ECDL Module 6

REFERENCE MANUAL

Presentation

Microsoft PowerPoint XP Edition for ECDL Syllabus Four

6.1 Getting Started

6.1.1 First Steps with Presentations

6.1.1.1 Open (and close) a presentation application.

To open (start) PowerPoint using the Start Menu
- Click on the **Start** button.
- Click on **All Programs**.
- Click on **Microsoft PowerPoint**.
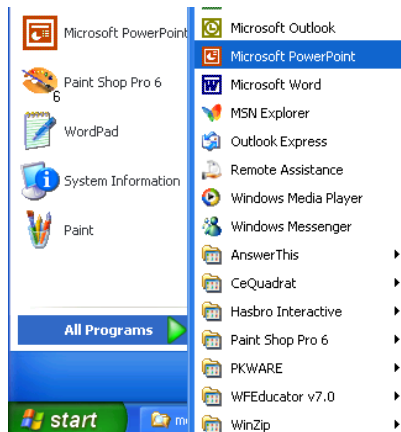
To close PowerPoint
- Click on the **Close** icon (the small cross at the top-right of the application window).

If unsaved changes have been made to your presentation a dialog box is displayed, giving you the chance to save the presentation, prior to closing the program.
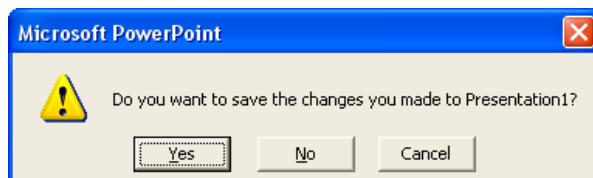
- Click **Yes** to save the presentation before closing
  OR click **No** to close without saving changes
  OR click on the **Cancel** button to cancel the operation.

6.1.1.2 Open one or several presentations.

To open an existing presentation

- Click on the **Open** icon. The **Open** dialog box is displayed. If the file you want to open is contained in another folder or drive, move to that location using the **Look in:** list box. To open the file you require, click on the file to select it and then click on the **Open** button.

Tools to help you with opening files

- You can use the icons across the top of the **Open** dialog box to help you in locating and selecting the required file.

Click on the **Down** arrow to display folders (directories) and drives.
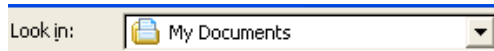
Display previous folders.

Click here to move up one folder level in the directory tree.

Click here to search the Web.

Click here to delete the selected file.

Click here to create a new folder under the selected folder.

Click on the drop down arrow next to the icon to see a list of selectable views. Repeatedly clicking on this icon will cycle through the various views.

To open a recently used PowerPoint file

- A list of recently opened files is displayed under the **File** menu. You can open these files by clicking on them.
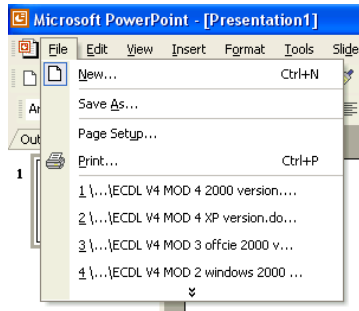
To select (& open) a continuous block of files

- Click on the **Open** icon, which will display the Open dialog box.
- Click on the first file of the block which you wish to select and then while depressing the **Shift** key, click on the last file of the required block. When you release the **Shift** key the entire block will remain selected.
- Click on the **Open** button to open the files.
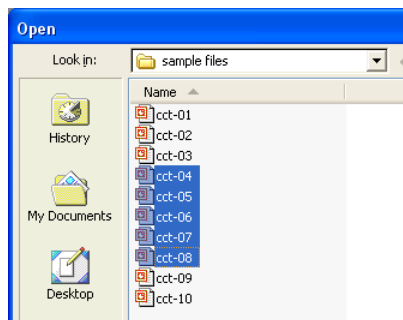
To select (& open) multiple files which are not in a continuous block

- Click on the **Open** icon, which will display the Open dialog box.
- Click on the first file which you wish to select and while keeping the **Ctrl** key depressed, click on the other files which you wish to select. When you release the **Ctrl** key, the selected files will continue to be highlighted.
- Click on the **Open** button to open the files.
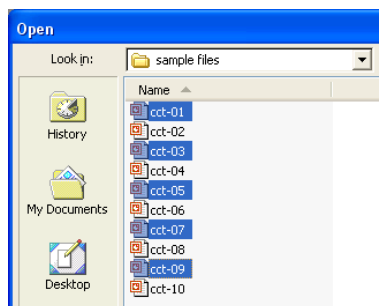
6.1.1.3 Create a new presentation (default template).

To create a new presentation when starting the PowerPoint application

- Start PowerPoint. A blank presentation will be displayed by default, as illustrated below.
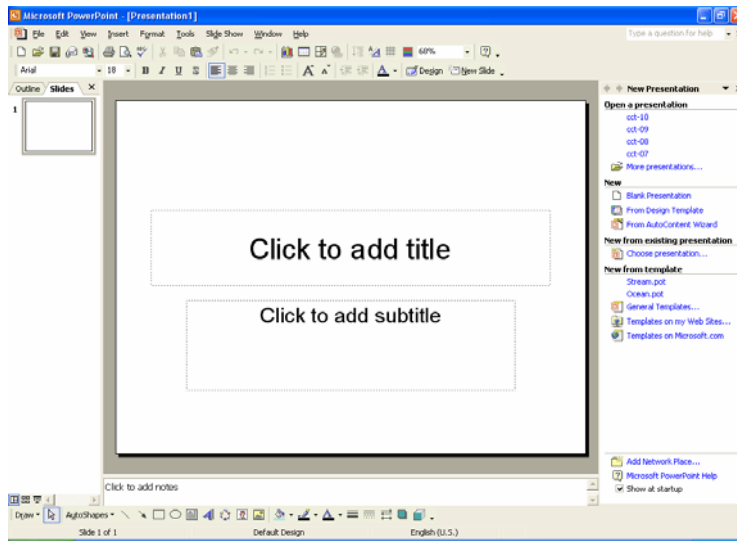
To create a new presentation once PowerPoint is "up and running"

- Click on the **New** icon.
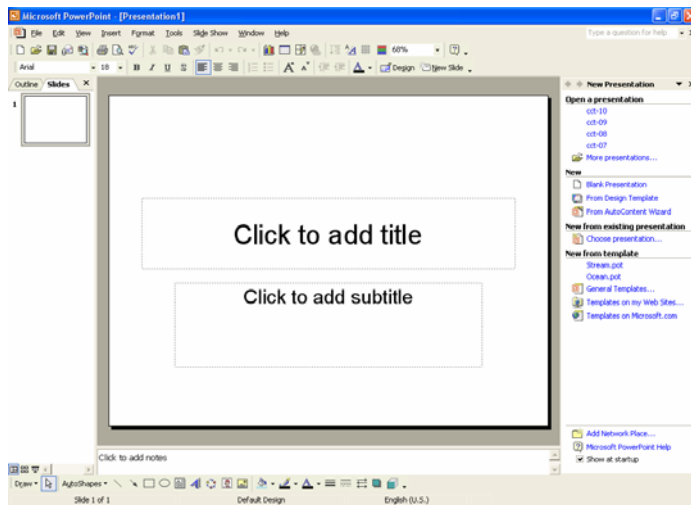
6.1.1.4 Save a presentation to a location on a drive.

To save a presentation

- Click on the **File** drop down menu and select **Save As** to see the **Save As** dialog box.
- Ensure that you are located in the folder/disk drive of your choice by clicking the arrow to the right of the **Save in** drop down list box and navigating to your required location.
- Enter the filename in the **File name** text box. Filenames cannot include any of the following characters:

/ \ * ? " > < | : ;

- Click the **Save** button to complete the file saving process.

To save a file to a diskette (floppy disk)

- Click on the **File** drop down menu and select the **Save As** command. A dialog box will be displayed similar to the illustration shown.
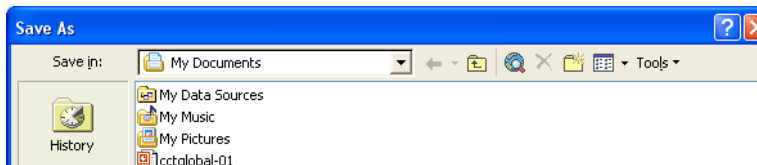
- Click on the down arrow to the right of the **Save in** section of the dialog box, which will display a drop down menu, as illustrated.
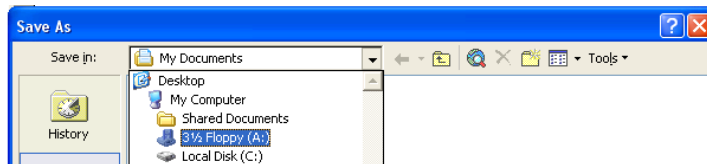
- Select the **3 1/2 Floppy (A:)** icon.
- Enter a file name and then click on the **Save** button.

6.1.1.5 Save a presentation under another name.

To save a presentation using another name

- Click on the **File** drop down menu and select the **Save As** command and within the dialog box displayed, enter a different file name. If required, also select a different location to save your file to. Click on the **Save** button (within the Save As dialog box) to re-save the file.

6.1.1.6 Save a presentation in another file type such as: Rich Text Format, template, image file format, software specific file extension, version number.

To save a file in a format other than PowerPoint format, such as RTF

- From the **File** drop down menu, click on the **Save As** command.
- If necessary, select the folder in which you wish to save the file from the **Save in** list box.
- Click on the down arrow to the right of the **Save as type:** box, and select the type of file format you wish to save the file as, such as **Outline/RTF**.
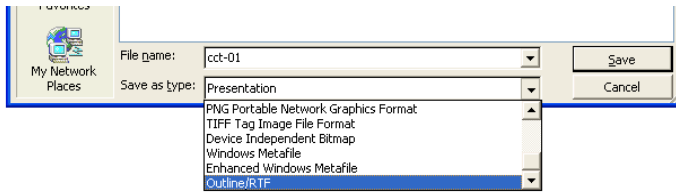
- Enter a file name and then click on the **Save** button to save it in the required format.

  NOTE: Some formatting information which is contained in the original may be lost in the process!

What is an RTF file?

- An RTF (Rich Text Format) file is a generic file which can be read and used by a wide range of different programs. Thus if you have PowerPoint installed on your PC and wish to send a presentation to someone who has a different version of PowerPoint or maybe a presentation program other than PowerPoint, you might wish to send the file in RTF format.

  NOTE: If you have used a lot of complex formatting within your presentation, then an RTF file can be a much larger file size compared to a normal PowerPoint file. This may be relevant if you are transferring the file over the Internet (or saving the file to diskette which is limited to a 1.44 Mb storage capacity).

To save your file in a different PowerPoint version

- This is useful where different departments within your organisation may be using different versions of the Microsoft PowerPoint program. Later versions of PowerPoint will be able to read presentations saved in earlier versions. However if someone using, say, PowerPoint 95, received a presentation formatted in, say, PowerPoint XP, they would be unable to open the file. The solution, in this case, is for the person using PowerPoint XP to save the file in PowerPoint 95 format, as illustrated. (Note that some formatting features may be lost in the process).
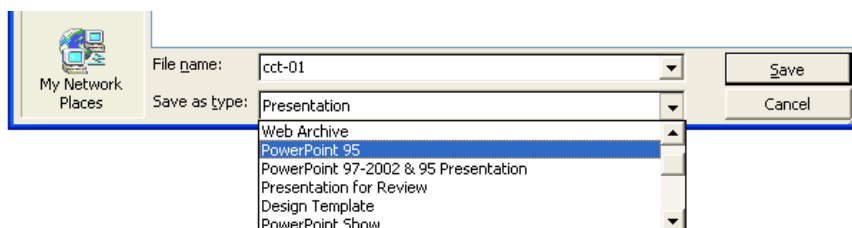
To save a file as a template

- A template is a special type of file which can be created once and customised as required. It can then be recycled over and over again.
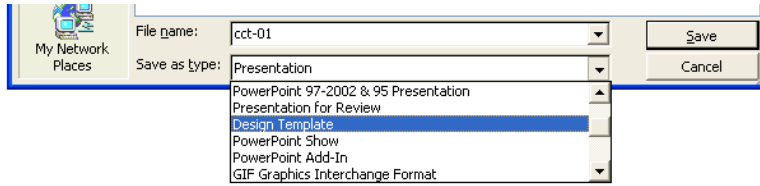
To save a presentation as image formatted files

- You can, if you wish, save each slide within your presentation as separate Gif or JPG picture files. Select the required format from within the **Save as Type** section of the Save As dialog box.
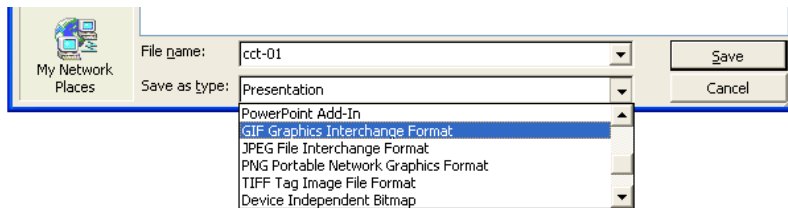
To save an entire presentation in Web format

- From the **File** drop down menu, click on the **Save as Web Page** command.
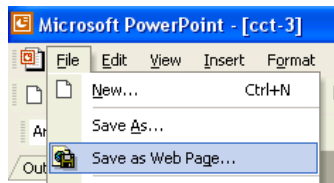
  This will display a dialog box. If necessary change the file name and save location (via the **Save in** section).
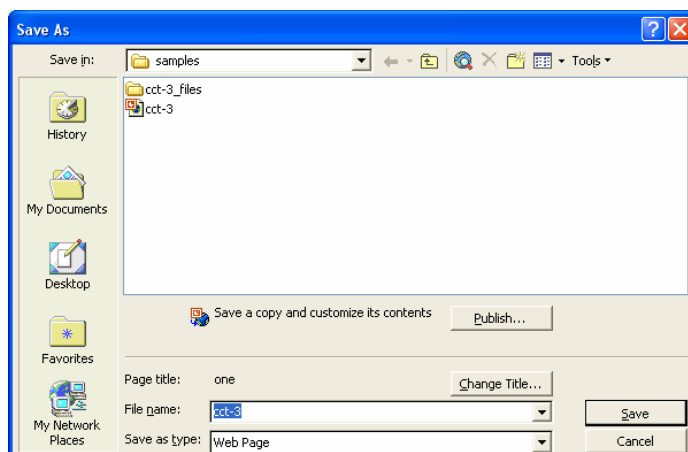
- If you need to modify other options (such as selecting certain slides), you can click on the **Publish** button, and will see the dialog box below. Close the dialog box when you have selected the required options.
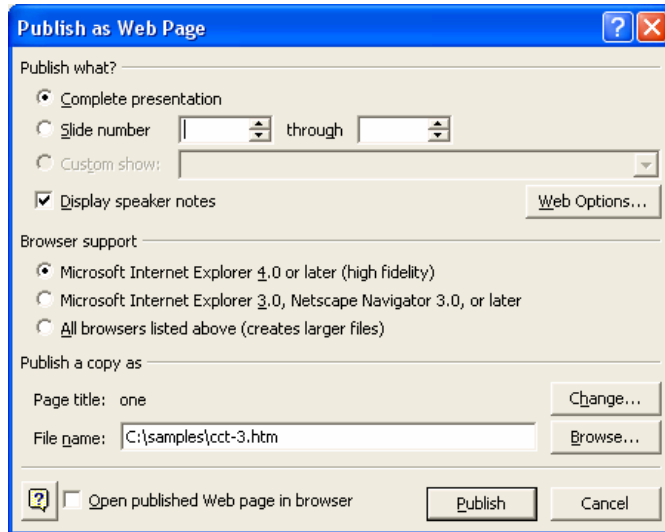
- Click on the **Save** button to save the presentation in a Web compatible format. **NOTE:** Some formatting information which is contained in the original may be lost in the process!

6.1.1.7 Switch between open presentations.

To switch between open presentations

- Each presentation which you open will be displayed as an icon within the Windows Taskbar, (displayed along the bottom of your screen) as illustrated.
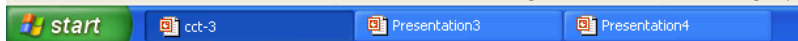
- To switch to the required presentation, simply click on the icon.

6.1.1.8 Use available Help functions.

What is 'Today's Tip'?

- By default PowerPoint will display a "*tip of the day*" each time you start PowerPoint. If you take the time to read these tips as they are displayed, then you will soon find that you are on the way to becoming a PowerPoint expert!
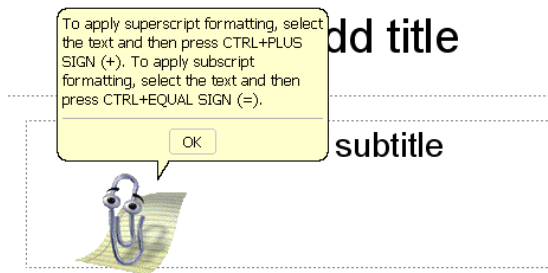
What is the Microsoft Office Assistant?

- By default this friendly little creature will watch what you do and offer tips on how to work more productively. You can ask it questions in plain English! Occasionally the Office Assistant will display information on the screen. If you are unsure about how to use PowerPoint you should always read the help offered. You can choose to implement the tip, have it explained, or to ignore the tip.

