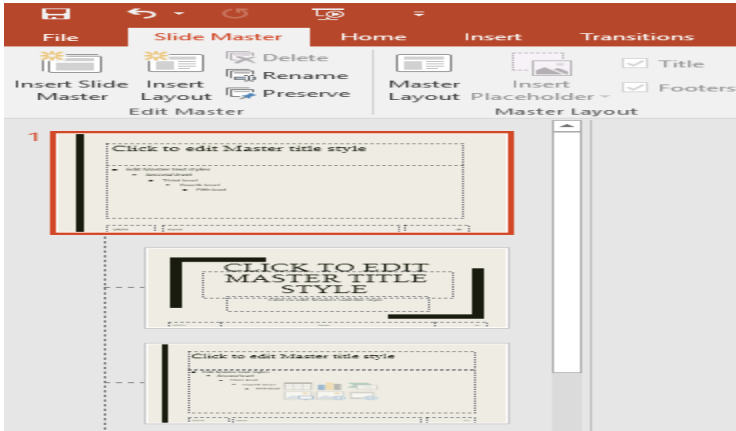
### Slide Master view

**Slide Master view** is a special feature in PowerPoint that allows you to quickly modify the slides and slide layouts in your presentation. From there, you can edit the **slide master**, which will affect **every slide** in the presentation. You can also modify individual **slide layouts**, which will change any slides using those layouts.



In Slide Master view, the **Slide Master** tab will appear first on the Ribbon, but you'll still be able to access commands on different tabs as normal.





## Using Slide Master view

Whether you're making **significant changes** to your slides or just a few **small tweaks**, Slide Master view can help you create a consistent, professional presentation without a lot of effort. You could use Slide Master view to change just about anything in your presentation, but here are some of its most common uses.

- **Modify backgrounds:** Slide Master view makes it easy to customize the **background** for all of your slides at the same time. For example, you could add a watermark or logo to each slide in your presentation, or you could modify the background graphics of an existing PowerPoint theme.
- **Rearrange placeholders:** If you find that you often rearrange the placeholders on each slide, you can save time by rearranging them in Slide Master view instead. When you adjust one of the layouts in Slide Master view, all of the slides with that layout will change.
- **Customize text formatting:** Instead of changing the text color on each slide individually, you could use the Slide Master to change the text color on all slides at once.

- **Create unique slide layouts:** If you want to create a presentation that looks different from regular PowerPoint themes, you could use Slide Master view to create your own layouts. Custom layouts can include your own **background graphics** and **placeholders**.

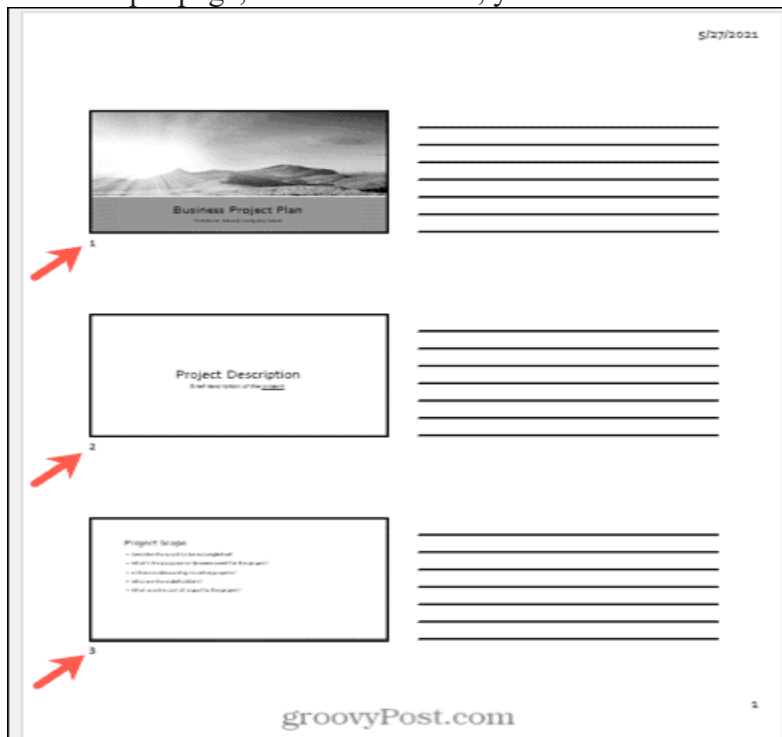
Some overall presentation changes—like customizing the **theme fonts** and **theme colors**—can be made quickly from the **Design** tab.

### 5.3. Adding notes and slide numbers

#### How Slide Numbers Can Be Helpful

Even though you have slide number indicators in most PowerPoint views, you do not have them in Reading View. So adding them to your slides is useful if you use this view often.

If you print your slideshow, you can include page numbers, but if you display more than one slide per page, as with Handouts, you'll have a reference number for each slide.



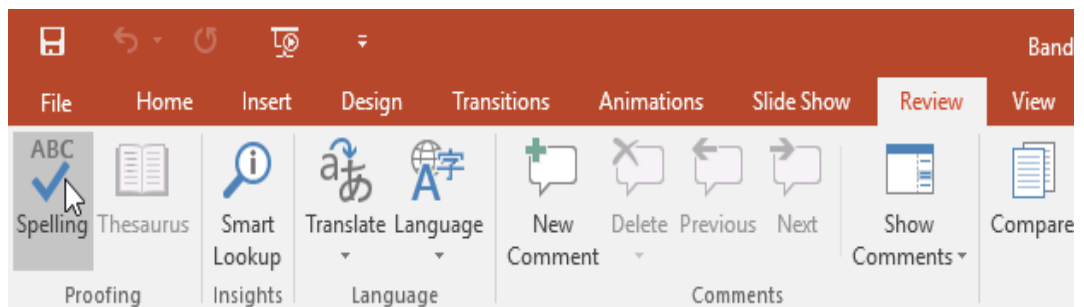
You can use slide numbers as references in other spots in the **slideshow by adding links** or even a separate document. For example, “See slide 15 in the Business Proposal Presentation”.

