

# Unit 1: Getting Started

## Unit Objectives

In this unit, you will be introduced to PowerPoint, explore the interface, learn basic concepts and apply various settings. Upon successful completion of this unit, you should be able to understand the following:

- ☐ Introduction to PowerPoint
- ☐ Basic Concepts
- ☐ Settings

# Lesson 1: Introduction to PowerPoint

## Lesson Objectives

In this lesson, you will learn how to add and format text on slides in a presentation. Upon completion of this lesson, you should be able to understand the following:

- ☐ PowerPoint Overview
- ☐ PowerPoint Window
- ☐ Ribbon
- ☐ Ribbon Tabs
- ☐ Customize Ribbon
- ☐ Developer Tab
- ☐ Quick Access Toolbar
- ☐ Navigation Pane

# PowerPoint Overview

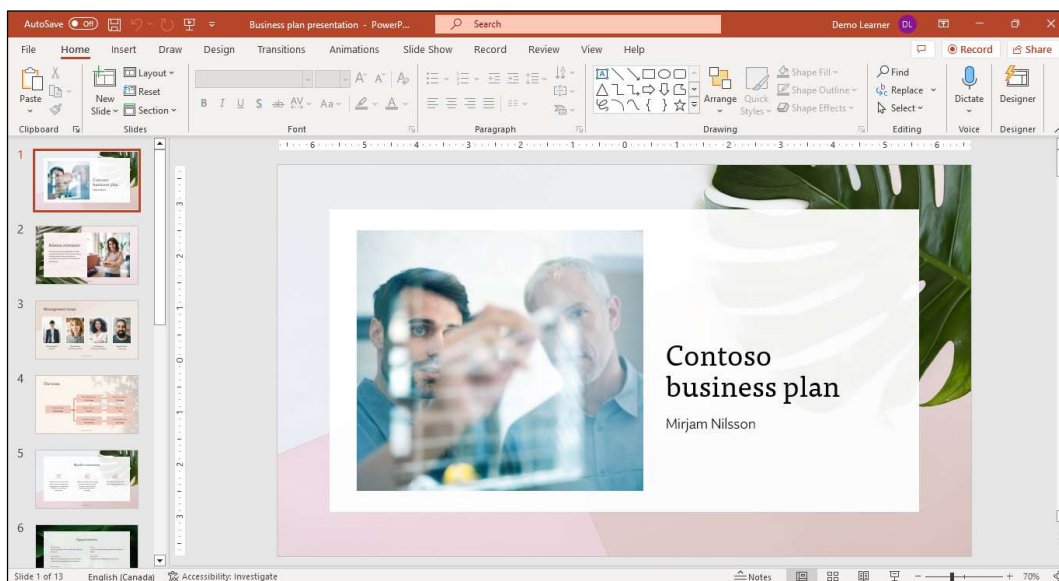
**PowerPoint** is a presentation software that enables you to create slides for sharing information in a clear, organized, and visually appealing manner. It is commonly used in both school and workplace settings to present ideas clearly and effectively.

A PowerPoint presentation can be used to break down complex information into smaller, more understandable parts. You can use text, images, charts, and videos to support your key points. Additionally, PowerPoint includes visual effects that can enhance your presentation and engage your audience.

For example, if you are preparing a presentation about a new product line, you can use PowerPoint to create a slide for a new product. Each slide can include design details, images, and even short video clips. You can apply different slide layouts, use bullet points to highlight main ideas, and choose colors and fonts that make your slides readable and engaging.

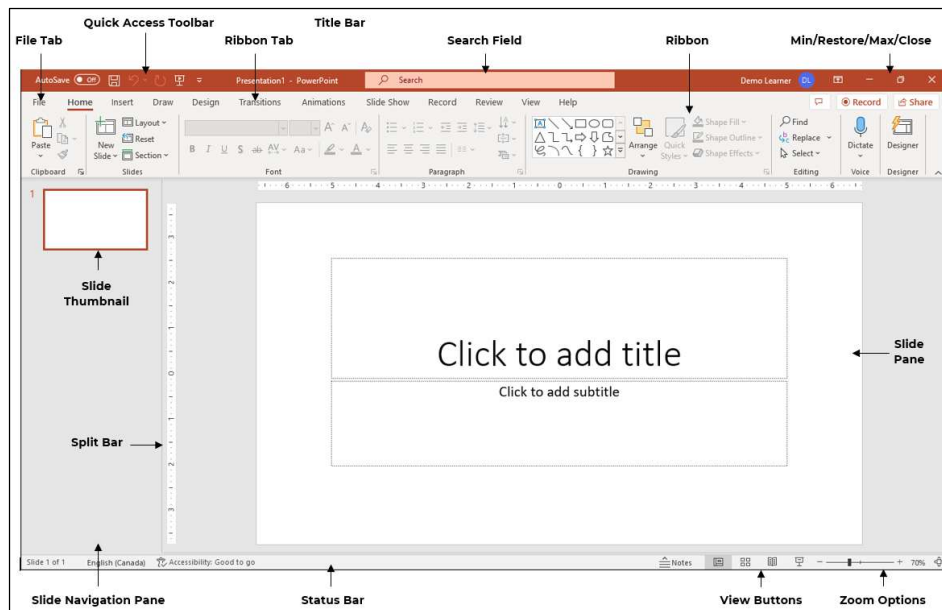
PowerPoint also includes features to animate text and objects, as well as add transitions between slides. These features enable the content to flow smoothly and maintain your audience's interest.

When creating presentations, keep slides neat and straightforward to follow. Avoid adding too much information to one slide. Use multimedia elements only when they help explain your topic. Practicing your presentation in advance can help you feel confident when presenting.

**Learn Task****Access the Learner Workbook to complete the Learn Task for this skill.**

## PowerPoint Window

The PowerPoint window contains the familiar Ribbon interface of the other Microsoft 365 programs. If you are familiar with another version of PowerPoint, you will find everything where you expect to find it, plus some additional features. The image below illustrates a new presentation in the PowerPoint application window.



<b>Quick Access Toolbar</b>	Positioned above or below the Ribbon, it offers quick access to frequently used commands, and you can customize it to add or remove commands according to your preference.
<b>Ribbon Tab</b>	The interface at the top of the window that includes tabs and groups to organize a range of commands and tools, serving as the main control center to access different features and functions within the application.
<b>Title Bar</b>	Located at the top of the window, it displays the name of the open presentation.
<b>Min/Restore/Max/Close Buttons</b>	These buttons control the size and closure of the PowerPoint application window.
<b>Ribbon</b>	The main interface in PowerPoint, it provides access to commands categorized into groups for clear navigation and execution.
<b>Slide Navigation Pane</b>	It displays thumbnail views of each slide, helping you organize and navigate through slides in your presentation.
<b>Slide Pane</b>	This is the main workspace where you view and edit the selected slide.
<b>Split Bar</b>	By dragging this bar left or right, you can adjust the size of the Slide Navigation or Outline View pane.
<b>Status Bar</b>	It displays presentation information, such as the current slide number and total number of slides, and includes buttons for Notes and various viewing options.
<b>View Buttons</b>	These buttons allow you to switch between different views of your presentation, such as Normal, Slide Sorter, Reading, and Slide Show.
<b>Zoom Slider</b>	Positioned on the status bar, use the slider to adjust the zoom level of your slides, either by using the minus and plus buttons or by dragging the slider. You can also use the other two buttons to adjust the zoom percentage.

### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

# Ribbon

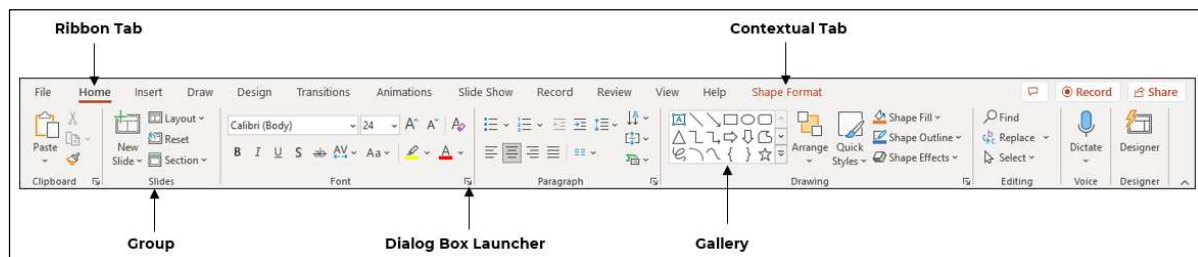
## Online App Alert

Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

The **Ribbon** is located at the top of the PowerPoint window and contains multiple tabs, each designed for specific tasks. These tabs provide quick access to tools and commands used during the creation and editing of presentations. The Ribbon is dynamic and can change based on the object selected. For example, when you select a picture or chart, additional **contextual tabs** will appear. These tabs include tools specific to the selected object, such as options to resize, format, or apply effects.

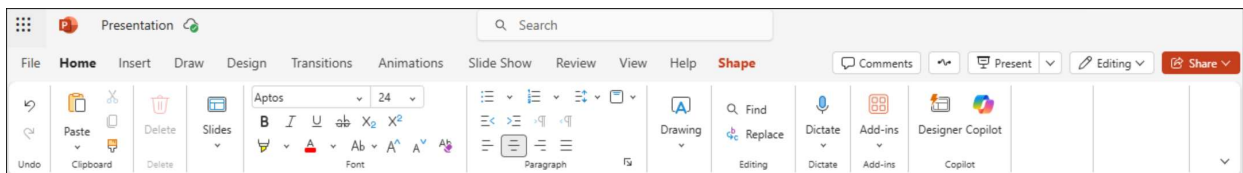
Each tab on the Ribbon is divided into **groups**. Groups organize related commands together. For example, the Home tab includes groups such as Clipboard, Font, and Paragraph. Each group contains buttons and menus for carrying out common tasks like copying and pasting, changing font styles, or adjusting line spacing. **Galleries** are also available within the Ribbon. These are visual menus that display a range of formatting options. For example, in the Design tab, the Themes gallery displays various designs that can be applied to an entire presentation.

For more detailed settings, you can open dialog boxes using the **dialog box launcher**, found in the corner of some groups. Selecting this icon opens a dialog box with advanced options. For instance, in the Paragraph group under the Home tab, the dialog box lets you adjust alignment and spacing settings with more precision.



## Microsoft 365 (Web) and Online

In the Microsoft 365 (Web) and Online version of PowerPoint, the Ribbon works much like the Desktop version. Some limitations apply such as fewer animations and transitions are available compared to Desktop and advanced tools such as Dialog Box Launcher options, Add-ins, and Macros are not supported.



By using the tabs, groups, galleries, and dialog boxes in the Ribbon, you can access a wide range of tools to format slides, manage content, and customize presentation elements. The Ribbon places commonly used commands in one location, allowing for efficient navigation and editing during the presentation creation process.

