





Microsoft[®] Office PowerPoint[®] 2016: Part 2

Microsoft® Office PowerPoint® 2016: Part 2

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ABOUT THIS COURSE

COURSE PREREQUISITES

This manual assumes the user has completed or has an understanding of the materials covered in the first part of the Microsoft Office PowerPoint 2016 courseware, including:

- Getting started with PowerPoint 2016
- Developing a PowerPoint presentation
- Performing advanced text editing
- Adding graphical elements to your presentation
- Modifying objects in your presentation
- Adding tables and charts to your presentation
- Preparing to deliver your presentation

COURSE OVERVIEW

Welcome to the second part of our Microsoft Office PowerPoint 2016 courseware. This version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible.

This course is intended to help all users get up to speed on many of the different features found in PowerPoint and to become familiar with its more advanced selection of features. We will cover how to change the PowerPoint environment, create customized design templates, work with

SmartArt, add media and customized animations, collaborate on presentations, customize slide shows, and more.

COURSE OBJECTIVES

By the end of this course users should be comfortable with customizing the PowerPoint user interface, customizing design templates, implementing media and custom animations in a presentation, using collaboration tools, customizing slide shows in a number of different ways, as well as securing and distributing a presentation.

HOW TO USE THIS BOOK

This course is broken up into seven lessons. Each lesson focuses on several key topics, each of which are broken down into easy-to-follow concepts. At the end of each topic, you will be given an activity to complete. At the end of each lesson, we will summarize what has been covered and provide a few review questions for you to answer. Supplemental learning for selected topics is provided in the form of Lesson Labs at the end of this book.

Before you begin, download the course's Exercise Files to a convenient location. They will be referenced throughout this course and are a key part of your learning experience.

LESSON 1: MODIFYING THE POWERPOINT ENVIRONMENT

Lesson Objectives

In this lesson you will learn how to:

- Customize the user interface
- Set PowerPoint 2016 options

TOPIC A: Customize the User Interface

Microsoft Office PowerPoint is a powerful and easy-to-use presentation application. Part of what makes this application so easy to use is the ability to tailor its interface to your own unique preferences. Over the course of this topic, you will learn about the different ways that you can customize the user interface in PowerPoint 2016.

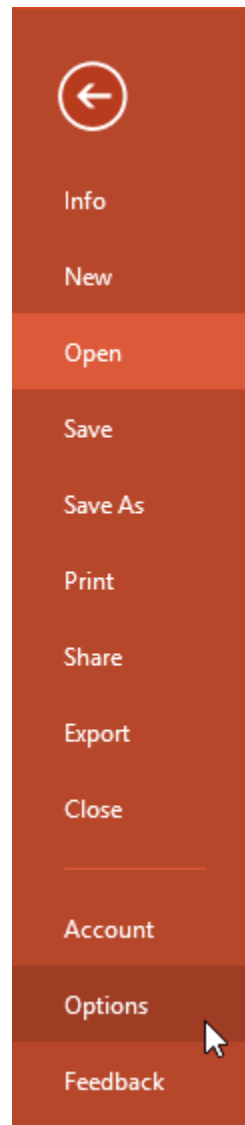
Topic Objectives

In this topic, you will learn:

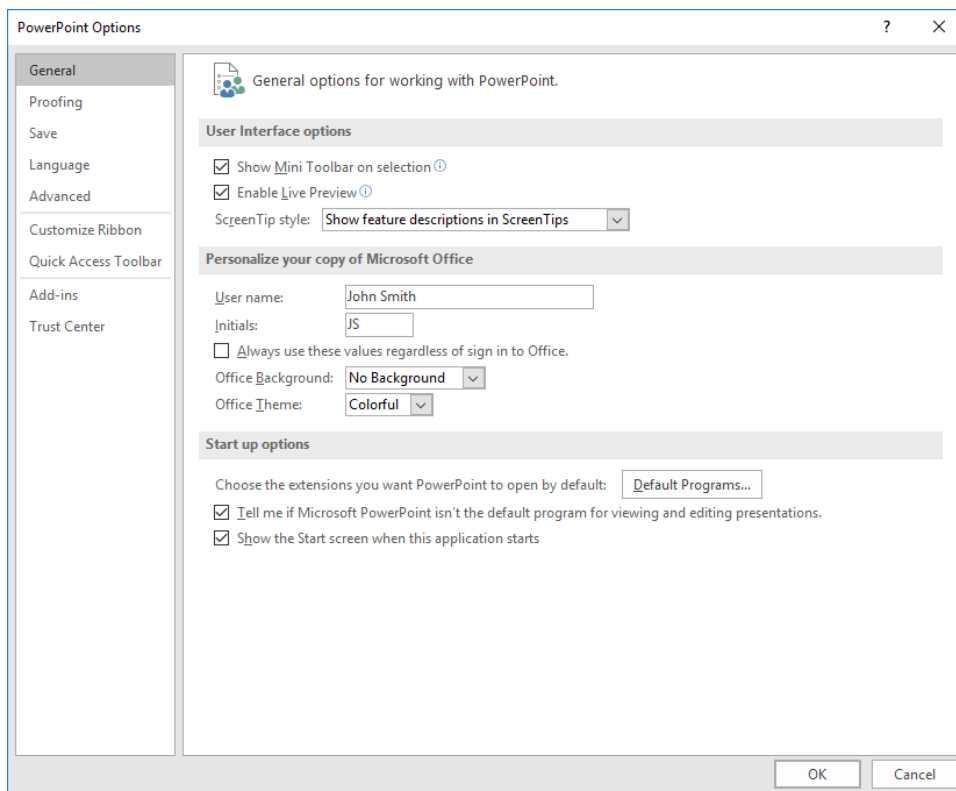
- About the PowerPoint Options dialog box
- About the Customize Ribbon category in the PowerPoint Options dialog box
- About the Customize the Ribbon list hierarchy
- How to customize and move the Quick Access toolbar
- About the Customize Status Bar menu

THE POWERPOINT OPTIONS DIALOG BOX

Many of the settings that control how the PowerPoint interface looks are found in the **PowerPoint Options dialog box**. To open this dialog box, click File → Options:



When open, you will see that this dialog box is divided into nine categories that each include a different set of options:



Let's examine the types of settings that can be found in each category:

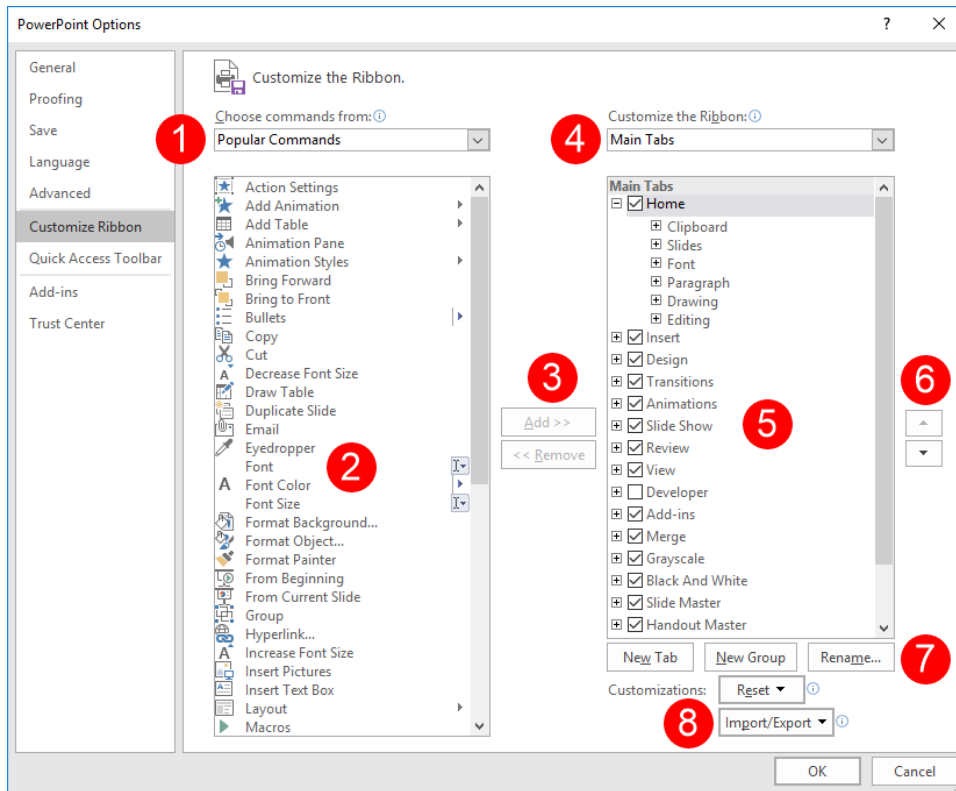
- **General:** This category includes a few controls that toggle the mini toolbar and the Live Preview feature. Additionally, you can find controls here to adjust the color scheme, ScreenTip settings, start up options, and your user name and initials.
- **Proofing:** The controls in this category are used to customize AutoCorrect and the spell checker.
- **Save:** Using the controls in this category, you are able to customize how PowerPoint saves your presentations. For example, you are able to choose the format in which they are saved, control how often open presentations are saved automatically, and set offline editing options.
- **Language:** This category includes controls that are used to select the editing, display, and help languages that PowerPoint uses.
- **Advanced:** This category features many different controls that are used to customize a variety of different aspects of PowerPoint. You will find everything from editing settings to print settings.
- **Customize Ribbon:** In this category you are able to customize what commands, groups, and tabs appear on the ribbon.

- **Quick Access Toolbar:** Here, you are able to customize which commands appear on the Quick Access toolbar. It is very similar in appearance to the previous category.
- **Add-Ins:** Add-ins are small applications that can be added to PowerPoint to add unique functionality. This category is used to view and manage these applications.
- **Trust Center:** This category gives you access to the Trust Center dialog box, as well as the privacy and security information related to PowerPoint. (The Trust Center is used to modify PowerPoint's privacy and security settings.)

THE CUSTOMIZE RIBBON CATEGORY

One of the main design goals in every new version of Microsoft Office is to enable you to do your work faster and more efficiently. In order to achieve this, you have the ability to customize many different aspects of the interface. In previous versions of PowerPoint, you could add new toolbars or menus, but you could never arrange the default tabs/menus, which were considered a permanent feature. But in PowerPoint 2016, almost everything, including the ribbon, can be customized.

In the PowerPoint Options dialog box, the Customize Ribbon category gives you access to all of the controls that you need in order to add or remove, commands, groups, and tabs:

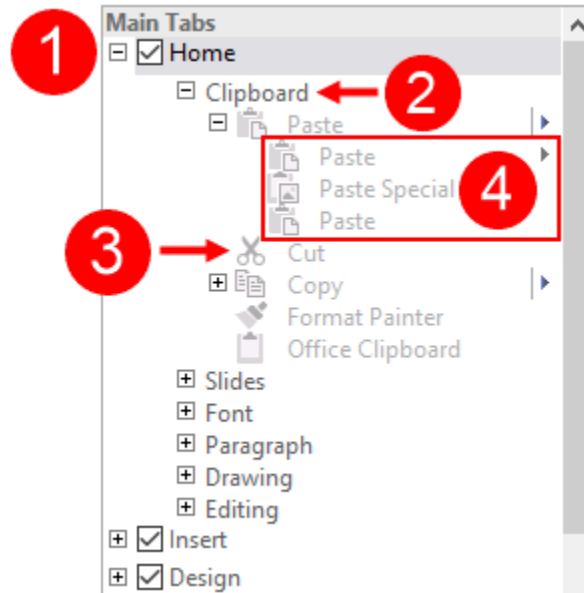


Here is an overview of the options in this category.

- The **“Choose commands from” drop-down menu (1)** is used to choose what commands are displayed in the **“Choose commands from” list (2)**.
- The **Add** and **Remove buttons (3)** are used to add selected commands from the “Choose commands from” list to the selected custom group, or to remove commands from the **“Customize the Ribbon” list (5)**.
- The **“Customize the Ribbon” drop-down menu (4)** is used to select what tabs are displayed in the **“Customize the Ribbon” list (5)**.
- The **Move Up** and **Move Down arrows (6)** are used to move a selected tab, group, or command up or down within the hierarchy on this list.
- There are also commands to **add** and **rename** tabs and groups **(7)**.
- Finally, you will see options to **reset, import, and export ribbon customizations (8)**.

THE CUSTOMIZE THE RIBBON PANE HIERARCHY

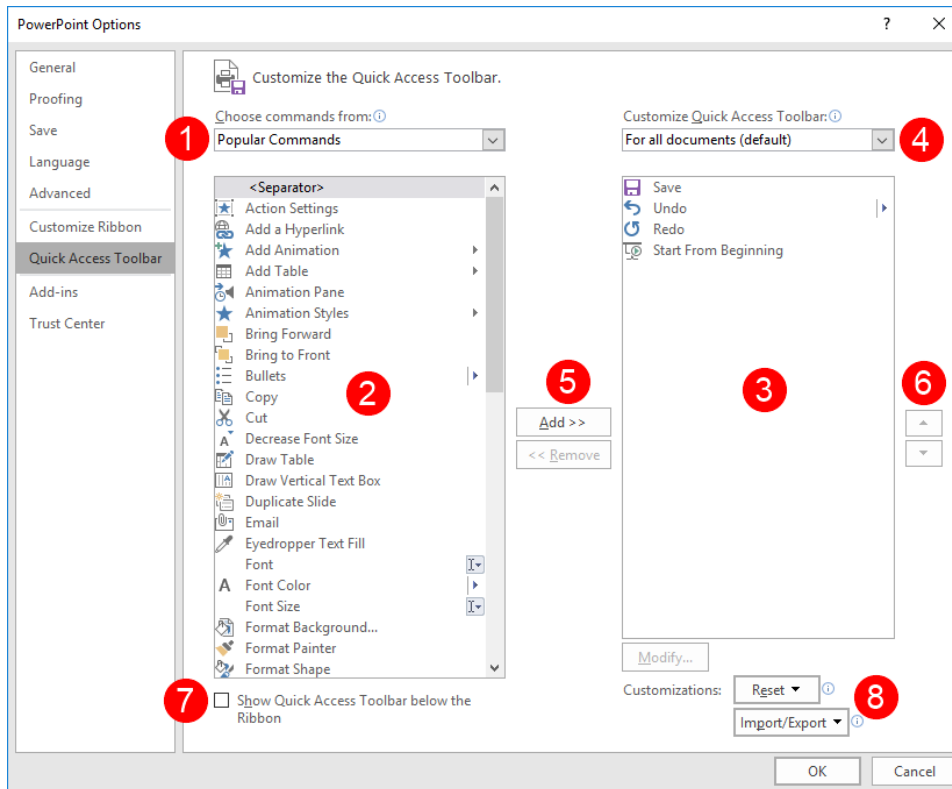
The “Customize the Ribbon” list uses a tree hierarchy to represent each tab that can be (or is) included on the ribbon:



At the top of this hierarchy is the **tab name (1)**. One level down and indented, you will see any **groups (2)** that appear within the expanded tab. Any **commands (3)** within an expanded group will appear another level down, below the group name. You may also see **drop-down commands (4)**, which include another sub-level that lists commands that are displayed when this command is clicked.

CUSTOMIZE THE QUICK ACCESS TOOLBAR


The **Quick Access Toolbar category** of the PowerPoint Options dialog box allows you to choose what commands appear on the Quick Access toolbar:

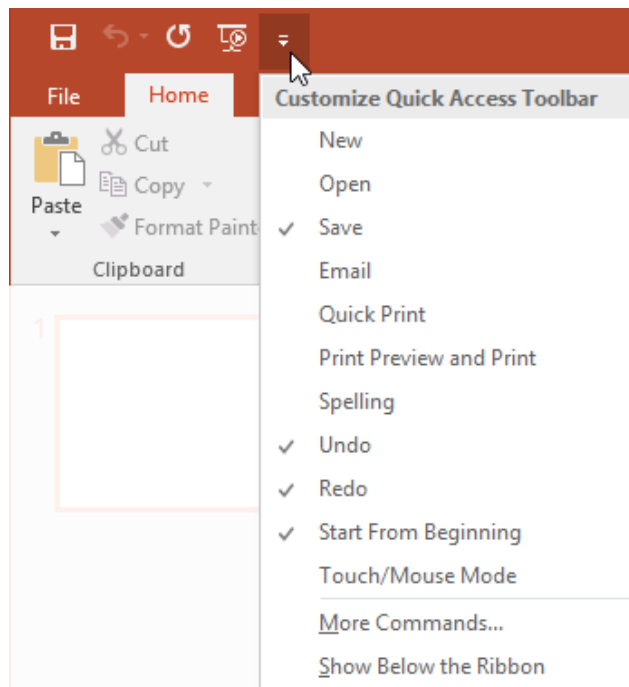


Here is an overview of the options in this category.

- The **“Choose commands from” drop-down menu (1)** allows you to choose which commands are displayed within the **“Choose commands from” list (2)**.
- The **Customize Quick Access Toolbar list (3)** displays the commands currently on the Quick Access toolbar and how they are organized.
- The **Customize Quick Access Toolbar drop-down menu (4)** is used to choose if new customizations will be applied to only the current document (presentation) or to PowerPoint itself.
- The **Add and Remove buttons (5)** are used to move commands between the lists.
- Use the **Move Up and Move Down arrows (6)** to reorganize commands.
- At the bottom of the dialog, you will see options to **move the toolbar (7)**, as well as **reset, import, and/or export its settings (8)**.


Another, simpler method to customize the toolbar is via the **Customize Quick Access Toolbar menu**. While your options are a little more limited when you use this menu, it is much more straightforward than having to dig through the commands in the PowerPoint Options dialog box.

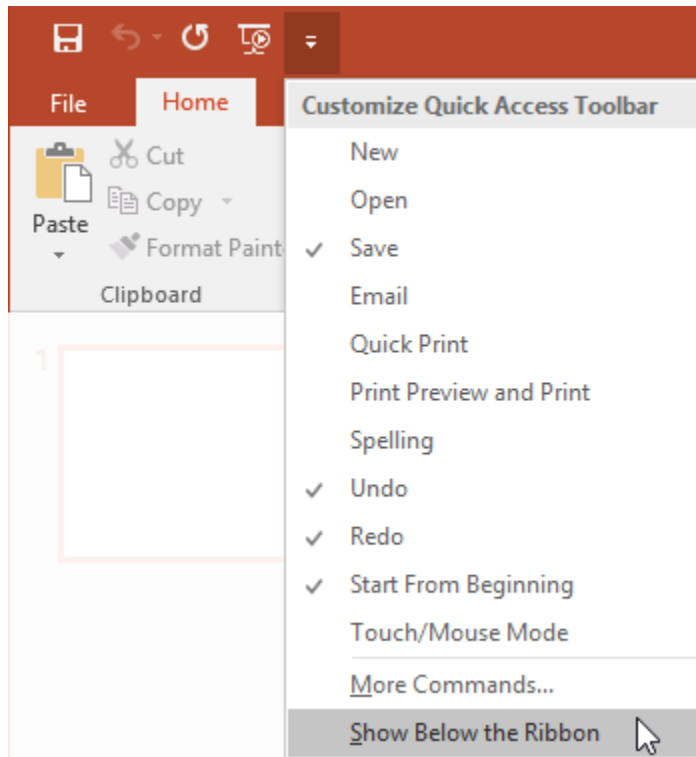
To open the Customize Quick Access Toolbar menu, click the Customize Quick Access Toolbar arrow () on the right-hand side of the Quick Access toolbar:



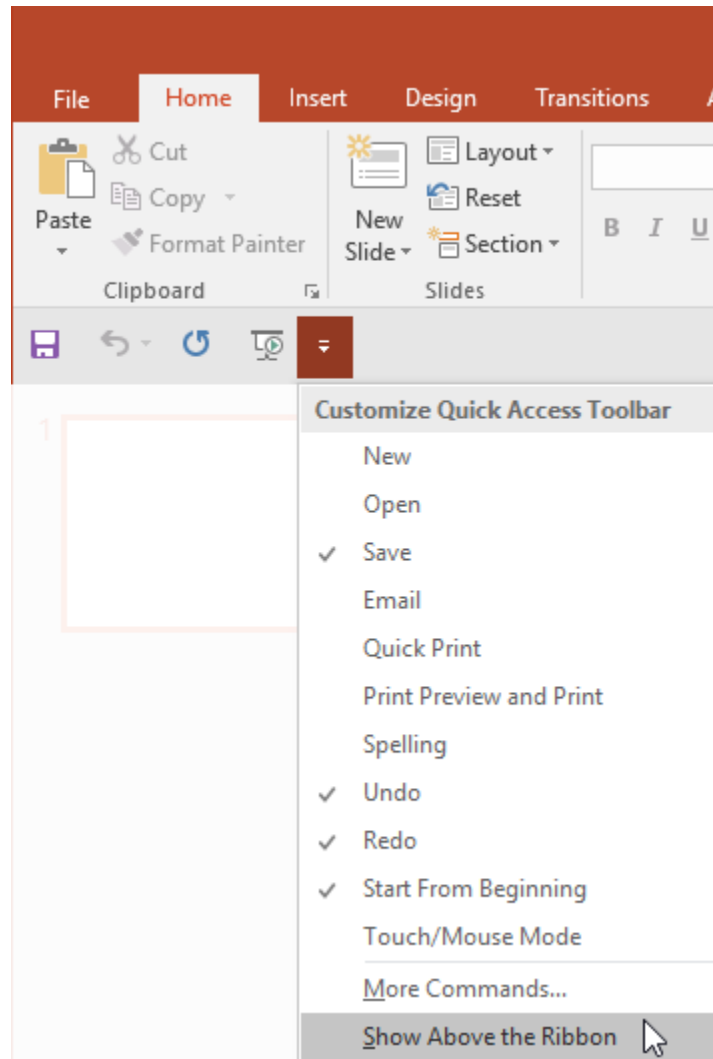
This drop-down menu will list many common commands that can be (or already are) added to the Quick Access toolbar. Commands with a checkmark placed next to them have already been added to the Quick Access toolbar, while those without the checkmark have not been added yet. Clicking any of these options will add or remove them, depending upon if they have already been placed there or not. Additionally, the More Commands option will open the PowerPoint Options dialog box to the Quick Access Toolbar category.

MOVE THE QUICK ACCESS TOOLBAR

The Quick Access toolbar can be displayed above or below the ribbon. To change the position, click the Customize Quick Access Toolbar arrow () on the right of the toolbar and click “Show Below the Ribbon:”



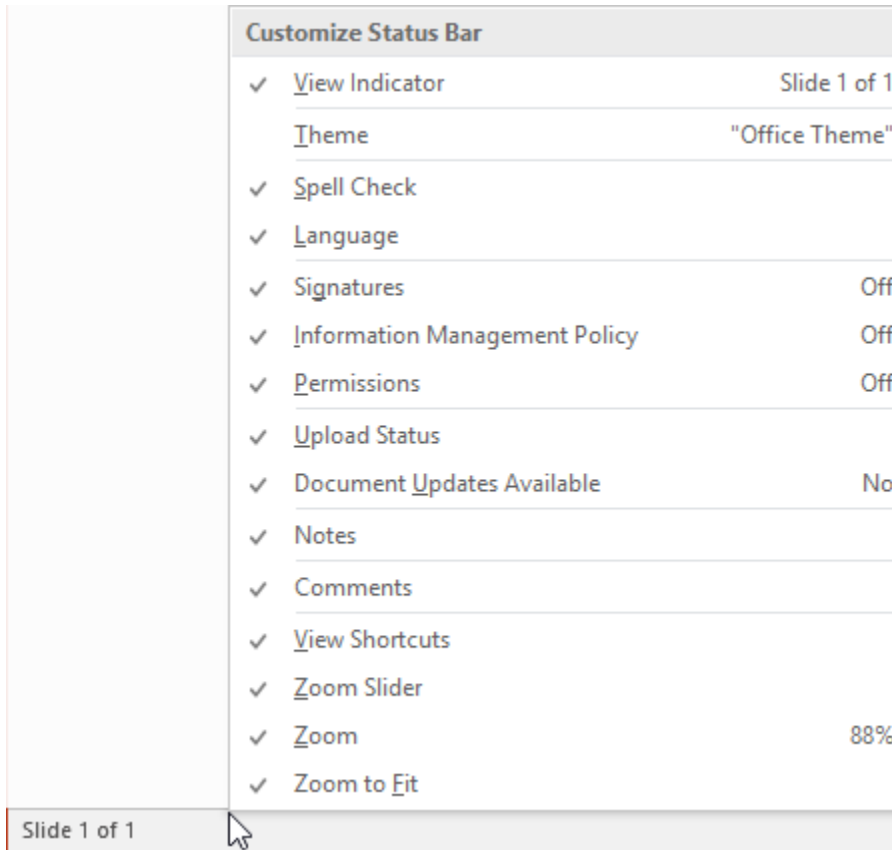
Once the Quick Access toolbar has been moved under the ribbon, you can move it back to its default location by clicking the Customize Quick Access Toolbar button once again and clicking “Show Above the Ribbon:”



Note that you can also control the placement of the Quick Access toolbar in relation to the ribbon by checking the “Show Quick Access Toolbar below the Ribbon” checkbox in the Quick Access Toolbar category of the PowerPoint Options dialog box.

THE CUSTOMIZE STATUS BAR MENU

You can also customize what commands appear on the status bar. To display the **Customize Status Bar** menu, right-click the status bar:



Any items with a checkmark placed next to them have already been added to the status bar, while those without the checkmark have not been added yet. Clicking any of these options will add or remove them, depending upon if they have already been placed there or not.

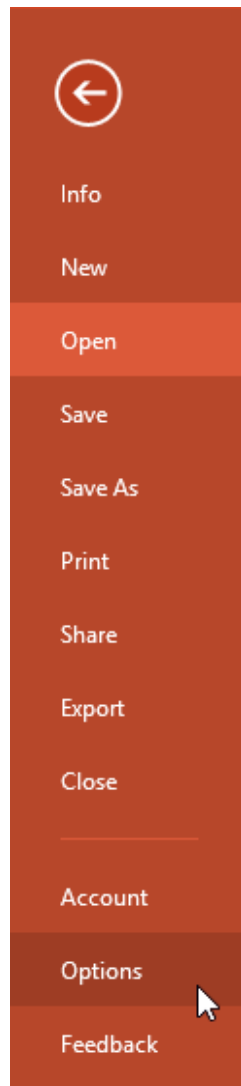
ACTIVITY 1-1

Modifying the PowerPoint Environment

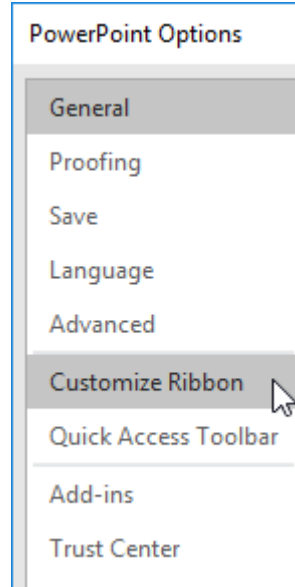
Now that you are more comfortable with PowerPoint 2016, you would like to start customizing its environment to suit your own specific workflow.

1. To begin, open PowerPoint 2016.

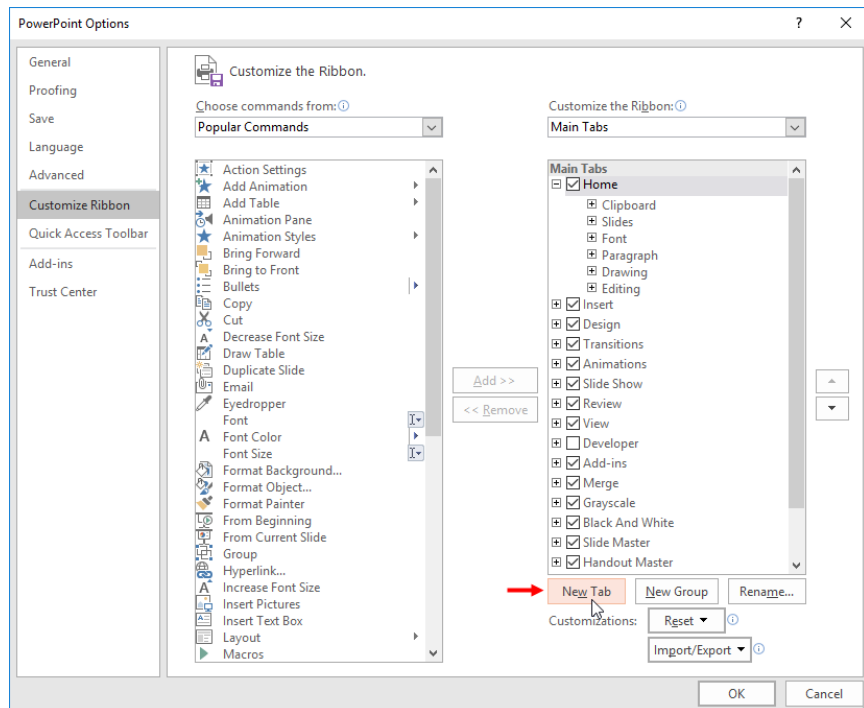
2. Let's start by adding a new tab to the ribbon. Open the PowerPoint Options dialog box by clicking File → Options:



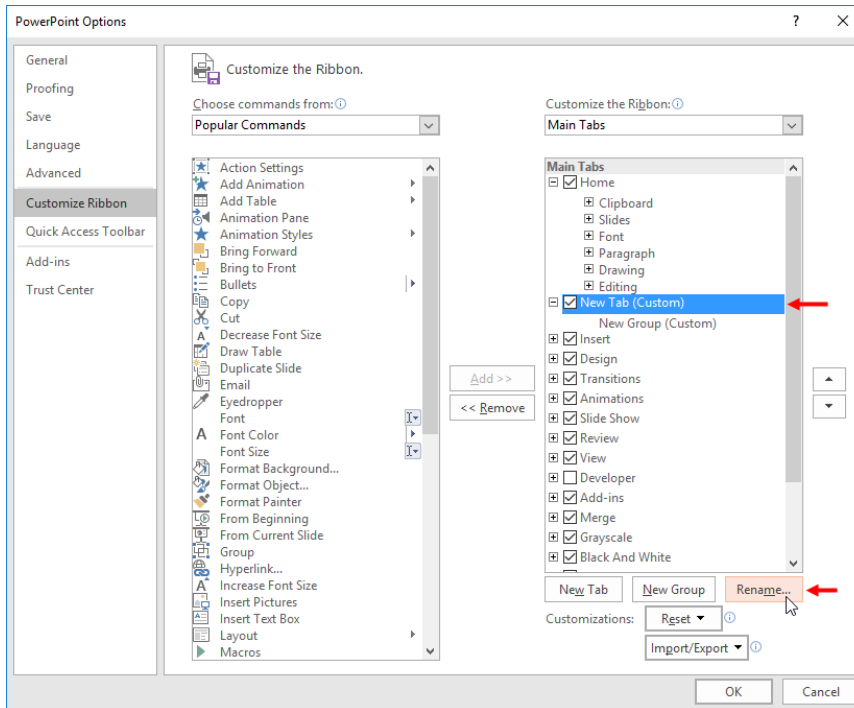
3. With the PowerPoint Options dialog box now displayed, click the Customize Ribbon category:



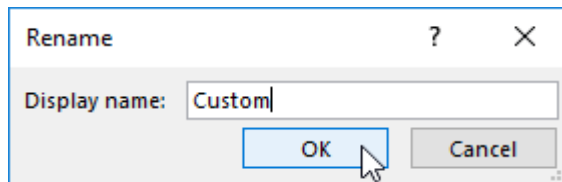
4. Near the lower right-hand corner of this dialog box, click the New Tab button:



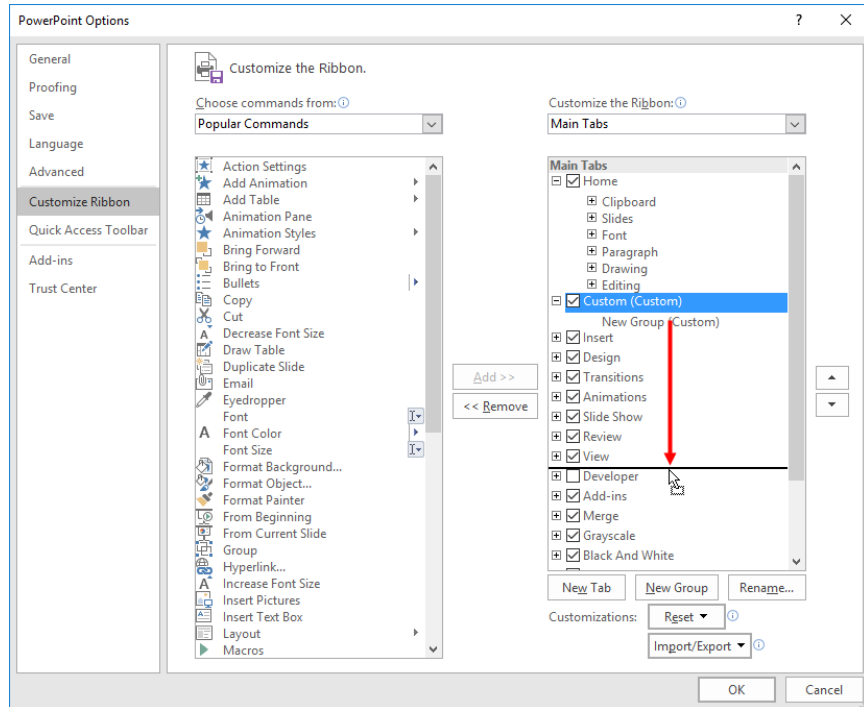
5. Inside the “Customize the Ribbon” list, click to select the “New Tab (Custom)” entry that has just been added. Click Rename:



6. The Rename dialog box will now be displayed. In this dialog box, type “Custom” into the provided text box. Click OK:

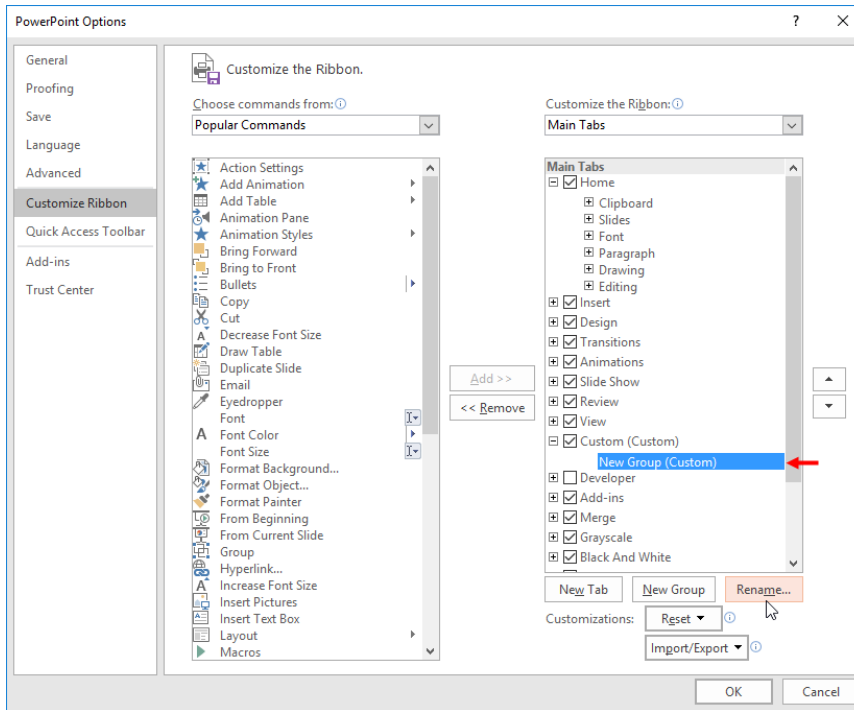


7. Back at the PowerPoint Options dialog box, inside the “Customize the Ribbon” list, click and drag the Custom tab so that it appears below the View tab:

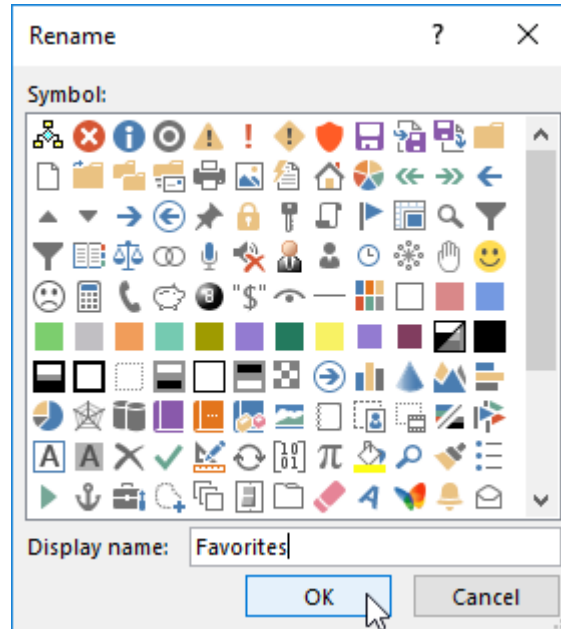


(If this tab already appears below the View tab, skip to the next step.)

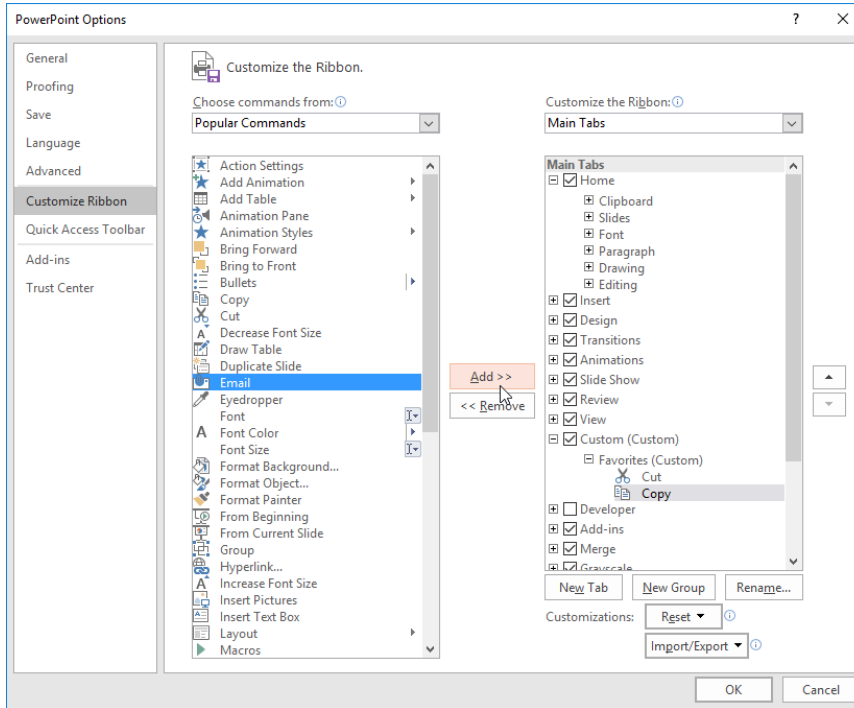
8. Inside the “Customize the Ribbon” list, click to select the “New Group (Custom)” item from inside the Custom tab that you just created. Click Rename:



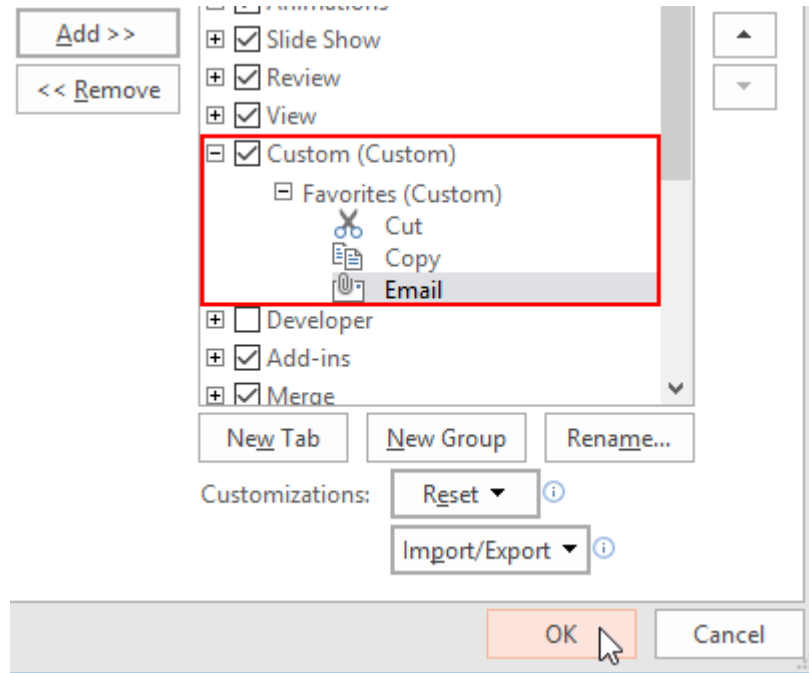
9. The Rename dialog box will be displayed once again. Type “Favorites” into the provided text box and click OK:



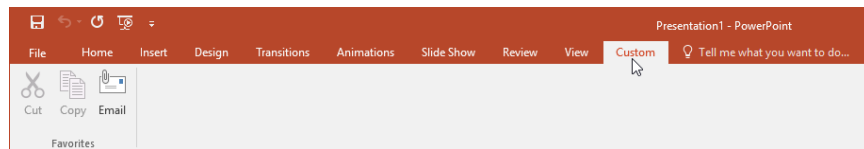
10. Finally, you need to add some commands to the Custom tab. Ensure that the Favorites group in the Custom tab is still selected. With the Popular Commands option selected in the “Choose commands from” list on the left of the dialog box, select any three commands and then click the Add button to add each of them:



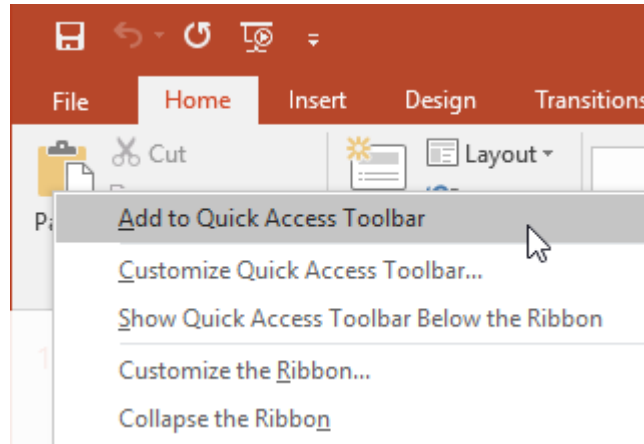
11. The commands that you selected will now appear in the Favorites group, which itself is under the Custom tab in the “Customize the Ribbon” pane. Click OK:



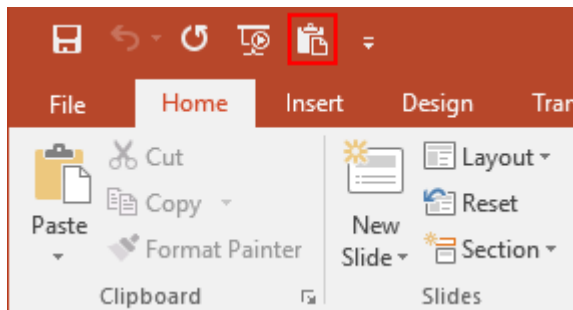
12. Back at the primary PowerPoint 2016 window, you will see that the tab that you created is now listed on the ribbon. Click on it to view its contents:



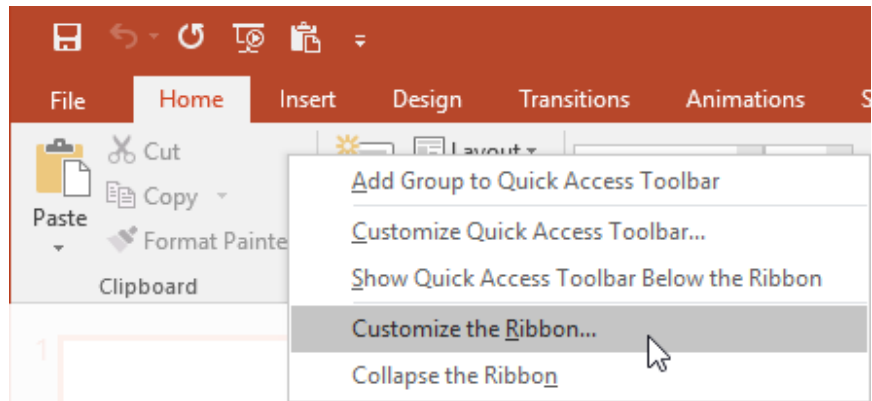
13. Next, you would like to add the Paste command to the Quick Access toolbar. Display the Home tab on the ribbon and right-click the Paste command. On the context menu, click “Add to Quick Access Toolbar:”



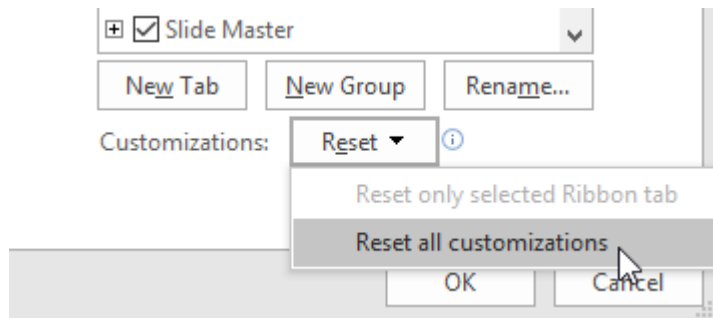
14. The Paste command will now be listed on the Quick Access toolbar:



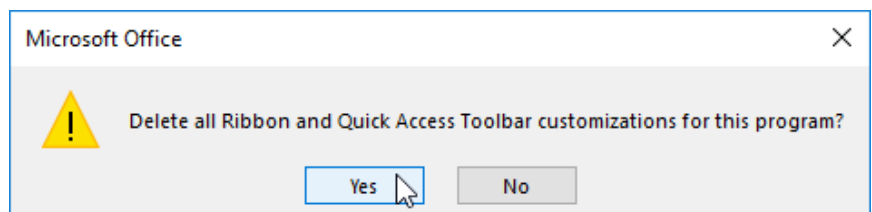
- To return the PowerPoint 2016 user interface back to its default configuration, we need to display the Customize Ribbon category of the PowerPoint Options dialog box. The easiest way to do this is to right-click any area of ribbon interface and click “Customize the Ribbon:”



- Near the lower right-hand corner of the Customize Ribbon category of the PowerPoint Options dialog box, click Reset → Reset all customizations:



- When a warning dialog box asks you to confirm this action, click Yes to complete the process:



- 18.** Close the PowerPoint Options dialog box and then close Microsoft PowerPoint 2016 to complete this exercise.

TOPIC B: Set PowerPoint 2016 Options

In addition to being able to customize the appearance of the PowerPoint 2016 user interface, you can also change how PowerPoint behaves. Using the commands in the PowerPoint Options dialog box, you are able to modify the proofing and save options to match your work style and the content that you produce. Over the course of this topic, you will learn about the some of the categories in the PowerPoint Options dialog box.

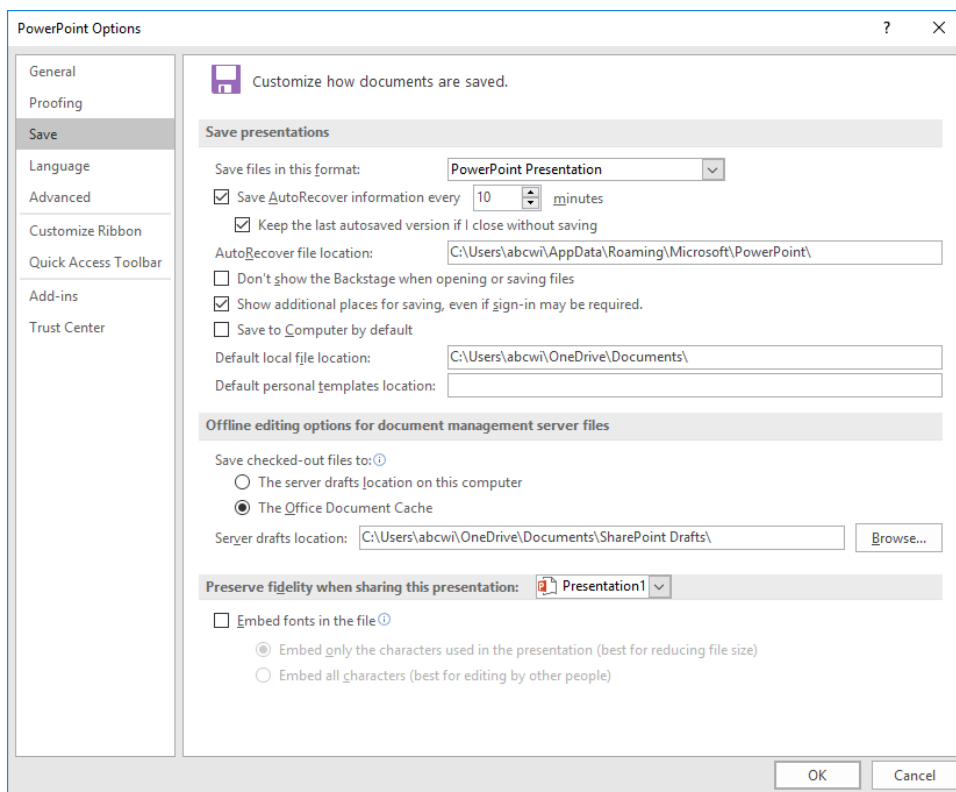
Topic Objectives

In this topic, you will learn:

- About save options
- About proofing options
- About advanced options

SAVE OPTIONS

Like other Office 2016 applications, PowerPoint includes a number of different save options that you can use to control how and when your presentations are saved. To access these settings, open the Save category in the PowerPoint Options dialog box:

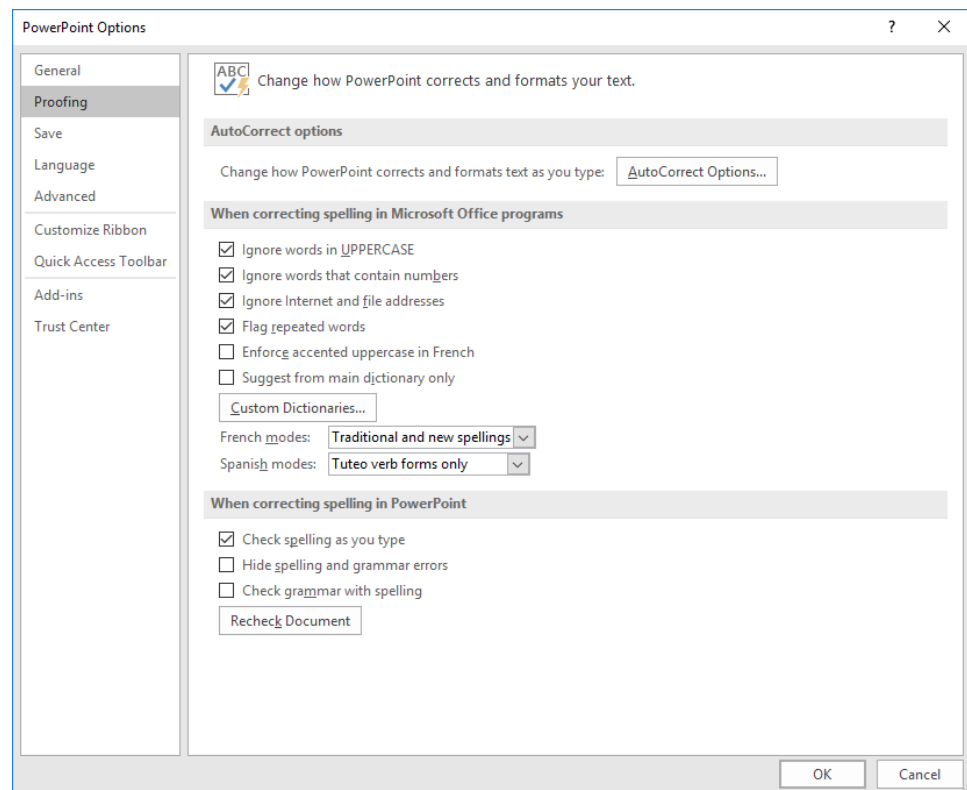


Here, you will see that the options have been divided into three sections:

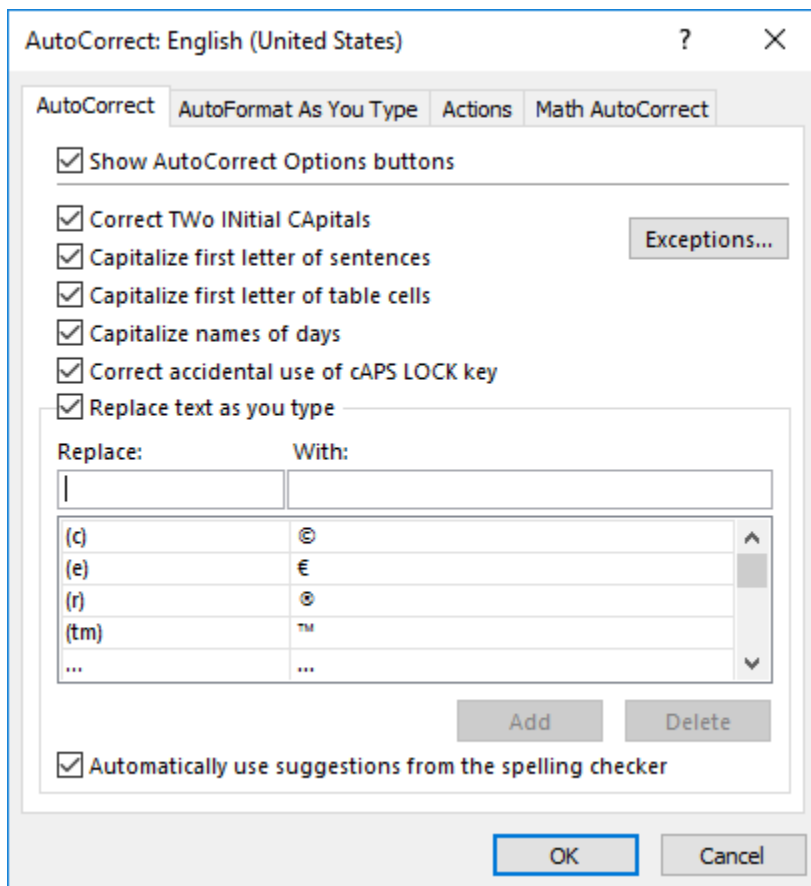
- Inside the **“Save presentations”** section, you will find controls that allow you to choose what format files in PowerPoint are saved to by default, as well as their default save location. Additionally, you can choose how often you would like AutoRecover to save open presentations, and choose where AutoRecover files are saved to.
- The **“Offline editing options for document management server files”** section includes controls to configure where presentation files that are checked out from a document management server are saved to.
- The **“Preserve fidelity when sharing this presentation”** section is used to control if fonts are embedded into a saved file. This option would be used if your presentation uses a font that does not exist on the host computer that will run the presentation.

PROOFING OPTIONS

In order to ensure that your presentations are professional and free of spelling or grammatical errors, you should always run a spell check. You can configure this tool to better control how PowerPoint corrects and identifies spelling errors to fit your preferences. To access these settings, open the **Proofing** category in the PowerPoint Options dialog box. This category's options are divided into three sections:



The **“AutoCorrect options”** section includes the AutoCorrect Options button. Clicking this button will display the AutoCorrect dialog box:



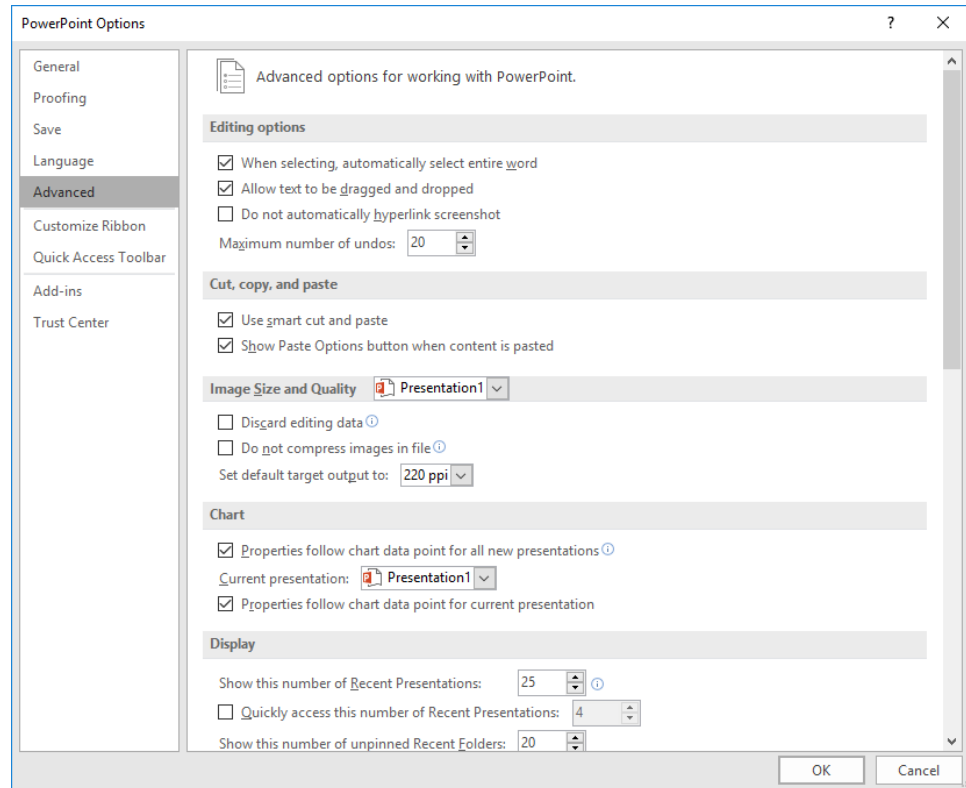
In this dialog box you are able to control how the AutoCorrect feature handles errors when it finds them. You can also choose to have it ignore certain items that it might mistakenly perceive as an error.

The **“When correcting spelling in Microsoft Office programs”** section in the Proofing category of the PowerPoint Options dialog box includes commands to have the spell checker ignore or flag certain items that it might otherwise identify as an error. For example, you can have it ignore words in uppercase, or ignore repeated words. Additionally, you are able to modify support for multiple languages.

Finally, the **“When correcting spelling in PowerPoint”** section includes three checkboxes that allow you to control when PowerPoint checks your spelling, toggle contextual spelling on or off, and hide spelling errors entirely.

ADVANCED OPTIONS

To configure some of the more complex settings in PowerPoint, display the **Advanced** category of the PowerPoint Options dialog. The options in this category range from controlling how presentations are displayed, to editing options:



These settings are divided into eight sections:

- The **“Editing options”** section allows you to control how items are selected and moved around within a presentation. Additionally, you can choose the maximum number of undo’s that can be stored.
- Inside the **“Cut, copy, and paste”** section, you can find two checkbox controls that toggle paste options when pasting content into a presentation, as well as using smart cut and paste options.
- The **“Image Size and Quality”** section includes controls to configure how images are compressed when they are added to a presentation.
- The **“Chart”** section includes controls that are used to manage how charts are handled in a presentation.

- The “**Display**” section includes several controls that are used to configure how various on-screen elements are displayed. This includes how many recent presentations are listed when clicking File → Recent, as well as choosing what view will automatically be used to open new presentations.
- The next section, “**Slide Show**”, allows you to control various aspects of this view.
- Inside the “**Print**” section, you can access a series of checkboxes that control how presentations are printed and what objects are included in the printout.
- Also used to control print settings, the “**When printing this document**” section includes controls to set which print settings to use by default when a particular presentation is printed.
- “**General**”, the last section in this category, includes two checkboxes that are used to manage add-in features and sound feedback.

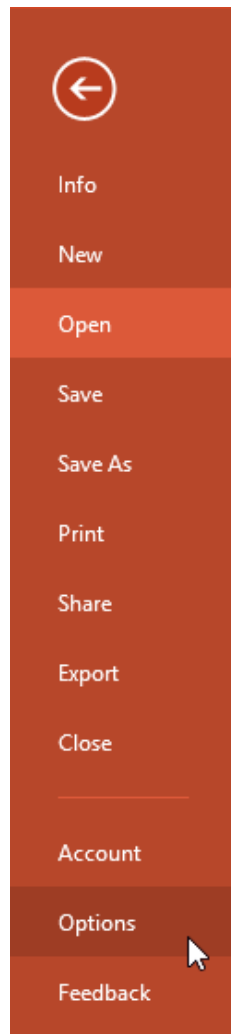
ACTIVITY 1-2

Setting PowerPoint 2016 Options

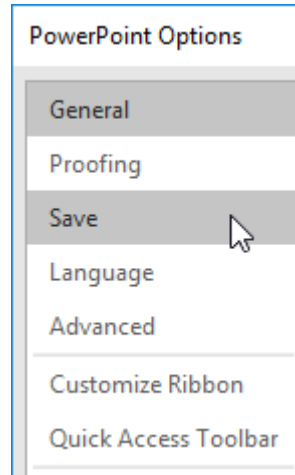
You would like to modify the save settings in the PowerPoint Options dialog box so that your work is saved more often. Additionally, you would like to modify the number of presentations that are displayed when you click File → Recent.

1. To begin, open PowerPoint 2016.

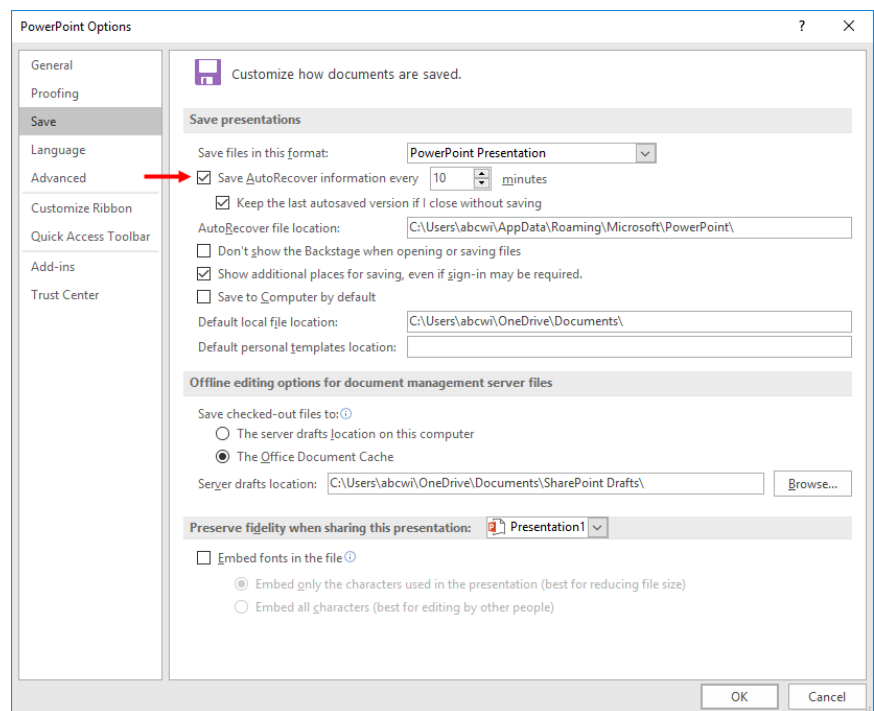
2. First, you need to open the PowerPoint Options dialog box. Click File → Options:



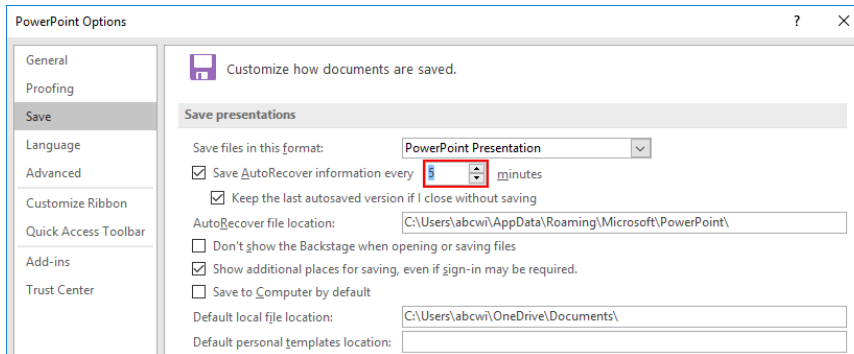
3. With the PowerPoint Options dialog box now open, click the Save category:



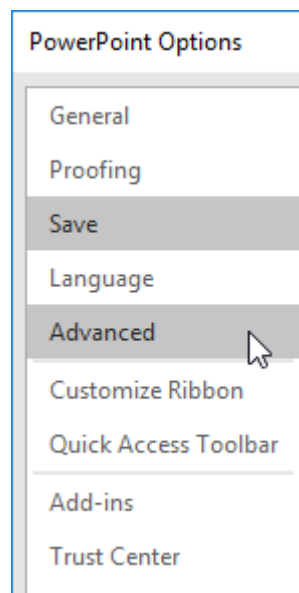
4. With the Save category now displayed, examine the “Save presentations” section. Ensure that the “Save AutoRecover Information every [X] minutes” box is checked:



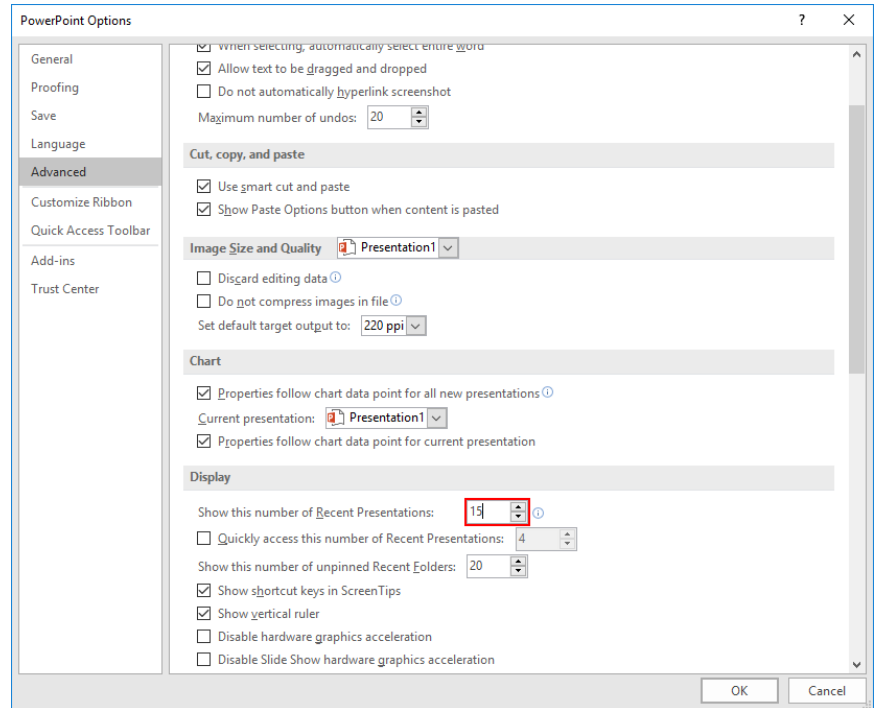
5. Use the increment box inside of this line to change the duration to every five minutes:



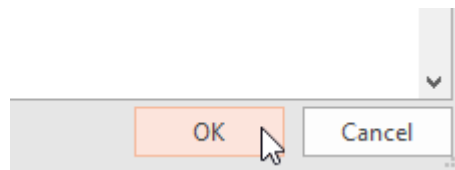
6. Next, click the Advanced category:



7. Inside the Display section, modify the “Show this number of Recent Presentations” text box to 15:



8. Click OK to apply your new settings:



9. Close Microsoft PowerPoint to complete this exercise.

Summary

Over the course of this lesson you learned about the different ways that you can change the PowerPoint environment to suit your personal preferences. You should now feel comfortable in customizing the user interface in a number of different ways, such as modifying the ribbon and the Quick Access toolbar. Additionally, you should understand the range of options that are available to you through the Save, Proofing, and Advanced categories of the PowerPoint Options dialog box.

REVIEW QUESTIONS

1. **How do you open the PowerPoint Options dialog box?**
2. **What is the most direct way to access the Customize Ribbon category of the PowerPoint Options dialog box?**
3. **Where are the two areas that the Quick Access toolbar can be displayed?**
4. **What category in the PowerPoint Options dialog box do you need to open in order to change the default save location for new presentations?**
5. **What section in the Advanced category of the PowerPoint Options dialog contains the option to change the number of available undo's?**

LESSON 2: CUSTOMIZING DESIGN TEMPLATES

Lesson Objectives

In this lesson you will learn how to:

- Create and manage sections
- Modify slide masters and slide layouts
- Add headers and footers
- Modify the notes master and the handout master

TOPIC A: Create and Manage Sections

Sections can be used to group slides together in a logical fashion. This way, you can format and manage many slides at once. During this topic you will learn all about sections, including how to create, manage, and delete them.

Topic Objectives

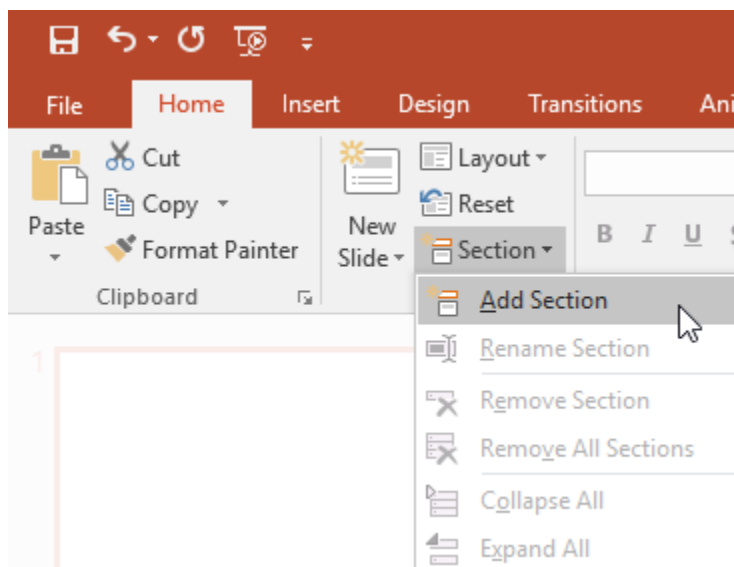
In this topic, you will learn:

- How to create sections
- How to view sections
- How to move slides and sections
- How to delete sections

CREATING SECTIONS

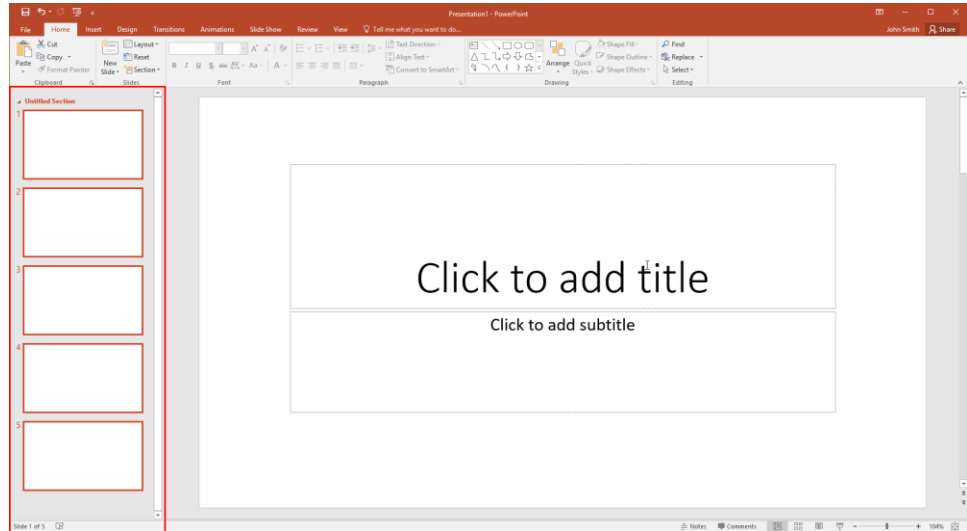
Sections are used to group similar slides together so that you can apply changes to a group of slides all at once rather than one at a time. Additionally, they can be used to organize a presentation.

To create a section, first click the slide that you would to have as the start of the section, or select the slides that you want in the section. Next click Home → Section → Add Section:

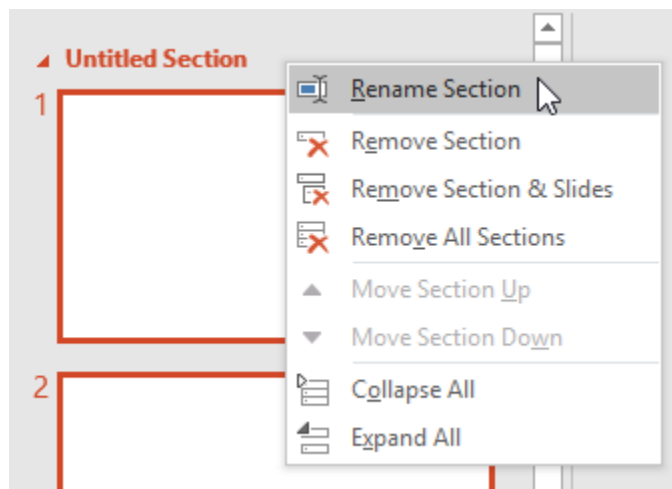


[41] Microsoft Office PowerPoint 2016 – Part 2

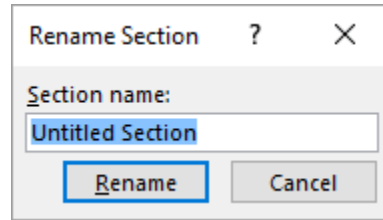
In the Slides pane, you will see a divider with the name **Untitled Section** appear before the currently selected slide(s):



If you wish, you can rename this section by right-clicking its header and clicking Rename Section:

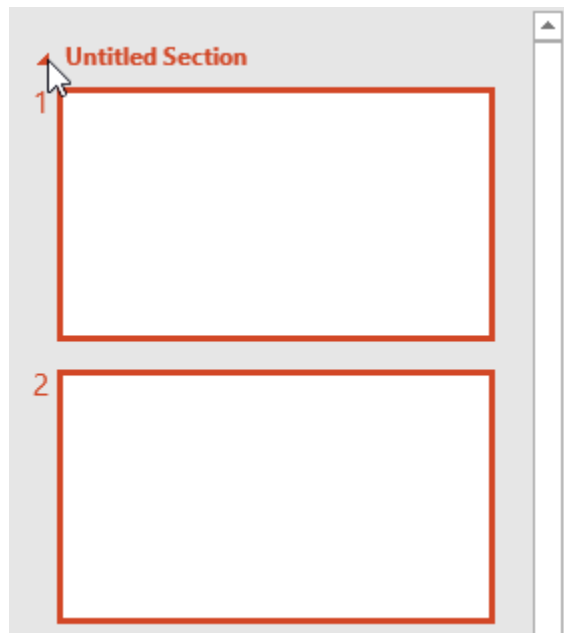


This action will display the Rename Section dialog box. Inside the provided field you can then enter a new section name. Click Rename to apply the change:

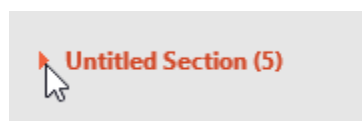


VIEWING SECTIONS

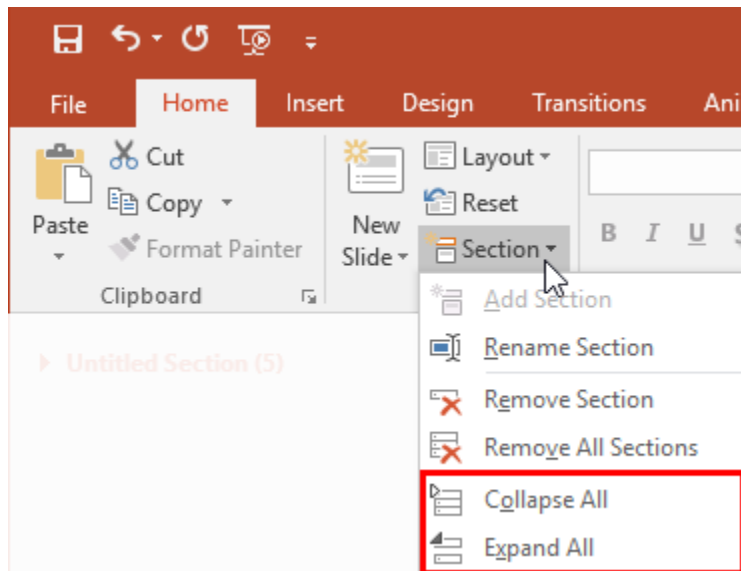
One of the main purposes of adding sections to a presentation is so that you can collapse sections to hide them and focus on other slides. To collapse a section, click the arrow to the left of the section name:



Once a section has been collapsed, you can expand it again by clicking the same arrow:

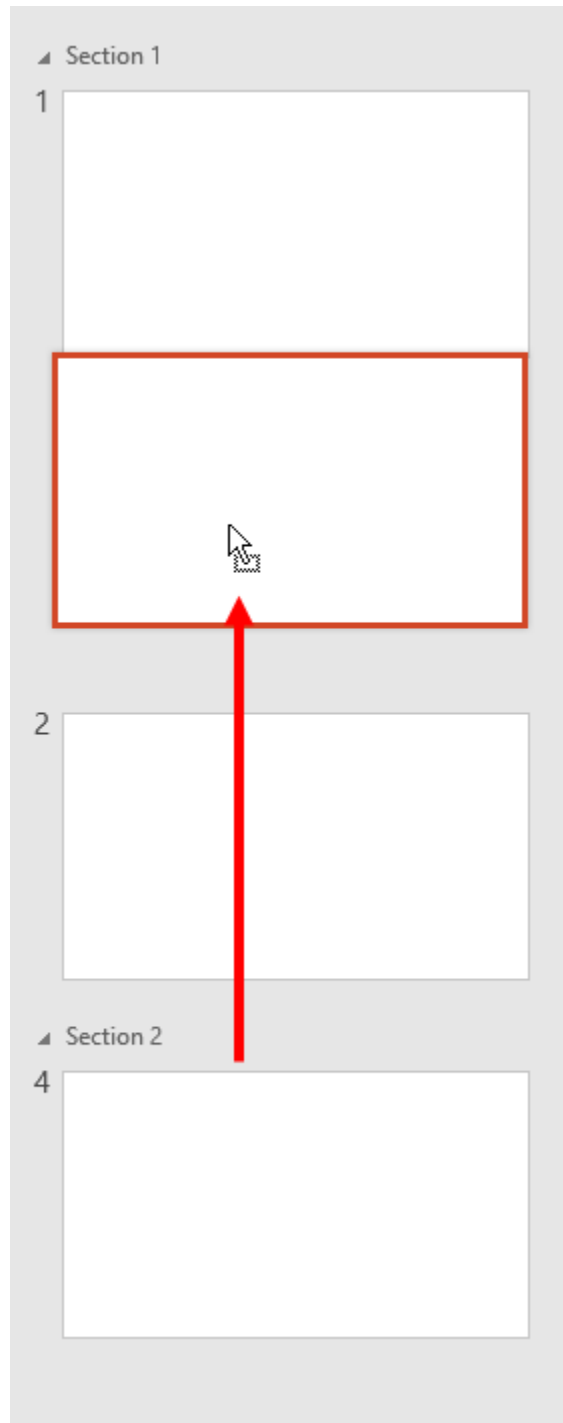


You can expand or collapse all sections within a presentation using the commands in the Section drop-down menu on the Home tab:

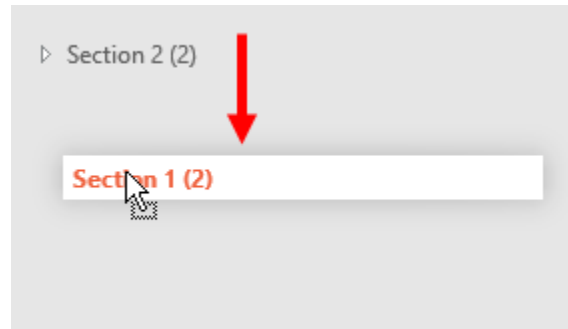


MOVING SLIDES AND SECTIONS

Slides can be moved between different sections by dragging and dropping them into place:



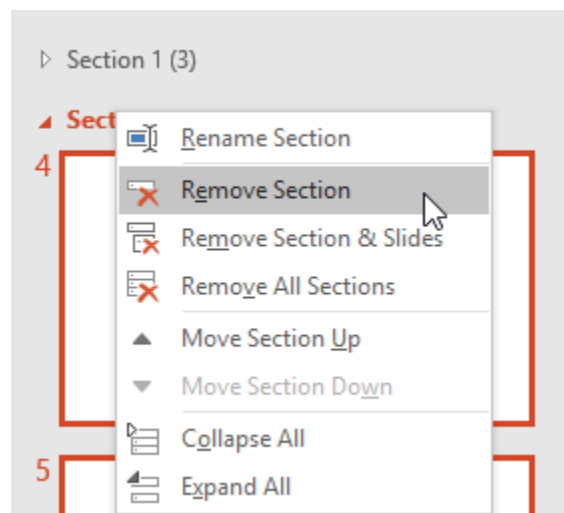
You can also reorganize entire sections by clicking their section headers and then dragging and dropping them into place:



(Note that this process will automatically collapse all of the sections within your presentation while you are completing the action.)

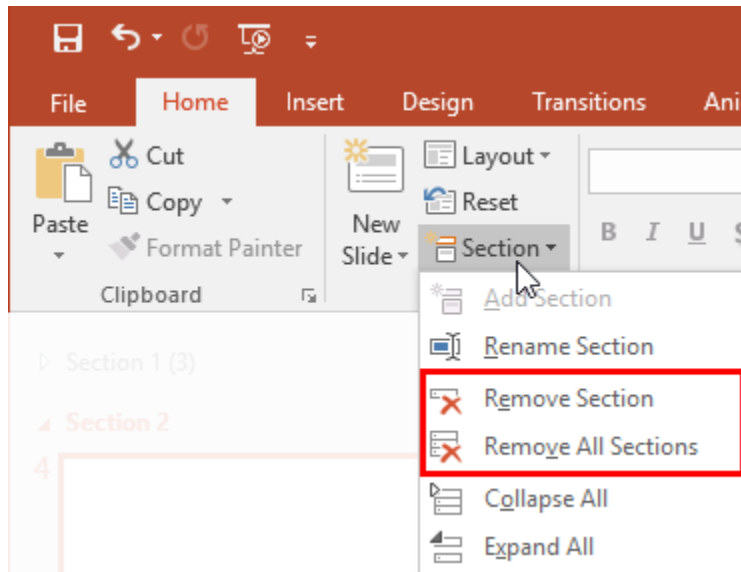
DELETING SECTIONS

To remove a section (but not the slides it contains), right-click the section header and click Remove Section:



If you want to delete the slides that a section contains, along with the section itself, use the “Remove Section & Slides” command in the same menu.

