

Microsoft®

PowerPoint 2013

Certification Guide

Lesson 2: Working with Slides

Lesson Objectives

In this lesson, you will examine the features you can use to create, organize, format, and manage slides. Upon successful completion of this lesson, you should be able to:

- ☐ use and apply themes
 - ☐ format slide backgrounds
 - ☐ apply slide layouts or create a new slide layout
 - ☐ apply styles to slides
 - ☐ modify existing layout masters
 - ☐ use guides and gridlines
 - ☐ add, format, resize, reposition, and delete placeholders
 - ☐ apply modified layout to existing slides
 - ☐ insert new slides, duplicate slides, hide and show slides, or delete slides
 - ☐ insert slides from an existing presentation
 - ☐ merge multiple presentations
 - ☐ insert slides from an outline
 - ☐ add footers, slide numbers, and a date
 - ☐ organize or rearrange slides use the Slide Sorter and other views
 - ☐ use sections
-

Using Themes

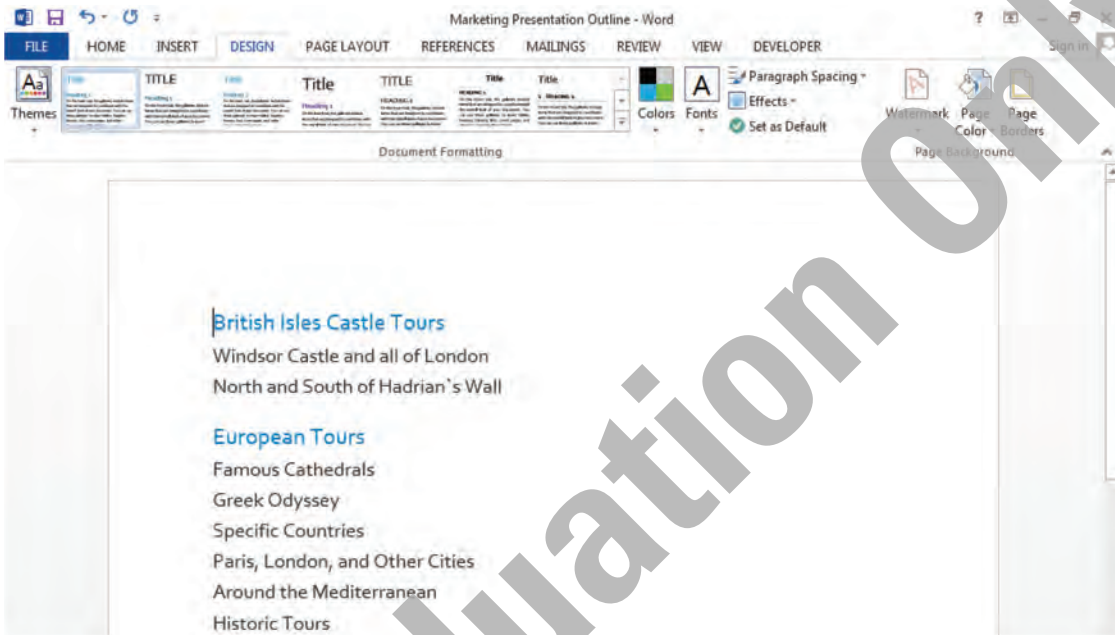
You can quickly create or modify an existing presentation to give it a professional modern look by applying a theme. A *theme* is a set of unified design elements, such as backgrounds, effects, colors, fonts, and graphics, which provides a consistent look for all slides in a presentation. Themes also influence objects such as images, charts, and tables.



The image to the left displays a PowerPoint slide formatted with the Parallax Theme.

The image below displays a Word document formatted with the Parallax Theme.

The same theme can be applied throughout Microsoft Office applications to provide a coordinated look and feel to all your documents.



PowerPoint also provides the ability to select variants of most design themes (discussed in the next topic).

Applying Themes

To apply a theme to all slides, click the **Design** tab, in the Themes group, click the desired theme. You then have the option of choosing a **Variant** for this theme from the group immediately to the right on the Ribbon.



To preview a theme or variant before applying it, point to the theme or variant thumbnail to display its effect on the presentation.

To preview all of a theme's slide layouts, right-click a slide in the slide thumbnail list and select **Layout** from the drop-down menu.

To apply a theme to only selected slides, right-click the desired theme and click **Apply to Selected Slides**.

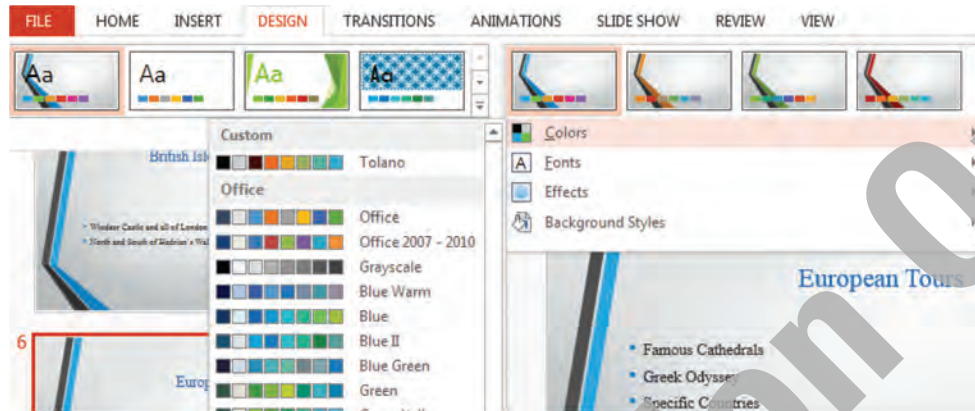
The right-click context menu also allows you to apply themes to only matching slides, set a theme as the default for all new presentations, or add the Theme Gallery to the Quick Access Toolbar for easier access.

Modifying Themes

Objective 1.2

You can customize individual aspects of a theme, such as the colors and fonts, while still retaining the other design elements. You can also create your own theme that you can reuse on other presentations.

To change only the theme colors, on the Design tab, in the Variants group, click the **More** arrow and click **Colors**. PowerPoint displays a list of preselected color palettes. Point the mouse at the color palettes to preview the effect on the presentation.



To change only the theme fonts, on the Design tab, in the Variants group, click the **More** arrow, and click **Fonts**. PowerPoint displays a list of preselected font groups. Point the mouse at the font groups to preview the effect on the presentation.

To change only the theme effects, on the Design tab, in the Variants group, click the **More** arrow, and click **Effects**. PowerPoint displays a list of preprogrammed effects. Effects influence the graphical look of your presentation, such as graphic fills, lines, bevels, and shadows.

To change the theme background style, on the Design tab, in the Variants group, click the **More** arrow, click **Background Styles**. PowerPoint displays a list of preselected background styles. Point the mouse at the color palettes to preview the effect on the presentation.

To save changes to a theme and give it a unique name, on the Design tab, in the Themes group, click the **More** arrow and click **Save Current Theme**. PowerPoint saves themes with the *thmx* extension. The saved theme will appear in the Theme Gallery and also on the Custom tab of the New presentation screen.

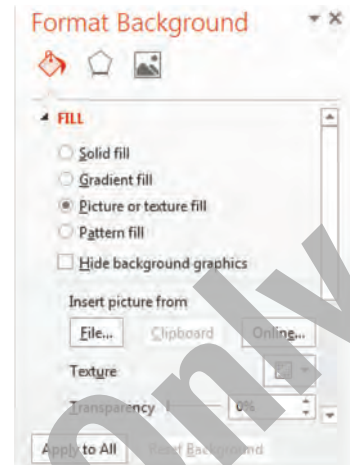


Formatting Slide Backgrounds

Objective 1.2, 2.1

One of the design elements included in a theme is the slide background—the area of the slide behind the headings, text, and other content you add. You can format the slide background with colors, patterns, textures, and pictures using the Format Background task pane.

To format the background, click the **Design** tab, in the Customize group, click **Format Background**. This opens the Format Background task pane.



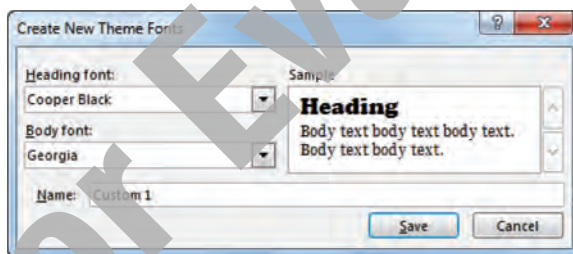
Learn the Skill

In this exercise, you will learn how to apply a theme to an entire presentation, apply a theme to selected slides, and customize theme variants.

