

Microsoft[®] Office PowerPoint[®] 2007

New Features (First Look)

Microsoft® Office PowerPoint® 2007

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Microsoft® Office PowerPoint® 2007: New Features (First Look)

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ACKNOWLEDGMENTS

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MICROSOFT[®] OFFICE POWERPOINT[®] 2007: NEW FEATURES (FIRST LOOK)

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ABOUT THIS COURSE

You have worked with Microsoft® Office PowerPoint® 2003 (or earlier) to create presentations. PowerPoint® 2007, with its redesigned interface, enhanced features, and results-oriented authoring tools, improves the process of creating dynamic presentations. In this course, you will work with the new and enhanced features available in Microsoft® Office PowerPoint® 2007.

Efficient and quick creation of dynamic presentations requires you to be familiar with the application you are working on. Even if you will only be using the Office PowerPoint 2007 application to create and format presentations, it's essential to learn about the interface changes and the enhanced features and capabilities of PowerPoint 2007. This will enable you to take advantage of PowerPoint's time-saving and results-oriented features and help you to develop professional presentations with reduced effort.

Course Description

Target Student

This course is designed for experienced PowerPoint users who have worked with earlier versions of Microsoft® Office PowerPoint, ideally Microsoft® Office PowerPoint® 2003, and who have upgraded to Microsoft® Office PowerPoint® 2007.

Course Prerequisites

Students enrolling in this course should understand how to use a version of PowerPoint, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

How to Use This Book

As a Learning Guide

Each lesson covers one broad topic or set of related topics. Lessons are arranged in order of increasing proficiency with *Microsoft® Office PowerPoint® 2007: New Features (First Look)*; skills you acquire in one lesson are used and developed in subsequent lessons. For this reason, you should work through the lessons in sequence.

We organized each lesson into results-oriented topics. Topics include all the relevant and supporting information you need to master *Microsoft® Office PowerPoint® 2007: New Features (First Look)*, and activities allow you to apply this information to practical hands-on examples.

You get to try out each new skill on a specially prepared sample file. This saves you typing time and allows you to concentrate on the skill at hand. Through the use of sample files, hands-on activities, illustrations that give you feedback at crucial steps, and supporting background information, this book provides you with the foundation and structure to learn *Microsoft® Office PowerPoint® 2007: New Features (First Look)* quickly and easily.

As a Review Tool

Any method of instruction is only as effective as the time and effort you are willing to invest in it. In addition, some of the information that you learn in class may not be important to you immediately, but it may become important later on. For this reason, we encourage you to spend some time reviewing the topics and activities after the course. For additional challenge when reviewing activities, try the “What You Do” column before looking at the “How You Do It” column.

As a Reference

The organization and layout of the book make it easy to use as a learning tool and as an after-class reference. You can use this book as a first source for definitions of terms, background information on given topics, and summaries of procedures.

Course Objectives

In this course, you will explore the components of the results-oriented interface of the PowerPoint environment and customize the interface to suit your requirements. You will identify and use the new and enhanced features of PowerPoint 2007 to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it with a digital signature to authenticate its validity.

You will:

- explore the new interface components of PowerPoint and customize the PowerPoint environment.
- enhance a presentation by applying custom layouts and themes.
- create dynamic presentations by applying advanced text and graphic effects.
- finalize a presentation by customizing slide shows, securing the presentation, and saving the presentation.

Course Requirements

Hardware

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)
- A projection system to display the instructor's computer screen.

Software

- Microsoft® Office Professional Edition 2007
- Windows XP Professional with Service Pack 2

Class Setup

Initial Class Setup

1. Install Windows XP Professional on an empty partition.
 - Leave the Administrator password blank.
 - For all other installation parameters, use values that are appropriate for your environment (see your local network administrator if you need details).
2. On Windows XP Professional, disable the Welcome screen. (This step ensures that students will be able to log on as the Administrator user regardless of other user accounts existing on the computer.) Click Start and choose Control Panel→User Accounts. Click Change The Way Users Log On And Off. Uncheck Use Welcome Screen. Click Apply Options.
3. On Windows XP Professional, install Service Pack 2. Use the Service Pack installation defaults.
4. For Windows XP Professional, click Start and choose Printers And Faxes. Under Printer Tasks, click Add A Printer and follow the prompts.

5. Run the Internet Connection Wizard to set up the Internet connection as appropriate for your environment if you did not do so during installation.
6. Log on to the computer as the Administrator user if you have not already done so.
7. Perform a typical installation, accepting all defaults, of Microsoft® Office Professional 2007.
8. Minimize the Language Bar if it appears.
9. Display known file type extensions.
 - a. Open Windows Explorer (right-click the Start button and then select Explore).
 - b. Choose Tools→Folder Options.
 - c. On the View tab, in the Advanced Settings list box, uncheck the Hide Extensions For Known File Types check box.
 - d. Click Apply and then click OK.
 - e. Close Windows Explorer.
10. On the course CD-ROM, open the 084_840 folder. Then, open the Data folder. Run the 084840dd.exe self-extracting file located in it. This will install a folder named 084840Data on your C drive. This folder contains all the data files that you will use to complete this course.



Beta Version 2.0 of Microsoft® Office Professional 2007 has been used to perform the above setup.

Customize the Windows Desktop

Customize the Windows desktop to display the My Computer and My Network Places icon in the student and instructor systems by following the given steps:

1. Right-click the desktop and choose Properties.
2. Select the Desktop tab.
3. Click Customize Desktop.
4. In the Desktop Items dialog box, check My Computer and My Network Places.
5. Click OK and click Apply.
6. Close the Display Properties dialog box.

Before Every Class

1. Log on to the computer as the Administrator user.
2. Delete any existing data files from the C:\084840Data folder.
3. Extract a fresh copy of the course data files from the CD-ROM provided with the course manual.

List of Additional Files

Printed with each activity is a list of files students open to complete that activity. Many activities also require additional files that students do not open, but are needed to support the file(s) students are working with. These supporting files are included with the student data files on the course CD-ROM or data disk. Do not delete these files.

LESSON 1

Exploring the PowerPoint Environment

Lesson Time

60 minutes

Lesson Objectives:

In this lesson, you will explore the new interface components of PowerPoint and customize the PowerPoint environment.

You will:

- Explore the PowerPoint environment.
- Work with the new task-oriented tabs on the Ribbon.
- Work with contextual tabs.
- Work with galleries.
- Customize the PowerPoint environment.

Introduction

You have worked with earlier versions of PowerPoint to create presentations. Microsoft PowerPoint 2007 has been redesigned to streamline your work and maximize productivity by means of a user-friendly interface and enhanced features. In this lesson, you will explore and familiarize yourself with the redesigned user interface components of PowerPoint 2007.

When introduced to a new piece of equipment, it is essential that you become familiar with its components and how it works before you begin to use it. Otherwise, you may just end up using the equipment without realizing its maximum potential. Similarly, getting started on presentations without an understanding of the interface features and enhancements will prove to be a tiring and time-consuming effort. Familiarizing yourself with all the core components of the new user interface in Microsoft PowerPoint 2007 will enable you to create and deliver dynamic presentations.

TOPIC A

Explore the User Interface

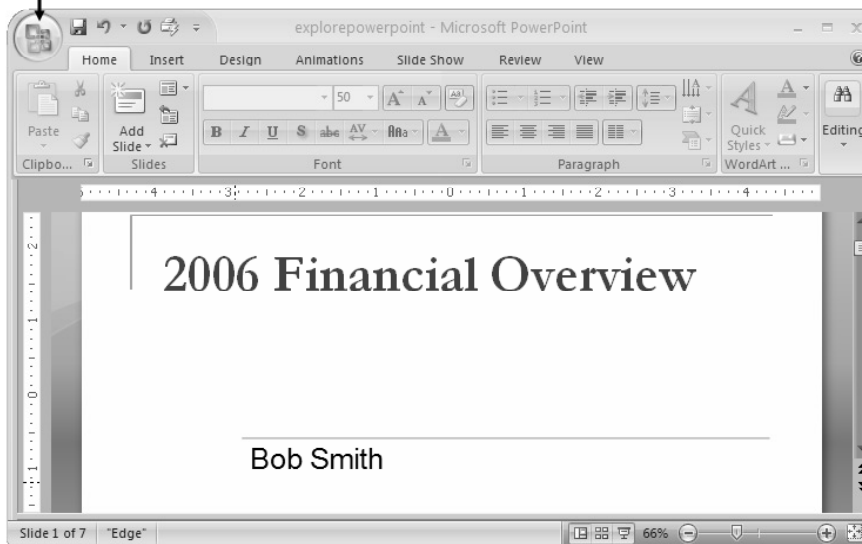
Getting familiar with the new results-oriented and user-friendly interface components of PowerPoint 2007 will help you to build the critical skills that are necessary to perform tasks. In this topic, you will explore the main interface components in the new task-based interface.

You are proficient in creating presentations, so your manager calls you to fix a problem in her presentation. You first need to know the tools that are available and the tasks you can perform with them. Attempting to locate the tools and commands that are necessary to perform the task at that instance would prove to be very time-consuming. Familiarizing yourself with the interface elements and features of PowerPoint 2007 enables you to be prepared and determine the option that best suits the task you need to accomplish.

The Microsoft Office Button

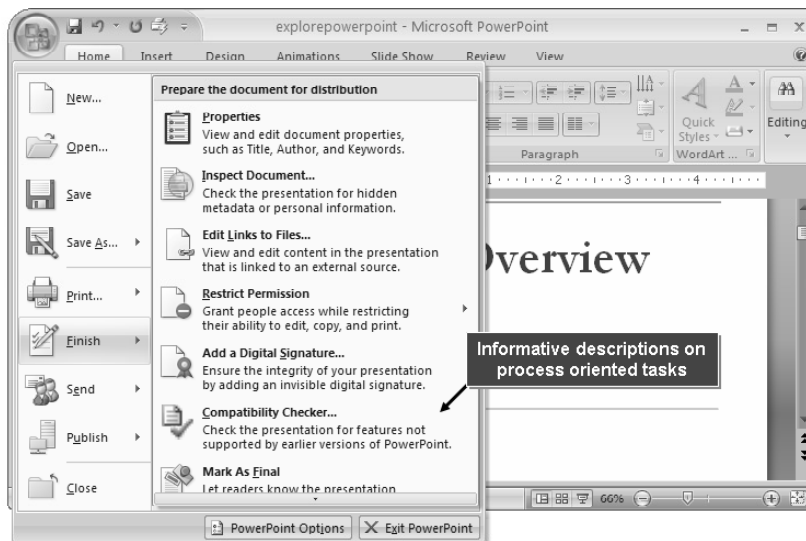
The *Microsoft Office button* replaces the traditional File menu and brings together all the presentation-level features such as opening, sharing, finishing, and printing into a single location. It also provides access to the PowerPoint Options tab, which allows you to customize the PowerPoint environment and displays the list of recently opened presentations to enable you to quickly access the required presentation.

Microsoft Office button



Information on Process Oriented Tasks

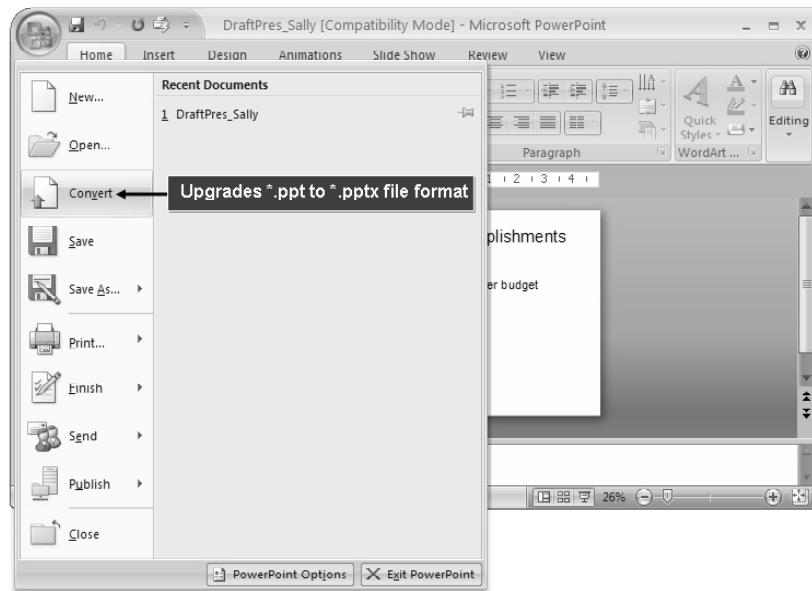
Because some of the options provided in the Microsoft Office button represent process-oriented tasks, short, informative descriptions are also included within the menu items to help you understand the specific functions. You can view these descriptions by moving the mouse pointer over the arrow icon provided beside the menu items.



Convert Option

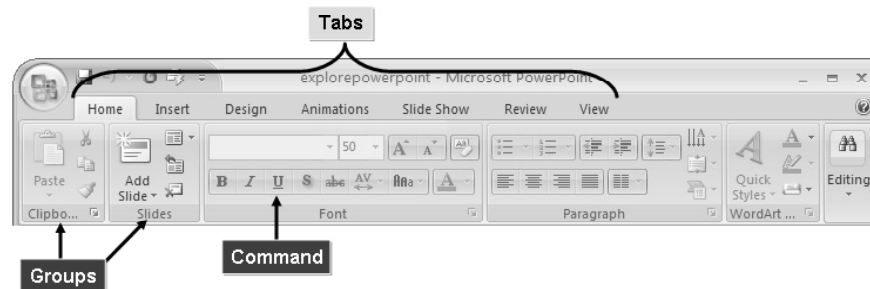
When working with the presentations created in previous versions of PowerPoint, you can use the Convert option to upgrade your presentations to the PowerPoint 2007 file format.

LESSON 1



The Ribbon

The *Ribbon* is the region at the top of the user interface that provides quick access to task-specific commands. It provides you with an easy-to-access set of commands organized into tabs. All the relevant commands for any particular task are placed under an individual tab that represents the main functionality.



 In the redesigned user interface in PowerPoint 2007, the traditional tools and menus have been replaced by the Ribbon.

Benefits of the Ribbon

Most of the commands and controls are accessible from the Ribbon, rather than through menus and dialog boxes. It helps PowerPoint users to identify desired functions and perform both simple and advanced operations without having to navigate extensively.

Screen Resolution and Ribbon Size

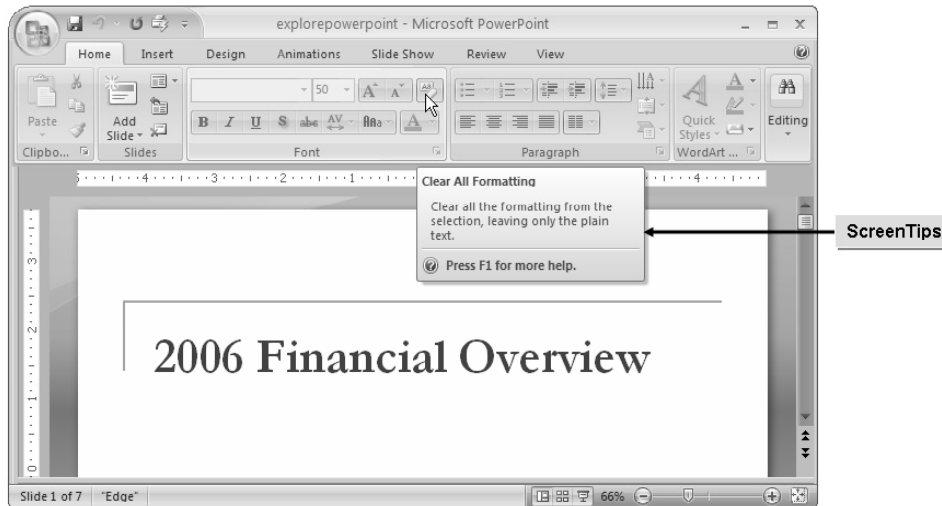
The new user interface is optimized for multiple screen resolutions. As the screen resolution decreases, the groups appear smaller, and as the resolution increases, the groups appear larger. On large screens, the Ribbon shows large versions of the groups. This means that users with large monitors can see more options.



You can also collapse the Ribbon to a single line that does not occupy more space than a menu bar by double-clicking the active tab.

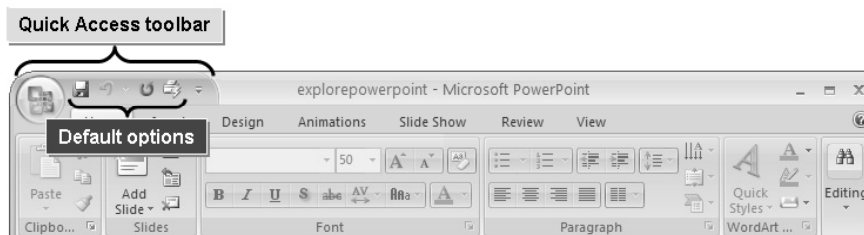
ScreenTips

The ScreenTips in PowerPoint have been modified to include a description of the tool they represent. This has been implemented on most of the significant options that you may work with. However, the ScreenTip for other options and command buttons simply provides the name of the component.



The Quick Access Toolbar

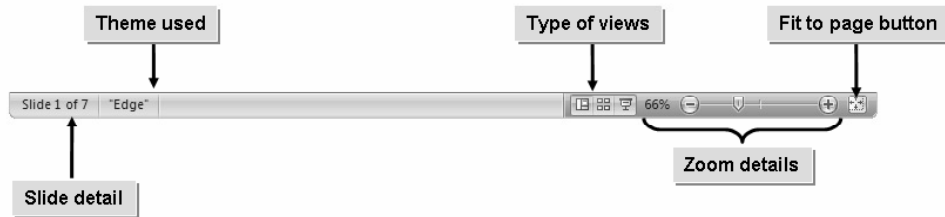
The *Quick Access toolbar* is a customizable toolbar that provides easy access to any command in the application. By default, the Quick Access toolbar is placed on top of the Ribbon and includes core commands such as Save, Undo, Repeat, and Print.



You can customize the Quick Access toolbar by adding any combination of commands to suit specific requirements for individual presentations. The commands in the Quick Access toolbar are available no matter which primary tab is displayed. In addition, specific commands can also be added by right-clicking the Ribbon controls.

The Microsoft Office Window Frame

The Microsoft Office Window Frame is located at the bottom of the application window and combines a number of distinct options that can be enabled and displayed to provide a well-organized view.



Features like the Zoom Slider and Fit To Page on the Office Window Frame makes it convenient to zoom and resize when working on a presentation. It can also be customized to display information such as slide number, theme used, and different presentation views.

 In PowerPoint 2003, the Status bar only displayed information on the active presentation such as slide number. In PowerPoint 2007, the new Office Window Frame is functionally more than just a status bar and can display additional information such as the theme used in the presentation, and signature.

Zoom Slider

The dynamic Zoom Slider provides you the option to zoom in and out of the active presentation dynamically. You can also use the menu option available by double-clicking the displayed zoom value on the slider to manually specify the required zoom percentage.

How to Explore the New User Interface

Procedure Reference: Explore the New User Interface

To explore the new user interface:

1. Launch the Microsoft Office PowerPoint 2007 application.
2. Open a PowerPoint presentation.
 - Open an existing presentation.
 - Open a new blank presentation.
 - a. Click the Microsoft Office button.
 - b. Choose New.
 - c. Verify that Blank Presentation is selected in the New Presentation dialog box in the New Blank section, click Create.
3. Navigate through the user interface.
 - Click the Microsoft Office button to view the Microsoft Office button menu options.
 - On the Ribbon, select a tab to view the groups and command buttons associated with it.
 - On the Quick Access toolbar, move the mouse pointer over the buttons to view the ScreenTips.

- On the Microsoft Office Window Frame, move the mouse pointer over the buttons to view the ScreenTips.
- If necessary, on the Microsoft Office Window Frame, drag the Zoom Slider to the desired zoom level.
- If necessary, click the Fit Slide To Current Window button to set the slide zoom level to fit the window size.

ACTIVITY 1-1

Exploring the New User Interface

Data Files:

- explore powerpoint.pptx

Scenario:

You have been using an earlier version of PowerPoint to create presentations. Recently, your organization has upgraded the software version to PowerPoint 2007, and you find that the user interface has changed considerably. Before you start working on your presentations, you decide to spend some time familiarizing yourself with the new user interface of PowerPoint 2007.

What You Do	How You Do It
1. Open an existing presentation.	a. Launch Microsoft Office PowerPoint 2007. b. In the top-left corner of the window, click the Microsoft Office button  and choose Open. c. In the Open dialog box, navigate to the C:\084840Data\Exploring the PowerPoint Environment\Activity 1\Starter folder. d. Select the explore powerpoint.pptx file and click Open.
2. Where are the tabs and groups located?	a) Microsoft Office button b) Ribbon c) Quick Access toolbar d) Microsoft Office Window Frame

LESSON 1

3. Where is the Quick Access toolbar located?

- a) On the Ribbon.
- b) To the left of the Ribbon.
- c) Below the Microsoft Office Window Frame.
- d) To the right of the Microsoft Office button.

4. Explore the various user interface elements.

- a. On the Quick Access toolbar, **position the mouse pointer over each button** to view its description. 

- b. On the Ribbon, **select a tab** to view the command buttons available within a group.

- c. On the Microsoft Office Window Frame, **position the mouse pointer over each button** to view its description.

- d. On the Microsoft Office Window Frame, **drag the Zoom Slider to 75%** to set the zoom level to 75%.



- e. **Click the Fit Slide To Current Window button**  to set the slide zoom level to fit the window size.

- f. **Click the Microsoft Office button and choose Close** to close the presentation.

5. Match each PowerPoint screen element with its description.

- | | |
|-----------------------------------|---|
| ___ Microsoft Office button | a. Consists of shortcuts to Save, Undo, Redo, and Print. |
| ___ Ribbon | b. Consists of menu options to open, save, print, and share the presentation. |
| ___ Quick Access toolbar | c. Consists of the Zoom Slider, Fit To Page button, and different view options. |
| ___ Microsoft Office Window Frame | d. Provides access to task-specific commands. |

TOPIC B

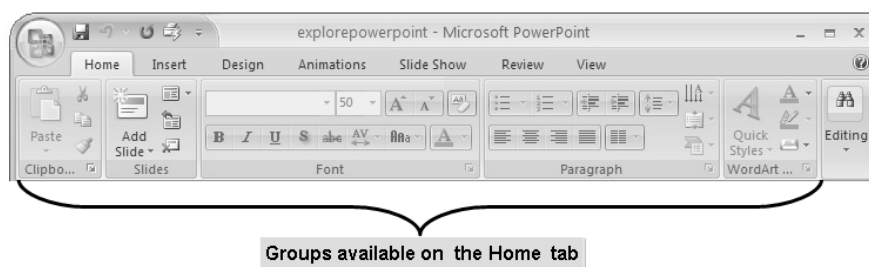
Work with the Ribbon

You have explored the components in the new results-oriented user interface. The presentations you are working on may require you to access specific task-related commands. In this topic, you will explore the various task-oriented command tabs and components of the Ribbon.

Creating an effective presentation requires you to perform several distinct tasks. You need to access relevant commands from the various drop-down menus, submenus, and toolbars, and this can prove to be a tedious task. How many times have you wished you could locate tools and options with a single click and by visually scanning the interface? The Ribbon feature allows you to do just that by eliminating the need to browse through menus, and enables you to discover and access relevant commands easily.

The Home Tab

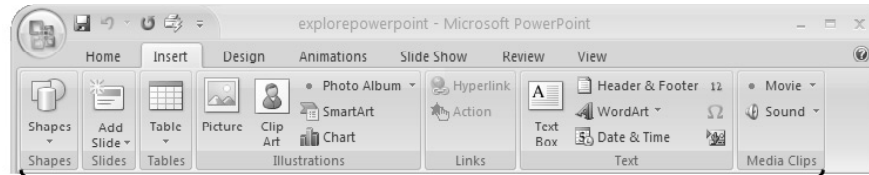
The Home tab contains the most commonly used commands, which enables you to start working with a presentation. This tab contains functional groups that enable you to create and format the presentation.



Group	Functionality
Clipboard	Provides options in the clipboard task pane for cutting and pasting components.
Slides	Provides the options to add new slides, choose slide layout, and delete slides.
Font	Provides commands that help apply font types, size, color, bullets, clear formatting, bold, and other formatting options.
Paragraph	Provides commands that enable you to format a paragraph with bullets, numbering, indentation, line spacing, alignment, justify, and convert text to diagrams.
WordArt Styles	Provides the options to apply text styles such as WordArt styles, text fill, text outline, and text effects such as shadow, glow, or reflection.
Editing	Provides commands that enable you to find and replace text in a presentation, and also enables you to select specific objects in a slide.

The Insert Tab

The Insert tab enables quick access to different object types such as charts, tables, or pictures that can be added to a presentation slide.

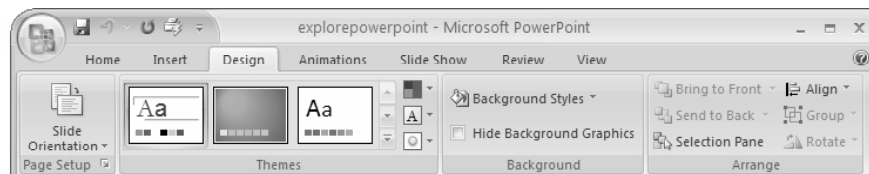


Groups available on the Insert tab

Group	Functionality
Shapes	Inserts different shapes into a presentation.
Slides	Inserts extra slides in a presentation.
Tables	Inserts a table or enables you to draw a table in a presentation.
Illustrations	Inserts a picture, ClipArt, Photo Album, SmartArt graphic, and a chart into a presentation.
Links	Inserts or adds hyperlinks from the presentation to a web page, a picture, an E-mail ID, or a program. Also enables you to add an action to a selected object.
Text	Inserts text box, header and footer, date and time, embedded object, characters or symbols not present on the keyboard, and slide numbers into presentation slides.
Media Clips	Inserts sound and movie clips into a presentation.