You will also find these commands in the Section menu on the Home tab while a section is selected:

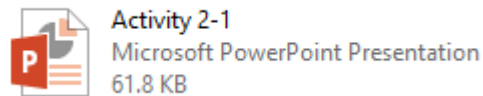


ACTIVITY 2-1

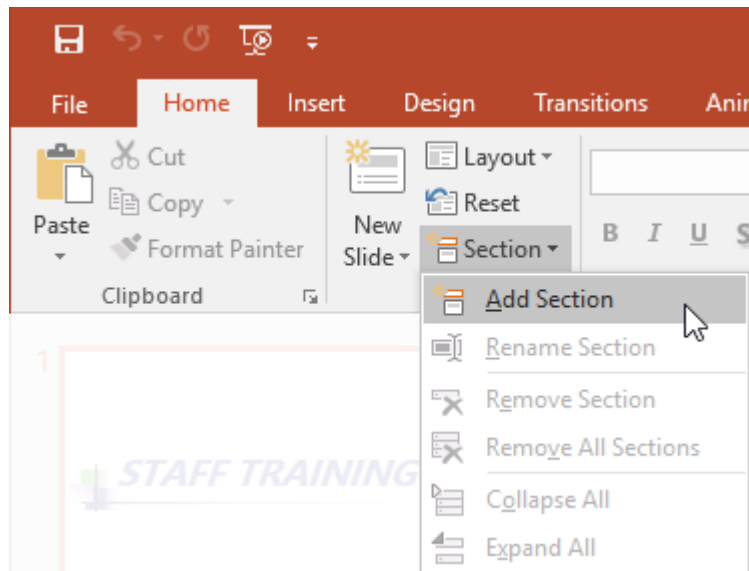
Creating and Managing Sections

You would like to create two sections in a training presentation that you are creating.

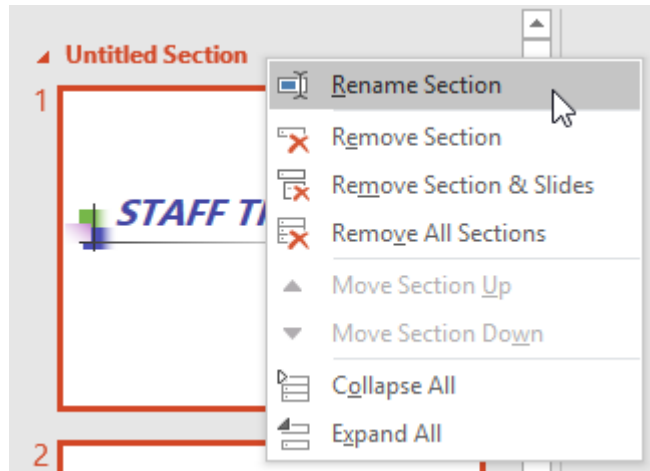
1. To begin, open Activity 2-1 from your Exercise Files folder:



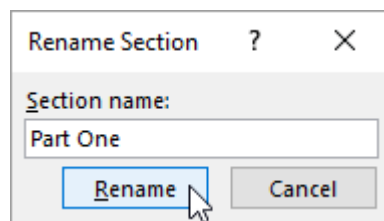
2. Ensure that slide one is selected in the Slides pane. Next, click Home → Section → Add Section:



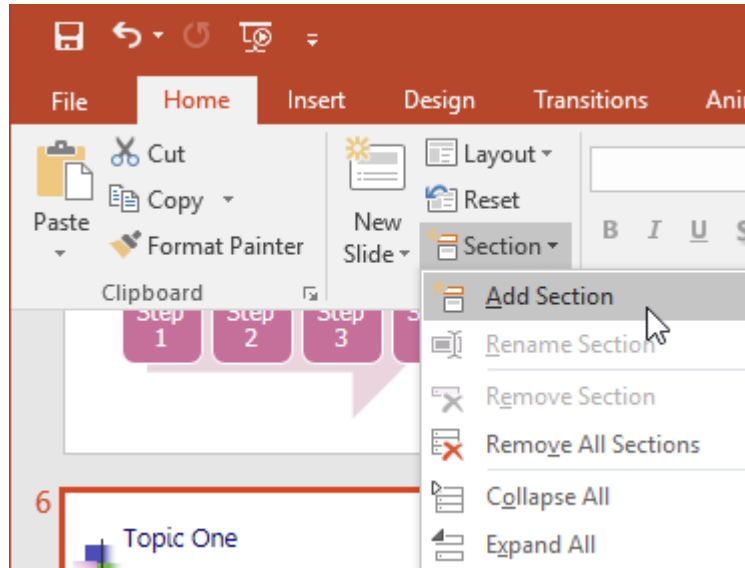
3. A new section will have been created that includes all of the slides in the presentation. Near the top of the Slides pane, right-click the section header and click Rename Section:



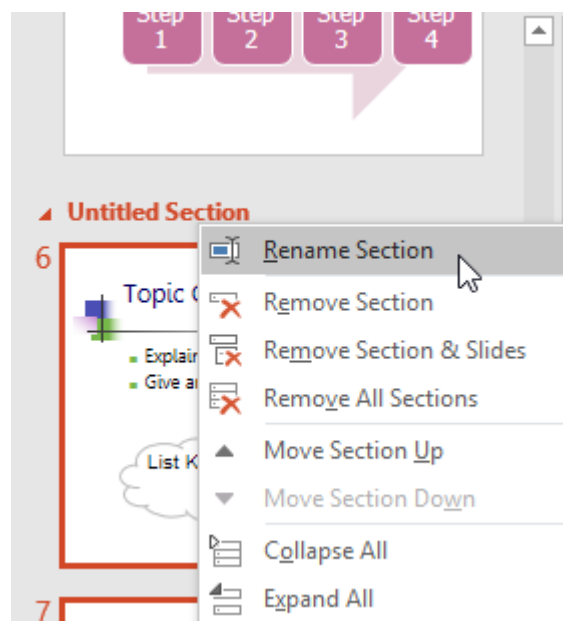
4. The Rename Section dialog box will now be displayed. In the provided text box, type "Part One" and click Rename:



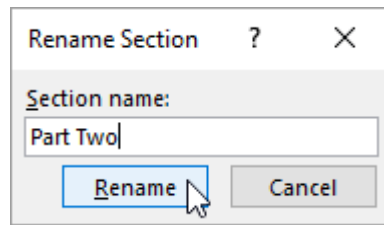
5. Scroll down in the Slides pane and click to select slide six. Click Home → Section → Add Section:



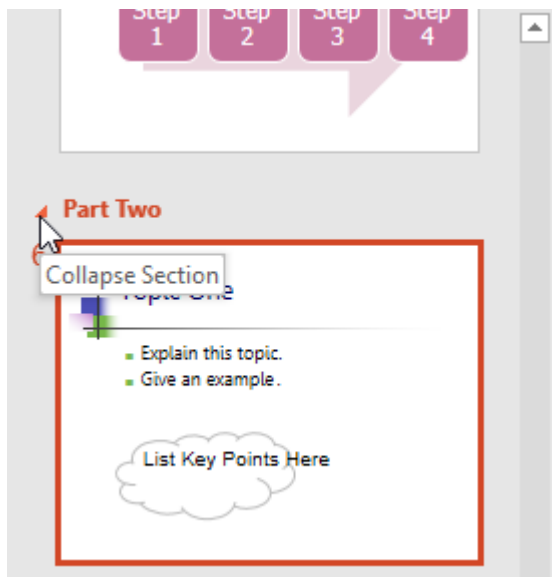
6. A new section will now have been created that includes slides six to ten. Still in the Slides pane, right-click the section header that appears just above slide six and click Rename Section:



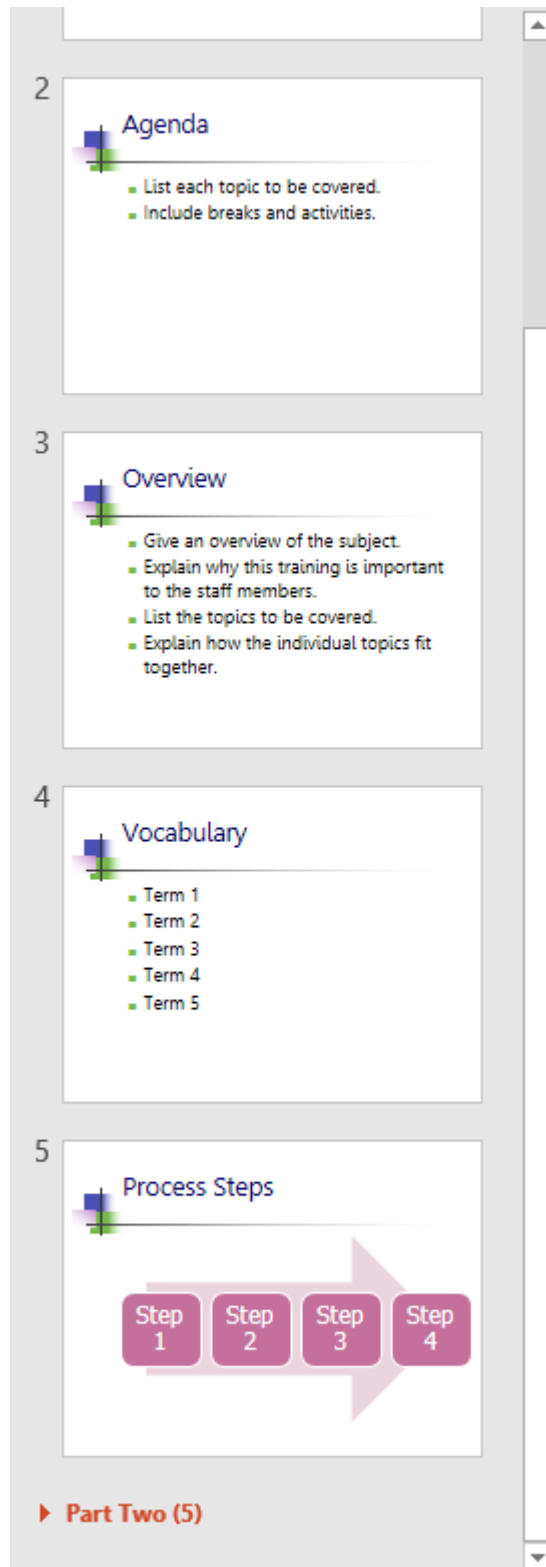
7. Inside the Rename Section dialog box, type “Part Two” and click Rename:



8. Click the arrow next to the Part Two section header:



- The Part Two section will now be collapsed. Only the slides in the Part One section will be shown:



2

Agenda

- List each topic to be covered.
- Include breaks and activities.

3

Overview

- Give an overview of the subject.
- Explain why this training is important to the staff members.
- List the topics to be covered.
- Explain how the individual topics fit together.

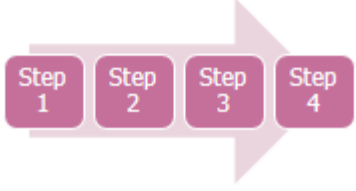
4

Vocabulary

- Term 1
- Term 2
- Term 3
- Term 4
- Term 5

5

Process Steps



► Part Two (5)

- 10.** Save your presentation as Activity 2-1 Complete. Close Microsoft PowerPoint 2016 to complete this activity.

TOPIC B: Modify Slide Masters and Slide Layouts

To help streamline the process of applying consistent designs and layouts throughout a presentation, you can use slide masters and slide layouts. Over the course of this topic, you will learn about both of these features and how to use them.

Topic Objectives

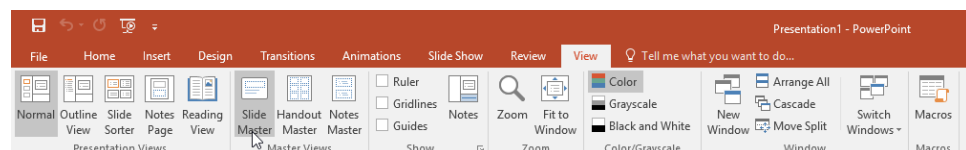
In this topic, you will learn:

- About slide masters
- About the Slide Master tab
- About custom slide layouts
- How to add background images
- About custom themes

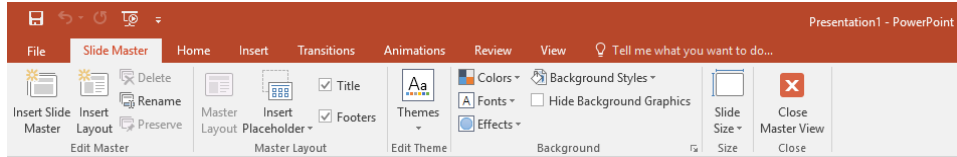
SLIDE MASTERS

Slide masters are used to set the layout, text, and theme settings for the slides within a presentation. Any changes that you make to a slide master affect every slide in a presentation that was based on the master in question. This system allows you to tweak a presentation much more quickly, as you can simply make changes to the slide master rather than each slide individually.

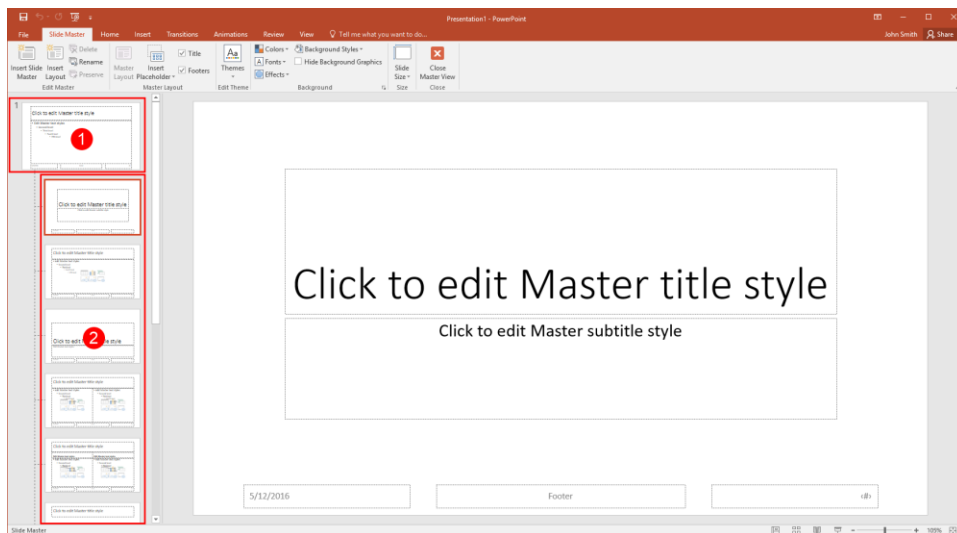
To open Slide Master view, click View → Slide Master:



This will display all slide masters and open a new Slide Master tab. This tab is contextual in that it only appears in this view, but it also remains open until you close it or switch to another editing view within your presentation:

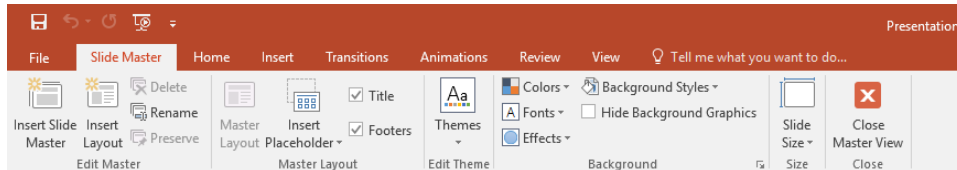


The Slides pane will display all of the master slides in the current presentation. Each slide master is denoted by a number on the left and will appear larger (1). The individual slide layouts in that master will appear under it (2):



THE SLIDE MASTER TAB

Let's take a moment to go over the commands on the Slide Master tab:

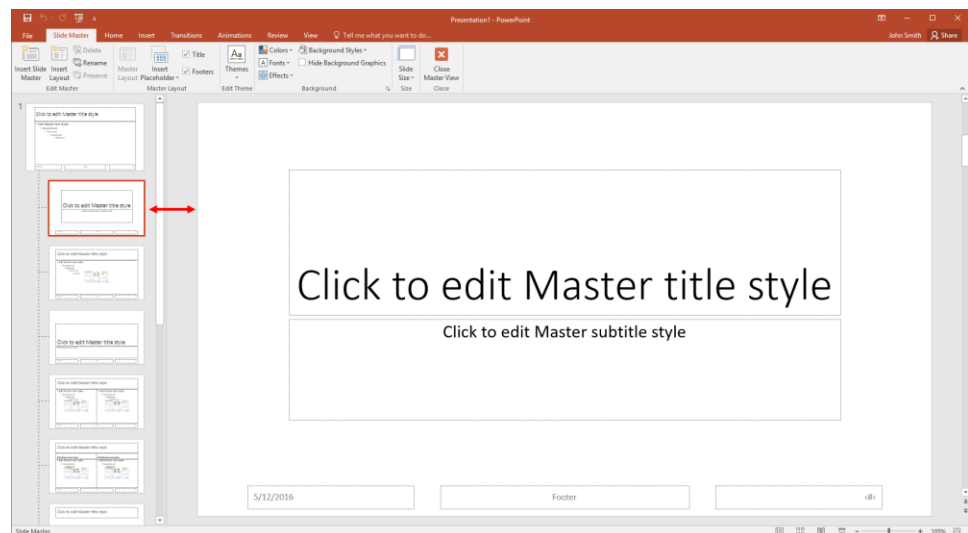


The groups are:

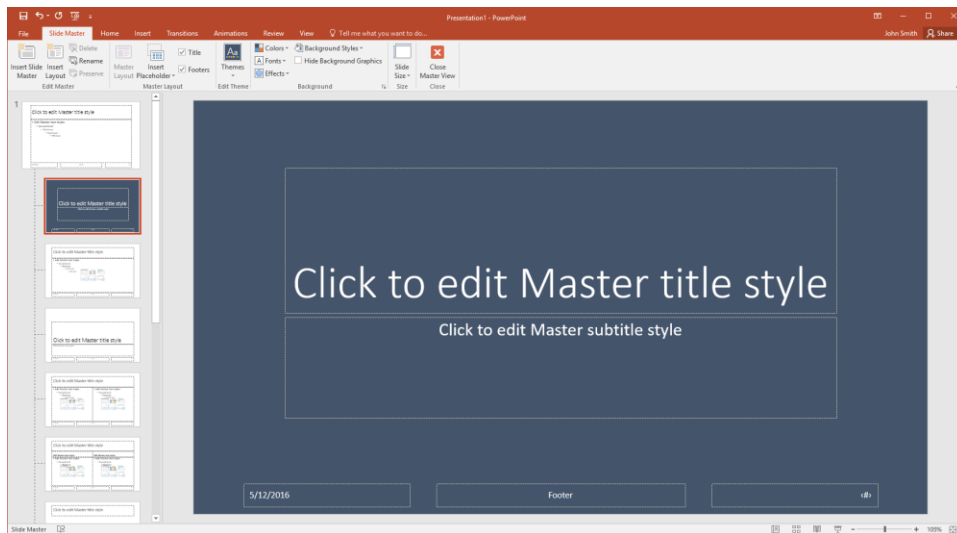
- **Edit Master:** Manage slide masters and their associated slide layouts.
- **Master Layout:** Add and edit placeholders for the current slide layout.
- **Edit Theme:** Themes are pre-designed color, font, and effect schemes that are built into PowerPoint. Use the commands in this group to select a pre-built theme or create your own using the Colors, Fonts, and Effects commands. Themes applied to a slide master will be applied to all associated layout slides. Themes will also overwrite any custom changes you have made.
- **Background:** Apply a background to the slide layout or the slide master. Browse the background styles and click one to add it, or click Format Background to create your own.
- **Size:** Specify slide dimensions, as well as slide orientation (Portrait or Landscape).
- **Close:** Click Close Master View to close the Slide Master tab and the master view.

CUSTOM SLIDE LAYOUTS

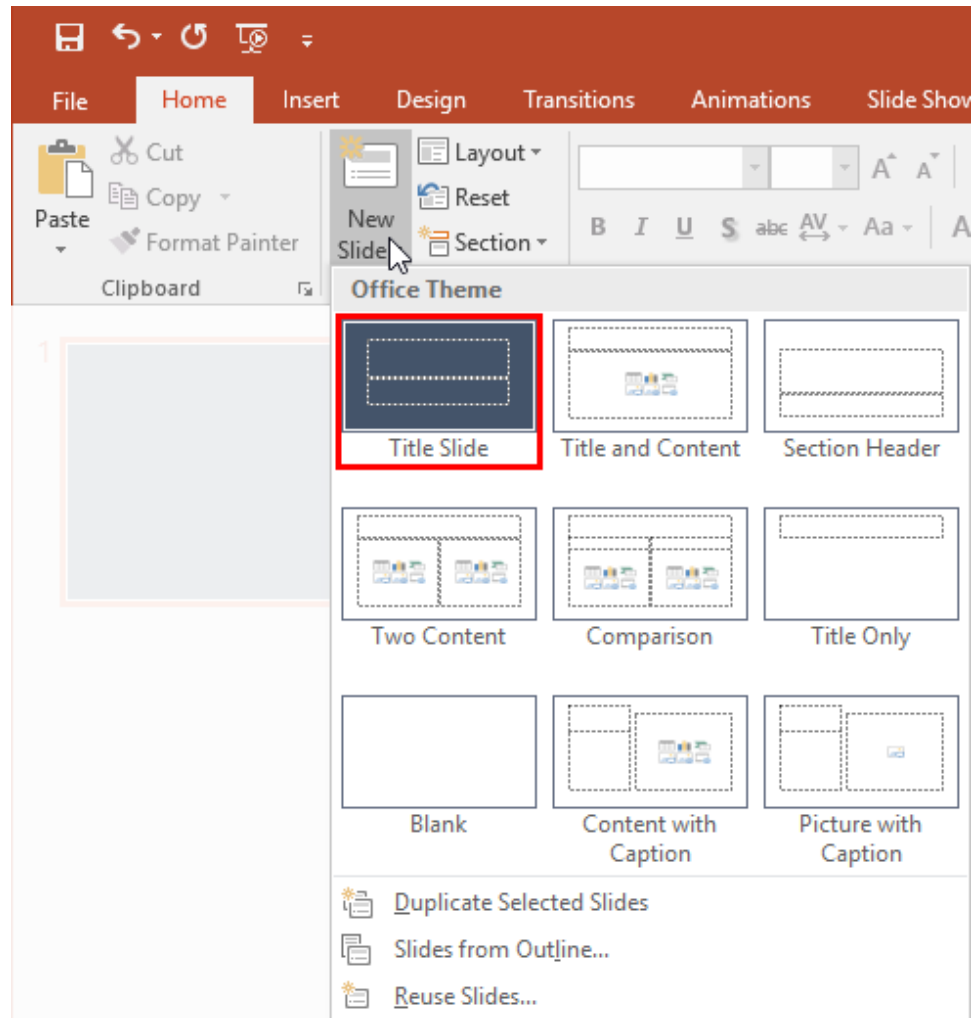
Each new blank presentation contains one slide master and 11 layout slides. For example, here we have opened the Slide Master tab and selected the Title layout slide:



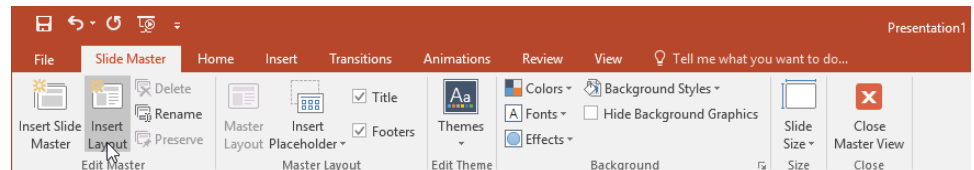
If we add a background style to this layout slide, the changes will be visible in the layout slide and in the Slides pane:



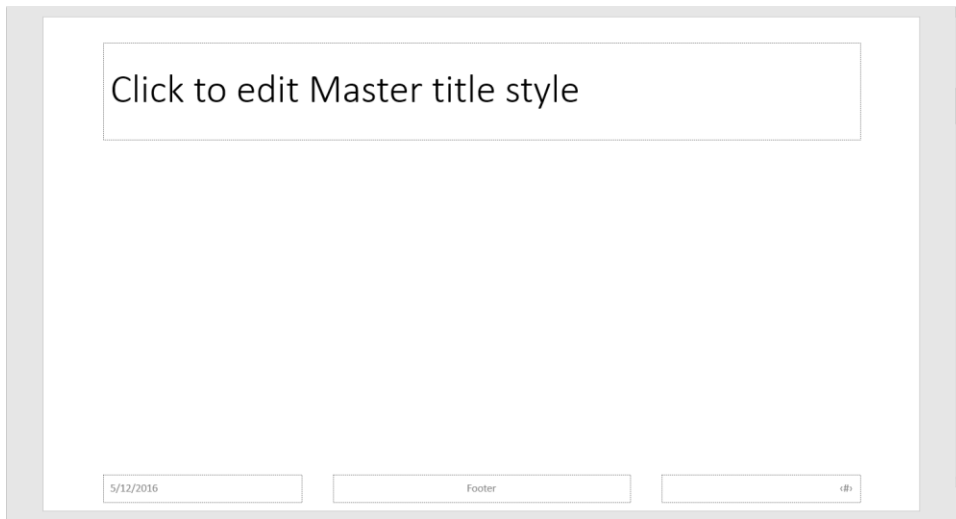
If we then close the Slide Master tab and return to the regular presentation, this change to the slide layout will immediately be applied to all slides that use that layout. The change will also be reflected in the New Slide gallery:



If you want to create a new, blank layout, click Slide Master → Insert Layout while in Slide Master view:



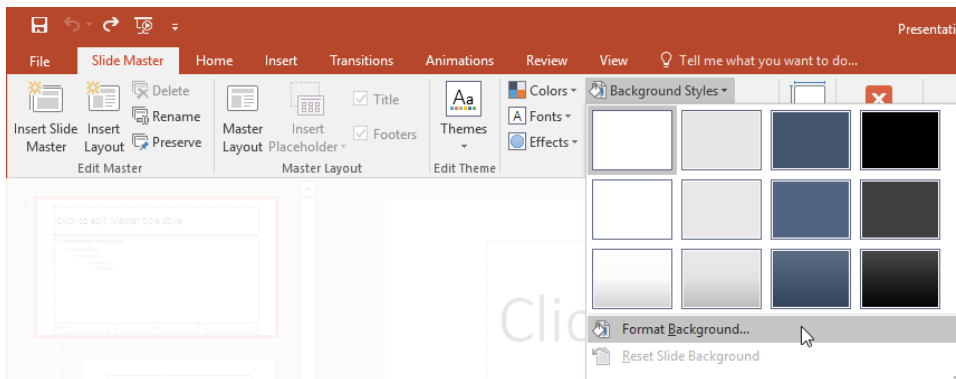
PowerPoint will add a new generic slide layout:



You can now add and modify placeholders, and style the slide as you see fit.

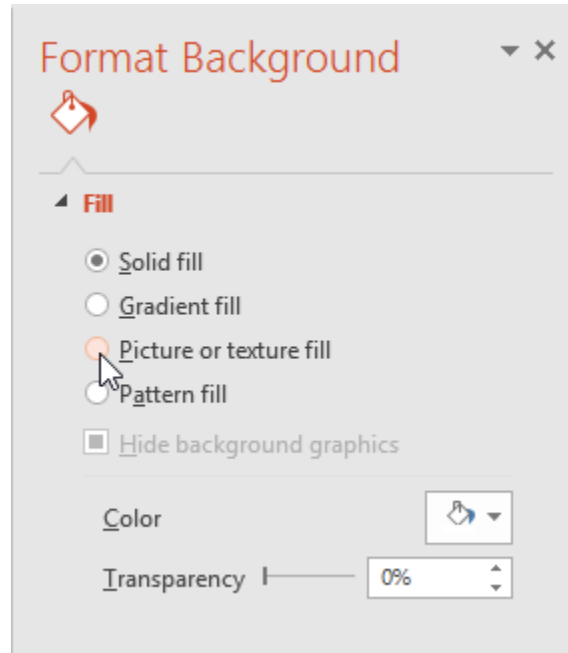
ADDING BACKGROUND IMAGES

You can add a number of different background styles to a slide layout, including background images. To add a background image to a slide layout, first select the slide master or layout that you would like to work with and then click Slide Master → Background Styles → Format Background:

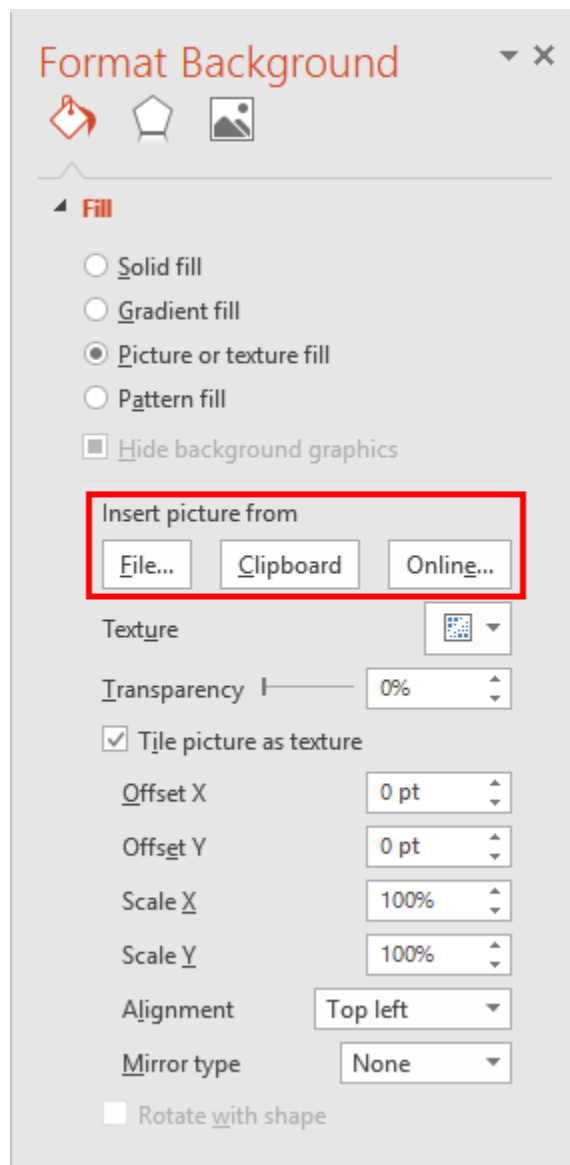


[61] Microsoft Office PowerPoint 2016 – Part 2

This action will open the Format Background task pane. Inside of this pane, click the “Picture or texture fill” radio button under the Fill section title:



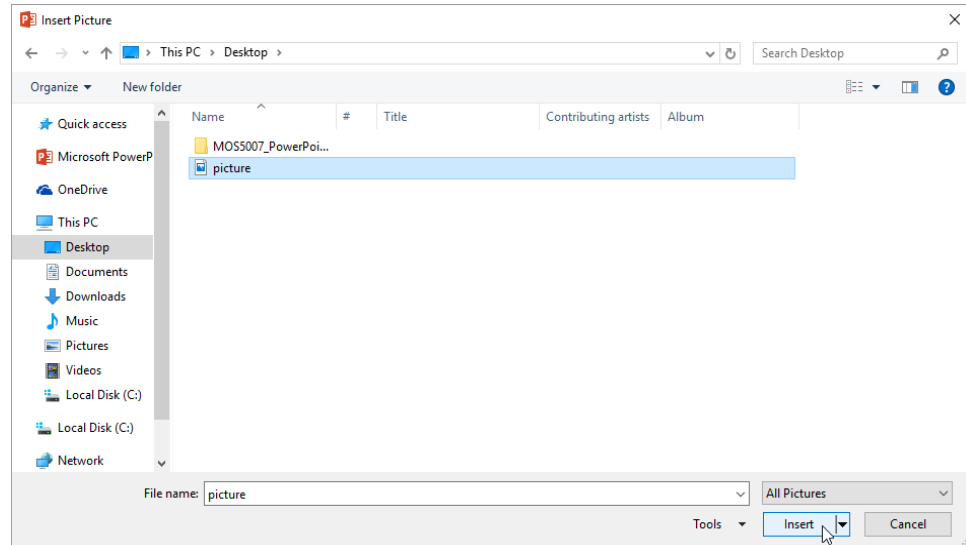
The Format Background task pane will then populate with a variety of controls related to the selected option:



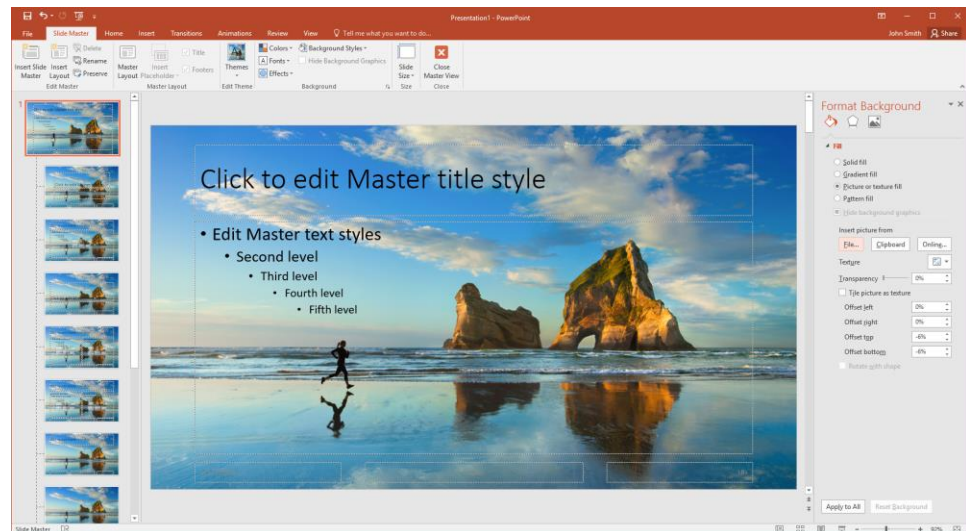
Under the “Insert picture from” section header, you can choose a background image that resides on your **computer’s clipboard**, **online**, or that is stored as a **local file**.

[63] Microsoft Office PowerPoint 2016 – Part 2

For this example, the File button has been selected which opens the Insert Picture dialog box. Using this you can find a picture on your PC, select it, and then click the Insert button:

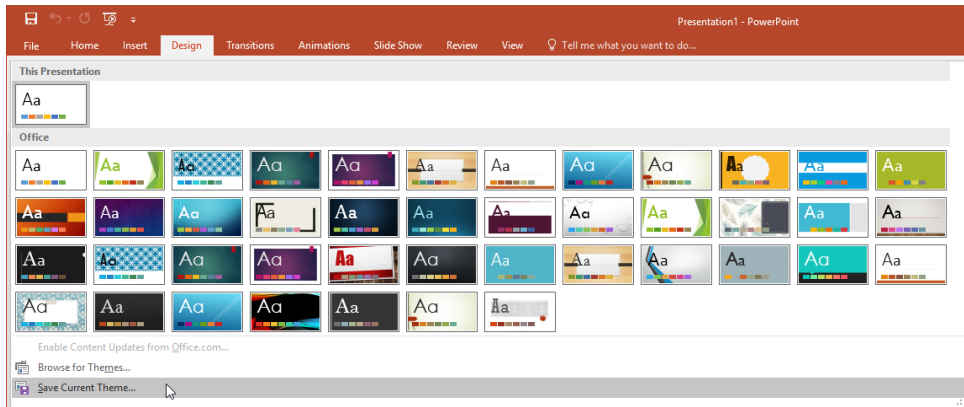


The selected image will now be background for the selected slide (or all of the slides if you have the master selected):

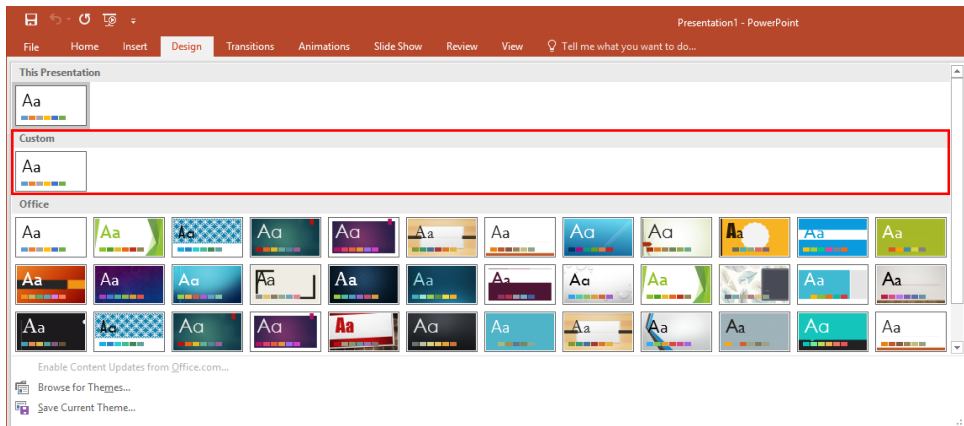


CUSTOM THEMES

If you have customized a theme's fonts, colors, and/or effects, you can save the entire package as a custom theme by clicking the Save Current Theme option from the Themes gallery on the Design tab (or the Slide Master tab):



Saved custom themes are shown in the Custom section of the Themes gallery:

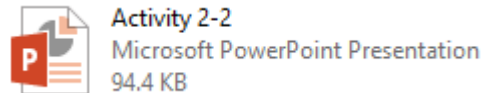


ACTIVITY 2-2

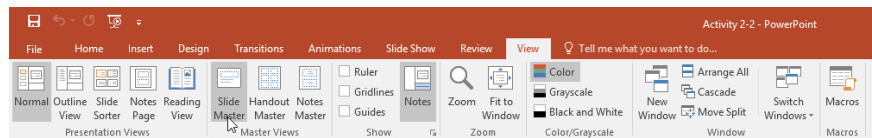
Modifying Slide Masters and Slide Layouts

You would like to use slide masters to create a consistent look to be used for all presentations across your company. This new look will include a new theme, as well as the company logo on each slide. Additionally, you need to create a slide layout to display multimedia content.

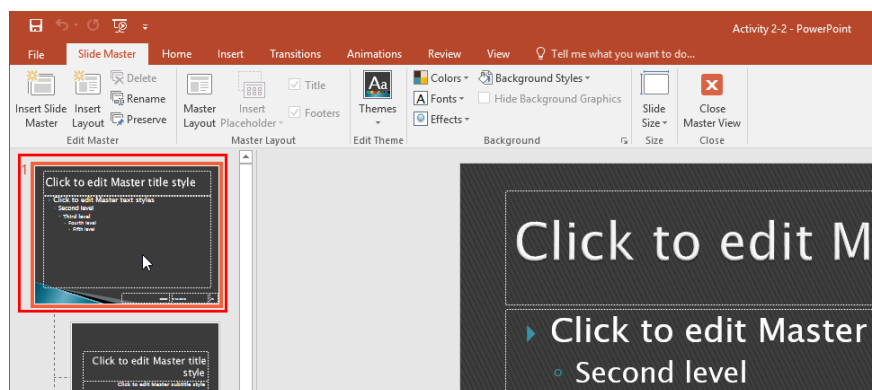
1. To begin, open Activity 2-2 from your Exercise Files folder:



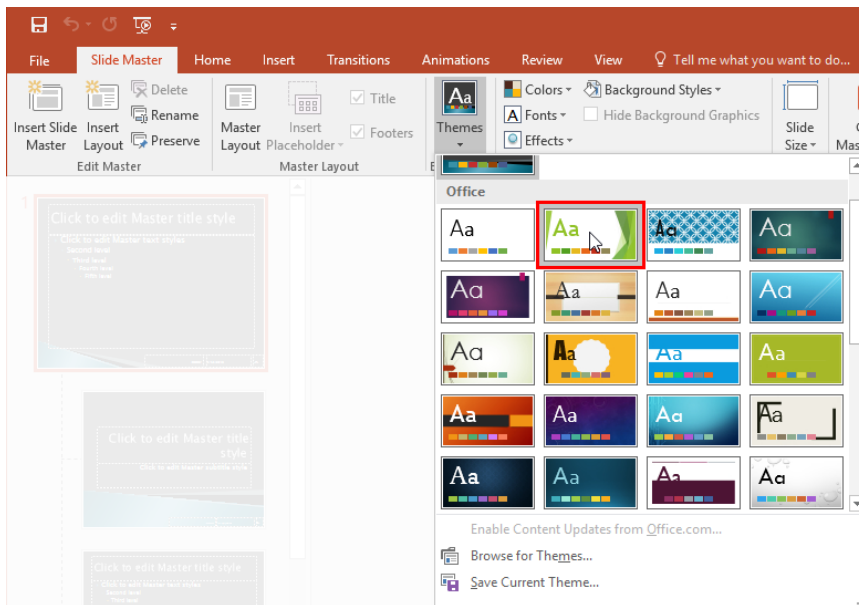
2. With the presentation now open, click View → Slide Master:



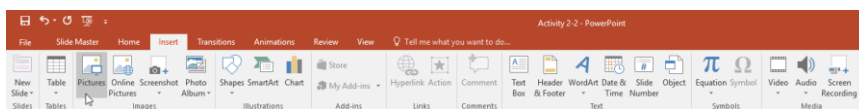
3. Inside the Slides pane, select the top-level master slide for this presentation:



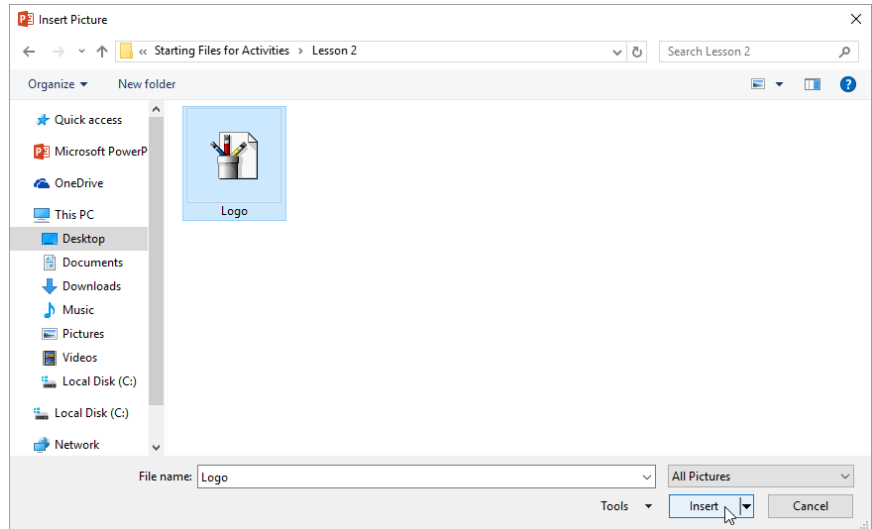
4. First, you would like to change the theme. Click Slide Master → Theme → Facet:



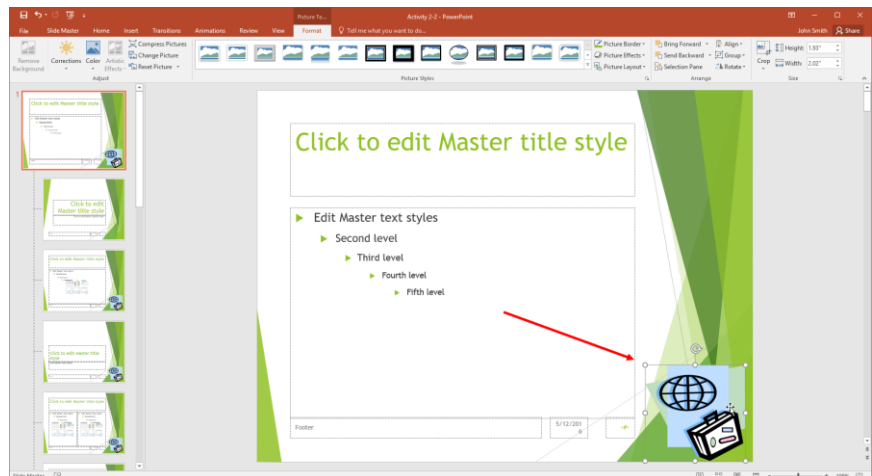
5. The new theme has now been applied to all of the slides in the current presentation that have been based off of the selected master slide. Now you need to have the company logo appear on each slide. Click Insert → Pictures:



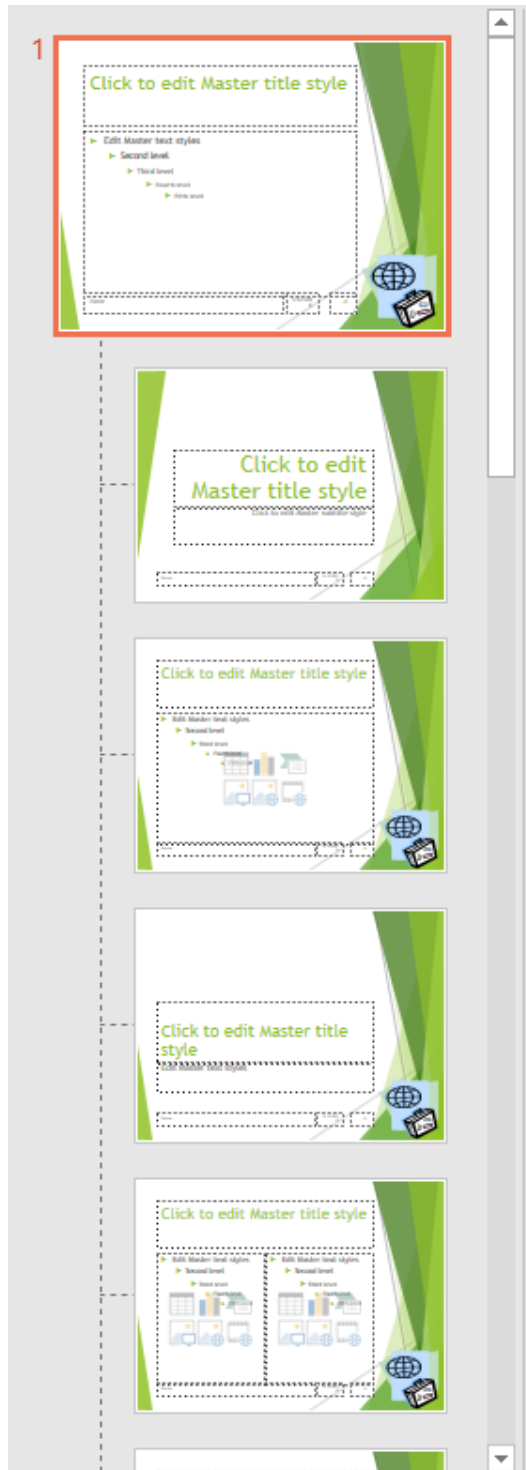
- The Insert Picture dialog box will now be displayed. Open your Exercise Files folder and navigate to the Logo file. Click Insert:



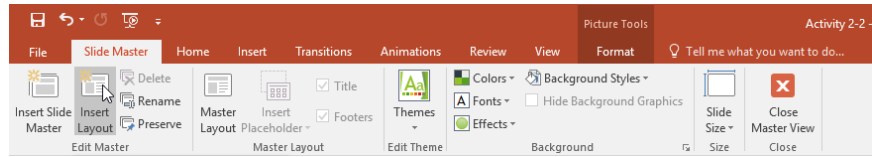
- The picture will now appear in the middle of your presentation. Click and drag this picture down to the lower right-hand corner of the master slide:



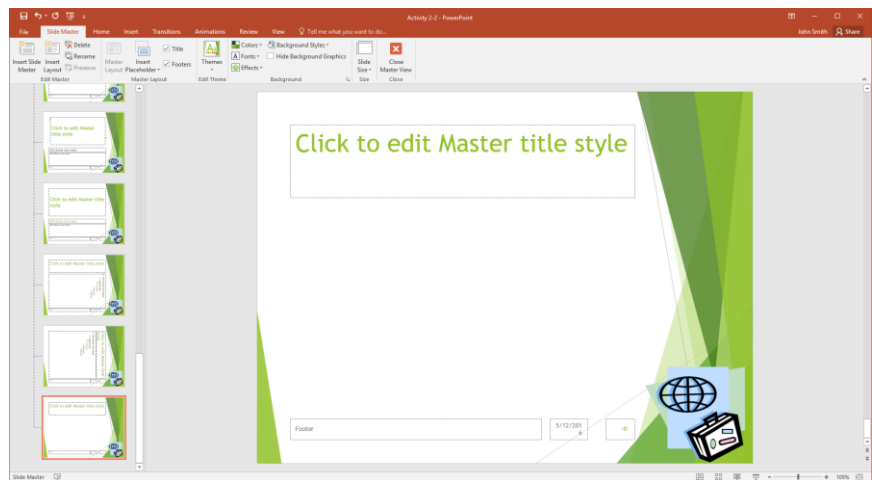
8. With the logo added and positioned on the master slide, it will now also appear in the same location on all layout slides that include this footer area:



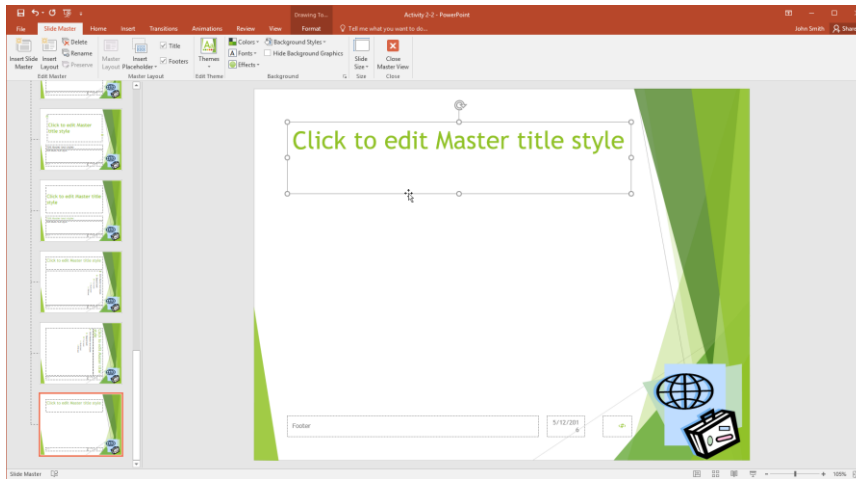
9. Now you need to create a new slide layout. Click Slide Master → Insert Layout:



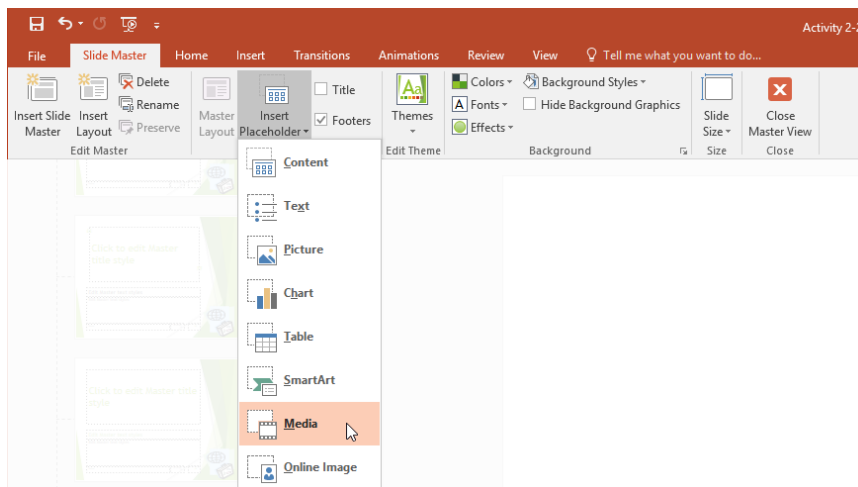
10. The new layout will appear at the bottom of the Slides pane and will be selected automatically:



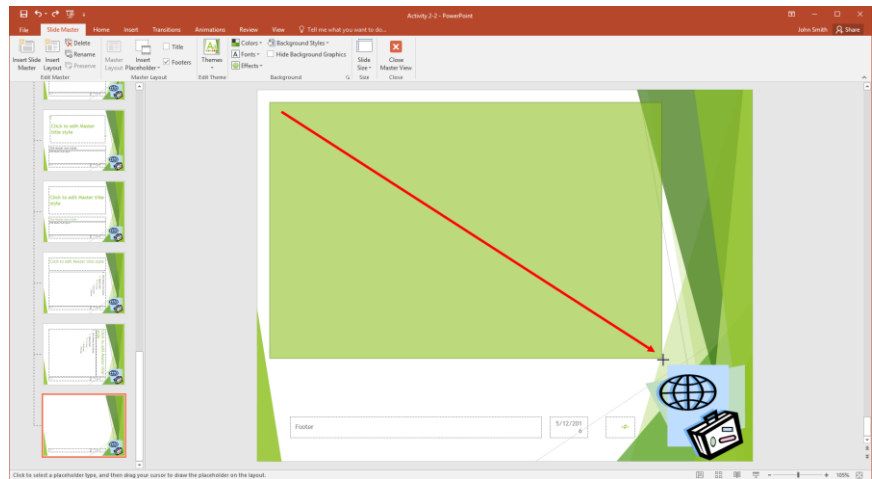
11. Click to select the title placeholder in this layout and press Delete on your keyboard to remove it:



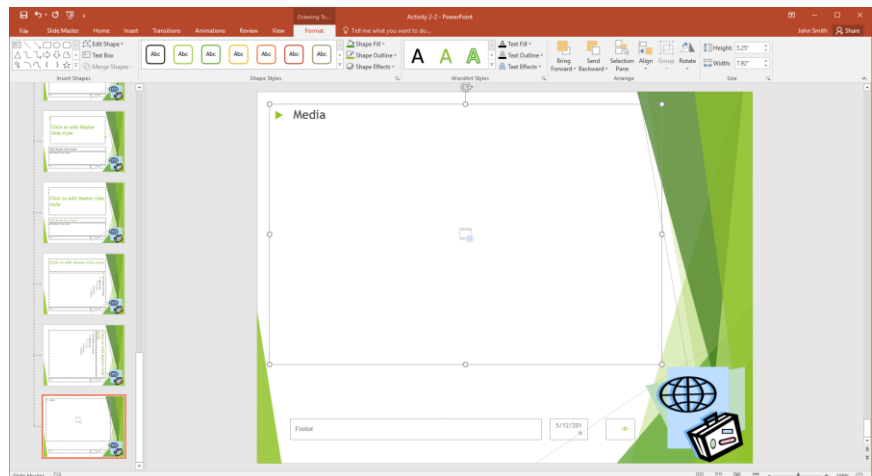
12. Now you just need to add a media placeholder. Click Slide Master → Insert Placeholder → Media:



13. Your cursor will now turn into a crosshair. Click and drag from the upper left-hand corner of the slide down to the corresponding corner of the logo:



14. Release your mouse button to add the placeholder:



15. Save the changes that you have made to this presentation as Activity 2-2 Complete and then close Microsoft PowerPoint 2016 to complete this activity.

TOPIC C: Add Headers and Footers

Any information that you would like to appear on every slide in your presentation (such as slide numbers, the date, or title information) can be added to a header or footer. Over the course of this topic you will learn how to add headers and footers to a presentation.

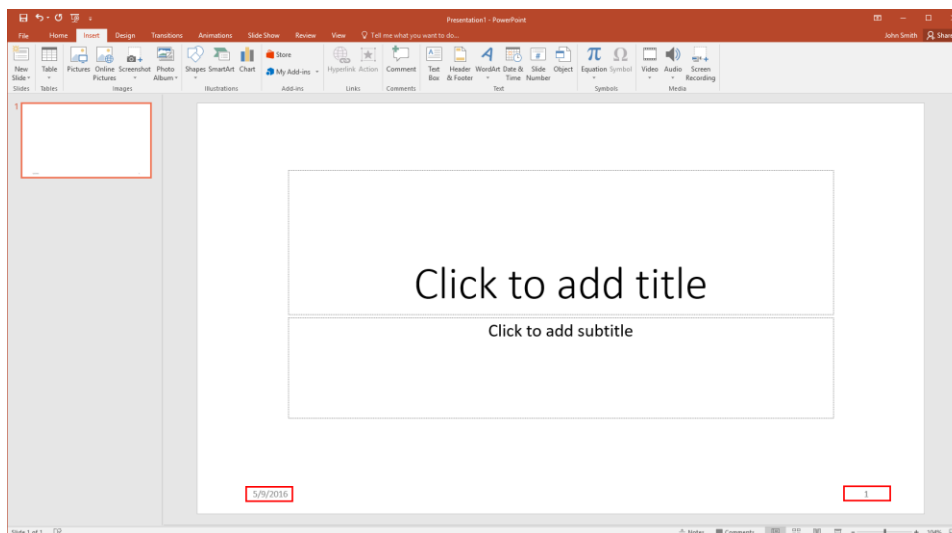
Topic Objectives

In this topic, you will learn:

- About headers and footers
- About the Header and Footer dialog box

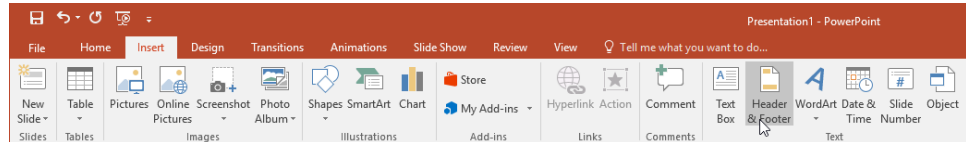
HEADERS AND FOOTERS

Footers are content placeholders that can be added to the bottom of slides (as well as notes and handouts), while **headers** are added to the top. These placeholders can hold anything, but they are typically used to include basic information like the presentation title, slide number, current date, etc.:

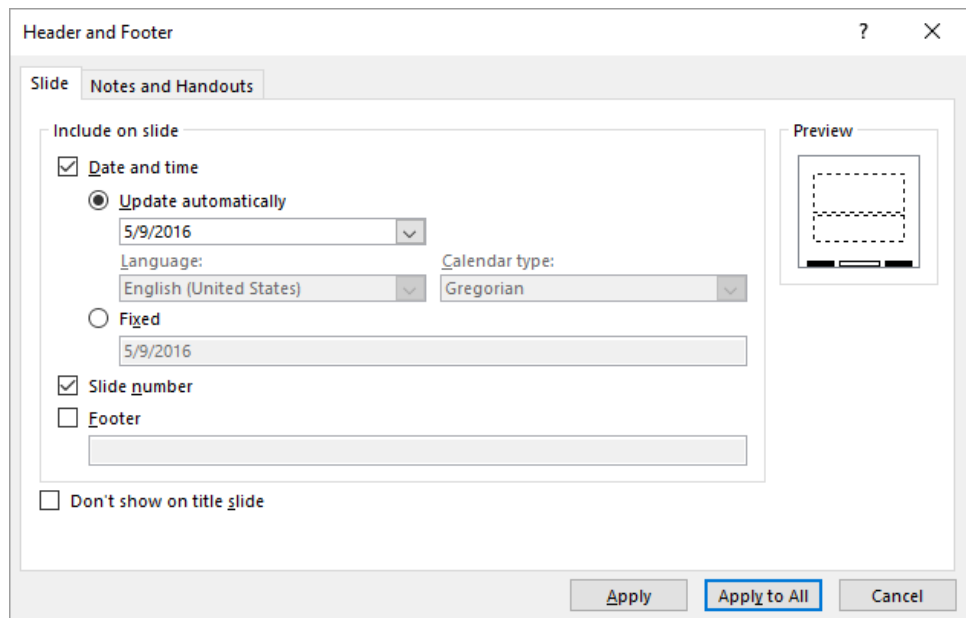


THE HEADER AND FOOTER DIALOG BOX

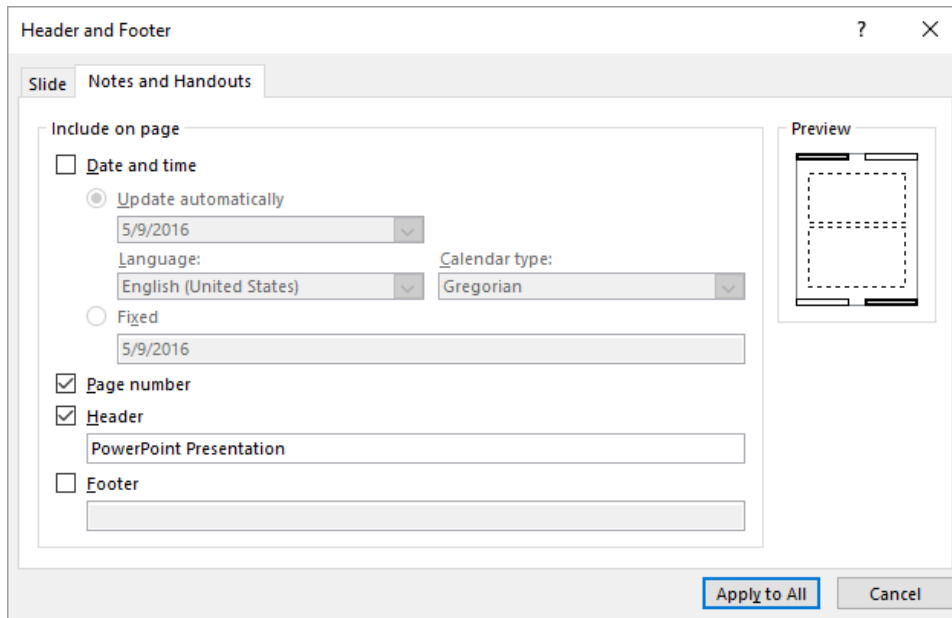
You can add headers and footers to a presentation by clicking Insert → Header & Footer:



This action will open the **Header and Footer dialog box**. On the **Slide tab** in this dialog box, you can control what appears in the footer of each slide. For example, you can include the date and time, slide numbers, and/or custom footer text:



The **Notes and Handouts tab** lets you control the headers and footers for those elements. It includes many of the same controls from the previous tab, but it also includes a Header field:



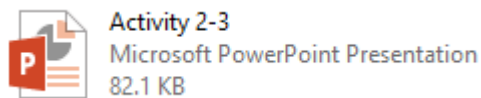
When you have made your changes, click “Apply to All” on the appropriate tab of the dialog. The dialog will close and your changes will be applied to each slide in the presentation.

ACTIVITY 2-3

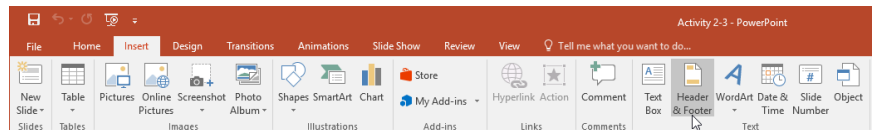
Adding Headers and Footers

You are working on a presentation that will be shown to new employees for orientation. You would like to add headers and footers to this presentation that include the current date and slide number.

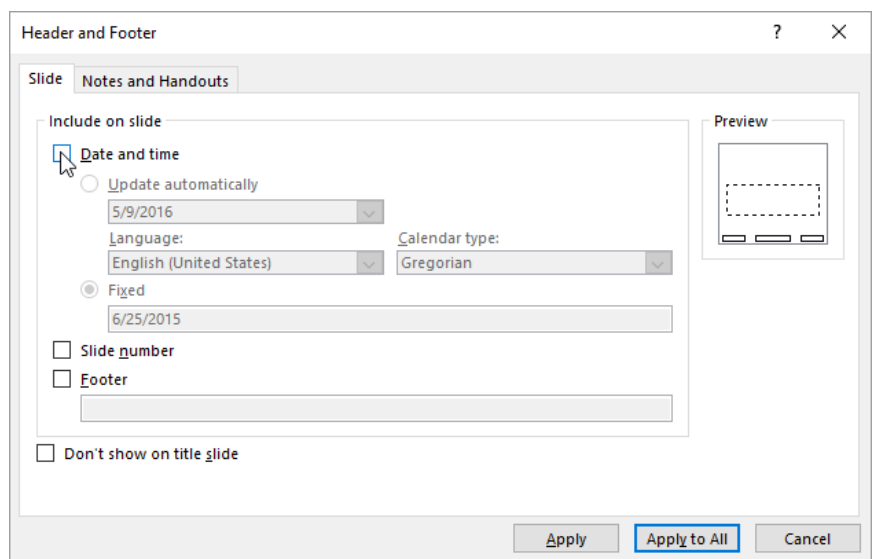
1. To begin, open Activity 2-3:



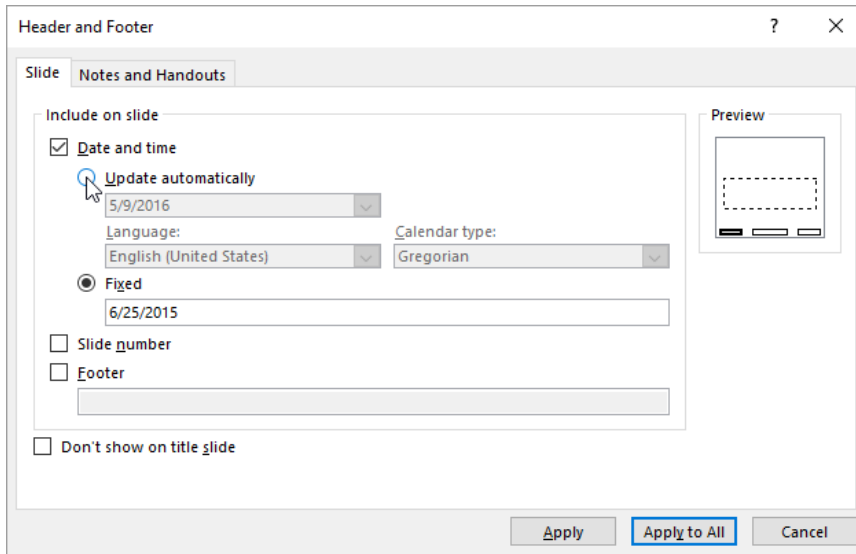
2. With the presentation now open, click Insert → Header & Footer:



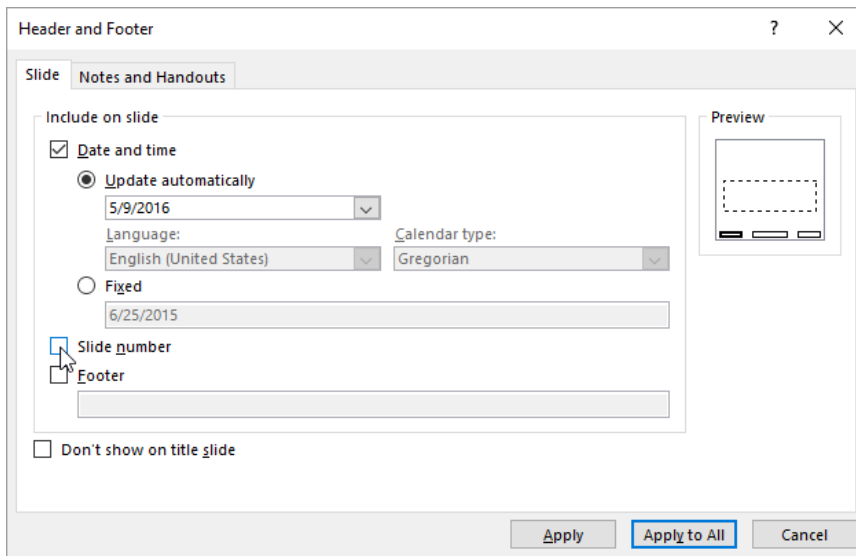
3. The Header and Footer dialog box will now be displayed. With the Slide tab open in this dialog box, check the “Date and time” box:



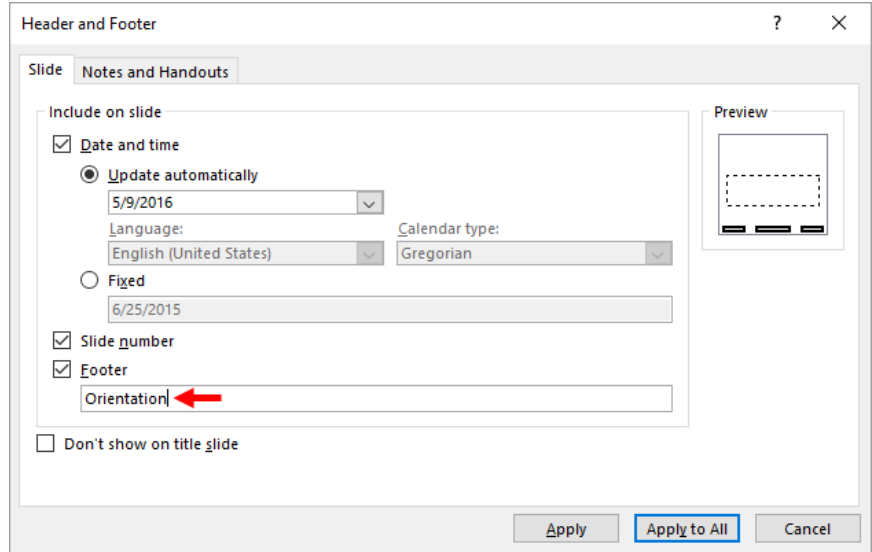
4. To ensure that the current date is always displayed, select the “Update automatically” radio button:



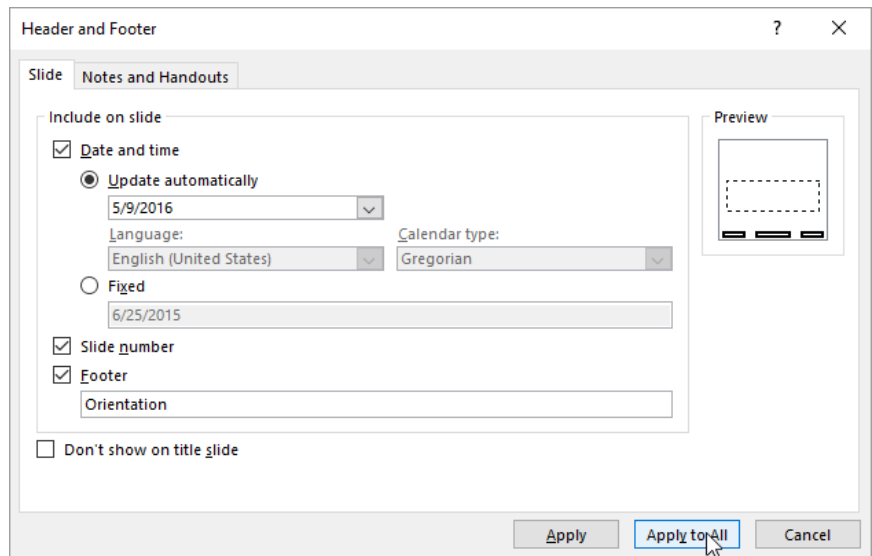
5. Check the “Slide number” checkbox:



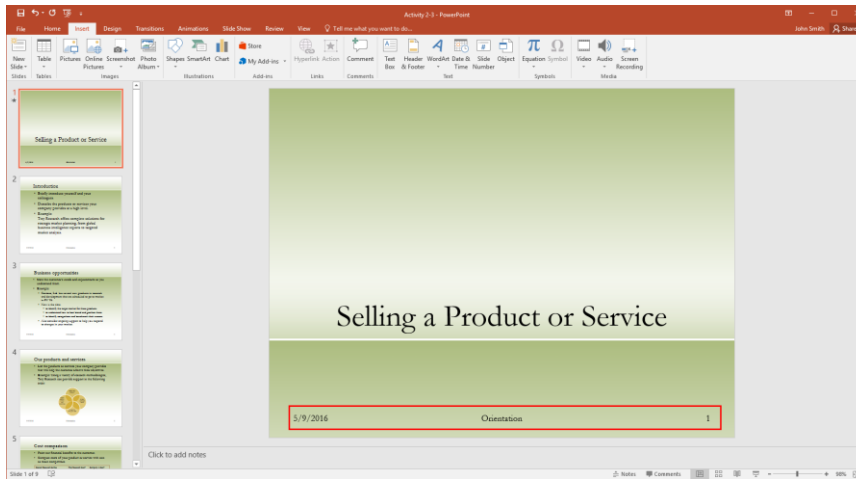
6. Check the Footer checkbox and then type “Orientation” into the provided text box:



7. Click “Apply to All:”



8. The dialog box will close and the footer will now appear on each slide in the presentation:



9. Save the current presentation as Activity 2-3 Complete and then close Microsoft PowerPoint 2016 to complete this exercise.

TOPIC D: Modify the Notes Master and the Handout Master

Both the notes and handout masters act in the same manner as slide masters. However, they are intended to help provide supplementary printed materials to go with the presentation itself. Over the course of this topic, you will learn all about notes masters and handout masters.

Topic Objectives

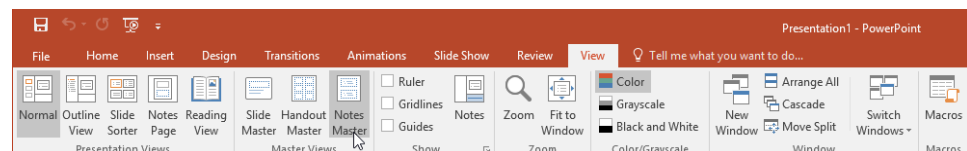
In this topic, you will learn:

- About the notes master
- About the handout master
- How to create handouts in Microsoft Word

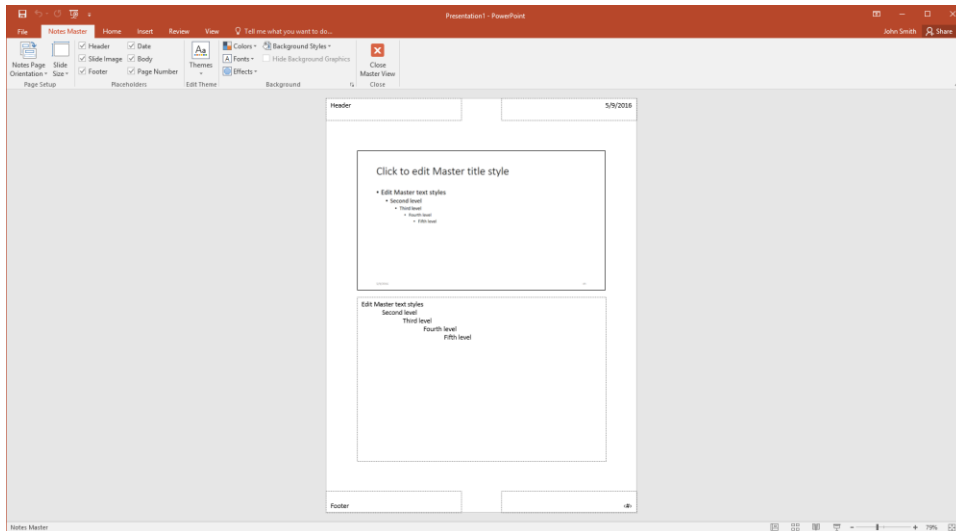
THE NOTES MASTER

The **notes master** controls the location and formatting of various elements when you print or view notes from your presentation. This includes the orientation, style, and placement options.

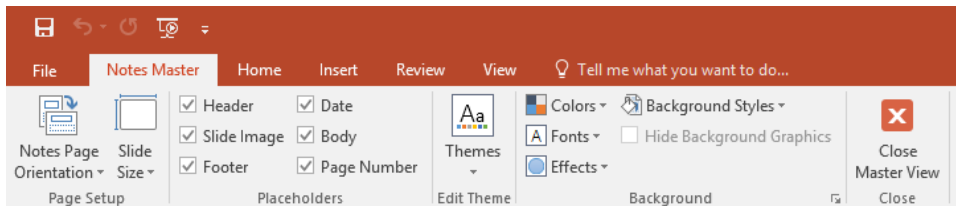
To open the Notes Master view, click View → Notes Master:



When you open Notes Master view, you will see the note template used by PowerPoint:



You will also see a new Notes Master tab that has been added to the beginning of the other tabs on the ribbon. This tab is contextual in that it only appears in this view, but it also remains open until you close it or switch to another editing view within your presentation:

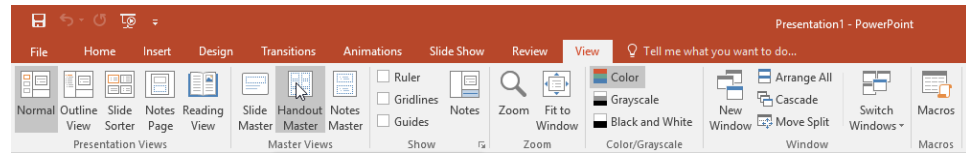


You can now edit this page however you like using the commands on the Notes Master tab. This can include changing the header, date, slide image, notes pane text, footer, and page number settings.

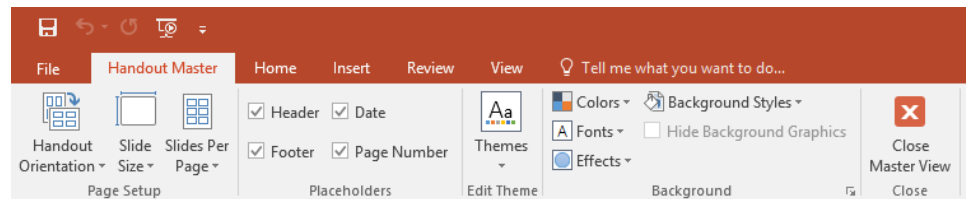
THE HANDOUT MASTER

The **Handout Master** controls the location and formatting of various elements when you print handouts from your presentation.

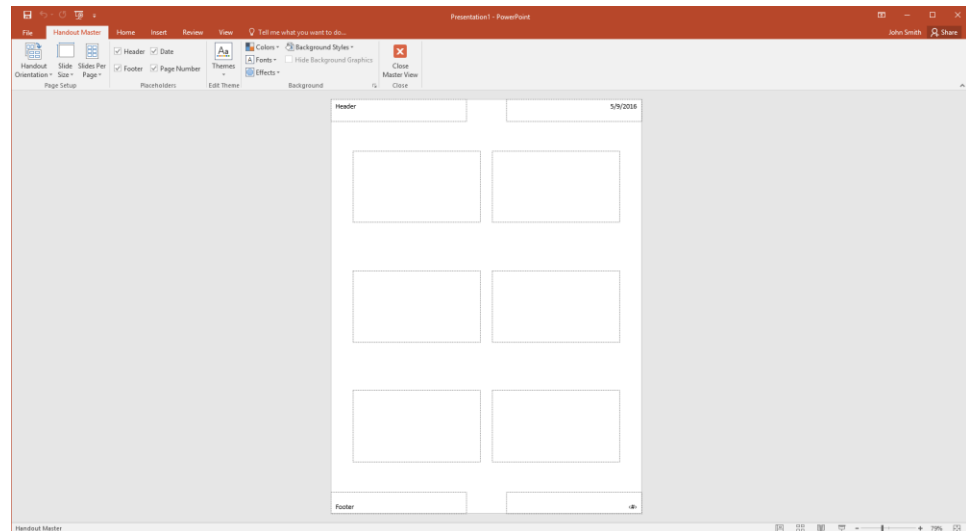
To open Handout Master view, click View → Handout Master:



This will open a new Handout Master tab and add it to the beginning of the other tabs. This tab is contextual in that it only appears while you are in this view, but it also remains open until you close it or switch to another editing view within your presentation:



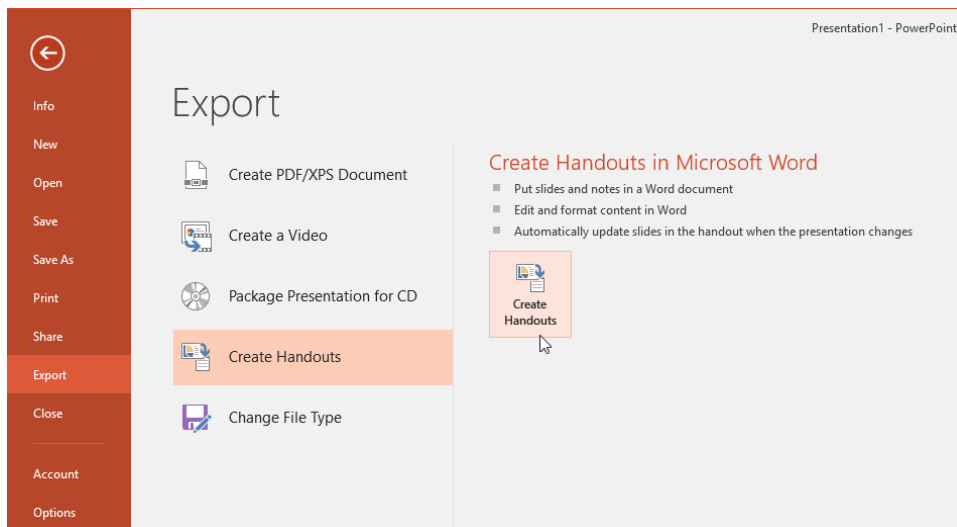
When you open Handout Master view, you will see the handout template used by PowerPoint:



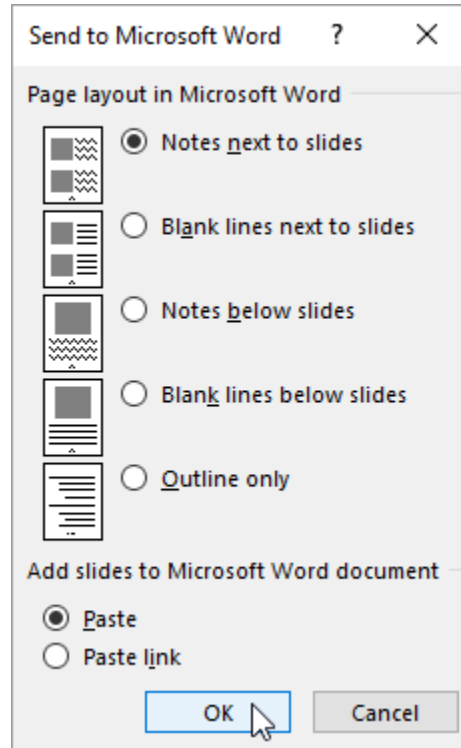
You can now edit this page however you like using the commands on the Handout Master tab. The changes will be reflected in all handouts that you create for this presentation.