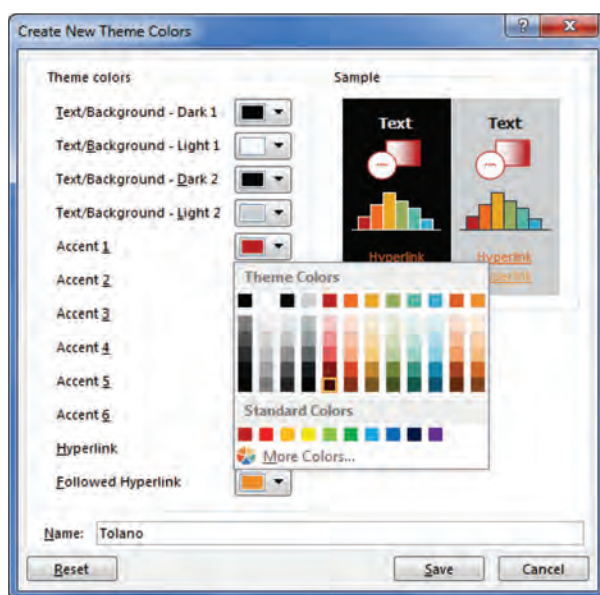
- 1 Open the *Tours by Tolano* presentation and save it as *Tours by Tolano – Student*.
- 2 Click the **Design** tab, in the Themes group, point your mouse over some of the themes.
Live Preview causes the text style and background images in the presentation to change.

To view more themes, use the arrow and **More** buttons on the right of the themes library.

- 3 Click the **Parallax** theme to apply it to the entire presentation.
- 4 In the Variants group, click the fourth variant.
- 5 In the Variants group, click the **More** button, click **Fonts**, and then click **Customize Fonts**.
- 6 In the Create New Theme Fonts dialog box, click **Cooper Black** for the Heading font and **Georgia** for the Body font.



- 7 In the Name field, delete the text and type: *Tolano*, and then click **Save**.
Notice that PowerPoint changes the heading and body text.
- 8 In the Variants group, click the **More** button, select **Colors**, and click **Customize Colors**.
- 9 In the Create New Theme Colors dialog box for Accent 1, select **Red, Accent 1, Darker 50%**.



- 10 In the Name field, delete the text, type: Tolano and click **Save**.

Notice that the red line becomes darker.

- 11 In the Variants group, click the **More** button and select **Background Styles**.

- 12 From the library of background styles displayed, select **Style 4 (black)**.

- 13 Scroll through the presentation and view the results.

- 14 On the Design tab, in the Customize group, click **Format Background**.

The Format Background task pane opens.

- 15 Select **Pattern fill**.

A gallery of patterns using the theme colors appears.

- 16 Click on several patterns to see how they will look when applied.

- 17 Click **Solid fill**.

- 18 Click the **Color** arrow and then select **Black**.

- 19 Click **Apply to All** to apply your changes and then click the **Close** button to exit the task pane.

In the next steps, you will apply a theme to selected slides only.

- 20 Click the **View** tab, and click **Slide Sorter**.

- 21 Click slide 2 to select it.

Notice a border surrounds the selected slide to indicate it has been selected.

- 22 Press and hold down the **Ctrl** key while clicking slide 4.

Notice the selection border surrounds slides 2 and 4.

Note: To select multiple slides that are non-contiguous (not connected to each other), hold down the **Ctrl** key as you click each slide. An outline appears around each slide to indicate it has been selected. To select multiple slides that appear one after another (contiguous), click the first slide and then hold down the **Shift** key as you click the last slide in the group. All slides between the first and last slide are selected.

- 23 Repeat the **Ctrl**+click process until every even numbered slide has been selected (slides 6, 8, 10, and 12).

Verify that a selection border surrounds every other slide.

24 Click the **Design** tab, and click the **More** button to open the Themes gallery.

25 Right-click the **Mesh** theme and then click **Apply to Selected Slides**.

The Mesh theme has been applied to only the selected slides.

26 In the Variants group, click the **More** button and select **Fonts**.

Notice the Custom Theme Font style is listed first and the Custom Font Theme name displays Tolano.

27 Click **Cooper Black**.

28 In the Variants group, click the **More** button and select **Background Styles**.

29 From the library of background styles displayed, select **Style 4 (black)**.

30 Click the **View** tab, and then click **Normal** to return to Normal view.

31 Scroll through the presentation and view the results.

32 Save the presentation and leave it open for a later exercise.

Understanding Slide Layouts

You can use slide layouts to define the structure, positioning, and formatting for all of the content that appears on a slide.

Slide layouts contain placeholders that position and hold content such as text, tables, videos, and pictures. When you add content to a placeholder, PowerPoint automatically formats it to the settings associated with that placeholder.

Each PowerPoint theme includes one slide master and a set of related slide layouts. Theme settings determine the available slide layouts and automatic settings for the placeholders within slide layouts.

You can use the slide layouts associated with the theme you've chosen or change the slide layouts to suit your needs.

Applying Slide Layouts

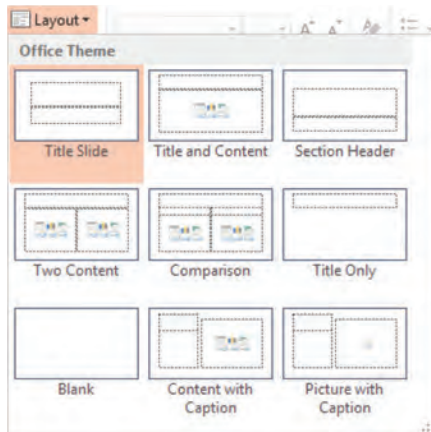
Objective 1.2, 2.1

When you create a blank presentation, the first slide automatically displays with the Title Slide layout, following the general rules of having a title page for the presentation. By default, when you create a new slide using the New Slide command, the slide layout applied is the Title and Content layout. This follows the next standard for a new presentation to allow you to enter points about the presentation, usually an agenda that outlines what the presentation will cover. As you click New Slide again, another Title and Content slide layout appears for the next slide. If this is not the slide layout you want to use, you can change it to another slide layout.

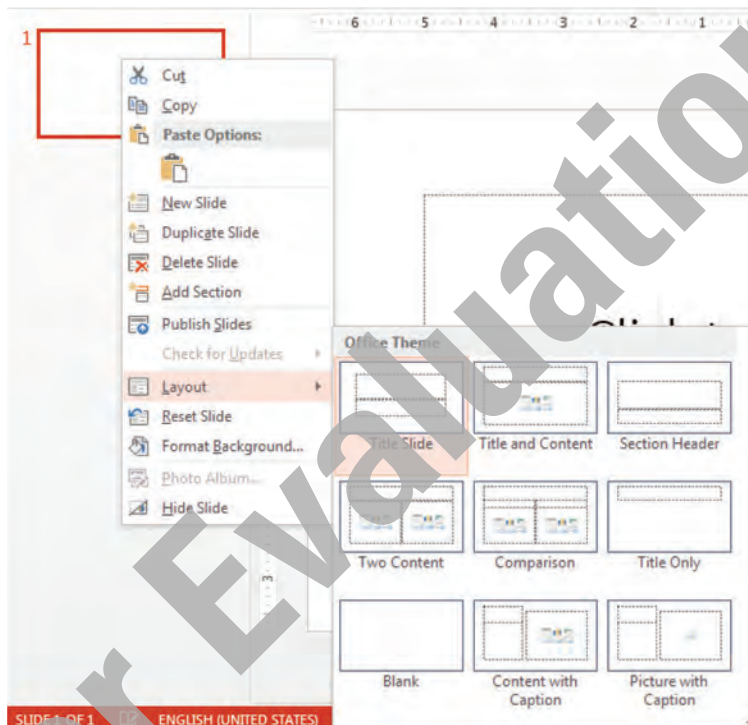
Note: Selecting a different layout may affect the design of the slide. If you have text in a title or text placeholder, and the new layout you select does not contain a placeholder, that placeholder will be converted to a text box. Selecting another layout will not convert the text box into a placeholder.

To change the layout of an existing slide to one of the preset slide layouts, use one of the following methods:

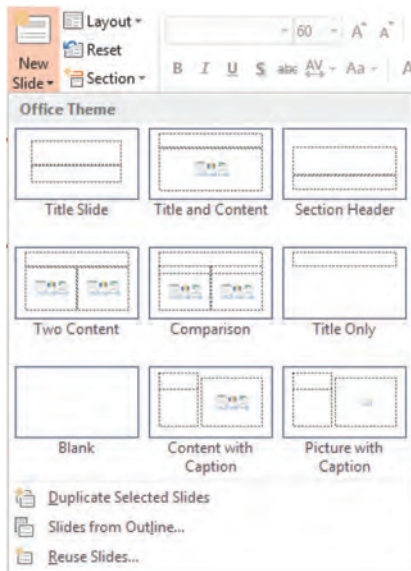
- Select the slide and, on the Home tab, in the Slides group, click **Layout** and then click a slide layout; or



- right-click a slide in the Slide pane, click **Layout**, and click a slide layout.