The Design Tab

The Design tab provides you with several options that will help enhance the visual appeal of a presentation.

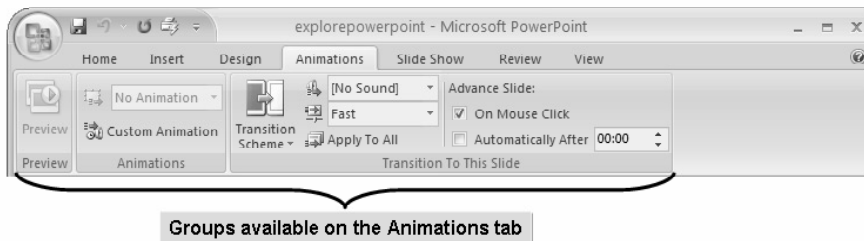


Groups available on the Design tab

Group	Functionality
Page Setup	Enables you to switch slide orientation from portrait to landscape.
Themes	Enables you to apply various themes and create custom themes for presentations.
Background	Enables you to choose and apply background styles or colors for presentations.
Arrange	Enables you to select and organize, align, group, or rotate objects in a presentation.

The Animations Tab

The Animations tab provides you with options to add animation effects to slides, or to individual components such as tables or charts.



Group	Functionality
Preview	Enables you to preview the applied slide transitions or start a slide show.
Animations	Enables you to add animation effects and also allows you to choose the animation style that needs to be applied to individual objects on a slide.
Transition To This Slide	Enables you to apply transition effects, choose transition speed, and also include audio files to be played during slide transition.

The Slide Show Tab

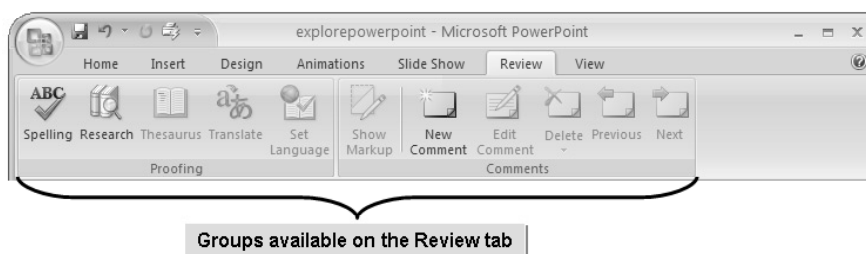
The Slide Show tab enables you to set up your presentation and create custom presentations.



Group	Functionality
Start Slide Show	Provides the option to start a slide show from the first slide or from the current working slide, and also enables users to create and play customized slide shows.
Set Up	Provides advanced options to set up a slide show, hide slides that are not required, record narration to a presentation, and also rehearse timings for a presentation.
Monitors	Provides options that will enable you to choose the screen resolution and the slide show views.

The Review Tab

The Review tab provides various options that enable you to review and edit the content in a presentation.



Group	Functionality
Proofing	Enables you to check, modify, and enhance the textual content in a presentation with features such as Spelling, Research, and Thesaurus.
Comments	Enables you to add, edit, or delete comments and also allows you to enable or disable the display of comments or annotations in a presentation.

The View Tab

The View tab provides various options that enable you to switch between different presentation views.



Group	Functionality
Presentation Views	Enables you to switch between various presentation views such as Normal, Slide Sorter, or Notes Page.
Show/Hide	Enables you to show or hide ruler, gridlines, and presentation properties.
Zoom	Enables you to choose the zoom percentage when working on presentation slides.
Color/Grayscale	Enables you to switch from color to grayscale mode of viewing a presentation.
Window	Enables you to arrange windows as per individual requirements.

Types of Presentation Views

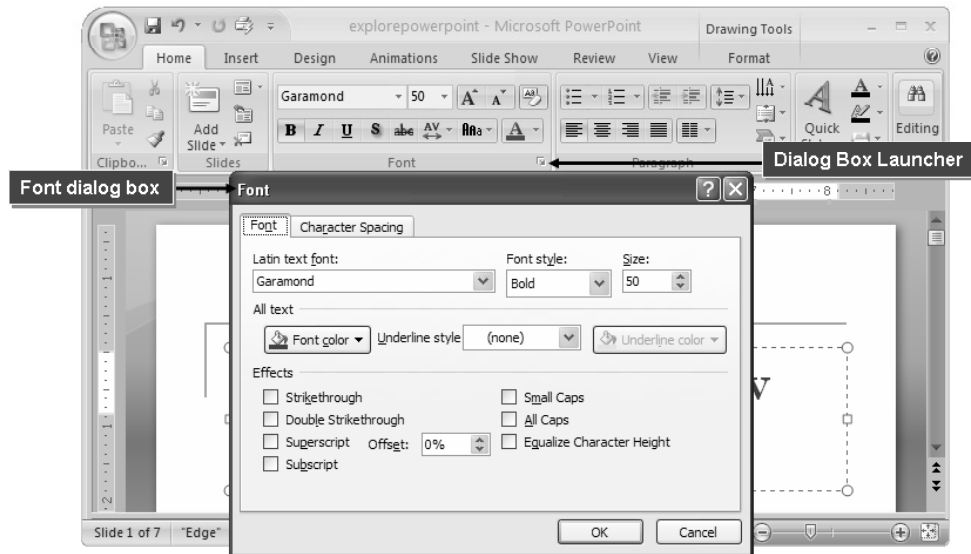
PowerPoint provides various types of presentation views to choose from. The four types of views are Normal view, Slide Sorter view, Notes Page view, and Slide Show view.

View Type	Description
Normal view	Default working view where you can design and create your presentation.
Slide Sorter view	View the slides in the presentation as thumbnail images.
Notes Page view	View and work with the notes in the notes pane in a full page format.
Slide Show view	View your presentation just the way a viewer would see it.

LESSON 1

The Dialog Box Launcher

Dialog Box launchers are small downward-pointing arrow buttons located at the bottom-right corner of certain command groups on a tab. They help launch the relevant dialog box with advanced setting options. Some functional groups on the Ribbon have a Dialog Box Launcher, thus providing users easier access to advanced controls and reducing the time users spend in locating the required set of commands.



How to Work with the Ribbon

Procedure Reference: Explore the Ribbon Functionality

To explore the Ribbon functionality:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the desired tab to view the command buttons and groups available in it.
3. Click the appropriate command button to perform the necessary task.
4. If necessary, use the Dialog Box Launcher icon to specify advanced settings.
 - a. At the bottom-right corner of the group, click the Dialog Box Launcher button to open the dialog box.
 - b. Customize the desired options and click Close.

ACTIVITY 1-2

Exploring the Ribbon Functionality

Data Files:

- explore ribbon.pptx

Before You Begin:

Navigate to the C:\084840Data\Exploring the PowerPoint Environment\Activity 2\Starter folder, and open the explore ribbon.pptx file.

Scenario:

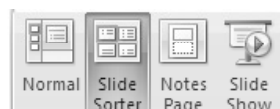
Now that you are familiar with the user interface, you decide to have a final look at one of the presentations that you will be presenting. You also want to check if the slides are arranged in proper sequence and make the necessary changes.

What You Do

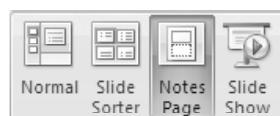
How You Do It

1. Explore the different presentation views.

- a. On the Ribbon, select the **View** tab.
- b. In the Presentation Views group, click **Slide Sorter** to view the slides in Slide Sorter view.



- c. In the Presentation Views group, click **Notes Page** to view the slides in Notes Page view.



- d. In the Presentation Views group, click **Normal** to return to Normal view.

2. Which tab contains the options to enhance the layout of slides?

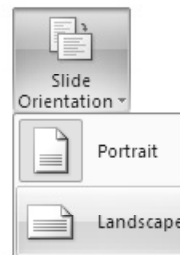
- a) Animations tab
- b) Slide Show tab
- c) Design tab
- d) Home tab

LESSON 1

3. Change the slide orientation.

a. Select the Design tab.

b. In the Page Setup group, click Slide Orientation and then select Landscape.



4. Save and close the presentation.

a. Click the Microsoft Office button and choose Save As.

b. In the File Name text box, type *My explore ribbon* and click Save.

c. Click the Microsoft Office button and choose Close.

5. Where is the Dialog Box Launcher icon located?

- a) At the bottom-right corner of a group.
- b) Above the Ribbon.
- c) On the Quick Access toolbar.
- d) In the task panes.

6. Match the tabs with their descriptions.

- | | |
|----------------|--|
| ___ Home tab | a. Consists of commands to insert charts, tables, graphics, pictures, and media clips. |
| ___ Insert tab | b. Consists of commands to add comments, check spelling, and access reference tools. |
| ___ View tab | c. Consists of commands to modify font, paragraph, and WordArt styles. |
| ___ Review tab | d. Consists of commands to modify presentation views, color/grayscale, and zoom options. |

TOPIC C

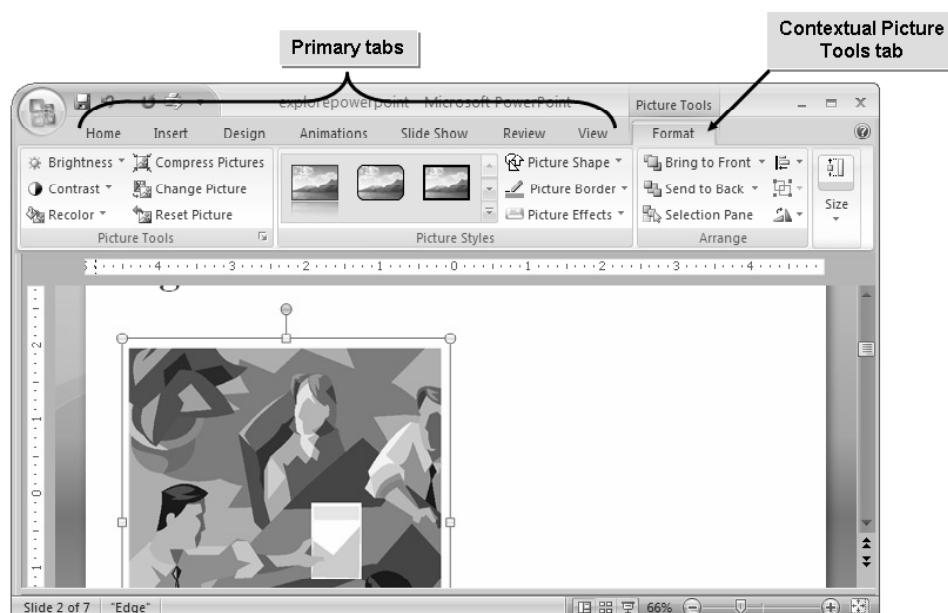
Work with Contextual Tabs

You have identified the various tabs and components of the Ribbon. Unlike the options available on the Ribbon, certain commands and options are available only by selecting specific object types such as tables, charts, and graphics. In this topic, you will work with contextual tabs.

Imagine a workspace where you have all the tools, tabs, and options occupying the interface. Searching for a specific option is like searching for that one piece of paper in an overstuffed file cabinet. PowerPoint provides a set of contextual command tabs that appear only when relevant object types are selected. This provides you with an uncluttered workspace and ensures quick access to relevant commands for editing and formatting specific objects.

Contextual Tabs

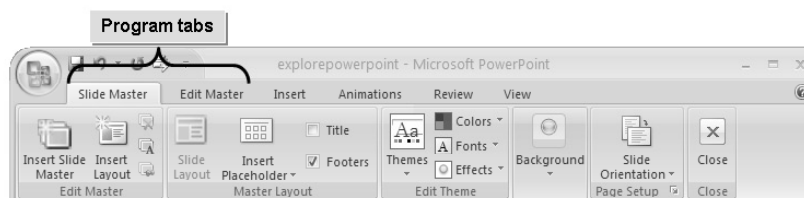
Contextual tabs are a set of additional tabs containing specialized commands that are displayed by selecting a specific object type such as text, tables, charts, or pictures. The commands on these tabs are displayed on the Ribbon, and they can be used to manipulate, edit, and format the selected object.



Contextual tabs are similar to core tabs, and the user can switch between them as needed. However, when the user deselects the object, these contextual tabs disappear.

Program Tabs

Program tabs are the tabs that appear when different authoring modes or views such as the Slide Master, Handout Master, or the Notes Master are chosen. Program tabs replace the standard set of tabs present in the default authoring view.



Types of Contextual Tabs

There are several contextual tabs that enable you to access relevant commands only when required. The groups and commands in each of the contextual tabs vary based on the object type selected. The four types of contextual tabs are: Format, Design, Layout, and Options. One or more of these four contextual tabs appear when an object is selected or inserted within a presentation.

Contextual tab	Description
Format	Appears when you insert or select pictures, shapes, charts, SmartArt graphics, and ClipArt within a presentation. The commands within this tab can be used to format the object selected. You can change the object style, modify its color, or change its position in the presentation.
Design	Appears when you insert or select tables, charts, and SmartArt graphics within a presentation. The commands within this tab can be used to make design changes, such as the style in which the object is presented within the presentation.
Layout	Appears when you insert or select tables and charts within a presentation. The commands within this tab can be used to change the layout of the existing chart or table, by merging, splitting, or inserting rows, in addition to changing the layout of charts.
Options	Appears when you insert media clips such as sound and movie. The commands within this tab can be used to adjust volume, play movie and arrange objects.

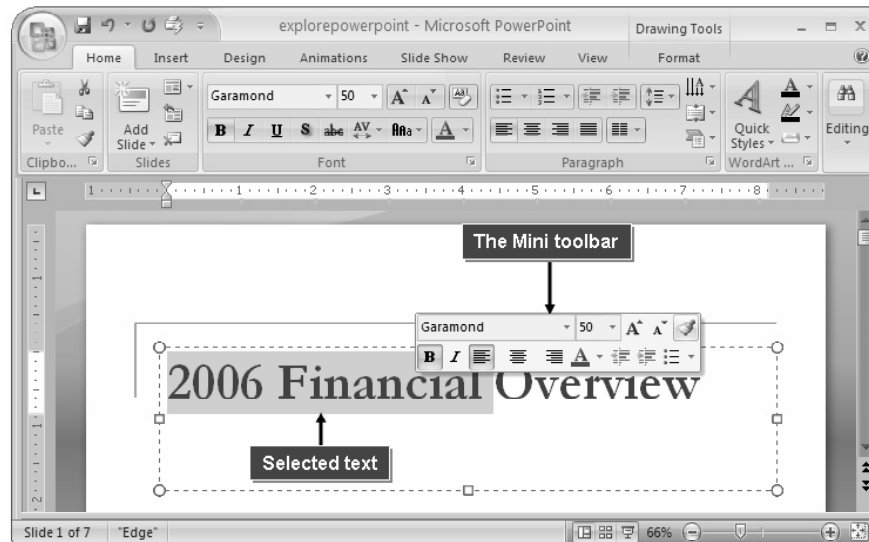
Objects Displaying Contextual Tabs

Based on the objects selected or inserted within a presentation the commands in the contextual tabs vary.

Object	Description
Picture tools	Adds the contextual Format tab. The commands in the tab enable you to add various effects to the picture in a presentation such as picture styles, and effects like shadow and glow. In addition, they allow you to add borders and also adjust the size of the image.
Drawing tools	Adds the contextual Format tab. The commands enable you to insert various shapes, add shape effects and styles, and also arrange the various objects in a slide.
Table tools	Adds the contextual Design, Layout tabs. The commands in the tabs enable you to add various table styles and also allow you to insert columns and rows, merge cells, and adjust cell size and alignment.
Chart tools	Adds the contextual Design, Layout and Format tabs. The commands in the tabs enable you to select and apply various chart layouts, styles, and types. Also provide you the option of specifying the way in which the various chart elements are displayed and formatted.
SmartArt tools	Adds the contextual Design, Format tabs. The commands in the tabs enable you to apply various diagram layouts, apply different quick styles, and also enable you to format the shapes in the diagram, and add styles.
Sound tools	Adds the contextual Options tab. The commands in the tab enable you to preview the audio file attached to the presentation, adjust volume, and choose various sound playing options.
Movie tools	Adds the contextual Options tab. The commands in the tab enable you to preview the attached movie clip, and also adjust various options such as slide show volume and various movie play options.

The Mini Toolbar

The *Mini toolbar* is a floating toolbar that appears beside selected text and consists of commonly used font and paragraph tools. It includes options for font list, size, color, bullets, Format Painter, bold, italics, underline, and text alignments. You can use one or more of these available commands without having to move to the main toolbar. The Mini toolbar disappears when you move the mouse pointer away from it.



 The Mini toolbar is also accessible when you select text and right-click.

How to Work with Contextual Tabs

Procedure Reference: Format Objects using Contextual Tabs

To format objects using contextual tabs:

1. Open an existing PowerPoint presentation.
2. On the Slide, select an object to view its corresponding contextual tools section along with the contextual tabs.
3. In the contextual tools section, select a contextual tab.
4. On the contextual tab, click the appropriate command button to format the selected object.
5. If necessary, save the presentation.

Procedure Reference: Format Text using the Mini Toolbar

To format text using the Mini toolbar:

1. Open an existing PowerPoint presentation.
2. On the slide, select the desired text to display the Mini toolbar.
3. Move the mouse pointer over the transparent Mini toolbar to make it visible.
4. On the Mini toolbar, click a command button to format the selected text.
5. Move the mouse pointer away from the Mini toolbar or deselect the text to hide the Mini toolbar.
6. If necessary, save the presentation.

ACTIVITY 1-3

Formatting a Presentation Using Contextual Tabs

Data Files:

- contextual tab.pptx

Before You Begin:

Navigate to the C:\084840Data\Exploring the PowerPoint Environment\Activity 3\Starter folder, and open the contextual tab.pptx file.

Scenario:

While reviewing a presentation, you find that you need to enhance the slide to make it visually appealing. You decide to use the formatting tools specific to the selected object type to format the presentation content.

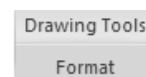
LESSON 1

What You Do

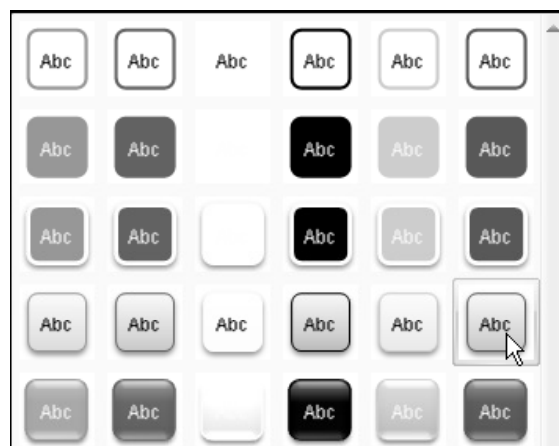
1. Apply a shape style to the third slide.

How You Do It

- a. In the left pane, on the Slides tab, select the third slide.
- b. Click the bulleted list text to display the Format contextual tab under the Drawing Tools section.



- c. In the Drawing Tools section, select the Format contextual tab.
- d. In the Shape Styles group, click the More button. 
- e. Select the style in the fourth row, last column to apply the Style 24 option.

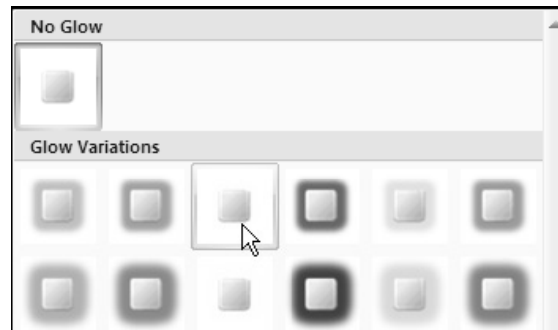


- f. Notice the changes on the slide.

2. Apply a shape effect.

- a. In the Shape Styles group, click Shape Effects and then select Glow.

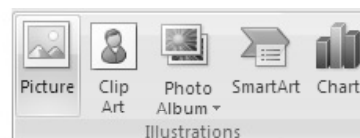
- b. In the Glow Variations section, **select the option in the first row, third column** to select the Accent Color 3, 8 pt Glow option.



- c. **Notice the changes on the slide.**

3. Insert a picture on the fourth slide.

- a. In the left pane, on the Slides tab, **select the fourth slide.**
- b. **Click the text Click To Add Text.**
- c. On the Ribbon, **select the Insert tab.**
- d. In the Illustrations group, **click Picture.**



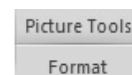
- e. In the Insert Picture dialog box, **navigate to the C:\084840Data\Exploring the PowerPoint Environment\Activity 3\Starter folder.**
- f. **Select the image01.png file, and click Insert.**

4. Apply picture effects.

- a. **Select the image displayed.**

LESSON 1

- b. Notice that the **Format** contextual tab is displayed under the **Picture Tools** section.



- c. In the **Picture Tools** section, **select the Format contextual tab**.
- d. In the **Picture Styles** group, **click Picture Effects and then select Glow**.
- e. In the **Glow Variations** section, **select the option in the first row, second column** to apply the **Accent Color 2, 8 pt Glow** option.



- f. In the **Picture Styles** group, **click Picture Effects and then select Soft Edges**.
- g. **Select 25 Point** to apply the soft edges effect.

5. **Save and close the presentation.**

- a. **Click the Microsoft Office button and choose Save As.**
 - b. In the **File Name** text box, **type *My contextual tab*** and click **Save**.
 - c. **Click the Microsoft Office button and choose Close.**
-

ACTIVITY 1-4

Formatting Text with the Mini Toolbar

Data Files:

- mini toolbar.pptx

Before You Begin:

Navigate to the C:\084840Data\Exploring the PowerPoint Environment\Activity 4\Starter folder, and open the mini toolbar.pptx file.

Scenario:

While reviewing a presentation, you find that the text content in one of the slides does not appear to be properly formatted and is inconsistent with the rest of the slides. You need to quickly format the text to ensure that the text formatting is consistent.

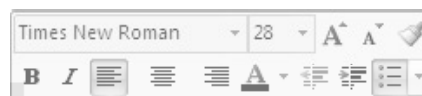
LESSON 1

What You Do

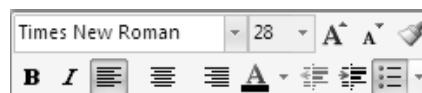
1. **Modify the text formatting of the third slide.**

How You Do It

- a. In the left pane, on the Slides tab, select the third slide.
- b. Select the bulleted list text.
- c. Notice that the transparent Mini toolbar appears near the selected text.



- d. Move the mouse pointer near the Mini toolbar to make it visible.



- e. Click the Decrease Font Size button.

- f. Notice that the font size of the text is reduced.
- g. Click the Increase List Level button to increase the indenting level. 
- h. From the Bullets drop-down list, select the first bullet list style in the last row to change the style to Arrow Bullets.
- i. Select the title Key Accomplishments.
- j. Move the mouse pointer near the Mini toolbar to make it visible.
- k. Click the Bold button. 

2. Save and close the presentation.
 - a. Click the Microsoft Office button and choose **Save As**.
 - b. In the File Name text box, type *My mini toolbar* and click **Save**.
 - c. Click the Microsoft Office button and choose **Close**.
-
-

TOPIC D

Use the PowerPoint Galleries

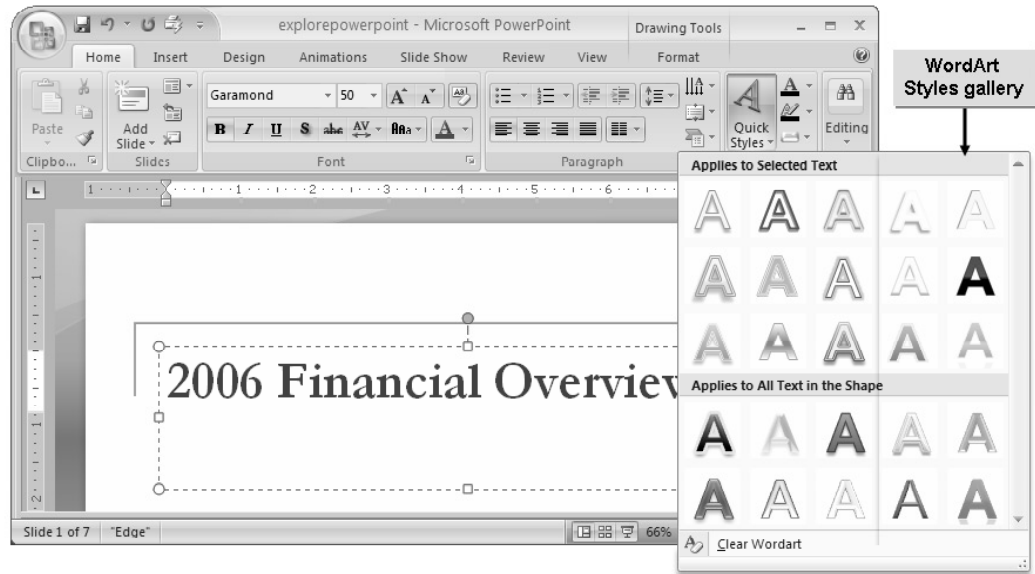
You have formatted specific object types using the commands in the relevant contextual tabs. You also formatted text in the slides using the Mini toolbar. There may be times when you need to deliver a presentation quickly. This requires you to try out many options in the least possible time. In this topic, you will use galleries to apply the desired styles and also preview the results of applying several options.

When faced with the task of creating a complex presentation in a short time, you'll find that experimenting with different styles, selecting a specific format or layout, and applying it to the presentation on a trial and error basis requires a lot of time and effort. Wouldn't it be nice if you could have the option of seeing how an effect looks on the presentation just by a click or a mouse-over without really applying the effect? With the gallery and Live Preview feature, you can achieve just that.

Galleries

Galleries are libraries that list the varying outcomes of using certain commands found within the Ribbon. Most of the functional groups on the Ribbon have galleries, which provide you with a set of predefined styles that can be viewed when working on a presentation.