## 5.4. Previewing slides and running spell check before presentation

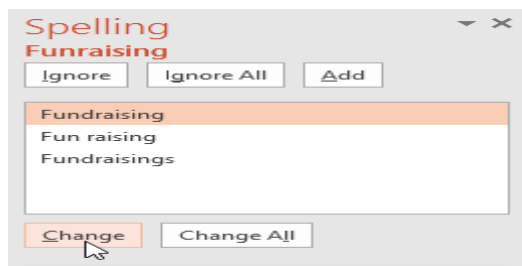
Worried about making mistakes when you type? Don't be. PowerPoint provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free presentations.

To run a spell check:

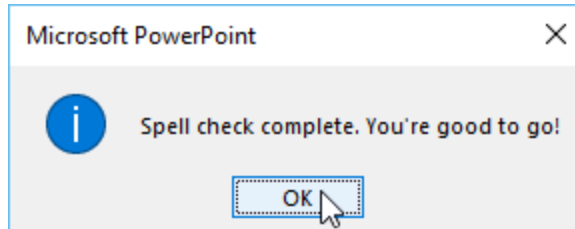
1. From the **Review** tab, click the **Spelling** command.



2. The **Spelling** pane will appear on the right. For each error in your presentation, PowerPoint will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.



- PowerPoint will move through each error until you have reviewed them all. After the last error has been reviewed, a dialog box will appear confirming that the spelling check is complete. Click **OK**.

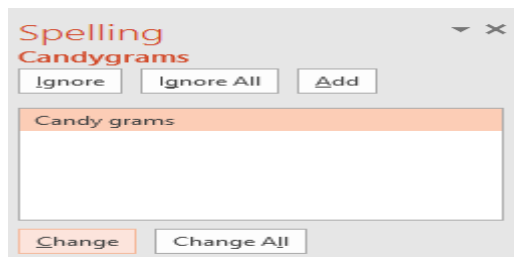


If no suggestions are given, you can manually type the correct spelling on the slide.

### Ignoring spelling "errors"

The spell check is **not always correct**. It may sometimes think a word is spelled incorrectly when it's not. This often happens with people's names and proper nouns, which may not be in the dictionary. If PowerPoint says something is an error, you can choose **not** to change it using one of three options:

- **Ignore:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of the word in your presentation.
- **Add:** This adds the word to the dictionary so it will never come up as an error again. Make sure the word is spelled correctly before choosing this option.



### Automatic spell check

By default, PowerPoint **automatically** checks your presentation for spelling errors, so you may not even need to run a separate check using the Spelling command. These errors are indicated by **red wavy lines**.

## 5.5. Printing the selected slides

Printed handouts: Add or remove slide numbering

By default, in PowerPoint for Microsoft 365 (beginning with version 1810), printed handouts include a slide number below each slide image.

You can turn off this option in the **Print** dialog box on the same menu where you chose to print Handouts. At the bottom of the menu are several toggle options with check marks.

Clear the check mark next to **Print slide numbers on handouts**:

## 5.6. Submitting presentation to appropriate person for feedback

Tasked with the ultimate challenge of keeping your customers satisfied and engaged with your brand, you might find that things get a little daunting without the right solution in place. Quantitative analytics tools like Google Analytics can tell you a lot about what is happening on your digital channels, but not why. Thankfully, there's **user feedback** available to help fill in the gaps.

## Self check 5

1. \_\_\_\_\_ prints a full page for each slide in your presentation. This layout is most useful if you need to \_\_\_\_\_ or \_\_\_\_\_ a printed copy of your presentation.
2. PowerPoint offers \_\_\_\_\_ to choose from when printing a presentation
3. \_\_\_\_\_ prints each slide, along with any speaker notes for the slide.
4. \_\_\_\_\_ prints an overall outline of the slide show.
5. \_\_\_\_\_ prints thumbnail versions of each slide, with optional space for notes.
6. You may have noticed that when you select a \_\_\_\_\_ in PowerPoint, it rearranges the text on your slides and adds shapes to the background.
7. \_\_\_\_\_ is a special feature in PowerPoint that allows you to quickly modify the slides and slide layouts in your presentation.
8. PowerPoint provides you with several \_\_\_\_\_ —including the \_\_\_\_\_ and \_\_\_\_\_ tool—that can help you produce professional, error-free presentations.
9. \_\_\_\_\_ is not always correct.
10. By default, PowerPoint \_\_\_\_\_ checks your presentation for spelling errors, so you may not even need to run a separate check using the Spelling command.
11. \_\_\_\_\_ are indicated by red wavy lines.

Operation sheet-3.1.

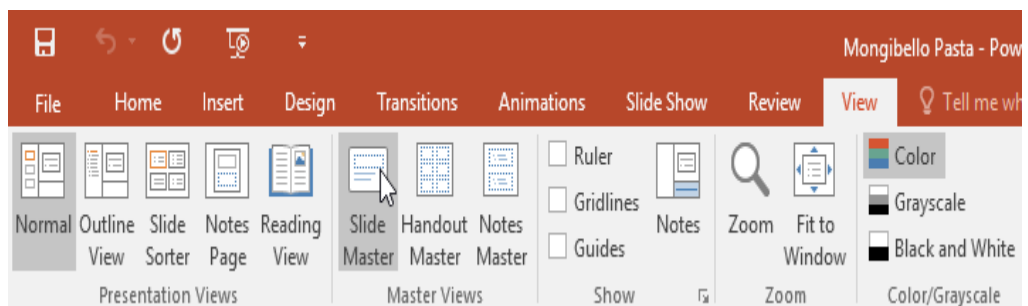
Operation sheet 3.1: Work on spell, print presentation and notes

- **Operation title:** Working on spell, print presentation and notes
- **Purpose: To** Work on spell, print presentation and notes
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
- Computer,
- Office Software,
- **Steps in doing the task**