To display the Office Assistant

- The **Office Assistant** is displayed by default. If the assistant has been hidden you can reactivate it, select **Show the Office Assistant** command from the **Help** menu.
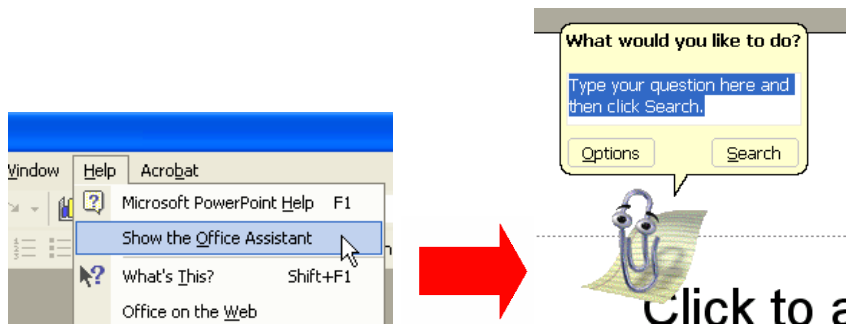
To hide the Office Assistant

- Right click on the Office Assistant and from the menu displayed, click on the **Hide** command.
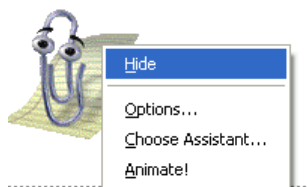
To use "What is this" Help

- Within many dialog boxes you will see a question mark symbol in the top-right corner of the dialog box. For instance click on the **Format** drop down menu, select the **Font** command and this will display the Font dialog box with this sort of help enabled. Not all dialog boxes have this feature however. To use "*What is this*" Help, click on the question

mark and then click on the item in the dialog box which you do not understand.

- In the example shown we have clicked on the **Superscript** check box within the Font dialog box, and as you can see, help is displayed relating to the **Superscript** option!
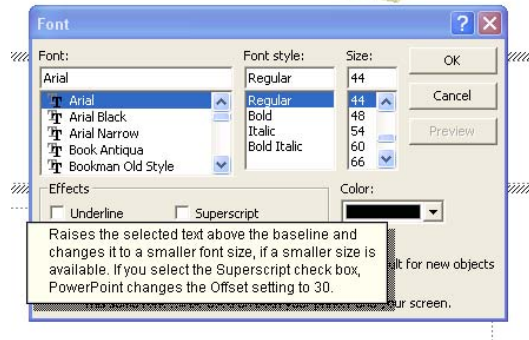
The Help drop down menu

- Click on the **Help** drop down menu and select the command which you require. Remember that if you move the mouse arrow to the down arrow at the bottom of the menu, the menu will expand to show all available commands, as illustrated.
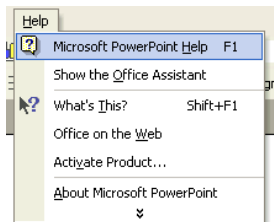
Microsoft PowerPoint Help

- Selecting this option from the **Help** drop down menu will display the popup menu shown below.
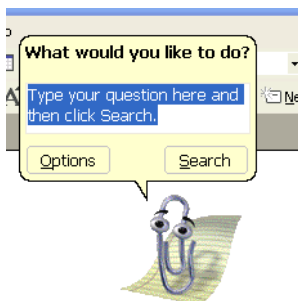
- Enter your question, as illustrated.
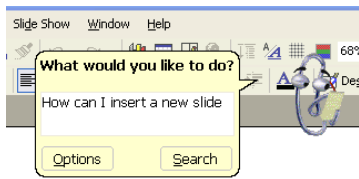
- Click on the **Search** button to display Help options.
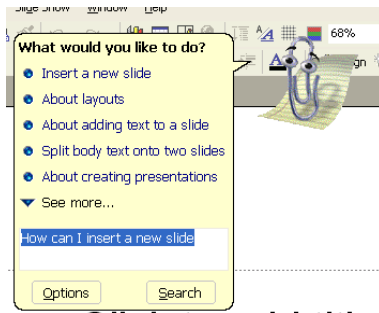
- Select the required option, in this case click on **Insert a new slide**. The instructions will be displayed, as illustrated.
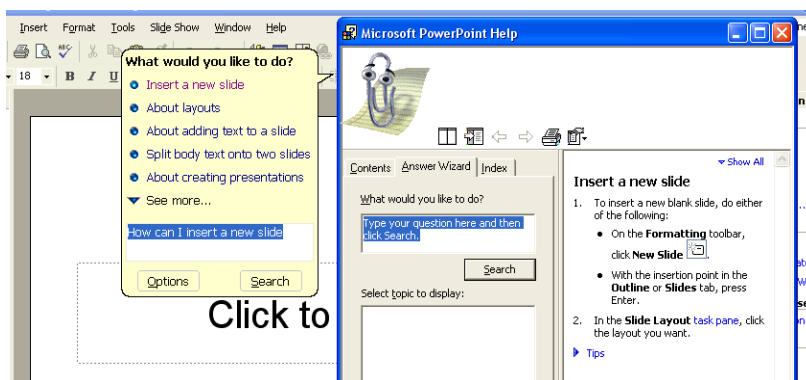
'What's This' Help

- Clicking on this option, under the **Help** drop down menu will attach a question mark to the mouse pointer. When you click on an item you do not understand, you will see a popup Help displayed. In the example shown, we have clicked on the **Print Preview** icon.
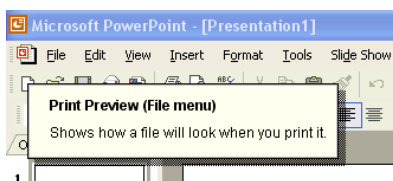
Office on the Web

- Clicking on this option under the **Help** drop down menu will display the Microsoft on-line web site. Click on the area of the map relating to your locations, and follow the on-screen

directions.
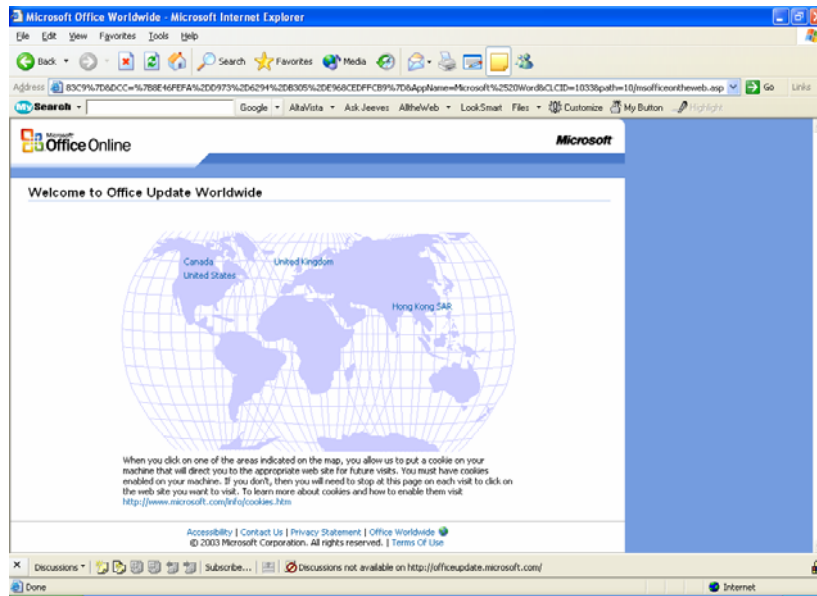
Activate Product

- When you first install the product you need to use this option to make PowerPoint work properly. Microsoft force you to use this option in an attempt to stop people making illegal copies of the product. If the product has already been activated, you will see the following dialog box.
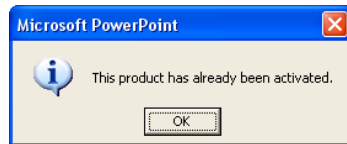
Detect and Repair

- Selecting this option under the **Help** drop down menu will display the following dialog box. Click on the **Start** button and follow through the on-screen prompts.
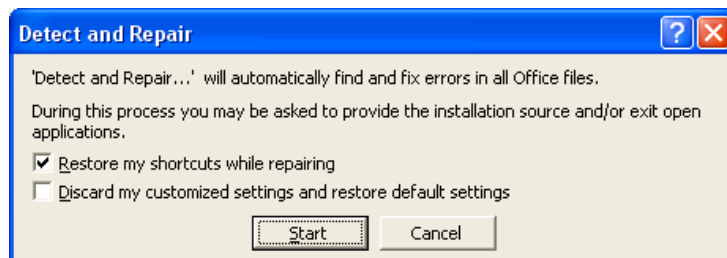
About Microsoft PowerPoint

- Clicking on this option under the **Help** drop down menu will display the following dialog box. This screen will display the exact release version of the application. It will also display your Product ID (removed in the illustration for security reasons).
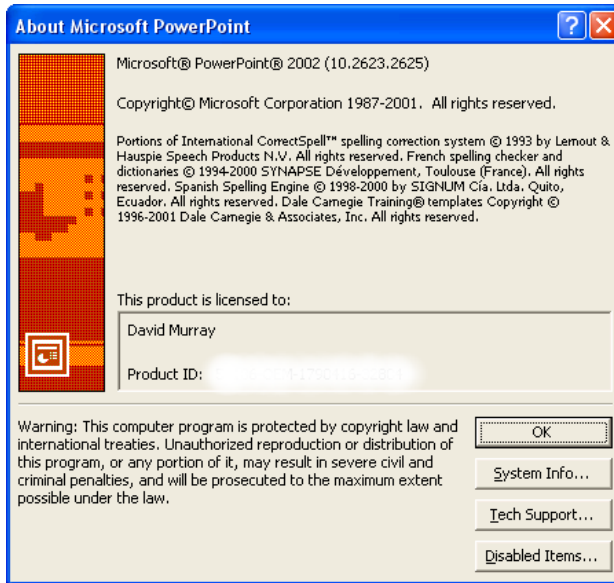
6.1.1.9 Close a presentation.

To close a presentation
- Select **Close** from the **File** drop down menu
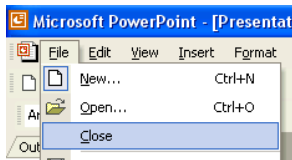
OR click on the **Close Window** icon displayed at the top-right of the presentation window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon).
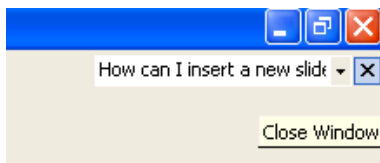
The presentation will be closed and the screen will be cleared. If you try to close a presentation without saving it, PowerPoint displays a dialog box asking if you want to save any of the changes you made to the presentation.

6.1.2 Adjust Settings

6.1.2.1 Use magnification/zoom tools.

To zoom a presentation using the Zoom icon

- This feature allows you to enlarge or reduce the view of a page on the screen. You can display the whole page, or just a section of it. Use the **Zoom** icon on the Standard toolbar to quickly zoom to certain settings. Click on the down arrow next to the Zoom icon to display a drop down list of pre-set screen zoom values.

   NOTE: You can enter any value you like; you do not have to accept the values offered to you.
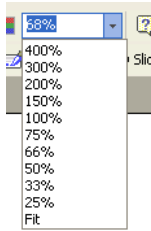
6.1.2.2 Display or hide built-in toolbars.

To display or hide a toolbar

- To display a toolbar, select the **Toolbars** command from the **View** menu to display the **Toolbars** drop down menu. A list of toolbars is displayed. Choose the **Toolbar** you want to display by clicking on it from the list.
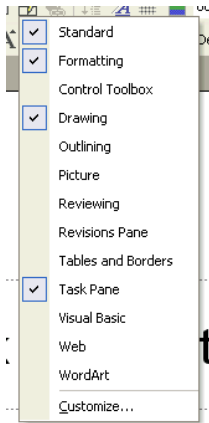
Quick way of displaying / hiding toolbars

- A quick way of displaying/hiding toolbars is to right click on an existing toolbar which will display the **Toolbars** drop down menu, from which you can select or de-select toolbars.

6.1.2.3 Modify basic options/preferences in the application: user name, default directory/folder to open, save presentations.

To set preference options

- Click on the **Tools** drop down menu and select the **Options** command.

    To set the user name: Select the **General** tab, and enter your name in the **Name** and **Initials** section of the dialog box. Once set, this means that PowerPoint can use the stored information at a later date.
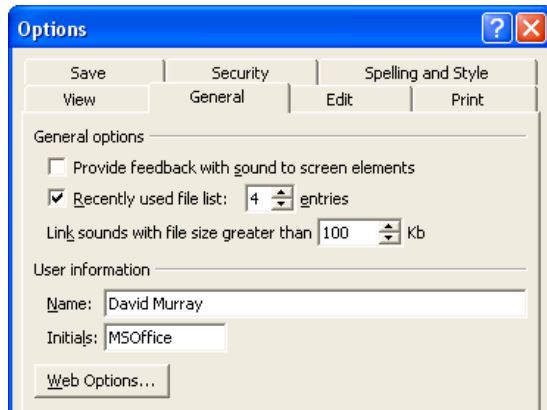
    To set the default directory: Select the **Save** tab, and enter the default file location within the dialog box. Once set this means that open and close dialog boxes will point to the specified folder.
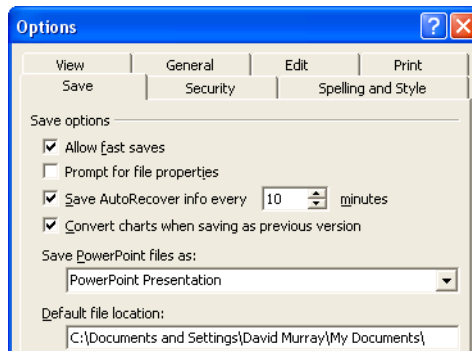
6.2 Developing a Presentation

6.2.1 Presentation Views

6.2.1.1 Understand the uses of different presentation view modes.

Normal View

- When in Normal view, you will see a representation of the slide. Below it is an area for adding speaker's notes and to the left is a representation of the presentation in Outline view. This is the most versatile view of a presentation when editing and reviewing changes.
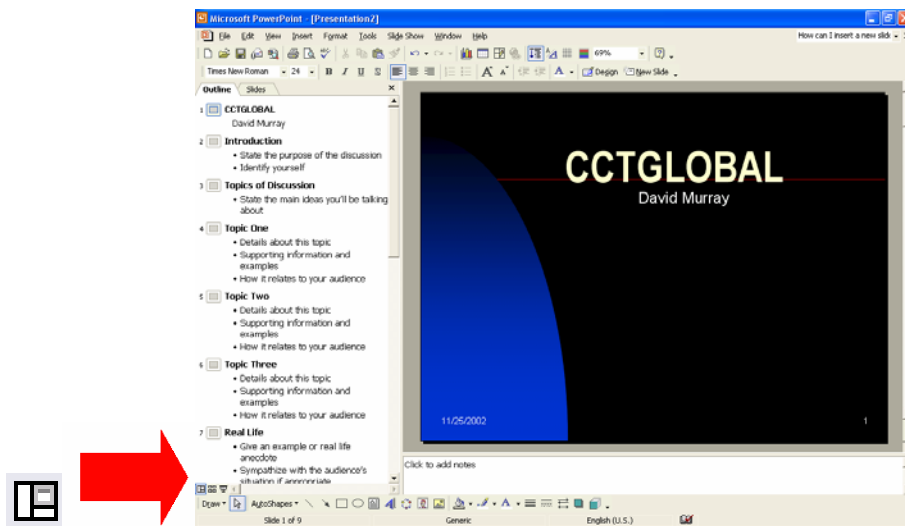
Slide Sorter View

- This view shows all the slides laid out on the screen, and within this view you can use 'drag and drop' techniques to reorder the slides.
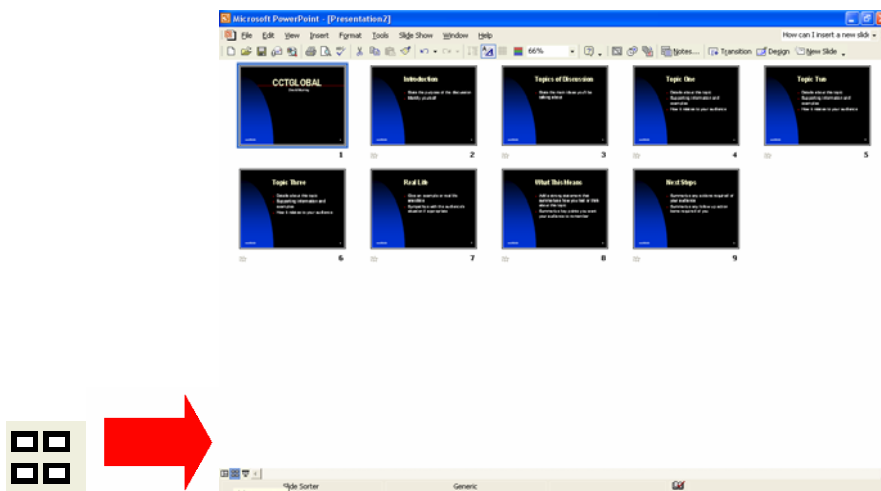
Slide Show View

- The Slide Show view displays the presentation as an on-screen show. This allows you to see the presentation in the same format in which it will be presented to an audience.
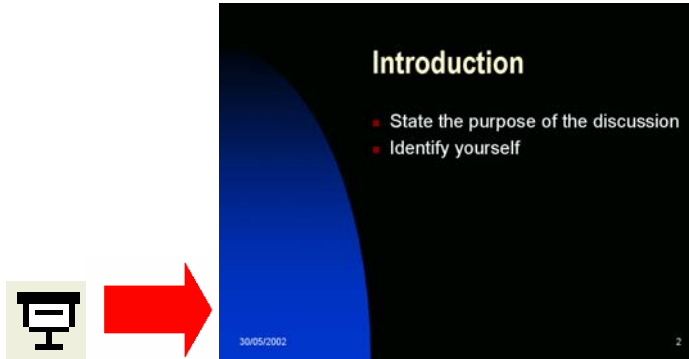
6.2.1.2 Change between different presentation view modes.