To insert a new slide using a specific slide layout, on the Home tab, in the Slides group, click the arrow for **New Slide** and choose a slide layout.



Formatting Placeholders

After choosing a slide layout, you may want to format the content placeholder to better suit your presentation. By changing the formatting of the whole placeholder, not just the text within it, you can add visual appeal or draw attention to a specific area on your slide.

PowerPoint provides a variety of ways to format placeholders. For example, you can add an outline, fill, or shadow; change the thickness or color of the lines that define the shape of a placeholder; and add three-dimensional effects to a placeholder. When filling a placeholder with color or changing line color, try to pick colors that complement your presentation's color scheme.

Before you can change a placeholder, you need to select it. Click anywhere on the border or outline of a placeholder to select and change the entire placeholder with the next action, such as bolding all the text, or adding a background color. The outline will then display small square boxes around the perimeter indicating the placeholder is selected; these square boxes are called *handles* and you can click these to resize the placeholder.



If you apply a color to the outline of a placeholder, when the placeholder is selected, the top and left sides of the placeholder have a thicker outline than the bottom or right sides:



Applying Styles to Placeholders

Objective 2.1

The most effective way to format placeholders and text is to use the Quick Styles gallery. Quick Styles change how a theme's colors, fonts, and effects are combined. When you format your placeholder using the Quick Style gallery options, your content will be well matched to your overall document theme.

Quick Styles are combinations of fill, border, and effect formatting options; PowerPoint displays thumbnails of them in various Quick Style galleries. Quick Styles offer an efficient way to apply professional, consistent styles to your presentation content.

To apply a Quick Style to a placeholder, on the Home tab, in the Drawing group, click **Quick Styles**.

You can then point to any of the Quick Styles in the gallery to see a live preview of how the Quick Style will affect your slide, if you select it.



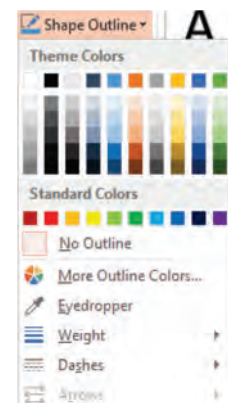
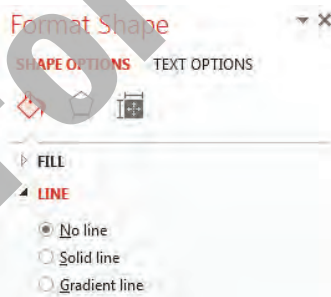
Hint: The Quick Styles available to you depend on the theme you select.

While a Quick Style bundles several design elements together, you can also change the fill, outline, and other aspects of a placeholder independently.

Changing the Outline of a Placeholder

To change the outline of a placeholder on a slide, use one of the following methods:

- Click the **Home** tab, in the Drawing group, click **Shape Outline**; or
- under Drawing Tools, on the Format tab, in the Shape Styles group, click **Shape Outline**; or
- under Drawing Tools, on the Format tab, in the Shape Styles group, click the dialog box launcher to open the Format Shape task pane, select the **Fill & Line** icon in Shape Options and then in the **Line** section, select the line options desired.



Changing the Fill of a Placeholder

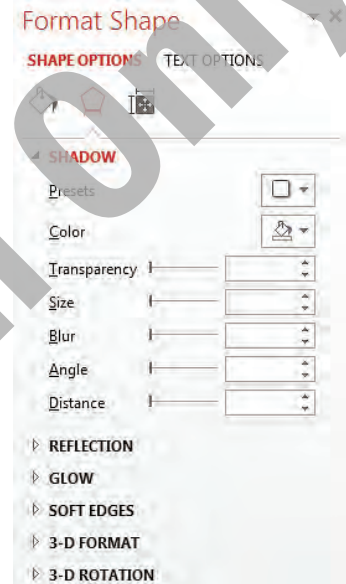
Fill refers to the background of the selected placeholder; you can set the fill to be a color, a gradient, a texture, or a picture. To change the fill of a placeholder on a slide, use one of the following methods:

- Click the **Home** tab, in the Drawing group, click **Shape Fill**; or
- under Drawing Tools, on the Format tab, in the Shape Styles group, click **Shape Fill**; or
- under Drawing Tools, on the Format tab, in the Shape Styles group, click the dialog box launcher to open the Format Shape task pane, select the **Fill & Line** icon in Shape Options and, in the **Fill** section, select the fill options desired.

Applying an Effect to a Placeholder

An effect will change the appearance of the placeholder such as using shadows, glows, or a 3D style. To apply an effect to a placeholder on a slide, use one of the following methods:

- Click the **Home** tab, in the Drawing group, click **Shape Effects**; or
- under Drawing Tools, on the Format tab, in the Shape Styles group, click **Shape Effects**; or
- under Drawing Tools, on the Format tab, in the Shape Styles group, click the dialog box launcher; then select the **Effects** icon in **Shape Options** and select one of the effects options.

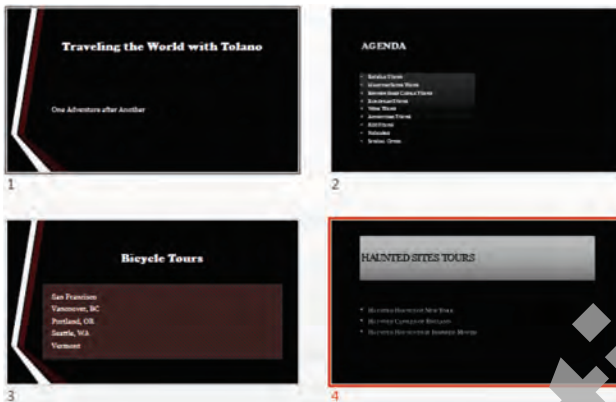


Learn the Skill

In this exercise, you will change the slide layout of an existing slide, apply Quick Styles to a placeholder, change the outline and fill of a placeholder, and apply other effects in the current presentation.

- 1 If necessary, open the *Tours by Tolano – Student* presentation.
- 2 Select slide 2 – Agenda.
- 3 Click the **Home** tab, and in the Slides group, click **Layout**.
- 4 Select the **Two Content** slide layout.
Notice the slide layout changes to display two content placeholders. You can add new content by clicking the appropriate icon in the placeholder, but you will leave it empty for now.
- 5 With slide 2 selected, click on the border of the **Agenda list placeholder** to select the placeholder.
Handles surround the placeholder to indicate it has been selected.
- 6 On the Home tab, in the Drawing group, click **Quick Styles** and select **Moderate Effect – Black, Dark 1**.
- 7 Select slide 3 – Bicycle Tours.

- 8 Click the border of the text placeholder containing the list of tours to select the placeholder.
- 9 On the Home tab, in the Drawing group, click **Shape Outline** and then click **Black, Background 1, Lighter 25%**.
- 10 On the Home tab, in the Drawing group, click the dialog box launcher to open the Format Shape task pane; select the **Fill & Line** icon in Shape Options and then, in the Fill section, click **Pattern fill**.
- 11 Select the **Dark, downward diagonal** pattern from the gallery.
- 12 Click the arrow to the right of Background, then click **Black, Background 1, Lighter 25%**.
- 13 Select slide 4 and click the **Haunted Sites Tours** title placeholder.
- 14 On the Home tab, in the Drawing group, click **Quick Styles** and select **Subtle Effect – Black, Dark 1**.



- 15 Save and close the presentation.

Customizing Slide Layouts

As you have learned, PowerPoint offers slide layouts based on the theme chosen to help you establish a common look throughout your presentation. You may find it necessary to customize or change an existing slide layout to better suit your presentation design or create an entirely new slide layout from scratch.

You can modify an existing slide layout by adding, deleting, resizing, or repositioning placeholders. You can easily apply modifications to any existing presentation slides based on the changed layout.

In order to customize slide layouts, you must first learn two important concepts:

- How you can use guides and gridlines for positioning objects within layouts; and
- how PowerPoint uses slide layout masters behind the scenes.

Using Gridlines and Guides

Objective 2.3

You can view gridlines and guides in PowerPoint to give you a visual cue about the alignment of objects in your presentation.

Guides are nonprinting horizontal and vertical lines you can use to align objects, such as placeholders, on your slides. You can use one or more guides to arrange objects evenly, with or without the grid turned on.