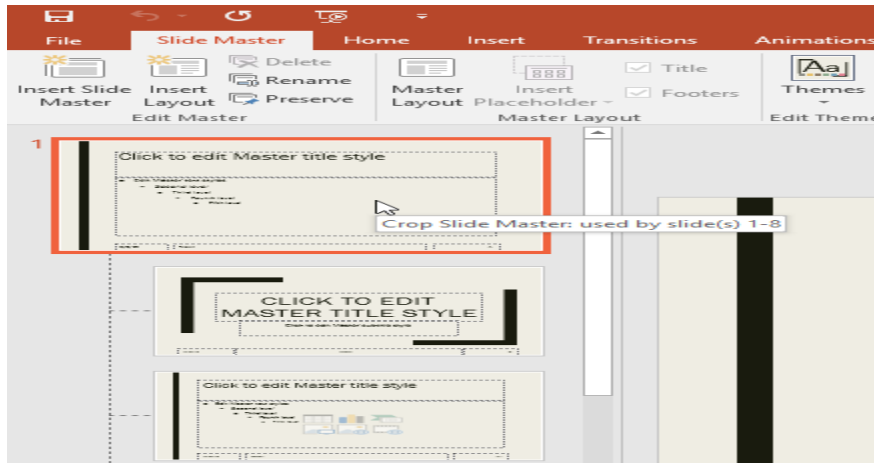
To make changes to all slides:



1. Select the **View** tab, then click the **Slide Master** command.

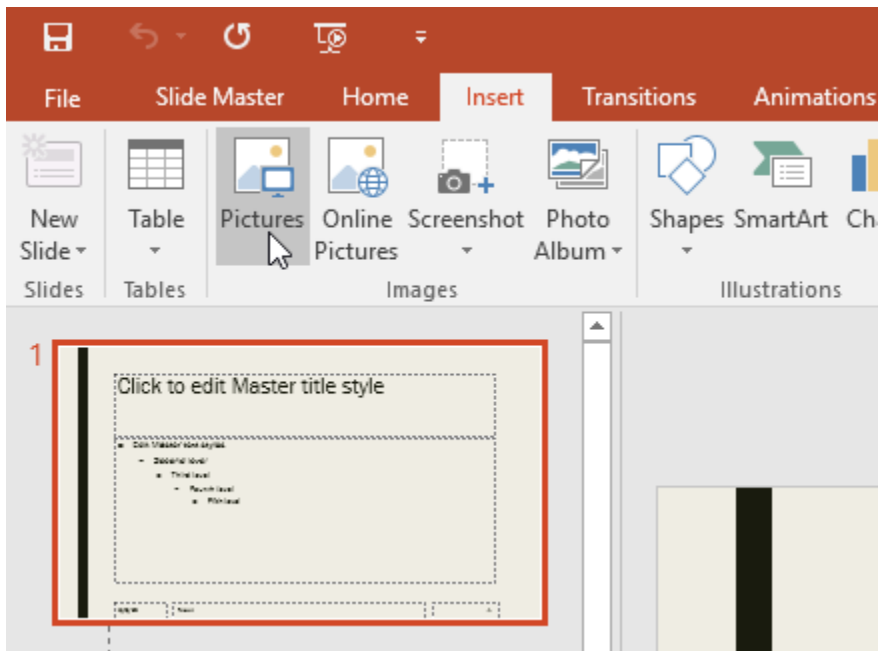


- The presentation will switch to **Slide Master view**, and the **Slide Master** tab will be selected on the Ribbon.
- In the left navigation pane, scroll up and select the **first slide**. This is the **slide master**.



- Make the desired changes to the slide master. In our example, we'll **insert a picture** of the Mongibello logo.

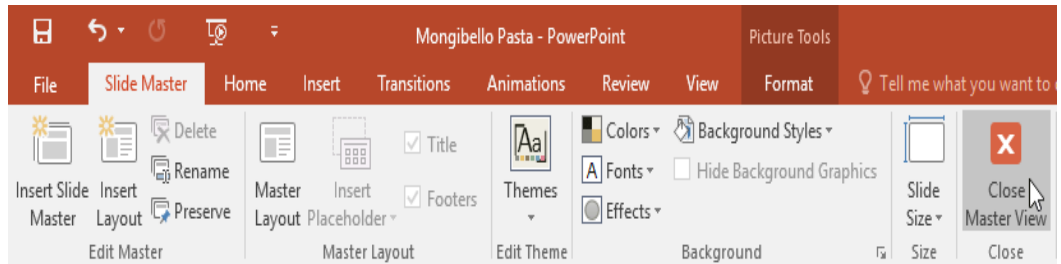




5. **Move, resize, or delete** slide objects as needed. In our example, we'll resize the logo and move it to the bottom-right corner.



6. When you're finished, click the **Close Master View** command on the **Slide Master** tab.



7. The change will appear on all slides of the presentation.

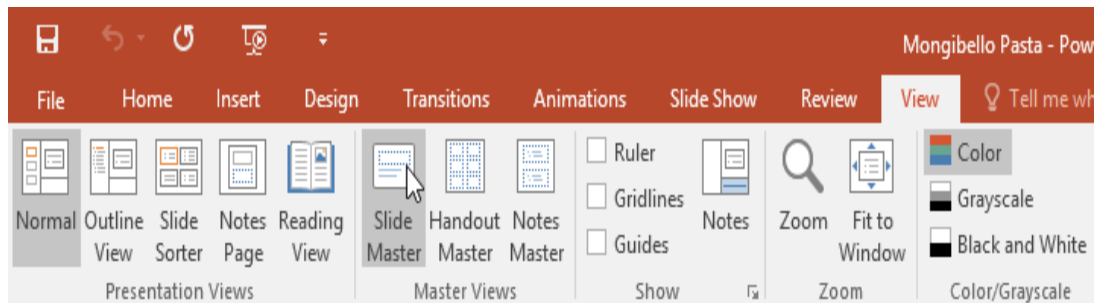


## Customizing slide layouts

### To customize an existing slide layout:

In this example, our newly added logo is hidden behind the photo in the **Picture with Caption Layout**. We'll customize this layout to make room for the logo.