To change between presentation views

- Just above the Windows Status Bar, at the bottom-left of the screen, you will see the PowerPoint View icons. These are used to change the view of the PowerPoint presentation on which you are working. Simply click on the required view icon.

The Views available are:
- Normal View
- Slide Sorter View
- Slide Show View

To change between slide and outline view

- In Normal view you can select to display slides or a presentation outline down the left of your screen, using the Outline or Slides tabs, as illustrated.
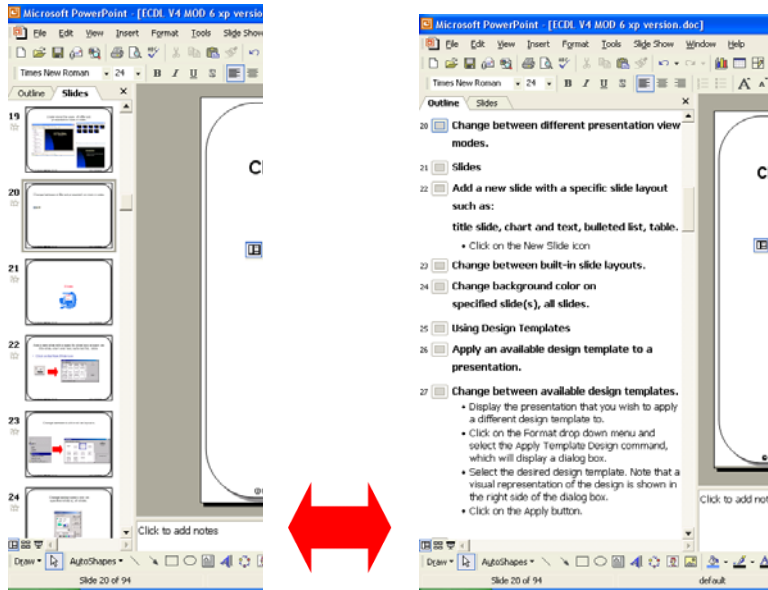
6.2.2 Slides

6.2.2.1 Add a new slide with specific slide layout inc: title slide, chart & text, bulleted list, table.

To add a new slide with a specific slide layout (using the New Slide icon)

- Click on the **New Slide** icon.

- From the **New Slide** task pane (displayed down the right hand side on the window), select the required slide layout.
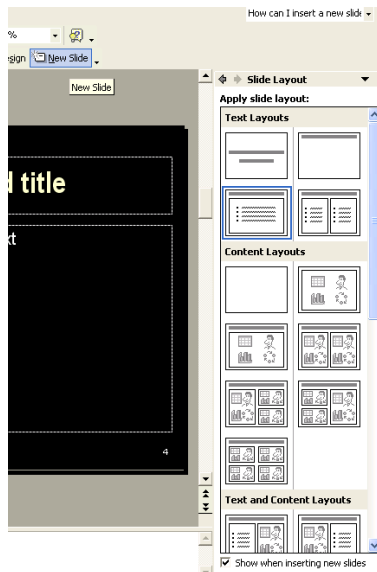
- In the example illustrated, we selected the '**Title and 2-Column text'** slide layout. As you can see the slide is formatted accordingly.
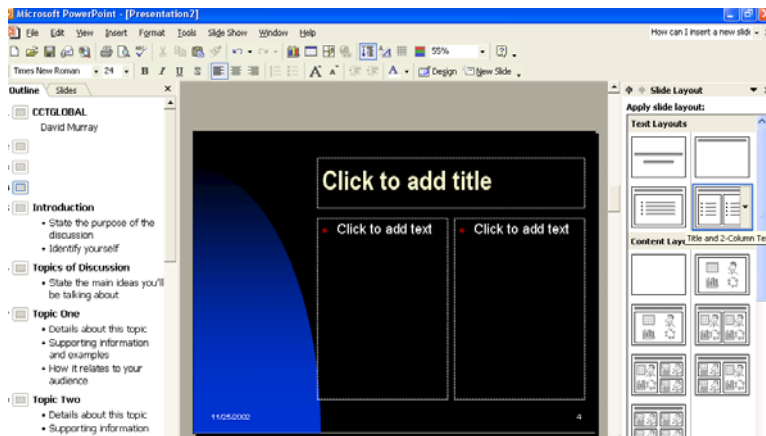
6.2.2.2 Change between built-in slide layouts.

To apply a different slide layout to a slide
- Display a slide within a presentation where you wish to change the slide layout.
- Right-click on the slide and from the popup menu displayed, select the **Slide layout** command, as illustrated.
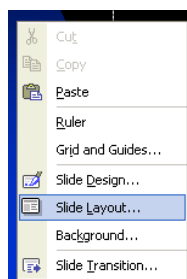
- This will display the Slide Layout task pane. Select the required slide layout.
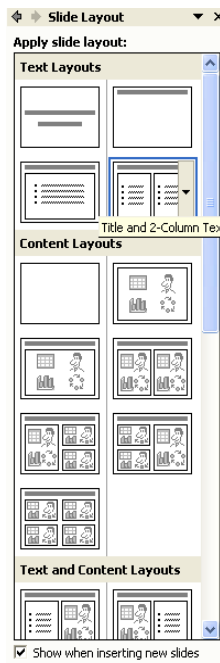
6.2.2.3 Change background colour on specified slide(s), all slides.

To change the background colour of the selected slide (or for every slide within a presentation).

- Click on the **Format** drop down menu, and select the **Background** command. This will display a dialog box. Select the required colour.
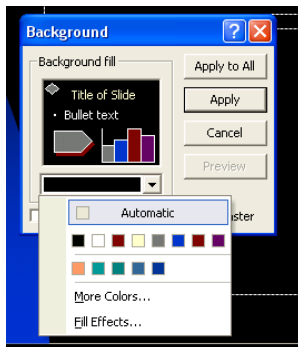
- To apply this background colour to the selected slide, click on the **Apply** button.
- To apply this background colour to all the slides within the presentation click on the **Apply to All** button.

To change the background colour of the multiple selected slides simultaneously

- Let's say that you have a slide show made up of many slides and that you wish to change the background colour of some of the slides. To do this, you need to first select

the slides which you wish to format with the background colour. Click on the **Slide Sorter View** icon (bottom-left of your screen). Click on the first slide which you wish to select. While depressing the **Ctrl** key, click on the other slides which you wish to select.
- When all the required slides are selected, click on the **Format** drop down menu, and select the **Background** command. This will display a dialog box.
- Select the required colour.
  To apply this background colour to the selected slides, click on the **Apply** button.

6.2.3 Using Design Templates

6.2.3.1 Apply an available design template to a presentation.

To apply a design template
- Display the presentation to which you wish to apply a design template.
- Click on the **Format** drop down menu and select the **Slide Design** command, which will display the **Slide Design** task pane down the right side of the window.
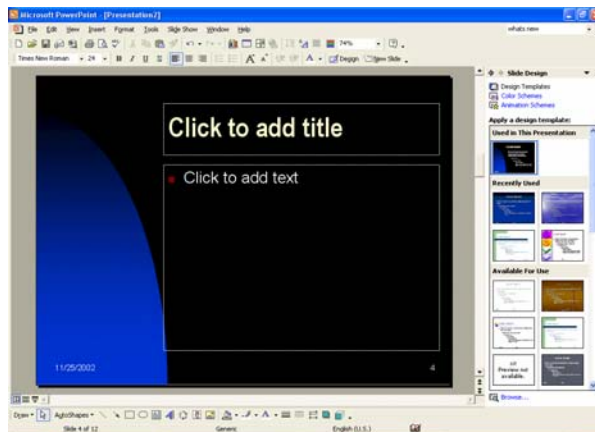
- Select the Slide Design required. In the example shown we have selected the **Fireworks** Slide Design.
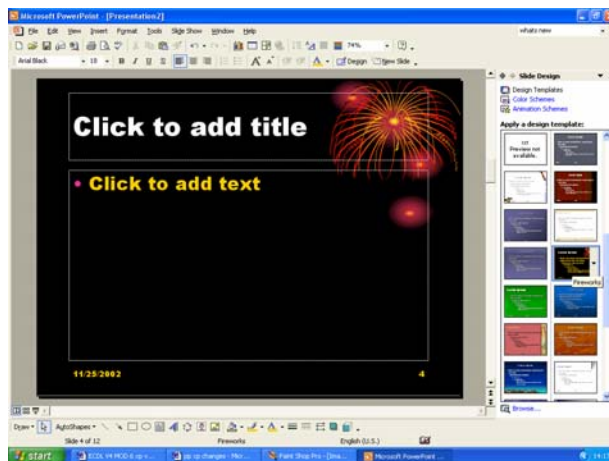
6.2.3.2 Change between available design templates.

To change to a different design template

- Display the presentation to which you wish to apply a different design template.
- Click on the **Format** drop down menu and select the **Slide Design** command, which will display the **Slide Design** task pane down the right side of the window. Select the required slide design to apply it.

6.2.4 Master Slide

What are Slide Masters and Design Templates?

- Slide Masters are basically templates which are used to create a new presentation. Click on the **File** drop down menu, and then click on the **New** command. The **New Presentation** task pane is displayed down the right-hand side of the screen. Select General Templates and by default the **General** tab is displayed, which contains the default template entitled **Blank Presentation**. However if you investigate the other tabs, such as **Presentation Designs** or **Presentations**, you will see other templates. These templates are held as individual files, with a .POT file extension. Each presentation which you create will be based on an existing template, often the default Blank presentation template, and it is this template which defines what sort of background colour and graphics will be used in the presentation, along with the positioning of the text, as well as the formatting used by the text. Information such as the type of bullet used will be stored within the template file.

  Each template file contains what are called "Masters" which define how the different views will be formatted, i.e. you have a Slide Master, an Outline Master, a Notes Master and a Handouts master. The idea of a Slide Master is to help you impose a consistent look and feel on all the presentations which you produce. You can however override the master settings for an individual slide. You can also customise the master settings as used by a particular presentation file.

6.2.4.1 Insert a picture, image, drawn object into a master slide. Remove a picture images, drawn object from a master slide.

To insert a picture into a master slide

- Display an existing presentation within PowerPoint.
- Click on the **View** drop down menu and select the **Master** command. From the submenu displayed, select the **Slide Master** command, which will display the underlying slide master for that presentation.
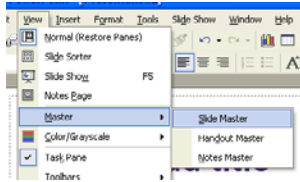
- Click on the **Insert Clip Art** icon (within the Drawing toolbar).
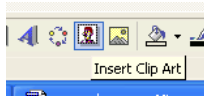
- Select a category and then select an item of clipart. Insert the clipart item.
- Once the required graphic has been inserted, positioned and re-sized as necessary, you can switch back to the normal slide view by clicking on the **Normal View** icon, displayed at the bottom-left of your PowerPoint screen.

To insert an image (from a file) into a master slide

- Display an existing presentation within PowerPoint.
- Click on the **View** drop down menu and select the **Master** command. From the submenu displayed, select the **Slide Master** command, which will display the underlying slide master for that presentation.
- Click on the **Insert** drop down menu and select the **Picture** command. From the submenu displayed, select **From File**. If necessary browse the hard disk until the required image file is displayed.
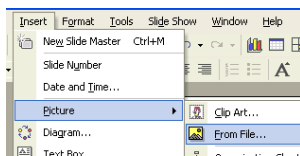
- Select the image file and click on the **Insert** button.
- Once the required graphic has been inserted, positioned and re-sized as necessary, you can switch back to the normal slide view by clicking on the **Normal View** icon, displayed at the bottom-left of your PowerPoint screen.

To insert a drawn object into a master slide

- Display an existing presentation within PowerPoint.
- Click on the **View** drop down menu and select the **Master** command. From the submenu displayed, select the **Slide Master** command, which will display the underlying slide master for that presentation.
- Display the drawing toolbar, and create a drawn object, i.e. AutoShape.
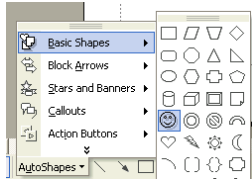
- Once the required graphic has been inserted, positioned and re-sized as necessary, you can switch back to the normal slide view by clicking on the **Normal View** icon, displayed at the bottom-left of your PowerPoint screen.

To remove a graphic from a master slide
- Switch to Slide Master view (by clicking on the **View** drop down menu, selecting **Master**, and then from the submenu displayed selecting **Slide Master**).
- Select the image which you wish to remove (by clicking on it).
- Press the **Del** key to delete the image.

6.2.4.2 Add text into a footer of specific slides, all slides in a presentation.

To add footer text to a presentation
- Display the presentation to which you wish to add a header or footer.
- Click on the **View** drop down menu and select the **Header and Footer** command, which will display a display box. If necessary select the **Slide** tab.
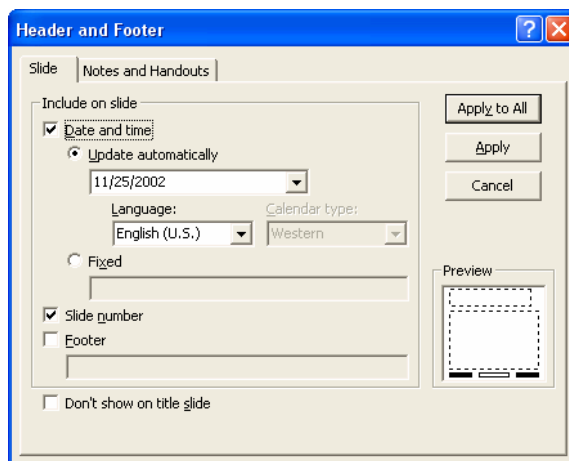
- Click on the **Footer** check box and enter the footer text which you wish to be displayed.
- Either click on the **Apply** button to add the footer to just the current slide within the presentation or click on the **Apply to All** button to add the footer to all the slides within the presentation.

6.2.4.3 Apply automatic slide numbering, automatically updated date, non-updating date, into Footer of all specific slides, or all slides in a presentation.

To add automated slide numbering and the date to a presentation

- Display the presentation to which you wish to add slide numbering and date information which will automatically update.
- Click on the **View** drop down menu and select the **Header and Footer** command, which will display a display box. If necessary select the **Slide** tab.
- To apply automatic slide numbering, click on the **Slide number** button within the dialog box.
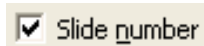
- To apply an automatically updating date, click on the **Update automatically** button within the dialog box.
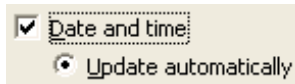
- Click on the **Apply to All** button to add the header or footer to all the slides within the presentation.

6.3 Text and Images

6.3.1 Text Input, Formatting

6.3.1.1 Add text into a presentation in standard or outline view.

To add text to a slide in Normal (standard) view
- Click on the **Normal** view icon (bottom-left of your screen).