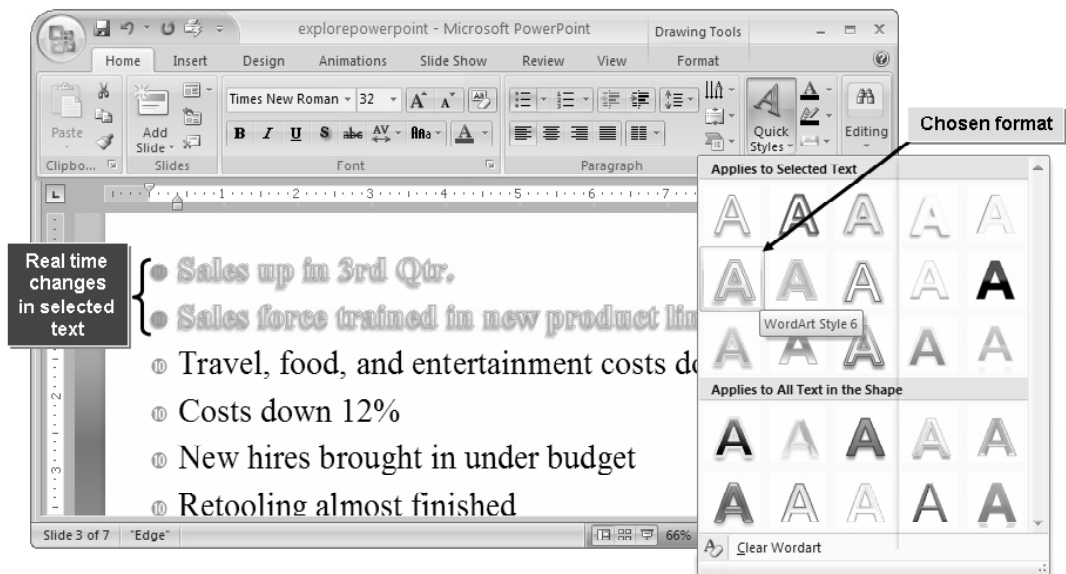
LESSON 1



Some gallery options are also available on shortcut menus that can be accessed by a simple right-click, which allows the user to quickly access the relevant galleries.

Live Preview

The *Live Preview* feature enables you to view the results of editing and formatting changes made to a presentation, without actually applying them. These changes are displayed in real time, as the user moves the mouse pointer over the available options. With Live Preview, the process of applying various options from menus and dialog boxes to check for desired results can be avoided.



Some drop-down lists also have the Live Preview feature. The Font Type drop-down list on the Slides tab on the Ribbon is one such example.

How to Work with Galleries

Procedure Reference: Work with Galleries

To work with galleries:

1. Open an existing PowerPoint presentation.
2. If necessary, select an object to view the gallery options for that object.
3. On the Ribbon, select a tab to access the required gallery options.
4. Click the appropriate command button to open the gallery.
5. If necessary, view more options in the gallery.
 - Click the Down arrow.
 - Click the Up arrow.
 - Click the More button.
6. Move the mouse pointer over the gallery options to see a Live Preview of the gallery options.
7. If necessary, click the desired gallery option to apply the style.
8. If necessary, save the presentation.

ACTIVITY 1-5

Working with Galleries

Data Files:

- galleries.pptx

Before You Begin:

Navigate to the C:\084840Data\Exploring the PowerPoint Environment\Activity 5\Starter folder, and open the galleries.pptx file.

Scenario:

You want to add more content to one of the slides, but the current slide layout does not allow you to. You decide to change the layout and format the content to suit your specific needs. You also want to decide quickly on the transition effect that needs to be applied to the presentation.

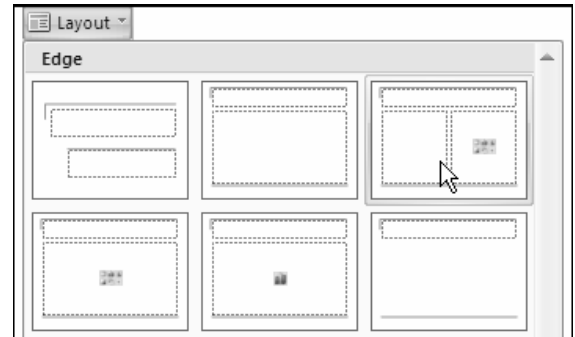
What You Do

How You Do It

- | | |
|--|---|
| 1. Change the slide layout of the second slide. | a. In the left pane, on the Slides tab, select the second slide. |
|--|---|

LESSON 1

- b. On the Home tab, in the Slides group, click **Layout** and then select the layout in the first row, third column to select the Title, Text, And Content layout.



- c. Notice that the layout of slide 2 has changed from Title And 2 Content layout to Title, Text And Content layout.



2. Add content to the slide.

- a. Click the text **Click To Add Text**, type **Key Accomplishments** and press Enter.
- b. Type **Income** and press Enter.
- c. Type **Highlights** and press Enter.

d. Type *Revenue By Division*

Agenda

- Key Accomplishments
- Income
- Highlights
- Revenue By Division



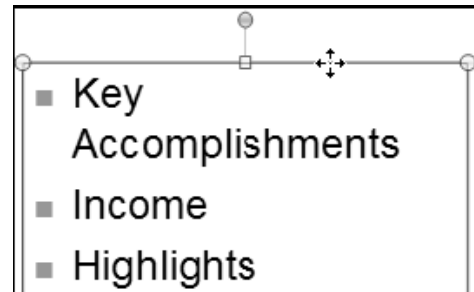
3. Which feature is available in the galleries?

- a) Shortcut to command buttons
- b) Task panes
- c) Dialog Box Launcher
- d) Live Preview

LESSON 1

4. Format the text.

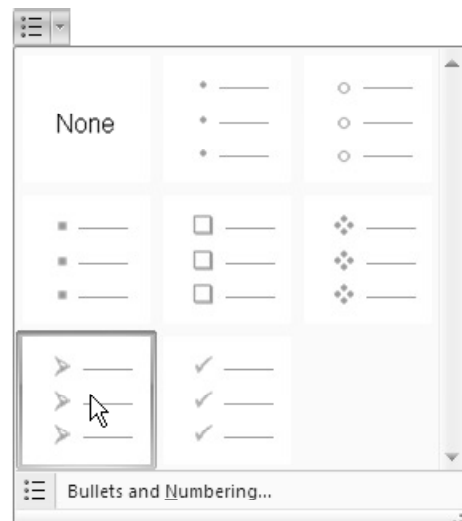
- a. Click the border of the Text placeholder to select it.



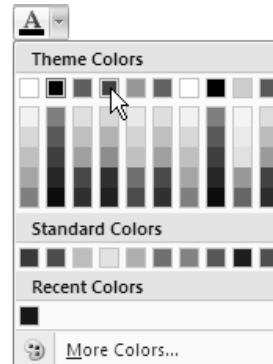
- b. In the Paragraph group, from the Bullets drop-down list, place the mouse pointer over each bullet style to view a live preview of it.



- c. Select the first bullet list in the last row to select the Arrow Bullets style.



- d. In the Font group, from the Font drop-down list, **scroll down and select Times New Roman.**
- e. In the Font group, from the Font Color drop-down list, **select the color in the first row, fourth column** to set the font color as Text/Background 4.

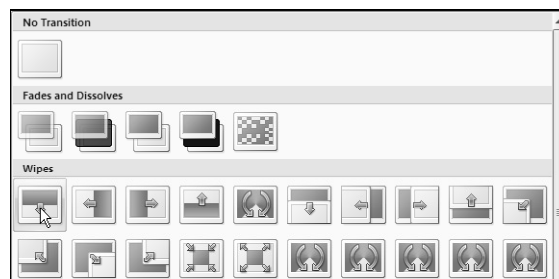


-
5. **Preview the transition effects available in the gallery.**
 - a. **Select the Animations tab.**
 - b. In the Transition To This Slide group, **move the mouse pointer over each transition effect.**
 - c. **Notice the live preview of the transition effect that happens on the slide.**
-

LESSON 1

6. Add a transition effect to the slide.

- a. Click the **More** button to view more transition effects on the slide.
- b. In the Wipes section, position the mouse pointer over the transition effect in the first row, first column to preview the Wipe Down transition effect.



- c. Select the **Wipe Down** transition effect to apply it to the slide.
- d. In the Transition To This Slide group, click **Apply To All** to apply the transition effect to all the slides in the presentation.

7. Save and close the presentation.

- a. Click the **Microsoft Office** button and choose **Save As**.
 - b. In the File Name text box, type **My galleries** and click **Save**.
 - c. Click the **Microsoft Office** button and choose **Close**.
-

TOPIC E

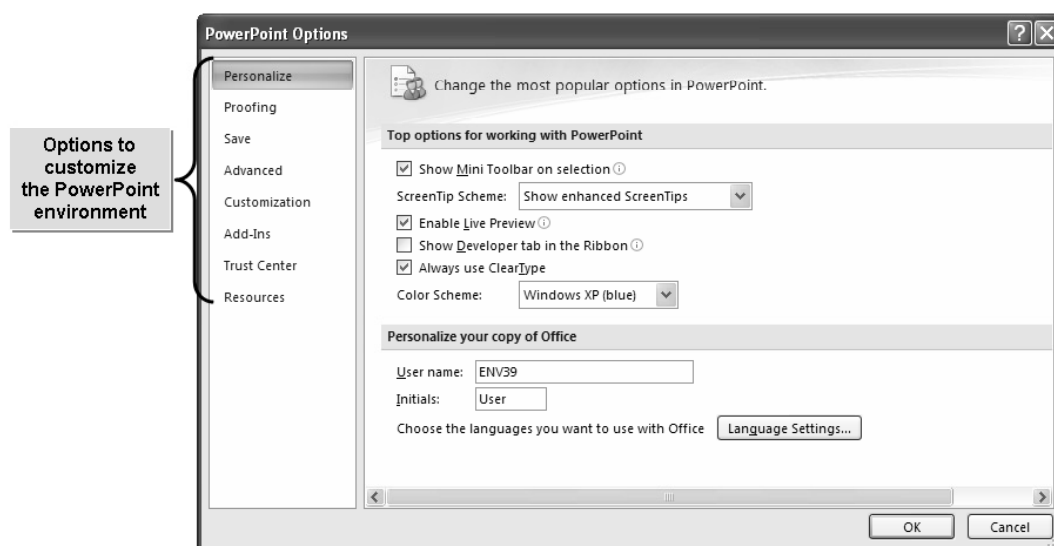
Customize the PowerPoint Interface

You have explored and used various styles from the available styles galleries to enhance the look of your presentation. You may now want to customize the workspace to suit your individual requirements. In this topic, you will customize the PowerPoint environment to suit your workflow requirement.

You have been working on a presentation that requires you to use a specific set of tools and commands frequently. It becomes tedious to access the tools and options from different locations every time you need to use them. An easier way would be to customize the working environment to locate frequently used commands in a central place to suit your preference, thereby ensuring flexibility and convenience.

The PowerPoint Options Dialog Box

The PowerPoint Options dialog box encompasses features that enable you to customize the PowerPoint environment to suit specific requirements.



Option	Functionality
Personalize	Enables you to customize the most commonly used options. Enables you to choose the display type for ScreenTips, and also specify the user name and details.
Proofing	Enables you to customize various options to set the auto-correction and formatting settings. It enables you to specify how textual content should be corrected and formatted. It also allows you to choose the settings to ignore certain words or spelling errors in certain presentations.

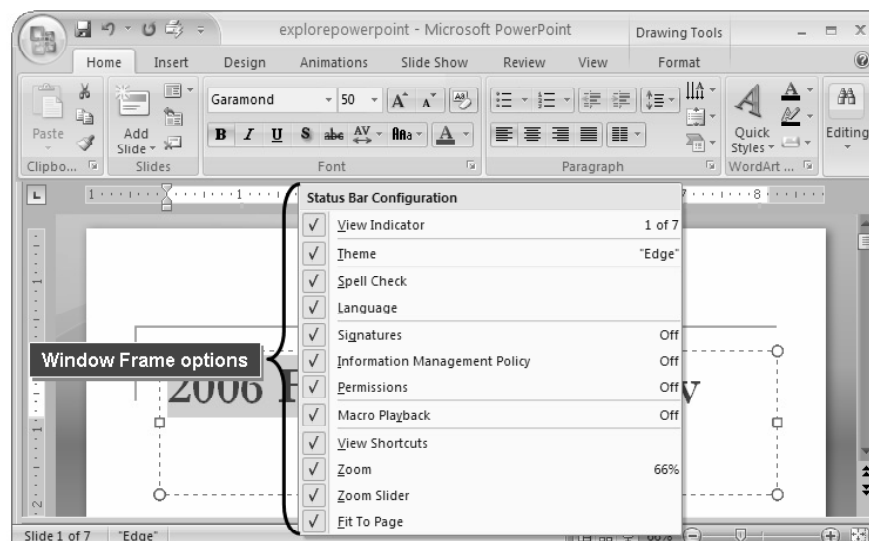
LESSON 1

Option	Functionality
Save	Enables you to customize the presentation saving options. You can choose the frequency with which you want PowerPoint to save a backup of your presentation and specify the location and format in which documents will be saved. It also provides you the option to choose the location in which server drafts will be saved.
Advanced	Enables you to specify options for editing, formatting, displaying, printing, saving, and accessing options for presentations.
Customization	Enables you to customize the Quick Access toolbar. It allows you to choose the commands you want to include on the Quick Access toolbar. Also provides you the option of placing the toolbar below the Ribbon.
Add-Ins	Enables you to view and manage add-ins.
Trust Center	Enables you to protect your presentations and secure your computer. Allows you to set the security measures needed to secure presentations.
Resources	Enables you to access Microsoft, online resources, and maintain the performance of Office applications.

 Because this is the Beta version of the application, the Typography option in the PowerPoint Options dialog box is currently not functional.

The Microsoft Office Window Frame Options

The new user-centric interface enables you to customize the information to be displayed in the Microsoft Office Window Frame to suit specific requirements. There are various information options that can be selectively enabled for display on the Microsoft Office Window Frame.



Option	Functionality
View Indicator	Displays slide information.
Theme	Displays the design theme information.
Spell Check	Displays the spell checker tool.
Language	Enables you to set the language to be used in the user interface.
Signatures	Displays the presence of a digital signature.
Permissions	Displays all the permission level information on the presentation.
View Shortcuts	Displays commands relevant to grid settings and views.
Zoom	Displays the zoom percentage used to view the presentation.
Zoom Slider	Displays the Zoom Slider that can be used to zoom in and zoom out to view a presentation easily.
Fit To Page	Displays the refit button for easy resizing.



Because this is the Beta version of the application, the Information Management Policy and Macro Playback options in the Microsoft Window Frame are currently not working.

How to Customize the PowerPoint Environment

Procedure Reference: Customize the PowerPoint Environment Using the PowerPoint Options Dialog Box

To customize the PowerPoint environment using the PowerPoint options dialog box:

1. Click the Microsoft Office button.
2. In the Microsoft Office button menu, click PowerPoint Options to open the PowerPoint Options dialog box.
3. In the left pane, click an option to customize the PowerPoint environment.
4. In the right pane, modify the desired PowerPoint options.
5. Click OK to apply the settings and close the PowerPoint Options dialog box.
6. If necessary, in the Microsoft Office PowerPoint message box, click OK.

Procedure Reference: Customize the Quick Access Toolbar

To customize the Quick Access toolbar:

1. Open an existing PowerPoint presentation.
2. On the Quick Access toolbar, from the Customize Quick Access Toolbar button drop-down list, select Customize Quick Access Toolbar.

3. In the PowerPoint Options dialog box, in the left pane, from the Choose Commands From drop-down list, select an option to display the command button options associated with it.



You can also access the PowerPoint Options dialog box by clicking the PowerPoint Options button in the Microsoft Office button menu.

4. From the list box below the Choose Commands From drop-down list, select an option and click Add.
5. If necessary, organize the commands.
 - Select a command and click Remove to remove the command.
 - Select a command and click the Move Up button to position the commands in the order you want them to appear on the Quick Access toolbar.
 - Select a command and click the Move Down button to position the commands in the order you want them to appear on the Quick Access toolbar.
 - Click Reset to restore the default commands.
6. If necessary, from the Customize Quick Access Toolbar drop-down list, select a presentation to customize the Quick Access toolbar for a specific presentation.
7. Click OK to apply the settings.

Repositioning the Quick Access Toolbar

You can move the Quick Access toolbar to a separate row below the Ribbon by right-clicking the Quick Access toolbar and choosing the option to place it below the Ribbon.

Procedure Reference: Add a Command Button from the Ribbon to the Quick Access Toolbar

To add a command button from the Ribbon to the Quick Access toolbar:

1. Click the tab that has the appropriate command.
2. Right-click the command and choose Add To Quick Access Toolbar.



Similarly, you can also add a group from the Ribbon to the Quick Access toolbar.

Procedure Reference: Customize the Microsoft Office Window Frame

To customize the Microsoft Office Window Frame:

1. Open a PowerPoint presentation.
2. On the Microsoft Office Window Frame, right-click and choose the option to add or remove the option from the Microsoft Office Window Frame.
3. Click away from the menu to close it.

ACTIVITY 1-6

Customizing the PowerPoint Environment

Data Files:

- customize.pptx

Before You Begin:

1. In the C drive, create a new folder named My Presentations.
2. Navigate to the C:\084840Data\Exploring the PowerPoint Environment\Activity 6\Starter folder, and open the customize.pptx file.

Scenario:

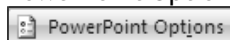
You are working on an important presentation and want to ensure that the presentation files are automatically saved every two minutes so that you can recover the file in case of a system crash or power failure. Also, the presentation you are working on requires you to use certain tools and commands frequently. You find it time consuming to access those tools from multiple locations.

What You Do

How You Do It

1. Customize the PowerPoint settings using the PowerPoint Options dialog box.

- a. Click the Microsoft Office button and click PowerPoint Options to open the PowerPoint Options dialog box.

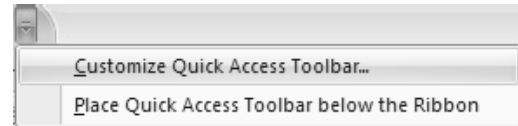


- b. In the left pane, click **Save**.
- c. In the Preserve Backup Information For Your Presentation section, in the Save AutoRecover Information Every 10 Minutes spin box, **double-click the number 10 and type 2** to set the autorecovery time to two minutes.
- d. In the Default File Location text box, **type C:\My Presentations**
- e. Click **OK**.
- f. If necessary, in the Microsoft Office PowerPoint message box, click **OK**.

LESSON 1

2. Customize the Quick Access toolbar.

- a. On the Quick Access toolbar, from the Customize Quick Access Toolbar button drop-down list, select **Customize Quick Access Toolbar**.



- b. In the PowerPoint Options dialog box, in the Choose Commands From drop-down list, **verify that the File option is selected**.
- c. In the list box displayed below the Choose Commands From drop-down list, **select Open and click Add**.
- d. **Scroll down, select Save As, and click Add**.
- e. From the Choose Commands From drop-down list, **select Home**.
- f. **Select Add Slide and click Add**.
- g. **Click OK**.
- h. **Notice that the shortcuts to the Open, Save As, and Add Slide commands are added to the Quick Access toolbar.**



3. Customize the Microsoft Office Window Frame and then close the document.

- a. On the Microsoft Office Window Frame, **right-click and choose Theme to deselect it**.
 - b. **Click away from the menu to close it**.
 - c. **Click the Microsoft Office button and choose Close**.
-

Lesson 1 Follow-up

In this lesson, you explored and identified the new components of the PowerPoint user interface, and also customized the PowerPoint environment to suit individual requirements. Getting acquainted with the user interface components and customizing them will enable you to streamline your tasks and help you work more efficiently.

1. **How do you think the new user interface in PowerPoint 2007 will fit in with your on-the-job needs?**
2. **Which of the user interface components do you think will help maximize your productivity? Why?**

LESSON 2

Enhancing the Presentation Layouts

Lesson Time

45 minutes

Lesson Objectives:

In this lesson, you will enhance a presentation by applying custom layouts and themes.

You will:

- Create custom slide layouts.
- Work with themes.

Introduction

Now that you are familiar with the user interface elements, you are all set to work with the new and enhanced features that PowerPoint 2007 offers you. The right layout, when chosen with the appropriate theme and background, enhances the visual appeal and effectiveness of a presentation. In this lesson, you will create your own custom layout and theme to suit your presentation requirements.

When you start building a house it is essential that you decide on the layout before you begin construction. Failing to do so may result in a house that doesn't satisfy your needs. Similarly, the effectiveness of a presentation is largely dependant on the layout and theme that you choose to apply to it. PowerPoint offers several built-in layouts, and also provides you with the option to create custom layouts and themes that allow you to deliver visually rich and effective presentations.

TOPIC A

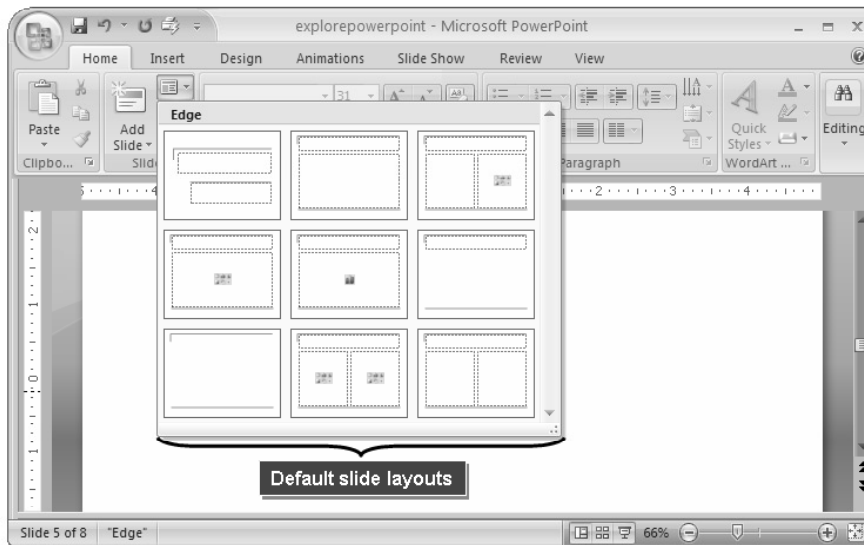
Create Custom Slide Layouts

You have explored the interface elements and customized the PowerPoint 2007 environment to suit your requirements. Layouts provide the basic framework for a presentation. In this topic, you will create and apply a custom layout to your presentation.

Consider a magazine page that doesn't have a pre-defined layout for positioning images and content. This could result in a page that lacks readability because of poor presentation of content. For a presentation to be effective it is essential that it has a well-planned layout design. But using only built-in layouts may not always suit individual presentation styles or requirements. PowerPoint 2007 provides you with the options to create and save reusable custom layouts to meet your specific needs.

Slide Layouts

A *slide layout* is a pre-defined template that determines the positioning of the various components in a presentation slide. Layouts contain placeholders for textual content, tables, charts, pictures, or shapes. In addition to a set of default built-in layouts, PowerPoint 2007 allows you to create custom layouts to meet your specific presentation needs. You can create reusable custom layouts, in which you can specify the location of placeholders for the various object types to be placed in a slide. The *custom layout* is saved and added to the list of standard default layouts for later use.



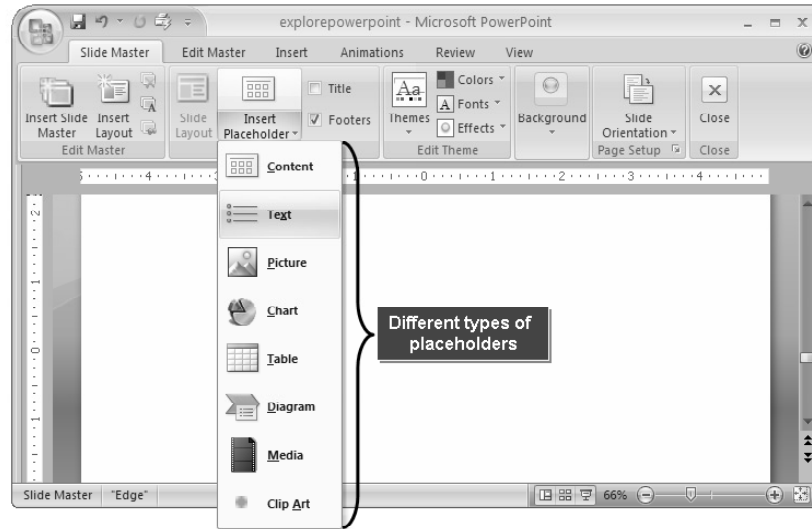
Advantages of Custom Layouts

The new custom slide layouts feature of PowerPoint 2007 provides you the freedom to create and save rich custom layouts with multiple charts, tables, or text. This feature saves time as you don't have to cut and paste layouts onto new slides or delete content from a slide with the desired layout.

Types of Placeholders

The types of text and object-based placeholders that can be added to your custom layout include:

- Content
- Text
- Picture
- Chart
- Table
- Diagram
- Media
- Clip Art



How to Create Custom Slide Layouts

Procedure Reference: Create a Custom Slide Layout

To create a custom slide layout:

1. On the Ribbon, select the View tab.
2. In the Presentation Views group, click Slide Master.
3. On the Slide Master tab, in the Edit Master group, click Insert Layout.
4. In the Master Layout group, click Insert Placeholder and then select the desired placeholder option.
5. On the slide, select the desired location to insert the placeholder.
6. Drag to position the placeholder in the desired place.
7. In the Edit Master group, click Rename to change the custom layout name.
8. In the Rename Layout dialog box, in the Layout Name text box, enter the desired custom layout name and click Rename.
9. Return to normal view.
 - In the Close group, click Close.
 - Or, select the View tab, and in the Presentation Views group, click Normal.