CREATING HANDOUTS IN MICROSOFT WORD

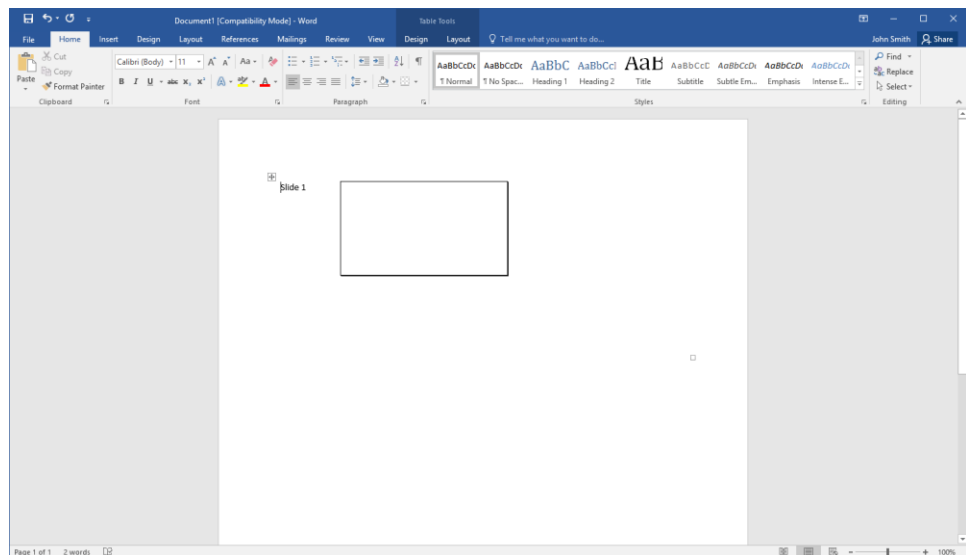
If you want more control over your handouts, you can export them to Microsoft Word. (Note that Word must be installed for this command to work.) In PowerPoint, click File → Export → Create Handouts → Create Handouts:



The Send To Microsoft Word dialog box will open. Here, you can choose the page layout and if you want the slides to be linked (so that they will update based on slide changes). Click OK when you are ready:



Your handouts will then appear in a new Word document:



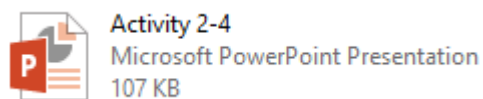
You can now edit these handouts just as you would any other Word document.

ACTIVITY 2-4

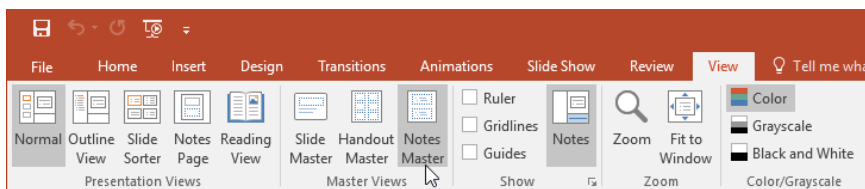
Modifying the Notes and Handout Masters

A presentation that you going to give needs to be accompanied by a handout, so you would like to modify the note and handout masters.

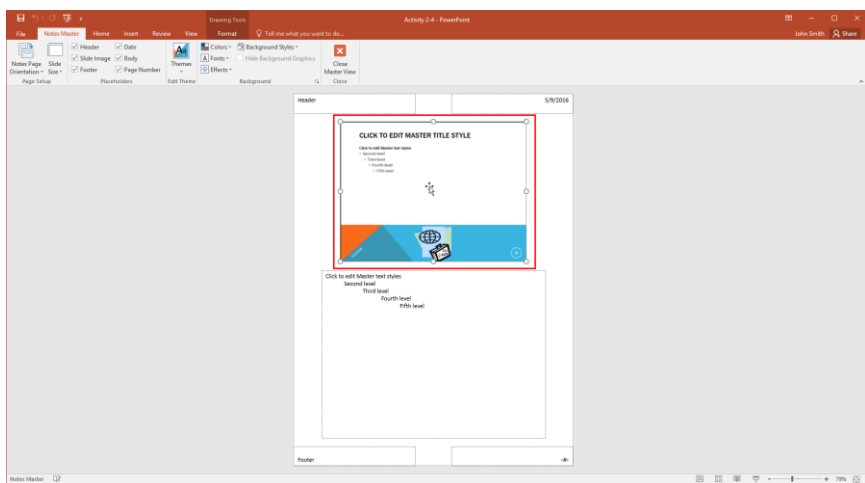
1. To begin, open Activity 2-4:



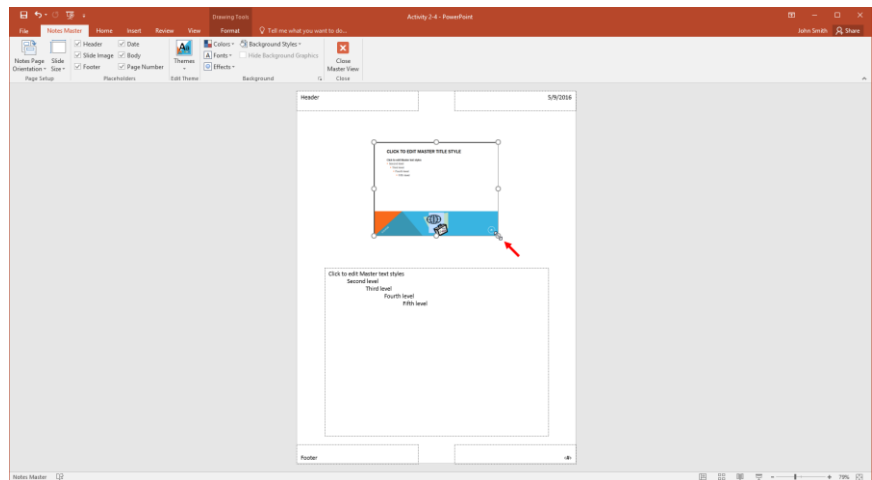
2. Display the notes master by clicking View → Notes Master:



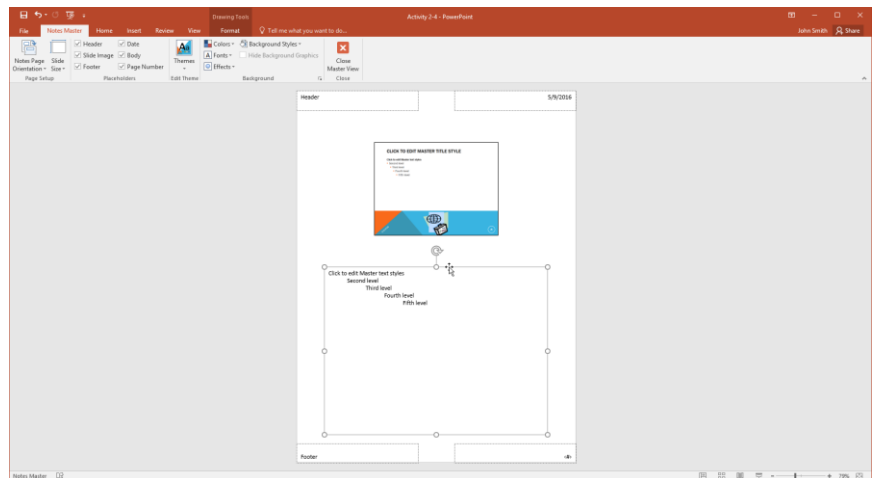
3. With the Notes Master view now displayed, you can begin customizing it. Click the slide image to select it:



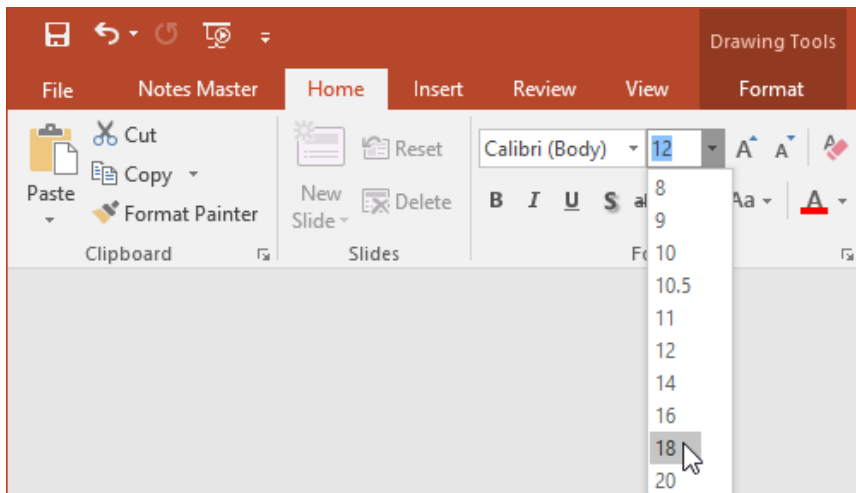
4. Hold down the Ctrl key on your keyboard. Click and hold one of the corner resize handles. Drag this handle inwards towards the center of the image to reduce its size while leaving it centered:



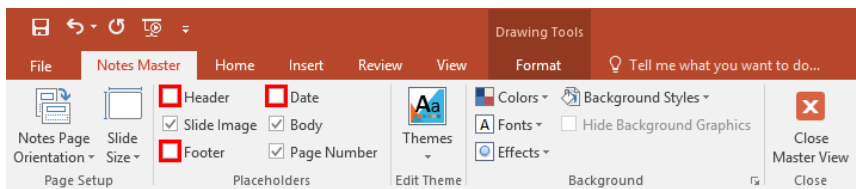
5. Click the border of the notes text placeholder to select it:



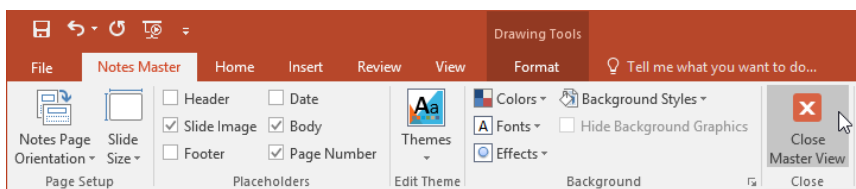
6. Increase the size of the font in this placeholder by clicking Home → Font Size → 18:



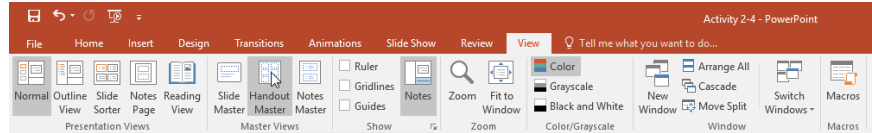
7. Now you would like to remove some elements from the notes master. Display the Notes Master tab. Deselect the Header, Date, and Footer checkboxes inside the Placeholders group:



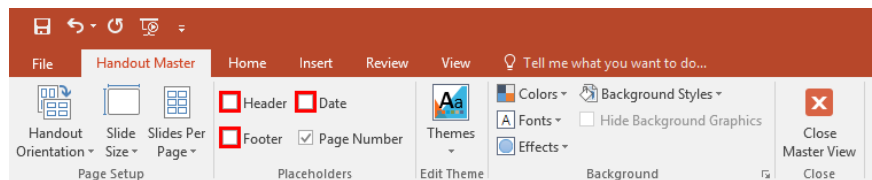
8. Now that you have finished customizing the notes master, click Notes Master → Close Master View:



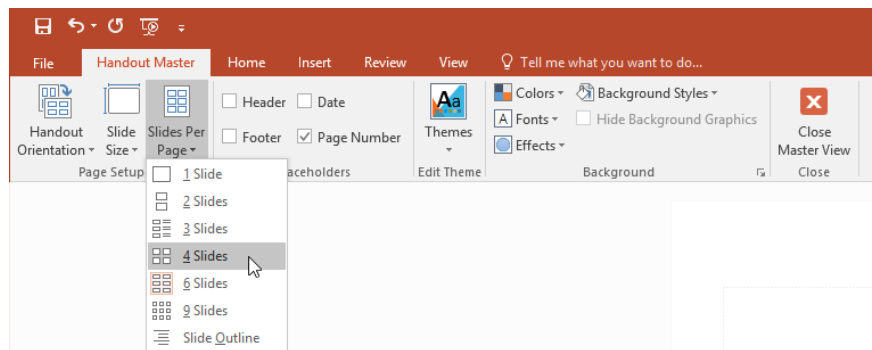
- Next, you would like to modify the handout master. Click View → Handout Master:



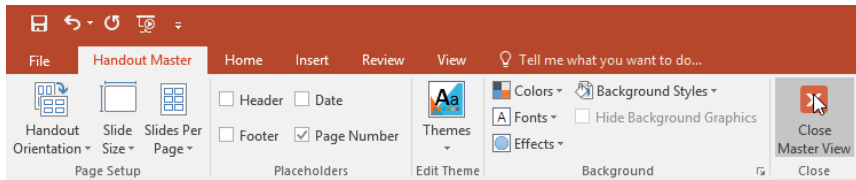
- The Handout Master view will now be displayed. Deselect the Header, Date, and Footer checkboxes in the Placeholders group of the Handout Master tab:



- Next, you would like to reduce the number of slides on each page from six to four. Click Handout Master → Slides Per Page → 4 Slides:



- 12.** You have now finished customizing the handout master. Click Handout Master → Close Master View:



- 13.** Save the current presentation as Activity 2-4 Complete and then close Microsoft PowerPoint 2016 to complete this exercise.

Summary

During this lesson you learned how to customize the various design templates that control how your presentation appears. You should now feel comfortable creating and managing sections, as well as working with slide masters and slide layouts. Additionally, you should feel comfortable adding both headers and footers to your presentations and customizing the notes and handout masters.

REVIEW QUESTIONS

1. **What is the command sequence to add a new section?**
2. **How do you move slides between multiple sections?**
3. **What does a slide master control?**
4. **How do you open the Header and Footer dialog box?**
5. **What is the command sequence to create handouts for your presentation in Microsoft Word?**

LESSON 3: ADDING SMARTART TO A PRESENTATION

Lesson Objectives

In this lesson you will learn how to:

- Create SmartArt
- Modify SmartArt

TOPIC A: Create SmartArt

Traditionally, graphical representations of data or textual information have been difficult or tedious to create. The SmartArt feature has been included to facilitate this process and it gives you a wide range of options to create unique graphics. Over the course of this topic, you will learn about SmartArt and how to create it.

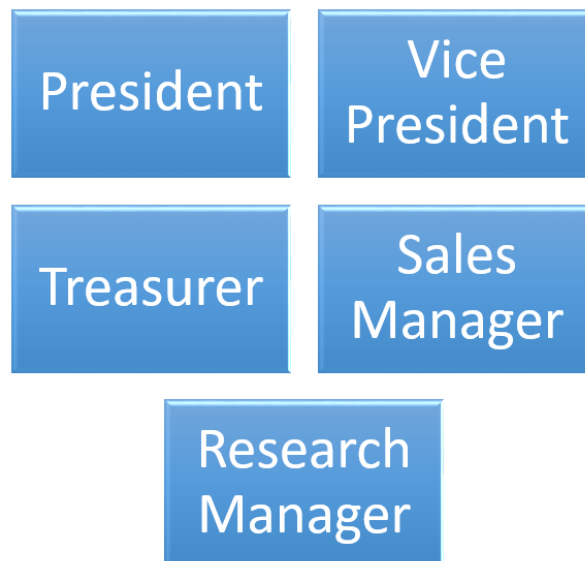
Topic Objectives

In this topic, you will learn:

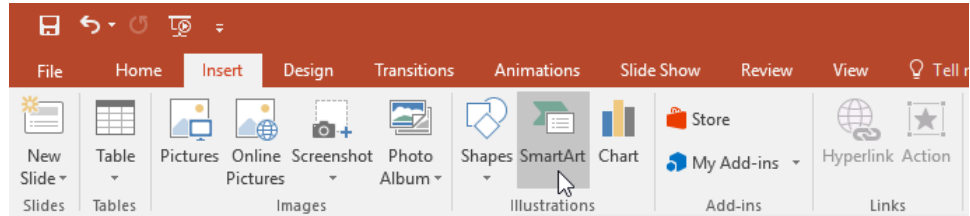
- About SmartArt graphics
- About the Choose a SmartArt Graphic dialog box
- About the categories of SmartArt that are available
- How to use the Text pane

SMARTART GRAPHICS

PowerPoint features a powerful graphic creation tool called **SmartArt**. This tool will help you create graphical representations of text or data and add them into your presentation. Typically it is used to show hierarchical or relationship information, such as an organizational chart:



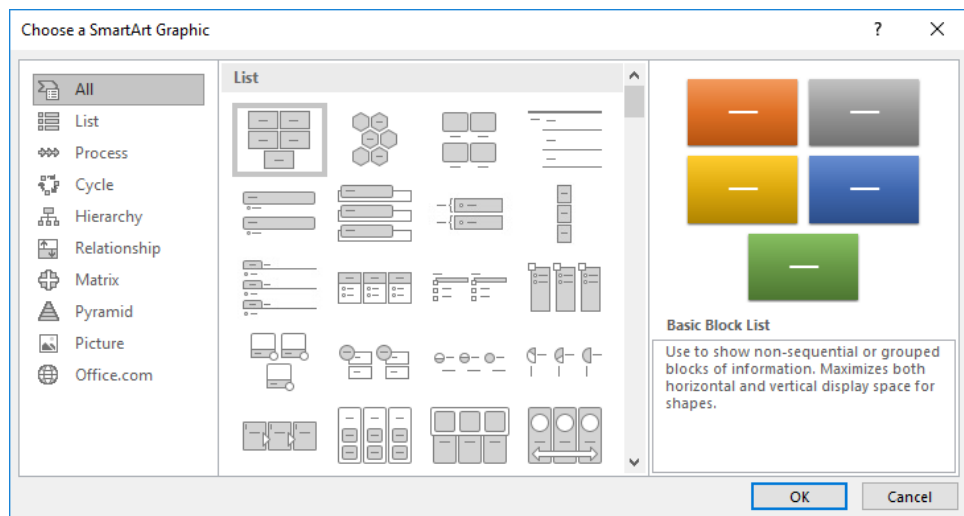
To add SmartArt to a slide, click Insert → SmartArt, or click the Insert SmartArt Graphic placeholder if it is available:



Either action will display the Choose a SmartArt Graphic dialog box.

THE CHOOSE A SMARTART GRAPHIC DIALOG BOX

The **Choose a SmartArt Graphic dialog box** lets you browse through all of the many SmartArt graphic options that are available to you. These graphics are organized into several different categories. Clicking a category in the list on the left will display its contents in the center pane of the dialog box. Clicking a SmartArt graphic option from the center of the dialog box will display a preview of it on the right, as well as provide you with a brief description of what it is best used for:



Once you choose a graphic and click OK, it will appear on the current slide.

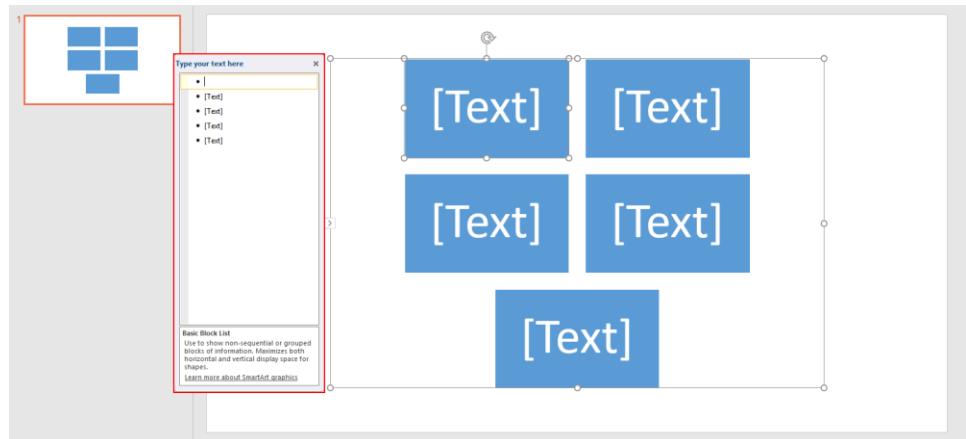
SMARTART CATEGORIES

Let’s take a closer look at the categories available in the Choose a SmartArt Graphic dialog.

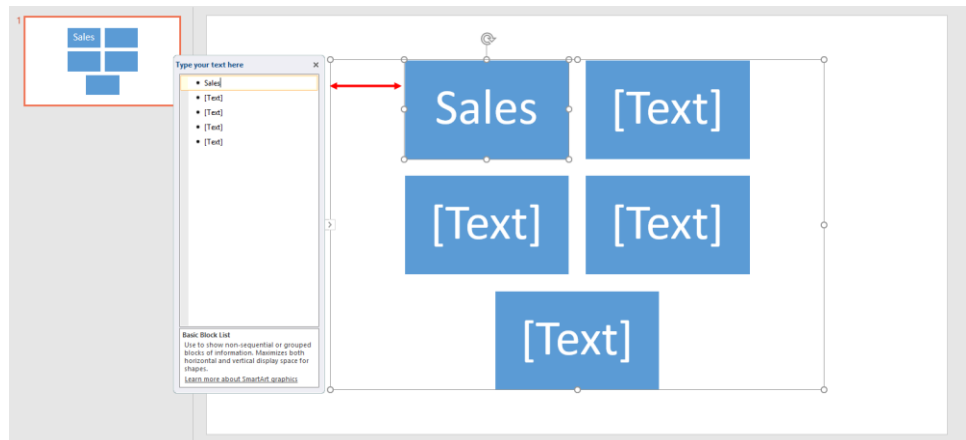
Category	Description	Sample Graphic Types
All	All available SmartArt graphics, sorted by category type.	<ul style="list-style-type: none"> ▪ N/A
List	Present blocks of information.	<ul style="list-style-type: none"> ▪ Basic Block List ▪ Picture Accent List
Process	Outline steps in a process or workflow.	<ul style="list-style-type: none"> ▪ Funnel ▪ Pie Process
Cycle	Show a continuous sequence of steps.	<ul style="list-style-type: none"> ▪ Cycle Matrix ▪ Gear ▪ Radial Venn
Hierarchy	Present hierarchical information, like an organization chart.	<ul style="list-style-type: none"> ▪ Organization Chart ▪ Hierarchy ▪ Lined List
Relationship	Show how different elements are connected to each other.	<ul style="list-style-type: none"> ▪ Basic Venn ▪ Gear ▪ Basic Target
Matrix	Illustrate how different parts relate to the whole.	<ul style="list-style-type: none"> ▪ Basic Matrix ▪ Titled Matrix
Pyramid	Present proportional relationships, like the food pyramid.	<ul style="list-style-type: none"> ▪ Basic Pyramid ▪ Segmented Pyramid
Picture	Lists all graphic types that include image placeholders.	<ul style="list-style-type: none"> ▪ Picture Strips ▪ Picture Grid

THE TEXT PANE

The Text pane appears alongside any SmartArt graphic that you add to a presentation. It provides you with a central area to add, remove, and edit text within the graphic:



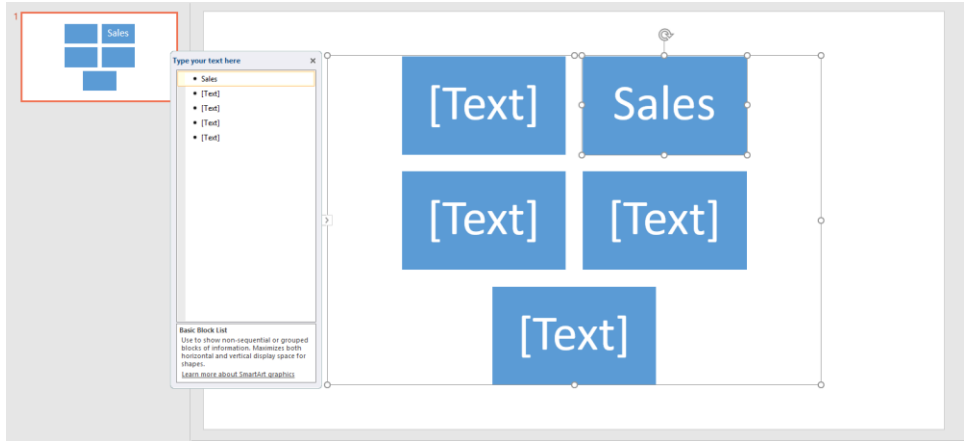
Alternatively, you can add text to a graphic by clicking any [Text] placeholder on the graphic itself and typing. Anything that you type into the graphic in this way will automatically be added to the Text pane:



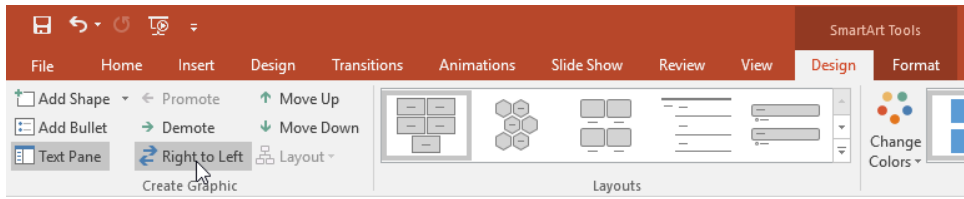
Note that as you add text, PowerPoint will automatically adjust the text size to accommodate the shape in which it is placed.

Moving Text

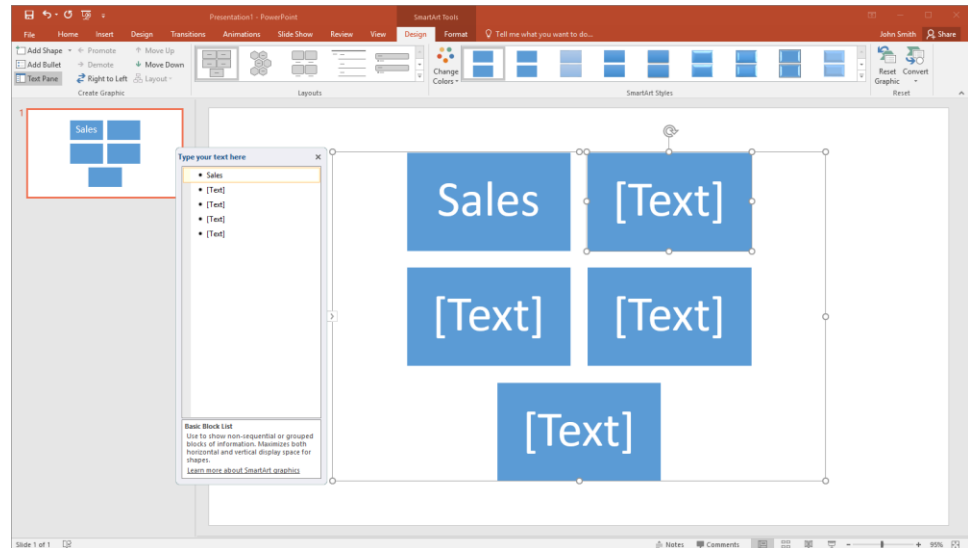
For added flexibility, text is able to be moved from one shape to another so that you can easily shift what text appears in what shape. For example, suppose that you wanted to have the “Sales” text in the following SmartArt graphic appear inside of the shape on the left rather than the right:



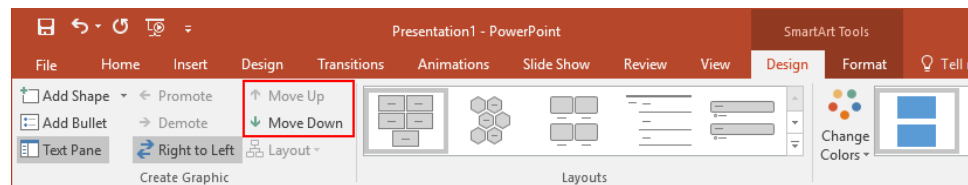
While you could use the cut and paste method, a far simpler method is to select the shape containing the text that you would like to move and then click Right to Left:



The text will now have been swapped:



Alternatively, you can move text in a SmartArt graphic in a vertical direction by clicking the Move Up and Move Down buttons within the Create Graphic group of the SmartArt Tools – Design tab:

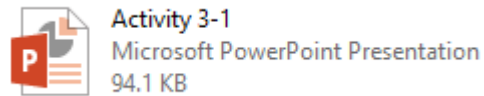


ACTIVITY 3-1

Creating SmartArt

A presentation that you are working on needs some SmartArt to help explain your company's organizational structure.

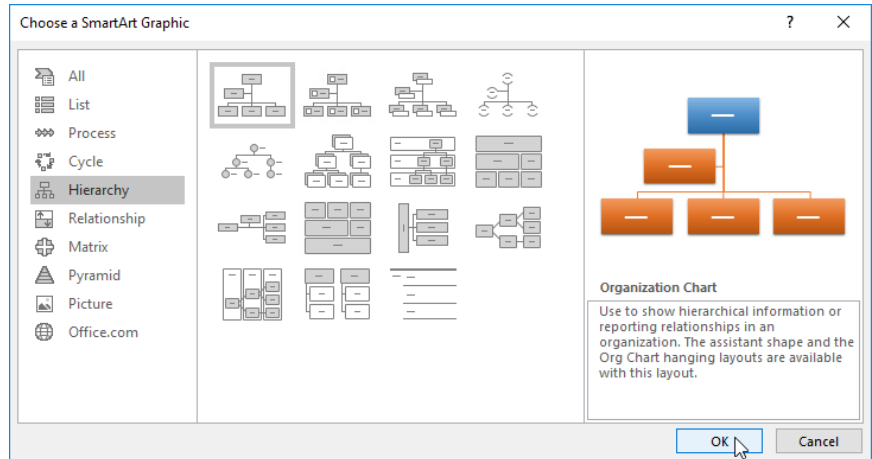
1. To begin, open Activity 3-1:



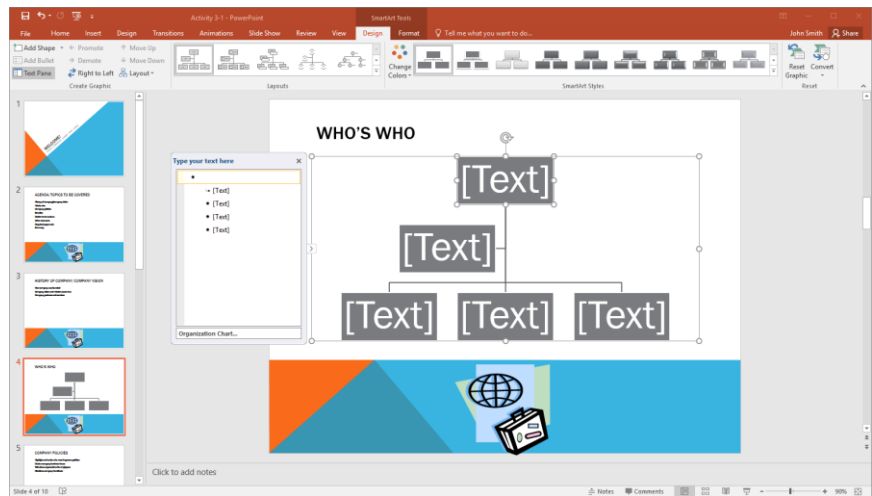
2. Display slide four. Click the Insert SmartArt Graphic placeholder in the center of this slide:



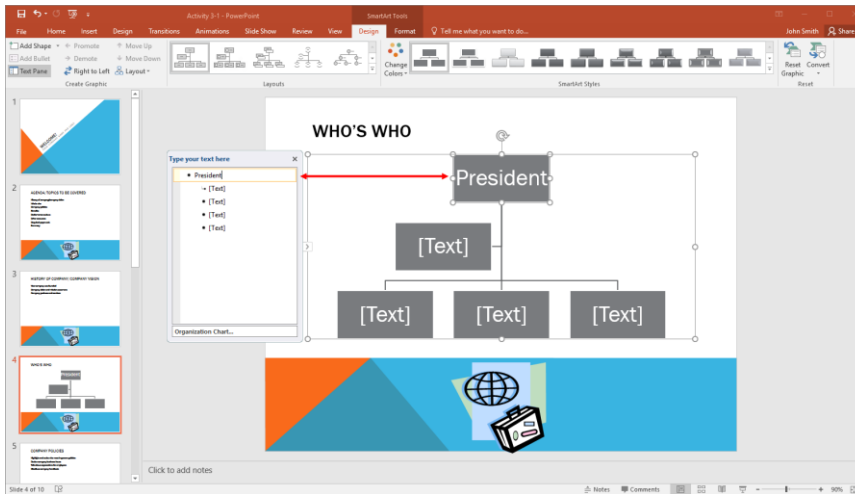
3. The Choose a SmartArt Graphic dialog box will now be displayed. Select the Hierarchy category and then click the Organization Chart option. Click OK:



4. A SmartArt graphic will now appear on the current slide using the type that you selected:

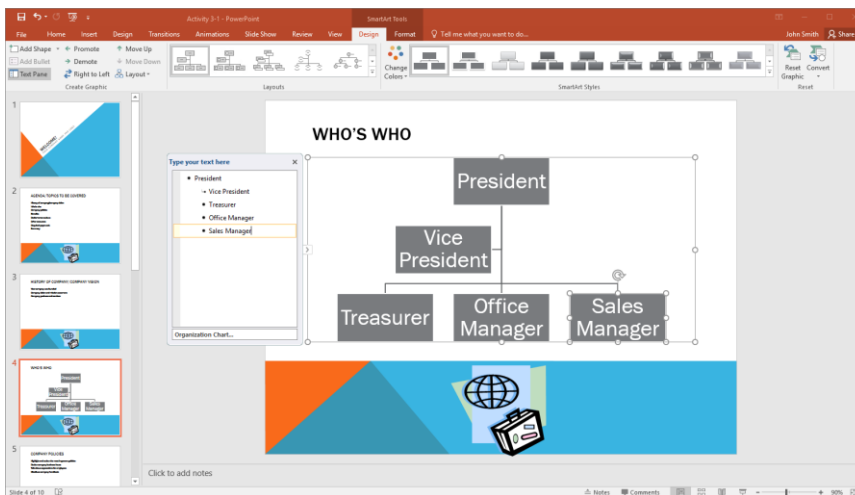


5. Inside the Text pane, type “President” beside the first bullet point. You will see this text appear inside the associated shape in the graphic:

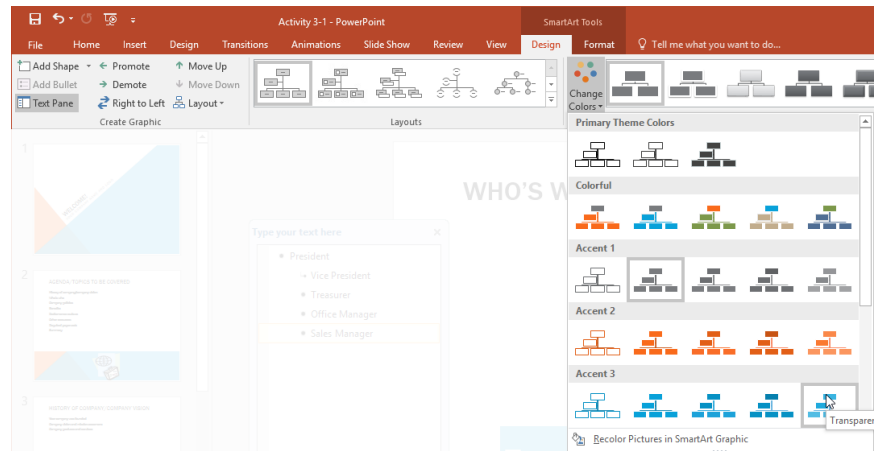


(If the Text pane is not visible, click SmartArt Tools – Design → Text Pane.)

6. Complete the graphic to match the image below:



- Now you would like to change the color of this graphic. With the SmartArt graphic still selected, click Smart Art Tools – Design → Change Colors → Transparent Gradient Range – Accent 3:



- The SmartArt graphic should now look like this:



- Save the current presentation as Activity 3-1 Complete. Close Microsoft PowerPoint 2016.

TOPIC B: Modify SmartArt

While the many SmartArt categories provide you with all sorts of different options when inserting graphics into a presentation, you can also modify individual components of SmartArt in many different ways. Over the course of this topic, you will learn how to modify SmartArt.

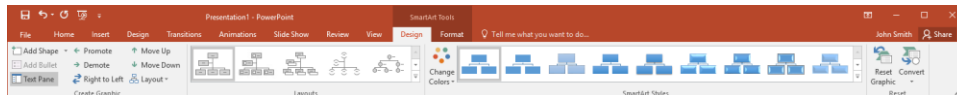
Topic Objectives

In this topic, you will learn:

- About the SmartArt Tools contextual tabs
- About the Selection pane
- How to add, remove, and resize shapes
- How to promote and demote bullets
- How to change the style and layout of SmartArt
- How to change the SmartArt color scheme
- How to convert a SmartArt graphic to text or shapes

THE SMARTART TOOLS CONTEXTUAL TABS

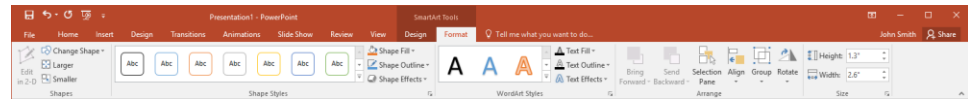
When SmartArt is selected on a slide, the SmartArt Tools contextual tab set will become available on the ribbon. The first tab is **Design**:



It has the following groups:

- **Create Graphic:** Contains commands to modify the shapes and information in the graphic. You can also reverse the direction of the diagram with the “Right to Left” command.
- **Layouts:** Change the layout of the diagram.
- **SmartArt Styles:** Change the color scheme and/or the overall visual style of the graphic.
- **Reset:** Reset the graphic to its default formatting style. Also contains a command to convert the diagram to shapes or text.

The second tab is **Format**:

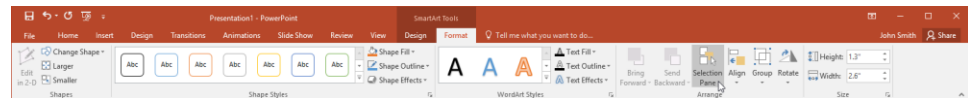


It has the following groups:

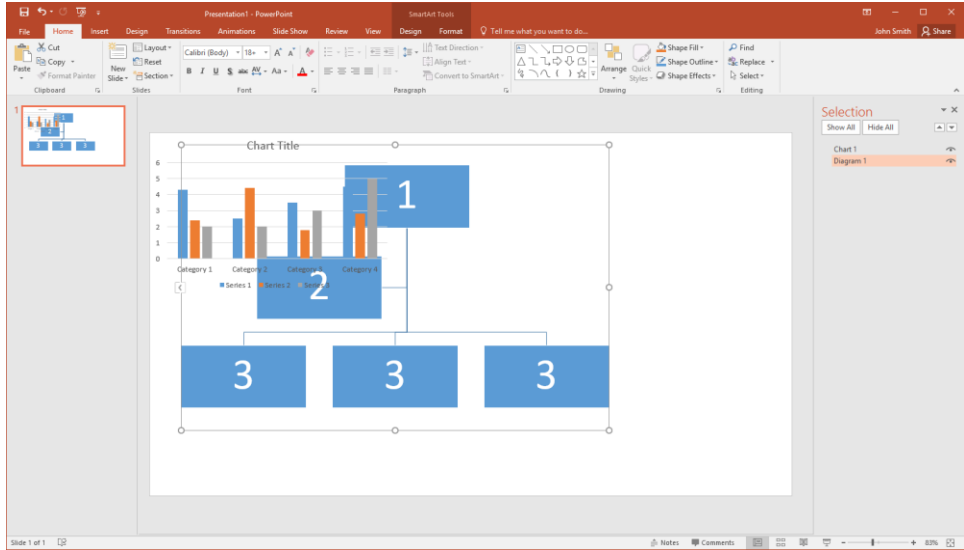
- **Shapes:** Edit the shape in 2D (if this is a 3D graphic), change the selected shape, or make the shape slightly larger or smaller.
- **Shape Styles:** Choose a style for the selected shape, or manually format its fill, outline, and effects.
- **WordArt Styles:** Choose a style for the selected text, or manually format its fill, outline, and effects.
- **Arrange:** Send the current component forward or backward in the stack; align, rotate, or group the component; or view the Selection and Visibility pane.
- **Size:** Set the size of the selected item.

THE SELECTION PANE

To open the **Selection pane**, click SmartArt Tools – Format → Selection Pane:

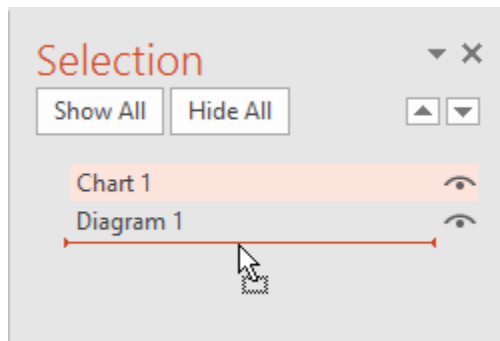


The Selection pane will list all of the objects that appear on the current slide. In this example, you can see two objects – Chart 1 and Diagram 1:

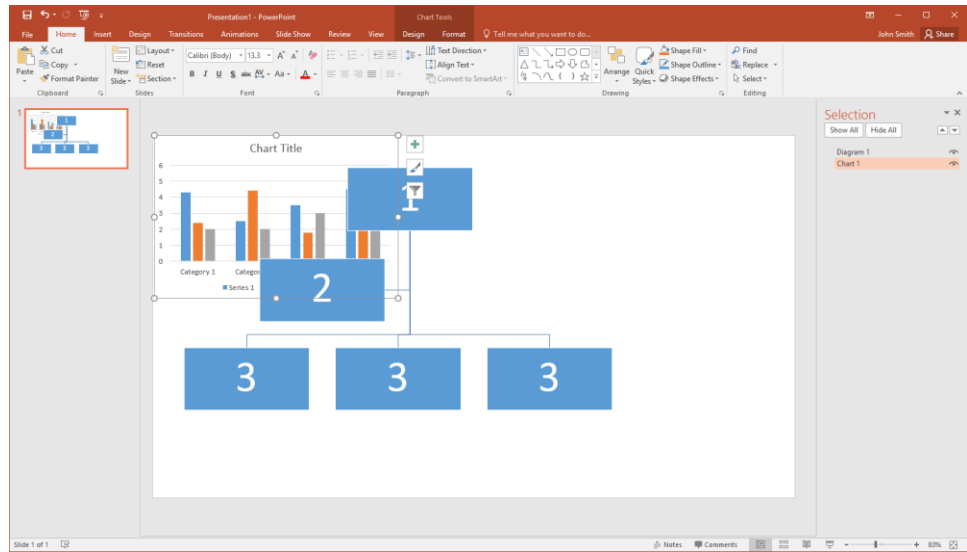


Using this list, you can easily select individual shapes on your slide, adjust the order in which they appear, and their visibility. For example, suppose that you would like the SmartArt on this slide to overlap the chart rather than appear underneath it as it does currently.

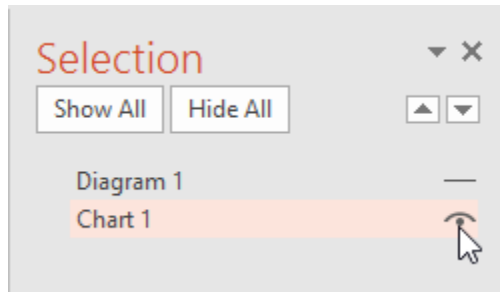
To do this, we would click and drag the listing for the chart (Chart 1) inside of the Selection pane until it appears under the SmartArt (Diagram 1):



The effect on the object order of the slide will be immediate:



To hide individual objects, click the eye icon (👁️) that appears next to their name in the Selection pane. You can display them once again by clicking the line that appears in the eye icons place when an object is hidden:

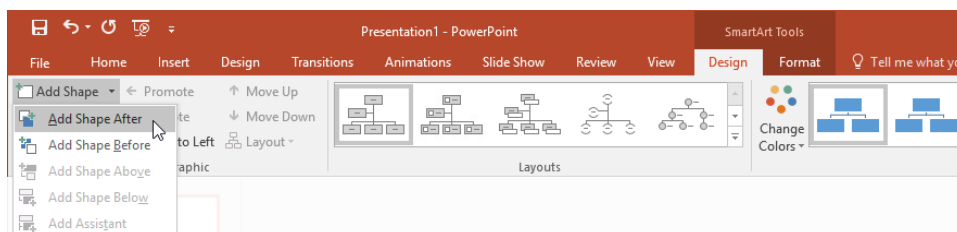


Alternatively, you can hide all shapes or show all shapes on the slide by clicking the **Show All** and **Hide All** buttons that appear along the top of the pane.

ADD AND REMOVE SHAPES

As SmartArt graphics have been designed to be as customizable as possible, you have the ability to add and remove shapes at any time.

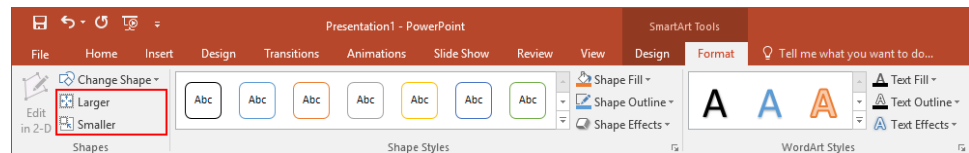
To add a shape to an existing SmartArt graphic, first select the shape inside the graphic beside which you want the new shape to be added. Next, click SmartArt Tools – Design → Add Shape drop-down arrow. From the drop-down menu, you can then choose to add the new shape before or after the selected one. Additionally, depending upon the graphic, you may also have the option to add a shape above or below the selected one:



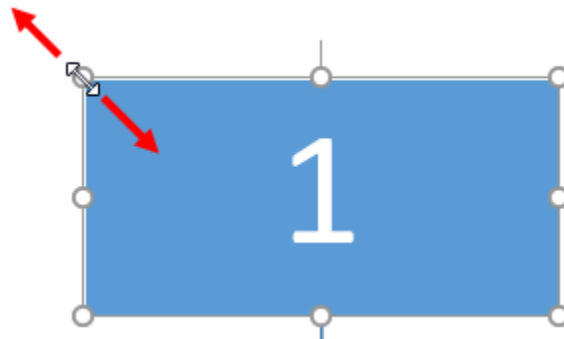
To delete a shape from a SmartArt graphic, click to select the shape in question and then press the Delete key on your keyboard.

RESIZE SHAPES

Shapes in a SmartArt graphic can also be resized. One way to do this is to first select the shape in question and then click SmartArt Tools – Format → Larger (or Smaller):

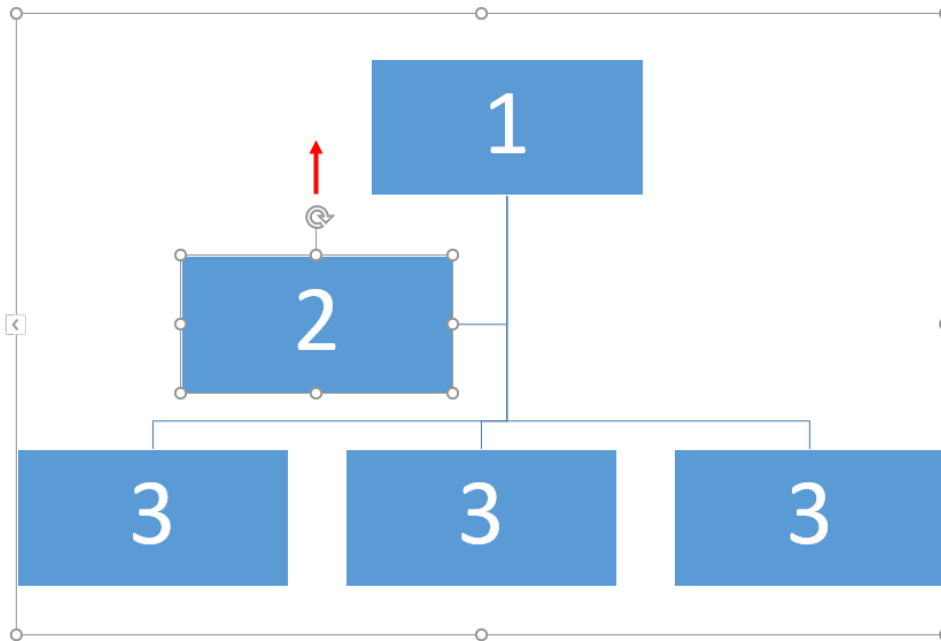


In either case the selected shape will be resized by a small increment. Alternatively, you can resize shapes in a more precise manner by using the resize handles that appear on each side and corner of a selected shape. Clicking and dragging these handles inwards will reduce the size of shape, while dragging them outwards will increase the size:

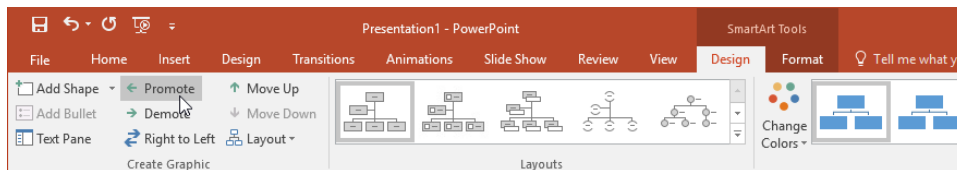


PROMOTE AND DEMOTE SHAPES

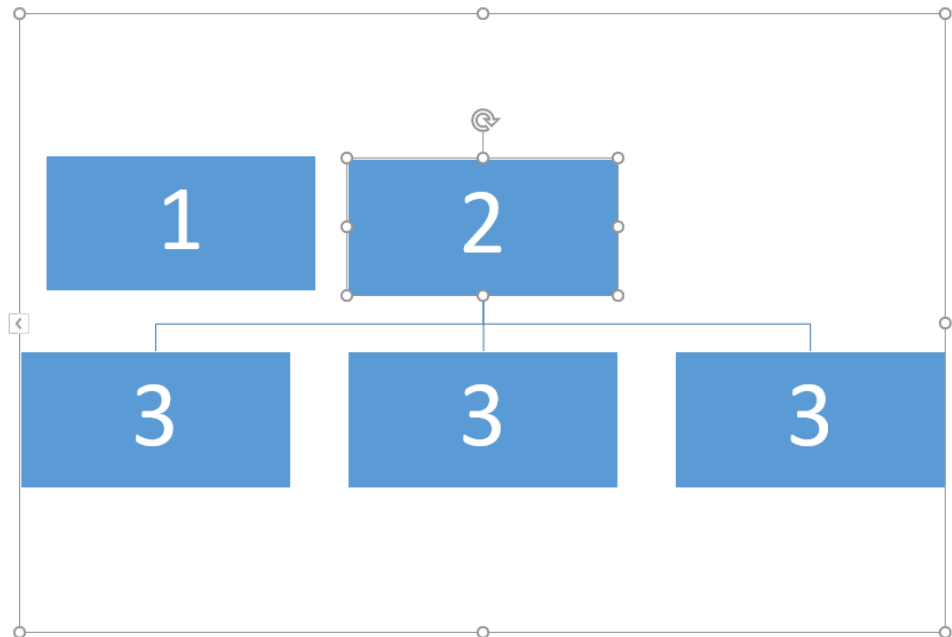
By promoting and demoting shapes, you can change their position within the hierarchy of a SmartArt graphic. For example, suppose that you wanted the “2” shape to be on the same level as the “1” shape in this graphic:



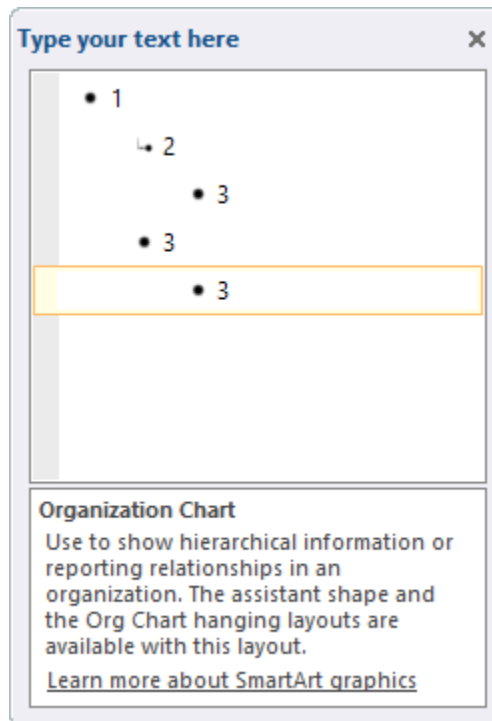
In this case you would need to promote the “2” shape. To do this, you would select the shape in question and then click SmartArt Tools – Design → Promote:



The selected shape will then have been moved up in the hierarchy:



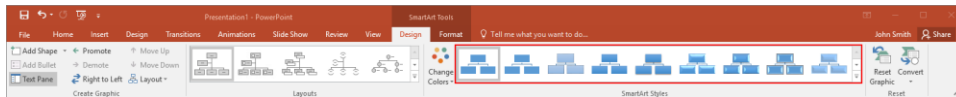
Alternatively, you can promote shapes using the Text pane by pressing the Tab key while your cursor is placed in the bullet for the shape in question:



This will indent the current bullet and promote the associated shape. If you were to remove an indent by pressing Shift + Tab, it would have the opposite effect (in other words, demoting the shape).

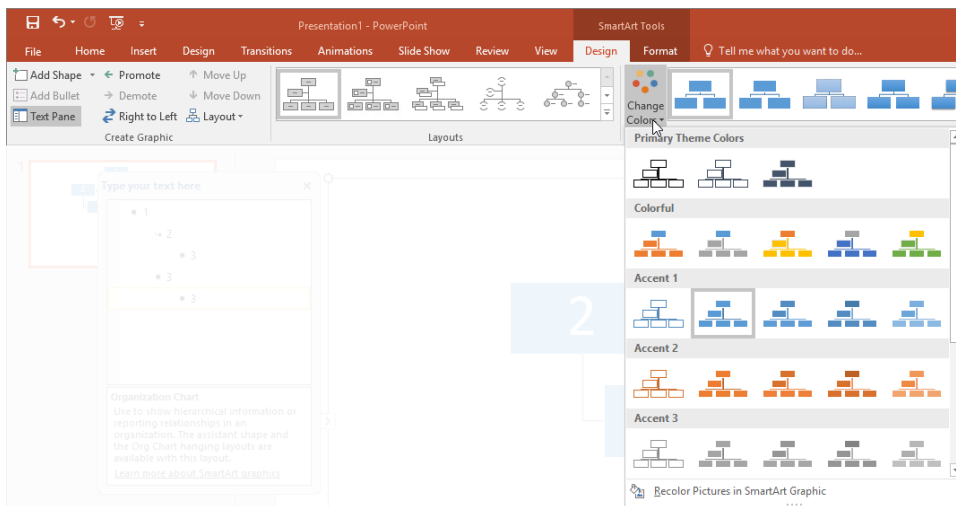
CHANGE SMARTART STYLES

There are a number of different SmartArt styles that can quickly change the look and feel of a graphic so that it better matches your presentation. To change the style of a SmartArt diagram, first select the graphic in question. Then, click on one of the styles inside the SmartArt Styles gallery on the SmartArt Tools – Design tab:



(Remember that you can use the arrow buttons to the right of the gallery to view all of the options that are available.)

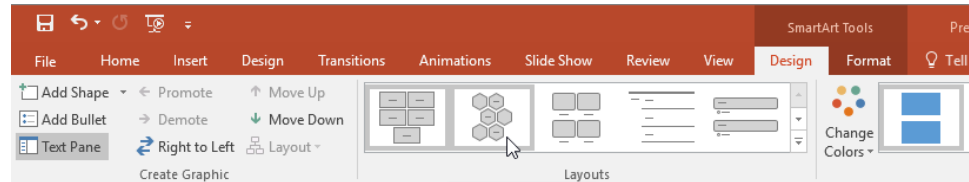
To change the color of a SmartArt graphic, click SmartArt Tools – Design → Change Color → [Color]:



CHANGE THE SMARTART LAYOUT

SmartArt layouts are used to completely change how a SmartArt graphic is displayed on a slide. This includes changing the type of shapes that are included in the graphic, as well as how they are all connected.

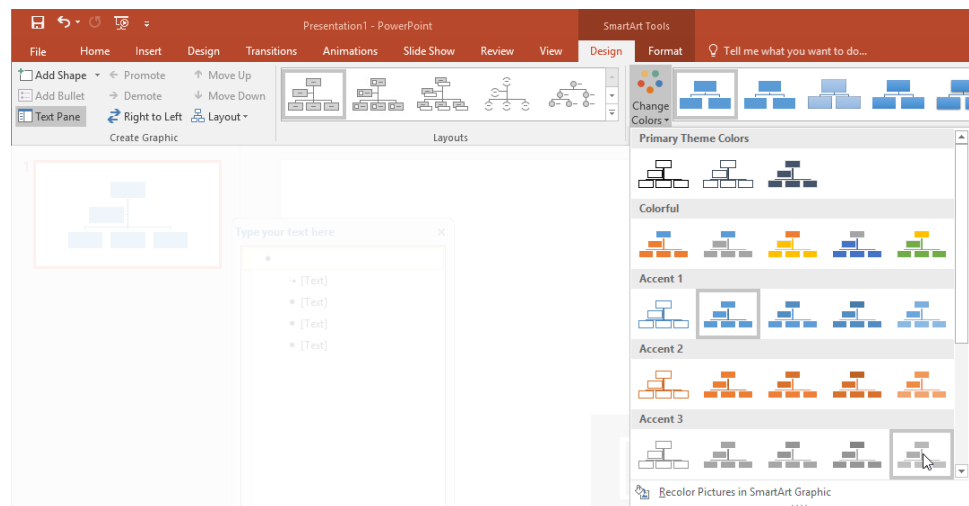
To change the SmartArt layout, first click to select the graphic that you are working with and then click one of the layout options within the Layouts gallery on the SmartArt Tools – Design tab:



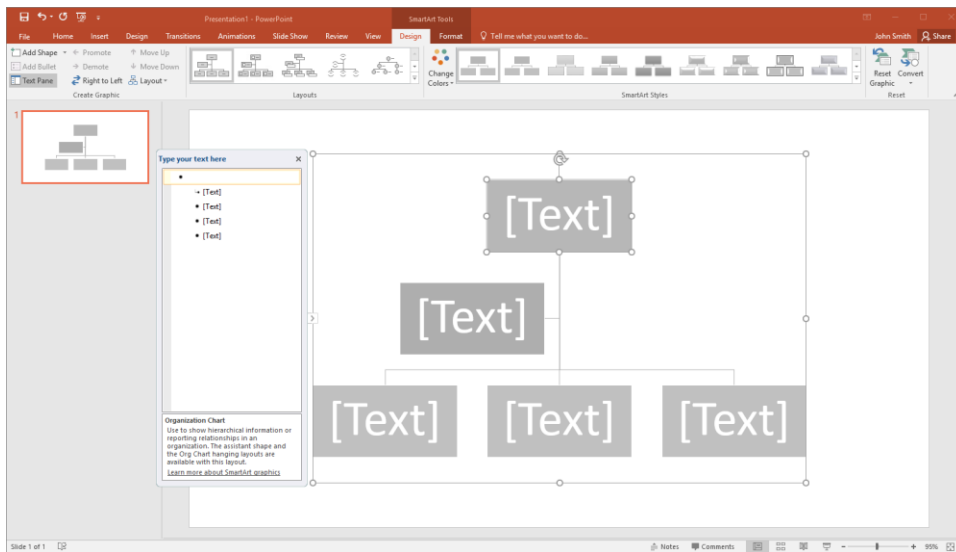
(As you move your cursor over each option, you will see a live preview of how it will appear when applied to the current graphic.)

CHANGE THE SMARTART COLOR SCHEME

Another way that you can customize SmartArt graphics is to adjust the color scheme that they use. To do this, first ensure that the color scheme is selected and then click SmartArt Tools – Design → Change Colors → [Color]:

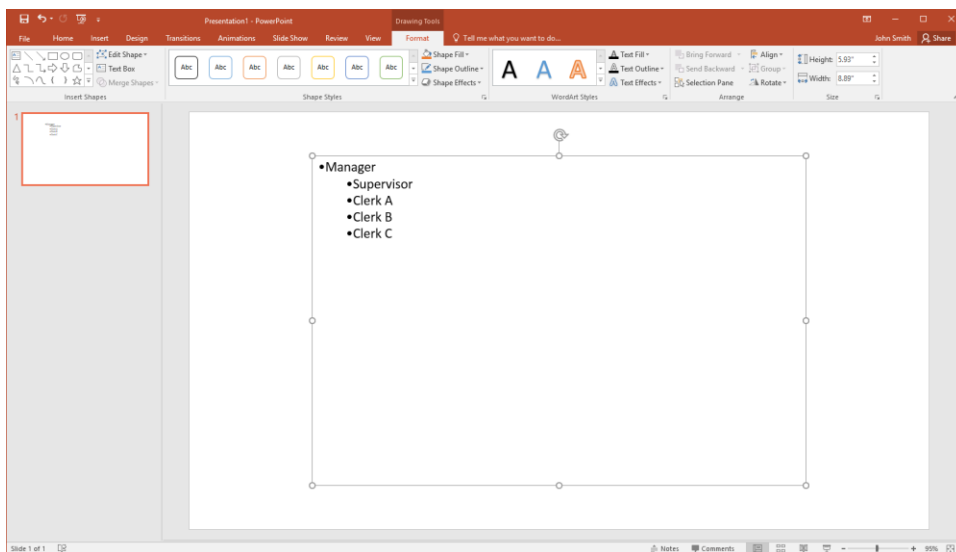


Once a new color scheme has been chosen, it will immediately be applied to the selected SmartArt graphic:

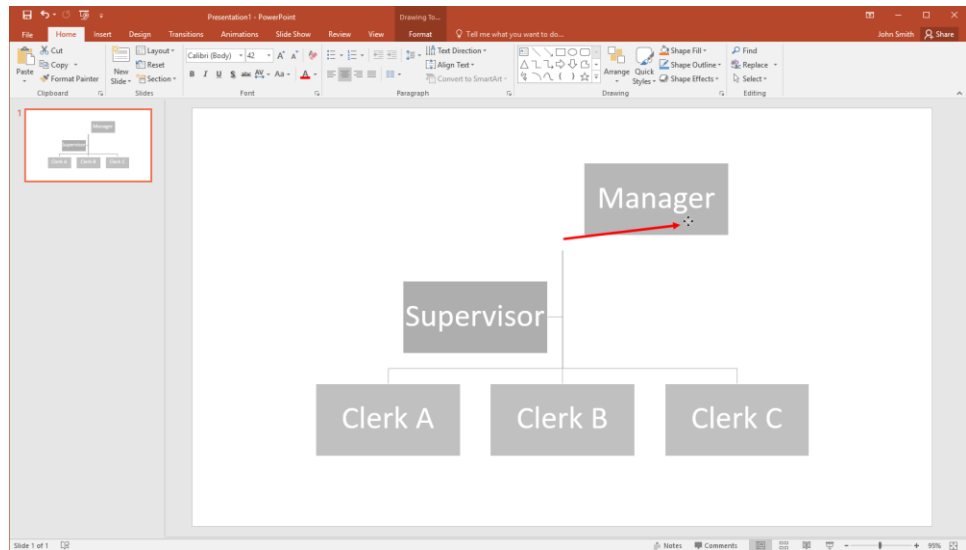


CONVERT A SMARTART GRAPHIC TO TEXT OR SHAPES

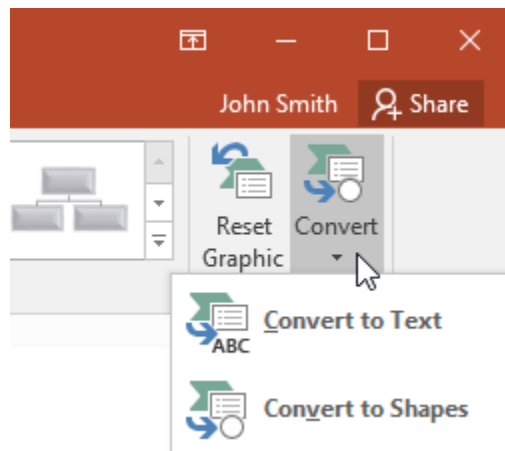
If necessary, you can convert SmartArt to ordinary graphics or text. By **converting a SmartArt graphic into text**, all of the shapes will be removed and you will be left with a bulleted list from the original SmartArt:



By **converting a SmartArt graphic into a group of shapes**, it will initially appear as though not much has changed. However, you will find that you will no longer have access to the SmartArt Tools contextual tabs or the Text pane. Additionally, you will now be able to move individual shapes around independently:



You can complete either of these tasks by clicking SmartArt Tools – Design → Convert, and then choosing an option:

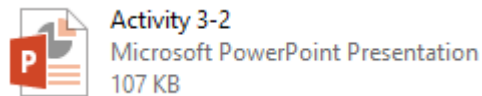


ACTIVITY 3-2

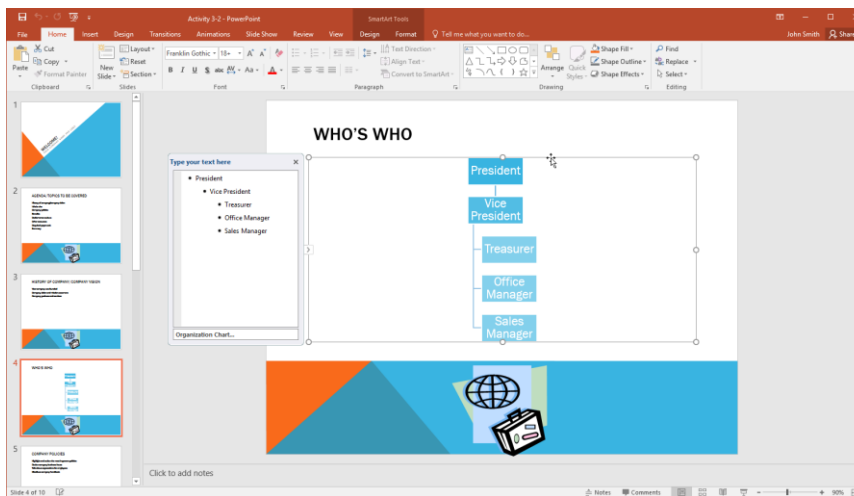
Modifying SmartArt

Now that you have added some SmartArt to your presentation, you would like to modify it a little more to tweak its appearance.

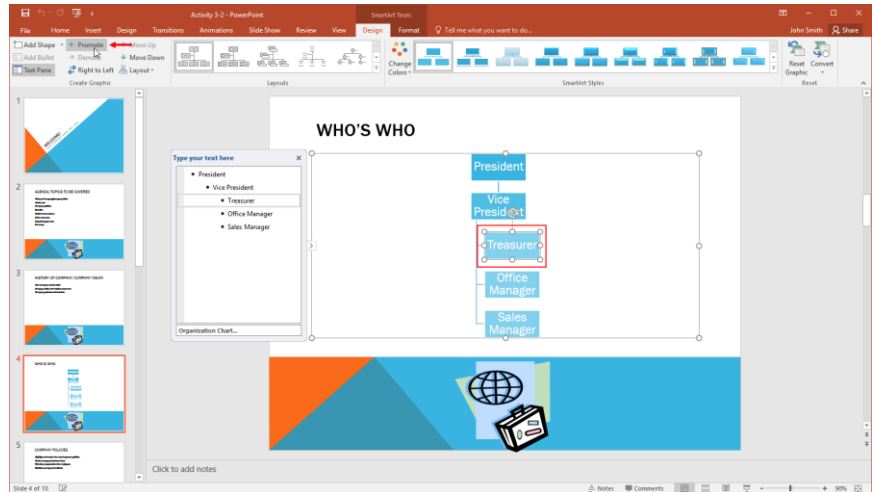
1. To begin, open Activity 3-2:



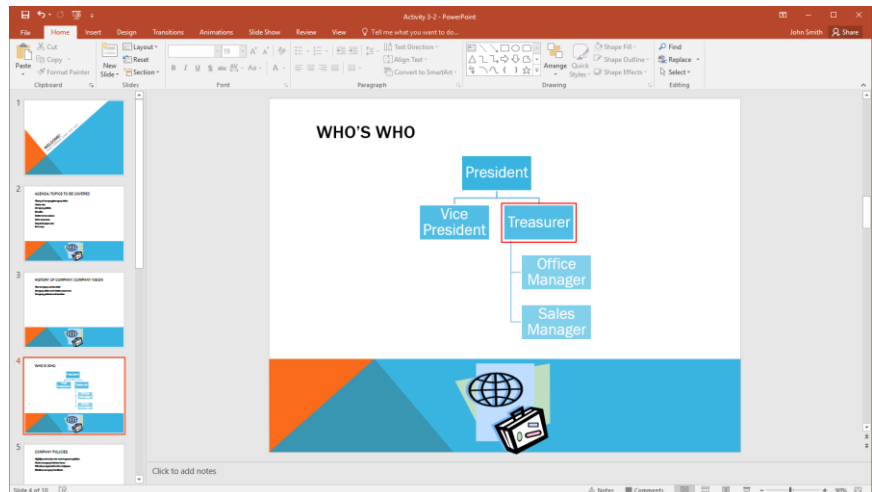
2. Display slide four and select the SmartArt graphic that appears on this slide:



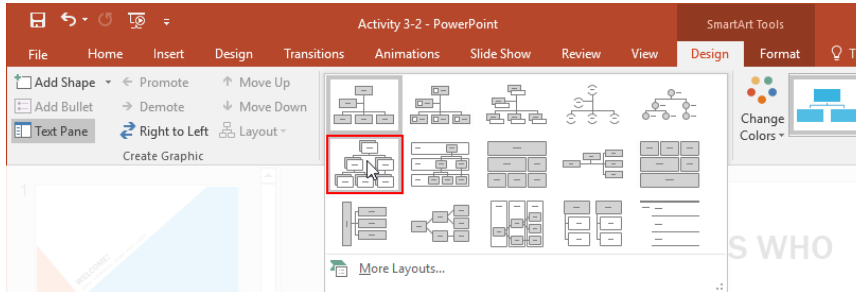
3. First you need to promote the Treasurer shape. Click to select this shape and then click SmartArt Tools – Design → Promote:



4. The Treasurer shape will now appear on the same level as the Vice President shape:

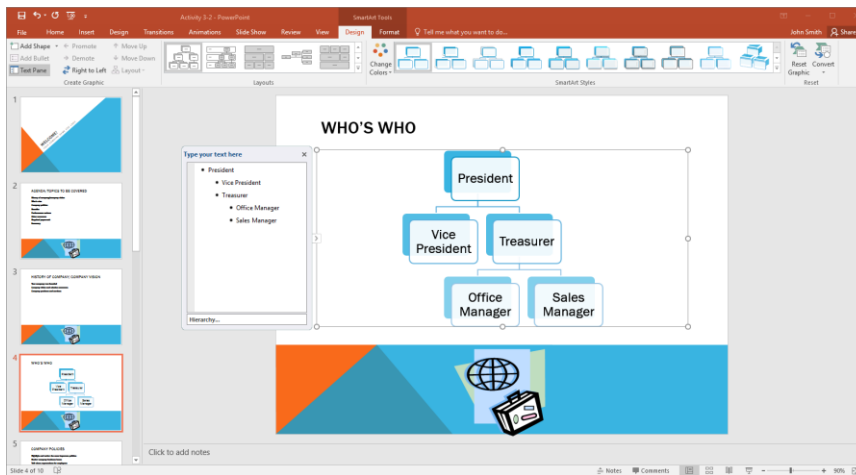


- Now you would like to apply a new layout to this graphic. With the SmartArt graphic still selected, click the Hierarchy layout inside the Layouts gallery on the SmartArt Tools – Design tab:

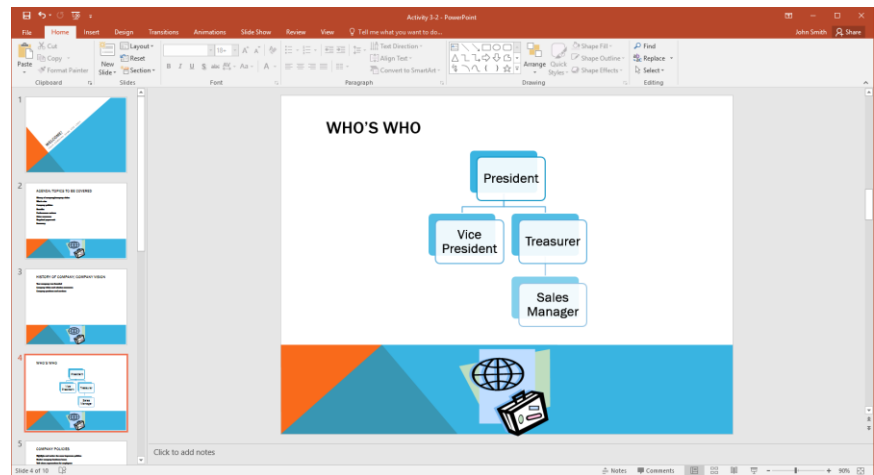


(If you do not see this option, use the arrows to scroll through the gallery or click the More button.)

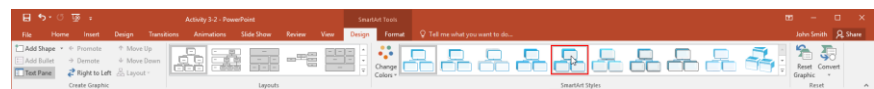
- The SmartArt graphic will now look the example shown here:



- The Office Manager position is being eliminated so you will need to remove this shape. Click to select the Office Manager shape and then press the Delete key on your keyboard. The selected shape will have immediately been removed from the graphic:

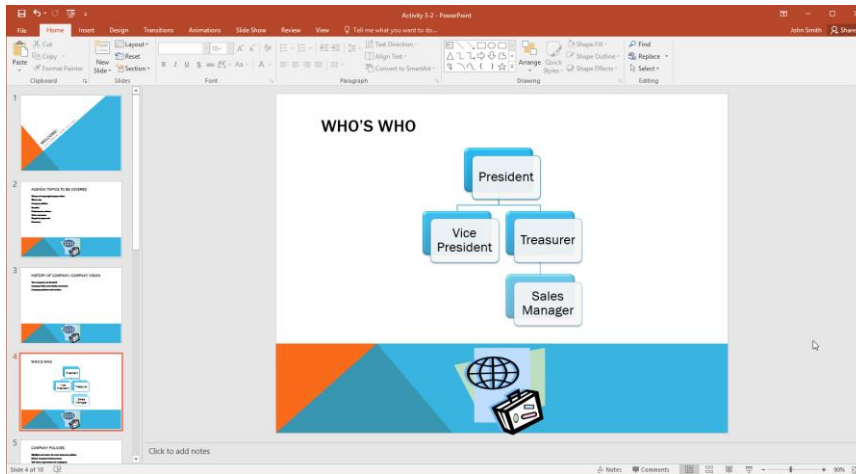


- Finally, you would like to modify the style that this SmartArt graphic uses. With the graphic still selected, click SmartArt Tools – Design. Inside the SmartArt Styles gallery, click the Intense Effect style:



(If you do not see this option, use the arrows to scroll through the gallery.)

- Click on a blank area of the presentation to deselect the graphic. It will now appear similar to the example shown here:



- Save your changes as Activity 3-2 Complete and then close Microsoft PowerPoint 2016 to complete this exercise.

Summary

Over the course of this lesson you learned about SmartArt and how versatile it is. You should now understand the various SmartArt options that are available to you, as well as how to build a graphic from scratch. Additionally, you should now be able to modify existing graphics to suit the individual styles and needs of your presentation.

REVIEW QUESTIONS

1. **What is the command sequence to insert SmartArt into a presentation?**
2. **In what category of the Choose SmartArt Graphic dialog box can you find the Funnel graphic type?**
3. **What is the command sequence to show or hide the Text pane?**
4. **What are the two SmartArt Tools contextual tabs?**
5. **What is the process to delete a single shape from a SmartArt graphic?**

LESSON 4:

WORKING WITH MEDIA

AND ANIMATIONS

Lesson Objectives

In this lesson you will learn how to:

- Add audio to a presentation
- Add video to a presentation
- Customize animations and transitions

TOPIC A: Add Audio to a Presentation

Audio can be used to enhance a presentation in a number of different ways. For example, you can include sound effects to add emphasis to key points or even add background music. Over the course of this topic, you will learn all about adding audio to a PowerPoint presentation.

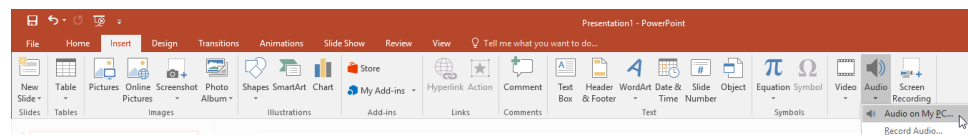
Topic Objectives

In this topic, you will learn:

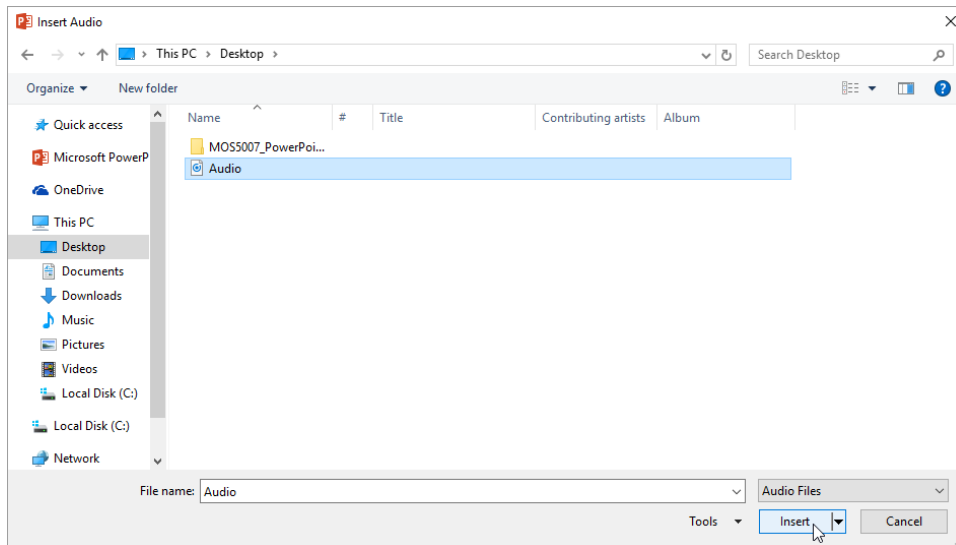
- How to add audio clips to a presentation
- Which audio file formats are supported by PowerPoint
- About the Audio Tools contextual tabs
- How to use the Trim Audio dialog box

ADDING AUDIO

To add an audio clip from your computer to a slide in your presentation, click Insert → Audio → Audio on My PC:



When the Insert Audio dialog box appears, browse to the location on your computer that contains the desired audio file, select the file, and then click Insert:



The audio file will then be added to the current slide.

AUDIO FILE FORMATS

PowerPoint 2016 is compatible with the following audio formats:

- AIFF Audio file (.aiff)
- AU Audio file (.au)
- MIDI file (.mid or .midi)
- MP3 Audio file (.mp3)
- Windows Audio file (.wav)
- Windows Media Audio file (.wma)

THE AUDIO/VIDEO CONTROLS

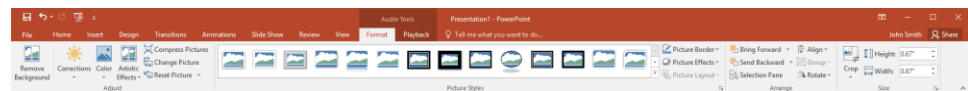
Once audio has been added to a slide in your presentation, playback controls are displayed just below the sound when it is selected or your mouse is placed over its icon:



Using these controls you can play the media by clicking the **Play button (1)**, use the **Scrubber (2)** to see the timeline, move forward or backwards in the clip using the **Move Back/Move Forward buttons (3)**, as well as modify the volume using the **Volume/Mute control (4)**.

THE AUDIO TOOLS CONTEXTUAL TABS

Once an audio clip has been inserted into a slide and its audio icon placeholder is selected, the Audio Tools contextual tabs will be displayed on the ribbon. The first contextual tab is **Format**. It includes commands that change the appearance of the audio placeholder:

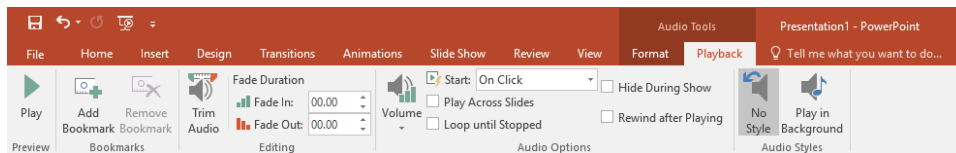


It includes the following groups:

- **Adjust:** Use these commands to modify the placeholder icon used to display the sound. These include commands to remove the existing image background, change brightness and contrast, apply artistic image effects, and manage the image itself.
- **Picture Styles:** These commands are used to apply a visual style to the placeholder that is used to mark the sound file. Browse the gallery or design your own style using the Border and Effects commands. The option button will display the Format Audio dialog box to the Picture Corrections tab. Here you can adjust the sharpness, brightness, and contrast of the placeholder image.

- **Arrange:** If you have multiple placeholders that somehow overlap each other, use the commands in the Arrange group to stack them, align them neatly, or rotate them.
- **Size:** Use the Size group to crop and resize the audio file placeholder.