The screen layout will be similar to that illustrated.
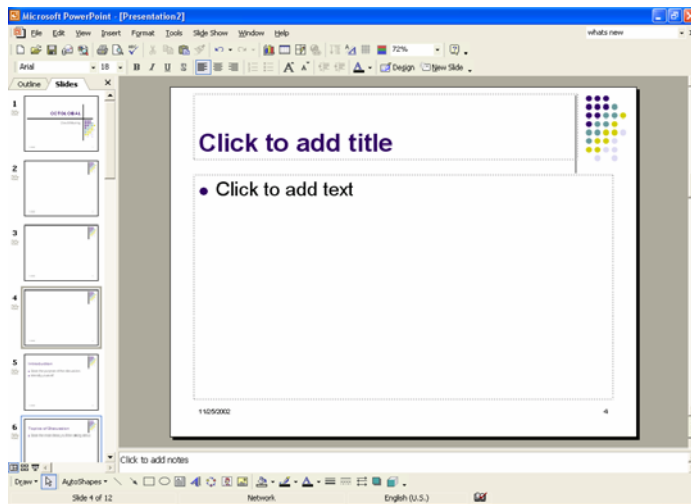
- Click at the location within a slide where you wish to add text. As you can see from the illustration below, where we have clicked within the Title area, a text box is displayed.
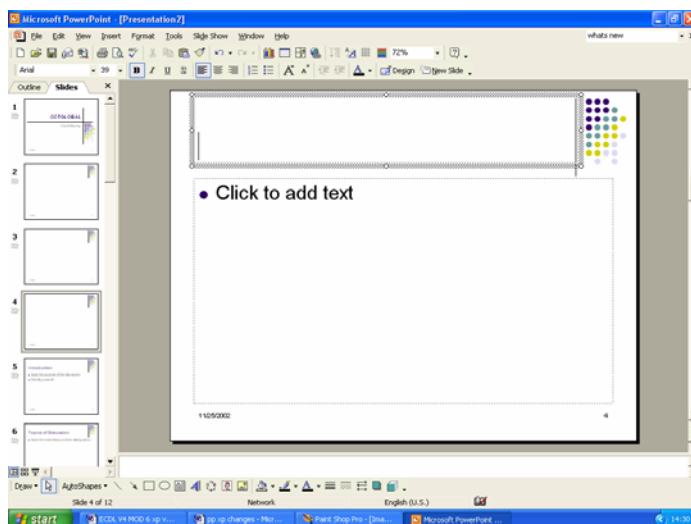
- Enter your text, as illustrated.
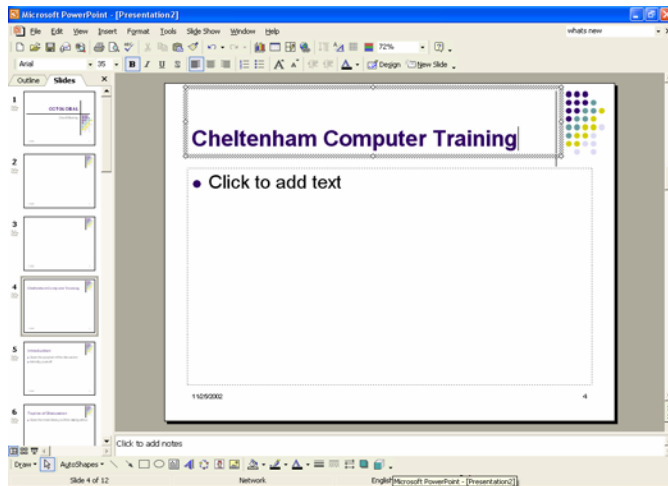
To add text to a slide in Outline view

- When you click on the Normal icon (bottom-left of your screen) the screen is displayed in Normal view. If you look carefully, you will notice that **Outline** and **Slides** tabs are displayed to the left of the screen.
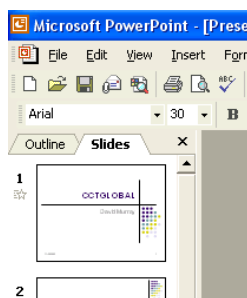
- Clicking on the **Outline** tab will display the presentation in outline view, as illustrated.
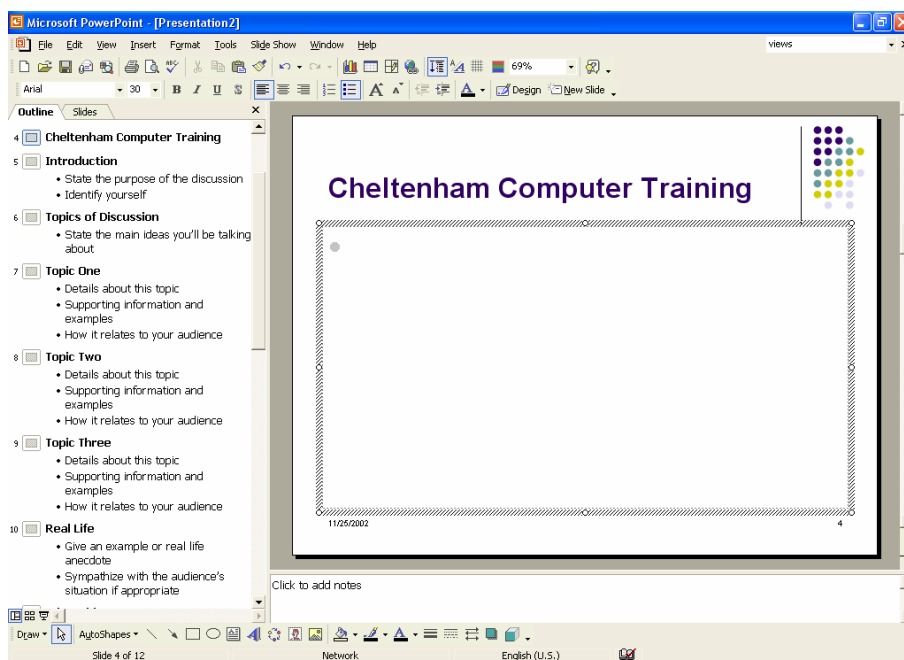
You can if necessary scroll down the text which is displayed in the left section of the dialog box. You can enter new text, or edit existing text, in the same way that you would enter text into a word-processing program. I.e. just click where you wish to enter some text and start typing.

6.3.1.2 Edit slide content, notes pages contents by inserting new characters, words

To edit slide content
- Use the same editing techniques which you would use within a word-processor.

   To insert text: Click at the point you wish to insert text and start typing.

   To overwrite existing text: Select the text you wish to replace with new text. Start typing and the new text will replace the old text.

To edit text on a notes page
- To edit notes pages, use the same techniques as above, and edit the notes text which is displayed under the slide in **Normal View**.

6.3.1.3 Change text appearance: font sizes and font types.

To change the font type used by selected text
- Select the text of which you wish to change the font.
- Click on the down arrow next to the **Font** field in the Formatting toolbar.
- Select the new font from the list displayed.
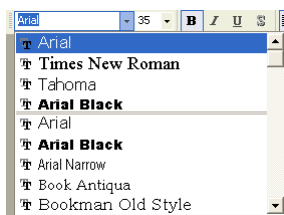
To change the font size used by selected text
- Select the text of which you want to change the font size, or place the insertion point at the location where you want to begin entering text in the new size.

- Enter the font size required into the Font Size field in the Formatting toolbar.
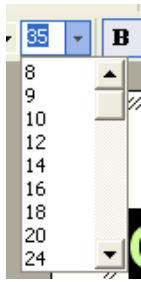
- You can also use the toolbar icons **Increase Font Size** and **Decrease Font Size**.

6.3.1.4 Apply text formatting such as bold, italic or underlining.

To format using Bold, italic or underlining
- Select the text you wish to format.
- You can change the font style by clicking the **Bold, Italic**, **Underline** and **Shadow** icons from the **Formatting** toolbar.
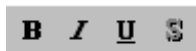
6.3.1.5 Apply case changes to text.

To change text case
- Select the text of which you wish to change the case.
- Click on the **Format** drop down menu and select the **Change Case** command.
- From the dialog box displayed, select the required option and click on the **OK** button to apply the case formatting.
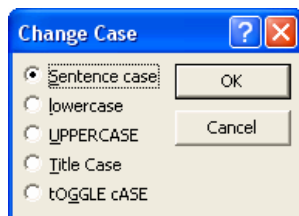
6.3.1.6 Apply different colours to text.

To change the Font colour

- Select the text to which you wish to apply the new colour.
- Click on the down arrow next to the **Font Colour** icon on the Drawing toolbar.
- Select the required colour from the drop down displayed.
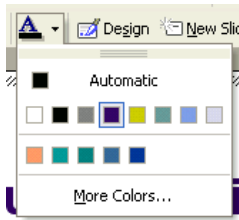
- To see other colours click on the **More Colors** command. This will allow you to select more colours, or define your own colours.
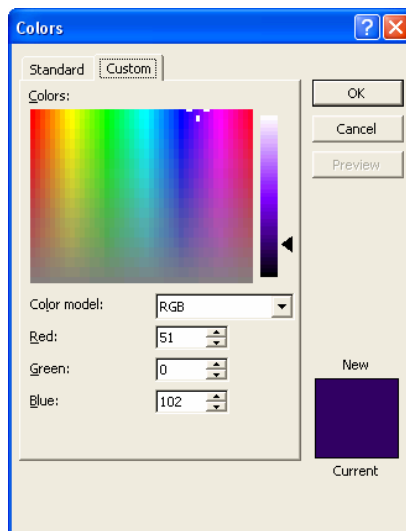
6.3.1.7 Apply shadow to text.

To add a shadowed effect to text

- Select the text to which you wish to apply the shadowed effect.
- Click on the **Shadow** icon on the Formatting toolbar.

6.3.1.8 Align text: left, centre, right in a slide.

To change paragraph alignment

- Use the **Align** icons in the toolbar. There are several options available.

Left: Text is aligned flush with the left-hand edge of a text object (the default).

Right: Text is aligned flush with the right-hand edge of a text object.

Centre: Text is centred horizontally between the left and right hand edges of a text object.

- To change the alignment of a paragraph, select the paragraph(s) you wish to change.
- Select **Alignment** from the **Format** menu. A submenu is displayed containing various options.

- Select the option you require.

To centre text top and bottom

- By default text boxes automatically wrap and re-size to fit the text within them. However if you wish to set the formatting to align any text within a text box to centre vertically, i.e. between the top and bottom of the text box, then this is how you would do it.
- First click on the text box to select it.
- Right click on the text box to display a popup menu and select the **Format Text Box** (or **Format Placeholder**) command.
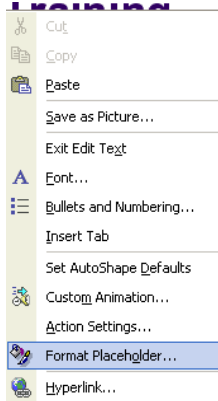
- This will display the **Format** dialog box. Select the **Text Box** tab.
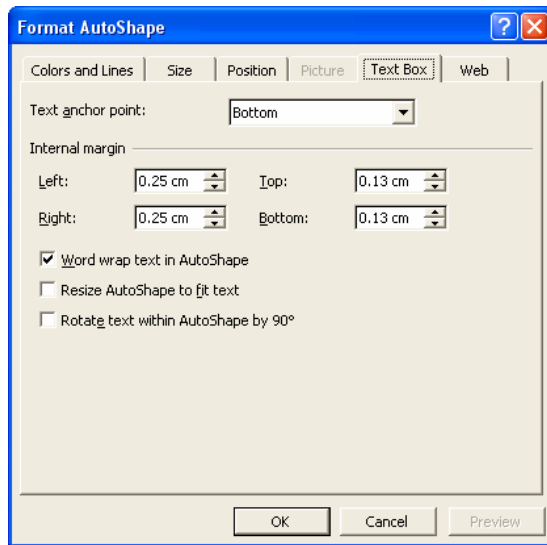
- From the **Text anchor point** section of the dialog box, use the drop down arrow to select **Middle Centred**.
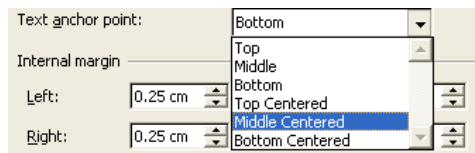
6.3.1.9 Adjust line spacing before and after bulleted, numbered points.

To change line and paragraph spacing

- Line spacing is the amount of space between lines of text or between paragraphs. You may wish to adjust the line spacing to make text easier to read, or to make text fit on a slide. Spacing can be adjusted in lines or points.
- To change the line spacing, select the text or paragraph(s) where you want to adjust the spacing. Select **Line Spacing** from the **Format** menu to display the **Line Spacing** dialog box.
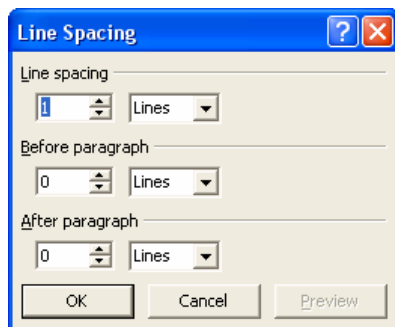
- To adjust the line spacing, use the up and down arrows in the **Line spacing** box to change the value. Select how you wish to adjust the spacing by choosing **Lines** or **Points** from the drop-down list on the right-hand side of the adjustment box.
- To adjust the paragraph spacing, use the up and down arrows in the **Before paragraph** and **After paragraph** boxes to adjust the value. Select how you wish to adjust the spacing by choosing **Lines** or **Points** from the drop-down list on the right-hand side of the adjustment box.
- Select **Preview** to see the effect the new spacing has on the text. Select **OK** to accept the new spacing attributes.

6.3.1.10 Change between style of bullets or numbers in a list from the built-in standard options.

To add bullets using the toolbars
- Select the text to which you want to add bullets.
- Click on the **Bullets** icon in the **Formatting** toolbar.

To remove bullets
- Select the bulleted text from which you wish to remove the bullet formatting.
- Click the **Bullets** icon on the **Formatting** toolbar to switch the bulleting feature off. The bullets are removed from the text.

To select a different bullet type
- Select the text to which you want to add bullets.
- Select **Bullets and Numbering** from the **Format** menu to display the **Bullets and Numbering** dialog box. Make sure the **Bulleted** tab is selected. Select the required bullet and click on the **OK** button.
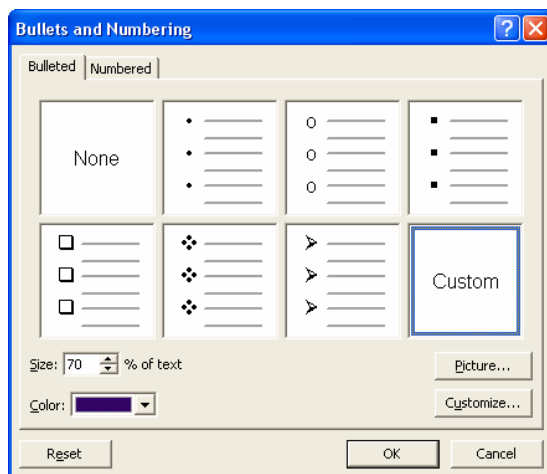
To select a different numbering format

- Select the text to which you want to add numbering.
- Select **Bullets and Numbering** from the **Format** menu to display the **Bullets and Numbering** dialog box. Make sure the **Numbered** tab is selected. Select the required number format and click on the **OK** button.
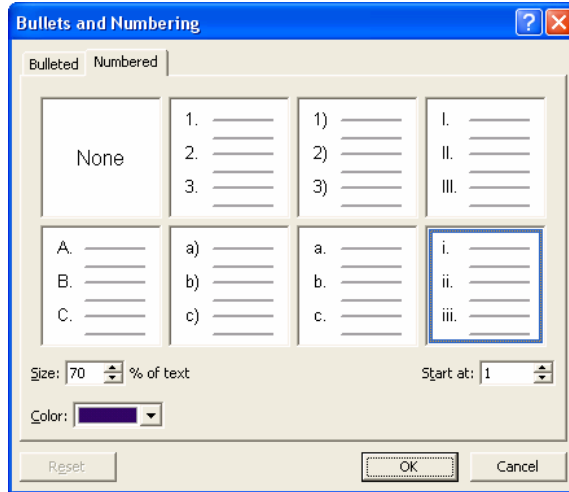
6.3.1.11 Use the undo or redo command.

To use the Undo command

- Click on the **Undo** icon.

To use the Redo command

- Click on the **Redo** icon.

6.3.2 Pictures, Images

EXTRA - Picture Selection Techniques

To select a picture

- Click on the object to select it.

To select multiple pictures
- Click on the first object to select it.
- Depress the **Shift** key (and keep it depressed).
- Click on other objects which you also wish to select.
- Release the **Shift** key and all the objects on which you have clicked will remain selected.

To select all pictures within a slide
- Press **Ctrl+A**.

To 'cycle' round all pictures and select them one, by one
- Press the **Tab** key and each time you press the **Tab** key, you will cycle round the objects within the slide (including the text boxes).

6.3.2.1 Insert a picture into a slide.

To insert Clipart
- Click on the **Insert Clip Art** icon, located in the **Drawing** toolbar. The Insert Clip Art task pane will be displayed, as illustrated.
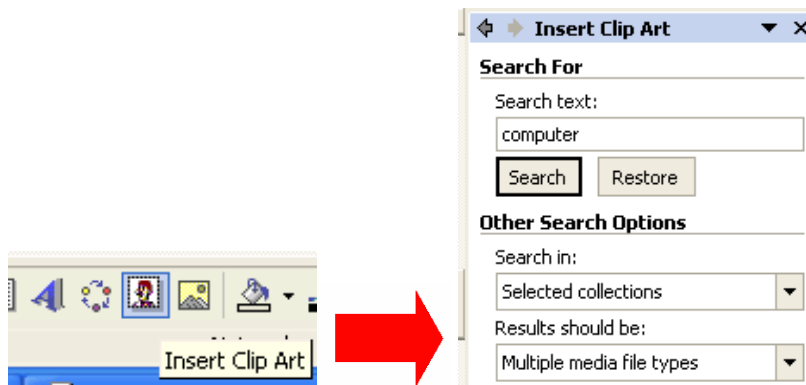
- Enter a word which describes the type of clipart which you are looking for. For instance enter the word **computer** and then click on the **Search** button. The results would be as illustrated.

- Click on the required clipart to insert it.
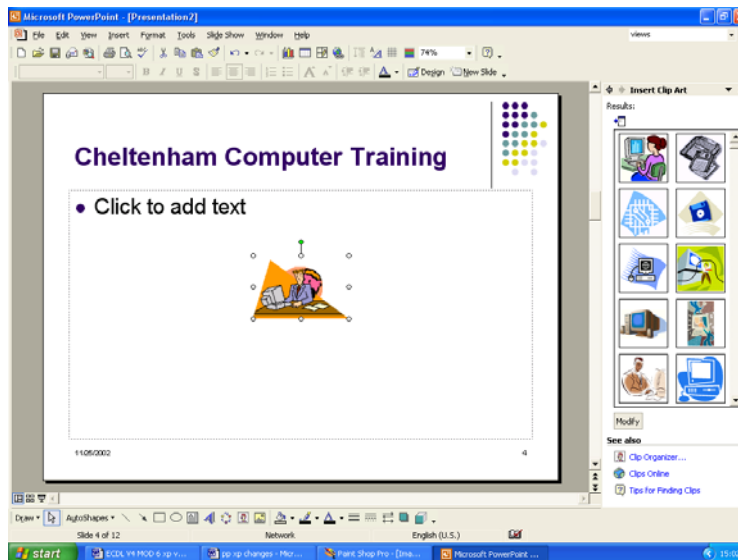
6.3.2.2 Insert an image into a slide.