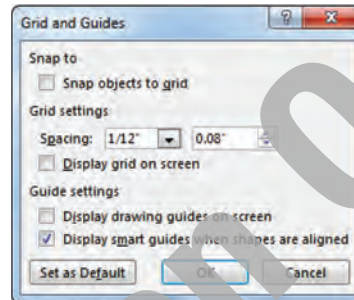
Gridlines are intersecting lines that you can display to make it easier to align placeholders, shapes, and other objects. You can use gridlines to align objects more precisely, particularly in relation to each other.

You can show or hide both guides and gridlines, and you can add or delete guides. You can adjust guides by dragging them to a new location. As you drag the guide, a measurement appears, indicating where on the vertical or horizontal ruler you are moving the guide. You can choose from a range of preset measurements to set the spacing between gridlines. Guides and gridlines are not visible when you deliver your presentation to your audience and they are not printed.

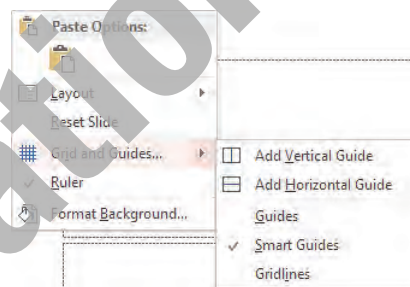
A feature called *Smart Guides*, are dashed lines that automatically appear when you center an object between other objects, or when you space objects evenly on a slide. Smart Guides help you align objects as you move them around the slide. You can use Smart Guides to align objects and to ensure consistent spacing between objects.

To turn guides or gridlines on or off, use one of the following methods:

- Right-click outside the slide objects, and click **Grid and Guides** to open the Grid and Guides dialog box. Within the dialog box, activate or deactivate the options and then click **OK**; or



- Right-click outside the slide objects, and point to **Grid and Guides** to display the drop-down menu to select the appropriate option; or



- click the **View** tab, and in the Show group, click **Gridlines** or **Guides**; or
- press **Alt+F9** for guides or press **Shift+F9** for gridlines.

Using the mouse to move shapes to a particular position on a slide can be difficult, as the shape will snap to the grid. To stop your shapes snapping to the grid, clear the **Snap objects to grid** check box within the Grid and Guides dialog box, or press **Alt** when you are dragging a shape so that it moves freely. You can press arrow keys to move objects on a slide or press **Ctrl**+arrow keys to move objects by small increments, also known as nudging.

Understanding Slide Masters

Objective 1.2

Every PowerPoint presentation contains a slide master with related slide layout masters, formats, and theme information that is used to establish a common look throughout the presentation.

The Slide Master enables you to set up the global structure of your presentation. When you make changes to the Slide Master, PowerPoint applies them to many or all the slides in your presentation. You work with the Slide Master when you want to customize slide layouts related to the master or to apply global settings to your presentation, such as text formats, bullet styles, and master graphics. You can use masters to format aspects such as logo, title, and footer placement.

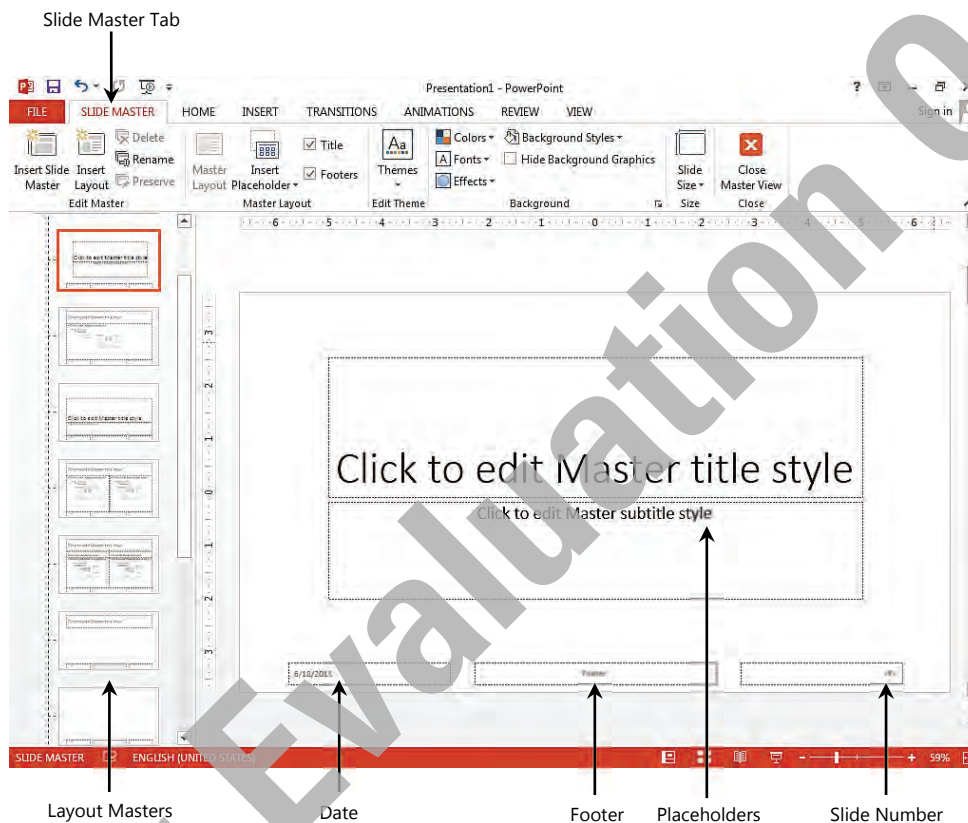
Using slide masters to apply global settings, such as font style and logo placement, can save you an enormous amount of time. When you make a change in the slide master, all slides that follow that master will contain those changes.

If you make changes to the master or slide layout masters in an existing presentation, you will need to reapply the changed layouts to the existing slides in Normal view to see the changes.

PowerPoint provides three types of masters: the *Slide Master* controls the slides and title slide in your presentation; the *Notes Master* controls the global aspects of notes; and the *Handout Master* controls the handouts. This section focuses on using the Slide Master.

Using Slide Master View

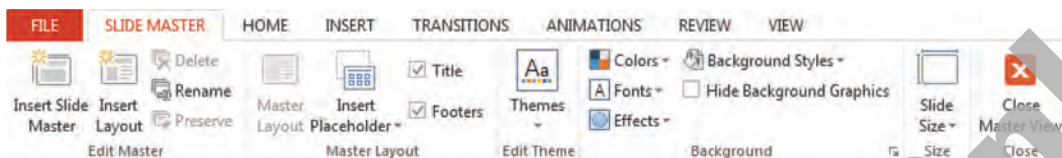
To activate the Slide Master view, on the View tab, in the Master Views group, click **Slide Master**.



Slide Master Tab	Create, delete, preserve, and rename master, or format placeholders contained in the master layout.
Slide Master	Display the slide master at the top of the thumbnail pane with related layouts beneath it. To make changes to the Master Layout, in the Slide Master tab, Master Layout group, select Master Layout . If a presentation uses multiple themes, PowerPoint will display each theme's slide master and layout masters consecutively in the thumbnail pane.
Layout Masters	Display layout masters, which follow the larger slide master in the thumbnail pane. Select the layout to which you want to make global changes. The displayed Layout Masters vary based on the theme chosen.
Date	Add a date to every slide. The position or appearance of the Date placeholder varies based on the Slide Master options set and theme chosen.

Footer	Add information, such as the presenter's name or your company name, to every slide. PowerPoint adds this information from the Insert tab, by clicking Header & Footer.
Placeholders	Select the text in placeholders, or select the placeholder itself, and apply formatting changes. This will then become the default style for that placeholder on all slides.
Slide Number	Add a slide number to every slide.

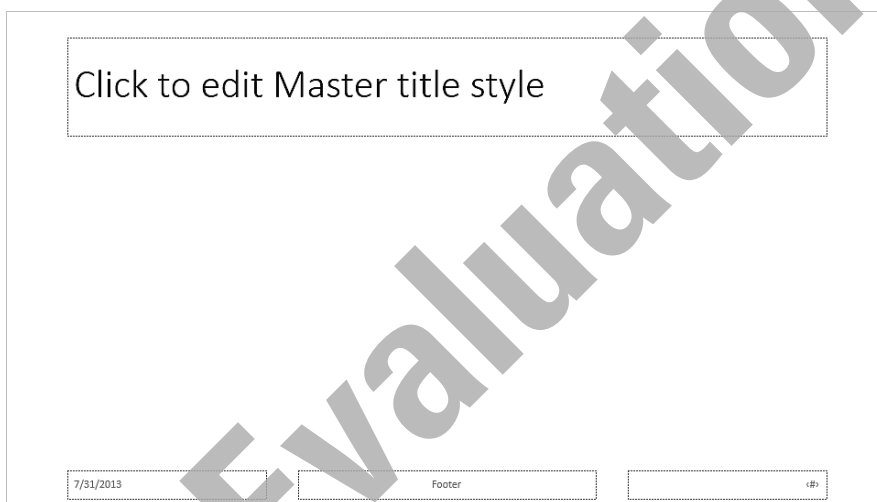
Note that a new ribbon appears for manipulating items in the Slide Master view:



Modifying an Existing Slide Layout

Objective 1.2

To customize a slide layout master, click the **View** tab, and in the Master Layout group, click **Slide Master**. Available slide layout masters then appear in the thumbnail pane at the left. Click the slide layout master you want to change, or select the **Insert Layout** option to create your own customized slide layout.

