



Unit – I

Creating presentation using Slide master and Template in various Themes & Variants.

If you want your presentation to contain more than one theme (layouts that contain backgrounds, colors, fonts, and effects), your presentation must contain multiple slide masters.

Each theme is associated with a single set of layouts, and each set of layouts is associated with a single slide master. So, for example, two slide masters can each have a different theme with a unique set of layouts (two designs) that you can apply to one presentation.



1. Do the following to apply a theme to the first slide master and set of layouts:
 - a. On the View tab, in the Master Views group, click Slide Master.



- b. On the Slide Master tab, in the Edit Theme group, click Themes.
- c. Do one of the following:
 - To apply a built-in theme, under Built-In, click the theme that you want.
 - To apply a newly-created theme or an existing theme that you modified and saved, under Custom, click the theme that you want.
 - To apply a themed document stored in a different location, click Browse for Themes, and then locate and select the theme you want.
2. Do the following to apply a theme to a second slide master (which includes a second set of layouts):
 - a. In Slide Master view, in the slide master and layout thumbnail task pane, scroll down to the last layout thumbnail in the set.
 - b. Click just below the last slide layout in the set.
 - c. On the Slide Master tab, in the Edit Theme group, click Themes.
 - d. Do one of the following:
 - Under Built-In, click the theme that you want.
 - To apply a newly-created theme or an existing theme that you modified and saved, under Custom, click the theme that you want.
 - To apply a themed document stored in a different location, click Browse for Themes, and then locate and select the theme you want.

Add, rearrange, and delete slides

The single slide that appears automatically when you open PowerPoint has two placeholders, one formatted for a title and the other formatted for a subtitle. The arrangement of placeholders on a slide is called a layout. Microsoft PowerPoint 2010 also provides other kinds of placeholders, such as those for pictures and SmartArt graphics.

When you add a slide to your presentation, do the following to choose a layout for the new slide at the same time:

1. In Normal view, on the pane that contains the Outline and Slides tab, click the Slides tab, and then click under the single slide that automatically appears there when you open PowerPoint.
2. On the Home tab, in the Slides group, click the arrow next to New Slide. Or, if you want your new slide to have the same layout that the slide before it has, you can just click New Slide instead of clicking the arrow next to it.



A gallery appears that displays thumbnails of the various slide layouts that are available.

1. The name identifies the content that each layout is designed for.
2. Placeholders that display colored icons can contain text, but you can also click the icons to automatically insert objects, including SmartArt graphics and clip art.
3. Click the layout that you want for your new slide.

The new slide now appears both on the left on the Slides tab, where it is highlighted as the current slide, and as the large slide on the right in the Slide pane. Repeat this procedure for each new slide that you want to add.

Determine how many slides you need

To calculate the number of slides that you need, make an outline of the material that you plan to cover, and then divide the material into individual slides. You probably want at least:



- A main title slide
- An introductory slide that lists the major points or areas in your presentation
- One slide for each point or area that is listed on the introductory slide
- A summary slide that repeats the list of major points or areas in your presentation

By using this basic structure, if you have three major points or areas to present, you can plan to have a minimum of six slides: a title slide, an introductory slide, one slide for each of the three major points or areas, and a summary slide.



If there is a large amount of material to present in any of your main points or areas, you may want to create a subgrouping of slides for that material by using the same basic outline structure.

Apply a new layout to a slide

- To change the layout of an existing slide, do the following:
- In Normal view, on the pane that contains the Outline and Slides tab, click the Slides tab, and then click the slide that you want to apply a new layout to.
- On the Home tab, in the Slides group, click Layout, and then click the new layout that you want.

Copy a slide

- If you want to create two or more slides that are similar in content and layout, you can save work by creating one slide that has all the formatting and content that both slides will share, and then making a copy of that slide before you add the final, individual touches to each.
- In Normal view, on the pane that contains the Outline and Slides tab, click the Slides tab, right-click the slide that you want to copy, and then click Copy.
- On the Slides tab, right-click where you want to add the new copy of the slide, and then click Paste.
- You can also use this procedure to insert a copy of a slide from one presentation into another presentation.

Rearrange the order of slides

- In Normal view, on the pane that contains the Outline and Slides tab, click the Slides tab, click the slide that you want to move, and then drag it to the location that you want.
- To select multiple slides, click a slide that you want to move, and then press and hold CTRL while you click each of the other slides that you want to move.

Delete a slide

- In Normal view, on the pane that contains the Outline and Slides tab, click the Slides tab, right-click the slide that you want to delete, and then click Delete Slide.

Format Menu: Font, Paragraph, Drawing & Editing:

Even though more recent versions of PowerPoint look quite different than earlier versions, the commands and functions that you're used to are still here. They're all now in the ribbon, which is a kind of menu that organizes them in a visual way.

Working with the ribbon:

When you open a PowerPoint document, the ribbon appears as a row of labels, or what we call tabs.

When you go to a tab, the ribbon for that tab opens and you can see the tools and functions that were formerly in menus and toolbars in earlier versions of PowerPoint.

When you see a feature with an arrow **Bookmark Down Arrow**, you can click it to get more information or options.

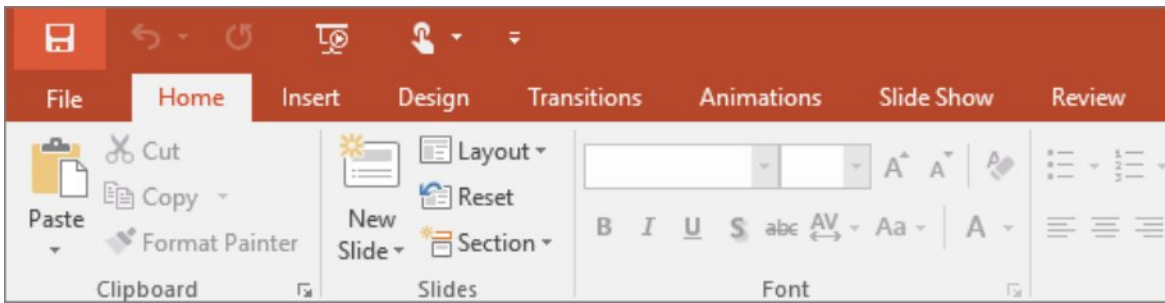
You might also notice launchers **Button Image** at the corner of some of the ribbon's groups – like in the Clipboard and Font groups. Click those to open the dialog box related to that function – the launcher on the Font group, for example, opens the Font box, where you set effects such as strikethrough, superscript, or character spacing.

Menus on ribbon:

The ribbon tabs group tools and features together based on their purpose. For example, to make your slides look better, look for options on the Design tab. The tools that you use to animate things on your slide would be on the Animations tab.

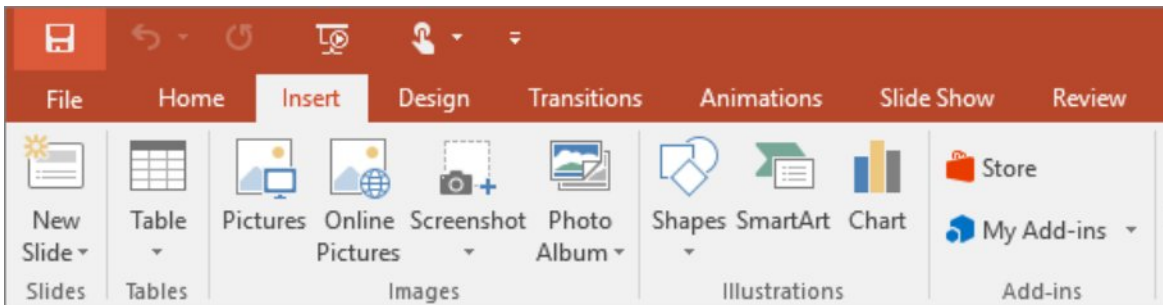
Here's a look at what you'll find in each of the PowerPoint ribbon tabs.

1. Home



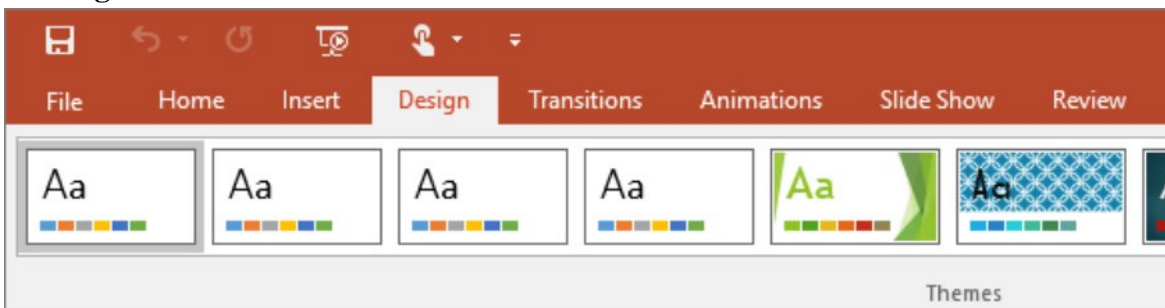
The Home tab holds the Cut and Paste features, Font and Paragraph options, and what you need to add and organize slides.

2. Insert



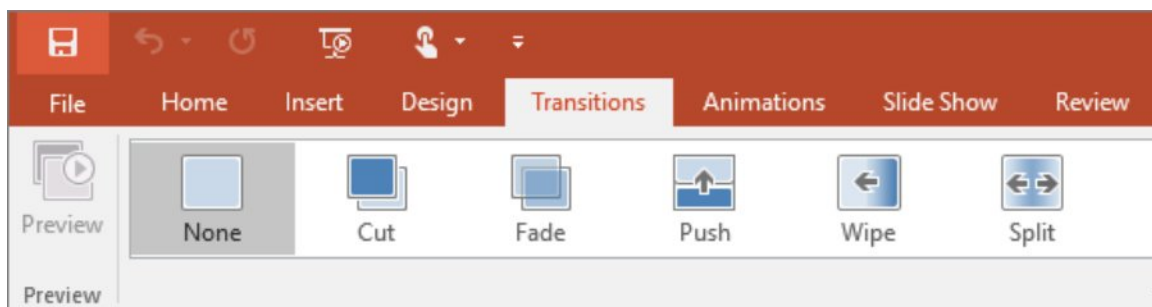
Click Insert to add something to a slide. This includes pictures, shapes, charts, links, text boxes, video and more.

