

# Student Guide

40568A

Microsoft PowerPoint associate  
2019

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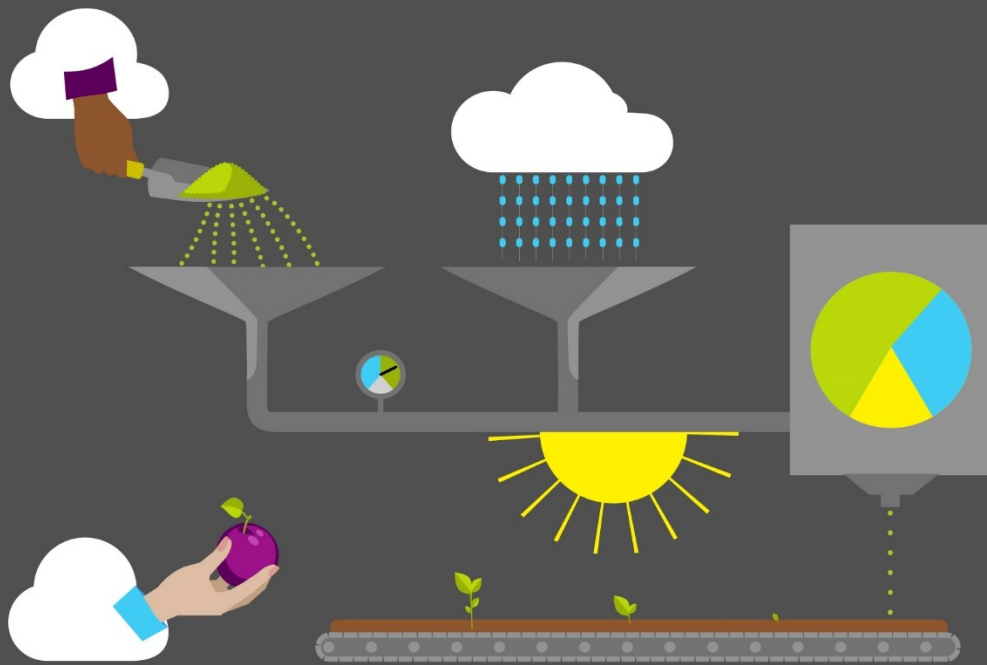
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# Student Guide

40568A

Microsoft PowerPoint associate  
2019

Module 1: Introducing the PowerPoint fundamentals

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# Module overview

## Description

Welcome to the first module of the PowerPoint associate course where you will get an introduction to PowerPoint 2019.

Anyone can create a presentation, but upon completion of this module, you will create amazing presentations. You will gain an understanding of color contrast and an awareness of accessibility. Your presentations will be engaging for your audience and you will be able to use various tools to enhance the content of your slides.

Your ability to successfully use PowerPoint will help you to present data in any situation, whether at home, class, or work. At the end of each module, you will complete a Cornerstone project that will demonstrate the skills you have learned. During each lesson, you will participate in activities and try-its to practice and learn new skills (refer to Table 1). As you navigate through the lessons, you will find helpful links to websites for further learning and even a little homework! You will also find handy notes and tips. At the end of the course there will be a Capstone, where you can consolidate your skills and use your imagination to use PowerPoint to its fullest potential. Good luck and enjoy the course!

Lesson	Learning objective	Exam objective(s)
Creating a presentation	Create, save, and add slides into a new presentation using the blank and design templates.	<ul style="list-style-type: none"> <li>Not mapped</li> </ul>
Modifying slide content	Add content to a slide and change the slide layout.	<ul style="list-style-type: none"> <li>2.1.3</li> </ul>
Exploring the interface and views	Change the screen view and size and identify key elements of the PowerPoint interface.	<ul style="list-style-type: none"> <li>1.2.1</li> <li>1.2.2</li> </ul>
Designing a presentation	Apply design themes and slide variations to a presentation.	<ul style="list-style-type: none"> <li>2.2.2</li> </ul>
Cornerstone: Event flyer	Create a flyer advertising a public event at Munson's Pickles and Preserves Farm.	<ul style="list-style-type: none"> <li>All previous</li> </ul>

Table 1: Objectives by lesson

## Scenario

An intern has recently joined the Events Management team and has been asked to create a flyer in PowerPoint advertising the next Blueberries and Balloons event. A fellow colleague created a presentation highlighting various events throughout the year.

The intern needs to quickly get familiar with the PowerPoint application and learn how to create a presentation. Open the presentation the colleague created, then modify and save it, navigate the application interface and work with the ribbon, and take a sneak peek at slide design.

## Cornerstone

This module concludes with a Cornerstone, in which you'll create a flyer for the upcoming summer Blueberries and Balloons event and edit an existing presentation that will be used for intern trainings. In the Cornerstone you'll:

- Create and edit a presentation
- Change the slide size, layout, and view
- Insert a new slide into an existing presentation
- Format the slide background



# Lesson 1: Creating a presentation

## Overview

This module will show you how to create, save, and open presentations. It will also show you how to add additional slides and enter text.

## Warm-up

Ask your neighbor if they have ever used any type of design or presentation software. Then use these questions to find out what you already know about this lesson's topics:

1. What is the shortcut key to create a new presentation?

*Select the correct option.*

- a. Ctrl+O
- b. Ctrl+M
- c. Ctrl+N
- d. Ctrl+P

2. Which of the following methods can you use to save a new presentation?

*Select all that apply.*

- a. Ctrl+S
- b. F12
- c. File>Save As
- d. Ctrl+F12

3. In which group will you find the **New Slide** command?

*Select the correct option.*

- a. Clipboard
- b. Editing
- c. Font
- d. Slides

4. The first slide in a new presentation is the \_\_\_\_\_ slide.

*Fill in the blank space.*

## Topic 1: Create and save a new presentation

PowerPoint will open on the **Home** page in what is known as **Backstage** view. You will be offered some choices on how to create a new presentation. You can use a blank template or any template available. You can even choose to create an outline, take a tour through PowerPoint, or select **More themes** to choose from a number of fantastic templates or themes. The following screenshot depicts the **Backstage** view:

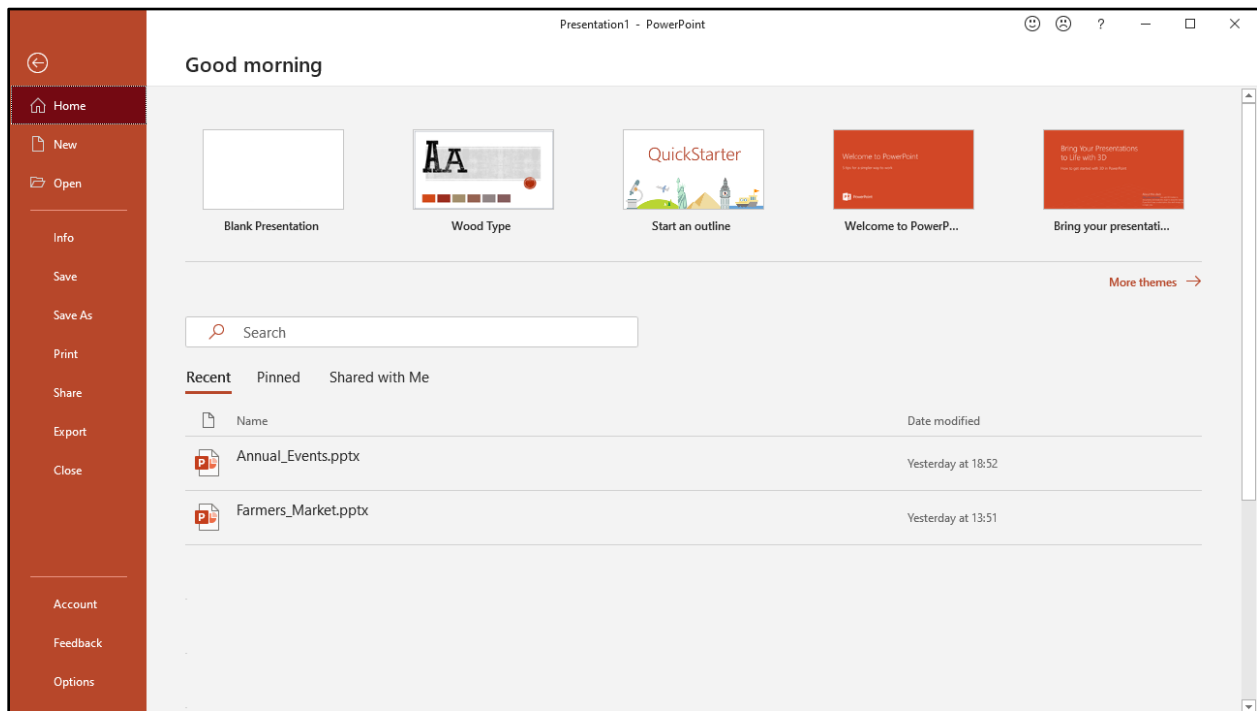
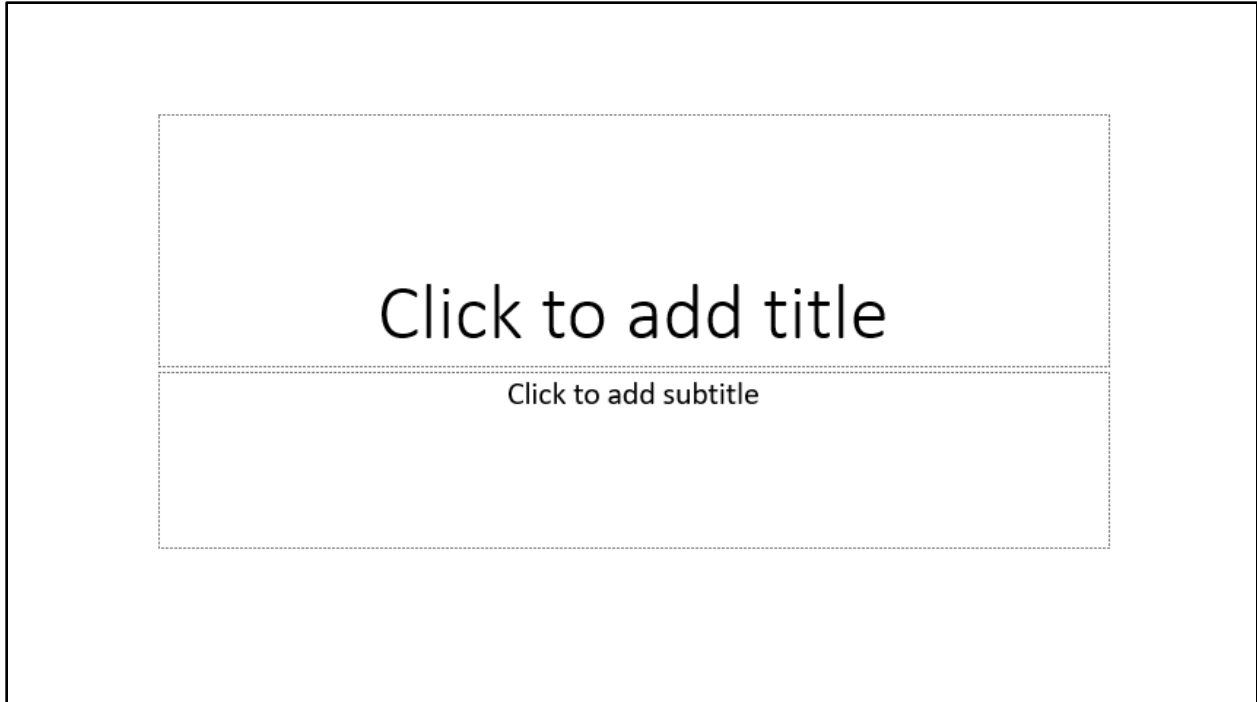


Figure 1: **Home** page, **Backstage** view

## Create a presentation

1. Open PowerPoint and select **Blank Presentation**.
2. If you choose any other theme, you will need to select **Create** to download it first.

The following image is based on a new blank presentation:

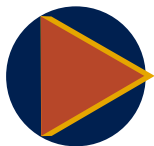


*Figure 2: New title slide*

3. Select the first placeholder and enter the title of your presentation.
4. Any text you enter will automatically use the default font type and size that belongs to the PowerPoint theme.
5. Select the second placeholder to enter a subtitle if needed.
6. When you are in a presentation you can create a new presentation by:
  - Going to **File** and selecting **New**. Then select a template or theme, or
  - Selecting Ctrl+N to create a new blank presentation.

To delete a placeholder:

- Select the border of the placeholder and select **Delete** on your keyboard. Or, from the **Slide Layout** command in the **Slides** group on the **Home** tab, select a different layout, such as **Title Only**.



### **Video**

To review the video on creating a presentation, go to: [Create a presentation in PowerPoint](#)

## Save a presentation

When you are ready to save your presentation, it's the same as saving any other file in the Microsoft Office suite (refer to Figures 3 and 4). You can do any of the following:

- Select **File, Save** or **Save As**, and then select the location under **Recent** to save the file; for example, a **OneDrive** location or **This PC**.
- If the location is listed, then select it and enter a suitable name. Then, select **Save**.
- Otherwise, select **Browse** to locate a different folder in which to save the file.

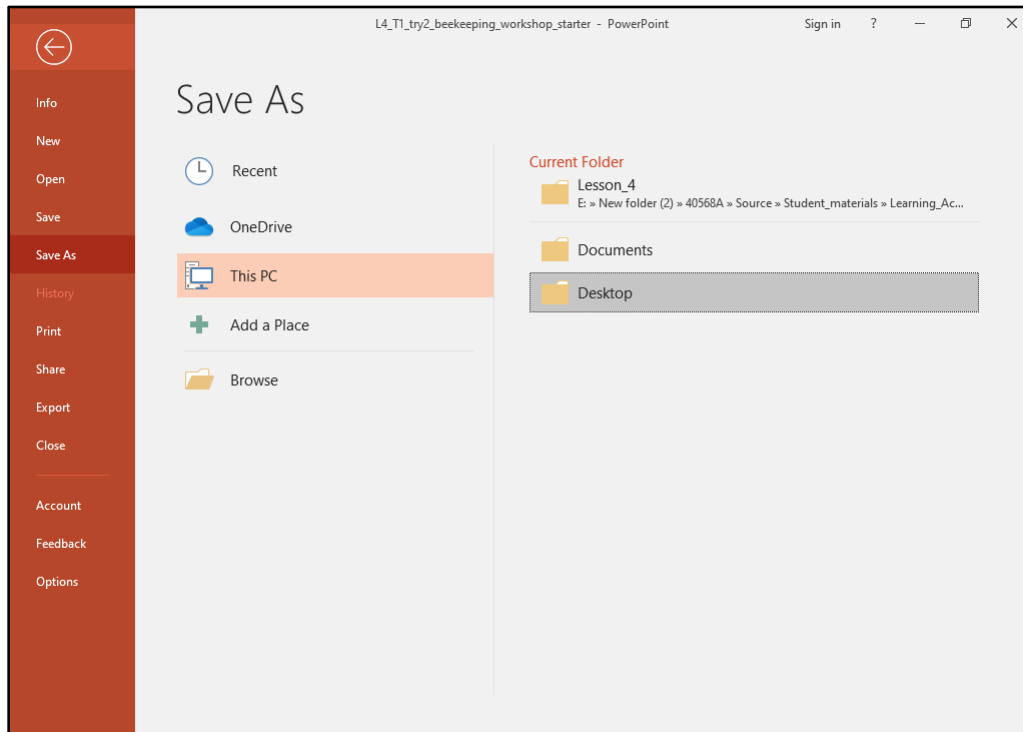


Figure 3: **Save As** window in **Backstage**

- Select F12 to open the **Save As** dialog box. Enter a suitable name for the presentation. Locate the folder in which to save the file and select **Save** or **Enter** on your keyboard.

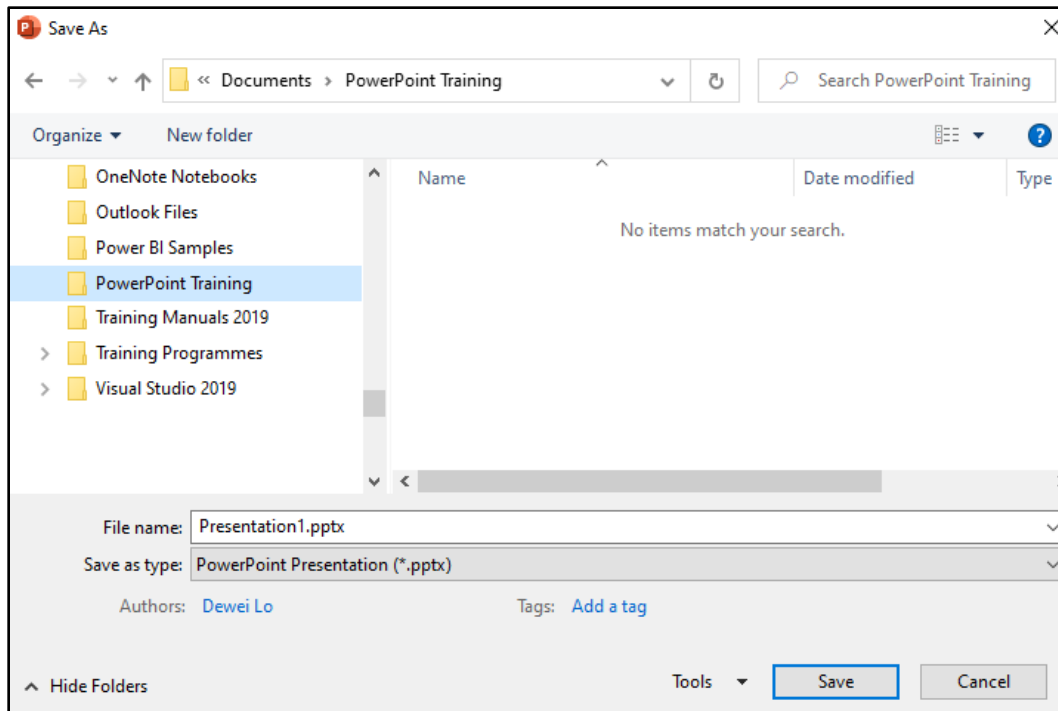


Figure 4: **Save As** dialog box

## Open a presentation

There are many methods to open an existing presentation including:

- Open PowerPoint and select the presentation from the **Recent** folder list.
- Go to **File**, then **Open** (Ctrl+O) and select the presentation from the **Recent** folder list. Or, select the location, such as a **OneDrive** location or **This PC** and locate the folder in which the file is stored. If you navigated to the wrong folder, select the **Up** arrow to navigate back through the file system. When you find the presentation, select it once and then select **Open** or **Enter** on your keyboard.
- Select Ctrl+F12 to access the **Open** dialog box, locate the folder in which the file is stored, select it once, and then select **Open** or **Enter** on your keyboard.
- Access the context menu (right-click) and select **Recent**, and then select **Open** or **Open a copy** from the submenu.

## Save an existing presentation

When a file has already been saved, you can save it again anytime, either by:

- Selecting **Save** on the **Quick Access Toolbar** (Ctrl+S).
- Via **File>Save**.
- Select **File>Save As** (or F12) to save the file using a different name or to save it to a different location.

## Activity: Show me how

In this activity your teacher will demonstrate to how create a new presentation, enter text, and save it.

### Resources required

You will need the following resources for this activity:

- PowerPoint 2019

### Activity instructions

Participate in the activity by following these instructions:

1. Open PowerPoint 2019 and select **Blank Presentation**.
2. Enter **Munson's** into the title slide.

## Try-it: Create and save a new presentation



This try-it is leveled. Try-it 1 will create a new presentation using the blank presentation template and Try-it 2 will create a presentation using a specific theme.

### Try-it 1

#### Resources

You will need the following resources for this try-it:

- Open PowerPoint if it is not already open.

## Instructions

The following are the general tasks to perform during this try-it:

1. Create a new presentation using the blank presentation template.
2. Enter your name into the title placeholder.
3. Enter any other information into the subtitle placeholder.
4. Save the presentation as **My\_presentation** and append your initials on the end.

## Try-it 2

### Resources

You will need the following resources for this try-it:

- Open PowerPoint if not already open.

### Instructions

The following are the general tasks to perform during this try-it:

1. Create a new presentation using the **Wood Type** theme or any other theme available in **Backstage** view.
2. Enter your name into the title placeholder and your state or region into the subtitle placeholder.
3. Save the presentation as **My\_presentation** and append your initials on the end.

## Topic 2: Insert slides and add text



Before describing how to add more slides and content, there are a few best practice behaviors to consider. Do you know the phrase “less is more?” Well, this is something you should always keep in mind when creating slides. Here are a few things to consider:

- Do you need to fit all of your content into one slide?
- Should you divide the content into several slides?
- Do you need full sentences, or can you use quick, snappy phrases in which you can elaborate when you present?

As you progress through this course, you will pick up many other hints and tips to make sure you are using PowerPoint as effectively as possible.

Now, back to inserting slides! In most cases, every time you create a presentation you will need to add extra slides. The first slide is usually an introduction slide (a posh way of welcoming your audience to your presentation). You will need additional slides to give further information to your audience.

## Insert additional slides

1. Select **New Slide** in the **Slides** group on the **Home** tab (or Ctrl+M) as depicted in Figure 5. The default **Title and Content** slide will pop into your presentation immediately after the slide that is currently selected.

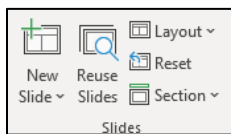


Figure 5: **Slides** group on the **Home** tab

2. Select the drop-down arrow on the **New Slide** button to choose a different type of slide from the available layout options. Depending on the theme that you are using, you might have different layouts than the one in the following image.

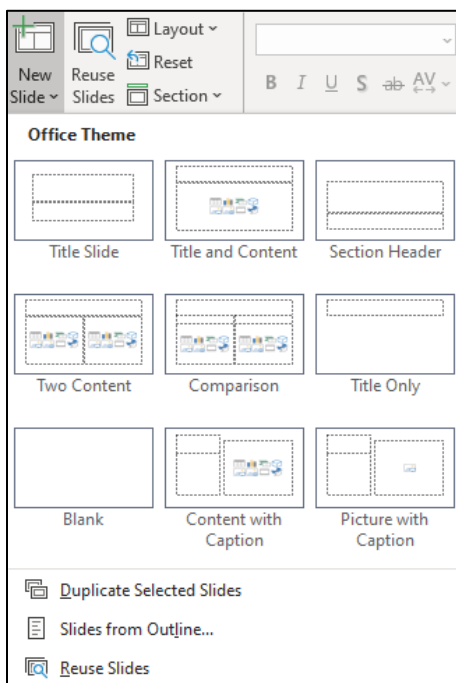


Figure 6: **New Slide** layout options



Alternatively,

- Select any slide thumbnail and then the **Enter** key, or
- Access the context menu (right-click) on any slide thumbnail and select **New Slide** or **Duplicate Slide**.

## Enter content into a slide

1. Add any additional slides you need.
2. Select the title placeholder and begin typing.
3. Select the content placeholder and begin entering text or select one of the options in the center of the placeholder, such as the **Pictures** option to insert a picture from your computer (refer to Figure 7).



*Figure 7: Options in a content placeholder*

As soon as you begin entering text the options will disappear. However, you can simply go to the **Insert** tab and use the appropriate command to insert whatever you need at any time. (Most of the options in the center of the placeholder will be covered in detail in later modules of this course. But feel free to experiment anytime!)

Any text you enter will automatically wrap to the next line if necessary.

If there is more text than can fit into the placeholder, PowerPoint will shrink the text to fit it all in. This is known as **AutoFit**. If this happens to you, don't panic, you have a couple of options:

1. Resize the placeholder by dragging the resize handles outward.
2. Turn off the **AutoFit** feature (the following link provides further information on how to do this).
3. Enter less text into the placeholder!



### **Additional information**

For additional information on AutoFit, go to: [Control text size in a placeholder by using AutoFit](#)

## Activity: Show and learn

In this activity, your teacher will insert additional slides into an existing presentation.

### Resources required

You will need the following resources for this activity:

- Open the presentation that you created in the previous topic's try-it.

### Activity instructions

Participate in the activity by following these instructions:

1. Follow along with the teacher's demonstration.
2. Ask questions if you are unsure about anything.

## Try-it: Insert slides and add text



There are three leveled try-its for inserting slides.

### Try-it 1

#### Resources

You will need the following resources for this try-it:

- Open **L1\_T2\_try1\_annual\_events\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks to perform during this try-it:

1. Open **L1\_T2\_try1\_annual\_events\_starter.pptx**.
2. Use any method to insert an additional slide at the end of your presentation.
3. Save the presentation.

### Try-it 2

#### Resources

You will need the following resources for this try-it:

- Open **L1\_T2\_try2\_annual\_events\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks to perform during this try-it:

1. Open **L1\_T2\_try2\_annual\_events\_starter.pptx**.
2. Use any method to insert an additional slide at the end of your presentation.
3. Enter the text **Fall Harvest Fest** into the slide title.
4. Save the presentation with the original name and append your initials on the end.

## Try-it 3

### Resources

You will need the following resources for this try-it:

- Open **L1\_T2\_try3\_annual\_events\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks to perform during this try-it:

1. Open **L1\_T2\_try3\_annual\_events\_starter.pptx**.
2. Use a keyboard shortcut to insert an additional slide at the end of your presentation.
3. Enter the text **Fall Harvest Fest** into the slide title.
4. Enter the following text into the slide content placeholder:
  - **Public event**
  - **Pumpkin carving and lots of fun**
  - **18 days in October**
5. Save the presentation with the original name and append your initials on the end.

# Wrap-up

Challenge your neighbor to name the options in the middle of a new slide's content placeholder before you name them. Then use these questions to check what you learned in this lesson:

1. The default second slide in a new presentation is the Title and \_\_\_\_\_ Slide.

*Fill in the blank space.*

2. What are the text boxes in a slide known as?

*Select the correct option.*

- a. Text boxes
- b. Placeholders
- c. Bulleted lists
- d. Shapes

3. On which tab will you find the **New Slide** command?

*Select the correct option.*

- a. View
- b. Design
- c. Insert
- d. Home

4. Which of the following keyboard shortcuts can you use to open an existing presentation?

*Select all that apply.*

- a. Ctrl+O
- b. F12
- c. Ctrl+F12
- d. Ctrl+M

# Lesson 2: Modifying slide content

## Overview

In this module you will use various techniques to modify slide content, including changing the slide layout and reusing content from other slides using copy and paste.

## Warm-up

In the wrap-up for the last lesson, you challenged your neighbor to name the options in the middle of a new slide content placeholder before you did. Was there any option you wanted to know more about? Make a note of it and in the next module, you will learn a great method of researching anything you are interested in learning. In the meantime, use these questions to find out what you already know about this lesson's topics:

1. On the **Home** tab, which of the following commands can you find in the **Clipboard** group?

*Select the correct option.*

- a. **Find**
- b. **Replace**
- c. **Clear Formatting**
- d. **Cut**

2. Which of the following methods can you use to duplicate a slide?

*Select all that apply.*

- a. Shift+D
- b. Ctrl+D
- c. Copy and Paste
- d. Ctrl+X

3. Which command on the **Home** tab can you use to set a slide back to the default settings?

*Select all that apply.*

- a. Layout
  - b. New Slides
  - c. Reuse Slides
  - d. Reset
4. Which of the following are standard layout styles?

*Select all that apply.*

- a. Blank
- b. Two Content
- c. Title and Content

## Topic 1: Reuse content in slides

Sometimes when you are creating or editing a presentation, you can save time by using content from other slides, which gives you more time to experiment with PowerPoint. As you might know, there are many methods to copy and paste content such as text, images, graphics, and slides. Here are a few of these methods:

### Copy content

1. Select the content you would like to copy, and then choose one of the following:
  - Select Ctrl+C.
  - Select the **Copy** button on the **Home** tab.
  - Access the context menu (right-click) and select **Copy**.
2. Select where you would like to paste the content and then choose one of the following:
  - Select Ctrl+V.
  - Select the **Paste** button on the **Home** tab.
  - Select the drop-down arrow on the **Paste** button on the **Home** tab and choose one of the paste options.
  - Access the context menu (right-click) and select **Paste**.
3. If you do not like the format of the pasted content, you can select the **Paste Options** button and switch to another method of pasting (refer to Figure 8).

The available **Paste Options** will depend on what you have copied.

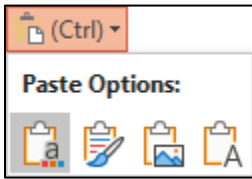


Figure 8: **Paste Options**

## Copy slides

1. Select the slide you wish to copy (use the Shift key to select multiple blocks of slides or use the Ctrl key to select random slides).
2. Access the context menu (right-click) and select **Copy** (or Ctrl+C).
3. Select the slide you would like to paste the slides after and access the context menu (right-click) and select **Paste** (or Ctrl+V).

## Duplicate slides

1. Select the slide you wish to duplicate (use the Shift key to select multiple blocks of slides or use the Ctrl key to select random slides).
2. Access the context menu (right-click) and select **Duplicate** (or Ctrl+D).

Note: you can also duplicate images using Ctrl+D. This avoids adding the content to the clipboard and you don't need to use the paste function. Excellent!

## Move content

If you want to move content around in a presentation, you can cut it. This will add it to the clipboard for pasting to the new position when you are ready. If you don't intend to reuse the content, delete it rather than cut it.

1. Select the content you would like to cut or move, then either use Ctrl+X, or select **Cut** on the **Home** tab, or access the context menu (right-click) and select **Cut**.
2. Select where you want to move the content, then use any method to paste it.

Alternatively,

- Select the content you want to move and simply drag and drop it to the new position using your pointer device.



### Additional information

For additional information on copying and pasting slides, go to: [Copy and paste your slides](#)

---

## Activity: Discuss and learn

In this activity, your teacher will ask you to propose methods to copy and paste content. The teacher will then demonstrate methods suggested by the students to copy text, slides, or images from one presentation to the other.

### Resources required

You will need the following resources for this activity:

- Open **L2\_T1\_act\_autumn\_winter\_starter.pptx** and **L2\_T1\_act\_planting\_schedule.pptx** in this lesson's Learning Activity Resources.

### Activity instructions

Participate in the activity by following these instructions:

1. Think about the different ways that you might copy and paste content.
2. Be prepared to share with the class when asked.

## Try-it: Reuse content on slides



This topic has three leveled try-its for reusing content from other slides.

### Try-it 1

#### Resources

You will need the following resources for this try-it:

- Open **L2\_T1\_try1\_summer\_events\_starter.pptx** in this lesson's Learning Activity Resources.



## Instructions

The following are the general tasks to perform during this try-it:

1. Copy the text **Pickle Camp** from the third slide and paste it into the second row of the table on slide 2.
2. Copy the text **Balloon & Blueberries** from the last slide and paste it into the third row of the table on slide 2.
3. Save the presentation with the original name and append your initials on the end.

## Try-it 2

### Resources

You will need the following resources for this try-it:

- Open **L2\_T1\_try2\_summer\_events\_starter.pptx** and **L2\_T1\_try2\_summer\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks to perform during this try-it:

1. Insert a new slide after the first slide on the **L2\_T1\_try2\_summer\_events\_starter.pptx** presentation.
2. Enter **Schedule** into the new slide title placeholder and delete the content placeholder.
3. Copy the table in **L2\_T1\_try2\_summer\_starter.pptx** and paste it on the new slide in **L2\_T1\_try2\_summer\_events\_starter.pptx** using the destination theme.
4. Save the Summer Events presentation with the original name and append your initials on the end.

## Try-it 3

### Resources

You will need the following resources for this try-it:

- Open **L2\_T1\_try3\_summer\_events\_starter.pptx** and **L2\_T1\_try3\_summer\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks to perform during this try-it:

1. Insert a new slide after the first slide on the **L2\_T1\_try3\_summer\_events\_starter.pptx** presentation.
2. Enter **Schedule** into the new slide title placeholder and delete the content placeholder.
3. Copy the table in **L2\_T1\_try3\_summer\_starter.pptx** and paste it on the new slide in **L2\_T1\_try3\_summer\_events\_starter.pptx** keeping the source formatting.
4. Insert **Hot\_air\_balloon\_magenta\_illustration.png** into the **Balloons and Blueberries** slide and position it so that it doesn't cover any text.
5. Save the **Summer Events** presentation with the original name and append your initials on the end.

## Topic 2: Change the slide layout



Most presentations use a Title Slide layout to introduce the presentation and take the chance to advertise their company. The second slide and beyond typically use the Title and Content slide layout. However, depending upon the theme or template that your presentation is based on, you might find many more slide layouts available that you want to choose. It doesn't matter if your slide already contains content, you can easily apply different slide layouts at any time. If you prefer, you can manually resize or reposition placeholders. Luckily, you can also reset the layout any time if your alterations are a little messy or you're not happy with it.

### Change slide layout

1. Select any slide that you wish to change and then select the **Layout** button in the **Slides** group on the **Home** tab (refer to Figure 9).
2. Select the layout you would like to apply.

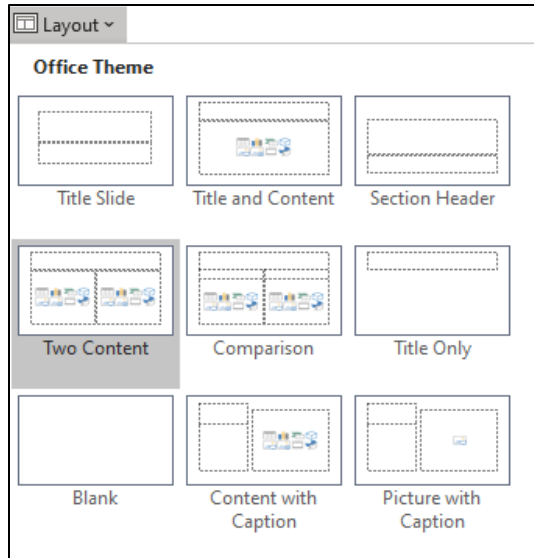


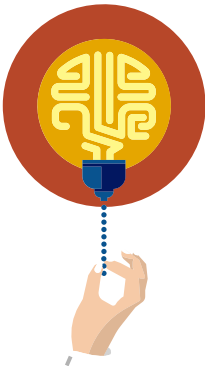
Figure 9: **Slide Layout** button

3. Any content already on the slide will be repositioned into the new layout (you might need to make a few tweaks).
4. If the layout is not suitable, go ahead and try another one.

## Reset slide layout

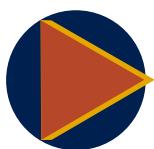
If you have manually resized or repositioned the default placeholders in a slide you can easily fix them.

- Select the slide you wish to reset back to default settings and select **Reset** in the **Slides** group on the **Home** tab, or
- Apply the same layout or another slide layout from the **Layout** button.



### Did you know?

Every presentation has a master! In fact, every presentation has three masters: the **Slide**, **Handouts**, and **Notes Page** masters! Can you think of any other place where it is politically correct to have a master?



### Video

To review the video on changing the slide layout go to: [Apply or change a slide layout](#)

---

## Activity: Show and learn

In this activity, your teacher will demonstrate how to change the layout of a slide with too much data.

### Resources required

You will need the following resources for this activity:

- Open **L2\_T2\_act\_events\_summary\_starter.pptx** in this lesson's Learning Activity Resources.

### Activity instructions

Participate in the activity by following these instructions:

1. Open **L2\_T2\_act\_events\_summary\_starter.pptx** and examine the contents of the slides.
2. Do you think they could be presented better?
3. Follow the teacher's demonstration on how to change the layout.

## Try-it: Change the slide layout



This is a standalone try-it in which you will work in pairs to decide the best layout for the slide content.

## Try-it

### Resources

You will need the following resources for this try-it:

- Open **L2\_T2\_try\_events\_summary\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks to perform during this try-it:

1. There are five slides in the presentation.
2. Decide with your partner which layouts best display the content.
3. Consider moving content around and inserting a couple of images from the media folder on any slide.
4. Save your work with the original name and append your names on the end.

## Wrap-up

Pose one question to your neighbor that addresses an important concept from this lesson. If they don't know the answer help them out. Then use these questions to check what you learned in this lesson:

1. How many standard layouts does a presentation normally have?

*Select the correct option.*

- a. 3
- b. 6
- c. 9
- d. 12

2. Which of the following statements are correct?

*Select all that apply.*

- a. The **Reset** command resets a slide to the default settings.
- b. You can use the **Layout** button to reset a slide to the default settings.
- c. To reset a slide to its default settings, it's best to delete it and create a new one.
- d. To reset a slide to its default settings, it's best to add a new slide and paste the content from the old slide into the new slide.

3. When you paste text from one presentation into another, which of the following options are available after you paste it?

*Select all that apply.*

- a. **Keep Source Formatting**
- b. **Use Destination Theme**
- c. **Pictures**

4. Which of the following commands are in the **Slides** group?

*Select the correct option.*

- a. **New Slide**
- b. **Paste**
- c. **Reuse Slide**
- d. **Section**

# Lesson 3: Exploring the interface and views

## Overview

In this module you will explore the PowerPoint interface, change the screen size, and change the screen view.

## Warm-up

Ask your neighbor if they have any questions or concerns about the course so far. Help them if you can or add a note for the "mud puddle" or "parking lot" if your class is using one. Then use these questions to find out what you already know about this lesson's topics:

1. Which area of the PowerPoint app has the following commands: **AutoSave**, **Save**, **Undo**, and **Redo**?

*Select the correct option.*

- a. **Quick Access Toolbar**
- b. **Status** toolbar
- c. **Mini** toolbar
- d. **File** tab

2. How can you access the **Backstage** view?

*Select the correct option.*

- a. Select the Windows key
- b. Select **Home**
- c. Ctrl+B
- d. Select **File**

3. Which tab would you select to change the slide size?

*Select the correct option.*

- a. **Home**
- b. **Design**
- c. **Transitions**
- d. **Review**

4. The ribbon is made up of several tabs which contain \_\_\_\_\_ of commands.

*Fill in the blank space.*

## Topic 1: Explore the interface

Now that you've had a chance to become familiar with PowerPoint, let's get you more acquainted with the finer details of the application.

At the top of the application there is a bar known as the ribbon, which holds several tabs, usually **File**, **Insert**, **Design**, **Transitions**, **Animations**, **Slide Show**, **Review**, **View**, and **Help**. Your ribbon might have different tabs. Each tab contains commands assembled in logical groups.

The first ribbon tab is **File**. When the **File** tab is selected it does not display a ribbon. Instead, it displays a panel on the left-side of the application and includes commands such as: **Home**, **New**, **Open**, **Info**, **Save**, **Save As**, **Print**, **Share**, and **Export**. This area is known as **Backstage** view.

- Think of the **Backstage** view as opening the curtain to access what is going on behind the presentation.
- When you have a presentation open and select the **File** menu, the **Home** window will be displayed.
- At any time, select the **back** arrow in **Backstage** view to return to the presentation, or select the Esc key on your keyboard.

When a presentation, even a blank one, is opened in PowerPoint, other elements in the application interface will become active. The slide area takes up most of the application area and a slide panel on the left displays each slide as a thumbnail.

Directly above the ribbon, in the upper-right corner of the application (in the **Title** bar), are the commands **Minimize**, **Restore**, and **Close** to manage the size of the screen.



Next to that you'll find **Ribbon Display Options** (refer to Figure 10). From here, there are three options that can be selected to hide or collapse the ribbon. For example, if your device is small, temporarily collapsing the ribbon could be helpful, allowing you more space to work. You can bring it back into view at any time when you need it.

- **Auto-hide Ribbon:** Hide the ribbon. Select the top of the application to show it. As soon as you select this option, the entire ribbon will collapse. To display the ribbon for a quick view or access of the commands, simply select **More**, which is represented by the ellipses (...) at the top right of the window or select the Alt key. To fully restore and show the ribbon and commands again, select the third option.
- **Show Tabs:** Show ribbon tabs only. Select a tab to show the commands. This will collapse the commands, leaving the tab names only. However, the commands are still accessible from the tab name.
- **Show Tabs and Commands:** Show ribbon tabs and commands at the same time. This is the default view, where the entire ribbon is expanded displaying all the tabs and their associated commands.

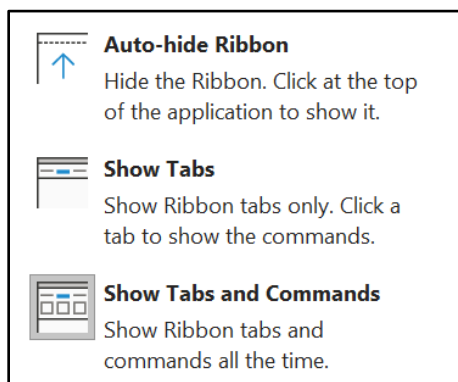


Figure 40: **Ribbon Display Options**

Note: if you double-click on any tab label twice, the ribbon will automatically hide. Double-click again to show the full tabs and commands.

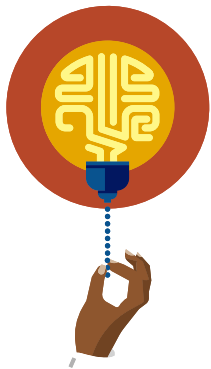
On the opposite side of the ribbon is the **Quick Access Toolbar**. The **Quick Access Toolbar** can be displayed above or below the ribbon and can be customized to your needs, similar to any other Office application. By default, the **Quick Access Toolbar** will display the **AutoSave, Save, Undo, Redo, Start From Beginning** and a drop-down menu.

**Search** (also known as **Tell Me**) is in the center of the **Title bar**. There should never be any need for you to struggle in PowerPoint. Help is always nearby! Alternatively, you can use the "old school" method to get help by using the F1 key on your keyboard or by using the **Help** tab on the ribbon. **Search/Tell Me** is also available in other Office 2019 and Office 365 applications and is in the same position for each application.

The status bar, which is near the bottom of the presentation, includes the number of slides in the presentation, the language currently in use, options to expand or collapse the **Notes** panel, and various screen views (refer to Figure 11). You can also use the zoom tool's slider to zoom in or zoom out of the slide.



Figure 51: Status bar



### Did you know?

PowerPoint was created in April 1987 and purchased by Microsoft in July 1987. Back then it was probably a little clunky, and not as slick and effortless to use as it is these days.

## Explore the ribbon

Here is a brief description of the tabs within the ribbon. Note that your tabs might be slightly different.

- **File (Backstage view):** Access and manage application and presentation settings; open, save, and print your file.
- **Home:** The popular tools and commands used most, like the **Font**, **Paragraph**, **Drawing**, and **Editing** groups.
- **Insert:** Add objects and elements into your slide, such as images, illustrations, comments, and headers and footers.
- **Draw:** Draw on screen with a digital pen, convert ink to a shape and convert ink to math. (If your device is not touch-screen enabled you might need to add this tab to the ribbon via **File>Options**).
- **Design:** Apply design themes, variants, and alter slide size.
- **Transitions:** Apply transitions to slides, meaning how the slides move from one to the other when running a Slide Show.
- **Animations:** Apply interesting effects to graphics or text when running a Slide Show. (You'll have some fun experimenting with transitions and animation effects in Module 6).
- **Slide show:** Run a Slide Show, rehearse timings, and create custom shows.
- **Review:** Perform proofing, use Smart Lookup, add comments, and track changes.

- **View:** Manage presentation views, zoom in and out, arrange presentation windows, and access the slide masters.
- **Help:** Access PowerPoint help, contact Microsoft support, give feedback about PowerPoint and access learning.

## Activity: Guess and tell

A guess and tell activity requires you to pay close attention to the demonstration so that you can respond to the teacher's question or prompt.

### Resources required

You will need the following resources for this activity:

- Any open presentation or create a new blank presentation.

### Activity instructions

The following are the steps to perform during this activity:

1. Observe as the teacher demonstrates the different PowerPoint interface elements.
2. Follow along with the steps and note where the teacher has navigated so that you have a solid understanding of each interface element. Pay close attention to each command that the teacher mentions and note the group and tab on which it resides.
3. The teacher might ask you to guess the purpose of a command. You might be able to identify commands not specifically called out in this activity.
4. Feel free to share your knowledge with your classmates or ask your teacher questions to get further clarification. For example:
  - What is the purpose of the **Quick Access Toolbar**?
  - When you select **File**, you are taken to **Backstage** view. Why is it called **Backstage** view?
  - How can I change the bullets to anything I want?

## Try-it: Explore the interface



Explore the PowerPoint interface on your device to locate key elements. When you find the key elements, consider their purpose.

## Try-it

### Resources required

You will need the following resources for this activity:

- Any open presentation or create a new one and **L3\_T1\_try\_interface\_starter.docx**.

### Instructions

1. Refer to the first column on the table in **L3\_T1\_try\_interface\_starter.docx**.
2. Identify the commands to locate in the interface.
3. Fill in the columns in the table.
4. If you need help, ask your teacher to pair you up with a partner.

## Topic 2: Change presentation views and slide size



One day you might find yourself having to present important information to a number of people, including your colleagues and boss. Depending upon the capabilities of the projector or whatever device you are using to present your slides, you might need to change the size or view settings.

### Change the Presentation View

As with any Office application, occasionally you will need to change the screen view. The default view is **Normal View**. You can change the view using **File>Options**. The following figure provides more information.

- To change the view, go to the **View** tab and select the preferred option.

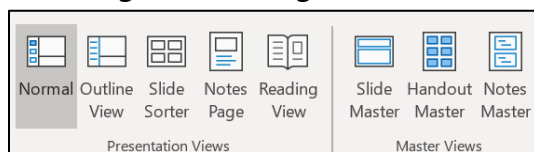


Figure 62: The **Presentation Views** and **Master Views** groups on the **View** tab

- Select your preferred option from the status bar. Note: There are not as many view options on the status bar (Figure 13).



Figure 13: **Presentation Views** in status bar

**Normal View:** The most commonly used view for editing slides. The current slide is the main focus on the screen, with the slide thumbnails on the left. You can display or hide the speaker notes area.

**Outline View:** The emphasis is on the text, not the slides and is great for moving text from slide to slide and for demoting or promoting bullets and headings.

**Slide Sorter View:** Great for organizing slides and grouping slides into sections.

**Notes Page View:** The emphasis is on the speaker notes area. The best practice is to add anything you intend to mention in a presentation, rather than typing everything into the slide itself. You can then print the notes pages as a handy guide while presenting. Even the most experienced and confident speakers occasionally "lose the plot" and need a little guidance.

**Reading View:** This view displays the presentation in full screen, which can be useful as a sneak preview of how the slides will display during a Slide Show, without having to switch into Slide Show mode.

**Slide Show View:** This view can be accessed via the status bar or via the **Slide Show** tab. F5 will run the show from the beginning and Shift+F5 will run the show from the current slide.

**Presenter View:** This view is accessed via the **Slide Show** tab and is great for using while presenting your slides because you can view your notes, but your audience can't. You will only be able to notice what happens with this view during a Slide Show.

**Master Views:** These commands control the contents of the entire presentation. You'll learn more about these in Module 7.



### **Additional information**

For additional information on changing the view, go to: [Choose the right view for the task in PowerPoint](#)

For additional information on changing the default view, go to: [Change the default view](#)

## Change the slide size and orientation

Unlike Microsoft Word, it is not possible to change the size of individual slides in a presentation like you can with a Word document. Similarly, you cannot change the orientation of individual slides. It's all or nothing!

1. Select the **Design** tab and the **Slide Size** command from the **Customize** group.
2. Select **Standard (4:3)**, **Widescreen (16:9)** aspect ratio.

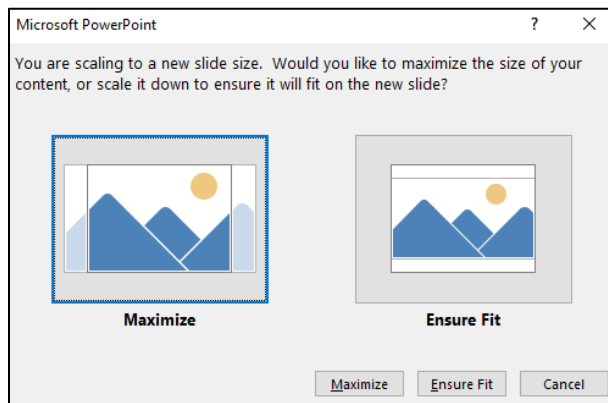


Figure 74: **Maximize** or **Ensure Fit** dialog box

3. For further options, such as **A4** or **Overhead**, select the **Design** tab and the **Slide Size** command then **Custom Slide Size** to open the **Slide Size** dialog box (Figure 15).
4. Select the drop-down arrow under **Slides sized for** to choose an option or manually edit the **Width** and **Height** if you need to.
5. Use this dialog box to switch from **Portrait** to **Landscape** and vice versa.

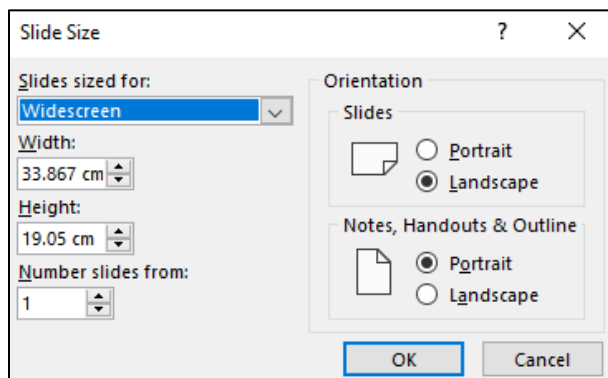
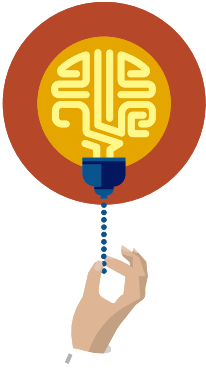


Figure 85: **Slide Size** dialog box



### Did you know?

**Widescreen (16:9)** aspect ratio is the most common ratio for television and computer monitors. Do you have a TV at home? What's the ratio of it? Is it the same as all your classmates?



### Additional information

For additional information on changing the slide size, go to: [Change the size of your slides](#)

---

## Activity: Guess and tell

Your teacher will change the view of a presentation and ask you to guess why you might use that view.

You will need the following resources for this activity:

- Open **L3\_T2\_act\_staff\_profiles\_starter.pptx** in this lesson's Learning Activity Resources.

### Activity instructions

Participate in the activity by following these instructions:

1. Observe as the teacher demonstrates the different PowerPoint views.
2. Follow along with the steps and note where the teacher has navigated, so that you have a solid understanding of where to go to change the view.
3. The teacher will ask you to guess the purpose of a view.
4. You will soon have the opportunity to change the screen view in the try-it that follows.

## Try-it: Change presentation views and slide size



This is a leveled try-it to change the screen view.

### Try-it 1

#### Resources

You will need the following resources for this try-it:

- Open **L3\_T2\_try1\_staff\_profiles\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks to perform during this try-it:

1. Change the slide size to **Standard (4:3)** and ensure fit.
2. Save the presentation with the original name and append your initials on the end.

### Try-it 2

#### Resources

You will need the following resources for this try-it:

- Open **L3\_T2\_try2\_staff\_profiles\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks to perform during this try-it:

1. Change the slide to 35 cm slide and ensure fit.
2. Delete the notes in all slides containing notes.



# Wrap-up

Are there any concerns that are still unanswered by any of your classmates? Can you help clear them up? If not, use these questions to check what you learned in this lesson:

1. Which of the following views do you use to edit slides in PowerPoint?

*Select the correct option.*

- a. **Outline**
- b. **Slide Sorter**
- c. **Reading View**
- d. **Normal**

2. To display a presentation as if it were a slide show—but without running a slide show—which view would you use?

*Select the correct option.*

- a. **Outline**
- b. **Slide Sorter**
- c. **Reading View**
- d. **Normal**

3. To change the slide size to A3, what sequence of steps would you follow?

*Indicate the correct sequence by adding numbers 1 through 4 next to the following items.*

- a. Select **Custom Slide Size** - \_\_\_\_\_
- b. Select the **Design** tab - \_\_\_\_\_
- c. Select **Maximize** or **Ensure Fit** - \_\_\_\_\_
- d. Select **A3** from the drop-down arrow - \_\_\_\_\_

4. In which group will you find these commands?

- **Duration**
- **Fly In**
- **Notes Page**
- **Text box**

*Categorize the following items by adding the appropriate group name next to each item.*

- a. **Duration** - \_\_\_\_\_
- b. **Fly In** - \_\_\_\_\_
- c. **Notes Page** - \_\_\_\_\_
- d. **Text Box** - \_\_\_\_\_

# Lesson 4: Designing a presentation

## Overview

In this lesson you will apply a design theme to a presentation, select different design variations, and edit the slide background.

## Warm-up

Ask your neighbor what their favorite topic has been so far in PowerPoint. Have they been able to use it for any of their other classes? Then use these questions to find out what you already know about this lesson's topics:

1. Which of the following statements are true?

*Select all that apply.*

- a. A design theme contains built-in colors.
  - b. A design theme contains built-in bullet styles.
  - c. It is not possible to change the built-in font in a design theme.
  - d. You can only apply one theme to a presentation.
2. To apply a textured background to a presentation from the **Design** tab, what sequence of steps would you follow?