Procedure Reference: Apply a Custom Slide Layout

To apply a custom slide layout:

1. Open an existing presentation.
2. Apply the desired custom slide layout.
 - On the Home tab, in the Slides group, click Add Slide and then select the desired custom slide layout to add a new slide using the custom slide layout.
 - Apply the custom slide layout to an existing slide.

- a. Navigate to the desired slide.
 - b. On the Home tab, in the Slides group, click the Layout button.
 - c. Select the desired custom layout.
3. If necessary, save the presentation.

ACTIVITY 2-1

Creating a Custom Layout

Data Files:

- custom layout.pptx

Before You Begin:

Navigate to the C:\084840Data\Enhancing the Presentation Layouts\Activity 1\Starter folder, and open the custom layout.pptx file.

Scenario:

The current slide layout does not allow you to add content and images as you require. You usually change the layout each time you create a presentation. Since you use these layouts frequently, you may want to create a layout that suits your needs and can be reused later.

What You Do	How You Do It
1. Insert a new slide layout.	a. On the Ribbon, select the View tab. b. In the Presentation Views group, click Slide Master. c. On the Slide Master tab, in the Edit Master group, click Insert Layout.



- | | |
|----------------------------|---|
| 2. Create a custom layout. | <ol style="list-style-type: none"> a. Click the border of the Title placeholder and press Delete to remove the title placeholder. |
|----------------------------|---|

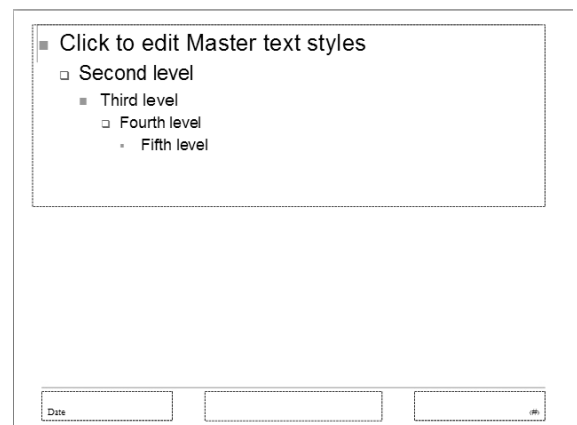


LESSON 2

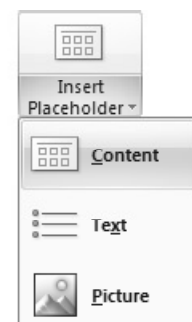
- b. In the Master Layout group, click **Insert Placeholder** and then select **Text**.



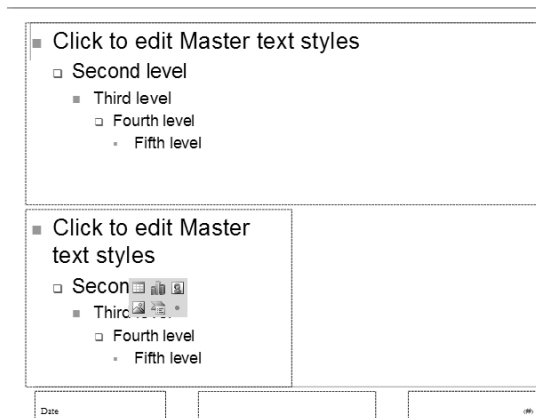
- c. Click the top-left corner of the slide, and drag to insert the Text placeholder that occupies the top half of the slide.



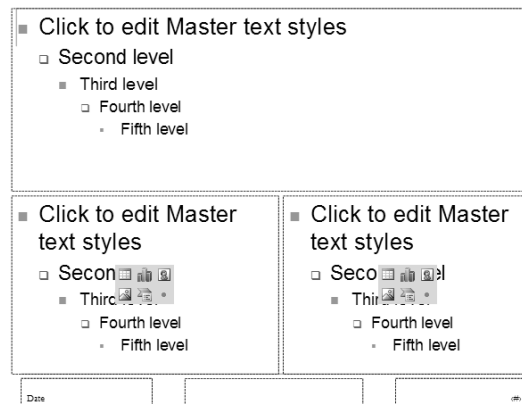
- d. In the Master Layout group, click **Insert Placeholder** and then select **Content**.



- e. Click below the Text placeholder, and drag it down diagonally half-way across the slide to insert the Content placeholder at the bottom-left corner of the slide.



- f. In the Master Layout group, click Insert Placeholder and then select Content.
- g. Click to the right of the Content placeholder, and drag it diagonally to the bottom-right corner of the slide to insert the Content placeholder at the bottom-right corner of the slide.



LESSON 2

3. Rename the custom layout.

a. In the Edit Master group, click **Rename**.



b. In the Rename Layout dialog box, in the Layout Name text box, type **Text and 2 Content**



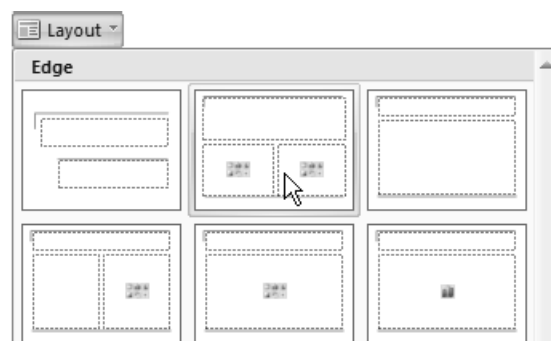
c. Click **Rename**.

d. In the Close group, click **Close** to return to normal view.

4. Verify the custom slide layout.

a. On the Home tab, in the Slides group, click **Layout**.

b. Notice that the custom slide layout **Text and 2 Content** appears in the list.



c. Click away from the gallery to close it.

5. Save and close the presentation.
 - a. Click the Microsoft Office button and choose **Save As**.
 - b. In the File Name text box, type *My custom layout* and click **Save**.
 - c. Click the Microsoft Office button and choose **Close**.
-

TOPIC B

Work with Themes

You are now familiar with the creation of layouts. An effective layout is complemented by a suitable theme and background. In this topic, you will work with themes and backgrounds.

Imagine a website where every page has a different color scheme and font style. This could make the page difficult to read and navigate. Maintaining consistency is essential for a presentation to be effective. Frequent changes in background color, theme, and font styles might be irritating to the viewer. By applying a consistent theme to your presentation, you can create presentations that are uniform in their look and feel.

Themes

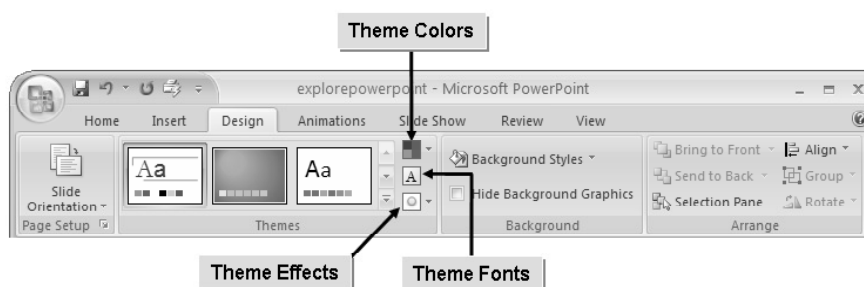
Themes are design templates that provide a consistent visual look and feel for presentations. Themes affect not just the background color of a slide but also the color of the diagram, table, or any other component present in the presentation. Themes enable you to create a professional presentation and can be applied using the options displayed in the Themes gallery. You can choose to apply a theme to all the slides or only to selected slides.

LESSON 2



Types of Themes

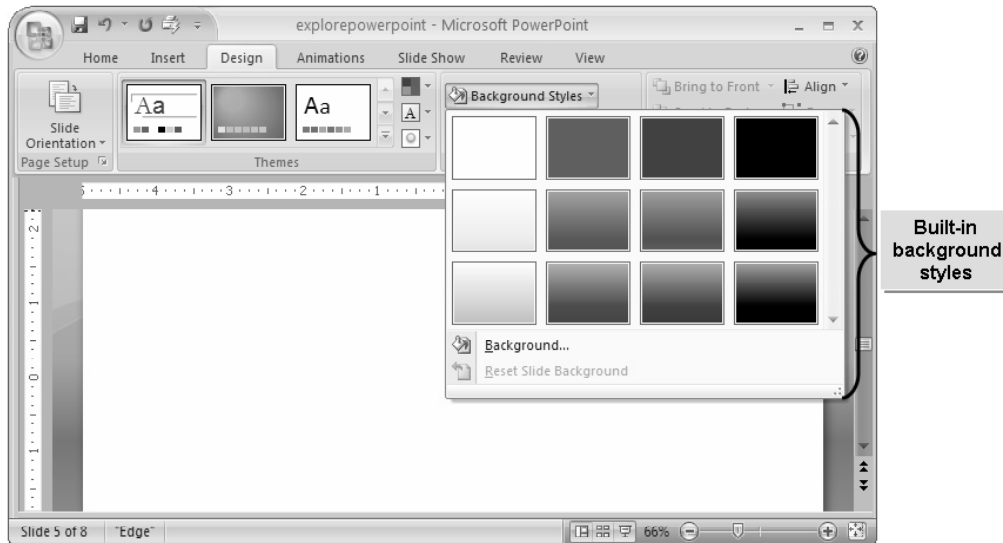
A theme encompasses three critical formatting components: Theme Colors, Theme Fonts, and Theme Effects.



Theme Type	Purpose
Theme Colors	Enables you to customize the colors in a chosen built-in theme to suit your requirement.
Theme Fonts	Enables you to customize and modify the fonts used in a presentation theme. It consists of two different font types: one for the heading and the other for the body text.
Theme Effects	Enables you to customize the visual effects in a built-in theme.

Background Styles

Background styles are standard built-in background fill variations, which affect only the background of a presentation slide. Background styles are derived from the combinations of theme colors and background intensities in the chosen presentation theme. When a presentation theme is changed, the Background styles are also updated to match the new theme colors and background.



Background styles are displayed as thumbnails in the Background Styles gallery. You can apply background quick themes using the options displayed in the Background Styles drop-down list. You can also customize and modify the background styles using the Format Background dialog box to suit your presentation requirements. You can choose to have gradient effects, picture, or texture variations as per your need.

How to Work with Themes

Procedure Reference: Apply a Background Style

To apply a Background style:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Design tab.
3. In the Background group, click Background Styles and then select the desired background style.
4. If necessary, check the Hide Background Graphics check box to keep any background graphics from appearing on the slide.
5. If necessary, save the presentation.

Procedure Reference: Create a Custom Color Theme

To create a custom color theme:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Design tab.

3. In the Themes group, click Colors and then select Create New Theme Colors.
4. In the Create New Theme Colors dialog box, in the Theme Colors section, set the desired color options. You can view a preview of the custom color theme in the Sample section.
5. If necessary, click Preview to have a preview of the color theme.
6. In the Name text box, enter the desired name for the custom color theme.
7. If necessary, click Reset to reset the color theme to its default theme.
8. Click Save.

Procedure Reference: Create a Custom Font Theme

To create a custom font theme:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Design tab.
3. In the Themes group, click Fonts and then select Create New Theme Fonts.
4. In the Create New Theme Fonts dialog box, from the Heading Font drop-down list, select the desired heading font type.
5. From the Body Font drop-down list, select the desired body font type. You can view a preview of the custom font theme in the Sample section.
6. In the Name text box, enter the desired name for the custom font theme.
7. Click Save.

Procedure Reference: Create a Custom Office Theme

To create a custom office theme:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Design tab.
3. In the Themes group, select the desired options for custom office theme.
 - Click Colors and then select the desired color theme.
 - Click Fonts and then select the desired font theme.
 - Click Effects and then select the desired effect.
 - In the Background group, click Background Styles and then select the desired background style.
4. Save the custom theme.
 - a. In the Themes group, click the More button.
 - b. Click Save Current Theme.
 - c. In the Save Current Theme dialog box, in the File Name text box, enter the desired file name for the custom theme.
 - d. Click Save.

Procedure Reference: Apply an Office Theme

To apply an office theme:

1. Open an existing PowerPoint presentation.

2. On the Ribbon, select the Design tab.
3. Apply the desired office theme.
 - In the Theme group, select the desired office theme.
 - In the Theme group, click the More button, and select the desired theme.
4. Click away from the gallery to close the gallery.
5. If necessary, save the presentation.

ACTIVITY 2-2

Creating a Custom Theme

Data Files:

- custom theme.pptx

Before You Begin:

Navigate to the C:\084840Data\Enhancing the Presentation Layouts\Activity 2\Starter folder, and open the custom theme.pptx file.

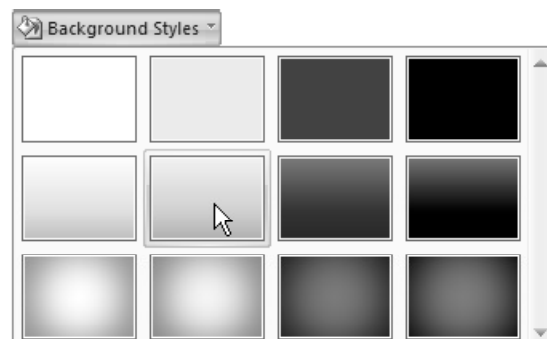
Scenario:

Your colleague has asked you to have a look at a PowerPoint presentation and make any necessary changes before finalizing it. You find that the presentation has been designed with different font types, sizes, and different color combinations. You want to enhance the presentation so that the fonts and color schemes have a consistent look across all the slides and is also visually appealing.

What You Do	How You Do It
1. Modify the background color.	a. On the Ribbon, select the Design tab. b. In the Themes group, click the More button.  c. Position the mouse pointer over each theme to see a live preview of it. d. In the Built-In section, select the first theme in the first row to apply the Office Theme.

LESSON 2

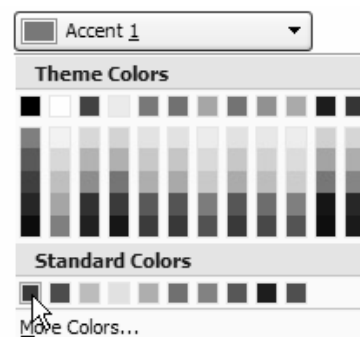
- e. In the Background group, click **Background Styles** and then select the background style in the second row, second column, to apply the Style 6 background style.



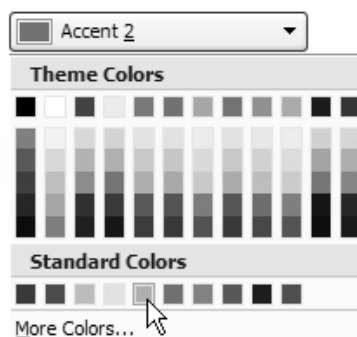
- f. Notice that the changes are reflected on the slide.

2. Create a custom color theme.

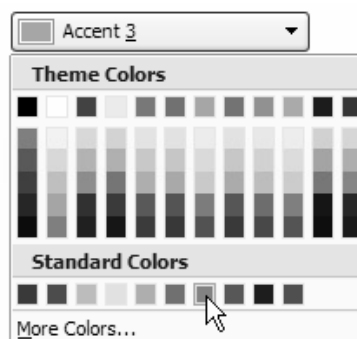
- a. In the Themes group, click **Colors** and then select **Create New Theme Colors**.
- b. In the Create New Theme Colors dialog box, in the Theme Colors section, click **Accent 1** and then, in the Standard Colors section, select the **Dark Red** color.



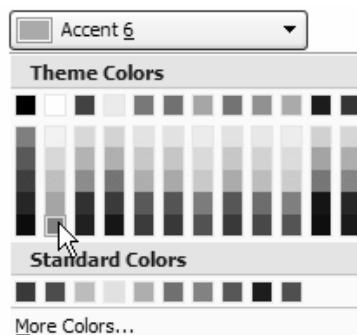
- c. Click **Accent 2** and then, in the Standard Colors section, select the **Light Green** color.



- d. Click **Accent 3** and then, in the Standard Colors section, select the **Light Blue** color.



- e. Click **Accent 6** and then, in the Theme Colors section, select the color in the last row, second column, to apply the Text/Background 2, Shade 50% color.



- f. In the Sample section, notice a preview of the color theme.

LESSON 2

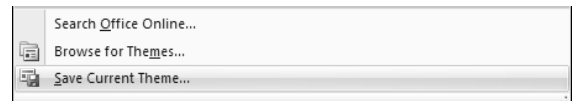
- g. In the Name text box, **select the text Custom 1, type *My Color Theme* and click Save.**
- h. **Notice that the changes are reflected on the slide.**

3. Create a custom font theme.

- a. In the Themes group, **click Fonts and then select Create New Theme Fonts.**
- b. In the Create New Theme Fonts dialog box, from the Heading Font drop-down list, **scroll down and select Verdana.**
- c. From the Body Font drop-down list, **scroll down and select Times New Roman.**
- d. In the Sample section, **notice a preview of the font theme.**
- e. In the Name text box, **select the text Custom 1, type *My Font Theme* and click Save.**
- f. **Notice that the changes are reflected on the slide.**

4. Save the custom office theme.

- a. In the Themes group, **click the More button and select Save Current Theme.**

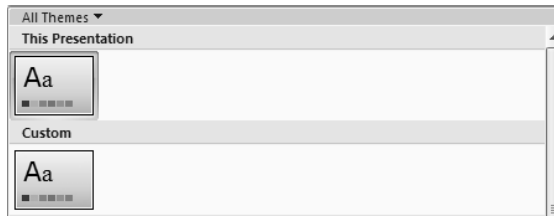


- b. In the Save Current Theme dialog box, in the File Name text box, **type *My Office Theme* and click Save.**

5. Verify the custom office theme and then save and close the presentation.

- a. In the Themes group, **click the More button.**

- b. In the Custom section, notice that the **My Office Theme** custom office theme is displayed.



- c. Click away from the gallery to close the gallery.
- d. Save the presentation as **My Custom Theme**, and then close the file.
-

Lesson 2 Follow-up

In this lesson, you created and applied custom layouts and themes. By customizing layouts and themes, you can create presentations that suit your specific presentation requirements.

1. How do you think creating and applying custom layouts will enhance the effectiveness of your presentation?
2. How do you think applying themes to a presentation will add value to a presentation?

LESSON 3

Creating Dynamic Presentations

Lesson Time*60 minutes*

Lesson Objectives:

In this lesson, you will create dynamic presentations by applying advanced text and graphic effects.

You will:

- Apply rich text and typography effects.
- Apply graphic effects to enhance a presentation.
- Work with table styles.
- Work with charts.

Introduction

You have started working on a presentation and are now familiar with setting up customized presentation layouts and themes. An effective presentation is one that includes the right type of text and typographical elements along with visual elements such as graphics, tables, and charts. In this lesson, you will work with advanced graphic and textual tools and effects to create dynamic presentations.

Choosing the right layout and theme lays the foundation of a PowerPoint presentation. But it's the text and visual elements that enhance the effectiveness of a presentation. Imagine trying to read a magazine with just pages and pages of plain text. Likewise, a presentation with just a background and plain text looks incomplete and unappealing. PowerPoint 2007 provides you with advanced, easy-to-use tools that enable you to enhance and enrich the textual and graphical components in your presentation.

TOPIC A

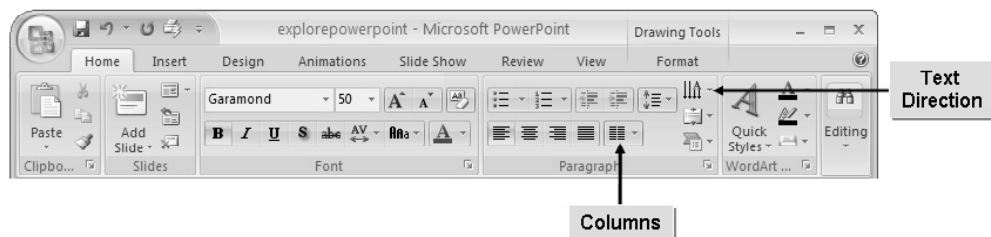
Apply Rich Text and Typography Effects

You have created custom layouts and themes for your presentations. Crisp, well-formatted text forms an integral part of any presentation. In this topic, you will use advanced text formatting tools to apply effects that enhance the textual content in your presentations.

Text content without any kind of formatting will fail to convey the relative importance of the content in a presentation. Imagine a book that fails to differentiate the title and different sections from its content. In the same way, a presentation with just plain text and without any formatting will not evoke users' attention and interest. Applying the right text and typography effects enhances the readability of the content and stresses its importance where you want it.

Typography Effects

Typography effects are predefined formatting options applied to the text in a presentation.



In addition to the default formatting options such as bullets and numbering, indentation, line spacing and text justification, PowerPoint 2007 provides new options such as Wrap Text In Shape, Text Direction, and Columns.

New Typography Options

The new typography options in PowerPoint 2007 enable you to present text more effectively.

- Wrap Text In Shape

This option enables you to wrap any text entered within a Shape. You can access this feature by choosing More Options from the Align Text button and checking the Wrap Text In Shape check box in the Format WordArt dialog box.

- Text Direction

This option enables you to change the orientation of the text to vertical, stacked, horizontal, or rotate it to the desired direction.

- Columns

This option enables you to split text in a slide into two or more columns. You can also specify the spacing between each column.

 As this is the beta version of the application, some new typography effects such as Paragraph-level ruler and select discontinuous text options could not be found.

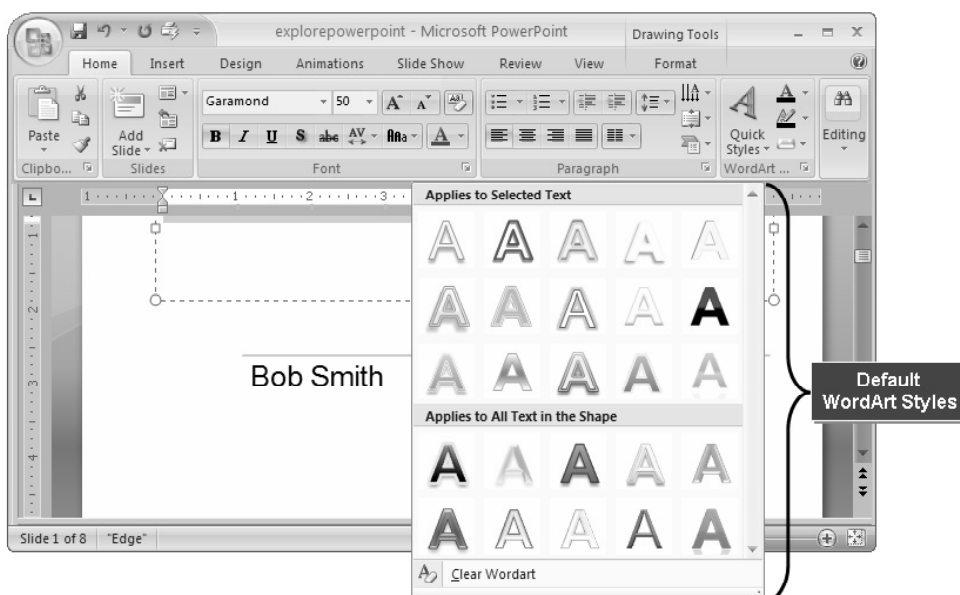
The Clear All Formatting Button

The *Clear All Formatting button* enables you to remove formatting changes made to any selected text and restores the text to the original state.



Text Styles

Text styles are styles with predefined text effects. Text styles are displayed as thumbnails in the WordArt Styles gallery. These styles can be applied to a selection of text or to text within a shape on a slide. By just placing your mouse pointer over a thumbnail, you can see how the selected text would look if the style is applied. You can select WordArt Styles using the primary Home tab or the contextual Format tab.



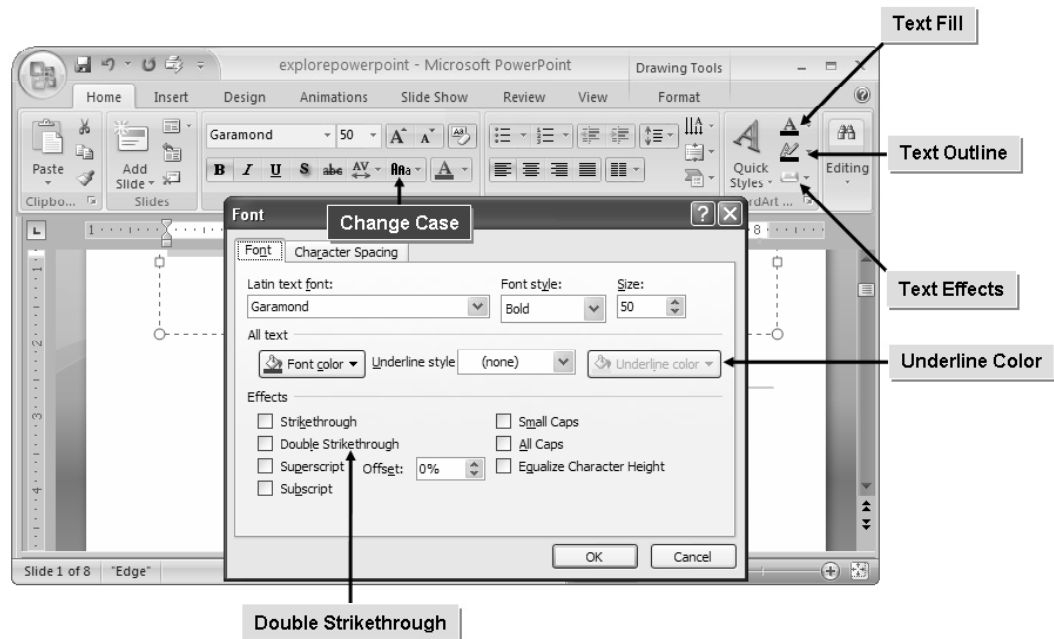
LESSON 3

The Clear WordArt Button

The Clear WordArt button removes the applied WordArt Style from the selected text and enables you to retain the original text.