To import an image from a file
- Display a slide within your presentation.
- Click on the **Insert** drop down menu, select the **Picture** command, and from the submenu displayed select **From File**. If necessary change to the required drive or folder and then select the required picture file. You should see a preview of the selected picture file within the dialog box.
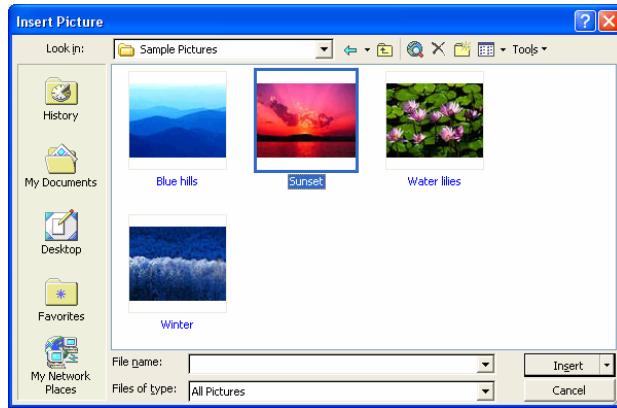
- Once the correct file is selected, click on the **Insert** button and the picture will be displayed within your slide.

   NOTE: If you click on the down arrow in the **Files of type** section of the **Insert Picture** dialog box, you will see a list of file types which you can insert into your presentation.
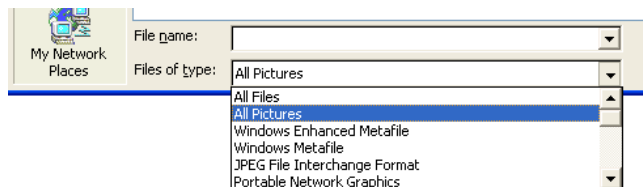
6.3.3 Duplicate, Move, Delete

6.3.3.1 Duplicate text, pictures, images within the presentation or between open presentations.

What is the Clipboard?
- The Clipboard is an area of memory in which you can store text or graphics.
- The Clipboard is used to temporarily store data whilst it is being moved between documents or applications, or from one place to another in the same document. If you cut or copy text, graphics, or other items, they will be temporarily stored in the Clipboard ready for use elsewhere.

The Copy command
- When you use the Copy command the Clipboard is used to store a copy of the selected text (or graphics) without removing it from the document. This enables you to paste a copy of the text (or graphics) from the Clipboard to another location in the same document, to a different document, or to another Windows program.

To copy text, graphics, or other items to the Clipboard

- Select the item you wish to copy to the Clipboard.
- From the **Edit** menu select the **Copy** command
  OR press **Ctrl+C**, to move the item to the Clipboard without removing it from the document
  OR you can also use the **Copy** icon on the **Standard** toolbar.

To copy (or cut) multiple items to the Clipboard and Paste them into a presentation

- When you copy more than one item into the Microsoft Office Clipboard, the Clipboard task pane will be displayed down the right of the screen as illustrated.
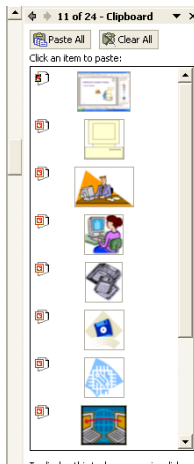
To paste data from the Clipboard

- Select the text you wish to Cut or Copy.
- Use the **Cut** or **Copy** command to place the data in the Clipboard.
- Then locate the insertion point at a different location within your current document (or indeed in a different document, or even a different Windows program!).
- From the **Edit** menu, choose the **Paste** command
  OR press **Ctrl+V**
  OR you can also paste items using the **Paste** button on the toolbar.

To copy using "Drag and Drop", without placing text in the Clipboard

- Select the text you wish to copy and then place the mouse pointer anywhere over the selected text. Hold down **Ctrl** and depress the left-hand mouse button. Note that the mouse pointer changes to an arrow with a dotted insertion point contained in a box.
- Drag the mouse pointer to the required new location. Release the mouse button and the **Ctrl** key to move the text to the new location.

Copying, cutting and deleting images

- You can copy, move and delete images in almost exactly the same way that you would manipulate selected text. You can use drag and drop techniques or use the Clipboard, along with the Cut, Copy and Paste commands.

To copy and paste an image

- Select the image you wish to copy to the Clipboard.
- Then from the **Edit** menu select the **Copy** command
  OR press **Ctrl+C**, to move the image to the Clipboard without removing it from the slide.
  OR you can also use the **Copy** icon on the **Standard** toolbar.

- Once the image is stored within the Clipboard, position the insertion point within a slide, at the position where you wish to paste the image. Then click on the **Paste** icon.

To copy an item from one slide to another within a presentation

- Select the text, image, drawn object, or chart which you wish to copy.
- Press **Ctrl+C** to copy the selected item to the Clipboard.
- Use the **Next slide**/**Previous slide** controls to display the slide to which you wish to copy the item.
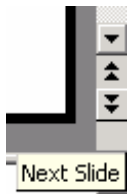
- If the item you copied to the Clipboard was text, then click within the slide at the location where you wish to paste the text, or else simply paste the item into the slide. Remember that the keyboard shortcut to paste is **Ctrl+V**. If the item was not text, you may have to use the normal 'drag and drop' techniques to move the item within the slide.

To copy an item from a slide in one presentation to a slide within a different presentation

- Select the text, image, drawn object, or chart which you wish to copy.
- Press **Ctrl+C** to copy the selected item to the Clipboard.
- Click on the **Window** drop down menu, and select the other, open PowerPoint presentation, to which you wish to paste the copied item.
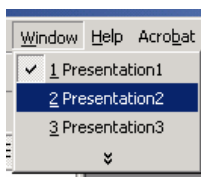
- If necessary, within this second presentation, use the **Next slide/Previous slide** controls to display the slide to which you wish to copy the item.

- If the item you copied to the Clipboard was text, then click within the slide at the location where you wish to paste the text, or else simply, paste the item into the slide. Remember that the keyboard shortcut to paste is **Ctrl+V**. If the item was not text, you may have to use the normal 'drag and drop' techniques to move the item within the slide.

To copy a slide from one place to another within a presentation

- Click on the **Slide Sorter View** icon (bottom-left)

- Select the slide which you wish to copy.
- Press **Ctrl+C** to copy the entire slide to the Clipboard.
- Click between the two slides where you wish to paste the copied slide (a thin vertical line marks the insertion point for you)
- Press **Ctrl+V** to paste the copied slide.

To copy a slide within one presentation to a slide within a different presentation

- Click on the **Slide Sorter View** icon (bottom-left)

- Select the slide which you wish to copy.
- Press **Ctrl+C** to copy the entire slide to the Clipboard.
- Click on the **Window** drop down menu, and select the other, open PowerPoint presentation, to which you wish to paste the copied slide.
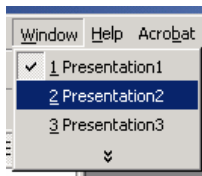
- Click on the **Slide Sorter View** icon (bottom-left), so that the slides of the second presentation are displayed in slide sorter view.
- Click between the two slides where you wish to paste the copied slide (a thin vertical line marks the insertion point for you)
- Press **Ctrl+V** to paste the copied slide.

6.3.3.2 Move text, pictures, images within the presentation or between open presentations.

The Cut command

- The **Cut** command allows you to remove text, graphics, tables, and other items from a document and store it on the Clipboard. The item can then be pasted from the Clipboard to another location in the document, to another document, or to a document in another Windows program. Remember that, unlike the Copy command, Cut will remove the selected item from the document. You can restore it by using the Undo command.

To cut selected items from a document

- Select the items you want to cut.
- From the **Edit** menu choose the **Cut** command
  OR press **Ctrl+X**, to cut the item from the document and place it on the Clipboard
  OR you can also cut items by clicking on the **Cut** button on the Standard toolbar.

To move text using "Drag and Drop", without storing it on the Clipboard

- Select the text you wish to move. Place the mouse pointer anywhere on the selected text and hold down the left-hand mouse button. Note that the mouse pointer changes to an arrow with a dotted insertion point contained in a box.
- Drag the mouse pointer to a new location. To move the text to its new location, release the mouse button.

### To cut (move) an item from one slide to another within a presentation

- Select the text, image, drawn object, or chart which you wish to move.
- Press **Ctrl+X** to cut the selected item to the Clipboard.
- Use the **Next slide**/**Previous slide** controls to display the slide to which you wish to move the item.

- If the item which you moved to the Clipboard was text, then click within the slide at the location to which you wish to paste the text, or else simply, paste the item into the slide. Remember that the keyboard shortcut to paste is **Ctrl+V**. If the item was not text, you may have to use the normal 'drag and drop' techniques to move the item within the slide.

To cut (move) an item from a slide in one presentation to a slide within a different presentation

- Select the text, image, drawn object, or chart which you wish to move.
- Press **Ctrl+X** to move the selected item to the Clipboard.
- Click on the **Window** drop down menu, and select the other, open PowerPoint presentation, where you wish to paste the cut item.
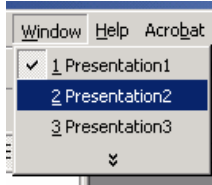
- If necessary, within this second presentation, use the **Next slide**/**Previous slide** controls to display the slide where you wish to cut the item.

- If the item which you cut to the Clipboard was text, then click within the slide at the location where you wish to paste the text, or else simply, paste the item into the slide. Remember that the keyboard shortcut to paste is **Ctrl+V**. If the item was not text, you may have to use the normal 'drag and drop' techniques to move the item within the slide.

6.3.3.3 Resize pictures, images in a presentation.

To resize an image, object or chart

- Select the image, object or chart by clicking on it once.
- Move the mouse pointer to one corner of the selected item, until the mouse pointer changes to a line at 45 degrees with an arrowhead at each end.
- Depress the mouse button and drag to resize the image within the slide.
- Release the mouse button.

6.3.3.4 Delete text, pictures, images in a slide.

To delete selected text

- Select the text which you want to delete and press the **Delete** key.

To delete a picture

- Click on the picture which you wish to select and then press the **Delete** key.

6.4 Charts/Graphs Drawn Objects

6.4.1 Using Charts/Graphs

6.4.1.1 Input data to create or modify different kinds of built-in charts/graphs in a slide such as; column, bar, line, pie.

To create a column, bar or line chart
- Open or create a presentation.
- Click on the **New Slide** icon.
- Select the **Title and Chart** AutoLayout.
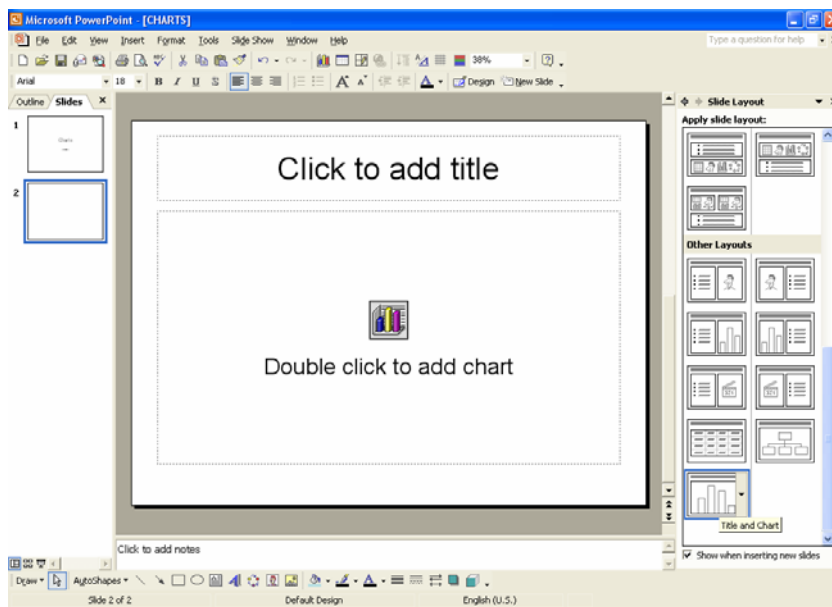
An icon is inserted into the slide, as illustrated.

- Double clicking on this icon will insert a Column Chart using sample data, as illustrated. You can modify the data as required.
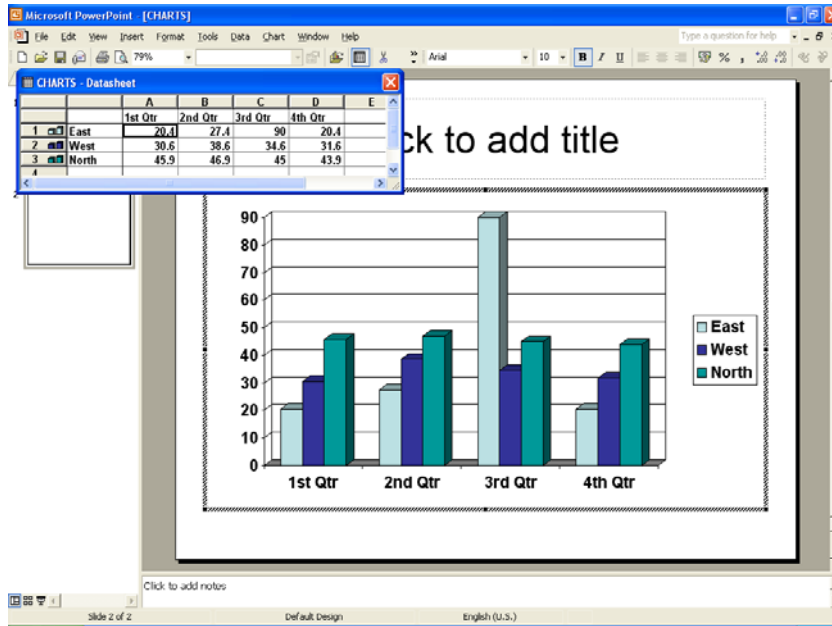
- By default a column chart will be created. If you wish to create a different type of chart, then click on the Chart drop down menu and select the Chart Type command.
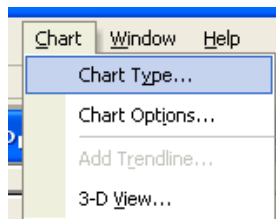
- From the dialog box displayed, select the required chart type, such as Column, Bar or Line.
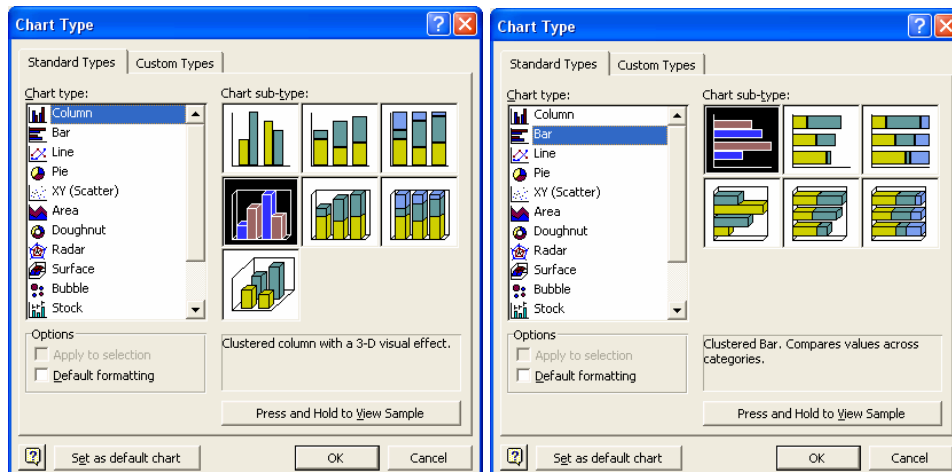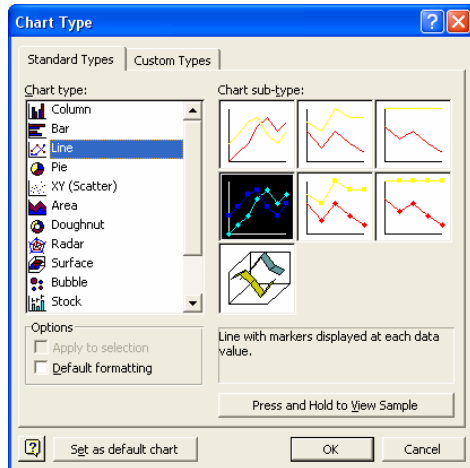
- Click on the **OK** button to confirm your chart type selection.
- Click on the **Close** icon (top-right of the Datasheet window) to complete the process.