*Indicate the correct sequence by adding numbers 1-4 next to the following items.*

- a. Select **Format Background** - \_\_\_\_\_
  - b. Select any texture - \_\_\_\_\_
  - c. Select the **Texture** drop-down arrow - \_\_\_\_\_
  - d. Select **Picture or texture fill** - \_\_\_\_\_
3. To change the color scheme of a presentation, start the process by going to the \_\_\_\_\_ tab.

*Fill in the blank space.*

4. To apply a custom theme to a presentation, what sequence of steps would you follow?

*Indicate the correct sequence by adding numbers 1-4 next to the following items.*

- a. Select **Browse** for themes - \_\_\_\_\_
- b. Locate the theme and select **Open** - \_\_\_\_\_
- c. Select the **More** arrow in the **Themes** group - \_\_\_\_\_
- d. Select the **Design** tab - \_\_\_\_\_

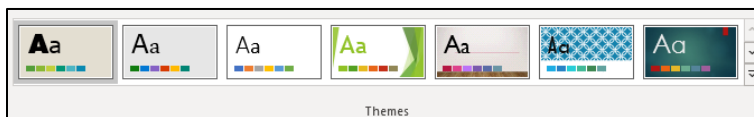
## Topic 1: Design a slide

When you create a new presentation, you can apply a design theme immediately or you can apply a design when you have the core content written. You can apply the built-in themes quickly and you can customize them, for example, to match company branding. In fact, you can use any presentation as if it was a theme to apply to other presentations. But why bother? There are many reasons, and here are a few:

- The entire presentation will have a similar appearance, avoiding "death by PowerPoint" thoughts.
- Consistency across your slides is easier for your audience to consume.
- The font color, font type, background colors, and bullets will be coordinated and less likely to have accessibility issues such as color contrast problems.
- Applying themes saves time and is super easy!

### Apply a theme

1. Select the slides for which you want to apply a theme and go to the **Design** tab.
2. Select the theme thumbnail you want to apply from the **Themes** group (Figure 16).
3. Select the **More** arrow for more themes.



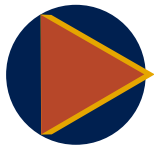
*Figure 96: Themes group*

4. Select **Browse for theme** to locate any themes available to you or to access any presentation that you would like to use as a theme. Theme files will have the extension .thmx.

## Design Ideas

If you have access to the Internet, it's likely that you have already noticed the persistent **Design Ideas** feature. As soon as you insert any type of image or even sometimes as soon as you enter text, the **Design Ideas** pane opens on the screen. All you need to do is select any of the suggestions that are offered. It's fantastic! The most difficult part is deciding which option to choose. If **Design Ideas** does not open automatically, go to the **Design** tab and select the **Design Ideas** command.

**Note:** You will need internet access to get the full benefit of this feature.



### Video

To review the video on applying themes to your slides, go to: [Add color and design to your slides with Themes](#)

---

## Activity: Think-pair-share

In this activity, you will work in pairs to create a quick presentation and apply any theme available to you. Use **Design Ideas** if this feature is available. There are a couple of themes stored in your learning resources folder that you can use if needed.

### Resources required

You will need the following resources for this activity:

- Create a blank presentation.

### Activity instructions

Participate in the activity by following these instructions:

1. Work with a partner to create a new presentation with a maximum of four or five slides.
2. Take a minute or two to decide on the topic or choose one of the following:
  - a. Any sport or fitness activity
  - b. The life of a happy pet
  - c. Any school topic
  - d. Favorite book or author
  - e. The best things about PowerPoint
3. Enter a couple of lines of text on each slide and apply any design theme.

4. Apply any suggestions from the **Design Ideas** pane if you like.
5. Save the presentation as **Our\_presentation** and append your names on the end.
6. Compare your creation with another pair or group. (Sometimes observing other people's creations can give you inspiration for the future!)
7. You can use your presentation for the next topic try-it.

## Topic 2: Edit the slide design



Imagine you inherited a presentation and you wanted to know what theme was already applied, or that you didn't like the color scheme or the theme that had been applied. Luckily, it's easy to figure out what theme has been applied and apply a different one. You can even apply different themes to different slides in the same presentation.

### Edit Slide Design

To discover which theme has been applied to a presentation:

When you move your pointer device over any of the thumbnails in the **Themes** group, a screen tip will indicate that slides that have the theme applied; for example, **Integral:** used by all slides or **Office theme:** used by slides 3-4.

To remove the themes from a presentation:

1. Select all slides in the presentation by selecting any slide thumbnail and then using Ctrl+A or by selecting **Select** from the **Editing** group on the **Home** tab and then **Select All**.
2. Select the **Office Theme** thumbnail in the **Themes** group on the **Design** tab.

To change the colors used in a design theme:

- Select the option you would like to apply from the **Variants** group on the **Design** tab, or
- Select the **More** drop-down arrow to access further options (Figure 17):
  - **Colors** will offer a huge list of color schemes to apply.
  - **Fonts** will allow you to change the entire font theme for the presentation.

- **Effects** offer lots of interesting effects that will be applied to graphics in a presentation.
- **Background** allows you to change the background color of your slides.

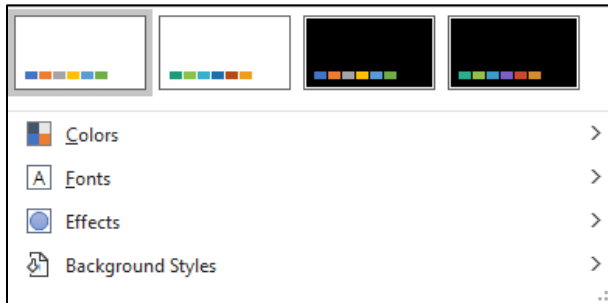


Figure 107: **Variants** group

## Format slide background

When you apply a theme to a presentation, it includes the background color and there is usually no need to change it. However, you might still need to occasionally change it; for example, an unsuitable color contrast might obscure your slide content or your company might have specific colors that you need to use.

To format the background:

1. Select the slides for which you want to change the background.
2. Select the **Format Background** command in the **Customize** group on the **Design** tab (Figure 18).
3. Select from:
  - **Solid Fill**: To apply a specific color or set the transparency.
  - **Gradient Fill**: To apply a linear, radial, or other effect.
  - **Picture or texture fill**: To apply an image to the slide background or apply a built-in texture.
  - **Pattern fill**: To apply a customized pattern.
  - **Hide background graphics**: To remove any graphics that belong to the slide master – useful when graphics detract or get in the way of slide content.
4. Depending upon which option you select, **Format Background** will offer many choices (you can have hours of fun here!).
5. Select **Apply to All** if you would like to apply your changes to the entire presentation.

6. Select **Reset Background** to set the slide back to the theme default settings.

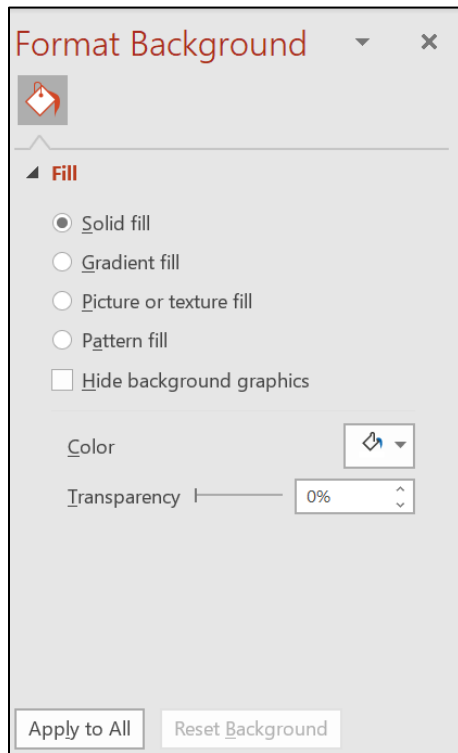


Figure 18: **Format Background** pane

One of the best methods to understand these options is to experiment. You can always undo anything you don't like or close the presentation without saving it.



### Additional information

For more information on creating your own theme or color scheme, go to: [Create your own theme in PowerPoint](#)

## Activity: Challenge

In this activity you will investigate what theme, font, and color scheme has been applied to a presentation.

### Resources required

You will need the following resources for this activity:

- Open **L4\_T2\_act\_Munsons\_vegetables\_starter.pptx** in this lesson's Learning Activity Resources.



## Activity instructions

Participate in the activity by following these instructions:

1. Investigate the following and note the answers:
  - What theme has been applied to the presentation?
  - If there is more than one theme, to which slides have they been applied?
  - What color scheme has been used?
  - What **Font** theme has been used?
2. If you are having difficulty, ask your teacher or a fellow classmate for help.

## Try-it: Edit the slide design



In this try-it you will edit the presentation you created earlier by applying a slide variant and specific background to the first slide.

## Try-it

### Resources

You will need the following resources for this try-it:

- Open **Our\_presentation.pptx** (the presentation you created earlier with your partner) in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks to perform during this try-it:

1. Apply a different color scheme to the entire presentation.
2. Apply a different background color to the first slide.
3. Compare your changes with your partner.

# Wrap-up

As this is the last lesson before your first Cornerstone, take this opportunity to ask for help to solve any questions or clarify any topics covered in this module. Then, use the following questions to check what you learned in this lesson:

1. What is the keyboard shortcut to select all slides in a presentation?

*Select the correct option.*

- a. Ctrl+S
- b. Ctrl+D
- c. Ctrl+A
- d. Ctrl+T

2. Which of the following statements are false?

*Select all that apply.*

- a. All slides must have the same design theme applied.
- b. You can apply a maximum of two themes to a presentation.
- c. You cannot change the background of individual slides; they all have to be the same.
- d. You need internet access to change the design theme.

3. You can discover the theme that has been applied to a presentation by hovering your pointer device over the \_\_\_\_\_ in the **Themes** group.

*Fill in the blank space.*

4. In which group will you find the following commands?

- **Colors**
- **Browse for theme**
- **Format Background**
- **Design Ideas**

*Categorize the following items by adding the appropriate group name next to each item.*

- a. **Colors** - \_\_\_\_\_
- b. **Browse for theme** - \_\_\_\_\_
- c. **Format Background** - \_\_\_\_\_
- d. **Design Ideas** - **Designer** - \_\_\_\_\_

## Glossary

<b>Placeholder</b>	Default text boxes for entering text on any slide.
<b>Slide Layout</b>	Built-in styles containing placeholders to easily re-align data on a slide. Most popular are the <b>Title Slide</b> and the <b>Title and Content</b> layouts.
<b>Design theme</b>	Built-in themes that can be applied to any presentation. The default theme is the Office Theme. Most companies will have a preferred design theme.
<b>Paste Options</b>	When data is pasted, a <b>Paste Options</b> button will immediately appear to change the paste type to something else. For example, change <b>Use Destination Theme</b> to <b>Keep Source Formatting</b> .
<b>Design Ideas</b>	A helpful feature that can help give your slides a makeover.

*Table 2: Glossary terms and definitions*

# Cornerstone

## Overview

You have recently moved from the Finance team to the Events Management team and need to create a flyer in PowerPoint advertising the next Blueberries and Balloons event. You also need to update an existing presentation that will be used for future intern inductions.

## Objectives

The following table outlines the Cornerstone objectives and their corresponding Microsoft Office Specialist (MOS) exam objectives.

<b>Create a presentation</b>	<ul style="list-style-type: none"> <li>• Not mapped</li> </ul>
<b>Modify slide content</b>	<ul style="list-style-type: none"> <li>• 2.1.3: Insert slides and select slide layouts</li> </ul>
<b>Modify screen size and view</b>	<ul style="list-style-type: none"> <li>• 1.2.1: Change slide size</li> <li>• 1.2.2: Display presentations in different views</li> </ul>
<b>Design a slide</b>	<ul style="list-style-type: none"> <li>• 2.2.2: Modify individual slide backgrounds</li> </ul>

*Table 3: Cornerstone objectives*

## Duration

30-40 minutes

## Instructions

1. Complete the following tasks for each file.
2. When saving your file, add your name to the end of the filename, for example: "Event\_Flyer\_Dwayne\_Espino." Follow your teacher's directions for where to save your files.

3. When you finish the Cornerstone, assess your completion and enter the points you think you earned within the following task lists. Ask your teacher for help if you need it.

## Tasks

You will work with two files in this Cornerstone. The following are the tasks for each file:

### File 1: Cornerstone1\_annual\_events\_starter.pptx

#### Task: Create and save a presentation (2 points)

1. Create a new blank presentation. (1 point)
2. Save the file as **Event\_flyer** and append your name on the end. (1 point)

Points scored: \_\_\_\_\_ / 2

#### Task: Copy a slide (4 points)

1. Open **Cornerstone1\_annual\_events\_starter.pptx**. (1 point)
2. Copy slide **6** and paste it into the **Event\_flyer** presentation. Keep the source formatting. (2 points)
3. Delete the title slide. (1 point)

Points scored: \_\_\_\_\_ / 4

#### Task: Change the slide size (2 points)

- Change the slide **1** size to **A3** ensuring maximum fit. (2 points) (Exam objective 1.2.1)

Points scored: \_\_\_\_\_ / 2

#### Task: Edit slide content (2 points)

1. Edit the text in the placeholder as follows:
  - a. **Summer festival with hot air balloons, food, and fun**
  - b. **Starts at 1pm daily**
  - c. **20-24 August**
2. Close and save the Event\_flyer presentation.

Points scored: \_\_\_\_\_ / 2

FILE 1 TOTAL POINTS: \_\_\_\_\_ /10

## File 2: Cornerstone2\_staff\_profiles\_starter.pptx

### Task: Change the slide layout (2 points)

- Change the slide layout of slide numbers **3** and **7** so that they are using the same layout as slides 2, 4, 5, and 6. (1 points) (Exam objective 2.1.3)

Points scored: \_\_\_\_\_ / 2

### Task: Insert slide (2 points)

1. Insert a new slide at the end of the presentation using the **Two Content** layout. (1 point) (Exam objective 2.1.3)
2. Enter **Vacancies** into the title placeholder. (1 point)

Points scored: \_\_\_\_\_ / 2

### Task: Format the slide background (2 points)

- Hide the background graphics in all slides except the first slide. (2 points) (Exam objective 2.2.2)

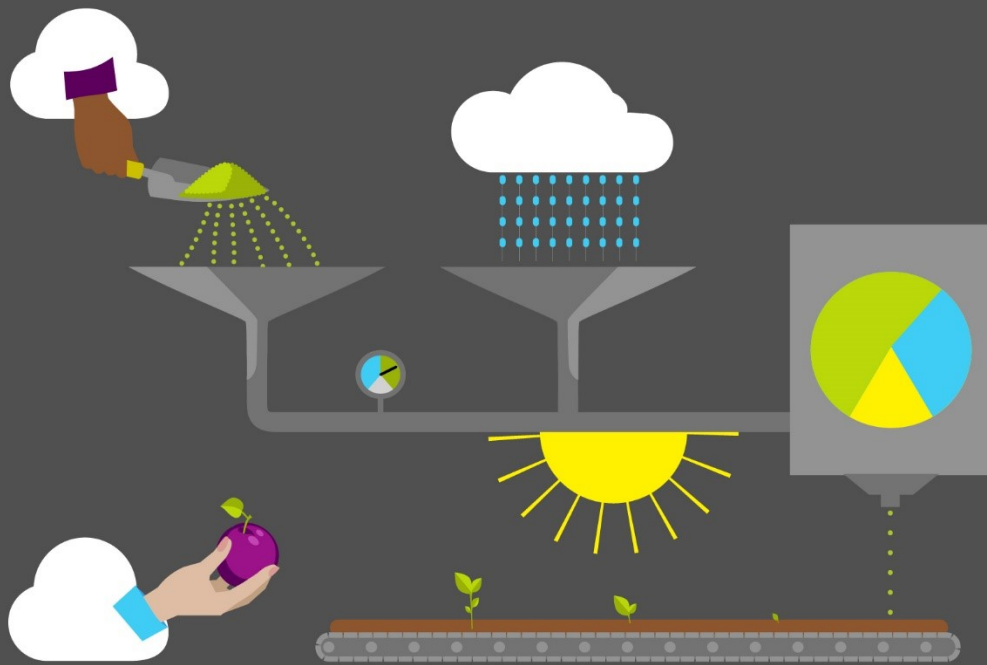
Points scored: \_\_\_\_\_ / 2

### Task: Change screen views (2 points)

- Hide the **Notes** pane, leaving the slide at 70% zoom. (2 points) (Exam objective 1.2.2)

Points scored: \_\_\_\_\_ / 2

FILE 2 TOTAL POINTS: \_\_\_\_\_ / 8



# Student Guide

40568A

Microsoft PowerPoint associate  
2019

Module 2: Managing content on slides

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# Module overview

## Description

As you discovered in Module 1, creating a presentation in Microsoft PowerPoint is relatively easy. You can create a great presentation in a few minutes. Keep in mind, however, that you can always add extra touches to make your presentation even better and more informative, not only for yourself but also for your audience and other users.

In this module, you'll learn how to use Microsoft PowerPoint 2019 to manage content on slides. You'll begin by adding headers, footers, and page numbers to slides, and formatting text, which includes applying and removing bullets or numbering. You'll then move on to the important task of proofing your presentation, because no matter how hard you work on any document, people always notice any spelling and grammar errors!

Do you know the phrase "why reinvent the wheel"? Well, in this module, you'll learn how to reuse slides from other presentations and how to create a presentation by using a Word document. This will save you from having to create slides from scratch.

Finally, you'll learn how to import linked text from Microsoft Word and insert hyperlinks to other documents, webpages, or places within the same presentation.

At the end of the module, you'll complete a Cornerstone project, and throughout each lesson, there will be various activities and try-its. All these activities will help you become a PowerPoint wizard.

The following table outlines the lessons in this module and their corresponding objectives.

Lesson	Learning objective	Exam objective(s)
Inserting slide headers and footers	Add header and footer content.	<ul style="list-style-type: none"> <li>• 2.2.3</li> </ul>
Formatting text	Format text and create bulleted or numbered lists.	<ul style="list-style-type: none"> <li>• 3.1.1</li> <li>• 3.1.2</li> <li>• 3.1.3</li> </ul>
Proofreading and getting insights	Perform a spell check and use Smart Lookup.	<ul style="list-style-type: none"> <li>• NM</li> </ul>

Lesson	Learning objective	Exam objective(s)
Importing content	Create a presentation from an existing Word document and reuse slides from other presentations.	<ul style="list-style-type: none"> <li>• 2.1.1</li> <li>• 2.1.2</li> </ul>
Adding linked content	Add linked content by using Paste Special and insert hyperlinks.	<ul style="list-style-type: none"> <li>• 3.2.1</li> </ul>
Cornerstone: Creating a presentation for a cookbook-launch party	Edit an existing presentation and use a Word outline to create a presentation for the cookbook launch party.	<ul style="list-style-type: none"> <li>• All the above</li> </ul>

*Table 1: Objectives by lesson*

## Scenario

The farmers market team at Munson's Pickles and Preserves Farm manages the farm store and all local farmers market stands. As an intern on the Events Management team, you're helping to promote the farmers market and a cookbook that'll soon be launched. To do this, you'll create presentations that reuse content from existing documents and presentations, and you'll modify the content per the requirements.

## Cornerstone

The Events Management intern must create presentations that highlight farm produce and offer a preview of the upcoming cookbook.

The events team has a Word document outline that needs to be converted for the cookbook preview presentation. In the Cornerstone, you'll:

- Import content by using a Word outline and Paste Special and reusing slides.
- Add header and footer content.
- Format text and apply bullets and numbering.
- Create a hyperlink to another place in the same presentation.

# Lesson 1: Inserting slide headers and footers

## Overview

This lesson introduces you to the PowerPoint features for adding headers, footers, and page numbers to slides in a presentation.

## Warm-up

What do you remember from Module 1? Ask your neighbor what their favorite topic was.

Use these questions to find out what you already know about this lesson's topics:

1. How many fields can be used to enter information in a slide footer?

*Select the correct option.*

- a. 1
- b. 2
- c. 3
- d. 4

2. How many fields can be used to enter information in a notes or handout header and footer?

*Select the correct option.*

- a. 1
- b. 2
- c. 3
- d. 4

3. Which of the following statements are correct?

*Select all that apply.*

- a. There are no fields that can be edited on a slide header.
  - b. You can only add a header to a notes page or a handout.
  - c. All footers must be the same on every slide.
  - d. The date and time can only be entered in the header.
4. The date and time can be entered into a presentation footer so that it either updates automatically or it is \_\_\_\_\_.

*Fill in the blank space.*

## Topic 1: Insert slide footers



You might find it useful to add information into a presentation slide footer. For example, if you printed the presentation, having it time-stamped could help you ensure that you have a copy of the most up-to-date version. The footer has three fields by default that can display the date and time, slide numbers, and any other information that you wish to display on each slide. The footer is hidden until you enter data into it, and it is usually positioned at the bottom of each slide. At Munson's, the preferred option is to have the words Munson's Pickles and Preserves Farm in the footer of every slide except the first slide.

### Enter information in a slide footer

To create a footer and enter information in it, perform the following steps:

1. Select the **Insert** tab, and then select Header & Footer in the **Text** group. The **Header and Footer** dialog box opens with a Slide tab and a Notes **and** Handouts tab.
2. On the **Slide** tab, there are three fields that you can choose to include on a slide.
3. To add the date and/or time to a slide, tick the check box next to the Date **& Time** and then choose whether the date should be automatically updated or if you would prefer a fixed date. If you select Update automatically, you can then choose the style of date to display from the drop-down lists. If you select Fixed, you can enter the date and/or time however you wish, and it won't be updated unless you edit it.
4. To add the slide number to a slide, select the check box next to Slide number.

- To add more information into a slide, select the check box next to Footer, then enter the information that you want added into the box. The following screenshot depicts the **Header and Footer** dialog box:

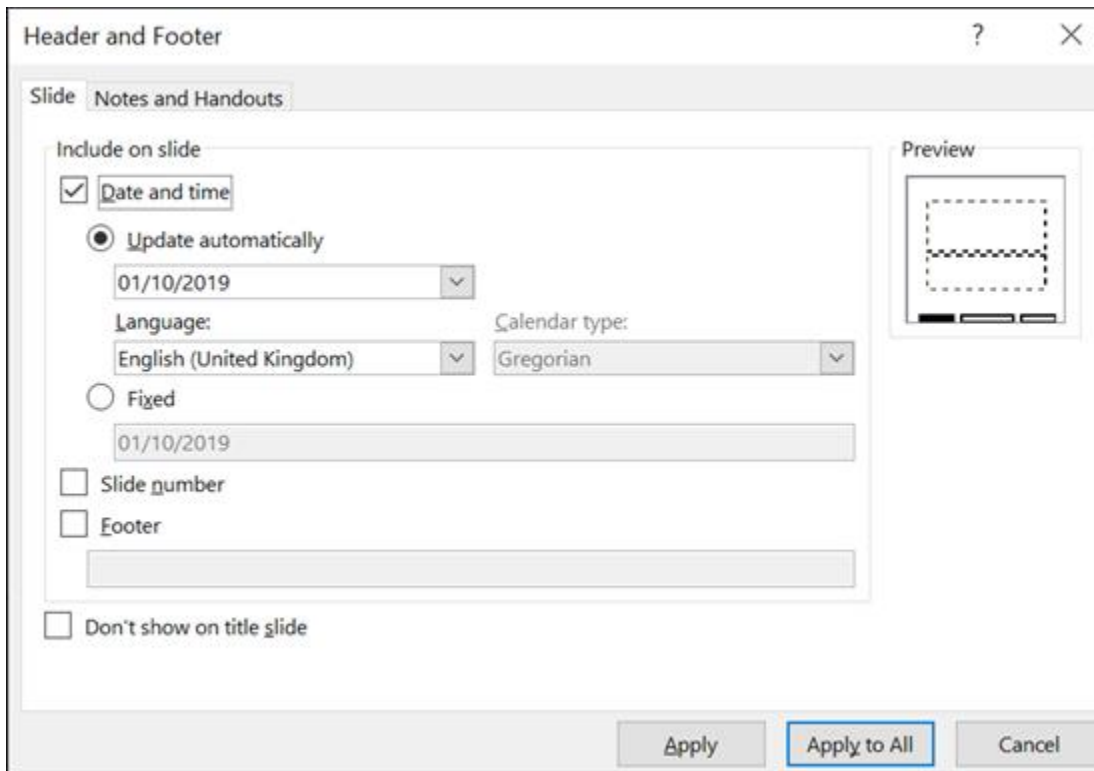
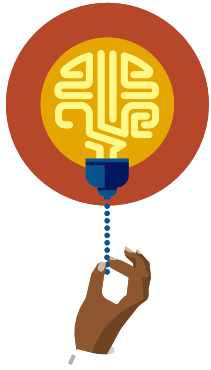


Figure 1: **Header and Footer** dialog box for slides

- In the top-right corner of the dialog box, you'll find a preview picture indicating the position of the fields for the date, slide number, and footer on each slide.
- As you activate any of the fields, the preview picture will update to display that you have added a field by adding a thicker border around it.
- Select Don't show on title slide if you don't want anything displayed on the first slide.
- Finally, select Apply to apply the changes to the selected slide(s) or Apply to All to close the dialog box and return to your presentation.
- Select Cancel or select Esc on your keyboard to close the dialog box without applying any changes.

**Note:** You can also open the **Header and Footer** dialog box by selecting the **Date & Time** button or the **Insert slide number** button in the **Text** group on the **Insert** tab.



### Did you know?

You and your friends and family use the Gregorian calendar. It's the international standard and it's a solar calendar. There are also many religious calendars, national calendars, and fiscal calendars.

In Microsoft Outlook, you can currently display an Arabic, English, Hebrew, Hindi, Chinese, Japanese, Korean, or Thai calendar.

## Remove information from the slide footer

It's important to note that if you add anything in a slide footer, it'll automatically appear when you run the presentation. However, it's easy to remove any content from the footer. You can always add content again whenever you wish. (You'll learn about running a presentation later in this course.)

To remove the footer information, perform the following steps:

1. As described previously, open the **Header and Footer** dialog box.
2. Clear any item that has been selected, and then select Apply to All.
3. Select Apply if you only want to remove footer content from the current slide.



### Additional information

For more information on inserting headers and footers, go to: [Insert or change the slide numbers, date, or footer for on-screen slides](#)

---

## Activity: Discuss and learn

This activity will be a discussion about the best practices and advantages and disadvantages of adding headers, footers, page numbers, and dates to presentations.

### Resources required

You'll need the following resource for this activity:

- Open **L1\_T1\_act\_fruit\_starter.pptx** in this lesson's Learning Activity Resources.



## Activity instructions

Participate in the activity by following these instructions:

1. Select **Insert** and then **Header & Footer**.
2. Examine the **Header and Footer** dialog box.
3. Participate in the discussion about adding information into slide headers or footers.
4. Consider the advantages and disadvantages of having information in a slide footer when printed or when presented onscreen.

## Try-it: Insert slide footers



In this leveled try-it activity, you'll insert information into a slide footer.

### Try-it 1

In this try-it, you'll enter information in a slide footer.

### Resources

You'll need the following resource for this try-it:

- Open **L1\_T1\_try1\_fruit\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Enter the text **Munson's Pickles and Preserves Farm** in the footer of every slide except the title slide.
2. Save the presentation.

### Try-it 2

In this try-it, you'll enter the date and information in the slide footer.

### Resources

You'll need the following resource for this try-it:

- Open **L1\_T1\_try2\_fruit\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Add the date to automatically update in the slide footer by using your preferred date and time style. Then enter the text **Munson's Pickles and Preserves Farm** into the footer of every slide and page numbers on all slides except the first slide.
2. Save the presentation.

## Try-it 3

In this try-it, you'll enter the date into the slide footer in the title slide and other information in the following slides only.

## Resources

You'll need the following resource for this try-it:

- Open **L1\_T1\_try3\_fruit\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Add the date to automatically update in the slide footer by using your preferred date and time style on the first slide only.
2. On slides 2 through 8, enter the text **Munson's Pickles and Preserves Farm** into the footer of the selected slides.
3. Save the presentation.

# Topic 2: Insert notes and handouts headers and footers



Headers and footers contained in notes and handouts are very similar to footers on a slide, except that there are usually four fields: two in the header area and two in the footer area. Adding text into the note and handouts header and footer is useful when you print any notes pages or print handouts for people attending a presentation. At Munson's, the preferred option is to have the text **Munson's Pickles and Preserves Farm** in the header of every notes page and handout.

## Insert information into the notes and handouts header and footer

Although there is only one tab in the **Header and Footer** dialog box for notes and handouts, they are separate items that look completely different when printed. They just contain the same information in the header and footer areas.

To create headers and footers in PowerPoint Notes and Handouts, perform the following steps:

1. On the **Insert** tab in the **Text** group, select Header & Footer.
2. The **Header and Footer** dialog box will open with a Slide tab and a Notes and **Handouts** tab.
3. On the **Notes and Handouts** tab, there are four fields that you can choose to activate: Date and time, Slide number, Header text and Footer text.
4. In the top-right corner of the dialog box, there is a preview picture, indicating the position of the fields for on each page.
5. As you enable any of the fields, the preview picture will update to display that you have added a field by placing a thicker border around it. The following screenshot depicts the **Notes and Handouts** tab in the **Header and Footer** dialog box:

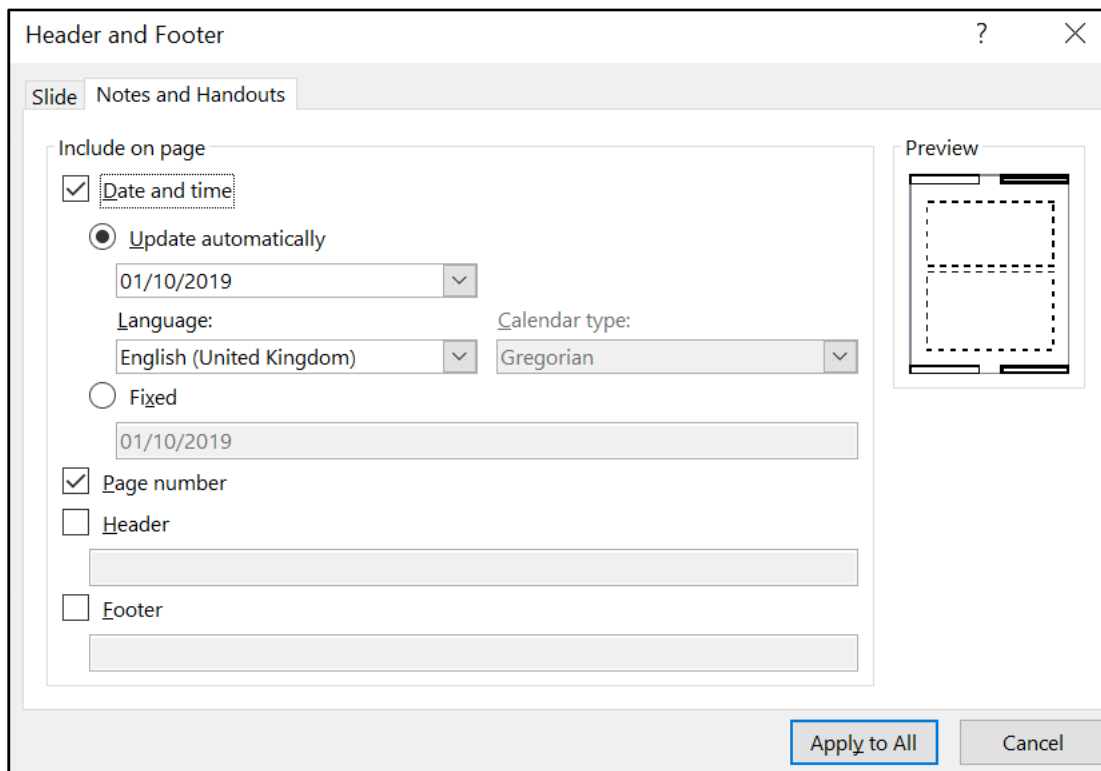


Figure 2: **Header and footer** dialog box **Notes and Handouts** tab

6. After you've enabled the selected fields and entered the relevant information, select Apply to All to close the dialog box and return to your presentation, or select Cancel or Esc on your keyboard to close the dialog box without making any changes.

## Remove information from the Notes and Handouts header or footer

Here is what you'll do to remove headers and footers from notes and handouts:

1. As described previously, open the **Header and Footer** dialog box.
2. Clear any item that has been selected and select Apply to All.



### Additional information

For more information on inserting headers and footers into the notes page, go to: [Edit page numbering, footers, and headers for Notes pages in PowerPoint](#)



### Additional information

The fields in the header and footer can be edited via the PowerPoint Slide Master, Handout Master, and Notes Master. This will be covered in more detail in Module 7: Managing Slide Masters and presentation settings. If you can't wait to find out more, go to: [Edit page numbering, footers, and headers for Handouts in PowerPoint](#)

---

## Activity: Discuss and learn

This activity will be a discussion about the difference between the slide footer and the notes and handouts header and footer.

### Resources required

You'll need the following resources for this activity:

- Open **L1\_T2\_act\_fruit\_starter.pptx** in this lesson's Learning Activity Resources.

## Activity instructions

Participate in the activity by following these instructions:

1. Access the **Header and Footer** dialog box and select the Notes and Handouts tab.
2. Participate in the discussion by answering or asking questions.
3. Add information into the handout and notes page.
4. Close the dialog box and observe the position and contents of the header and footer in **Notes Page** view.

## Try-it: Insert Notes and Handouts headers and footers



This try-it has two levels for inserting information into a header or footer.

### Try-it 1

In this try-it, you will add the current date in the notes page and the handouts.

### Resources

You'll need the following resources for this try-it:

- Open **L1\_T2\_try1\_fruit\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Add the current date and time to the notes page by using any date and time style and language available.
2. Save the presentation.

### Try-it 2

In this try-it, you'll add a fixed date in the notes page and a header in the handouts.

### Resources

You'll need the following resources for this try-it:

- Open **L1\_T2\_try2\_fruit\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Add a fixed date to the notes page to display the current month and year only.
2. Add page number and enter the text **Seasonal Fruit** into the handouts header.

## Wrap-up

Now that you know all about headers and footers, use these questions to check what you learned in this lesson. Then ask your neighbor to describe one thing about headers and footers:

1. Which of the following information fields can be entered into a notes page?

*Select all that apply.*

- a. Author
- b. File Path
- c. Slide number
- d. Date

2. The **Header & Footer** command belongs to the \_\_\_\_\_ group.

*Fill in the blank space.*

3. Which of the following statements is correct?

*Select the correct option.*

- a. Any information added into the slide footer will be repeated in the notes page and Handout footer.
- b. Notes and Handouts are two separate documents.
- c. There is no difference between the information contained in a slide footer and in a Notes or Handouts footer.
- d. A notes page can display information in every page header and leave the first page header empty.

4. When you add a header in the Notes and Handouts header to save the information, you must select \_\_\_\_\_.

*Fill in the blank space.*

# Lesson 2: Formatting text

## Overview

In this lesson, you'll learn how to apply built-in styles to format text in a slide, how to format text in multiple columns and how to add bullets and numbers to a list.

Formatting text in a PowerPoint presentation is very similar to formatting text in Word. You can select any text on a slide and apply any formatting you like from the Home tab. For example, you can change the font type, color, or size; apply italics, bold, or underline; or change the alignment. However, in this lesson, you'll learn how to apply built-in styles to format text in a slide, how to format text in multiple columns, and how to add bullets and numbers to a list.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. The \_\_\_\_\_ command allows you to format a list of text into multiple lists in the same placeholder.

*Fill in the blank space.*

2. In which group would you find Segoe?

*Select the correct option.*

- a. **Styles**
- b. **Paragraph**
- c. **Font**
- d. **Clipboard**

3. When a bullet is indented under another bullet, it is known as:

*Select the correct option.*

- a. A level 2 bullet
- b. An indented bullet
- c. A level 3 bullet
- d. A sub-bullet

4. What tool allows you to pick up a color from another object on a slide?

*Select the correct option.*

- a. Eyedropper
- b. Font Color
- c. Text Highlight Color
- d. Format Painter

5. Which of the following statements is true?

*Select the correct option*

- a. Columns cannot be applied in PowerPoint; it is a feature of Word only.
- b. You cannot have more than two columns in a placeholder.
- c. You can have more than two columns in a placeholder.
- d. Multiple columns must have bullets applied.

6. The **Numbering** command is part of which group?

*Select the correct option*

- a. Clipboard
- b. Font
- c. Paragraph
- d. Styles

## Topic 1: Use theme fonts



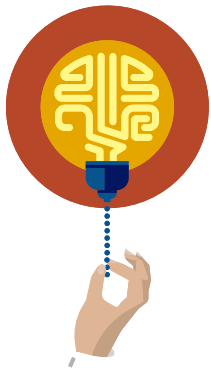
Most companies, large or small, including Munson's Pickles and Preserves Farm, have their own brand theme colors and fonts. This ensures that everyone is using consistent colors and font styles in all their documentation and helps people recognize the company brand. No matter what theme has been applied to your presentation, there are a set of colors and fonts that belong to the theme; however, you can quickly change the theme font and colors if needed.



## Apply font theme color

To change the theme color of your font, perform the following steps:

1. Select the text that you would like to change.
2. From the **Font Color** drop-down arrow on the **Home** tab, select the color that you would like to apply from **Theme Colors**.
3. Be careful to choose a color that has good contrast against any other colors applied to the slide, such as the background color.
4. You can choose any color from under **Standard Colors** or go to **More Colors** to choose a more specific color to apply. Again, be careful to choose a color that matches the rest of the slide content.



### Did you know?

Every color that you use has a unique RGB (Red, Green, Blue) code, whether it's a font color, background color, picture color, or anything else. Why not apply your favorite color to anything in your presentation and find its code by using the **More Colors > Custom** option from the **Font color** drop-down arrow? Maybe you can create your own new color that is even better than your favorite!

### Here's a super nerdy question

How do colors appear in binary? Every color has a binary reference. RGB colors are coded from 0 to 255 (256 total values) in a binary arrangement of 0s and 1s in a sequence of 8. The first value in the 8-bit sequence is 1, then 2, then 4, then 8, then 16, then 32, then 64, then 128, totaling 255. Then, including the 0, there are 256 bits. There needs to be a decimal to hexadecimal conversion, but it too is found within binary.



### Additional information

For more information on color contrast, go to: [Combining colors in PowerPoint – Mistakes to avoid](#)

- For more information on Munson's brand guidelines, open **Munson\_style\_guide\_document.docx** in the **Learning Resources** folder.

## Eyedropper

At the bottom of the **Font Colors** list, you'll find the **Eyedropper Text Fill** tool (a button with an eyedropper icon). This is an excellent tool that helps you quickly apply the exact same color from anything on your slide to any text on your slide.

Here is how you can use the Eyedropper tool to change font color:

1. Select the text to change.
2. Select the drop-down arrow next to **Font Color**.
3. Select the **Eyedropper** tool, then select the top of any object on the slide that has the color you want to use.
4. The eyedropper will pick up the exact color and apply it automatically to the selected text.
5. The next time you select the drop-down arrow against **Font Color** the color you selected will be listed under **Recent Colors**. The following screenshot depicts the font color drop-down menu:



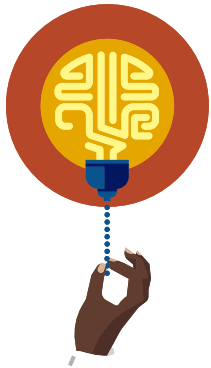
Figure 3: **Font Color** drop-down menu

## Applying a different font theme

To apply a different font theme, perform the following steps:

1. Select the **More** arrow in the **Variations** group on the **Design** tab.
2. Select **Colors** and select any color scheme from the list.
3. Select **Fonts** and select any font type from the list.

Your entire presentation will be automatically updated to match your chosen colors and font.



### Did you know?

You can use the PowerPoint Slide Master to make changes to every slide in your presentation. You can even save your presentation as a theme or a template, making your life much easier in future. You'll get to learn about slide masters in future modules.



### Additional information

For more information on fonts, go to: [Change the default font in PowerPoint](#)

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## Activity: Think-pair-share

You and your elbow partner will review a presentation together. The presentation hasn't been designed very well. Discuss with your partner how the presentation could be edited to make the information more readable.

### Resources required

You'll need the following resources for this activity:

- Open **L2\_T1\_act\_farmers\_market\_starter.pptx** in this lesson's Learning Activity Resources.

## Activity instructions

Participate in the activity by following these instructions:

1. Examine the information on each slide. Do you think that anything should be changed to help make the information more readable?
2. Would you present the data any differently for different audiences?
3. Offer your partner suggestions for alterations would be useful.
4. Be prepared to share your ideas with the class.

## Try-it: Use theme fonts



This try-it has three levels about fonts. On level 3, you could imagine that you are a forensic scientist trying to work out what formatting has been applied to a slide.

### Try-it 1

In this try-it, you'll apply a specific font to text on the slide.

### Resources

You'll need the following resources for this try-it:

- Open **L2\_T1\_try1\_farmers\_market\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Apply the **Verdana** font to the title text on slide 2.
2. Increase the font size on the bulleted list on slide 4 to match the size of the bulleted lists on other slides.

### Try-it 2

In this try-it, you'll apply a font theme to the entire presentation.

### Resources

You'll need the following resources for this try-it:

- Open **L2\_T1\_try2\_farmers\_market\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

- Apply the **Trebuchet MS** font theme to the entire presentation.

## Try-it 3

In this try-it, you'll examine the formatting applied to the text on a slide.

## Resources

You'll need the following resources for this try-it:

- Open **L2\_T1\_try3\_farmers\_market\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Examine the contents of slide 3.
2. Note the formatting that has been applied to title text and the bulleted list.
3. Ensure that the text on slide 2 and slide 4 matches the formatting on slide 3.

# Topic 2: Format text in multiple columns



PowerPoint enables you to create columns in placeholders, text boxes, and shapes to present information in lists across the slide, without using tables. As you enter text or other items into a column, PowerPoint fills up the first column and then wraps text to the next column.

## Create columns

To create columns in presentations, perform the following steps:

1. Select the placeholder, text box, or shape that you wish to create columns in and then select the **Add or Remove Columns** command in the **Paragraph** group on the **Home** tab.

2. Choose the number of columns you would like from the list or select **More columns** to add more columns and/or set the spacing between each column. The following screenshot depicts the **Columns** dialog box:

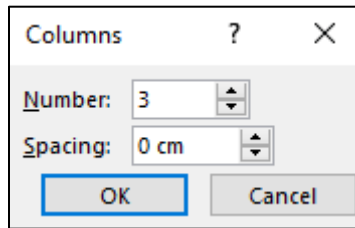


Figure 4: **Columns** dialog box

## Remove columns

To remove the columns, perform the following steps:

1. Select the placeholder, text box, or shape you wish to remove columns from.
2. Select the **Add or Remove Columns** command in the **Paragraph** group on the **Home** tab.
3. Select **1** from the list.

## Manage columns

To manage the columns that you created earlier, perform the following steps:

1. Access the context menu or right-click in the placeholder, text box, or shape.
2. Select **Format Shape** from the menu.
3. Select **Text Options** on the format panel on the right of the **Textbox**. The following screenshot depicts the **Format Shape** pane:

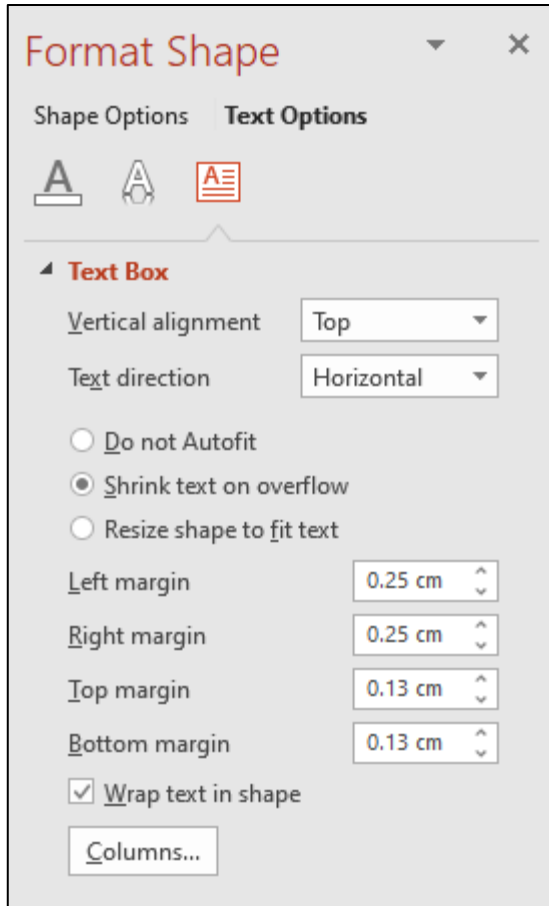


Figure 5: **Format Shape** pane – *Text Options*

4. From the **Format Shape, Text Options** pane you can:
  - Set the **Vertical alignment**.
  - Set the **Text direction**.
  - Choose to not **AutoFit content**, **shrink on overflow** or **resize shape to fit text**.
  - Alter the **left, right, top, and bottom margins**.
  - Choose to **wrap text** within the shape.
  - Select **Columns** to open the **Columns** dialog box to alter the number of columns and/or set the spacing between each column.



#### **Additional information**

For more information on formatting columns, go to: [Create columns of text in a text box or shape in PowerPoint](#)

## Activity: Group observation

Work in small groups (or in pairs) to examine a presentation's contents. What do you and your fellow classmates notice about the text? What would you change?

### Resources required

You'll need the following resources for this activity:

- Open **L2\_T2\_act\_spring\_crops\_starter.pptx** in this lesson's Learning Activity Resources.

### Activity instructions

Participate in the activity by following these instructions:

1. Examine the slides within your group and consider these questions:
  - a. Is there anything odd about the bullets?
  - b. Are the fonts the same size on each line?
  - c. Which slide is easier to understand?
  - d. If the **Design Ideas** pane pops up on the screen, are there any suggestions for making the slides more readable?
2. Compare your group's observations with other groups' observations.
3. You'll get to practice this in the upcoming try-its and in the next topic.

## Try-it: Format text in multiple columns



This is a leveled try-it about formatting text in columns.

### Try-it 1

In this try-it, you'll format columns of text in a placeholder.

### Resources

You'll need the following resources for this try-it:

- Open **L2\_T2\_try1\_spring\_crops\_starter.pptx** in this lesson's Learning Activity Resources.



## Instructions

The following are the general tasks that you must perform during this try-it:

1. Compare the contents of the **May** slide with the **March** and **April** slides.
2. Make any alteration that is required to make sure that both columns of information have the same font size and type applied as the **May** slide.
3. Remove any unnecessary gaps within the list to make the columns line up better with each other.
4. Format the **April** slide to display the bulleted list in two columns and apply the same size font as the bulleted list on the **May** slide.

## Try-it 2

In this try-it, you'll apply and format columns to the text in a placeholder.

## Resources

You'll need the following resources for this try-it:

- Open **L2\_T2\_try2\_spring\_crops\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

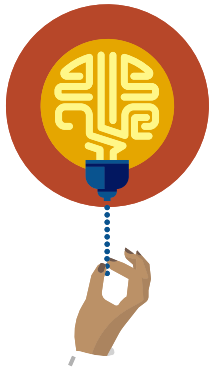
The following are the general tasks that you must perform during this try-it:

1. Format the text on the **March** slide into three columns.
2. Manage the columns so that the top and bottom margins are **0.1** inches (**0.25** centimeters, or cm).
3. Increase the gap between columns to **0.2** inches (**0.5** cm).
4. On the **May** slide, use the Delete key and Enter key on your keyboard to ensure that the same indents are applied to all the bullets in the third column.

# Topic 3: Create bulleted and numbered lists



Applying bullets or numbering to text is a great way to organize your text or show a sequential process within your PowerPoint presentation. Applying bullets or numbering to text is easy. However, be careful about ensuring consistency with the indents (the gap between the bullet or number and the text, and the gap between the placeholder and the bullet or number).



## Did you know?

There are many opinions all around the world about the maximum number of bullets to include on a slide and the maximum number of words to include per bullet. The most common opinion is that a slide should have no more than six bullets and no more than eight words per bullet. As you learn more about using PowerPoint, you might agree or disagree. It will be interesting to find out what you think.

## Select text

Before you apply bullets or numbering to text within a placeholder, shape, or text box, it is worth checking that you know how to select text, and of course there are many ways to do it! The process is very similar to selecting text in Word.

You can either:

- Use your pointer device to drag across text.
- Double-click on a word to select it. Or use Ctrl+Shift+Arrow keys to select a word from current position in any direction. Continue to select the arrow key to select more words in the same direction.
- Select the border of the placeholder to select everything contained within the placeholder.
- Select anywhere within the placeholder and select Ctrl+A to select everything.

## Apply bullets to text

To apply bullets to the text, perform the following steps:

1. Select the text to have bullets applied.
2. Select the **Bullets** command in the **Paragraph** group on the **Home** tab.
3. All selected text will have first-level bullets applied.

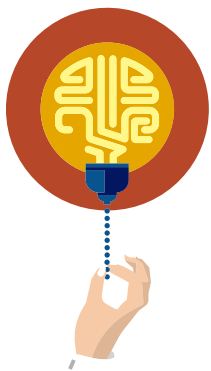
## Demote or promote bullets

- Select **Increase Indent** to demote a bullet from a first-level to second-level bullet, or second- to third-level bullet, for example. (This means that the next-level bullet becomes a "sub-bullet" of the bullet above.)
- Select **Decrease Indent** to promote a bullet from second to first level, or third to second level bullet. (This means that the bullet becomes the parent of the bullet below.)

## Apply numbering to text

To add numbering to text, perform the following steps:

1. Select the text to have numbering applied.
2. Select the **Numbering** command from the **Paragraph** group on the **Home** tab.



### Did you know?

You can have up to nine levels of bullets on a slide. How cool is that!

## Apply different bullets or numbering

To apply different bullets or numbering styles, perform the following steps:

1. Select the text with the bullets or numbering that you wish to change.
2. Select the drop-down arrow on the **Bullets** command to choose a different style from the gallery. Or select the drop-down arrow on the **Numbering** command to choose a different numbering style.

3. Select **Bullets and Numbering** at the bottom of either menu to open the **Bullets and Numbering** dialog box.
4. Use the **Bulleted** tab to customize the bullet style.

From the **Bulleted** tab, you can:

- Change the bullet size and color.
- Select **Picture** to use a picture from your own files, an online source, or from the Icons options as bullets.
- Select **Customize** to use a symbol as bullets. There are many font styles to use as a base, for example **Segoe UI Emoji**. The following screenshot depicts the **Bulleted** tab in the **Bullets and Numbering** dialog box.

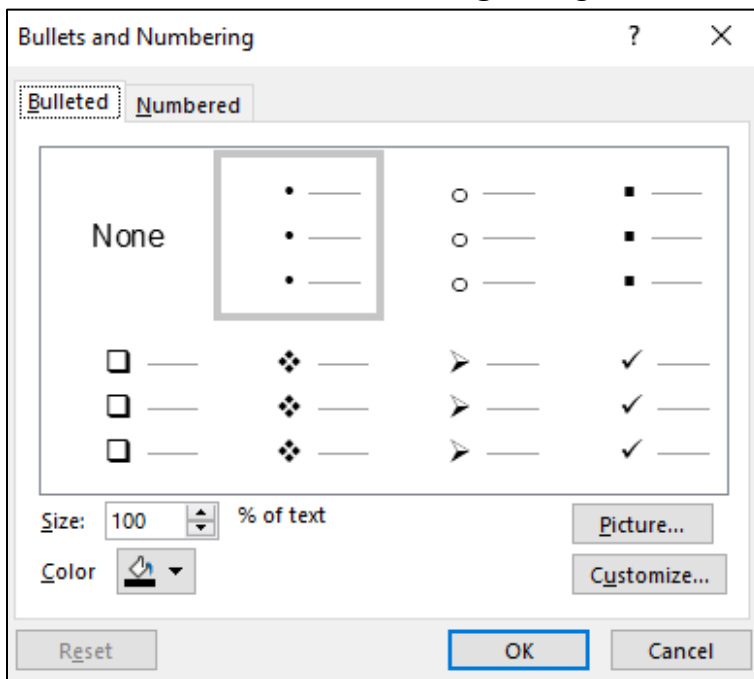


Figure 6: **Bullets and Numbering** dialog box – **Bulleted** tab

- Use the **Numbered** tab to customize the number style.

From the **Numbered** tab, you can:

- Change the bullet size and color.
- Change the number to start at 1. The following screenshot depicts the **Numbered** tab in the **Bullets and Numbering** dialog box.