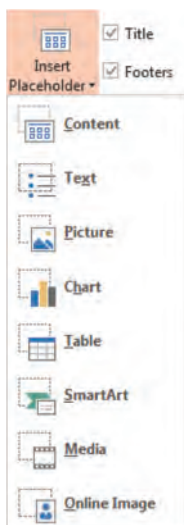


You can add a placeholder to a slide layout to hold content, such as text, pictures, tables, charts, SmartArt graphics, clipart, videos, and more.

Note: If you apply a slide layout to one or more slides in your presentation, and then change the layout by adding, resizing, repositioning, or deleting a placeholder, you must reapply the layout to the slides so that the slides display the change in the layout.

Adding a Placeholder

To add a placeholder to a slide layout, in Slide Master View, from the thumbnail pane select the Layout Master in which the new placeholder will be added. Then on the Slide Master tab, in the Master Layout group, click **Insert Placeholder**.



Select the placeholder you would like to add from the list, click a location on the layout, and then drag to draw the new placeholder.

Deleting a Placeholder

You can also delete a placeholder. In Slide Master View, in the thumbnail pane, select the Layout Master, select the placeholder you want to delete and then, in the Edit Master group, click **Delete** or press **Delete**.

Resizing and Repositioning a Placeholder

You can change a placeholder by resizing or repositioning it.

In Slide Master View, in the thumbnail pane, select the Layout Master to be changed. Click the placeholder you want to change, and then do one of the following:

- To resize it, position your mouse pointer over one of the sizing handles; when the pointer becomes a two-headed arrow, click and drag the handle to the desired size.
- To reposition it, position your mouse pointer over one of the borders; when the pointer becomes a four-headed arrow, click and drag the placeholder to a new position.

Applying Modified Layouts to Slides

For the placeholder changes to be final, you must reapply the slide layout to the slides that follow the changed slide layout.

When you point at a slide layout master, the name of the layout and any associated slide numbers appear.

To reapply the changed layout to an existing slide, in Normal view, in the slide thumbnail list, select the slide(s) that adhere to the layout you changed, or on the Home tab, click **Layout** and then select the revised layout(s).

Note: To select multiple slides, press and hold the **Ctrl** key, and then click each slide.

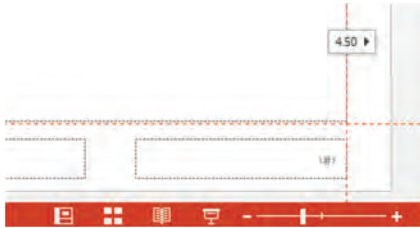


Learn the Skill

In this exercise, you will learn how to edit the slide master and layouts in a presentation.

- 1 Open the *TEC Annual Review* presentation and save it as *TEC Annual Review - Student*.
- 2 Click the **View** tab and then, in the Master Views group, click **Slide Master**.
- 3 Click the **slide master** at the top of the thumbnail list.

- 4 Click the **View** tab, in the Show group, click **Guides** to display the guides on the screen.
- 5 Drag the horizontal guide down to position it at **3.00**, and then drag the vertical guide to the right to **4.50**.



- 6 Click the **Insert** tab, click **Pictures**. Browse to the folder containing the student data files and then double-click the *Tolano Environmental Consulting Logo* file to insert it.
- 7 Drag the picture until the right side aligns with the vertical guide and the bottom aligns with the horizontal guide, to position it at the bottom right corner of the slide master.



- 8 Click the **Title and Content** layout master from the thumbnail list to select it.
- 9 In the layout, click the title placeholder, click the **Home** tab and then, in the Font group, change the font to **Century Gothic** or another font of your choosing.
- 10 Click the **Slide Master** tab and then, in the Background group, click **Background Styles**, and choose **Style 5**.
- 11 Click the **View** tab, in the Show group, click the box to display **Gridlines**.
- 12 Click the **Slide Master** tab, in the Edit Master group, click **Insert Layout**.

A thumbnail layout appears in the thumbnail list. The new layout contains placeholders and content based on the Slide Master.

- 13 In the Master Layout group, click **Insert Placeholder**.
- 14 Select the **Text** placeholder from the list.
- 15 Drag to draw the text placeholder from the first gridline beneath the left corner of the title placeholder to the right; ending at the vertical gridline to the left of the Tolano Environmental Consulting logo image.



- 16 Click the **Home** tab, in the Drawing group, click **Quick Styles**, and then click **Subtle Effect-Black, Dark 1**.
- 17 Click the **Slide Master** tab, in the Edit Master group, click **Delete** to delete the new layout.
- 18 On the Slide Master tab, click **Close Master View** to return to Normal view.
- 19 Looking at the slides in the slide thumbnail list, notice that each slide now has the Tolano Environmental Consulting logo in the bottom right corner.
- 20 Click slide 3 and notice that the title placeholder font and slide background have changed to match the Title and Content layout master.
- 21 Click the **View** tab, in the Show group, click **Gridlines** and **Guides** to turn them off.
- 22 Save and close the presentation.

Managing Slides

PowerPoint makes it easy to add, delete, and duplicate slides in a presentation. You can reuse slides from an existing presentation and insert an outline from a text document, such as Microsoft Word.

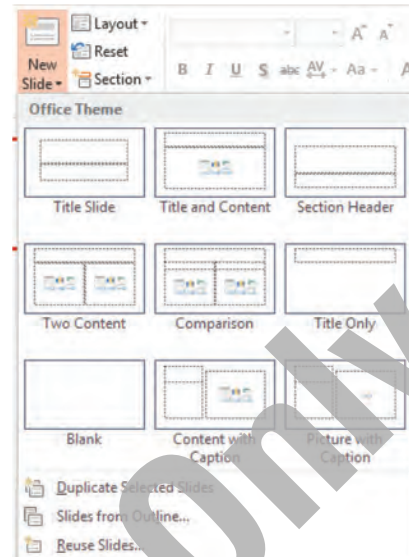
Inserting New Slides

You can insert as many slides into a presentation as you require, and you can insert a slide in any location in the presentation, not just at the end.

To insert a new slide with the default Title and Content slide layout, use one of the following methods:

- On the Home tab, in the Slides group, click **New Slide**; or
- press **Ctrl** + **M**; or
- right-click a slide in the slide thumbnail list and click **New Slide**; or
- from the last placeholder on a slide, press **Ctrl** + **Enter**.

To insert a slide using a different slide layout, on the Home tab, in the Slides group, click the **New Slide** arrow and choose a slide layout that suits the content for that slide.



Duplicating Slides

Objective 2.1

You can insert new slides that are duplicates of existing slides. By doing so, you can save time you would otherwise spend adding text and objects, and formatting a new slide. You might want to use this option when the slide contains more points than you should show on one slide; instead of rekeying the points on another slide, you can duplicate the slide and then delete the repetitive points from each slide appropriately. Another example could be when you need only to change the picture using the same size or position settings.

To duplicate slides, select the slide (or slides) and then use one of the following methods:

- On the Home tab, in the Slides group, click the **New Slide** arrow and then click **Duplicate Selected Slides**; or
- right-click the slide in the slide thumbnail list and click **Duplicate Slide**; or
- click the slide in the slide thumbnail list and press **Ctrl** + **D**.

Hiding and Showing Slides

Objective 2.1

Different audiences, available delivery time, and need for detail may require modifications to your presentations, such as shortening the length of play time. You can hide or display slides as needed to customize the length of your presentations.

Hidden slides remain in the presentation file but are not shown when you run the presentation in Slide Show view. Slides marked as hidden can be retrieved and displayed when you need them.

You use the **Hide Slide** option to hide slides and to show previously hidden slides.



The hidden slide icon appears with the slide number inside, next to the slide you have hidden.

To hide a slide:

- In the slide thumbnail list, select the slide (or slides) you wish to hide, right-click the slide and then click **Hide Slide**; or
- on the Slide Show tab, in the Set Up group, click **Hide Slide**.