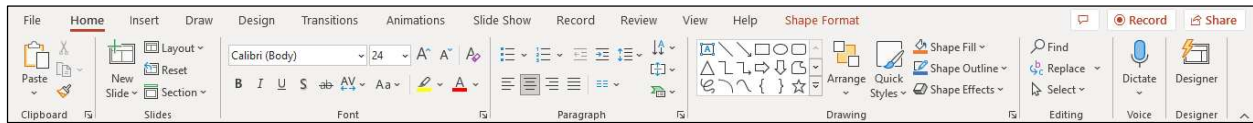
## Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

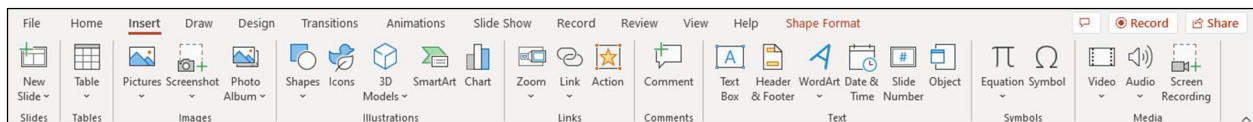
## Ribbon Tabs

The Ribbon is divided into tabs, each containing tools related to specific tasks. The following is an overview of what each tab allows you to do.

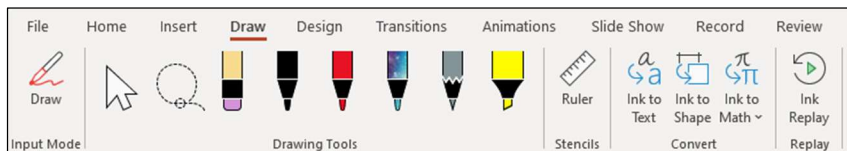
**Home:** Provides tools for formatting text and slides. You can choose fonts, adjust sizes, apply colors, and use basic layout tools such as alignment, bullets, and paragraph spacing.



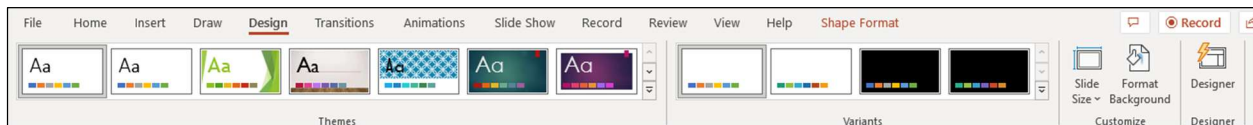
**Insert:** Add various elements to your slide like pictures, shapes, charts, and more to your slides.



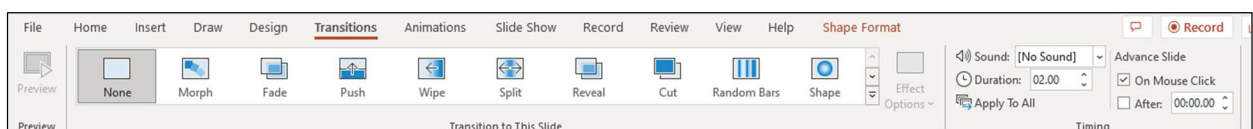
**Draw:** Use this tab to draw items onto a slide, and then convert the drawing to text or a shape.



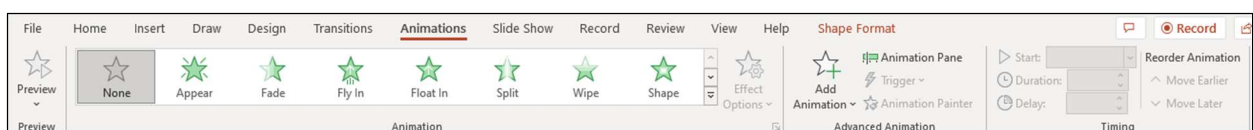
**Design:** Includes options for selecting slide themes, colors and background styles.



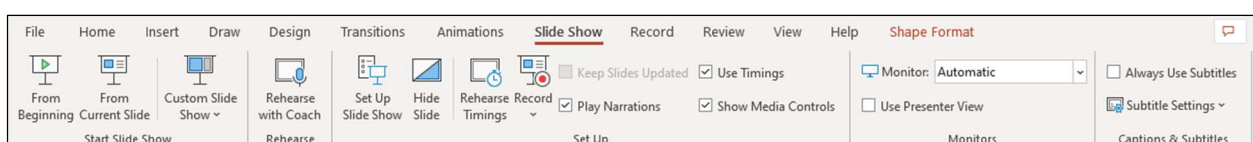
**Transitions:** Add special effects when you are transitioning from one slide to another.



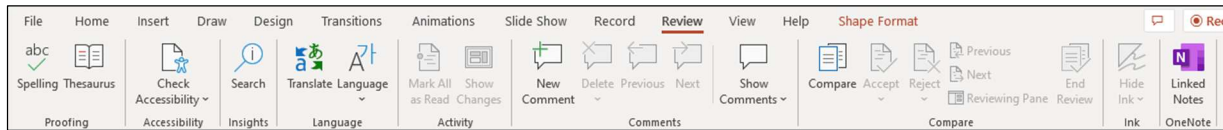
**Animations:** Provides tools for animating objects on a slide like displaying text or moving images.



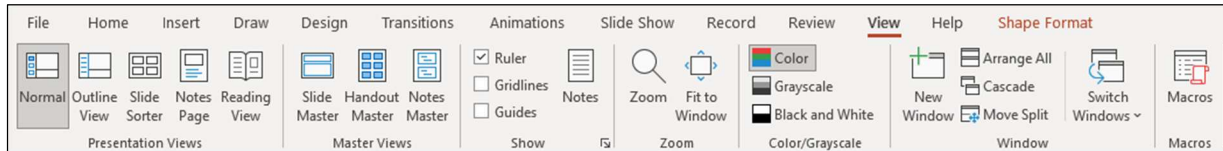
**Slide Show:** When you are ready to present, this tab includes options for presenting from the beginning or current slide, rehearsing timings, and using presenter view.



**Review:** Offers tools for proofreading and collaboration. You can check spelling, add or edit comments, and track changes in your presentation.



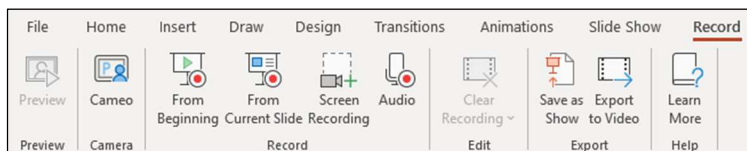
**View:** Use this tab to view your slides as a list or full screen. You can also zoom in or out.



### Desktop Only Alert

The following feature is exclusively available in the desktop version.

**Record:** Displays options for recording a presentation, including narration and slide timings. You can create a video version of your slideshow for playback on other devices.



Each tab contains tools that allow you to build, format, and manage your presentation. Using the Ribbon, you can apply design elements, insert media, adjust layouts, and prepare your slides for sharing or presenting.

### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

## Customize Ribbon

### Desktop Only Alert

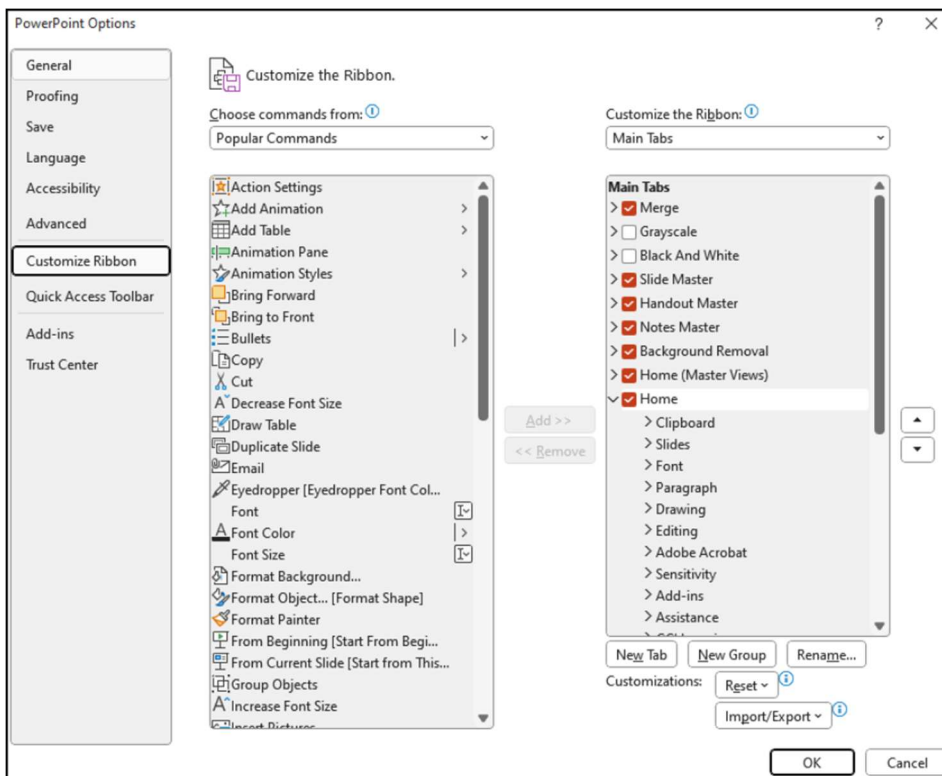
The following feature is exclusively available in the desktop version.

The Ribbon in PowerPoint can be customized to include the tools and commands you use most frequently. You can add new tabs, create groups, or remove tools you do not use often.

Customizing the Ribbon allows you to streamline your workflow. By organizing commands in a way that suits your preferences, you can access key tools more quickly and reduce the time spent navigating menus.

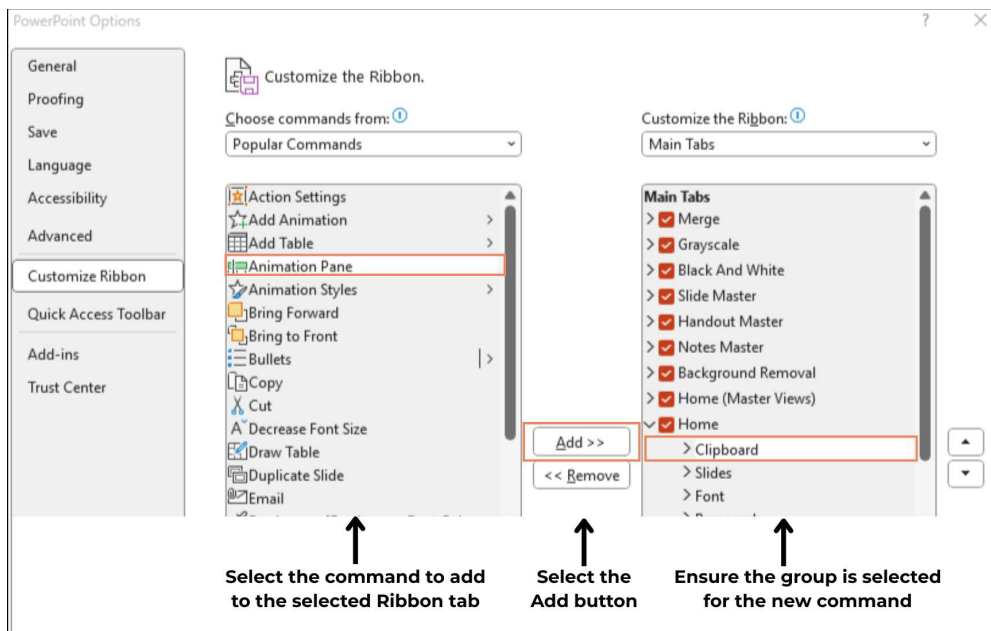
To customize the Ribbon in PowerPoint:

1. Go to the **File** tab at the top left corner of the window.
2. In the menu that appears, choose **Options**. This will open the PowerPoint Options dialog box.
3. In the dialog box, select the **Customize Ribbon** option on the left.