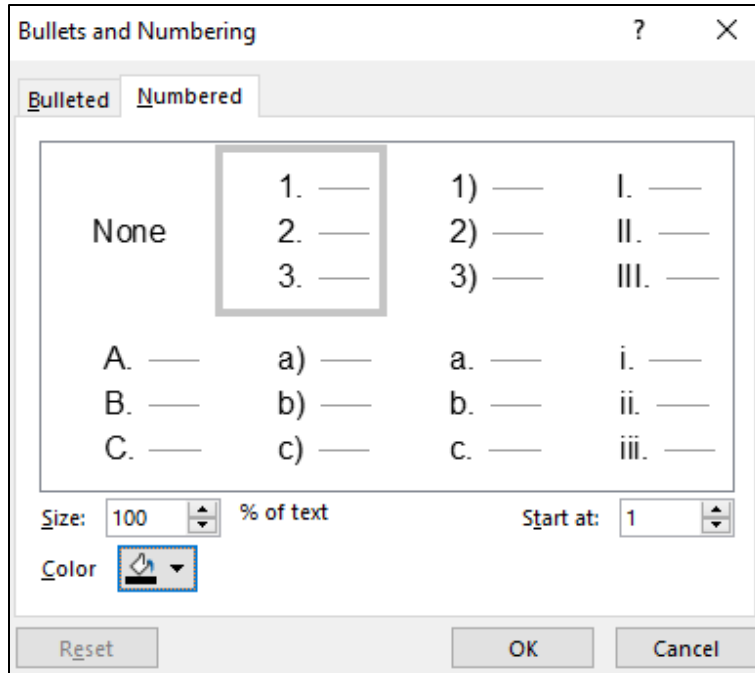


Figure 7: **Numbered** tab in the **Bullets and Numbering** dialog box

## Remove bullets or numbering from text

To remove the bullets or numbering from the slide text, perform the following steps:

1. Select the text to have bullets or numbering removed.
2. Do one of the following:
  - Select the **Bullets** or the **Numbering** command in the **Paragraph** group on the **Home** tab.
  - Select immediately before the text (between the bullet and the text, or between the number and the text) and use Backspace to remove the bullet.

## Bullets and numbering indents

Working with bullets and numbering can be a little tricky. You always must make sure that every bullet is lined up with the same size gap between the bullet and the text. It's one of the things that people notice if it's wrong, like spelling and grammar mistakes.

When you have applied bullets or numbering to text, indents are applied by default. However, it might be easier to work with indents if you have the ruler displayed. To display the ruler, select **Ruler** on the **View** tab on the ribbon.

The diagram below displays the three default indent markers on left side of the ruler.

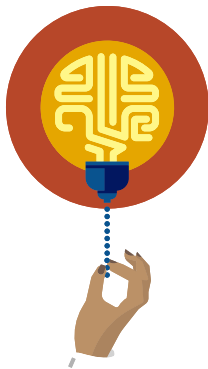


Figure 8: Indents on the ruler

The arrow that points downward is known as the **First line indent**, which means where the bullet or number will be positioned in the placeholder. A bullet or number is usually flush to the left margin of the placeholder. You can drag the marker left or right to reposition the bullet.

The arrow that points upward has two purposes. It has a small triangle at the top and a small square underneath. The triangle is known as the **Hanging indent**, which refers to the gap between the text and the bullet or number. Just like the first line indent, you can drag the hanging indent to make the gap wider or smaller. The square is the **Left indent**, which if dragged left or right will move the bullet and the text position at the same time.

It's a little tricky to get your pointer device in the correct position. Hover your pointer over either of the markers and a ScreenTip will appear to help.



### Did you know?

You can change normal bullets into emojis, hearts, cars, airplanes, and almost anything you can think of. Maybe you and your classmates can have some fun experimenting to find out who can apply the most interesting bullets on a slide.

## Format Painter

Sometimes working with bullets and numbering can be slow and tedious. Luckily, you can use the Format Painter to apply bullets, including the indentation, from one bullet to another.

To use the Format Painter tool, perform the following steps:

1. Select the line of text that has the bullets and indentation exactly as you want them.
2. Select **Format Painter** in the **Clipboard** group on the **Home** tab once, and then select any other line(s) of text. They'll have the same bullets and indentation applied.

Or

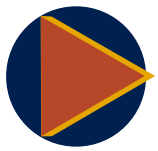
1. Select **Format Painter** to paint the formatting as many times as you like on as many slides as you like.
2. Select **Esc** on your keyboard or select **Format Painter** to turn the feature off.

Remember how long you spent on the last topics? Wouldn't it have been great to know about the Format Painter?



### Additional information

For more information on adjusting indents on a bulleted or numbered list, go to: [Adjust the indent in a bulleted or numbered list on the ruler](#)



### Video

To review a video on creating a bulleted list, go to: [Add bullets or numbers to text](#)

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## Activity: Demo

In this activity, your teacher will demonstrate the following by using the data that you provide:

- Applying bullets to text.
- Removing bullets from text.
- Applying a different bullet style from the library.
- Applying numbering.
- Using Format Painter.

## Resources required

You'll need the following resources for this activity:

- Create a new **blank presentation**.

## Activity instructions

Participate in the activity by following these instructions:

1. Create a new blank presentation and insert two new **Title and Content** slides.
2. Enter the heading **Favorites** in one slide and **Least favorite** in another.
3. When prompted, shout out your favorite or least favorite food.
4. Add any food items to create a bulleted list on either slide as appropriate.

5. Follow the teacher's demonstration on how to change the default bullets to something else and how to create sub-bullets.
6. Save your presentation as **Our\_food.pptx** plus your initials in the Learning resources folder for use in the try-it.

## Try-it: Create bulleted and numbered lists



This leveled try-it is about creating bulleted and numbered lists.

### Try-it 1

In this try-it, you'll apply bullets to text on the slide.

#### Resources

You'll need the following resources for this try-it:

- Open **Our\_food.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. Apply any bullet style to the text on the Favorites slide.

### Try-it 2

In this try-it, you'll change bullets to numbering and create sub-bullets.

#### Resources

You'll need the following resources for this try-it:

- Open **Our\_food.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. Change the bullets on the Favorites slide to numbering.
2. Increase the gap between the numbering and the text to the next mark on the ruler.
3. Apply the same formatting to the list on the Least favorites slide.



## Wrap-up activity

Open **L2\_wrap\_up\_farmers\_market.pptx** and use the eyedropper tool to change the font color to any color on the Munson's logo on slide 1. Challenge your neighbor to find the exact RGB color you have used first. Then select this link, [Combining colors in PowerPoint – Mistakes to avoid](#), for considerations when you're using PowerPoint in future. After reading this article, you might start to notice mistakes that others make when presenting data in PowerPoint.

# Lesson 3: Proofreading and getting insights

## Overview

Imagine being faced with the task of creating a presentation about a subject that you don't know much about. Don't worry too much if that ever happens to you! There are some great features in PowerPoint that can really help, such as **Smart Lookup**. All you need to do is enter a subject to research and Smart Lookup will come to the rescue. This resource can lead to enriched slide content that not only inspires your audience but also you, too!

When you've created the slide content, you can use spell check to check for errors and use Thesaurus or Synonyms to replace words with similar words. How cool is that?

## Warm-up

Do you have any concerns about we've covered in this course so far? Ask your neighbor if they would like any help or a reminder of anything that's been covered already.

Use these questions to find out what you already know about this lesson's topics:

1. The **Spelling** command can be found on which tab on the ribbon?

*Select the correct option.*

- a. Slide Show
  - b. Home
  - c. Insert
  - d. Review
2. If you would like to learn more about a word or phrase, you can use \_\_\_\_\_ Lookup.

*Fill in the blank space.*

3. Which of the following statements are correct?  
*Select all that apply.*
  - a. **Thesaurus** can be accessed by right-clicking or activating the context menu.
  - b. **Synonyms** can be found on the **Review** tab.
  - c. **Thesaurus** can be found on the **Review** tab.
  - d. **Synonyms** can be found on the **Home** tab.
4. Which of the following is the shortcut key to access **Thesaurus**?  
*Select the correct option.*
  - a. F7
  - b. Shift+F7
  - c. F11
  - d. Shift+F11

## Topic 1: Use spell checker and Thesaurus

Always remember to spell check any work you do, whether in Word, Outlook, PowerPoint, or any other application. Your presentation could be brilliant, a work of genius, but that one spelling mistake might be the thing that people notice and remember. There is no excuse for spelling mistakes. That's something you're sure to discover in the future, especially if you end up working an organization that deals with international companies.

In addition, not everyone has a wide range of vocabulary. Fortunately, you can enter a simple word such as *nice*, *happy*, or *fun* and then use Thesaurus or Synonyms to replace it with a different, more exciting word.

### Spell check

When a spelling error has been detected, a red wiggly line will appear underneath the word, as depicted in Figure 9.

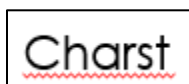


Figure 9: Example of a spelling error

Grammar errors will have a blue double underline underneath, as depicted in Figure 10.

PowerPoint is an fantastic application for presenting data

Figure 10: Example of a grammar error

## Correct errors

You can correct errors as you proceed or run a spell check at any time to scan through your work. Here is how:

- Access the context menu or right-click the marked error and select the correct option if it is listed.

Or

1. Select **Spelling** in the **Proofing** group on the **Review** tab (or select F7). The **Spelling** pane will pop up in the right side of your application. Suggestions will be offered on the pane for the first spelling error that has been detected.
2. Select any of the suggested corrections and then select **Change** or **Change All**. The spell check will continue from error to error until there are no more detected errors.
3. At any time during the spell check, you can edit anything on a slide and then select **Resume** to continue with the spell check. The following screenshot depicts the **Spelling** pane:

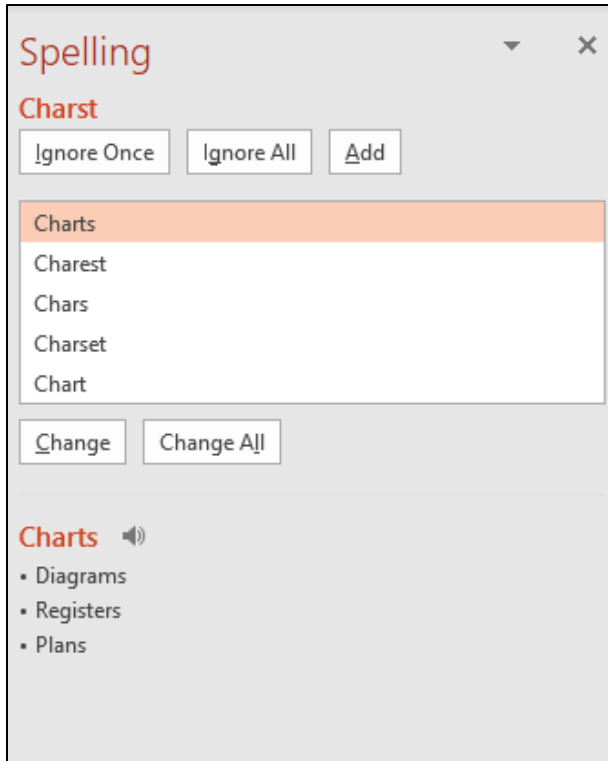



Figure 11: **Spelling** pane

4. At the bottom of the pane, if there are any synonyms available for the word that you selected on the pane, these will be listed for your information.

Here is a list of the possible options that you can use on the **Spelling** pane:

<b>Ignore Once</b>	Select to ignore this instance of the detected error and continue checking.
<b>Ignore All</b>	Select to ignore every instance of the detected error and continue checking.
<b>Add</b>	Select to add the detected error to your dictionary so that it is not considered an error in future.
<b>Change</b>	Select to change the current error to a suggested word from the pane.
<b>Change All</b>	Select to change all entries of the detected error with a suggested word from the pane.
 <b>(Read Aloud)</b>	Select to hear the word spoken aloud.
<b>Resume</b>	This option will appear if you have edited a slide without using the Spelling pane. Select resume to continue with the spell check.

## Thesaurus and synonyms

Thesaurus is a fantastic tool to help you make your text livelier. Simply select any word that you have entered on a slide, and then either:

1. Access the context menu (or right-click) and select **Synonyms**.
2. Select any offered replacement word or select **Thesaurus** to open the Thesaurus pane, or select **Thesaurus** in the **Proofing** group on the **Review** tab.
3. Select any suggested replacement word or phrase from the **Thesaurus** pane.

In the example below, the word fantastic was used as a starting point. It's amazing how many replacement possibilities there are. More than 20 displayed!

The following screenshot depicts the **Thesaurus** pane:

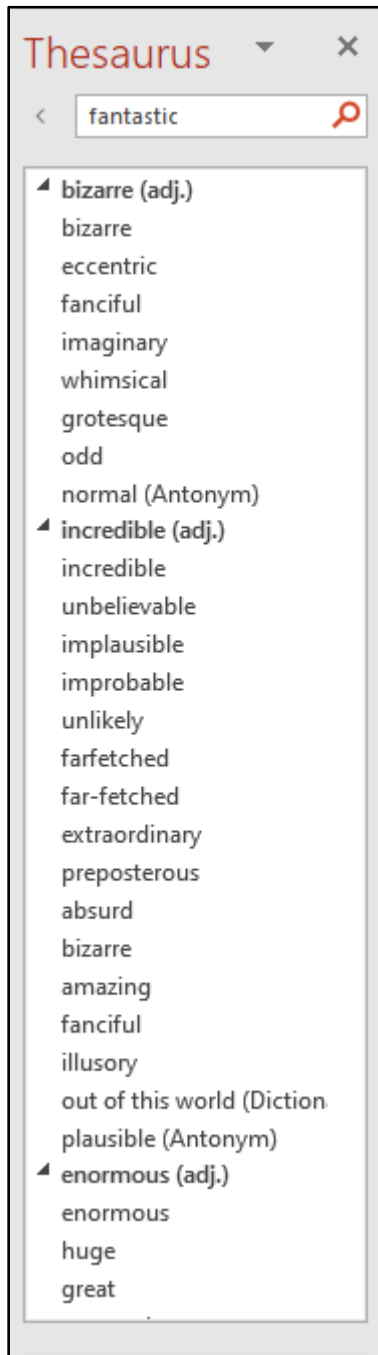
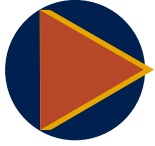


Figure 12: **Thesaurus** pane

**Note:** You could replace a word with a different word and then use the **Find and Replace** tool to find every entry of the original word and replace it with the new word.



### Video

To review the video on spell checking your presentation, go to: [Check spelling in PowerPoint](#)

---

## Activity: Challenge

In this activity, your teacher will ask you to open the presentation for this activity and ask who can find interesting substitute words for **enables**, **collect** and **make**. You'll then compare your choice of words with your partner or neighbor's choices.

### Resources required

You'll need the following resources for this activity:

- Open **L3\_T1\_act\_bees\_starter.pptx** in this lesson's Learning Activity Resources.

### Activity instructions

The following are the steps that you must perform during this activity:

1. Find **enables**, **collect**, and **make**.
2. Use Synonyms or Thesaurus to find substitute words.
3. Compare with your classmates.

## Try-it: Use spell checker and Thesaurus



This is a leveled try-it for proofing a presentation.

### Try-it 1

In this try-it, you'll spell check a presentation.

### Resources

You'll need the following resources for this try-it:

- Open **L3\_T1\_try1\_planting\_schedule\_starter.pptx** in this lesson's Learning Activity Resources.



## Instructions

The following are the general tasks that you must perform during this try-it:

1. Run a spell check on all slides.
2. Make changes as necessary.
3. Save the presentation using the same filename plus your initials.

## Try-it 2

In this try-it, you'll spell check a presentation and use Synonyms to substitute words.

## Resources

You'll need the following resources for this try-it:

- Open **L3\_T1\_try2\_fruit\_veg\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Use a shortcut key to run a spell check on all slides.
2. Make changes as necessary.
3. Use Synonyms to change the following words to something more interesting:  
**Versatile** and **Aromatic**.
4. Save the presentation using the same filename plus your initials.

## Try-it 3

In this try-it, you'll use Thesaurus, Find and Replace.

## Resources

You'll need the following resources for this try-it:

- Open **L3\_T1\_try3\_fruit\_veg\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Find all instances of the word **flavour** and replace them with **flavor**.
2. Use Thesaurus to find another word for **full**.
3. Use the **Find and Replace** tool to replace all entries of the word **full** with the word that you would like to use instead.

4. Go through the presentation to check that all the slides make sense.
5. Make edits where necessary.
6. Save the presentation using the same filename plus your initials.



### **Additional information**

For more information on using Find and Replace in PowerPoint, go to: [Find and replace text](#)

---

## Topic 2: Use Smart Lookup

Have you ever found yourself struggling for inspiration or maybe wishing you knew more about specific subjects? Well, the Smart Lookup feature is available in many Microsoft Office applications and it's there to help. You'll never have to search around for content again, and you never know what you might learn!

### Smart Lookup

To perform a Smart Lookup, perform the following steps:

1. Select any word on your slide.
2. Access the context menu or right-click and select **Smart Lookup** from the menu, or select **Smart Lookup** from the **Insights** group on the **Review** tab.
3. Select any article offered on the **Search** pane.

**Note:** You'll need access to the internet to use Smart Lookup.



### **Additional information**

For more information on getting insights with Smart Lookup, go to: [Get insights into what you're working on with Smart Lookup](#)

---

### Activity: Pose a question

In this activity, the teacher will pose a question asking if you can think of any reason to use the Smart Lookup feature. You'll need to think of a subject that you would like to know about.

## Resources required

You'll need the following resources for this activity:

- Create a new blank presentation.

## Activity instructions

Participate in the activity by following these instructions:

1. Come up with a list of subjects that you're interested in.
2. Be prepared to share your thoughts with your classmates.
3. Your teacher might use your suggestion to demonstrate using Smart Lookup.

## Try-it: Use Smart Lookup



This try-it will be an Each one, teach one try-it. Pick a topic out of a container (or whatever is available to pick from) to research. Then take a few minutes to explain the topic to your neighbor.

## Resources

You'll need the following resources for this try-it:

- Open any presentation or create a new blank presentation.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Choose a topic.
2. Use Smart Lookup to research the topic.
3. Add an extra slide or two to enter some notes about the subject that you researched.
4. Explain the topic to your partner/neighbor.

# Wrap-up

Now that you've had a chance to research various topics, can you think of any other topic to research that will help you in any other class at school or at home? Challenge your friends and family to see who can find the most interesting subject to research.

1. What is the keyboard shortcut for checking spelling in a presentation?

*Select the correct option.*

- a. F1
- b. F4
- c. F7
- d. F11

2. Which of the following marks a grammar error on a slide?

*Select the correct option.*

- a. A red wiggly line
- b. A golden dashed line
- c. A blue single underline
- d. A blue double underline

3. When running a spell check, select the \_\_\_\_\_ symbol on the **Spelling** pane to have the selected text read aloud.

*Fill in the blank.*

4. In which group will you find the **Replace**, **Spelling**, and **Smart Lookup** commands?

- o Insights
- o Editing
- o Proofing

*Categorize the following items by adding the appropriate group name next to each item.*

- a. Replace - \_\_\_\_\_
- b. Spelling - \_\_\_\_\_
- c. Smart Lookup - \_\_\_\_\_

# Lesson 4: Importing content

## Overview

What if you've created content before in other applications and needed to create a presentation that uses the same content? That could take some time and, let's face it, we're all busy these days! Well, it just so happens that you can use several methods to take data from other applications such as Word or Excel and pop it into PowerPoint whenever you need to.

## Warm-up

Before getting into Lesson 4, is there anything that you are unsure about in the last three lessons? Write down any questions or topics on which you'd like more details and drop them into the mud puddle. The teacher or your fellow students might be able to address your concerns during the wrap-up or at some point during the lesson.

You can use these questions to find out what you already know about this lesson's topics:

1. To import an outline from Word, you would start the process by selecting the \_\_\_\_\_ command from the **Home** tab.

*Fill in the blank.*

2. To use an outline from Word to create a presentation, what kind of formatting must be applied to any text in the Word document you would like automatically inserted in PowerPoint?

*Select the correct option.*

- a. Heading styles
- b. Bold text
- c. Bold and underlined text
- d. Bold text with at least font size 24

3. Which of the following statements are correct?

*Select all that apply.*

- a. Slides can be reused from other slides by using **Copy** and **Paste**.
- b. Slides can only be reused from other slides by using **Cut** and **Paste**.
- c. Text can only be used from a Word document by using **Copy** and **Paste**.
- d. Slides can be reused from several presentations to create a new presentation.

4. In which group will you find the **Copy**, **Paste**, **New Slide**, and **Reuse Slide** commands?

- Slides
- Clipboard

*Categorize the following items by adding the appropriate group name next to each item.*

- a. Copy - \_\_\_\_\_
- b. New Slide - \_\_\_\_\_
- c. Paste - \_\_\_\_\_
- d. Reuse Slide - \_\_\_\_\_

## Topic 1: Import a Word document outline

If you have created a document in Microsoft Word, you can use it to help create a presentation in PowerPoint. There's no need to copy content from Word and paste it into PowerPoint.

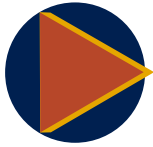
### Import an outline from Word

Before you import a Word outline into PowerPoint, you should check the formatting that has been applied to the Word document. Any text that has a Heading 1, Heading 2, or Heading 3 style applied will be recognized in PowerPoint. (There is a link under the Additional information section if you would like to learn more about applying styles to text in a Word document).

Text with Heading 1 applied will be the slide titles, Heading 2 will become bullets, and Heading 3 will become sub-bullets.

Here are some pointers to keep in mind:

- Make sure that the Word document to be imported is closed.
- Switch back to PowerPoint and create a new presentation or select the slide in any existing presentation where you wish to import the outline.
- Select **New Slide** from the **Slides** group on the **Home** tab.
- Select **Slides from Outline**.
- Locate the document to import and select **Open** (double-click it).
- New slides will automatically be inserted after the slide that you selected.



### Video

To review the video on importing a Word outline into your PowerPoint presentation, go to: [Import a Word outline into PowerPoint](#)

## Activity: Tell a story

In this activity, your teacher tells you that they have a Word document that they have spent some hours creating and they need to create a PPT to present to all the students. The teacher wonders if there's any way to use some of the text in the Word document rather than having to type it again. The teacher explains that they normally use copy and paste, but points out that doing that takes time, too. The teacher then asks if you have any suggestions.

### Resources required

You'll need the following resources for this activity:

- Create a new blank presentation and open **L4\_T1\_act\_farm\_food\_starter.docx** in this lesson's Learning Activity Resources.

### Activity instructions

Participate in the activity by following these instructions:

1. Open **L4\_T1\_act\_farm\_food\_starter.docx** and notice any headings or text with heading styles applied.
2. Close the document.
3. Enter **Farm Foods** in the title slide.
4. Follow the teacher's demo to import the outline
5. Save the presentation as **Farm\_food** plus your initials.

## Try-it: Import a Word document outline



This is a leveled try-it that uses a Word document to create new slides in PowerPoint.

### Try-it 1

In this try-it, you'll insert slides by using an existing Word outline.

#### Resources

You'll need the following resources for this try-it:

- Open **L4\_T1\_try1\_farm\_food\_starter.pptx** in this lesson's Learning Activity Resources.
- **L4\_T1\_try1\_farm\_food\_starter.docx** will be required for the outline.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. Insert new slides at the end of the presentation from an outline by using the **L4\_T1\_try1\_farm\_food\_starter.docx** document.
2. Save the presentation using the same filename plus your initials.

### Try-it 2

In this try-it, you'll check the Word document for styles and import the document to create a new presentation.

#### Resources

You'll need the following resources for this try-it:

- New blank presentation in this lesson's Learning Activity Resources.
- **L4\_T1\_try2\_farm\_food\_starter.docx** will be required for the outline.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. Scan through **L4\_T1\_try2\_farm\_food\_starter.docx**.
2. Notice any styles that have been applied to headings.
3. Import the Word document into a new presentation.



4. Add the heading **Farm Foods** into the first slide title.
5. Save and close the presentation as **Farm\_foods\_try2** plus your initials.

## Try-it 3

In this try-it, you'll apply styles to a Word document and then use it to create a new presentation in PowerPoint.

## Resources

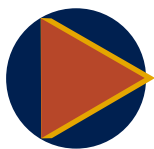
You'll need the following resources for this try-it:

- New blank presentation in this lesson's Learning Activity Resources.
- **L4\_T1\_try3\_farm\_food\_starter.docx** will be needed for the outline.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Scan through **L4\_T1\_try3\_farm\_food\_starter.docx**.
2. Notice any styles that have been applied to headings.
3. Apply **Heading 1** style to the **Apples for eating raw**, **Apples for cooking**, and **Pears** text.
4. Apply **Heading 2** style to the text **From our farm to your table**.
5. Save and close the document.
6. Import the Word document into a new presentation.
7. Enter **Farm Foods** into the first slide title.
8. Save and close the presentation as **Farm\_foods\_try3** plus your initials.



### Video

To review the video on applying styles in Word, go to: [Apply styles](#)

# Topic 2: Import slides from another presentation

Remember the phrase “Why reinvent the wheel?” from Lesson 1? If you don’t, then that’s a good phrase to use Smart Lookup on. Why create slides that have been created before? In this topic, you’ll learn how to reuse slides rather than create them from scratch.

## Reuse slides

When you import a slide from one presentation to another, it's a copy of the original. Changes that you make to the copy do not affect the original slide because the presentations are not linked in any way.

To reuse slides from another presentation, perform the following steps:

1. Open or create the presentation that you would like to reuse slides in.
2. Select **Reuse Slides** from the **Slides** group on the **Home** tab.
3. Recent presentations will pop up in the **Reuse Slides** pane on the right side of the application.
4. Clear the check mark next to **Use source formatting** if you would rather not use the formatting from the original presentation.
5. If the presentation that you would like to use is listed, select it.
6. Select any slide that you would like to reuse.
7. The slide will be copied into your presentation.
8. Select **Browse** to locate any other presentation that you have access to and select any slide that you would like to reuse.
9. Repeat as necessary.

Alternatively,

1. Open or create the presentation that you would like to reuse slides in.
2. Open the other presentation that contains slides that you would like to use.
3. Select the slide to reuse and use any method to copy it.
4. Switch back to the other presentation and use any method to paste the slide.

5. Use the **Paste Options** button to paste the slide by using the destination theme, by keeping the source formatting, or by pasting the slide as a picture.
6. Repeat as necessary.



### Additional information

For more information on reusing slides from another presentation, go to: [Reuse \(import\) slides from another presentation](#)

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## Activity: Show and learn

In this activity, the teacher will create a new presentation for Summer crops by reusing slides from two existing presentations.

### Resources required

You'll need the following resources for this activity:

- Create a new **blank presentation** and open **L4\_T2\_act\_seasons\_starter.pptx** and **L4\_T2\_act\_harvest\_schedule\_starter.pptx** in this lesson's Learning Activity Resources.

### Activity instructions

Participate in the activity by following these instructions:

1. Follow the teacher's demonstration.
2. Ask and answer questions.

## Try-it: Import slides from another presentation



This is a leveled try-it that will reuse slides from other presentations.

### Try-it 1

In this try-it, you'll copy slides from one presentation to another.

### Resources

You'll need the following resources for this try-it:

- Open **L4\_T2\_try1\_planting\_schedule\_starter.pptx** and **L4\_T2\_try1\_seasons\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Copy slide 1 from the Seasons presentation and paste it between the February and March slides in the Planting Schedule presentation.
2. Continue to put all the season slides in the correct position on the Planting Schedule presentation.
3. Save the document as the same filename plus your initials.

## Try-it 2

In this try-it, you'll reuse slides from one presentation in another presentation.

## Resources

You'll need the following resources for this try-it:

- Open **L4\_T2\_try2\_planting\_schedule\_starter.pptx** and **L4\_T2\_try2\_seasons\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Reuse the September, October, and November slides from **L4\_T2\_try2\_planting\_schedule\_starter.pptx** and the Autumn slide from **L4\_T2\_try2\_seasons\_starter.pptx** to create a new presentation.
2. Save as **Autumn.pptx** plus your initials.

## Wrap-up

Now that you know how to import from Word and reuse slides from other presentations, use these questions to check what you learned in this lesson.

1. What sequence should you follow when importing an outline from Word?

*Indicate the correct sequence of steps by adding the numbers 1 to 4 next to the following items.*

- a. Select the **New Slide** command - \_\_\_\_\_
- b. Check the heading styles applied to the Word document - \_\_\_\_\_
- c. Select **Slides from Outline** and locate the document - \_\_\_\_\_
- d. Close the Word document - \_\_\_\_\_

2. Which of the following styles can be applied to a Word document and then used to create new slides in PowerPoint?

*Select all that apply.*

- a. Heading 1
  - b. Heading 2
  - c. Heading 3
  - d. Heading 4
3. Instead of copying and pasting slides from one presentation to another, you can use the \_\_\_\_\_ command.

*Fill in the blank.*

4. How many presentations can you reuse slides from?

*Select all that apply.*

- a. Only one presentation
- b. Up to two presentations
- c. Up to three presentations
- d. As many presentations as you wish

# Lesson 5: Adding linked content

## Overview

In this lesson, you'll learn how to paste data as a link and how to link to other items such as documents, webpages, or other places within your presentation.

When you copy data from Word, Excel, or other applications, you can paste it into PowerPoint as a link. This is a great way to keep your presentation up to date if the original data changes. Another way to ensure that the data included in your presentation is current is to hyperlink directly to it.

## Warm-up

Now that you're nearing the end of Module 2, what is the favorite topic that you've learned about so far? What would you tell your family or friends about PowerPoint? Be prepared to share your thoughts with your partner or neighbor.

Then use these questions to find out what you already know about this lesson's topics:

1. In PowerPoint, you can access **Paste Special** by:

*Select all that apply.*

- a. Selecting Ctrl+V.
- b. Selecting Ctrl+Alt+V.
- c. Selecting the drop-down arrow next to the **Paste** command on the **Home** tab.
- d. Accessing the context menu.

2. On which tab will you find the **Link** command?

*Select the correct option.*

- a. **Home**
- b. **View**
- c. **Design**
- d. **Insert**

3. Which of the following methods can you use to insert a link to another item?

*Select all that apply.*

- a. Select Ctrl+K.
  - b. Right-click or access the context menu and select **Link**.
  - c. Select **Link** from the **Insert** tab.
  - d. Select **Link** from the **Home** tab.
4. You can insert a linked object by using the **Insert** \_\_\_\_\_ command in the **Text** group on the **Insert** tab.

*Fill in the blank*

## Topic 1: Import text by using Paste Special

If you've already created content in Word, Excel, or other Office applications, you don't need to enter it again. You can simply copy it and paste it as a link. That way, if the original content gets updated in the source file, it will automatically be updated in the presentation.

### Import linked text from Word

To import linked content, perform the following steps:

1. Select the content you wish to link in the Word document.
2. Use any method to copy it.
3. Switch to your presentation and select the drop-down arrow on the **Paste** command on the **Home** tab (or Ctrl+Alt+V).

4. Select **Paste Special**. The following screenshot depicts the **Paste Special** dialog box:

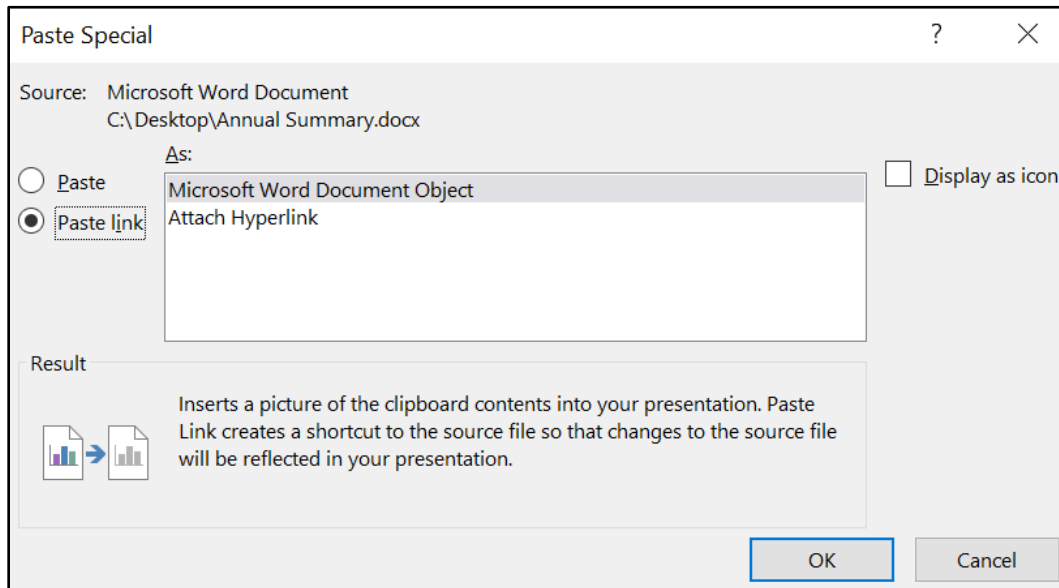


Figure 13: **Paste Special** dialog box

5. Select the **Paste link** option from the **Paste Special** dialog box.
  6. Choose to paste as a **Microsoft Word Document Object** or to **Attach Hyperlink**.
- Or
1. From the **Text** group on the **Insert** tab, select **Object**. The following screenshot depicts the **Insert Object** dialog box:

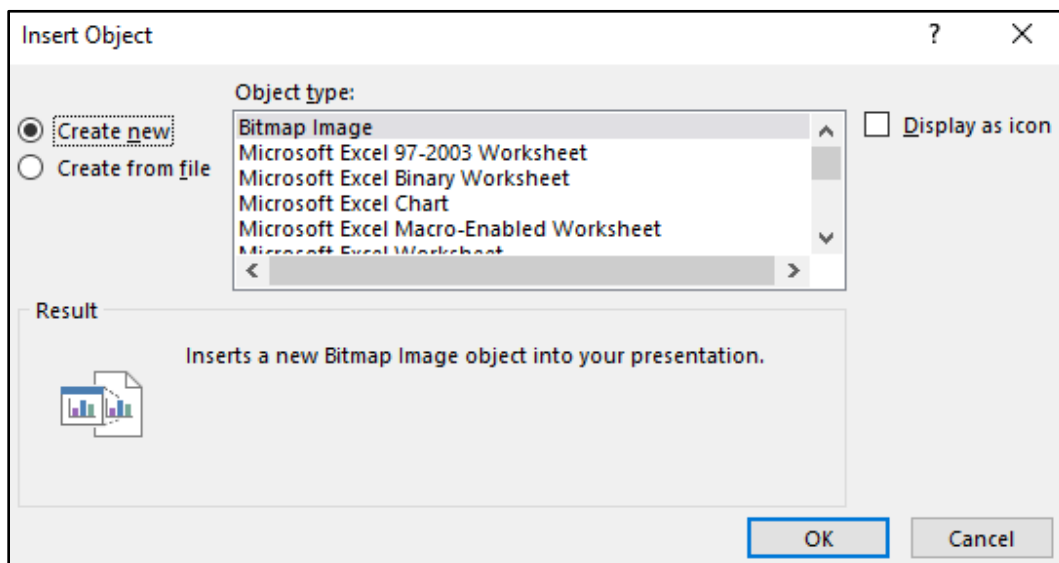


Figure 14: **Insert Object** dialog box

2. Select **Create new** and then select which type of object to create.



Or

1. Select **Create from** file to browse to the file to insert.
2. Select **OK** to return to your presentation.

When an object has been inserted, you can select it and select Enter on your keyboard to edit it. This action will open the file in its source application, and you can go ahead and edit as necessary.

## Update linked content

At any time, you can easily update the linked content by accessing the context menu or right-clicking and then selecting **Update Link**.

The following screenshot depicts the **Update Link** option in the context menu.

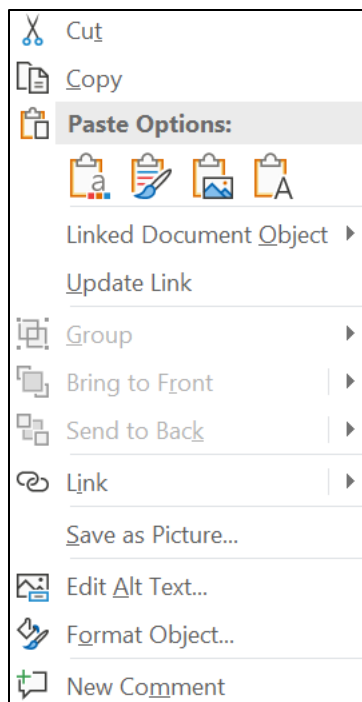


Figure 15: Context menu for updating a link

- Select **Linked Document Object** to open the source document or edit the source document.



### Additional information

For more information on importing content from other applications, go to: [Import content from other applications into PowerPoint](#)

## Activity: Pose a question

In this activity, your teacher asks you the question, “What do you know about Paste Special?” After you share what you do or don’t know, the teacher demonstrates copying formatted text from a different source, such as a Word document, an Excel workbook, or a website, and what it looks like when it is pasted with the default setting. Then, your teacher will explain how to use **Paste Special** from the ribbon and the context menu when pasting.

### Resources required

You'll need the following resources for this activity:

- Create a new blank presentation.
- Open **L5\_T1\_act\_produce.xlsx** and **L5\_T1\_act\_cookbook.docx** in this lesson’s Learning Activity Resources.

### Activity instructions

Participate in the activity by following these instructions:

1. Share what you know about Paste Special.
2. Follow the teacher’s demonstration.
3. Be prepared to answer questions.

## Try-it: Import text by using Paste Special



This is a leveled try-it that uses Paste Special to paste linked content into PowerPoint.

### Try-it 1

In this try-it, you'll copy text from Word and paste it as an object by using Paste Special.

### Resources

You'll need the following resources for this try-it:

- Open **L5\_T1\_try1\_apples\_starter.pptx** and **L5\_T1\_try1\_apples\_starter.docx** in this lesson’s Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Open **L5\_T1\_try1\_apples\_starter.docx** and copy the paragraphs following **Apples for eating raw**, starting from **Honeycrisp** and ending at **Fuji, It is very sweet and firm and very popular for eating**.
2. Paste the copied content into slide 2 in **L5\_T1\_try1\_apples\_starter.pptx** using **Paste Special** to paste as a Microsoft Word Document Object.
3. Resize the text box to fit better on the slide.
4. Save the presentation with the same name plus your initials.

## Try-it 2

In this try-it, you'll copy text from Word and paste it as a link by using Paste Special.

## Resources

You'll need the following resources for this try-it:

- Open **L5\_T1\_try2\_apples\_starter.pptx** and **L5\_T1\_try2\_apples\_starter.docx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Open **L5\_T1\_try1\_apples\_starter.docx** and copy the paragraphs following **Apples for eating raw**, starting from **Honeycrisp** and ending at **Fuji, It is very sweet and firm and very popular for eating**.
2. Paste the copied content into slide 2 in **L5\_T1\_try2\_apples\_starter.pptx** to paste as a linked Microsoft Word Document Object.
3. Resize the text box to fit better on the slide.
4. Edit the paragraph beneath the heading **Fuji** in the Word document to read, **Named after Mount Fuji, the Fuji was developed in Japan in the late 1930's**.
5. Check if the slide also updated.
6. Save the presentation with the same name plus your initials.



### Additional information

For more information on pasting as a link from Excel, go to: [Insert a linked Excel chart in PowerPoint](#)

## Topic 2: Insert hyperlinks

Pasting content from another application into a slide can be a little annoying, especially if you're having trouble fitting the content neatly on the slide. If that's the case, it might be easier to link to the content by using a hyperlink. That way, the file size isn't increased too much and the linked content will always appear the way it should in its original application.

### Insert hyperlinks

When you enter a properly formatted email address or a web address into a slide, it automatically becomes a hyperlink. If you select the email address, an email message will pop up with the email address added to the recipient field. If you select the web address, the web page will open if you have internet access.

### Hyperlink to an existing file

7. To hyperlink to an existing file, select any text on the slide, then select the top half of the **Link** button on the **Insert** tab (or select Ctrl+K).

The **Insert Hyperlink** dialog box will open, offering four options to create a link to:

- Existing File or Web Page
- Place in this document
- Create a new document
- E-mail Address

The following screenshot depicts the **Insert Hyperlink** dialog box:

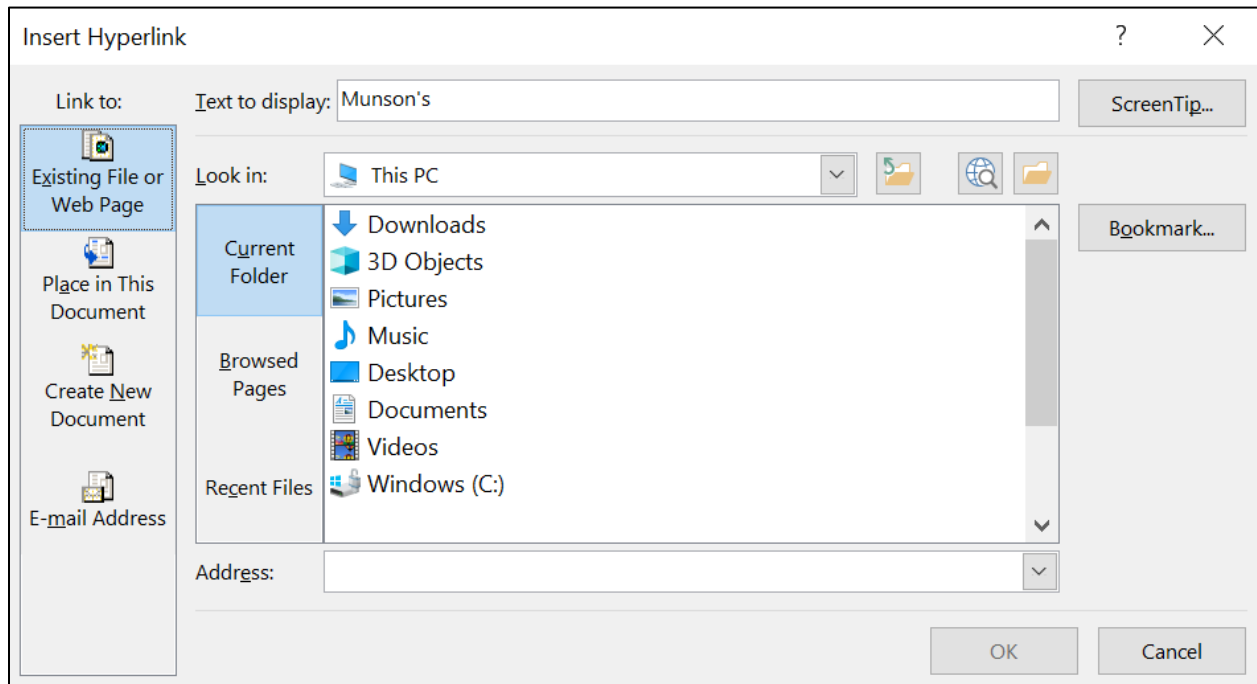


Figure 16: **Insert Hyperlink** dialog box

To link to another document from PowerPoint, perform the following steps:

1. Select **Existing File or Web Page** and then check where the file is located.
2. You might need to select **Up one level** or **Browse for file, Current Folder, Browsed Pages, or Recent Files** to help locate the file to link to.
3. Edit the text to display if necessary, and then select **ScreenTip** to add a message when your pointer moves over the text. The following screenshot depicts the **Set Hyperlink ScreenTip** dialog box:

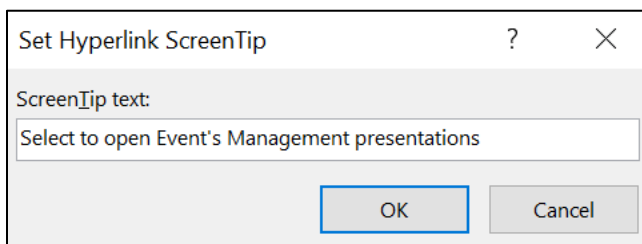


Figure 17: **Set Hyperlink ScreenTip**

4. Select **OK** to return to the Insert Hyperlink dialog box, then select **OK** again to close the dialog box.

Alternatively, there is a quick way to insert a link to a recently used file:

1. Select the position to insert the linked file or select any text on the slide.
2. Select the bottom half of the **Link** button on the **Insert** tab and choose one of the recently opened files listed.



### Additional information

For more information on adding hyperlinks to a slide, go to: [Add a hyperlink to a slide](#)

---

## Activity: Each one, teach one

In this activity, you'll research as much as you can about hyperlinks in 10 minutes. You'll then teach your partner what you learned and vice versa.

### Resources required

You'll need the following resources for this activity:

- Open any presentation in this lesson's Learning Activity Resources as a starting point or use a new blank presentation.

### Activity instructions

Participate in the activity by following these instructions:

1. Research the term *hyperlinks* by using any tool that you have available.
2. Make notes and create hyperlinks as you wish.
3. If there is no internet available to link to an external website, link to other documents or places within the same presentation.
4. When the time is up, teach your partner what you learned.
5. If time permits, your teacher might ask you to create a short presentation to present to your partner.
6. Allow your partner to teach you what they learned also.

## Try-it: Insert hyperlinks



In this try-it, you'll insert hyperlinks into your presentation.

## Try-it

In this try-it, you'll insert a hyperlink to another presentation.

## Resources

You'll need the following resources for this try-it:

- Open **L5\_T2\_try\_harvest\_schedule\_starter.pptx** and **L5\_T2\_try\_plant\_schedule\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Open **L5\_T2\_try\_harvest\_schedule\_starter.pptx** and insert a hyperlink to **L5\_T2\_try\_plant\_schedule\_starter.pptx** by using the slide title text on slide 1.
2. Add a ScreenTip **Select to open the Planting schedule presentation**.

## Wrap-up

Begin a discussion with your neighbor about how you might use PowerPoint to help with projects at school, home, or in your social life. Be prepared to share with the class. Then use these questions to check your knowledge.

1. The **Object** command can be found in the \_\_\_\_\_ group on the \_\_\_\_\_ tab

*Fill in the blanks.*

2. What steps should you follow when using text on a slide to link to a webpage?

*Indicate the correct sequence of steps by adding the numbers 1 to 4 next to the following items.*

- a. Enter the URL address into the address box - \_\_\_\_\_
- b. From the **Insert** tab, select **Link** and then **Insert Link** - \_\_\_\_\_
- c. Select **OK** - \_\_\_\_\_
- d. Select the text on the slide to apply the hyperlink - \_\_\_\_\_

3. Which of the following statements are false?

*Select all that apply.*

- a. It's not possible to hyperlink to an Excel file from PowerPoint.
  - b. The Hyperlink command is on the **Insert** tab on the ribbon.
  - c. The **Link** command is on the Insert tab on the ribbon.
  - d. You can only link to another document by using the **Insert Hyperlink** dialog box.
4. If you forgot to add a **ScreenTip** to a hyperlink to a webpage, what sequence should you follow?

*Indicate the correct sequence by adding numbers 1 to 4 next to the following items.*

- a. Right-click or access the context menu - \_\_\_\_\_
- b. Select **Screen tip** - \_\_\_\_\_
- c. Select **Edit Link** - \_\_\_\_\_
- d. Enter the tip and select **OK** - \_\_\_\_\_



# Glossary

<b>Bullets</b>	Applied to text to make a bulleted list. The bullet can be any symbol or picture you choose.
<b>Columns</b>	Text that is split into multiple columns within a placeholder, shape, or text box.
<b>Header / Footer</b>	An area where text can be repeated on every slide or page.
<b>Hyperlink</b>	An active link to another file, website, or place in the same presentation.
<b>Linked content</b>	A linked item that is updated in the original application and is automatically updated in a slide. Content can be linked by using Paste Special or the link command.
<b>Numbering</b>	Applied to text to make a numbered list, for example, 1, 2, 3 or a, b, c.
<b>Smart Lookup</b>	A tool that can help you find definitions, images, and more information on any selected text.
<b>Sub-bullet</b>	A bullet that belongs to another higher-level bullet. A sub-bullet usually offers more detail to the higher-level bullet.
<b>Synonyms</b>	A feature that suggests alternate words or phrases based on a selected word.
<b>Theme</b>	A design theme that includes fonts, colors, and effects that help create a consistent style in a presentation.
<b>Thesaurus</b>	A tool that suggests alternate words or phrases based on a word that is selected.
<b>Word Outline</b>	A Microsoft Word document that can be used to create slides in PowerPoint. This only works if text has Heading styles applied to them.

# Cornerstone

## Overview

The Events Management intern must create presentations that highlight farm produce and offer a preview of a cookbook that will be launched soon.

The event team has a Word document outline that needs to be converted for the cookbook presentation.

## Objectives

The following table outlines the Cornerstone objectives and their corresponding MOS exam objectives.

<b>Reuse slides from another presentation</b>	<ul style="list-style-type: none"> <li>• OD 2.1.2: Insert slides from another presentation</li> </ul>
<b>Apply and remove bullets or numbering to a list on a slide</b>	<ul style="list-style-type: none"> <li>• OD 3.1.3: Create bulleted and numbered lists</li> </ul>
<b>Format text into columns</b>	<ul style="list-style-type: none"> <li>• OD 3.1.2: Format text in multiple columns</li> </ul>
<b>Apply built-in styles to text</b>	<ul style="list-style-type: none"> <li>• OD 3.1.1: Apply built-in styles to text</li> </ul>
<b>Create a presentation from a Word document outline</b>	<ul style="list-style-type: none"> <li>• OD 2.1.1: Import Word document outlines</li> </ul>

**Add content into notes and handouts header and footer and add page numbers**

- OD 2.2.3: Insert slide headers, footers, and page numbers

**Insert hyperlinks**

- OD 3.2.1 Insert hyperlinks

*Table 2: Cornerstone objectives*

## Duration

50 minutes

## Instructions

1. Complete the tasks below for each file.
2. When saving your file, add your name to the end of the filename, for example: **Fruit\_Dwayne\_Espino**. Follow your teacher's directions on where to save your files.
3. When you're done with the Cornerstone, assess your completion and enter the points that you think you earned within the task lists below. You can ask for help from your teacher if required.

## Tasks

You'll work with two main files in this Cornerstone and a couple of other files to provide content. The following are the tasks you must complete within each file.

### File 1: Cornerstone1\_fruit\_starter.pptx

#### Task: Reuse slides (4 points)

- Reuse the strawberry and the blackberry slides from **Cornerstone\_S&B.pptx** so that they are inserted into **Cornerstone1\_fruit\_starter.pptx** in alphabetical order. (4 points) (Exam objective 2.1.2)

Points scored: \_\_\_\_\_ / 4

### Task: Apply bullets and numbering (4 points)

1. Change the numbered list on the **Apples** slide to filled square bullets. (2 points)  
(Exam objective 3.1.3)
2. Increase the indent between the square bullets and the text to the next marker to make the gap wider. (2 points)

Points scored: \_\_\_\_\_ / 4

### Task: Use font themes (4 points)

1. Apply the **Dark Gray, Text 2** font to the bulleted list on the **Apples** slide. (2 points)  
(Exam objective 3.1.1)
2. Use **Format Painter** to apply the same style bullets to all other bulleted lists in the presentation. (2 points) (Exam objective 3.1.3)

Points scored: \_\_\_\_\_ / 4

FILE 1 TOTAL POINTS: \_\_\_\_\_ /12

## File 2: Cornerstone2\_cookbook\_starter.pptx

### Task: Import Word outline (4 points)

1. Create new slides in **Cornerstone2\_cookbook\_starter.pptx** from the outline by using **Cornerstone2\_cookbook.docx**. (2 points) (Exam objective 2.1.1)
2. Delete any blank slides. (2 points)

Points scored: \_\_\_\_\_ / 4

### Task: Use Paste, format columns, and resize (5 points)

1. Copy the ingredients and cooking instructions for Pumpkin Pie and paste into the **Pumpkin Pie** slide. (1 points)
2. Format the text into two columns (2 points) (Exam objective 3.1.2)
3. Resize the text box to fit better on the screen. To be specific you can use the **Format Shape** tab on the **Ribbon** to set the width to **9.44 inches (24 cm)** and height of **3.94 inches (10 cm)**. Then reposition the text box to display better on the slide if necessary. (2 points)

Points scored: \_\_\_\_\_ / 5

### Task: Add headers and footers (2 points)

- Enter the text **Munson's Pickles and Preserves Farm Cookbook** into the slide footer, and don't let it appear on the first slide. (2 points) (Exam objective 2.2.3)

Points scored: \_\_\_\_\_ / 2

### Task: Link to another presentation (2 points)

- Use the text **Cookbook** on the first slide to link to **Cornerstone2\_harvest\_schedule.pptx** with a ScreenTip **Select link to review seasonal produce**. (2 points) (Exam objective 3.2.1)

Points scored: \_\_\_\_\_ / 2

FILE 2 TOTAL POINTS: \_\_\_\_\_ / 13



# Student Guide

40568A

Microsoft PowerPoint associate  
2019

Module 3: Adding visuals to presentations

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## Adding visuals to presentations

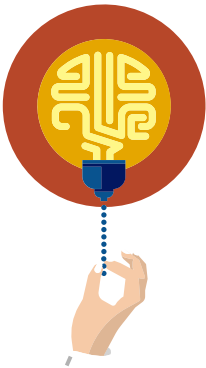
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# Module overview

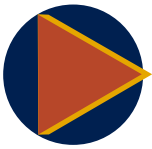
## Description

PowerPoint is a powerful tool for creating today's modern visual communications. This module will help you master the art of creating visuals in presentations and using those visual elements to enhance the text content from the previous module. You will learn how to resize and format images, icons, and shapes; create graphics and arrange objects; and make them all accessible.



### Did you know?

Knowing basic graphic design principles can make a big difference in the success of your presentations.



### Video

Watch the [concept video](#) on graphic design to learn about design concepts such as proximity, alignment, and white space.

The following table outlines the lessons in this module and their corresponding learning objectives.