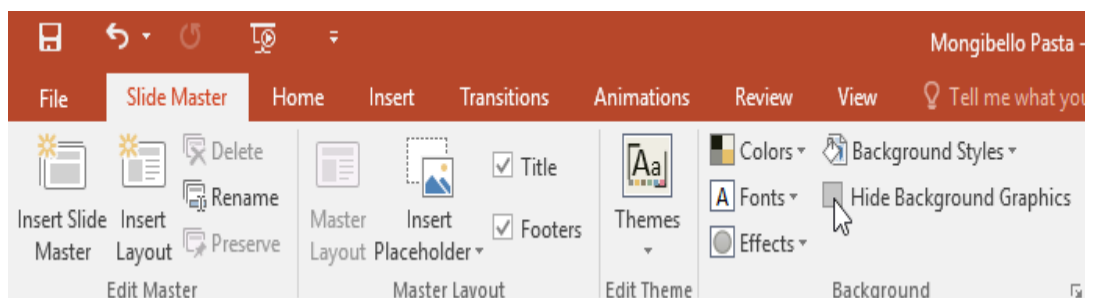
1. Navigate to **Slide Master** view.



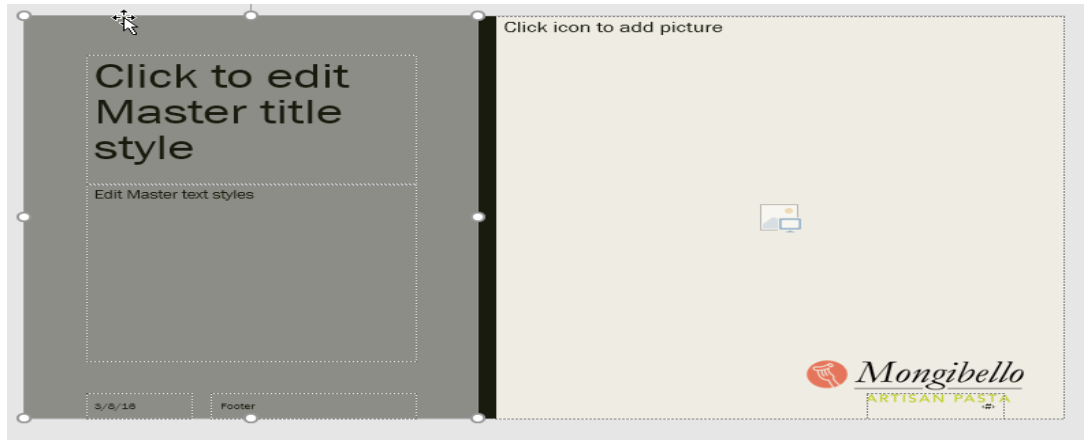
2. Locate and select the desired layout in the left navigation pane. You can hover the mouse over each layout to see which slides are currently using that layout in the presentation.



3. In some layouts, the background graphics may be hidden. To show the graphics, uncheck the box next to **Hide Background Graphics**.



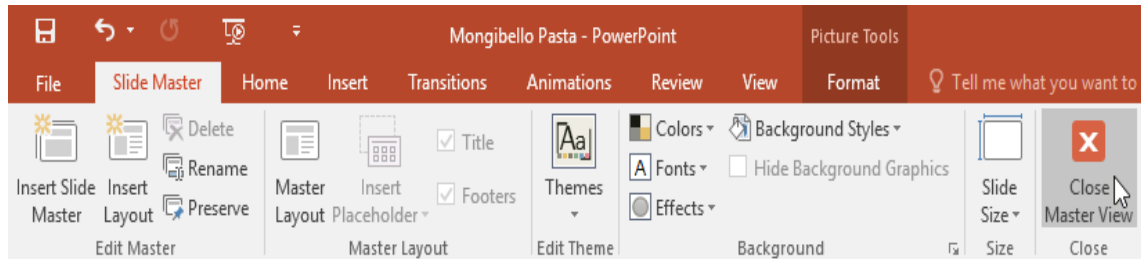
4. Add, move, or delete any **objects** as desired. In our example, we'll delete the gray background shape.



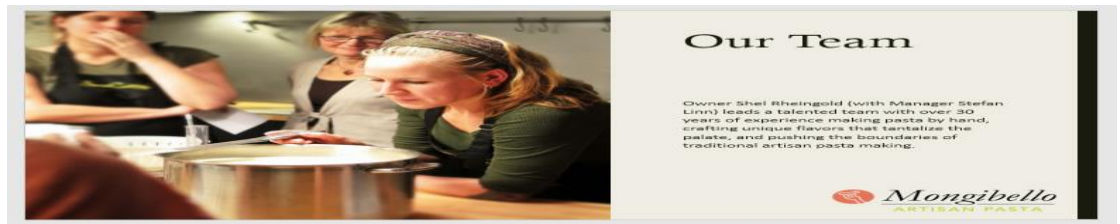
5. If you want to change the arrangement of the placeholders, you can move, resize, or delete any of them. In our example, we'll move our text placeholders and the black bar to the right side, and the photo placeholder to the left side.