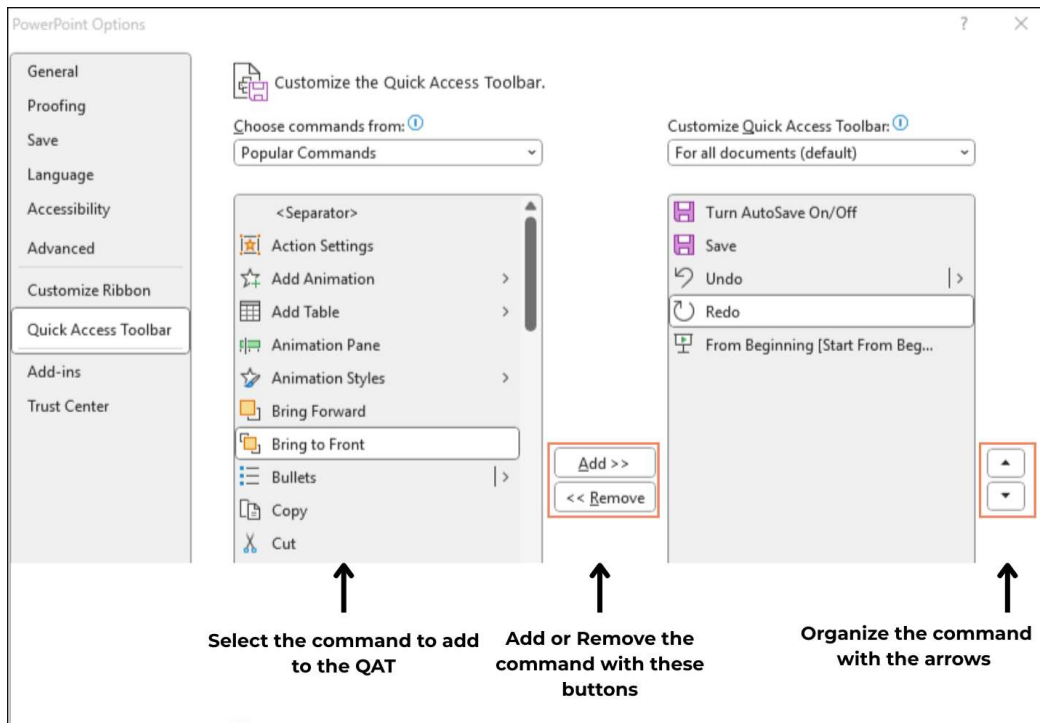


4. You will notice two main columns: one for the tabs and another for the tools within each tab.

To add a tool to the Ribbon, select the tab where you want to add it from the list on the right side. Then, choose the specific tool you want to add from the left side. Use the **Add** button between the two columns to add it.



To remove a tool from the Ribbon, select the tab that currently contains the tool from the list on the right side. Then, select the tool you want to remove from the left side, and then the **Remove** button between the two columns.



Once you have added or removed the tools you want, select the **OK** button at the bottom of the PowerPoint Options dialog box to save your changes.

By customizing the Ribbon, you can have quick access to the tools that are most important to you, making your PowerPoint experience more personalized and efficient.

### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

## Developer Tab

### Desktop Only Alert

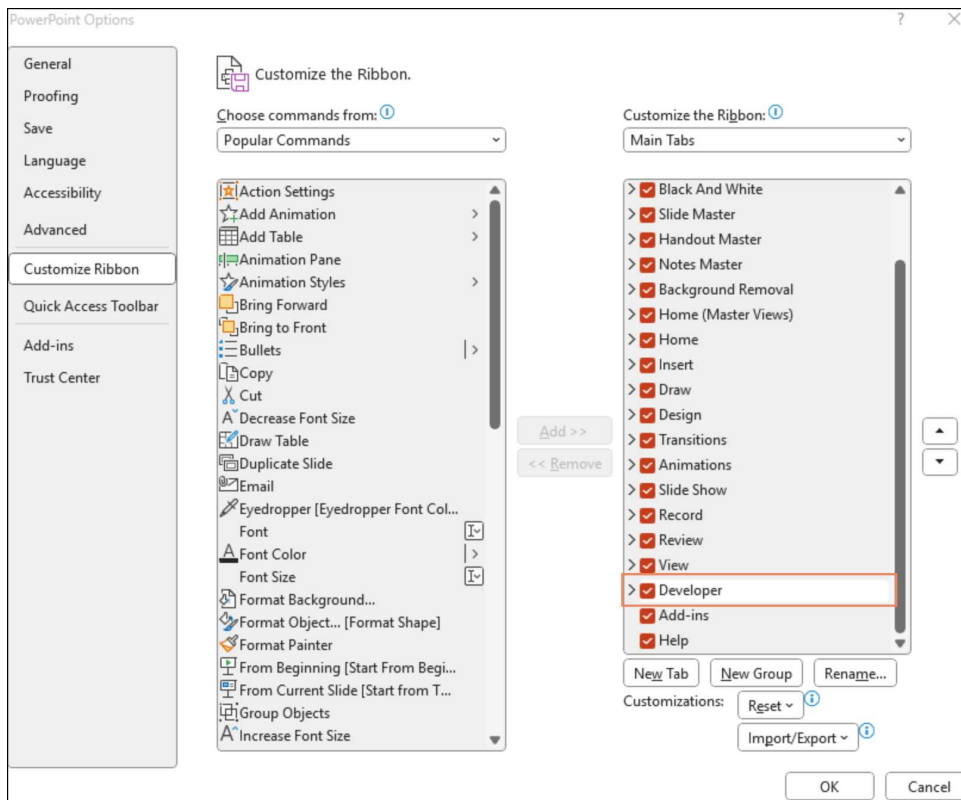
The following feature is exclusively available in the desktop version.

The **Developer tab** contains advanced tools for adding interactive elements to your presentation. This tab is not visible by default, but it can be enabled in the PowerPoint settings.

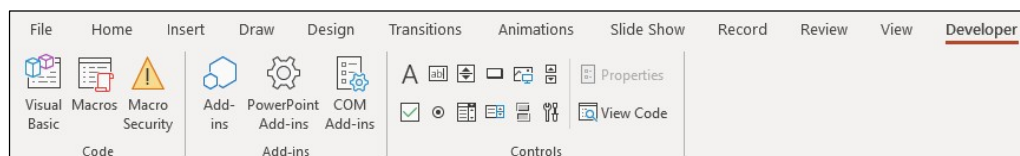
Once enabled, the Developer tab allows you to insert form controls, run macros, and access tools for customizing content. For example, you can add buttons, text fields, and other interactive features that respond to user actions during a slideshow.

To turn on the Developer tab:

1. On the **File** tab > **Options** > **Customize Ribbon**.
2. In the Customize Ribbon Section select **Developer** by putting a checkmark next to it.
3. Select **OK** to save your changes.



When you return to PowerPoint, you'll notice the Developer tab at the top of the screen.



The Developer tab includes tools for creating and editing custom commands, adding interactive buttons and form controls, and accessing advanced programming features such as macros and Visual Basic for Applications (VBA).

### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

## Quick Access Toolbar

### Desktop Only Alert

The following feature is exclusively available in the desktop version.

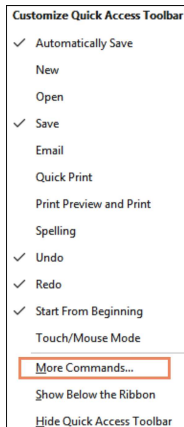
The Quick Access Toolbar is located in the top-left corner of the PowerPoint window, above the Ribbon. It provides access to frequently used commands, such as Save, Undo, and Redo.



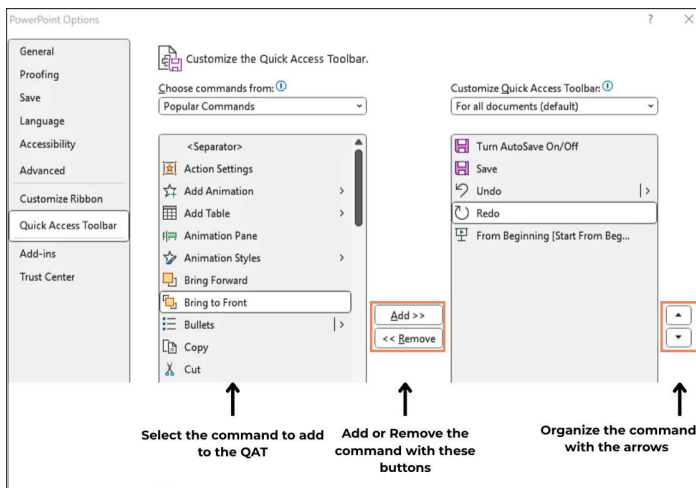
You can customize the Quick Access Toolbar by adding commands you use frequently and removing those you don't need. This allows you to organize tools in one place for quicker access and a more efficient workflow.

Customize the Quick Access Toolbar:

1. Scan for the Quick Access Toolbar at the top left corner of the window and select the **Customize Quick Access Toolbar** drop-down arrow.
2. In the menu, there are commands that you can add to the toolbar. If the command you want is not in the menu, select **More Commands** at the bottom. This will open the PowerPoint Options window.



3. Find the Quick Access Toolbar section.
4. There are two lists: one with the commands currently on the toolbar and another with commands you can add.
5. To add a command, choose it from the list on the left then select **Add** button in the middle.
6. To remove a command, select it from the list on the right and then **Remove** button in the middle.
7. To change the order of the commands, use the arrows on the right side.
8. When you have finished customizing the toolbar, select **OK** to save your changes.



Customizing the Quick Access Toolbar allows you to place frequently used commands in a single, accessible location. This helps streamline your workflow by reducing the need to navigate through multiple tabs.

### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

# Navigation Pane

The **Navigation Pane** in PowerPoint is a helpful tool that enables you to navigate and organize your slides. It is located on the left side of the PowerPoint window and displays a list of thumbnail images of your slides.