Lesson	Learning objective	Exam objective(s)
Adding pictures	Resize and format images	<ul style="list-style-type: none"> <li>• 3.3.1</li> <li>• 3.3.2</li> </ul>
Adding shapes and text boxes	Insert and format graphic elements	<ul style="list-style-type: none"> <li>• 3.4.1</li> <li>• 3.4.4</li> <li>• 3.4.3</li> </ul>
Formatting shapes and text boxes	Format shapes and text boxes	<ul style="list-style-type: none"> <li>• 3.4.5</li> <li>• 3.4.6</li> </ul>

Lesson	Learning objective	Exam objective(s)
Creating graphics	Insert screenshots and screen clippings, draw with digital ink, and group shapes and images	<ul style="list-style-type: none"> <li>• 3.4.3</li> <li>• 3.4.2</li> <li>• 3.5.3</li> </ul>
Arranging objects and making them accessible	Align and arrange objects on a slide, layer objects on slides, and add alt text to graphic elements for accessibility	<ul style="list-style-type: none"> <li>• 3.5.2</li> <li>• 3.5.4</li> <li>• 3.5.1</li> <li>• 3.4.7</li> </ul>

*Table 1: Objectives by lesson*

## Scenario

Munson's Pickles and Preserves has several apiaries that travel to regional cooperative (co-op) farms to help pollinate their crops. The Apiary team will facilitate a beekeeping workshop at the farm for a school field trip. They have created slides with text about beekeeping. The slides need visuals to make them more engaging.

This scenario allows you to observe how graphical elements can be used to transform text into an effective visual communication tool.

# Cornerstone

Munson's Pickles and Preserves has several apiaries that travel to regional co-op farms for crop pollination. The Apiary team has asked you to create a beekeeping presentation that will be delivered to a school visiting the farm.

In this Cornerstone, you will insert and format graphic elements to create a more engaging presentation.

# Lesson 1: Adding pictures

## Overview

In this lesson, you will learn how to resize and format pictures. You will be inserting pictures and icons; applying styles and effects to the pictures; and resizing, cropping, and compressing the pictures.

## Warm-up

Use these questions to find out what you already know about this lesson's topics.

1. Compressing a picture means:

*Select the correct option.*

- a. Decreasing the height and width of a picture
- b. Decreasing the height of a picture
- c. Decreasing the width of a picture
- d. Reducing the file size of a picture

2. What things can **Picture Styles** change?

*Select all that apply.*

- a. Border of the picture
- b. Color of the picture
- c. Effects of the picture (for example, shadow)
- d. Rotation of the picture

3. A symbol that represents something is called a(n) \_\_\_\_\_

*Fill in the blank space.*

4. The groups on the picture **Format** tab are:

- Adjust
- Picture Styles
- Accessibility
- Arrange
- Size

*Categorize the following items by adding the appropriate group name next to each item.*

- a. Alt Text — \_\_\_\_\_
- b. Artistic Effects — \_\_\_\_\_
- c. Crop — \_\_\_\_\_
- d. Border — \_\_\_\_\_

## Topic 1: Adjust pictures and apply styles



The phrase “a picture is worth a thousand words” is certainly true in visual communications. Pictures can convey the information in your presentation more quickly and effectively than bullet points of text. Cropping images allows you to focus on what is important in the picture, and resizing a picture lets you ensure the picture is balanced with other content on the slide. Styles and effects give you artistic license to enhance your pictures in interesting ways.

In this topic, you learn how to resize and crop images and apply built-in styles and effects to pictures. These features allow you to manipulate pictures to be more effective and match the content of your presentation.

### Resize and crop pictures

1. Select the picture.
2. Drag the handles on the picture corners to resize the picture and maintain the aspect ratio.
3. Select the **Format** tab.
4. Select the **Crop** button in the **Size** group.

5. Drag the crop handles from the sides to remove the undesired parts from the picture margins.
6. Change the **Height** and **Width** values to resize the picture. The following screenshot depicts the resize and crop options available in the **Format** tab:

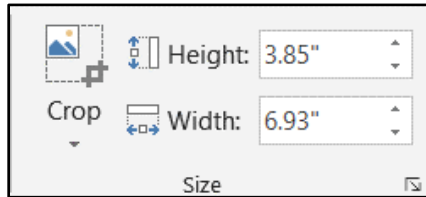


Figure 1: **Size** group of the **Format** tab

## Apply styles to a picture

1. Select the picture.
2. Select the **Format** tab.
3. Select the **Artistic Effects** drop-down in the **Adjust** group.
4. Select the desired artistic effect. The following screenshot depicts the **Adjust** group of the **Format** tab:

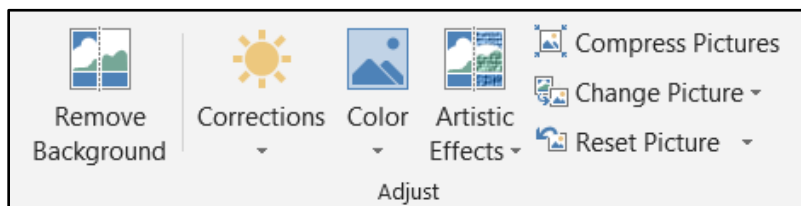
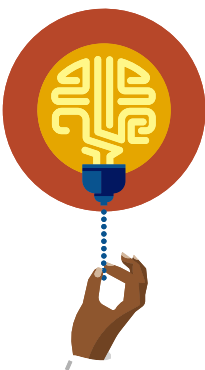


Figure 2: **Adjust** Group of the **Format** tab



### Did you know?

Artistic effects can completely change the appearance of a picture. Using artistic effects, you can customize pictures to work better with your presentation subject.

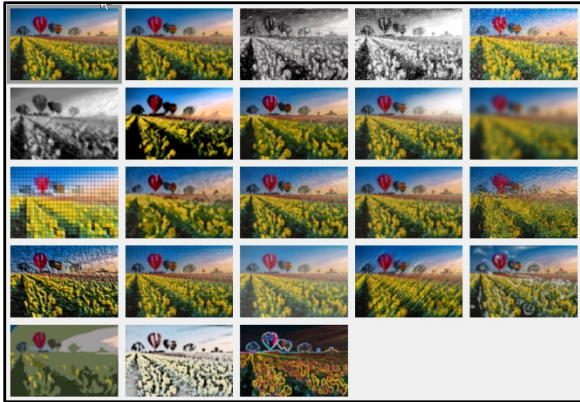


Figure 3: Artistic effects



### Additional information

To review the tutorial on resizing pictures, go to: [Change the size of a picture, shape, text box, or WordArt](#)

To review the tutorial on applying a style or effect to a picture, go to: [Add or change a style or effect for a picture](#)

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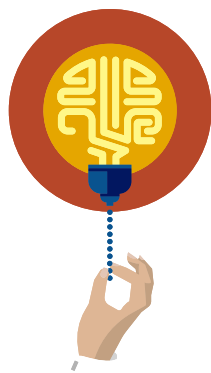
### Video

To review the video on cropping pictures, go to: [Crop a picture in Office](#)

---

## Activity: Show me how

The teacher demonstrates how to resize and crop a picture and how to apply built-in styles and effects to pictures.



### Did you know?

You can use keyboard shortcuts instead of a mouse or other input device.

To learn more about keyboard shortcuts, go to: [Use keyboard shortcuts to create PowerPoint presentations](#)



## Resources required

None

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to crop pictures, resize pictures, and apply styles to pictures.
2. Ask the teacher clarifying questions. An example is: How can you resize pictures without using the mouse or other input device?

## Try-it: Adjust pictures and apply styles



**Each One Teach One:** You will reach out to each other and learn how to resize and crop pictures and apply built-in styles and effects to pictures. You will pair up with a fellow student and, in Try-it 1, teach your partner how to resize and crop a picture. In Try-it 2, you will switch, and your partner will teach you how to apply built-in styles and effects to pictures. Both of you should complete all steps in your files.

Optionally, add a third partner during the Each One Teach One try-its. That partner will be responsible for quality checking the teaching of the other two students, ensuring their steps are clear and complete and can intervene to make sure nothing is left out.

You will be making changes to the presentation for the beekeeping workshop.

## Try-it 1

### Resources

You will need the following resource for this activity:

- Open **L1\_T1\_try1\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

Resize and crop the picture (first student teaches).

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 3.
2. Select the beehive.
3. Use the handle in the lower right corner of the picture and drag it back and forth to observe the beehive getting larger and smaller.

4. Use the handle in the middle of the right side and drag it back and forth to observe how the aspect ratio can be distorted when not using the corner handles.
5. Reset the picture and size.
6. Change the beehive height to **7.5"** or **19.05 cm** and picture width to **6.24"** or **15.8496 cm** by using the **Size** group.
7. Crop out the legs on the beehive.
8. Undo the cropping.
9. Save the presentation.

## Try-it 2

### Resources

You will need the following resource for this activity:

- Open **L1\_T1\_try2\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

Apply built-in styles and effects to the picture (second student teaches).

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 3.
2. Apply the **Light Screen** artistic effect to the beehive.
3. Apply the **None** artistic effect to the beehive.
4. Hover over the different picture styles to observe the effect on the picture. Do not apply any of the picture styles.
5. Apply a **65%** transparency to the beehive.
6. Save the presentation.

## Topic 2: Format pictures

In this topic, you will learn how to adjust the color, brightness, contrast, or sharpness of a picture; compress a picture; and reset a picture. Adjusting the color, brightness, contrast, and/or sharpness of a picture can make it easier to see and more accessible for persons with visual limitations. Compressing pictures reduces the file size and makes it easier to share your presentations. Resetting a picture can save a lot of steps if you have applied several changes and want to get your original picture back.

## Adjust pictures

1. Select a picture.
2. Select the **Format** tab.
3. Select the **Corrections** drop-down in the **Adjust** group to change the saturation, contrast, and/or brightness of a picture. The following screenshot depicts the **Adjust** group of the **Format** tab:

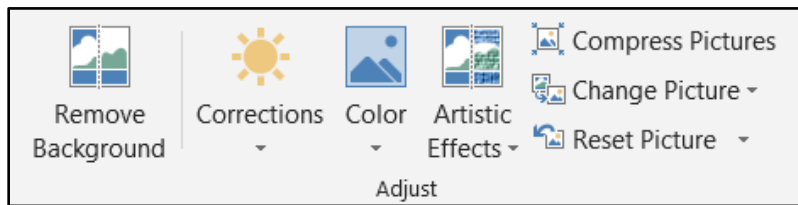


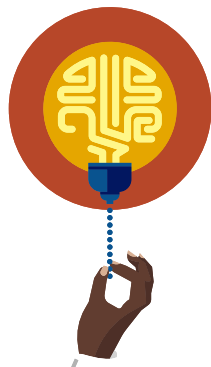
Figure 4: **Adjust** group of the **Format** tab

4. Select **Color**, select **Picture Color Options**, select **Fill & Line**, select **Fill**, select **Solid Fill**, and then drag the **Transparency** slider to make a picture partially transparent.
5. Select **Compress Pictures** to compress the picture to a desired size.



### Additional information

To review the tutorial on formatting pictures, go to: [Format pictures on slides](#)



### Did you know?

You should be aware of copyright laws when capturing pictures from the web. At a minimum, you should give credit when using pictures of content that is not your own by including an attribution. Learn more by going to: [What is Copyright?](#)

## Activity: Show me how

The teacher demonstrates how to adjust the color, brightness, contrast, or sharpness of a picture; compress a picture; and reset a picture.

## Resources required

None

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to adjust the color, brightness, contrast, or sharpness of a picture; compress a picture; and reset a picture.
2. Ask the teacher clarifying questions. An example is: How can compressing a picture make the PowerPoint file smaller?

## Try-it: Format pictures



You will adjust the color, brightness, contrast, or sharpness of a picture; compress a picture; and reset a picture.

## Try-it

### Resources

You will need the following resource for this activity:

- Open **L1\_T2\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Select the honeycomb picture on slide 3.
2. Change the color of the honeycomb to **Dark Green, Accent color 1 Dark**.
3. Change the **Sharpness** to **25%**.
4. Change the **Brightness** to **-20%** and **Contrast** to **+20%**.
5. Reset the honeycomb picture to its original formatting but not the original size.
6. Set the transparency to **80%**.
7. Compress the honeycomb picture to print quality.
8. Save the presentation.

## Topic 3: Insert icons

In this topic, you will learn how to insert icons to communicate visually using symbols. Icons are a great way to communicate information at a glance. Road signs, exit signs, and restroom labels are just a few examples of icons used in modern society.

## Insert icons

1. Select the **Insert** tab.
2. Select **Icons** in the **Illustrations** group. The following screenshot depicts the **Insert icons** dialog window:

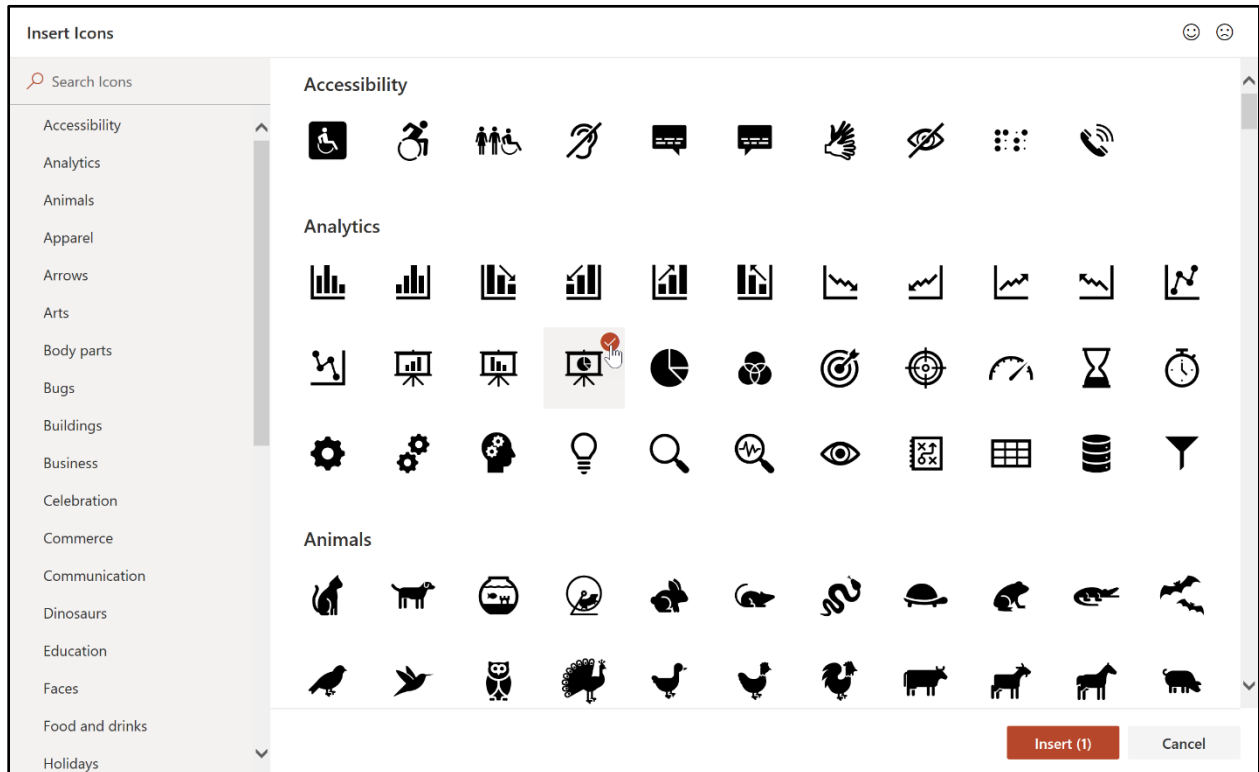
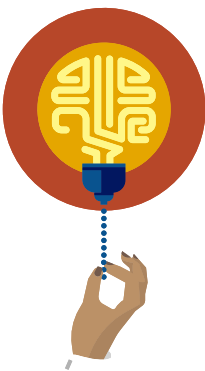


Figure 5: **Insert icons** dialog window

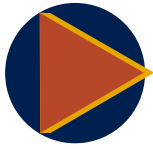
3. Scroll through or search to select desired icons.
4. Select **Insert**.



### Did you know?

Icons and symbols are some of the oldest known forms of art.

Stone-age persons drew or carved symbols on cave walls and rocks to represent people, animals, hunting, and other everyday things. They also drew more obscure symbols, such as spirals, of which we can only guess the meaning. Icons and symbols are effective communication tools only when everyone who views them understands what they represent. Icons frequently require context such as location, words, or other symbols to make their meaning clear.



### Video

To review the video on inserting icons, go to: [Insert icons in Microsoft Office](#)

---

## Activity: Show and tell

The teacher demonstrates inserting icons and then leads a short discussion about:

How can symbols enhance messages?

How can symbols be interpreted differently by different people?



*Figure 6: Is this a sparkler or a comet?*

### Resources required

None

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to insert icons.
2. Ask the teacher clarifying questions. An example is: How can I choose the correct icon?
3. Participate in the discussion.

## Try-it: Insert icons



You will insert icons to visually communicate the seasons using symbols.

## Try-it

### Resources

You will need the following resource for this activity:

- Open **L1\_T3\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 6.
2. Insert the sprout, the sun, the leaf, and the snowflake icons from the weather and seasons category.
3. Drag and drop the icons over the text in this order:
  - a. the sprout over Spring,
  - b. the sun over Summer,
  - c. the leaf over Autumn, and
  - d. the snowflake over Winter.
4. Save the presentation.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. What are the two methods to resize pictures?

*Select all that apply.*

- a. Trim the picture.
- b. Change the height and width settings.
- c. Drag the sizing handles.
- d. Use the smaller or larger arrows.

2. Cropping a picture is:  
*Select the correct option.*
  - a. Cutting out the center of the picture.
  - b. Changing the picture to an image of crops.
  - c. Trimming the margins of the picture.
  - d. Changing the shape of the picture.
3. Changing a picture to resemble a pencil sketch is applying a(n) \_\_\_\_\_ effect.  
*Fill in the blank space.*
4. Select the two options you can choose from the **Adjust** group on the **Format** tab.  
*Select all that apply.*
  - a. Picture Border
  - b. Color
  - c. Compress Picture
  - d. Align
5. Select all the settings you can adjust using the **Corrections** drop-down.  
*Select all that apply.*
  - a. Sharpness
  - b. Brightness
  - c. Color
  - d. Contrast
6. Order the types of picture resolution with 1 being the highest ppi (pixels per inch) and 4 being the lowest ppi.  
*Indicate the correct sequence by adding numbers 1–4 next to the following items.*
  - a. Print — \_\_\_\_\_
  - b. HD — \_\_\_\_\_
  - c. E-mail — \_\_\_\_\_
  - d. Web — \_\_\_\_\_
7. An icon is a(n) \_\_\_\_\_ used to visually communicate meaning.  
*Fill in the blank space.*



# Lesson 2: Adding shapes and text boxes

## Overview

In this lesson, you will learn how to insert and format graphic elements. Specifically, you will learn how to use shapes and text boxes to convey information with visual interest.

## Warm-up

Use these questions to find out what you already know about this lesson's topics.

1. A text box is a shape without a fill or border.

*Select the correct option.*

- a. True
- b. False

2. By default, text in a shape is:

*Select the correct option.*

- a. Left aligned
- b. Centered
- c. Right aligned
- d. Justified

## Topic 1: Insert, change, and resize shapes



Shapes are an important visual element of presentations. Shapes can help you explain complex ideas, map out a process, or even add a decorative element to an otherwise boring slide. In this topic, you will learn how to insert a shape, change a shape into another shape, resize a shape by setting dimensions, and resize a shape by dragging points/handles.

## Insert and resize a shape

1. Select the **Insert** tab.
2. Select the **Shapes** drop-down in the **Illustrations** group. The following screenshot depicts the **Illustrations** group of the **Insert** tab:

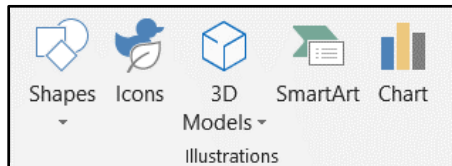


Figure 7: **Illustrations** group of the **Insert** tab

3. Select the desired shape.
4. Draw the shape by dragging.
5. Resize the shape by dragging the handles on the sides or corners of the shape or changing the **Height** and **Width** in the **Size** group of the **Format** tab.

## Change a shape

1. Select a shape.
2. Select the **Format** tab.
3. Select the **Edit Shape** drop down in the **Insert Shapes** group. The following screenshot depicts the **Insert Shapes** group of the **Format** tab:

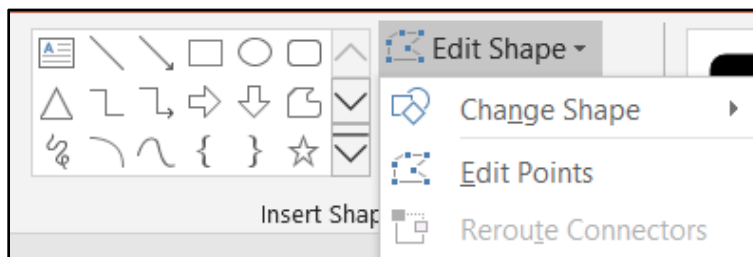


Figure 8: **Change Shape** in the **Insert Shapes** group of the **Format** tab

4. Select **Change Shape**.
5. Choose the desired shape.



### Additional information

To review the tutorial on changing shapes, go to: [Change a shape into another shape](#)

To review the tutorial on resizing shapes, go to: [Change the size of a picture, shape, text box, or WordArt](#)

---

## Activity: Show me how

The teacher demonstrates inserting a shape, changing to a different shape, resizing the shape using handles, and resizing the shape using dimensions.

### Resources required

None

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate inserting a shape, changing to a different shape, resizing the shape using handles, and resizing the shape using dimensions.
2. Ask the teacher clarifying questions. An example is: How can I change a rectangle to a circle?

## Try-it: Insert, change, and resize shapes



You are challenged to insert, change, resize, and arrange shapes to resemble a honeycomb.

## Try-it

### Resources

You will need the following resource for this activity:

- Open **L2\_T1\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Insert 9 circle shapes on slide 5.
2. Change the circle shapes to hexagon (six-sided) shapes.
3. Resize the hexagon shapes to **1"** or **2.54 cm** high x **1.2"** or **3.048 cm** wide.
4. Arrange the shapes to resemble a honeycomb in the lower-right corner of the slide.
5. Save the presentation.

## Topic 2: Add text to shapes and insert text boxes



Shapes are used to add visual interest to text. By using shapes, combined with text and pictures, you can create a much more effective and interesting presentation. Shapes help you avoid a presentation of bullet point text that is sure to bore your audience. In this topic, you will learn how to add text to a shape and add a text box. Combining text and shapes allows you to visually communicate complex ideas such as processes and hierarchies.

### Add text to a shape

1. Double-click a shape.
2. When the cursor blinks inside the shape, enter desired text.
3. Alternatively, right-click or access the context menu on the shape.
4. Select **Edit Text**.
5. Enter desired text.

## Insert a text box

1. Select the **Insert** tab.
2. Select **Text Box** in the **Text** group. The following screenshot depicts the **Text** group of the **Insert** tab:

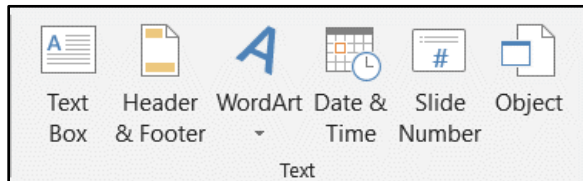


Figure 9: **Text** group of the **Insert** tab

3. Enter desired text.

**Note:** Deleting all the text in a text box will delete the text box. Deleting all the text in a shape will not delete the shape.



### Additional information

To review the tutorial on adding text to shapes, go to: [Add text to a slide](#)

## Activity: Discuss and learn

The teacher demonstrates how to add text to shapes and how to insert a text box and then leads a discussion about the effectiveness of shapes and the differences between shapes and text boxes.

### Resources required

None

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to add text to shapes and how to insert a text box.
2. Ask the teacher clarifying questions. An example is: How can I change text in a shape?
3. Participate in the discussion.

## Try-it: Add text to shapes and insert text boxes



You will add text to shapes to visually convey the process of adding bees to the hive.

### Try-it

#### Resources

You will need the following resource for this activity:

- Open **L2\_T2\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Insert 3 rectangles on slide 5.
2. Evenly space the rectangles top to bottom on the left side of the slide.
3. Enter the text from the text box in the upper right, one line per rectangle from top to bottom.
4. Resize the rectangles to fit the text on one line with all rectangles equal width and height.
5. Resize the text to **24 pt**.
6. Insert down arrow shapes between the rectangles.
7. Delete the text in the upper right text box.
8. Insert a new shape and enter any text in it.
9. Delete the text in the shape.
10. Delete the new shape.
11. Save the presentation.

# Wrap-up

Use these questions to check what you learned in this lesson:

1. A shape can be changed to a line.

*Select the correct option.*

- a. True
- b. False

2. Select the two methods that can be used to resize a shape.

*Select all that apply.*

- a. Drag handles
- b. Use the larger/smaller arrows
- c. Change the height and width settings
- d. Use the increase/decrease icon

3. What are the things that make a text box different from a shape?

*Select all that apply.*

- a. No fill or border
- b. Deleting the text deletes the object
- c. Text is left aligned
- d. You don't have to double click to enter text

# Lesson 3: Formatting shapes and text boxes

## Overview

In this lesson, you will learn how to format shapes and text boxes. You will learn how to change a shape's color, outline, style, and effects to better customize it to your purpose.

## Warm-up

Use these questions to find out what you already know about this lesson's topics.

1. What is the color of a shape called?

*Select the correct option.*

- a. Saturation
- b. RGB
- c. Fill
- d. Hue

2. Select the items that are shape effects.

*Select all that apply.*

- a. Shadow
- b. Style
- c. Reflection
- d. Alignment

## Topic 1: Format shapes and text boxes



Appealing shapes can greatly enhance a presentation. Formatting your shapes to fit in with your design creates greater continuity and flow for your presentations as well as a pleasing aesthetic. In this topic, you will learn how to format shapes and text boxes by changing the color, outline, and effects.



## Change the color, outline, and/or effects of shapes

1. Select a shape.
2. Select the **Format** tab.
3. Select the **Shape Fill** drop-down in the **Shape Styles** group. The following screenshot depicts the **Shape Style** group of the **Format** tab:

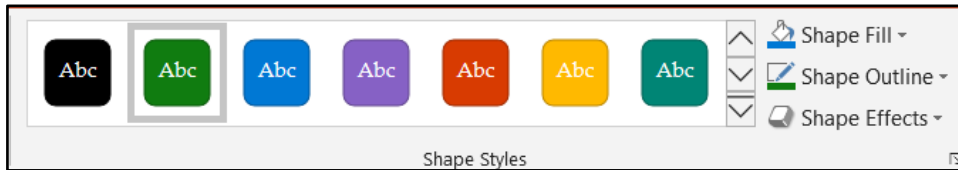
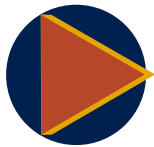


Figure 10: **Shape Styles** group of the **Format** tab

4. Choose a color for your shape.
5. Select the **Shape Outline** drop down in the **Shape Styles** group.
6. Choose an outline color for your shape.
7. Choose an outline weight for your shape.
8. Select the **Shape Effects** drop down in the **Shape Styles** group.
9. Choose an effect for your shape.



### Video

To review the video on formatting shapes and text boxes, go to: [Format shapes](#)

---

## Activity: Show me how

The teacher demonstrates how to change the color, outline, and effects of shapes and text boxes.

### Resources required

None

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to change the color, outline, and effects of shapes and text boxes.
2. Ask the teacher clarifying questions. An example is: How can you change the outline width of a shape?

## Try-it: Format Shapes and Text boxes



You will change the color, outline, and effects of shapes and text boxes.

## Try-it

### Resources

You will need the following resource for this activity:

- Open **L3\_T1\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 5.
2. Select a hexagon that you created in the previous lesson.
3. Change the hexagon color to **Gold, Accent 5**.
4. Change the hexagon outline color to **Gold, Accent 5, Darker 50%**.
5. Change the hexagon outline weight to **3 pt**.
6. Add a cutout bevel effect to the hexagon.
7. Repeat for the remaining hexagons.
8. Save the presentation.

## Topic 2: Apply built-in styles to shapes and text boxes



In this topic, you will learn how to apply and change quick styles for shapes. Quick styles allow you to rapidly change multiple settings at once by applying preset formatting. These formatting presets are designed to match the theme of the presentation, saving you many steps.

### Use built-in styles on shapes

1. Select a shape.
2. Select the **Format** tab.
3. Select the **More** (gallery) drop-down in the **Shape Styles** group.
4. Choose a style from the gallery for your shape. The following screenshot depicts the **Shape Style** gallery:

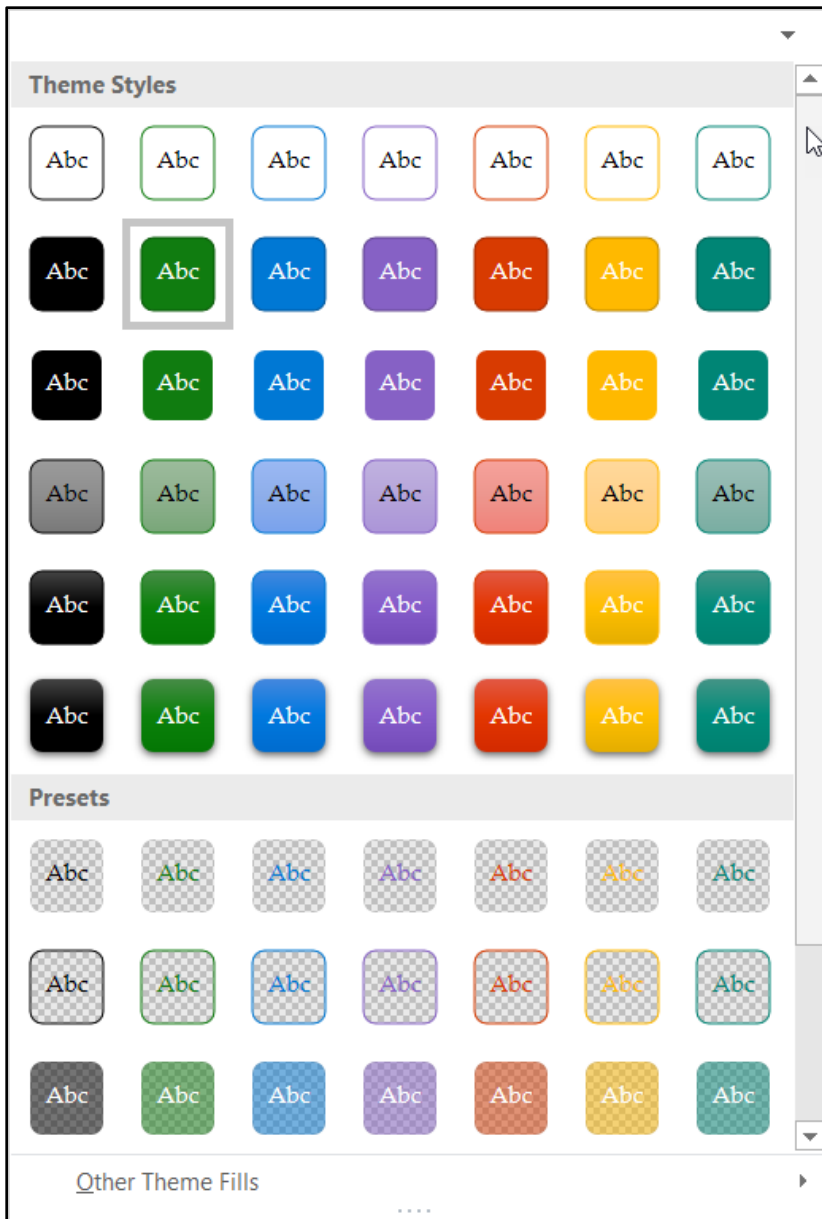
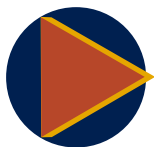


Figure 11: **Shape Style** gallery



**Video**

To review the tutorial on quick styles, go to: [Format Shapes](#)

---

## Activity: Show and tell

The teacher demonstrates how to apply quick styles to shapes and then discusses the different options in quick styles.

## Resources required

None

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to apply quick styles to shapes and text boxes.
2. Ask the teacher clarifying questions. An example is: How can you change a quick style of a shape?
3. Participate in the discussion.

## Try-it: Apply built-in styles to shapes and text boxes



You will apply and change quick styles of shapes.

## Try-it

### Resources

You will need the following resource for this activity:

- Open **L3\_T2\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 5.
2. Select the **Open the hive** rectangle from the previous lesson.
3. Change the shape style of the rectangle to **Colored fill – Black, Dark 1, Theme Style**.
4. Repeat for the remaining rectangles.
5. Change the down arrow shapes to **Semitransparent – Black, Dark 1, No Outline**.
6. Save the presentation.

# Wrap-up

Use these questions to check what you learned in this lesson.

1. What options can you change for a shape outline?

*Select all that apply.*

- a. Color
- b. Weight
- c. Dashes
- d. Gradient

2. Match the effects to their group.

- Shadow
- Reflection
- Glow
- Bevel

*Categorize the following items by adding the appropriate group name next to each item.*

- a. Half Reflection: Touching – \_\_\_\_\_
- b. Glow: 5 pt. – \_\_\_\_\_
- c. Offset: Bottom Right – \_\_\_\_\_
- d. Slant – \_\_\_\_\_

3. What are the two different types of built-in Shape Styles?

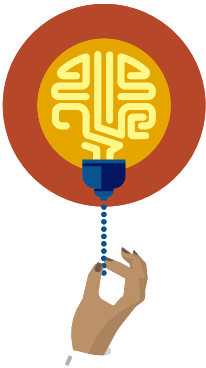
*Select the correct option.*

- a. Artistic
- b. Theme Styles
- c. Presets
- d. Intense

# Lesson 4: Creating graphics

## Overview

In this lesson, you will learn how to insert screenshots and screen clippings, draw with digital ink, and create custom graphics by grouping shapes. These features in PowerPoint allow you to create your own unique graphical elements for use in your visual communications.



### Did you know?

You can create your own graphics in PowerPoint and use them in other Office products such as Word documents and Excel spreadsheets. You can even save them as pictures to use on social media.

## Warm-up

Use these questions to find out what you already know about this lesson's topics.

1. What do you use to draw and write in PowerPoint?

*Select the correct option.*

- a. Pencil
- b. Ink
- c. Crayon
- d. Brush

2. Merging shapes and Grouping shapes are the same thing.

*Select the correct option.*

- a. True
- b. False

3. \_\_\_\_\_ are useful for capturing snapshots of programs or windows that you have open on your computer.

*Fill in the blank space.*

# Topic 1: Insert screenshots and screen clippings



In this topic, you will learn how to insert screenshots and screen clippings. Screenshots capture an image of other programs or windows that you have open on your PC. Screen clippings allow you to capture all or part of a web page. Screenshots and screen clippings are useful for creating documentation and/or educational materials.

## Capture a screenshot

1. Select the **Insert** tab.
2. Make sure another file is open on your PC.
3. Select the **Screenshot** drop-down in the **Images** group. The following screenshot depicts the **Screenshot** drop-down:

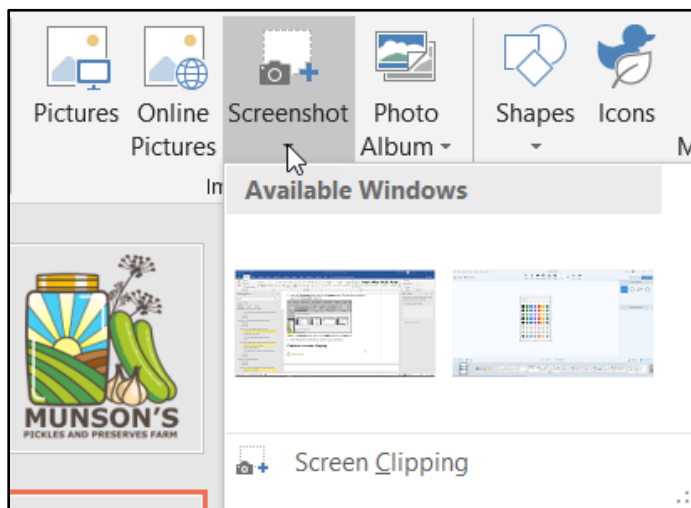


Figure 12: **Screenshot** drop-down in the **Images** group of the **Insert** tab

4. Select the picture of the file you want for your screenshot.

## Capture a screen clipping

1. Make sure the window you want to screen clip is the first one in the available windows. Do this by going to the desired application, then go to PowerPoint.
2. Select the **Screenshot** drop down in the group.
3. Select **Screen Clipping**.



- Use the mouse or other input device to cut out (clip) the portion of the window you want for your screen clipping. The following screenshot depicts screen clipping:

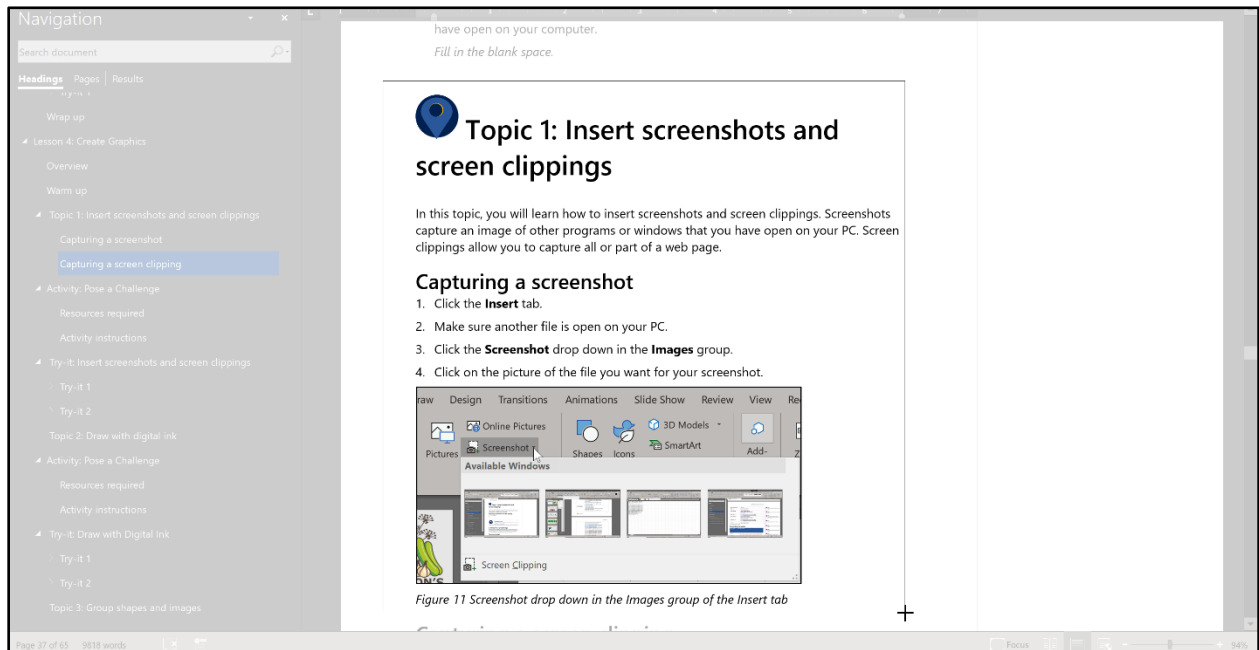


Figure 13: Screen clipping



### Additional information

To review the tutorial on screenshots and screen clippings, go to: [Insert a screenshot or screen clipping](#)

## Activity: Pose a challenge

The teacher will go to a web site about bees and then capture a screen clipping to include in the presentation. The teacher will lead a discussion about possible uses for screenshots and screen clippings and how copyright applies. The teacher will then challenge the students to find their own screenshots and screen clippings in the try-it activities.

### Resources required

None

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to find and capture a screen clipping.
2. Ask the teacher clarifying questions. An example is: How can you capture a screenshot?
3. Participate in the discussion.

## Try-it: Insert screenshots and screen clippings



You will search the internet and insert a screenshot and a screen clipping into your presentation.

### Try-it 1

#### Resources

You will need the following resource for this activity:

- Open **L4\_T1\_try1\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 4.
2. Make sure the Student Guide file is open on your PC.
3. Insert a screenshot of the Student Guide.
4. Delete the screenshot.
5. Save the presentation.

### Try-it 2

#### Resources

You will need the following resource for this activity:

- Open **L4\_T1\_try2\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 4.
2. Search the internet for a picture of a bee smoker.
3. Insert a screen clipping of the bee smoker picture.
4. Observe how the bee smoker looks.
5. Delete the screen clipping of the bee smoker.
6. Save the presentation.

## Topic 2: Draw with digital ink



In this lesson, you will learn to draw with PowerPoint's inking features. You can unleash your inner artist by drawing your own illustrations for your presentation. You can also add interesting indicators like arrows or highlights to call out information you want the audience to pay attention to. Inking lets you create a presentation that is truly unique.

### Draw with ink

1. Select the **Draw** tab.
2. Use the **Tools** and **Pens** to draw a picture or text. The following screenshot depicts the **Tools** and **Pens** groups of the **Draw** tab:



Figure 14: **Tools** and **Pens** groups of the **Draw** tab



#### Additional information

To review the tutorial on inking, go to: [Draw and write with ink in Office](#)

## Activity: Pose a challenge

The teacher will write text and then challenge you to write text and draw a clover.

### Resources required

None

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate writing text.
2. Ask the teacher clarifying questions. An example is: How do you change pen colors?

## Try-it: Draw with digital ink



You will draw a clover and write text.

## Try-it

### Resources

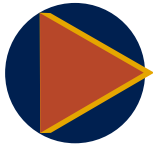
You will need the following resources for this activity:

- Open **L4\_T2\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.
- If your device is touch-enabled, the **Draw** tab is turned on automatically. Otherwise, turn it on by selecting **File > Options > Customize Ribbon > Draw**.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 4.
2. Using your mouse, finger, or digital pen, draw three heart shapes to be the leaves of the clover.
3. Draw one line to be the stem of the clover.
4. Write **Bees love clover** next to the clovers.
5. Save the presentation.



### Video

To review the video on rotating and flipping shapes, go to: [Rotate or flip an object](#)

To review the video on replaying ink strokes, go to: [Replay your ink strokes in Office](#)

---

## Topic 3: Group shapes and images



In this topic, you will learn how to group and combine shapes and images. Grouping, combining, and merging shapes and drawings are powerful tools for creating your own artwork and visual elements. You can even save your work as pictures to share on social media, web sites, etc.

### Group shapes

1. Select the shapes and other objects you want to group together by holding the Ctrl key and selecting all the items.
2. Select the **Home** tab.
3. Select the **Arrange** drop-down in the **Drawing** group.
4. Select **Group**. The following screenshot lists the different **Arrange** options available:

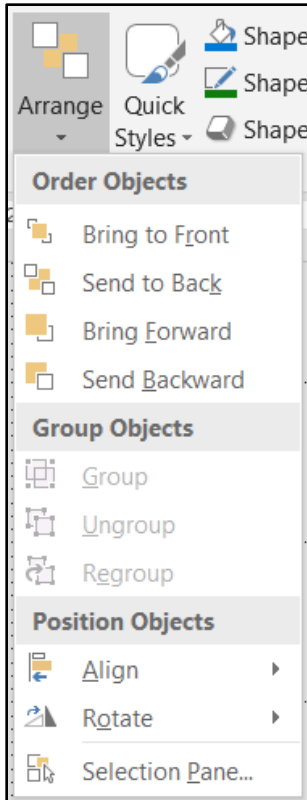


Figure 15: **Arrange** drop-down in the **Drawing** group of the **Home** tab

## Combine and merge shapes

1. Select the shapes you want to combine or merge by holding the Ctrl key and selecting all the shapes.
2. Select the **Format** tab.
3. Select the **Merge Shapes** drop down in the **Insert Shapes** group. The following screenshot depicts this:

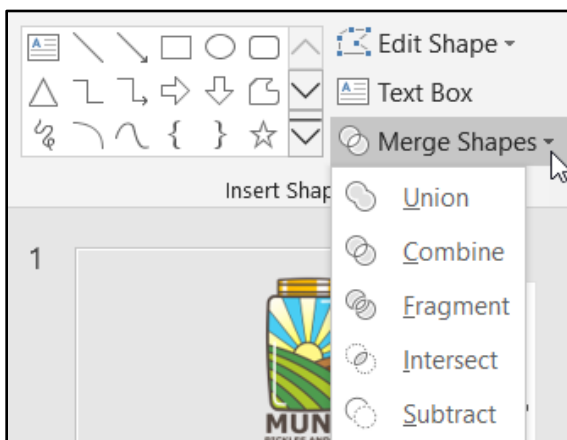


Figure 16: **Merge Shapes** in the **Insert Shapes** group of the **Format** tab

4. Choose **Union**, **Combine**, **Fragment**, **Intersect**, or **Subtract** to join your shapes as desired.

## Save shapes as a picture

1. Right-click or access the context menu on the shape or group you want to save as a picture.
2. Select **Save as Picture**.
3. Name the picture file.
4. Select **Save**.



### Video

To review the video on grouping shapes, go to: [Group shapes or pictures](#)

To review the video on creating pictures, go to: [Draw a picture by combining and merging shapes](#)

---

## Activity: Show me how

The teacher demonstrates how to group and combine shapes to create pictures.

### Resources required

None

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to group and combine shapes to create pictures.
2. Ask the teacher clarifying questions. An example is: How do you group shapes?

## Try-it: Group shapes and images



You will group the clover shapes you created in the previous topic. You will merge the drawn clover and the smoker parts. You will save all three as pictures.

## Try-it 1

### Resources

You will need the following resource for this activity:

- Open **L4\_T3\_try1\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 4.
2. Arrange hand drawn clover leaf shapes as a clover.
3. Group hand drawn clover shapes.
4. Save presentation.

## Try-it 2

### Resources

You will need the following resource for this activity:

- Open **L4\_T3\_try2\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 4.
2. Arrange clover parts as a clover.
3. Arrange smoker parts as a smoker.
4. Merge clover shapes.
5. Merge smoker parts.
6. Save presentation.



## Try-it 3

### Resources

You will need the following resource for this activity:

- Open **L4\_T3\_try3\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 4.
2. Save the hand drawn clover group as a picture.
3. Save the merged clover as a picture.
4. Save the merged bee smoker as a picture.
5. Use what you've learned so far to arrange and format the elements on slide 4 to create a well-balanced, attractive slide.
6. Save presentation.

## Wrap-up

Use these questions to check what you learned in this lesson.

1. What do screenshots capture?  
*Select all that apply.*
  - a. Snapshots of the PC Desktop
  - b. Snapshots of other programs
  - c. Snapshots of other windows
  - d. Snapshots of webpages
2. What do screen clippings capture?  
*Select all that apply.*
  - a. Portions of the PC Desktop
  - b. Portions of other programs
  - c. Portions of other windows
  - d. Portions of webpages

3. When you choose Screen Clipping, your entire window will temporarily become \_\_\_\_\_.

*Fill in the blank space.*

4. What objects can you draw with ink?

*Select all that apply.*

- a. Shapes
- b. Charts
- c. Text
- d. Math

5. What options are available for the drawing utensils?

*Select all that apply.*

- a. Color
- b. Effects
- c. Thickness
- d. Dash

6. What are the available drawing tools?

*Select all that apply.*

- a. Pen
- b. Pencil
- c. Highlighter
- d. Brush

7. To delete part of a pen stroke, you would use the \_\_\_\_\_.

*Fill in the blank space.*

8. How many options are available for merging shapes?

*Select the correct option.*

- a. 6
- b. 5
- c. 3
- d. 4

9. Grouped shapes can be selected individually.

*Select the correct option.*

- a. True
- b. False



**Additional Information**

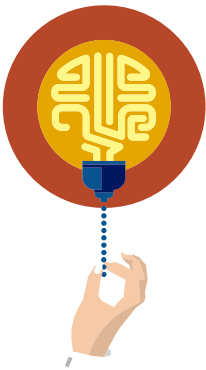
To review the article on making custom shapes, go to: [Make your own custom shapes in PowerPoint](#)

---

# Lesson 5: Arranging objects and making them accessible

## Overview

In this lesson, you will learn how to align and order objects, work with alignment and ordering tools, and add alt text for accessibility.



### Did you know?

Adding alt text to a picture allows folks with low or no vision to “see” that image on your slide.

## Warm-up

Use these questions to find out what you already know about this lesson’s topics.

1. How many rulers does PowerPoint have?

*Select the correct option.*

- a. 5
- b. 4
- c. 2
- d. 3

2. Shapes can only be aligned to the slide.

*Select the correct option.*

- a. True
- b. False

3. The order of layers on a slide is called the \_\_\_\_\_ order.

*Fill in the blank space.*

# Topic 1: Align objects and display alignment tools



In this topic, you will learn how to align and arrange objects on a slide, display gridlines and guides, display the horizontal and vertical rulers, and use the draw ruler. Aligning objects is one of the easiest methods to improve the appearance of your slides.

## Align objects

1. Select an object you want to align to the slide.
2. Select the **Home** tab.
3. Select the **Arrange** drop-down in the **Drawing** group.
4. Select **Align**.
5. Choose the alignment you want to use.
6. Hold the Ctrl key and select objects you want to align to each other.
7. Select the **Arrange** drop-down in the **Drawing** group.
8. Select **Align**. The following screenshot depicts this:

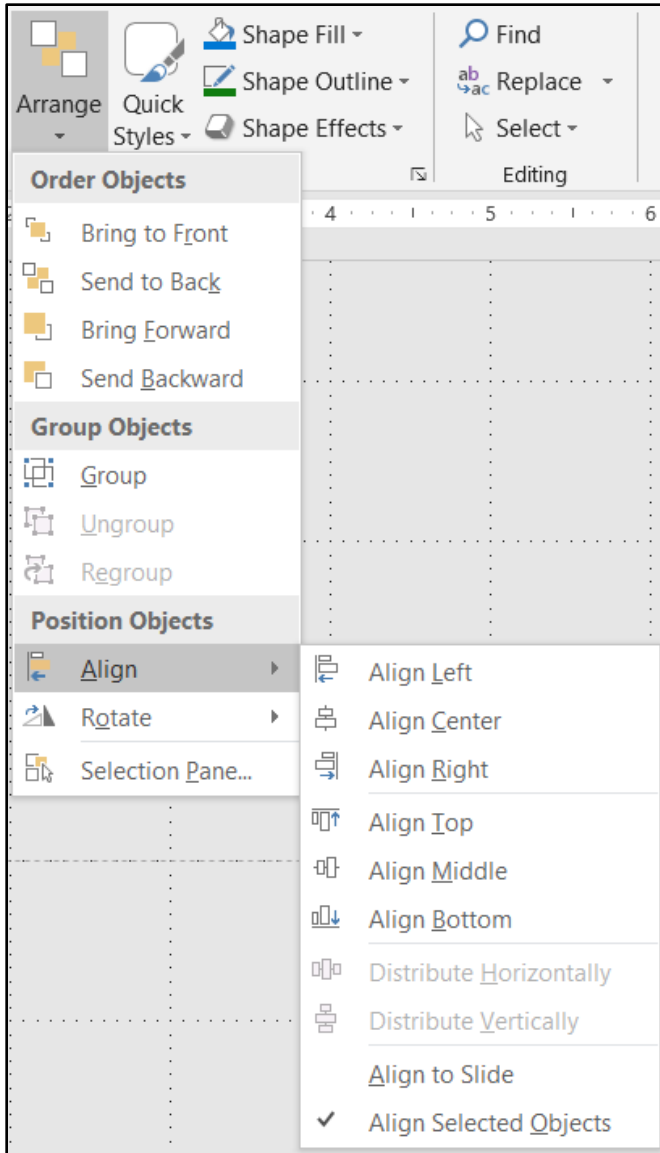


Figure 17: **Arrange - Align** drop-down in the **Drawing** group of the **Home** tab

9. Choose the alignment you want to use.

## Display alignment tools

1. Select the **View** tab.
2. Check/uncheck the boxes in the **Show** group to show/hide the **Rulers**, **Gridlines**, and/or **Guides**. The following screenshot depicts the **Show** group of the **View** tab:

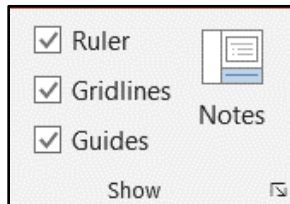


Figure 18: **Show** group of the **View** tab

3. Select **Grid Settings** (the arrow in the lower right of the **Show** group) to display the **Grid Settings** dialog window. The following screenshot depicts the **Grid Settings** dialog window:

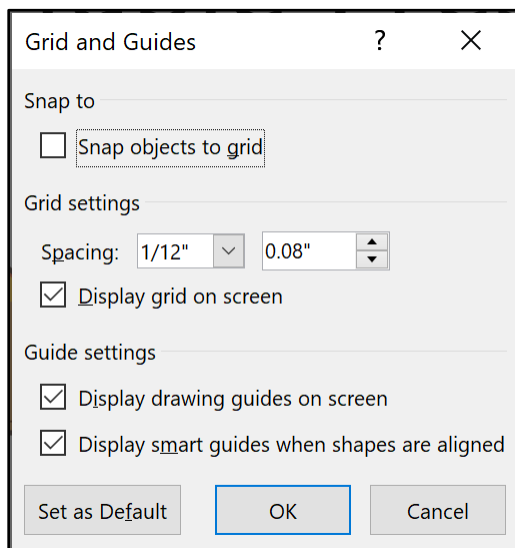
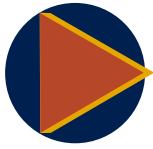


Figure 19: **Grid Settings** dialog window



### Additional information

To review the tutorial on showing the rulers, go to: [Show or hide the ruler](#)



### Video

To review the video on arranging objects, go to: [Align and arrange objects](#)

To review the video on using the draw ruler, go to: [Draw straight lines or align things with the ruler in PowerPoint](#)

---

## Activity: Discuss and learn

The teacher demonstrates how to use grids, guides, and rulers for alignment and discusses different types of alignment and the importance of white space.