The second tab is **Playback**. Its commands are similar to the playback controls that appear when an audio placeholder is selected or hovered over, but also includes more advanced options:



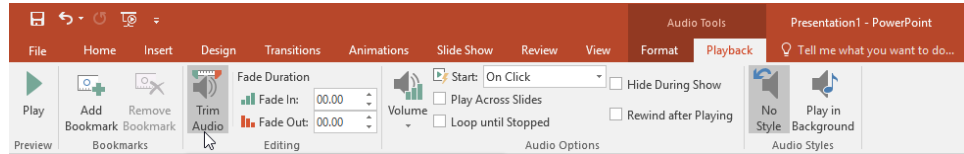
It has the following groups:

- **Preview:** This group contains only the Play command, which will change to the Pause command when an audio clip is playing.
- **Bookmarks:** The Bookmarks group allows you to mark specific places in the audio track. Click Add Bookmark to add one wherever you like. Or, select an existing bookmark and click Remove Bookmark to delete it.
- **Editing:** This group allows you to trim the beginning and end of the audio file as well as set the Fade In and Fade Out duration.
- **Audio Options:** In this group you can control when an audio clip starts, its default volume, and how it behaves after playing.
- **Audio Style:** This group includes commands that allow you to remove audio styles that have been applied to the clip, as well as choose to have the selected audio clip play continuously in the background across all of the slides in the presentation.

THE TRIM AUDIO DIALOG BOX

The Trim Audio dialog box allows you to edit out part of the beginning and end of the audio file.

To open the Trim Audio dialog box, click Audio Tools – Playback → Trim Audio:



The middle part of this dialog box displays the **timeline (1)** which shows the volume of the audio file. If you have been playing the audio file and paused it partway through, the light blue marker shows the **current playback time (2)**:



The green **start point (3)** can be dragged to change when the clip will start. Similarly, the red **end point (4)** can be moved to choose when the audio clip will end. (You can also modify these settings manually using the increment boxes on both sides of this dialog box.) You will also find a **Play button (5)**, as well as **Next Frame (6)** and **Previous Frame (7)** buttons that are used to move the playback marker 0.1 seconds ahead or behind in the timeline.

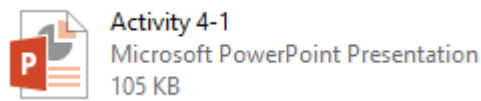
Once you have finished setting your options, click OK to trim the audio.

ACTIVITY 4-1

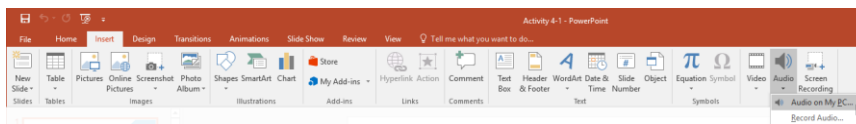
Adding Audio to a Presentation

You would like to add a small audio clip to the first slide in a presentation that you have been working on. You would like that clip to be played automatically when that slide is displayed. Speakers or headphones are required for this activity.

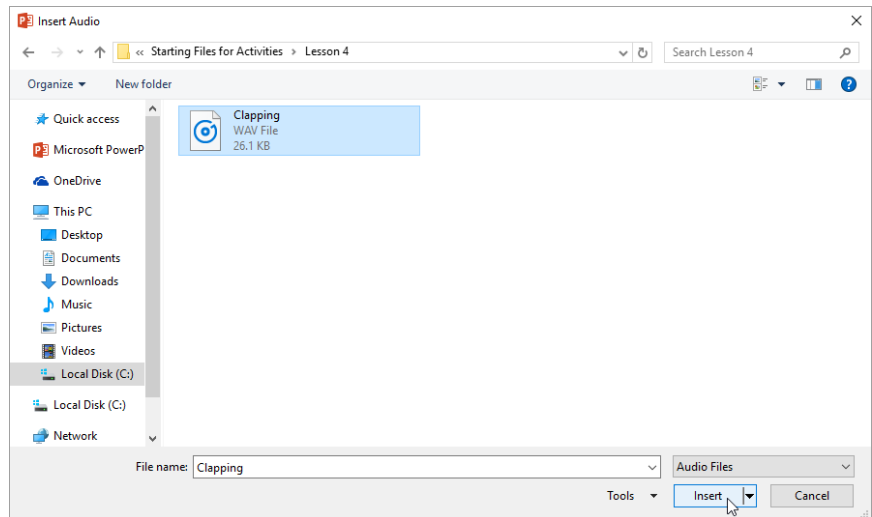
1. To begin, open Activity 4-1:



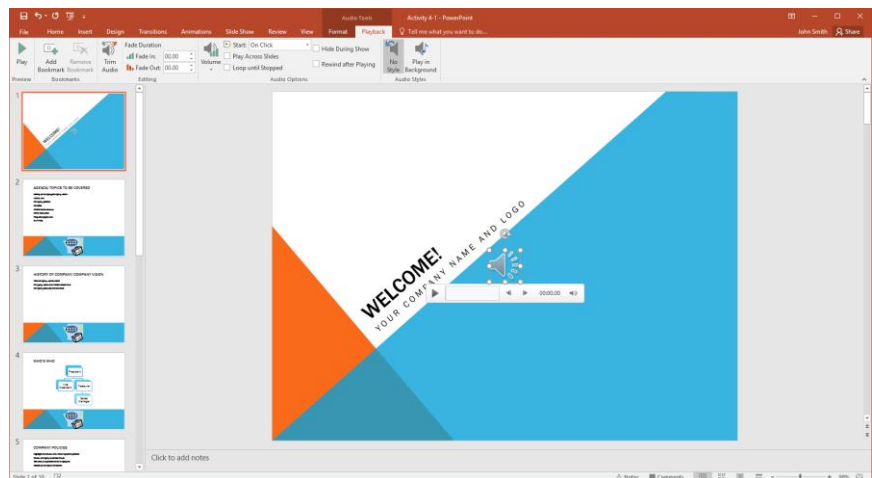
2. With the presentation now open and slide one selected, click Insert → Audio → Audio on My PC:



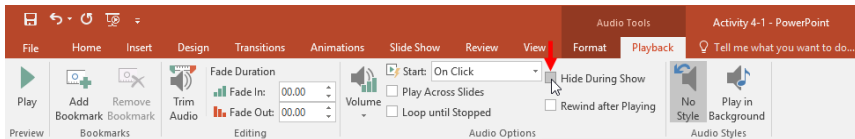
3. The Insert Audio dialog box will now be displayed. Use its controls to open the Lesson 4 folder of your Exercise Files folder. Click to select the Clapping audio file and then click Insert:



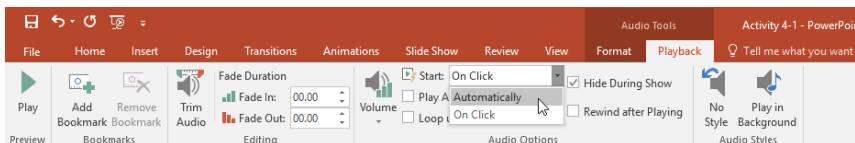
4. A placeholder icon for the audio clip will now appear on the current slide. As this placeholder icon will automatically be selected, playback controls will be displayed just below it and the Audio Tools contextual tabs will be available on the ribbon:



- With the audio placeholder icon still selected, click Audio Tools – Playback. As you do not want this placeholder icon to be shown during the presentation, check the Hide During Show checkbox:



- Next, you need to make sure that this clip will be played automatically when this slide is displayed during the presentation. Still on the Audio Tools – Playback tab, click the Start drop-down menu and choose Automatically:



- To make sure that this audio clip is now configured to play when you want it to, press F5 to preview your presentation. When the first slide appears, you should hear the audio clip but you should not see the audio clip placeholder:



8. Press Esc on your keyboard to exit the preview. Save your changes as Activity 4-1 Complete and then close Microsoft PowerPoint 2016 to complete this exercise.

TOPIC B: Add Video to a Presentation

The video functionality in PowerPoint 2016 is very similar to its audio functionality. You can add video clips to any slide in your presentation and you have full control over when and how videos are played. During this topic, you will learn how to add video to a presentation.

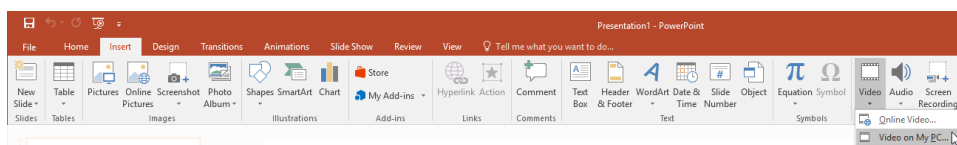
Topic Objectives

In this topic, you will learn:

- How to add video clips
- How to add a YouTube video
- How to use embed codes
- Which video file formats are supported by PowerPoint
- About the Video Tools contextual tabs
- About poster frames
- About the Trim Video dialog box

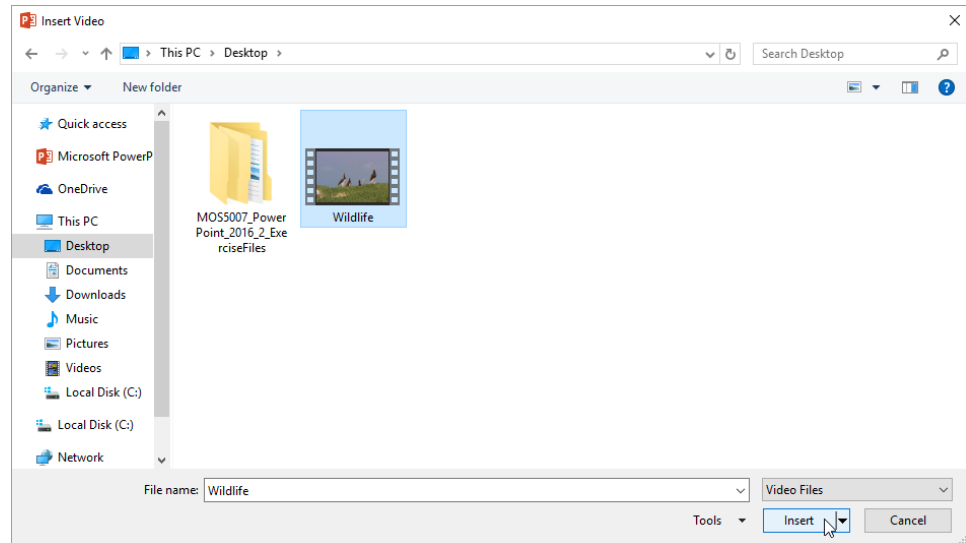
ADDING A VIDEO FROM A FILE

To add a video from your computer to your presentation, display the slide in which you want the video to be placed and then click Insert → Video → Video on My PC:

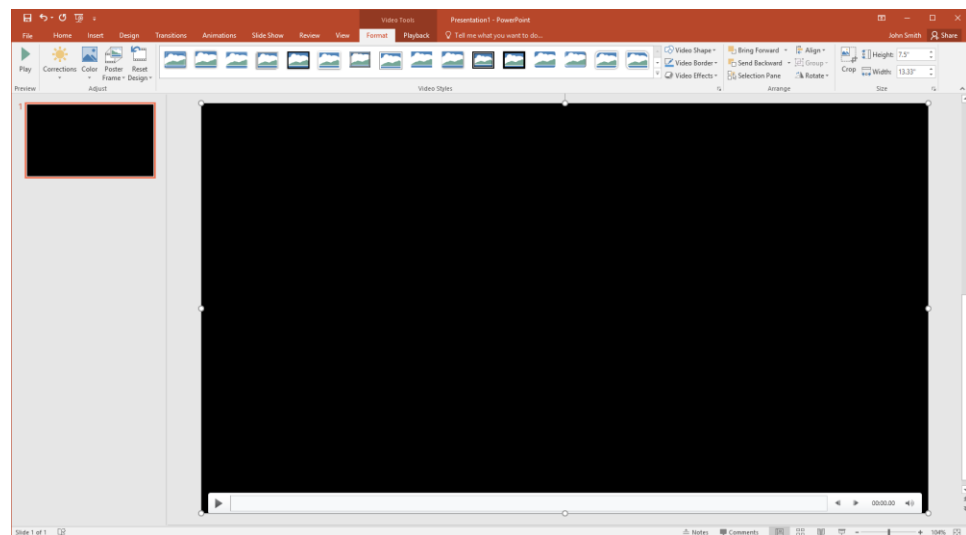


[131] Microsoft Office PowerPoint 2016 – Part 2

When the Insert Video dialog appears, browse to the location that contains the desired video file. Select the file and then click Insert:



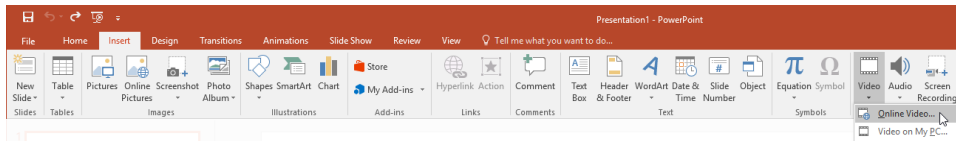
The selected video will now be embedded into the current slide:



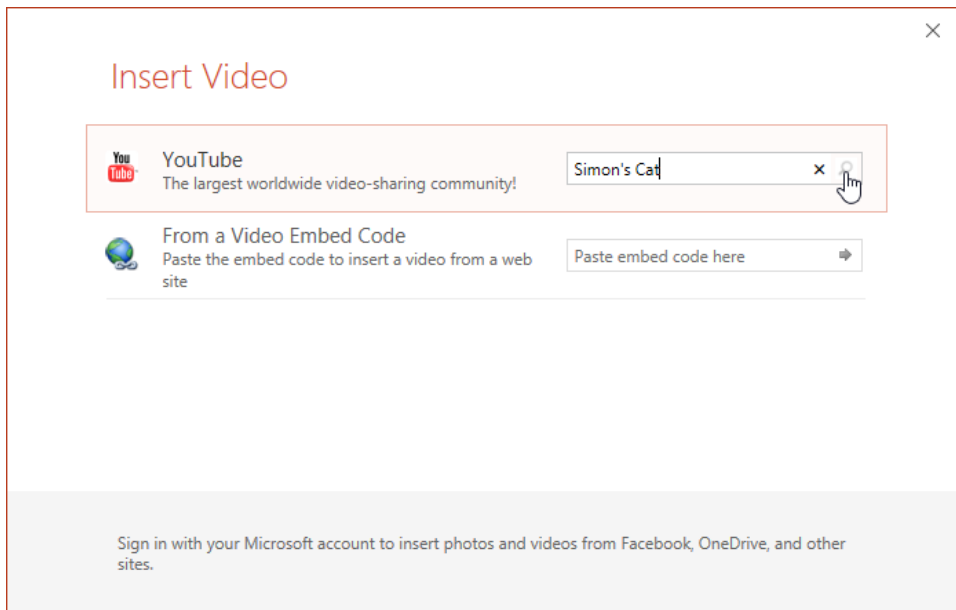
ADDING A YOUTUBE VIDEO

Not only can you add video that you store on your computer to a presentation, but you can add it from various online sources as well – including YouTube.

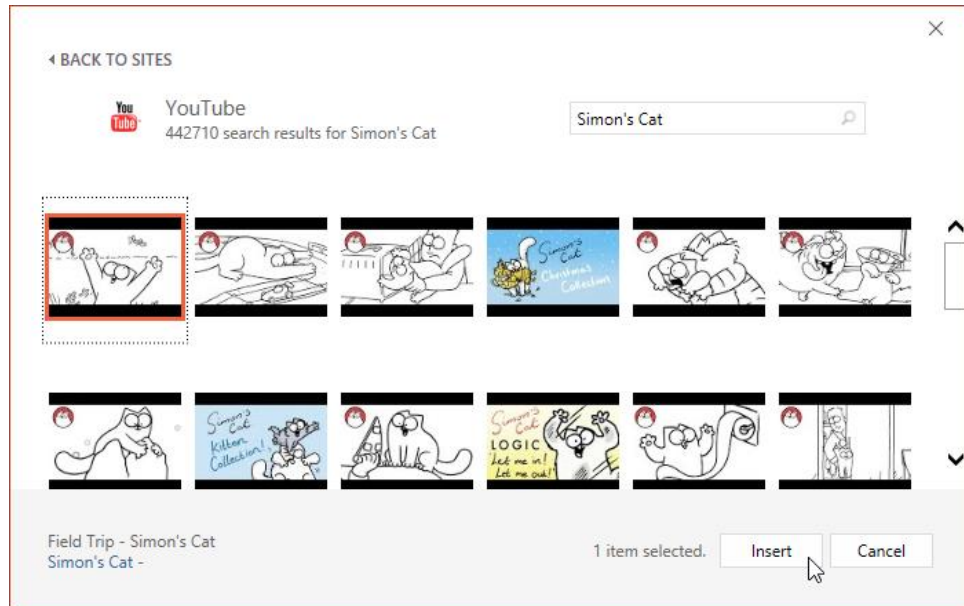
To start this process, click Insert → Video → Online Video:



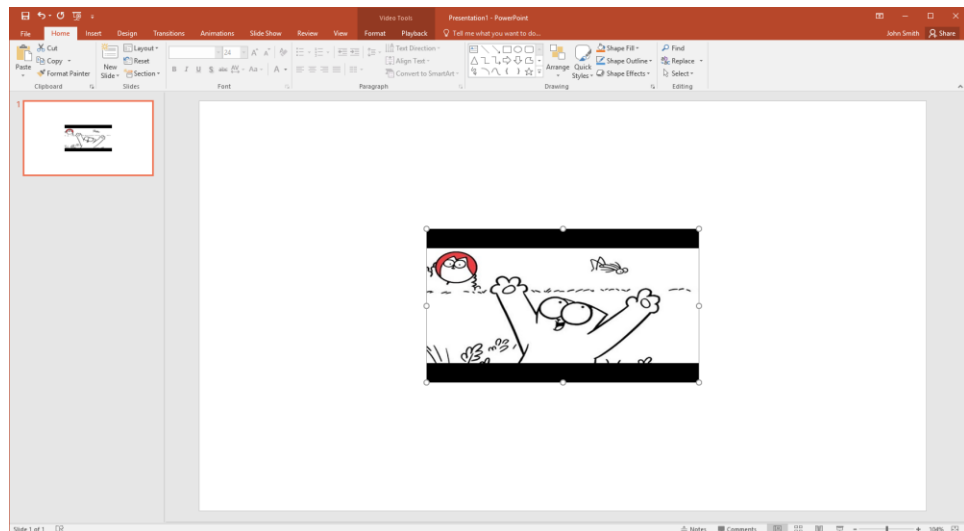
This action will display the Insert Video pop-up. Inside of the YouTube text box, type the keywords to find the video that you would like to add and click the Search button:



A grid of results will then be displayed. Click to select the video from these results that you would like to add and then click Insert:



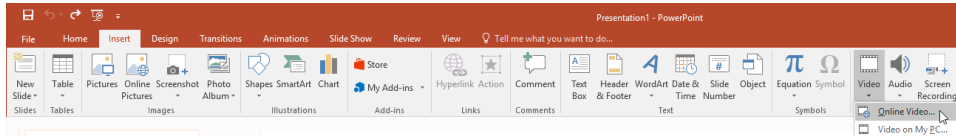
The selected video will then appear as an object on the current slide in your presentation. You can interact with this object as you would any other in PowerPoint:



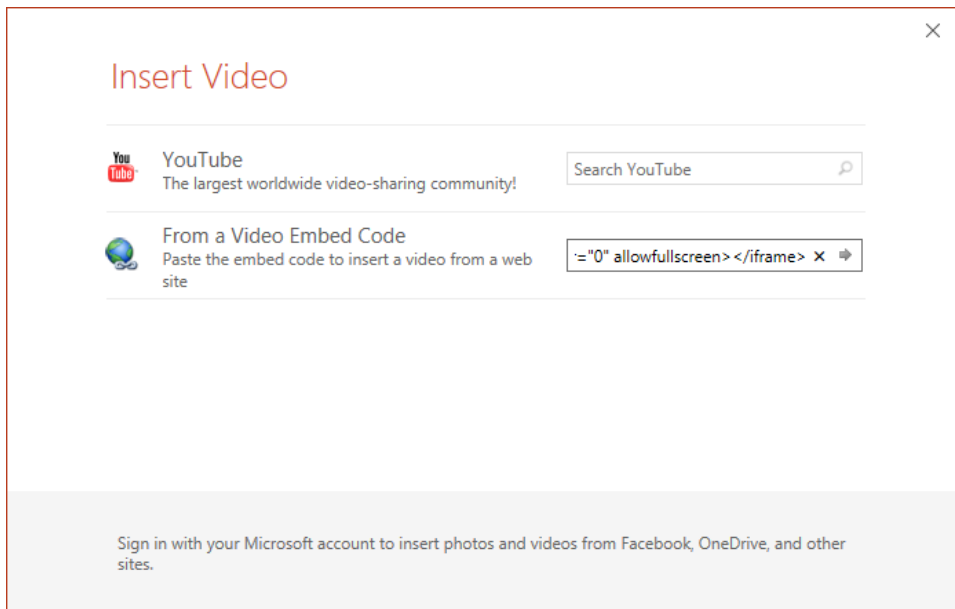
USING EMBED CODES

Many online video services such as Vimeo and YouTube include **embed codes** that can be used to embed videos hosted on their services into web pages, documents, and presentations.

To use an embed code to embed a video into a presentation, click Insert → Video → Online Video:

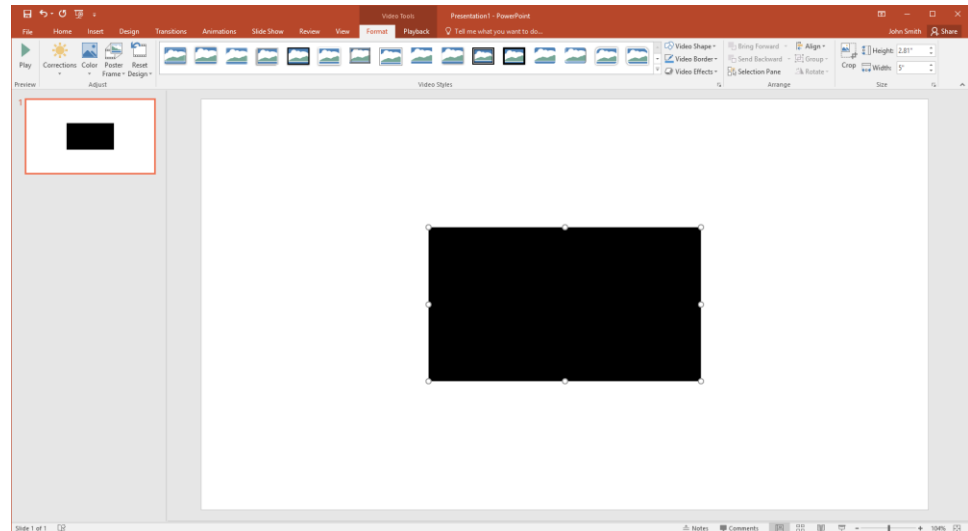


The Insert Video pop-up includes two options. Inside of the From a Video Code text box, paste the embed code for the video that you would like to embed into the current slide of the presentation:



Press the Enter key or click the Insert button.

The video will now appear as an object in the current slide of the current presentation:



VIDEO FILE FORMATS

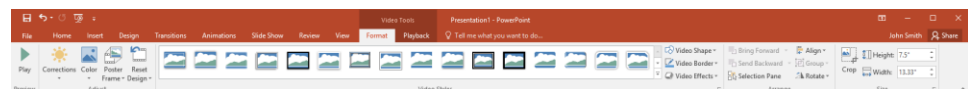
PowerPoint 2016 is compatible with the following video formats:

- Adobe Flash Media (.swf)
- Windows Media file (.asf)
- Windows Video file (.avi)
- Movie file (.mpg or .mpeg)
- Windows Media Video (.wmv)

THE VIDEO TOOLS CONTEXTUAL TABS

Whenever you insert a video file or select an existing video clip, the Video Tools contextual tabs will become available on the ribbon.

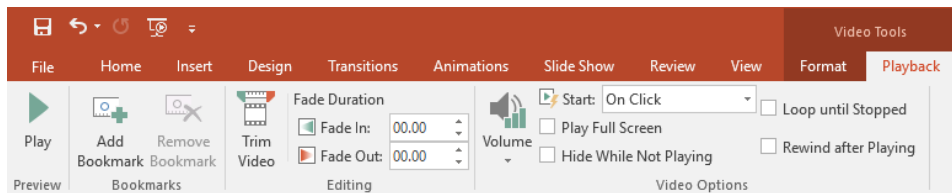
The first tab is Format. It includes all of the commands that you need to control how a video appears in your presentation:



It includes the following groups:

- **Preview:** This group contains only the Play command, which will change to the Pause command when a video clip is playing.
- **Adjust:** In this group you can find drop-down commands that allow you to apply color corrections, change the brightness, adjust the contrast, and add some polish to a selected video clip.
- **Video Styles:** Use these commands to choose a stylized border, crop the video to a shape, or apply enhanced border and 3-D effects. The option button will open the Format Video dialog box to the Video tab. Here you can adjust brightness, contrast, and color options.
- **Arrange:** If you have multiple videos that overlap each other, use the commands in the Arrange group to stack them, align them neatly, or rotate them.
- **Size:** The Size group allows you to crop the video's edges and change the physical size. The option button opens the Format Video dialog to the Size tab. Here you can adjust the size, scale, and ratio options for the video.

The second tab is **Playback**. This tab includes all of the same commands and controls that are found on the Audio Tools – Playback tab. It includes many playback options that are used to control how exactly how the selected video clip is played:

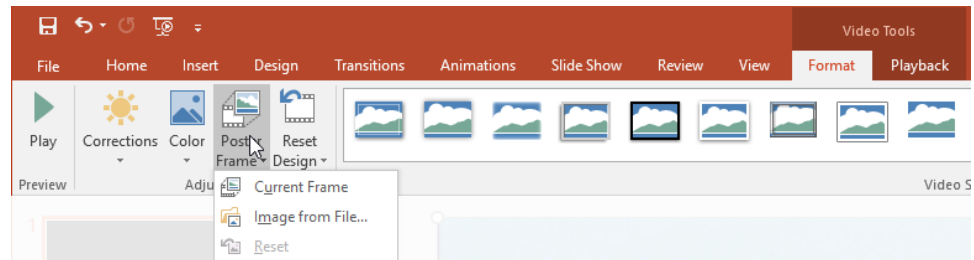


It is comprised of the following groups:

- **Preview:** This group only contains the Play command, which will change to the Pause command when a video clip is playing.
- **Bookmarks:** The Bookmarks group allows you to mark specific places in the video's timeline. Click Add Bookmark to add one wherever you like. Or, select an existing bookmark and click Remove Bookmark to delete it.
- **Editing:** This group allows you to trim the beginning and end of the video file as well as set the Fade In and Fade Out duration.
- **Video Options:** In this group you can find options that control when a video clip starts, its default volume, and how it behaves after playing.

POSTER FRAMES

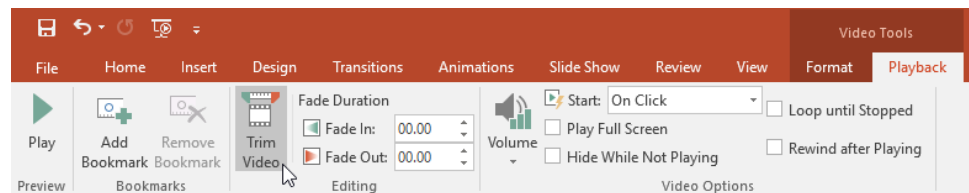
Poster frames are still images that you can display in a video frame whenever the video is not being played. To do this, you can choose an image from your computer or a frame from the video itself. In either case, poster frames can be added by clicking Video Tools – Format → Poster Frame and choosing the desired option:



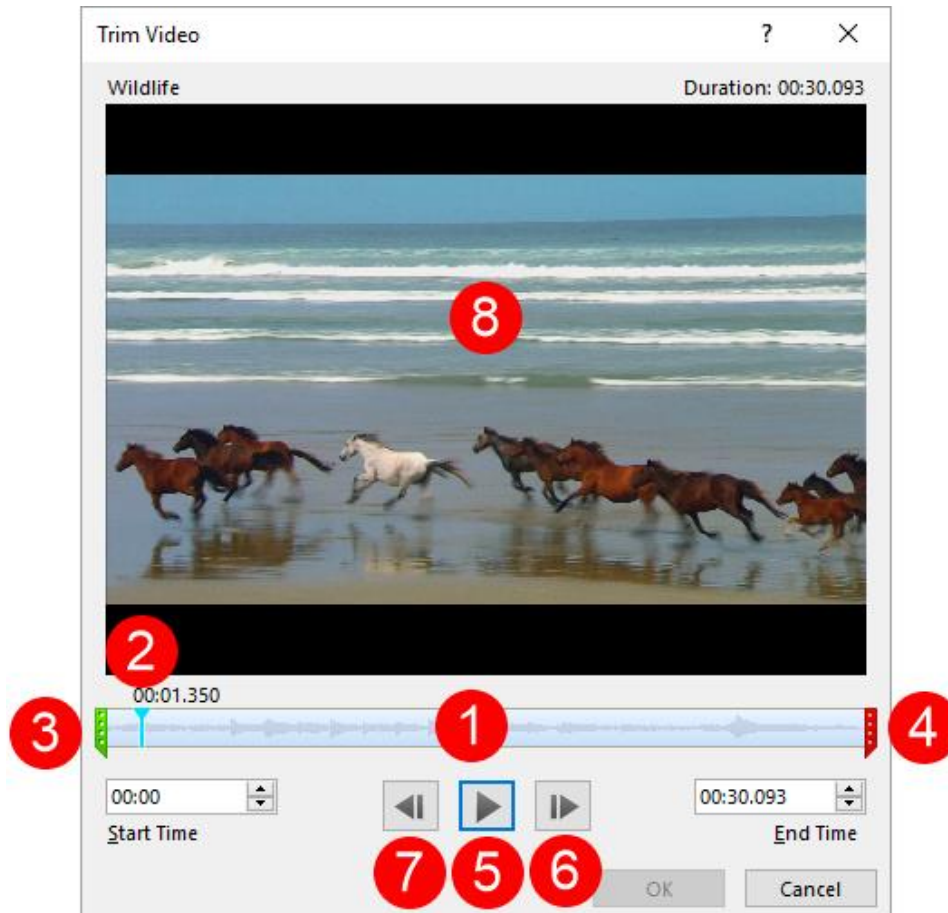
THE TRIM VIDEO DIALOG BOX

The **Trim Video dialog box** allows you to edit out part of the beginning and end of the video file.

To open the Trim Video dialog box, click Video Tools – Playback → Trim Video:



The middle part of this dialog box displays the **timeline (1)** which shows the volume of the audio accompanying this video. If you have been playing the video file and paused it partway through, the light blue marker shows the **current playback time (2)**:



The green **start point (3)** can be dragged to change when the clip will start. Similarly, the red **end point (4)** can be moved to choose when the clip will end. (You can also modify these settings manually using the increment boxes on both sides of this dialog box.) You will also find a **Play button (5)**, as well as **Next Frame (6)** and **Previous Frame (7)** buttons that are used to move the playback marker 0.1 seconds ahead or behind in the timeline. Finally, the **preview section (8)** will display the video as it is played or where it is paused.

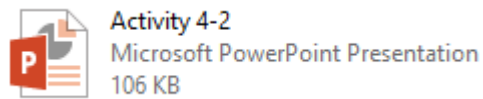
Once you have finished setting your options, click OK.

ACTIVITY 4-2

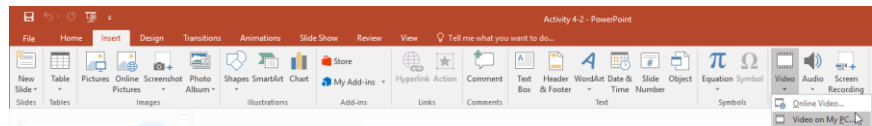
Add Video to a Presentation

You would like to add an introductory video to the second slide in a presentation that you have been working on.

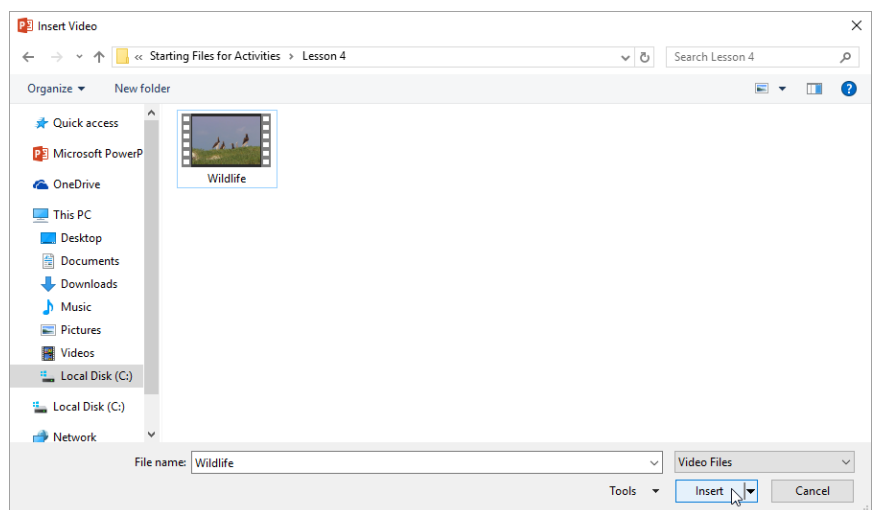
1. To begin, open Activity 4-2:



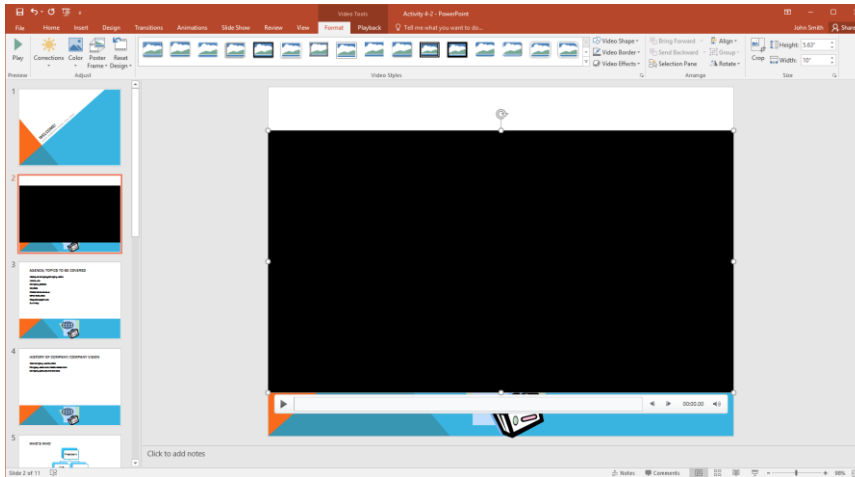
2. Display the second slide in this presentation. Click Insert → Video → Video on My PC:



3. The Insert Video dialog will now be displayed. Use the controls in this dialog box to find and select the Wildlife video in your Exercise Files folder. Click Insert:

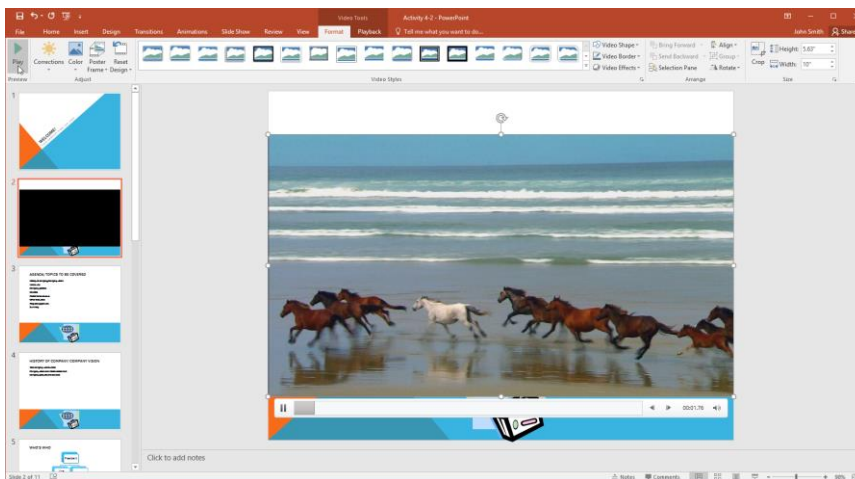


4. A video frame will now appear on the slide. As this object will automatically be selected, the Video Tools contextual tab set will be displayed on the ribbon:

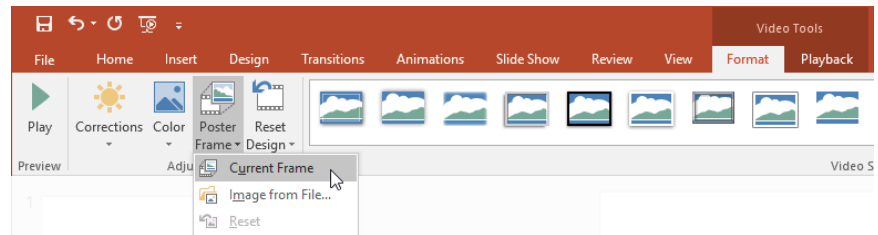


(If you need to, you can resize the video frame using the resize handles on each of its sides and corners.)

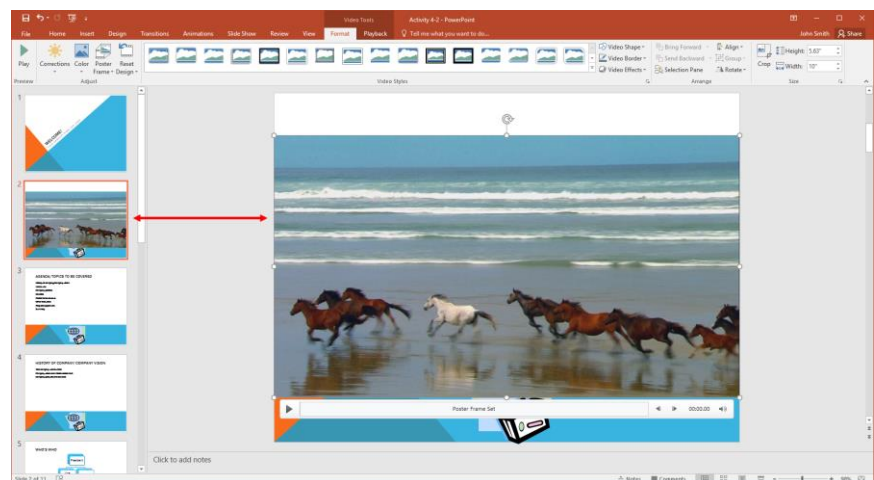
5. Since you would like to pull a frame from the video to act as the poster frame, click Video Tools – Playback → Play. When you see any frame that you would like to use as the poster frame, click Video Tools – Playback → Pause:



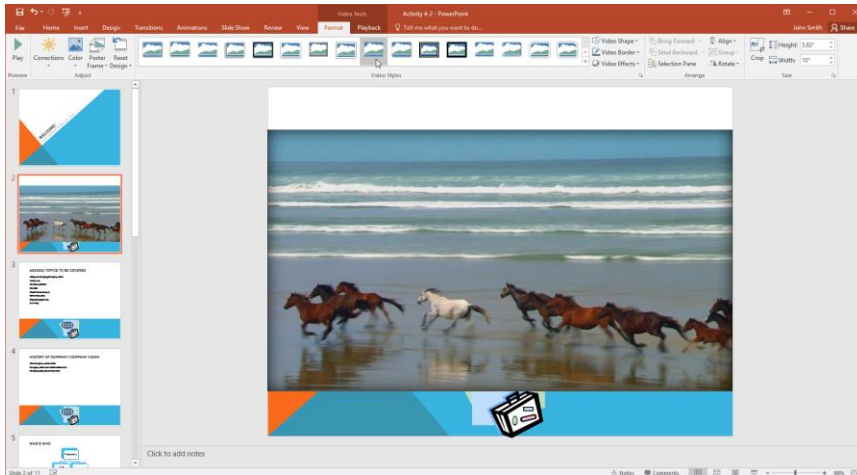
- Now that the frame from the video that you would like to use as the poster frame is displayed, click Video Tools – Format → Poster Frame → Current Frame:



- The current frame will now be the poster frame for the selected video. You can see this represented in the thumbnail for the Slides pane and on the slide itself:

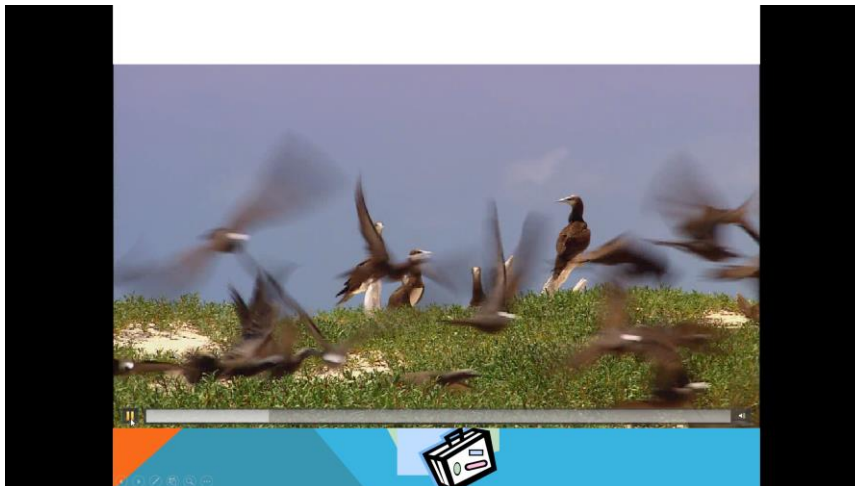


- Next, you would like to add a style to this video. With the video still selected, click the Video Tools – Format tab if it is not already selected. Inside the Video Styles gallery, click the Glow Rectangle option:



(If you do not see this option, use the arrows to scroll through the gallery.)

- With the new video style applied, preview your presentation by pressing F5 on your keyboard. On the second slide, click the Play button for the video:



- 10.** Once the video is complete, press Esc to return to the PowerPoint 2016 window. Save your changes as Activity 4-2 Complete and then close Microsoft PowerPoint 2016.

TOPIC C: Customize Animations and Transitions

In addition to audio and video clips, you can also create animations to add visual effects to your presentation. They can be used to help illustrate the progress of the slide show and highlight important points. Over the course of this topic, you will learn all about animations and transitions.

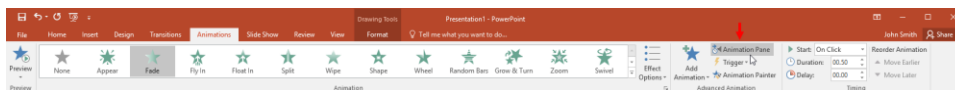
Topic Objectives

In this topic, you will learn:

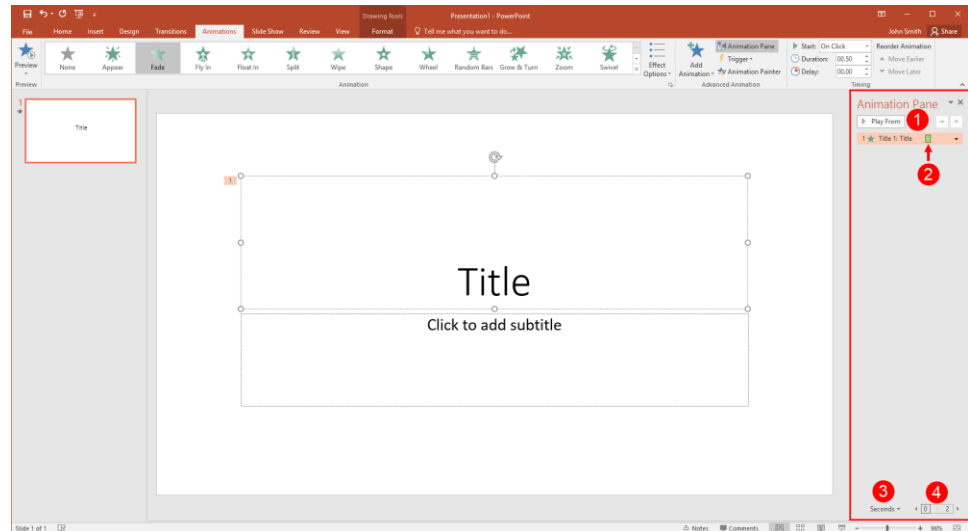
- About the Animation pane
- About the Effect Options dialog box
- About the Timing group
- How to use more motion paths
- How to add emphasis to text with animations

THE ANIMATION PANE

A presentation's animations can be customized using the controls in the **Animation pane**. To view this pane, click Animations → Animation Pane:



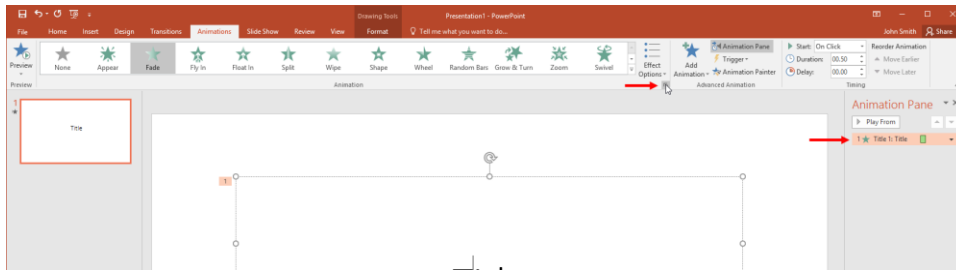
The Animation Pane will open on the right hand-side of your screen. In it, you will see all of the various animations that exist on the current slide:



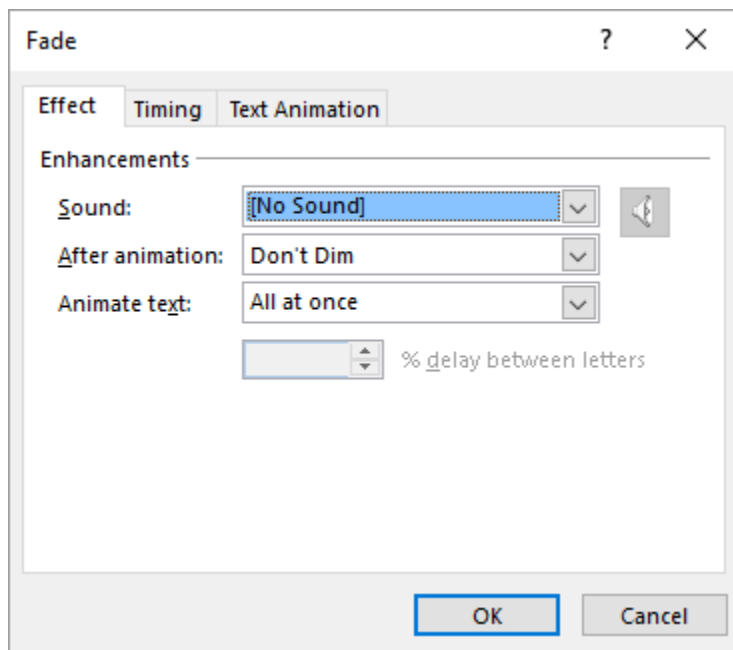
At the very top of the pane, the **Play From command (1)** will play the current animation. The **animation bars (2)** next to each animation represent the length of time that the animation will last. At the bottom of the pane, the **Seconds drop-down menu (3)** can be used to zoom in or out of the timeline. Or, you can use the **arrow buttons (4)** to scroll through the timeline when there are multiple animations.

THE EFFECT OPTIONS DIALOG BOX

The **Effect Options dialog box** allows you to further customize animations in your presentation. To open this dialog box, first click to select the target animation in the Animation pane. Then, click the option button in the lower right-hand corner of the Animation group on the Animations tab:

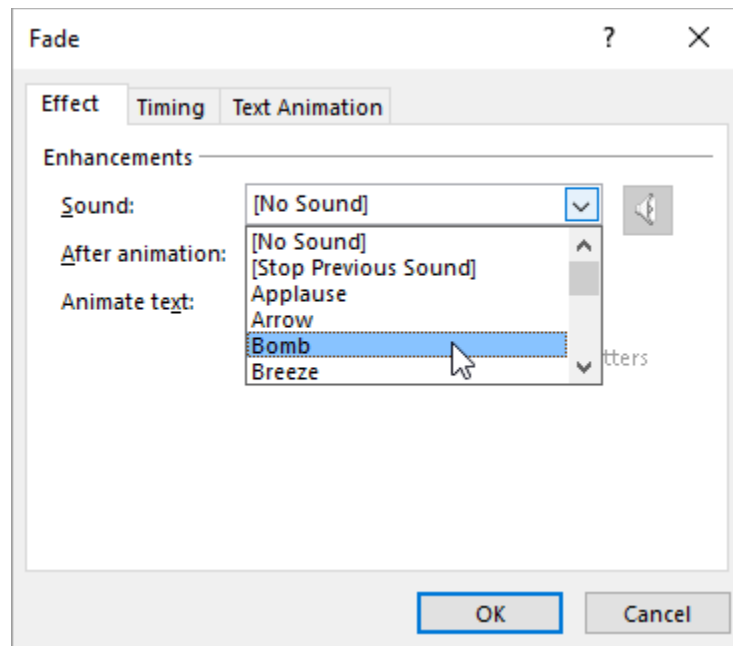


Once open, the Effect Options dialog box will show the name of the animation in the title bar. Typically, you will also see two or three tabs that include several different sets of controls to change everything from animation timing to what happens after the animation is done:

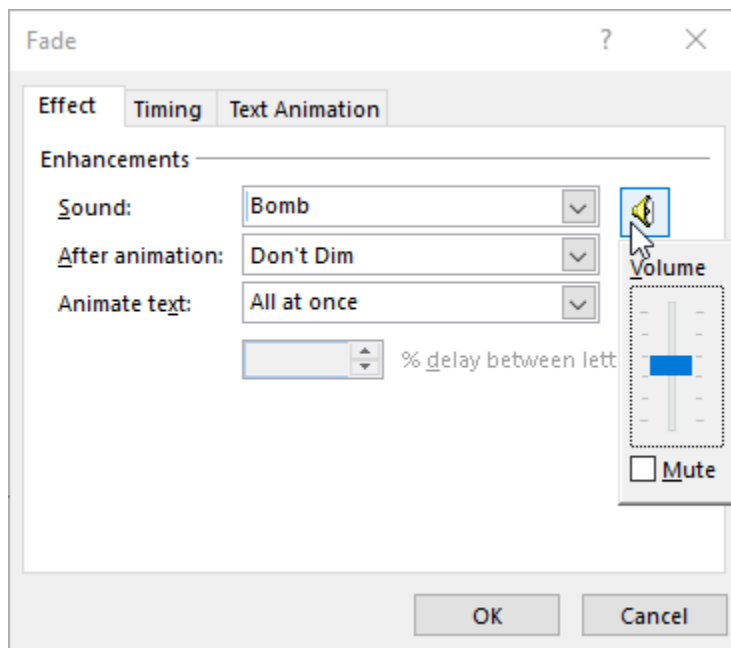


Add a Sound

Using the Effect Options dialog box, you are also able to add sounds to animations. With this dialog box open to the Effect tab if it is available, click the Sound drop-down command and choose one of the sound clips that are listed:



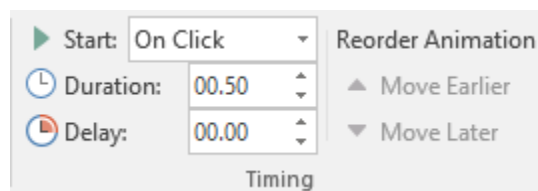
Once a sound has been selected, you can click the Sound icon to choose the volume that this sound will play at:



When you are done, click OK to apply the new settings.

THE TIMING GROUP

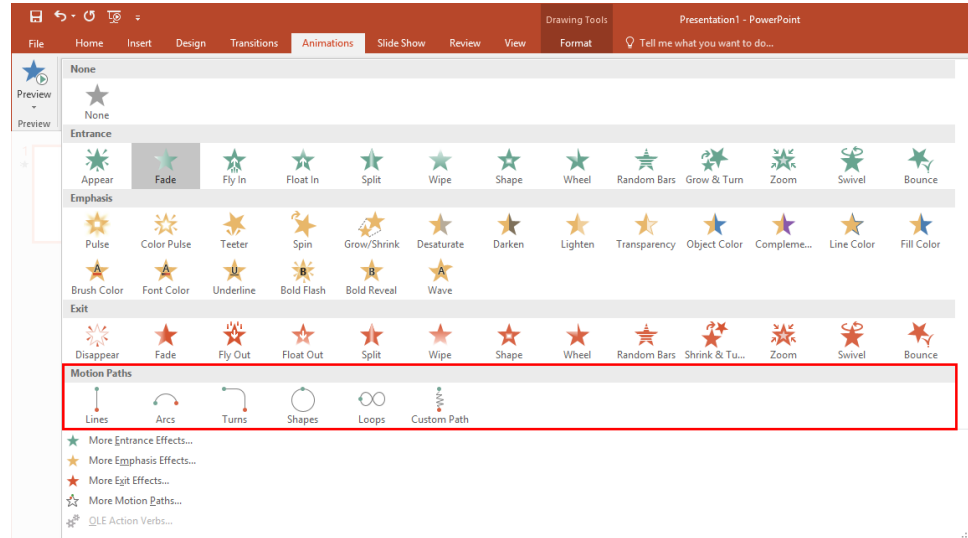
The Timing group of the Animations tab offers several options for controlling when and how your animations appear:



The **Start drop-down menu** allows you to choose when the animation occurs: when you click the presentation, at the same time as the previous animation, or immediately after the previous animation. The **Duration increment box** is used to set how long the animation will last. The **Delay increment box** is used to delay the animation by any number of seconds. Finally, you can change the order of the selected animation using the **Move Earlier** or **Move Later** commands.

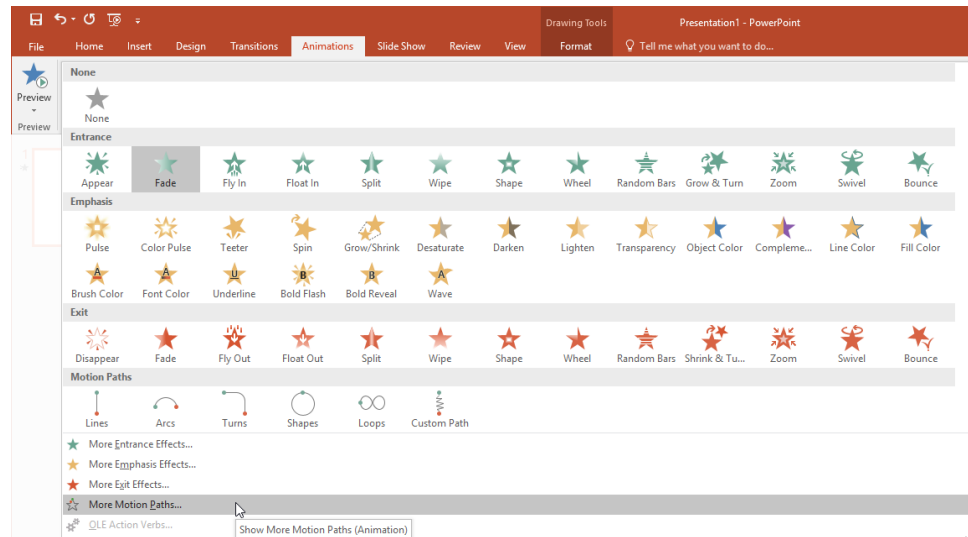
USE MORE MOTION PATHS

If you are working with a path-based animation, you have lots of different motion paths that you can choose from. You can see some of the most frequently used motion paths in the expanded Animation gallery on the Animations tab:

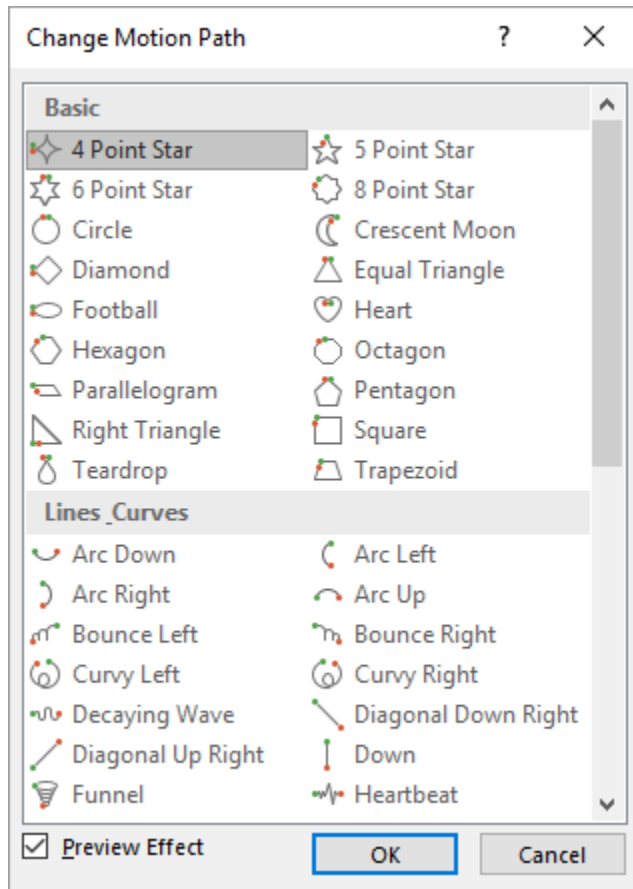


Remember that you can expand a gallery by clicking the More arrow (⌵).

If you would like to choose from a complete list of motion paths, click the More Motion Paths option near the bottom of the expanded Animation gallery:

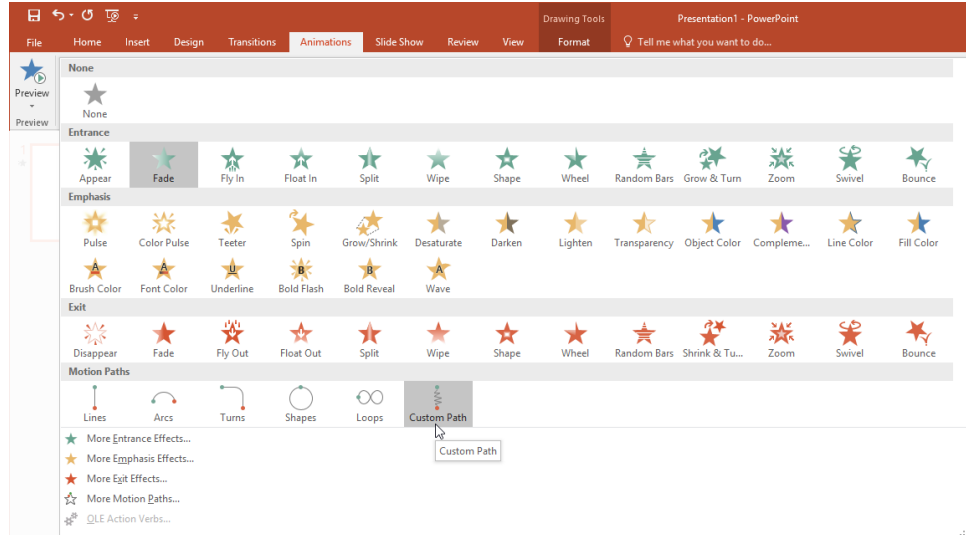


The **Change Motion Path dialog box** will open with a complete list of motion paths that you can choose from:

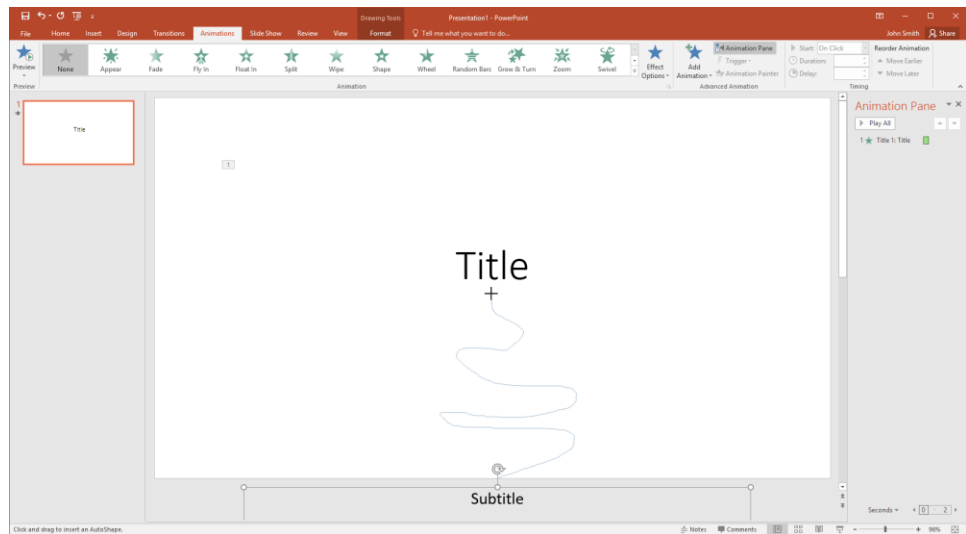


Click the OK button to apply the new motion path to the currently selected animation.

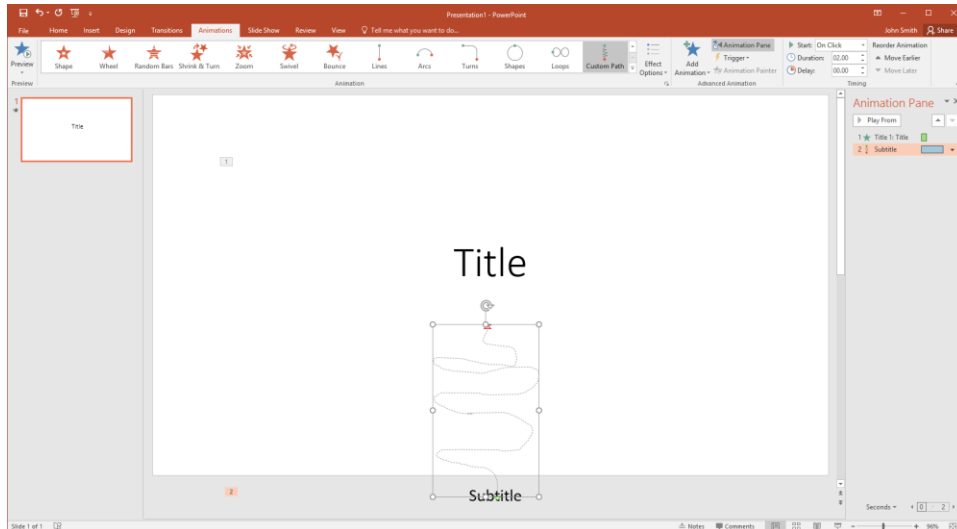
Additionally, you can draw your own motion path by clicking the Custom Path option in the Motion Paths section of the expanded Animations gallery:



This action will cause your cursor to turn into a crosshair. Click and drag to draw the path:



When you have finished drawing a path, press the Esc button on your keyboard to complete the process. The path will look like a drawing object, with handles to modify, resize, or rotate it:

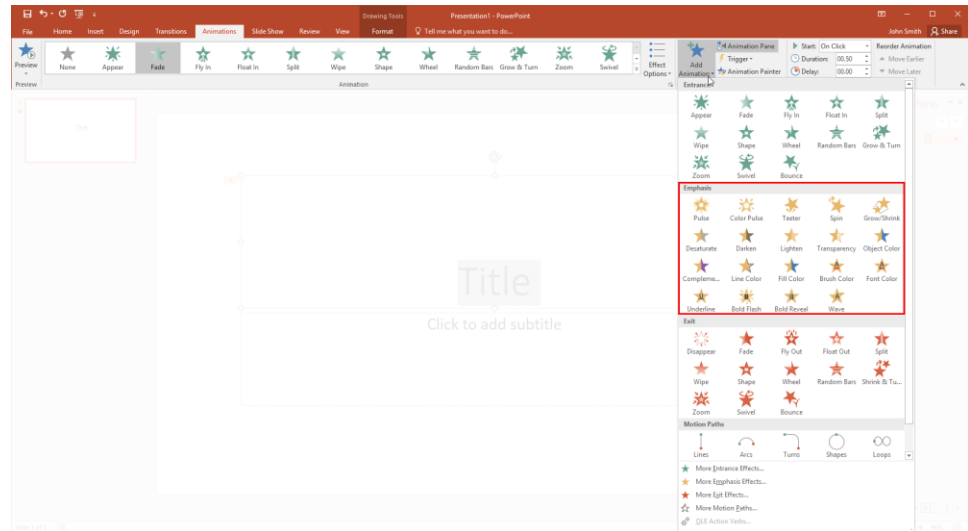


(You are able to preview this animation by clicking Animations → Preview.)

To remove a custom animation completely, click the path to select it and press Delete on your keyboard, or choose the None option from the Animation gallery.

SELECT TEXT OPTIONS

There are a number of special animations that can be used to highlight text. You can find all of the options in the Animations gallery or the Add Animation drop-down menu while text is selected on a slide in the presentation:

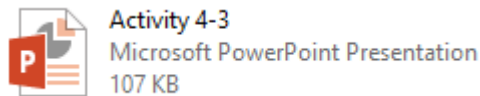


ACTIVITY 4-3

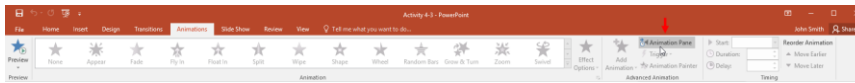
Customizing Animations and Transitions

The presentation that you have been working on includes a few animations and transitions. You would like to customize these effects.

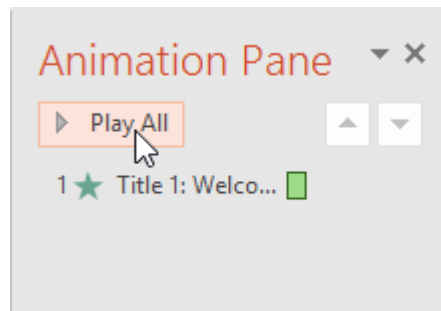
1. To begin, open Activity 4-3:



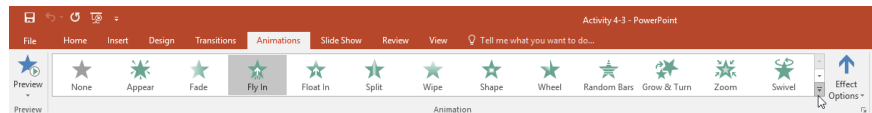
2. Ensure that slide one is displayed. Display the Animation pane by clicking Animations → Animation Pane:



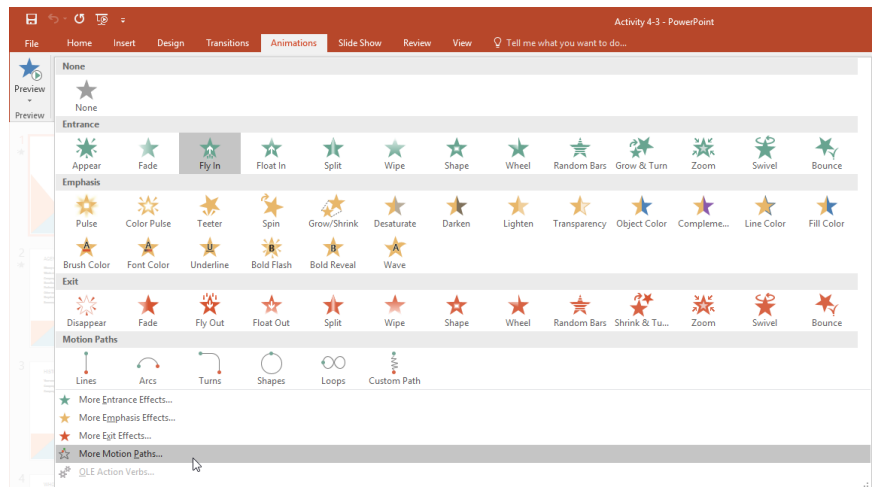
3. With the Animation pane open, you will see that the current slide only has one animation. Inside this pane, click the Play All button to see what it does:



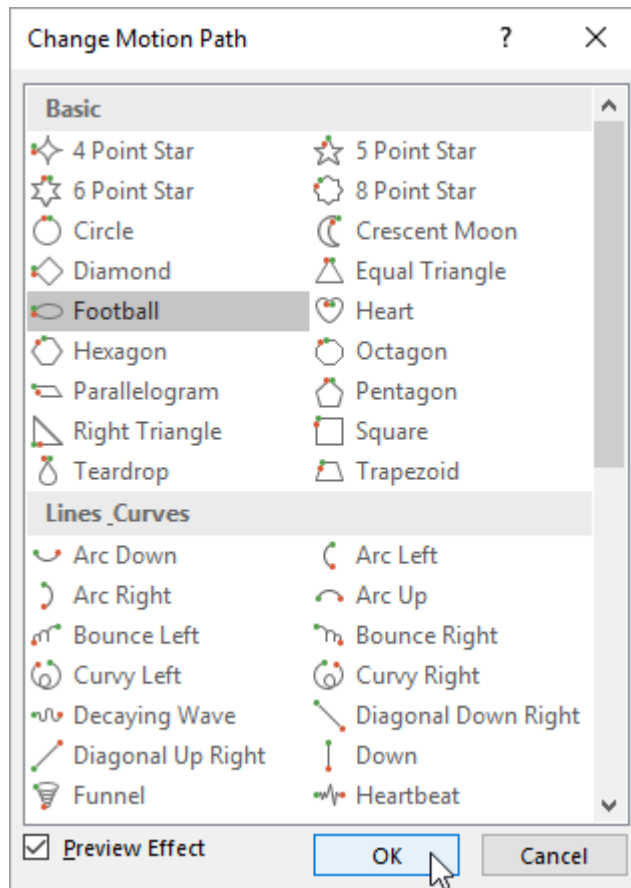
- The preview will show you the “Welcome!” text flying in from the bottom of the screen. You would like to change the path of this animation. In the Animation pane, click to select the animation. Next, click the More arrow in the lower right-hand corner of the Animation gallery:



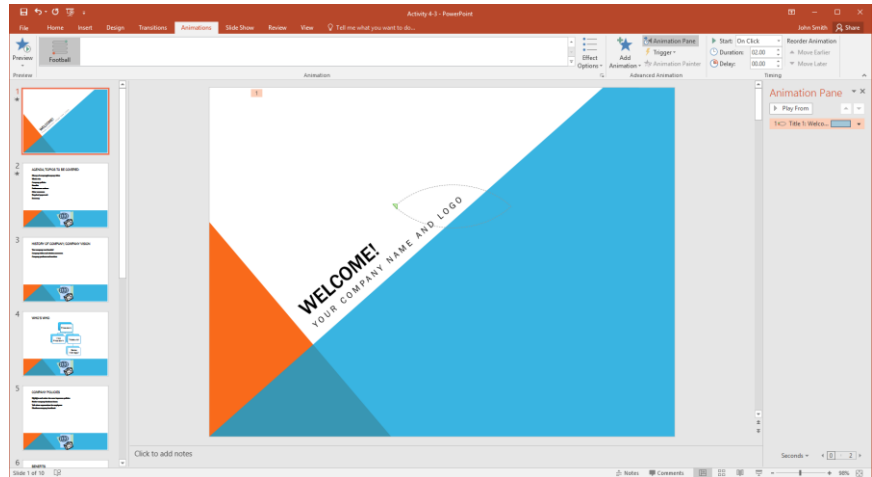
- From the bottom of the gallery, click More Motion Paths:



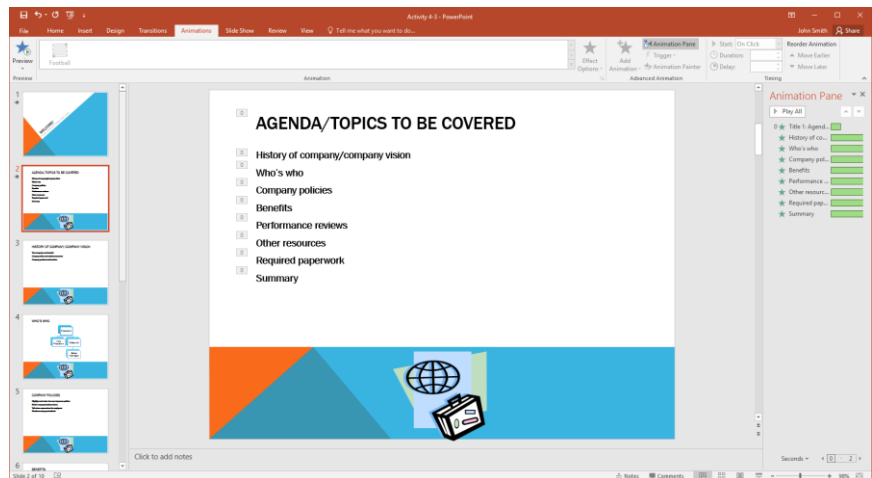
6. The Change Motion Path dialog box will now be displayed. Click Football and click OK:



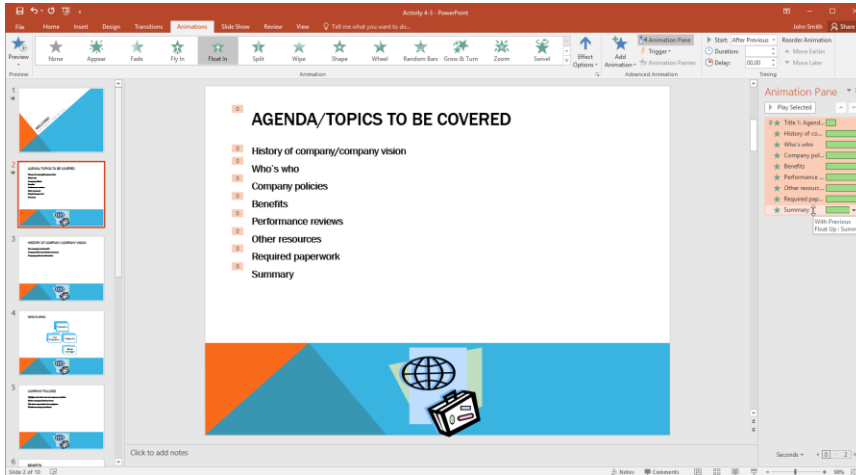
7. Returning to your presentation, you will now see the motion path that you selected:



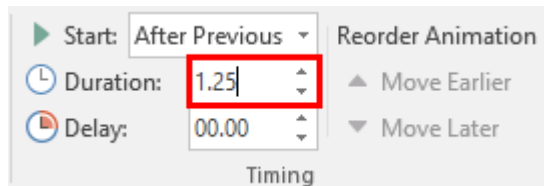
8. In the Slides pane, click to select slide two. In the Animation pane, you will see that there are several animations on this slide:



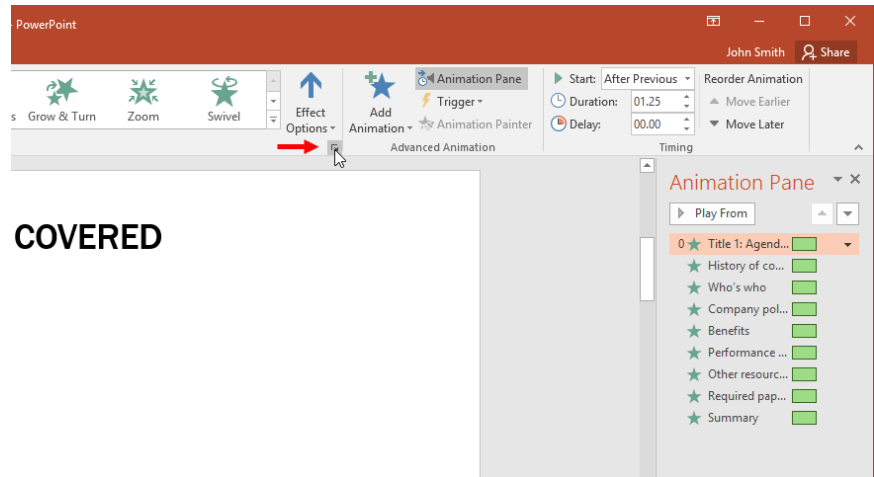
- Click the Play button on the Animation pane. You will see that the transition between the points on this slide are quite slow. Use your cursor to select all of the lines on the slide:



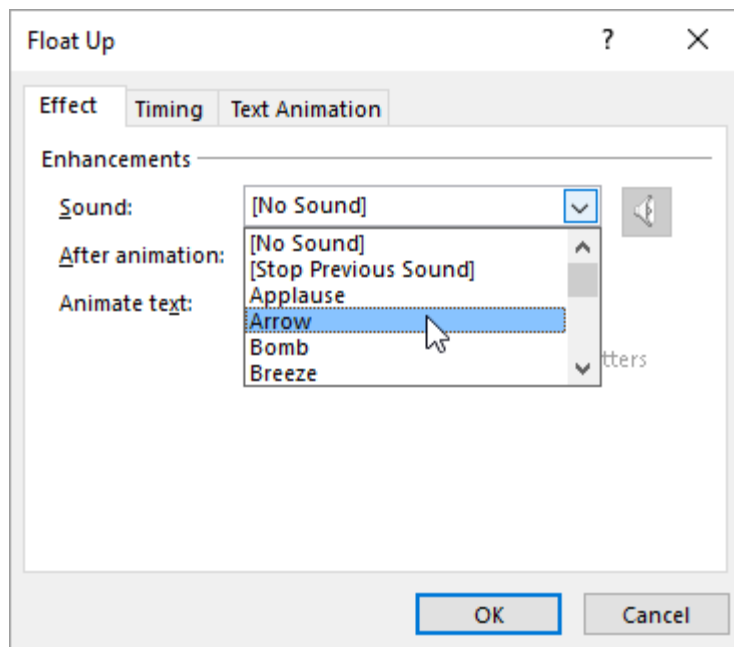
- With the Animations tab open, change the Duration increment box to 01.25:



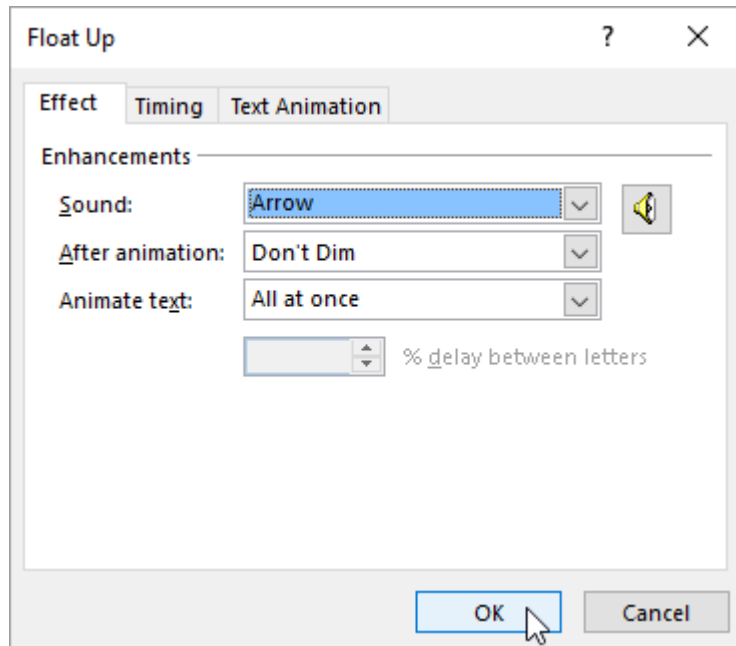
11. Finally, you would like to add a sound clip to the animation for the title of the current slide. Select the top-most animation in Animation pane and then click the option button in the lower right-hand corner of the Animation group on the Animations tab:



12. The Effect Options dialog box will now be displayed with Float Up as the title. Click the Sound drop-down menu and click Arrow:



13. Click OK to apply the new settings:



14. Press F5 on your keyboard to preview the current presentation and make sure that the animations on the first two slides are working properly.

15. Save the current presentation as Activity 4-3 Complete. Close Microsoft PowerPoint 2016 to complete this exercise.

Summary

Over the course of this lesson you learned how to work with both audio and video media, as well as animations. You should now feel comfortable adding audio and video clips to any slide in a presentation, as well as controlling their playback and customizing them. You should also feel comfortable managing any animations that have been applied to your presentation, as well as customizing them to suit your needs.

REVIEW QUESTIONS

1. **What is one audio file format that can be used in PowerPoint 2016?**
2. **What are the names of the two Audio Tools contextual tabs?**
3. **What are poster frames?**
4. **What is one video file format that can be used in PowerPoint 2016?**
5. **How do you open the Effect Options dialog box?**

LESSON 5: COLLABORATING ON A PRESENTATION

Lesson Objectives

In this lesson you will learn how to:

- Add comments to a presentation
- Review a presentation
- Store and share presentations on the web

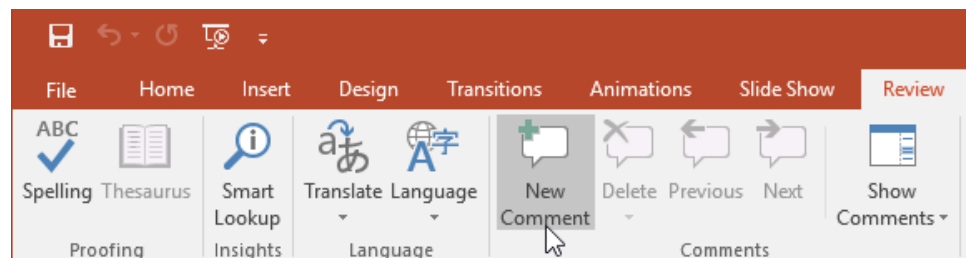
TOPIC A: Add Comments to a Presentation

If you would like to add short little notes to a presentation, you have the option to use comments. While not visible when a presentation is being shown, they are most useful for feedback to other authors. Over the course of this topic you will learn how to insert and edit comments, as well as use the Comments pane, and more.

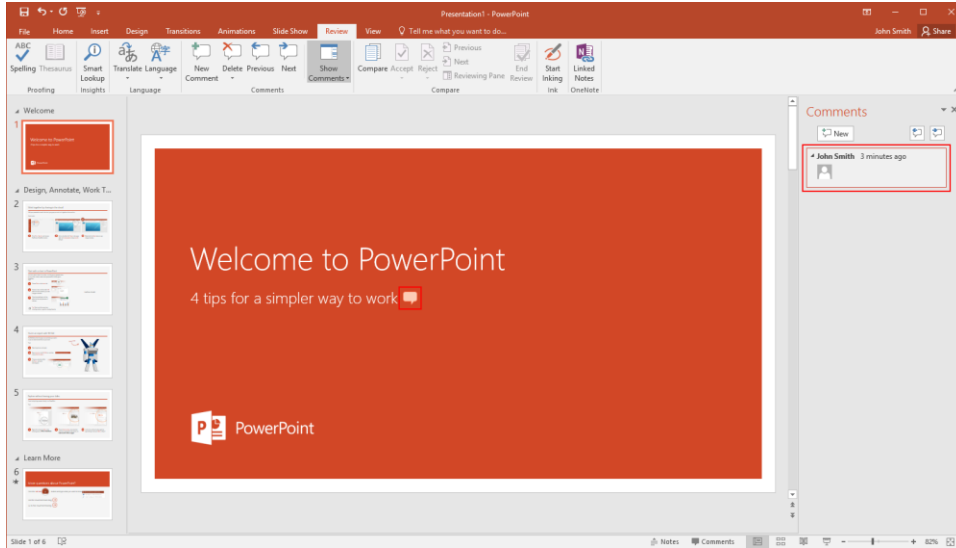
INSERT COMMENTS

Comments are small messages that can be appended to any part of a presentation. While these comments will not be visible when the presentation is being shown or printed, they are visible to anyone who opens the presentation for editing. Typically they are used to add feedback or instructions to change some aspect of the presentation.