To show a hidden slide:

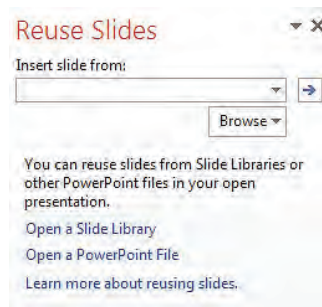
- In the slide thumbnail list, select the slide (or slides) you wish to show, right-click the slide, and then click **Hide Slide**; or
- on the Slide Show tab, in the Set Up group, click **Hide Slide**; or
- in Slide Show view, right-click the current slide, click **See All Slides**, and then click the slide that you want to show.

Inserting Slides from Existing Presentations

Objective 5.1

You can incorporate slides from other presentations that include information similar to what you want for the current presentation, or you can merge multiple presentations. This saves time because you do not have to recreate slides; it also ensures consistency between presentations.

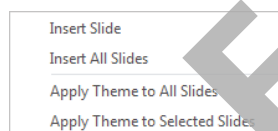
To reuse slides from an existing presentation, on the Home tab, in the Slides group, click the **New Slide** arrow and click **Reuse Slides**.



In the Insert slide from: option, click **Browse**. You can then choose to insert and reuse slides from individual presentations (Browse File) or from a Microsoft SharePoint Slide Library (Browse Slide Library).

When you open an individual presentation, the slides from that presentation appear in a list in the task pane. You can then click a slide to insert it immediately into your current presentation.

To merge all slides in the presentation, right-click a slide then click **Insert All Slides**.



If you want the slide you are adding to maintain the formatting of the original presentation, select **Keep source formatting** at the bottom of the Reuse Slides pane before you insert the slide.

If you want to apply the theme from the source presentation to the presentation you are working on, right-click a slide and choose either **Apply Theme to All Slides** or **Apply Theme to Selected Slides**.

Inserting Slides from an Outline

Objective 1.1

If you have a Word document or similar text file with an outline of your presentation, you can use that outline to create slides. This feature works best when the document is correctly formatted. Document content formatted with Heading 1 styles become slide titles. Content formatted with subheading styles (Heading 2 or Heading 3) become bulleted lists in the slides subtitle placeholder.

On the Home tab, click the **New Slide** arrow and click **Slides from Outline** to browse and select a document containing an outline of a presentation.

Deleting Slides

Objective 2.1

As you build your presentation, you may decide you do not want a particular slide, such as if it is no longer required or it is incorrect. In this case, you can simply delete that slide.

To delete a slide, select the slide and then use one of the following methods:

- Click the slide in the slide thumbnail list and press **Delete**; or
- right-click the slide in the slide thumbnail list and click **Delete Slide**.



Learn the Skill

In this exercise, you will practice inserting, duplicating, and deleting slides, and changing slide layouts.

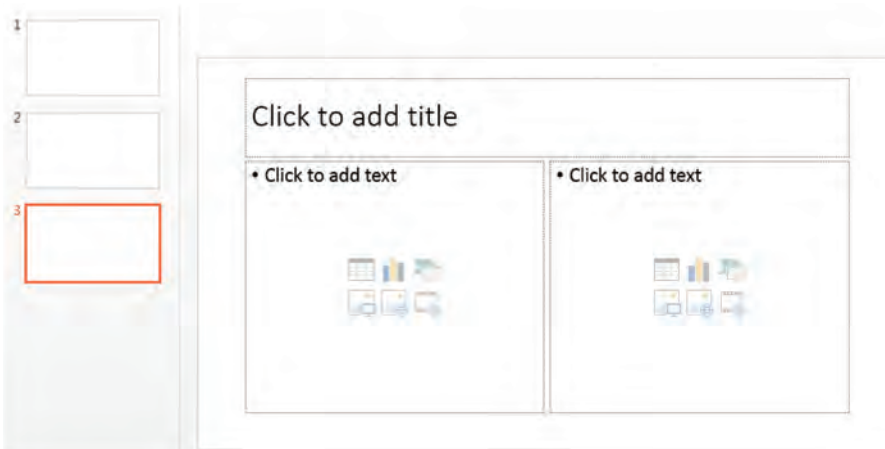
- 1 Press **Ctrl+N** to create a new blank presentation.
- 2 Click the **Home** tab and, in the Slides group, click the **New Slide** icon.



PowerPoint inserts a new slide after the first one using the default Title and Content layout. Since the first slide is a Title slide you can use to introduce the whole presentation, a second slide that uses the Title and Content layout allows you to list topics to be covered in the rest of the presentation.

- 3 On the Home tab, in the Slides group, click the **New Slide** arrow and then click **Two Content**.

PowerPoint creates a third slide after the second, using the same theme but with the layout you selected. All new slides you create in this presentation will continue to use the selected theme (though you may change the theme).

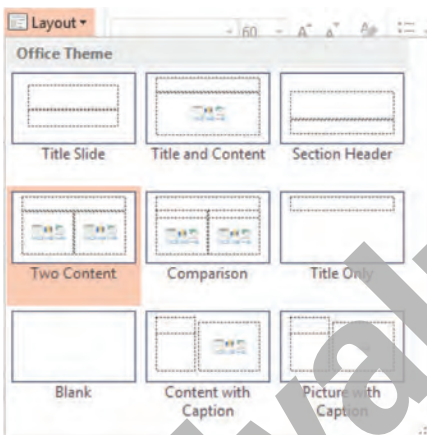


- 4 In the slide thumbnail list, with slide 3 selected (as shown above), press **Ctrl + D** to duplicate this slide.

You now have two slides that are exactly the same.

Suppose you now decide you want this new slide to have the Title and Content layout.

- 5 With slide 4 selected, on the Home tab, in the Slides group, click **Layout**.



- 6 Click **Title and Content**.

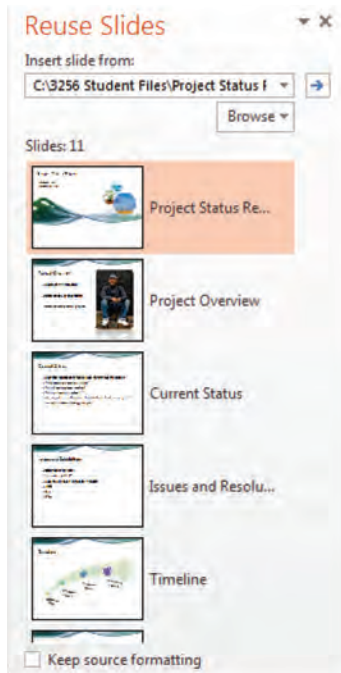
The slide layout has now changed.

You have a slide in the *Project Status Report* presentation you would like to reuse in this new presentation.

- 7 On the Home tab, in the Slides group, click the arrow for **New Slide** and select **Reuse Slides** to display the Reuse Slides task pane.

- 8 Click **Browse**, then click **Browse File**. In the Browse dialog box, navigate to the student data files, click the *Project Status Report* file, and then click **Open**.

The slides from the *Project Status Report* presentation appear in the Reuse Slides task pane.



- 9 Click the fourth slide in the list, titled **Issues and Resolution**.

PowerPoint immediately inserts the content of this slide into your presentation.

Suppose you have a Word document containing an outline of more content for this presentation.

- 10 On the Home tab, in the Slides group, click the arrow for **New Slide** and select **Slides from Outline**.

- 11 In the Insert Outline dialog box, browse to the location where the student data files are stored and select the *Corporate Profile* Word document and then click **Insert**.

Notice that several new slides are added to your presentation, one for every main heading in the Word document.

Suppose you no longer need slide 5 with the content from the Project Status Report presentation.

- 12 Click slide 5 in the slide thumbnail list and press **Delete** to remove it.

If you do not wish to include the slides created from the outline in your presentation, you can delete them all at once. To do so easily, we will first switch to Slide Sorter view.

- 13 Click the **View** tab, click **Slide Sorter** to switch to Slide Sorter view, and then close the Reuse Slides pane.

- 14 On the View tab, in the Zoom group, click **Zoom**, click **66%**, and then click **OK** to change the magnification so all slides appear on the screen.

- 15 Click **slide 5** and then, while holding the **Shift** key, click slide 9 to select all the slides from 5 to 9. Then press **Delete**, to remove all of them at once.