3. Design



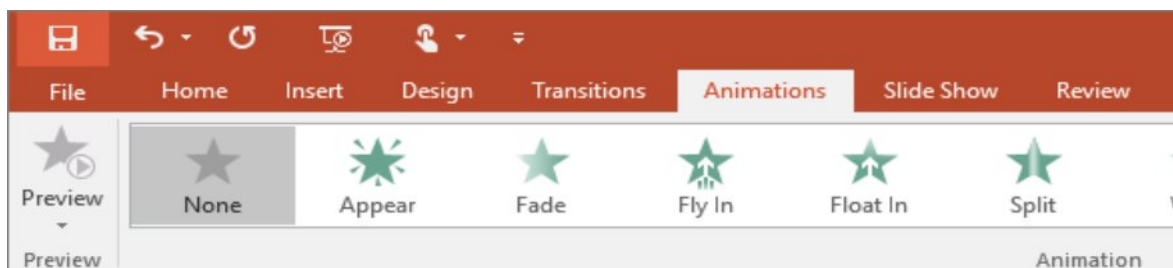
On the Design tab, you can add a theme or color scheme, or format the slide background.

4. Transitions



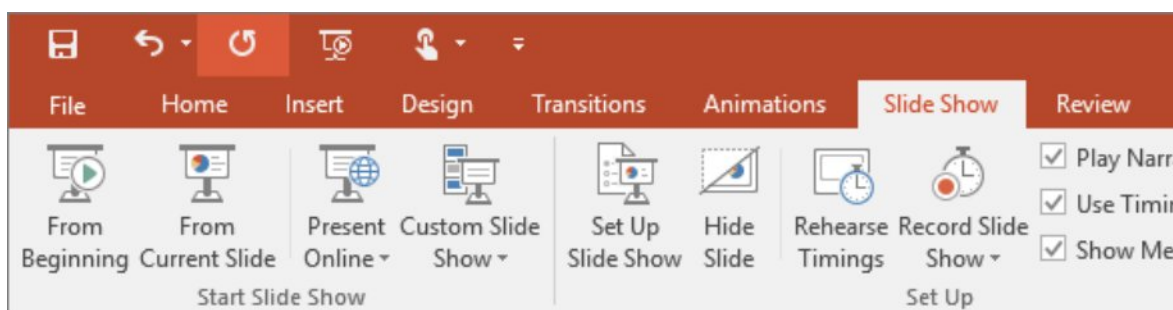
Set up how your slides change from one to the next on the Transitions tab. Find a gallery of the possible transitions in the Transition to This Slide group – click More Button image at the side of the gallery to see all of them.

5. Animations



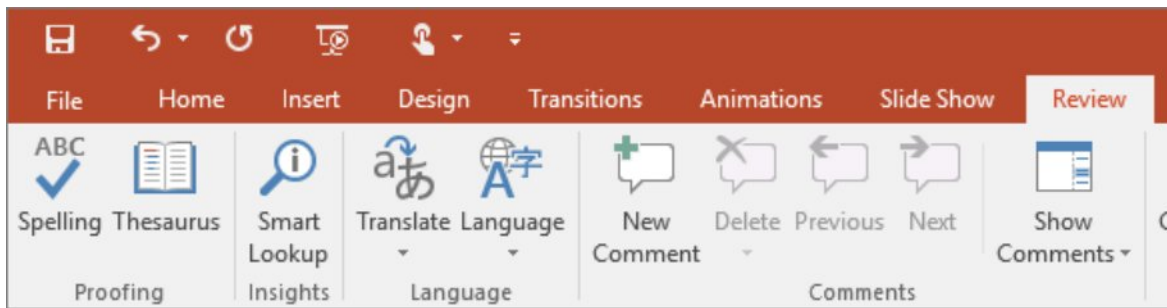
Use the Animations tab to choreograph the movement of things on your slides. Note that you can see many possible animations in the gallery in the Animation group, and see more of them by clicking More Button image .

6. Slide Show



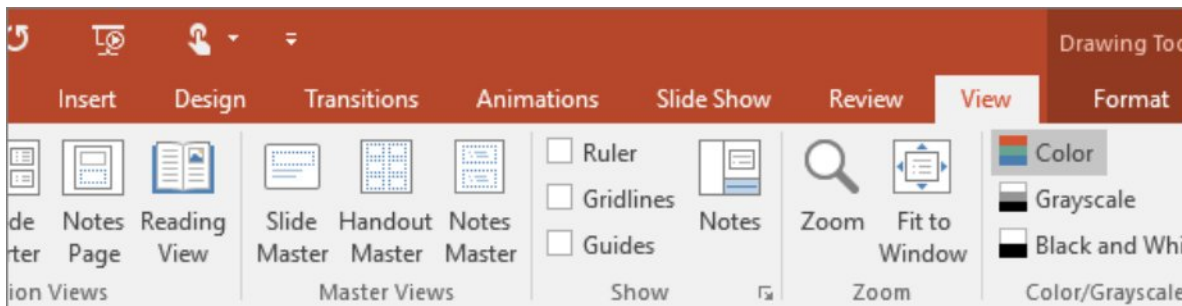
On the Slide Show tab, set up the way that you want to show your presentation to others.

7. Review



The Review tab lets you add comments, run spell-check, or compare one presentation with another (such as an earlier version).

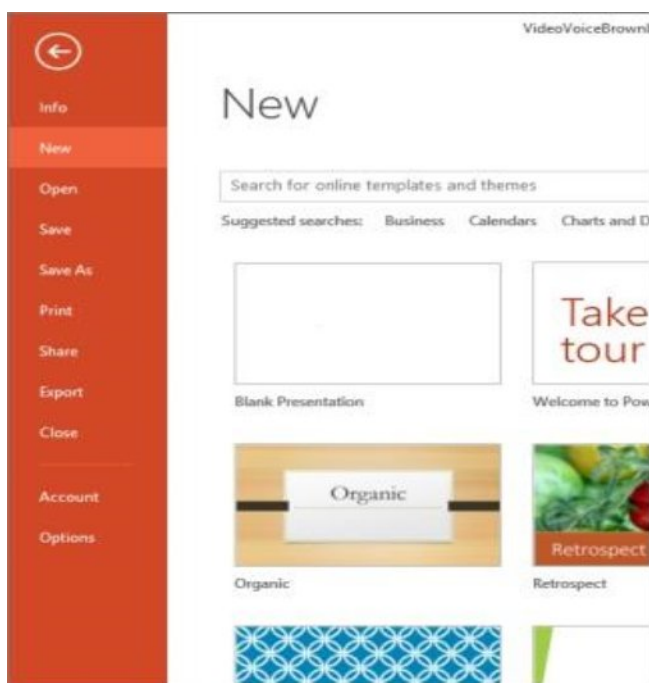
8. View



Views allow you to look at your presentation in different ways, depending on where you are in the creation or delivery process.

9. File

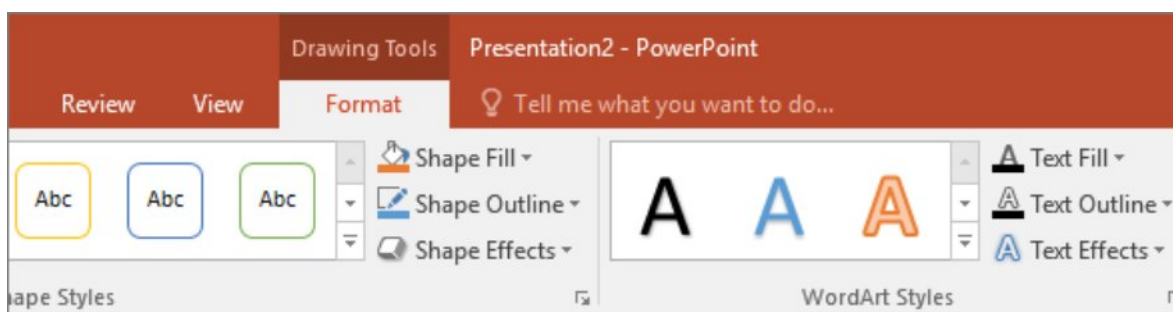
At one end of the ribbon is the File tab, which you use for the behind-the-scenes stuff you do with a file, such as opening, saving, sharing, exporting, printing and managing your presentation. Click the File tab to open a new view called the Backstage.



Click from the list on the side to do what you want to do; for example, click Print to find the options and settings for printing your presentation. Click Back Back to document to return to the presentation that you were working on.

10. Tools tabs

When you click some parts of your slides, such as pictures, shapes, SmartArt or text boxes, you might see a colorful new tab appear.



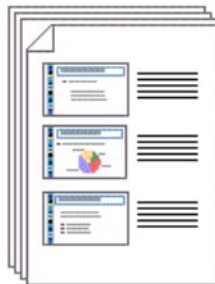
In the example above, the Drawing Tools tab appears when you click a shape or text box. When you click a picture, the Picture Tools tab appears. Other such tabs include SmartArt Tools, Chart Tools, Table Tools and Video Tools. These tabs disappear or change when you click something else in your presentation.

Printing presentation: Print slides, notes, handouts and outlines.

You can use PowerPoint to print your slides (one slide per page), print slides with presenter notes, or print an outline. You can also print handouts of your presentation — with one, two, three, four, six, or nine slides on a



page. Your audience can then use these handouts to follow along as you give your presentation or they can keep them for future reference.



The three-slides-per-page handout includes lines that your audience can use to take notes.

Follow these steps before you add content. If you change the slide size or orientation after you add content, the content might be rescaled.

1. If you are using PowerPoint 2016 or 2013, on the Design tab, in the Customize group, click Slide Size > Custom Slide Size.
2. If you are using PowerPoint 2010 or 2007, on the Design tab, in the Page Setup group, click Page Setup.
3. In the Slides sized for list, click the size of paper that you will be using.
4. If you selected Custom in step 2, type or select the measurements that you want in the Width and Height boxes.
5. To set the page orientation for the slides, under Orientation, under Slides, click Portrait or Landscape.
6. In the Number slides from box, enter the number that you want to print on the first slide or handout, with subsequent slides numbered after it.
7. Click OK.

Set printing options and then print your slides or handouts

Follow these steps to set the printing options (including number of copies, printer, slides to print, number of slides per page, color options, and more), and then print your slides.

If you are using PowerPoint 2016, 2013, or 2010:

1. Click File > Print.
2. Under Print, in the Copies box, enter the number of copies that you want to print.
3. Under Printer, select the printer that you want to use. (If you want to print in color, be sure to select a color printer.)
4. Under Settings, select the slides you want to print:
 - To print all slides, click Print All Slides.
 - To print one or more slides that you select, click the back arrow and on the Home tab, and in Normal view, select your slides from the Slides tab in the left pane. Press and hold CTRL while you click the slides that you want to print. When you're done with your selection, click File > Print > Print All Slides > Print Selection.