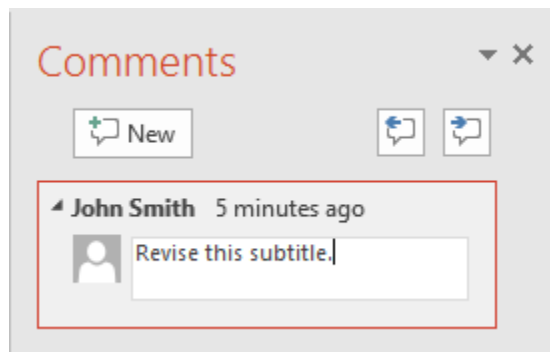
To add a comment, first select the slide or object that you want to add a comment to. Then, click Review → New Comment:



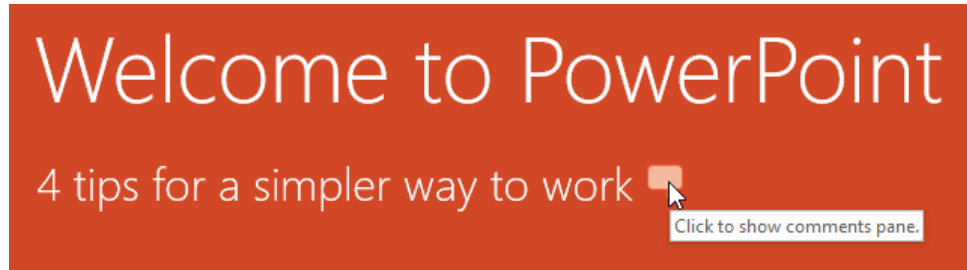
The Comments task pane will open on the right side of the PowerPoint 2016 window. Inside of this pane will be an individual comment box with your name and when the comment was created. Additionally, a comment icon will appear next to the selected object:



While you will not be able to edit the date or name information, you can type the body of your comment inside the box:

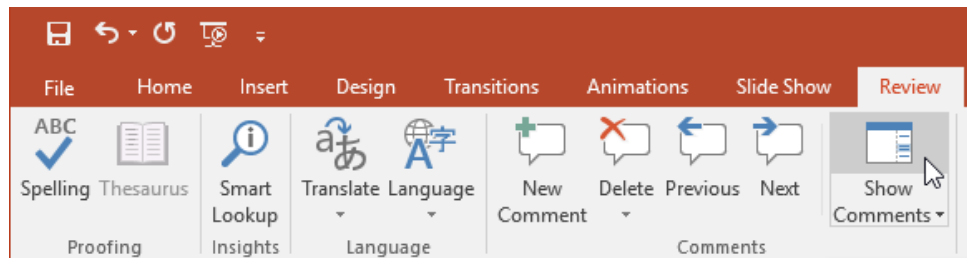


After you have finished with the comment, you can close the Comments task pane and the comment icon will remain on the presentation. Clicking this icon will automatically display the Comments task pane:

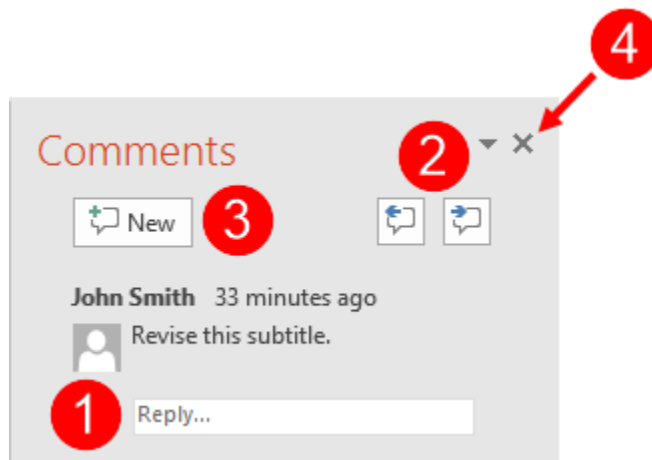


THE COMMENTS PANE

The **Comments pane** will automatically be displayed when you add a new comment, click on the icon for an existing icon, or click Review → Show Comments:



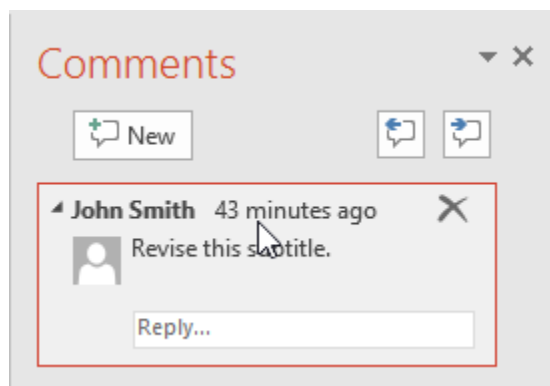
The Comments pane will list any comments that exist on the currently displayed slide. In this example, you can see that the current slide has one comment:



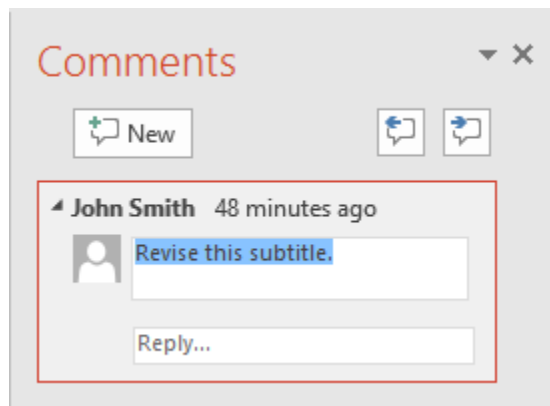
You are able to reply to an existing comment by typing inside the **Reply text box (1)** that appears just below it. Additionally, you can navigate through any of comments in the presentation by clicking the **Next and Previous buttons (2)** that are near the upper right-hand corner of the pane. Additionally, you can add new comments to the current slide by clicking the **New button (3)** in the upper left-hand corner. Once you have finished with the Comments pane, you can close this pane by clicking the **Close button (4)** in the upper right-hand corner.

EDIT COMMENTS

Even after you have added a comment to a presentation, you can still edit its contents. To do this, click the comment in question to open the Comments pane and then double-click the comment that you would like to edit:



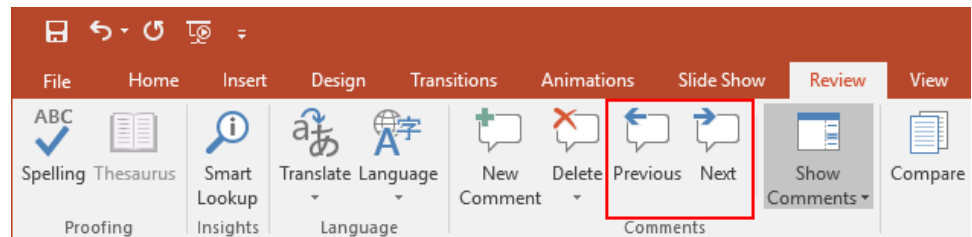
Inside the Comments pane, the comment will now appear highlighted and the text box will be available. From here you can then edit the comment as required:



Once you are done, press the Enter key on your keyboard to apply your changes.

NAVIGATE THROUGH COMMENTS

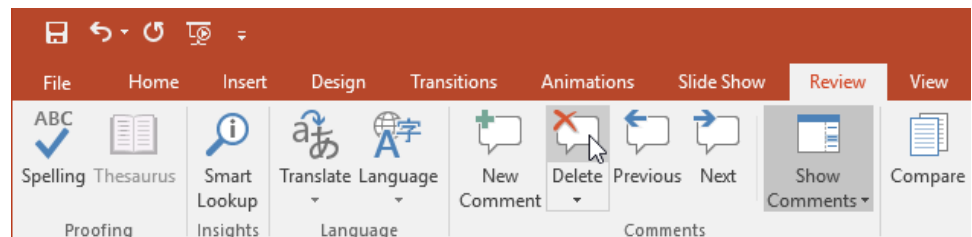
As a presentation can include many different comments spread out through all of its slides, PowerPoint provides the **Previous** and **Next** commands to help you navigate through them:



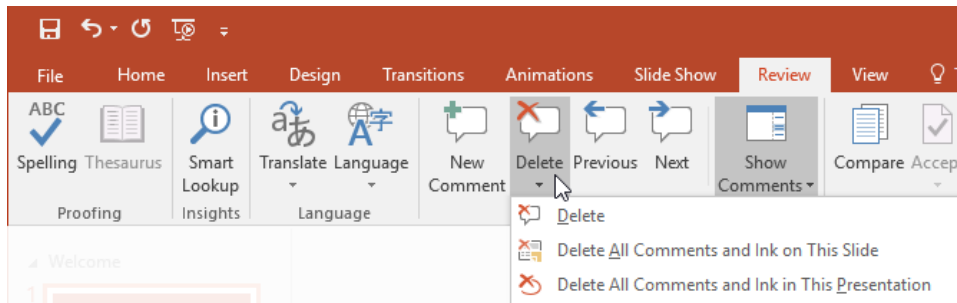
Clicking Review → Next will display the next subsequent comment in the presentation. (If the first slide is selected, the first comment in the presentation will automatically be selected.) Clicking Review → Previous works in the reverse direction by selecting the comment previous to the current one.

DELETE COMMENTS

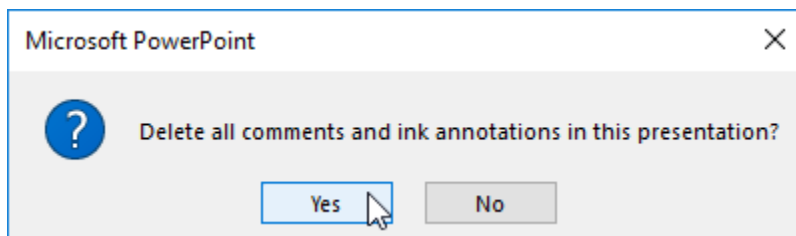
To delete a single comment, first click the comment indicator to select it. Then, click Review → Delete:



To delete all comments in a presentation, click Review → Delete → Delete All Comments and Ink in this Presentation. You can also use the same drop-down menu to delete all comments on the current slide:



If you choose to delete all markup on the current slide, the action will be performed immediately. If you choose to delete all markup in the presentation, you will be asked to confirm your action:



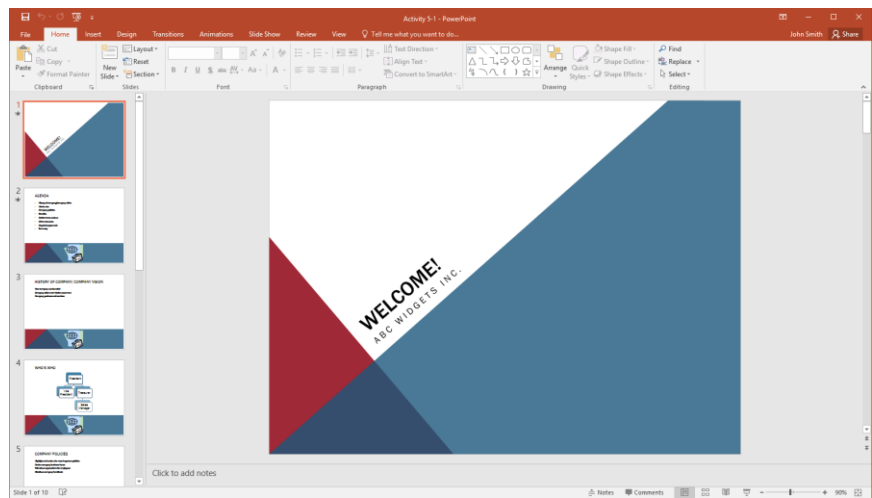
The deletion will be performed when you click Yes.

ACTIVITY 5-1

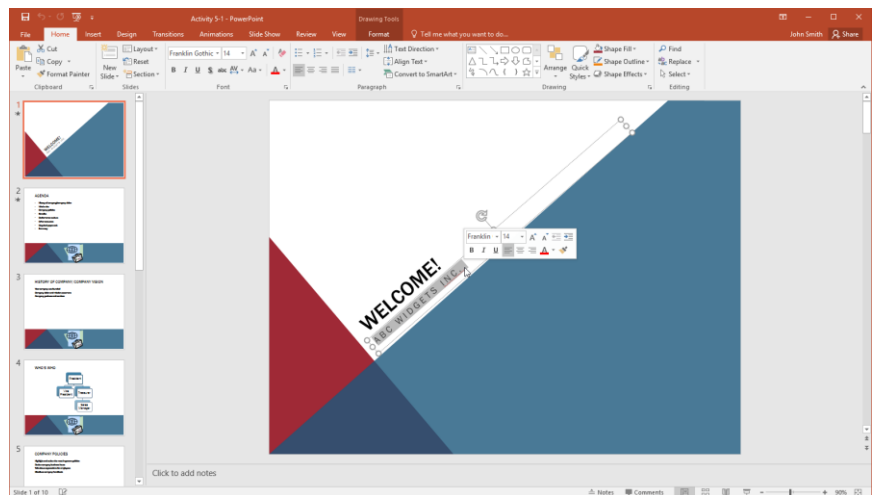
Adding Comments to a Presentation

A colleague has finished a PowerPoint presentation and would like to review it. Using comments you are able to leave your feedback.

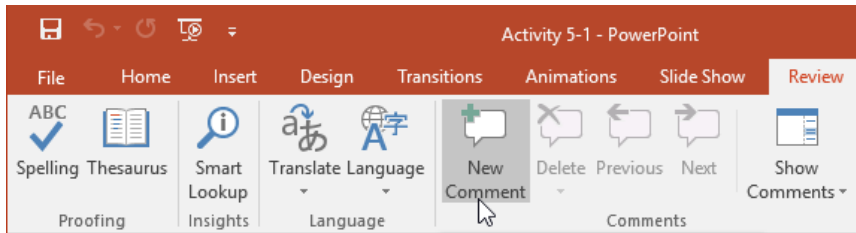
1. To begin, open Activity 5-1 from your Exercise Files folder:



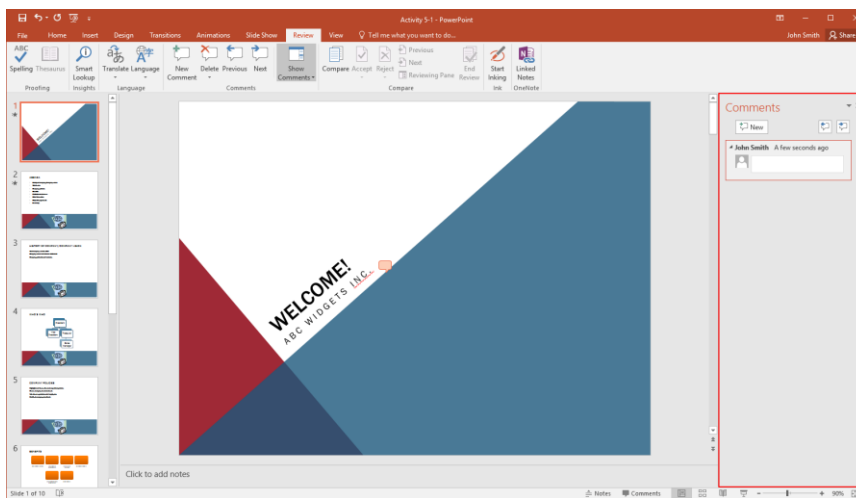
2. First, you think that the subtitle for this slide should be changed. Use your cursor to select the subtitle:



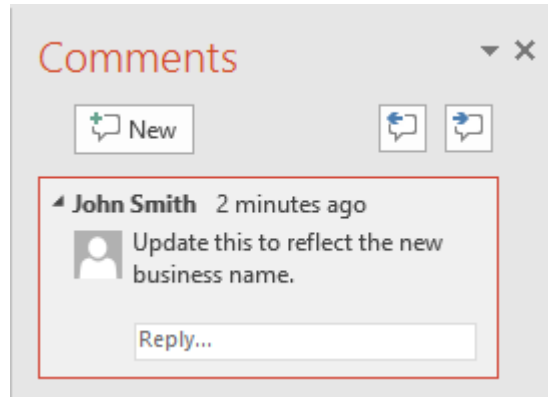
3. Add a comment to this selection by clicking Review → New Comment:



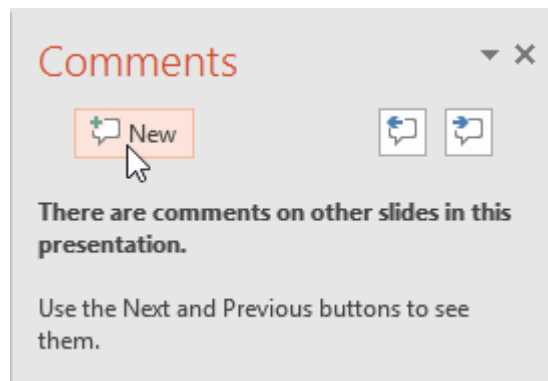
4. The Comments pane will now be displayed along the right side of the PowerPoint window with a new comment:



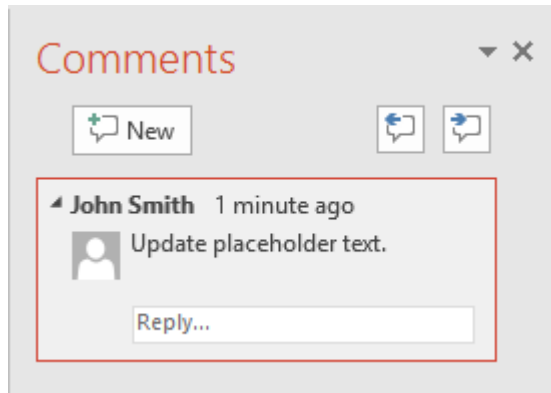
5. Type “Update this to reflect the new business name.” into the comment text box and then press the Enter key:



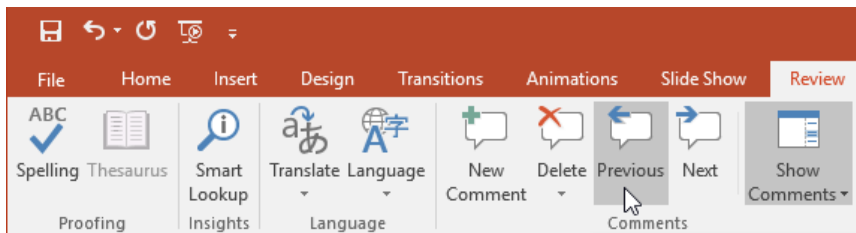
6. Display slide three in this presentation. You notice that the placeholder text on this slide has not been updated. Create a new comment for this slide by clicking the New button in the Comments pane:



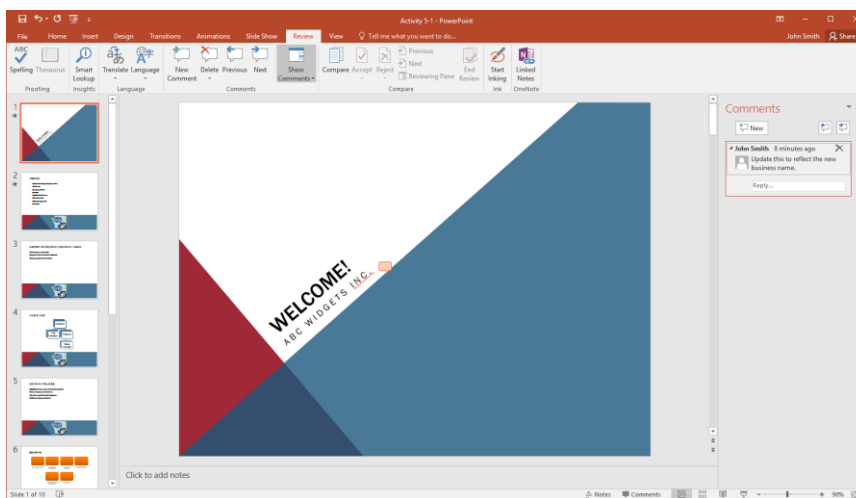
7. A new comment will appear within the Comments pane and the text box will be activated. Type “Update placeholder text.” and then press the Enter key:



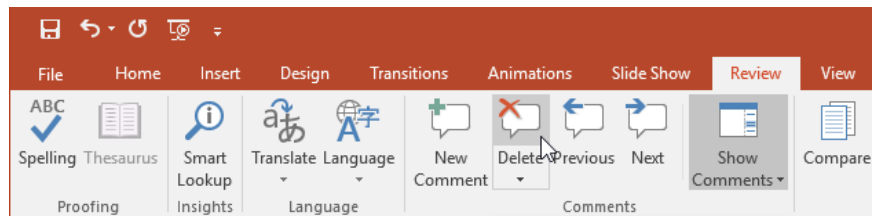
8. Return to the previous comment that you added to the presentation by clicking Review → Previous:



9. Returning to the first slide of the presentation, you will see the comment that you previous added is now selected in the Comments pane:



10. On second thought, you realize that the subtitle doesn't need to be changed. Delete the comment that appears on this slide by clicking Review → Delete:



11. Save the current presentation as Activity 5-1 Complete and then close Microsoft PowerPoint 2016 to complete this activity.

TOPIC B: Review a Presentation

As many presentations are a group effort, it is natural that PowerPoint 2016 includes several collaboration tools. These tools range from comments to combination and comparison features. Over the course of this topic, you will learn all about these tools and how they can be used to review a presentation in a collaborative manner.

Topic Objectives

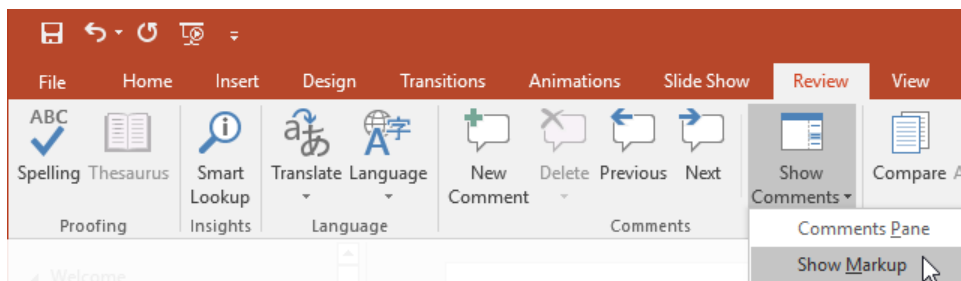
In this topic, you will learn:

- How to show or hide markup
- How to compare and combine presentations
- About the Revisions pane
- About the Compare group

SHOW OR HIDE MARKUP

Markup in PowerPoint 2016 refers to any comments or annotations that have been added to a presentation. While these items can be very helpful when collaborating with others and offering feedback, they can sometimes get in the way. Rather than completely deleting this type of information, you can choose to temporarily hide it.

To show or hide this information, click Review → Show Comments → Show Markup:

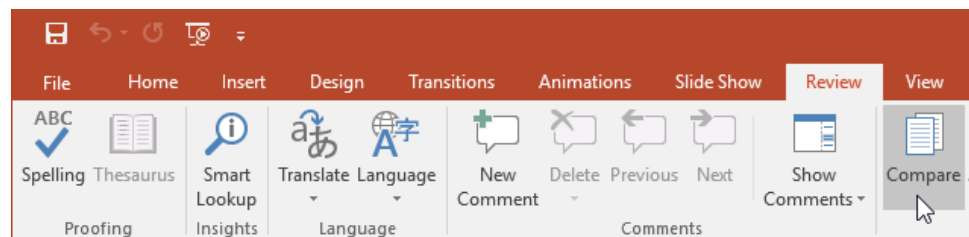


If the Show Markup options includes a checkmark, this indicates that markup is being shown. If it is not, then markup is hidden.

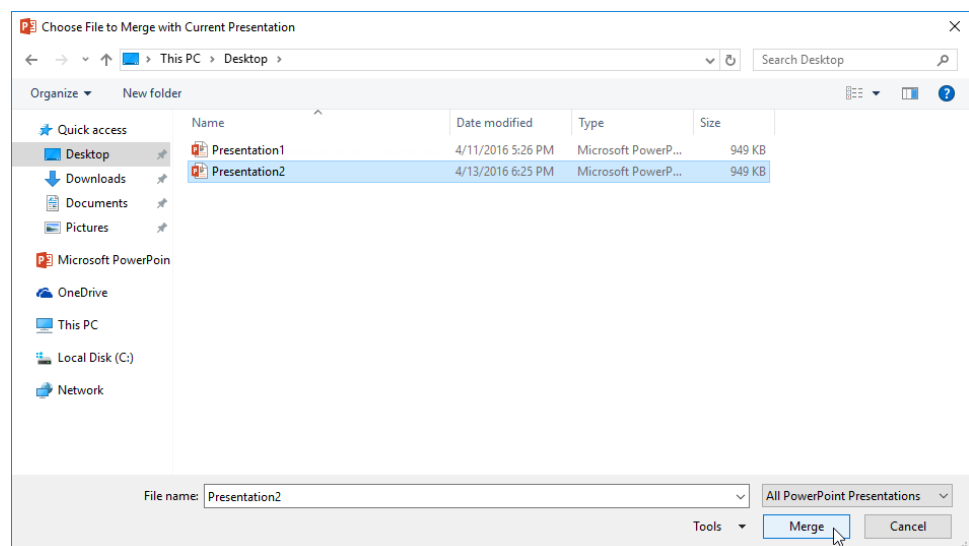
COMPARE PRESENTATIONS

While the co-authoring feature in PowerPoint can offer a smoother and more efficient collaboration process, you can also collaborate with others without having to use a server. For example, if you have two people working on the same presentation, each person can apply their changes to the original copy made by the other person and then you can compare those two versions against each other. From there, you can then choose to accept or reject each change.

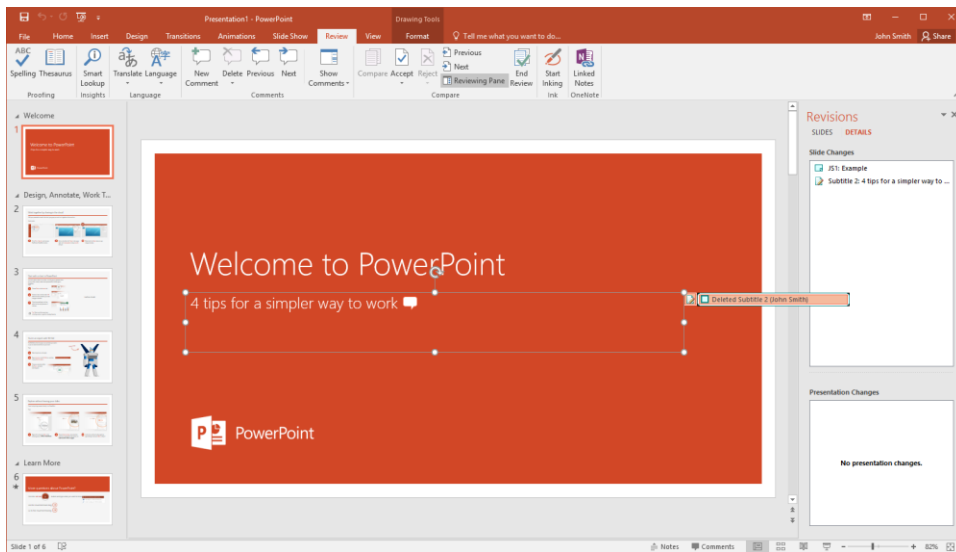
To compare two presentations, first open the original file. Then, click Review → Compare:



The Choose File to Merge with Current Presentation dialog box will be displayed. Use the controls in this dialog box to browse to the edited presentation, select it, and click Merge:

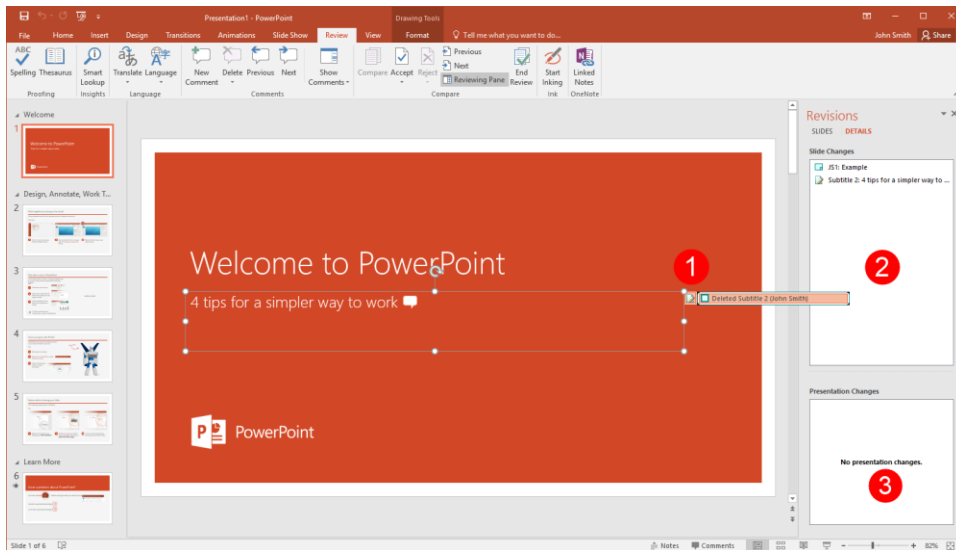


You will then see the original presentation with the Revisions Pane open, showing the changes made:



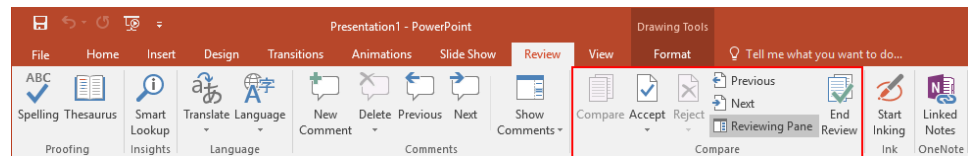
THE REVISIONS PANE

After the comparison has been performed, each slide's revision(s) will have corresponding indicators in the **“Slide changes” section (2)** of the Revisions pane, as well as on the slide itself in the form of **change icons (1)**. Any presentation-wide changes (such as a new style or the deletion of slides) will also be listed inside the Revisions pane inside the **“Presentation changes” section (3)**:



THE COMPARE GROUP

Inside the Compare group on the Review tab, you can find commands to compare presentations, manage changes, and complete a review of those changes:

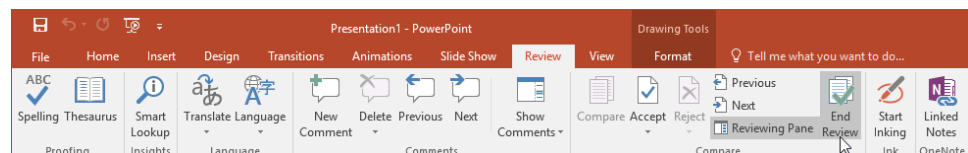


Let's go over each of these commands.

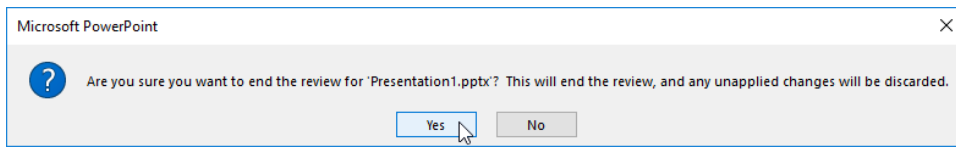
- The **Compare command** allows you to compare the current presentation to another file of your choice.
- The **Accept drop-down command** is used to accept individual changes, all changes on the current slide, or all changes found in the presentation.
- The **Reject drop-down command** is used in the opposite way. Using this command you can reject individual changes, all changes on the current slide, or all changes found in the current presentation.
- Click the **Previous** or **Next** buttons to navigate through each change in a presentation.
- The **Reviewing Pane** button will hide or show the Revisions pane.
- Finally, clicking the **End Review command** will save the accepted and rejected changes and stop the comparison process.

COMBINE PRESENTATIONS

Once you have finished the review process, you can implement your accept/reject decisions by combining them. To do this, click Review → End Review:



This action will display a dialog box that will ask you to confirm your choice to end the review:



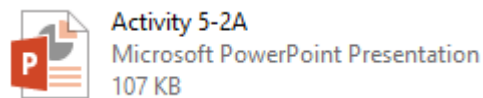
Once you click Yes, all markup will be applied to the original presentation file or discarded as appropriate.

ACTIVITY 5-2

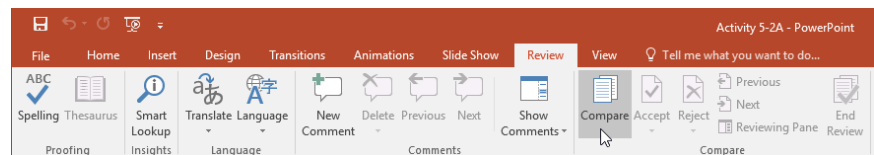
Comparing and Reviewing a Presentation

A co-worker has added some changes to a presentation that you created and still manage. You would like to see what these changes are and apply them where appropriate.

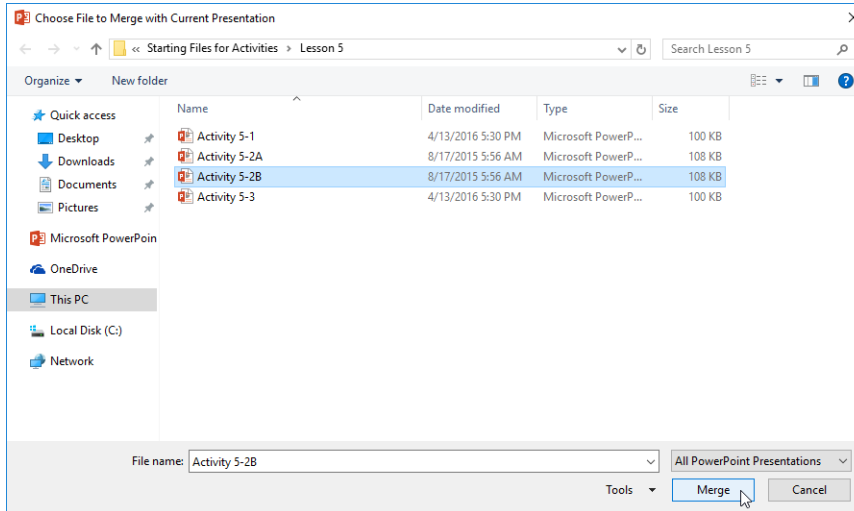
1. To begin, open Activity 5-2A:



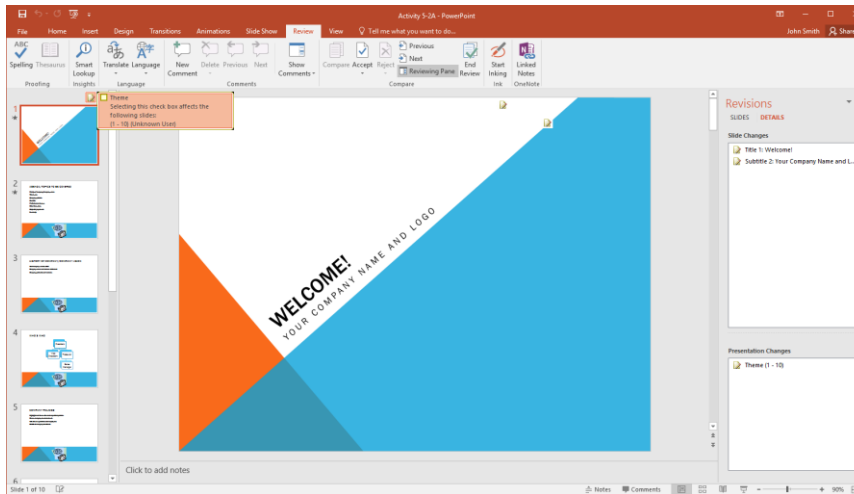
2. Click Review → Compare:



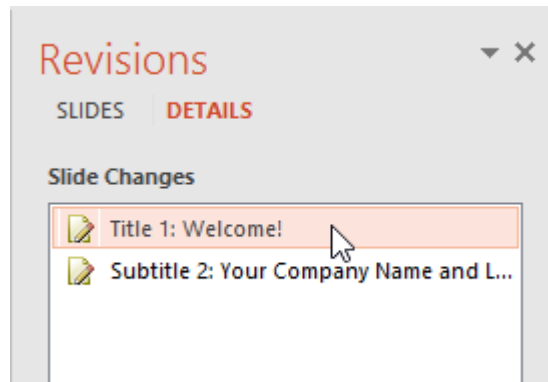
3. The Choose File to Merge with Current Presentation dialog box will now be displayed. Use its controls to find and select the Activity 5-1B file. Click Merge:



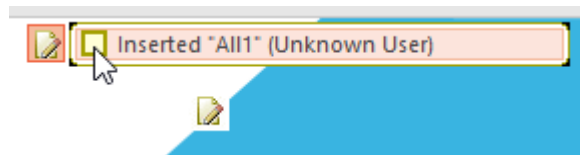
4. The Revisions pane will now be displayed. It will list the changes that have been made to the current slide and the presentation as a whole:



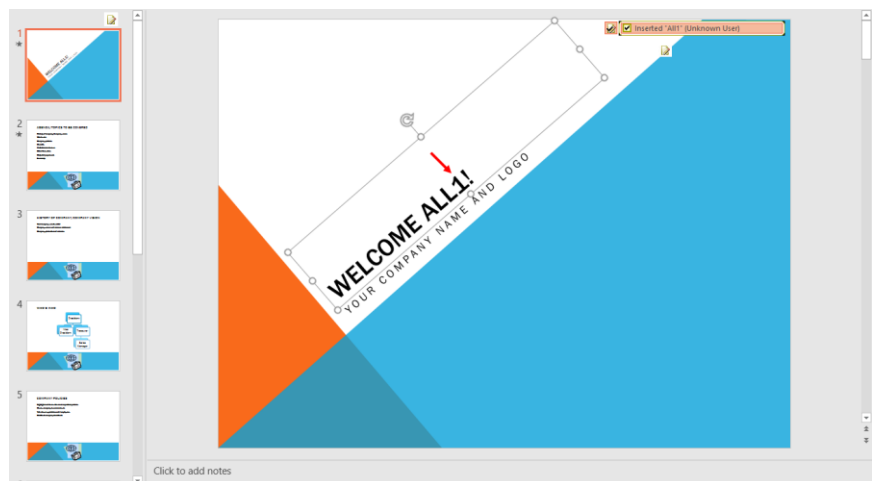
5. Inside the Revisions pane, click the first slide change that is listed:



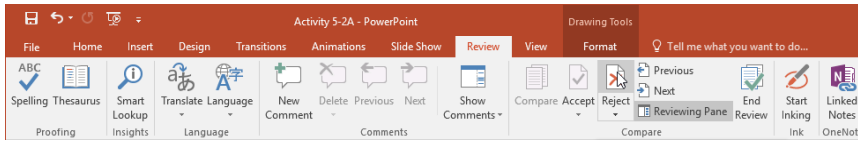
6. The change icon that is associated with the selected change will now expand to provide a checkbox. Check this checkbox to temporarily accept this change and see how it looks:



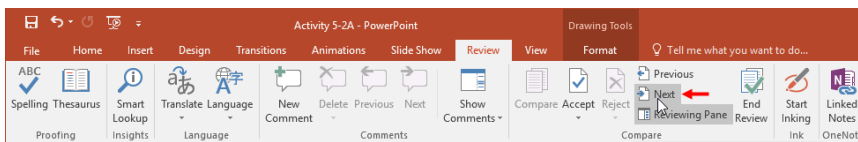
7. It looks like the title of this slide was modified, but there is an obvious typo:



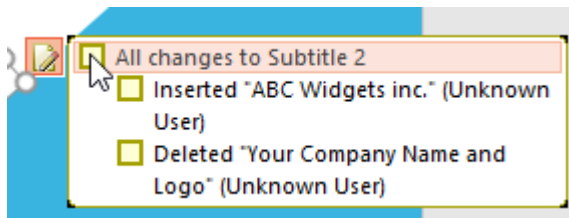
8. Reject this change by clicking Review → Reject:



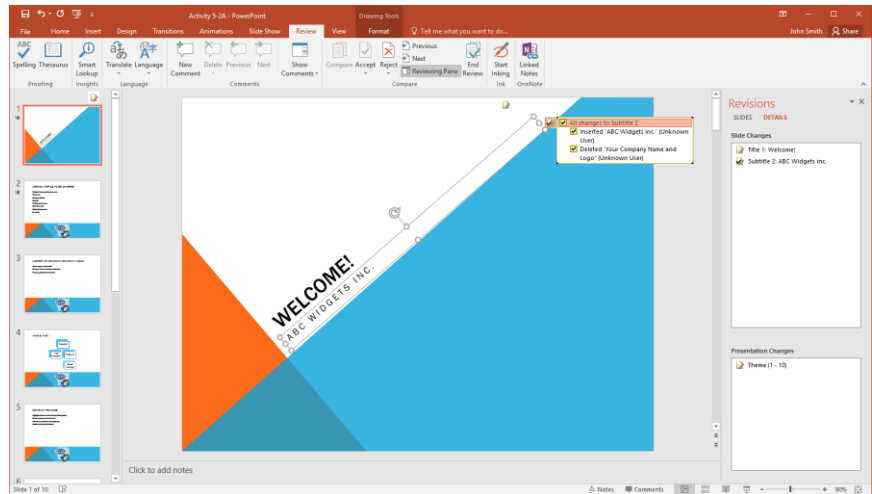
9. With the selected change now rejected, it will be removed from view. Select the next change by clicking Review → Next (inside the Compare group):



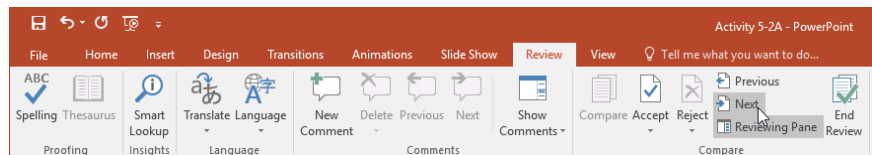
10. When the next change on this slide is selected, check its associated top-level checkbox:



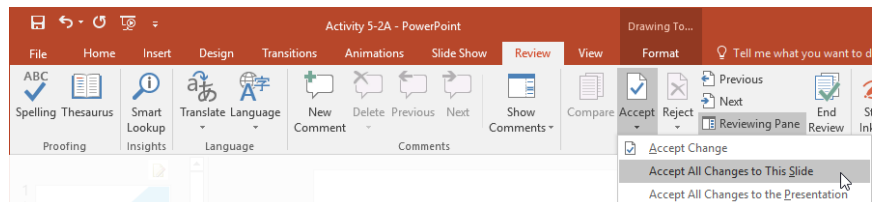
11. With this change now displayed, you will see that the subtitle was updated. This change can be accepted. As checking the associated checkbox automatically accepts this change, you don't need to do anything else:



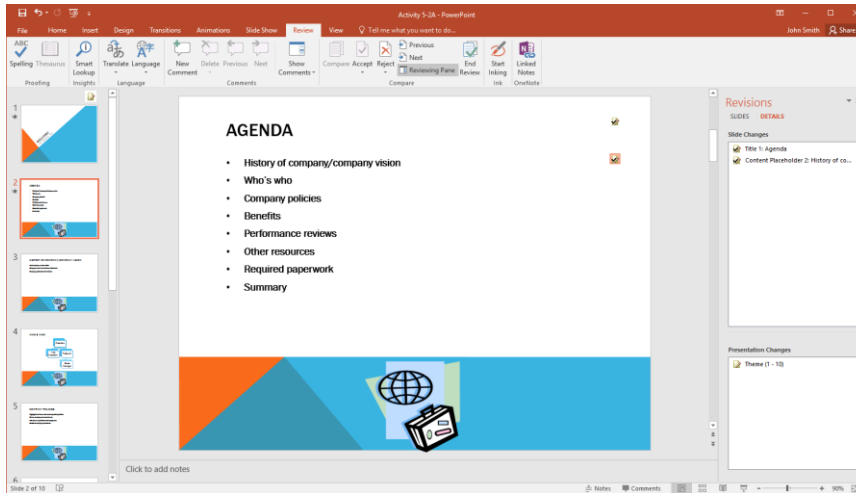
12. Click Review → Next (inside the Compare group):



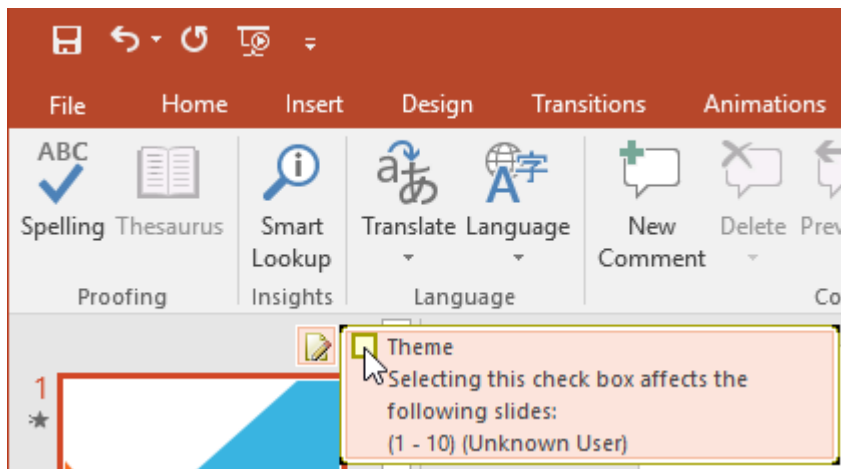
13. The next change will now be displayed. In this case you already know that all of the changes on this slide are acceptable, so click Review → Accept → Accept All Changes to This Slide:



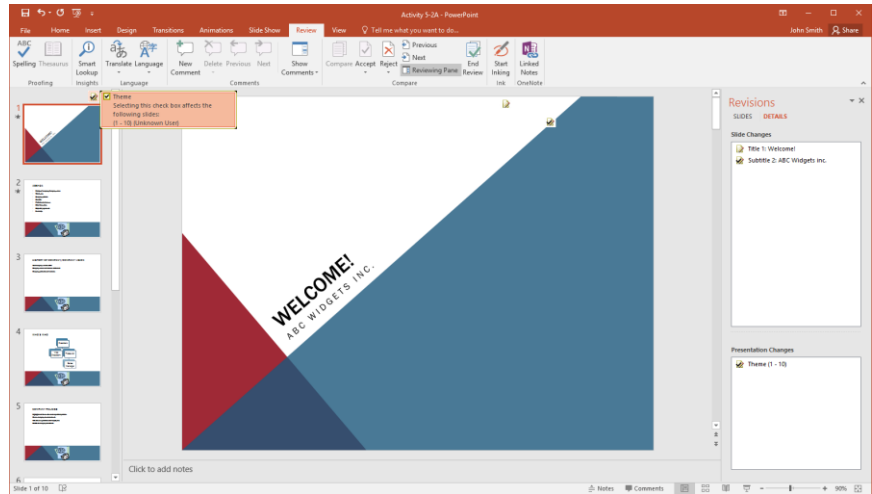
14. The accepted changes will now be represented on the slide:



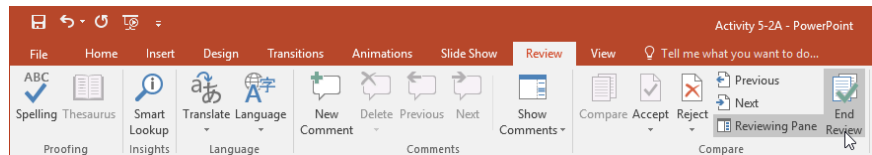
15. Click the change icon shown ear the upper right-hand corner of the Slides pane. Check the associated checkbox to accept this change and see how it looks:



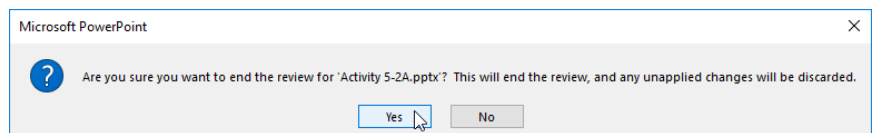
16. As you can see, the change that you accepted adjusts the color scheme that this presentation uses. You can leave this change as accepted:



17. Complete the review by clicking Review → End Review:



18. A dialog box will appear and ask you to confirm your choice to end the review. Click Yes:



19. Save the current presentation as Activity 5-2 Complete and then close Microsoft PowerPoint 2016 to complete this exercise.

TOPIC C: Store and Share Presentations on the Web

By saving your presentation to the web, you can guarantee that anyone who has an Internet connection will be able to access it if they are given the proper permissions. Additionally, there are some online tools that you can use to view and edit a presentation that has been saved online. Over the course of this topic, you will learn about these options and how to share a presentation on the web.

Topic Objectives

In this topic, you will learn:

- About co-authoring
- About Microsoft OneDrive
- About the Save to Web option in PowerPoint 2016
- About PowerPoint Online

CO-AUTHORING

Co-authoring allows multiple authors to work on the same presentation simultaneously. This feature works by storing a copy of the presentation on a server (such as SharePoint or OneDrive), which can then keep track of each edit that each user makes. This allows for every author of the presentation to see what changes have been made to the presentation, who made them, and when. Additionally, changes made by separate authors can be combined or reversed.

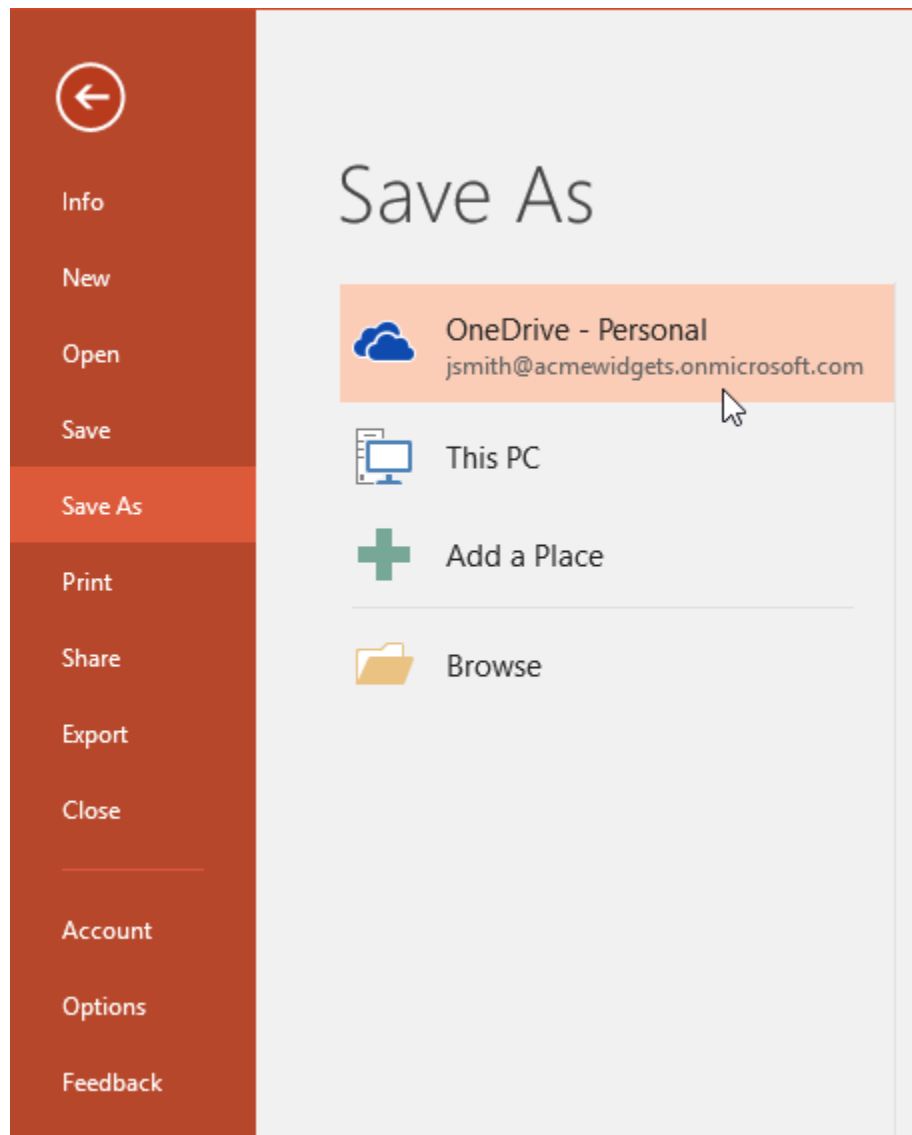
MICROSOFT ONEDRIVE

Microsoft OneDrive (formerly known as SkyDrive) is an online storage service provided by Microsoft. This service allows you to upload your files to their servers for safekeeping as well as provide a platform to share those files. This can be particularly useful if you need to collaborate with others when creating a presentation or if you simply need to share it with someone else.

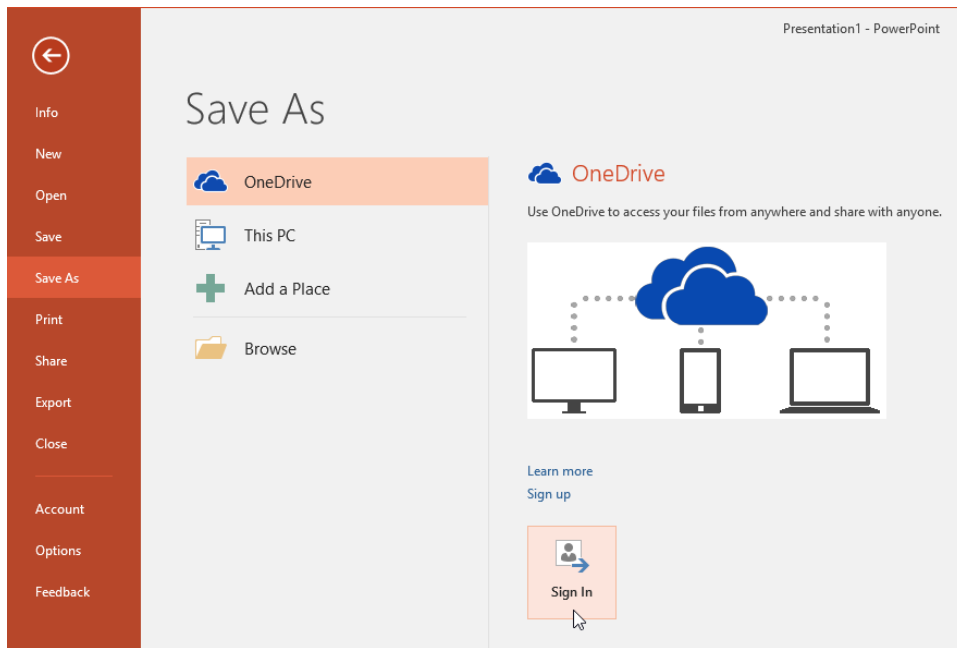
As of this writing, every Microsoft account includes a limited version of OneDrive at no cost. As well, it is fully integrated into Windows 8 and later. It is also integrated into most Office 2016 applications so that you can save files to your OneDrive account directly.

THE SAVE TO ONEDRIVE OPTION

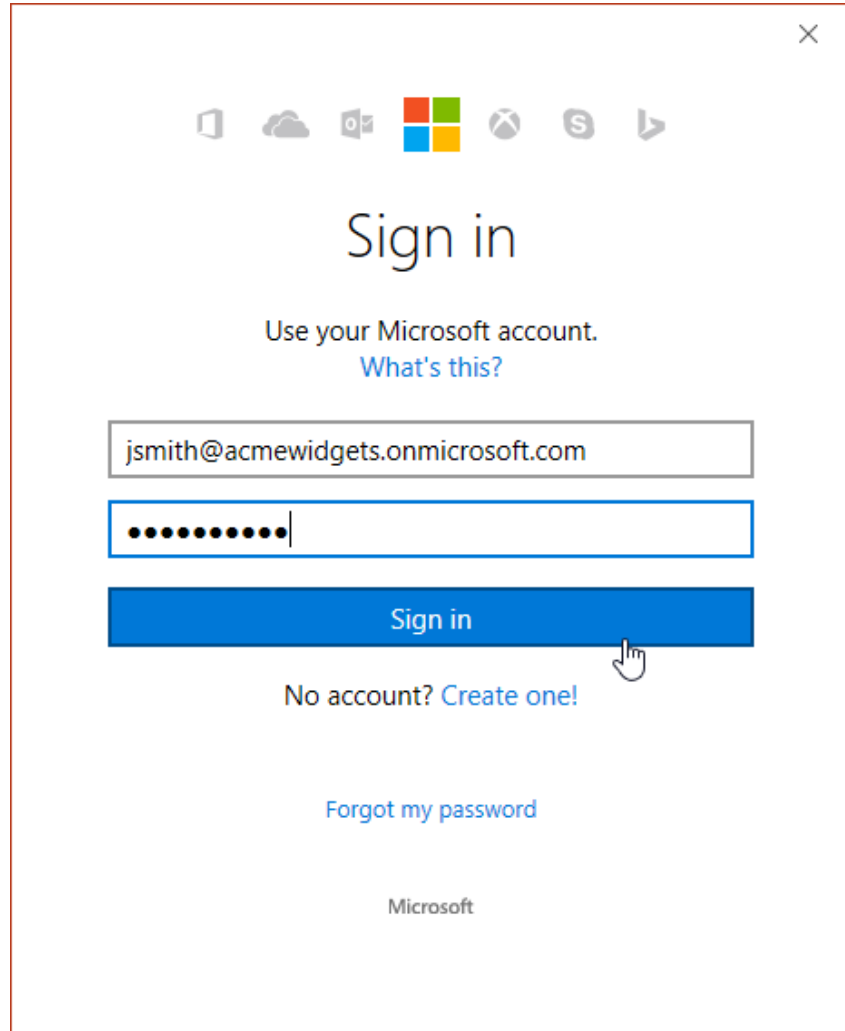
As OneDrive support has been integrated into most Microsoft Office 2016 applications, you have the ability to save your presentations directly to the web. To do this click File → Save As → OneDrive:



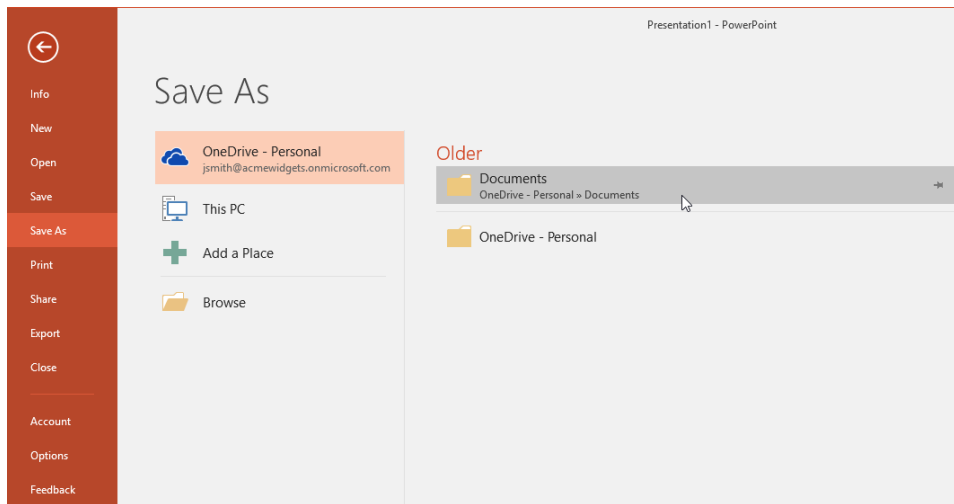
If you are doing this for the first time, you will need to click the Sign In button:



This action will open a dialog box where you can enter your Microsoft account credentials:



Once you have logged in, you can then save your presentation to a folder inside your OneDrive account:



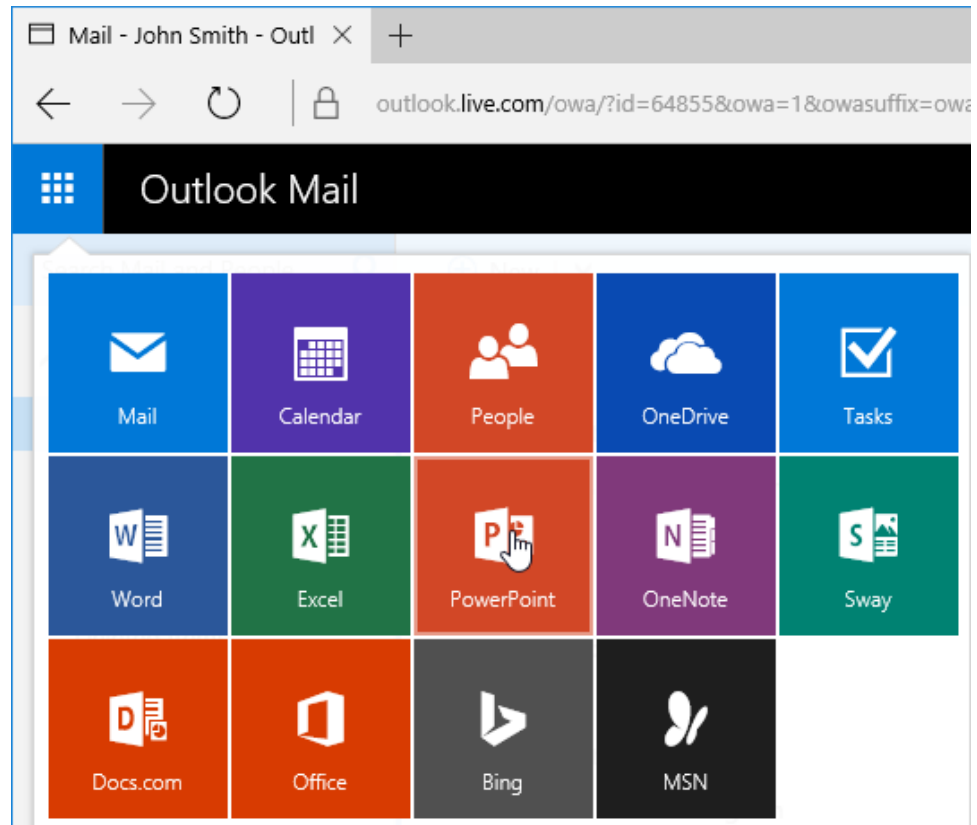
From there you can then share the presentation with others and access it online.

THE POWERPOINT ONLINE APPLICATION

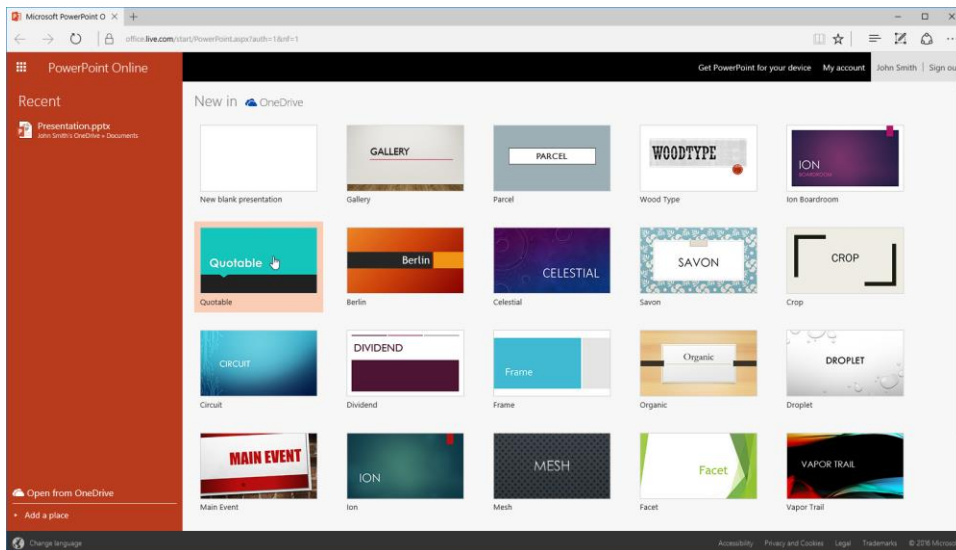
Even if the computer that you are using does not have PowerPoint installed, you can view and edit presentations that have been saved to your OneDrive account with the **PowerPoint Online web application**.

[191] Microsoft Office PowerPoint 2016 – Part 2

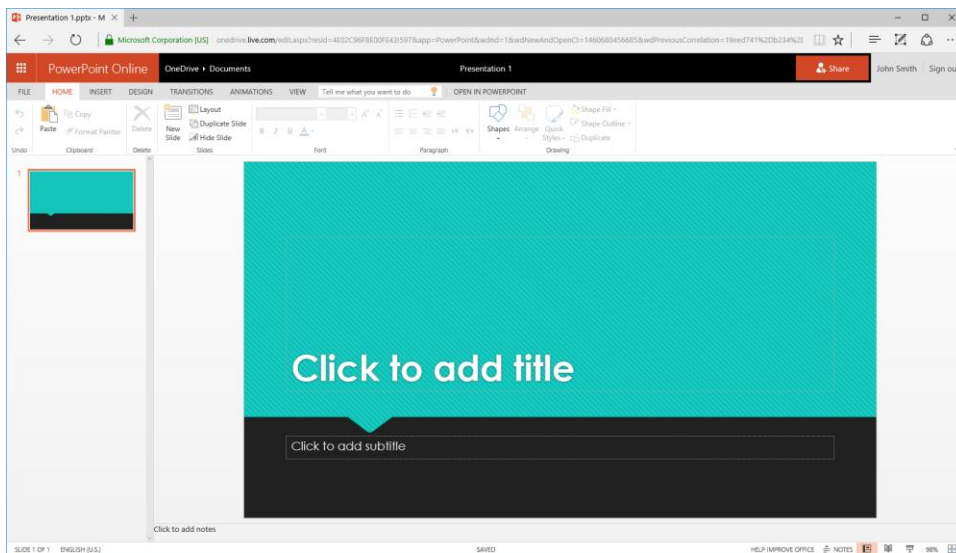
All you need is a web browser and be logged into your Microsoft account. Once logged in, you can open PowerPoint Online by clicking the list of Microsoft Services button in the top left-hand corner of the web page window and then click PowerPoint:



With PowerPoint Online open, you can create a new presentation by choosing from the selection of templates available:

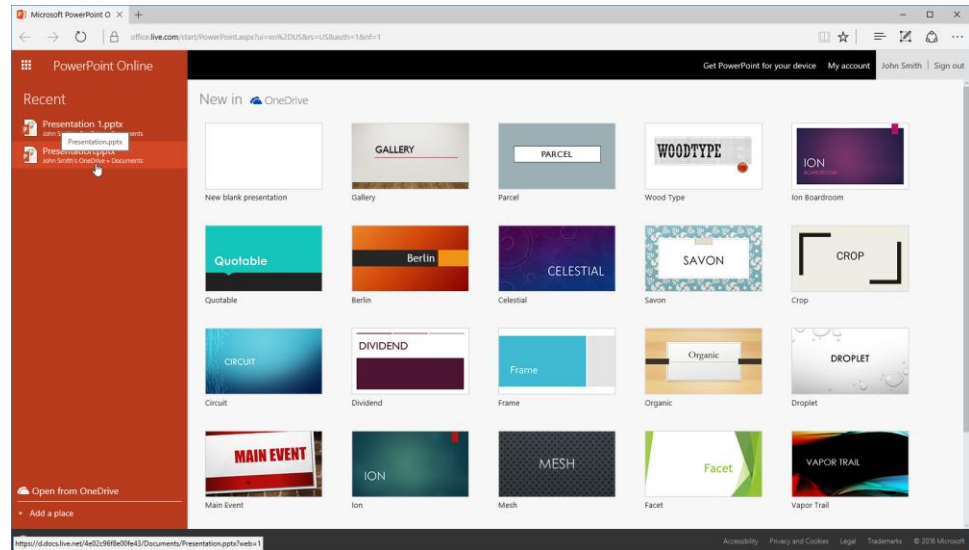


Once a template has been clicked, it will open for editing just like when working with PowerPoint 2016:

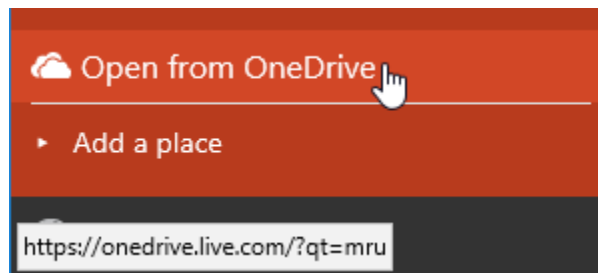


[193] Microsoft Office PowerPoint 2016 – Part 2

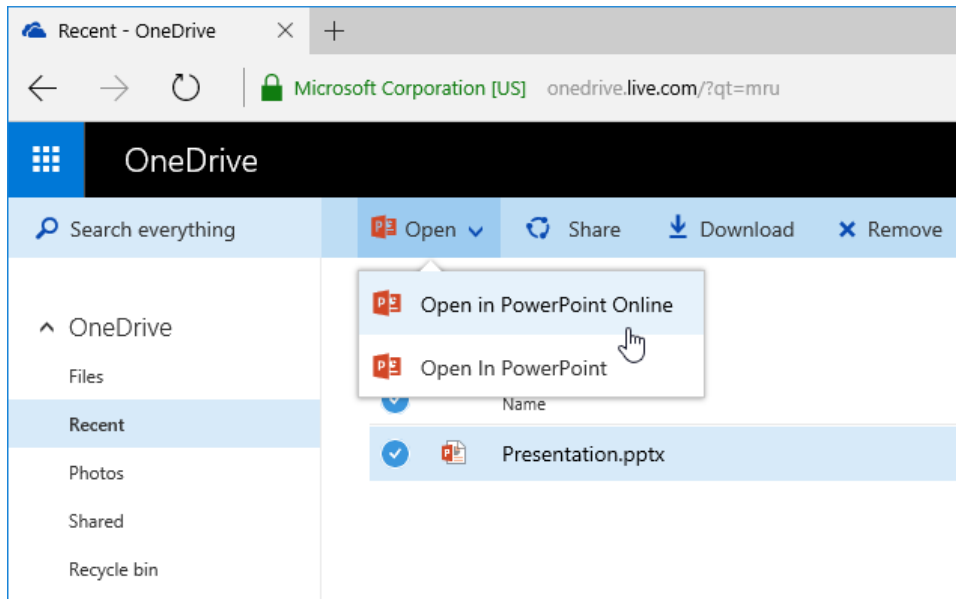
To open existing presentations that have been saved to your OneDrive account, you can choose from those that are listed in the Recent pane:



Alternatively, you can click the Open from OneDrive option in the lower left-hand corner of the web page:

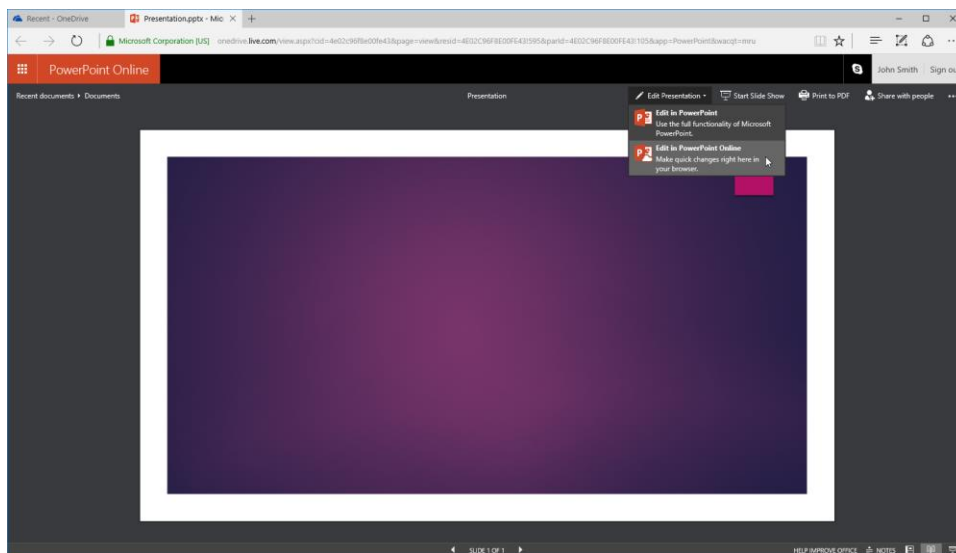


This action will show the OneDrive page. Click to select the PowerPoint presentation that you would like to open in PowerPoint Online and then click Open → Open in PowerPoint Online:



A new tab will open and a preview of the presentation will be shown. You can use this to present the presentation as a slide show.

To make changes to it, click Edit Presentation → Edit in PowerPoint Online:



Note that while PowerPoint Online includes many options and can be used to display a presentation, it does not enjoy the extensive feature set

[195] Microsoft Office PowerPoint 2016 – Part 2

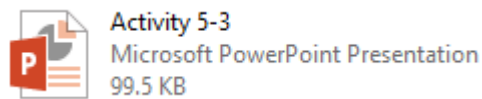
that is found in its offline counterpart. You should only rely on PowerPoint Online to make basic edits to your presentation.

ACTIVITY 5-3

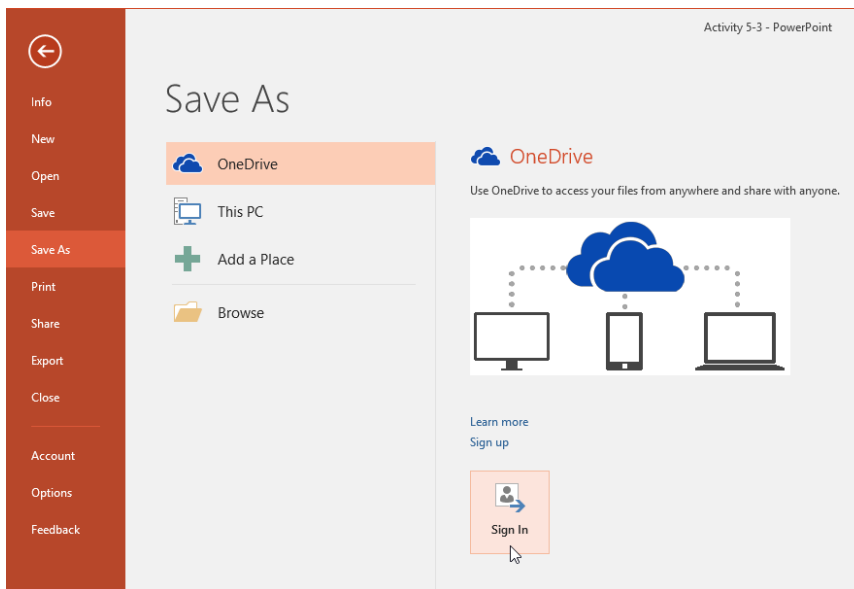
Sharing a Presentation on the Web

You would like to save a presentation to your Microsoft OneDrive account and then later access it using a web browser. Once you have confirmed that the web link works, you will share it with a co-worker.

1. To begin, open Activity 5-3:

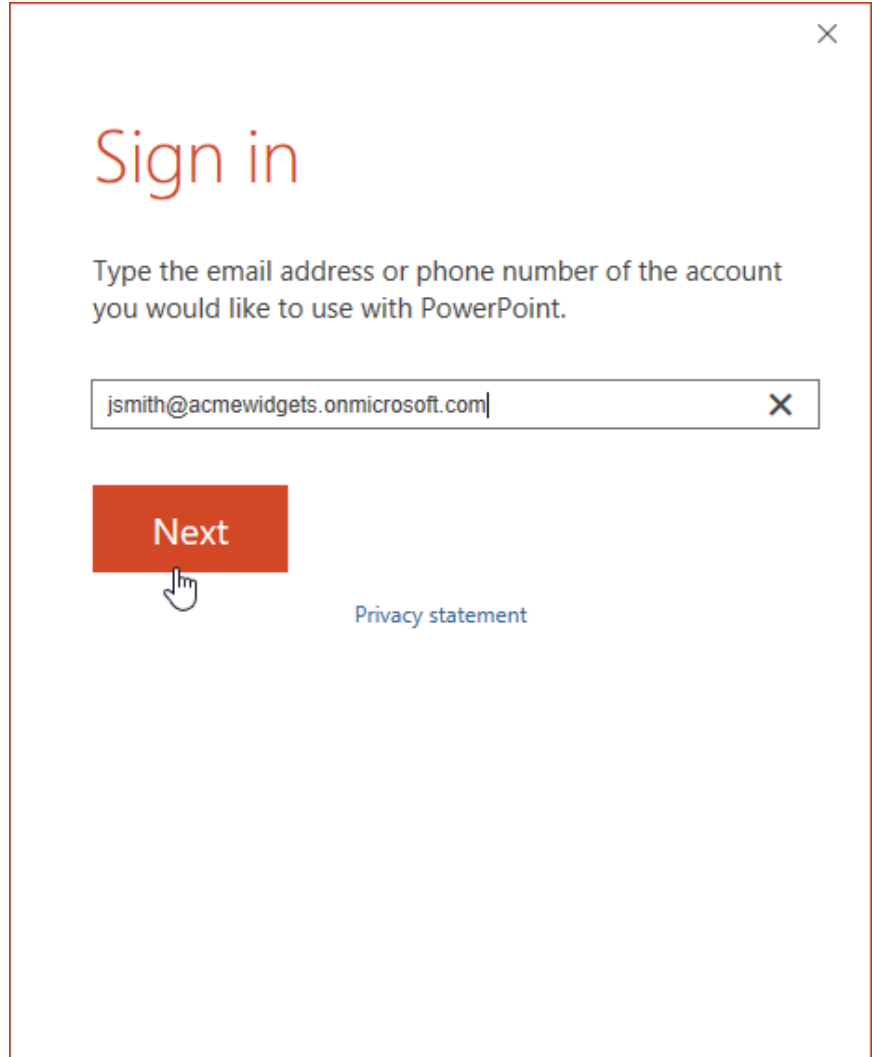


2. First, you need to save this presentation to your OneDrive account. Click File → Save As → Save to Web → Sign In:



(If you are already signed in, skip to step four.)

3. A dialog box will appear in which you need to enter your Microsoft account's email address. Do so and click Next:



Sign in

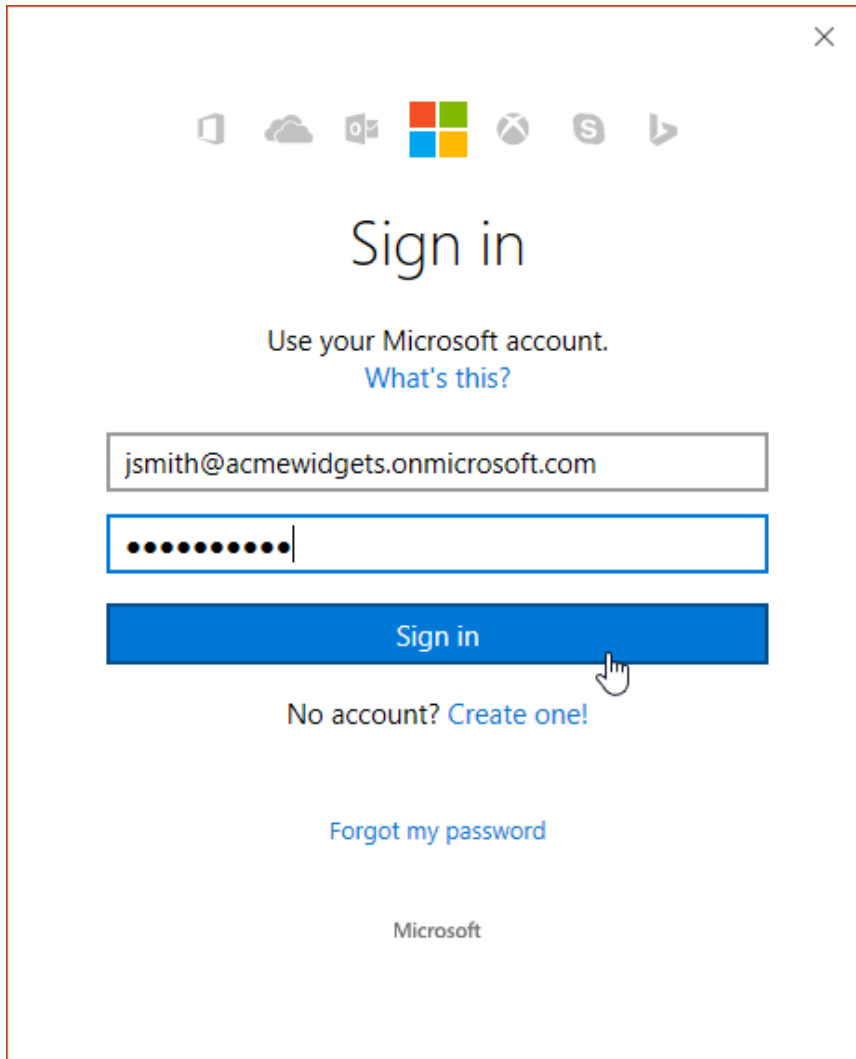
Type the email address or phone number of the account you would like to use with PowerPoint.

jsmith@acmewidgets.onmicrosoft.com

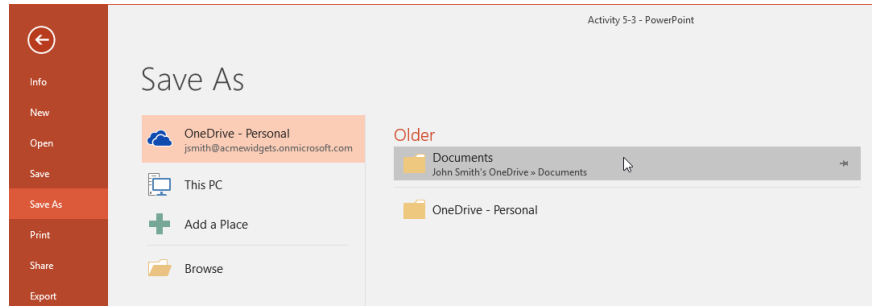
Next

[Privacy statement](#)

4. The Sign In dialog box will now be displayed. Type your Microsoft account's password into the appropriate text box and click the "Sign in" button:

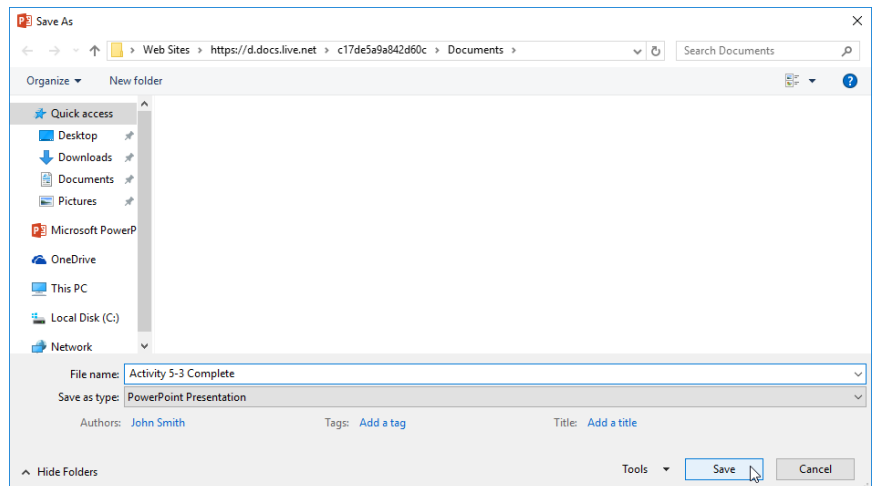


5. Ensure that you OneDrive folder is still selected and its contents are displayed. If it is not selected already, click the Documents folder:

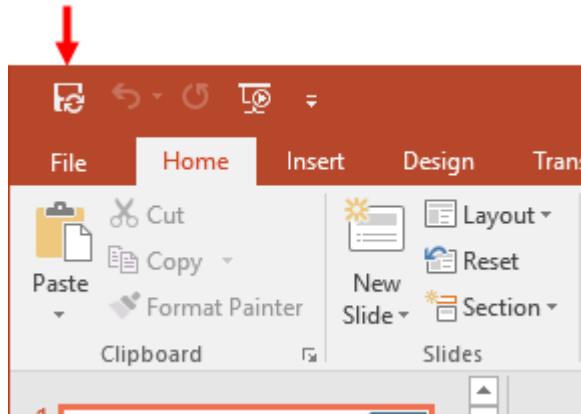


(If another dialog box appears, enter your credentials once again and then click OK.)