Character Styles

Character styles are predefined styles or effects that can be applied to fonts. Some of the default character style options include font type, font size, bold, italics, underline, and font color.



In addition to the character styles available in earlier versions, PowerPoint 2007 offers new options such as:

- Change Case
- Double Strikethrough
- Underline Color
- Text Fill, Text Outline, Shadow, Glow, and 3-D Effects

How to Apply Rich Text and Typography Effects

Procedure Reference: Apply Typography Effects

To apply typography effects:

1. Open an existing PowerPoint presentation.
2. Select the desired text.
3. In the Paragraph group, select the desired typography effects to apply them.
4. If necessary, save the presentation.

Procedure Reference: Apply Character Styles

To apply character styles:

1. Open an existing PowerPoint presentation.
2. Select the desired text.
3. Apply the desired font effects.
 - a. On the Home tab, in the Font group, click the Dialog Box Launcher button to open the Font dialog box.
 - b. In the Font dialog box, set the desired options.
 - c. Click OK.
4. If necessary, in the WordArt Styles group, select the desired text styles.
 - Click Text Fill and then select the desired fill style to apply to the text.
 - Click Text Outline and then select the desired outline style to apply to the text.
 - Click Text Effects and then select the desired effect to apply to the text.
5. If necessary, save the presentation.

Procedure Reference: Apply WordArt Styles

To apply WordArt Styles

1. Open an existing PowerPoint presentation.
2. Select the desired text.
3. On the Home tab, in the WordArt Styles group, select the desired option to apply the desired WordArt style.
4. If necessary, in the WordArt Styles group, click the More button to view more WordArt style options.
 - In the Applies To Selected Text section, select the desired style to apply to the selected text.
 - In the Applies To All Text In The Shape section, select the desired style to apply to all the text within a shape.
5. If necessary, save the presentation.

ACTIVITY 3-1

Applying Text and Typography Effects

Data Files:

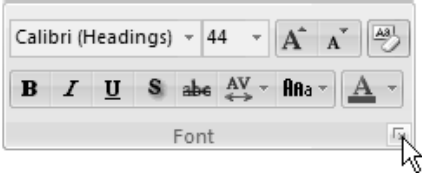
- text effects.pptx

Before You Begin:

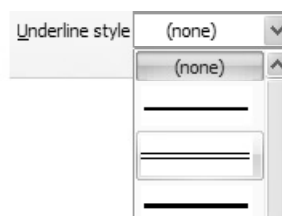
Navigate to the C:\084840Data\Creating Dynamic Presentations\Activity 1\Starter folder, and open the text effects.pptx file.

Scenario:

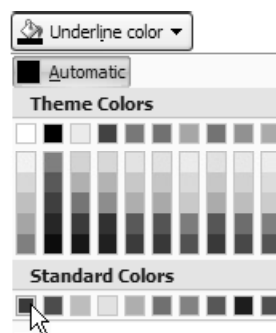
As you review a presentation that your team has put together for the client, you feel that some of the text needs to be emphasized and distinguished from the rest of the content. You also want to add some effects to the text to ensure that the important points in the presentation are clearly highlighted.

What You Do	How You Do It
1. Apply the font effects to the third slide's title.	a. In the left pane, on the Slides tab, select the third slide. b. Select the title Highlights. c. On the Ribbon, select the Home tab. d. On the Home tab, in the Font group, click the Dialog Box Launcher button to open the Font dialog box.  e. In the Font dialog box, in the Effects section, check the Small Caps check box.

- f. In the All Text section, from the Underline Style drop-down list, **select the second option** to apply the Double Line style.



- g. In the All Text section, click **Underline Color**.
- h. In the Standard Colors section, **select the first color** to apply the Dark Red color.



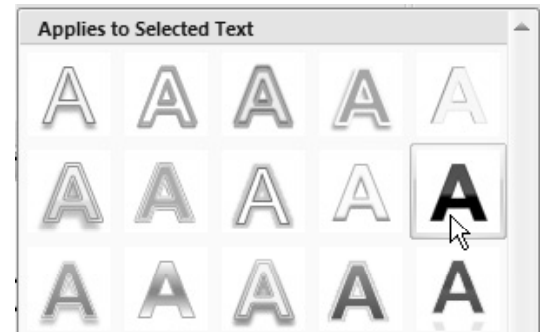
- i. In the Font dialog box, **click OK**.

2. **Apply the WordArt style to the fourth slide.**

- a. In the left pane, on the Slides tab, **select the fourth slide**.
- b. **Select the text Financial Highlights.**
- c. In the WordArt Styles group, **click the More button**.

LESSON 3

- d. In the Applies To Selected Text section, **select the option in the second row, last column**, to apply the WordArt Style 10 style.



3. **Apply the Shadow effect and then save and close the presentation.**

- a. In the WordArt Styles group, click the **Text Effects** button and then select **Shadow**.
- b. In the Outer section, **select the Shadow effect in the second row, first column**, to apply the Offset Right shadow effect.



- c. **Save the presentation as My text effects, and then close the file.**

TOPIC B

Enhance Presentations with Graphic Effects

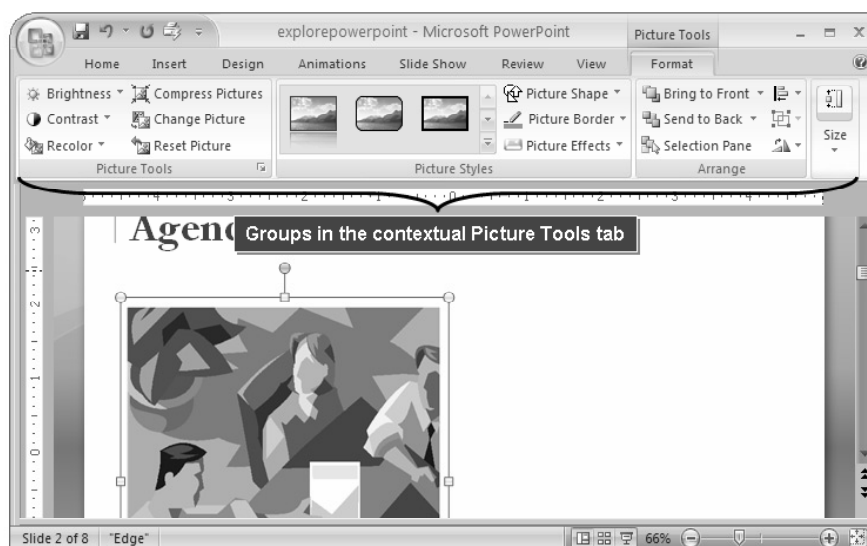
You are now familiar with the different options that are available to enhance the textual elements in a presentation. Including graphics, process diagrams, and graphical effects will help to add emphasis and visual appeal to a presentation. In this topic, you will work with and enhance the graphical elements in your presentation.

A presentation is not just a series of slides with textual information. Flow charts and process related diagrams have always been an integral part of an effective presentation because of their ability to convey and present complex information effectively. But creating them has always been time consuming and takes a lot of effort.

Wouldn't it be a lot easier if you could just type in the text and create an entire process flow in a couple of clicks? PowerPoint provides you with SmartArt graphics and enhanced 3-D features that help you create process diagrams easily and apply graphical effects to your presentation.

Picture Tools

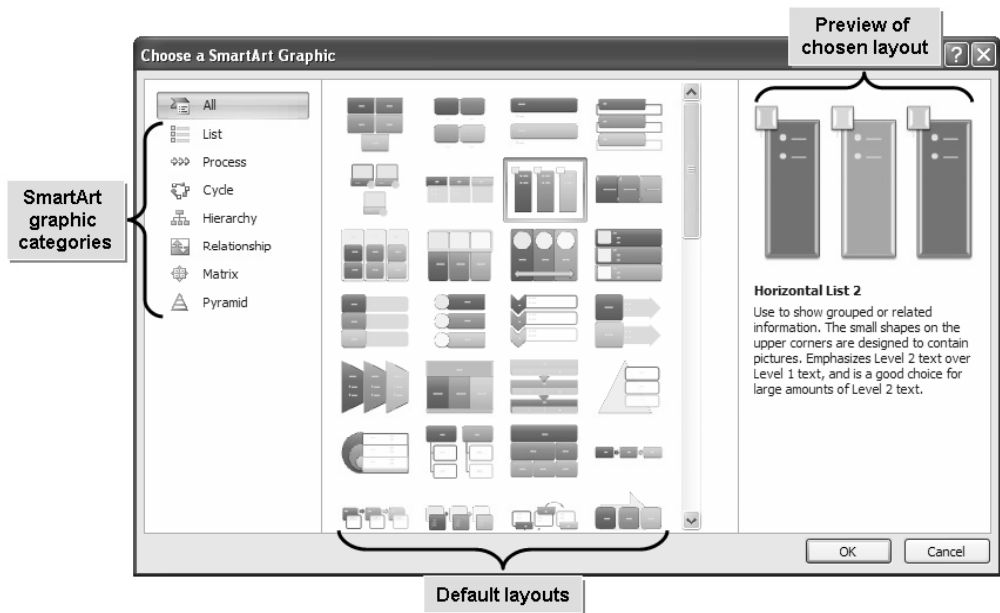
The new contextual *Picture tools* section provides commands that enable you to modify and enhance a picture. The picture formatting commands are included within Picture Tools, Picture Styles, Arrange, and Size groups in the contextual Format tab.



You can add various visual effects to graphical elements like pictures, clip art images, or photographs. You can recolor a graphic to give it a grayscale or sepia tone effect, increase or decrease the brightness or contrast of an image, choose and apply image styles from the Picture Styles gallery, or add 3-D, shadow, and reflection effects.

SmartArt Graphics

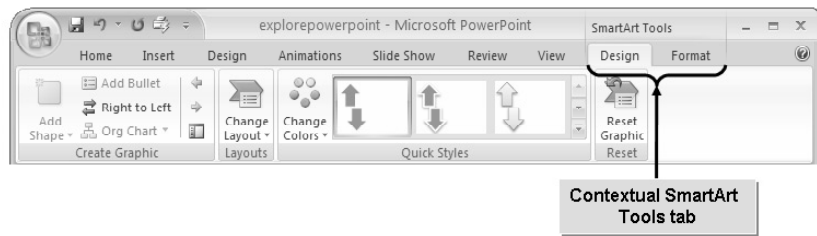
SmartArt graphics are visual representations of information that represent sequential progression or development. Instead of using Shapes to create process flow diagrams you can create professional flow diagrams or process charts with SmartArt graphics. The new SmartArt tools enable you to create process diagrams from scratch and also convert a set of bullets or slide content into appealing and effective diagrams.



SmartArt Tools

The contextual Design and Format tabs in the SmartArt tools section provide you with various types of SmartArt graphic layouts to present your information effectively. Some of the common layout types are Process, Hierarchy, Cycle, and Relationship.

These layouts can be used as is, or you can use the predefined Quick Styles option or the Change Colors option in the Quick Styles group to change the color and format of existing layouts and enhance the diagram. You can also change an individual shape, increase and decrease its size, or use Shape Styles to format its color and effects.

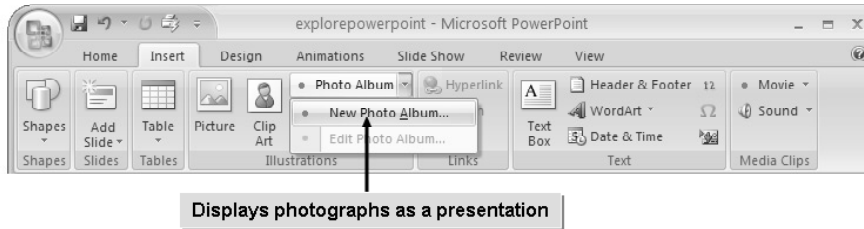


Reset Graphic

The Reset Graphic button enables you to remove all the formatting changes done to a diagram or a SmartArt graphic and helps restore the original version of the graphic.

The Photo Album

The new *Photo Album* feature enables you to easily create and display photographs of your choice as a presentation. You can also enhance your photo album presentations by adding slide transitions, colorful backgrounds, layouts, and themes. A photo album can be shared with others as an attachment, published to the web, or can be printed.



Once a photo album is created, you can use the Edit Photo Album dialog box to insert pictures into a photo album, add picture captions, convert all pictures as black and white, modify the album layout, add frames, rotate, or increase and decrease brightness and contrast.

How to Enhance Presentations with Graphic Effects

Procedure Reference: Create Process Diagrams with SmartArt Graphics

To create process diagrams with SmartArt graphics:

1. Open an existing PowerPoint presentation.
2. Click inside the desired content placeholder.
3. Open the Choose A SmartArt Graphic dialog box.
 - In the content placeholder, click the Choose A SmartArt Graphic icon.
 - Or, on the Insert tab, in the Illustrations group, click SmartArt.
4. In the left pane, select the desired layout type to view the graphic layouts for the specific layout type.
5. In the center pane, select the desired SmartArt graphic.
6. Click OK.
7. Add the desired text to the graphic.
 - In the Type Your Text Here text pane, enter the desired text.
 - Or, click inside the individual graphic and enter the desired text.
8. If necessary, save the presentation.

Procedure Reference: Convert Text to SmartArt Graphics

To convert text to SmartArt graphics:

1. Open an existing PowerPoint presentation.
2. Select the desired bulleted list text that needs to be converted into a flow diagram.
3. On the Home tab, in the Paragraph group, click the Convert To SmartArt button.

4. Choose the desired SmartArt graphic layout.
5. If necessary, display additional SmartArt graphic layouts.
 - a. On the Home tab, in the Paragraph group, click the Convert To SmartArt button.
 - b. Select More SmartArt Graphics.
 - c. In the Choose A SmartArt Graphic dialog box, in the left pane, select the desired type of SmartArt graphic.
 - d. In the center pane, select the preferred SmartArt graphic.
 - e. Click OK.
6. If necessary, save the presentation.

Procedure Reference: Apply Graphic and 3D Effects to SmartArt Graphics

To apply graphic and 3D effects to SmartArt graphics:

1. Open an existing PowerPoint presentation.
2. Select the desired SmartArt graphic.
3. In the SmartArt Tools section, select the Design contextual tab.
4. If necessary, change the SmartArt graphic layout.
 - In the Layouts group, click the More button and select the desired option to change the SmartArt graphic layout.
 - In the Create Graphic group, click Right To Left to reverse the graphic flow direction.
5. If necessary, in the Create Graphic group, from the Add Shape drop-down list, select the desired option to add another shape to the graphic layout.
6. Apply the desired quick style to modify the SmartArt graphics.
 - In the Quick Styles group, click Change Colors and then select the desired color to apply to the graphic layout.
 - In the Quick Styles group, select the desired graphic style to apply to the graphic layout, clicking the More button to see additional graphic styles.
7. In the SmartArt graphic, select the desired shape to apply the shape and style effects.
8. In the SmartArt Tools section, select the Format contextual tab.
9. In the Shape Styles group, select the desired option to apply the desired shape style and effects.
 - In the Shape Styles group, select the desired shape style.
 - Click Shape Fill and then select the desired fill style to apply to the selected shape.
 - Click Shape Outline and then select the desired outline style to apply to the selected shape.
 - Click Shape Effects and then select the desired effect to apply to the selected shape.
10. If necessary, add a bullet list within a shape.
 - a. Select the desired shape.

- b. In the SmartArt Tools section, select the Design contextual tab.
 - c. In the Create Graphic group, click Add Bullet.
11. If necessary, save the presentation.

Procedure Reference: Modify a Picture

To modify a picture:

1. Open an existing PowerPoint presentation.
2. Select the desired picture.
3. In the Picture Tools section, select the Format contextual tab.
4. Apply the desired picture styles and effects.
 - In the Picture Styles group, select the desired picture style, shape, border, and effects.
 - In the Picture Tools group, select the desired option to adjust the brightness, contrast, or recolor.
 - In the Size group, set the desired picture size.
5. If necessary, save the presentation.

Procedure Reference: Create a Photo Album

To create a photo album:

1. Open a new blank PowerPoint presentation or an existing PowerPoint presentation.
2. On the Ribbon, select the Insert tab.
3. In the Illustrations group, click the Photo Album button.
4. In the Photo Album dialog box, in the Insert Picture From section, click File/Disk.
5. In the Insert New Pictures dialog box, navigate to the desired folder.
6. Select the desired image and click Insert.
7. If necessary, click New Text Box to add a text box in the next slide.
8. Repeat steps 4 through 7 to add multiple photos to the photo album.
9. If necessary, rearrange the order of pictures in the album.
 - a. In the Pictures In Album section, select the desired picture or text box.
 - b. Rearrange the order.
 - Click the Up button to move the selected picture or text box up.
 - Click the Down button to move the selected picture or text box down.
 - Click Remove to remove the selected picture or text box from the photo album.
10. If necessary, in the Album Layout section, specify the options to modify the album layout.
 - From the Picture Layout drop-down list, select the desired layout option.
 - From the Frame Shape drop-down list, select the desired frame shape.
 - Select the desired theme.

- a. In the Theme section, click Browse.
 - b. In the Choose Theme dialog box, navigate to the desired folder.
 - c. Select the desired theme and click Select.
11. If necessary, in the Picture Options section specify the picture options.
 - Check the Captions Below ALL Pictures check box to display a caption text below the picture.
 - Check the ALL Pictures Black And White check box to convert the pictures into black and white.
 12. If desired, below the Preview section, click the appropriate button to modify the picture.
 13. Click Create.
 14. If necessary, save the presentation.

PowerPoint Show (*.ppsx) Format

Saving a presentation in .ppsx format allows you to view the presentation as a slide show.

ACTIVITY 3-2

Working with SmartArt Graphics

Data Files:

- smartart graphics.pptx

Before You Begin:

Navigate to the C:\084840Data\Creating Dynamic Presentations\Activity 2\Starter folder, and open the smartart graphics.pptx file.

Scenario:

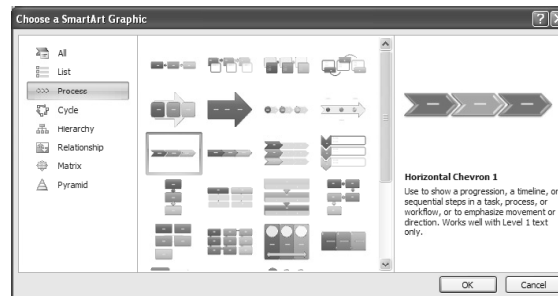
As a sales executive, you need to make presentations about your company's products and profile. Your manager has asked you to include the old product development process in the presentation you are currently working on. Also, you have some documentation about the new product development process. However, the steps in that process have been defined using plain bulleted text. You feel that diagrammatic representation of the content would ensure better understanding.

What You Do

1. Insert a SmartArt graphic on the fifth slide.

How You Do It

- a. In the left pane, on the Slides tab, select the fifth slide.
- b. On the Ribbon, select the Insert tab.
- c. On the Insert tab, in the Illustrations group, click SmartArt.
- d. In the Choose A SmartArt Graphic dialog box, in the left pane, click Process.
- e. In the center pane, select the SmartArt graphic in the third row, first column, to insert the Horizontal Chevron 1 SmartArt graphic.

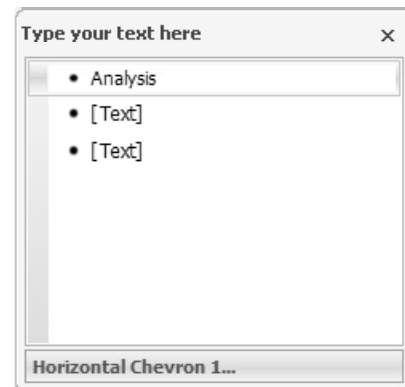


- f. Click OK.

LESSON 3

2. Add content to the graphic.

- a. In the Type Your Text Here text pane, in the first bullet list placeholder, type **Analysis**



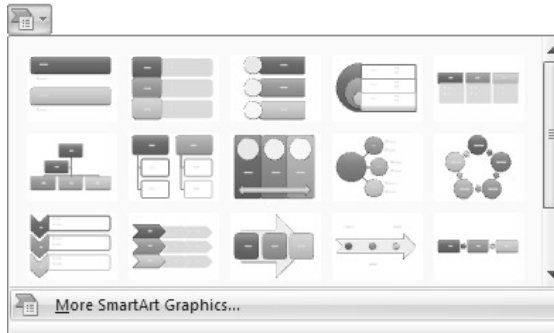
- b. Click in the second bullet list placeholder, and type **Development**

- c. Click in the third bullet list placeholder, and type **Review**

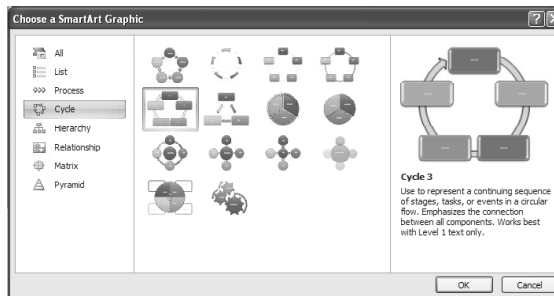


- d. In the Create Graphic group, click **Text Pane** to hide the text pane.
-

3. Convert the text to SmartArt graphics on the sixth slide, and then save and close the presentation.
 - a. In the left pane, on the Slides tab, scroll down and select the sixth slide.
 - b. Click the bulleted list text.
 - c. On the Home tab, in the Paragraph group, click the **Convert To SmartArt** button and select **More SmartArt Graphics**.



- d. In the Choose A SmartArt Graphic dialog box, in the left pane, click **Cycle**.
- e. In the center pane, select the graphic layout in the second row, first column, to apply the Cycle 3 graphic layout.



- f. Click **OK**.
- g. In the Create Graphic group, click **Text Pane** to hide the text pane.
- h. Save the presentation as **My smartart graphics** and then close the file.

ACTIVITY 3-3

Applying Graphic and 3D Effects

Data Files:

- graphic effects.pptx

Before You Begin:

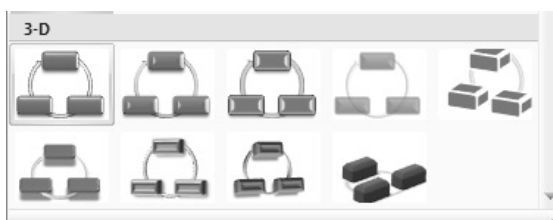
Navigate to the C:\084840Data\Creating Dynamic Presentations\Activity 3\Starter folder, and open the graphic effects.pptx file.

Scenario:

After adding some process diagrams, you find that the colors and effects are not quite right. You want to change the colors and graphic effects to make the diagrams visually appealing.

What You Do	How You Do It
1. Modify the graphic style for the sixth slide.	- In the left pane, on the Slides tab, scroll down and select the sixth slide. - On the Ribbon, select the Design tab. - In the Arrange group, click Selection Pane. - In the Selection And Visibility pane, select Diagram 4 to select the SmartArt graphic layout. Close the Selection And Visibility pane. - In the SmartArt Tools section, select the Design contextual tab. - In the Quick Styles group, click the More button to display more quick style options.

- h. In the 3-D section, select the quick style in the first row, first column, to apply the 3-D Style 1 option.



2. Modify the graphic colors, and then save and close the presentation.

- a. In the Quick Styles group, click **Change Colors** and then, in the Colorful section, select the first option to apply the Colorful 1 option.

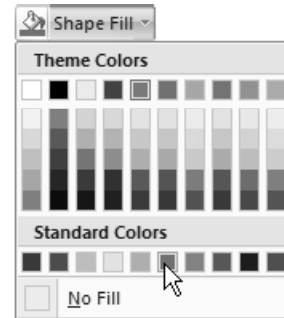


- b. In the SmartArt graphic, select the **Analysis** shape.



- c. In the SmartArt Tools section, select the **Format** contextual tab.

- d. In the Shape Styles group, click **Shape Fill** and then, in the Standard Colors section, **select the sixth color** to apply the Green color.



- e. Click outside the Analysis shape to deselect it.
- f. Save the presentation as **My graphic effects** and then close the file.

 If the graphic layout does not display properly, then click outside the SmartArt graphic layout to display the full graphics.

ACTIVITY 3-4

Applying Picture Styles and Effects

Data Files:

- picture effects.pptx

Before You Begin:

Navigate to the C:\084840Data\Creating Dynamic Presentations\Activity 4\Starter folder, and open the picture effects.pptx file.

Scenario:

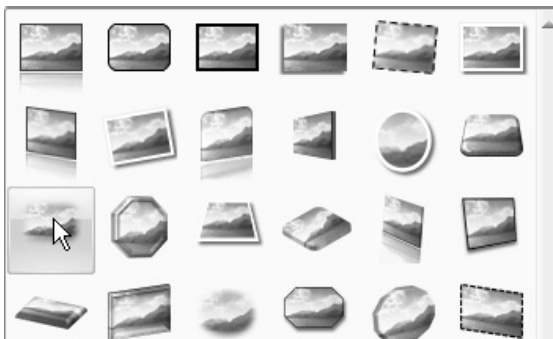
In one of the slides, you inserted a picture to complement the content. But the picture setting is not visually appealing. You feel the need to apply some effects and change the style so that it blends well with the presentation layout.

What You Do

1. Apply the picture style on the fourth slide.

How You Do It

- a. In the left pane, on the Slides tab, select the fourth slide.
- b. Click on the picture to display the Picture Tools section.
- c. In the Picture Tools section, select the Format contextual tab.
- d. In the Picture Styles group, click the More button.
- e. Select the picture style in the third row, first column, to apply the Picture Style 13 option.



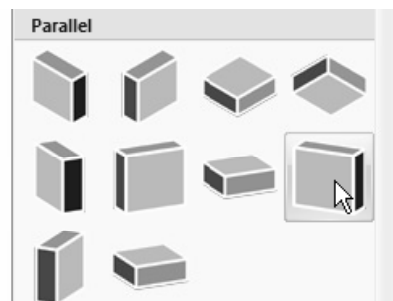
2. Apply the picture effects, and then save and close the presentation.