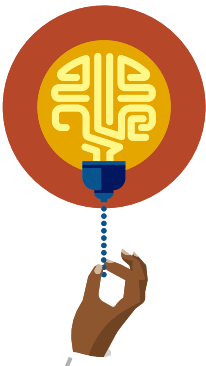
### Resources required

None

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to use grids, guides, and rulers for alignment.
2. Ask the teacher clarifying questions. An example is: How do I align objects to each other?
3. Participate in the discussion.



### Did you know?

Empty (white) space helps make your slides more readable by leaving room for important items to stand out.

## Try-it: Align objects and display alignment tools



You will show and hide the rulers, arrange bees on a slide, and draw a straight line using the draw ruler.



## Try-it 1

### Resources

You will need the following resource for this activity:

- Open **L5\_T1\_try1\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 2.
2. Hide the rulers.
3. Show the rulers.
4. Align Bee 1 to approximately horizontal **5"** or **12.7 cm** right and vertical **2"** or **5.08 cm** top using the rulers.
5. Save the presentation.

## Try-it 2

### Resources

You will need the following resource for this activity:

- Open **L5\_T1\_try2\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 2.
2. Align **Bee 2** to the right and bottom of the slide.
3. Align **Bee 3** to approximately vertical **0"** and horizontal **2"** or **5.08 cm** right using the rulers.
4. Distribute all three bees vertically.
5. Save the presentation.

## Try-it 3

### Resources

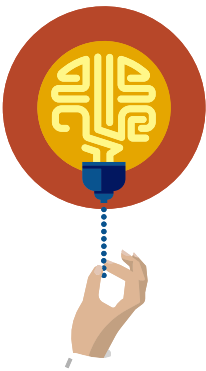
You will need the following resource for this activity:

- Open **L5\_T1\_try3\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 2.
2. Draw a thick black line along the bottom of the slide using the draw ruler.
3. Save the presentation.



#### Did you know?

When you move objects on a slide, red dotted Smart Guides appear to help you align and space objects on the slide.

## Topic 2: Order objects



In this topic, you will learn how to understand Z order and how it impacts accessibility; how to send objects forward and backward on a slide; and how to use the selection pane. Knowing how to order objects on a slide allows you to easily select and move objects that may be behind other objects on the slide.

## Ordering objects using the Selection Pane

1. Select the **Home** tab.
2. Select the **Select** drop-down in the **Editing** group. The following screenshot depicts the **Select** drop-down:

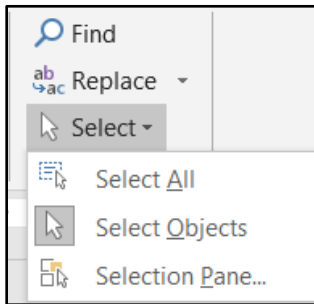


Figure 20: **Select** drop-down in the **Editing** group

3. The **Selection Pane** will open on the right.
4. Select an object and drag or use the arrows to move it to the front of the slide (down the list) or to the back of the slide (up).
5. Alternatively, you can select the object and use the **Arrange** drop-down in the **Drawing** group to send objects forward and backward. The following screenshot depicts this:

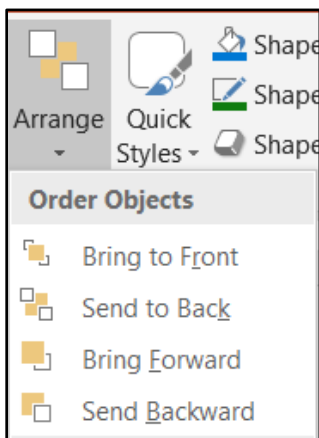
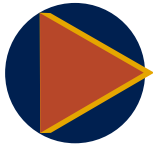


Figure 21: **Arrange** drop-down in the **Drawing** group of the **Home** tab

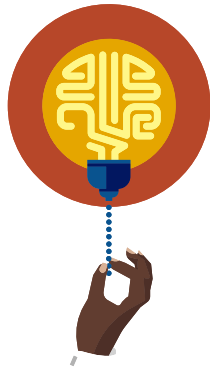


### Video

To review the video on ordering objects, go to: [Change the order in which stacked objects, placeholders, or shapes appear on a slide](#)

To review the video on creating more accessible slides, go to: [Create more accessible slides](#)

---



### Did you know?

Z order means the order of objects on the Z axis of a slide. X usually means the horizontal (left to right) axis; Y means the vertical (up and down) axis; and Z means the perpendicular (front to back) axis. Screen readers read objects using the Z order.

## Activity: Discuss and learn

The teacher demonstrates how to order objects on the slide and then leads a brief discussion on how the order works with screen readers.

### Resources required

None

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to order objects on a slide.
2. Ask the teacher clarifying questions. An example is: How do I move objects to the front of the slide?
3. Participate in the discussion.

## Try-it: Order objects



You will change the Z order of objects on the slide.

## Try-it

### Resources

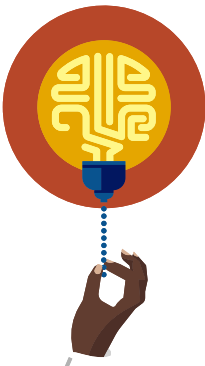
You will need the following resource for this activity:

- Open **L5\_T2\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide 3.
2. Send the beehive picture to the back using the **Arrange** button.
3. Move the honeycomb picture to the back using the **Selection** pane.
4. Using the **Selection** pane, check the reading order on every slide to make sure a screen reader will read the content in order (from bottom to top in the **Selection** pane). Use the **Selection** pane arrows to move objects forward and backward.
5. Save the presentation.



#### Did you know?

You can change the name of an object by selecting the name in the selection pane and entering text over it. Giving objects meaningful names makes them easier to manage.



#### Additional information

To review the tutorial on more ways to use the selection pane, go to: [Manage objects with the Selection Pane](#)

---

## Topic 3: Alt text



In this topic, you will learn how to add alt text to graphic elements for accessibility. By adding alt text to pictures and visual elements, you allow persons who are using a screen reader to “see” the objects as well.

## Add alt text to a picture

1. Select the picture.
2. Select the **Format** tab.
3. Select **Alt Text** in the **Accessibility** group. The following screenshot depicts this:

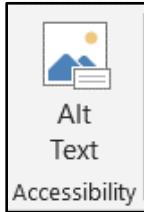
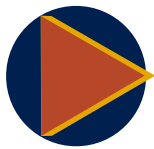


Figure 22: **Accessibility** group of the **Format** tab

4. Enter a description of the picture or, if the picture is purely decorative, check the **Mark as decorative** box.



### Video

To review the video on alt text, go to: [Improve image accessibility in PowerPoint](#)

---

## Activity: Show me how

The teacher demonstrates how to add alt text to pictures in a presentation and then leads a discussion about alt text and screen readers.

### Resources required

None

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to add alt text to pictures.
2. Ask the teacher clarifying questions. An example is: How do people who are blind know what pictures are on a slide?
3. Participate in the discussion.

## Try-it: Alt text



You will add alt text to all the pictures in the presentation.

## Try-it

### Resources

You will need the following resource for this activity:

- Open **L5\_T3\_try\_beekeeping\_workshop\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

1. Add or validate the alt text to all the pictures and objects in the presentation. If appropriate, mark the pictures as decorative.
2. Save the presentation.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. What are the types of rulers?  
*Select all that apply.*
  - a. Center
  - b. Horizontal
  - c. Draw
  - d. Vertical
2. What positions can objects align to each other?  
*Select all that apply.*
  - a. Left
  - b. Right
  - c. Center
  - d. Justify

3. Objects on a slide are layered in what order?

*Select the correct option.*

- a. X
- b. Y
- c. D
- d. Z

4. What direction can you move the objects using the **Selection** pane?

*Select all that apply.*

- a. Left
- b. Right
- c. Forward
- d. Backward

5. If a picture is only used for decoration, what should you mark it as?

*Select the correct option.*

- a. Pretty
- b. Ornament
- c. Decorative
- d. Adornment

6. \_\_\_\_\_ is the text which conveys the meaning and context of a picture.

*Fill in the blank space.*



#### **Additional information**

To review the tutorial on writing effective alt text, go to: [Everything you need to know to write effective alt text](#)



# Glossary

<b>Aspect Ratio</b>	The proportional relationship between a picture's width and height.
<b>Attribution</b>	A sentence ascribing a work to a particular author, artist, or person. Usually placed on the slide below a picture.
<b>ppi</b>	Pixels per inch
<b>Alt text</b>	Descriptive text that conveys the meaning and context of a picture.
<b>Z order</b>	Refers to the order of objects along the Z axis. In coordinate geometry, X typically refers to the horizontal axis (left to right); Y to the vertical axis (up and down); and Z refers to the axis perpendicular to the other two (forward or backward).
<b>Icon</b>	A symbol, pictogram, or ideogram used to visually represent an idea or concept.

*Table 2: Glossary terms and definitions*

# Cornerstone

## Overview

Munson's Pickles and Preserves has several apiaries that travel to regional co-op farms for crop pollination. The Apiary team has asked you to create a Beekeeping presentation that will be delivered to a school visiting the farm.

In this Cornerstone, you will insert and format graphic elements to create a more engaging presentation.

## Objectives

The following table outlines the Cornerstone objectives and their corresponding MOS exam objectives.

<b>Format pictures</b>	<ul style="list-style-type: none"> <li>• 3.3.1: Resize and crop images</li> <li>• 3.3.2: Apply built-in styles and effects to images</li> </ul>
<b>Insert and format graphic elements</b>	<ul style="list-style-type: none"> <li>• 3.4.1: Insert and change shapes</li> <li>• 3.4.4: Resize shapes and text boxes</li> <li>• 3.4.3: Add text to shapes and text boxes</li> </ul>
<b>Format shapes and text boxes</b>	<ul style="list-style-type: none"> <li>• 3.4.5: Format shapes and text boxes</li> <li>• 3.4.6: Apply built-in styles to shapes and text boxes</li> </ul>
<b>Draw with digital ink and create custom graphics by grouping shapes</b>	<ul style="list-style-type: none"> <li>• 3.4.2: Draw by using digital ink</li> <li>• 3.5.3: Group shapes and images</li> </ul>
<b>Align and order objects and add alt text for accessibility</b>	<ul style="list-style-type: none"> <li>• 3.5.2: Align shapes, images, and text boxes</li> <li>• 3.5.1: Order shapes, images, and text boxes</li> <li>• 3.4.7: Add alt text to graphic elements for accessibility</li> </ul>

*Table 3: Cornerstone objectives*

# Duration

120 minutes

# Instructions

1. Complete the tasks for each file.
2. When saving your file, add your name to the end of the filename; for example, < "You-Pick\_Day\_Dwayne\_Espino">. Follow your teacher's directions for where to save your files.
3. Refer to the thumbnail image provided to observe how your project should generally appear.
4. When you're done with the Cornerstone, assess your completion and enter the points you think you earned within the task lists below. You can use the help of your teacher if required.

# Tasks

You will work with one file in this Cornerstone. The following are the tasks you need to do within that file.

## File 1: Cornerstone\_all\_about\_apiaries\_starter.pptx

### Task: Format and align pictures (20 points)

1. Crop the flowers out of the picture of a beehive on slide 2. (4 points) (Exam objective 3.3.1)
2. Resize the beehive to **5.7"** or **14.478 cm** height. (4 points) (Exam objective 3.3.1)
3. Apply the **Metal Frame** picture style to the beehive, and then undo it. (4 points) (Exam objective 3.3.2)
4. Align the beehive at **3 inches** or **7.62 centimeters** from the right on the horizontal ruler and **1 inch** or **2.54 centimeters** from the top on the vertical ruler. (4 points) (Exam objective 3.5.2)
5. Align the flowers to the bottom of each other and distribute horizontally to each other. (4 points) (Exam objective 3.5.2)

Points scored: \_\_\_\_\_ / 20

### Task: Insert, format, and align graphic elements (20 points)

1. Insert a Rectangle: **Rounded corners** shape on slide 3. (4 points) (Exam objective 3.4.1)
2. Enter **An apiary is also known as a bee yard** as text inside the new shape. (4 points) (Exam objective 3.4.3)
3. Change the five rounded rectangle shapes to hexagons. (4 points) (Exam objective 3.4.1)
4. Resize the hexagons to **2.16"** or **5.4864 cm** height and **3"** or **7.62 cm** width. (4 points) (Exam objective 3.4.2)
5. Arrange the hexagons to form a honeycomb on the right side of the slide. (4 points) (Exam objective 3.5.2)

Points scored: \_\_\_\_\_ / 20

### Task: Format and align shapes and text boxes (20 points)

1. Format the honeycomb hexagon shapes on slide 3 to a **Gold, Accent 5** fill and a **Gold, Accent 5, Darker 25% outline** with a weight of **4½ points**. (5 points) (Exam objective 3.4.5)
2. Apply the **Colored Outline – Gold, Accent 5**, Shape Style to the five gray rectangle shapes on slide 5. (5 points) (Exam objective 3.4.6)
3. Arrange the text boxes on slide 4 on a **15-degree** angle using the draw ruler (refer to the thumbnail image). (5 points) (Exam objective 3.5.2)
4. Change the fill of the text box on slide 6 to none. (5 points) (Exam objective 3.5.2)

Points scored: \_\_\_\_\_ / 20

### Task: Draw with digital ink and create custom graphics by grouping shapes (20 points)

1. Draw a daisy on the upper right of slide 4 using the drawing pens. (4 points) (Exam objective 3.4.2)
2. Group the parts of the daisy. (4 points) (Exam objective 3.5.3)
3. Arrange and merge the dandelion shapes on the lower left of slide 4 to create a dandelion. (4 points) (Exam objective 3.5.3)
4. Group the pictures of fruit and honey on slide 5. (4 points) (Exam objective 3.5.3)
5. Group the flowers on slide 2. (4 points) (Exam objective 3.5.3)

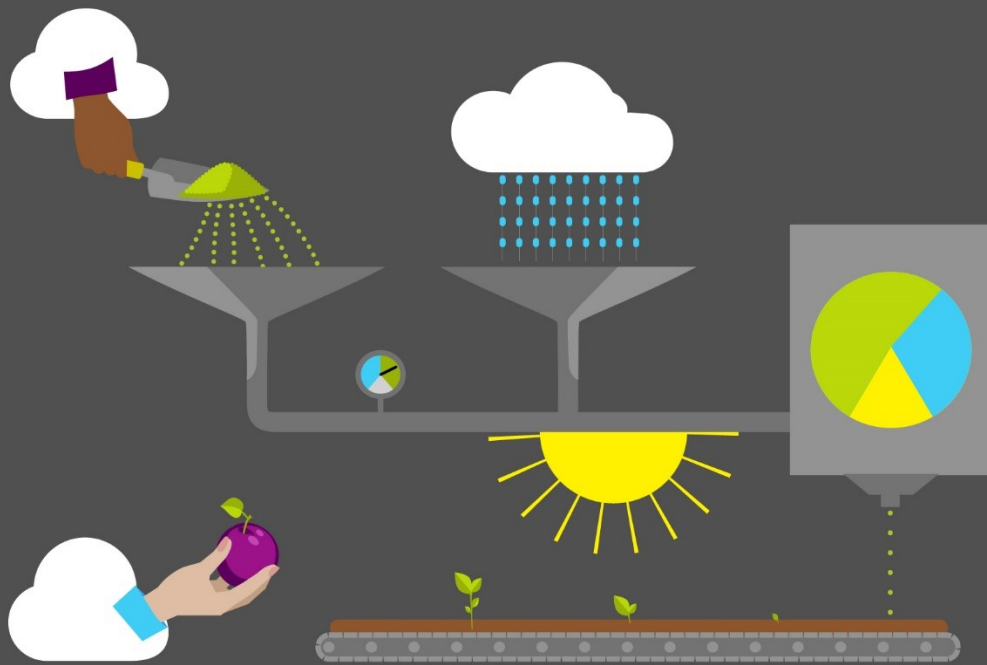
Points scored: \_\_\_\_\_ / 20

**Task: Order objects and add alt text for accessibility (20 points)**

1. Order the objects on all slides in the correct reading order. (10 points) (Exam objective 3.5.1)
2. Add alt text to all the images in the presentation, marking the flower group on slide 2 as decorative. (10 points) (Exam objective 3.4.7)

Points scored: \_\_\_\_\_ / 20

FILE 1 TOTAL POINTS: \_\_\_\_\_ /100



# Student Guide

40568A

Microsoft PowerPoint associate  
2019

Module 4: Working with advanced visuals

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# Module overview

## Description

Proficiency in visual communications is a much sought-after skill in today's rapid-paced world. People are busier and attention spans are shorter than ever before. Successful communications must be clear, inviting, and absorbed at a glance. In the previous module, you learned how to harness the power of visual elements to transform and add interest to text. In this module, you'll expand on that knowledge to visually organize information, visually represent data and measures, visually convey complex ideas, and work with engaging multimedia components.

Lesson	Learning objective	Exam objective(s)
Using tables	Insert and format tables.	<ul style="list-style-type: none"> <li>• 4.1.1</li> <li>• 4.1.2</li> <li>• 4.1.3</li> </ul>
Using charts	Insert and modify charts.	<ul style="list-style-type: none"> <li>• 4.2.1</li> <li>• 4.2.2</li> </ul>
Using SmartArt graphics	Insert and format SmartArt.	<ul style="list-style-type: none"> <li>• 4.3.1</li> <li>• 4.3.2</li> <li>• 4.3.3</li> </ul>
Using three-dimensional models	Insert and modify 3D models.	<ul style="list-style-type: none"> <li>• 4.4.1</li> <li>• 4.4.2</li> </ul>
Using media	Insert and manage media.	<ul style="list-style-type: none"> <li>• 4.5.1</li> <li>• 4.5.2</li> <li>• 4.5.3</li> </ul>

Lesson	Learning objective	Exam objective(s)
Cornerstone: Creating a dashboard	Insert and format tables, insert and modify charts, insert and format SmartArt, insert and modify 3D models, and insert and manage media.	<ul style="list-style-type: none"> <li>• 4.1.1</li> <li>• 4.1.2</li> <li>• 4.1.3</li> <li>• 4.2.1</li> <li>• 4.2.2</li> <li>• 4.3.1</li> <li>• 4.3.2</li> <li>• 4.3.3</li> <li>• 4.4.1</li> <li>• 4.4.2</li> <li>• 4.5.1</li> <li>• 4.5.3</li> </ul>

*Table 1: Objectives by lesson*

## Scenario

Munson's Pickles and Preserves Farm is committed to sustainable energy production and water conservation. The location of the farm is favorable for natural energy production. Last year, the farm invested in a solar array to provide electricity for all operations, and it's considering wind energy for future use.

# Cornerstone

A colleague has collected data and needs your help to visualize energy production, consumption, and related costs as a dashboard presentation. They also want to showcase Munson's efforts in sustainable farming practices.

# Lesson 1: Using tables

## Overview

Tables are important tools for visually organizing information. A table provides a structure to group relative information together for easy reference. Tables might be simple (like a multiplication table) or complex (like the periodic table of elements). Examples of tables in our everyday lives are calendars, bus schedules, and menus. In this lesson, you'll learn several methods for inserting a table of information on a slide, adding and deleting rows and columns in a table, and applying built-in formatting to a table.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. What are the horizontal parts of a table called?

*Select the correct option.*

- a. Columns
- b. Rows
- c. Lanes
- d. Categories

2. What are the vertical parts of a table called?

*Select the correct option.*

- a. Columns
- b. Rows
- c. Lanes
- d. Categories

# Topic 1: Create and insert tables



Tables provide structure to information and enable the observer to easily understand how information relates and compares to one another. Tables are organized into horizontal rows and vertical columns. The top (header) row and/or the first column might contain labels. The point at which a row and column intersect is called a *cell*. The last row and last column sometimes contain summary information.

## Adding a table

If a slide has a content placeholder:

1. Select the **Insert Table** icon.



Figure 1: **Insert Table** icon in a content placeholder

2. Enter the number of rows and columns in the **Insert Table** dialog box.

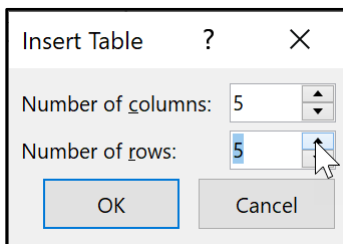


Figure 2: **Insert Table** dialog box

If the slide doesn't have a content placeholder:

1. Select the **Insert** tab.
2. Select the **Table** drop-down box.
3. Select **Insert Table**.
4. Enter the number of rows and columns in the **Insert Table** dialog box. Alternatively, you can use the **Table** drop-down box to select **Draw Table** or **Insert Spreadsheet**.

## Copy a table from Microsoft Excel or Microsoft Word

1. Go to the Excel spreadsheet or Word document.
2. Select the Excel table cells or Word table to copy, and then select Ctrl+C.
3. Go to the Microsoft PowerPoint slide.
4. Select the **Home** tab.
5. Select the **Paste** drop-down box.

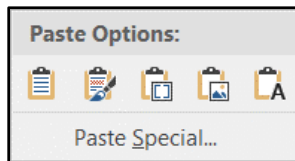


Figure 3: The **Paste** drop-down box in the **Clipboard** group of the **Home** tab

- To paste Excel table cells or a Word table, select:
  - **Use Destination Styles** to paste the data as a PowerPoint table using the format of the presentation.
  - **Keep Source Formatting** to paste the Excel data as a PowerPoint table using the format of the worksheet.
  - **Embed** to paste the data as a spreadsheet table that can be edited in Excel later.
  - **Picture** to paste the data as a picture that can't be edited in Excel.
  - **Keep Text Only** to paste all the data as a single text box.
- To link Excel table cells or a Word table:
  - a. Select **Paste Special**.
  - b. Select the **Paste link** option.
  - c. Select **Microsoft Excel Worksheet Object** or **Microsoft Word Document Object** in the box under **As**.

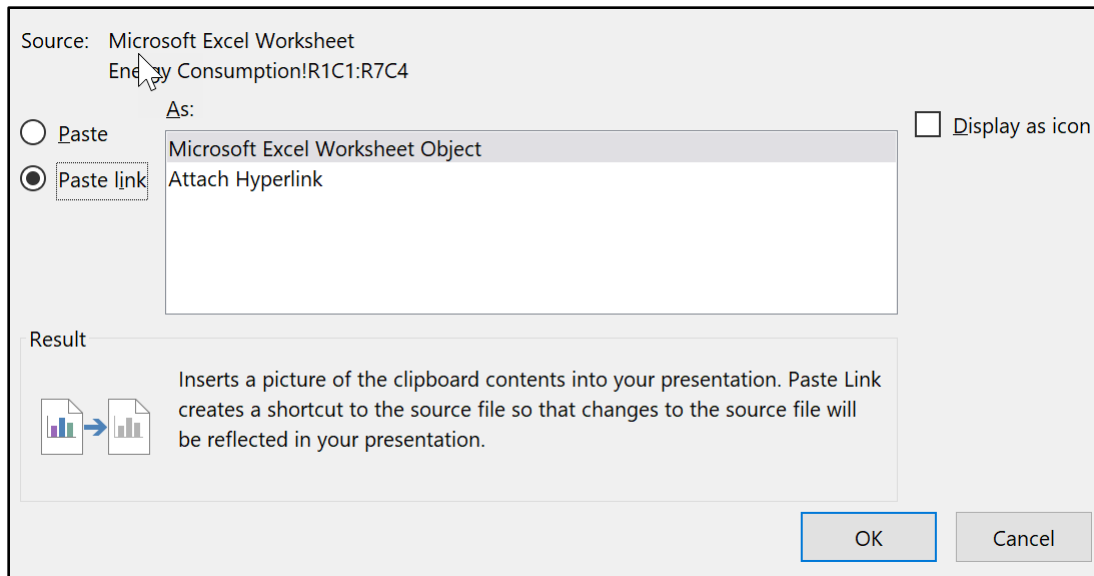
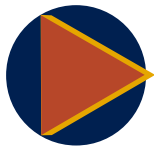


Figure 4: The **Paste Special** dialog box



### Video

To review the video on adding tables, go to: [Add a table to a slide](#)



### Additional information

To review the tutorial on inserting Excel data in a presentation, go to: [Insert Excel data in PowerPoint](#)

To review the tutorial on copying Excel data and charts, go to: [Copy from Excel to another Office program](#)

## Activity: Show and tell

The teacher will demonstrate how to add tables to a slide by using the placeholder or the menu, how to add a spreadsheet to a slide, and how to copy and paste a table from an Excel spreadsheet to a PowerPoint slide.

### Resources required

You'll need the following resources for this activity:

**None**



## Activity instructions

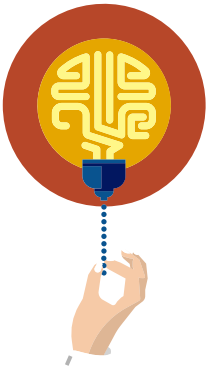
Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to add tables to a slide by using the placeholder or the menu, how to add a spreadsheet to a slide, and how to copy and paste a table from an Excel spreadsheet to a PowerPoint slide.
2. Ask the teacher clarifying questions. An example is: How can I link a worksheet from Excel?
3. Observe and discuss the differences in the behavior of the tables.

## Try-it: Create and insert tables



You'll practice the different ways to insert a table into your slide. You'll insert a table into a slide, copy and paste a table from a Word document, and copy, paste, and link a table from an Excel document. When you link a table from a Word document or Excel spreadsheet, it can save you time later. You only have to update the information in one file and then update the link in PowerPoint.



### Did you know?

When you link a table from a Word document or Excel spreadsheet, it's very important that you put all your files in the same folder before linking them. This helps keep links from breaking if you want to update the files later.

## Try-it 1

### Resources

You'll need the following resource for this try-it:

- Open **L1\_T1\_try1\_student\_tables\_starter.pptx** in this lesson's **Learning Activity Resources**.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Insert a table with two columns and seven rows by using the **Insert Table** icon in the placeholder.
3. Delete the table.
4. Insert a table with two columns and seven rows by using the menu.
5. Enter the following information in the table:

<b>Months</b>	<b>Pickles</b>
<b>October</b>	<b>476</b>
<b>November</b>	<b>378</b>
<b>December</b>	<b>497</b>
<b>January</b>	<b>250</b>
<b>February</b>	<b>301</b>
<b>March</b>	<b>17</b>

6. Change the slide 2 title to **Production in Jars by Month and Product**.
7. Save the presentation file.

## Try-it 2

### Resources

You'll need the following resources for this try-it:

- Open **L1\_T1\_try2\_student\_tables\_starter.pptx** in this lesson's Learning Activity Resources.
- Open **L1\_energy\_consumption.docx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Select the **Production in Jars by Month and Product** table in the **L1\_energy\_consumption.docx**.
2. Copy and paste the Word table into the slide as a PowerPoint table.
3. Resize and move the table by using what you learned in the previous module.
4. Change the slide 2 title to **Production in Jars by Month and Product**.

5. Close the **L1\_energy\_consumption.docx** file.
6. Save the presentation file.

## Try-it 3

### Resources

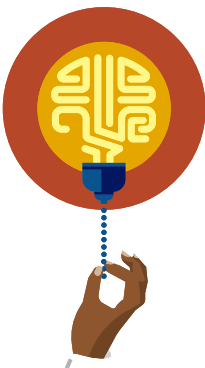
You'll need the following resources for this try-it:

- Open **L1\_T1\_try3\_student\_tables\_starter.pptx** in this lesson's Learning Activity Resources.
- Open **L1\_energy\_consumption.xlsx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to the **L1\_energy\_consumption.xlsx** Excel file.
2. Select cells **A1:D7** on the **Production** tab.
3. Copy, paste, and link the spreadsheet cells to slide **2** of the PowerPoint file.
4. Resize (maintain the aspect ratio) and move the table by using what you learned in the previous module.
5. Change the slide 2 title to **Production in Jars by Month and Product**.
6. Close the **L1\_energy\_consumption.xlsx** Excel file.
7. Save the presentation.



#### Did you know?

When you double-click a spreadsheet table, it acts like an Excel spreadsheet, but when you single-click to select it, it acts more like a picture. This means that when you resize a spreadsheet table, you must maintain the aspect ratio so that it doesn't appear distorted. It also means that you must add alt text to describe the table for people who are using screen readers.

## Topic 2: Insert and delete table rows and columns



Tables tend to be used for time-sensitive information and are therefore dynamic, often requiring changes, additions, or deletions as the information changes. In this topic, you'll learn how to add or delete rows and columns in tables.

### Insert a table row or column

1. Select a cell in the table next to where you want to add a row or column.
2. Select the **Layout** tab, and then in the **Rows & Columns** group:
  - Select **Insert Left** to insert a column to the left of the selected cell.
  - Select **Insert Right** to insert a column to the right of the selected cell.
  - Select **Insert Above** to insert a row above the selected cell.
  - Select **Insert Below** to insert a row below the selected cell.

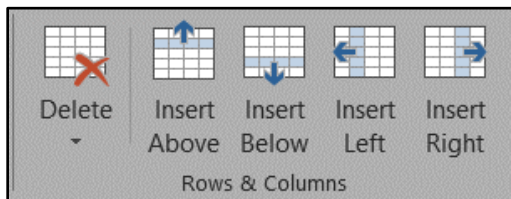


Figure 5: The **Rows & Columns** group on the **Layout** tab

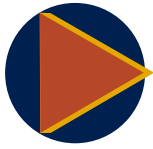
### Delete a table row or column

1. Select the row(s) or column(s) that you want to delete from the table.
2. Select the **Layout** tab.
3. Select the **Delete** drop-down list in the **Rows & Columns** group.
  - Select **Delete Rows** to delete the row(s).
  - Select **Delete Columns** to delete the column(s).



#### Additional information

To review the tutorial on adding and deleting rows and columns in PowerPoint tables, go to: [Add or delete table rows and columns](#)



### Video

To review the video on adding and deleting rows and columns in Word tables, go to: [Add and delete table rows and columns](#)

---

## Activity: Show me how

The teacher will demonstrate how to add and delete rows and columns in a table.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to add and delete rows and columns in a table.
2. Ask the teacher clarifying questions. An example is: How can I add a row above another row?

## Try-it: Insert and delete table rows and columns



You'll add and delete columns and rows to an existing table.

## Try-it

### Resources

You'll need the following resource for this try-it:

- Open **L1\_T2\_try\_student\_tables\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Add two columns to the right of the **Pickles** column.

3. Enter the following information in the new columns:

<b>Blueberry Preserves</b>	<b>Honey</b>
<b>361</b>	<b>459</b>
<b>376</b>	<b>412</b>
<b>453</b>	<b>463</b>
<b>248</b>	<b>238</b>
<b>284</b>	<b>319</b>
<b>20</b>	<b>42</b>

4. Add two rows to the bottom of the table.
5. Delete the rows that you just added.
6. Save the presentation.

## Topic 3: Apply built-in table styles



How you format a table can profoundly affect a viewer's perception of the table information. Highlighted information will seem more important and will likely catch their attention quicker. Failure to provide enough distinction between rows or columns can cause information to run together and can be difficult to understand or interpret. Formatting that clearly identifies headers, first columns, and total rows not only helps table viewers quickly grasp its contents, it also helps people who are using screen readers navigate and understand the information in the table.

### Apply a built-in style to a table

1. Select the outside border of a table to select it.
2. Select the **Design** tab.
3. Select the **More (Gallery)** drop-down box in the **Table Styles** group.
4. Select a table style.

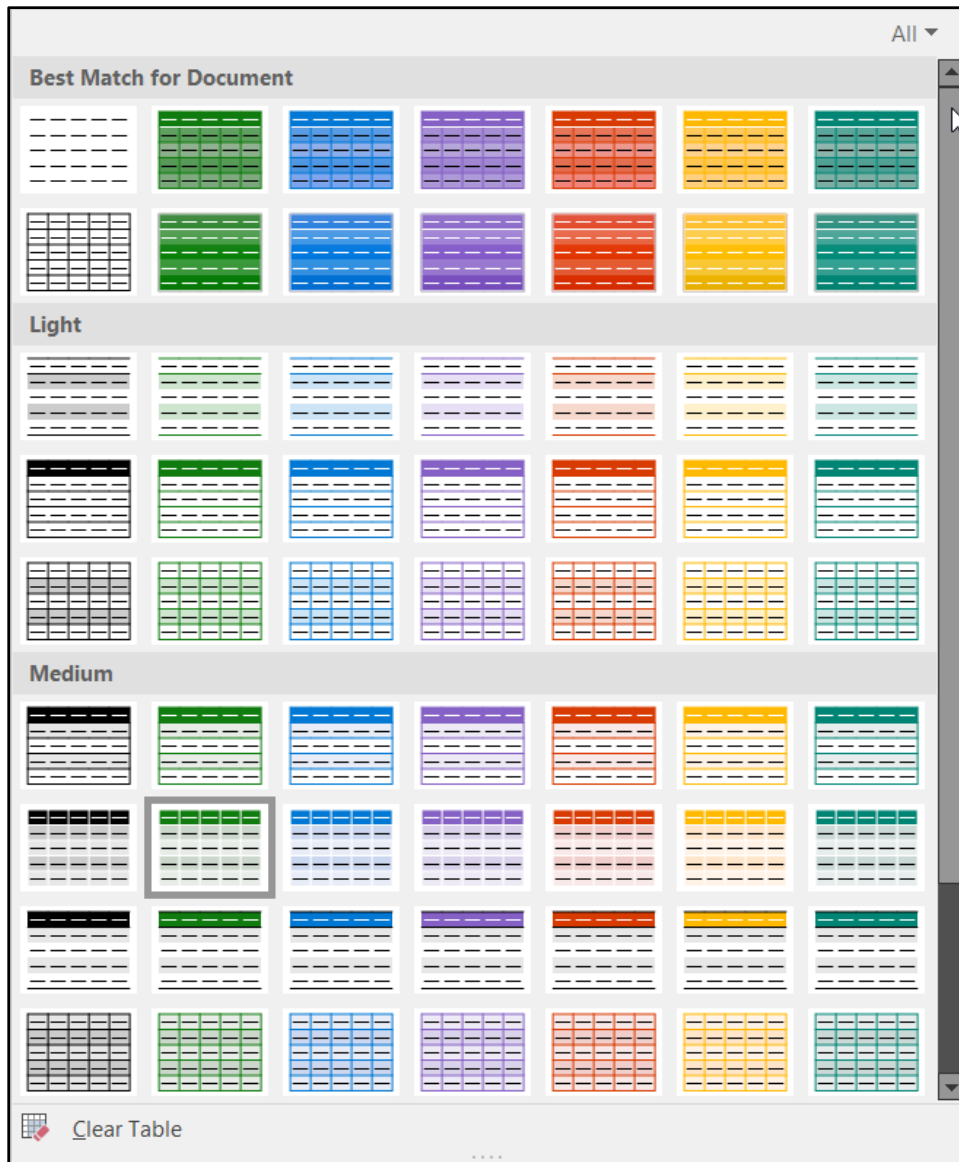


Figure 6: The **Table Style Gallery** in the **Table Styles** group on the **Design** tab

## Apply table style options

1. Select the outside border of a table to select it.
2. Select the **Design** tab.
3. In the **Table Style Options** group:
  - To emphasize the first row of the table, select the **Header Row** check box.
  - To emphasize the last row of the table, select the **Total Row** check box.
  - To have alternating striped rows, select the **Banded Rows** check box.
  - To emphasize the first column of the table, select the **First Column** check box.

- To emphasize the last column of the table, select the **Last Column** check box.
- To have alternating striped columns, select the **Banded Column** check box.

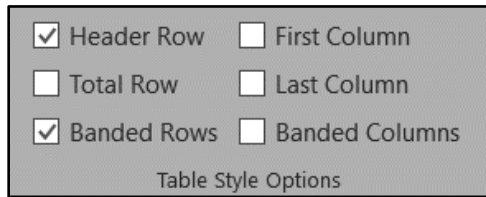
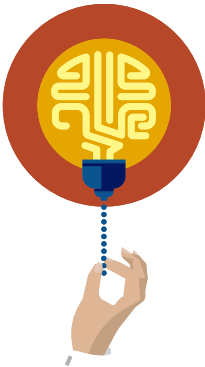


Figure 7: The **Table Style Options** group on the **Design** tab



### Did you know?

You can use tables to create your own custom calendars. Find a PowerPoint calendar template by selecting **File** > **New** and then searching for **calendar**.

You can even create shared calendars. To learn how, go to: [Create a calendar in PowerPoint for the web](#)



### Additional information

To review the tutorial on formatting tables, go to: [Change the look of a table](#)

To review the tutorial on making tables accessible, go to: [Make your PowerPoint presentations accessible to people with disabilities](#)

---

## Activity: Discuss and learn

The teacher will demonstrate how to use the table formatting options and then will lead a discussion about how each option might be used to present information more clearly. The teacher will also discuss how to make tables accessible to people who use screen readers.

### Resources required

You'll need the following resources for this activity:

**None**



## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to use the table formatting options.
2. Ask the teacher clarifying questions. An example is: How can you change the style of the table?
3. Discuss how each option might be used to represent information more clearly.

## Try-it: Apply built-in table styles



You'll apply built-in table styles to a table and change the table style options of a table. You'll also make sure that a screen reader can read the table.

### Try-it 1

#### Resources

You'll need the following resource for this try-it:

- Open **L1\_T3\_try1\_student\_tables\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Apply the **Light Style 1 - Accent 2** built-in table style to the table.
3. Save the presentation.

### Try-it 2

#### Resources

You'll need the following resource for this try-it:

- Open **L1\_T3\_try2\_student\_tables\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Set the table style options to **First Column**, **Header**, **Banded Columns**, and **Total Row**.
3. Make sure that a screen reader can read the table.
4. Save the presentation.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. What are the ways to add a table to a slide?

*Select all that apply.*

- a. Use the **Insert Table** icon in the placeholder.
  - b. Use **Insert Table** from the menu.
  - c. Copy, paste, and link a spreadsheet from Excel.
  - d. Copy and paste a table from another Microsoft Office application.
2. The \_\_\_\_\_ table style options help make tables accessible to a screen reader.

*Fill in the blank space.*

3. Match each table style option to its purpose:

- Header**
- Banded Rows**
- Total Row**
- First Column**

*Match the following items to the table style options by adding the appropriate option name next to each item.*

- Emphasizes every other row in the table - \_\_\_\_\_
- Emphasizes the last row in the table - \_\_\_\_\_
- Emphasizes the first row in the table - \_\_\_\_\_
- Emphasizes the first column in the table - \_\_\_\_\_

# Lesson 2: Using charts

## Overview

In today's world of big data, charts are an integral part of life. We increasingly observe our lives reflected in measurements of everything from our grocery spending to our social media interactions. Charts provide a way to interpret that data visually. In this lesson, you'll learn to create, insert, and modify charts.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Values in a chart must be:

*Select the correct option.*

- a. Numbers
- b. Words
- c. Months
- d. Columns

2. Data in a chart is plotted along a horizontal and vertical \_\_\_\_\_.

*Fill in the blank space.*

## Topic 1: Create and insert charts



In the modern world, people have a higher level of data literacy than ever before. Smart technologies and data warehouses allow us to measure and store data from the personal (physical activities we do, shows we watch, and social media interactions) to the civic (traffic patterns, criminal activities, and disease outbreaks) to the commercial (sales, manufacturing, and labor). Data journalism, data science, and data analysis are some of the faster growing fields of expertise. Today's world is a world of measures and charts that are essential for understanding all this data. Charts visualize data in patterns that enable us to identify trends and outliers. This enables us to take informed actions to improve or react to what we've measured. In 1858, Florence Nightingale used a rose diagram to prove that battlefield deaths could be decreased by improving nutrition, shelter, and sanitation. Today, charts are used proactively for many things—from improving your health to helping cities prevent crime to identifying spending habits.

In this topic, you'll learn how to create and insert charts in PowerPoint to communicate data visually.

## Insert a chart

1. Select the **Insert** tab.
2. Select **Chart** in the **Illustrations** group.
3. Select the desired chart type in the **Insert Chart** dialog box.
4. Select **OK**.

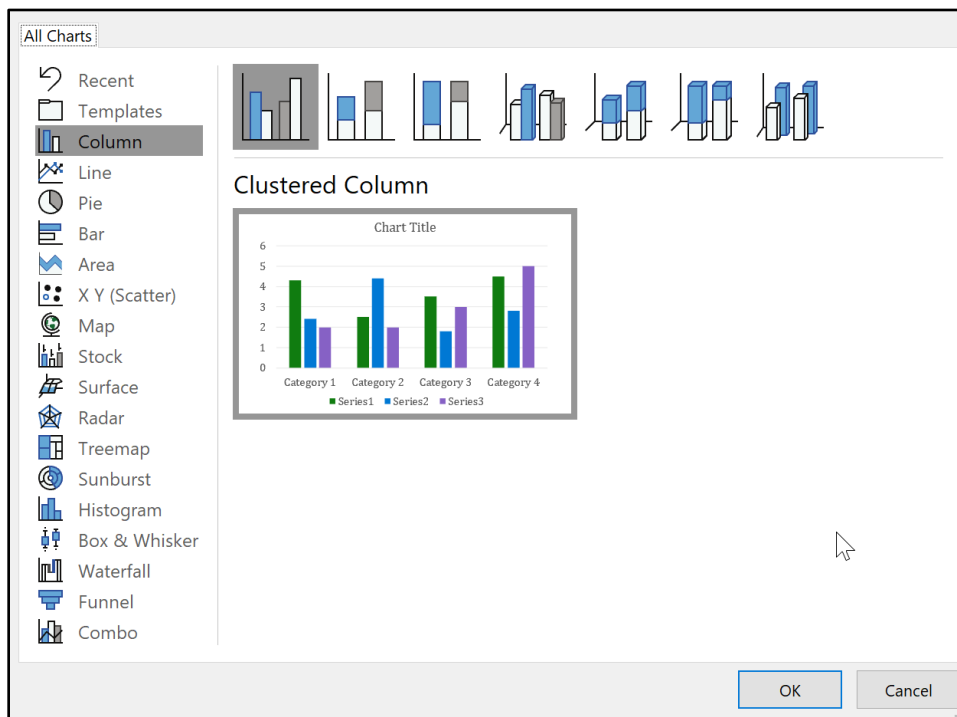


Figure 8: The **Insert Chart** dialog box

5. Change the data in the Excel worksheet pop-up window.
6. Close the Excel worksheet pop-up window.

	A	B	C	D	E	F	G	H	I
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					
5	Category 4	4.5	2.8	5					
6									

Figure 9: The Excel worksheet pop-up window

Alternatively, you can use the **Insert Chart** icon in the placeholder and then follow the same steps.

## Copying and pasting a chart from Excel or Word

1. Make sure the Excel file and PowerPoint file are in the same folder.
2. Select the chart in Excel.
3. In PowerPoint, select the **Home** tab.
4. Select the **Paste** drop-down box in the **Clipboard** group.
5. Select one of the following options:
  - **Use Destination Theme & Embed Workbook** to copy the chart as a PowerPoint chart using the format of the presentation.
  - **Keep Source Formatting & Embed Workbook** to copy the chart as a PowerPoint chart using the format of the worksheet.
  - **Use Destination Theme & Link Data** to copy the chart using the format of the presentation that can be edited later in Excel.
  - **Keep Source Formatting & Link Data** to copy the chart using the format of the worksheet that can be edited later in Excel.
  - **Picture** to copy the chart as a picture that can't be edited.

**Note:** Link data options are only available for pasting from Excel.

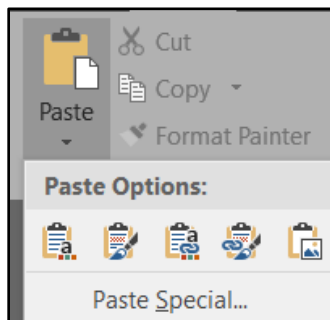
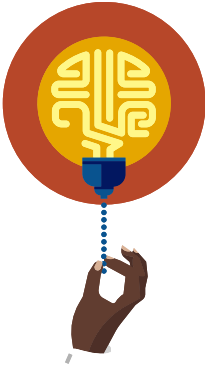


Figure 10: Chart **Paste Options** in the **Clipboard** group of the **Home** tab



### Did you know?

Charts have been used for a very long time. In 1765, Joseph Priestley created a timeline chart to visualize a person's lifespan. In 1786, Scottish engineer William Playfair invented the bar, line, and area charts. In 1854, physician John Snow mapped the locations of households infected with cholera to illustrate how disease clusters, leading to modern health practices such as quarantine, isolation, and sterilization. By mapping disease clusters, health practitioners can locate the source of an outbreak and keep it from spreading.

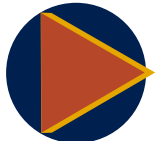


### Additional information

To review the tutorial on creating charts, go to: [Use charts and graphs in your presentation](#)

To review the tutorial on copying Excel data and charts, go to: [Copy from Excel to another Office program](#)

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### Video

To review the video about adding charts, go to: [Add charts](#)

To review the video about copy charts from Excel, go to: [Copy a chart](#)

To review the video on linking charts from Excel to PowerPoint, go to: [Insert a linked Excel chart in PowerPoint](#)

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## Activity: Show me how

The teacher will demonstrate adding a chart, changing the data in the chart, and copying and pasting a chart from Excel.

### Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate adding a chart, changing the data in the chart, and copying and pasting a chart from Excel.
2. Ask the teacher clarifying questions. An example is: How can I link a chart from Excel?

## Try-it: Create and insert charts



You'll insert a PowerPoint chart. You'll also copy, paste, and embed a chart from Excel, and you'll copy, paste, and link a chart from Excel.

## Try-it 1

### Resources

You'll need the following resource for this try-it:

- Open **L2\_T1\_try1\_student\_chart\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Insert a **Clustered Column** chart.
3. Change the chart data to be the same as the table on the slide except for the total row.
4. Delete the chart title.
5. Save the presentation.

## Try-it 2

### Resources

You'll need the following resources for this try-it:

- Open **L2\_T1\_try2\_student\_chart\_starter.pptx** in this lesson's Learning Activity Resources.
- Open **L2\_energy\_consumption.xlsx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Copy and paste the line chart on the **Production** tab in the **L2\_energy\_consumption.xlsx** file.
3. Use the destination theme and embed the workbook.
4. Save the presentation.

## Try-it 3

### Resources

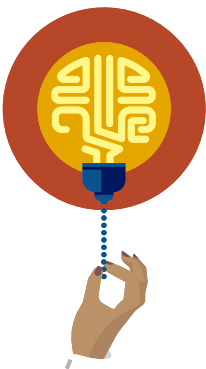
You'll need the following resources for this try-it:

- Open **L2\_T1\_try3\_student\_chart\_starter.pptx** in this lesson's Learning Activity Resources.
- Open **L2\_energy\_consumption.xlsx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Copy and paste the line chart on the **Production** tab in the **L2\_energy\_consumption.xlsx** file.
3. Use the destination theme and link data.
4. Save the presentation.



### Did you know?

The chart that you choose has a big effect on data clarity. For example, a line chart is best for illustrating changes over time, while a bar chart is good for making comparisons. There are 19 chart types available in PowerPoint, each with a different purpose. To learn more about the different kinds of charts and their purposes, go to:

[Available chart types in Office](#)



## Topic 2: Modify charts



The style, layout, and type can have a profound effect on the comprehension of the data shown in a chart. A viewer should be able to note what's important in the chart and the story of the data. For example, if you're charting your daily screen time and you use your devices only half as much on Friday compared with the other days of the week, you want to be able to clearly observe that in your chart. Three-dimensional charts might be cool, but understanding the data can be difficult. How you plot data on the X (horizontal) and Y (vertical) axis is also important. Switching the rows and columns in a chart can mean the difference between clarity and confusion. Effective charts are a balance between style and substance. In this topic, you'll learn how to use charting tools to achieve that balance.

### Change a chart type

1. Select a chart.
2. On the **Design** tab, select **Change Chart Type** in the **Type** group.
3. Change the type of chart in the **Insert Chart** dialog box.
4. Select **OK**.

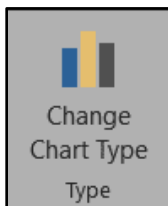


Figure 11: Change the chart type in the **Type** group of the **Design** tab

### Change a chart style

1. Select a chart.
2. Select the **Design** tab.
3. Select the **More (Gallery)** drop-down box in the **Chart Styles** group.

4. Select a chart style.

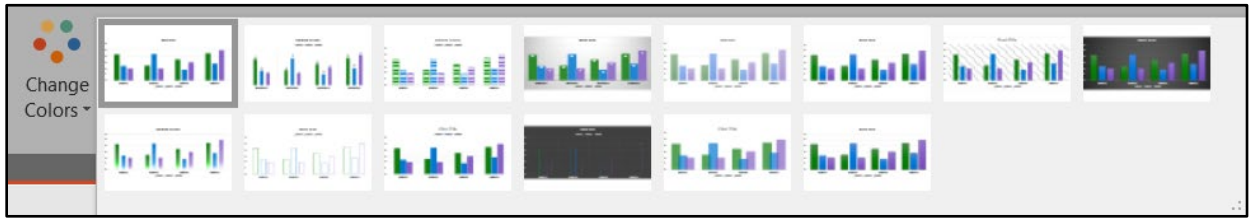


Figure 12: The **More (Gallery)** drop-down box in the **Chart Styles** group on the **Design** tab

5. In the **Chart Styles** group, select the **Change Colors** drop-down box.
6. Select a theme color set.

## Add or remove chart elements

1. Select the chart.
2. Select the **Design** tab.
3. Select the **Add Chart Element** drop-down list in the **Chart Layouts** group.
4. Select a chart element.
5. Select the chart element option to add it or remove it.

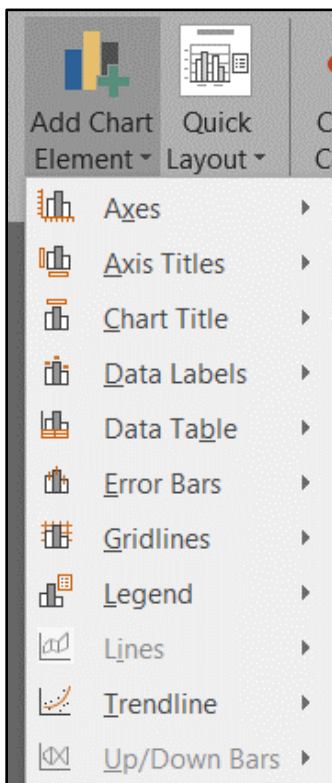


Figure 13: The **Add Chart Element** drop-down list in the **Chart Layouts** group

**Note:** Alternatively, you can use the **Chart Elements** plus sign (+) next to the chart to add or remove chart elements.

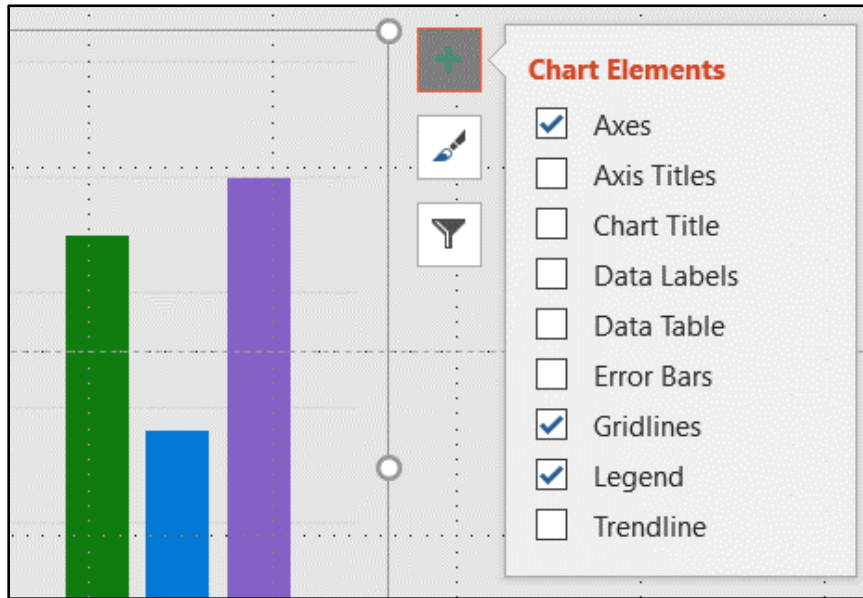


Figure 14: The **Chart Elements** plus sign drop-down list

## Format chart elements

1. Select the chart element that you want to format.
2. Select the **Format** tab.
3. Select the arrow in the lower-right corner of any group.