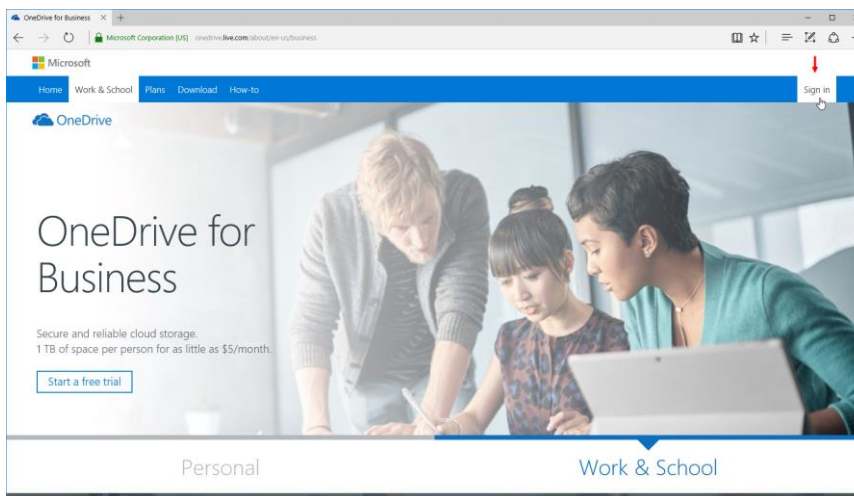
6. After a few moments, the Save As dialog box will appear with the contents of the Documents folder displayed. Type “Activity 5-3 Complete” into the “File name” text box and then click Save:



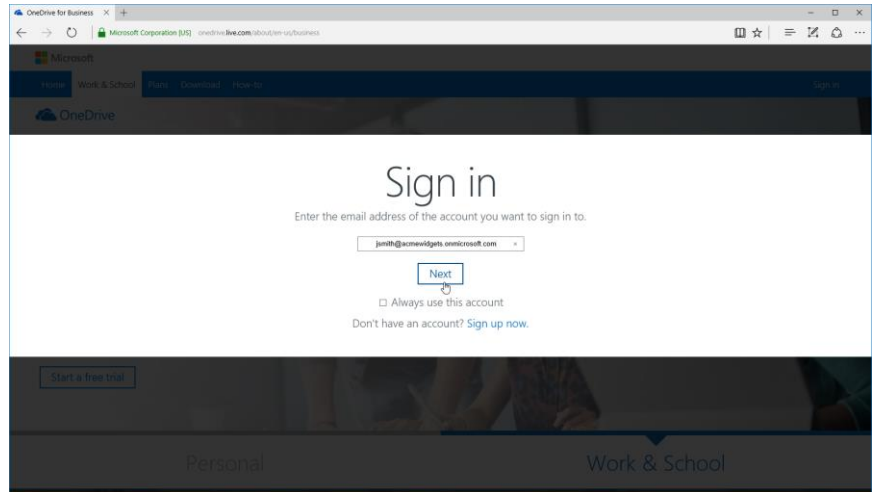
7. Depending on the speed of your Internet connection, the presentation will be saved to your OneDrive account after a few moments. If you examine the Save command on the Quick Access toolbar, you will see that it has changed to reflect that this presentation has now been saved to the web:



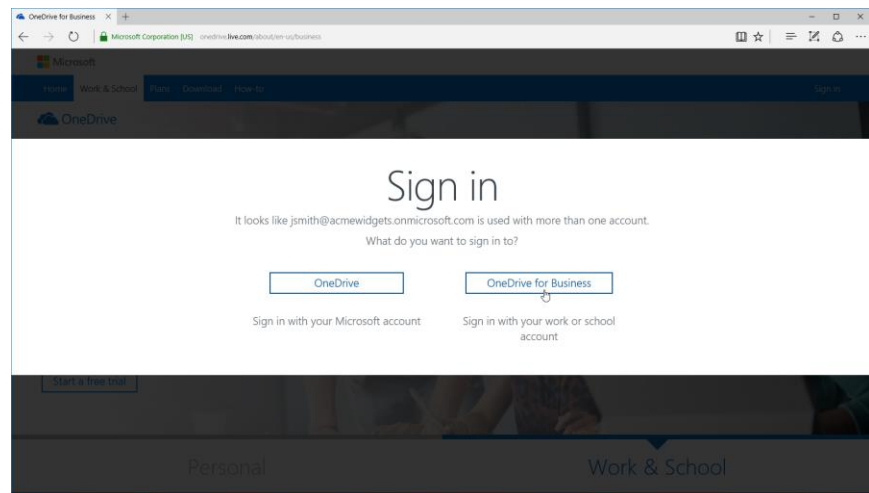
8. Close Microsoft PowerPoint 2016 and then open your web browser. Type “onedrive.live.com” into the address bar and press Enter. On this web page, click the “Sign in” button:



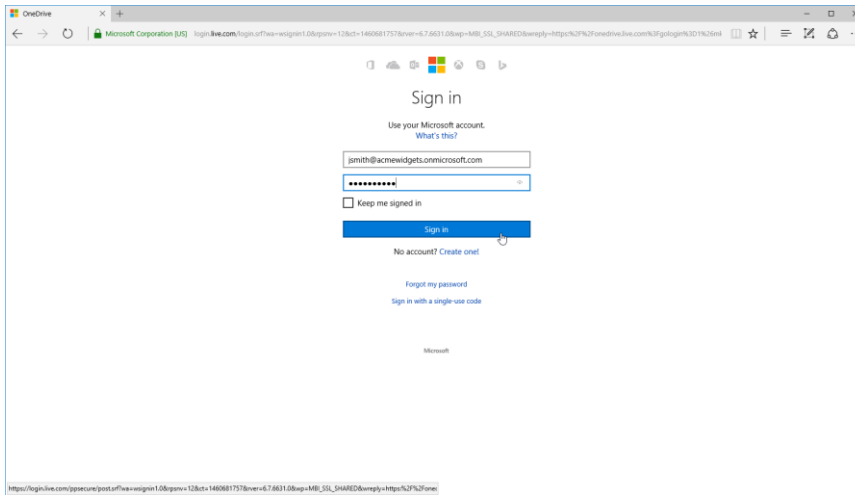
9. If you are asked to enter the email address that is associated with your Microsoft account, do so and click Next:



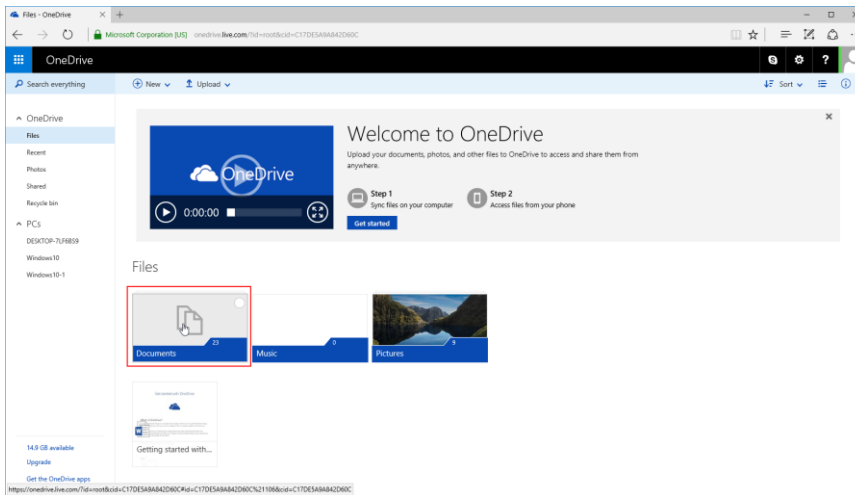
10. If your account is used for both business and personal purposes, you may be required to choose between them. Choose the account that you used in the previous steps to continue or skip to next step if you don't see this option:



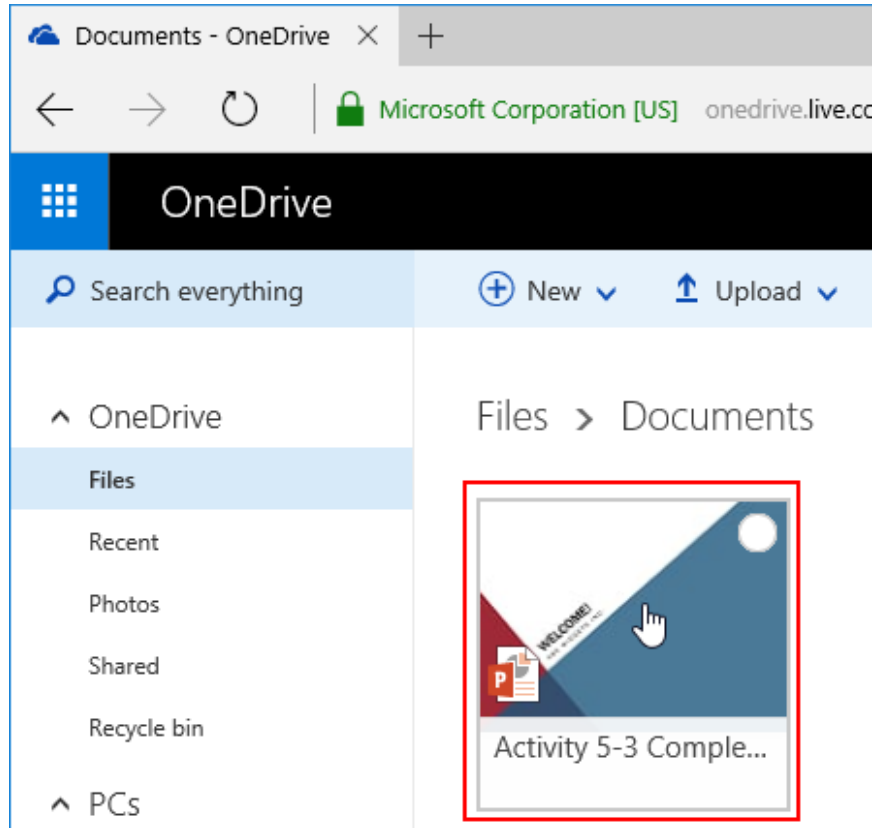
11. The login page will now be displayed. Type your password into the provided field and click “Sign in.”



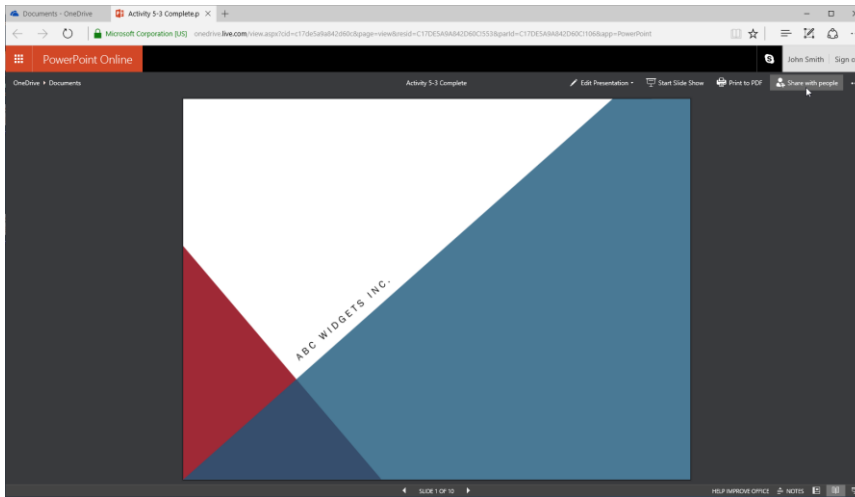
12. The contents of your OneDrive account will now be displayed. As you saved the presentation to your Documents folder, click on the icon for that folder:



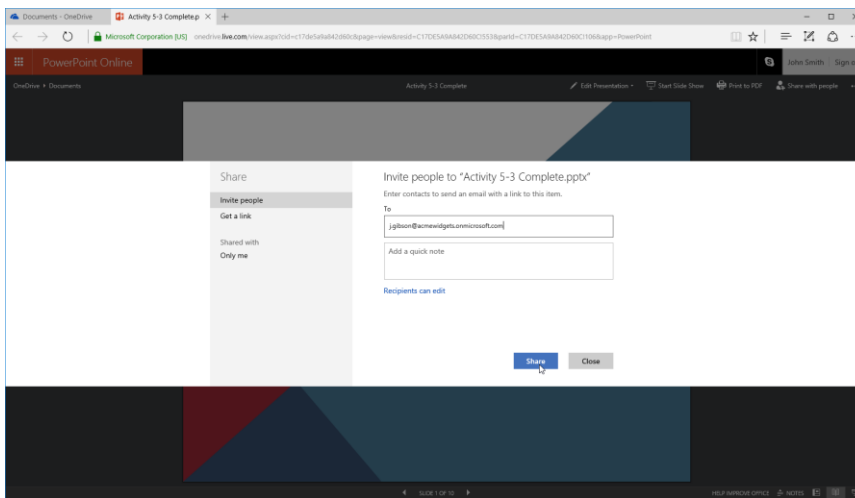
13. Although you have the option to share this file directly from this page, you would like to preview it first. To preview this presentation, click on its listing:



14. The presentation will now be open in the PowerPoint Online web application. It looks correct, so click the “Share with people” link:

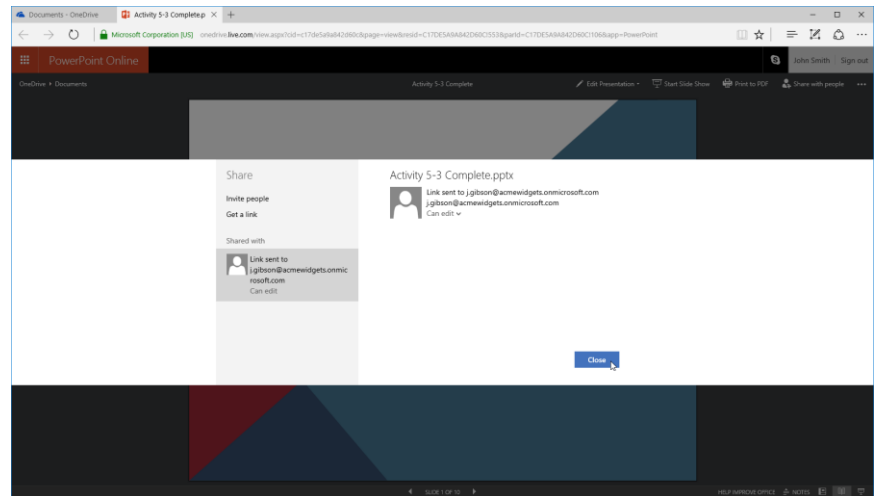


15. You can now send a link to your co-worker. Type a friend’s email address into the To field and click Share:



Note that you can change the level of access that the person you invite has (edit or view) by clicking the blue text just below the note text area.

16. The recipient of your invitation will receive an email from you with a link to the presentation. On your screen, you will see a list all of the people that you shared the current file with. Click Close:



17. Close your browser to complete this activity.

Summary

Over the course of this lesson you learned about the many collaboration tools that PowerPoint 2016 has to offer. You should now feel comfortable comparing multiple versions of a presentation and using comments. You should also now know how to share your presentation with others using Microsoft OneDrive, as well as how to access PowerPoint Online.

REVIEW QUESTIONS

1. How do you edit a comment?
2. What pane opens automatically when you compare presentations?
3. What happens when you click Review → End Review?
4. What is co-authoring used for?
5. What is Microsoft OneDrive?

LESSON 6: CUSTOMIZING A SLIDE SHOW

Lesson Objectives

In this lesson you will learn how to:

- Annotate a presentation
- Set up a slide show
- Create a custom slide show
- Add hyperlinks and action buttons
- Record a presentation

TOPIC A: Annotate a Presentation

PowerPoint gives you the tools to add annotations to a slide show as you present it. You are able to highlight important points, point to particular items, and much more, all in real time. Over the course of this topic, you will learn how to annotate a presentation.

Topic Objectives

In this topic, you will learn:

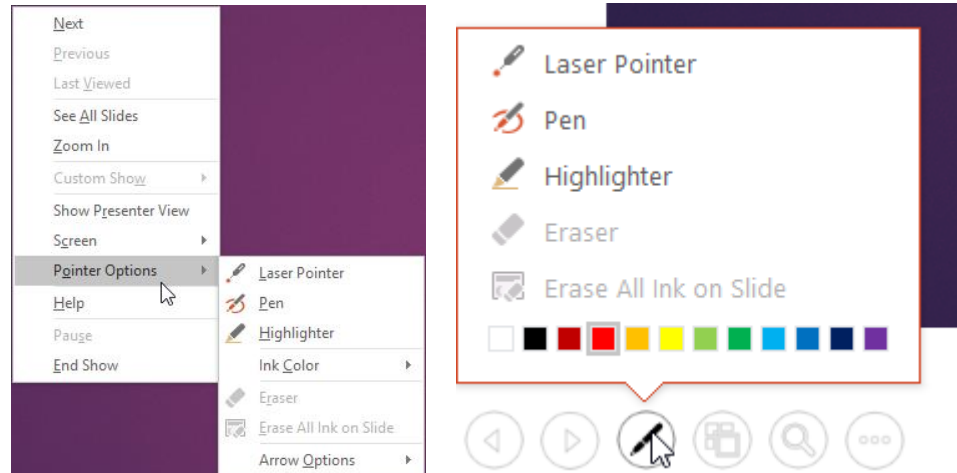
- About annotations
- About annotation tools
- How to discard or retain annotations

ANNOTATIONS

While there are a few different types of annotation tools that are available to you, **annotations** as a whole are simply marks that can be added to a slide while it is being presented. Typically this is done to provide emphasis and identify important information in a presentation.

ANNOTATION TOOLS

There are several annotation tools that are each built to fit a specific need. During a presentation, you can access all of these tools from the Pointer Options sub-menu on the right-click menu or by clicking the pointer options button in the lower left-hand corner:

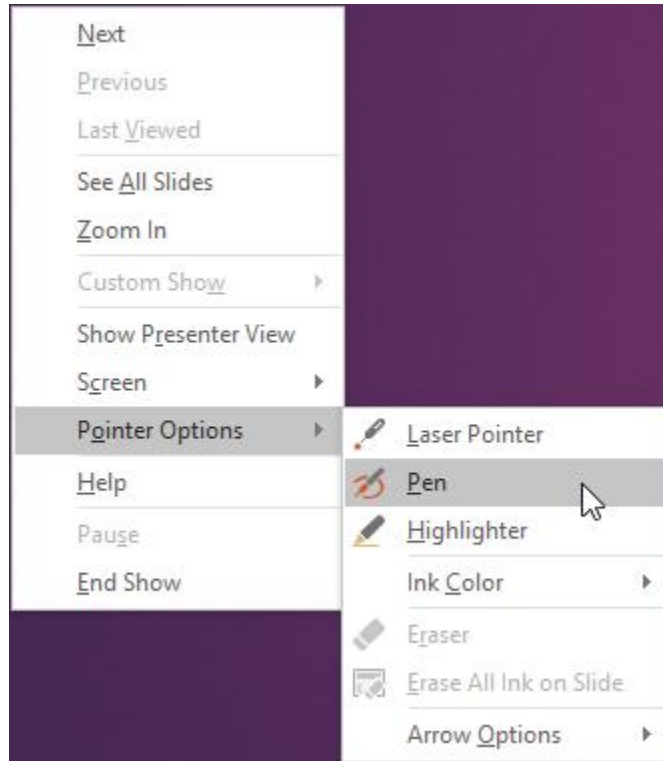


These options include:

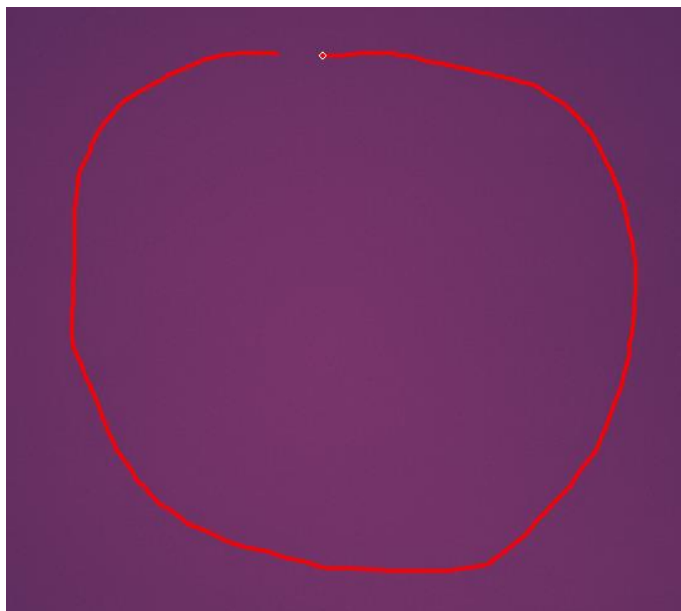
- **Laser Pointer:** This will turn your cursor into a bright red dot that can be used to point out important objects on the screen while you are presenting.
- **Pen:** Selecting this option will allow you to write on the currently displayed slide by clicking and dragging your cursor.
- **Highlighter:** This option allows you to highlight on-screen objects or text by clicking and dragging over them.
- **Ink Color:** Using this sub-menu, you are able to change the color of the pen or highlighter.
- **Eraser:** This tool allows you to erase a single complete annotation mark, such as a continuous line made by the pen.
- **Erase All Ink on Slide:** Clicking this option will automatically erase all annotations on the slide.
- **Arrow Options:** This option is used to toggle the visibility of the arrow. Options include Automatic, Hidden, and Visible.

Adding Pen or Highlighter Annotations

To add pen or highlighter annotations, right-click anywhere on the presentation while it is being presented and then click Pointer Options → Pen (or Highlighter):



With the tool selected, click and drag on the slide to draw with the pen:

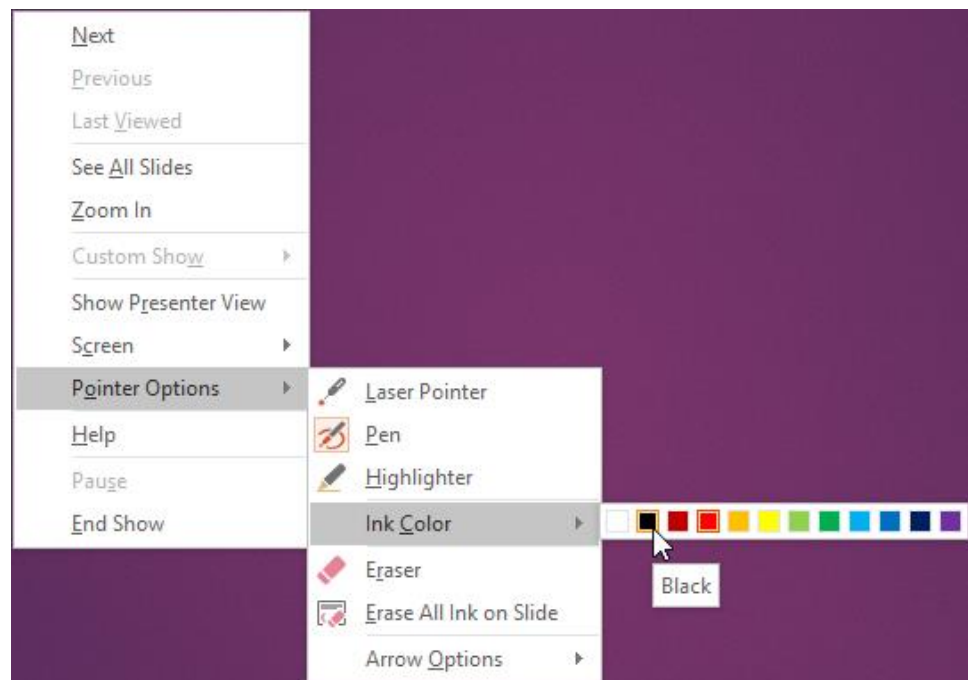


If you are using the highlighter tool, you can click and drag over text or an object to add a vibrant background color:



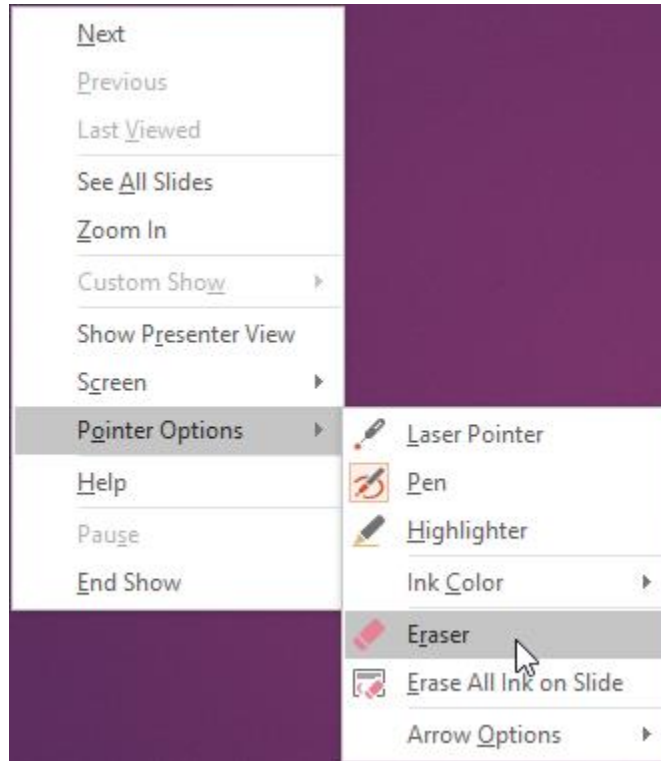
Changing Ink Color

You can change the color that the pen or highlighter uses to any color that you would like. To do this, right-click anywhere on the presentation and click Pointer Options → Ink Color → [Color]:



Erasing an Annotation

If you would like to erase an annotation that was added, select the eraser tool by right-clicking on a blank area of the presentation and then clicking Pointer Options → Eraser:



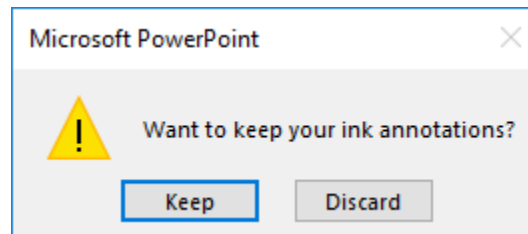
With the Eraser tool selected, click on the annotation that you would like to erase:



Remember that the Eraser tool will erase annotations that occur in a continuous line or shape.

DISCARD OR RETAIN ANNOTATIONS

After you have finished a presentation where you have added annotations, you will be asked if you would like to keep your changes or discard them:



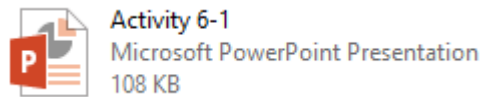
If you choose to retain the annotations that you made, they will be saved and you will be able to see them while editing the presentation. If you choose to discard these annotations, they will be removed completely.

ACTIVITY 6-1

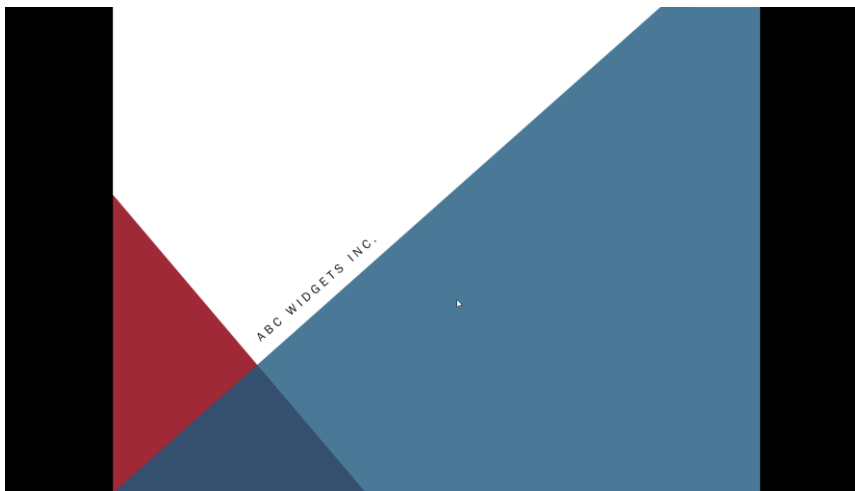
Annotate a Presentation

You would like to practice a presentation that you have been working on. As you practice, you would like to annotate the presentation.

1. To begin, open Activity 6-1:



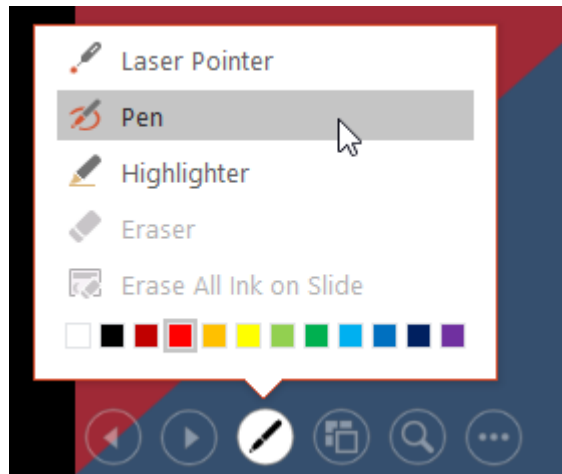
2. With the presentation now open in PowerPoint 2016, press F5 to begin presenting:



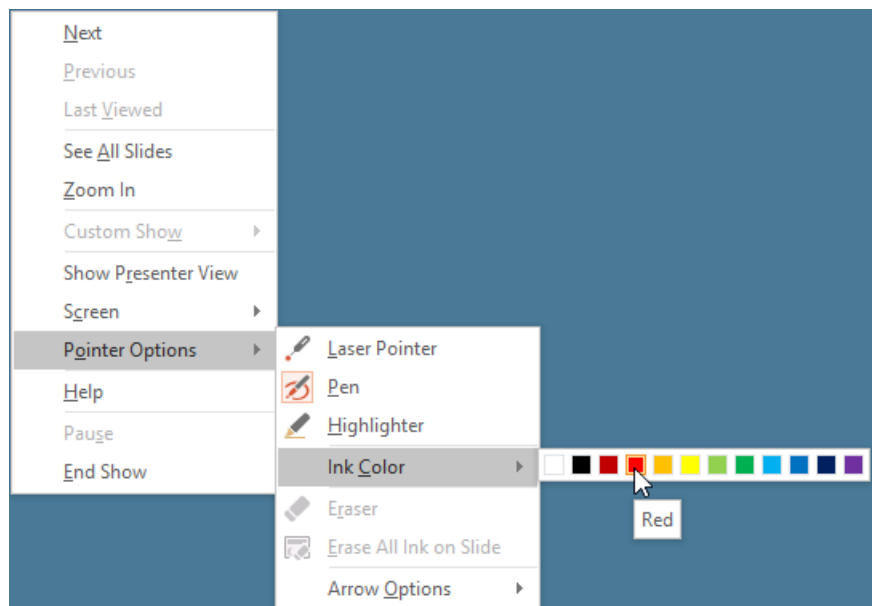
3. In the lower left-hand corner of the slide, click the pointer options button:



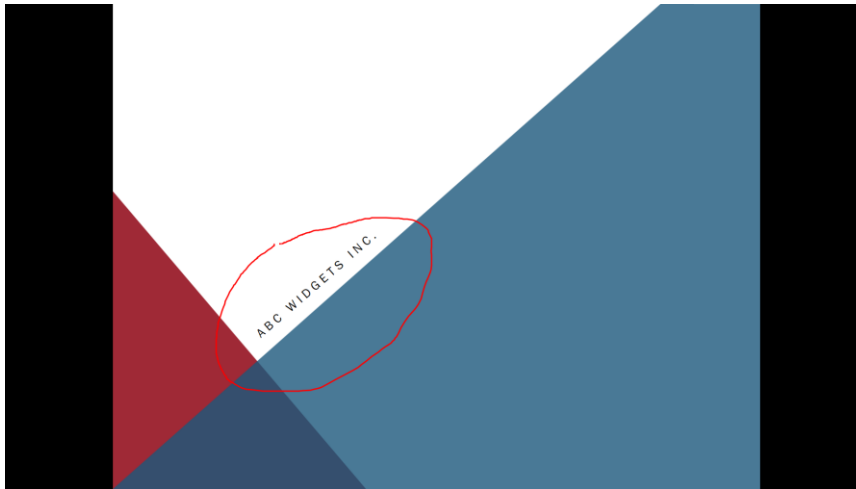
4. From the options presented, click the Pen tool:



5. Now you need to make sure that the ink color is correct. Right-click on a blank area of the slide and then click Pointer Options → Ink Color → Red:



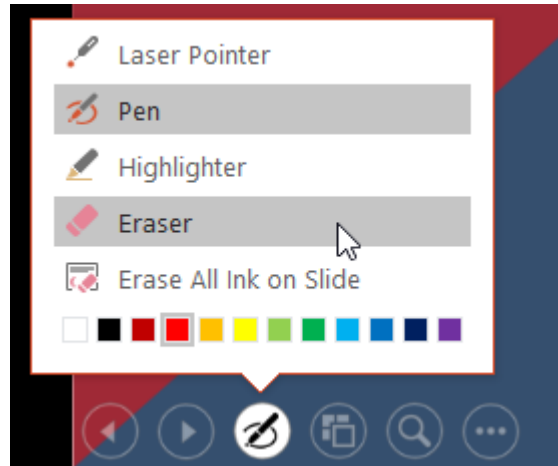
6. Click and drag around the title of the slide to circle it:



7. Advance to the next slide in the presentation. Still using the Pen tool, circle the title of the slide:



8. On second thought, you would rather not have this item circled. In the lower left-hand corner of the slide, click the pointer options button. From the options provided, click Eraser:



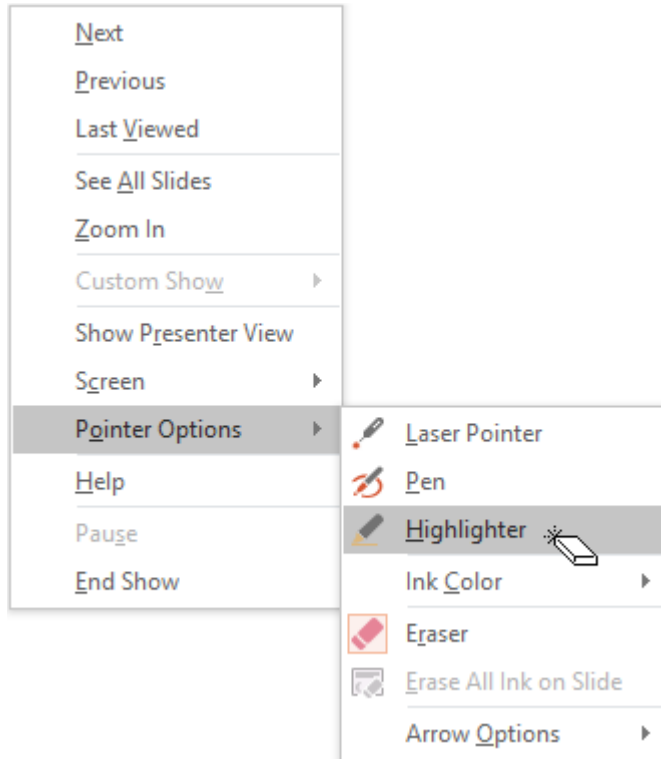
9. With the Eraser tool now selected, click on the circle that you just drew:



10. The entire circle will now have been deleted:



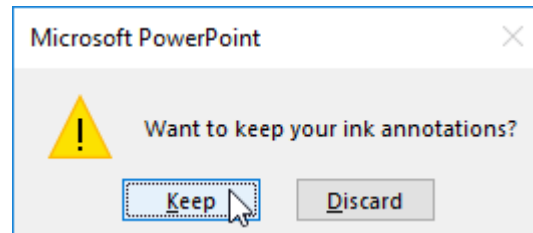
11. Now, you would like to highlight this title. Switch to the Highlighter tool by right-clicking on a blank area of the slide and clicking Pointer Options → Highlighter:



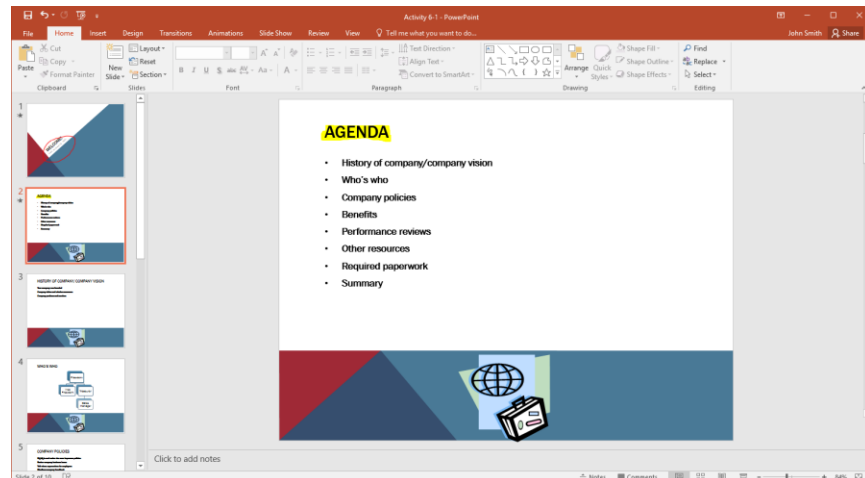
12. With the Highlighter selected, repeatedly click and drag over the title to highlight it:

AGENDA

13. You are done for now. Press the Esc key on your keyboard to close Slide Show view. At this point you will be asked if you would like to keep or discard your changes. For this example, click Keep:



14. The annotations that you made will now have been saved:



15. Save the current presentation as Activity 6-1 Complete. Close Microsoft PowerPoint 2016 to complete this exercise.

TOPIC B: Set Up a Slide Show

PowerPoint 2016 can be very flexible in how and where it can deliver a slide show. For example, you can choose to have a presentation play on a kiosk, or even run one remotely over the Internet. Over the course of this topic, you will learn about the various ways that you can set up a slide show.

Topic Objectives

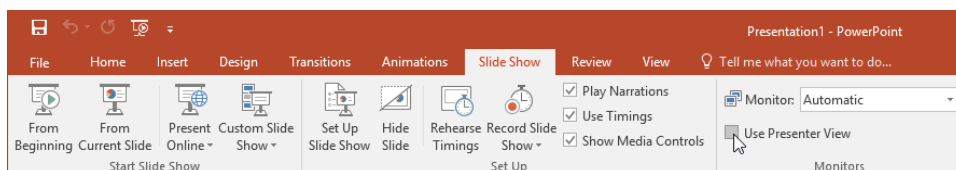
In this topic, you will learn:

- About Presenter view
- About the Set Up group on the Slide Show tab
- About kiosks
- About looping
- How to use the Set Up Show dialog box

THE PRESENTER VIEW

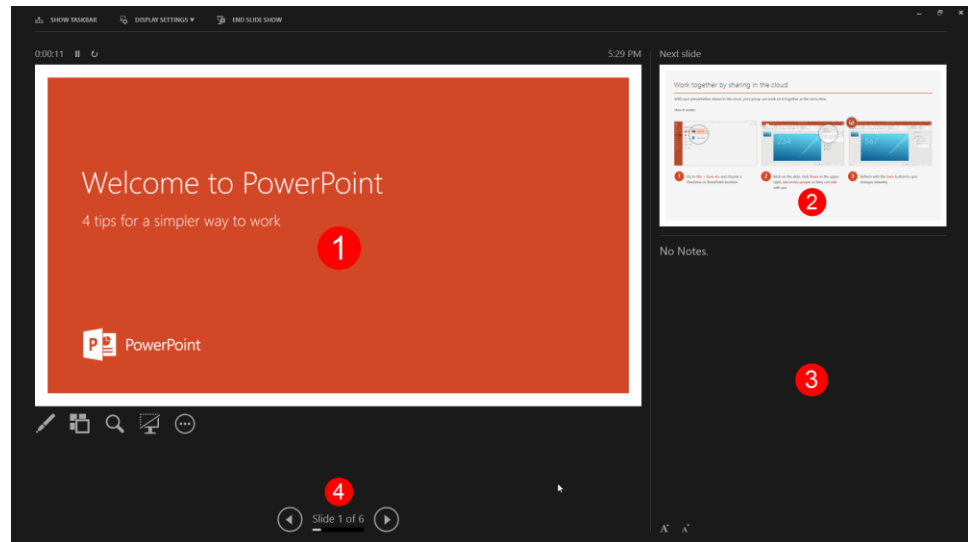
Presenter view is used to provide the presenter with a different view of the presentation than what the audience sees. This view gives you access to your notes, as well as previews upcoming slides without that information being shown to your audience. In order to take advantage of this feature, your computer needs to have multiple display capability and your computer needs to be connected to a second monitor or projector.

To enable Presenter view, check the “Use Presenter View” checkbox in the Monitors group on the Slide Show tab:



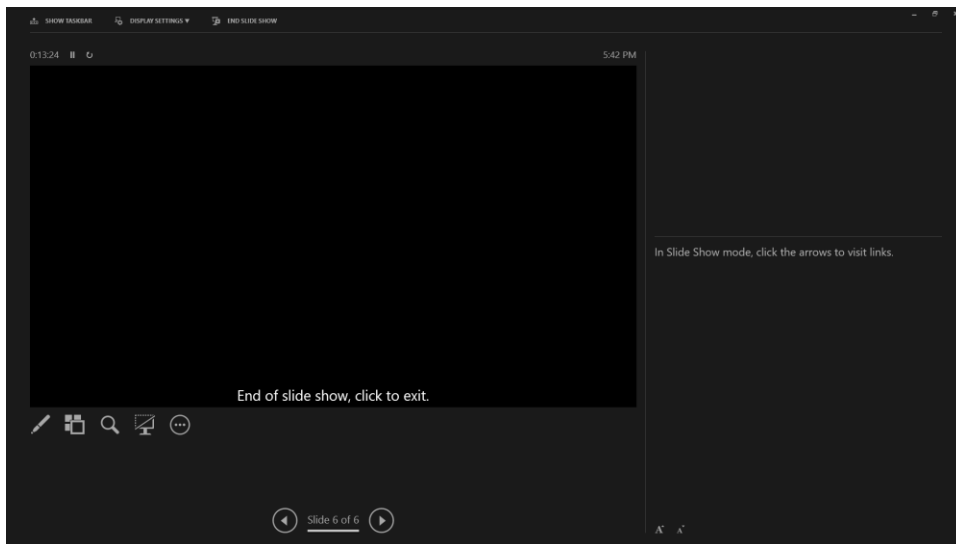
When this option is selected and you start the slide show, Presenter view will be displayed on your primary monitor, while the presentation will be displayed on the secondary one.

Presenter view is designed to give you control over your presentation without disrupting the slide show itself. To this end, it includes all sorts of different controls and information that you can use to deliver your presentation:



In the top left-hand corner of Presenter view **(1)**, you can see the presentation as the audience is seeing it. You can use this portion of the window just as you would the normal PowerPoint presentation window. The upper right-hand pane **(2)** shows what the next slide in the presentation looks like, while the notes for the current slide **(3)** are shown just below it. The very bottom of the Presenter view provides you with controls **(4)** to advance (or go backward) in the presentation, as well as how many slides appear within it.

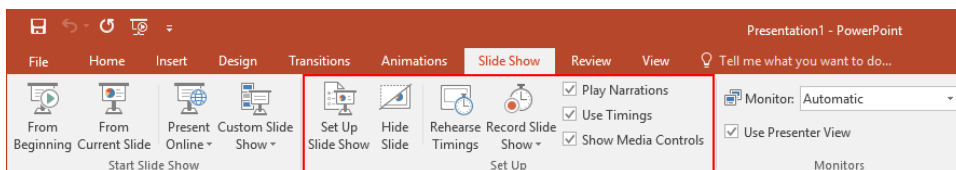
When the slide show ends, you will see the same window that you would normally see at the end of a presentation:



Click anywhere or press Esc on your keyboard to exit the presentation.

THE SET UP GROUP

The **Set Up** group on the Slide Show tab gives you several different controls and commands that you can use to control how slide shows are displayed:



Let's review the commands.

- **Set Up Slide Show:** Clicking this command will display the Set Up Show dialog box. Using the controls in this dialog box, you are able to set up exactly how you would like your show to be presented.
- **Hide Slide:** This command will hide the currently displayed slide from view so that it is not shown during the slide show. Click the command again to show the slide.
- **Rehearse Timings:** This command allows you to rehearse your presentation and record exactly how long you spend on each slide. You can then use these timings to automatically play back your presentation.
- **Record Slide Show:** Clicking this command allows you to record the slide show from the beginning or from whichever slide is currently selected. You can also choose exactly what you want to record, such as slide and animation timings, narrations, and even laser pointing.
- **Play Narrations:** This checkbox toggles narration options and laser pointer movement.
- **Use Timings:** This checkbox toggles timing options that can be used to automatically play back your presentation.
- **Show Media Controls:** The last checkbox sets when controls are displayed for embedded media. When this checkbox is checked, the media controls will be displayed when you move your cursor over the media itself.

KIOSKS

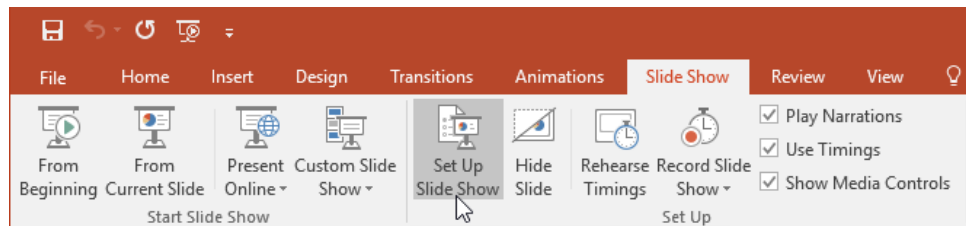
You will normally find **kiosks** set up in public areas such as conferences, trade shows, or shopping malls. They are designed to provide information to a general group of people and often include monitors that play videos or display information. PowerPoint 2016 can be set up to display presentations at a kiosks using automatic timing, or give the audience control of its progress.

LOOPING

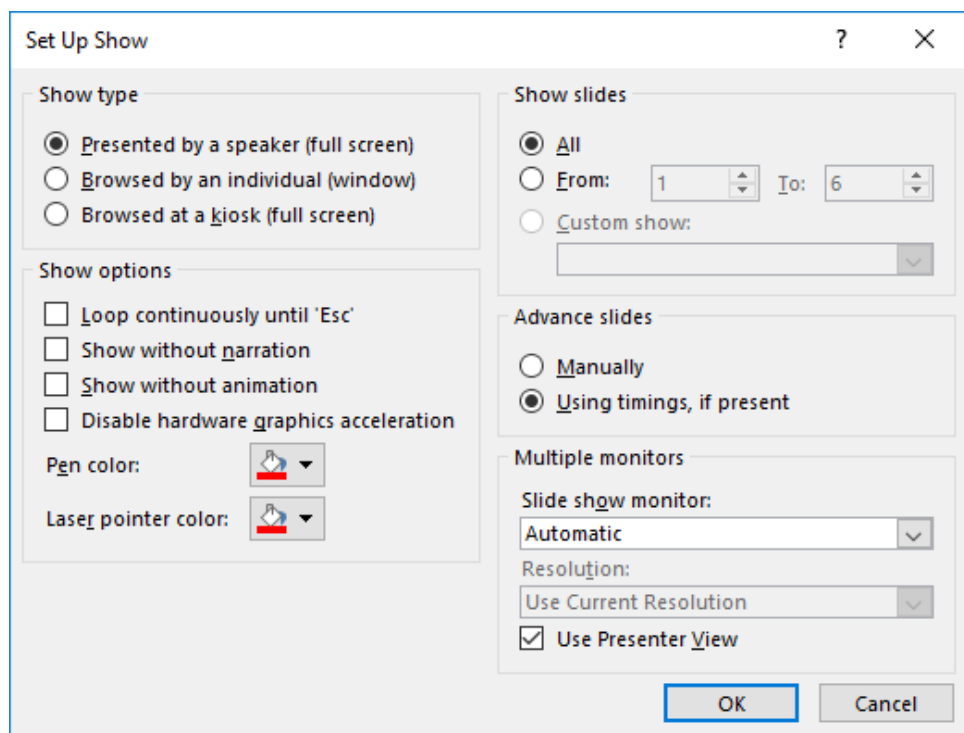
If you would like a presentation to be played automatically over and over again, you need to enable the looping option. This option, as well as many others, is found in the Set Up Show dialog box.

THE SET UP SHOW DIALOG BOX

The **Set Up Show** dialog box provides all sorts of different controls that you can use to customize how your slide show is displayed and run. To open this dialog box, click Slide Show → Set Up Slide Show:



When the Set Up Show dialog box opens, you will see that it is divided into several sections:



Here's an overview of the various sections.

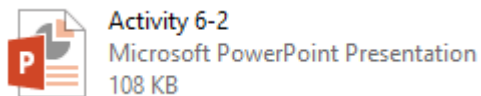
- **Show type:** This section includes three radio buttons that you can use to select between presentation show types. One of the major differences between these options in this section is that the right-click options differ between the first two options and are completely unavailable for the kiosk option.
- **Show slides:** In this section you are able to choose exactly which slides are shown during the presentation.
- **Show options:** Here, you can find several options including looping a presentation, hiding or showing narration and animations, and choosing pen and laser pointer colors.
- **Advance slides:** These two radio buttons allow you to choose between advancing the slides in a presentation manually or automatically (using timings).
- **Multiple monitors:** This section allows you to choose which of your computer monitors shows the presentation. If you do not have multiple monitors, these controls will appear grayed out.

ACTIVITY 6-2

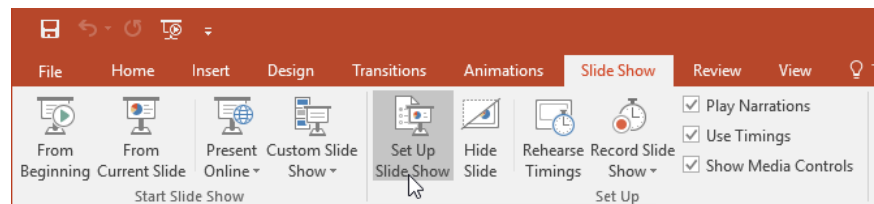
Setting Up a Slide Show

You would like to set up a slide show so that it is optimized to play on a kiosk that will be in your booth at an upcoming tradeshow.

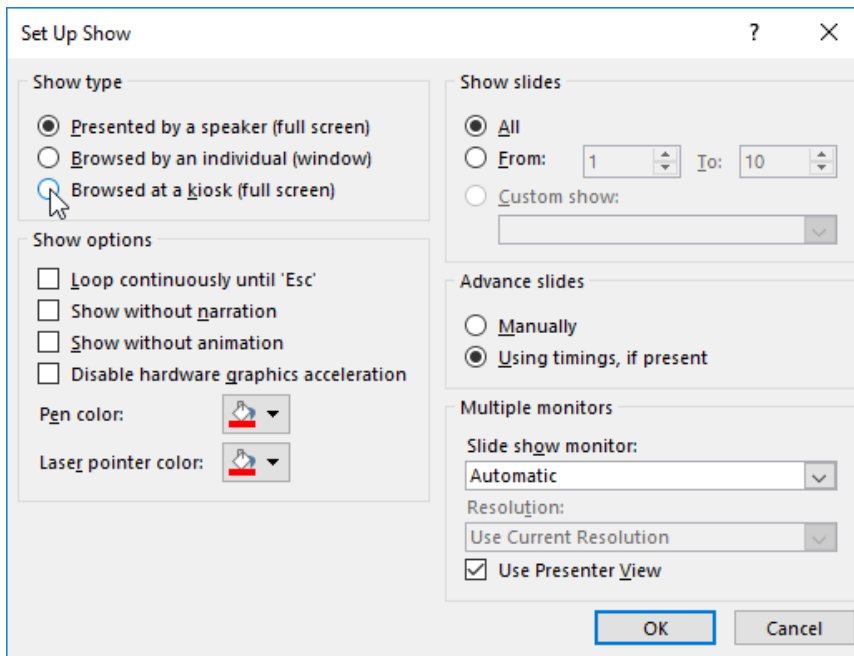
1. To begin, open Activity 6-2:



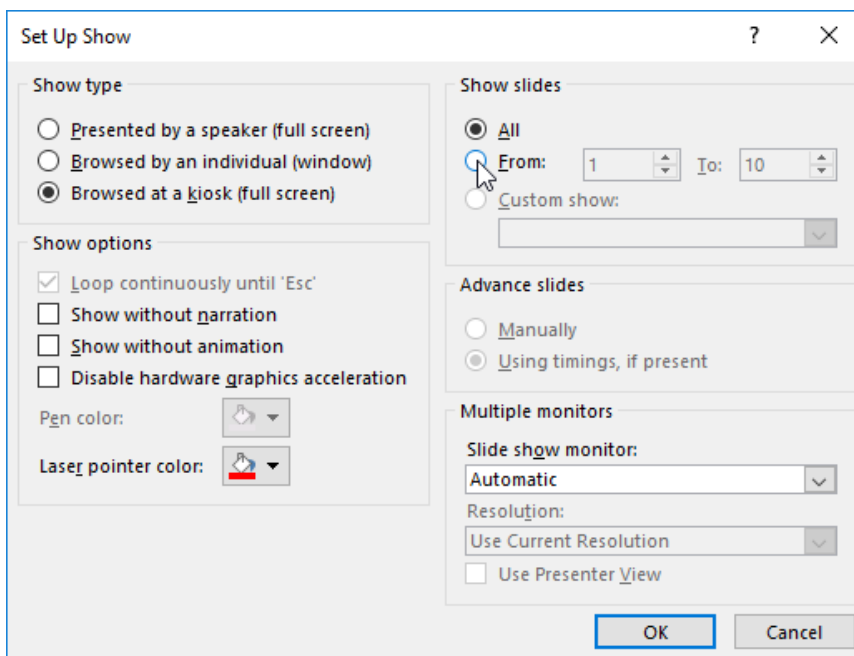
2. Open the Set Up Show dialog box by clicking Slide Show → Set Up Slide Show:



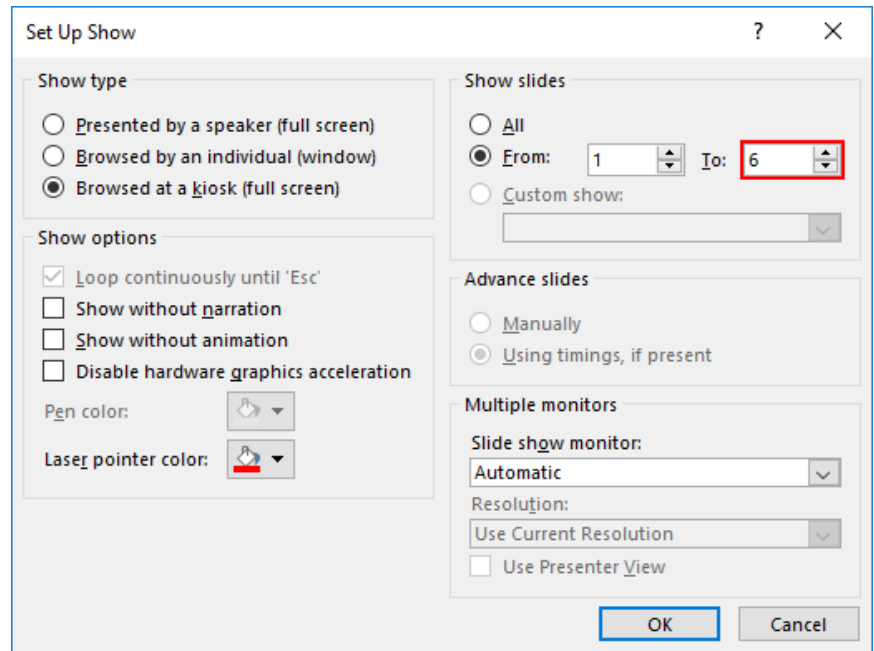
3. The Set Up Show dialog box will now be displayed. Click the “Browsed at a kiosk (full screen)” radio button:



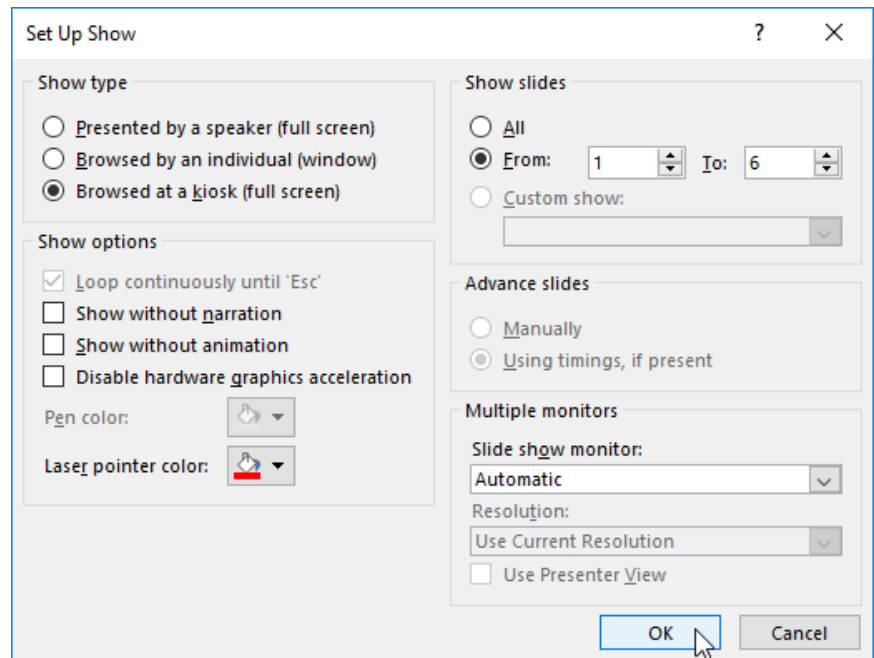
4. During this presentation, you only want to show slides one to six. In the “Show slides” section of this dialog box, click the From radio button:



5. Type “6” into the adjacent To increment box:



6. Click OK to apply the new settings and close this dialog box:



7. Save your changes as Activity 6-2 Complete and then close Microsoft PowerPoint 2016.

TOPIC C: Create a Custom Slide Show

As not every slide in a presentation may be relevant to every audience, you have the option to create custom slide shows. Custom slide shows offer you the ability to present a selection of slides from an existing presentation to suit a particular audience. Over the course of this topic, you will learn all about custom slide shows and how to create them.

Topic Objectives

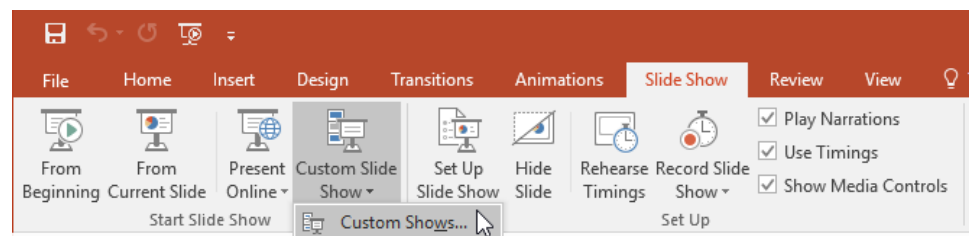
In this topic, you will learn:

- About custom slide shows
- About the Custom Shows dialog box
- About the Define Custom Show dialog box

CUSTOM SLIDE SHOWS

Custom slide shows are different versions of an existing presentation that include only a select number of slides from the original show. By creating a custom slide show you are able to tailor a presentation to a particular group, without having to create a whole new presentation or delete material from the original file.

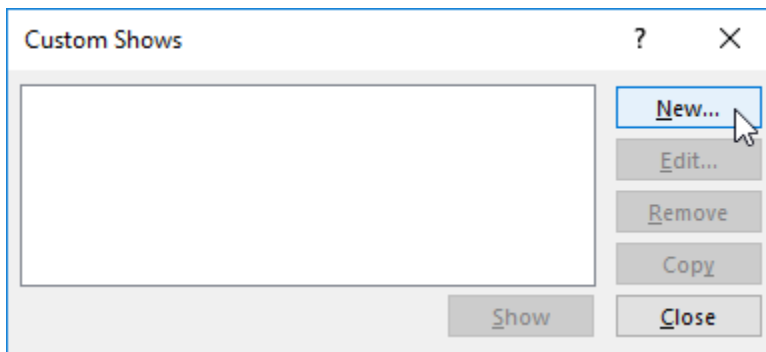
To start creating a custom slide show, click Slide Show → Custom Slide Show → Custom Shows:



This action will display the Custom Shows dialog box.

THE CUSTOM SHOWS DIALOG BOX

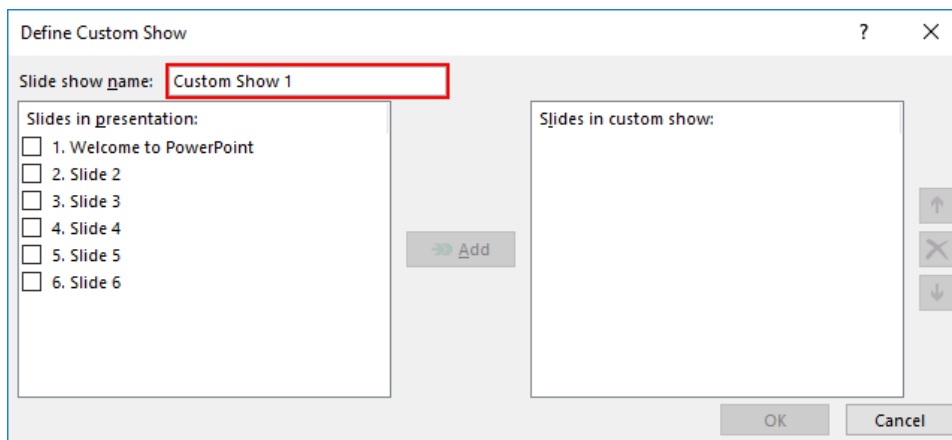
The **Custom Shows dialog box** is used to create and manage custom shows for the current presentation. You are able to edit existing custom slide shows, copy them, or remove them entirely. To create a new custom show, click the New button:



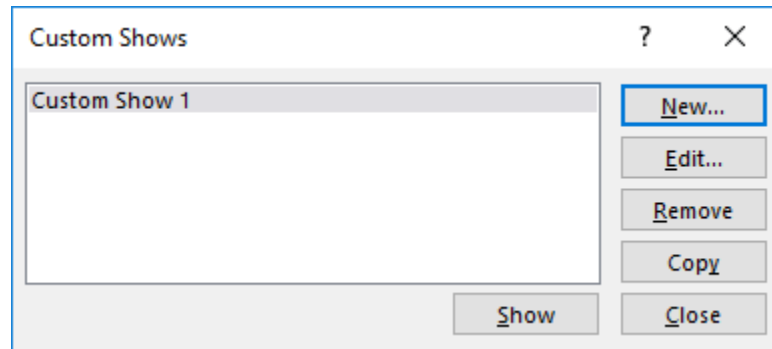
This action will display the Define Custom Show dialog box.

THE DEFINE CUSTOM SHOW DIALOG BOX

The **Define Custom Show dialog box** is used to create a custom show. You can use its controls to add specific slides from the current presentation to the custom show that you are creating. Additionally, you have the option to give your new custom show a name by typing it into the "Slide show name" text box:

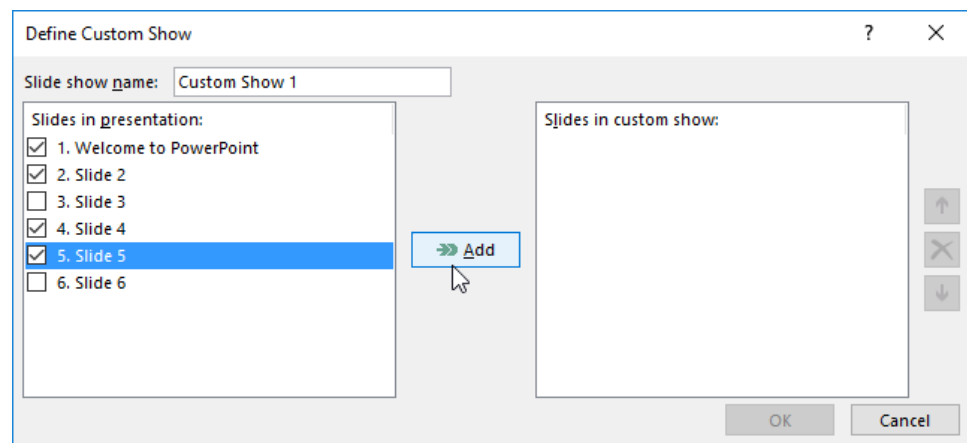


Once you have finished creating a custom show, click OK to create it. You will be returned to the Custom Shows dialog box and you will see the new custom show listed:

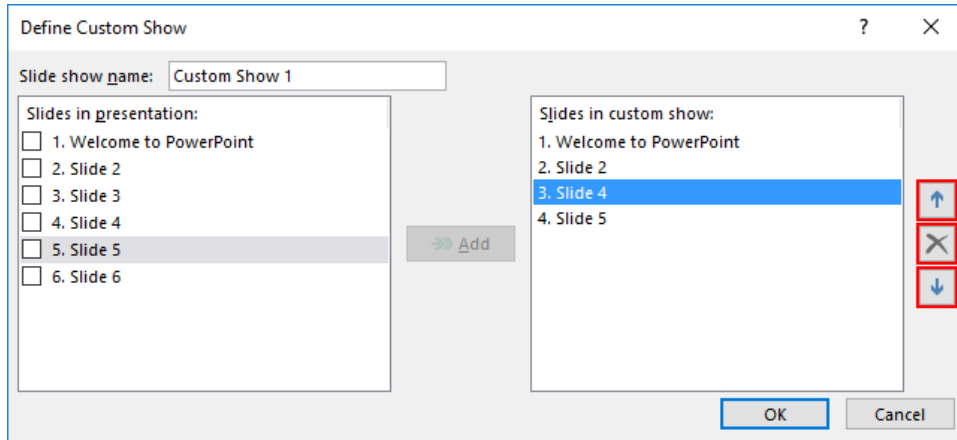


Adding Slides to the Custom Show

To add slides from the current presentation to the custom show, you first need to select the checkboxes for the slides that you would like to add from the list on the left-hand side of the dialog box. Once you have selected all of the slides that you would like to add, click the Add button:

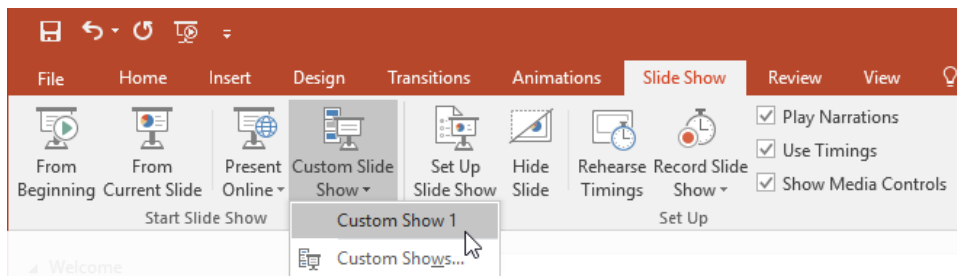


To change the position of a slide that has been added to a custom show, click it in the “Slides in custom show” list and use the arrows to re-order it. You can also remove slides that have been added to a custom show by clicking the Remove button:

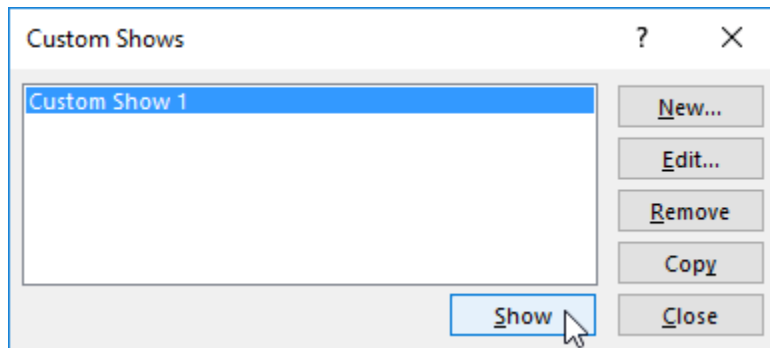


Presenting a Custom Show

To present a custom show that you have created, click Slide Show → Custom Slide Show → [Custom Slide Show Name]:



Or, click the Custom Shows option to open the Custom Shows dialog. Then, select the desired presentation and click Show:

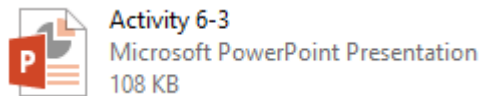


ACTIVITY 6-3

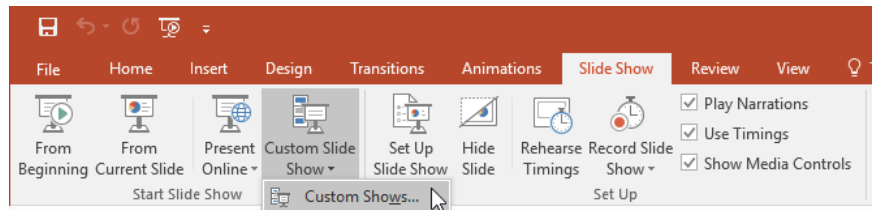
Creating a Custom Slide Show

The slide show that you created needs to be trimmed down as the time allocated for your presentation has been reduced. You will do this using a custom show.

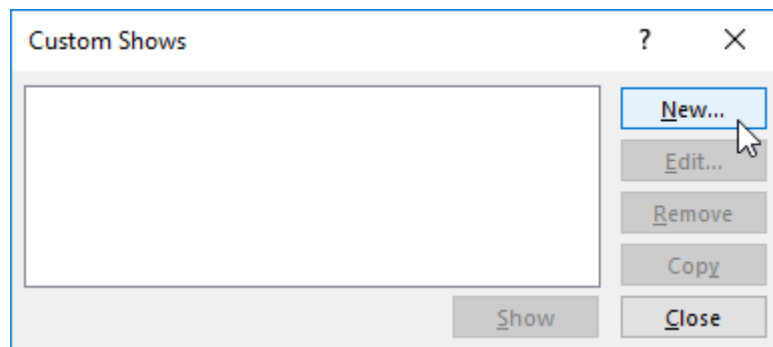
1. To begin, open Activity 6-3:



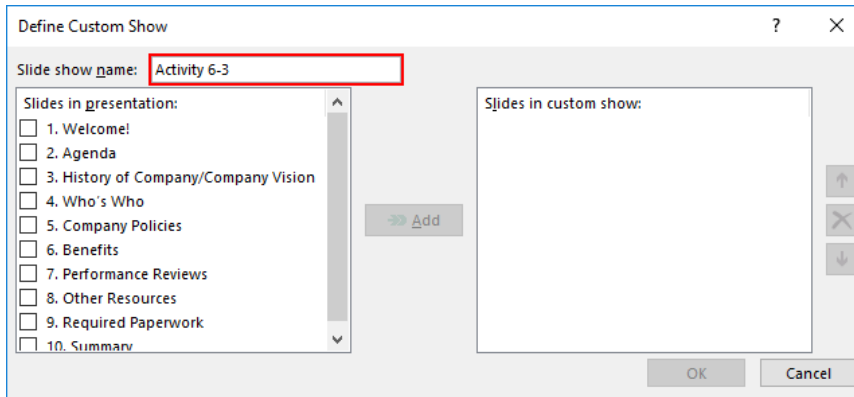
2. Click Slide Show → Custom Slide Show → Custom Shows:



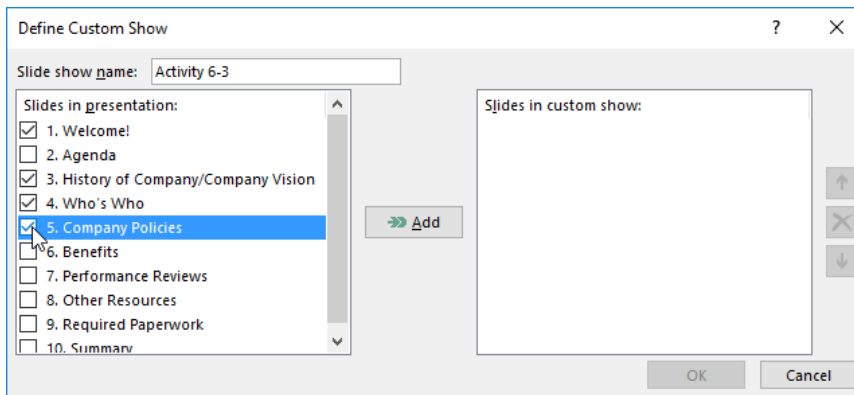
3. This action will display the Custom Shows dialog box. In this dialog box, click the New button:



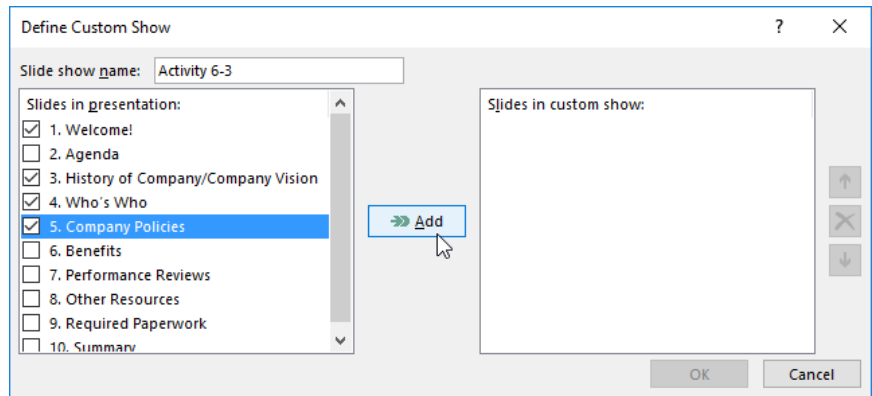
4. Now the Define Custom Show dialog box will be displayed. Inside the “Slide show name” text box, type “Activity 6-3:”



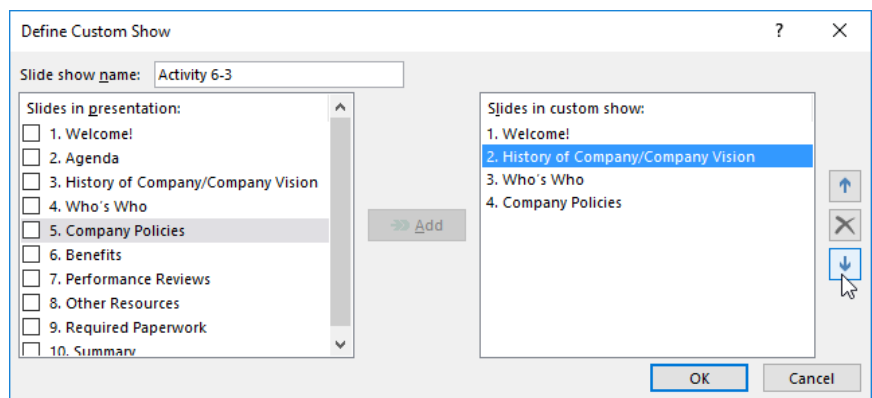
5. Use your cursor to select the checkboxes for slides one, three, four, and five from the list on the left-hand side:



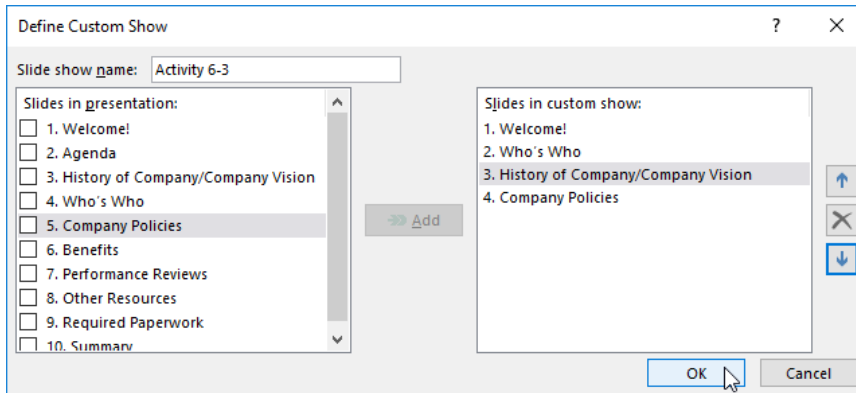
6. Click the Add button:



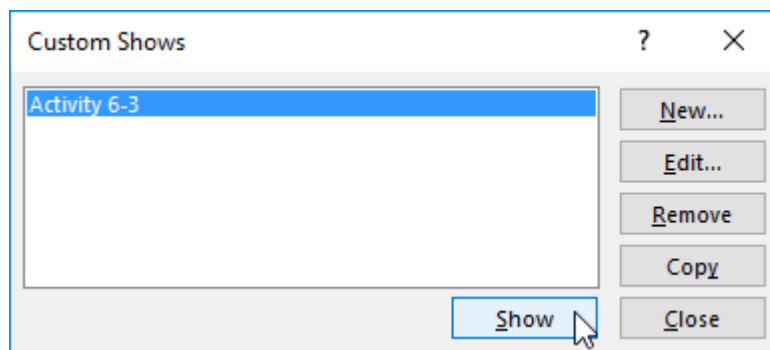
7. The selected slides will now appear in the list on the right. In this list, select slide two and click the down arrow button:



- The “History of Company/Company Vision” slide will now appear below the “Who’s Who” slide. Click OK to create the new custom slide show:



- Returning to the Custom Shows dialog box, you will now see the new custom show listed here. Ensure that it is selected and then click Show:



- Review this new custom show. You will see that it only includes the slides that you selected.
- Exit the slide show and save the current presentation as Activity 6-3 Complete. Close Microsoft PowerPoint 2016 to complete this exercise.

TOPIC D: Add Hyperlinks and Action Buttons

Occasionally there may be a resource (such as a web page) that you cannot directly embed into a presentation. Hyperlinks and action buttons can be added to a slide in your presentation to lead to those resources when they are clicked. Over the course of this topic, you will learn how to create hyperlinks and action buttons.

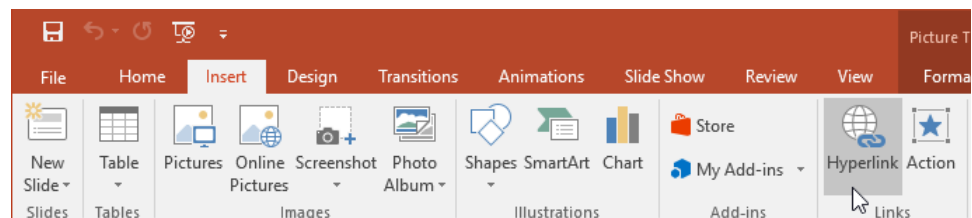
Topic Objectives

In this topic, you will learn:

- About hyperlinks
- About the Insert Hyperlink dialog box
- How to create action buttons
- About the Action Settings dialog box

HYPERLINKS

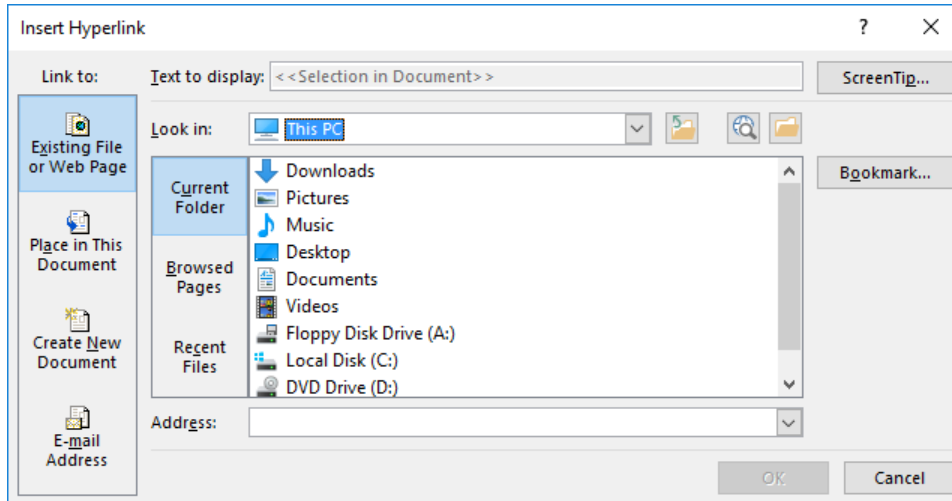
Hyperlinks are text or objects that connect to another location in the current document, a web page, or a file when they are clicked. Hyperlinks can be added by first selecting the text or object that you want the hyperlink to be added to and then clicking Insert → Hyperlink:



This action will display the Insert Hyperlink dialog box.