- a. In the Picture Styles group, click Picture Effects and then select Preset.
- b. In the 3-D Preset section, select the preset option in the first row, third column, to apply the Preset 3 option.



- c. In the Picture Styles group, click Picture Effects and then select 3-D Rotation.

- d. In the Parallel section, select the 3-D style in the second row, fourth column, to apply the Off Axis 2 Left option.



- e. Save the presentation as My picture effects, and then close the file.

ACTIVITY 3-5

Creating a Photo Album

Data Files:

- monument.jpg
- river.jpg
- swimming.jpg
- trekking.jpg

Scenario:

Recently you've been on a vacation and have taken a lot of photos. Some of your friends have requested you to send some of the photographs. You want to arrange the photos in an album so that it can be shared easily.

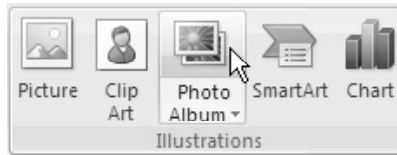
What You Do

1. Create a new photo album.

How You Do It

- a. Open a new blank presentation.
- b. On the Ribbon, select the Insert tab.

- c. In the Illustrations group, click the **Photo Album** button.



2. Insert the photos.

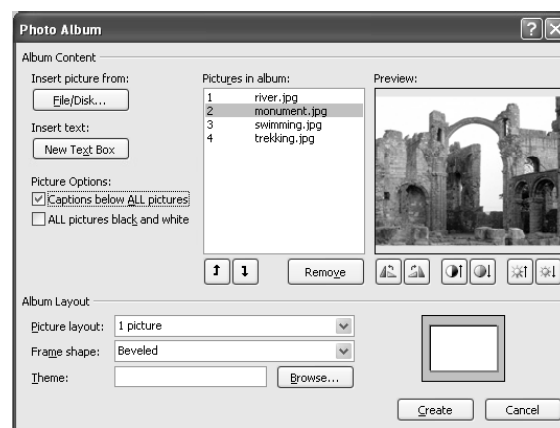
- a. In the Photo Album dialog box, in the Insert Picture From section, click **File/Disk**.
- b. In the Insert New Pictures dialog box, navigate to the **C:\084840Data\Creating Dynamic Presentations\Activity 5\Starter** folder.
- c. Select **monument.jpg** and click **Insert**.
- d. In the Insert Picture From section, click **File/Disk**.
- e. In the Insert New Pictures dialog box, select **river.jpg** and click **Insert**.
- f. Similarly, insert **swimming.jpg** and **trekking.jpg** in the photo album.



LESSON 3

3. Modify the album layout.

- In the Pictures In Album section, **select monument.jpg** and click the **Down** button.
- From the Picture Layout drop-down list, **select 1 Picture** to display one picture on each slide.
- From the Frame Shape drop-down list, **select Beveled**.
- In the Picture Options section, **check the Captions Below ALL Pictures** check box to display caption text below the picture.



e. Click Create.

4. Save the presentation as a PowerPoint slide show and then close the presentation.

- Display the **Save As** dialog box.
- Navigate to the **C:\084840Data\Creating Dynamic Presentations\Activity 5\Starter** folder.
- In the **File Name** text box, **type My photo album**
- From the **Save As Type** drop-down list, **scroll down and select PowerPoint Show (*.ppsx)**.
- Click **Save**.
- Close the file.

TOPIC C

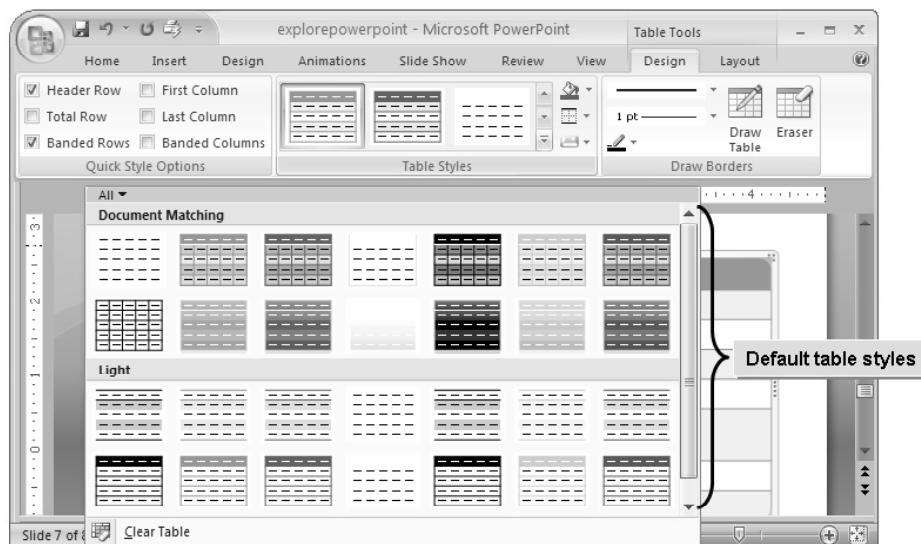
Enhance Table Layout

You have used the formatting options for text and graphics to improve your presentations. Tables, like text and graphics, are integral components of any presentation and can be formatted and enhanced. In this topic, you will use table styles and tools to enhance the layout of a table.

When you want to present the relationship between complex and structured information, tables are the best option. Representing the table in the right layout that blends well with your existing presentation layout and theme promotes the consistency and effectiveness of the presentation. PowerPoint 2007 provides you with enhanced table styles and effects that enable you to format the entire table or individual cells in a table to yield eye-catching results.

Table Styles

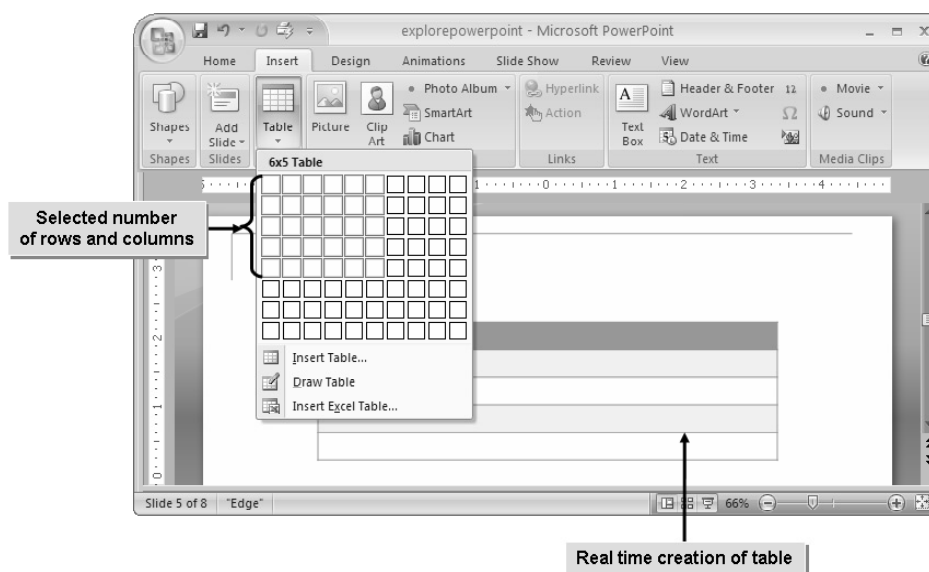
Table styles are a combination of formatting options, including color settings that are derived from the applied theme colors of the presentation. When a table is inserted, a table style is applied to it by default. However, with just a single click, you can change the look of your table by choosing from the various thumbnails displayed in the Tables Styles gallery. The contextual Design and Layout tabs provide easy-to-find options to edit tables and manipulate the data in them.



Dynamic Table Creation

PowerPoint 2007 enables you to create tables dynamically by just moving the mouse pointer over the checkered table displayed in the Tables group and selecting the desired number of rows and columns. You can also see the live preview of the table being created on the presentation slide.

LESSON 3



The Table Effects Button

PowerPoint 2007 provides several advanced table effect options to modify and enhance tables or individual cells in them. These options can be accessed by choosing from the various options available in the Table Effects button.

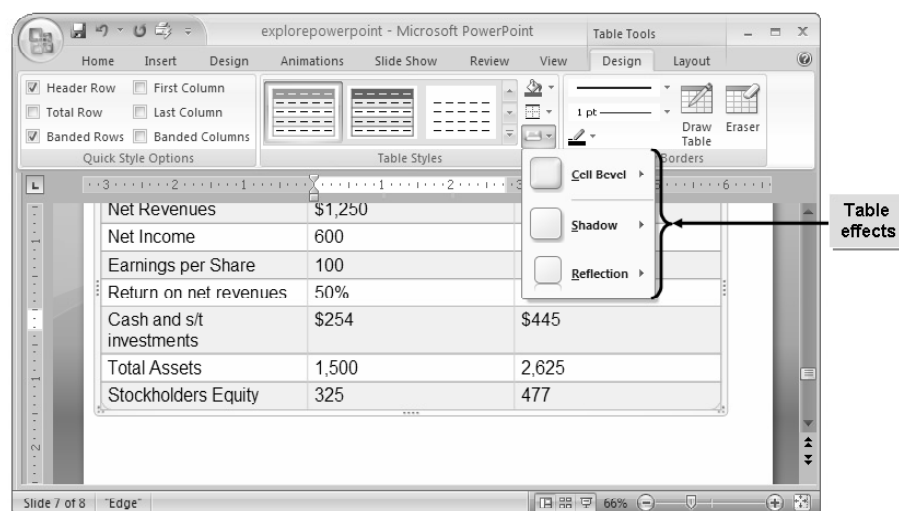


Table Effects

Cell Bevel

Shadow

Reflection

Functionality

Adds bevel effects to individual cells or an entire table.

Adds a shadow effect to the table.

Adds a mirror reflection effect to the table.

How to Enhance Table Layout

Procedure Reference: Insert a Table

To insert a table:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Insert tab.
3. In the Tables group, click Table.
4. Create a table with the desired number of rows and columns.
 - In the Insert Table section, drag the mouse pointer over the checkered box to create a table dynamically.
 - Select Insert Table to create a table by setting the number of rows and columns.
 - Select Draw Table to draw a table using the Pen tool.
 - Or, select Insert Excel Table to insert an Excel table.
5. If necessary, save the presentation.

Procedure Reference: Enhance the Table Layout

To enhance the table layout:

1. Open an existing PowerPoint presentation.
2. Select the desired table.
3. In the Table Tools section, select the Design contextual tab.
4. In the Quick Style Options group, check the desired check boxes to modify the formatting style.
5. In the Table Styles group, select the desired options to apply the table styles and effects.
 - In the Table Styles gallery, select the desired table style.
 - From the Shading drop-down list, select the desired option to apply the background color.
 - From the Borders drop-down list, select the desired option to apply the border style.
 - Click Table Effects and select the desired option to apply the table effect.
6. In the Table Tools section, select the Layout contextual tab.
7. In the Table, Rows & Columns, Merge, Cell Size, and Alignment groups, select the desired options to apply the table specifications.

Table Quick Style Options

You can modify the formatting style of the tables by checking or unchecking the relevant check boxes in the Quick Style Options group.

Check Box	Allows You To
Header Row	Modify the formatting style for the header row.
First Column	Modify the formatting style for the first column.
Last Column	Modify the formatting style for the last column.
Total Row	Show or hide the totals which display at the bottom of the table.
Banded Rows	Display or hide formatting for alternate rows.
Banded Columns	Display or hide formatting for alternate columns.

ACTIVITY 3-6

Creating a Table Dynamically

Data Files:

- new table.pptx

Before You Begin:

Navigate to the C:\084840Data\Creating Dynamic Presentations\Activity 7\Starter folder, and open the new table.pptx file.

Scenario:

The finance department has given you the latest revenue details and asked you to include them in the presentation. You need to create a table to display the organization's revenue details.

The information to be filled in the table is given below:

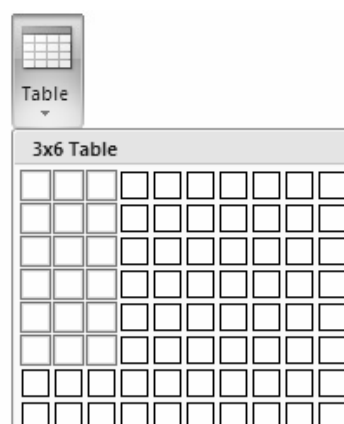
Quarter	Projected	Actual
Q1	\$125K	\$200K
Q2	\$180K	\$250K
Q3	\$305K	\$355K
Q4	\$350K	\$375K
Total	\$960K	\$1180K

What You Do

1. Insert a table on the seventh slide.

How You Do It

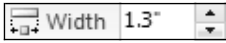
- a. In the left pane, on the Slides tab, scroll down and select the seventh slide.
- b. Click the text Click To Add Text.
- c. On the Ribbon, select the Insert tab.
- d. In the Tables group, click Table.
- e. In the Insert Table section, select the square box in the sixth row, third column, to create a 3x6 table.



- f. Enter the data provided in the scenario section.

LESSON 3

2. **Modify the table size and then save and close the presentation.**
 - a. In the Table Tools section, **select the Layout contextual tab.**
 - b. In the Table group, **click Select and then select Select Table** to select the entire table.
 - c. In the Cell Size group, in the Height spin box, **click the up arrow twice** to increase the height to 0.6 inches.

 - d. In the Cell Size group, in the Width spin box, **click the down arrow twice** to reduce the width to 1.3 inches.

 - e. **Save the presentation as My new table, and then close the file.**

ACTIVITY 3-7

Enhancing the Table Layout

Data Files:

- enhance tables.pptx

Before You Begin:

Navigate to the C:\084840Data\Creating Dynamic Presentations\Activity 6\Starter folder, and open the enhance tables.pptx file.

Scenario:

In the presentation you are working on, you find that the table representing the organization's financial details is not done properly. You want to modify the table and ensure that the table style is properly formatted to suit the table content and the theme of the presentation.

What You Do

How You Do It

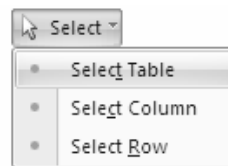
1. **Modify the table style on the eighth slide.**

- a. In the left pane, on the Slides tab, **scroll down, and select the eighth slide.**
- b. **Click inside the table** to display the Table Tools section.
- c. In the Table Tools section, **select the Design contextual tab.**
- d. In the Quick Style Options group, **check the Total Row check box.**
- e. In the Table Styles group, **click the More button.**
- f. In the Medium section, **select the table style in the first row, fourth column,** to apply the Medium Style 4 option.



2. **Apply a table effect.**

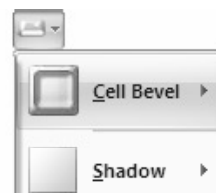
- a. In the Table Tools section, **select the Layout contextual tab.**
- b. In the Table group, **click Select and then select Select Table** to select the entire table.



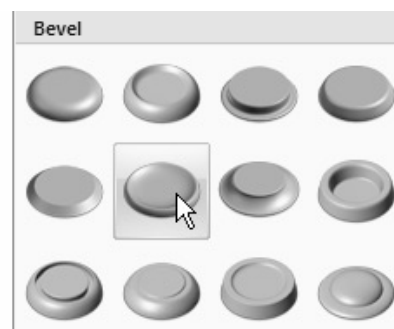
- c. In the Table Tools section, **select the Design contextual tab.**

LESSON 3

- d. In the Table Styles group, click the **Table Effects** button and then select **Cell Bevel**.



- e. In the Bevel section, select the option in the second row, second column, to apply the Soft Round effect.



3. **Align the table layout and then save and close the presentation.**

- a. In the table, click in the second column of the header row, hold down Shift, and click in the last column of the header row to select the second and third columns of the header row.
- b. In the Table Tools section, select the **Layout** contextual tab.
- c. In the Table group, click **Select** and then select **Select Column**.
- d. In the Alignment group, click the **Align Right** button. 
- e. Click outside the table to deselect it.
- f. **Save the presentation as My enhance tables, and then close the file.**

TOPIC D

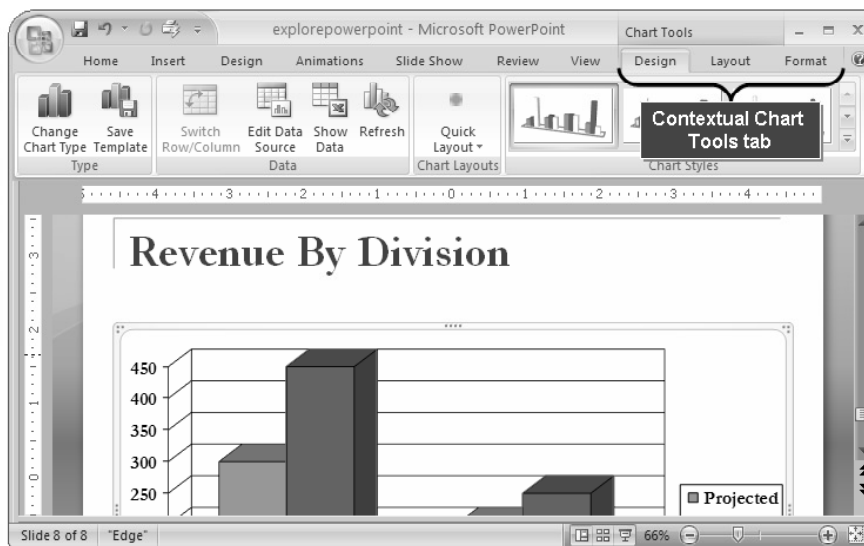
Work with Charts

You have used the table tools to enhance the tabular content in your presentation. Like tables, charts and graphs are powerful tools for presenting data. In this topic, you will use advanced chart tools and effects to create charts and graphs.

Using charts to present complicated data in a visually effective manner is a challenge. It would be much easier if you could just choose from a group of preset options and use styles and colors to enrich the data. PowerPoint 2007 offers improved chart creation capabilities that speed up and ease the creation and enhancement of charts.

Chart Tools

The new contextual *Chart tools* section provides commands that enable you to modify and enhance the design and layout of charts. You can embed and insert a chart or paste an excel chart into your presentation. The chart formatting commands are distributed within the three contextual tabs: Design, Layout, and Format.



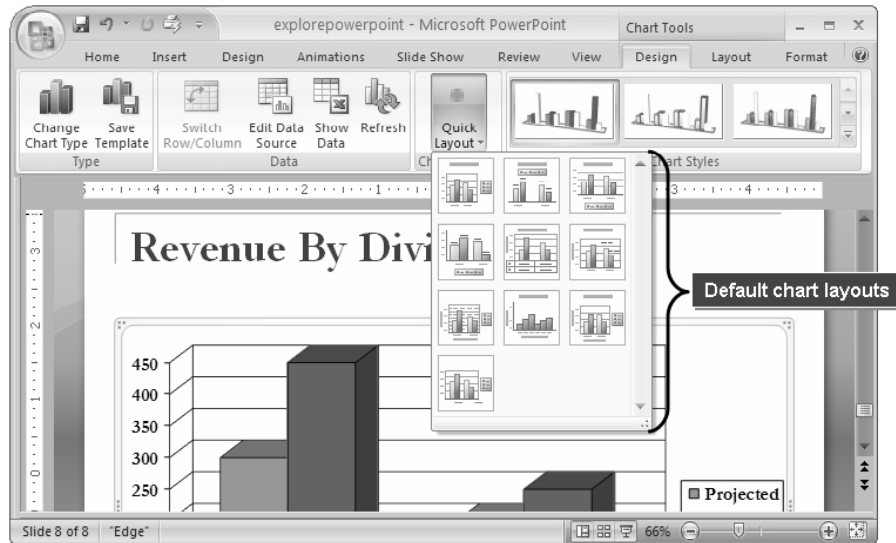
The contextual tabs provide you with various options to choose chart type, manipulate chart data, choose layout and styles, and also work with individual chart elements. You can also use Shape and WordArt Styles to enhance individual elements in a chart.

The Save Template Feature

The *Save Template* feature enables you to save and reuse a chart type that you customized to suit your specific needs as a chart template. Instead of re-creating a chart, you can just use the saved chart template.

Chart Layouts

Chart Layouts are predefined layout options for the different chart types. PowerPoint provides a variety of predefined layouts that you can choose from the Chart Layout gallery. When a predefined layout is applied, a specific set of chart elements such as titles, legends, data tables, or labels are displayed in the chart. A predefined layout can also be fine-tuned by manually formatting individual chart elements.



Modifying a Chart

After you create a chart, you can modify it by:

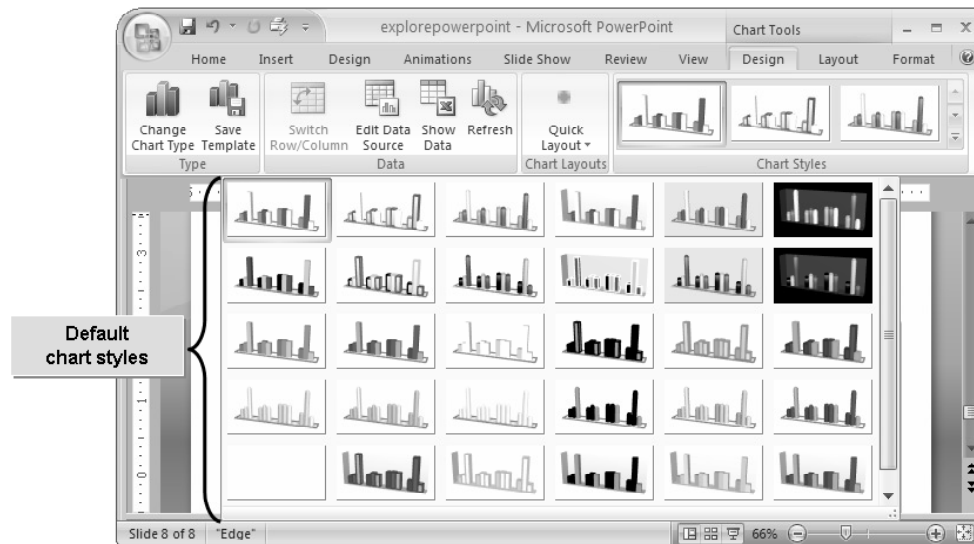
- Changing the display of chart axes.
- Adding titles and data labels to a chart.
- Adding a legend or data table.
- Applying special options such as Trendline, Error Bars, and Lines for each chart type.

The Edit Data Source Feature

The new Edit Data Source feature in PowerPoint 2007 enables you to manipulate and work with the chart data range in a chart. The Edit Data Source dialog box enables you to enter the desired chart data range in the Chart Data Range text box, switch between rows and columns, and select the desired option to modify the data source.

Chart Styles

Chart Styles are pre-formatted options that match the applied chart type, chart layout, and the theme of your presentation. In addition to applying a predefined chart style, you can apply formatting to individual chart elements such as data markers, the chart area, and the plot area. You can also draw attention to specific chart elements by filling them with colors, textures, and shapes. You can also change the outline of chart elements by applying special effects, such as shadow, reflection, and glow.



How to Work with Charts

Procedure Reference: Enhance the Chart Layout

To enhance the chart layout:

1. Open an existing PowerPoint presentation.
2. Select the desired chart.
3. In the Chart Tools section, select the Design contextual tab.
4. Select the desired style and layout options.
 - In the Quick Styles group, select the desired Quick Style to apply to the chart.
 - In the Chart Styles group, select the desired style of chart.
 - In the Chart Layouts group, select the desired layout type to apply to the chart.
 - In the Data group, click Switch Row/Column to switch between rows and columns.
5. If necessary, save the presentation.

Procedure Reference: Change the Chart Type

To change the chart type:

1. Open an existing PowerPoint presentation.
2. Select the desired chart.
3. In the Chart Tools section, select the Design contextual tab.
4. In the Type group, click Change Chart Type to change the chart type.
5. In the Change Chart Type dialog box, select the desired chart type.
6. Click OK.

7. If necessary, in the Microsoft Office PowerPoint message box, click Yes to convert it into a 3-D chart.
8. If necessary, save the presentation.

Procedure Reference: Edit the Data Source

To edit the data source of a chart:

1. Open an existing PowerPoint presentation.
2. Select the desired chart layout.
3. In the Chart Tools section, select the Design contextual tab.
4. In the Data group, click Edit Data Source to open the Edit Data Source dialog box.
5. Set the desired chart data range.
 - In the Chart Data Range text box, enter the desired chart data range.
 - Or, select the data range from the Excel sheet.
 - a. In the Chart Data Range section, click the button to the right of the Chart Data Range text box.
 - b. In the Excel sheet, select the desired chart range.
 - c. In the Edit Data Source dialog box, click the button to the right of the text box.
6. If necessary, in the Edit Data Source dialog box, click Switch Row/Column to switch between rows and columns.
7. In the Legend Entries (Series) section, select the desired option to modify the data source.
 - Click Add to add another series to the chart.
 - Click Edit to edit the selected series.
 - Click Remove to remove the series from the chart.
8. If desired, arrange the order of the series displaying on the chart.
 - Click the Move Up button to move up the series.
 - Click the Move Down button to move down the series.
9. In the Horizontal (Categories) Axis Labels section, select the desired axis label range.
 - a. Click Edit.
 - b. In the Axis Labels dialog box, in the Axis Label Range, enter the desired axis label range.
 - c. Click OK.
10. In the Edit Data Source dialog box, click OK.
11. If necessary, save the presentation.

Procedure Reference: Save a Chart as a Template

To save a chart as a template:

1. Open an existing PowerPoint presentation.

2. Select the desired chart.
3. If necessary, modify the chart layout as desired.
4. In the Chart Tools section, select the Design contextual tab.
5. In the Type group, click Save Template.
6. In the Save Chart Template dialog box, in the File Name text box, enter the desired file name.
7. Click Save.
8. If necessary, save the presentation.

ACTIVITY 3-8

Enhancing the Chart Layout

Data Files:

- chart layout.pptx

Before You Begin:

Navigate to the C:\084840Data\Creating Dynamic Presentations\Activity 8\Starter folder, and open the chart layout.pptx file.