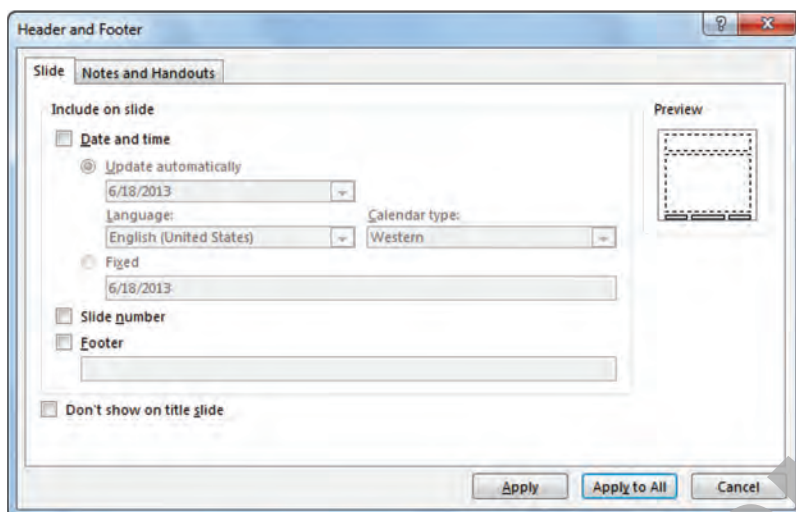
- 16 On the Quick Access Toolbar, click **Save**.

- 17 If necessary, navigate to the student data files location and, in the File name field, type: Draft Template for Review – Student and then click **Save**. Leave the presentation open.

Adding Footers, Date and Slide Numbers

Objective 1.2

You can insert footer information in your presentation to display consistent information on each slide, such as copyright, company name and logo, and dates.

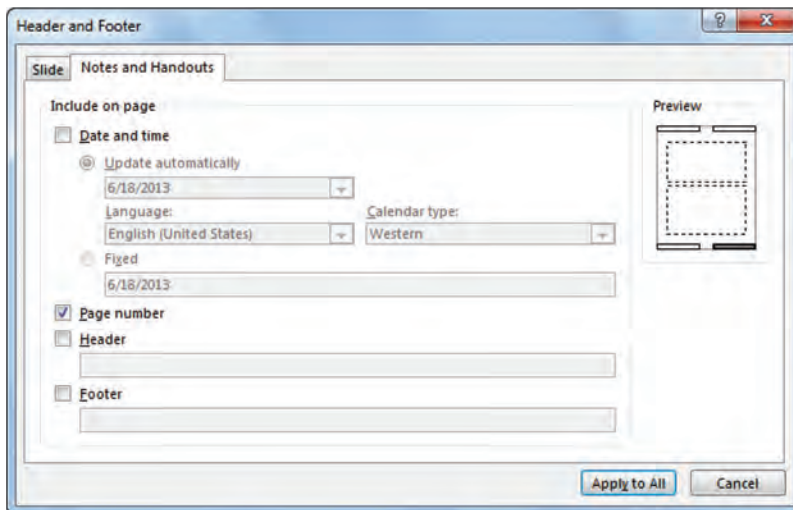


To access these options on the Insert tab, in the Text group, click **Header & Footer**.

The Header and Footer dialog box appears with Date and time, Slide number, and Footer options available on the Slide tab. Placing a checkmark in an option activates it and includes the element on the slide. Removing a checkmark from an option removes the element from the slide.

Date and time	Insert the date and/or time on the slide.
Update automatically	Update the date and time each time the presentation is opened.
Language	Select the location format you need for your presentation.
Fixed	Insert a date that does not change when you open the presentation. A fixed time is not displayed automatically; you must enter the time manually.
Slide number	Insert the slide number in a predefined location.
Footer	Insert a footer at the bottom of the slide with information you input here, such as file name, organization name, and presenter information.
Don't show on title slide	Suppress the display of the footer information on the title slide.
Apply	Apply these settings to the current slide.
Apply to All	Apply these settings to all slides.

The location and format of these elements on the slide is determined in the Slide Master in each theme; changing themes changes the location and format of the elements. You can edit the Slide Master to change the location or format of the elements in your presentation.



The Notes and Handouts tab in the Header and Footer dialog box contains the option to include a page header; the Slide number option changes to Page number.

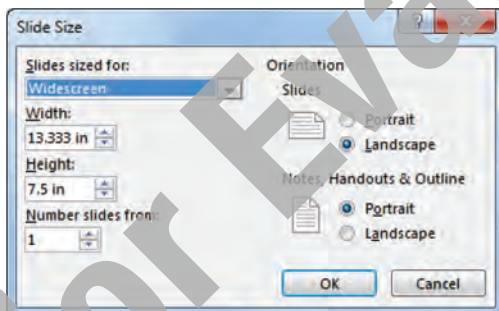
Controlling Slide Numbers

Objective 1.2

Slide numbers are useful when organizing your presentation, referencing slides during a presentation, and also when printing handouts or slides. You can turn numbering on and off for slides and handouts. You can choose to turn slide numbers on or off for one slide or the entire presentation. Also, you can prevent the number from displaying on the title slide.

Slide numbers update automatically when you add, delete, or rearrange slides.

Activating the Slide Number option within the Header and Footer dialog box displays a slide number on the slide, beginning with the number 1. If you need to adjust the start number, you can do so in the Slide Size dialog box. Click the **Design** tab, click **Slide Size**, click **Custom Slide Size**, and then click **Number slides from**.



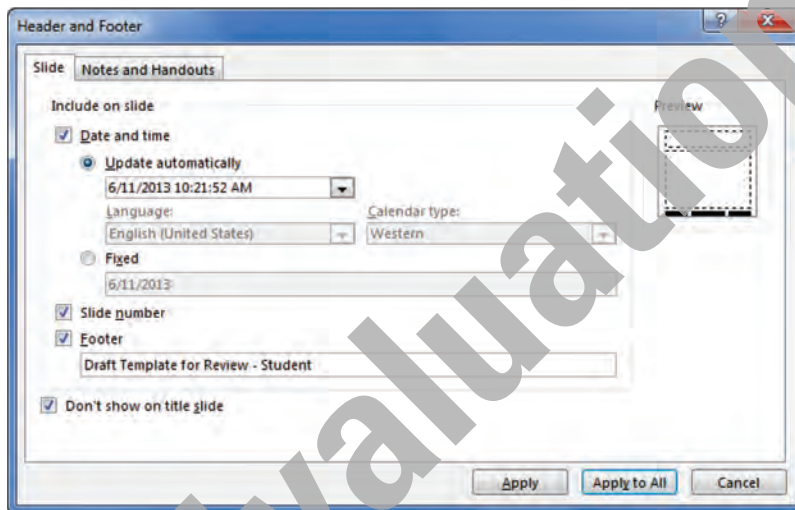
To turn on slide numbering, click the **Insert** tab, in the Text group, click **Header & Footer** or **Insert Slide Number**. Then in the Header and Footer dialog box, ensure you have selected **Slide number** and click **Apply** to apply to the current slide, or **Apply to All** to apply to all slides.



Learn the Skill

In this exercise, you will practice adding and formatting slide numbers, dates, and footers.

- 1 Ensure the *Draft Template for Review – Student* presentation is open on your screen.
- 2 Switch to **Normal** view, if necessary.
- 3 Click the **Insert** tab and, in the Text group, click **Header & Footer**.
The Header and Footer dialog box appears.
- 4 Click the checkbox beside **Date and time** to activate the option, and then click the drop-down arrow in the date field. Click one of the options that displays both date and time.
- 5 Click the checkbox beside **Slide number**.
- 6 Click the checkbox beside **Footer** to activate the option, and then type: *Draft Template for Review – Student* in the footer text box.
- 7 Click the checkbox beside **Don't show on title slide**.

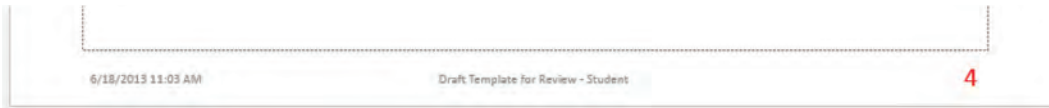


- 8 Click **Apply to All** to apply the changes to all of the slides in our presentation.
- 9 Switch to **Slide Sorter** view and change the **Zoom** to **100%**.
Note each slide, except the title slide, now displays the footer, date and time, and slide number elements.

You will now change the format of the slide number element using the Slide Master.

- 10 Click the **View** tab then in the Master Views group click **Slide Master** to switch to Slide Master view.
- 11 Click the first slide in the thumbnail list (the larger, main Slide Master) to select it.
- 12 Click the **Slide Number** placeholder to select it. You may need to scroll or adjust the slide magnification (Zoom).
- 13 Click the **Home** tab, in the Font group, click the **font size** drop-down arrow and then click **24**.
- 14 Click the **font color** drop-down arrow and then click **Red**.
- 15 Click the **Slide Master** tab, and then click **Close Master View**.
- 16 Switch to **Normal** view.

Notice the slide number on each slide reflects the format changes.



- 17 Close the presentation without saving.