- To print only the slide that is currently displayed, click Print All Slides > Print Current Slide.
 - To print specific slides by number, click Print All Slides > Custom Range, and then enter a list of individual slides, a range, or both. Use commas to separate the numbers and no spaces; for example, 1,3,5-12.
5. When you expand the Full Page Slides list, you can do the following:
 - Under Print Layout, click Full Page Slides to print one slide per page. To print slides with presenter notes, click Notes Pages. To print an outline of your presentation, click Outline.
 - To print one or multiple slides per page in handout format, under Handouts, click the number of slides you want per page, and whether you want them to appear in order vertically or horizontally.
 - To print a thin border around your slides, select Frame Slides. (Click it again to prevent a border from printing.)
 - To print your slides on the paper that you selected for your printer, click Scale to Fit Paper.
 - To increase resolution, blend transparent graphics, and print soft shadows in your print job, click High quality.
 6. Click the Collated list, and then choose whether you want your slides to print collated or uncollated.
 7. Click the Color list, and then click one of the following:
 - Color - This option prints in color on a color printer.
 - To prevent a color background from printing, you can either print your slides in grayscale (see Grayscale below for more information), or you can remove color backgrounds from your presentation. To remove color backgrounds, on the Design tab, in the Background group, click Background Styles, and then select Style 1.
 - Grayscale - This option prints images that contain variations of gray tones between black and white. Background fills are printed as white, so that the text will be more legible. (Sometimes grayscale appears the same as Pure Black and White.)
 - Pure Black and White - This option prints the handout without gray fills.
 8. To include or change headers and footers, click the Edit Header and Footer link, and then make your selections in the Header and Footer dialog box that appears.
 9. When you are finished with your selections, click Print.

Save your print settings

1. If you want to reset the print options and keep them as your default settings, do the following:

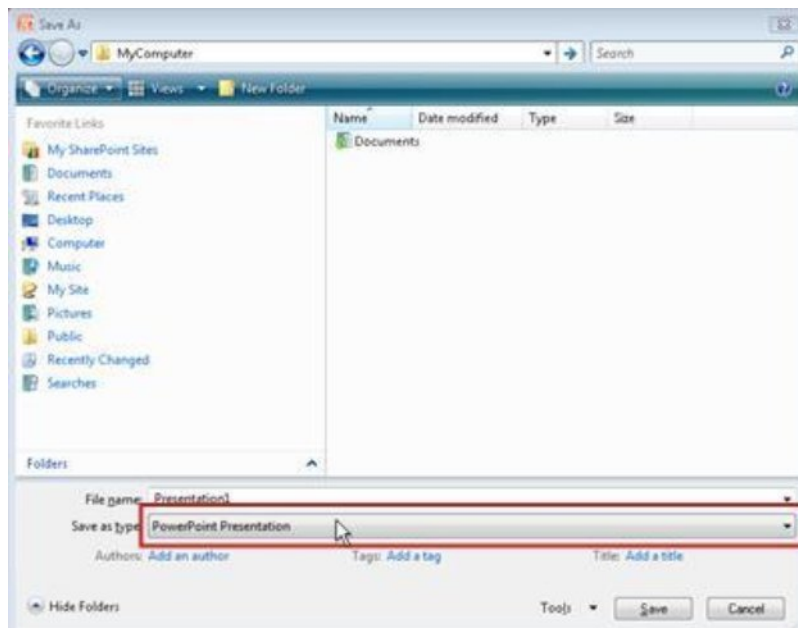
2. Select your settings as described in the Set printing options and then print your slides or handouts section of this article.
3. Do one of the following:
 - If you are using PowerPoint 2013 or 2016, on the File tab, click Options > Advanced.
 - If you are using PowerPoint 2010, on the File tab, under Help, click Options > Advanced.
 - If you are using PowerPoint 2007, click the Microsoft Office Button Office button image , and then click PowerPoint Options >Advanced.
4. Under When printing this document, click Use the most recently used print settings, and then click OK.

Saving presentation in different file formats:

Microsoft PowerPoint 2010 offers you a range of file types that you can save as, such as JPEGs (.jpg), Portable Document Format files (.pdf), web pages (.html), OpenDocument Presentation (.odp), and even as a video or movie (and more).

Save a presentation as a different file format

1. In PowerPoint 2010, open the presentation that you want to save in a different file format.
2. Click the File tab.
3. Click Save As.
4. In the File name box, enter a new name for the presentation, or do nothing to accept the suggested file name.
5. In the Save as type list, select the file format that you want, and then click Save.



Unit – II

Overview of converting slide text to a SmartArt graphic

Converting your text to a SmartArt graphic is a quick way to convert existing slides to professionally designed illustrations. For example, with one click, you can convert an Agenda slide to a SmartArt graphic. You can choose from many built-in layouts to add visual appeal to your message or ideas. Place your pointer over a thumbnail to experiment with the layouts for SmartArt graphics that work best with bulleted lists.



After you select a layout for a SmartArt graphic, the text in your slides is automatically put in shapes and arranged based on the layout that you chose. You can then customize the SmartArt graphic by changing its color or by adding a SmartArt Style to it.

Convert slide text to a SmartArt graphic

1. Click the placeholder that contains the text on the slide that you want to convert.
2. On the Home tab, in the Paragraph group, click Convert to SmartArt Graphic Button image .
3. In the gallery, click the layout for the SmartArt graphic that you want.

The gallery contains layouts for SmartArt graphics that work best with bulleted lists. To view the entire set of layouts, click More SmartArt Graphics.

Change the colors of an entire SmartArt graphic

You can change the colors applied to the shapes in your SmartArt graphic. The different color combinations are all derived from the theme colors of your presentation.

1. Click the SmartArt graphic.
2. Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click Change Colors.




If you don't see the SmartArt Tools or Design tabs, make sure that you've selected a SmartArt graphic. You may have to double-click the SmartArt graphic to select it and open the Design tab.

3. Click the color variation that you want.

Apply a SmartArt Style to an entire SmartArt graphic

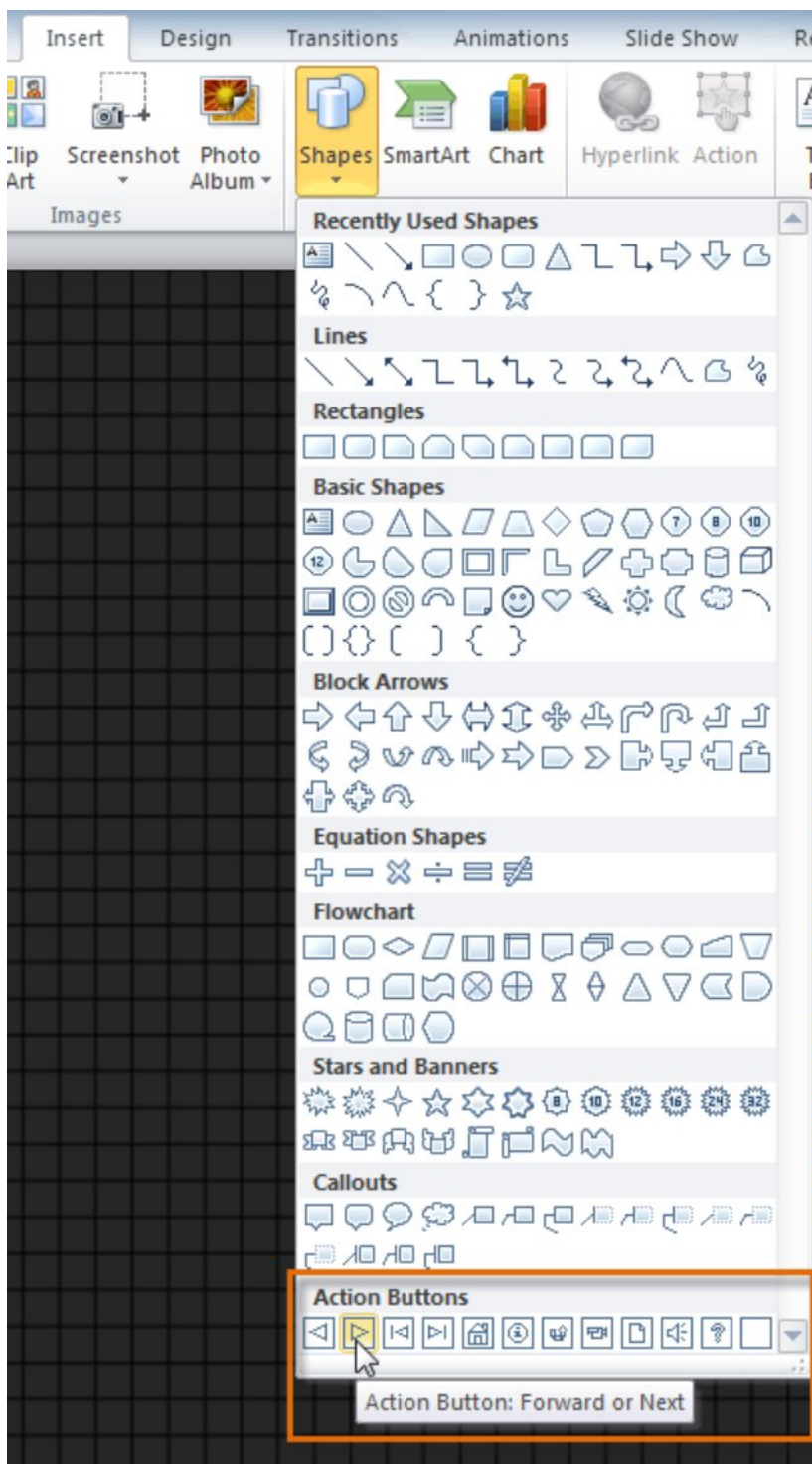
A SmartArt Style is a combination of unique and professionally designed effects, such as line style, bevel, or 3-D, that you can apply to your SmartArt graphic.

1. Click the SmartArt graphic.
2. Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click the SmartArt Style that you want.
3. To see more SmartArt Styles, click the More button .