THE INSERT HYPERLINK DIALOG BOX

The Insert Hyperlink dialog box is used to create hyperlinks:



The commands that appear in this dialog box depend on the option that is selected in the “Link to” section; however, you will see many of the same controls:

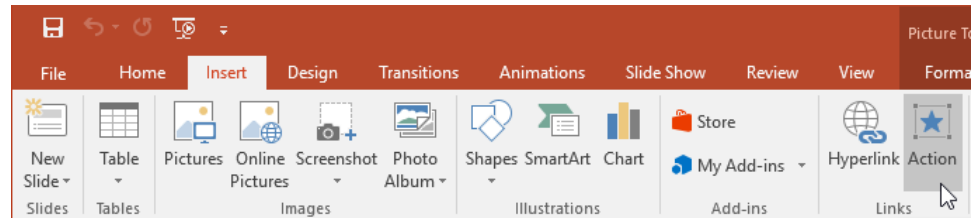
- The “**Link to**” panel options include linking to a file or web page, places within the current document, a new document, and an email address.
- The “**Text to display**” text box will show the currently selected text that you are using to create the hyperlink. If you chose an object instead, this text box will be grayed out.
- The **ScreenTip** button allows you to create and customize a ScreenTip that is shown when the mouse pointer is moved over the link. For example, you could have the ScreenTip display the name of the website that you are linking to.
- The **Address** box is where you can enter the website address or the location of the file that you are linking to.

Once you have entered all the details for the hyperlink, click OK to create it.

ACTION BUTTONS

Action buttons allow you to instruct PowerPoint to perform a particular action when you click or move your mouse over a particular object. For example, you can add an action button that will execute a macro or launch a program.

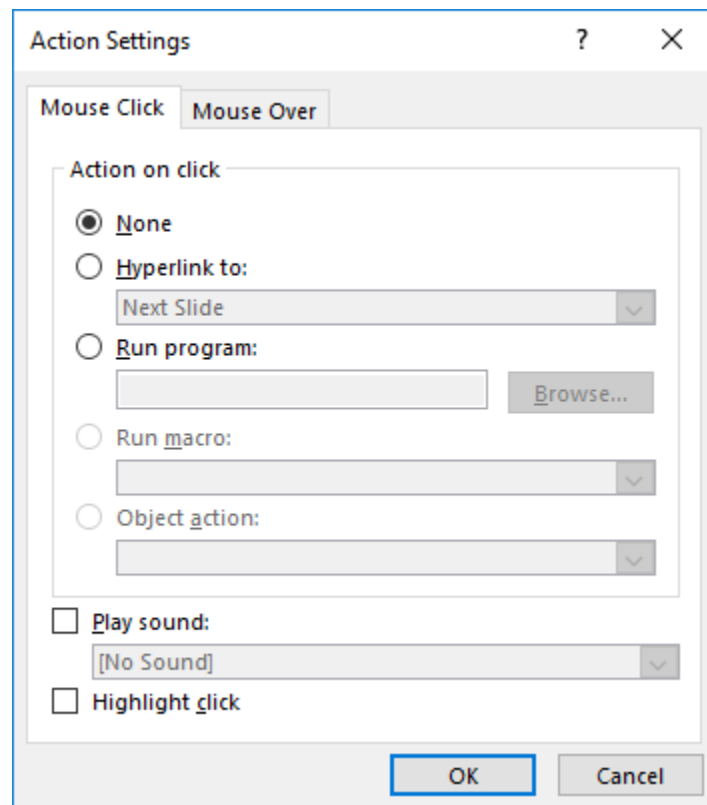
To add one of these buttons, first select the object that you would like to use as a button. Then, click Insert → Action:



This action will open the Action Settings dialog box.

THE ACTION SETTINGS DIALOG BOX

The Action Settings dialog box is divided into two tabs: Mouse Click and Mouse Over:



If you wanted to have actions occur when the button is clicked, you would use the commands on the Mouse Click Tab. On the other hand, if you wanted an action to occur when the mouse cursor moves over a button, you would use the controls found on the Mouse Over tab.

Both tabs include the same sets of controls:

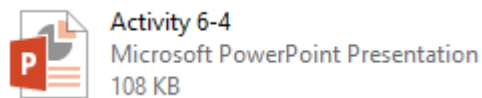
- **None:** Selected by default, this option assigns no action.
- **Hyperlink to:** When this option is selected, a hyperlink can be assigned to the button or object.
- **Run program:** This option allows you to have a specific program open when the action is completed (click or hover).
- **Run macro:** This will run a specified macro when the action is completed.
- **Object action:** This option is used to set a linked or embedded object as a trigger to complete an action.
- **Play sound:** Checking this checkbox adds a sound that will be played when the action is completed.
- **Highlight click:** Checking this checkbox will have the object highlighted when it is clicked or hovered over.

ACTIVITY 6-4

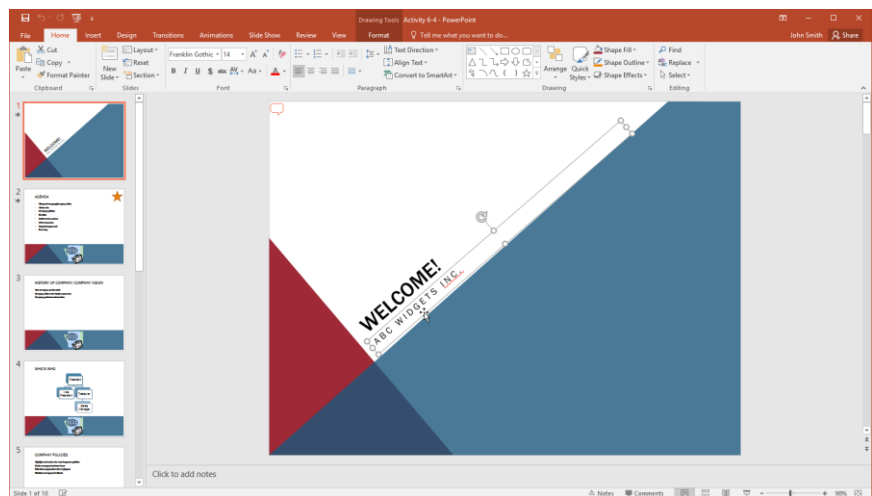
Adding Hyperlink and Action Buttons

To add some more interactivity to a presentation that you have been working on, you would like to add a hyperlink as well as an action button. Microsoft Word is required to complete this activity.

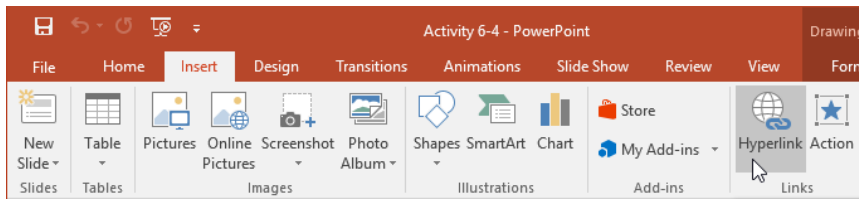
1. To begin, open Activity 6-4:



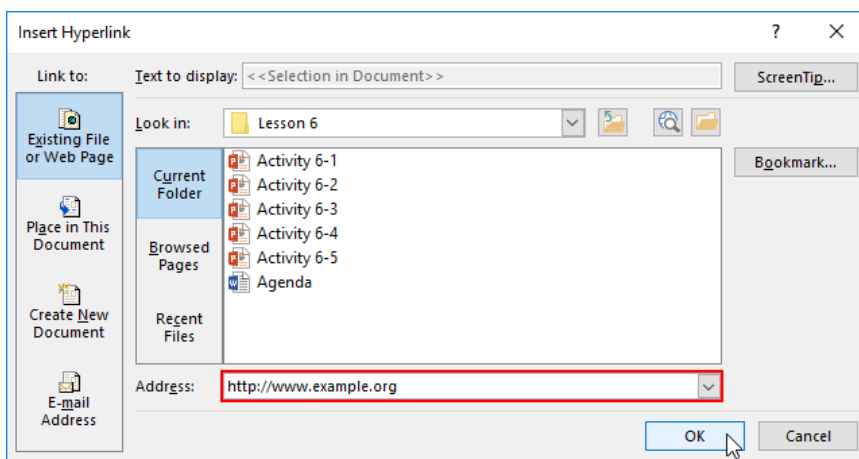
2. First, you would like to add a hyperlink to the first slide that will lead to your organization's website. With the first slide displayed, use your cursor to select the company name:



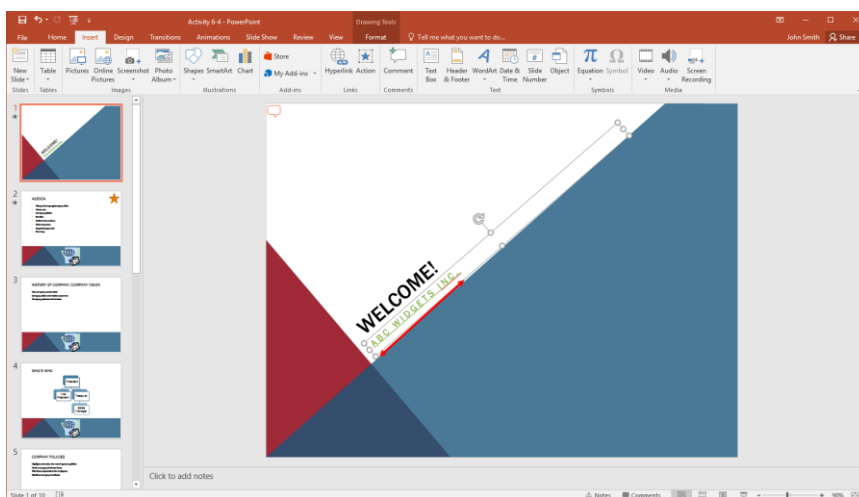
3. Click Insert → Hyperlink:



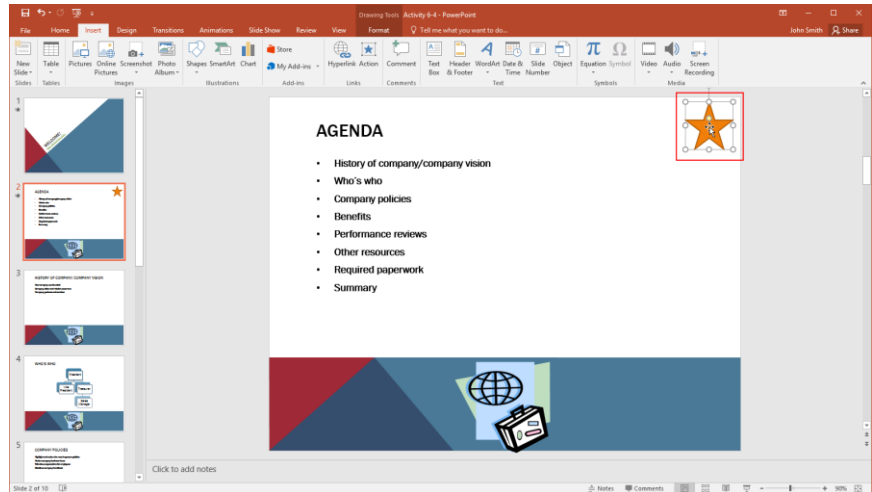
4. The Insert Hyperlink dialog box will now be displayed. In the Address text box, type the website address of your organization. Click OK:



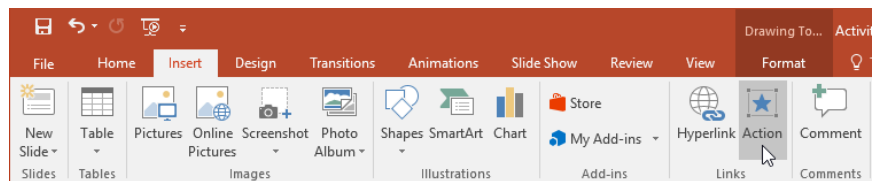
5. The selected text will now have been converted into a hyperlink:



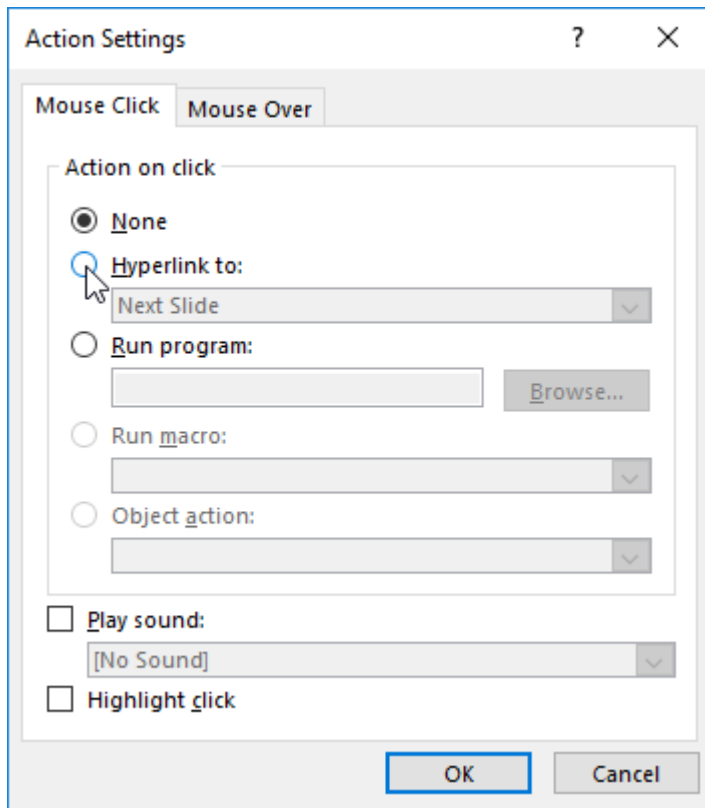
- Now display slide two. Click to select the star shape that appears in the top right-hand corner:



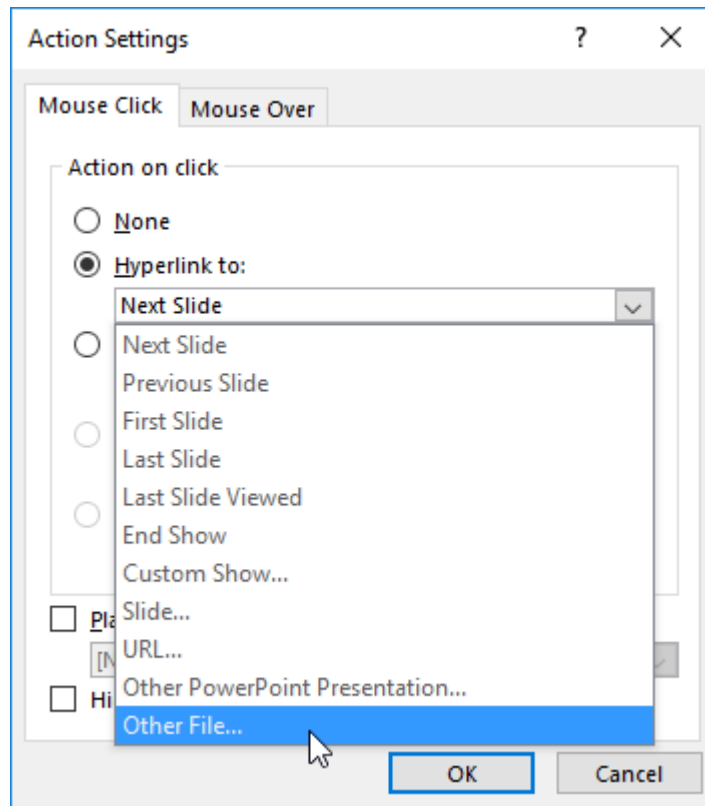
- Click Insert → Action:



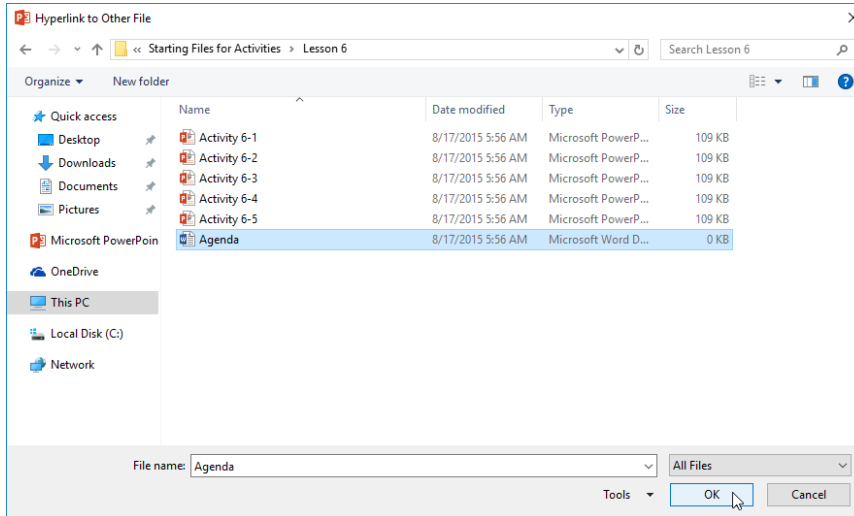
8. The Action Settings dialog box will now be displayed with the Mouse Click tab open. Click the “Hyperlink to” radio button:



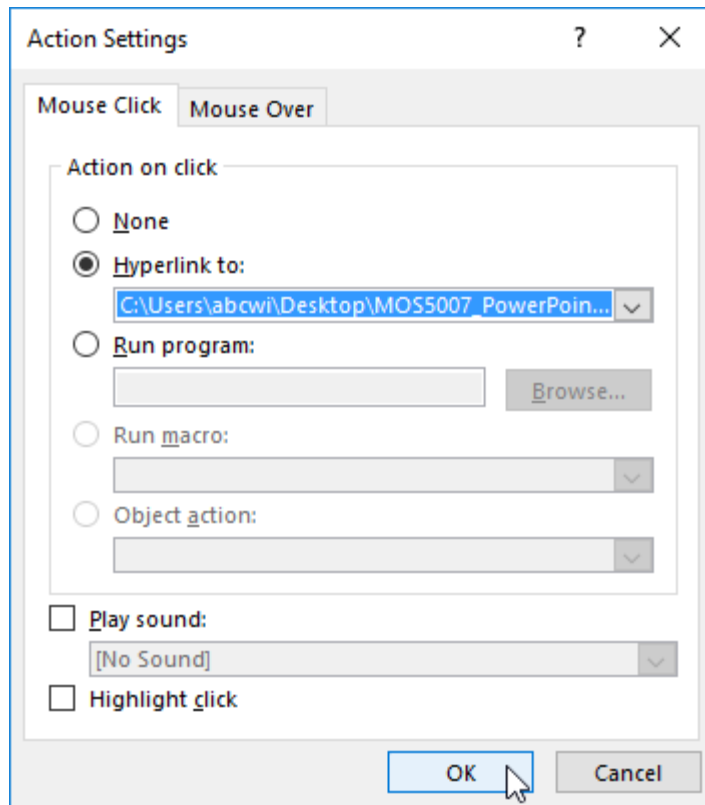
9. This will enable the associated drop-down menu. Click on this drop-down menu and select Other File:



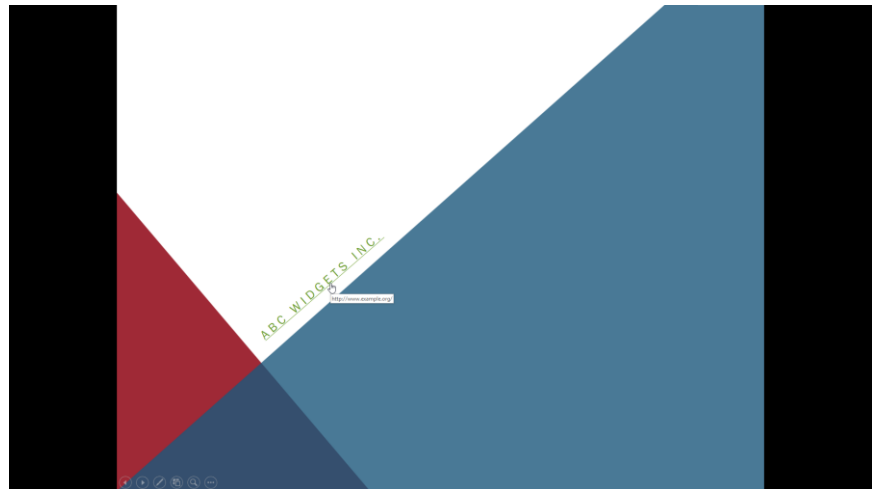
10. The Hyperlink to Other File dialog box will now be open. Use its controls to find and locate the Agenda document within your Exercise Files folder. Click to select this file and then click OK:



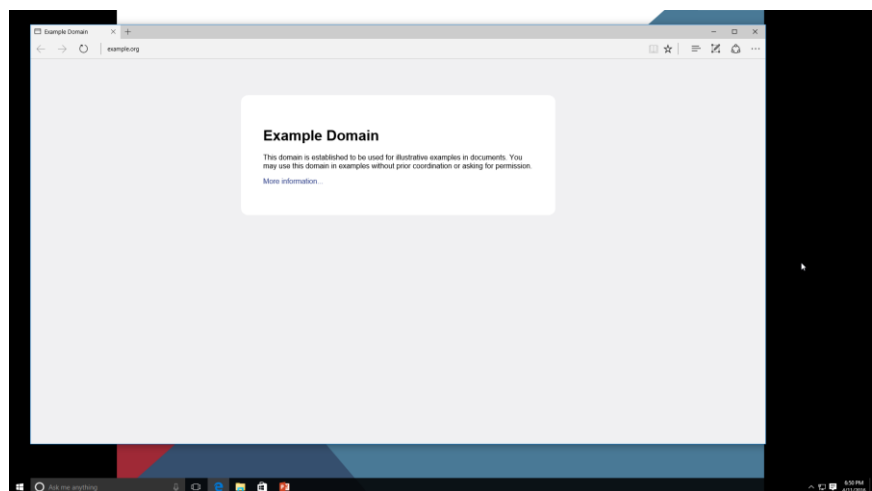
11. Back at the Action Settings dialog box, you will now see the full file address for the selected file inside the "Hyperlink to" text box. Click OK:



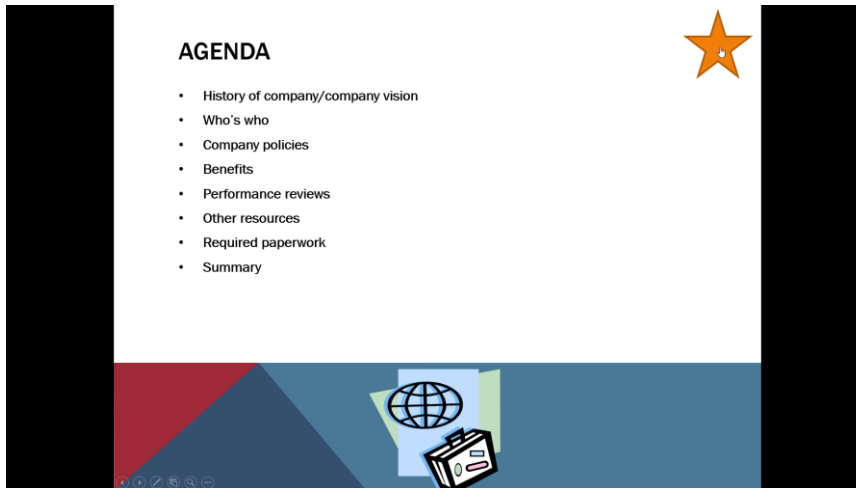
12. Now you should test the hyperlink and action button to make sure that they work properly. Start the slide show from the beginning. On the first slide, click the hyperlink that you added:



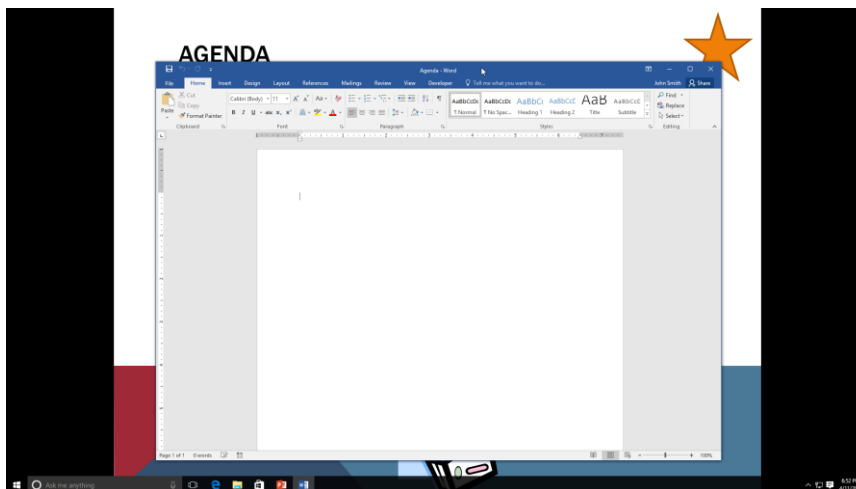
13. Your default browser will then open to display the website destination that the hyperlink pointed to:



14. Close the browser to return to the slide show. Advance to slide two and click the star shape that is near the upper right-hand corner of the slide:



15. The Agenda file will now be open in Microsoft Word:



16. Close the Microsoft Word window and exit the slide show. Save the current presentation as Activity 6-4 Complete.

TOPIC E: Record a Presentation

PowerPoint 2016 provides you with the ability to rehearse your presentation and record the slide timings as you complete it. If you have a microphone connected to your computer, you can even narrate the presentation to record it so that it can be played back. Over the course of this topic, you will learn how to record a presentation.

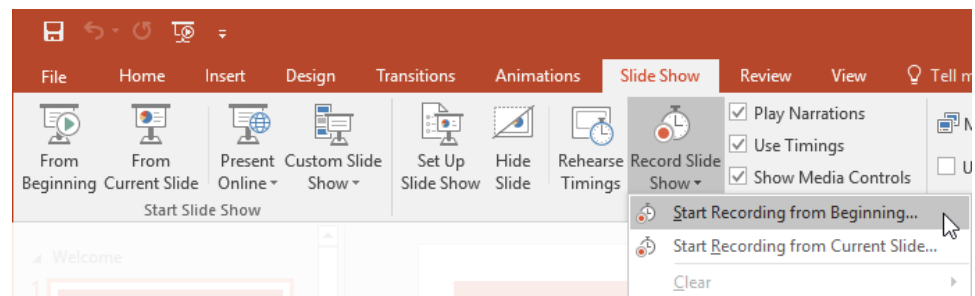
Topic Objectives

In this topic, you will learn:

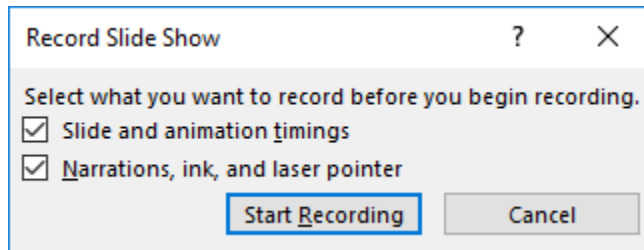
- About the Record Slide Show dialog box
- About the Recording Shortcut menu
- About the Rehearse Timings feature

THE RECORD SLIDE SHOW DIALOG BOX

To record timings, narrations, and laser pointer gestures while presenting a slide show, click Slide Show → Record Slide Show and choose where to start the recording from:



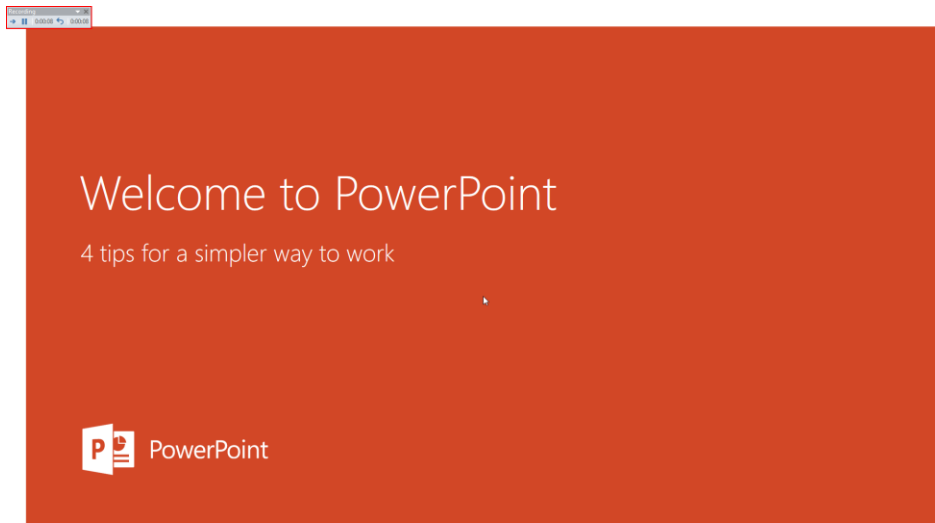
This action will display the **Record Slide Show dialog box**:



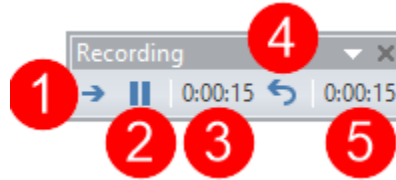
In this dialog box you are able to choose what you would like to record. By default, both the “Slide and animation timings” and “narrations and laser pointer” options will be selected. When you are ready, click Start Recording.

THE RECORDING SHORTCUT MENU

Once you start recording, you can then run through your presentation as you normally would. While you are recording, the Recording Shortcut menu is typically displayed near the top left-hand corner of your screen:



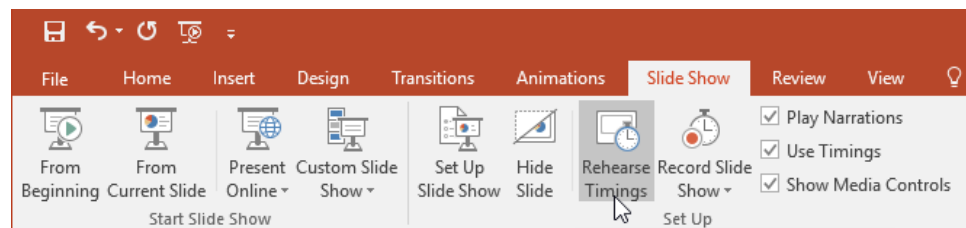
Using its controls, you are able to **pause** the recording (2), **advance** to the next slide (1), **view how long you have spent on the current slide** (3), **repeat** the current slide and **reset** the current slide time value (4), and **view the total elapsed time** for this presentation (5):



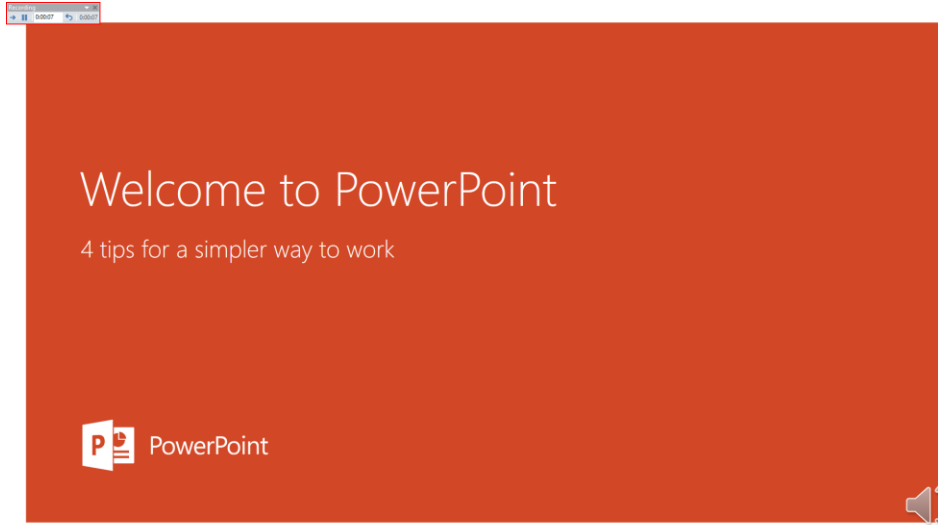
THE REHEARSE TIMINGS FEATURE

The Rehearse Timings feature lets you tell PowerPoint how long you plan to spend on each slide. (If you perform the command multiple times, only the last rehearsal is saved.) These timing settings can then be used for an automatic presentation and for Presenter view.

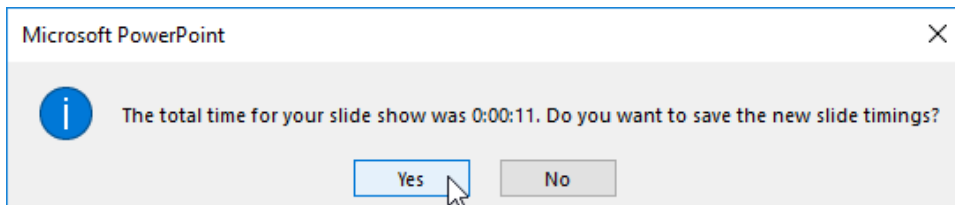
To start this feature, click Slide Show → Rehearse Timings:



The slide show will then start and the Recording Shortcut menu will appear in the top left-hand corner. The controls on this menu are identical to those found previously, but unlike when recording a slide show it will not record narration or other items:



When you have finished the slide show, you will be provided with the total time and asked if you want to keep it:



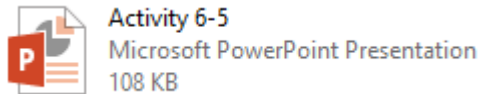
You will then be returned to your presentation in Slide Sorter view. Remember, you can re-do the rehearsal any time you like. Only the last rehearsal will be saved.

ACTIVITY 6-5

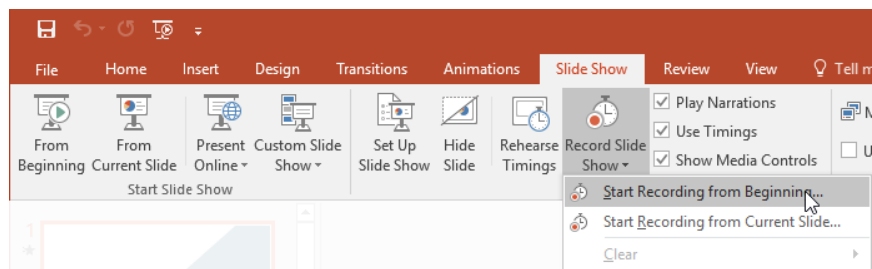
Recording a Presentation

You would like to record a presentation for an upcoming conference.

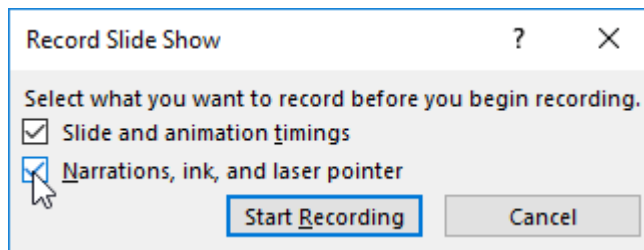
1. To begin, open Activity 6-5:



2. Start recording by clicking Slide Show → Record Slide Show → Start Recording from Beginning:

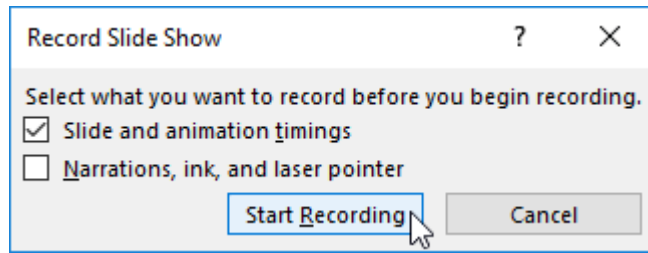


3. The Record Slide Show dialog box will now be displayed. Deselect the “Narrations and laser pointer” checkbox:

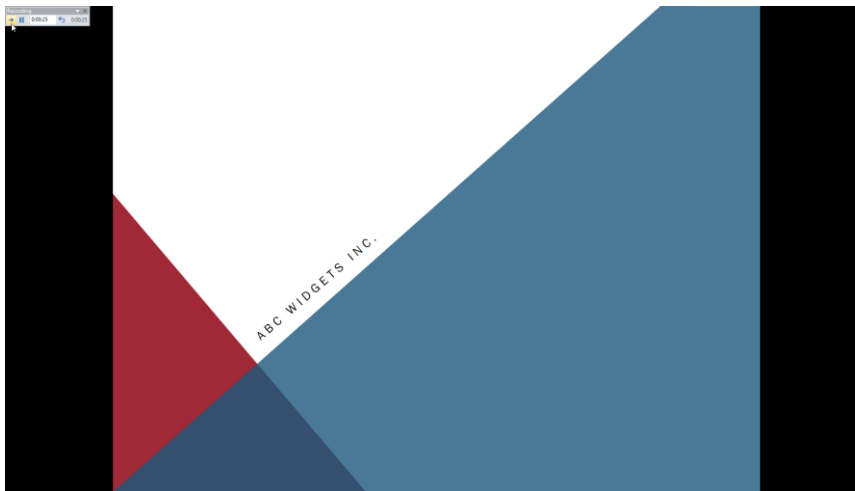


(If this checkbox is unavailable, skip to the next step.)

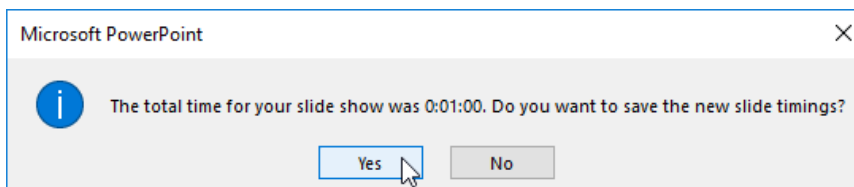
4. Click Start Recording:



5. The slide show will start. Read all of the text on the first slide and advance to the next slide:



6. Repeat step five until the slide show is complete. At the end of the presentation, a dialog box will ask if you want to keep the new slide timings. Click Yes:



7. View the slide show again to make sure that the new slide timings are working. Then, save the presentation as Activity 6-5 Complete and close Microsoft PowerPoint 2016 to complete this exercise.

Summary

Over the course of this lesson, you learned about the different ways that you can customize how a slide show is displayed. In addition to being able to annotate a presentation, you should also feel comfortable setting up custom slide shows. You should also now be comfortable adding hyperlinks and action buttons to slides, as well as recording a presentation.

REVIEW QUESTIONS

1. **What are the three pointer options when annotating a presentation?**
2. **What is required in order to use Presenter view?**
3. **What is a custom slide show?**
4. **What is the command sequence to add a hyperlink?**
5. **What is the difference between the Rehearse Timings feature and the Record Slide Show feature?**

LESSON 7: SECURING AND DISTRIBUTING A PRESENTATION

Lesson Objectives

In this lesson you will learn how to:

- Secure a presentation
- Broadcast a slide show
- Create a video or a CD

TOPIC A: Secure a Presentation

As presentations can occasionally include sensitive information that is only intended for specific audiences, PowerPoint 2016 includes a robust set of security features. Using these options you can control exactly who can access a presentation, as well as remove personal information and guarantee that the file hasn't been tampered with. During this topic, you will learn about PowerPoint's many security features.

Topic Objectives

In this topic, you will learn:

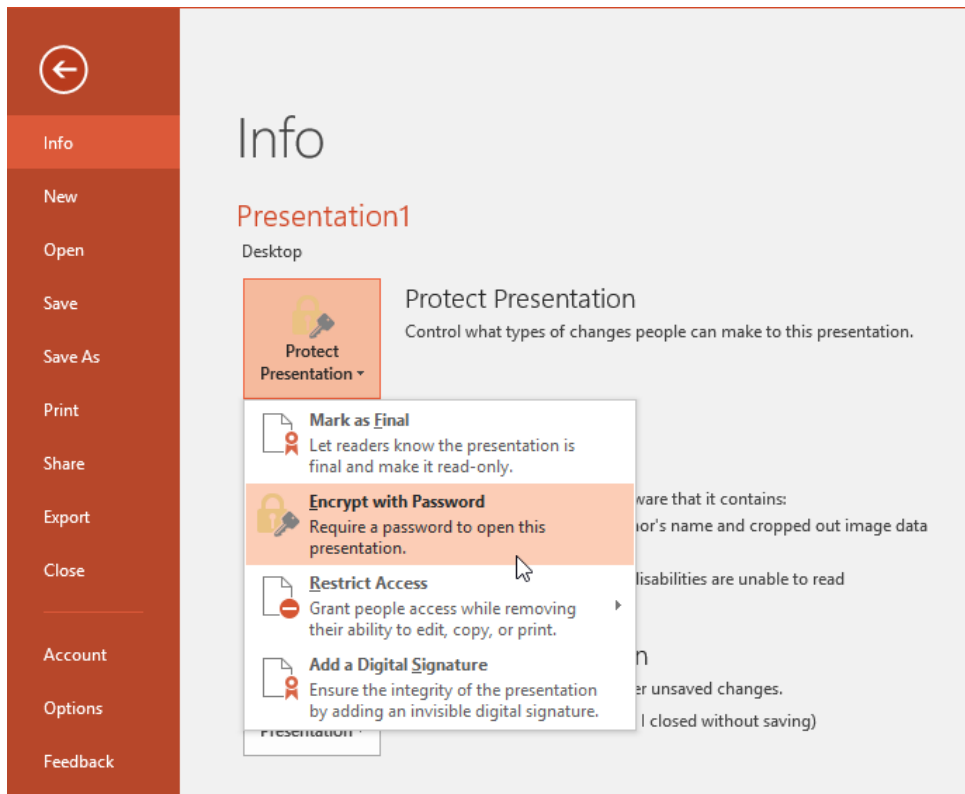
- About password protection
- How to mark a presentation as final
- About digital signatures and ID's
- How to digitally sign a presentation
- About the Trust Center dialog box
- How to use the Document Inspector

PASSWORD PROTECTION

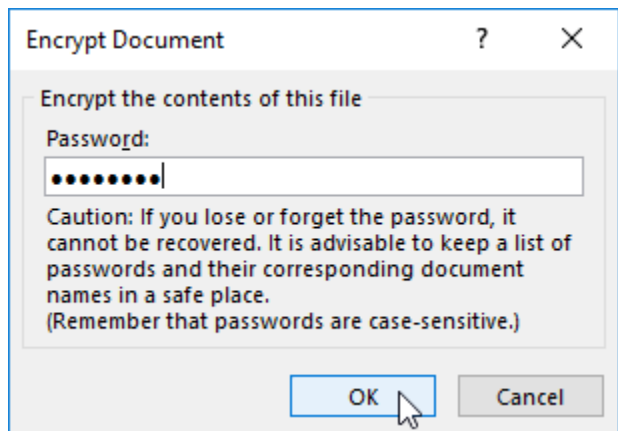
Once your presentation is finished, you may want to take some measures to protect it. Encrypting it with a password one of these options.

Encrypting a presentation is like locking your house: only someone with a key can get in.

To encrypt a presentation with a password, click File → Info → Protect Presentation → Encrypt with Password:



In the Encrypt Document dialog box that appears, type a password and click OK:



You will immediately be prompted to enter the password again to make sure you have it right. You will then need to enter this password whenever you open the file.

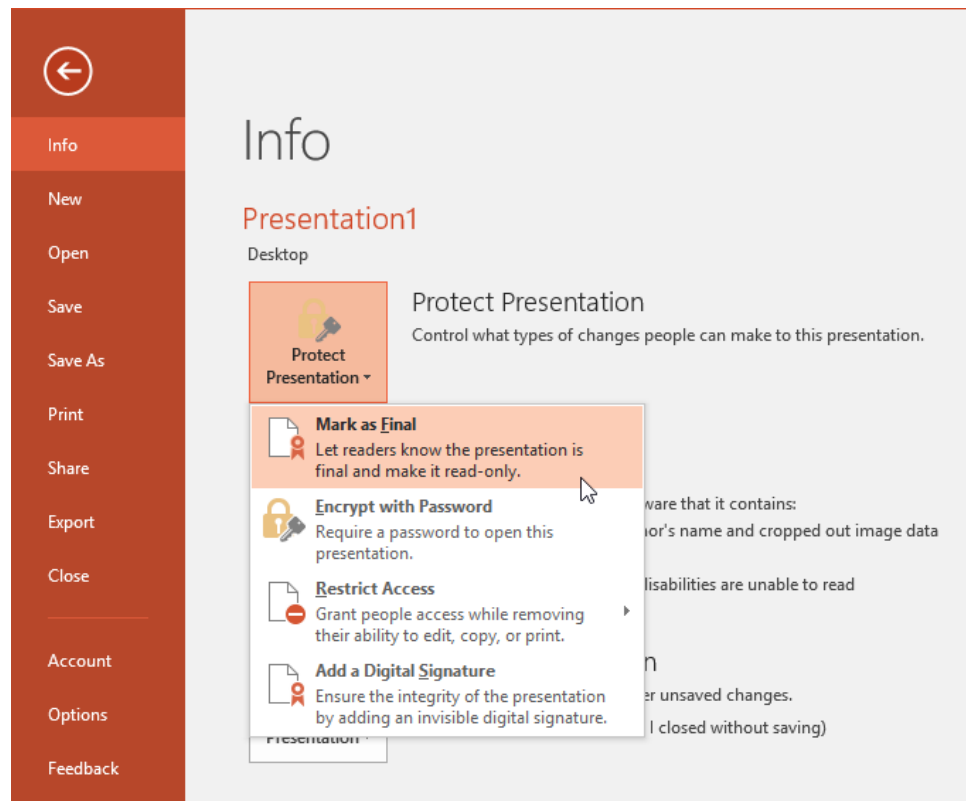
Changing a Password

Once you have encrypted a presentation with a password, you can change that password by again clicking File → Info → Protect Presentation → Encrypt with Password. In the Encrypt Document dialog box, enter the new password that you would like to use and click OK. If you would like to remove the password entirely, leave the Password field blank and click OK. Save the presentation to complete the process.

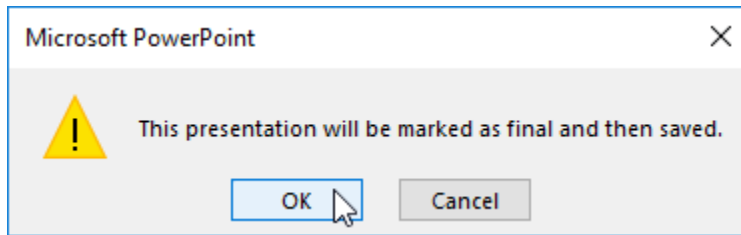
THE MARK AS FINAL FEATURE

When your presentation is complete, you can mark it as final. This will make it read-only and inform everyone who opens it that this is the final version.

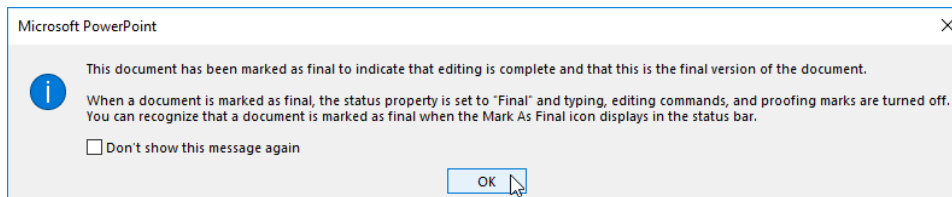
To do this, click File → Info → Protect Presentation → Mark as Final:



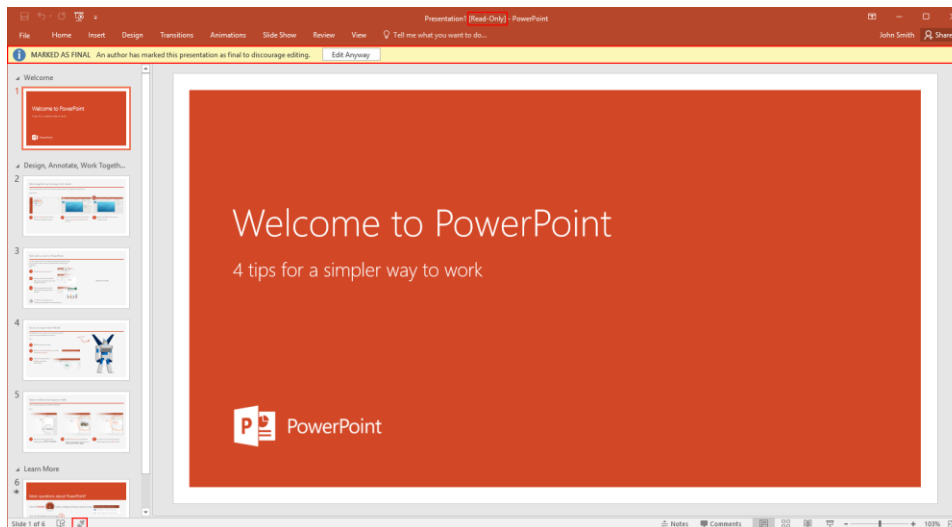
Click OK to allow PowerPoint to continue the process:



You will then receive some information about marking the presentation as final. Read the information and then click OK to continue:

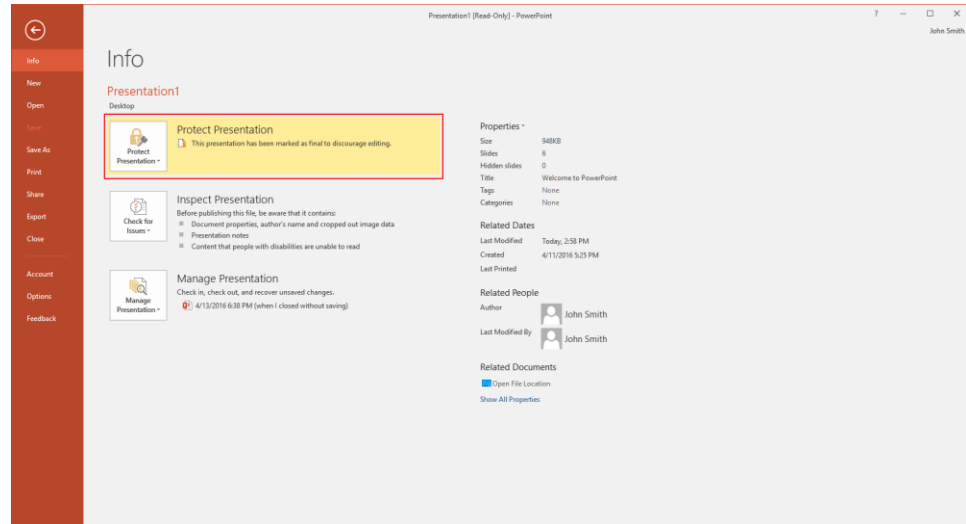


PowerPoint will mark the presentation as final and tell you that the presentation is marked as final in the title bar, the message bar, and on the status bar:



(Note that this does not prevent someone from editing the presentation; they can click "Edit Anyway" in the message bar and edit the presentation.)

If you return to the Info category or the File menu, you will note that some options are now missing. As well, the Protect Presentation area has status information:



DIGITAL SIGNATURES AND ID'S

Another way to protect your presentations is to digitally sign them. Digitally signing your presentation is like signing a check or a legal document: it confirms your identity. For electronic presentations, it also provides reassurance to the recipient that the presentation really came from you. These signatures are provided by **digital certificates**, also known as **digital ID's**.

Any presentation that has been signed will be identified as such by a message bar that notifies you that the presentation has been marked as final, as well as a digital certificate icon on the status bar. Additionally, the Signatures pane may also be displayed on the right-hand side of the PowerPoint window.

(If you do not see this pane, you can toggle it on by clicking the digital certificate icon on the status bar.)

This pane will provide you with information about the signature and the digital ID that was used to sign it. If you want to work on a presentation that has been digitally signed, you must first remove the signature.

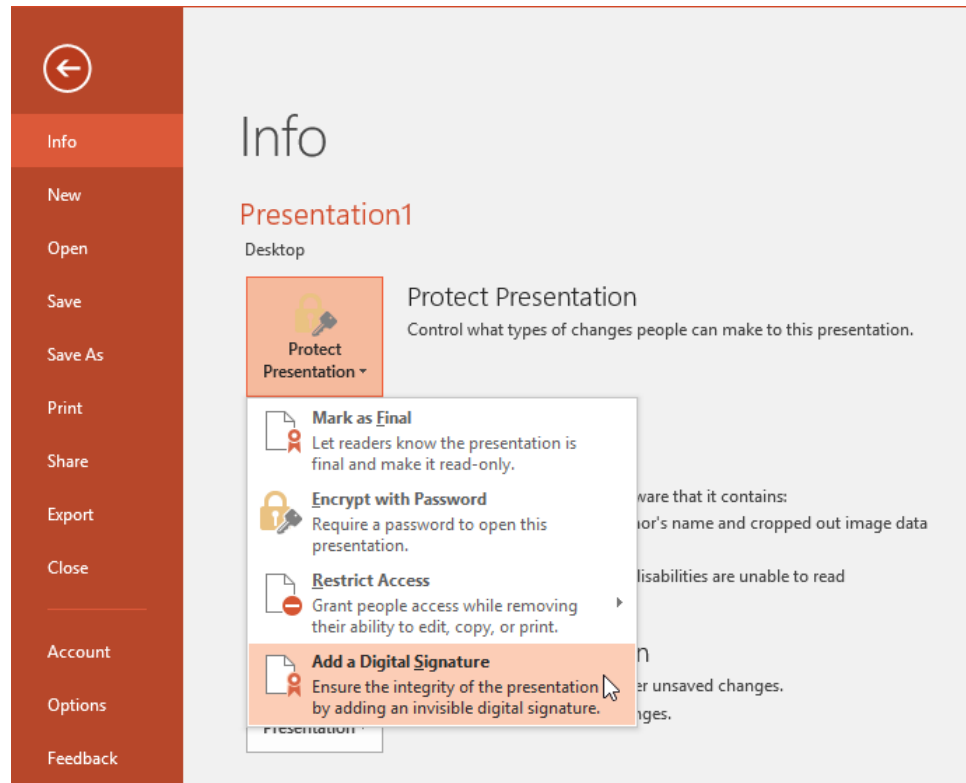
Digital ID's

A digital ID, also known as a **digital certificate**, is used to identify who you are. Many applications, including PowerPoint, use digital ID's to help you prove your identity and authenticate any files that you digitally sign. Typically a digital ID is comprised of your public key, name and email address, certification authority that issued your digital ID, expiration date, and few other items.

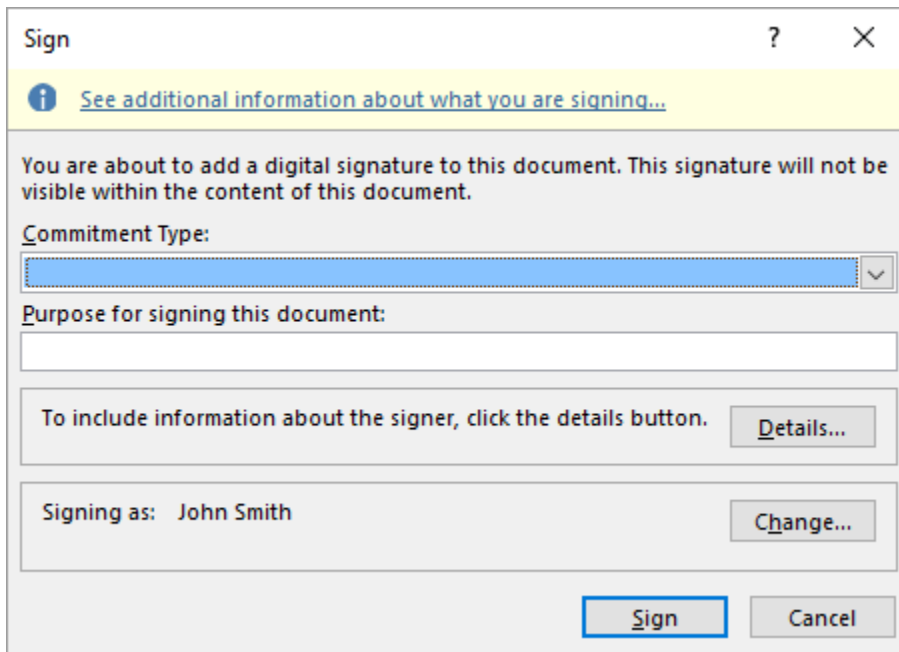
If you are planning to use digital signatures on a regular basis, we recommend obtaining a digital ID from a Microsoft partner. You can also search the Internet for different companies that offer digital signatures, including free options. Speak with your IT department to determine what type of digital signature will be best for your needs.

DIGITALLY SIGN A PRESENTATION

To sign a presentation, click File → Info → Protect Presentation → Add a Digital Signature:



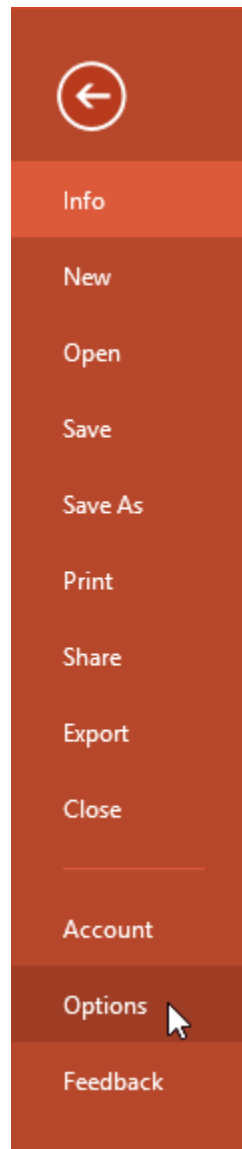
Once you click the “Add a Digital Signature” command, you will see the Sign dialog box:



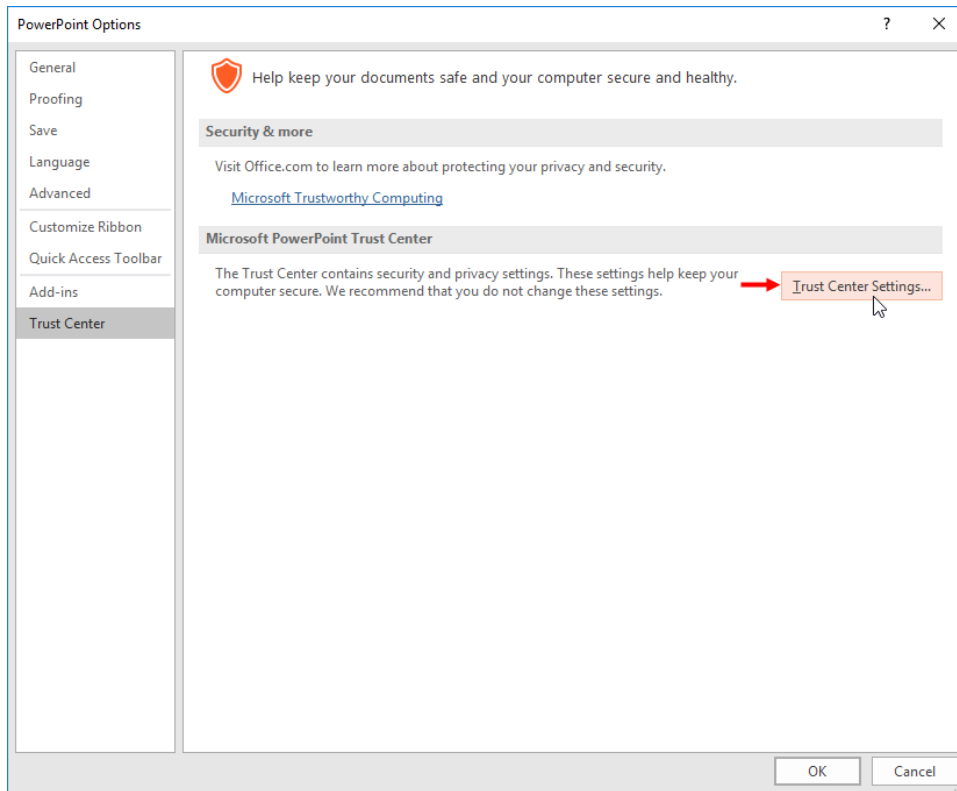
Inside of this dialog box you are able to enter the reason for signing this presentation, the commitment type (created, approved, or created and approved this presentation), as well as choose to include details and signing information. Click Sign to complete the process.

THE TRUST CENTER DIALOG BOX

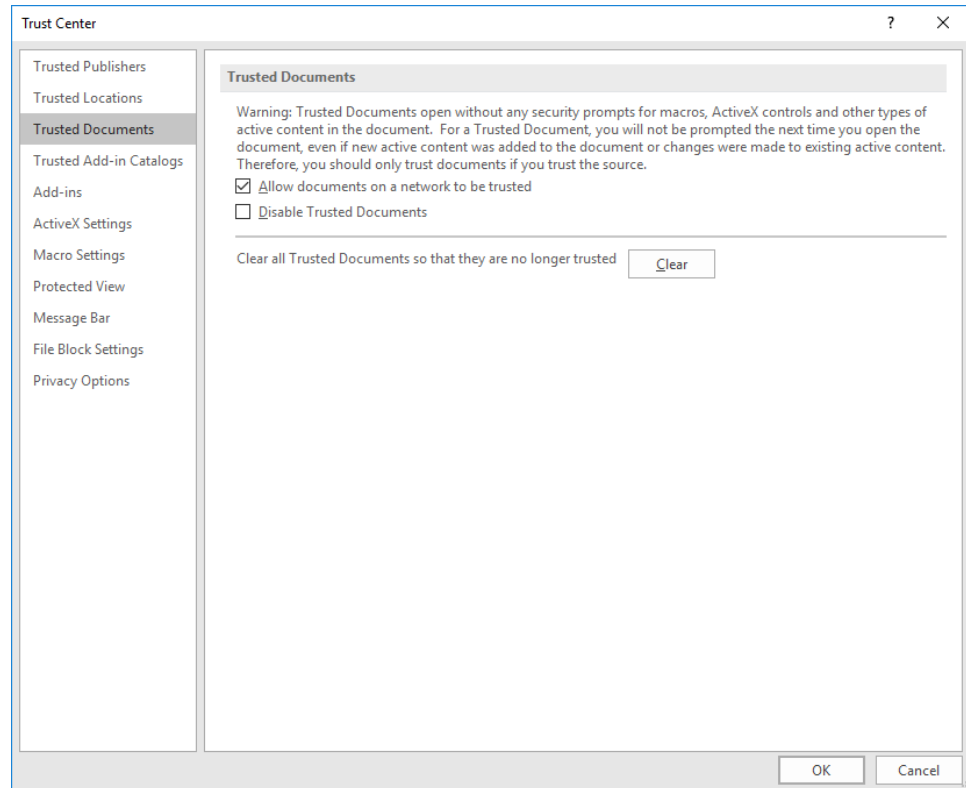
Most of the security features that are available in PowerPoint 2016 can be configured in the **Trust Center**. To open the Trust Center, click File → Options:



This action will open the PowerPoint Options dialog. Click the Trust Center category on the left-hand side of the dialog and then click the Trust Center Settings button:



The Trust Center dialog box will appear. On the left-hand side of this new window are 11 different categories:



Below you will see a breakdown of the options in each category.

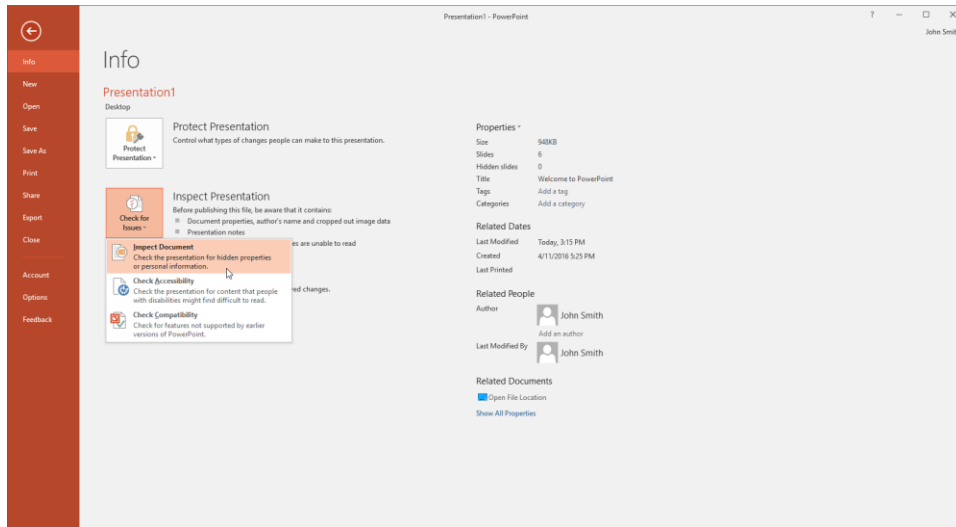
Trusted Publishers	This category will show you the security certificates of different individuals or organizations that you trust. You have the ability to view or delete certificates from here.
Trusted Locations	This category allows you to add, edit, or modify locations that contain content you can trust. If PowerPoint is installed on your local computer, there should already be a few trusted locations listed.
Trusted Documents	Individual files can be marked as trusted, even if their save location is not. You can also choose to allow all documents on your local network to be trusted, regardless of their location. You can even disable trusted documents, meaning you will have to manually enable content on nearly every file unless you specify multiple trusted locations. You can also clear all trusted documents from PowerPoint's memory with this category.
Trusted Add-in Catalogs	Inside of this category you will find controls that are used to add a trusted web add-in catalog. These are document libraries on SharePoint where Office Add-ins can be published.
Add-ins	Add-ins are third-party programs that perform a specific task. Add-ins have the potential to cause a lot of trouble and corrupt a presentation if they contain malicious code. This category allows you to modify how PowerPoint will use any add-ins. (If you are familiar with third-party plug-ins for web browsers, the principle is the same.)
ActiveX Settings	ActiveX is a framework of functions that interact with a Windows program. These functions work like small building blocks that can be combined to form a program that interacts with your data. In a way, these functions work like add-ins, but are much more

	<p>flexible in what they can do. As such, they are easy to manipulate into malicious code. (Users of Microsoft Internet Explorer will be familiar with the Information Bar appearing at the top of a web page stating that ActiveX controls for that page have been disabled.)</p> <p>The settings here allow you to choose how ActiveX is handled.</p>
Macro Settings	<p>Macros are a group of commands that can be executed in order to perform one or more actions. However, macros can cause undesirable effects on your data if they are from a malicious source. Use these options to modify macro security settings.</p>
Protected View	<p>Protected View is used to open potentially dangerous file types in a restricted mode that helps your computer from being harmed but limits what you can do. The settings here allow you to have some control over the types of files that are opened in Protected View.</p>
Message Bar	<p>The message bar is set by default to prompt you before opening potentially unsafe content. You can turn the message bar on or off using this category.</p>
File Block Settings	<p>As a further level of protection, PowerPoint will be completely prevented from opening some file types. You can choose to block or allow some file types using the settings found here.</p>
Privacy Options	<p>PowerPoint (and other programs in the Office suite) can automatically download new content from Office.com, analyze your searches for information on Office.com, and more. Using this category, you can enable or disable these features.</p>

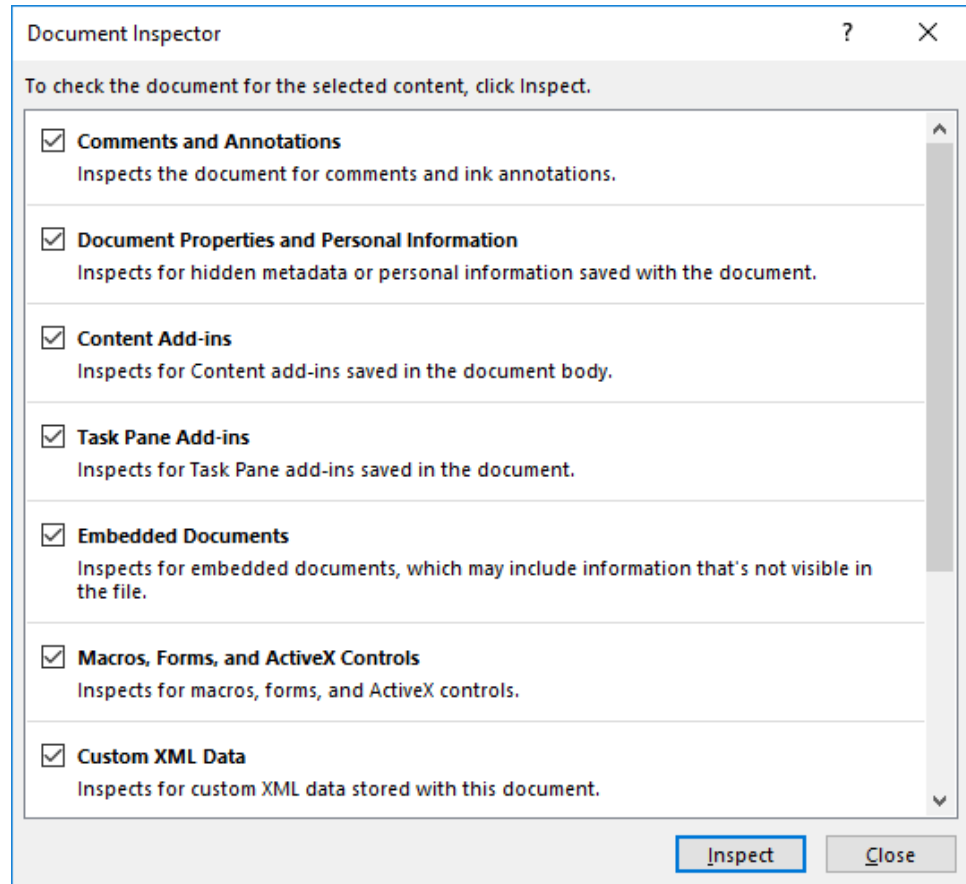
THE DOCUMENT INSPECTOR DIALOG BOX

If you are worried about your presentation containing personal information (such as the data contained in the file's properties), you can use the **Document Inspector** to check for and remove that data.

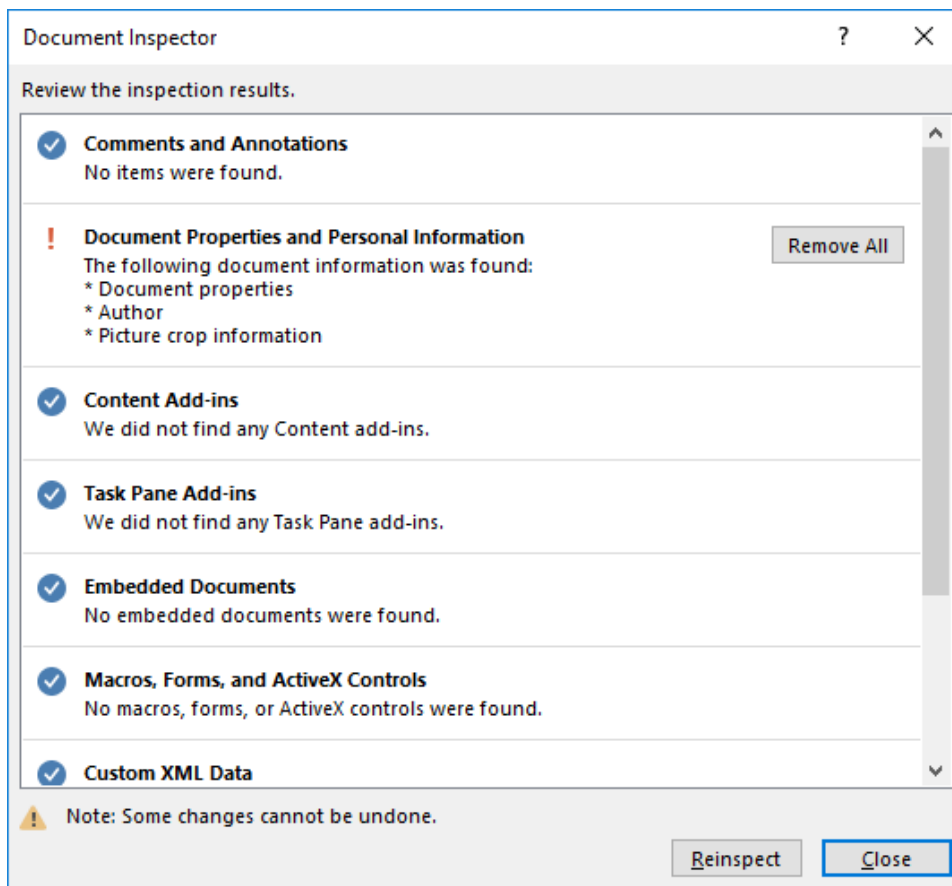
To start, click File → Info → Check for Issues → Inspect Document:



This action will display the Document Inspector dialog box. Here, you will be asked to choose what types of items you want to look for:



Clicking the Inspect button will have PowerPoint inspect the current document (presentation) for the types of items that were checked:



Here, the Document Inspector has found document properties and personal information. If you wanted to remove these items, you would click the Remove All button. Note the very important warning at the bottom that some (in fact, most) changes cannot be undone. **Always back up your presentation before making changes with the Document Inspector or any other utility.**

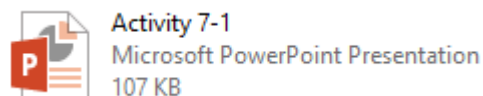
After you have removed the desired elements, you should re-inspect the presentation to ensure that no additional items remain.

ACTIVITY 7-1

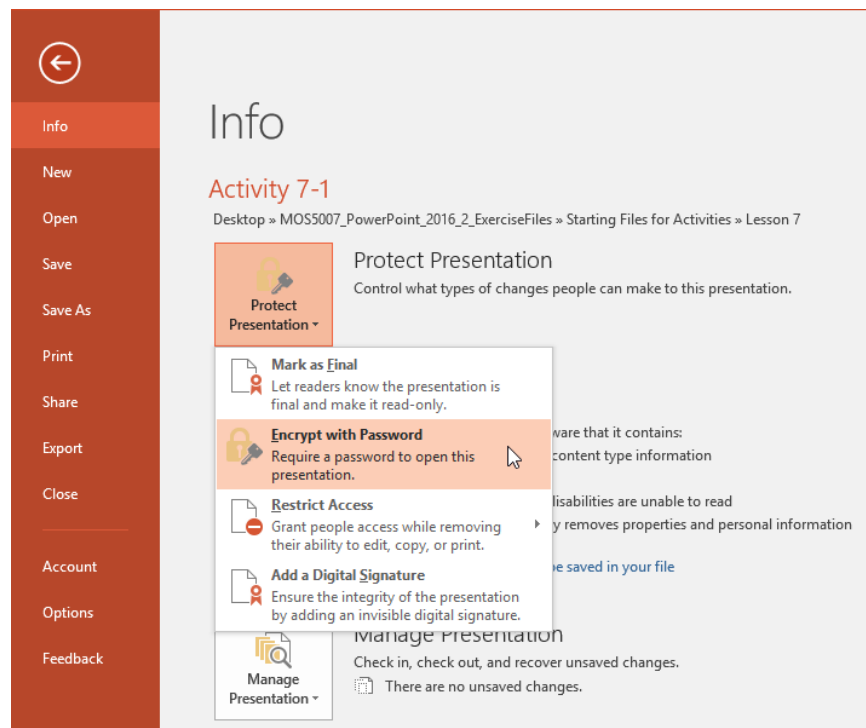
Securing a Presentation

A presentation that you created includes some sensitive information that should only be seen by select groups of people. To make sure that it can only be accessed by these authorized users, you would like to encrypt it with a password. You would also like to mark it as final to discourage editing.

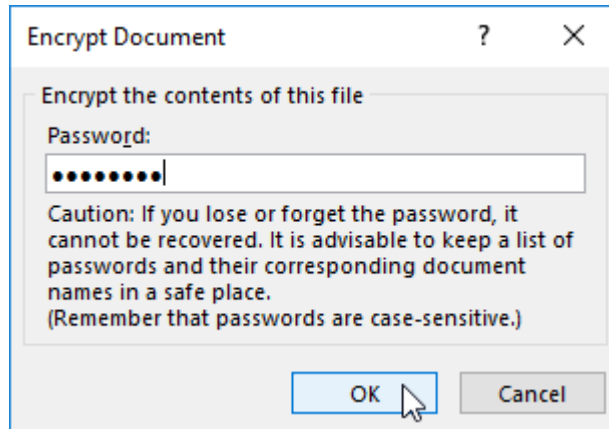
1. To begin, open Activity 7-1:



2. To begin, click File → Info → Protect Presentation → Encrypt with Password:

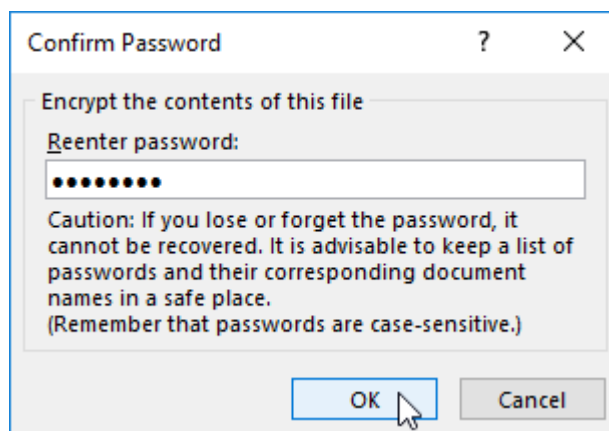


3. The Encrypt Document dialog box will appear and ask you for your password. Enter the word “password” into the provided text box and click OK to apply it:



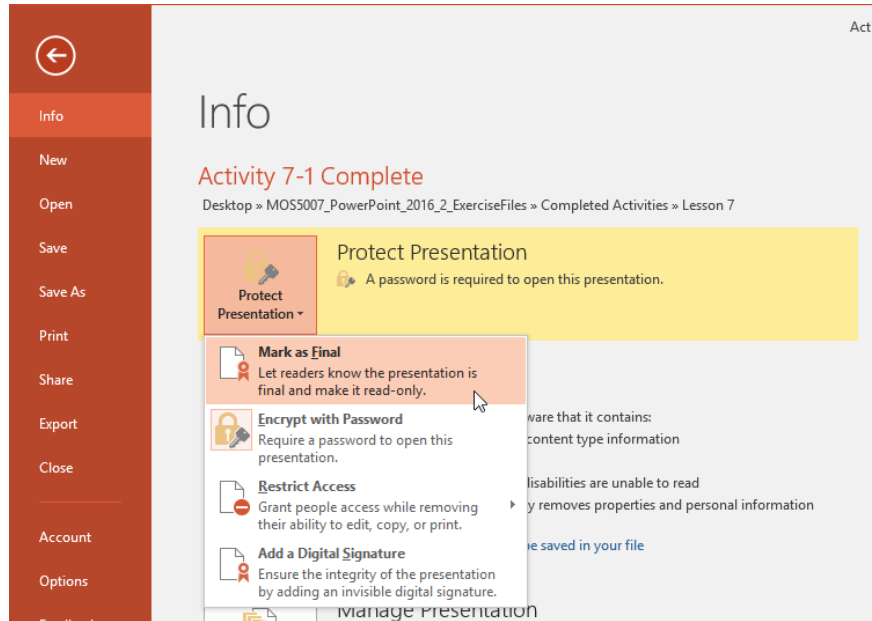
(In a real-world scenario, you would choose a strong password that is a mix of uppercase and lowercase letters, numbers, and special characters.)

4. You will then be asked to confirm the password that you just entered. Type the word “password” into the provided text box. Click OK:

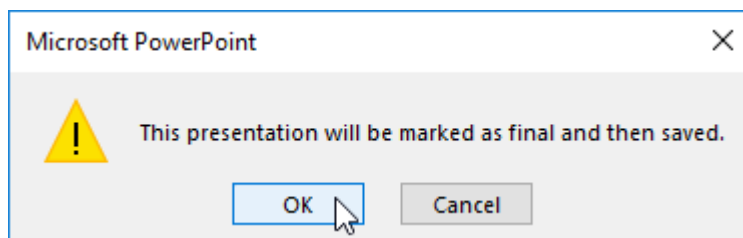


5. Save the presentation as Activity 7-1 Complete.

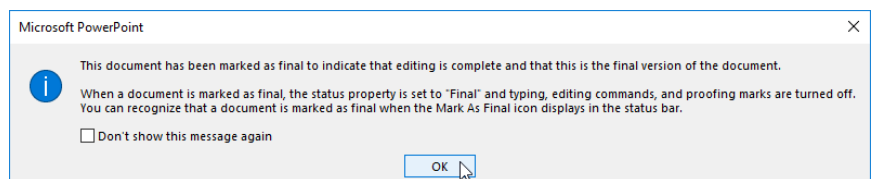
- Now you would like to mark this presentation as final to discourage editing. Click File → Info → Protect Presentation → Mark as Final:



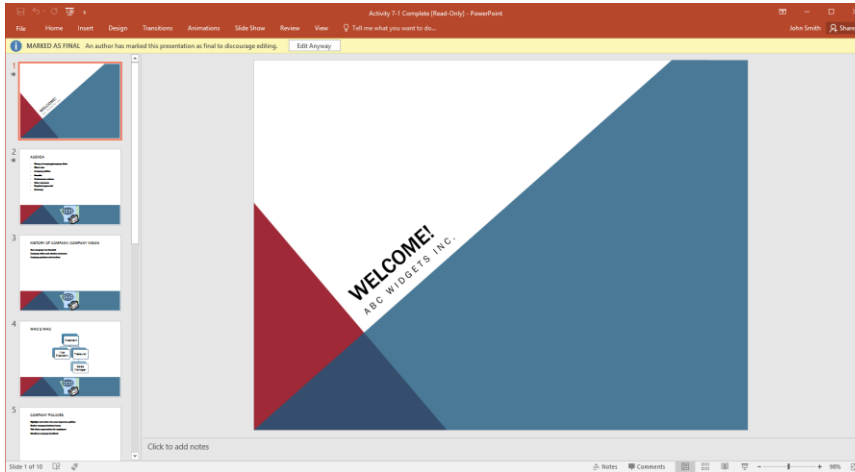
- A dialog box will appear that notifies you the presentation will be marked as final and saved. Click OK:



- When the process is complete, a dialog box will appear that gives you some information about the Mark as Final feature. Click OK:



9. The presentation is now marked as final and protected with a password:



10. Close Microsoft PowerPoint 2016 to complete this exercise. If you re-open this presentation, you will be asked for the password that you entered.