To create a Pie chart

- Open or create a presentation.
- Click on the **New Slide** icon.
- Select the **Title and Chart** AutoLayout, as illustrated, and click on the **OK** button.
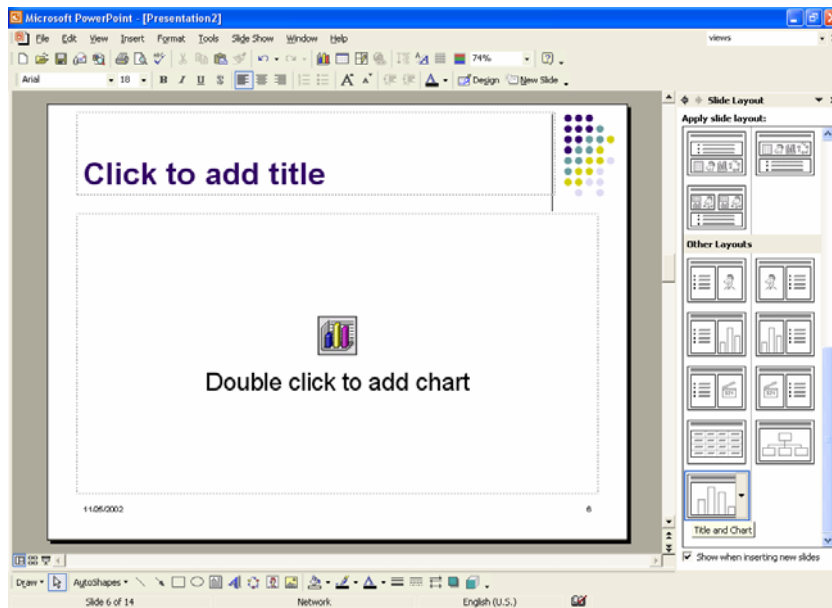
An icon is inserted into the slide, as illustrated.

- Double clicking on this icon will insert a column chart using sample data, as illustrated. You can modify the data as required.
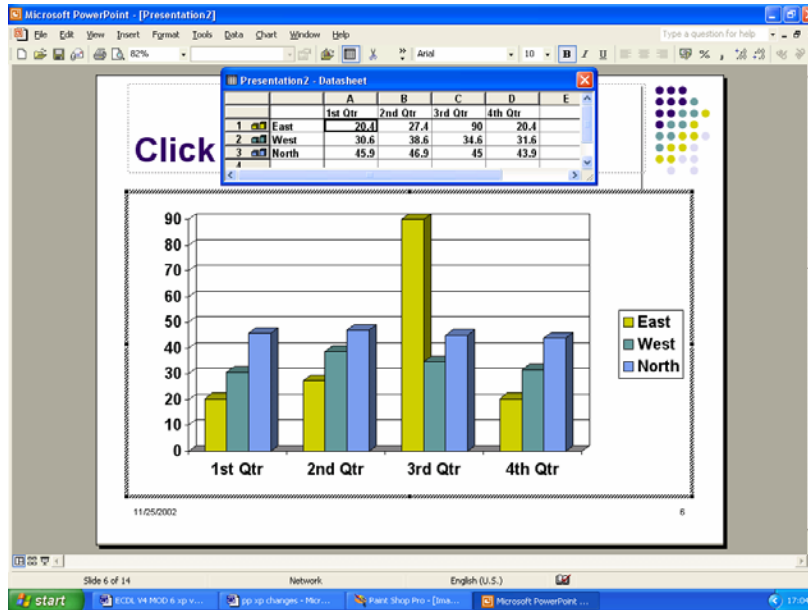
- By default a column chart will be created. You can modify the data as required.

  NOTE: When wishing to create a Pie chart you have to use only one data series. In the data illustrated, we have three data series, i.e. East, West and North, as illustrated.

- In this case we shall use the **East** data series, in which case we need to de-select the **West** and **North** data series. To do this, double click on the icon numbers to the left of **West** and **North**, as illustrated below.

- Now only the **East** data series is selected.
- Click on the **Close** icon (top-right of the Datasheet window) to complete the process.
- To convert the chart from a column chart to a pie chart, click on the **Chart** drop down menu and select the **Chart Type** command. This will display the **Chart Type** dialog box.
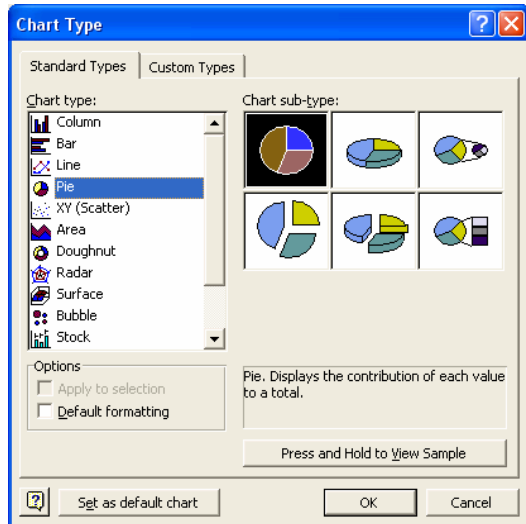
- Select the required chart type, in this case a **Pie** chart.
  NOTE: You can use the **Chart sub-type** section of the dialog box to make further modifications.

- Click on the **OK** button to finish the process. The Pie chart will be displayed, as illustrated.
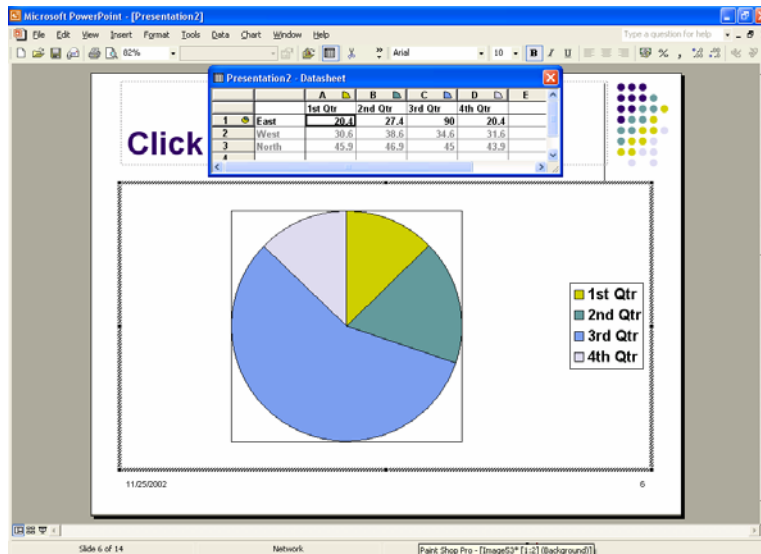
6.4.1.2 Change the background colour in the chart/graph.

To change the background colour of a chart
- Display the slide containing the chart which you wish to modify.
- Double click over the chart area, so that the screen changes as illustrated below (the data used to construct the chart is displayed, and if you look carefully, you will see different icons displayed across the top of your application).
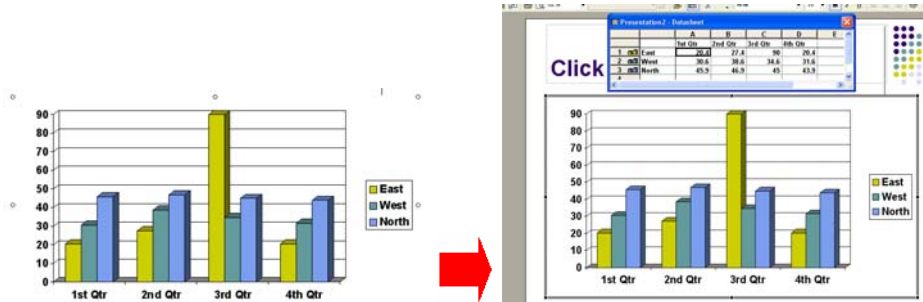
- Right click over the chart background, and from the popup menu displayed, select the **Format Chart Area** command.
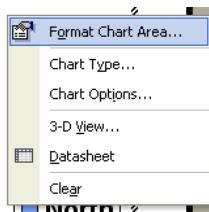
This will display the Format Chart Area dialog box.
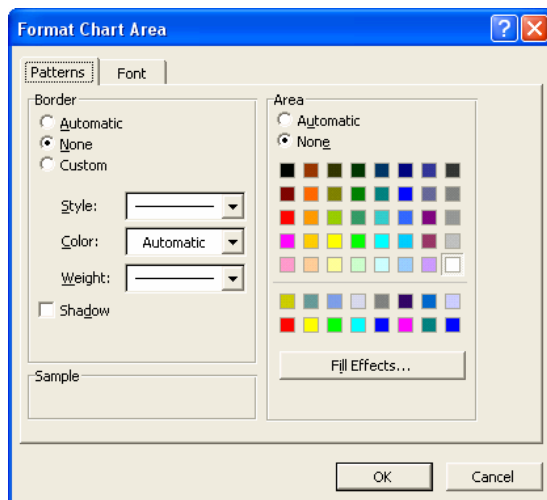
- Select the required colour and then click on the **OK** button. An example is illustrated below.
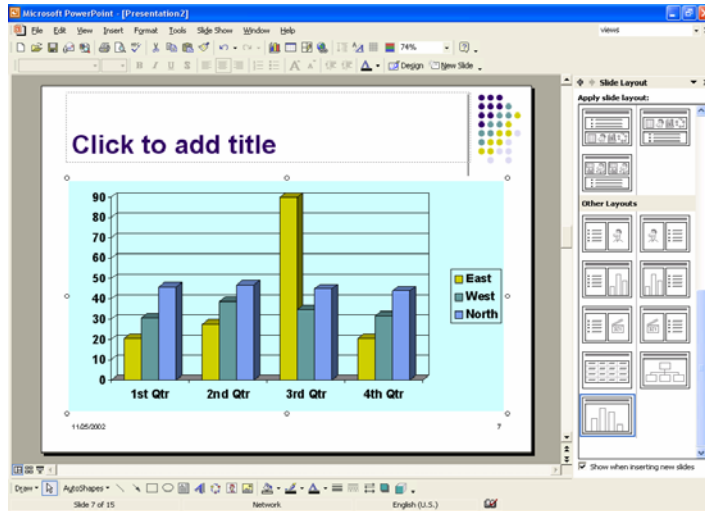
6.4.1.3 Change the column, bar, line, pie slice colours in the chart/graph.

To change the colour of a chart column, bar, line or pie slide
- Display the slide containing the chart which you wish to modify.
- Double click over the chart area, so that the screen changes allowing you to select individual elements within the chart.
- Double click on either the column, bar, line or pie slide, and you will see a dialog box, like the one illustrated.
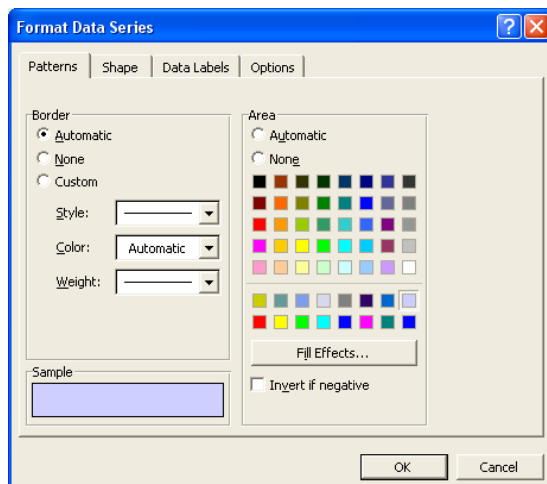
- Select the required colour and then click on the **OK** button to apply the colour changes.

6.4.1.4 Change the chart/graph type.

To change the type of chart displayed

- Display the slide containing the chart which you wish to modify. Double click over the chart area, so that the screen changes and the chart editing icons are displayed in the toolbar.
- Click on the **Chart** drop down menu and select the **Chart Type** command. This will display a dialog box.
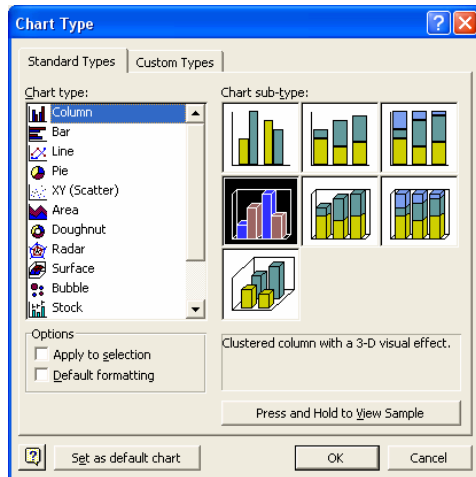
- Select the required chart type, and then click on the **OK** button.

6.4.2 Organisation Charts

6.4.2.1 Create an organisation chart with a labelled hierarchy.

To create a slide containing an organisational chart

- Click on the **New Slide** icon and select the '**Title and Diagram or Organisational Chart**' AutoLayout.
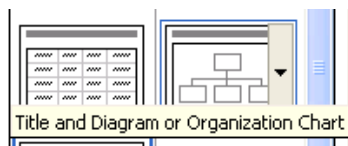
A new slide is inserted as below.
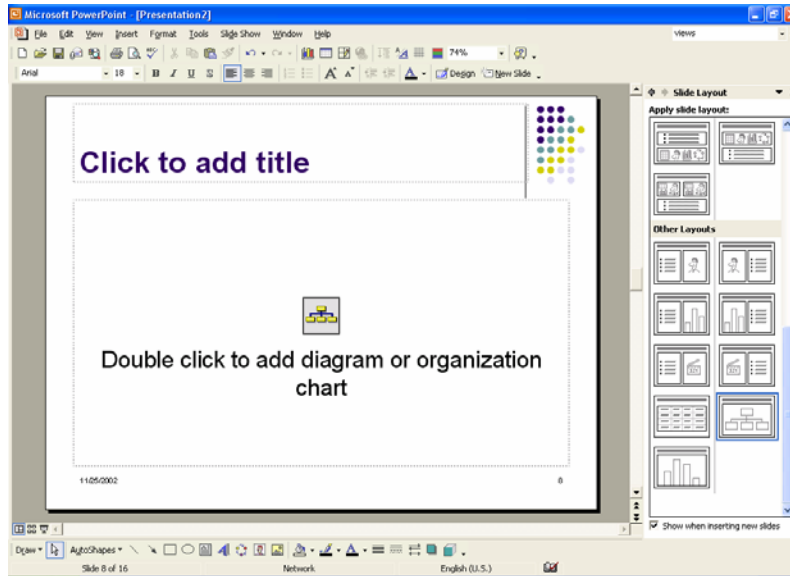
- Double click on the icon within the new slide called '**Double click to add diagram or organisation chart'**. The **Diagram Gallery** will be displayed.
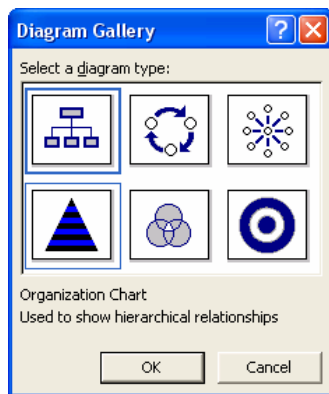
- Make sure that the **Organisation Chart** option is selected

and then click on the **OK** button. This will insert an organisation chart, as illustrated.
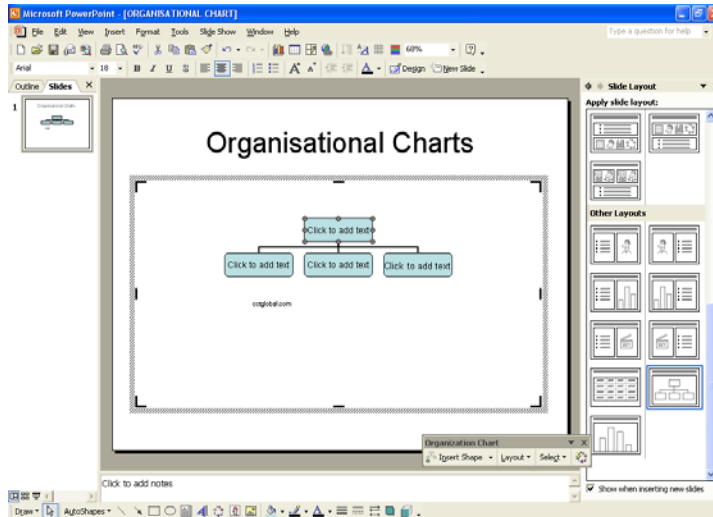
To enter information into an organisation chart box
- Enter the data into the boxes, overtyping the existing text (i.e. *Click to add text*).

6.4.2.2 Change the hierarchical structure of an organisation chart.

To move boxes within the chart
- You have an organisational chart which looks like this.
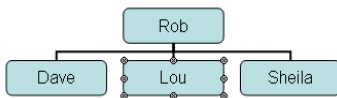
- Click on the edge of the box which you wish to move, so that the box is surrounded by 8 'handles' as illustrated. In this case we clicked on the edge of the **Dave** box.
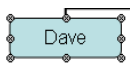
- Depress the left mouse button and drag the **Dave** box, exactly over the **Lou** box. When you release the mouse button you will see the following.
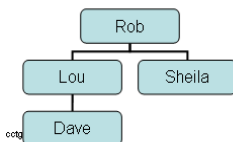
6.4.2.3 Add or remove managers, co-workers, subordinates in an organisation chart.

To add chart boxes

- Click on the item to which you wish to add. You can add boxes to the chart using the Organisation Chart toolbar (which is displayed automatically when an organisational chart is selected). Click on **Insert Shape** drop down menu and select **subordinate**, **co-worker** or **Assistant**.
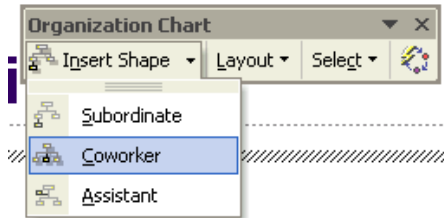
To remove chart boxes

- Click on the box you want to remove to select it. Press the **Delete** key.