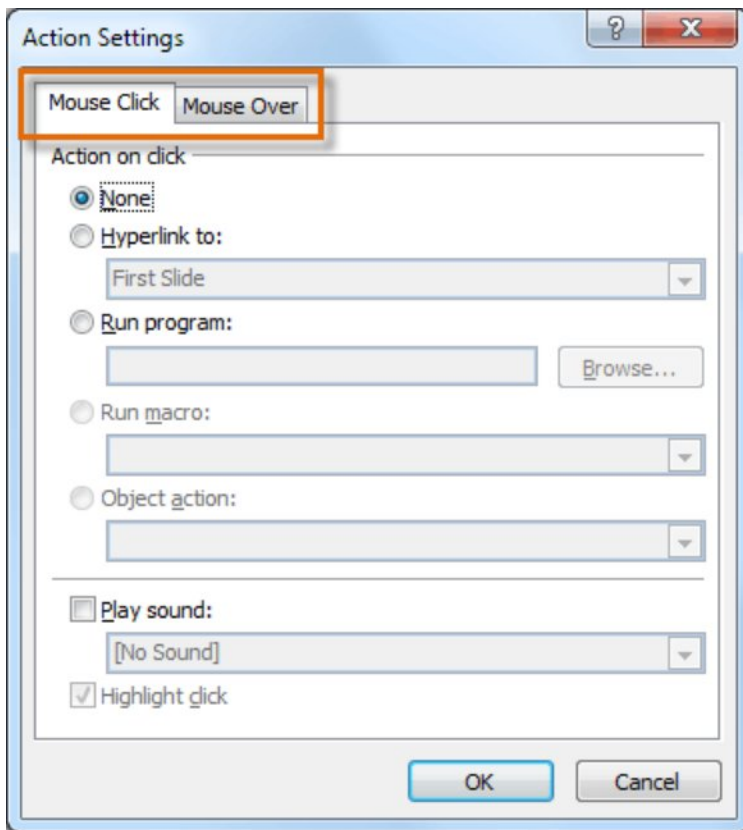
If you don't see the SmartArt Tools or Design tabs, make sure that you've selected a SmartArt graphic. You may have to double-click the SmartArt graphic to select it and open the Design tab.

To insert an action button on one slide:

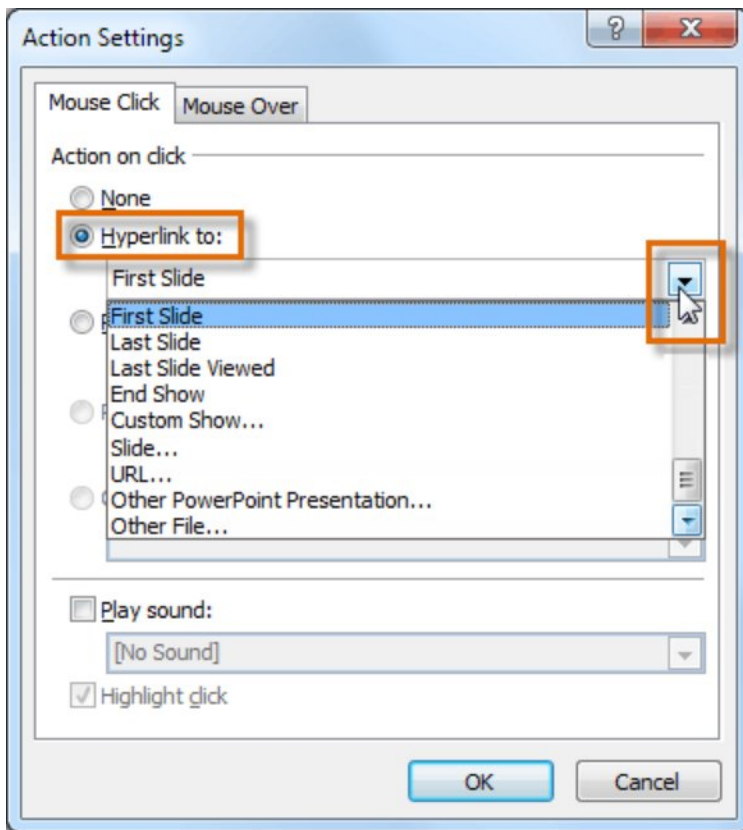
1. Click the **Insert** tab.
2. Click the **Shapes** command in the Illustrations group. A drop-down menu will appear with the **action buttons** located at the bottom.



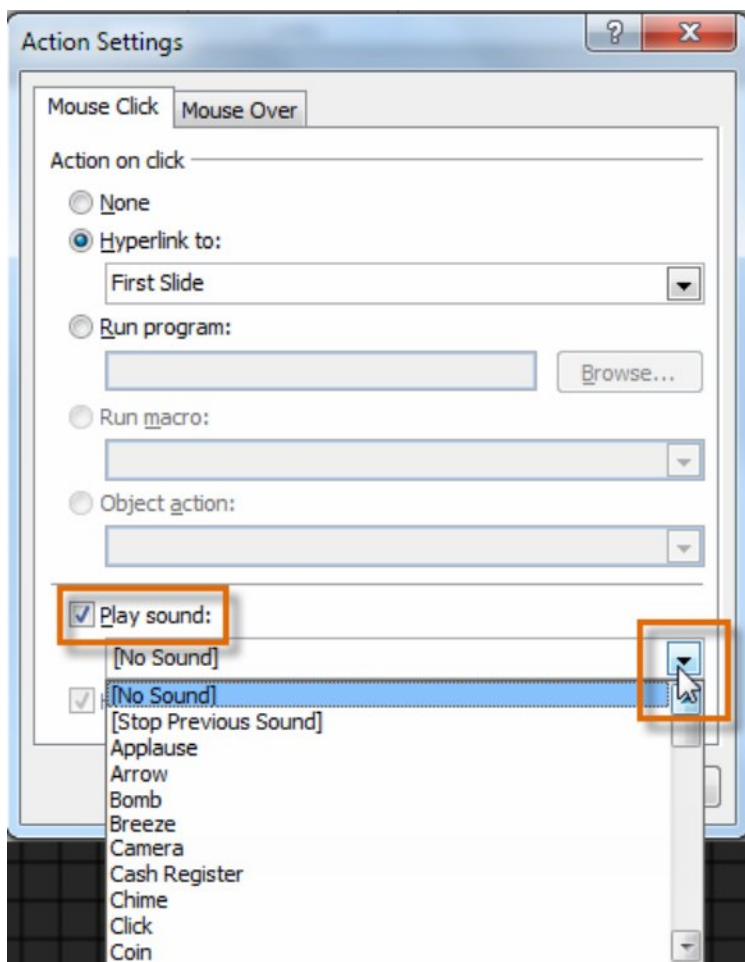
3. Select the desired **action button**.
4. Insert the button onto the slide by clicking the desired location. The **Action Settings** dialog box will appear.
5. Select the **Mouse Click** or **Mouse Over** tab. Selecting the **Mouse Click** tab means the action button will perform its action only when clicked. Selecting the **Mouse Over** tab will make the action button perform its action when you move the mouse over it.



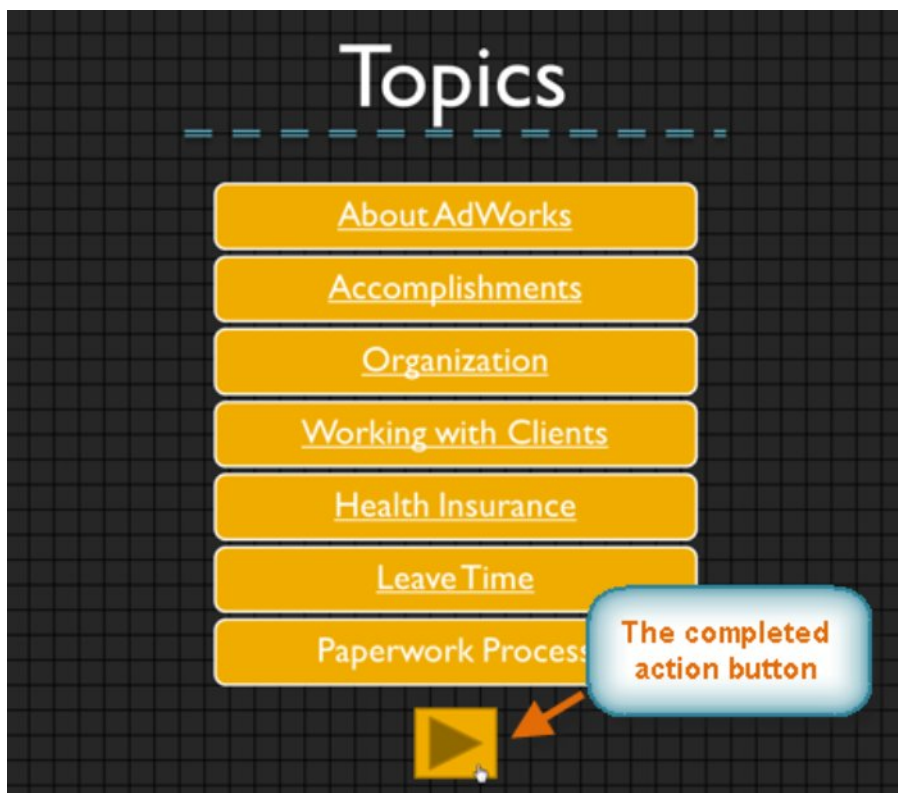
6. In the **Action on click** section, select **Hyperlink to:**, then click the drop-down arrow and choose an option from the menu.



7. Check the **Play Sound** box if you want a sound to play when the action button is clicked. Select a sound from the drop-down menu, or select **Other sound** to use a sound file on your computer.