Organizing Slides

Using the Slide Sorter

Objective 1.3

After you create several slides, you must be sure that the overall flow of your presentation makes sense. The best place to organize your slides is in the Slide Sorter view. As you have seen, this view provides thumbnails, which are small pictures of all your slides, so you can easily reorganize your slides by moving, deleting, or duplicating them.

Hint: If you double-click a slide in this view, you switch to Normal view with the slide displayed in the slide thumbnail list.

To see your slides in Slide Sorter view, use one of the following methods:

- Click the **View** tab, in the Presentation Views group, click **Slide Sorter**, or
- click **Slide Sorter** on the status bar.

Rearranging Slides

Objective 2.3

To build a presentation, you must create a sequence of ideas that leads your viewer through a logical progression. When creating a presentation, you often have to reorganize slides to get the sequence right.

To rearrange a slide in a presentation, in Slide Sorter view, click and drag a slide to a new position. As you drag it on screen, an empty space appears and the surrounding slides move to accommodate the new slide position. You can also cut or copy a slide to the clipboard.



You can also organize your slides in Normal view. In the slide thumbnail list, you can use the same methods described previously to rearrange the slides; that is, you can drag a slide to a new position in the presentation, copy and paste a new slide in a different location, and so on.

Using Sections

Objective 2.3

If you have many slides in a presentation, it can be helpful to group related slides into sections. The audience does not see sections when you are presenting your slide show.

You can collapse sections of slides, hiding some slides from view, so you can focus only on the slides you are currently working on, or allow different people to work on different parts of the same presentation. You can format, arrange, or delete slides as a group.



Learn the Skill

In this exercise, you will practice duplicating and rearranging slides and working with sections.

- 1 Open the *Teamwork Seminar 2* presentation and save it as *Teamwork Seminar 2 - Student*.
- 2 Switch to **Slide Sorter** view.

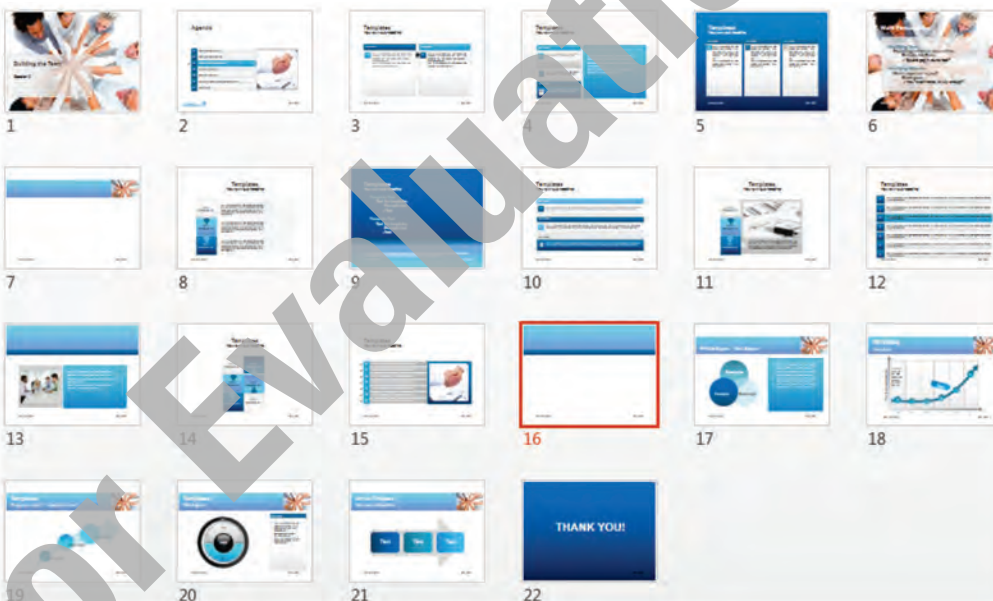
Depending on the size of your screen and the zoom factor, you will see all or most of the slides in this presentation at once. You can use the zoom slider to show more or fewer slides on screen.

- 3 Click slide 3 and then drag and drop it between slides 6 and 7.



Moving this slide to this location provides a title page for a new section of the presentation.

- 4 Click slide 11 and drag it to be placed after slide 16.

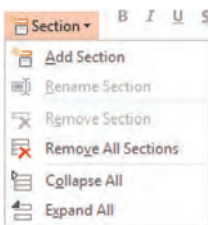


You can also reorganize slides in the slide thumbnail list in Normal View.

- 5 On the status bar, click **Normal** to return to this view.
- 6 In the slide thumbnail list, scroll until you can see slide 2 and click to select it; press **Ctrl** + **D** to create a duplicate of the Agenda slide.
- 7 In the slide thumbnail list, drag the duplicate of the Agenda slide until it is between slides 22 and 23.



- 8 On the status bar, click **Slide Sorter** to return to this view.
- 9 Select slide 6. On the Home tab, in the Slides group, click the **Section** arrow and then click **Add Section**.



An Untitled Section heading appears between slides 5 and 6.

- 10 Select slide 22 and, on the Home tab, click **Section** and then **Add Section** again.

The presentation is now divided into three sections, representing a beginning, middle, and end.



- 11 Click the **Default Section** header. On the Home tab, in the Slides group, click **Section** and then click **Rename Section**. Change the name of this section to **Beginning** and click **Rename**.
- 12 Right-click the middle **Untitled Section** header and click **Rename Section**. Change the name of this section to **Middle** and click **Rename**.
- 13 Right-click the last **Untitled Section** header and click **Move Section Up**.

The section now appears before the Middle section.

- 14** Right-click the **Untitled Section** header and click **Move Section Down**.

The section returns to its original position.

- 15** Right-click the **Beginning** header and click **Collapse All**.

The sections collapse and the screen now shows only the section headers and number of slides within each section.

▶ **Beginning (5 slides)**

▶ **Middle (16 slides)**

▶ **Untitled Section (2 slides)**

- 16** Double-click **Beginning** to expand it.

The section expands and all of the slides in the section are selected.

- 17** Double-click **Middle** to expand it as well.

- 18** Right-click the **Untitled Section** header and click **Remove Section**.

The section header label is removed. The slides remain and are now included in the middle section.

- 19** Right-click slide 22 and click **Add Section** to restore the section.

- 20** Click the **Untitled Section** header to select all of the slides in the section.

- 21** Click the **Design** tab, and in the Customize group, click **Format Background**.

The Format Background task pane opens.

- 22** Select **Solid fill** in the Fill section, click the **Color** arrow, and click a color of your choice.

All slides in the section automatically reflect the background format change.

Note: Clicking **Apply to All** in the Format Background task pane applies the background format change to all slides in the presentation, not just the selected slides.

- 23** Right-click the **Untitled Section** header and click **Remove Section & Slides**.

The section and all of the slides are deleted.

- 24** On the Quick Access Toolbar, click the **Undo** arrow twice to restore the section and slides and remove the background change.

- 25** Press **Ctrl+S** to save the presentation.

- 26** Press **Ctrl+W** to close the presentation.

Lesson Summary

In this lesson, you examined the features you can use to set up an outline and add, modify, or format text in a presentation. You should now be able to:

- | | |
|--|---|
| <input checked="" type="checkbox"/> use and apply themes | <input checked="" type="checkbox"/> insert new slides, duplicate slides, hide and show slides, or delete slides |
| <input checked="" type="checkbox"/> format slide backgrounds | <input checked="" type="checkbox"/> insert slides from an existing presentation |
| <input checked="" type="checkbox"/> apply slide layouts or create a new slide layout | <input checked="" type="checkbox"/> merge multiple presentations |
| <input checked="" type="checkbox"/> apply styles to slides | <input checked="" type="checkbox"/> insert slides from an outline |
| <input checked="" type="checkbox"/> modify existing layout masters | <input checked="" type="checkbox"/> add footers, slide numbers, and a date |
| <input checked="" type="checkbox"/> use guides and gridlines | <input checked="" type="checkbox"/> organize or rearrange slides use the Slide Sorter and other views |
| <input checked="" type="checkbox"/> add, format, resize, reposition, and delete placeholders | <input checked="" type="checkbox"/> use sections |
| <input checked="" type="checkbox"/> apply modified layout to existing slides | |

Review Questions

1. Why is it beneficial to use a theme when creating your presentation?
2. Which individual aspects of a theme can be customized?
3. How do you change a theme font to one of its preselected font groups?
4. What is the purpose of slide layouts?
5. What determines the type and format of available presentation slide layouts?
6. What is the quickest way to apply a combination of fill, border, and effect formatting to placeholders?
7. How do you position a guide at a precise measurement location?
8. How do you incorporate an individual slide from a file containing an existing presentation into your presentation?
9. How do you rearrange slides in the slide thumbnail list?
10. What is the purpose of sections?