6. When you're finished, click the **Close Master View** command on the **Slide Master** tab.

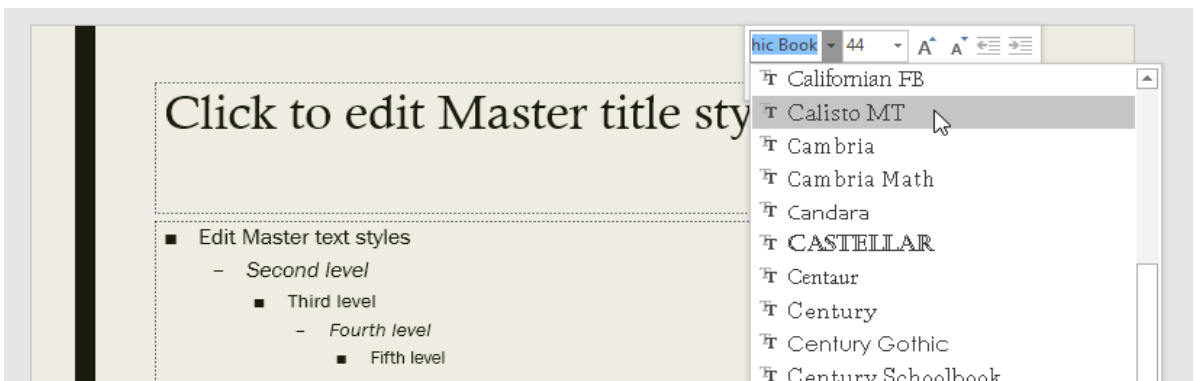


7. All slides using the layout will be updated.



## Customizing text formatting

You can also customize the **text formatting** from Slide Master view, including the **font**, **text size**, **color**, and **alignment**. For example, if you wanted to change the font for every **title placeholder** in your presentation, you could modify the **master title style** on the slide master.



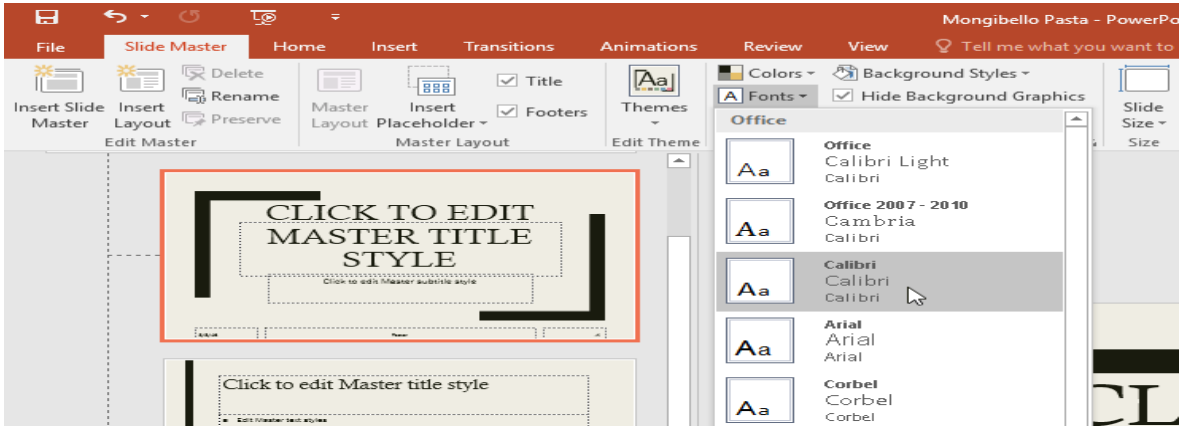
Each title placeholder is **connected** to the master title style on the slide master. For example, take a look at the slides before changing the title font.



Now look at the same slides after changing the title font.



Instead of customizing individual placeholders, you could change the **theme fonts** for a presentation. From the **Slide Master** tab, click the **Fonts** command in the **Background** group, then select the desired fonts.



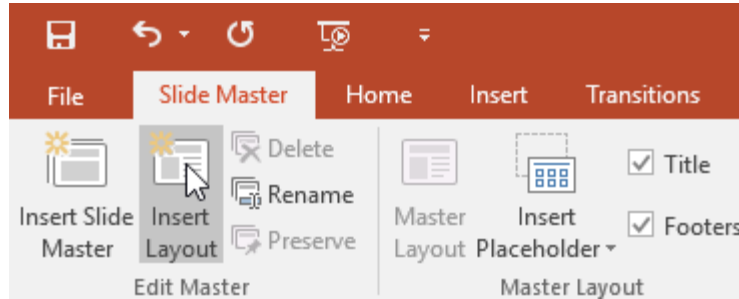
## Creating new slide layouts

One of the most powerful features of Slide Master view is the option to create **new slide layouts**. This is an easy way to add interesting and unique slide layouts to an existing theme. You could even use this feature to design an entirely **new theme**, as in the example below.

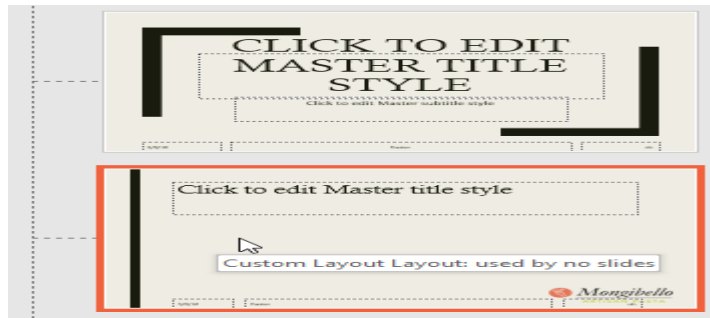


## To insert a new slide layout:

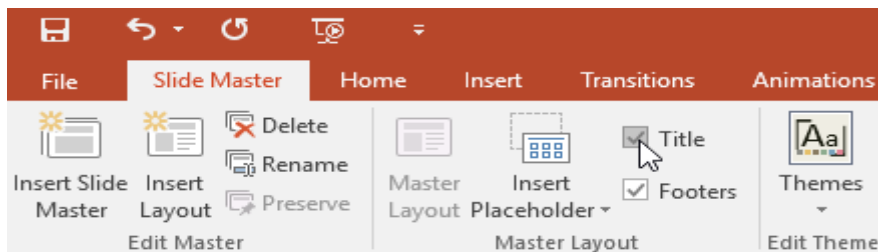
1. Navigate to **Slide Master view**. From the **Slide Master** tab, click the **Insert Layout** command.