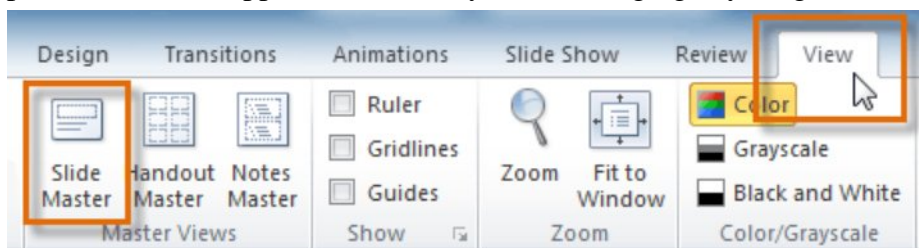


8. Click **OK**.

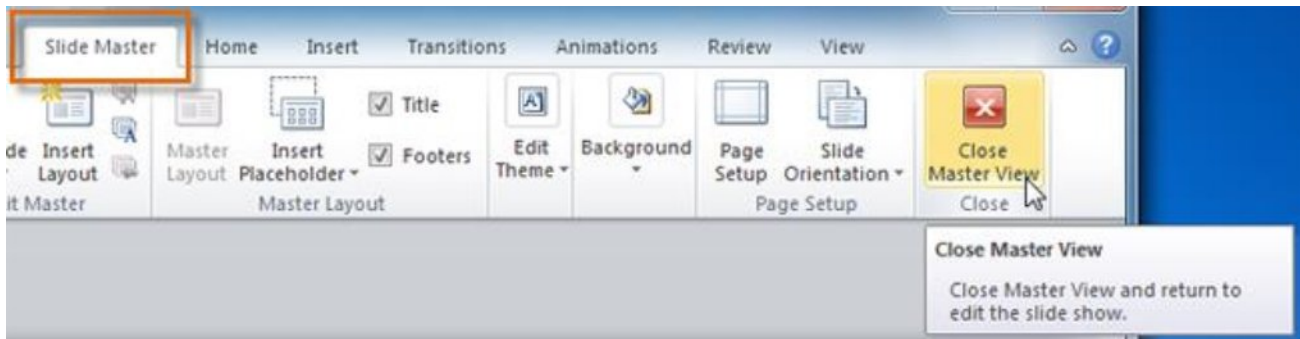


To insert an action button on all slides:

1. Click the **View** tab.
2. In the **Master Views** group, click the **Slide Master** command. A blank slide in the style of your presentation will appear. Don't worry about changing anything else.



3. Go to the **Insert** tab, and follow the instructions above to insert an **action button**.
4. Return to the **Slide Master** tab, then click **Close Master View**. The new action button will now be on every slide.

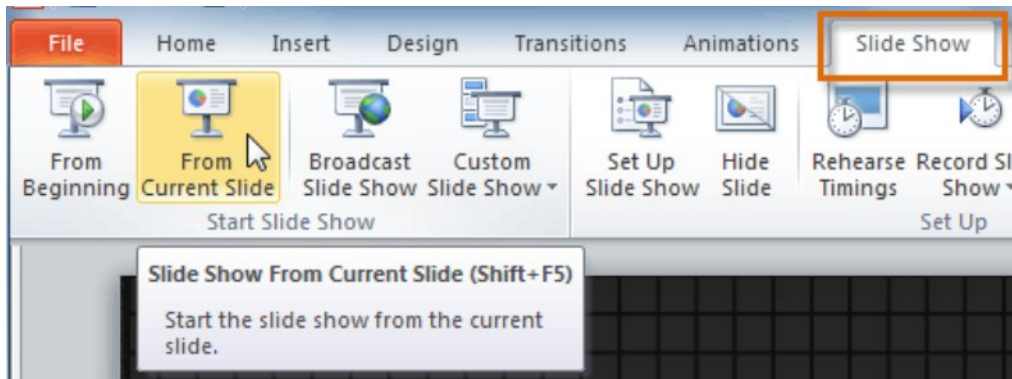


To edit, move, or delete an action button inserted this way, click the **View** tab, then **Slide Master**. Click **Close Master View** after making the desired changes.

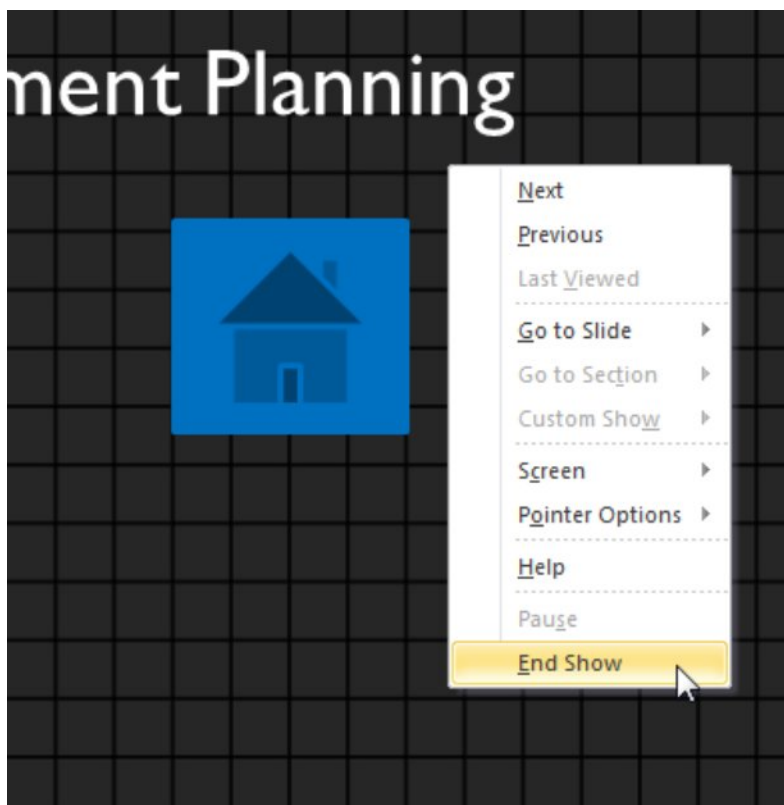
To test an action button:

After you create an action button, it's important to **test** it.

1. Click the **Slide Show** tab.
2. In the **Start Slide Show** group, click **From Current Slide**.



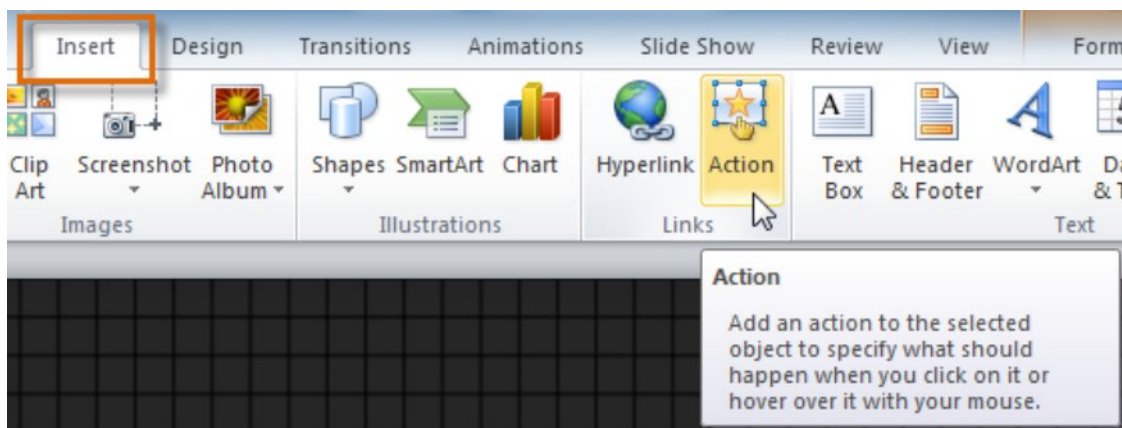
3. Click your action button.
4. After you have tested it, right-click anywhere on the screen and select **End Show**.



5. If your action button did not work as you intended, follow the instructions below to **edit** it.

To edit an action button:

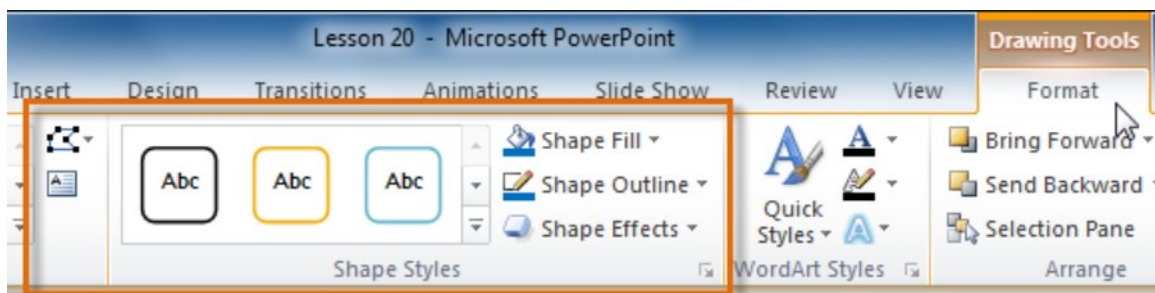
1. Select the action button.
2. Click the **Insert** tab.
3. In the **Links** group, click the **Action** command. The **Actions Settings** dialog box will appear.



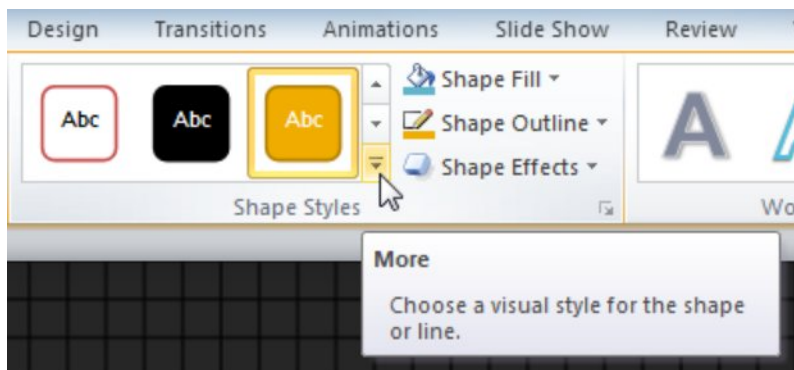
4. Edit the action or hyperlink.
5. Click **OK**.