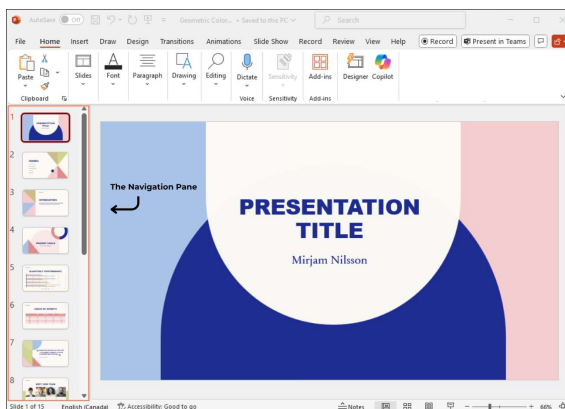
You can use the Navigation Pane to navigate through your presentation. Instead of scrolling through all your slides, you can jump to a specific slide by selecting it from the list in the Navigation Pane. This can save you time when searching for the slide you need.

Use the Navigation Pane:

1. Locate the Navigation Pane on the left side of the window. If the Navigation bar is not displayed, make sure you are in the Normal View by going to the **View** tab > **Presentation Views** group > **Normal**.



2. The Navigation Pane has a list of thumbnail images representing your slides. The thumbnails are a small preview of each slide.



3. To navigate to a specific slide, simply scroll through the list in the Navigation Pane and find the slide you want to view or edit.
4. Once you find the slide, you can select its thumbnail image to make it the active slide. The active slide will be displayed in the main slide area of the PowerPoint window.
5. To rearrange the order of your slides, select and drag a slide's thumbnail image to a new position in the list. This allows you to reorganize your presentation without having to manually cut and paste slides.

The Navigation Pane allows you to view and organize your slides using thumbnail images. You can quickly locate specific slides by selecting them from the list or using the search feature. This helps maintain structure and makes it easier to manage your presentation content.

## Learn Task



Access the Learner Workbook to complete the Learn Task for this skill.

## Assessments



Access the Learner Workbook to complete the Practice Exercise and Practice Questions.

# Lesson 2: Basic Concepts

## Lesson Objectives

In this lesson, you will learn how to perform important tasks in PowerPoint. You will be able to create new presentations, open and save presentations, work with templates, save presentations in different file formats, print presentations, and customize printing options. By the end of the lesson, you will have a solid understanding of these essential skills in PowerPoint. Upon completion of this lesson, you should be able to understand the following:

- ☐ Create a New Presentation
- ☐ Open a Presentation
- ☐ Save a Presentation
- ☐ Save a Template
- ☐ Save a Presentation as a PDF
- ☐ Save a Presentation as Images
- ☐ Save a Presentation as a Video
- ☐ Print a Presentation
- ☐ Print Layout Options
- ☐ Print Handouts

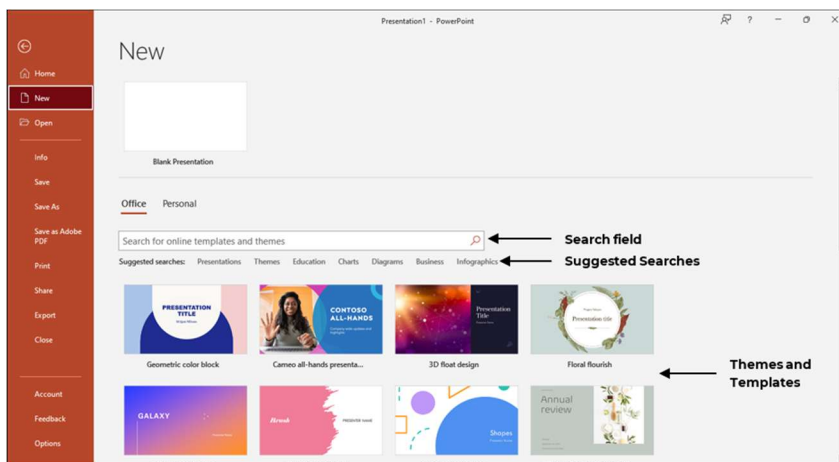
# Create a New Presentation

## Online App Alert

Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

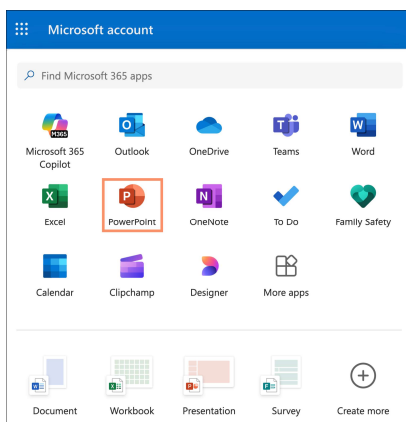
To begin a new presentation in PowerPoint, open the application and select the File tab in the top-left corner of the screen. This opens the **Backstage** view, which contains options for managing your presentations. In the Backstage view, select **New** to access templates and themes. Use the search bar to enter keywords related to the topic or style of your presentation. PowerPoint will display matching templates and themes.

Suggested searches provide predefined categories that can help you explore relevant design options. In the template gallery, each theme or template is shown as a thumbnail of the first slide. This preview helps you see how the layout and style will appear. To begin without a predefined layout or style, select **Blank Presentation**. This opens a title slide with no colors, images, or design elements applied. You can then add your own text, choose colors, insert images, and apply other formatting to customize the presentation.

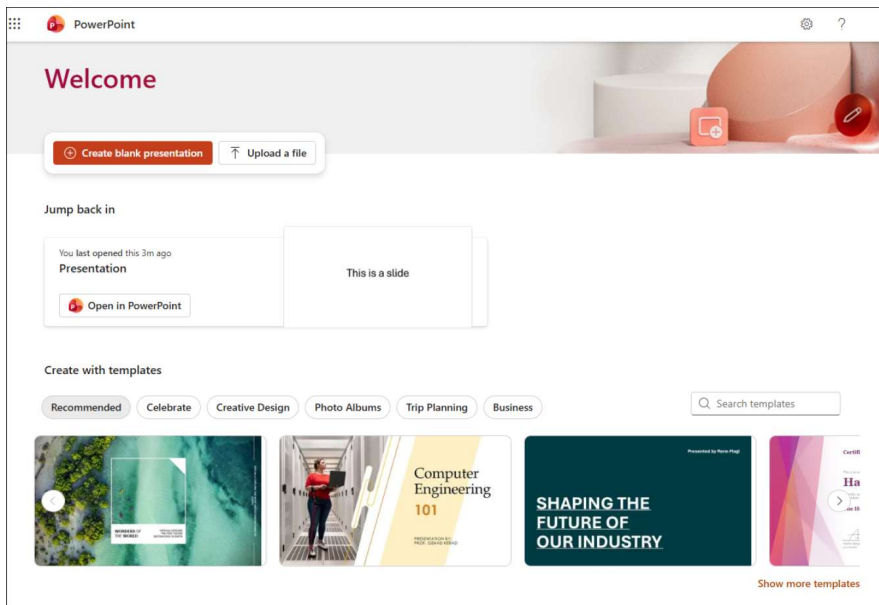


## Microsoft 365 (Web) and Online

1. In your browser, navigate to [www.microsoft.com](http://www.microsoft.com), [onedrive.com](http://onedrive.com) or [outlook.com](http://outlook.com) > **Sign in App launcher** (grid icon in the top left corner) > PowerPoint



2. Select **Create blank presentation** tile or choose a template from the gallery.



### Learn Task

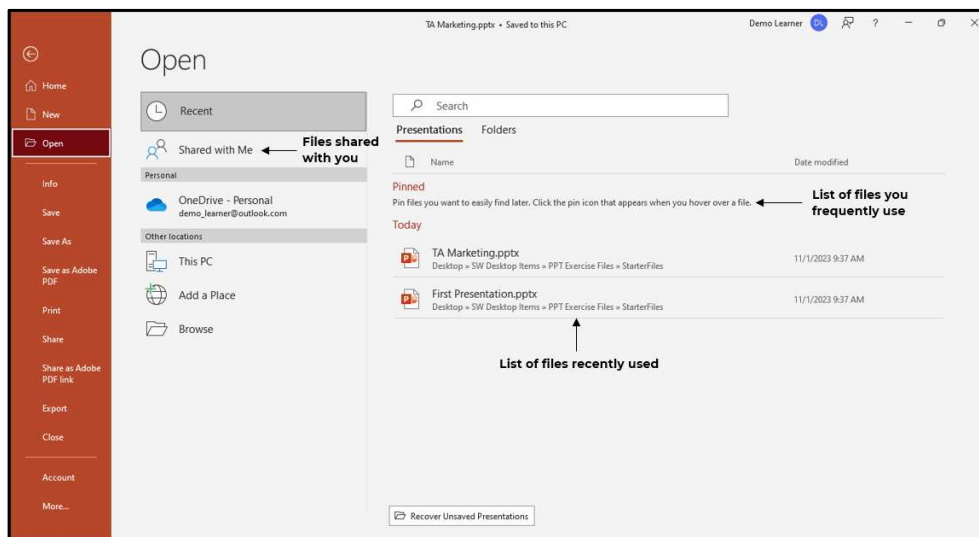
Access the Learner Workbook to complete the Learn Task for this skill.

## Open a Presentation

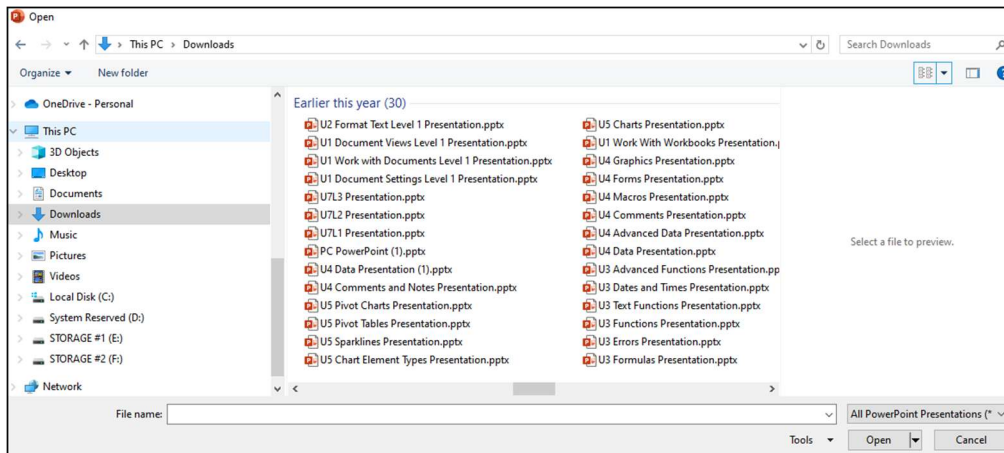
### Online App Alert

Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

To open a presentation you have already created, select the **File** tab, then choose **Open**. From there, you can browse your recent presentations or navigate to the folder where your file is saved.



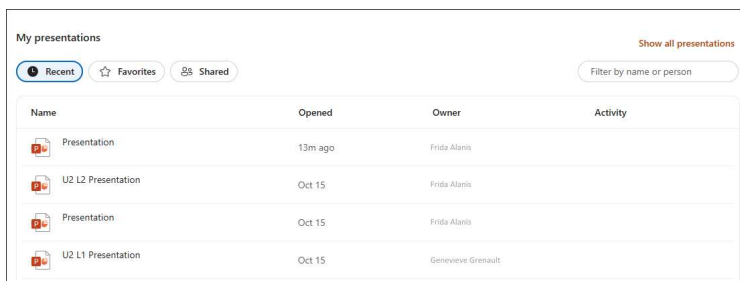
View a list of recently opened presentations in the Open section. If the file you need is not listed, select **Browse** to search through folders on your computer or choose a different file location such as OneDrive or a connected drive.