Scenario:

While reviewing a presentation, your manager has asked you to change some data and modify the chart. Based on the suggested changes, you feel that it is better to use a different chart type and layout to represent the data. Since you will be using the same chart layout in other presentations, you may want to save the layout for future use.

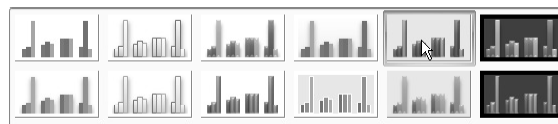
LESSON 3

What You Do

1. **Modify the chart style of the ninth slide.**

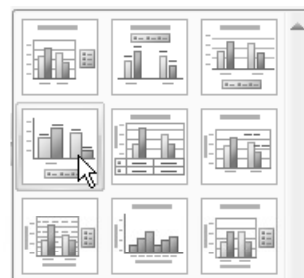
How You Do It

- a. In the left pane, on the Slides tab, scroll down and select the ninth slide.
- b. On the Ribbon, select the Design tab.
- c. In the Arrange group, click Selection Pane.
- d. In the Selection And Visibility pane, select Chart 4.
- e. Close the Selection And Visibility pane.
- f. In the Chart Tools section, select the Design contextual tab.
- g. In the Chart Styles group, click the More button.
- h. Select the chart style in the first row, fifth column, to apply the Style 5 option.



2. **Modify the chart layout.**

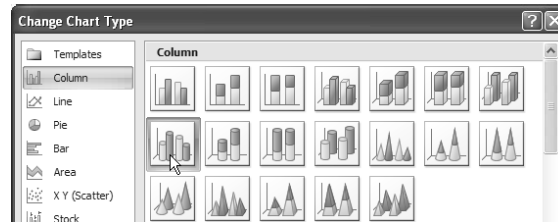
- a. In the Chart Layouts group, click the More button.
- b. Select the layout in the second row, first column, to apply the Layout 4 option.



3. **Change the chart type.**

- a. In the Type group, click Change Chart Type.

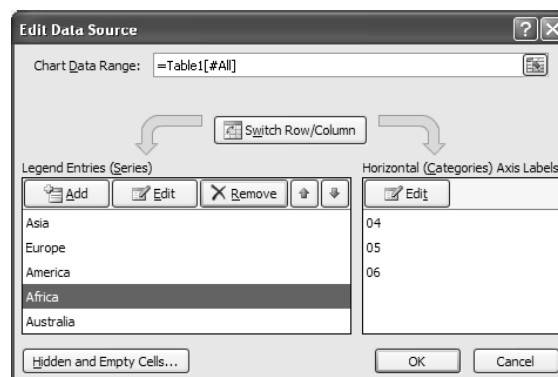
- b. In the Change Chart Type dialog box, in the Column section, **select the chart type in the second row, first column**, to apply the Clustered Cylinder chart type.



- c. If necessary, in the Microsoft Office PowerPoint message box, **click Yes** to convert it into a 3-D chart.
- d. **Click OK.**

4. Edit the data source.

- a. In the Data group, **click Edit Data Source** to open the Edit Data Source dialog box.
- b. In the Legend Entries (Series) section, **select Africa** and **click Remove**.



- c. **Click OK.**
- d. **Close the Excel sheet.**

LESSON 3

5. **Save the chart as a template and then save and close the presentation.**
 - a. On the Design contextual tab, in the Type group, **click Save Template.**
 - b. In the Save Chart Template dialog box, in the File Name text box, **type *My Chart* and click Save.**
 - c. **Save the presentation as *My chart layout* and then close the file.**
-

Lesson 3 Follow-up

In this lesson, you worked with typography styles and SmartArt graphics and also applied advanced table and chart effects. The easy-to-use tools and commands enable you to deliver a professional presentation with well-formatted content, visually appealing graphics, and effective tables and charts.

1. **How do you think applying appropriate typography styles in a presentation increases its effectiveness?**
2. **How do SmartArt graphics help you in the effective presentation of complex and sequential information?**

LESSON 4

Finalizing the Presentation

Lesson Time*60 minutes*

Lesson Objectives:

In this lesson, you will finalize a presentation by customizing slide shows, securing the presentation, and saving the presentation.

You will:

- Customize slide shows.
- Implement security features for a presentation.
- Save a PowerPoint presentation in different versions of PowerPoint.

Introduction

By now, you are familiar with the creation of a presentation using the right styles and effects. The intended target audience for a presentation may be wide with varied requirements and this may require you to customize the slide show and save it in a different format, without compromising the quality or authenticity of the content. In this topic, you will customize presentation shows, check the presentation for personal information, and use the compatibility checker before saving the final presentation.

When a news story is developed, the news item is edited, checked for authenticity, and modified by news directors to ensure that the end product is effective and reaches its target audience. Similarly, a presentation has to be customized to present it appropriately to its target audience. In addition, you must ensure that the edited presentation does not carry any unnecessary information and that the final version of the presentation is secure and uneditable. PowerPoint 2007 encompasses all this by providing options that enable you to easily customize presentations, search and remove presentations for personal information, and save the presentation in the latest file format.

TOPIC A

Customize Slide Shows

You are almost finished with the creation of a PowerPoint presentation and it is almost ready to be presented. To suit specific presentation requirements, a presentation needs to be customized. In this topic, you will customize the presentation slide shows.

You may have a corporate presentation that has to be customized for use in individual departments. It is time-consuming to create new presentations from scratch. It would be much easier if you could just customize an existing presentation by displaying the slides you want in the desired sequence or hide slides that are not required. PowerPoint 2007 offers you commands that help you easily customize a presentation to suit varied presentation requirements.

Slide Show Options

The enhanced slide show options in PowerPoint 2007 enable you to modify and launch a presentation based on specific presentational needs. You can present only what is required without having to skip or fast forward through the presentation slides.

You can use the Use Rehearsed Timings option to record and use the recorded time to advance the slides automatically when delivering the presentation. You can check the Use Rehearsed Timings option in the Set Up group to play the slides in your presentation automatically by using the recorded slide timings.

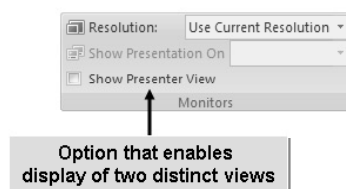
You can use the multiple Resolution settings provided in the Resolution drop-down list to select the screen resolution to use for slide shows.



Smaller resolutions display faster and larger resolutions display more visual details.

Presenter View

The *Presenter view* is a slide show view that uses multiple monitors to provide two different views of a single presentation—one for the presenter and another for the audience. PowerPoint supports the use of up to two monitors for a presentation. Using this option, the presenter can select the desired slide sequence and slide timings, preview what appears next on screen, view speaker notes, or even blank out the audience screen during the presentation for a break.



How to Customize Slide Shows

Procedure Reference: Create a Custom Slide Show

To create a custom slide show:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Slide Show tab.
3. In the Start Slide Show group, click Custom Slide Show and select Custom Shows.
4. In the Custom Shows dialog box, click New.
5. In the Define Custom Show dialog box, in the Slides In Presentation list box, select the desired slides and click Add.
6. If necessary, in the Slides In Custom Show list box, select the desired slide and click Remove to remove the slide from the custom slide show.
7. In the Define Custom Show dialog box, click OK.
8. If necessary, in the Custom Shows dialog box, click Show to view the custom slide show.
9. In the Custom Shows dialog box, click Close.
10. If necessary, save the presentation.

Procedure Reference: Rehearse the Slide Show Timings

To rehearse the slide show timings:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Slide Show tab.
3. In the Set Up group, click Rehearse Timings.
4. Click the slide at the desired time interval to set the display timings for each slide.
5. In the Microsoft Office PowerPoint window, click Yes to use the new slide timings.

6. If necessary, in the Set Up group, check the Use Rehearsed Timings check box to use the previously set rehearsed timings.
7. If necessary, save the presentation.

Rehearse Timings

To set the rehearse timings, you need to click on the slide after the desired time interval to set the display time for each slide. For example, if you click on each slide after a time interval of 45 seconds, the slides will be displayed for 45 seconds before going on to the next slide. In the top-left corner, you can view the display time for each slide and the total time for the presentation.

If some of the slides are hidden or not chosen in the custom slide show, the rehearse timings feature will still rehearse the timings for those slides, so they can be reused later.

Procedure Reference: Hide or Display a Slide

To hide or display a slide:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Slide Show tab.
3. Select the desired slide to hide or display.
4. In the Set Up group, click Hide Slide to hide or display the slide in the slide show.
5. If necessary, save the presentation.

Procedure Reference: Set Up the Slide Show

To set up the slide show:

1. Open an existing PowerPoint presentation.
2. On the Ribbon, select the Slide Show tab.
3. In the Set Up group, click Set Up Slide Show.
4. In the Set Up Show dialog box, set the desired options.
 - In the Show Type section, select the desired presentation show type.
 - In the Show Options section, check the desired check box to set the slide show.
 - In the Show Slides section, select the desired option to display the slides during the presentation.
 - In the Advance Slides section, select the desired option to advance to the next slide.
 - In the Performance section, select the desired resolution and hardware graphic acceleration options.
5. In the Set Up Show dialog box, click OK.
6. If necessary, in the Monitors group, from the Resolution drop-down list, select the desired resolution.
7. Save the presentation as a PowerPoint slide show.

ACTIVITY 4-1

Customizing a Slide Show

Data Files:

- slide show.pptx

Before You Begin:

Navigate to the C:\084840Data\Finalizing the Presentation\Activity 1\Starter folder, and open the slide show.pptx file.

Scenario:

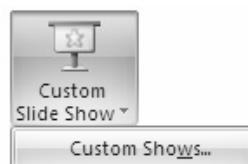
You have finished creating the presentation. Before presenting it, you feel that some of the slides are not required for the target audience and that the presentation needs to be given in a specific sequence. Since you require the slides for another presentation, you don't want to delete or tamper with their existing sequence. Also, you want to set the display time for each slide and verify it.

What You Do

How You Do It

1. Create a custom slide show.

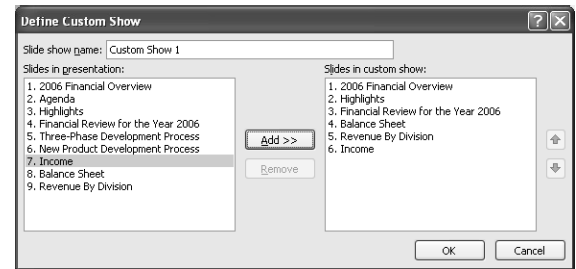
- a. On the Ribbon, select the Slide Show tab.
- b. In the Start Slide Show group, click Custom Slide Show and select Custom Shows.



- c. In the Custom Shows dialog box, click New.
- d. In the Slides In Presentation list box, select slide 1 and click Add.

LESSON 4

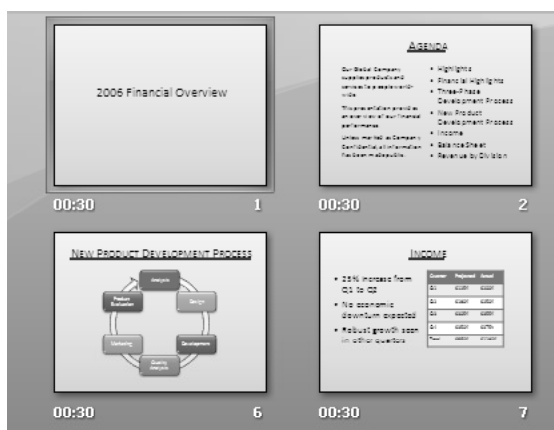
- e. Add slides in the order 3, 4, 8, 9, and 7.



- f. Click **OK** to close the Define Custom Show dialog box.
- g. In the Custom Shows dialog box, click **Show** to view the custom slide show.
- h. Click on the screen to move to the next slide.
- i. Click on the screen to exit the slide show.
-

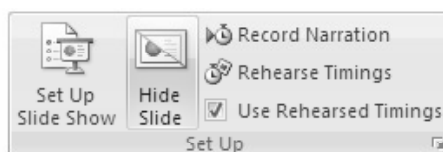
2. Rehearse the slide show timings.

- In the Set Up group, click **Rehearse Timings**.
- Click the slide every 30 seconds to set a transition time of 30 seconds between each slide.
- In the Microsoft Office PowerPoint message box, click **Yes**.
- Notice that the rehearsed timings appear for each slide.



3. Hide the eighth slide.

- Select the eighth slide.
- In the Set Up group, click **Hide Slide** to hide the eighth slide.



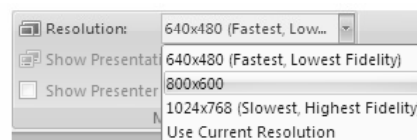
4. Set up a slide show.

- In the Set Up group, click **Set Up Slide Show**.
- In the Set Up Show dialog box, in the Show Type section, select the **Browsed By An Individual (Window)** option.
- In the Show Slides section, select **Custom Show**.
- Click **OK**.

LESSON 4

5. Verify the slide show.

- a. In the Monitors group, from the Resolution drop-down list, **select 800x600**.



- b. In the Start Slide Show group, **click From Beginning** to view the slide show from the beginning.
- c. **Click on the screen** to exit the slide show.

6. Save the presentation as a PowerPoint slide show and then close the file.

- a. On the Ribbon, **select the View tab**.
 - b. In the Presentation Views group, **click Normal** to return to normal view.
 - c. **Display the Save As dialog box**.
 - d. In the File Name text box, **type My slide show**
 - e. From the Save As Type drop-down list, **scroll down and select PowerPoint Show (*.ppsx)**.
 - f. **Click Save**.
 - g. **Close the presentation**.
-

TOPIC B

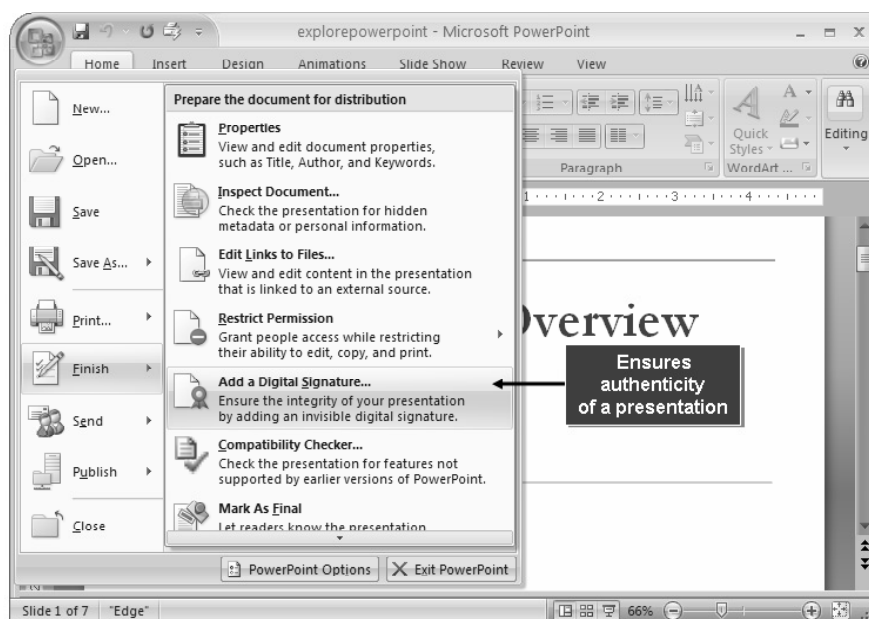
Secure Presentations

You have created and customized a presentation that suits your presentational requirements. Now the presentation is ready to be shared with the target audience. However, you have to ensure that the recipient views an authentic and clean version of the presentation. In this topic, you will apply a digital signature and use the Document Inspector.

Imagine a presentation that has inputs from various functional departments in an organization. It typically gets revised by different people and in the process, the presentation could contain comments, tracked changes, and annotations. If the presentation reaches the target audience in this state, it can be an embarrassing situation for the presenter. Once the presentation is finalized, it is essential that all the unwanted content is removed from it. PowerPoint 2007 enables you to check the presentation for any unnecessary information, validate its authenticity, and ensure that the presentation is secure and can't be easily tampered with.

Digital Signature

A *digital signature* is designed to ensure the authenticity of a digital document, such as a presentation or email. It validates the authenticity, integrity, and origin of the presentation. PowerPoint 2007 allows you to add an invisible digital signature to a presentation. The digital signature is not visible within the contents of the presentation. The Signature icon on the Microsoft Office Window frame at the bottom of the application window is indicative of the fact that the presentation has been digitally signed.



Digital ID

A *digital ID* is commonly known as a digital certificate. To apply a digital signature to a presentation, you need a valid digital certificate or ID as it enables the recipient to authenticate a presentation.



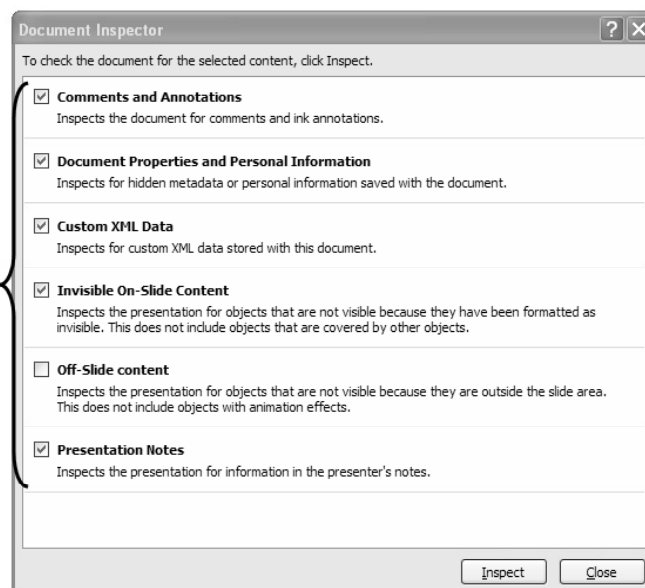
When you try to apply a digital signature to your presentation without a digital ID, the Get A Digital ID dialog box provides you with options to either purchase a digital ID from a Microsoft partner or create your own digital ID.

The first option enables you to purchase a digital certificate from one of the third-party Certificate Authorities (CAs) with an Office Marketplace listing. The second option enables you to create your own ID, but if the presentation is shared, the recipient cannot verify the authenticity of your digital signature as it can be authenticated only on the computer on which it was created.

Document Inspector

The *Document Inspector* feature enables you to scan and remove personal information, comments, hidden data, and tracked changes within a presentation. Some personal data may not be visible when the presentation is viewed but it is possible for others to view or retrieve the required information from a presentation. You can use the Document Inspector dialog box to specify the kind of information the document needs to be inspected for.

Types of hidden data



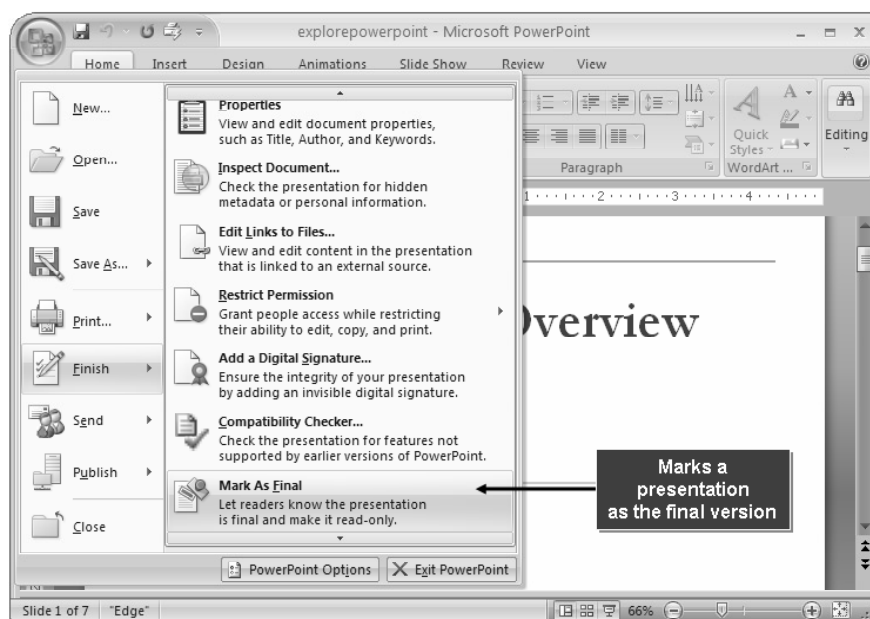
Types of Hidden Data

A presentation may contain several types of personal and hidden data including the data added to a file by the Office program. PowerPoint presentations can contain the following types of hidden data and personal information.

Information Type	Description
Comments And Annotations	The Document Inspector scans and removes comments and annotations.
Document Properties And Personal Information	The Document Inspector scans and removes presentation properties, information from the summary, and statistics, and details such as the author and title of the presentation. In addition, it can also find information such as the presentation creation date, and the name of the person that last saved the presentation.
Custom XML Data	The Document Inspector removes custom XML data that is not visible in a presentation.
Invisible On-Slide Content	The Document Inspector scans and removes objects in the presentation that are formatted as invisible.
Off-Slide Content	The Document Inspector scans and removes objects that are dragged into the off-slide content area. The objects may include text boxes, clip art, graphics, and tables.
Presentation Notes	The Document Inspector finds text in the notes section that you may not want to share, especially if it was added specifically for the use of the presenter delivering the presentation.

The Mark As Final Feature

The *Mark As Final* feature enables you to save a presentation as the final version and convert the presentation to read-only mode. This ensures that your presentation is not tampered with when it is shared with others.



How to Secure Presentations

Procedure Reference: Inspect a Presentation

To inspect a presentation:

1. Click the Microsoft Office button.
2. Choose Finish→Inspect Document.
3. If necessary, save the presentation.
4. In the Document Inspector dialog box, check or uncheck the desired options to select the type of content to be inspected.
5. Click Inspect.
6. In the Review The Inspection Results section, click Remove All to remove the desired information.
7. If necessary, click Reinspect and repeat steps 4 through 6 to reinspect the presentation.
8. Click Close.

Procedure Reference: Mark a Presentation as Final

To mark a presentation as final:

1. Click the Microsoft Office button.
2. Choose Finish→Mark As Final.
3. In the Microsoft Office PowerPoint message box, click OK to mark the presentation as final and save the file.

Procedure Reference: Apply a Digital Signature

To apply a digital signature:

1. Click the Microsoft Office button.
2. Choose Finish→Add A Digital Signature.
3. In the Microsoft Office PowerPoint message box, click OK.
4. If necessary, create a digital ID.
 - a. In the Get A Digital ID dialog box, select the Create Your Own Digital ID option and click OK.
 - b. In the Create A Digital ID dialog box, enter the required details.
 - In the Name text box, type your name.
 - In the E-Mail Address text box, type your email address.
 - In the Organization text box, type your organization's name.
 - In the Location text box, type your location.
 - c. In the Create A Digital ID dialog box, click Create.
5. In the Sign dialog box, in the Purpose For Signing This Document text box, enter the purpose of adding the digital signature.
6. If necessary, change the digital certificate.

- a. In the Signing As section, click Change.
 - b. In the Select Certificate dialog box, select the desired certificate and click OK.
7. Click Sign.
8. In the Signature Confirmation message box, click OK.

Digital Signatures

After you create a digital ID, the PowerPoint application will use the digital ID you created. You do not need to create a new digital ID each time you add a digital signature to your presentation.

ACTIVITY 4-2

Working With the Document Inspector

Data Files:

- document inspector.pptx

Before You Begin:

Navigate to the C:\084840Data\Finalizing the Presentation\Activity 2\Starter folder, and open the document inspector.pptx file.

Scenario:

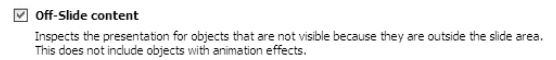
Before finalizing the presentation, you want to check for the inclusion of any personal information, presentation notes to co-workers, or any comments added by the reviewers and remove them.

What You Do

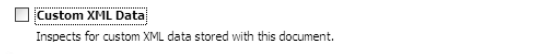
How You Do It

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Inspect the presentation. | <ol style="list-style-type: none"> a. In the left pane, on the Slides tab, select the second slide. b. Notice that the slide contains comments and presentation notes. <div style="margin-top: 10px;">  If the presentation notes are not visible, scroll down or maximize the pane size to view them. </div> c. Click the Microsoft Office button and choose Finish→Inspect Document. |
|--|--|

- d. In the Document Inspector dialog box, **check the Off-Slide Content check box.**



- e. **Uncheck the Custom XML Data check box to remove the option from inspection.**



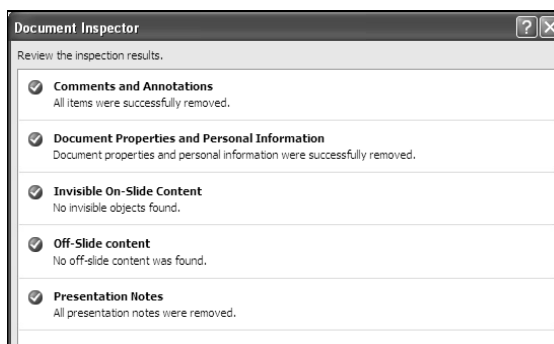
- f. **Click Inspect** to inspect the presentation.
-

2. View the inspection results.

- a. In the Comments And Annotations section, click **Remove All**.



- b. In the Document Properties And Personal Information section, click **Remove All**.
- c. In the Presentation Notes section, click **Remove All**.
- d. Click **Reinspect** to verify the changes.
- e. Click **Inspect**.
- f. In the Document Inspector dialog box, notice that there is no hidden data or personal information that needs to be removed.