To change the appearance of an action button:

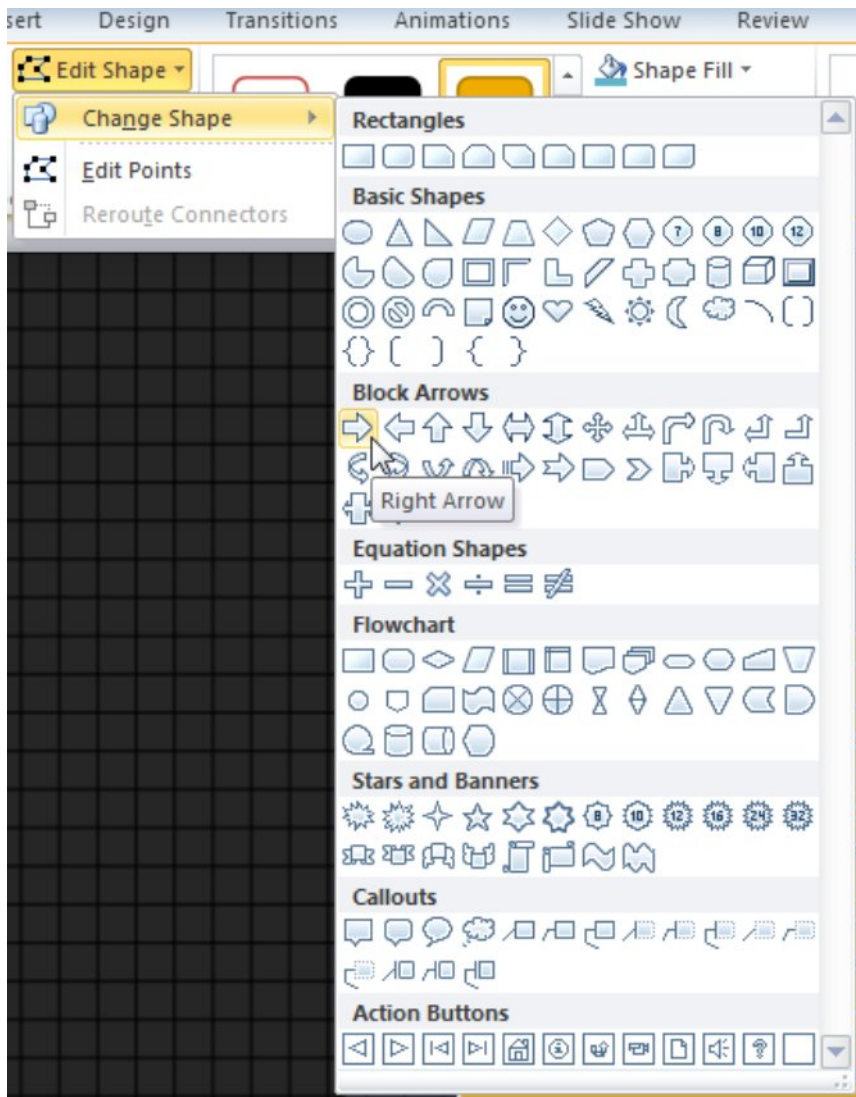
1. Select the action button.
2. Click the **Drawing Tools Format** tab.



3. To change the button **style** or **color**, use the tools in the **Shape Styles** group.



4. To change the **shape** of the action button, click **Edit Shape** in the **Insert Shapes** group. Select a new shape from the drop-down menu.



Animations, Transitions, Spell Check, Outline Tab, Slides Tab, Sorter View, and Printing

Animations control how objects move onto, off of, and around your slides. Transitions control how your presentation moves from one slide to the next. This lesson teaches you how to create animations and transitions. It also teaches how to spell-check your document, how to use the Outline and Slides tabs, how to use Sorter view, and how to print.


Add Animations

You can animate the objects on your PowerPoint slides. PowerPoint provides four types of animations: Entrance, Emphasis, Exit, and Motion Paths. An Entrance animation determines the manner in which an object appears on a slide; for example, an object can move onto a slide. An Emphasis animation does something to draw attention to an object; for example, the object can become larger. An Exit animation determines the manner in which an object leaves a slide; for example, an object can move off a slide. A Motion Paths animation determines how an object moves around a slide; for example, an object can move from left to right.



After you add an animation, you can use the Custom Animation pane to modify it by choosing an effect. Choosing an effect enables you to define what starts the animation, its properties (such the direction from which



an object moves onto the slide), and control the speed of the animation. In addition, you can have an animation start when you click the mouse, start along with the previous animation, or start at a specified time after the previous animation.

If the Auto Preview box is checked on the Custom Animation pane, PowerPoint provides you with preview of your animation after you create it and each time you modify it. You can also use the Play button  Play on the Custom Animation pane to preview an animation.

To choose an effect:

1. Select the object you want to animate.
2. Choose the Animations tab.
3. Click the Custom Animation button  Custom Animation. The Custom Animation pane appears.
4. Click the Add Effect button  Add Effect. A menu appears.
5. Choose the type of effect you want. A submenu appears.
6. Click the effect you want. PowerPoint applies the effect.

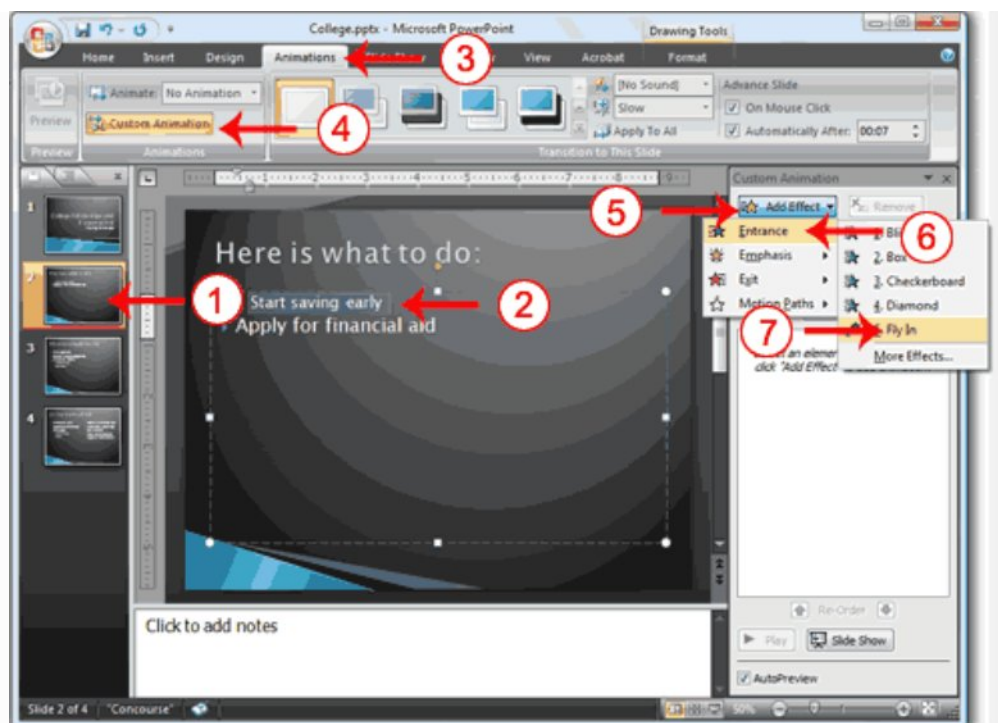
To modify an effect:

1. Click the down arrow next to the Start field on the Custom Animations pane and then select the start method you want.
2. Click the down arrow next to the Property field on the Custom Animations pane and then select the property you want. The Property field might be labeled Direction, Size, or some other property.
3. Click the down arrow next to the Speed field on the Custom Animations pane and then select the speed you want to apply to your animation.

To preview the animation, click the Play button  Play on the Custom Animations pane.

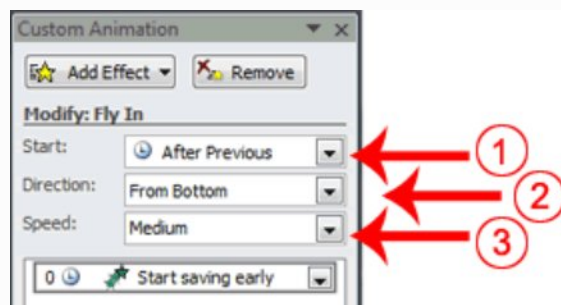
EXERCISE 1

Add an Animation to a Slide



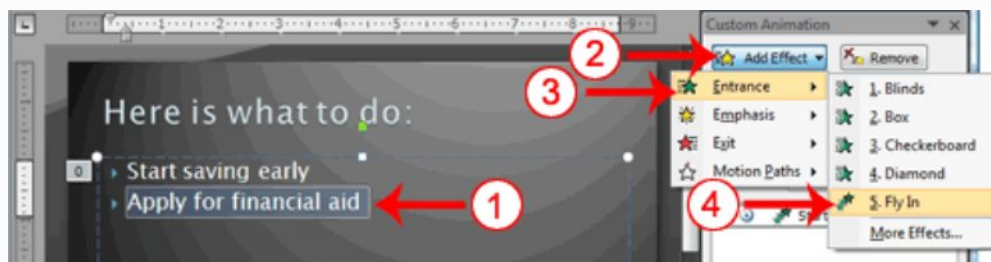
1. Click Slide 2 on the Slides tab.
2. Select "Start saving early."
3. Choose the Animations tab.
4. Click the Custom Animation button . The Custom Animation pane appears.
5. Click the Add Effect button . A menu appears.
6. Choose Entrance. A submenu appears.
7. Click Fly In. PowerPoint applies the effect. If the Auto preview box is checked, PowerPoint automatically provides you with a preview of the animation.

Modify the Effect



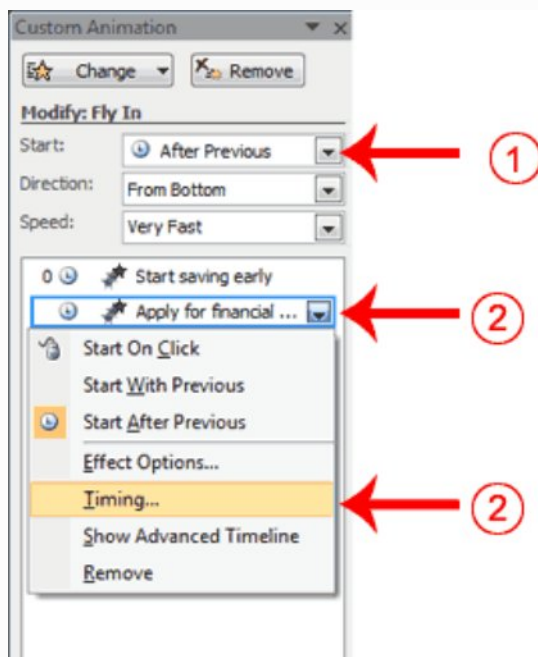
1. Click the down arrow next to the Start field and then select After Previous.
2. Click the down arrow next to the Direction field and then select From Bottom.
3. Click the down arrow next to the Speed field and then select Medium.