2. The new slide layout will appear.



3. The layout will include **title** and **footer** placeholders by default. Click the **Title** and **Footers** boxes in the **Master Layout** group to toggle these placeholders on and off.

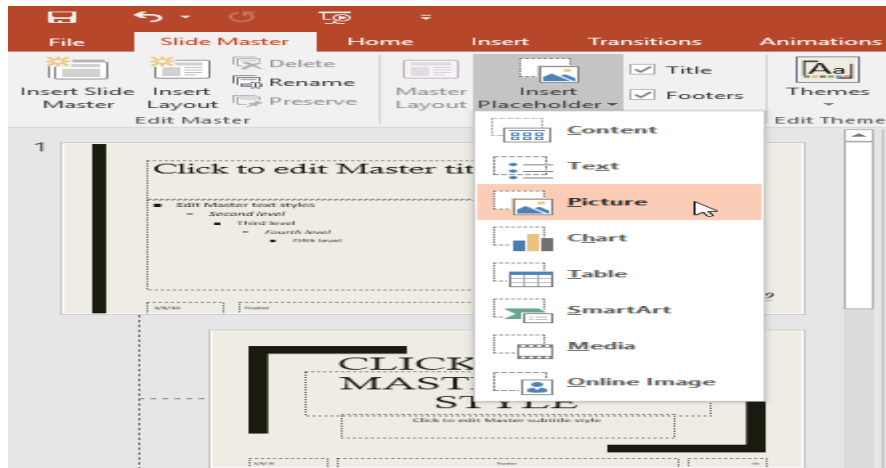


4. You can now add background graphics, shapes, and pictures to the slide layout. You can also move, adjust, and delete the existing placeholders. In our example, we'll **move the title placeholder** to the bottom-right corner. We've also **changed the text alignment to align right** instead of align left.





- To add new placeholders, click the **bottom half** of the **Insert Placeholder** command, then select the desired placeholder type. In this example, we'll use the **Picture** placeholder.



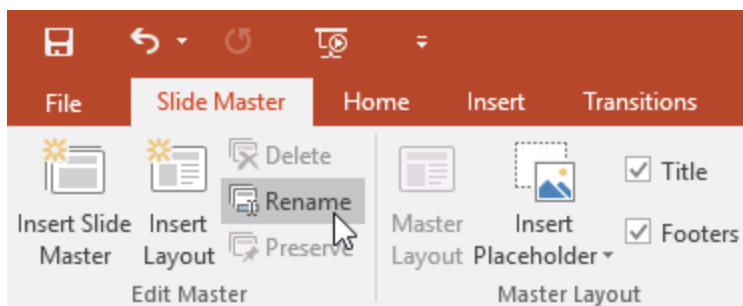
- Click and drag to **draw the placeholder** on the slide.



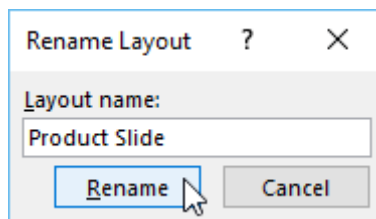
## To rename a custom layout:

When you're done designing your custom layout, you'll want to give it a **unique name** so it will be easy to find.

1. From **Slide Master view**, select the desired layout, then click the **Rename** command.



2. A dialog box will appear. Type the desired name, then click **Rename**.

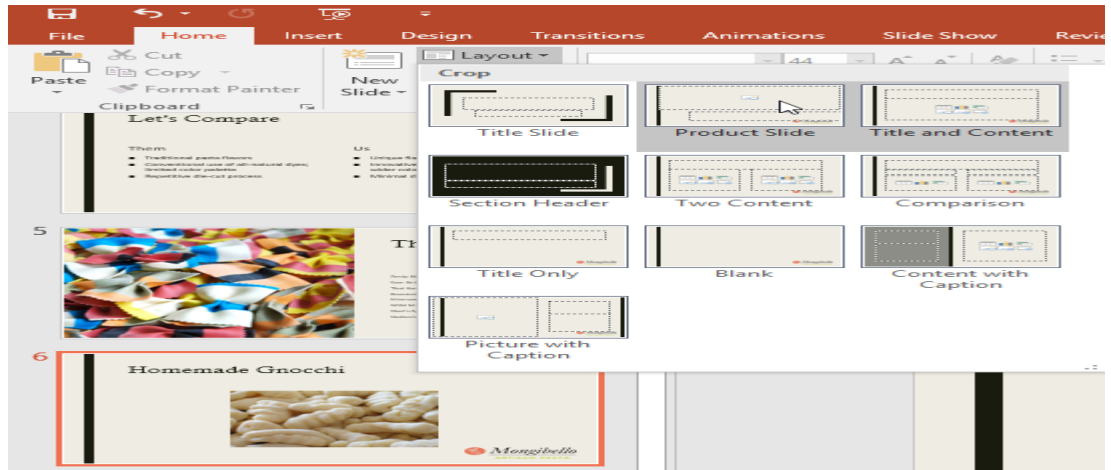


## To use a custom layout:

Once you've created a custom slide layout, it's easy to add a new slide with that layout or apply it to an existing slide.

1. If you're currently in Slide Master view, click the **Close Master View** command on the **Slide Master** tab.

- From the **Home** tab, you can **insert a new slide** with the custom layout or **apply it to an existing slide**. In our example, we'll select the **Layout** command and apply the new style to slide 6.



- The custom slide layout will be applied.