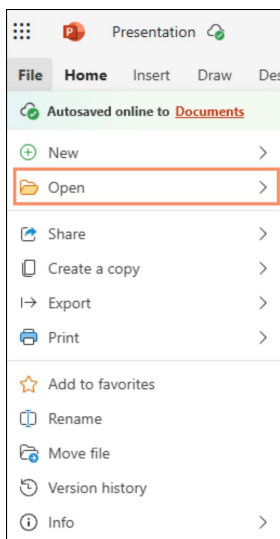
After locating your presentation, select it and choose **Open**. The presentation will load in PowerPoint, allowing you to review, edit, and update its content as needed.

### Microsoft 365 (Web) and Online

1. Choose to **Upload a File** from your device or under My Presentations, in the **Recent** section, select a file.



2. Select the **File** tab > **Open**.



### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

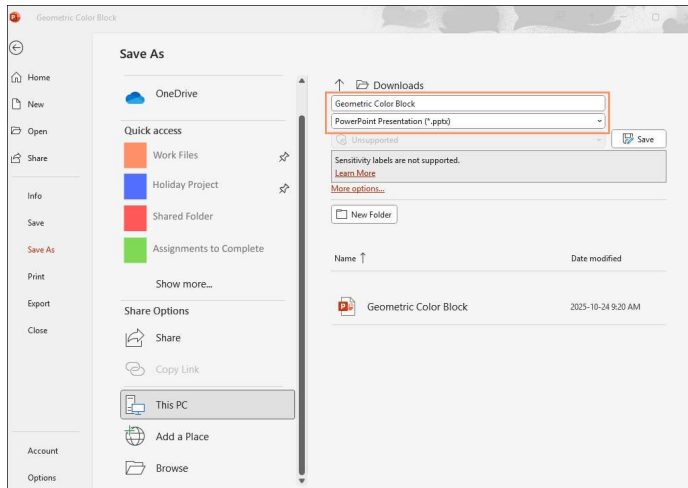
# Save a Presentation

## Online App Alert

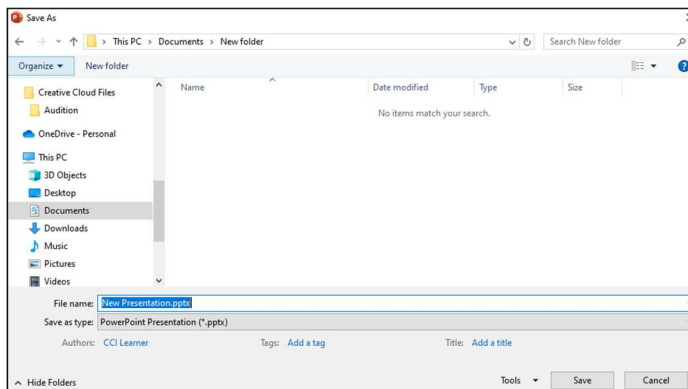
Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

To save a presentation, go to the **File** tab > **Save**.

When you select the Save command for the first time, the Save As page appears. This allows you to choose a storage location and enter a file name for your presentation. If you have previously saved your presentation and want to change the file name or location, choose the **Save As** option.



In the **Save As** window, the left side displays standard file locations such as OneDrive, This PC, or other connected drives. You can select one of these options or choose **Browse** to navigate to a specific folder. In the **File name** field, enter a name for your presentation. You can also use the Save as type dropdown to choose the file format. By default, PowerPoint saves the file as a PowerPoint Presentation (\*.pptx).

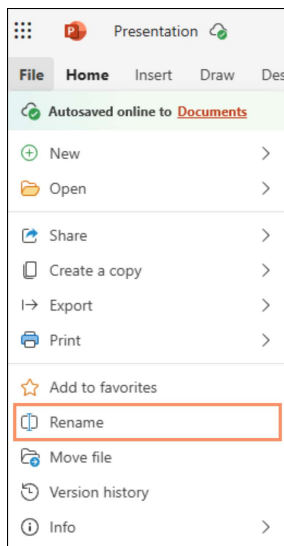


## Microsoft 365 (Web) and Online

Presentations are automatically saved to OneDrive as you work.

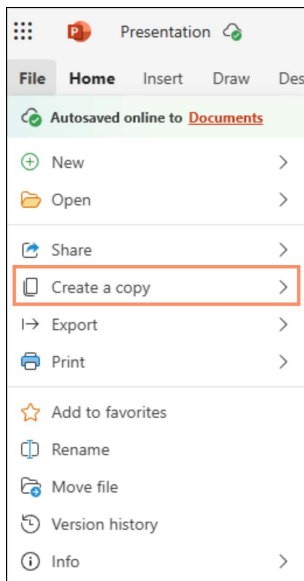
To rename the presentation:

1. **File** tab > **Rename** > Change the name in the **File Name** field > **ENTER**
2. Select directly in the **File Name** field in the top-left section of the workspace

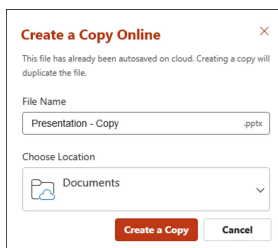


To save a copy of the document:

1. **File tab > Create a Copy**



2. Choose **Create a copy online** > modify the file name if needed and select the location > **Create a Copy**



3. Select Download a copy > Download

**Learn Task** 

Access the Learner Workbook to complete the Learn Task for this skill.

# Save a Template

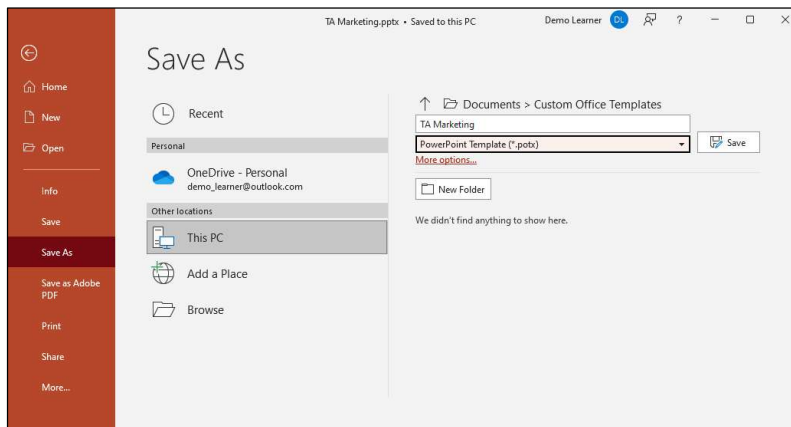
## Desktop Only Alert

The following feature is exclusively available in the desktop version.

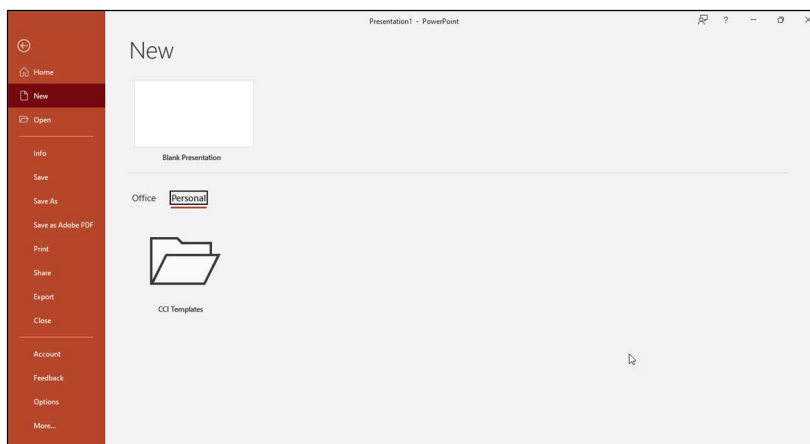
You can save a custom template to reuse a specific design or layout in future presentations.

To create a custom template, first design a presentation with your preferred colors, fonts, backgrounds, and slide layouts. Once your design is complete, follow these steps:

1. **File** tab > **Save As**.
2. Choose the location to save the template.
3. In the File name field enter a name for the template.
4. In the Save As window, Save as type choose PowerPoint Template (\*.potx).
5. Select **Save**.



When you want to access your custom template for a new presentation, select it from the list of templates in the **File** tab > **New** > **Custom** or **Personal** templates.



## Learn Task

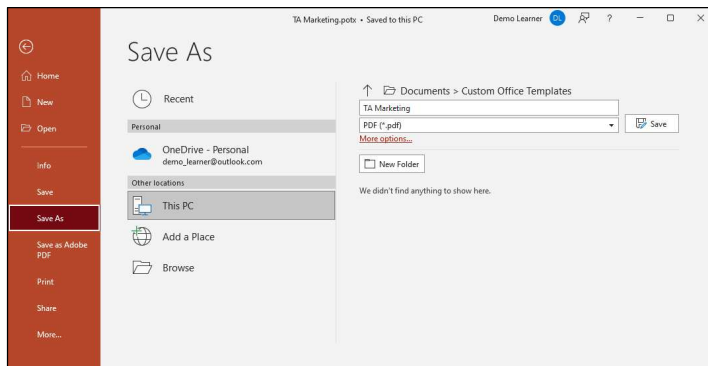
Access the Learner Workbook to complete the Learn Task for this skill.

# Save a Presentation as a PDF

## Online App Alert

Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

PowerPoint allows you to export your presentation as a **PDF** or **XPS** document. This format preserves the layout and formatting, making it suitable for viewing or printing on devices that do not have PowerPoint installed.



To save your presentation as a PDF or XPS document:

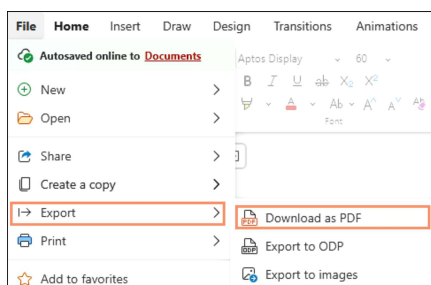
1. **File** tab > **Save As**.
2. Choose where to save the file.
3. In the Save As window > **File name** field, enter a name for your file.
4. In the File Type drop-down, choose **PDF** or **XPS Document** from the menu.
5. Select **Save**.

The exported file is saved as a PDF or XPS document and can be opened using a compatible reader, such as a PDF reader or XPS viewer. This ensures the presentation's layout and formatting remain consistent, even on devices that do not have PowerPoint installed.

## Microsoft 365 (Web) and Online

To export a presentation as a PDF:

1. **File** tab > **Export** > **Download as PDF**.
  - The file will be downloaded to your device as a PDF



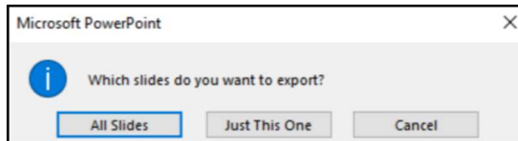
## Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

## Save a Presentation as Images

### Online App Alert

Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.