  NOTE: If you want to delete more than one box, press the **Shift** key as you click on the boxes to select them and then press the **Delete** key.

6.4.3 Drawn Objects

6.4.3.1 Add different types of drawn object to a slide: line, free drawn line, arrow, rectangle, square, circle, text box, other available shapes

To display the drawing toolbar

- Right click on any toolbar and from the popup menu displayed select **Drawing**.

To draw a line

- Select the **Line** icon from the **Drawing** toolbar. The mouse pointer changes into a cross-hair pointer when moved over the slide.

- Click at the location where you want the line to begin and drag. Release the mouse button when you want the line to end. A line appears between the beginning and end point.

  TIP: To draw a line which is perfectly horizontal or vertical, depress the **Shift** key while dragging.

To add a free drawn line

- Click on the **AutoShapes** button within the Drawing toolbar and from the popup menu displayed select **Lines**.
- From the submenu, select the **Scribble** icon.
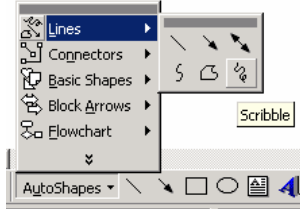
- Click at the location where you want the line to begin and start moving the mouse. Release the mouse button when you want the line to end.

To insert a line with an arrow on it

- Click on the **AutoShapes** button within the Drawing toolbar and from the popup menu displayed select **Lines**.
- From the submenu, select the **Arrow** icon.
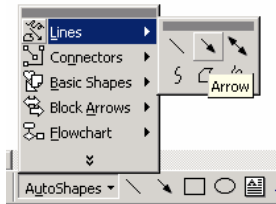
- Click at the location where you want the line to begin and start moving the mouse. Release the mouse button when you want the line to end.

To insert an arrow

- Click on the **AutoShapes** button within the Drawing toolbar.
- Click on the **Block Arrows** command.
- From the submenu, select the required arrow type.
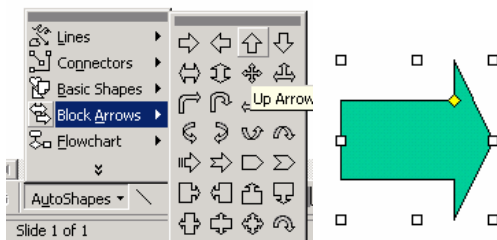
- Click at the location where you want the arrow to begin and start moving the mouse. Release the mouse button when you want the arrow to end.

To insert a rectangle

- Click on the **Rectangle** icon within the Drawing toolbar.

- Move the mouse pointer over the slide area and click at the position where you wish to start drawing the rectangle.
- Move the mouse pointer diagonally across the screen.
- Release the mouse pointer when you have finished.

To insert a square

- Click on the **Rectangle** icon within the Drawing toolbar.

- Depress the **Shift** key (and keep it depressed).
- Move the mouse pointer over the slide area and click at the position where you wish to start drawing the square.
- Move the mouse pointer diagonally across the screen.
- Release the mouse pointer when you have finished.
- Release the **Shift** key.

To insert an oval

- Click on the **Oval** icon within the Drawing toolbar.

- Move the mouse pointer over the slide area and click at the position where you wish to start drawing the oval.
- Move the mouse pointer diagonally across the screen.
- Release the mouse pointer when you have finished.

To insert an circle

- Click on the **Oval** icon within the Drawing toolbar.

- Depress the **Shift** key (and keep it depressed).
- Move the mouse pointer over the slide area and click at the position where you wish to start drawing the circle.
- Move the mouse pointer diagonally across the screen.
- Release the mouse pointer when you have finished.
- Release the **Shift** key.

To insert a Text Box

- You can insert a new text box using the **Text Box** icon. This icon is contained on the **Drawing** toolbar.

Once you have clicked on this icon, click within the body of the slide. A text box will be inserted as illustrated.

- You may start to enter text within this text box, as illustrated.

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6.4.3.2 Change drawn object background colour, line colour, line weight, line style.

To change an object's background colour, line colour, line weight and line type
- Click on an object to select it.
- Double click on the object to display a dialog box, similar to the one illustrated.
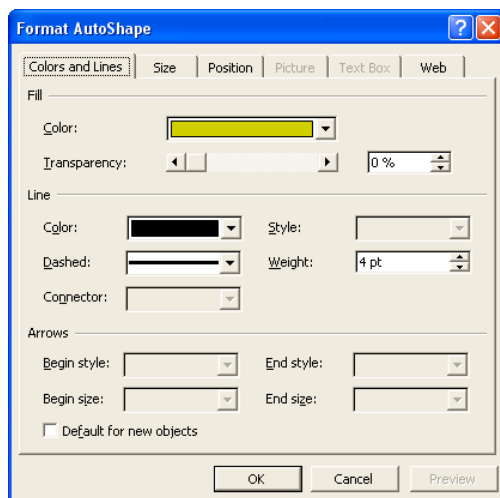
- Make sure that the **Colors and Lines** tab is selected.
- To change the background colour, click on the down arrow to the right of the **Color** option within the **Fill** section. Select a colour as required.
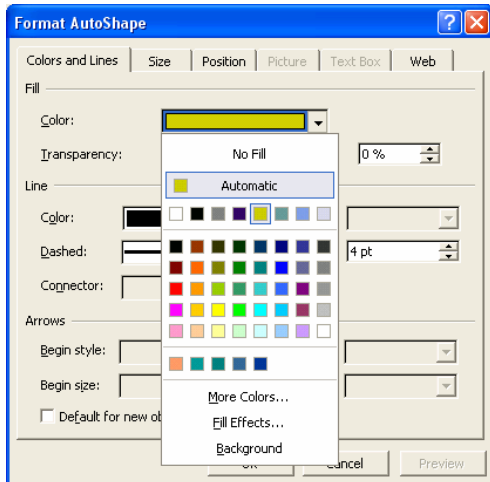
- To change the background colour, click on the down arrow to the right of the **Color** option within the **line** section. Select a colour as required.
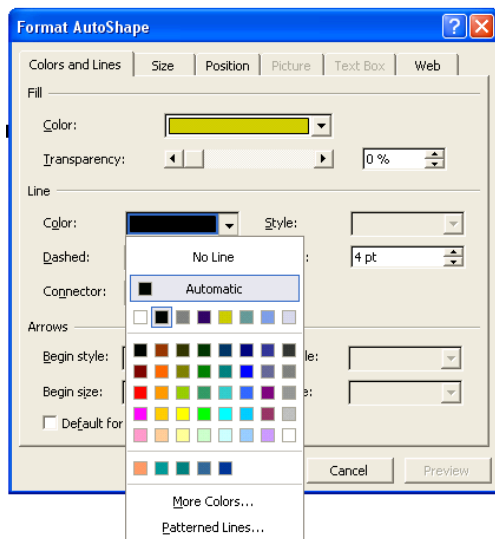
- To change the line weight, click on the up or down arrow to the right of the **Weight** option within the **Line** section. Select a line weight as required.
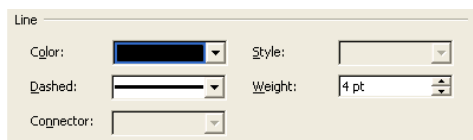
- To change the line style, click on the down arrow to the right of the **Style** option within the **Line** section. Select a line style as required.
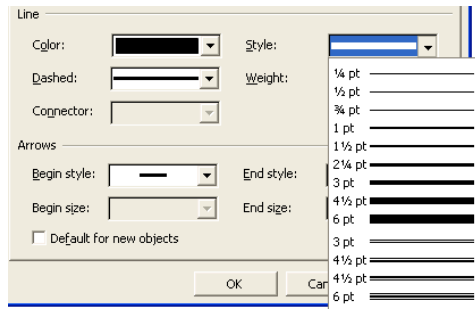
- When you have made your selections, click on the **OK** button.

6.4.3.3 Change arrow start style, arrow finish style.

To change the arrow start and end styles
- Select the arrow.
- Double click on the arrow to display the **Format AutoShape** dialog box.
- If necessary select the **Colors and Lines** tab within the dialog box.
- To change the arrow start style, click on the down arrow to the right of the **Begin Style** section of the dialog box, and select the required style.
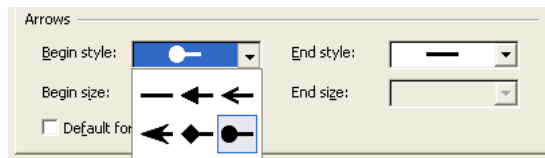
- To change the arrow end style, click on the down arrow to the right of the **End Style** section of the dialog box, and select the required style.
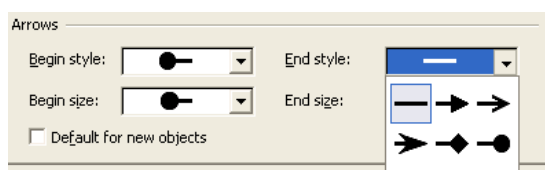
- When you have selected your modifications, click on the **OK** button to close the dialog box and apply the changes.

6.4.3.4 Apply a shadow to a drawn object.

To add a shadow effect to an AutoShape
- Select the AutoShape to which you wish to apply a shadow effect.
- Click on the **Shadow** icon (displayed within the Drawing toolbar).

A popup menu will be displayed, from which you can select the required type of shadow effect.
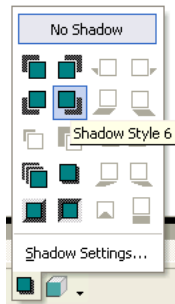
- Click on the required shadow effect and the shadow will be applied, as illustrated.

6.4.3.5 Rotate or flip a drawn object.

To rotate an object
- Select the shape which you wish to rotate. You will see a small line with a green spot at the end of it, as illustrated.
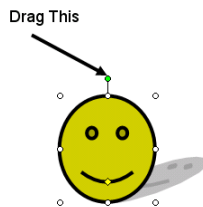
- Drag the green spot to rotate the drawing object, as illustrated.

To flip an object
- Select the shape which you wish to flip.
- Click on the **Draw** button (on the Drawing toolbar) and from the popup menu displayed select the **Rotate or Flip** command, which will display a popup submenu, from which you can select the desired command, such as **Flip Horizontal** or **Flip Vertical**.
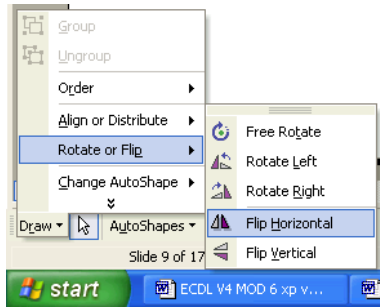
6.4.3.6 Align a drawn object: left, centre, right, top, bottom of a slide.

To align objects using the Draw menu
- Select the objects you wish to align. Depress the **Shift** key to select more than one object by clicking on the objects. (The other way to select multiple object is to depress the left mouse button and draw a rectangular shape over the objects which you wish to select).
- Click the **Draw** icon on the **Drawing** toolbar to display the **Draw** menu.
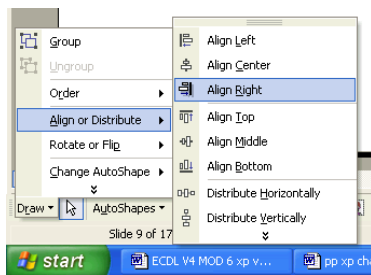
- Select **Align or Distribute** to display the alignment submenu.
- Choose the type of alignment you want. The selected objects align according to your selection.

   NOTE: Objects are aligned according to their selection rectangles, rather than the shapes themselves.

6.4.3.7 Resize drawn object, chart within a presentation

To resize a drawn object or chart
- Select the drawn object or chart by clicking on it once.
- Move the mouse pointer to one corner of the selected item, until the mouse pointer changes to a line at 45 degrees with an arrowhead at each end.
- Depress the mouse button and drag to resize the image within the slide.
- Release the mouse button.

6.4.3.8 Bring an object to the front or back.

What is object ordering?

- When you draw objects on a slide, the first object you draw is on the bottom, and the last object you draw is on the top. The placement of objects can be changed using the Bring to Front, Send to Back, Bring Forward and Send Backward commands.

  NOTE: This is only relevant where two objects overlap on the slide.

To bring objects forwards or send them backwards

- Select the object you wish to move forward or backwards.
- Right click to display a popup menu, as illustrated.
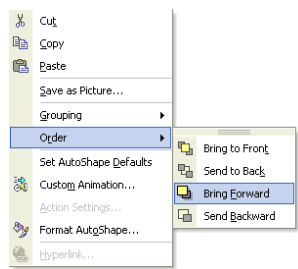
- Select **Order** to display the **Order** submenu.
- Select **Bring To Front** or **Send To Back**.
- The selected object is moved to the top or bottom of the stack.

6.4.4 Duplicate, Move, Delete

6.4.4.1 Duplicate a chart/graph, drawn object within the presentation or between open presentations.

To copy a chart (or drawn object) within a presentation

- Click once on the chart (or drawn object), to select it.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Display the slide within the presentation to which you wish to copy the chart (or drawn object).
- Click on the **Edit** drop down menu and select the **Paste** command.

To copy a chart (or drawn object) from a slide in one presentation to a slide within a second presentation

- Click once on the chart (or drawn object), to select it.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Switch to, or open the second PowerPoint presentation to which you wish to copy the selected chart (or drawn object).

- Display the slide within the second presentation to which you wish to copy the chart (or drawn object).
- Click on the **Edit** drop down menu and select the **Paste** command.

6.4.4.2 Move a chart/graph, drawn object within the presentation or between open presentations.

To move a chart (or drawn object) within a presentation
- Click once on the chart (or drawn object), to select it.
- Click on the **Edit** drop down menu and select the **Cut** command.
- Display the slide within the presentation to which you wish to move the chart (or drawn object).
- Click on the **Edit** drop down menu and select the **Paste** command.

To move a chart (or drawn object) from a slide in one presentation to a slide within a second presentation
- Click once on the chart (or drawn object), to select it.
- Click on the **Edit** drop down menu and select the **Cut** command.
- Switch to, or open the second PowerPoint presentation to which you wish to move the selected chart (or drawn object).
- Display the slide within the second presentation to which you wish to move the chart (or drawn object).
- Click on the **Edit** drop down menu and select the **Paste** command.

6.4.4.3 Delete a chart/graph, drawn object.

To delete a chart (or drawn object)
- Click once on the chart or drawn object to select it and then press the **Del** key.

6.5 Slide Show Effects

6.5.1 Preset Animation

6.5.1.1 Add preset text or image animation effects to slides. Change preset animation effects on text or images.

To add a preset animation effect
- Animation effects allow you to add a range of special effects to your slide shows. Click on the **Slide Show** drop down menu and select the **Animation Schemes** command. This will display the Slide Design task pane.
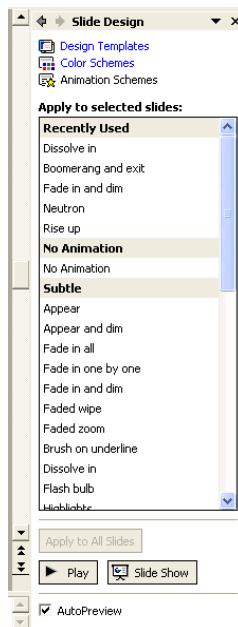
- Click on the required animation type.

To change a preset animation effect
- Open a presentation containing animation effects.
- If necessary, click on the **Slide Show** drop down menu and select the **Animation Schemes** command. This will display the Animation Effects task pane.
- Select the object of which you wish to change the animation effect, and then select a different animation effect from the task pane.

6.5.2 Transitions

What are slide show transitions?

- Slide show transitions are special effects you can add to a slide show to determine how one slide moves or blends into the next slide within the presentation.

6.5.2.1 Add transition effects between slides. Change transition effects between slides.

To add transitions to a slide show

- Click on the **Slide Show** drop down menu and select the **Slide Transition** command. This will display the **Slide Transition** task pane to the right of your screen, as illustrated.
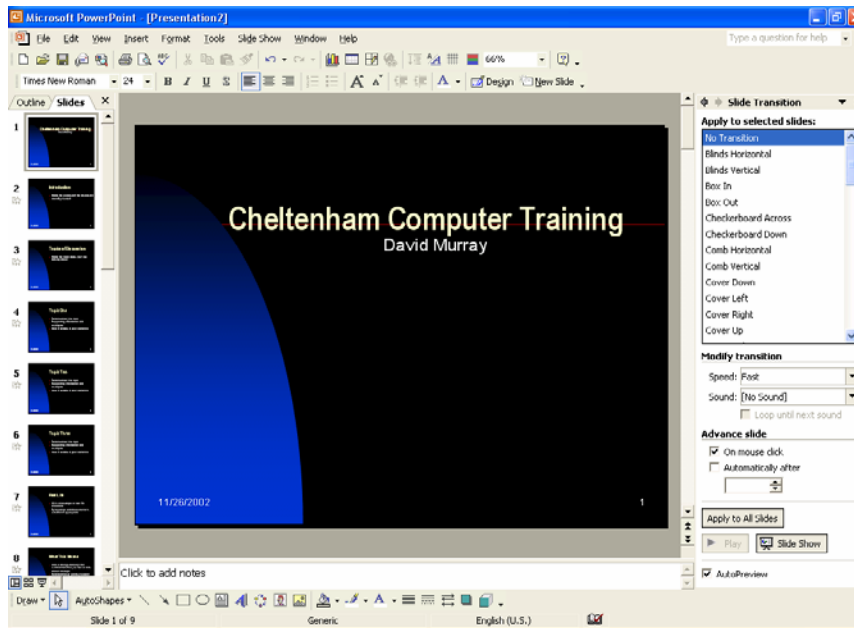
- Select the transition you require from the task pane. You will see a preview displayed within the active slide. Select how fast you want the transition to take place by selecting **Slow**, **Medium**, or **Fast**. By default the modification you make this way will only apply to the active slide displayed in Normal View.
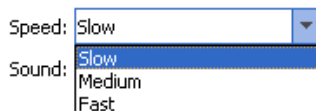
- To change the transition of all slides within the presentation, click on **Apply To All Slides**.