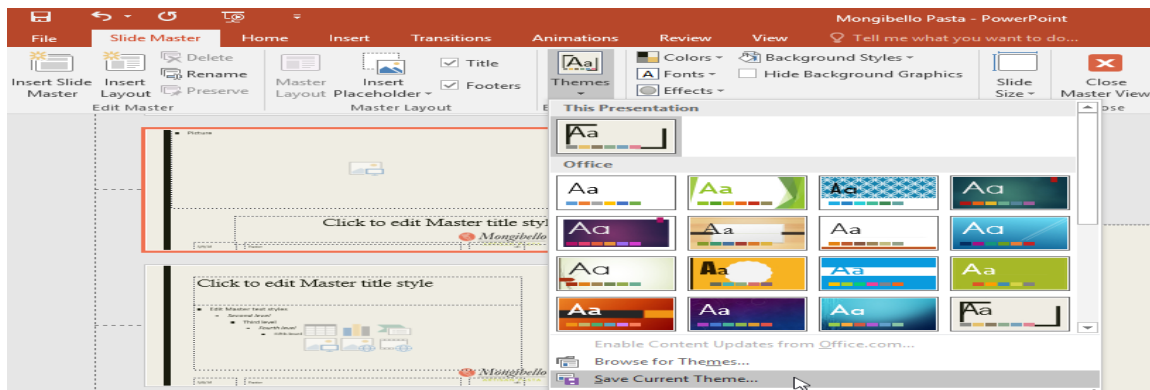
PowerPoint also allows you to add new placeholders to **existing** slide layouts.

### Using custom layouts in other presentations

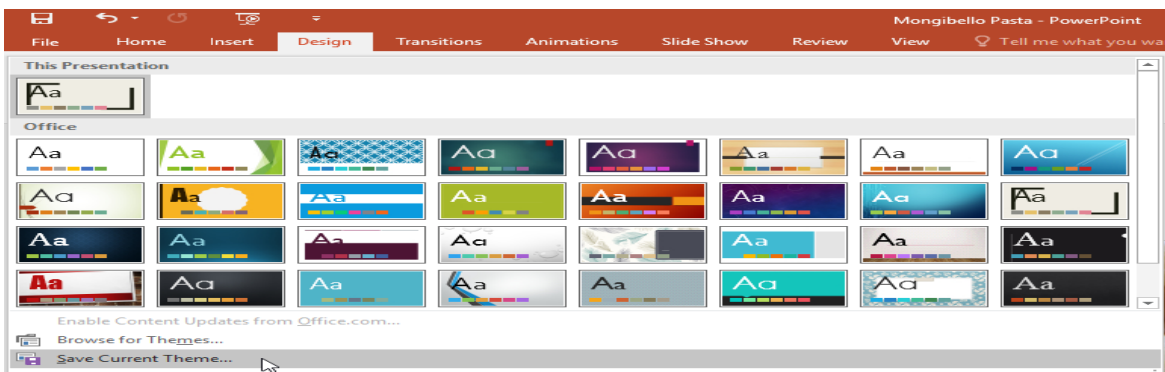
When you modify the slide master or slide layouts in Slide Master view, you're actually creating a custom version of the current theme. If you want to apply the theme to other presentations, you'll need to **save it**.

#### To save a theme:

From the the **Slide Master** tab, click the **Themes** command, then select **Save Current Theme** from the drop-down menu.



If you're not in Slide Master view, you can save the theme from the **Design** tab. Just click the drop-down arrow in the **Themes** group, then select **Save Current Theme**.

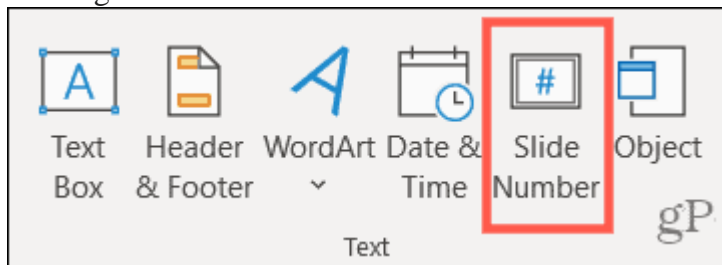


Insert slide number

Open your PowerPoint slideshow and follow these simple steps to add slide numbers.

1. Head to the **Insert** tab and then the Text section of the ribbon.
2. Click the **Slide Number** button. The window that pops open is actually the Header and Footer window. So, you guessed it; you can also insert slide numbers by

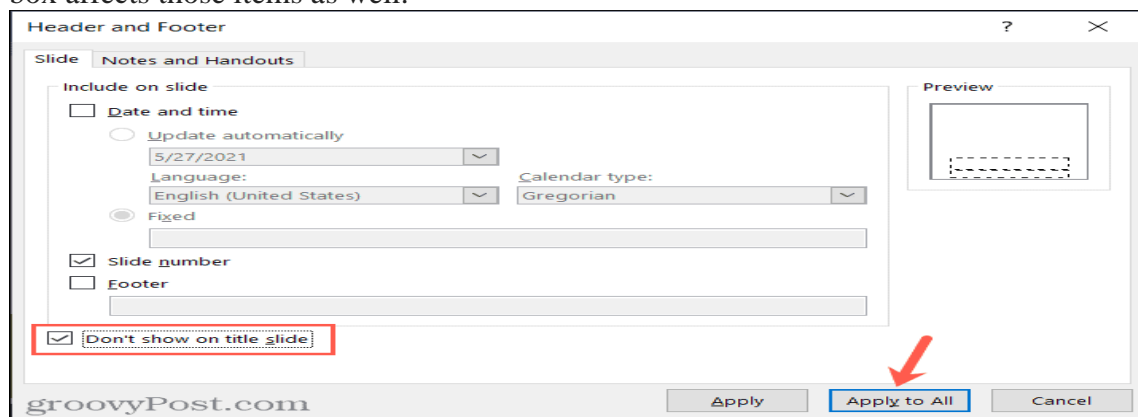
clicking the **Header & Footer** button in the ribbon.