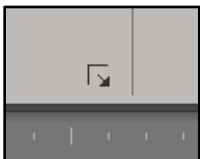


Figure 15: The arrow in the lower-right corner of groups on the **Format** tab

This will open the formatting pane on the right side of the slide.

4. Make changes to the chart element in the **formatting** pane.

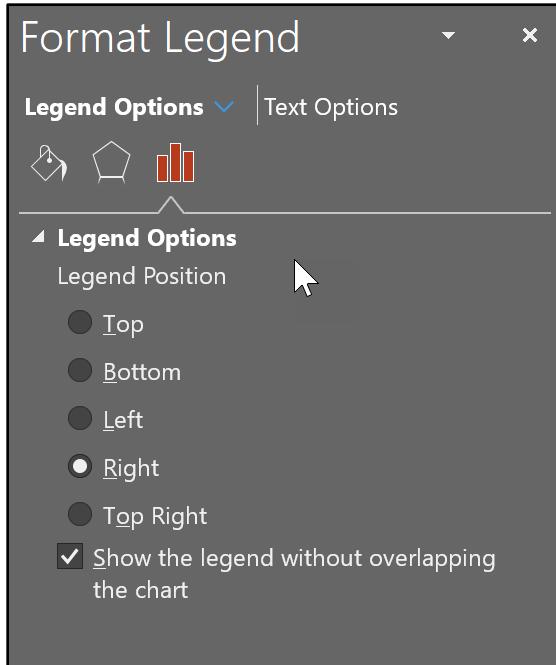
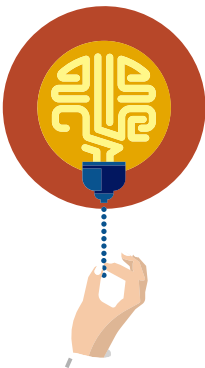


Figure 16: **Formatting** pane



### Did you know?

Superfluous elements in a chart are called *chart junk*. Any elements that don't contribute to the data's story can actually make the data unclear and difficult to understand. Titles, tick marks, gridlines, and data labels can provide clarity to data, or they might draw attention away from it. When creating a chart, take things away until you have only what you need for the data's story to be clear. For example, in a line chart, you should use data labels for the values or a vertical axis, but not both.

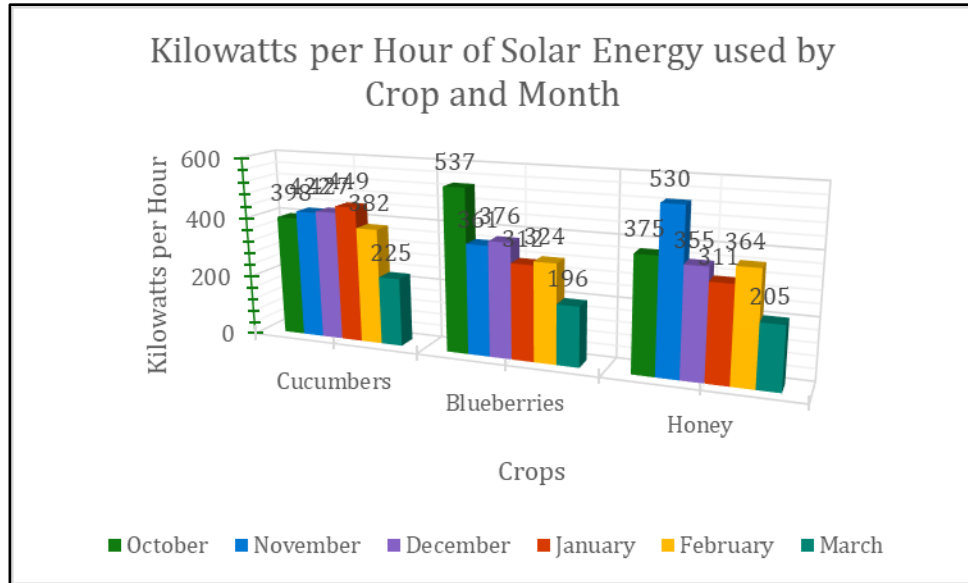


Figure 17: 3D clustered column chart with a lot of chart junk



### Additional information

To review the tutorial on chart layouts and styles, go to: [Change the layout or style of a chart](#)

To review the tutorial on chart types, go to: [Change the chart type of an existing chart](#)

## Activity: Discuss and learn

The teacher will demonstrate changing chart types, styles, colors, and adding and removing elements on a chart. The teacher will then lead a discussion about chart junk and striving for a balance of style and substance.

### Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate changing chart types, styles, colors, and adding and removing elements on the chart.
2. Ask the teacher clarifying questions. An example is: How can chart elements be added to a chart?
3. Discuss chart junk and the importance of substance over style in charts.

## Try-it: Modify charts



You'll change a chart type and style, and you'll remove and change chart elements.

## Try-it 1

### Resources

You'll need the following resource for this try-it:

- Open **L2\_T2\_try1\_student\_chart\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Select the chart.
3. Select the **Design** tab.
4. Select **Change Chart Type** in the **Type** group.
5. Select the **Area** chart.
6. Select the **Stacked Area** chart.
7. Select **OK**.
8. Select the **More (Gallery)** drop-down box in the **Chart Styles** group.
9. Select **Style 2**.
10. Select the **Change Colors** drop-down box in the **Chart Styles** group.
11. Select the **Colorful Palette 2** theme color set.
12. Save the presentation.

## Try-it 2

### Resources

You'll need the following resource for this try-it:

- Open **L2\_T2\_try2\_student\_chart\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Select the chart.
3. Select the **Design** tab.
4. Select the **Add Chart Element** drop-down list in the **Chart Layouts** group.
5. Select **Legend**.
6. Select **Right**.
7. Select the **Add Chart Element** drop-down list in the **Chart Layouts** group.
8. Select **Gridlines**.
9. Select **Primary Major Horizontal**.
10. Save the presentation.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. The Y axis is plotted in what direction?

*Select the correct option.*

- a. Horizontal
- b. Vertical
- c. Parallel
- d. Diagonal

2. Select the items that are elements of a chart.

*Select all that apply.*

- a. Gridlines
- b. Legend
- c. Background
- d. Axis

3. Style should never obscure the \_\_\_\_\_ of a chart.

*Fill in the blank space.*



# Lesson 3: Using SmartArt graphics

## Overview

In the genre of infographics, charts allow us to visualize numerical data, but not all information can be so neatly measured. SmartArt is a subset of infographics, allowing us to visualize text. In this lesson, you'll learn how to insert and choose SmartArt layouts, change a list of text to SmartArt graphics, and modify SmartArt graphics.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. SmartArt is a type of \_\_\_\_\_.

*Select the correct option.*

- a. Infographic
- b. Bar chart
- c. Text
- d. Slide

2. The arrangement of SmartArt is called a \_\_\_\_\_.

*Fill in the blank space.*

## Topic 1: Insert SmartArt graphics



Graphical elements are terrific ways of displaying messages, processes, and ideas that can be more rapidly understood than paragraphs or lists of text. The elements can be as diverse as an organization chart, a diagram, or a group of shapes. SmartArt provides a predesigned set of these graphical elements, making it easier to add visual appeal to presentation content.

## Inserting SmartArt

1. Select the **Insert** tab.
2. Select **SmartArt** in the **Illustrations** group.
3. Select a SmartArt graphic from the **Choose a SmartArt Graphic** dialog box.

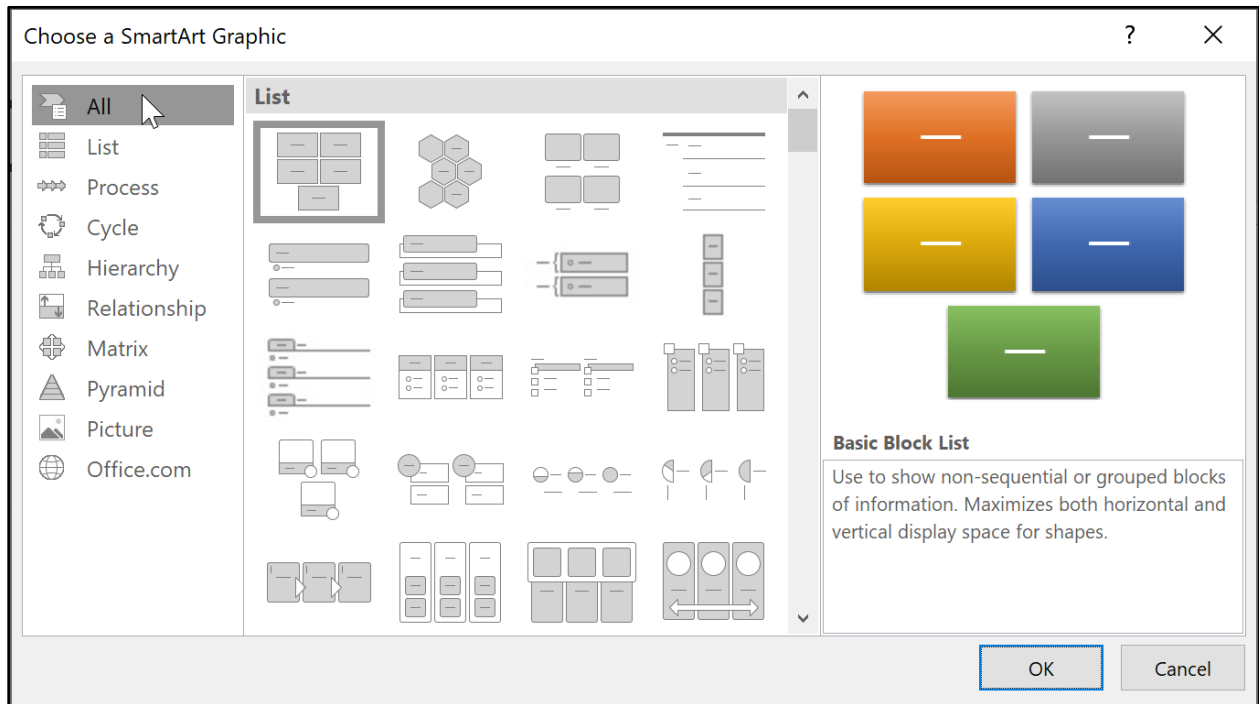


Figure 18: The **Choose a SmartArt Graphic** dialog box

4. Enter the text for the SmartArt graphic in the **Type your text here** pane.

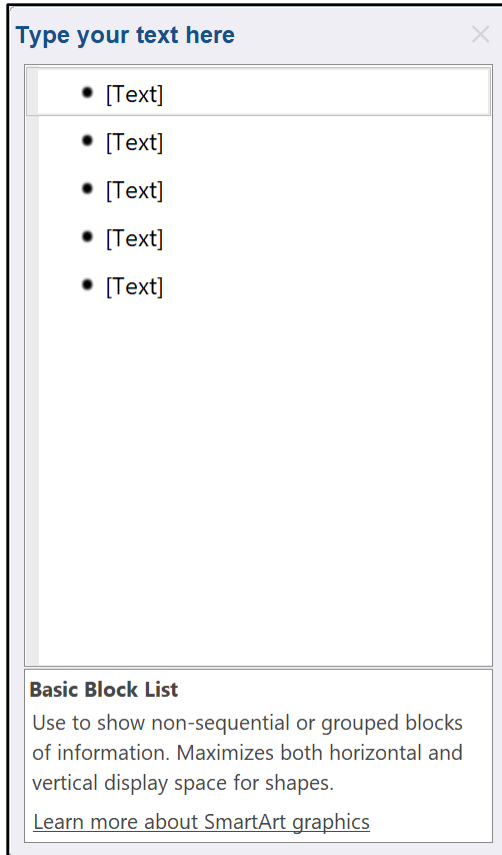


Figure 19: The SmartArt **Type your text here** pane

5. Press Enter to add additional bullet points and shapes.

## Change a SmartArt graphic

1. Select an existing SmartArt graphic.
2. Select the **Design** tab.
3. Select the **More** drop-down box in the **Layouts** group.
4. Choose a new SmartArt layout or select **More Layouts** to display the **Choose a SmartArt Graphic** dialog box.

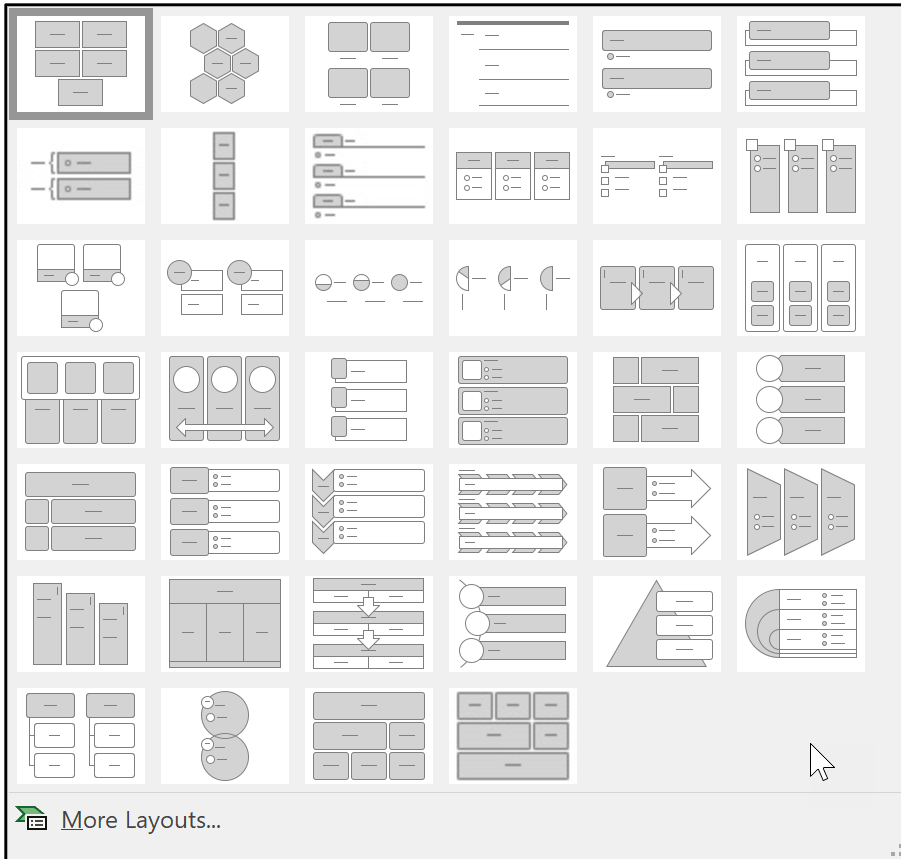


Figure 20: The SmartArt **More** drop-down box in the **Layouts** group on the **Design** tab



### Additional information

To review the tutorial on adding SmartArt, go to: [Create a SmartArt graphic](#)

To review the tutorial on entering text in SmartArt, go to: [Show or hide the SmartArt graphic Text pane](#)

To review the tutorial on choosing SmartArt, go to: [Choose a SmartArt graphic](#)

To review the tutorial about choosing SmartArt or Charts, go to: [When should I use a SmartArt graphic and when should I use a chart?](#)

## Activity: Show me how

The teacher will demonstrate how to insert and change a SmartArt graphic. The teacher will also lead a discussion about choosing the most suitable graphic for the content.

## Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to insert and change a SmartArt graphic.
2. Ask the teacher clarifying questions. An example is: How do I choose a SmartArt graphic?
3. Discuss the different SmartArt layouts.

## Try-it: Insert SmartArt graphics



You'll insert and change a SmartArt graphic.

## Try-it

### Resources

You'll need the following resource for this try-it:

- Open **L3\_T1\_try\_student\_SmartArt\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Insert a SmartArt graphic, and then add the following text:
  - **Beekeeper collects the honeycomb**
  - **Machines extract the honey from the comb**
  - **Honey is cleaned by boiling**
  - **Honey is poured into jars**
  - **Honey is sold or stored for later**
3. Change the SmartArt graphic to the **Process - Continuous Block Process** SmartArt layout.
4. Save the presentation.

## Topic 2: Convert lists to SmartArt graphics



Almost everyone can agree that a presentation with slide after slide of bulleted text is a recipe for a snoozefest. SmartArt allows you to rapidly change text on a slide into interesting and engaging infographics, diagrams, and timelines.

### Convert a list into a SmartArt graphic

1. Select a placeholder or text box with a list of text.
2. Select the **Home** tab.
3. Select the **Convert to SmartArt** drop-down box in the **Paragraph** group.

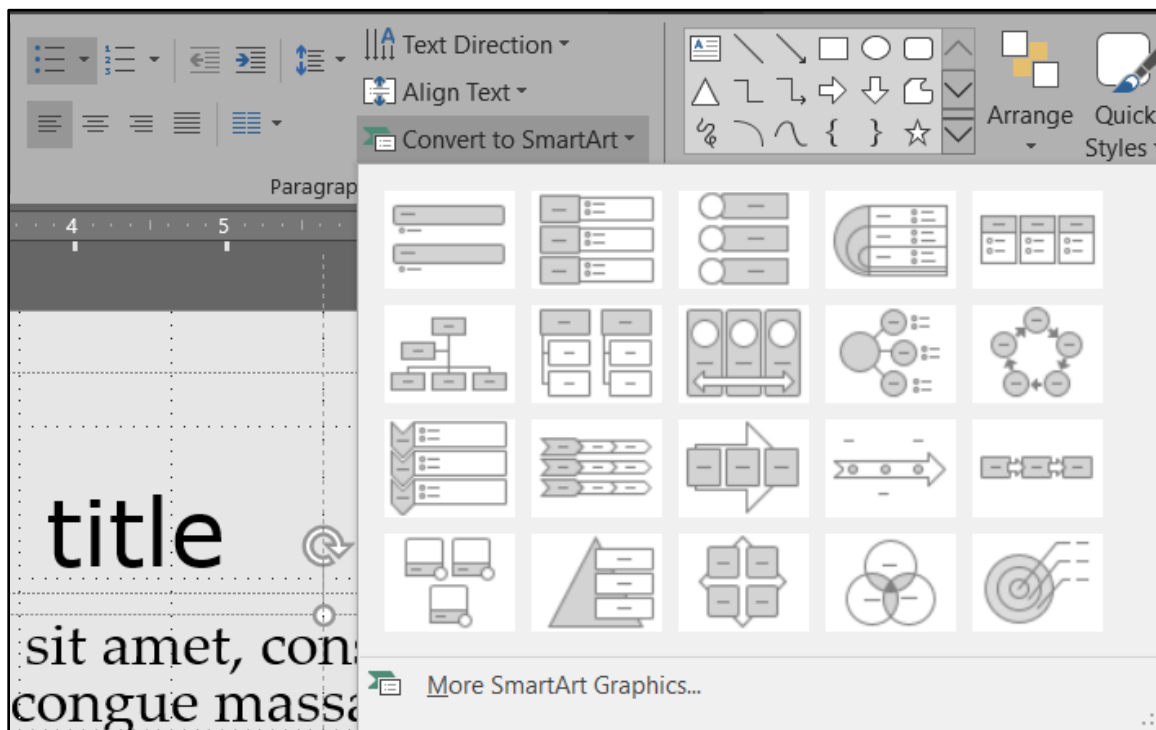


Figure 21: The **Convert to SmartArt** drop-down box in the **Paragraph** group on the **Home** tab

4. Select a layout or select **More SmartArt Graphics** to display more layouts.



### Additional information

To review the video on converting a list to SmartArt, go to: [Convert slide text to a SmartArt graphic](#)

---

## Activity: Think-Pair-Share

The teacher will demonstrate how to convert a list of text to a SmartArt graphic.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to convert text to a SmartArt graphic.
2. Ask the teacher clarifying questions.
3. Pair up with a partner student and note some of the types of lists that would work well with SmartArt.

## Try-it: Convert lists to SmartArt graphics



You'll convert a list of text into a SmartArt graphic.

## Try-it

### Resources

You'll need the following resource for this try-it:

- Open **L3\_T2\_try\_student\_SmartArt\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Convert the text to a SmartArt graphic of your choice.
3. Save the presentation.

# Topic 3: Add and modify SmartArt graphics



It's rare that infographics stay static, and SmartArt graphics are no exception. To be effective, an infographics tool must be fluid, allowing you to easily add, remove, and reconfigure information. In this topic, you'll learn how to change and manipulate SmartArt to create the infographic to fit your presentation content.

## Add and modify text in SmartArt graphics

1. Double-click a shape within the SmartArt graphic.
2. Modify the text as desired.

Alternatively, modify text in the **Type your text here** pane.

## Add shapes to SmartArt graphics

1. Select a shape in the SmartArt graphic.
2. Select the **Design** tab.
3. Select the **Add Shape** drop-down list in the **Create Graphic** group.

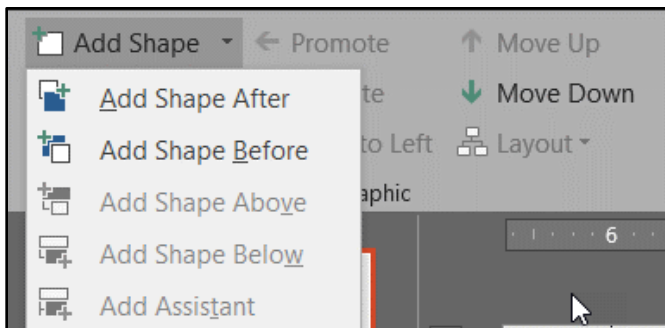


Figure 22: The **Add Shape** drop-down list in the **Create Graphic** group on the **Design** tab

4. Choose where to add your shape; choices will vary depending on the SmartArt layout.

## Move a shape in a SmartArt graphic

1. Select a shape in a SmartArt graphic.
2. Select the **Design** tab.



3. In the **Create Graphic** group:
  - Select **Move Up** to move the shape up.
  - Select **Move Down** to move the shape down.
  - Select **Right to Left** to reverse the order of the shapes.
  - Select **Demote** to move the shape down in the hierarchy.
  - Select **Promote** to move the shape up in the hierarchy.

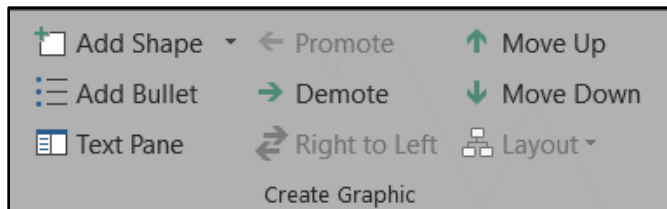


Figure 23: The **Create Graphic** group on the **Design** tab

## Change the color and style of a SmartArt graphic

1. Select the SmartArt graphic.
2. Select the **Design** tab.
3. Select the **More (Gallery)** drop-down box in the **SmartArt Styles** group to change the style of the SmartArt graphic.
4. Select the **Change Colors** drop-down box in the **SmartArt Styles** group to change the color of the SmartArt graphic.

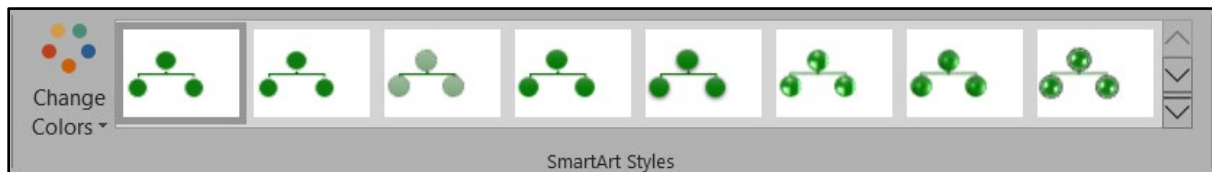


Figure 24: The **SmartArt Styles** group on the **Design** tab



### Additional information

To review the tutorial on SmartArt, go to: [Learn more about SmartArt Graphics](#)

## Activity: Teach a friend

The teacher will demonstrate how to add and modify text and shapes; promote, demote, and reorder content; and change the color and style of SmartArt graphics. You'll pair up with a friend to teach them one way to modify a SmartArt graphic.

## Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to add and modify text and shapes; promote, demote, and reorder content; and change the color and style of SmartArt graphics.
2. Ask the teacher clarifying questions. For example: What does it mean to demote a shape?
3. Pair up with a friend and teach them one way to change a SmartArt graphic.

## Try-it: Add and modify SmartArt graphics



You'll add and modify text and shapes; promote, demote, and reorder content; and change the color of SmartArt graphics.

## Try-it

### Resources

You'll need the following resource for this try-it:

- Open **L3\_T3\_try\_student\_SmartArt\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to Slide **2**.
2. Add a shape below the **Eugenia Austin, Soil Scientist** shape.
3. Enter **Marcos Serna, Farm General Manager** in the new shape.
4. Promote the new shape.
5. Move the new shape up to the top.
6. Demote the other three shapes.
7. Change the SmartArt style to **Moderate Effect**.
8. Change the SmartArt colors to **Colorful Range - Accent Colors 2 to 3**.

9. Change the SmartArt layout to **Circle Picture Hierarchy**.
10. Add the appropriate pictures to each of the shapes by using the picture files in the lesson's **Images** folder.
11. Save the presentation.

## Wrap-up

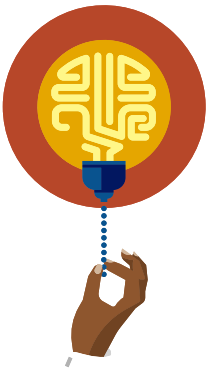
Use these questions to check what you learned in this lesson:

1. A SmartArt shape can be moved in what direction?  
*Select all that apply.*
  - a. Up
  - b. Down
  - c. Left
  - d. Right
2. Select the items that SmartArt can represent.  
*Select all that apply.*
  - a. Process
  - b. Relationship
  - c. ClipArt
  - d. Hierarchy
3. Lists of \_\_\_\_\_ can be converted to SmartArt.  
*Fill in the blank space.*

# Lesson 4: Using three-dimensional models

## Overview

In this lesson, you'll learn to add and modify three-dimensional (3D) models in your presentations.



### Did you know?

You can build and edit (or “remix”) models by using Microsoft Paint 3D, and you can share those models online for others to use and import into PowerPoint. Learn more about creating your own 3D content by going to: [3D Content Guidelines for Microsoft](#)

## Warm-up

Use these questions to find out what you already know about this lesson’s topics:

1. What are the dimensions of a 3D object?

*Select all that apply.*

- a. Height
- b. Width
- c. Circumference
- d. Depth

2. The abbreviation for three-dimensional is \_\_\_\_\_

*Fill in the blank space.*

# Topic 1: Insert 3D models



Add creativity and realism to your presentations with 3D models. Working with and viewing objects in 3D helps foster conceptual understanding and visual and spatial thinking.

## Insert 3D models

1. Select the **Insert** tab.
2. Select the **3D Models** drop-down list in the **Illustrations** group.

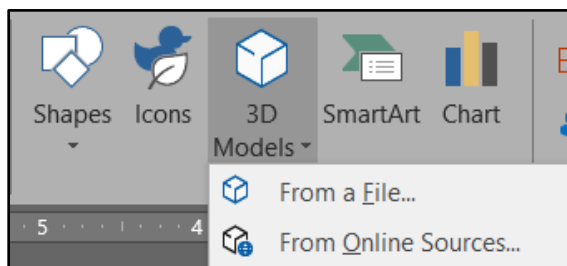


Figure 25: The **3D Models** drop-down list in the **Illustrations** group on the **Insert** tab

3. Select **From Online Sources**.
4. Choose a 3D model from the **Online 3D Models** gallery.

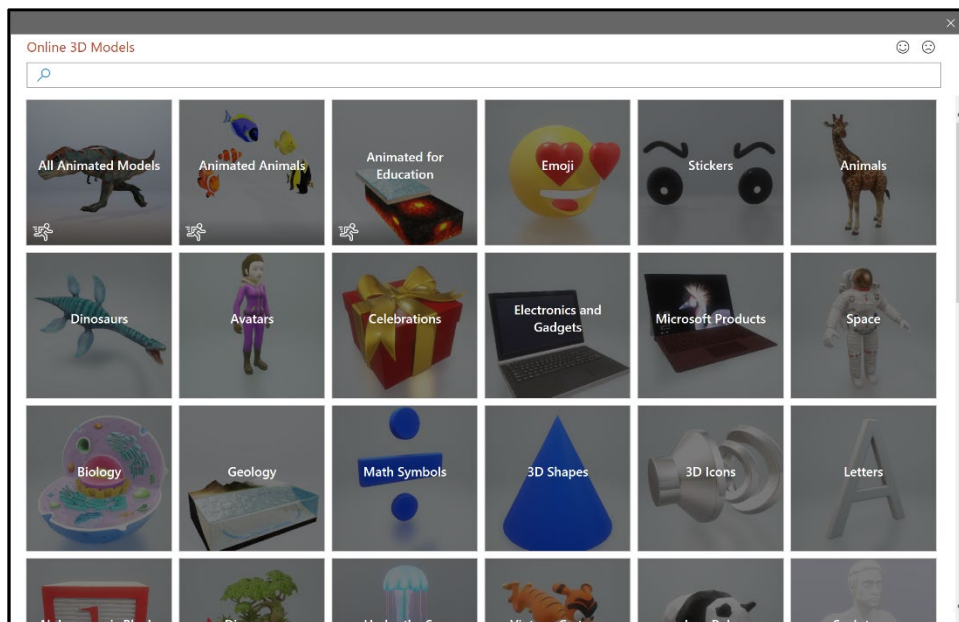
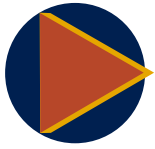


Figure 26: The **Online 3D Models** gallery



### Video

To review the video on working with 3D, go to: [Bring your work to life with 3D](#)

---

## Activity: Show and tell

The teacher will demonstrate how to insert a 3D model from the **Online 3D Model** gallery.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to insert a 3D model from the **Online 3D Model** gallery.
2. Ask the teacher clarifying questions. For example: How can I search for a specific 3D model?

## Try-it: Insert 3D models



You'll insert a 3D model from the Online 3D Model gallery.

## Try-it

### Resources

You'll need the following resource for this try-it:

- Open **L4\_T1\_try\_student\_3D\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Insert a 3D model of a plum.
3. Save the presentation.

## Topic 2: Modify 3D models



Modifying 3D models can be fun and challenging. In this topic, you'll experiment with changing the 3D model view, changing 3D model rotation, changing camera positions, panning and zooming 3D models, applying effects, and configuring the size and properties of 3D models.

### Change the 3D model view

1. Select the 3D model.
2. Select the **Format** tab.
3. Select the **More (Gallery)** drop-down box in the **3D Model Views** group.

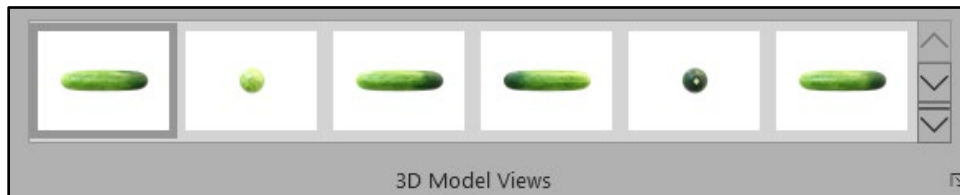


Figure 27: The **More (Gallery)** drop-down box in the **3D Model Views** group on the **Format** tab

4. Select a view from the gallery.

### Pan and zoom a 3D model

1. Select the 3D model.
2. Select the **Format** tab.
3. Select **Pan & Zoom** in the **Size** group.

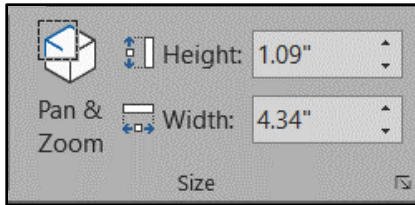


Figure 28: **Pan & Zoom** in the **Size** group on the **Format** tab

4. Drag the zoom arrow up and down to make the model larger or smaller.

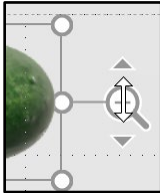


Figure 29: The zoom arrow

5. Drag the model to pan it within the frame.

## Rotate and resize a 3D model

1. Select the 3D model.
2. Drag the 3D control to rotate or tilt your 3D model in any direction.



Figure 30: 3D control

3. Drag the handles on the side to resize your model the same as you would a picture.
4. Alternatively, resize the 3D model by setting the **Height** and **Width** in the **Size** group.

## Use the 3D model task pane

1. Right-click or access the context menu on the 3D model.
2. Select **Format 3D Model**. The **Format 3D Model** task pane appears on the right.



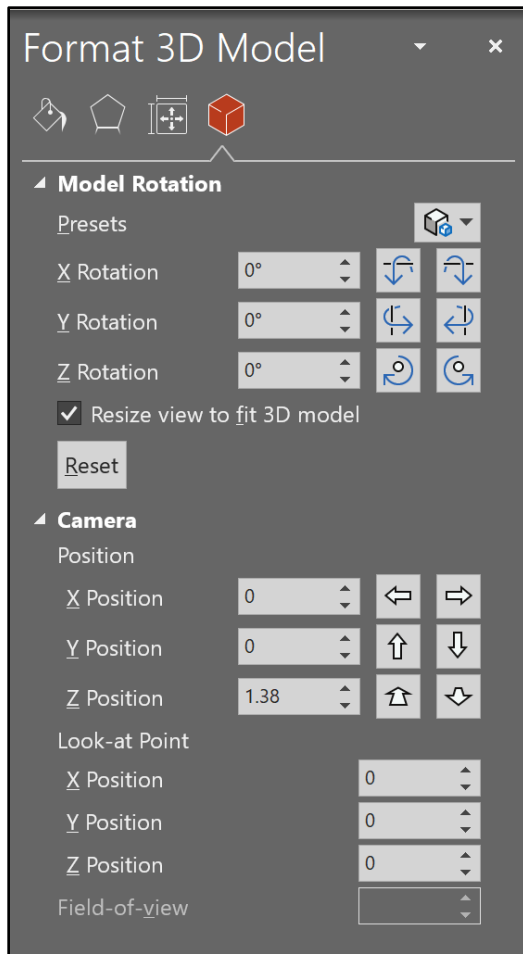


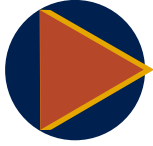
Figure 31: The **Format 3D Model** task pane

3. Change the **Model Rotation** and **Camera** settings by using the options on the **3D model** tab at the top the **Format 3D Model** task pane.
4. Change the **Size**, **Position**, and **Text Box** settings by using the options on the **Size & Properties** tab at the top of the **Format 3D Model** task pane.
5. Apply **Effects** by using the options on the **Effects** tab at the top of the **Format 3D Model** task pane. Note: 3D effects aren't the same as 3D model settings.



#### Additional information

To review the tutorial on being creative with 3D, go to: [Get creative with 3D models](#)



### Video

To review the video on making an impact with 3D, go to: [Make an impact with 3D](#)

---

## Activity: Show me how

The teacher will demonstrate changing the 3D model view, changing 3D model rotation, changing camera positions, panning and zooming 3D models, applying effects, and configuring the size and properties of 3D models.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate changing the 3D model view, changing 3D model rotation, changing camera positions, panning and zooming 3D models, applying effects, and configuring the size and properties of 3D models.
2. Ask the teacher clarifying questions. For example: How can I rotate a 3D model?

## Try-it: Modify 3D models



You'll change a 3D model view, pan and zoom a 3D model, reset a 3D model, change a 3D model rotation, change camera positions of a 3D model, apply a shadow effect to a 3D model, and configure the size and properties of a 3D model.

## Try-it

### Resources

You'll need the following resource for this try-it:

- Open **L4\_T2\_try\_student\_3D\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Drag the 3D control to rotate the plum.
3. Apply the **Above Back Left 3D** model view to the plum.
4. Use **Pan & Zoom** to drag the plum within the frame to center it.
5. Use the zoom arrow to enlarge the plum slightly.
6. Using the **3D Model** task pane, set the **3D Model** tab settings to:
  - X rotation: **90 degrees**
  - Y rotation: **300 degrees**
  - Z rotation: **270 degrees**
  - Camera: X position: **0**
  - Camera: Y position: **0**
  - Camera: Z position: **2.053**
7. Set the **Size & Properties** tab settings to:
  - Height: **3.19"**
  - Width: **3.38"**
8. Save the presentation.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. In addition to the X and Y positions, what position can you set on a 3D model?

*Select the correct option.*

- a. W
- b. Z
- c. U
- d. V

2. Select the modifications you can make to a 3D model.

*Select all that apply.*

- a. Camera position
- b. Pan & Zoom
- c. Background
- d. Effects

3. Use the \_\_\_\_\_ to rotate a 3D model by using the mouse.

*Fill in the blank space.*

# Lesson 5: Using media

## Overview

In this lesson, you'll learn how to add audio and video, create and insert screen recordings, and configure playback options.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Select the items that are considered media in PowerPoint.

*Select all that apply.*

- a. Audio files
- b. Video files
- c. 3D models
- d. Screen recordings

2. Removing a portion of a video is known as \_\_\_\_\_ the video.

*Fill in the blank space.*

## Topic 1: Insert audio and video clips



An instructional video can help provide clarity to directions, while a lively audio tune can help reinforce interest with your audience.

### Insert a video or audio file

1. Select the **Insert** tab.
2. Select the **Video** or **Audio** drop-down list in the **Media** group.

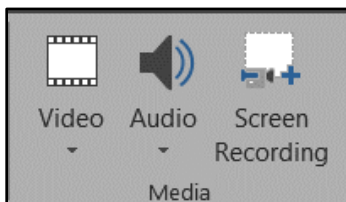


Figure 32: The **Video** and **Audio** drop-down lists in the **Media** group on the **Insert** tab

3. Select **Video** or **Audio**, and then select **Video on My PC** or **Audio on My PC**.
4. Browse to your video or audio file, and then select **Insert**.

## Add subtitles or captions to a video

1. Select the video.
2. Select the **Playback** tab.
3. Select the **Insert Captions** drop-down list in the **Caption Options** group.

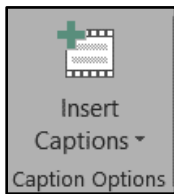
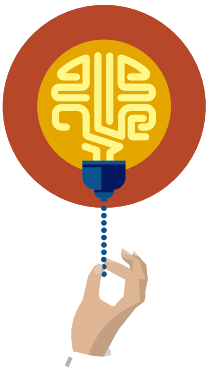


Figure 33: The **Insert Captions** drop-down list in the **Caption Options** group on the **Playback** tab

4. Select the appropriate WebVTT file, and then select **Open**.



### Did you know?

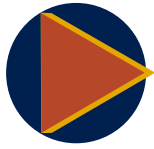
You can format videos nearly the same as pictures and shapes. You can apply video styles, change the video shape, apply a picture frame, apply effects, and change the border. Select the **Format** tab after selecting your video.



### Additional information

To review the tutorial on adding video from a file, go to: [Insert and play a video file from your computer](#)

To review the tutorial on adding captions to video, go to: [Add closed captions or subtitles to media in PowerPoint](#)



## Video

To review the video on adding video, go to: [Add, format, and record video](#)

To review the video on adding and recording audio, go to: [Add and record audio](#)

---

## Activity: Discuss and learn

The teacher will demonstrate how to add video in a presentation, resize a video, caption a video, and lead a discussion about when to include them in a presentation.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate inserting a video, resizing a video, and adding captions.
2. Ask the teacher clarifying questions. For example: How can I insert a different type of video?
3. Make a list of when video might be helpful in a presentation. Make a list of when audio might be helpful in a presentation. Discuss this with your fellow students.

## Try-it: Insert audio and video clips



You'll insert a video into a presentation, resize it, and add captions.

## Try-it

### Resources

You'll need the following resources for this try-it:

- Open **L5\_T1\_try\_student\_video\_audio\_starter.pptx** in this lesson's Learning Activity Resources.

- **Farm\_tools\_pickaxe\_video.mp4** in the **Media** folder.
- **Pickaxe.en.vtt** file in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Insert the **Farm\_tools\_pickaxe\_video.mp4** file from the **Media** folder.
3. Resize the video to **4.5"** or **11.43 cm** height and **8"** or **20.32 cm** width.
4. Add captions to the video by using the **Pickaxe.en.vtt** file.
5. Save the presentation.

# Topic 2: Create and insert screen recordings



Screen recordings allow you to record actions on your computer screen and save them as a video. Screen recordings are especially helpful for instructional videos. In this topic, you'll create a screen recording and save it in a presentation.

## Create a screen recording

1. Open the window, application, or website that you want to record.
2. Open PowerPoint.
3. Select the **Insert** tab.
4. Select **Screen Recording** in the **Media** group.

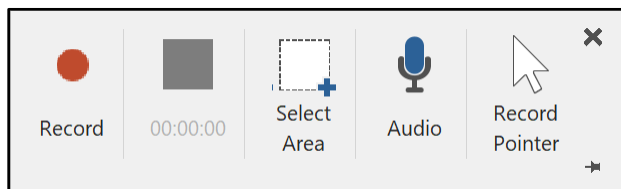


Figure 34: The **Screen Recording** box

5. In the **Screen Recording** box, select:
  - **Record** to start recording.
  - **Pause** to pause recording.
  - **Stop** to stop recording.



- **Select Area** to draw a box around the screen area to record.
  - **Audio** to toggle audio recording on/off.
  - **Record Pointer** to toggle recording the pointer on/off.
6. Hover the pointer near the middle top of the screen to make the **Screen Recording Control** show or hide.



### Video

To review the video on creating screen recordings, go to: [Record your screen in PowerPoint](#)

---

## Activity: Show me how

The teacher will demonstrate how to create a screen recording and save it in a presentation.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to create a screen recording and save it in a presentation.
2. Ask the teacher clarifying questions. For example: Can I insert multiple screen recordings?

## Try-it: Create and insert screen recordings



You'll create a screen recording of inserting an audio file in a presentation.

## Try-it

### Resources

You'll need the following resource for this try-it:

- Open **L5\_T2\_try\_student\_video\_audio\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Create a screen recording of inserting an audio file in a presentation, recording the pointer, selecting the full screen, and with no audio.
3. Save the presentation.

## Topic 3: Configure media playback options



When adding video or audio to a presentation, you'll want to set the options so the media plays and stops when you want it to. You'll also want to be able to remove extraneous parts of the media.

### Set video and audio timing and duration

1. Select the video or audio.
2. Select the **Playback** tab.

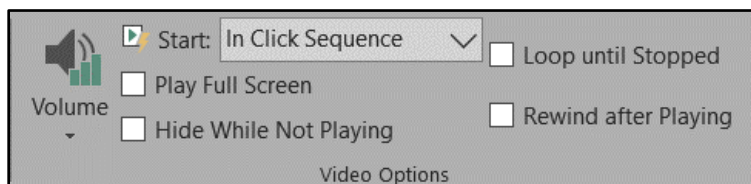


Figure 35: The **Video Options** group on the **Playback** tab

3. In the **Video Options** or **Audio Options** group:
  - a. Select the **Start** drop-down list, and then choose:
    - **When Clicked On** to start the media when it's clicked.
    - **Automatically** to start the media as soon as the slide displays.
    - **In click sequence** to start the media as the presenter clicks through the slideshow.
  - b. Select **Loop until Stopped** to play the media repeatedly until a user stops it.

## Set additional audio timing and duration

1. Select the audio.
2. Select the **Animations** tab.
3. Select **Animation Pane** in the **Advanced Animation** group.

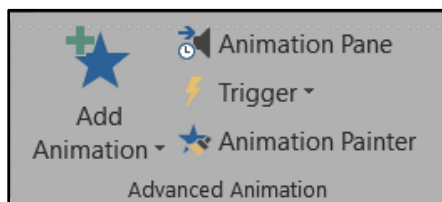


Figure 36: The **Advanced Animation** group on the **Animations** tab

4. In the **Animation Pane**, select the drop-down list next to the audio file name, and then select **Effect Options**.

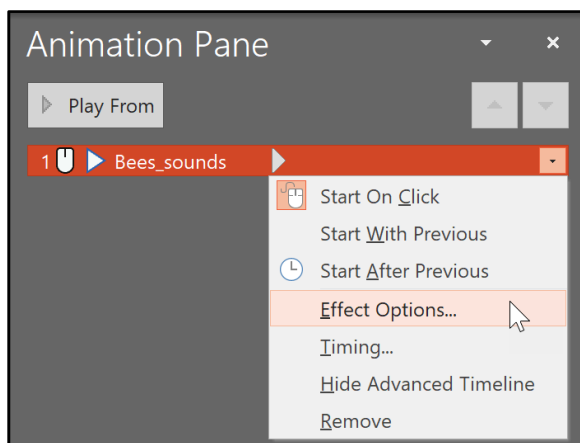


Figure 37: The drop-down menu in the **Animation Pane**

5. In the **Play Audio** dialog box, set the options as desired.

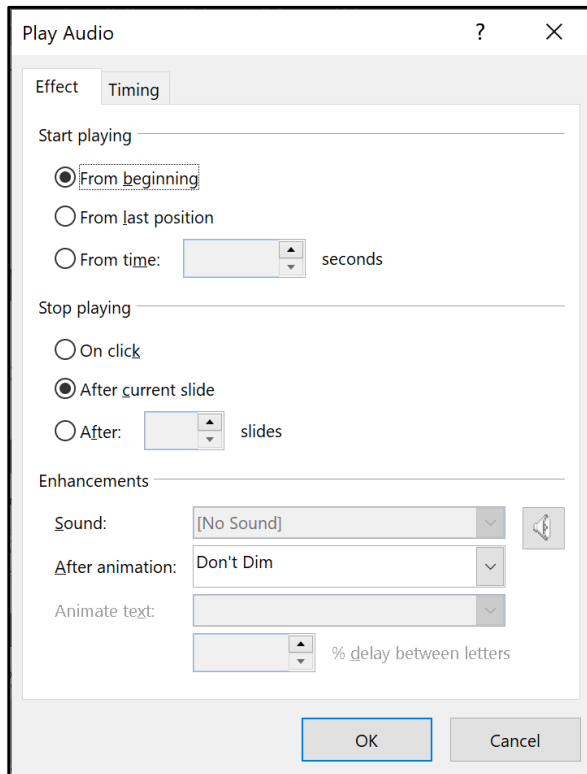


Figure 38: The **Play Audio** dialog box

## Trim a video or audio

1. Select the audio or video.
2. Select the **Playback** tab.
3. Select **Trim Video** or **Trim Audio** in the **Editing** group.

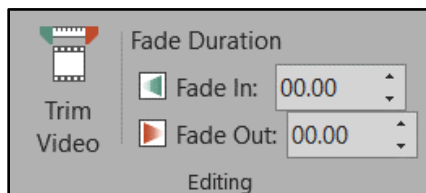


Figure 39: The **Editing** group on the **Playback** tab

4. In the **Trim Video** or **Trim Audio** dialog box, set the **Start Time** and **End Time** to trim the video.

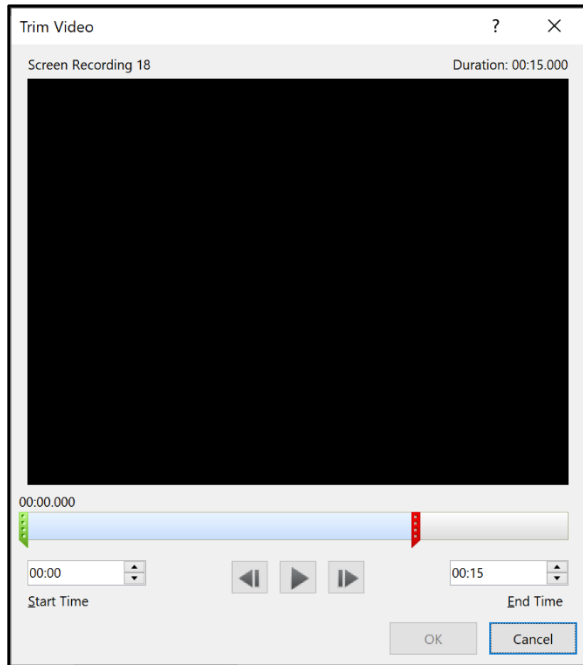


Figure 40: The **Trim Video** dialog box



### Additional information

To review the tutorial on setting playback options, go to: [Set the 'Playback' options for a video in your presentation](#)

To review the tutorial on trimming video and audio, go to: [Trim a video, music clip, or sound clip in PowerPoint](#)

## Activity: Show me how

The teacher will demonstrate how to set the video start and stop time, trim videos, and set media timing options.

### Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrate how to set the video start and stop time, trim videos, and set media timing options.
2. Ask the teacher clarifying questions. For example: How can I play a music file across slides?

## Try-it: Configure media playback options



You'll set video and audio start and stop times, trim an audio file, and set media timing options.

## Try-it 1

### Resources

You'll need the following resource for this try-it:

- Open **L5\_T3\_try1\_student\_video\_audio\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Select the audio file.
3. Set the audio options to **Start Automatically**, **Play Across Slides**, and **Stop Playing on Click**.
4. Go to slide **3**.
5. Select the video file.
6. Set the video options to **Start Automatically** and **Rewind After Playing**.
7. Save the presentation.

## Try-it 2

### Resources

You'll need the following resource for this try-it:

- Open **L5\_T3\_try2\_student\_video\_audio\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you need to perform during this try-it:

1. Go to slide **2**.
2. Set the audio end time to **10 seconds**.
3. Save the presentation.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. What are the options to start video or audio?

*Select all that apply.*

- a. **When Clicked On**
- b. **With a Button**
- c. **Automatically**
- d. **In Click Sequence**

2. How many slides can an audio file play across?

*Select the correct option.*

- a. 1
- b. 10
- c. 100
- d. All slides

3. You can trim the start or stop \_\_\_\_\_ of a video.

*Fill in the blank space.*

# Glossary

<b>X axis</b>	The horizontal axis (or width) of a chart or object.
<b>Y axis</b>	The vertical axis (or height) of a chart or object.
<b>Chart elements</b>	Parts of a chart that can be added or removed to make a chart clearer. For example, titles, gridlines, and tick marks.
<b>Infographics</b>	Visual representations of information, data, or knowledge that's intended to present information quickly and clearly.
<b>Z axis</b>	The depth axis of a 3D chart or object.
<b>Media</b>	Audio and video files.
<b>Trimming</b>	Removing parts of a video.

*Table 2: Glossary terms and definitions*



# Cornerstone

## Overview

Munson's farm is committed to sustainable energy production and water conservation. The location of the farm is favorable for natural energy production. Last year, the farm invested in a solar array to provide electricity for all operations, and it's considering using wind energy in the future.

A colleague has collected the data and needs your help visualizing energy production, consumption, and related costs as a dashboard presentation. They also want to showcase the farm's efforts in sustainable farming practices. You'll create the dashboard presentation by using tables, charts, SmartArt, a 3D model, and media.

## Objectives

The following table outlines the Cornerstone objectives and their corresponding MOS exam objectives.

<b>Create and insert tables, insert and delete table rows and columns, and apply built-in table styles</b>	<ul style="list-style-type: none"> <li>• 4.1.1: Create and insert tables</li> <li>• 4.1.2: Insert and delete table rows and columns</li> <li>• 4.1.3: Apply built-in table styles</li> </ul>
<b>Create, insert, and modify charts</b>	<ul style="list-style-type: none"> <li>• 4.2.1: Create and insert charts</li> <li>• 4.2.2: Modify charts</li> </ul>
<b>Insert SmartArt, convert text to SmartArt, and add and modify Smart Art content</b>	<ul style="list-style-type: none"> <li>• 4.3.1: Insert SmartArt</li> <li>• 4.3.2: Convert text to SmartArt</li> <li>• 4.3.3: Add and modify SmartArt content</li> </ul>
<b>Insert and modify 3D models</b>	<ul style="list-style-type: none"> <li>• 4.4.1: Insert 3D models</li> <li>• 4.4.2: Modify 3D models</li> </ul>

**Insert audio and video clips and configure media playback options**

- 4.5.1: Insert audio and video clips
- 4.5.3: Configure media playback options

*Table 3: Cornerstone objectives*

## Duration

90 minutes

## Instructions

1. Complete the tasks below for each file.
2. When saving your file, add your name to the end of the file name; for example, <"You-Pick\_Day\_Dwayne\_Espino">. Follow your teacher's directions for where to save your files.
3. When you're done with the Cornerstone, assess your completion and enter the points you think you earned within the task lists below. You can take the help of your teacher if required.

# Tasks

You'll work with one file in this Cornerstone. The following are the tasks you need to do within each file.

## File 1: Cornerstone\_dashboard\_starter.pptx

### Task: Using tables (20 points)

1. Insert a table on slide 2 with seven rows and three columns in the left placeholder, and then enter this information in the table: (6 points) (Exam objective 4.1.1)

	<b>Cucumbers</b>	<b>Blueberries</b>
<b>October</b>	<b>\$386.06</b>	<b>\$520.89</b>
<b>November</b>	<b>\$409.34</b>	<b>\$350.17</b>
<b>December</b>	<b>\$414.19</b>	<b>\$364.72</b>
<b>January</b>	<b>\$435.53</b>	<b>\$302.64</b>
<b>February</b>	<b>\$370.54</b>	<b>\$314.28</b>
<b>March</b>	<b>\$218.25</b>	<b>\$190.12</b>

2. Add one row to the bottom of the table and one column to the right of the **Blueberries** column. Enter the following information in the new column:

**Honey**  
**\$363.75**  
**\$514.10**  
**\$344.35**  
**\$301.67**  
**\$353.08**  
**\$198.85**

Label the new row **Total**, and then enter the totals for each column. (7 points) (Exam objective 4.1.2)

3. Format a table with the following settings: (7 points) (Exam objective 4.1.3)
  - Align all cells with numbers to the right.
  - Center the first-row alignment.
  - Apply the **Light Style 1 - Accent 1** table style.
  - Select the **First Column, Header**, and **Total Row** options.