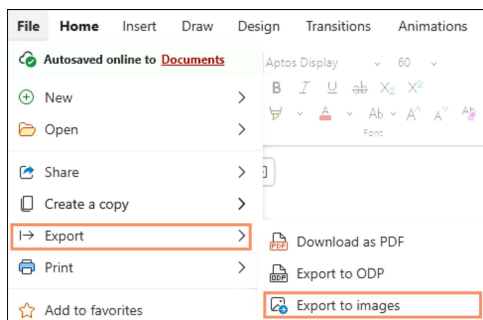
PowerPoint allows you to save your slides in an image format, such as **JPEG** or PNG. This creates separate image files for each slide, which can be used in other documents, uploaded to websites, or shared individually.

To do this, select **File > Save As**, choose the location, and then select an image format from the **Save as** type dropdown. PowerPoint will prompt you to export either the current slide or all slides as images.

### Microsoft 365 (Web) and Online

To export slides as images, with each slide as a separate JPEG file:

1. Select the slide or multiple slides to export
2. **File** tab > **Export** > **Export to images**.
  - A ZIP file containing JPEG images (one per slide) will download to your device



Saving slides as images allows you to use individual slides outside of PowerPoint. For example, a specific slide can be saved and uploaded to a website or included in a document. This format is useful when slides need to be shared or repurposed in other formats.

### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

## Save a Presentation as a Video

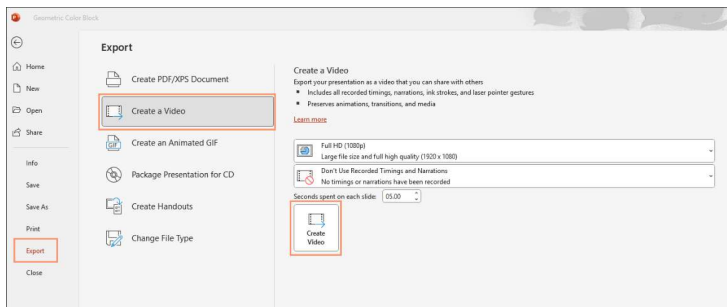
### Desktop Only Alert

The following feature is exclusively available in the desktop version.

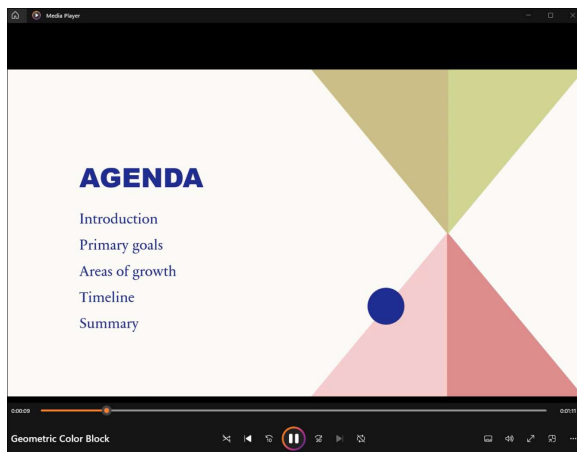
PowerPoint provides the option to save your presentation as a video file. This creates a movie version of your slideshow that can be played on any device with a compatible media player.

To save your presentation as a video:

- On the **File** tab > **Save As** > **File Type** drop-down, choose **MP4** or **WMV** as the video format > **Save**
- On the **File** tab > **Export** > **Create a Video** > **Create Video** > **Export**



PowerPoint will change your presentation into a video file. This file can be played with video players or shared with others. It will include all the slides, transitions, animations, and timings from your original presentation. You can upload the video to video-sharing websites, send it by email, or play it on a TV or projector.



### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

## Print a Presentation

### Online App Alert

Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

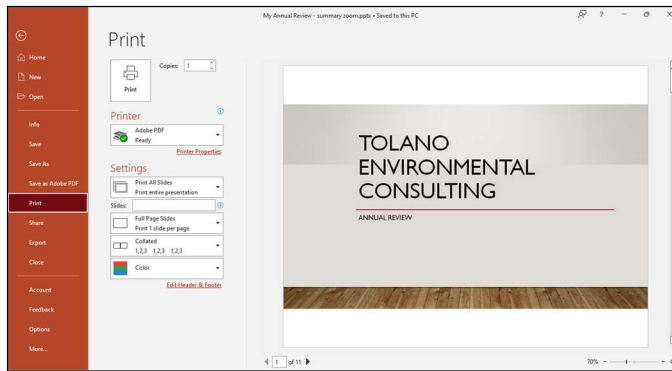
Printing physical copies of your slides is useful for creating handouts, reviewing content offline, or having a reference copy during a presentation.

Print a PowerPoint presentation:

1. **File** tab > **Print**.
2. In the **Print** pane, select how many copies and which printer to use.

Use the Settings section to customize the following print options such as:

- Print All Slides, Print Selection, Print Current Slide, or enter a Custom Range of slides
- Print Layout options and Handout options
- Collated or Uncollated
- Color, Grayscale, or Black and White
- Edit Header & Footer

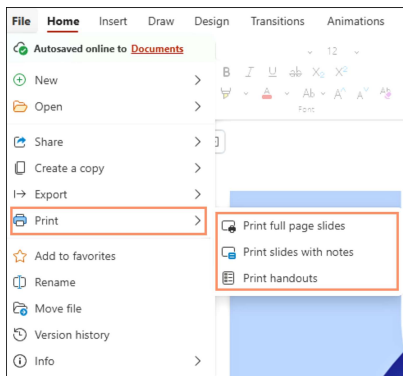


After completing the print settings and selecting **Print**, your presentation will be sent to the printer. A physical copy of your slides will be produced, ready for distribution or personal reference.

### Microsoft 365 (Web) and Online

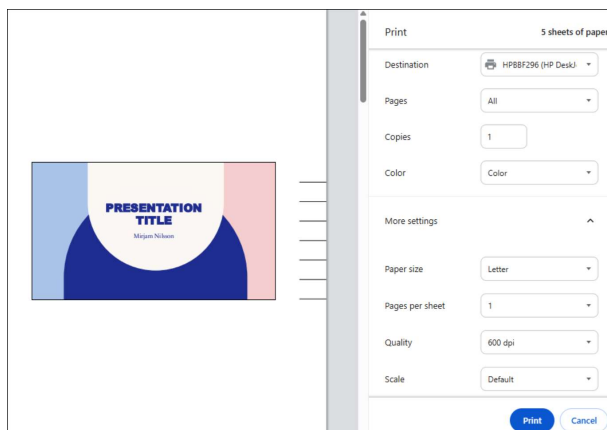
Print slides or handouts using the browser print pane:

#### 1. File tab > Select **Print**



#### 2. Select to Print full page slides, Print slides with notes or Print handouts

- The Print pane will open, with options to select a printer, the number of pages, copies and color
- Select the **More settings** drop-down arrow to configure paper size, quality and scale



#### 3. Select **Print**.

**Learn Task**

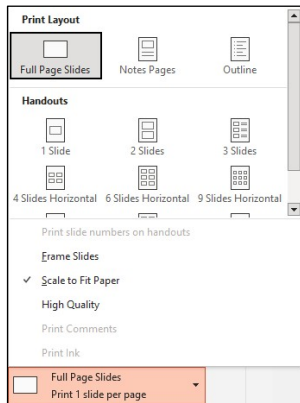
Access the Learner Workbook to complete the Learn Task for this skill.

# Print Layout Options

## Online App Alert

Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

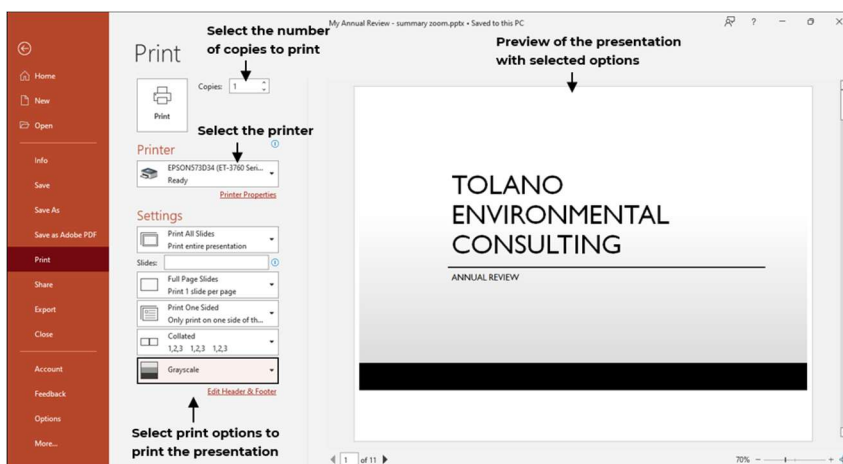
When printing a presentation, choose from several layout options to control how slides appear on the printed page. These options determine the number of slides per page and whether notes or outlines are included.



- **Full Page Slides:** Prints each slide on a separate page, filling up the entire page.
- **Notes Pages:** Prints your slides along with any speaker notes.
- **Outline:** Prints only the text content of your presentation in an outline format, without slide graphics. It includes slide titles and text.

To choose a layout option:

1. **File** tab > **Print**.
2. In the **Settings** section, select the **Full Page Slides** drop-down option.
3. Choose the layout option you want, like Full Page Slides, Notes Pages or Outline View.
4. Adjust other print preferences, such as the number of copies or color options.
5. To view a preview of the printed document, select **Print Preview**.
6. When you're ready, select **Print** to start printing.



## Microsoft 365 (Web) and Online

There are three print layout options to choose from:

- **Print handouts:** Opens a PDF for multi-slide handouts (set slides-per-page in your PDF viewer if prompted)
- **Print full page with notes:** One slide per page with speaker notes
- **Print full page slides:** One slide per page

### Learn Task



Access the Learner Workbook to complete the Learn Task for this skill.

## Print Handouts

### Online App Alert

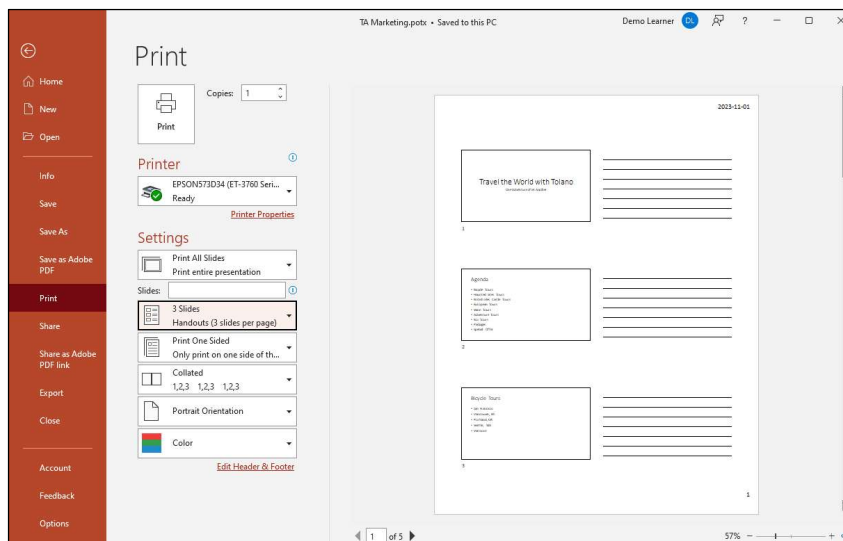


Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

Printing **handouts** allows you to display multiple slides on a single page. This option is useful for creating condensed versions of your presentation for distribution. Handouts can include space for notetaking and are often used to help viewers follow along or review key points after the presentation.