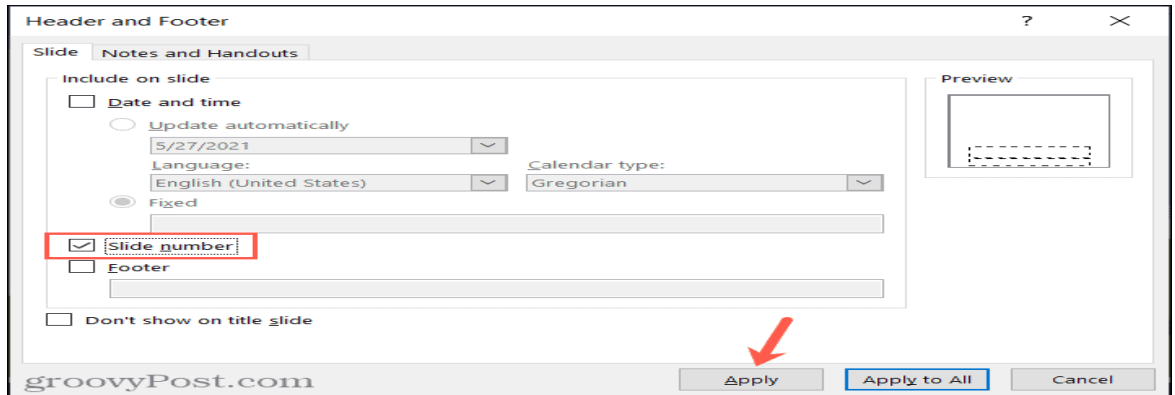
3. Check the box for **Slide number**. Slide numbers can be placed on all slides, all slides except the title slide, or only those slides you want. So, then choose an option below.

To number all slides, click **Apply to All**.

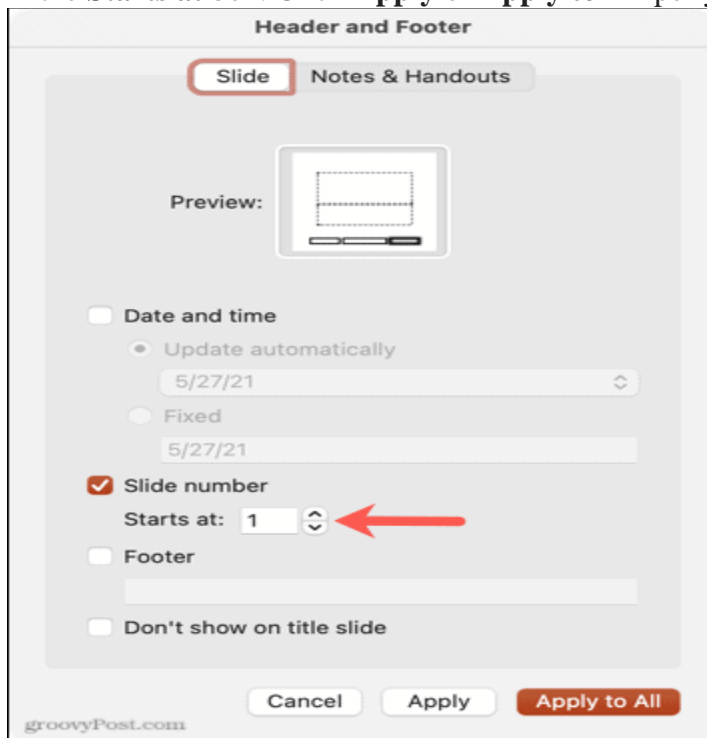
To number all slides except the title slide, check the box for **Don't show on title slide**. Click **Apply to All**. **Note:** If you also include the date and time or a footer, checking this box affects those items as well.



For numbers only on specific slides, first, select a slide where you want a number. Check the box for **Slide number** and then click **Apply**. This will insert the number on that slide only. Follow the same process for additional slides where you want to place numbers.



To insert numbers beginning with a particular number, you have this option on Mac only at the time of this writing. Below the Slide number box, use the arrows or enter a number in the **Starts at** box. Click **Apply** or **Apply to All** per your preference.



## Printing Slides

## Print your presentation

1. Select **File > Print**.
2. For **Printer**, select the printer you want to print to.
3. For **Settings**, select the options you want:
  - **Print All Slides**: To print each slide on a single sheet or change to just print a range of slides.
  - **Slides**: From the drop-down, choose to print all slides, selected slides, or the current slide. Or, in the **Slides** box, type which slide numbers to print, separated by a comma.
  - **Print Layout**: Choose to print just the slides, just the speaker notes, an outline, or handouts. The number of slides per page is also an option, an effective way to save paper.

The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one page using a variety of layouts, some with space for note-taking.

  - **Color**: Choose whether you want color, grayscale, or pure black and white.
  - **Edit Header & Footer**: Select to edit the header and footer before printing.
4. For **Copies**, select how many copies you want to print.
5. Select **Print**.

## Settings

Print All Slides

Slides:

☒ 1 Slide  
☐ Handouts (1 slide per page)

**Print Layout**


☐ Full Page Slides ☐ Notes Pages ☐ Outline

**Handouts**

☒ 1 Slide ☐ 2 Slides ☐ 3 Slides

☐ 4 Slides Horizontal ☐ 6 Slides Horizontal ☐ 9 Slides Horizontal

☐ 4 Slides Vertical ☐ 6 Slides Vertical ☐ 9 Slides Vertical

☒ Print slide numbers on handouts 

☒ Frame Slides

☒ Scale to Fit Paper

High Quality

☒ Print Comments

☒ Print Ink

- **Quality Criteria:** Perform each steps step by step
- **Precautions:** use the given steps properly.



## Lap test 5

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_

*Instructions:* Given necessary templates, workshop, tools and materials you are required to perform the following tasks.

Task 1: Check your Presentation for Spelling Error

Task 2: Print your presentation slide

Task 3: Print your presentation notes

## References

*www.facebook.com/Online.Training.Solutions.Inc.*

*www.gcfglobal.org*

**Let us know at <http://aka.ms/tellpress>**



## Participants of this Module (training material) preparation

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| 2      | YINEBEB<br>TAMIRU  | B                                | Computer<br>Science       | Akaki PTC                     | 0936325<br>182   | <a href="mailto:yinebebtamiru07@gmail.com">yinebebtamiru07@gmail.com</a>   |
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