To change a transition effect

- To modify an existing transition effect on a single slide, display the slide and simply apply a new transition using the **Slide Transition** dialog box. To apply a new transition effect to all slides make sure you click the **Apply To All Slides** button.

6.6 Prepare Output

6.6.1 Preparation

6.6.1.1 Select appropriate output format for slide presentation such as: overhead, handout, 35 mm slides, on-screen show.

To set the slide format

- From the **File** menu, select **Page Setup** to display the **Page Setup** dialog box.
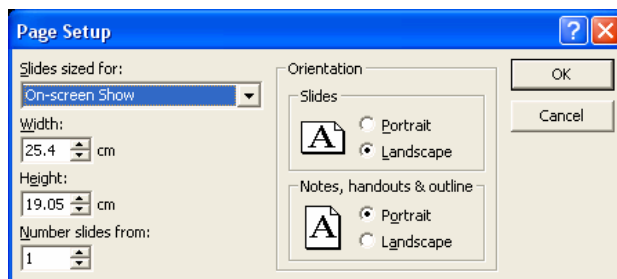
- Click on the down arrow on the **Slides sized for** box and choose the required option.
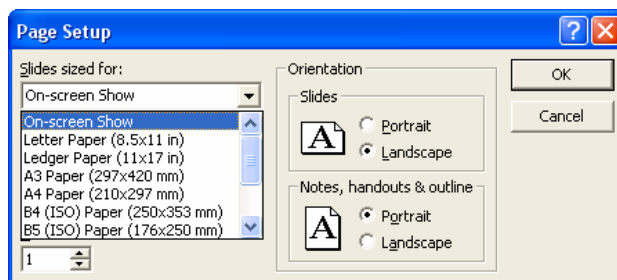
- In the **Orientation** section, select the orientation for your slides in the **Slides** box. Choose either **Portrait** or **Landscape**.
- In the **Notes**, **handouts & o**u**tline** section, select the orientation for your notes, handouts and outlines. Choose either **Portrait** or **Landscape**.
- Select **OK** to accept the slide setup.

6.6.1.2 Spell-check a presentation and make changes such as: correcting spelling errors, deleting repeated words.

To use the Spelling Checker

- Click on the **Spelling** icon on the **Standard** toolbar. PowerPoint begins checking the spelling. If PowerPoint comes across a word it does not recognise, the **Spelling** dialog box appears.
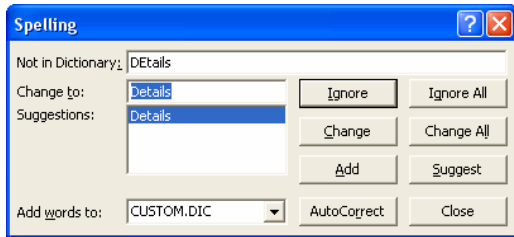
- In the example shown, PowerPoint has found the word 'Details' incorrectly spelt with two upper case letters. The incorrect word is displayed in the **Not in dictionary** box. In the **Change to** box a replacement word is suggested, and other possible replacements are listed in the **Suggestions** box. Choose from the following options:

  Ignore: Ignores the word.

  Ignore All: Ignores all future occurrences of the word found in the document.

  Change: Changes the word to the suggested word in the **Change to** box. You can select an alternative word from the **Suggestions** box.

  Change All: Changes all future occurrences of the word in the document to the word of your choice.

  Add: Adds the word to the custom dictionary.

  Suggest: Suggests other replacement words.

  When you have finished checking the presentation, PowerPoint displays a message telling you it has finished. To exit the spelling checker, select **Close**.

6.6.1.3 Add notes (for the presenter) to slides

To add notes to a slide presentation
- Make sure that you are viewing your presentation in Normal View. If necessary, click on the **Normal View** icon at the bottom left of your screen. You will see a section, illustrated below, which allows you to "**Click to add notes**". Simply click here and start typing!
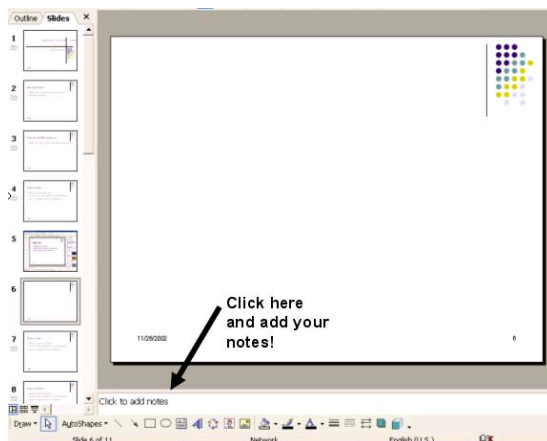
6.6.1.4 Change slide setup, slide orientation to portrait, landscape. Change paper size.

To set slide orientation and page size

- Click on the **File** drop down menu and select the **Page Setup** command to display the Page Setup dialog box.
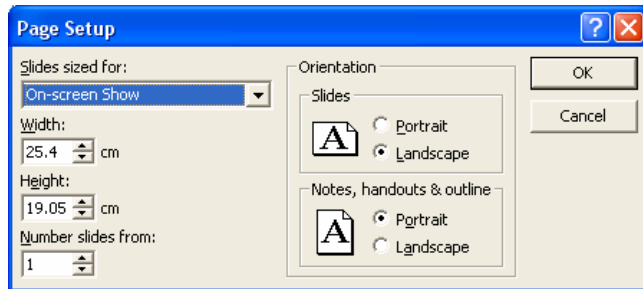
- In the **Slides sized for** section, select the required paper size.
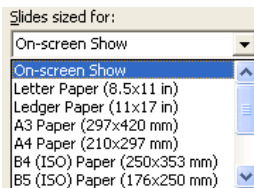
- In the **Orientation** section, select the orientation for your slides in the **Slides** box. Choose either **Portrait** or **Landscape**.
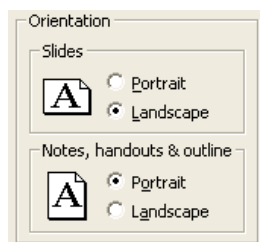
- Click on the **OK** button to confirm your choices.

6.6.1.5 Duplicate, move slides within a presentation, between open presentations

To move a slide within a presentation

- Display the presentation in **Slide Sorter** view.
- Select the slide which you wish to move.

- Depress the mouse button and drag the selected slide to the location (between two slides) to which you wish to move the selected slide. When you release the mouse button the slide will moved.

To copy a slide within a presentation

- Display the presentation in **Slide Sorter** view.
- Select the slide which you wish to copy.
- Depress the **Ctrl** key (and keep it depressed).
- Depress the mouse button and drag the selected slide to the location (between two slides) to which you wish to copy the selected slide.
- When you release the mouse button the slide will be copied to the required location.

To move a slide from one presentation to another presentation

- Display the presentation in **Slide Sorter** view.
- Select the slide which you wish to move.
- Click on the **Edit** drop down menu and select the **Cut** command.
- Switch to, or open the second PowerPoint presentation to which you wish to move the slide.
- Display the second presentation in **Slide Sorter** view.
- Click between the two slides to which you wish to move the original slide.
- Click on the **Edit** drop down menu and select the **Paste** command. The slide will be displayed within the second presentation.

To copy a slide from one presentation to another presentation

- Display the presentation in **Slide Sorter** view.
- Select the slide which you wish to copy.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Switch to, or open the second PowerPoint presentation which you wish to copy the slide to.
- Display the second presentation in **Slide Sorter** view.
- Click between the two slides to which you wish to copy the original slide.
- Click on the **Edit** drop down menu and select the **Paste** command. The slide will be displayed within the second presentation.
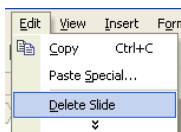
6.6.1.6 Delete a slide, slides.

To delete a slide using the drop down menus

- Display the slide which you wish to delete.
- Click on the **Edit** drop down menu and select the **Delete Slide** command.

To delete a slide using the Del key

- Display the presentation in **Slide Sorter** view.
- Select the slide which you wish to delete.
- Press the **Delete** key on your keyboard.

To delete multiple slides (in one action)

- Display your presentation within **Slide Sorter** view.
- Click on the first slide which you wish to select.
- Depress the **Ctrl** key (and keep it depressed).
- Click on the other slides which you wish to select for deletion.
- Release the **Ctrl** key and press the **Del** key.

6.6.2 Printing

6.6.2.1 Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of presentation, print presentation to file.

To print your entire presentation

- Click on the **Print** icon, displayed within the Standard Toolbar.

To print just the current slide

- Display the slide which you wish to print.
- Click on the **File** drop down menu and select the **Print** command.
- In the **Print range** section of the dialog box, select the **Current slide** button.
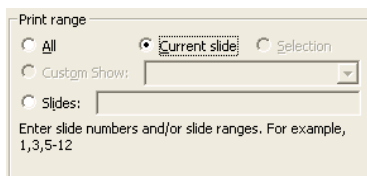
- Make other selections as required and then click on the **OK** button.

To print particular slides

- Click on the **File** drop down menu and select the **Print** command. In the **Print range** section of the dialog box, select the **Slide** button. In the example shown we have decided to print slide 1, slide 2 and slides 5-8 inclusive.
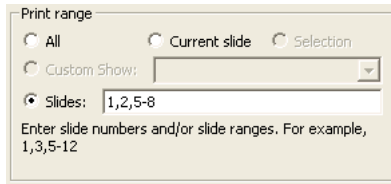
- Make other selections as required and then click on the **OK** button.

To print multiple copies

- Click on the **File** drop down menu, displayed within the Standard Toolbar, and select the **Print** command. In the **Copies** section of the dialog box, use the up and down arrows to set the required number of copies. In the example shown, we have set 5 copies to be printed.
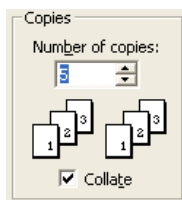
- Make other print choices as required and click on the **OK** button.

To print a presentation to a file

- Click on the **File** drop down menu, displayed within the Standard Toolbar, and select the **Print** command. In the **Printer** section of the dialog box, click on the **Print to file** check box.
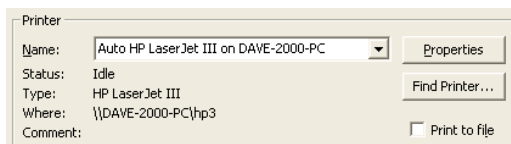
- Make other print choices as required and click on the **OK** button.

To print Handouts

- Click on the **File** drop down menu and select the **Print** command. A dialog box is displayed.
- Click on the down arrow to the right of the **Print What** section of the dialog box.
- Select **Handouts** from the drop down menu displayed.
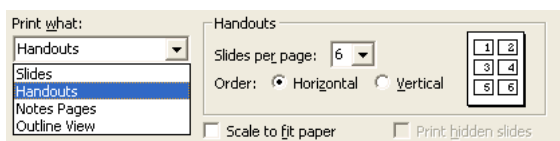
- Select the number of **Slides per page**, and whether you wish them displayed **horizontally** or **vertically**.
- You can also, optionally, select the **Scale to fit paper** box.

- You may wish to enter a number in the **Number of copies** section of the dialog box, so that you can print multiple copies. Click on the **OK** button to start printing.

To print Notes or a Presentation Outline

- Click on the **File** drop down menu and select the **Print** command. A dialog box is displayed.
- Click on the down arrow to the right of the **Print What** section of the dialog box.
- Select **Notes Pages** or **Outline View** from the drop down menu displayed.

- You can also, optionally, select the **Scale to fit paper** box.
- You may wish to enter a number in the **Number of copies** section of the dialog box, so that you can print multiple copies. Click on the **OK** button to start printing.

6.6.3 Deliver a Presentation

What is a Slide Show?

- Rather than printing out your presentation, you may want to run it as an electronic slide show from your computer. This means that each slide in your presentation, along with its text, art, and graphics, takes up the whole screen. All other screen elements are hidden.
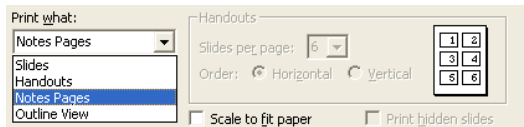
6.6.3.1 Hide or show slides.

To hide slides in a slide show

- Select the slide(s) you wish to hide.
- Select **Hide Slide** from the **Slide Show** menu, or click on the **Hide Slide** icon on the **Slide Sorter** toolbar if you are working in **Slide Sorter** view.
- The slide will be hidden during a slide show.
- In **Slide Sorter** view an icon appears below the slide, which contains the slide number with a line through it, to indicate that it is hidden.
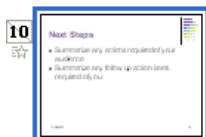
- During a slide show if you wish to display a hidden slide simply press the **H** key on the preceding slide.

To see which slides are formatted as hidden

- Switch to **Slide Sorter** view and the hidden slide(s) will be indicated as illustrated below.

To display a hidden slide during a slide show

- During a slide show if you wish to display a hidden slide simply press the **H** key whilst the preceding slide is being displayed.

6.6.3.2 Start a slide show, start a slide show on any slide.

To start a slide show (from the beginning)

- Click on the **Slide Show** drop down menu and select the **View Show** command. *OR* press the **F5** key.

To start a slide show on a specific slide

- Display the slide on screen with which you wish to start the presentation (i.e. in Normal Mode or Slide View Mode).
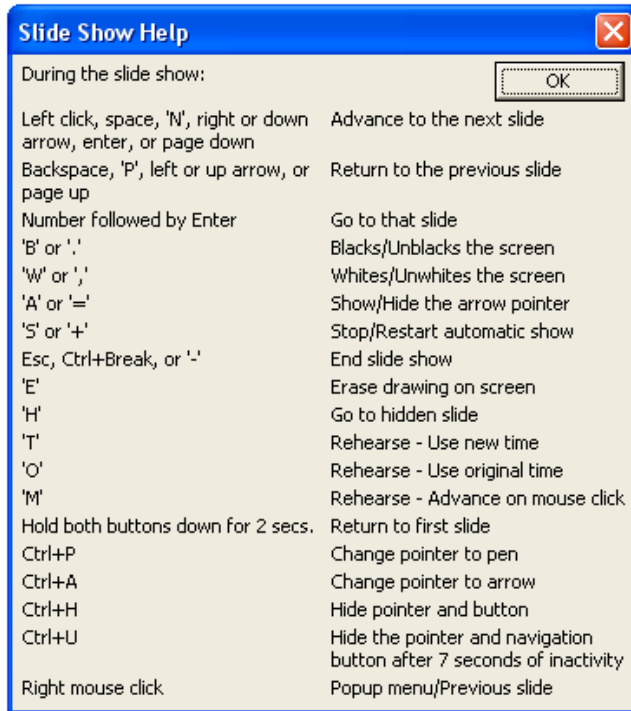- Click the **Slide Show** icon to start the presentation.

To display the slide show shortcuts

- When the slide show is running press the **F1** key to display a list of shortcuts.

Slide Show Help

During the slide show:
                                                                    [OK]

Left click, space, 'N', right or down arrow, enter, or page down	Advance to the next slide
Backspace, 'P', left or up arrow, or page up	Return to the previous slide
Number followed by Enter	Go to that slide
'B' or '.'	Blacks/Unblacks the screen
'W' or ','	Whites/Unwhites the screen
'A' or '='	Show/Hide the arrow pointer
'S' or '+'	Stop/Restart automatic show
Esc, Ctrl+Break, or '-'	End slide show
'E'	Erase drawing on screen
'H'	Go to hidden slide
'T'	Rehearse - Use new time
'O'	Rehearse - Use original time
'M'	Rehearse - Advance on mouse click
Hold both buttons down for 2 secs.	Return to first slide
Ctrl+P	Change pointer to pen
Ctrl+A	Change pointer to arrow
Ctrl+H	Hide pointer and button
Ctrl+U	Hide the pointer and navigation button after 7 seconds of inactivity
Right mouse click	Popup menu/Previous slide

To move to the next slide

- **Use any of the following options:**
  Left Mouse Click
  N
  Space Bar
  Right Arrow
  Down Arrow
  Enter
  Page Down
  Right Click - Select from Popup Menu

To move to a previous slide

- **Use any of the following options:**
  Backspace
  P
  Left Arrow
  Up Arrow
  Page Up
  Right Click - Select from Popup Menu

To return to the first slide

- Press both mouse buttons for 2 Seconds.

To blank the screen to black

- Press **B** once to apply.
- Press **B** once more to remove.

To blank a screen to white

- Press **W** once to apply.
- Press **W** once more to remove.

To exit a screen show

- Use any of the following options:
  Esc
  Ctrl+Break
  "**-**"

The slide show "right click menu"

- Right clicking within the slide show will display the following popup menu, allowing you to navigate through the presentation.