Points scored: \_\_\_\_\_ / 20

### Task: Using charts (20 points)

1. Copy and paste the chart on the **Energy Costs** tab in the **Energy\_Data.xlsx** file into the right placeholder on slide 2. (10 points) (Exam objective 4.2.1)
2. Modify the chart as follows: (10 points) (Exam objective 4.2.2)
  - Change **Chart Type** to **Line chart**.
  - Change **Chart Style** to **Style 4**.
  - Change **Chart Color** to **Color Palette 2**.
  - Add a legend to the right side of the chart.

Points scored: \_\_\_\_\_ / 20

### Task: Using SmartArt (20 points)

1. Insert a **Continuous Arrow Process** SmartArt graphic in the left placeholder on slide 3 with **\$6,120.90** as the text. (5 points) (Exam objective 4.3.1)
2. Convert the list in the right placeholder on slide 3 to a **Basic Venn** SmartArt graphic. (5 points) (Exam objective 4.3.2)
3. Modify and format the SmartArt graphic on slide 3 with the following changes: (10 points) (Exam objective 4.3.3)
  - Change the **Basic Venn** SmartArt colors to **Colorful Range - Accent Colors 3-4**, and then move the **Blueberries** circle to the beginning of the list.
  - Apply the **Subtle Effect** style to the **Continuous Arrow Process** SmartArt graphic.

Points scored: \_\_\_\_\_ / 20

### Task: Using 3D models (20 points)

1. Insert a windmill 3D model onto slide 4. (10 points) (Exam objective 4.4.1)
2. Modify the windmill 3D model with the following settings: (10 points) (Exam objective 4.4.2)
  - **Above Front Left** view
  - Set the height to **4"** or **10.16 cm** and the width to **1.9"** or **4.83 cm**

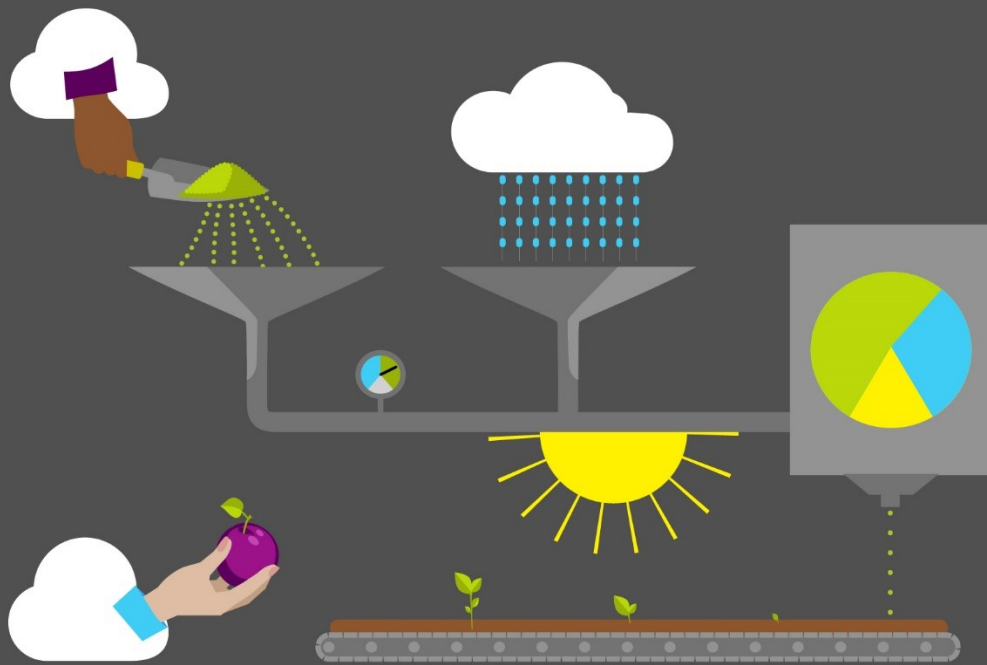
Points scored: \_\_\_\_\_ / 20

### Task: Using media (20 points)

1. Insert the **Wind\_sounds.mp3** from the **Media** folder onto slide 4. (10 points) (Exam objective 4.5.1)
2. Configure the media playback options with the following settings. (10 points) (Exam objective 4.5.3)
3. Set the start to **Automatically** by using **Audio Options**.
4. Set the sound icon to **Hide During Show**.
5. Set the audio to stop playing after the current slide by using the **Animation Pane**.
6. Set to start playing with the previous media by using the **Play Audio** dialog box.
7. Trim the audio end time to 15 seconds.

Points scored: \_\_\_\_\_ / 20

FILE 1 TOTAL POINTS: \_\_\_\_\_ /100



# Student Guide

40568A

Microsoft PowerPoint associate  
2019

Module 5: Organizing and printing presentations

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# Module overview

## Description

As you've learned so far, Microsoft PowerPoint offers a wide variety of features and tools to make your presentations informative and engaging. As your presentations become larger, and as you use more of the skills that you've learned, it's important to manage the presentation file itself.

In this module, you'll duplicate, rearrange, and delete individual slides so that your slideshow has the right content, in the right places. You'll also use a few different features for making your presentations flexible for a variety of audiences. You'll hide and unhide slides to control what is displayed while you present. You'll create custom shows to quickly make a "playlist" of slides to show for a specific audience. And you'll use Zoom to seamlessly jump to slides out of order when necessary. Finally, you'll print your presentation and related information in a variety of ways.

Lesson	Learning objective	Exam objective(s)
Organizing slides	Duplicate, reorder, hide, and unhide slides	<ul style="list-style-type: none"> <li>• 2.1.5</li> <li>• 2.3.2</li> <li>• 2.2.1</li> </ul>
Creating sections and custom slideshows	Organize slides into sections and create custom slideshows	<ul style="list-style-type: none"> <li>• 2.3.1</li> <li>• 2.3.3</li> <li>• 1.4.1</li> </ul>
Using Slide Zoom	Create a Zoom link	<ul style="list-style-type: none"> <li>• 2.1.4</li> <li>• 3.2.2</li> </ul>
Using Section Zoom and Summary Zoom	Create a Zoom summary slide	<ul style="list-style-type: none"> <li>• 3.2.2</li> <li>• 2.1.4</li> </ul>
Modifying print settings	Configure print settings for presentations	<ul style="list-style-type: none"> <li>• 1.3.1</li> <li>• 1.3.2</li> <li>• 1.3.3</li> <li>• 1.3.4</li> </ul>

Lesson	Learning objective	Exam objective(s)
Cornerstone: Organizing the CSA presentation	Reorganize and print an existing presentation so that it's ready for a variety of uses in promoting the farm's Community Supported Agriculture project.	<ul style="list-style-type: none"> <li>• 1.3.1</li> <li>• 1.3.2</li> <li>• 1.3.3</li> <li>• 1.3.4</li> <li>• 1.4.1</li> <li>• 2.1.5</li> <li>• 2.2.1</li> <li>• 2.3.1</li> <li>• 2.3.2</li> <li>• 2.3.3</li> <li>• 3.2.2</li> </ul>

*Table 1: Objectives by lesson*

## Scenario

Munson's Pickles and Preserves Farm supports a local CSA (Community Supported Agriculture) project for community members to become "farm members" and purchase shares of the produce grown to feed their families.

Each week, members receive a box of fresh produce. They can participate in farm events such as workdays, potlucks, and you-pick gardens to experience the joy of harvesting their own food.

The CSA team has asked you to edit an existing presentation that will be delivered to members or donors. You need to organize the slides, change print settings, and focus on slide content.

# Cornerstone

The Munson's marketing team is working on a presentation with information to be presented at a variety of different events. They've asked you to manage a few slides that need to be duplicated or deleted, organize the presentation into sections with Zoom links, create a custom show, and prepare the file to be printed.

# Lesson 1: Organizing slides

## Overview

In this lesson, you'll organize slides in a slideshow. You'll duplicate and reorder slides, and you'll hide and unhide slides.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Which of the following features shows you slide thumbnails and enables you to rearrange the order of slides?

*Select all that apply.*

- a. Slide Master
- b. Slide Sorter
- c. The print preview screen
- d. The thumbnails pane

2. Which feature prevents a selected slide from displaying while you present?

*Select the correct option.*

- a. Hide Slide
- b. Invisible Slide
- c. Background Slide
- d. Presenter view

3. Use the \_\_\_\_\_ feature to make a copy of an existing slide.

*Fill in the blank space.*

# Topic 1: Duplicate and delete slides



You might create and delete many slides while you're making a presentation. Often, you'll want a new slide that is very similar to another slide in the presentation. Duplicating a slide and then modifying its contents is a quick way to generate new content while maintaining a consistency that makes your presentation easier to follow. After you've settled on a set of slides, you'll need to delete any extra slides that you created in the process.

## Duplicate slides

To duplicate a slide, perform the following steps:

1. Select the slide thumbnail. You can select multiple slides by holding down the Ctrl key while you select additional thumbnails. The following screenshot depicts the thumbnail pane with a single slide thumbnail selected:

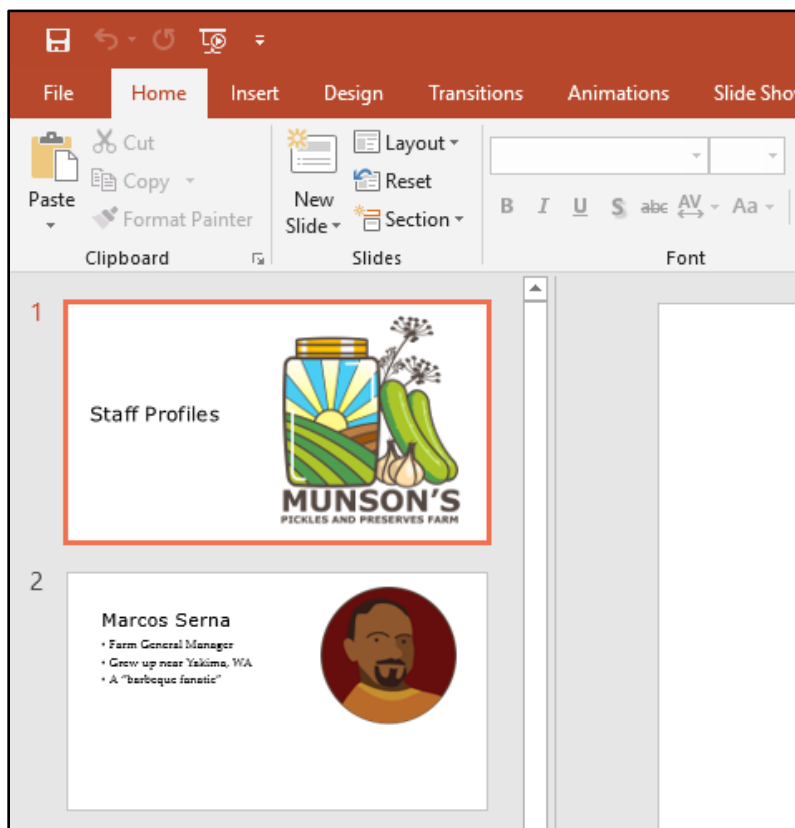


Figure 1: The thumbnail pane with a single slide thumbnail selected

2. Select the **Home** tab, and then, in the **Slides** group, select **New Slide**.

3. Select **Duplicate Selected Slides**. The following screenshot depicts **New Slide** with **Duplicate Selected Slides** highlighted:

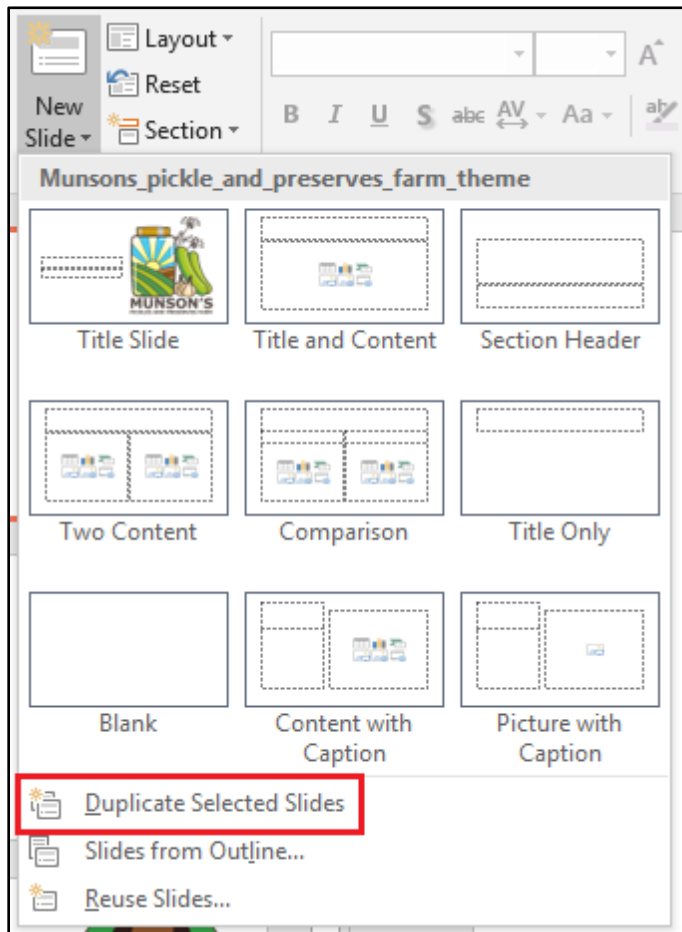
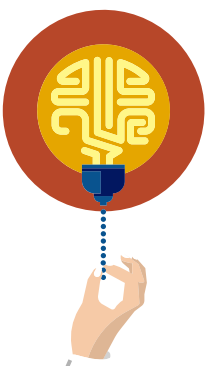


Figure 2: **New Slide** with **Duplicate Selected Slides** highlighted

The duplicated slide or slides will be inserted below the last selected slide.



### Did you know?

You can also duplicate slides in the thumbnail pane by using **Copy and Paste**, or by right-clicking or opening the context menu and then selecting **Duplicate Slide**.

Additionally, the keyboard shortcut **Ctrl + D** will duplicate selected slides.

## Delete slides

To duplicate a slide, perform the following steps:

1. Select the slide thumbnail. You can select multiple slides by holding down Ctrl while you select additional thumbnails.
2. Right-click on the selected slide or slides, or open the context menu.
3. Select **Delete Slide**. The following screenshot depicts the slide thumbnail context menu with **Delete Slide** highlighted:

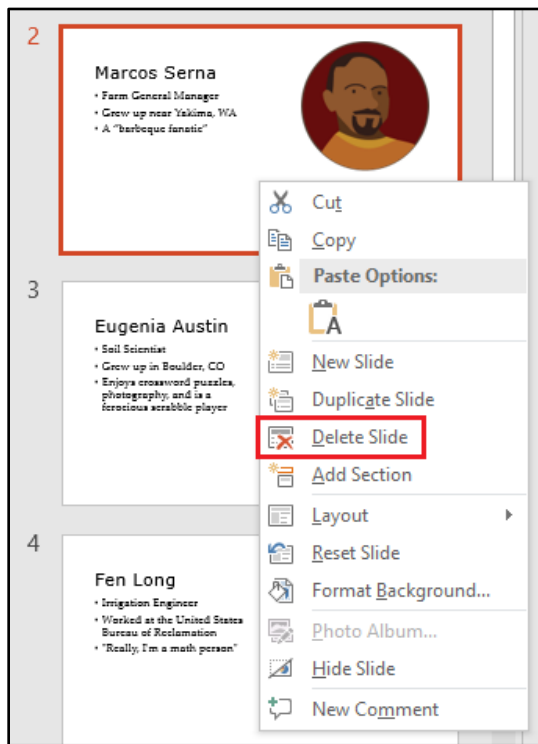
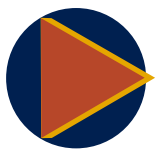


Figure 3: The slide thumbnail context menu with **Delete Slide** highlighted



### Additional information

For additional information on duplicating slides, go to: [Duplicate slides within a PowerPoint presentation](#)



### Video

To review the video on organizing slides, go to: [Add, rearrange, duplicate, and delete slides in PowerPoint](#)

## Activity: Each one, teach one

In this activity, you'll review a brief video and read a tutorial on duplicating and deleting slides. Then you'll share what you learned with another student.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Review the video and read the tutorial, as directed by the teacher.
2. Share what you learned with your partner and listen to what your partner learned.

## Try-it: Duplicate and delete slides



In this leveled try-it activity, you'll practice duplicating and deleting slides.

### Try-it 1

#### Resources

You'll need the following resources for this try-it:

- Open **L1\_T1\_try1\_staff\_profiles\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. Duplicate slide 3, which is about Eugenia Austin.
2. Delete the last slide in the presentation, which is a duplicated slide about Fernando Vasquez.

### Try-it 2

#### Resources

You'll need the following resources for this try-it:

- Open **L1\_T1\_try2\_staff\_profiles\_starter.pptx** in this lesson's Learning Activity Resources.



## Instructions

The following are the general tasks that you must perform during this try-it:

1. Duplicate slides 3 through 5. These slides are about Marcos Serna, Eugenia Austin, and Fen Long.
2. Delete slide 2, which includes lengthy text about Marco Serna.

## Topic 2: Modify slide order



If you decide to alter the order in which you present information, you don't need to delete the slides and recreate them in the new order. Microsoft PowerPoint enables you to quickly and easily rearrange the order of slides. In this topic, you'll learn how to rearrange slide by using the thumbnail pane and **Slide Sorter**.

### Rearrange slides in the thumbnails pane

You can quickly move slides around in the thumbnails pane without leaving the **Normal** view. To rearrange slides with the thumbnails pane, perform the following steps:

1. Select the thumbnail of the slide that you wish to move. You can select multiple slides by holding down Ctrl while you select additional thumbnails.
2. Drag the slide to the new location.

### Use Slide Sorter

**Slide Sorter** provides a clean, simplified view of your presentation that is ideal for moving slides around. To rearrange slides by using **Slide Sorter**, perform the following steps:

1. Select the **View** tab on the ribbon.
2. In the **Presentation Views** group, select **Slide Sorter**. The following screenshot depicts **Slide Sorter** highlighted in the **Presentation Views** group:

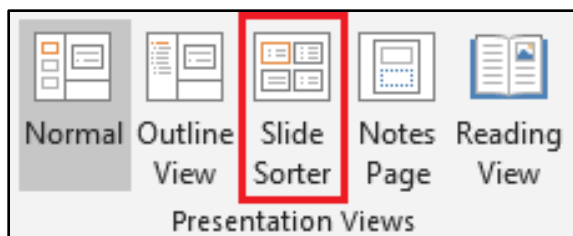
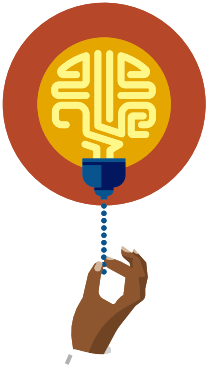


Figure 4: The **Presentation Views** group with **Slide Sorter** highlighted

3. Select the slide that you wish to move. You can select multiple slides by holding down Ctrl while you select additional thumbnails.
4. Drag the slide to the new location.
5. When you're finished, select the **View** tab on the ribbon.
6. In the **Presentation Views** group, select **Normal**.



#### Did you know?

**Slide Sorter** is also available from the **Status Bar**, near the **Zoom** slider.



#### Additional information

For additional information on **Slide Sorter**, go to: [Change or sort the order of slides](#)

---

## Activity: Show and tell

In this activity, students in the group will rearrange slides on the teacher-projected computer by using the thumbnails pane and **Slide Sorter**.

### Resources required

You'll need the following resources for this activity:

**None.**

### Activity instructions

Participate in the activity by following these instructions:

- As directed by the teacher, participate when it's your turn to rearrange slides on the teacher's computer. Describe the steps that you take to complete the task.

## Try-it: Modify slide order



In this single-level try-it activity, you'll rearrange the order of slides within a presentation by using **Slide Sorter**.

## Resources

You'll need the following resources for this try-it:

- Open **L1\_T2\_try\_staff\_profiles\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

- Use **Slide Sorter** to rearrange slides 2 through 7 so that they are in alphabetical order, as follows:
  - a. Danielle Gousse
  - b. Eugenia Austin
  - c. Fen Long
  - d. Fernando Vasquez
  - e. Hilary Brennan
  - f. Marcos Serna

# Topic 3: Hide and unhide slides



Sometimes, you'll need to present similar information multiple times. For example, you might put together a presentation with product information with the intention of presenting once to a group of salespeople and once to the website team so that they can update the company website. These two slideshows will cover much of the same material, but the website team might not need to know about some of the marketing information that the salespeople will need. Rather than make two separate PowerPoint presentations, you can create one file with all of the information and then hide slides that aren't necessary at the time you present. Hidden slides are still in the file and are visible as you're editing the presentation, but they don't show up in the Slide Show view. Later, you can unhide those slides to use them the next time.

Hidden slides also allow you to keep information that might come up while you're presenting. If someone asks about that topic, you can then display the hidden information.

## Hide or unhide slides

To hide a slide so that it doesn't appear while you are presenting, follow these steps:

1. In the slide thumbnails pane, select the slide that you want to hide. You can select multiple slides by holding down Ctrl while you select additional thumbnails.
2. Right-click on the selected slide or slides, or open the context menu.
3. Select the **Slide Show** tab, and then, in the **Set Up** group, select **Hide Slide**. The following screenshot depicts the **Set Up** group with **Hide Slide** highlighted:



Figure 5: The **Set Up** group in the **Slide Show** tab with **Hide Slide** highlighted

When a slide is hidden, the slide number in the thumbnail pane has a slash through it. The following screenshot depicts the slide thumbnail pane with slide 1 hidden:

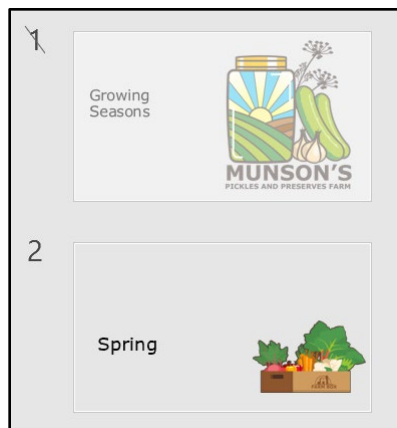
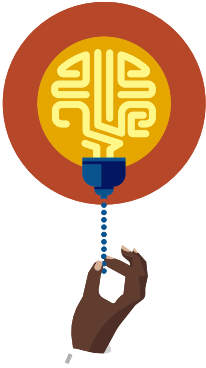


Figure 6: The slide thumbnail pane with slide 1 hidden

To make a hidden slide visible again, repeat the same steps.



### Did you know?

You can also hide or unhide a slide from the context menu. Right-click or open the context menu for a slide thumbnail, and then select **Hide Slide**.

## Show a hidden slide during a presentation

If you decide to display a hidden slide while you're presenting in Slide Show view, follow these steps:

1. Right-click or open the context menu for the current slide.
2. Select **See All Slides**. The following screenshot depicts the context menu with **See All Slides** highlighted:

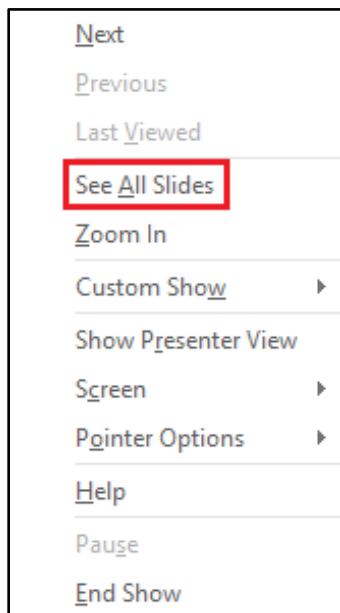


Figure 7: The context menu with **See All Slides** highlighted

- PowerPoint will display a list of thumbnails, with hidden slides indicated by a slash through the slide number. Select the hidden slide that you wish to display. The following screenshot depicts **See All Slides** thumbnails, with slides 1 and 4 hidden:

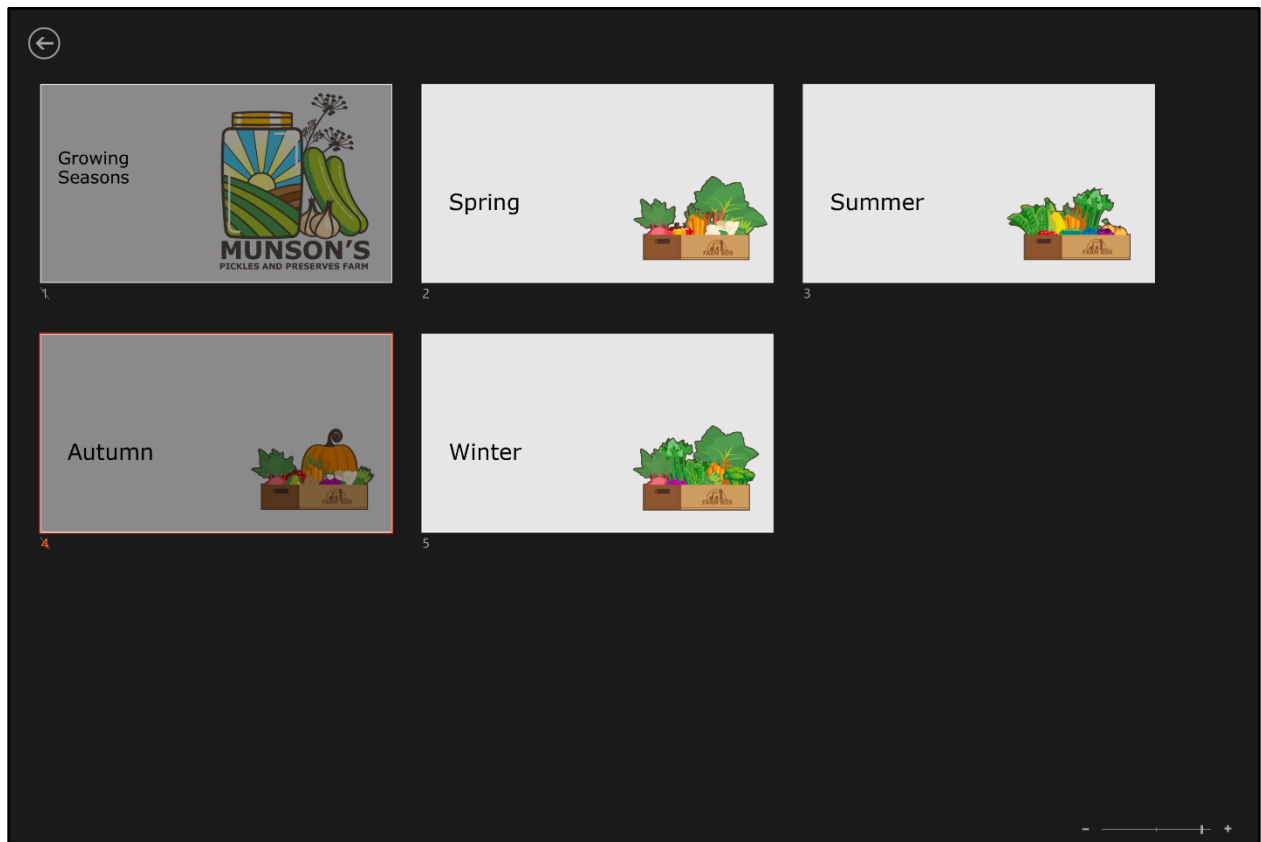


Figure 8: **See All Slides** thumbnails, with slide 1 hidden

After you've selected a slide, it is shown full-screen and the slideshow will resume. If you are using **Presenter** view, the audience won't see the thumbnail list. They'll simply see the slide that you select.



#### **Additional information**

To review the video on hiding and unhiding slides, go to: [Hide or show a slide](#)

---

## **Activity: Pose a challenge**

The teacher will direct you to complete a challenge to hide a slide within a presentation.

## Resources required

You'll need the following resources for this activity:

- Open **L1\_T3\_act\_seasons\_starter.pptx** in this lesson's Learning Activity Resources.

## Activity instructions

Participate in the activity by following these instructions:

- As directed by the teacher, hide one of the slides.

## Try-it: Hide and unhide slides



This single-level try-it activity will ask you to hide and unhide slides.

## Resources

You'll need the following resources for this try-it:

- Open **L1\_T3\_try\_staff\_profiles\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Hide slide 2, which has a paragraph of text and no image.
2. Unhide slide 3. This slide includes Marcos Serna's image.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. The \_\_\_\_\_ feature opens a view with large thumbnails, ideal for rearranging the order of slides.

*Fill in the blank space.*

2. Why might you want to hide a slide in a presentation?

*Select all that apply.*

- a. You'll never need that slide's contents in the future.
- b. You want the slide to slowly fade in while you present.
- c. You want to keep the slide but not display it.
- d. You want the option to display it while you present.

3. Where can you access the feature for copying a slide?

*Select all that apply.*

- a. The **Insert** tab on the ribbon
- b. The **Home** tab on the ribbon
- c. The context menu in the **Slide Show** view
- d. The context menu in the thumbnails pane



# Lesson 2: Creating sections and custom slideshows

## Overview

In this lesson, you'll create sections to help organize your slides. You'll then set up custom slideshows that include some slides and leave out others.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Slides can be grouped into \_\_\_\_\_ to organize the presentation.

*Fill in the blank space.*

2. Which of the following best describes a custom show in Microsoft PowerPoint?

*Select the correct option.*

- a. A presentation with styles that have been modified
- b. A presentation deployed by using OneDrive
- c. A slideshow intended to be exported as a video
- d. A slideshow that displays a portion of the presentation slides

3. Which ribbon group contains the tool for creating a custom show?

*Select the correct option.*

- a. The **Slides** group on the **Home** tab
- b. The **Customize** group on the **Design** tab
- c. The **Timing** group on the **Transitions** tab
- d. The **Start Slide Show** group on the **Slide Show** tab

# Topic 1: Create and rename sections



While some of your Microsoft PowerPoint presentations will be small, others presentation files might contain numerous slides. PowerPoint makes it possible to group your slides into sections. These sections can make it easier organize your slides and your own understanding of how you'll present. For example, you might know that you want to start a presentation by discussing background information, then proceed to talk about new developments before wrapping up by looking at future plans. You can create sections for each of these parts of your presentation to focus on each segment separately.

## Create sections

To group slides into a section, follow these steps:

1. In the slide thumbnails pane, right-click or access the context menu between slides.
2. Select **Add Section**. The following screenshot depicts **Add Section** on the context menu:

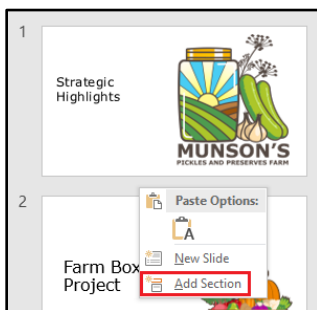


Figure 9: **Add Section** on the context menu

3. In the **Rename Section** dialog box, enter the name of the new section. The following screenshot depicts the **Rename Section** dialog box:

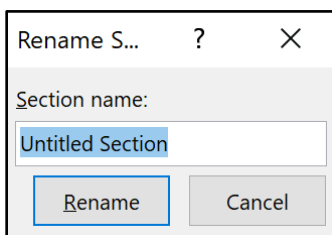


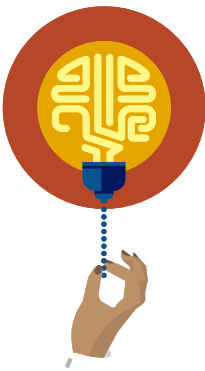
Figure 10: The **Rename Section** dialog box

4. Select **Rename**.

The section name will appear along with a triangle to collapse or expand that section. The following screenshot depicts a section with the name Strategic Highlights:



Figure 11: A section with the name Strategic Highlights



### Did you know?

The context menu for a section name includes a variety of options for managing the section. You can also rearrange sections by selecting a section name and dragging that content to a new position, either in the thumbnails pane or the **Slide Sorter**.

## Rename a section

To change the name of a section, follow these steps:

1. In the slide thumbnails pane, right-click or access the context menu for the section name.
2. In the **Rename Section** dialog box, edit the **Section name** text to the desired name.

The following screenshot depicts **Rename Section** on the context menu:

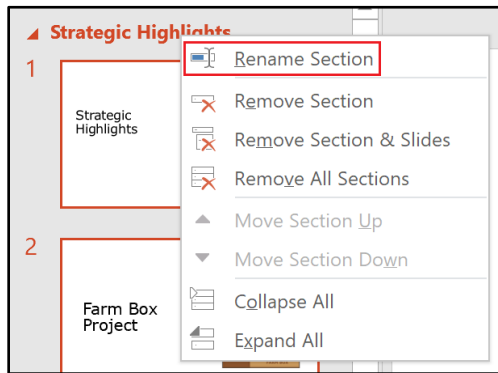
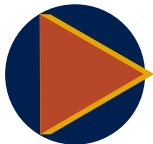


Figure 12: **Rename Section** on the context menu

3. Select **Rename**.



### Video

To review the video on creating, renaming, and managing sections, go to: [Organize slides into sections](#)

## Activity: Show me how

In this activity, the teacher will demonstrate how to add sections to organize groups of slides. The teacher will also demonstrate how to rename an existing section.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following along with the teacher's demonstration.

## Try-it: Create and rename sections



In this leveled try-it activity, you'll practice creating sections to help organize your presentation. You may also rename sections.

## Try-it 1

### Resources

You'll need the following resources for this try-it:

- Open **L2\_T1\_try1\_seasons\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. After the title slide, add a section named **Spring**.
2. Following the three slides related to Spring, add a section named **Summer**.
3. Following the three slides related to Summer, add a section named **Autumn**.
4. Following the three slides related to Autumn, add a section named **Winter**.

## Try-it 2

### Resources

You'll need the following resources for this try-it:

- Open **L2\_T1\_try2\_seasons\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

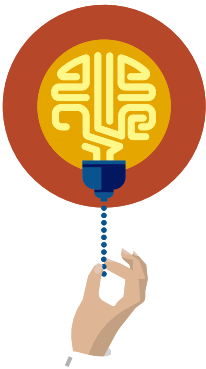
1. After the title slide, add a section named **Spring**.
2. Following the three slides related to Spring, add a section named **Summer**.
3. Find the section named **Mid-Year** and rename it **Autumn**.
4. Find the section named **End of Year** and rename it **Winter**.

## Topic 2: Create custom slideshows



In the previous lesson, you learned how **Hide Slide** can help you hide specific slides while you're presenting the slideshow. PowerPoint also includes a much more powerful way to tailor one presentation for multiple purposes with a feature called *custom shows*. A custom show makes it possible to specify which slides you want to display while presenting. A custom show enables you to change the order of slides and even makes it possible to use the same slide multiple times.

A custom show is not unlike a playlist for a music library. You might have hundreds of songs, but when you're with your friends you might want to play 10 specific songs. Perhaps you have a different set of songs to play when you're with your family. You can create playlists for each. That way, you don't have to delete the songs that you don't want, and you can make sure you get exactly what you want at the right time. Similarly, a custom show lets you create a presentation with all the slides that you might need for a given topic, and then specify which slides you want to display for a specific audience.



### Did you know?

You can even make custom shows that create one seamless slideshow from multiple presentation files. This is called a *hyperlinked* custom show.

## Create a custom show

To create a basic custom show, follow these steps:

1. Select the **Slide Show** tab, and then, in the **Start Slide Show** group, select **Custom Slide Show**.
2. Select **Custom Shows**. The following screenshot depicts **Custom Slide Show** with **Custom Shows** highlighted:

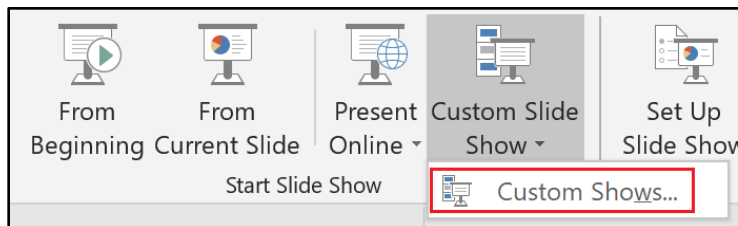


Figure 13: **Custom Slide Show** with **Custom Shows** highlighted

- In the **Custom Shows** dialog box, select **New**. The following screenshot depicts the **Custom Shows** dialog box with **New** highlighted:

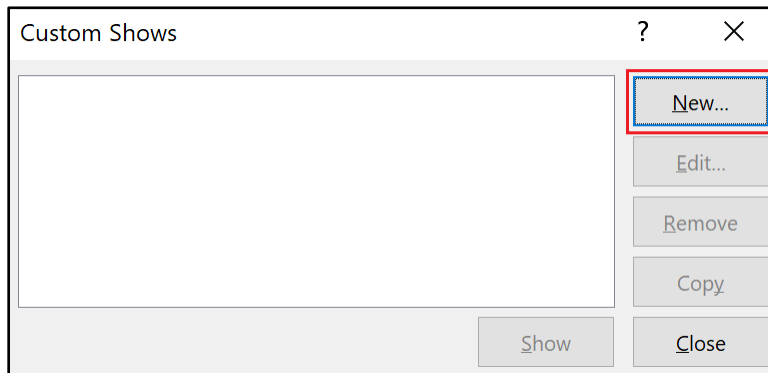


Figure 14: **Custom Shows** dialog box with **New** highlighted

- This activates the **Define Custom Show** dialog box. Under **Slides in Presentation**, select the slides that you want to include, and then select **Add**. The following screenshot depicts the **Define Custom Show** dialog box with three slides added to the custom show:

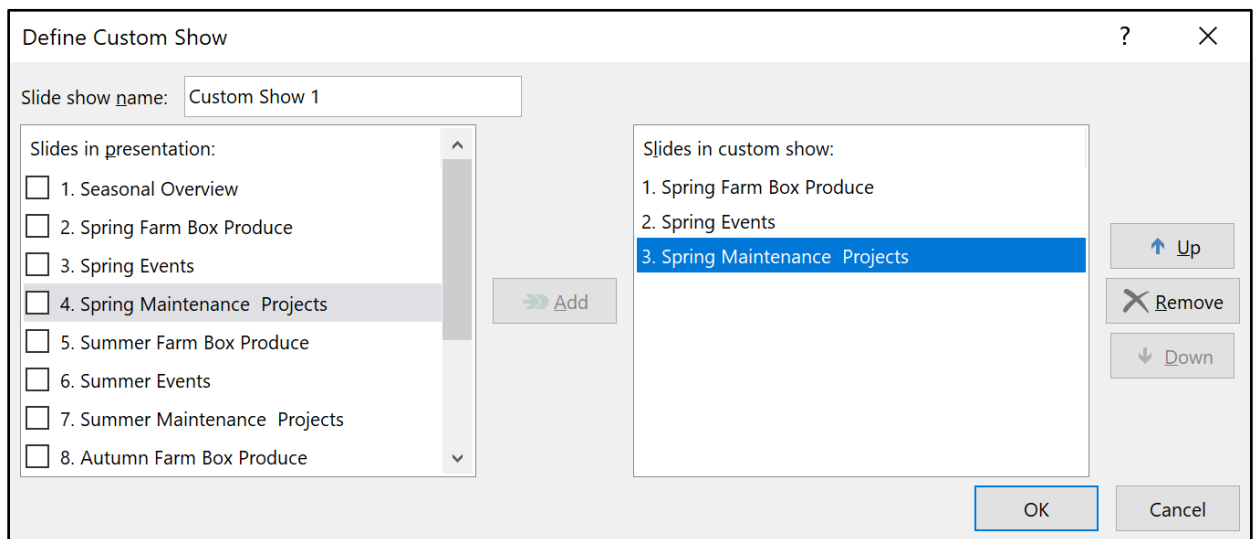


Figure 15: The **Define Custom Show** dialog box with three slides added to the custom show

- To remove a slide from the custom show, select the slide under **Slides in custom show**, and then select **Remove**.
- Select **Slide show name** and enter a name for the custom show.
- Select **OK**.
- Select **Close** to close the **Custom Shows** dialog box.

## Present a custom show

To start presenting a custom show, follow these steps:

1. Select the **Slide Show** tab, and then, in the **Start Slide Show** group, select **Custom Slide Show**.
2. Select the name of the custom show that you wish to start. The following screenshot depicts **Custom Slide Show** with a custom show named **Spring show** highlighted:

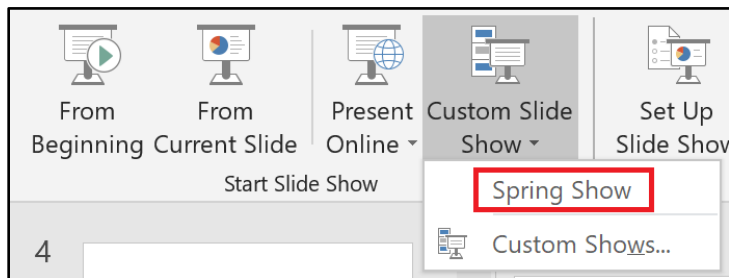


Figure 16: **Custom Slide Show** with a custom show named **Spring Show** highlighted

## Modify a custom show

To edit an existing custom show, follow these steps:

1. Select the **Slide Show** tab, and then, in the **Start Slide Show** group, select **Custom Slide Show**.
2. Select **Custom Shows**.
3. In the **Custom Shows** dialog box, select the name of the custom show that you wish to modify, and then select **Edit**. The following screenshot depicts the **Custom Shows** dialog box with **Edit** highlighted:

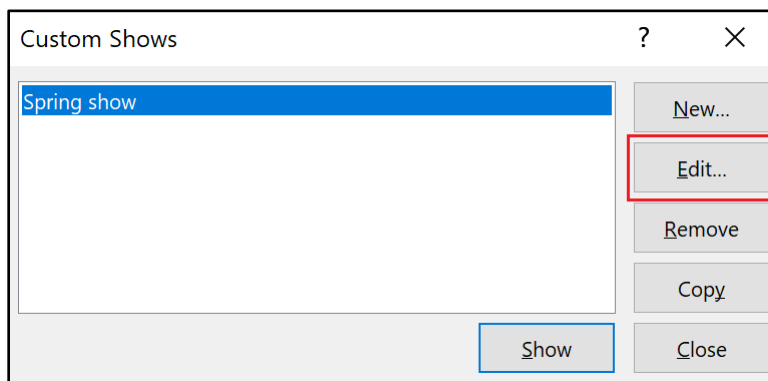


Figure 17: The **Custom Shows** dialog box with **Edit** highlighted



4. This opens the **Define Custom Show** dialog box, as occurs when a new show is created. Select **slides** and use **Add** and **Remove** to add and remove slides from the custom show, as when creating a new custom show.
5. To edit the custom show name, select **Slide show name** and edit text.
6. Select **OK**.
7. Select **Close** to close the **Custom Shows** dialog box.



### Video

To review the video on custom shows, go to: [Create and present a custom show](#)

---

## Activity: Pose a challenge

The teacher will challenge you to solve a problem with a custom show.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the teacher-led discussion.

## Try-it: Create custom slideshows



In this leveled try-it activity, you'll create a custom show to select which slides to display while presenting.

## Try-it 1

### Resources

You'll need the following resources for this try-it:

- Open **L2\_T2\_try1\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Create a custom show named **Saturday Event**.
2. Add the slides about the following people, in order, to **Saturday Event**:
  - a. Danielle Gousse
  - b. Eugenia Austin
  - c. Fen Long
  - d. Marcos Serna
3. Preview the slideshow to confirm that it runs correctly.

## Try-it 2

### Resources

You'll need the following resources for this try-it:

- Open **L2\_T2\_try2\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Create a custom show named **Sunday Event**.
2. Add the slides about the following people, in order, to **Sunday Event**. After each person is presented, set up the custom show to display the **Questions for this Employee** slide.
  - a. Fen Long
  - b. Fernando Vasquez
  - c. Eugenia Austin
  - d. Marcos Serna
3. Preview the slideshow to confirm that it runs correctly.

# Wrap-up

Use these questions to check what you learned in this lesson:

1. What is the location of the **Add Section** option?

*Select the correct option.*

- a. The **Insert** tab
- b. The **Slide Show** tab
- c. The context menu in the thumbnails pane
- d. On the **Status Bar**

2. Which of the following situations is best suited for creating a custom show?

*Select the correct option.*

- a. You want to present twice using the same slides but with different fonts and colors for each.
- b. You want to display some of the slides from your presentation and exclude others.
- c. You want to leave your presentation running on a screen for people to view as they walk by.
- d. You want to use a template from an online source.

3. Custom shows enable you to do which of the following?

*Select all that apply.*

- a. Select which slides to display.
- b. Select the order in which slides display.
- c. Select which images to use on each slide.
- d. Select different slide layouts for different shows.
- e. Display the same slide multiple times in a show.

# Lesson 3: Using Slide Zoom

## Overview

In this lesson, you'll explore using **Slide Zoom** in Microsoft PowerPoint. You'll begin by understanding how **Zoom** works, and then you'll create your own **Zoom** links.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. **Slide Zoom** makes it possible to \_\_\_\_\_.  
*Select the correct option.*
  - a. highlight an important part of a slide
  - b. ensure accessibility for users with visual impairment
  - c. move quickly through slide transitions
  - d. jump to a specific slide out of sequence
2. How is a **Slide Zoom** link represented on a slide?  
*Select the correct option.*
  - a. An icon depicting a magnifying glass
  - b. A slide thumbnail
  - c. Underlined text, like a hyperlink

## Topic 1: What is a Slide Zoom?



Many times, you'll present a slideshow in a very straightforward manner: You'll begin with the first slide and proceed sequentially through every slide until you reach the end. However, sometimes you might want the flexibility to move through your presentation in an unplanned manner. For example, you might take questions from your audience that lead you to jump to a specific slide, or you might find out at the start of the presentation which portions are most important to the audience, and then present accordingly. **Slide Zoom** allows you to jump directly to and from specific slides in your presentation, enabling you to decide on the order while you are presenting.

## Zoom links

Zoom for PowerPoint works by creating a link to a slide in much the same way that a webpage can include a link to a different webpage. PowerPoint will insert a thumbnail of the slide. While viewing the presentation in **Slide Show** view, select a thumbnail to navigate directly to that slide. The following screenshot depicts a slide with four **Slide Zoom** links:

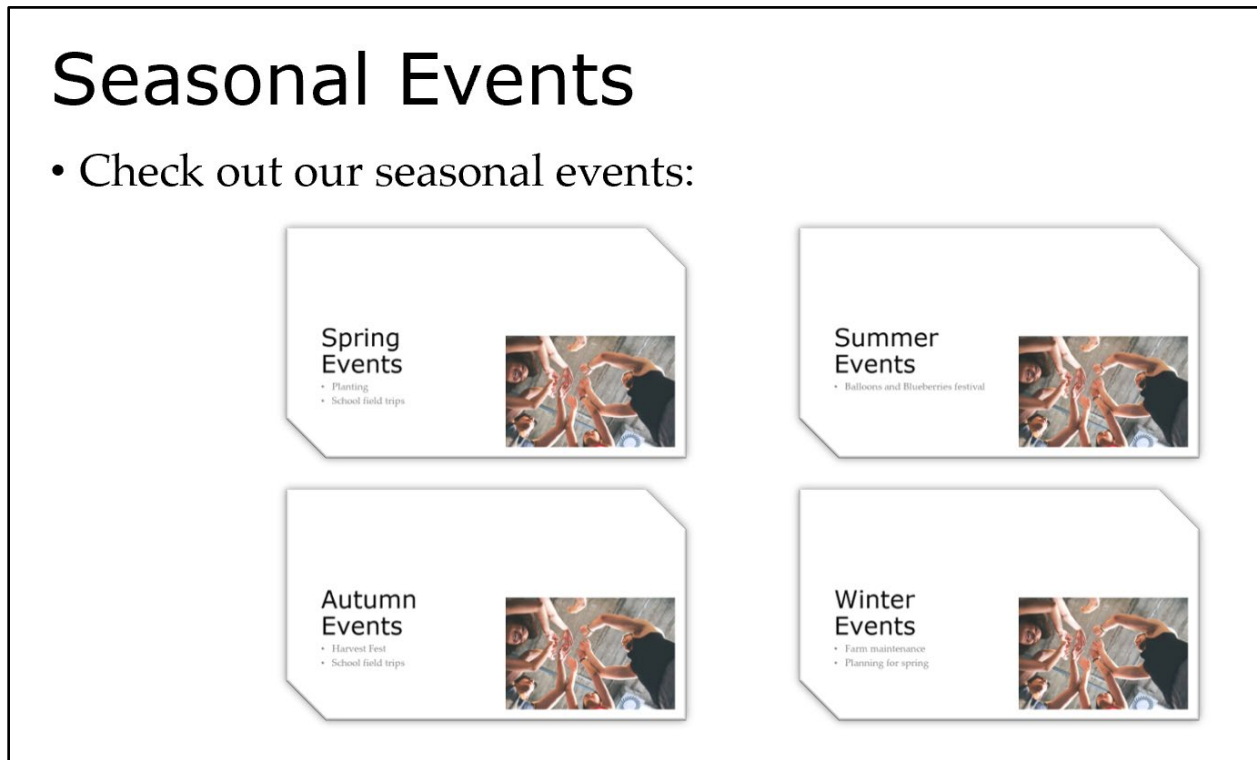


Figure 18: A slide with four **Slide Zoom** links

The behavior of a Zoom link can be customized so that the presentation continues forward after jumping or returns to the original slide. Regardless of that setting, navigating back will return the presentation to the original slide, enabling you to resume the presentation from that point.

## Activity: Show and tell

In this activity, the teacher will demonstrate navigating by using **Slide Zoom** in **Slide Show** view.

## Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Observe as the teacher navigates through the presentation. Ask any clarifying questions.

## Try-it: What is a Slide Zoom?



In this single-level try-it activity, you'll navigate around a presentation by using **Slide Zoom** links.

## Resources

You'll need the following resources for this try-it:

- Open **L3\_T1\_try\_seasonal\_events\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Navigate to the second slide in the presentation, which includes four **Slide Zoom** thumbnails.
2. Select one of the thumbnails to jump to that slide. Navigate forward or backward to return.
3. Repeat, trying each of the Slide Zoom links to see how they work.

## Topic 2: Insert Slide Zoom links



Microsoft PowerPoint makes it easy to create a **Slide Zoom**. After inserting the **Zoom**, you can customize the appearance and behavior of the **Zoom**.

## Insert a Slide Zoom

To insert a **Slide Zoom** link, follow these steps:

1. Select the **Insert** tab, and then, in the **Links** group, select **Zoom**.
2. Select **Slide Zoom**. The following screenshot depicts the **Links** group with **Zoom** selected and **Slide Zoom** highlighted:

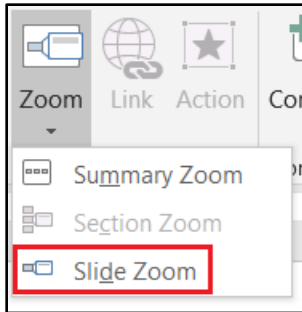


Figure 19: The **Links** group with **Zoom** selected and **Slide Zoom** highlighted

3. On the **Insert Slide Zoom** dialog box, select the slide that you wish to link, and then select **Insert**. The following screenshot depicts the **Insert Slide Zoom** dialog box with **Insert** highlighted:

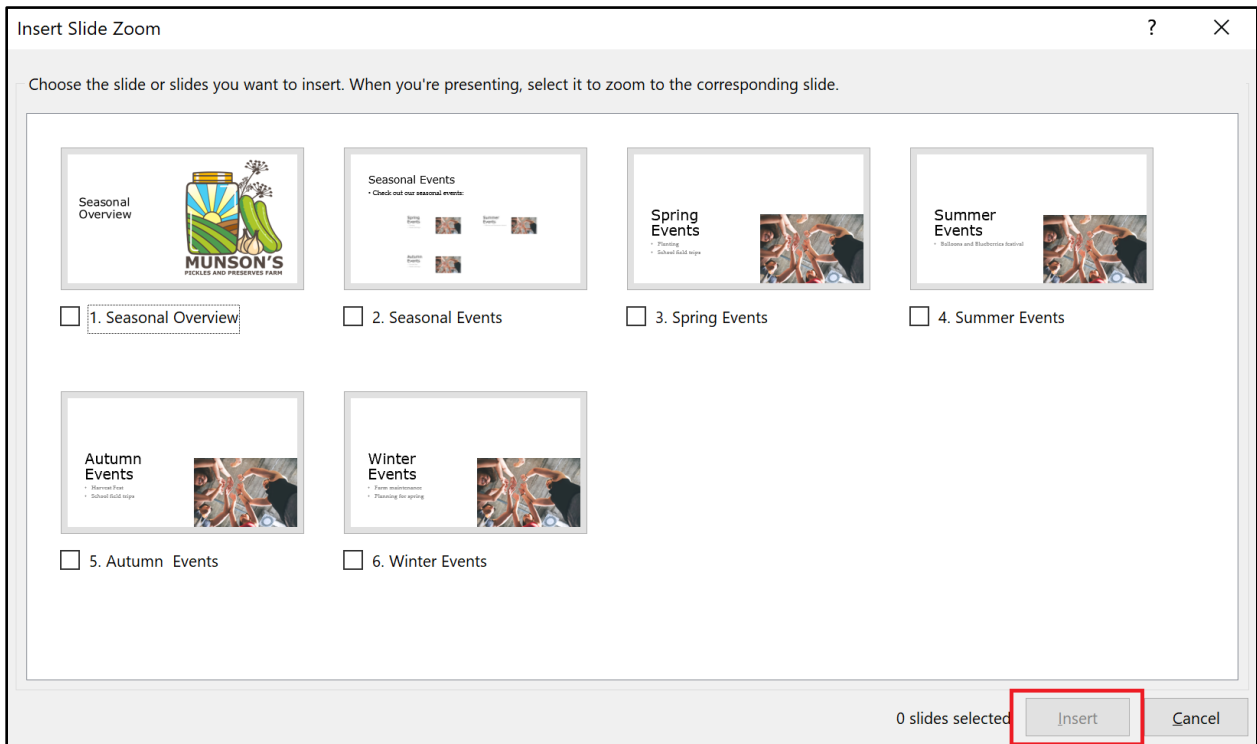
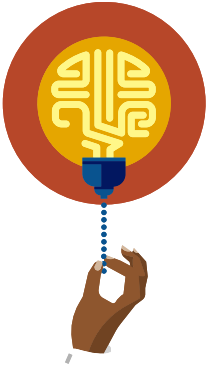


Figure 20: The **Insert Slide Zoom** dialog box with **Insert** highlighted

4. Select the **Zoom link** thumbnail and drag it to the desired location.



### Did you know?

You can quickly create a **Slide Zoom** by selecting a slide in the thumbnail view and dragging it into position on the current slide.