Steps to print handouts:

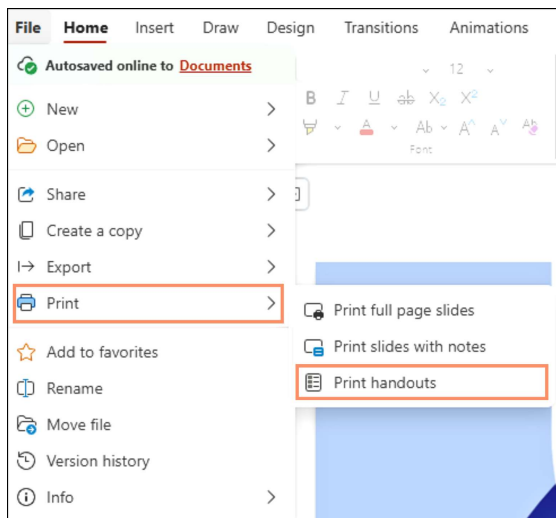
1. **File** tab > **Print**.
2. In the **Settings** section, select the **Full Page Slides** drop-down option and choose from one of the **Handouts** layouts options such as 2, 3, 4, 6, or 9 slides.
3. When you're ready, select **Print**.
  - A Print Preview will appear in the right pane.



## Microsoft 365 (Web) and Online

PowerPoint for the web supports handout printing, but it creates a PDF file that you then print from your browser or PDF viewer.

To print the handouts, go to the **File** tab > **Print** > **Print handouts**.

**Learn Task** 

Access the Learner Workbook to complete the Learn Task for this skill.

**Assessments** 

Access the Learner Workbook to complete the Practice Exercise and Practice Questions.

# Lesson 3: Settings

## Lesson Objectives

In this lesson, you will be able to understand and apply various techniques and settings related to presentation properties, protection, inspection, compatibility, and version control in PowerPoint. You will learn how to protect your presentations, inspect them for sensitive information, set presentations as read-only, mark them as final, and ensure compatibility with different versions of PowerPoint. Upon completion of this lesson, you should be able to understand the following:

- ☐ Presentation Properties
- ☐ Set as Read-Only
- ☐ Password Protect
- ☐ Mark as Final
- ☐ Compatibility
- ☐ Inspect a Presentation

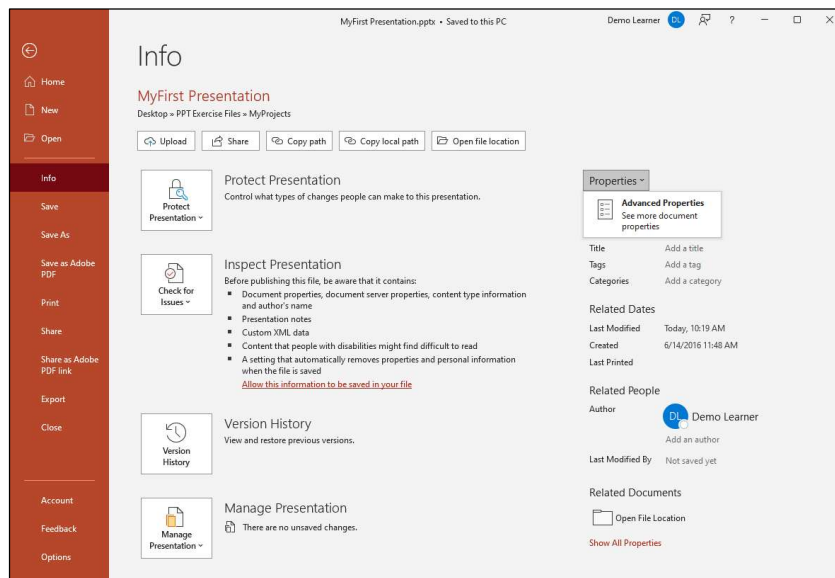
# Presentation Properties

## Desktop Only Alert

The following feature is exclusively available in the desktop version.

Presentation Properties are details and settings that give information about a PowerPoint presentation. They include things like the title, author, subject, and keywords. These properties help to organize and manage presentations.

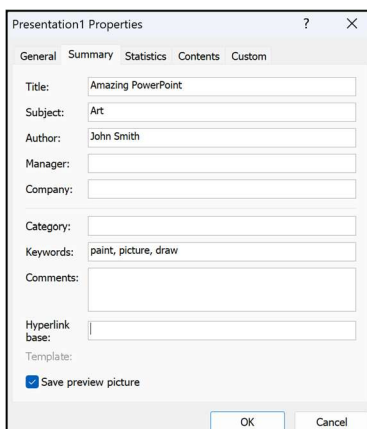
To access the presentation properties in PowerPoint, go to the **File** tab > **Info**. There, you can change or add the properties of your presentation.



To add properties to the file or to customize the properties information:

Select **Properties** > **Advanced Properties** to open the Properties dialog box. Using this dialog box, add or customize properties for the document, such as its subject or category.

Each tab in this dialog box displays different information to view or modify the presentation. For instance, use the Summary tab to insert specific information pertaining to this file.



## Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

# Set as Read-Only

## Online App Alert

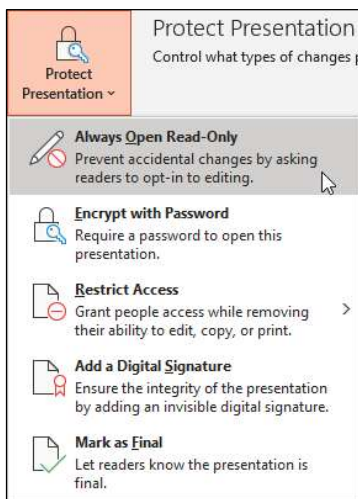
Steps for this topic differ in the Microsoft Apps version and appear after the desktop instructions. Certification focuses exclusively on the desktop features.

Marking a presentation as **read-only** prevents others from making changes to the file. This is useful when you want others to view the content without the ability to modify it.

To mark a presentation as read-only:

### 1. **File** tab > **Info** > **Protect Presentation** > **Always Open Read-Only**

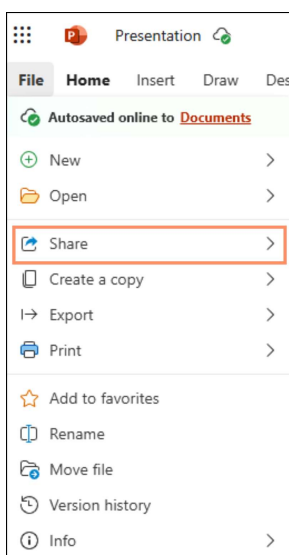
- This setting prompts users to open the file in read-only mode unless they choose to enable editing



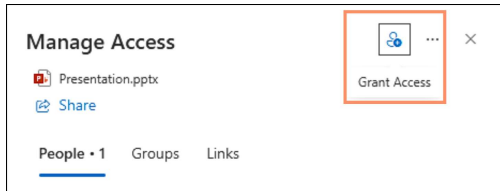
## Microsoft 365 (Web) and Online

Although the Always Open Read-Only command is not available in the web versions, you can share a file as View only by changing permissions in OneDrive.

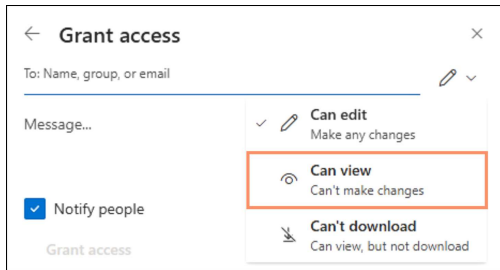
To manage these settings, on the **File** tab > **Share** > **Manage Access**



- Select **Grant Access** > **Can edit** (pencil) icon drop-down arrow



- Choose **Can view** to enable others to view but without the ability to make changes



### Learn Task



Access the Learner Workbook to complete the Learn Task for this skill.

## Password Protect

### Desktop Only Alert

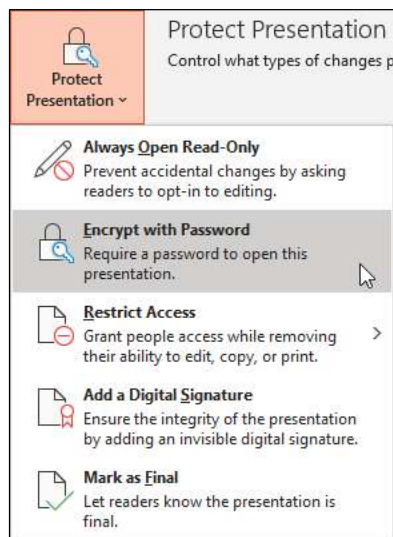


The following feature is exclusively available in the desktop version.

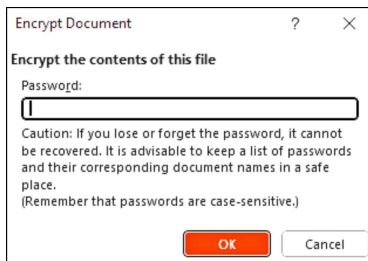
In some instances, you may decide to add password access to your presentation to restrict who can open or edit the file. If you choose this option, be sure to share the password only with trusted individuals who need access.

Add a password to your presentation:

- File** tab > **Info** > **Protect Presentation** > **Encrypt with Password**.



- The Encrypt Document dialog box will appear. In the Password: field, enter your chosen password. Make sure to choose a strong password that contains a mix of characters, numbers and symbols.



3. Confirm the password by entering it again, then select **OK** to apply it.

Password encryption is an excellent way to protect and keep your work private. It gives you control over who can view and make changes to your presentation, ensuring that your information remains secure.

### Learn Task

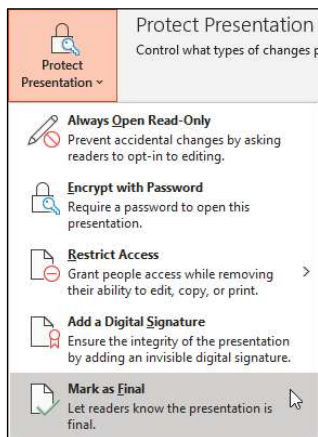
Access the Learner Workbook to complete the Learn Task for this skill.

## Mark as Final

### Desktop Only Alert

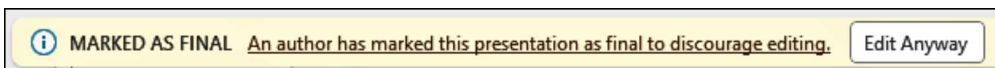
The following feature is exclusively available in the desktop version.