Add Another Animation

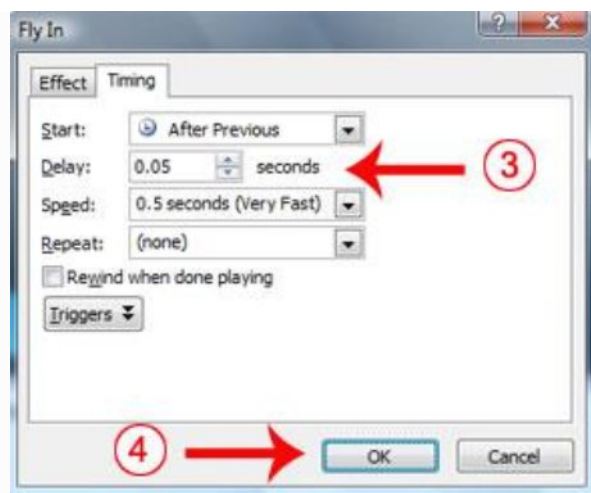


1. Select "Apply for financial aid."
2. Click the Add Effect button . A menu appears.
3. Choose Entrance. A submenu appears.
4. Click Fly In. PowerPoint applies the effect. If the Auto preview box is checked, PowerPoint automatically provides you with a preview of the animation.

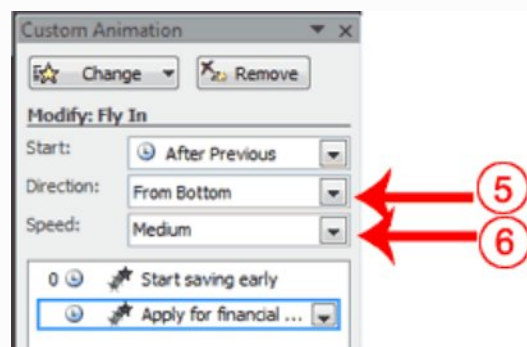
Modify the Animation




1. Click the down arrow next to the Start field and then select After Previous. The Apply for Financial Aid field appears in the center of the Custom Animation pane.
2. Click the down arrow next to the Apply for Financial Aid field and then click Timing. The Fly In dialog box appears.



3. Type **0.05** in the Delay text box.
4. Click OK.




5. Click the down arrow next to the Direction field and then select From Bottom.
6. Click the down arrow next to the Speed field and then select Medium. If the Auto preview box is checked, PowerPoint automatically provides you with a preview of the animation. You can click the Play button  on the Custom Animation pane at anytime to preview an animation.

Add Transitions



Transitions determine how your presentations move from one slide to the next. For example, a slide can move up onto the screen and replace the previous slide. PowerPoint provides several transition methods. You can add sound to a transition and you can control its speed. You can apply a transition to selected slides or to all of the slides in your presentation.

A transition can occur when the presenter clicks the mouse or after the amount of time you specify.

To apply a transition to selected slides:

1. On the Slides tab, hold down the Ctrl key and then click the slides to which you want to apply the transition.
2. Choose the Animations tab.
3. Click the More button  in the Transition to this Slide group. A menu of transitions appears.
4. Click the transition you want to apply. PowerPoint applies the transition. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.

To apply a transition to all slides:

1. Choose the Animations tab.
2. Click the More button  in the Transition to this Slide group. A menu of transitions appears.
3. Click the transition you want to apply. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.
4. Click the Apply to All button  **Apply To All** in the Transition to This Slide group.

To add a sound to a transition:

1. Choose the Animations tab.
2. Click the down arrow next to the Transition Sound field and then click the sound you want. As you roll your pointer over each sound, PowerPoint plays the sound.

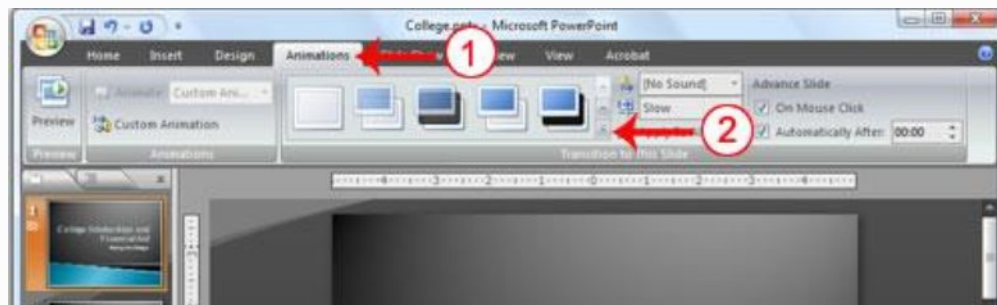
To set the speed of a transition:


1. Choose the Animations tab.
2. Click the down arrow next to the Transition Speed field and then click the speed you want.

If you want the transition to occur after the presenter clicks the mouse, check the On Mouse Click check box. If you want a transition to occur after a specified period of time, check the Automatically After check box and then specify the amount of time you want to elapse before the transition occurs. The On Mouse Click check box and the Automatically After check box are both located on the Animations tab in the Transition to This Slide group.

EXERCISE 2

Add Transitions



1. Choose the Animations tab.
2. Click the More button  in the Transition to this Slide group. A menu of transitions appears.



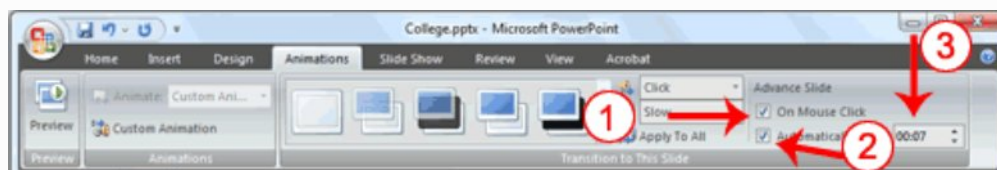
- Click the Push Up transition. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.

Add Sound and Set the Speed



- Click the down arrow next to the Transition Sound field and then click Click.
- Click the down arrow next to the Transition Speed field and then click Slow.

Advance Slide




- Check the On Mouse Click check box.
- Click the Automatically After check box.
- Type **00:07** in the Automatically After text box.
- Click the Apply to All button **Apply To All**. PowerPoint applies all of your changes to all of the slides.
- Click Slide 1 on the Slides tab.
- Type **00:03** in the Automatically After text box. PowerPoint changes the timing for Slide 1.

Spell Check

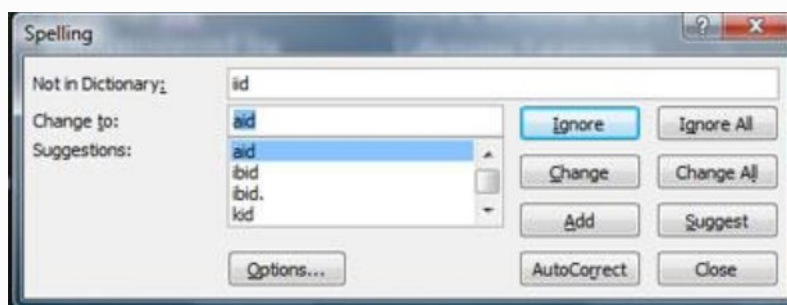
PowerPoint checks your spelling as you type and displays errors with a red wavy line under the misspelled word. You can right-click and then select the correct spelling from the list of offerings on the menu that appears



or select Spelling to open the Spelling dialog box. If you need to, you can initiate a spell check anytime you like. To start a spell check, do one of the following:

- Press F7.
- Choose the Review tab and then click the Spelling button .

If the spell check finds a possible spelling error, the Spelling dialog box opens with the spelling error highlighted. You can respond in several ways.



Response	Procedure
Do not change spelling.	Click Ignore.
Correct spelling.	<ol style="list-style-type: none"> 1. Click the correct spelling in the Suggestions box. 2. Click Change.
Add to dictionary.	Click Add.
Word is correct. Do not change presentation.	Click Ignore All.
Word is incorrect. Change entire presentation.	Click Change All.

EXERCISE 3

Spell Check

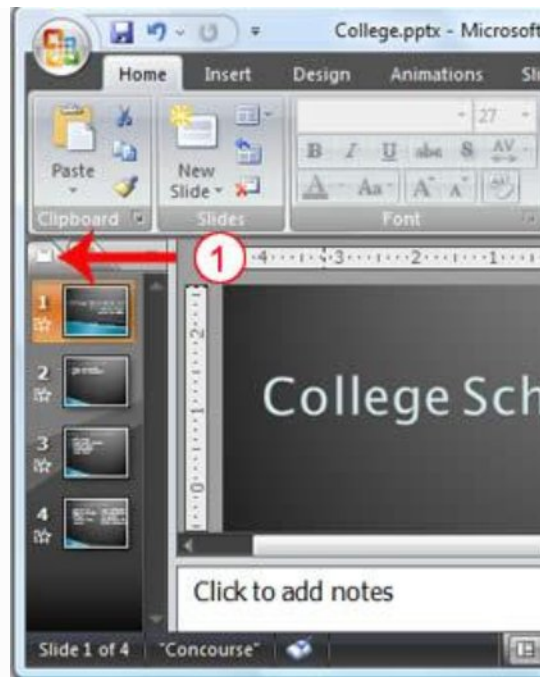
1. Press F7
2. Correct any spelling errors PowerPoint finds. If PowerPoint does not find any errors, the Spelling Check is Complete message box appears. Click OK.

Use the Outline and Slides Tabs

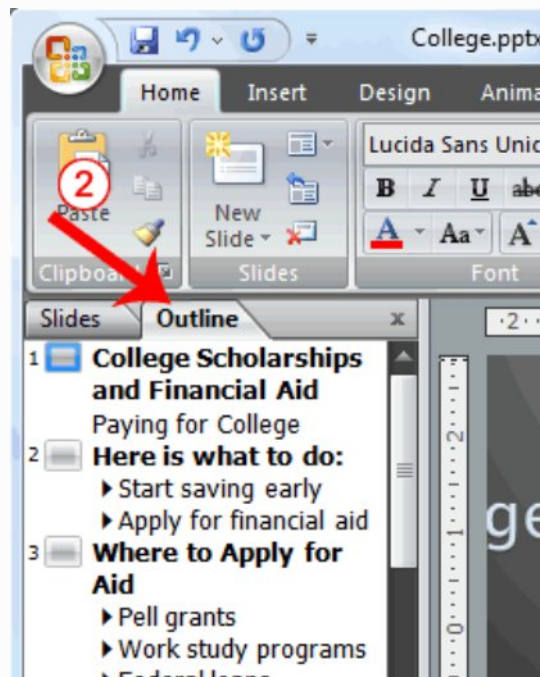
By default, the Outline and Slides tabs are located on the left side of your PowerPoint window. The Outline tab displays the text contained in your presentation. The Slides tab displays a thumbnail of all your slides. You click the thumbnail to view the slide in the Slide pane.