TOPIC B: Present a Slide Show Online

With PowerPoint 2016 you do not even need to be in the same room as the audience in order to give a presentation. It includes the capability to present your presentation over the Internet, allowing just about anyone you want to view it. Over the course of this topic, you will learn how to broadcast a slide show.

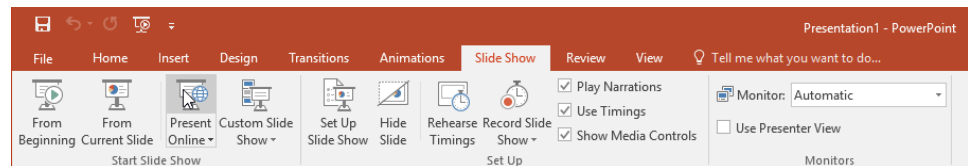
Topic Objectives

In this topic, you will learn:

- About the present online
- About the present online options
- About broadcast differences
- About media file compression

PRESENT ONLINE

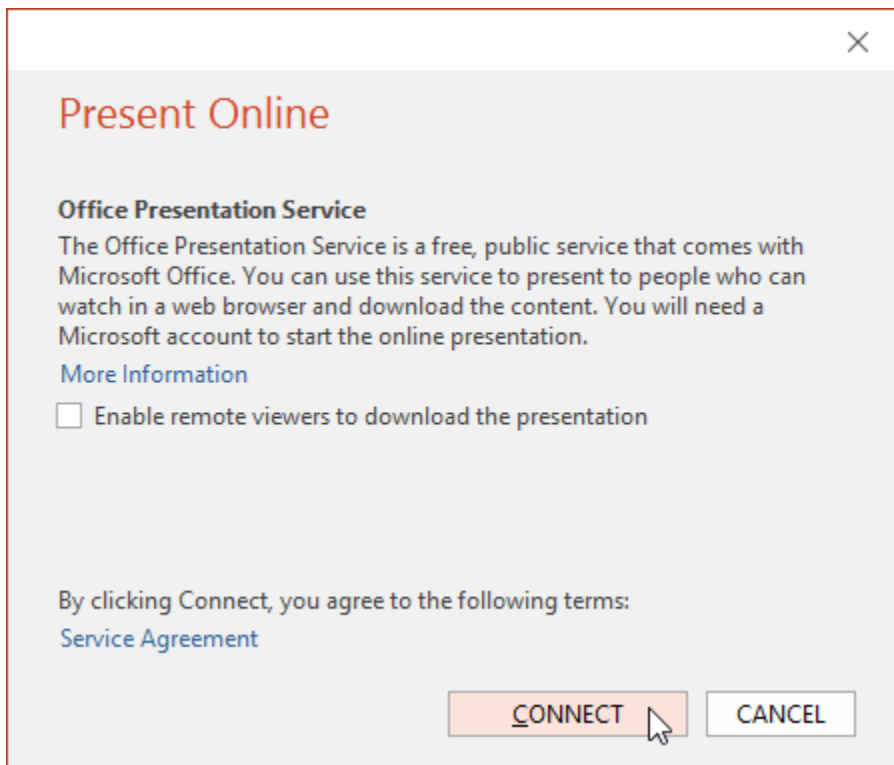
PowerPoint offers a built-in tool to help you present your presentation over the Internet. To start, make sure your presentation is 100% complete and saved. As well, you will need a Microsoft account. Now, click Slide Show → Present Online:



(You can also find this command inside the Share category of the File menu.)

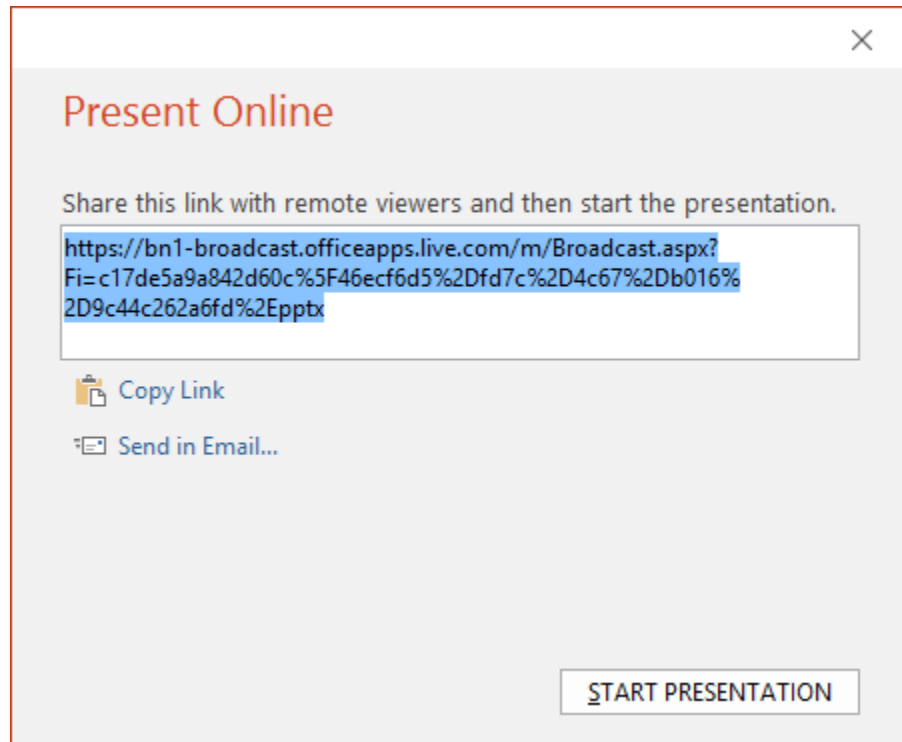
THE PRESENT ONLINE OPTIONS

The **Present Online dialog box** gives you information about the broadcast, as well as the option to enable the option to allow viewers of your presentation to download it to their own computers. When you are ready to begin, click Connect:



(If you are prompted to enter your Microsoft account credentials, do so.)

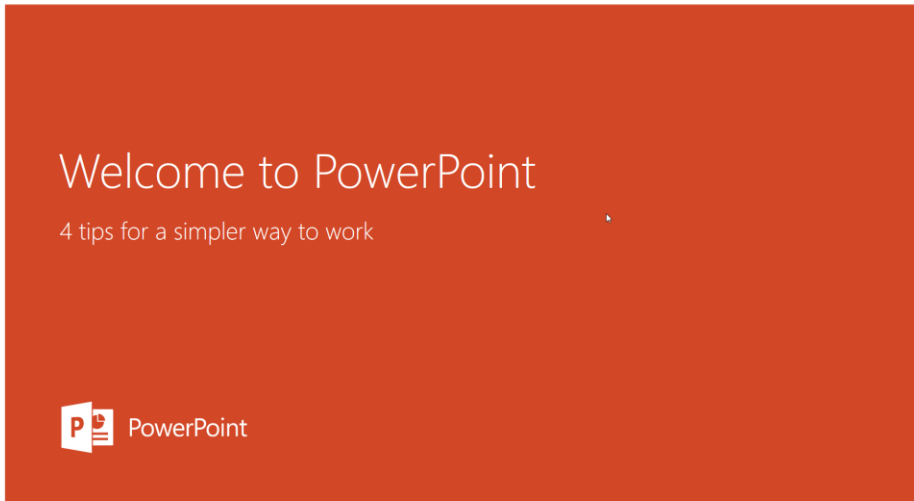
PowerPoint will then prepare your presentation online. When it is ready, you will receive link to it, as well as options to copy it to the clipboard or sent it via email:



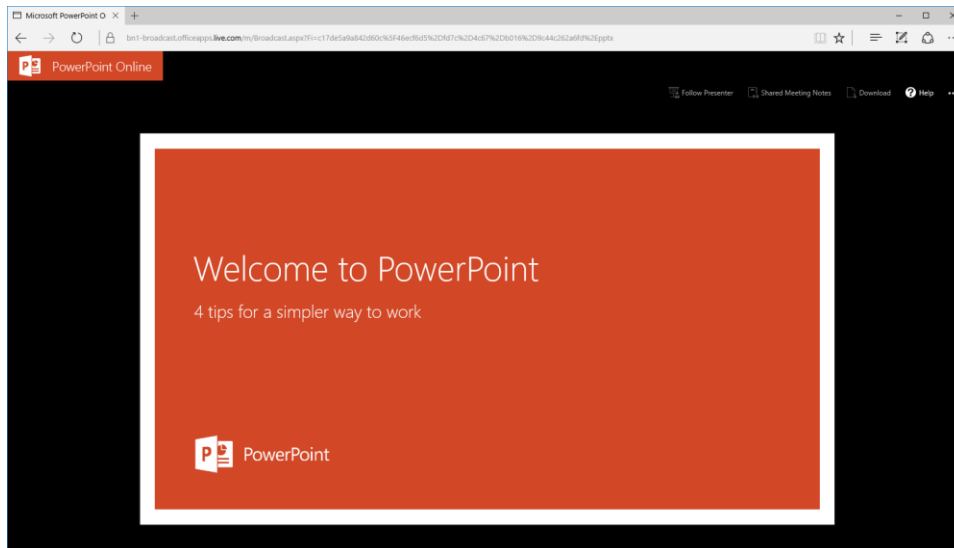
Participants should enter this link in their web browser. When you are ready and all attendees have connected, click Start Presentation.

(Participants will see a "Waiting for broadcast to begin..." screen until you click this command.)

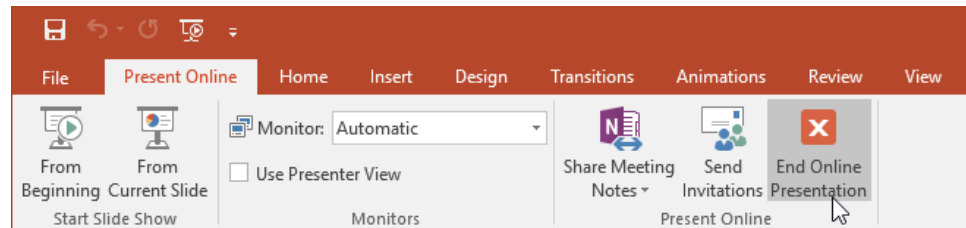
The presentation will now be shown on your screen in presentation mode, while your audience will see it in their own browser window. For example, here is you will see:



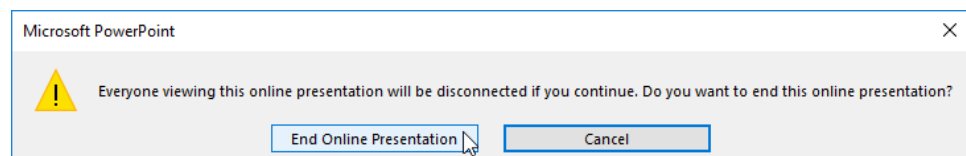
Here is what participants will see:



When you have completed the presentation, you will be returned to the PowerPoint 2016 interface with the Present Online tab displayed. Click End Online Presentation on this tab to complete the presentation:



You will be asked to confirm the action and reminded that all viewers will be disconnected. Click End Online Presentation to continue:



Your PowerPoint screen will return to normal. Participants will see a “The presentation has ended” message in their browser window.

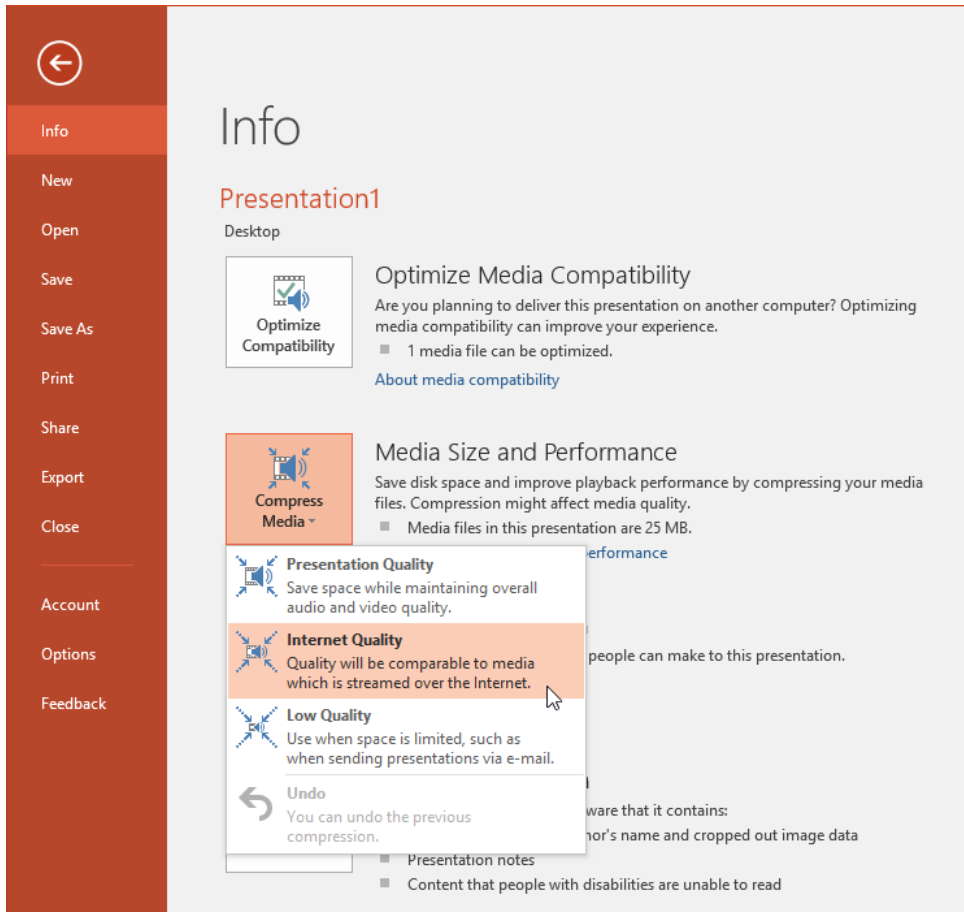
BROADCAST DIFFERENCES

While broadcasting a presentation, it is important to note that there are some limitations to what your audience can see.

- **Audio:** Any sounds or narrations that have been included in a presentation will not be broadcast to your audience.
- **Video:** Any video that is embedded in a slide cannot be seen by the audience.
- **Hyperlinks:** If you choose to follow a hyperlink that has been embedded into a slide, the audience will not be able to see your browser. They will only see the last slide that was displayed.
- **Annotation Tools:** Annotations cannot be added to a presentation that you are broadcasting and your audience members will not be able to see the laser pointer.
- **Size Limits:** Some broadcast services have limits on the file size of presentations that can be broadcast.

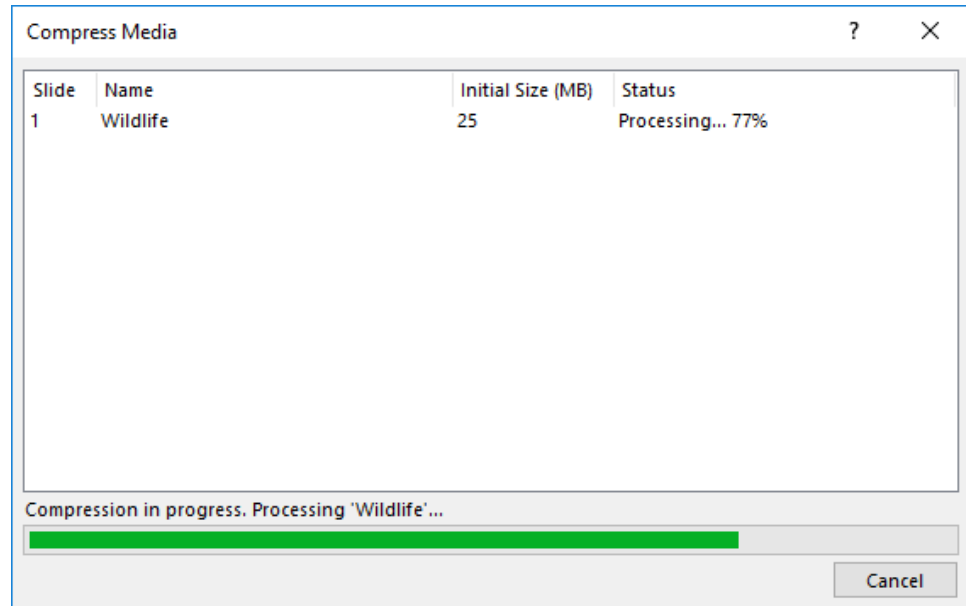
MEDIA FILE COMPRESSION

If you are broadcasting a presentation that includes media files, you can sometimes run across playback performance issues such as stuttering video. To improve the performance of your presentation, you can reduce its file size using the media compression feature. To use this feature, click File → Info → Compress Media → [Compression Option]:

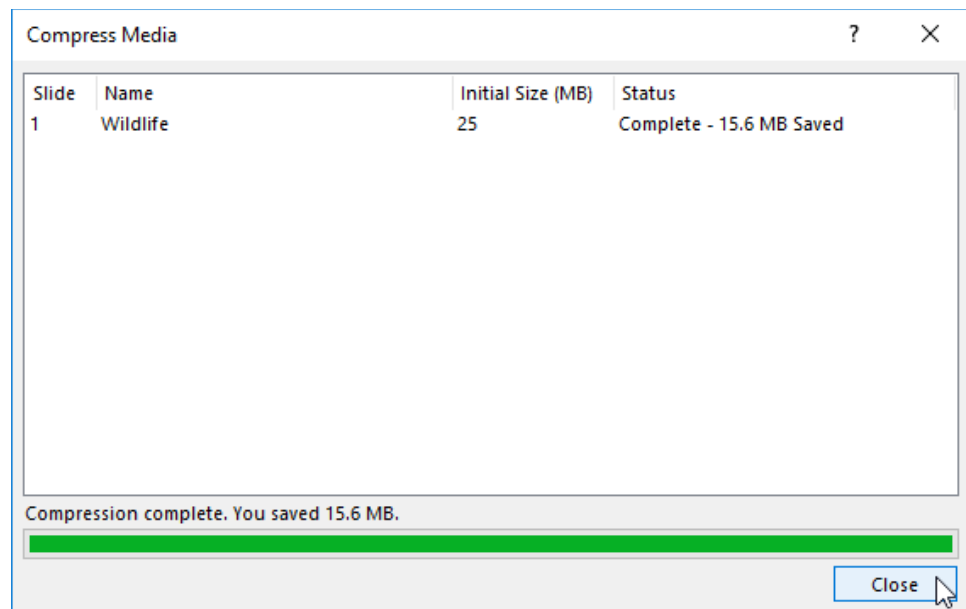


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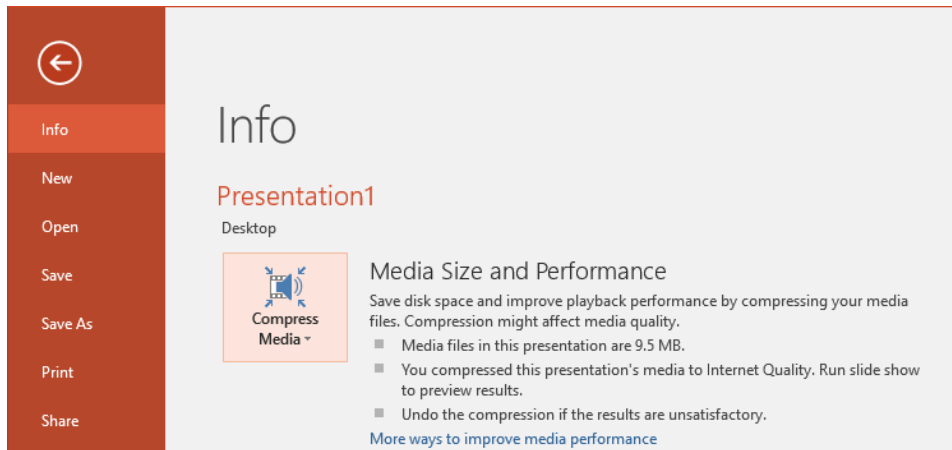
Once you choose a quality level, PowerPoint will start compressing the media:



When compression is complete, click Close to return to the File menu:



Note the changes in the Compress Media area:



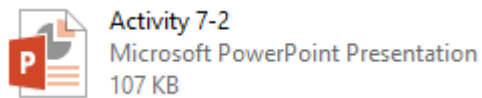
Also note PowerPoint's suggestion to check the results and to undo the compression (via the Compress Media command) if you don't like what you see.

ACTIVITY 7-2

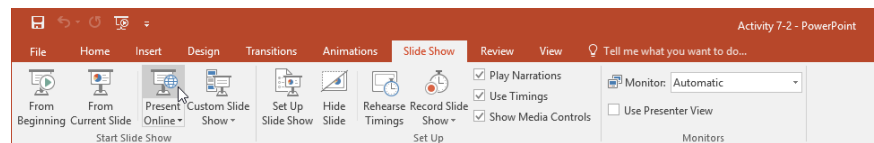
Broadcasting a Slide Show

You would like to present a slide show that you have been working on so that your audience can watch it online.

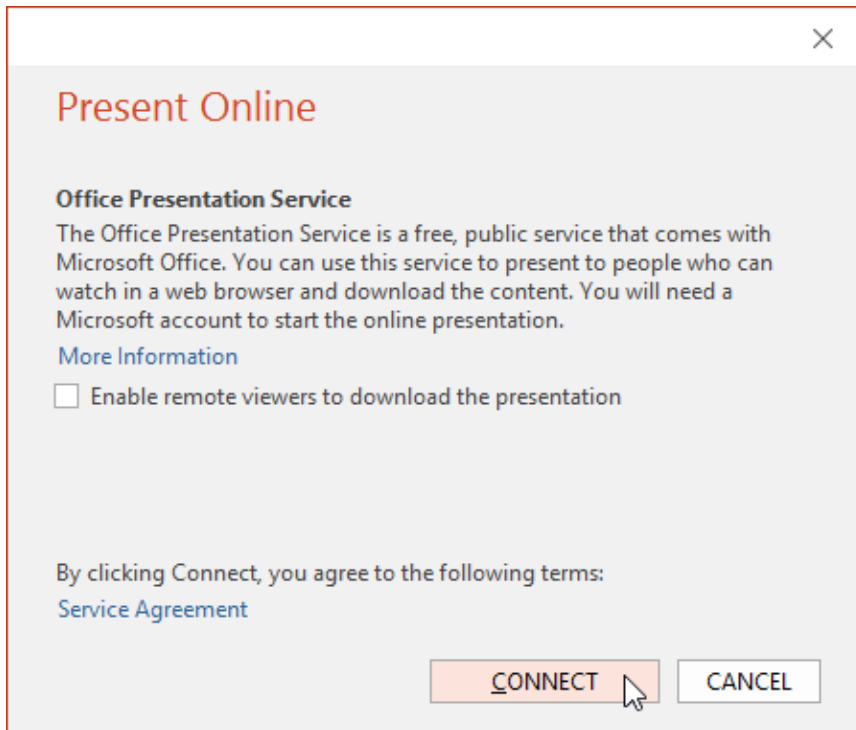
1. To begin, open Activity 7-2:



2. Start broadcasting this slide show by clicking Slide Show → Present Online:

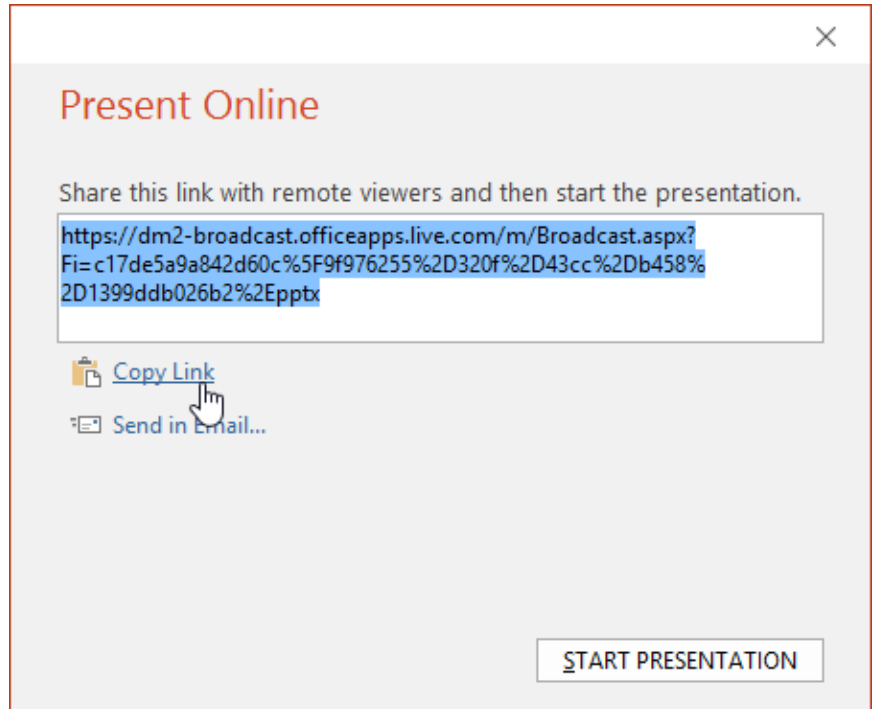


3. The Present Online dialog box will now be displayed. Click Connect:

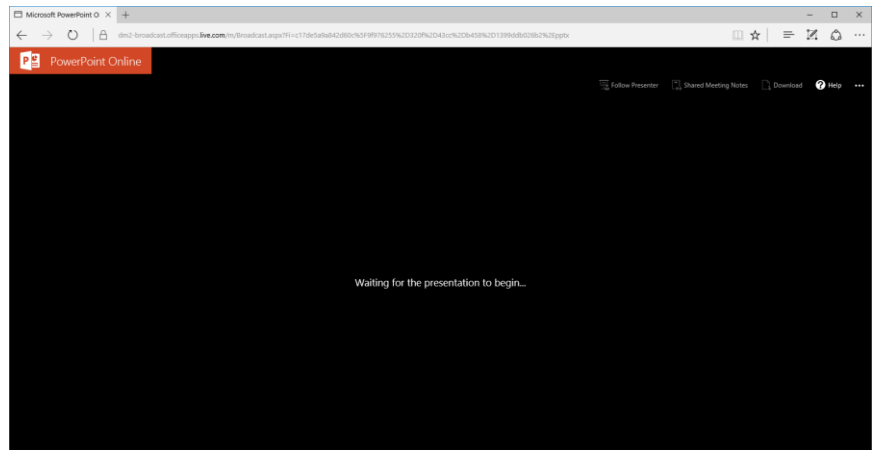


4. If a dialog box appears that asks you to log into your Microsoft account, do so.

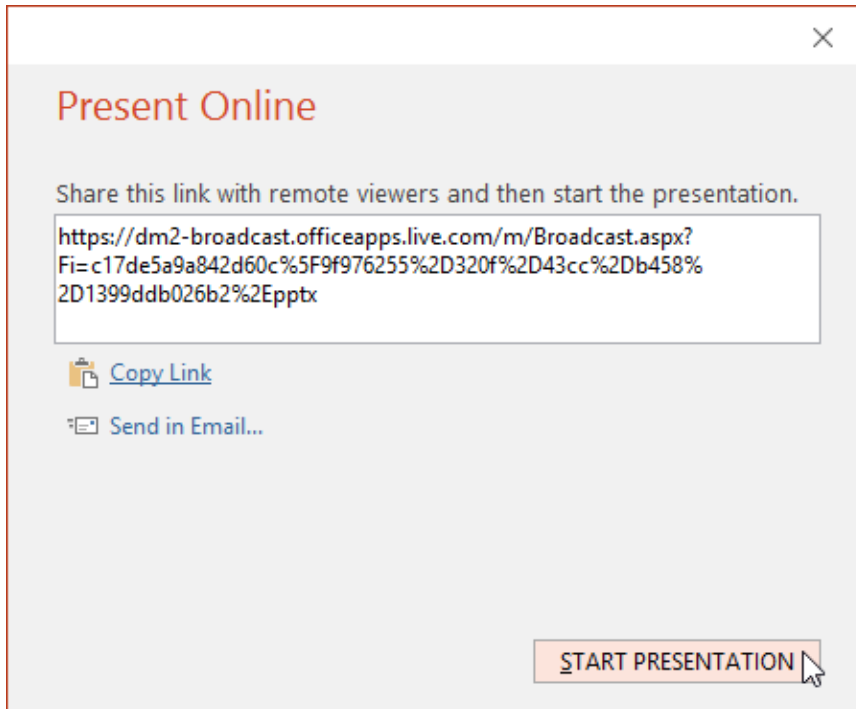
5. After the presentation has been prepared, the Present Online dialog box will provide you with a link that you can send to your attendees. Click the Copy Link:



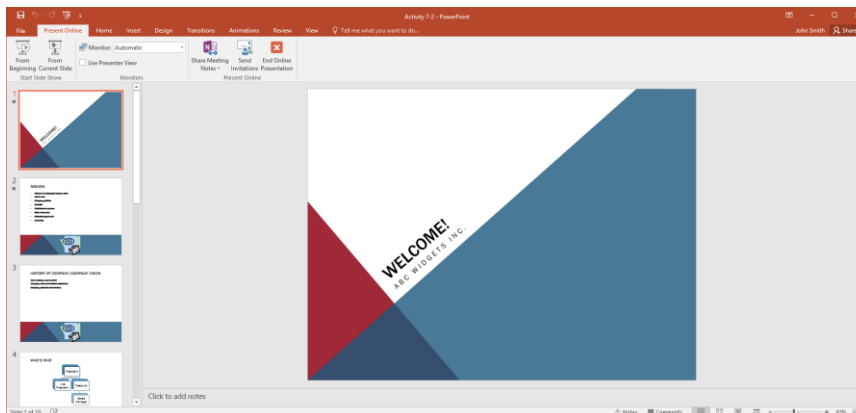
6. Open your browser and paste the copied link into the address bar along the top of the application window. Press Enter. As you have yet to start the presentation, this page will simply display a message that the presentation is about to begin:



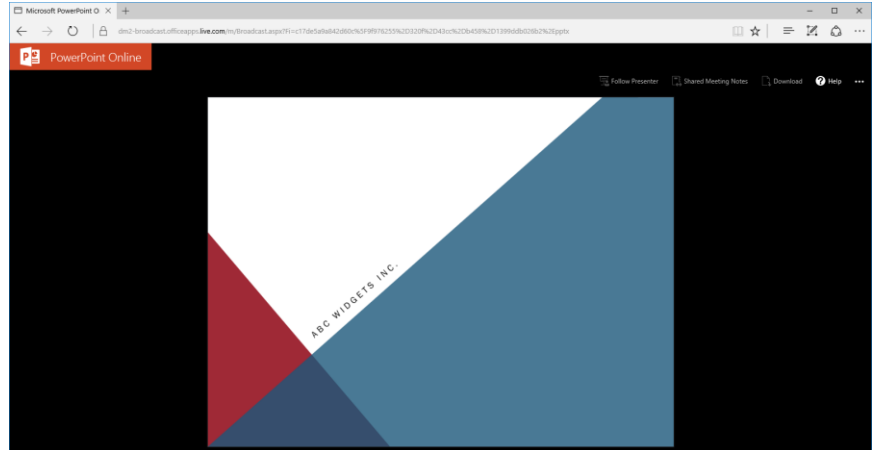
- Return to the PowerPoint 2016 window. Inside the Present Online dialog box, click the Start Presentation button:



- The slide show will start and be displayed full screen. Press Esc on your keyboard to return to the PowerPoint 2016 window. Here, you will see that the Present Online tab is displayed on the ribbon:

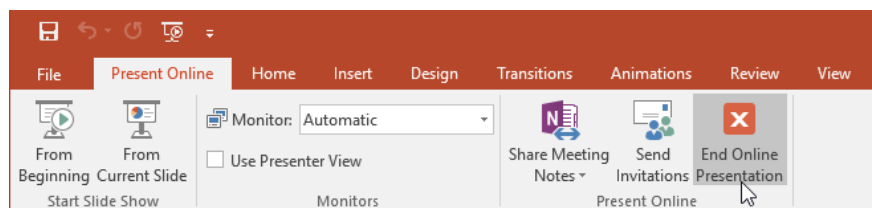


- Return to your browser window. You will see that the first slide in the presentation is being displayed:

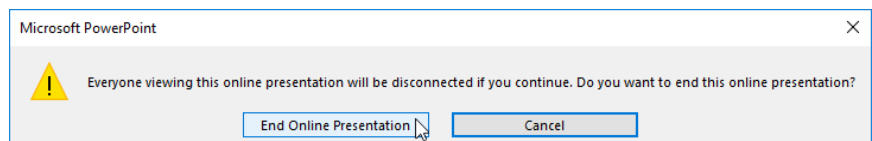


(If you do not see that the presentation has started, you may need to start the presentation again by clicking Present Online → From Beginning. Then press Alt + Tab to switch back to the browser window.)

- Now that you know the broadcast service is working, you can end the broadcast. Return to the PowerPoint 2016 window and click Present Online → End Online Presentation:



- A dialog box will be displayed that asks you to confirm your choice to end this broadcast. Click End Online Presentation:



- 12.** The PowerPoint 2016 window will now return to its default state. Close Microsoft PowerPoint 2016 and your web browser to complete this exercise. Do not save any changes that you may have made.

TOPIC C: Create a Video or a CD

If for any reason you cannot present a slide show in person or present it over the Internet, other options include creating a video of it or copying it to a CD. By converting your presentation into a video file or burning it to a CD, recipients can play back your presentation any time they want. Over the course of this topic, you will learn how to create a video file of your presentation and package it for a CD.

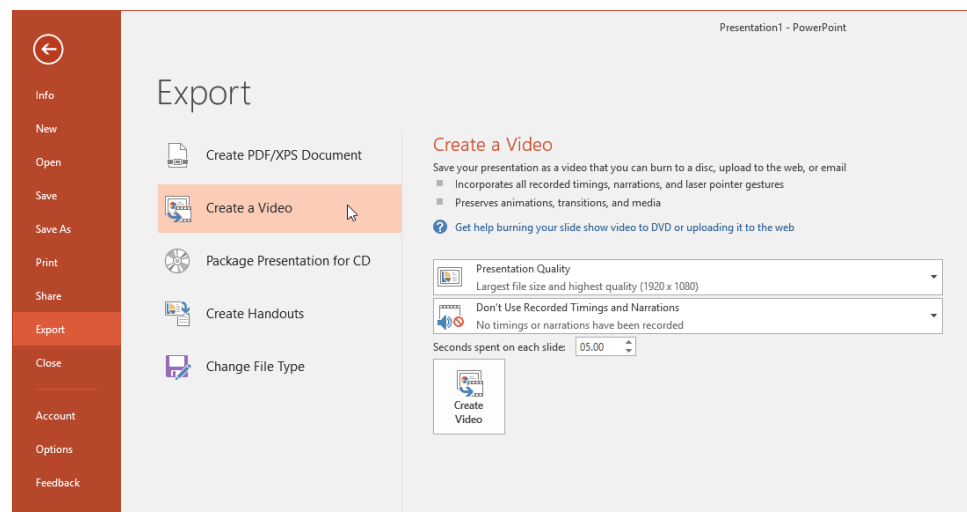
Topic Objectives

In this topic, you will learn:

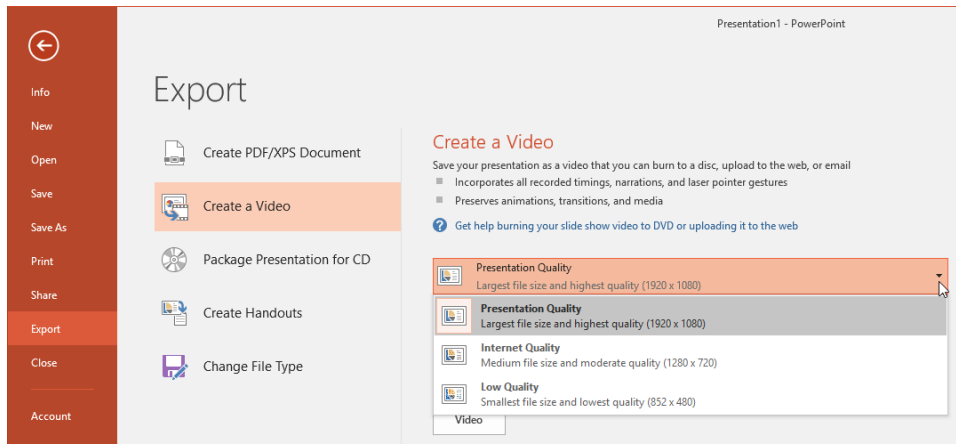
- How to create a video from a presentation
- How to package a presentation for CD
- About the Package for CD dialog box

THE CREATE A VIDEO OPTION

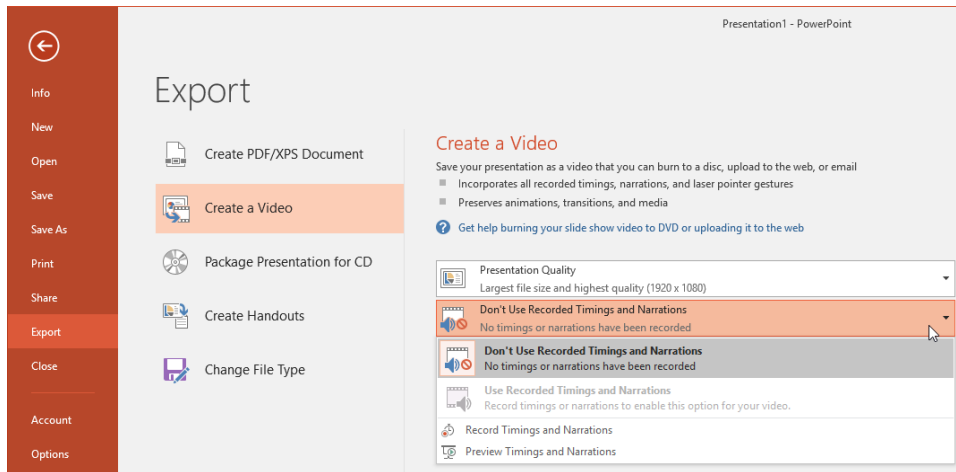
PowerPoint 2016 includes the capability to create a fully-featured video from your PowerPoint presentation. This video will include all the animations, timings, narrations, etc. in your show. To start, make sure your presentation is 100% complete (including narrations and timings) and saved. Next, click File → Export → Create a Video:



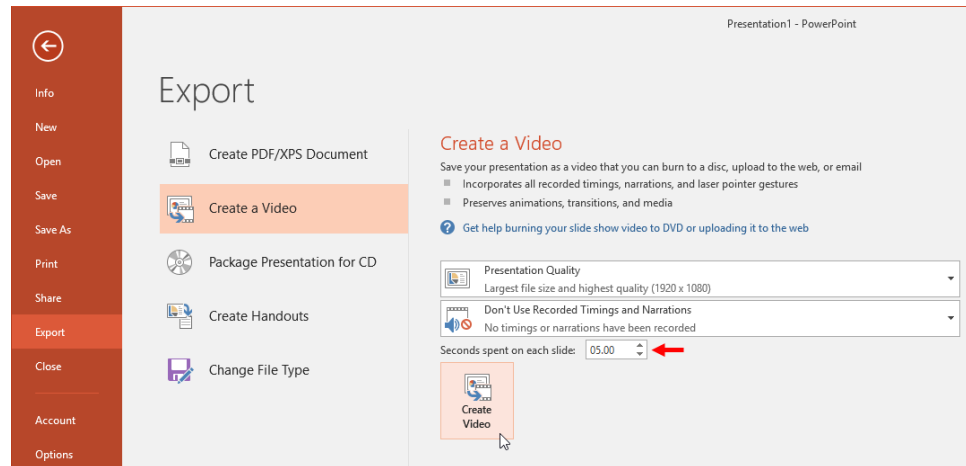
The options that are used to configure this feature will be listed on the right-hand side of File view. The first drop-down menu lets you set the resolution for the video:



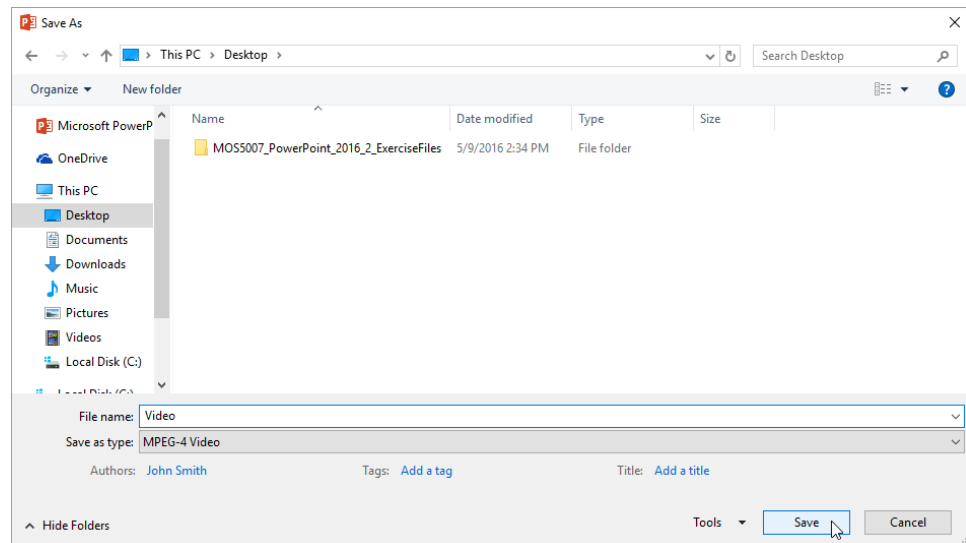
The second drop-down menu allows you to specify the elements for the show to use. Also notice that you can record and preview timings and narrations:



If you don't use recorded timings, the last option lets you choose how long to spend on each slide. (This option will also apply if PowerPoint encounters a slide that does not have timing.) When you are ready, click Create Video below the menu options:



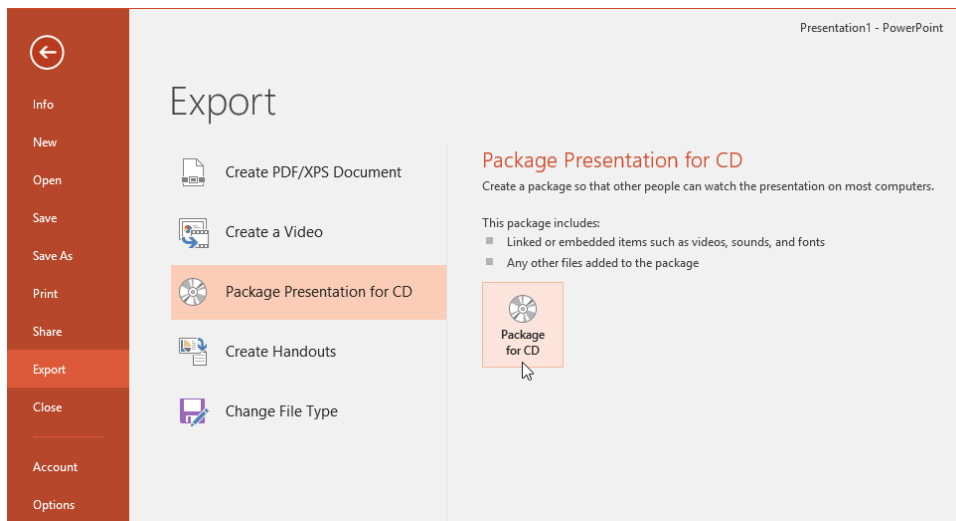
Next, you will be prompted to choose a file name and location for the video that you are creating. Click Save when you have set your options:



The video will then be created. Note that this may take some time depending on your system configuration and the size of the presentation. You can watch its progress at the bottom of the screen.

THE PACKAGE PRESENTATION FOR CD OPTION

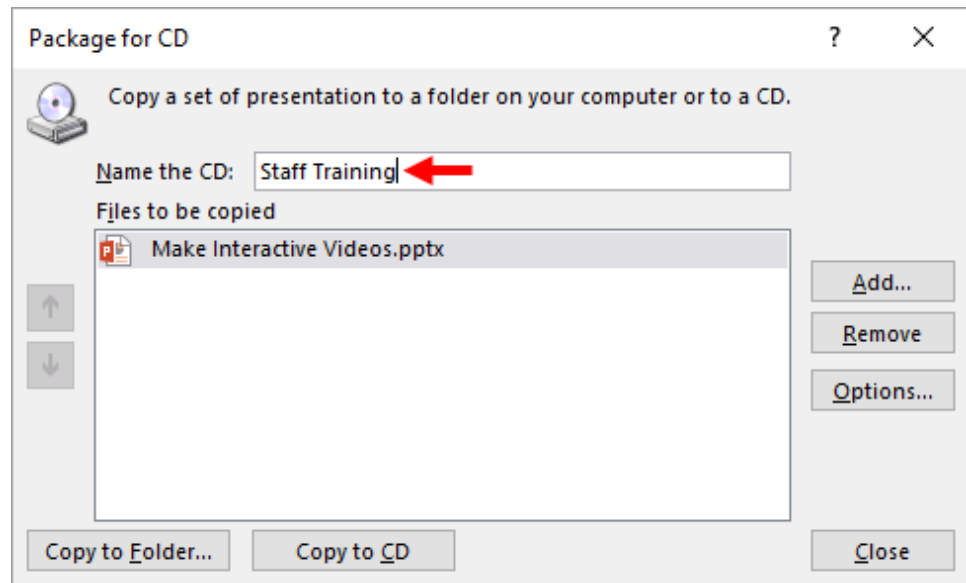
If you are planning on burning your presentation to CD, it is best to use the PowerPoint wizard to ensure that any linked files are included and that the correct fonts are embedded. To start, click File → Export → Package Presentation for CD → Package for CD:



This action will display the Package for CD dialog box.

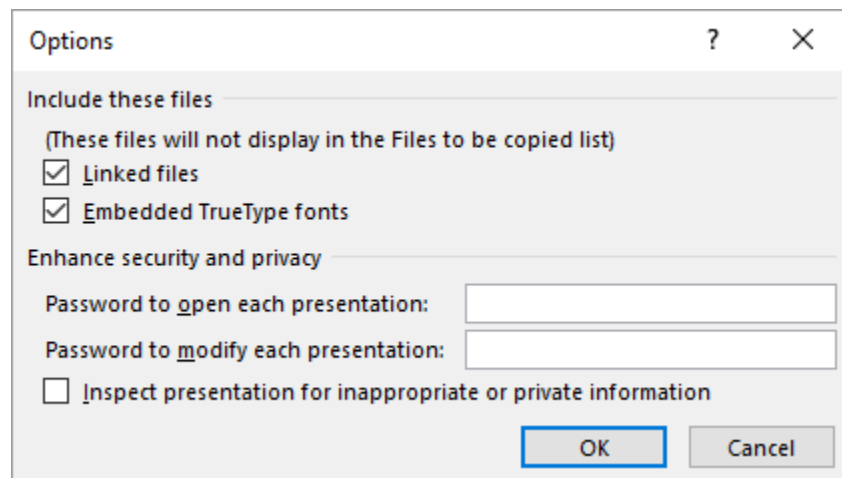
THE PACKAGE FOR CD DIALOG BOX

The Package for CD dialog box is where you can choose all of the settings that control how a CD is packaged. At the top of this dialog box, you can name the CD using the appropriate text box:



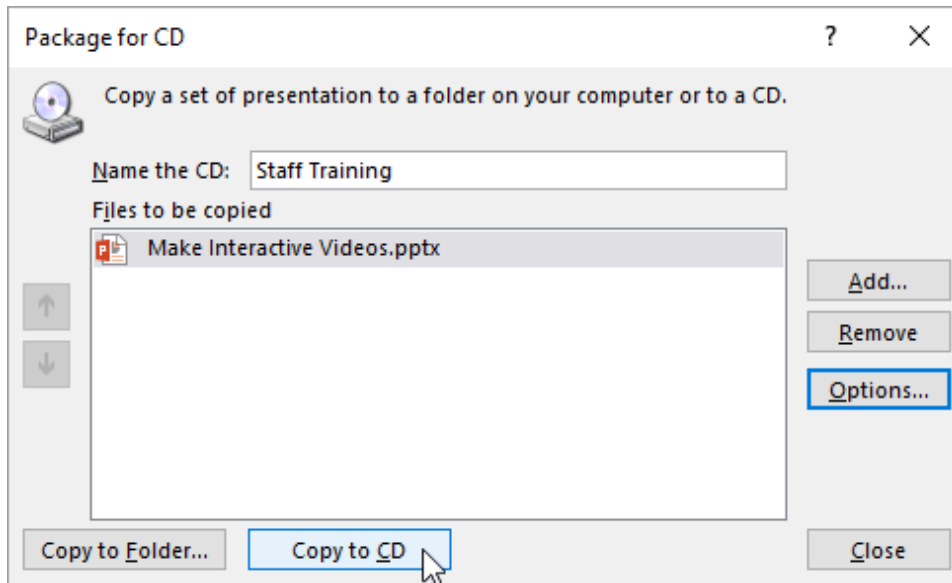
Clicking the Add button allows you to add other presentations to this CD if you want, while clicking the Remove button will remove a selected presentation from those listed to be copied.

Clicking the Options button will open the Options dialog:

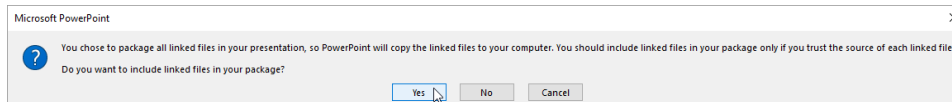


Here, you can choose to include or exclude linked files and embedded fonts, password-protect each presentation, and/or run the Document Inspector.

When you are ready to copy the presentations to a CD, insert a blank CD into your computer's disk drive and then click the "Copy to CD" button:



Following this action, you will be prompted to include linked files:



(We suggest clicking Yes to ensure that your presentation behaves as expected.)

Next, PowerPoint will copy the files to a temporary folder and then to the blank CD in your drive. When the copy process completes, you will be notified and given the option to create another CD using the same files and configuration.

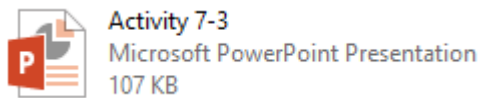
Once you have finished copying your presentation to a CD or folder, you will be returned to the Package for CD dialog. Close this dialog to complete the process.

ACTIVITY 7-3

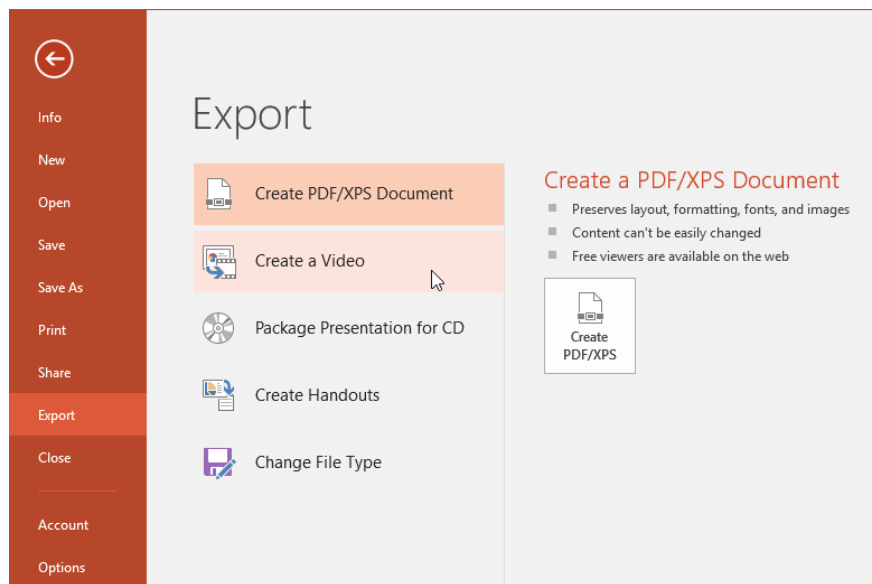
Creating a Video

Now that you have completed a presentation, you would like to save it as a video file so that you can easily email it to others.

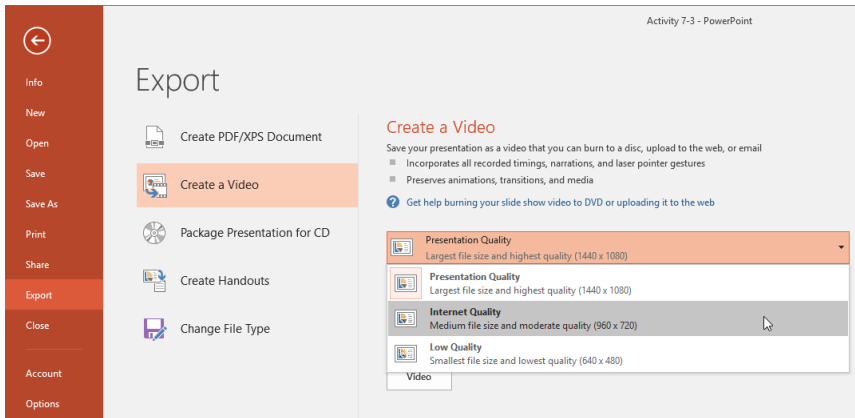
1. To begin, open Activity 7-3:



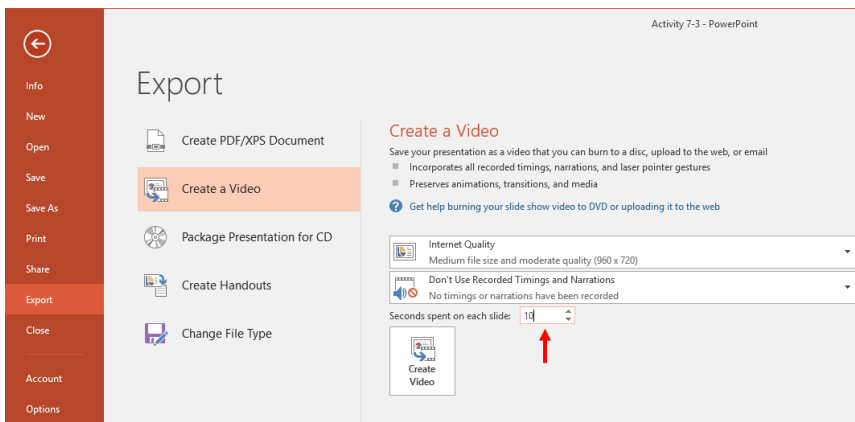
2. Click File → Export → Create a Video:



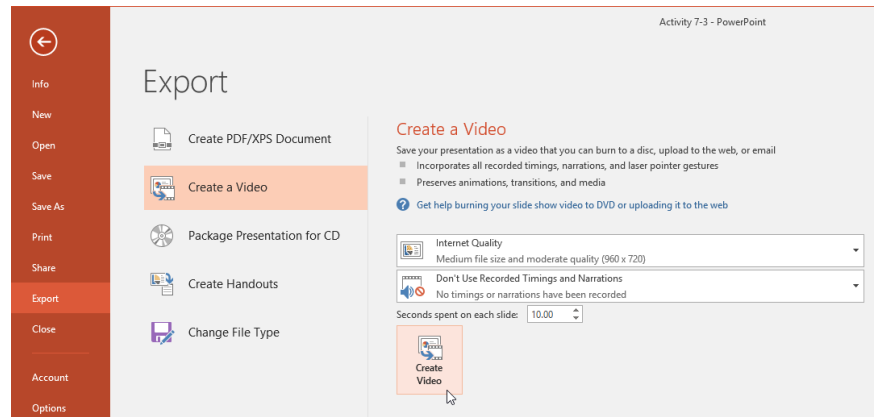
3. As you are going to be sending this video to people using email, you would like the file size to be small. However, you don't want the quality of the video to be so poor that they cannot read the slides. In this case the best option is to click the first drop-down menu on the right-hand side of File view and choose the "Internet Quality" option:



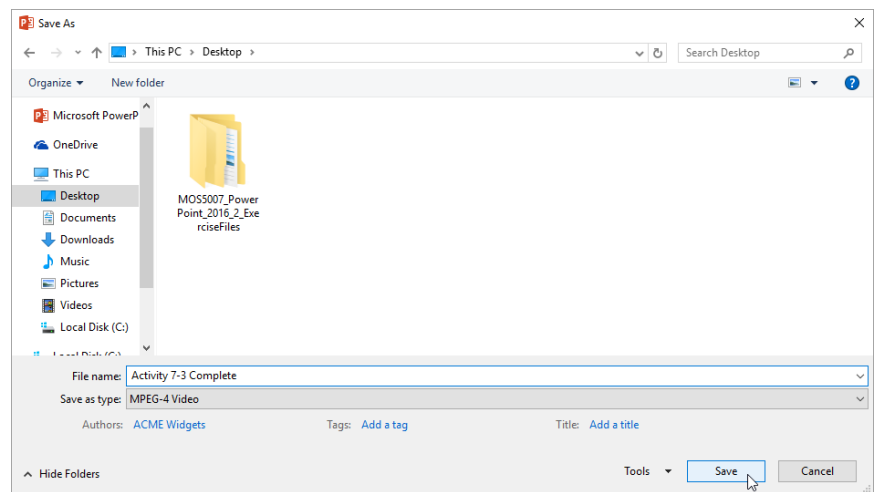
4. As the video does not include any timings or narration, you can leave the second drop-down menu at its default setting. However, you would like to have the video spend ten seconds on each slide. Inside the "Seconds to spend on each slide" increment box, type "10:"



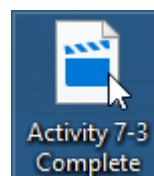
5. Click Create Video:



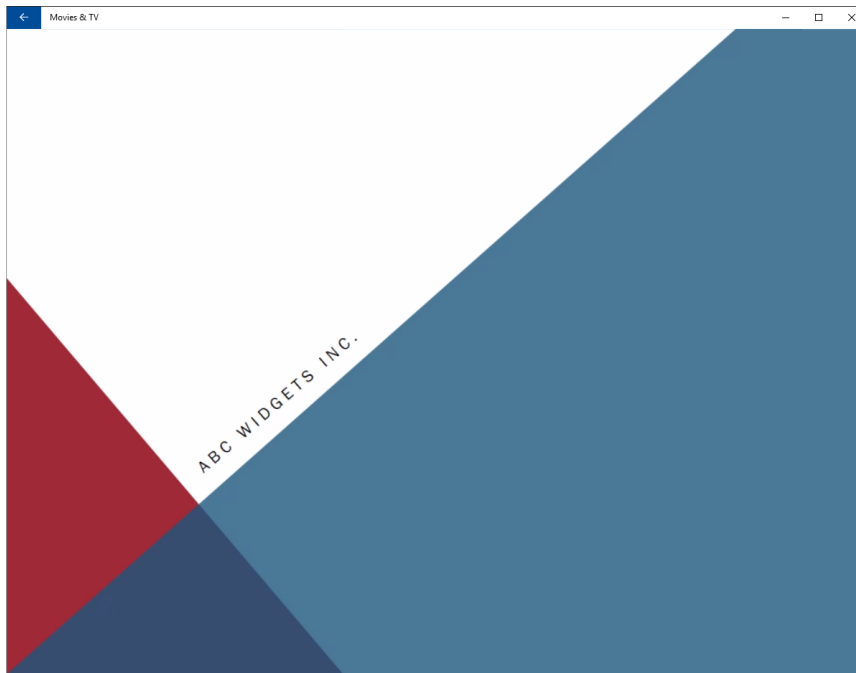
6. The Save As dialog box will now be displayed. Using its controls, navigate to your computer's desktop. Next, type "Activity 7-3 Complete" into the "File name" text box. Click Save:



7. After a moment, the video file will be saved to your desktop. Double-click this file to open it:



8. The video will now play in your default media player:



9. Close the media player and Microsoft PowerPoint 2016 to complete this exercise.

Summary

Over the course of this lesson, you learned about the different ways that you can secure and distribute a presentation. You should now be comfortable adding password protection to a presentation, presenting it online, as well as creating a video of it.

REVIEW QUESTIONS

1. **What is the command sequence to password protect a presentation?**
2. **What is a digital ID used for?**
3. **What do you need in order to present a PowerPoint presentation online?**
4. **What is the command sequence to use the Media File Compression tool?**
5. **What are the three quality settings available to you when creating a video of your presentation?**

LESSON LABS


Lesson 1

LESSON LAB 1-1

Objective	To understand how to modify the PowerPoint environment.
Briefing	To make your workflow in PowerPoint 2016 more efficient, you would like to tweak the user interface to make some commands easier to find.
Task	<p>Configure the Quick Access toolbar to include at least two commands that you find yourself using frequently.</p> <p>Create a new custom tab named Favorites. In this tab, create a group labeled Favorites. Inside this group, place at least four commands that you find yourself using frequently.</p>
Hints	Remember that you can reset both the ribbon and the Quick Access toolbar back to their default state using the Reset command in the PowerPoint Options dialog box.
Follow-Up Questions	Using the PowerPoint Options dialog box, make sure that AutoRecover will save information every 10 minutes.

Lesson 2

LESSON LAB 2-1

- Objective** To understand how to create sections and modify slide masters.
- Briefing** You are going to be presenting class information to your students at the beginning of the year. As you continue working on this presentation, you would like to make a few changes to its overall design.
- Task** Modify the slide master for the Sample Data presentation so that it uses the Adjacency theme.
- Add slides one through seven to a new section labeled “General Information.” Add slides eight and nine to a new section labeled “Media & Graphics.” Finally, add slides 10 and 11 to a new section labeled “Conclusion.”
- Hints** You can view the slide master by clicking View → Slide Master.
- Sample Data**  Lesson Lab 2-1
Microsoft PowerPoint Presentation
2.49 MB
- Follow-Up Questions** Create a new slide layout for this presentation that will be used to display a video. Make sure to insert a media placeholder.

LESSON LAB 2-2

Objective To understand how to work with footers and handout masters in PowerPoint.

Briefing You would like to add the current date to the footer of your presentation as well as modify the handout master.

Task Open the Sample Data file. Display the current date and time in the footer of each slide in your presentation.

Open the Handout Master view. Apply any background style of your choice. Change the number of slides per page to three.

Hints Note that the Adjacency theme has both the header and footer displayed on the right side of each slide.

Sample Data




Lesson Lab 2-2
Microsoft PowerPoint Presentation
2.40 MB

Follow-Up Questions Create handouts in Microsoft Word that use the default page layout.

Lesson 3

LESSON LAB 3-1

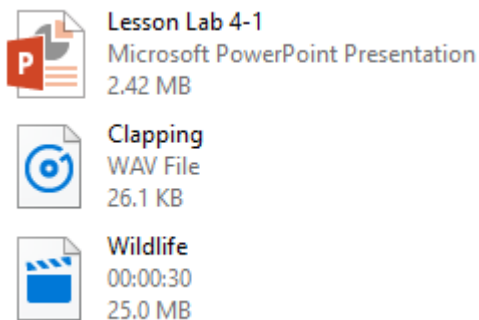
Objective	To understand how to add SmartArt to a presentation.
Briefing	You would like to add SmartArt to a slide in your presentation that will help describe the course topics that you are teaching.
Task	Add the Basic Venn SmartArt graphic to the placeholder in slide four of the Sample Data presentation. In the Text pane, enter each of the following words as their own bullet: “History,” “Science,” and “Technology.”
Hints	You can find the Basic Venn SmartArt graphic inside the Relationship category.
Sample Data	 Lesson Lab 3-1 Microsoft PowerPoint Presentation 2.41 MB
Follow-Up Questions	Apply the Subtle Effect SmartArt style to the graphic that you added.

Lesson 4

LESSON LAB 4-1

Objective	To understand how to work with media and animations.
Briefing	To make your presentation a little more interactive, you would like to add some media elements.
Task	<p>Insert the provided video file into slide 10 of the Sample Data presentation. Ensure that the video is resized to fit the slide properly.</p> <p>Insert the provided sound file into the last slide of Sample Data presentation. Ensure that this sound is set to play automatically when its slide is shown.</p>
Hints	While a video is selected, you can use the resize handles that appear on each side and corner to resize it.



Sample Data



Follow-Up Questions	Set the audio clip icon to be hidden during the slide show.
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Lesson 5

LESSON LAB 5-1

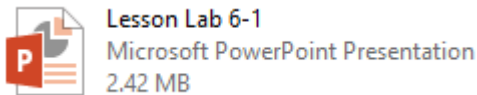
- Objective** To understand how to collaborate on a presentation.
- Briefing** A co-worker has made some changes to your presentation. You would like to see what those changes were and accept or reject them.
- Task** Compare the two Sample Data presentations to see what changes have been made. Accept all of the changes except for the theme change.
- Add a comment to the first slide in the presentation that states: “Great work, but I think the original theme works best.”
- Hints** You can quickly go through all of the changes by clicking Review → Next (Compare group).
- Sample Data**
-  Lesson Lab 5-1A
Microsoft PowerPoint Presentation
2.42 MB
 -  Lesson Lab 5-1B
Microsoft PowerPoint Presentation
2.42 MB
- Follow-Up Questions** Save this presentation to your OneDrive account.

Lesson 6

LESSON LAB 6-1

- Objective** To understand how to annotate a presentation, set up a slide show, and create a custom slide show.
- Briefing** You would like to use annotation tools to highlight some important points in your presentation. Additionally, you would like to create a custom slide show that is shorter than the original.
- Task** Use the Set Up Show dialog box to ensure that the pen color is set to red. Display the slide show and use the Pen annotation tool to circle the “Schedule” bullet. Retain this annotation.
- Create a custom slide show named “Brief Overview” that will only include slides 1, 2, 3, 4, 5, 10, and 11.
- Hints** You can open the Set Up Show dialog box by clicking Slide Show → Set Up Slide Show.

Sample Data



LESSON LAB 6-2

- Objectives**
- To understand how to add action buttons to a presentation.
 - To understand how to rehearse timings.

Briefing You are almost finished creating your presentation, but you need to add an action button and set the timings.

Task On slide three you will see a lightning bolt shape in the lower left-hand corner. You would like to use this shape as an action button that will lead to slide seven. This way you can skip ahead in the presentation if you are running behind.

Rehearse the timings in your presentation. Spend about 10 seconds on each slide and save the timings when you are done.

Hints To make the action button lead to a specific slide, click the “Slide...” option in the “Hyperlink to” drop-down menu in the Action Settings dialog box.

Sample Data



Lesson Lab 6-2
Microsoft PowerPoint Presentation
2.42 MB

Lesson 7

LESSON LAB 7-1

- Objective** To understand how to secure and distribute a presentation.
- Briefing** Now that you have finished your presentation, you would like to secure it with password protection and create a video of it.
- Task** Create a video of the Sample Data presentation that uses the default quality and narration options. Ensure that the video spends 12 seconds on each slide. Save this video as Lesson Lab 7-1 Complete.
- Encrypt the presentation with a password of your choice.
- Hints** You can create a video by clicking File → Export → Create a Video.

Sample Data



Lesson Lab 7-1
Microsoft PowerPoint Presentation
2.42 MB

COURSE WRAP-UP

Post-Course Assessment

1. **Where can the Quick Access toolbar be displayed? (Select all that apply.)**
 - A. Above the ribbon
 - B. Below the ribbon
 - C. Inside the Home tab
 - D. On the title bar

2. **What does a slide master control?**
 - A. Theme
 - B. Font
 - C. Colors
 - D. All of the above

3. **What are the two SmartArt Tools contextual tabs?**
 - A. Design and Home
 - B. Format and Home
 - C. Design and Format
 - D. Format and SmartArt

4. **Which of the following audio file formats are supported by PowerPoint?**
 - A. MP3
 - B. FLAC
 - C. TIFF
 - D. All of the above

5. **Which of the following video file formats are supported by PowerPoint?**
 - A. AVI
 - B. MPEG
 - C. WMV
 - D. All of the above

6. **What pane opens automatically when you compare two versions of a presentation?**
 - A. Compare pane
 - B. Review pane
 - C. Revisions pane
 - D. Spelling pane

- 7. Which of the following statements best describes Microsoft OneDrive?**
- A. A type of USB drive
 - B. An online storage service
 - C. A note-taking application
 - D. A broadcast service
- 8. Which of the following pointer options are available when annotating a presentation?**
- A. Arrow
 - B. Pen
 - C. Highlighter
 - D. All of the above
- 9. What is required in order to use Presenter view?**
- A. A connected secondary monitor or projector
 - B. Microsoft OneDrive
 - C. Microsoft PowerPoint Viewer
 - D. An Internet connection
- 10. Can you edit a presentation that has been marked as final?**
- A. Yes
 - B. Yes, but only with the necessary password
 - C. Yes, but only with a digital signature
 - D. No

Course Summary

Congratulations on completing the second part of Microsoft Office PowerPoint 2016 training. During this course, you learned how to:

- Modify the PowerPoint environment
- Customize design templates
- Add SmartArt to a presentation
- Work with media and animations
- Collaborate on a presentation
- Customize a slide show
- Secure and distribute a presentation

You should now feel comfortable customizing the user interface and underlying options in PowerPoint 2016 to suite your own personal style and workflow. You should also be comfortable with design templates and how to create them.

At this point you can now add headers and footers to a presentation, as well as modify slide masters and layouts. You can also add SmartArt to a presentation and further modify it when required.

Additionally, you should feel comfortable inserting media into your presentation, as well as using PowerPoint's many collaboration tools. You also know how to add annotations, create custom slide shows, as well as secure and broadcast presentations in a variety of different ways.

Answer Keys

LESSON 1 REVIEW QUESTIONS

1. **How do you open the PowerPoint Options dialog box?**

Click File → Options.

2. **What is the most direct way to access the Customize Ribbon category of the PowerPoint Options dialog box?**

Right-click the ribbon interface and click “Customize the Ribbon.”

3. **Where are the two areas that the Quick Access toolbar can be displayed?**

The Quick Access toolbar can be displayed just above the ribbon or just below it.

4. **What category in the PowerPoint Options dialog box do you need to open in order to change the default save location for new presentations?**

To change the default save location for new presentations, open the Save category.

5. **What section in the Advanced category of the PowerPoint Options dialog contains the option to change the number of available undo's?**

This option is available in the “Editing options” section.

LESSON 2 REVIEW QUESTIONS

1. What is the command sequence to add a new section?

Click Home → Section → Add Section.

2. How do you move slides between multiple sections?

To move slides between multiple sections, click and drag those slides from one section to another in the Slides pane.

3. What does a slide master control?

A slide master controls the appearance of all slides within a presentation that have been based off it. This includes things like theme, font settings, and much more.

4. How do you open the Header and Footer dialog box?

Click Insert → Header & Footer.

5. What is the command sequence to create handouts for your presentation in Microsoft Word?

File → Export → Create Handouts → Create Handouts.

LESSON 3 REVIEW QUESTIONS

1. **What is the command sequence to insert SmartArt into a presentation?**

Click Insert → SmartArt.

2. **In what category of the Choose SmartArt Graphic dialog box can you find the Funnel graphic type?**

You can find the Funnel graphic type inside the Process category of the SmartArt Graphic dialog box.

3. **What is the command sequence to show or hide the Text pane?**

The command sequence to show or hide the Text pane is SmartArt Tools – Design → Text Pane.

4. **What are the two SmartArt Tools contextual tabs?**

The two SmartArt Tools contextual tabs are Design and Format.

5. **What is the process to delete a single shape from a SmartArt graphic?**

First, click on the shape to select it. Next, press the Delete key on your keyboard.

LESSON 4 REVIEW QUESTIONS

1. What is one audio file format that can be used in PowerPoint 2016?

PowerPoint 2016 supports the following audio file formats: AIFF, AU, MIDI, MP3, WAV, and WMA.

2. What are the names of the two Audio Tools contextual tabs?

The two Audio Tools contextual tabs are Format and Playback.

3. What are poster frames?

Poster frames are pictures that appear in a video placeholder when it is not playing anything.

4. What is one video file format that can be used in PowerPoint 2016?

PowerPoint 2016 supports the following video file formats: SWF, ASF, AVI, MPEG, and WMV.

5. How do you open the Effect Options dialog box?

To open the Effect Options dialog box, click the option button in the lower right-hand corner of the Animation group on the Animations tab.

LESSON 5 REVIEW QUESTIONS

1. How do you edit a comment?

To edit a comment, first click the comment icon for that comment to open it in the Comments task pane. Next, double-click the comments listing in that pane.

2. What pane opens automatically when you compare presentations?

The Revisions pane opens automatically when you compare presentations.

3. What happens when you click Review → End Review?

All markup will be applied to the original presentation file or discarded as appropriate. A dialog box will ask you to confirm your choice.

4. What is co-authoring used for?

Co-authoring allows multiple authors to work on the same presentation simultaneously.

5. What is Microsoft OneDrive?

Microsoft OneDrive is an online storage service provided by Microsoft. This service allows you to upload your file to their servers for safekeeping as well as provide a platform to share those files.

LESSON 6 REVIEW QUESTIONS

1. What are the three pointer options when annotating a presentation?

The three pointer options that are available when annotating a presentation are the laser pointer, pen, and highlighter.

2. What is required in order to use Presenter view?

In order to use Presenter view, your computer must be connected to a second monitor or projector and support multiple displays.

3. What is a custom slide show?

A custom slide show is a different version of an existing presentation that includes only a select number of slides from the original file.

4. What is the command sequence to add a hyperlink?

Click Insert → Hyperlink.

5. What is the difference between the Rehearse Timings feature and the Record Slide Show feature?

The Rehearse Timings feature only records the timings for the presentation, while the Record Slide Show feature can also record animation timings, laser pointer movement, and voice narration.

LESSON 7 REVIEW QUESTIONS

1. What is the command sequence to password protect a presentation?

The command sequence is File → Info → Protect Presentation → Encrypt with Password.

2. What is a digital ID used for?

A digital ID is used to identify who you are.

3. What do you need in order to present a PowerPoint presentation online?

In order to present a PowerPoint presentation online, you need a Microsoft account.

4. What is the command sequence to use the Media File Compression tool?

This command sequence is File → Info → Compress Media → [Compression Option].

5. What are the three quality settings available to you when creating a video of your presentation?

The three quality settings available to you when creating video of your presentation are Presentation Quality, Internet Quality, and Low Quality.

POST-COURSE ASSESSMENT

1. **Where can the Quick Access toolbar be displayed? (Select all that apply.)**

- A. Above the ribbon
- B. Below the ribbon
- C. Inside the Home tab
- D. On the title bar

The Quick Access toolbar can be displayed above the ribbon or below it.

2. **What does a slide master control?**

- A. Theme
- B. Font
- C. Colors
- D. All of the above

A slide master controls the appearance of all slides within a presentation that have been based off it. This includes things like theme, font settings, and much more.

3. **What are the two SmartArt Tools contextual tabs?**

- A. Design and Home
- B. Format and Home
- C. Design and Format
- D. Format and SmartArt

The two SmartArt Tools contextual tabs are Design and Format.

4. **Which of the following audio file formats are supported by PowerPoint?**

- A. MP3
- B. FLAC
- C. TIFF
- D. All of the above

Of the file formats listed, MP3 is the only file format that is supported by PowerPoint.

5. Which of the following video file formats are supported by PowerPoint?

- A. AVI
- B. MPEG
- C. WMV
- D. All of the above

PowerPoint 2016 supports the following video file formats: SWF, ASF, AVI, MPEG, and WMV.

6. What pane opens automatically when you compare two versions of a presentation?

- A. Compare pane
- B. Review pane
- C. Revisions pane
- D. Spelling pane

The Revisions pane opens automatically when you compare presentations.

7. Which of the following statements best describes Microsoft OneDrive?

- A. A type of USB drive
- B. An online storage service
- C. A note-taking application
- D. A broadcast service

Microsoft OneDrive is best described as an online storage service.

8. Which of the following pointer options are available when annotating a presentation?

- A. Arrow
- B. Pen
- C. Highlighter
- D. All of the above

The three pointer options that are available when annotating a presentation are the arrow, pen, and highlighter.

9. What is required in order to use Presenter view?

- A. A connected secondary monitor or projector
- B. Microsoft OneDrive
- C. Microsoft PowerPoint Viewer
- D. An Internet connection

In order to use Presenter view, your computer must be connected to a second monitor or projector.

10. Can you edit a presentation that has been marked as final?

- A. Yes
- B. Yes, but only with the necessary password
- C. Yes, but only with a digital signature
- D. No

Although a presentation that has been marked as final will be read-only, anyone can edit it if they wish by clicking the Edit Anyway button on the message bar.

APPENDICES

Keyboard Shortcut Quick Reference Sheet

File Management	Create a new presentation	Ctrl + N
	Save a file	Ctrl + S
	Open a file	Ctrl + O
	Open Print category of Backstage view	Ctrl + P
	Close Microsoft PowerPoint	Alt + F4
Text Editing	Select all	Ctrl + A
	Copy text/object	Ctrl + C
	Cut text/object	Ctrl + X
	Paste text/object	Ctrl + V
	Duplicate object	Ctrl + D
	Undo last action	Ctrl + Z
	Redo last action	Ctrl + Y
Open Dialogs	Create hyperlink	Ctrl + K
	Open Find dialog	Ctrl + F
	Open Replace dialog	Ctrl + H
	Open Font dialog	Ctrl + Shift + F
	Check spelling	F7
	Get Help	F1

Slide Editing	Toggle Animation Painter	Alt + Shift + C
	Create new slide	Ctrl + M
	Duplicate slide	Ctrl + D (with slide selected)
	Delete slide	Delete key (with slide selected)
Text Formatting	Apply bold formatting	Ctrl + B
	Apply underlining	Ctrl + U
	Apply italic formatting	Ctrl + I
	Align text to center	Ctrl + E
	Align text to left	Ctrl + L
	Align text to right	Ctrl + R
	Increase font size	Ctrl + Shift + .
	Decrease font size	Ctrl + Shift + ,
	Change the case of text	Shift + F3
	Clear formatting	Ctrl + Spacebar
Presentation Delivery	Start slide show from beginning	F5
	Start slide show from current slide	Shift + F5
	Next slide or animation	<ul style="list-style-type: none"> ▪ N ▪ Enter ▪ Page Down ▪ Right/Down arrow ▪ Spacebar
	Previous slide or animation	<ul style="list-style-type: none"> ▪ P ▪ Page Up ▪ Left/Up arrow

		▪ Backspace
	Go to a particular slide	<number> + Enter
	Go to first slide	Home
	Go to last slide	End
	End slide show	Esc
	Black out screen	B
	White out screen	W

Glossary

action buttons

Objects in a presentation that will complete an action when clicked or hovered over.

animation

Effect applied to an object to add movement and interest.

annotations

Marks that a presenter can add to a presentation to highlight key points or items.

AutoFit

Feature that controls how text is fitted into a text box, shape, or other object.

Backstage view

A component of the interface that shows a number of categories that group file-related commands together.

chart

Graphical representation of data and relationships in a dataset.

Clip Art

Stock images provided by Microsoft that can be added to Microsoft Office documents.

clipboard

An area of your computer's memory that stores cut and copied items.

contextual tabs

Special tabs that appear when you are working with a specific object.

dialog box launcher

Button in the lower right-hand corner of a group that opens a dialog box or task pane. Also called an option button.

dictionary

Research tool that offers definitions and spelling for a word.

digital ID's

Virtual security certificates that are issued by a third party that confirm the holder's identity.

digital signatures

Virtual wax seals that are used to authenticate documents and confirm that they have not been tampered with.

embedded object

Object in a PowerPoint presentation that displays data from an inserted file.

font

A complete set of characters, including typeface and style.

footer

A placeholder area that is usually located in the bottom margin of a presentation.

gallery

A set of options presented visually via the Microsoft PowerPoint interface.

groups

Sets of commands in each ribbon tab.

header

A placeholder area that is usually located in the top margin of a presentation.

hyperlinks

Text or object that connects to another location in the presentation, a web page, or a file.

layouts

Different types of pre-formatted slides that are available in a template.

looping

The process of having a presentation automatically restart once it has reached the last slide.

markup

Comments or annotations in a presentation.

master

Elements within a template that control the layout of slides, notes, and handouts.

Microsoft OneDrive

An online service that allows users to upload, download, and share files.

mini toolbar

Contextual toolbar that appears when text or objects are selected.

placeholder

Area on a slide designed to contain text, images, or other content.

poster frames

The image that is displayed in a video placeholder when the video is not being played.

Quick Access toolbar

Customizable toolbar that provides quick access to frequently used commands.

ribbon interface

The group of commands at the top of the Microsoft PowerPoint screen. Encompasses File tab, Quick Access toolbar, tabs, and groups.

ribbon tabs

Groups of like commands accessed using the buttons at the top of the ribbon interface.

ScreenTip

A small message that will give you information about the object over which your cursor is hovering.

slide

Individual component of a presentation.

slide library

A central repository that stores commonly used slides that can be shared with others.

Slide Show view

PowerPoint mode used to present a slide show.

SmartArt

Microsoft Office feature that allows you to create and edit diagrams.

status bar

[331] Microsoft Office PowerPoint 2016 – Part 2

Horizontal bar at the bottom of the Microsoft PowerPoint window that displays information about the presentation.

task pane

Vertical pane that provides additional commands for a task.

template

A presentation file that contains preformatted layouts, graphics, objects, and/or sample text.

text box

Object that is designed to hold text so that it can be placed anywhere on a slide.

theme

A pre-designed combination of colors, fonts, and effects.

transition

Effect applied to a slide to add movement upon its entrance or exit.

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