To prevent accidental edits, mark a presentation as final. This signals that the file is complete and restricts further editing by opening it in read-only mode. While users can still choose to enable editing, the feature serves as a notification that no more changes are intended.



To mark a presentation as final, on the **File** tab > **Info** > **Protect Presentation** > **Mark as Final**.

Once you mark the presentation as final, a banner on the slides will indicate that it's final and should not be changed. This helps others understand that the presentation is finished and should not be edited



### Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

# Compatibility

**Desktop Only Alert** 

The following feature is exclusively available in the desktop version.

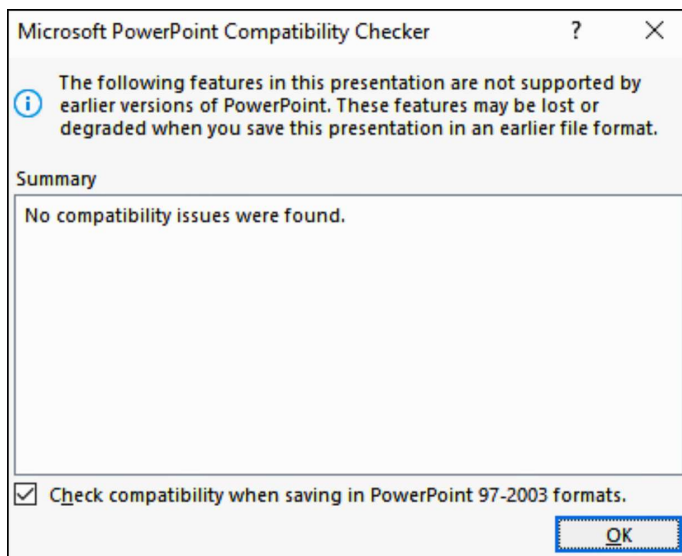
To ensure a presentation functions properly across different devices or software versions, it's important to check for **compatibility**.

For instance, if a presentation is created using the latest version of PowerPoint and includes newer features such as transitions, animations, or effects, those elements may not display correctly when opened in an older version. In some cases, formatting may shift or specific features may be unsupported.

Check the compatibility of your presentation:

1. **File** tab > **Info** > **Check for Issues** > **Check Compatibility**.

- **Review the Compatibility Report:** A report will be displayed highlighting any potential issues. This report lists features, fonts, or media elements that may not work correctly in earlier versions of PowerPoint or on other devices
- **Fix Compatibility Issues:** Pay attention to the issues mentioned in the report and make changes to solve them. For example, if certain fonts are causing problems, try using more common ones such as the Serif fonts. If there are features or effects that don't work, remove them or replace them with alternatives
- **Save and Test:** Once any necessary changes are made, save the presentation and test it on different devices or versions of PowerPoint to confirm that all content displays and functions as expected



By checking for compatibility issues, you can avoid problems when others try to open your presentation. It ensures everyone can view it correctly, regardless of their device or software.

**Learn Task** 

Access the Learner Workbook to complete the Learn Task for this skill.

# Inspect a Presentation

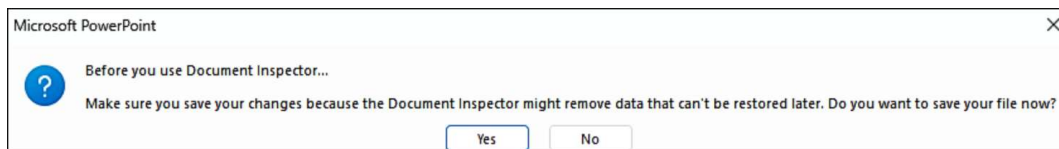
## Desktop Only Alert

The following feature is exclusively available in the desktop version.

Inspecting a presentation involves reviewing the file for hidden data, personal information, or content that may not be intended for sharing. This step is useful when preparing to distribute a presentation to others.

For example, inspecting a file can help identify comments, speaker notes, document properties, or invisible content that may contain sensitive or private details.

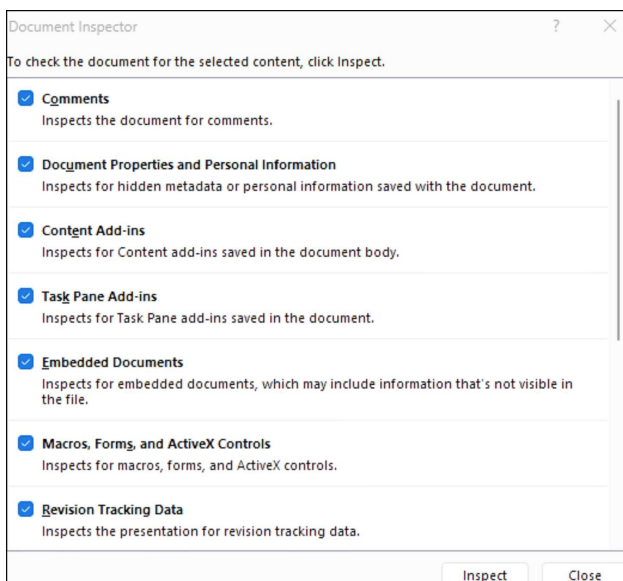
To inspect a presentation, navigate to the **File** tab > **Info** > **Check for Issues** > **Inspect Document**. If you have not saved your presentation, a warning message may appear before the Document Inspector runs. The prompt will remind you that some data removed by the inspection cannot be restored later. To avoid losing any unsaved changes, select **Yes** to save your file before continuing with the inspection, or select **No** to proceed without saving.



Selecting **Inspect** will launch the Document Inspector dialog box which includes a list of checkboxes representing the types of content the tool will search for.

These options include:

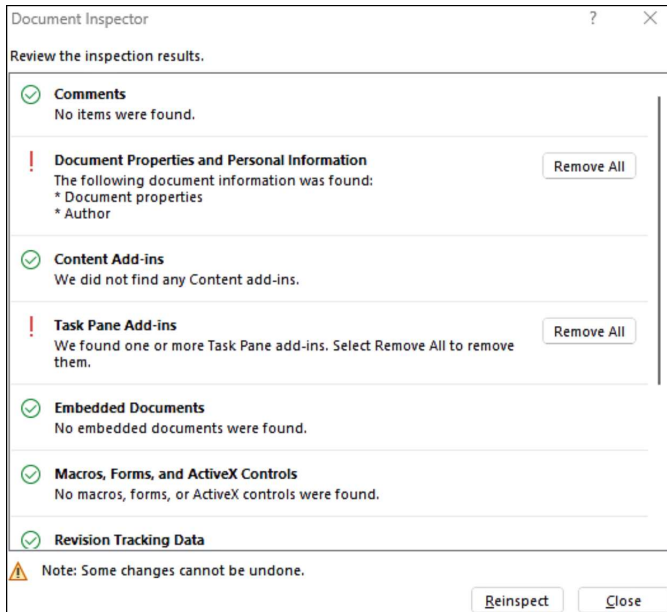
- Comments and annotations
- Document properties and personal information
- Invisible on-slide content
- Off-slide content
- Custom XML data
- Headers, footers, and slide notes



To view all available inspection options, scroll down the list. This ensures you don't miss any content types that might need to be reviewed or removed. Select or deselect any of these options based on what you want the Document Inspector to check.




After reviewing and selecting the appropriate options, select **Inspect** to begin the scan.

- **Take action:** Once the inspection is done, the Document Inspector will display a report of what it found. Read the report and decide which things you want to get rid of or fix. This could mean deleting personal details or removing comments that you don't want to share



- **Reinspect, save and share:** After making any necessary changes based on the inspection, reinspect and save the presentation

Inspecting the presentation ensures that unintended or private information is removed before sharing with others.

<b>Learn Task</b> 	<b>Access the Learner Workbook to complete the Learn Task for this skill.</b>
<b>Assessments</b> 	<b>Access the Learner Workbook to complete the Practice Exercise and Practice Questions.</b>
<b>Unit Assessment</b> 	<b>Access the Learner Workbook to complete the Objective Assessment and Create Project.</b>

## Unit 1 Key Terms

Term	Definition
<b>Compatibility</b>	Ensure your presentation works well on different devices and software versions.
<b>Contextual Tabs</b>	Tabs that appear in the Ribbon when certain objects or elements, such as images or charts, are selected.
<b>Developer Tab</b>	A specialized tab in PowerPoint that provides advanced tools and features for creating interactive and customized presentations.
<b>Dialog Box Launcher</b>	A small icon or button within a group in the Ribbon, represented by a small arrow or ellipsis.
<b>Galleries</b>	Visual displays within the Ribbon that present different options or styles in a graphical format.
<b>Groups</b>	Within each Ribbon tab, groups are clusters of related commands and tools that serve a specific function or purpose.
<b>Handouts</b>	Make copies of your presentation with several slides on each page to distribute to others.
<b>JPEG</b>	Joint Photographic Experts Group, a standard image file format commonly used for photographs and realistic images.
<b>Min/Restore/Max/Close Buttons</b>	These buttons control the size and closure of the PowerPoint application window.
<b>Navigation Pane</b>	A pane located on the left side of the PowerPoint window that displays a list of thumbnail images representing the slides in a presentation.
<b>PDF</b>	Portable Document Format, a file format commonly used for sharing and distributing documents, including presentations.
<b>PNG</b>	Portable Network Graphics, a common image file format that supports lossless compression.
<b>PowerPoint</b>	A computer program that helps you make presentations.
<b>Quick Access Toolbar</b>	Positioned above or below the Ribbon, it offers quick access to frequently used commands, and you can customize it to add or remove commands according to your preference.
<b>Read-only</b>	Use this feature to share presentations with others to view only and not make changes in the file.
<b>Ribbon</b>	The main interface in PowerPoint that provides access to commands categorized into groups for clear navigation and execution.
<b>Ribbon Tab</b>	The interface at the top of the window that includes tabs and groups to organize a range of commands and tools, serving as the main control center to access different features and functions within the application.

<b>Slide Navigation Pane</b>	It displays thumbnail views of each slide, helping you organize and navigate through slides in your presentation.
<b>Slide Pane</b>	This is the main workspace where you view and edit the selected slide.
<b>Split Bar</b>	By dragging this bar left or right, you can adjust the size of the Slide Navigation or Outline View pane.
<b>Status Bar</b>	It shows presentation information, such as the current slide number and total number of slides, and includes buttons for Notes and various viewing options.
<b>Template</b>	A pre-designed and formatted file that serves as a starting point for creating new presentations.
<b>Theme</b>	A predefined set of design elements and formatting styles that determine the overall appearance and visual consistency of a presentation.
<b>Title Bar</b>	Located at the top of the window, it displays the name of the open presentation.
<b>View Buttons</b>	These buttons allow you to switch between different views of your presentation, such as Normal, Slide Sorter, Reading, and Slide Show.
<b>Zoom Slider</b>	Positioned on the status bar, it enables you to adjust the zoom level of your slides, either by using the minus and plus buttons or by dragging the slider.