EXERCISE 4

Use the Outline and Slides Tabs



1. Choose the Slides tab to view thumbnails of your slides.





2. Choose the Outline tab to view the text of your presentation as an outline.



Use Slide Sorter View

After you have created your PowerPoint slides, you can move, cut, copy, paste, duplicate, navigate, and view them in Sorter view. To view the slides in Sorter view, do one of the following:

- Choose the View tab and then click the Slide Sorter button  in the Presentation Views group.
- Click the Slide Sorter button  in the bottom-right corner of the PowerPoint window.



Slide Sorter View	
Task	Procedure
Move to first slide.	Use Ctrl+Home.
Move to last slide.	Use Ctrl+End.
Move to next slide.	Use the right arrow.
Move to previous slide.	Use the left arrow.
Select a slide.	Single-click the slide.
Open a slide in Normal view.	Double-click the slide.
Select slides.	Select a single slide: 1. Click the slide you want to select.
	Select multiple slides: 1. Hold down the Ctrl key. 2. Click the slides you want to select.
Delete a slide.	1. Select the slide or slides you want to delete. 2. Press the Delete key.
	1. Select the slide or slides you want to delete. 2. Choose the Home tab and then click the Delete button  .
Copy a slide.	1. Select the slide. 2. Choose the Home tab. 3. Click the Copy button  in the Clipboard group.
	1. Select the slide. 2. Press Ctrl+C.
Paste a slide.	1. Select the slide after which

Slide Sorter View	
Task	Procedure
	<p>you want the new slide or slides to appear.</p> <ol style="list-style-type: none"> Choose the Home tab. Click the Paste button  in the Clipboard group.
	<ol style="list-style-type: none"> Select the slide after which you want the new slide or slides to appear. Press Ctrl+V.
Cut a slide.	<ol style="list-style-type: none"> Select the slide or slides you want to cut. Choose the Home tab. Click the Cut button  in the Clipboard group.
	<ol style="list-style-type: none"> Select the slide or slides you want to cut. Press Ctrl+X.
Move a slide.	<ol style="list-style-type: none"> Select the slide (or slides) you want to move. Drag it to the new location.
Duplicate a slide.	<ol style="list-style-type: none"> Select the slide (or slides) you want to duplicate. Press Ctrl+D.

EXERCISE 5

Use Slide Sorter View



1. Choose the View tab.
2. Click Slide Sorter in the Presentation Views group.
3. Double-click a slide to view it in Normal view.

Print

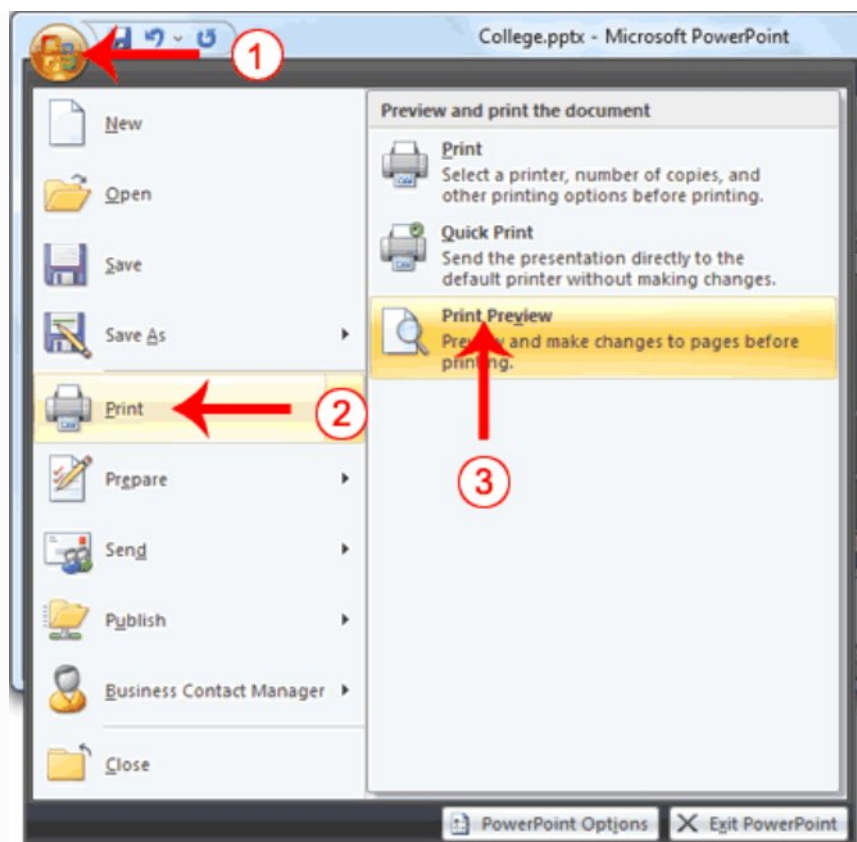
PowerPoint provides you with many printing options. You can print a large view of your slides or you can print your slides as handouts with 1, 2, 3, 4, 6, or 9 slides per page. You can also print your Notes pages or the Outline view of your slides.

To print:

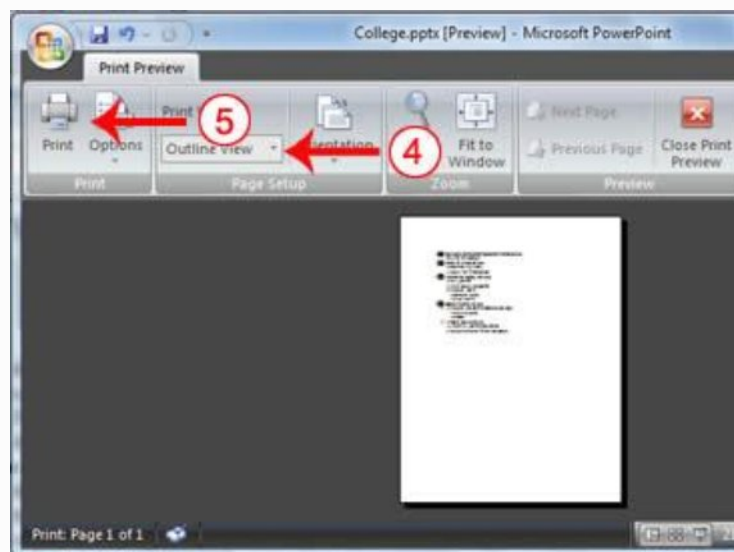
1. Click the Microsoft Office button. A menu appears.
2. Choose Print.
3. Click Print Preview.
4. Click the down arrow next to the Print What field in the Page Setup group and then select what you would like to print. A preview appears onscreen.
5. Click the Print . The Print dialog box appears.
6. Click the down arrow next to the Color/Grayscale field to select whether you want your slides to print in color, grayscale, or black and white. If you are using a black and white printer, choose black and white. You will use less ink or toner.
7. Click OK.


EXERCISE 6

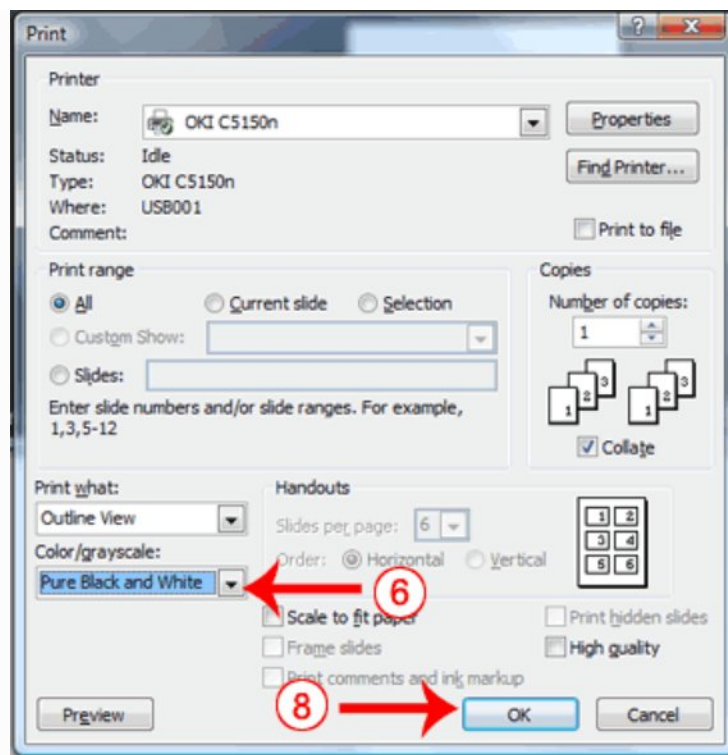
Print an Outline



1. Click the Microsoft Office button. A menu appears.
2. Choose Print.
3. Click Print Preview. The Print Preview tab appears.




4. Click the down arrow next to the Print What field in the Page Setup group and then select Outline View.
5. Click the Print button . The Print dialog box appears.



6. Click the down arrow next to the Color/Grayscale field to select whether you want your slides to print in color, grayscale, or black and white. If you are using a black and white printer, choose black and white. You will use less ink or toner.
7. Set the other print settings.
8. Click OK. Your outline prints.


Print Your Slides

1. Click the Microsoft Office button. A menu appears.
2. Choose Print.
3. Click Print Preview. The Print Preview tab appears.
4. Click the down arrow next to the Print What field in the Page Setup group and then select Slides.
5. Click the Print button . The Print dialog box appears.
6. Click the down arrow next to the Color/Grayscale field to select whether you want your slides to print in color, grayscale, or black and white. If you are using a black and white printer, choose black and white. You will use less ink or toner.
7. Set the other print settings.
8. Click OK. Your slides print.

Print Your Slides as a Handout

1. Click the Microsoft Office button. A menu appears.
2. Choose Print.



3. Click Print Preview. The Print Preview tab appears.
4. Click the down arrow next to the Print What field in the Page Setup group and then select Handouts (4 slides per page).
5. Click the Print button . The Print dialog box appears.
6. Click the down arrow next to the Color/Grayscale field to select whether you want your slides to print in color, grayscale, or black and white. If you are using a black and white printer, choose black and white. You will use less ink or toner.
7. Set the other print settings.
8. Click OK. Your handouts print.

When you want to record a running time for each slide, use the Rehearse Timings feature. This enables you to run through your presentation in Slide Show view and record the time each slide takes. Then, use the timings to run the show automatically, either to help you rehearse or for a self-running show.

Inside this course:

Rehearse timings for a slide show (2:25)

Use slide timing to record the time that you present each slide, then use the recorded times to advance the slides automatically when you present to your audience.

Edit slide timings (2:09)

If you've recorded slide timings and find that there are a couple of timings you want to tweak, you don't need to re-record the whole show.