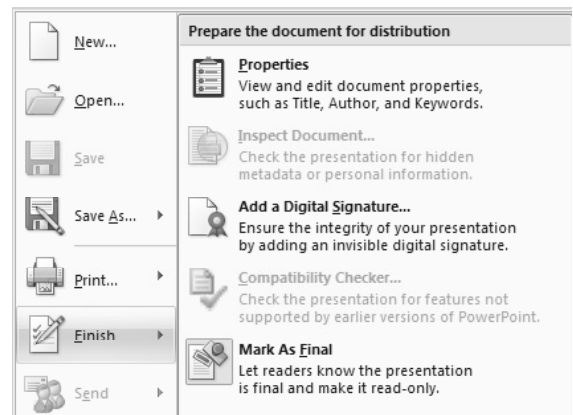


- g. Click **Close**.
- h. On the slide, notice that the comments and presentation notes have been removed.

3. Mark the presentation as Final and then close the file.

- a. Click the Microsoft Office button and choose **Finish→Mark As Final**.
- b. In the Microsoft Office PowerPoint message box, click **OK** to mark the presentation as Final and save the file.
- c. Click the Microsoft Office button and choose **Finish**.

- d. Notice that the **Mark As Final** option is highlighted indicating that the file has been marked as Final.



- e. Close the presentation.

ACTIVITY 4-3

Securing the Presentation

Data Files:

- digital signature.pptx

Before You Begin:

Navigate to the C:\084840Data\Finalizing the Presentation\Activity 3\Starter folder, and open the digital signature.pptx file.

Scenario:

You've finalized your presentation, and you want to authenticate the presentation you have created. You also want the presentation to be reviewed by your colleagues to get their opinions, but you want to ensure that no one is able to modify the presentation.

What You Do

How You Do It

1. Create a digital ID.

a. Click the Microsoft Office button and choose **Finish→Add A Digital Signature**.

b. In the Microsoft Office PowerPoint message box, click **OK**.



If you have already created a digital ID, you will not get the Get A Digital ID dialog box. Continue the activity from step 2a.

c. In the Get A Digital ID dialog box, **select the Create Your Own Digital ID option and click OK**.



d. Verify that your name and organization are displayed in the Name and Organization text box respectively.

e. In the Create A Digital ID dialog box, click **Create**.

2. Add a digital signature and then close the file.
 - a. In the Sign dialog box, in the Purpose For Signing This Document text box, type **Confidential** and click **Sign**.
 - b. In the Signature Confirmation message box, click **OK**.
 - c. In the Microsoft Office Window Frame, notice that an icon  appears indicating that a digital signature has been added.
 - d. Close the Signatures pane.
 - e. Close the presentation.
-

TOPIC C

Save a Presentation

You have applied a digital signature, searched for hidden information, and marked your presentation as final. Before sending out your presentation to the concerned people, you must be aware that your audience may include people who do not have PowerPoint 2007 installed on their computer. You may need to send a presentation in a format that is backward compatible. In this topic, you will check your presentation with the Compatibility Checker and save the presentation as a .ppt file.

One of the primary objectives of content that is designated for a wide audience is to have the maximum reach. For example, a website is optimized for viewing in different operating systems with different kinds of screen resolutions. This ensures that the content reaches a wide audience. Similarly, it cannot be assumed that all the users will have PowerPoint 2007. But that doesn't mean that users who don't have PowerPoint 2007 will not be able to view the presentations saved in the latest .pptx format. PowerPoint 2007 has the capability to check for backward compatibility and save it in a compatible version without altering the content or modifying the various components in a presentation.

PowerPoint XML Format

PowerPoint 2007 uses XML as the default file format. The PowerPoint XML format is a compact, robust file format enabling easy integration of PowerPoint presentations into other applications and platforms. Presentations created in PowerPoint 2007 are saved with the *.pptx file extension.

Advantages of Using the PowerPoint XML File Format

The .pptx format provides several benefits for end-users. The following table lists the advantages of the .pptx format.

Feature	Advantage
Smaller file size	The new format uses zip compression to reduce file size by as much as 75 percent. This new file format reduces the disk space required to store files and the bandwidth used to share presentations across networks.
Improved information recovery	The files saved in this new format are structured modularly. Different data components in the file are stored separately. Therefore, the file can be opened even if a component within the file is damaged or corrupted.
Easier detection of presentations with macros	The new file formats with their distinct file name extensions make it easy to distinguish files that contain macros from those that don't. Presentations saved as .pptx cannot contain VBA macros or ActiveX controls, whereas files with .pptm can contain VBA macros or ActiveX controls.
Easy integration and interoperability of information	Information created within PowerPoint can be easily used by other business applications.

Default File Extensions in PowerPoint 2007

PowerPoint 2007 provides a varied list of file extensions that can be used. The following table lists the file extensions available by default in PowerPoint.

PowerPoint File Type	Extension
Presentation	.pptx
Macro-enabled Presentation	.pptm
Template	.potx
Macro-enabled Template	.potm
Macro-enabled Add-in	.ppam
Show	.ppsx
Macro-enabled Show	.ppsm
Slide	.sldx
Macro-enabled Slide	.sldm
Office Theme	.thmx



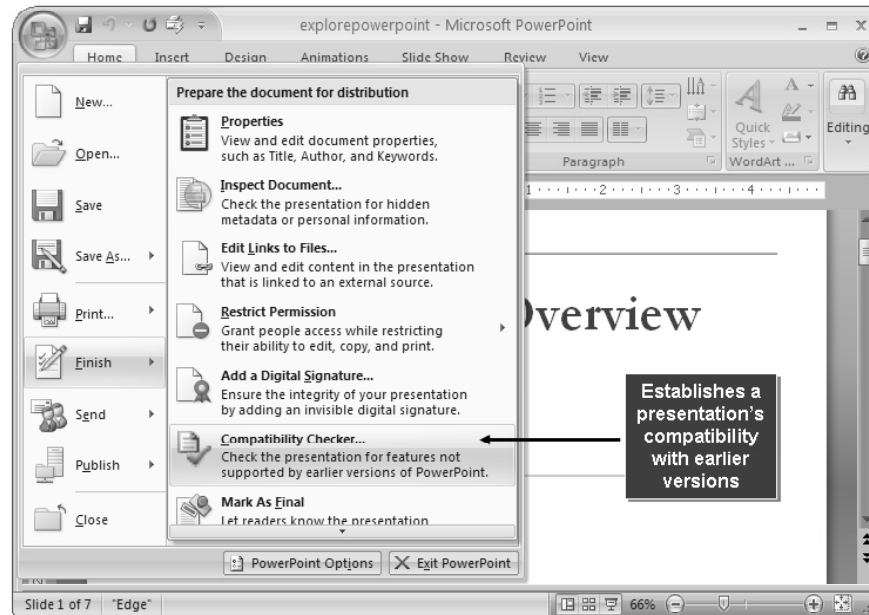
Presentations created in PowerPoint 2007 should be saved in PowerPoint 97–2003 for easy backward compatibility.



PowerPoint 2007 does not allow you to save in PowerPoint 95 or earlier file formats.

The Compatibility Checker Feature

The *Compatibility Checker* feature enables you to identify the compatibility of objects used in your .pptx presentation when it is saved in an earlier version of PowerPoint. When you save a PowerPoint 2007 presentation in any earlier version of PowerPoint, some of the content, such as new text and shape effects and SmartArt graphics, are converted to pictures to ensure that it is presented consistently. The objects that are converted cannot be modified.



 To modify a SmartArt graphic, shape, or object such as a table or chart in your PowerPoint 2007 presentation, save a copy in PowerPoint 2007 file format, and then save the copy as a PowerPoint 97-2003 file. You can then make changes to your SmartArt graphics, shapes, or other objects in the original PowerPoint 2007 presentation.

How to Save a Presentation in Different Versions of PowerPoint

Procedure Reference: Perform a Compatibility Check on a Presentation

To perform a compatibility check on a presentation:

1. Open an existing PowerPoint presentation.
2. Click the Microsoft Office button and choose Finish→Compatibility Checker.
3. In the Microsoft Office PowerPoint Compatibility Checker dialog box, notice the features that are not supported in .ppt format and click OK.

Procedure Reference: Save a Presentation in .ppt Format

To save a presentation in .ppt format:

1. Click the Microsoft Office button and place the mouse pointer over the Save As arrow.
2. In the Save The Document In Another Format section, choose PowerPoint 97-2003 Format.

3. In the Save As dialog box, navigate to the desired folder.
4. In the File Name text box, enter the desired file name.
5. Click Save.
6. In the Microsoft Office PowerPoint Compatibility Checker dialog box, click Continue to modify the features that are not supported in the .ppt format as one uneditable object.
7. If necessary, close the presentation.

Saving a file in .ppt Format

When you save a file in .ppt format, the application will check for compatibility. In the Microsoft Office PowerPoint Compatibility Checker dialog box, you can view the features that are not supported in .ppt format and the number of occurrences in the presentation. Click Continue to make these objects uneditable and save the file in .ppt format.

ACTIVITY 4-4

Performing a Compatibility Check on a Presentation

Data Files:

- compatibility check.pptx

Before You Begin:

Navigate to the C:\084840Data\Finalizing the Presentation\Activity 4\Starter folder, and open the compatibility check.pptx file.

Scenario:

Some of your colleagues still use older versions of PowerPoint. So you need to save the file in a format compatible with the older versions of the software. Since the content contains some enhanced graphic effects and objects, which may not be editable in previous versions, you want to check the presentation for compatibility before saving it.

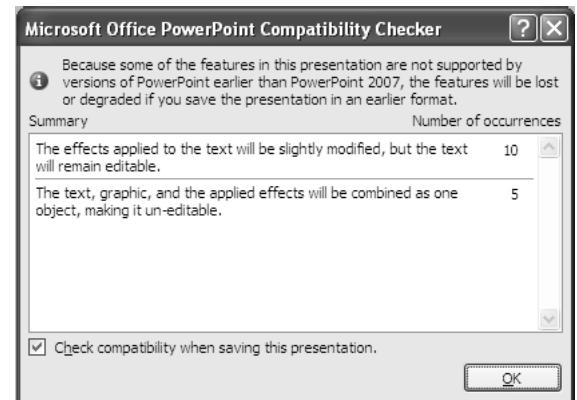
What You Do

How You Do It

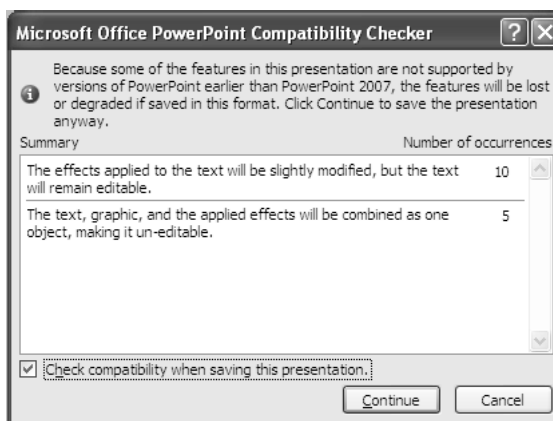
- | | |
|-----------------------------|---|
| 1. Check for compatibility. | a. Click the Microsoft Office button and choose Finish→Compatibility Checker. |
|-----------------------------|---|

LESSON 4

- b. In the Microsoft Office PowerPoint Compatibility Checker dialog box, notice that the features not supported in .ppt format are displayed and click OK.



2. Save the presentation in .ppt format and then close the file.
 - a. Click the Microsoft Office button and place the mouse pointer over the Save As arrow.
 - b. In the Save The Document In Another Format section, choose **PowerPoint 97-2003 Format**.
 - c. In the Save As dialog box, in the File Name text box, type ***My compatibility check***
 - d. In the Save As Type drop-down list, verify that **PowerPoint 97-2003 Presentation (*.ppt)** is selected.
 - e. Click **Save**.
 - f. In the Microsoft Office PowerPoint Compatibility Checker dialog box, click **Continue** to modify the features that are not supported in the .ppt format as one uneditable object.



- g. Close the presentation.
-

Lesson 4 Follow-up

In this lesson, you have used the various options to customize slide shows, secure presentations, and saved the presentation. This ensures that your final presentation is secure and has a wider reach.

1. **How do you think the enhanced security features will help maintain the authenticity of your content?**
2. **What are the advantages of the PowerPoint XML file format over other PowerPoint formats? Why?**

Follow-up

In this course, you explored the redesigned user interface and customized the components to suit your individual needs and requirements. You used the new result-oriented features to create effective and dynamic presentations. You also saved the presentation in the new file format and used advanced features to secure the presentation.

1. **How do the new features of PowerPoint 2007 help reduce the time taken for creating a presentation?**
2. **How does being able to customize the PowerPoint environment help you in your work?**
3. **Do you think that the new SmartArt graphic tools will enhance your efficiency? Why?**

What's Next?

You can refer to other New Feature courses on Excel, Word, and Access or the Element K website for additional courses on the application or another title.

FOLLOW-UP

APPENDIX A

New Features in Microsoft® Office PowerPoint® 2007

The following table lists the new and enhanced features available with the second Beta release of Microsoft® Office PowerPoint® 2007.

New Features in Microsoft® PowerPoint® 2007 (Beta-2)	Description	Element K Courseware Reference
The Microsoft Office button	Replaces the traditional file menu and brings together all the presentation level functionalities such as opening, sharing, finishing, and printing into a single location.	1A
The Ribbon	The region at the top of the application window that contains a selection of easy-to-browse tabs required to work on a presentation.	1A
The Quick Access toolbar	A customizable toolbar that provides easy access to commands and, by default, includes the Save, Undo, Repeat, and Print commands.	1A
The Microsoft Office Window Frame	Located at the bottom of the application window and combines a number of distinct options that can be enabled and displayed to provide a well-organized view.	1A
ScreenTips	Displays short descriptive text on various commands and controls.	1B

APPENDIX A

New Features in Microsoft® PowerPoint® 2007 (Beta-2)	Description	Element K Courseware Reference
The Slides tab	Contains functional groups that enable you to create and format the presentation.	1B
The Insert tab	Inserts different object types such as charts, tables, or pictures that can be added to a presentation slide.	1B
The Design tab	Provides several options that will help enhance the visual appeal of a presentation.	1B
The Animations tab	Provides options to add animation effects for slides, or to individual components such as tables or charts.	1B
The Slide Show tab	Enables setting up your presentation and creating custom presentations.	1B
The Review tab	Provides options that enable you to review and edit the content in a presentation.	1B
The View tab	Provides options that enable you to switch between different presentation views.	1B
The Dialog Box launcher	Small downward pointing arrow buttons located at the bottom-right corner of certain command groups on the tab.	1B
Galleries	Libraries containing varying outcomes of certain commands found within the Ribbon.	1C
Live preview	Enables you to view the results of editing and formatting changes made to a presentation, without actually applying them.	1C
Contextual tabs	Set of additional tabs containing specialized commands that are displayed on selecting a specific object type such as text, table, chart, or picture.	1D
Program tabs	Tabs that appear when different authoring modes or views such as the Slide Master, Handout Master, or the Notes master are chosen.	1D
The Mini toolbar	A floating toolbar that appears beside the selected text and consists of commonly used font and paragraph tools.	1D

New Features in Microsoft® PowerPoint® 2007 (Beta-2)	Description	Element K Courseware Reference
The PowerPoint Options dialog box	Encompasses features that enable you to customize the PowerPoint environment to suit specific requirements.	1E
Custom layouts	Layout design customized to suit specific individual needs and can be saved for later use.	2A
Themes	Design templates that provide consistent visual look and feel for presentations.	2B
Theme colors	Customizes the colors in a chosen built-in theme to suit your requirement.	2B
Theme fonts	Customizes and modifies the fonts used in a presentation theme.	2B
Theme effects	Customizes the visual effects in a built-in theme.	2B
Background styles	Built-in background fill variations, which affect only the background of a presentation slide.	2B
Typography effects	Predefined formatting options applied to the text in a presentation.	3A
The Clear All Formatting button	Removes formatting changes made to any selected text and restores the text to the original state.	3A
Text styles	Text styles with predefined text effects.	3A
Character styles	Predefined styles or effects that can be applied on fonts.	3A
SmartArt graphics	Visual representations of information that represent sequential progression or development.	3B
Table styles	Combination of formatting options, including color settings that are derived from the applied theme colors of the presentation.	3C
The Table effects button	Advanced options to modify and enhance tables or individual cells in them.	3C
Chart tools	Contextual commands that modify and enhance the design and layout of charts.	3D

APPENDIX A

New Features in Microsoft® PowerPoint® 2007 (Beta-2)	Description	Element K Courseware Reference
The Save Template feature	Enables you to save and reuse a chart type that you customized to suit your specific needs as a chart template.	3D
Chart layouts	Predefined layout options for the different chart types.	3D
Chart styles	Preformatted options that match the applied chart type, chart layout, and the theme of your presentation.	3D
Digital Signature	Ensures the authenticity of a digital document, such as a presentation, email, or document.	43B
The Mark As Final feature	Enables you to save a presentation as the final version and converts the presentation to a read-only mode.	4B
Document Inspector	Enables you to scan and remove personal information, comments, hidden data, and tracked changes within a presentation.	4B
PowerPoint XML format	A compact, robust file format enabling easy integration of PowerPoint presentations into other applications and platforms.	4C
Compatibility Checker	Identifies the compatibility of objects used in your .pptx presentation when it is saved in an earlier version of PowerPoint.	4C



For an overview of the new features in PowerPoint 2007, please visit <http://www.microsoft.com/office/preview/beta/overview.mspx>.

LESSON LABS

Due to classroom setup constraints, some labs cannot be keyed in sequence immediately following their associated lesson. Your instructor will tell you whether your labs can be practiced immediately following the lesson or whether they require separate setup from the main lesson content.

LESSON 1 LAB 1

Exploring the PowerPoint Interface

Activity Time:

15 minutes

Objective:

Explore the PowerPoint environment.

Data Files:

- explore.pptx

Before You Begin:

Navigate to the C:\084840Data\Exploring the PowerPoint Environment\Lab\Starter folder, and open the explore.pptx file.

Scenario:

Your computer is not working and you need to fix a presentation. You decide to use a spare departmental computer, which has PowerPoint 2007, to review the presentation. But you are new to this version and its environment. You decide to familiarize yourself with the new user interface and customize the environment to suit your specific requirements.

-
1. **Navigate through the different tabs and commands on the Quick Access toolbar, Ribbon, and Microsoft Office Window Frame.**
 2. **Format the heading on slide 3 to make it consistent with the other slides.**
-

3. Customize the interface color and AutoRecover options to suit your needs.
 4. Customize the Quick Access toolbar to include the tools that you use frequently.
 5. Customize the Microsoft Office Window Frame to hide or display the features you need.
-
-

LESSON 2 LAB 1

Creating Custom Layouts and Themes

Activity Time:

10 minutes

Objective:

Create custom layouts and themes.

Data Files:

- layout.pptx

Before You Begin:

Navigate to the C:\084840Data\Enhancing the Presentation Layouts\Lab\Starter folder, and open the layout.pptx file.

Scenario:

A co-worker has asked you to create a layout to suit her specific presentation needs. She wants to use a consistent color and font theme in her presentations that coordinates with the company's logo and design.

-
1. Create a custom slide layout named Text and Table, with a text placeholder occupying the top half of the slide and a table placeholder at the bottom half of the slide .
 2. Create a custom color theme named Company Color Theme.
 3. Create a custom font theme named Company Font Theme.
 4. Apply the desired background style.
 5. Save the current theme as Custom Office Theme.
-
-

LESSON 3 LAB 1

Enhancing a Presentation Using Text and Graphic Effects

Activity Time:

15 minutes

Objective:

Enhance a presentation using text and graphic effects.

Data Files:

- enhance presentation.pptx

Before You Begin:

Navigate to the C:\084840Data\Creating Dynamic Presentations\Lab\Starter folder, and open the enhance presentation.pptx file.

Scenario:

While reviewing a presentation, you find that the presentation is not in the correct format and is visually unappealing. You want to change the layout of charts and tables to suit the overall theme of the presentation. You also want to apply some graphical effects to enhance the visual appearance of the presentation.

-
1. Apply the WordArt Style 14 to the title in Slide 4.
 2. Apply the colored underline style to the titles.
 3. Convert the text to a cyclic SmartArt graphic in Slide 5.
 4. Apply the Style 5 graphic quick style.
 5. Apply the desired graphic colors that suit the layout of the presentation.
 6. Apply the desired shadow and 3D effects to the picture in Slide 6.
 7. Apply the Dark Style 11 table style option in Slide 7.
 8. Change the chart type to a bar chart in Slide 8.
 9. Apply the Layout 3 chart layout.
 10. Apply the Style 9 chart style option.
-
-

LESSON 4 LAB 1

Finalizing Presentations

Activity Time:

15 minutes

Objective:

Finalize a presentation.

Data Files:

- final presentation.pptx

Before You Begin:

Navigate to the C:\084840Data\Finalizing the Presentation\Lab\Starter folder, and open the final presentation.pptx file.

Scenario:

Your manager has finished reviewing your presentation and has asked you to set up the presentation and finalize it before it is presented.

-
1. Rehearse the slides to set the slide timings.
 2. Set the slide show resolution to 1024x768.
 3. Inspect the presentation and remove the unwanted information.
 4. Check for compatibility and save the presentation in .ppt format.
 5. Mark the presentation as final.
 6. Apply a digital signature.
-
-

SOLUTIONS

Lesson 1

Activity 1-1

2. Where are the tabs and groups located?

- a) Microsoft Office button
- ✓ b) Ribbon
- c) Quick Access toolbar
- d) Microsoft Office Window Frame

3. Where is the Quick Access toolbar located?

- a) On the Ribbon.
- b) To the left of the Ribbon.
- c) Below the Microsoft Office Window Frame.
- ✓ d) To the right of the Microsoft Office button.

5. Match each PowerPoint screen element with its description.

- | | | |
|--------------|-------------------------------|---|
| <u> b </u> | Microsoft Office button | a. Consists of shortcuts to Save, Undo, Redo, and Print. |
| <u> d </u> | Ribbon | b. Consists of menu options to open, save, print, and share the presentation. |
| <u> a </u> | Quick Access toolbar | c. Consists of the Zoom Slider, Fit To Page button, and different view options. |
| <u> c </u> | Microsoft Office Window Frame | d. Provides access to task-specific commands. |

Activity 1-2

2. Which tab contains the options to enhance the layout of slides?

- a) Animations tab
- b) Slide Show tab
- ✓ c) Design tab
- d) Home tab

SOLUTIONS

5. Where is the Dialog Box Launcher icon located?

- ✓ a) At the bottom-right corner of a group.
- b) Above the Ribbon.
- c) On the Quick Access toolbar.
- d) In the task panes.

6. Match the tabs with their descriptions.

- | | | |
|----------|------------|--|
| <u>c</u> | Home tab | a. Consists of commands to insert charts, tables, graphics, pictures, and media clips. |
| <u>a</u> | Insert tab | b. Consists of commands to add comments, check spelling, and access reference tools. |
| <u>d</u> | View tab | c. Consists of commands to modify font, paragraph, and WordArt styles. |
| <u>b</u> | Review tab | d. Consists of commands to modify presentation views, color/grayscale, and zoom options. |

Activity 1-5

3. Which feature is available in the galleries?

- a) Shortcut to command buttons
- b) Task panes
- c) Dialog Box Launcher
- ✓ d) Live Preview

GLOSSARY

Background styles

Standard built-in background fill variations that affect only the background of a presentation slide.

character styles

Predefined styles or effects applied on fonts.

Chart Layouts

Predefined layout options for the different chart types.

Chart Styles

Pre-formatted options that match the applied chart type, chart layout, and theme of your presentation.

Chart tools

A section that provides commands that enable you to modify and enhance the design and layout of charts.

Clear All Formatting button

Removes formatting changes incorporated on selected text and retains the plain original text.

Compatibility Checker

Enables you to identify the compatibility of objects used in your .pptx presentation when it is saved in an earlier version of PowerPoint.

contextual tabs

Additional tabs containing specialized commands that are displayed by selecting specific object types such as text, tables, charts, or pictures.

custom layout

A layout design that is customized to suit specific individual needs and can be saved for later use.

Dialog Box launchers

Small downward-pointing arrow buttons located at the bottom-right corner of certain command groups on a tab. They help launch the relevant dialog box with advanced setting options.

digital ID

A digital certificate required to apply a digital signature to a presentation.

digital signature

Ensures the authenticity of a digital document, such as a presentation or email.

Document Inspector

Enables you to scan and remove personal information, comments, hidden data, and tracked changes within a presentation.

galleries

Libraries that list the varying outcomes of using certain commands found within the Ribbon.

Live Preview

A feature that enables you to view the results of editing and formatting changes made to a presentation, without actually applying them.

Mark As Final

Enables you to save a presentation as the final and latest version and also convert the presentation to read-only mode.

Microsoft Office button

Displays all the presentation-level features that can be used to work on the presentation as a whole.

Mini toolbar

A floating toolbar that appears beside selected text and consists of commonly used font and paragraph tools.

Photo Album

Enables you to create and display photographs of your choice as a presentation.

Picture tools

A section that provides commands to modify and enhance a picture graphic.

Presenter view

A slide show view that uses multiple monitors to provide two different views of a single presentation—one for the presenter and another for the audience.

program tabs

Set of tabs that appear when different authoring modes or views are chosen.

Quick Access toolbar

A customizable toolbar that provides easy access to commands and, by default, includes the Save, Undo, Repeat, and Print commands.

Ribbon

The region at the top of the application window that contains a selection of easy-to-browse tabs required to work on a presentation.

Save Template

Enables you to save and reuse a chart type that you customized to suit your specific needs.

ScreenTips

Short descriptive text displayed on various commands and controls.

slide layout

A pre-defined template that determines the positioning of the various components in a presentation slide.

SmartArt graphics

Visual representation of information that represents sequential progression or development.

Table styles

Combination of formatting options, including color settings that are derived from the applied theme colors of the presentation.

Text styles

Text styles with predefined text effects.

themes

Design templates that provide a consistent visual look and feel for a presentation.

Typography effects

Predefined formatting options applied to the text in a presentation.

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