## Zoom options

When you select a **Slide Zoom**, the **Zoom** tab is added to the ribbon. In the **Zoom Styles** group, use the gallery to preview and apply different preconfigured style settings. Use **Zoom Border** and **Zoom Effects** to configure the border and effect options individually.

In the **Zoom** tab, the **Zoom Options** group makes it possible to customize the behavior of the **Zoom**. **Zoom Transition**, which is enabled by default, adds a zooming transition when navigating with the **Zoom** while you're presenting. **Duration** sets the length of that zooming transition. **Return to Zoom** causes the presentation to return to the **Slide Zoom** slide, rather than continuing forward in the presentation. **Change Image** makes it possible to replace the slide thumbnail with an image of your choice.



### Additional information

For additional information regarding **Slide Zoom**, go to: [Use Zoom for PowerPoint to bring your presentation to life](#)

---

## Activity: Show me how

In this activity, the teacher will guide you through the steps to add a **Slide Zoom** to a presentation.

### Resources required

You'll need the following resources for this activity:

- Open **L3\_T2\_act\_seasonal\_events\_starter.pptx** in this lesson's Learning Activity Resources.



## Activity instructions

Participate in the activity by following these instructions:

1. Observe the steps demonstrated by the teacher.
2. Ask any clarifying questions.
3. Follow the same steps to add the **Slide Zoom** on your computer.

## Try-it: Insert Slide Zoom links



In this leveled try-it, you'll add a **Slide Zoom** to a presentation.

### Try-it 1

#### Resources

You'll need the following resources for this try-it:

- Open **L3\_T2\_try1\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. On the first slide, use the ribbon to add a **Slide Zoom** link that jumps to the slide about **Hilary Brennan**.
2. Position the **Slide Zoom** near the bottom-left of the slide.
3. Apply the **Drop Shadow Rectangle** style.
4. Configure the **Slide Zoom** to return to the original slide.

### Try-it 2

#### Resources

You'll need the following resources for this try-it:

- Open **L3\_T2\_try2\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. On the first slide, use the ribbon to add a **Slide Zoom** link that jumps to the slide about **Hilary Brennan**.

2. On the same slide, drag a thumbnail to add a **Slide Zoom** link to the slide about **Fernando Vasquez**.
3. Position the links below the **Staff Profiles** title.
4. Configure both to return to the original slide.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. **Slide Zoom** addresses which of the following situations?  
*Select the correct option.*
  - a. When you want to make your slides more visible
  - b. When you want to change the **Theme** of a slide while you present
  - c. When you want your presentation to advance through slides automatically
  - d. When you want to navigate to slides out of order
2. The \_\_\_\_\_ option enables you to return to your original order after a **Slide Zoom**.  
*Fill in the blank space.*
3. How can you add a **Slide Zoom** to your presentation?  
*Select all that apply.*
  - a. Use the **Insert** tab on the ribbon.
  - b. Use the **Slide Show** tab on the ribbon.
  - c. Right-click or open the context menu on a slide thumbnail.
  - d. Drag a slide thumbnail to the current slide.
  - e. Drag the current slide to a slide thumbnail.
  - f. Right-click or open the context menu on an image.

# Lesson 4: Using Section Zoom and Summary Zoom

## Overview

In this lesson, you'll build on your understanding of **Zoom** in Microsoft PowerPoint by adding a **Section Zoom** link. You'll then create a **Summary Zoom** slide.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. The \_\_\_\_\_ **Zoom** feature makes it possible to jump to specific groups of slides in your presentation.

*Fill in the blank space.*

2. The \_\_\_\_\_ **Zoom** feature creates a page with links to multiple sections in the presentation.

*Fill in the blank space.*

3. When using **Zoom**, where does the slideshow go after completing a section?

*Select the correct option.*

- a. It goes back to the **Slide Zoom**.
- b. It continues in the original sequence.
- c. It returns to the start of the presentation.
- d. It jumps to the end of the presentation.

## Topic 1: Insert Section Zoom links



In this topic, you'll use Section Zoom to link to an entire section of a presentation. This allows you to jump to a specific spot in the presentation and proceed through all of the related slides before returning to the slide with the Section Zoom link to resume.

For this to be effective, the slides in your presentation should be organized into sections, as covered in Lesson 2.

To insert a **Section Zoom** link, follow these steps:

1. Select the **Insert** tab, and then, in the **Links** group, select **Zoom**.
2. Select **Section Zoom**. The following screenshot depicts the **Links** group with **Zoom** selected and **Section Zoom** highlighted:

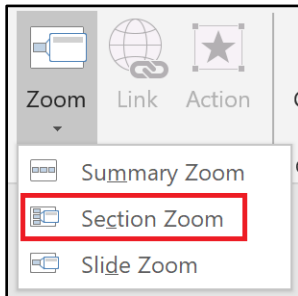


Figure 21: The **Links** group with **Zoom** selected and **Section Zoom** highlighted

3. On the **Insert Section Zoom** dialog box, select the section that you wish to link, and then select **Insert**. The following screenshot depicts the **Insert Section Zoom** dialog box with **Insert** highlighted:

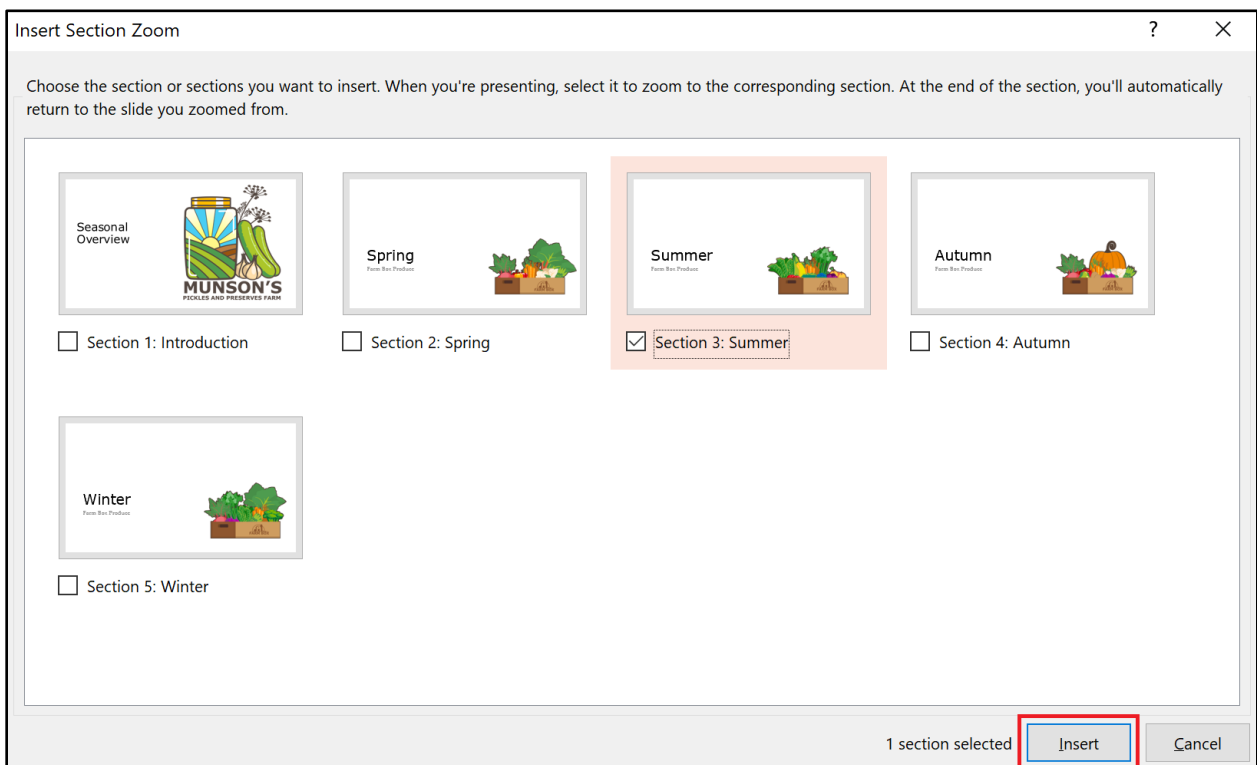
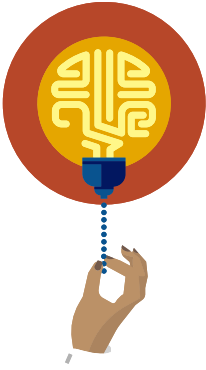


Figure 22: The **Insert Section Zoom** dialog box with **Insert** highlighted

4. Select the Zoom link thumbnail and drag it to the desired location.



### Did you know?

You can quickly create a **Section Zoom** by selecting a section name in the thumbnail view and dragging it into position on the current slide.



### Additional information

For additional information regarding **Section Zoom**, go to: [Use Zoom for PowerPoint to bring your presentation to life](#)

---

## Activity: Show me how

In this activity, the teacher will demonstrate the steps to add a **Section Zoom** to a presentation.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the steps demonstrated by the teacher.
2. Ask any clarifying questions.

## Try-it: Insert Section Zoom links



In this leveled try-it, you'll add a **Section Zoom** to a presentation.

## Try-it 1

### Resources

You'll need the following resources for this try-it:

- Open **L4\_T1\_try1\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

1. On the second slide, use the ribbon to add a **Section Zoom** link that jumps to the section of employees who aren't present for the presentation.
2. Apply a style of your choice to the thumbnail for your **Zoom**, such as **Metal Frame**.

## Try-it 2

### Resources

You'll need the following resources for this try-it:

- Open **L4\_T1\_try2\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. On the second slide, drag the section name to add a **Section Zoom** link that jumps to the section of employees who aren't present for the presentation.
2. Apply a style of your choice to the thumbnail for your Zoom, such as **Rotated, White**.

## Topic 2: Insert a Summary Zoom slide



As you learn how useful Zoom can be in a presentation, you might find yourself taking advantage of the feature frequently. When you have a slide with many sections, creating links to each gives you a great deal of flexibility when you present. However, it can also take time, especially if you have a lot of sections! The **Summary Zoom** feature generates a new slide with a collection of Zoom links to your sections. It can act as a table of contents or launchpad for accessing the presentation in any order that you want.

To insert a **Summary Zoom** slide, follow these steps:

1. Select the **Insert** tab, and then, in the **Links** group, select **Zoom**.
2. Select **Summary Zoom**. The following screenshot depicts the **Links** group with **Zoom** selected and Zoom features displayed:

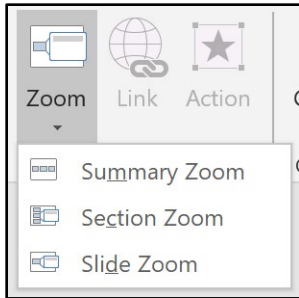


Figure 23: The **Links** group with **Zoom** selected

3. On the **Insert Summary Zoom** dialog box, select the sections that you wish to include on the slide, and then select **Insert**. The following screenshot depicts the **Insert Summary Zoom** dialog box with **Insert** highlighted:

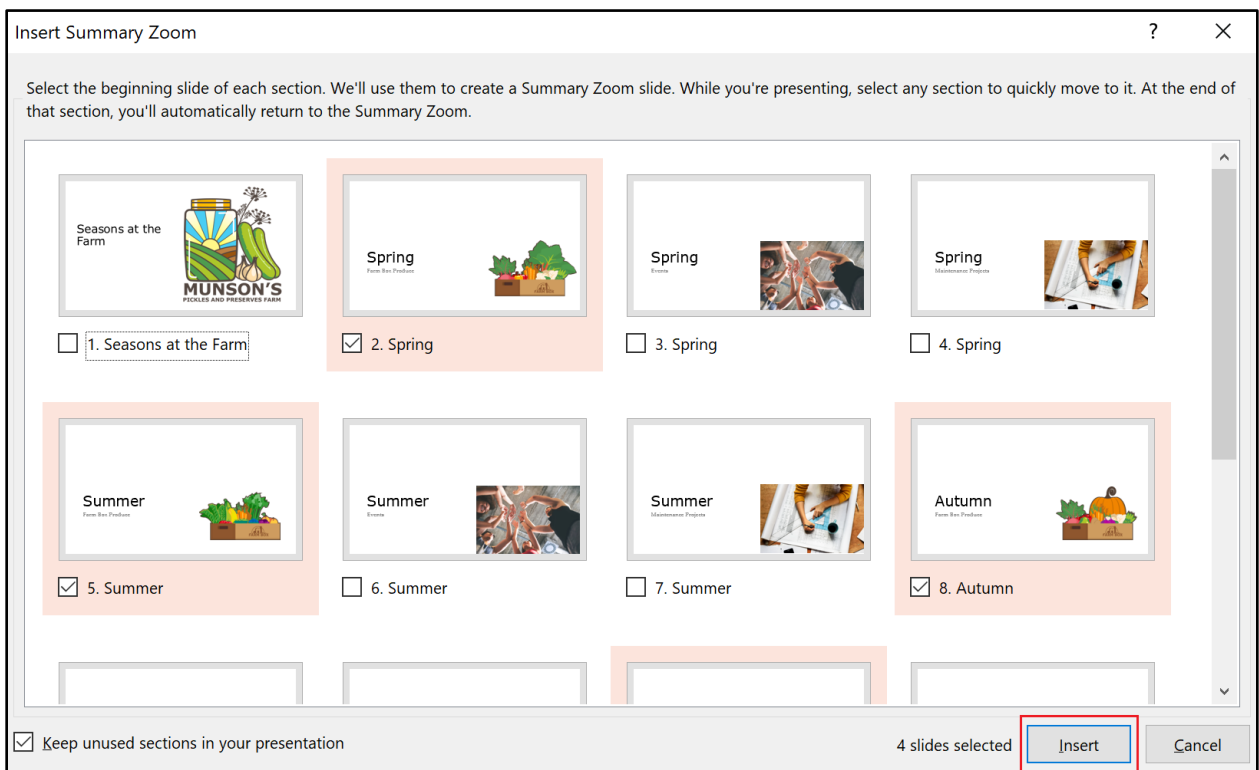


Figure 24: The **Insert Summary Zoom** dialog box with **Insert** highlighted



### Additional information

For additional information regarding **Summary Zoom**, go to: [Use Zoom for PowerPoint to bring your presentation to life](#)

## Activity: Pose a challenge

The teacher will challenge you to create a **Summary Zoom** slide.

### Resources required

You'll need the following resources for this activity:

- Open **L4\_T2\_act\_seasons\_starter.pptx** in this lesson's Learning Activity Resources.

### Activity instructions

Complete the teacher's challenge to the best of your ability.

## Try-it: Insert Summary Zoom slides



In this single-level try-it activity, you'll add a slide with a **Summary Zoom**.

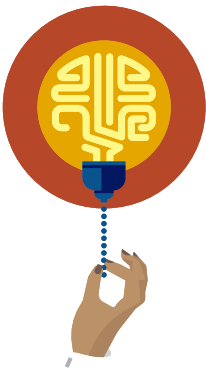
### Resources

You'll need the following resources for this try-it:

- Open **L4\_T2\_try\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

Insert a **Summary Zoom** slide that has **Zoom** links to each staff member's slide.



#### Did you know?

**Section Zoom** and **Summary Zoom** can be used to make a presentation work like a kiosk. Rather than presenting the information yourself, you can run the presentation on a computer that's available for others. Users can interact with the presentation and explore whichever sections interest them. This is commonly used at conventions and trade shows, where the audience might be walking around and visiting different tables or presentations.



# Wrap-up

Use these questions to check what you learned in this lesson:

1. Which term refers to a slide that is generated by PowerPoint and includes Zoom links to multiple sections within a presentation?

*Select the correct option.*

- a. Section Zoom
- b. Slide Zoom
- c. Summary Zoom
- d. Table of Contents

2. You can create a Section Zoom by selecting a \_\_\_\_\_ and dragging it to the current slide.

*Fill in the blank space.*

3. Which tab includes tools related to Zoom?

*Select the correct option.*

- a. **Home**
- b. **Insert**
- c. **Transitions**
- d. **Slide Show**

# Lesson 5: Modifying print settings

## Overview

In this lesson, you'll learn how to configure print settings for presentations. You'll also learn how to select portions of your presentation to print, and options for printing Notes and Handouts.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. A printout that places multiple slides on a page, possibly with room for notes, is referred to as a \_\_\_\_\_.

*Fill in the blank space.*

2. Which of the following can be configured by using drop-down lists on the **Backstage** view?

*Select all that apply.*

- a. Margins
- b. Which slides to print
- c. Notes pages
- d. Color options

# Topic 1: Print all or part of a presentation



Microsoft PowerPoint, like other applications in Microsoft Office, enables you to print your work with a wide variety of options. Although you might not think that printing is as important in PowerPoint as it is in other applications, it can be valuable for a variety of reasons. For example, you might wish to share a draft of your presentation with a friend or colleague while you talk over lunch, or you might want to rehearse what you'll present at a time when you don't have access to a computer. Many people also find it helpful to proofread printed copies of a PowerPoint slideshow before an important presentation.

## Print the entire presentation

To preview how your presentation will appear when you print, and to access print settings, select **File** to open the **Backstage view**, and then select **Print**.

The following screenshot depicts the **Backstage view** with **Print** selected:

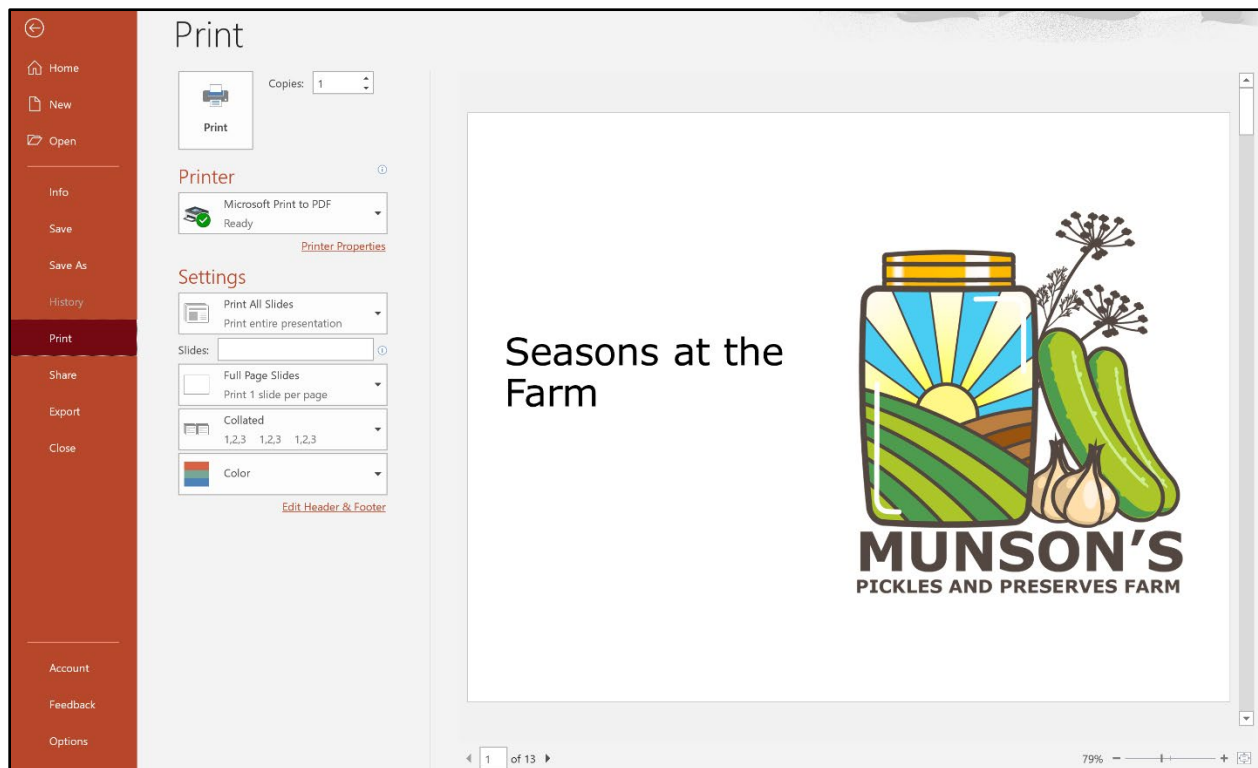


Figure 25: The **Backstage view** with **Print** selected

Use the **Printer** drop-down to select a printer. If you select **Print** without changing any settings, each slide will print on one page.

## Print a section of a presentation

To print a section of the presentation, open the **Print All Slides** drop-down list under **Settings**. Select the section that you wish to print in the Sections portion of the list. The following screenshot depicts the options in the **Print All Slides** drop-down list with **Sections** highlighted:

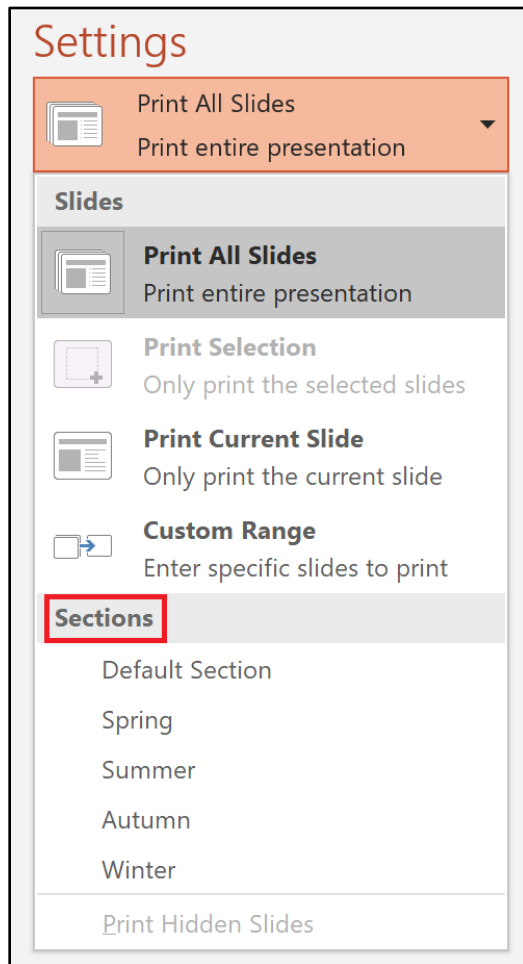


Figure 26: The options in the **Print All Slides** drop-down list with **Sections** highlighted

Select **Print**, and each slide from the selected section will print on one sheet of paper.

## Print individual slides or slide ranges

If you want to print individual slides, or a range of slides, from the presentation, enter the desired slides in the **Slides** box. You might enter a slide number, or multiple slide numbers separated by commas. You can also enter a range by using a hyphen. In fact, you can combine those options to print exactly the pages you need. The following screenshot depicts **Settings** configured to print slides 1 and 3, plus slides 5 through 8, with the **Slides** text box highlighted:

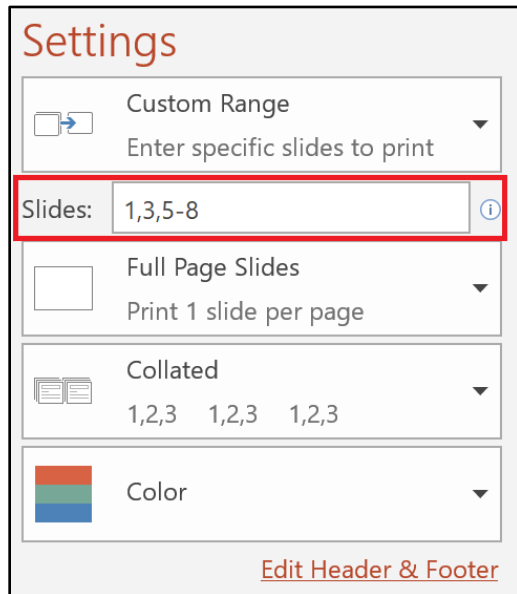
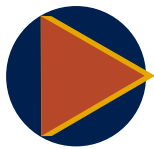


Figure 27: **Settings** configured to print slides 1 and 3, plus slides 5 through 8, with the **Slides** text box highlighted



### Video

To review the video on printing a presentation, go to: [Print your PowerPoint slides, handouts, or notes](#)

## Activity: Discuss and learn

The teacher will lead a group discussion about printing presentations. Then the teacher will demonstrate configuration settings for printing a presentation.

### Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Participate in the discussion.
2. Observe the teacher as they demonstrate configuring print settings. Ask clarifying questions.

## Try-it: Print all or part of a presentation



In this single-level try-it activity, you'll print a section of a presentation.

## Resources

You'll need the following resources for this try-it:

- Open **L5\_T1\_try\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Open the **Backstage view** and select **Microsoft Print to PDF** as your printer, unless otherwise directed by the teacher.
2. Configure the settings to print only the **Fen Long** section.
3. Save the output as **L5\_T1\_try\_staff\_print.pdf**.

# Topic 2: Print notes pages and handouts



In addition to simply printing each slide on an individual sheet of paper, Microsoft PowerPoint also makes it possible to print multiple slides per page, referred to as *handouts*. Furthermore, you can print your own presentation notes.

## Print notes pages

To print your presentation notes, select the down arrow next to **Full Page Slides** to access the layout options. Then select **Notes Pages**. The following screenshot depicts the **Print Layout** options with **Notes Pages** highlighted:

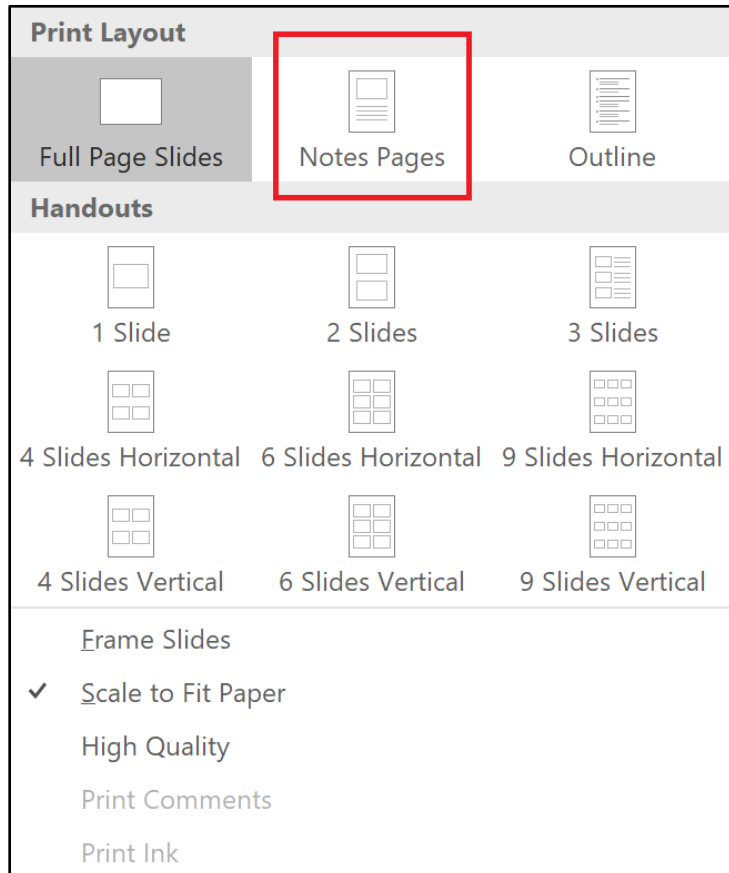


Figure 28: The **Print Layout** options with **Notes Pages** highlighted

## Print handouts

To print handouts of your presentation, select the down arrow next to **Full Page Slides** to access the layout options. Then select an option from **Handouts**. You can choose the number of slides printed per page and their orientation. The following screenshot depicts the **Print Layout** options with **Handouts** section highlighted:

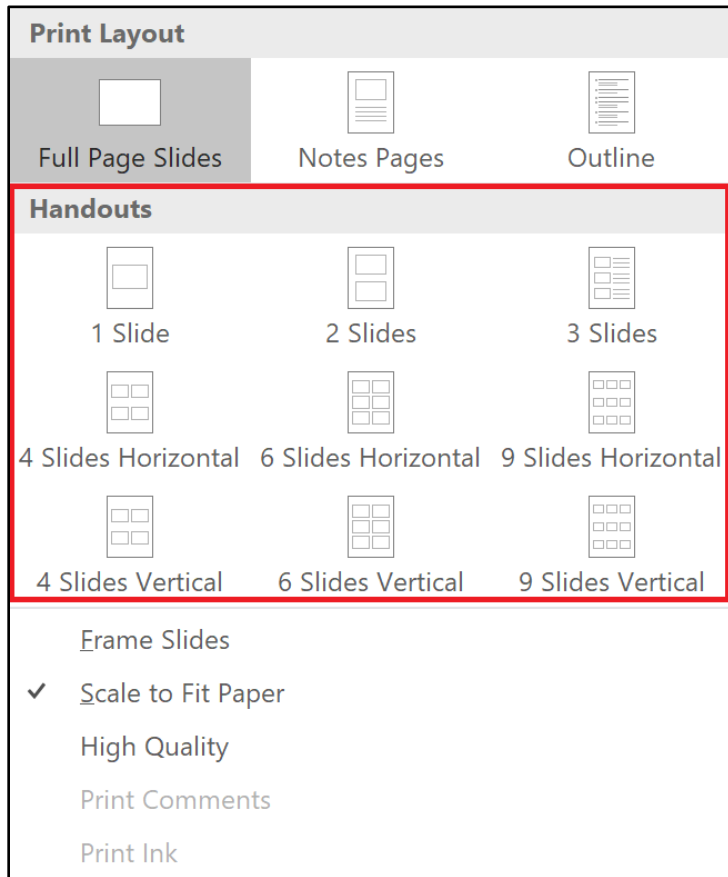


Figure 29: The **Print Layout** options with **Handouts** section highlighted



### Additional information

To review the video on printing notes, go to: [Print your handouts, notes, or slides](#)

## Activity: Pose a challenge

In this activity, the teacher will prompt you to answer a question, and then will challenge you to print a one-page handout of all the slides in a presentation.



## Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the challenge as directed by the teacher.

## Try-it: Print notes pages and handouts



In this single-level try-it activity, you'll complete the challenge that the teacher posed by printing a handout.

## Resources

You'll need the following resources for this try-it:

- Open **L5\_T2\_try\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Configure the print settings for a one-page handout that includes all the slides in the presentation.
2. Save the output as **L5\_T2\_try\_staff\_print.pdf**.

# Topic 3: Print in color, grayscale, or black and white



Microsoft PowerPoint enables you to select from three color options when printing: full color, grayscale, and black and white. It's important to consider your printer when making this selection. For example, many printers do not support full color and will convert your output to grayscale. However, you might get better quality sending the output to the printer in grayscale or black and white format. Even printers that do support color might use low-quality ink in the process, so consider how important color is for your purpose or audience.

To set a color option for printing, select **File** to open the **Backstage view**, and then select **Print**. Use the **Color** drop-down list to select the setting that you want. Note that **Color** might not be available if the selected printer does not support it. The following screenshot depicts the **Color** drop-down options:

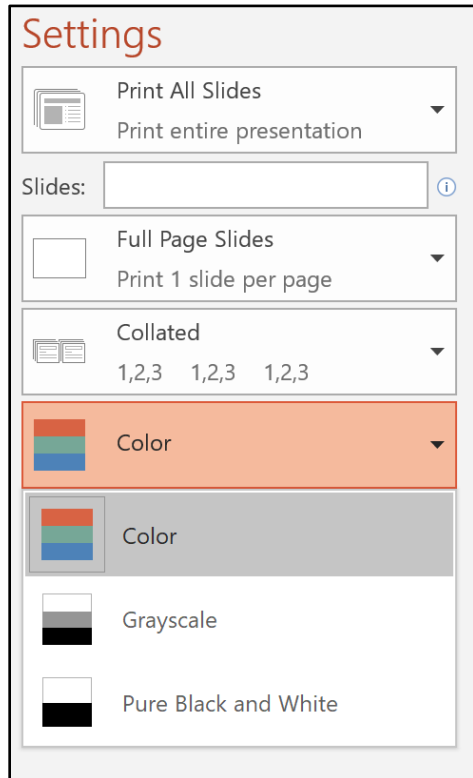


Figure 30: The **Color** drop-down options

## Activity: Pose a challenge

In this activity, the teacher will challenge you to print a handout in grayscale.

### Resources required

You'll need the following resources for this activity:

- Open **L5\_T3\_try\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

### Activity instructions

Participate in the activity by following these instructions:

1. Listen to the teacher's directions for the challenge.
2. Proceed to the try-it activity and complete the task.

## Try-it: View and print in color, grayscale, or black and white



In this single-level try-it activity, you'll print by using grayscale.

### Resources

You'll need the following resources for this try-it:

- Open **L5\_T3\_try\_staff\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Configure the print settings for **Notes Pages** on the following two slides: **Eugenia Austin** and **Fen Long**.
2. Because these slides will be printed on hardware that cannot print in color, configure the settings for grayscale printing.
3. Save the output as **L5\_T3\_try\_staff\_print.pdf**.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. Which tab is used to access print configuration settings?  
*Select the correct option.*
  - a. **File**
  - b. **Design**
  - c. **Slide Show**
  - d. **Review**
2. Which options might be limited based on the selected printer?  
*Select the correct option.*
  - a. Notes Pages
  - b. Color
  - c. Handouts
  - d. Full Page Slides

3. Which of the following can be specified in the **Slides** text box?

*Select all that apply.*

- a. An individual slide
- b. A range of slides
- c. Odd or even pages

## Glossary

<b>Custom show</b>	A presentation that includes a subset of the file's total slides.
<b>Handout</b>	A print configuration that may output multiple slides per sheet of paper.
<b>Hidden slide</b>	A slide that is not displayed while presenting but is still part of the presentation file.
<b>Notes Page</b>	A print configuration that outputs a thumbnail of each slide, along with the contents of that slide's Notes pane.
<b>Section</b>	A grouping of slides, used to organize a presentation.
<b>Section Zoom</b>	A Zoom that leads to a section of the presentation, then returns.
<b>Slide Sorter</b>	A view of a presentation that arranges slides in rows, making it easy to rearrange them.
<b>Slide Zoom</b>	A Zoom that leads to a specific slide out of order.
<b>Summary Zoom</b>	A slide generated by PowerPoint with multiple Section Zoom links, managed as a group.
<b>Zoom</b>	A feature that enables jumping to and from specific slides and sections of a presentation in any order while you are presenting.

*Table 2: Glossary terms and definitions*

# Cornerstone

## Overview

The Munson's marketing team is working on a presentation with information to be presented at a variety of different events. They've asked you to manage a few slides that need to be duplicated or deleted, organize the presentation into sections with Zoom links, create a custom show, and prepare the file to be printed.

## Objectives

The following table outlines the Cornerstone objectives and their corresponding MOS exam objectives.

<b>Organize slides</b>	<ul style="list-style-type: none"> <li>• 2.1.5: Duplicate slides</li> <li>• 2.2.1: Hide and unhide slides</li> <li>• 2.3.2: Modify slide order</li> </ul>
<b>Create and modify sections</b>	<ul style="list-style-type: none"> <li>• 2.3.1: Create sections</li> <li>• 2.3.3: Rename sections</li> </ul>
<b>Create a custom show</b>	<ul style="list-style-type: none"> <li>• 1.4.1: Create custom slideshows</li> </ul>
<b>Add Zoom links</b>	<ul style="list-style-type: none"> <li>• 3.2.2: Insert Section Zoom links and Slide Zoom links</li> </ul>
<b>Configure print settings</b>	<ul style="list-style-type: none"> <li>• 1.3.1: Print all or part of a presentation</li> <li>• 1.3.2: Print notes pages</li> <li>• 1.3.3: Print handouts</li> <li>• 1.3.4: Print in color, grayscale, or black and white</li> </ul>

*Table 3: Cornerstone objectives*

# Duration

50 minutes

# Instructions

1. Complete the tasks below for each file.
2. When saving your file, add your name to the end of the filename, for example: **Cornerstone\_csa\_Dwayne\_Espino**. Follow your teacher's directions for where to save your files.
3. When you're done with the Cornerstone, assess your completion and enter the points that you think you earned within the task lists below. You can request help from your teacher if required.

# Tasks

You'll work with one file in this Cornerstone. The following are the tasks that you must do within that file.

## File 1: Cornerstone\_csa\_starter.pptx

### Task: Organize slides (5 points)

1. Delete slide **9**, which is identical to another slide. (1 point)
2. Move slide **4**, with information about pears, between slides 7 and 8. (1 point) (Exam objective 2.3.2)
3. Duplicate slide **3**. (1 point) (Exam objective 2.1.5)
4. Hide slide **3** and unhide slide **2**. (2 points) (Exam objective 2.2.1)

Points scored: \_\_\_\_\_ / 5

### Task: Create and modify sections (3 points)

1. Rename the **Start** section to **Introduction**. (1 point) (Exam objective 2.3.3)
2. Between slides 4 and 5, add a section named **CSA day**. (1 point) (Exam objective 2.3.1)
3. Between slides 7 and 8, add a section named **Fruit Selections**. (1 point) (Exam objective 2.3.1)

Points scored: \_\_\_\_\_ / 3

### Task: Create a custom show (4 points)

- Create a custom show named **Potential Donors**. The custom show should include the following slide numbers, in this order: **1, 2, 4, 8, 9, 10, 11**, and **5**. (4 points) (Exam objective 1.4.1)

Points scored: \_\_\_\_\_ / 4

### Task: Add Zoom links (3 points)

1. On the first slide, add a **Zoom** link to slide **7**. Position it below the subtitle **Supporting our community one pickle at a time**. (1 point) (Exam objective 3.2.2)
2. Add a **Summary Zoom** slide with links to **CSA Day** and **Fruit Selections**. Edit the slide title to **Zoom Summary Slide**. (2 points) (Exam objective 3.2.2)

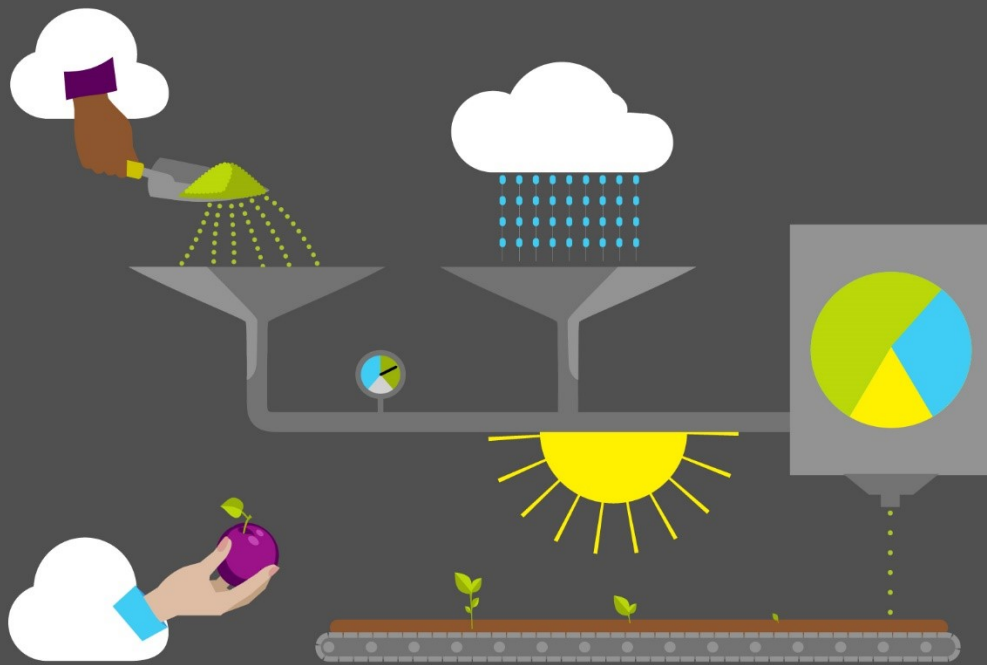
Points scored: \_\_\_\_\_ / 3

### Task: Configure print settings (3 points)

1. Print notes pages for only slides **2** and **7**. Save the output as **Cornerstone\_csa\_notes.pdf**. (1 point) (Exam objective 1.3.1 and 1.3.2)
2. Print grayscale handouts of all slides, with six slides per sheet. Save the output as **Cornerstone\_csa\_handout.pdf**. (1 point) (Exam objective 1.3.3 and 1.3.4)
3. Print only the **Fruit Selections** section as full-page slides, in color (1 point) (Exam objective 1.3.1 and 1.3.4)

Points scored: \_\_\_\_\_ / 3

TOTAL POINTS: \_\_\_\_\_ / 18



# Student Guide

40568A

Microsoft PowerPoint associate  
2019

Module 6: Configuring slideshows



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# Module overview

## Description

This module consists of six lessons that will help you learn how to use some of the key features of Microsoft PowerPoint 2019. By the end of this module, you'll be able to configure slide transitions and animations and their timings, customize your animations, and set up your slideshow to present.

The following table outlines the lessons in the module and their corresponding learning objectives.

Lesson	Learning objective	Exam objective(s)
Configuring slide transitions	Apply transitions to slides and configure transition effects.	<ul style="list-style-type: none"> <li>• 5.1.1</li> <li>• 5.1.2</li> </ul>
Configuring transition and animation timings	Apply visual transitions between slides of a presentation slideshow.	<ul style="list-style-type: none"> <li>• 5.3.1</li> <li>• 5.3.2</li> </ul>
Animating elements	Animate slide contents including text and object containers.	<ul style="list-style-type: none"> <li>• 5.2.1</li> <li>• 5.2.2</li> </ul>
Customizing animation	Reorder animations and choose effects and paths.	<ul style="list-style-type: none"> <li>• 5.2.3</li> <li>• 5.2.4</li> <li>• 5.2.5</li> </ul>
Setting up a slideshow	Configure a slideshow for presenting to an audience.	<ul style="list-style-type: none"> <li>• 1.4.2</li> <li>• 1.4.4</li> <li>• 1.5.6</li> </ul>
Presenting a slideshow	Rehearse speaker timings and work with speaker view tools during presentation delivery.	<ul style="list-style-type: none"> <li>• 1.4.5</li> <li>• 1.4.3</li> </ul>

Lesson	Learning objective	Exam objective(s)
Cornerstone: Creating a Best of Munson's media release	Add motion effects for more engaging slideshows.	<ul style="list-style-type: none"> <li>• 1.4.2</li> <li>• 1.4.3</li> <li>• 1.4.4</li> <li>• 1.4.5</li> <li>• 1.5.6</li> <li>• 5.1.1</li> <li>• 5.2.1</li> <li>• 5.1.2</li> <li>• 5.3.1</li> <li>• 5.2.2</li> <li>• 5.3.2</li> <li>• 5.2.3</li> <li>• 5.2.4</li> <li>• 5.2.5</li> </ul>

*Table 1: Objectives by lesson*

## Scenario

Once a year, a fair-like contest, The Best of Munson's, is held at the farm. Local community members bring their best recipes for cooking the farm's produce and compete for publication in the next cookbook.

You've been asked to present a "Best of Munson's" media release within a few days. Your presentation will be recorded and broadcast online. You must prepare the PowerPoint slideshow with slide transitions and animations, and also rehearse the timings.

## Cornerstone

The Best of Munson's is hosting a series of cooking classes at the farm. You've been asked to create a PowerPoint presentation to promote the classes in the farm store and online. You must prepare the slideshow with slide transitions and animations, and also rehearse timings.

# Lesson 1: Configuring slide transitions

## Overview

In this lesson, you'll learn how to apply transitions to slides and configure transitions effects. You'll participate in step-by-step demonstrations and a brainstorming session. Finally, you'll have opportunities to put into practice what you learn along the way.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Slide transitions allow you to:  
*Select the correct option.*
  - a. Add animation to objects on your slide.
  - b. Set your slide recordings.
  - c. Add animations from slide-to-slide.
  - d. Capture your screen.
2. You can access the available transitions by:  
*Select all that apply.*
  - a. Selecting the **Animations** tab.
  - b. Using Alt+K.
  - c. Selecting the **Slide Show** tab.
  - d. Selecting the **Transitions** tab.
3. You can customize the transition's \_\_\_\_\_ by setting the **Effect Options**.  
*Fill in the blank space.*

# Topic 1: Apply basic and 3D slide transitions



To make your presentation more engaging and hold your audience's attention, you can add transitions between slides. A slide transition is the visual effect that occurs when you move from one slide to the next during a presentation. In this topic, you'll apply basic and 3D slide transitions.

## Add slide transitions

1. Select the slide that you want to add a transition to.
2. Select the **Transitions** tab and choose a transition. Select a transition to enable a preview. The following screenshot depicts the transition options in the **Transition to This Slide** gallery.

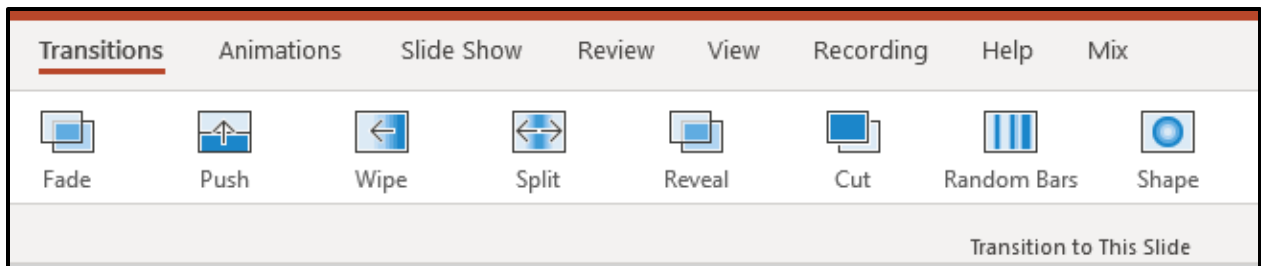
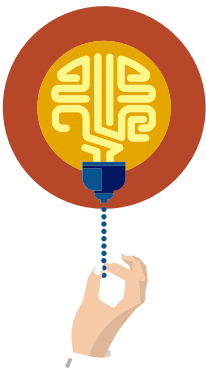


Figure 1: **Transitions** tab



### Did you know?

You can navigate to the **Transitions** tab with the keyboard shortcut Alt+K. Then expand the gallery with the keyboard shortcut Alt+T.



### Video

To review the video on how to add slide transitions, go to: [Add, change, or remove transitions between slides](#)

## How to set up a Morph transition

The Morph transition allows you to animate smooth movement from one slide to the next.

To use the Morph transition effectively, you'll need to have two slides with at least one object in common. The easiest way to accomplish this is to duplicate the slide and then move the object on the second slide to a different place, or copy and paste the object from one slide and add it to the next. Then, apply the Morph transition to the second slide to understand what Morph can do to automatically animate and move your object. Here's how:

1. In the thumbnail pane on the left side, select the slide that you want to apply a transition to.
2. Navigate to the **Home** tab > **New Slide** > **Duplicate Selected Slide**.
3. On the second slide, move the object(s) to a different place. The following two screenshots depict making changes to a duplicated slide.

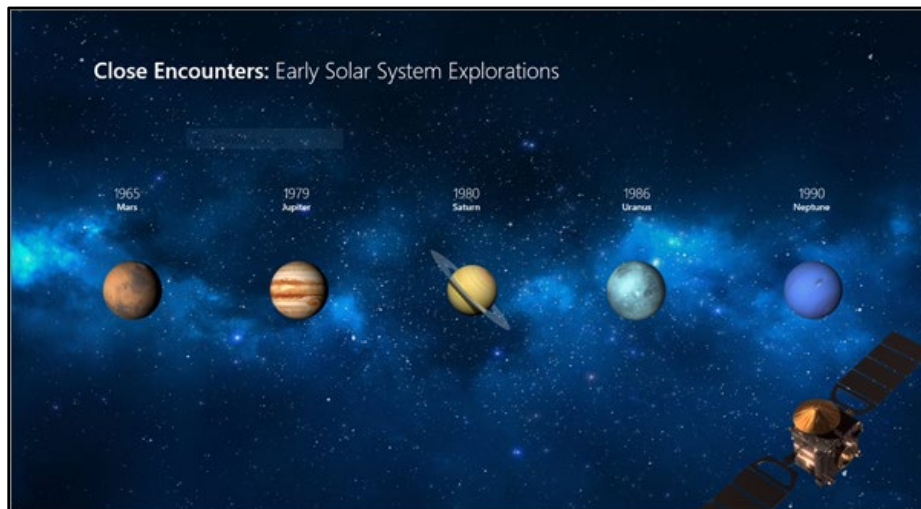


Figure 2: Original slide example



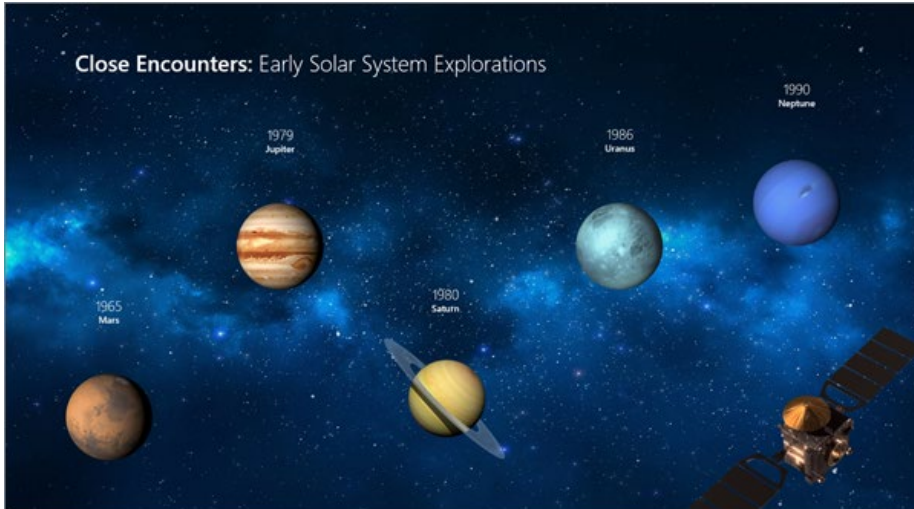


Figure 3: Example of duplicate slide with changes

4. On the **Transitions** tab, select **Morph**. The following screenshot depicts the options that appear when you select this option:

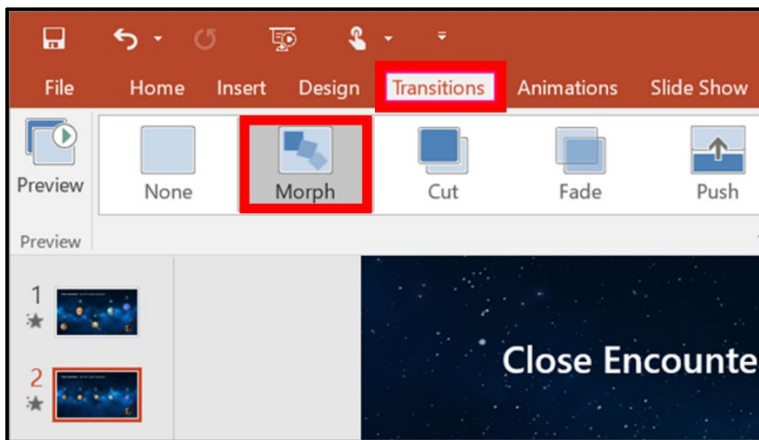
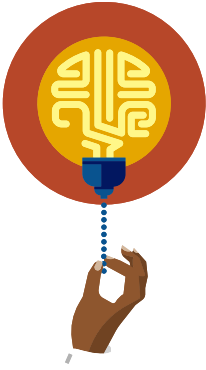


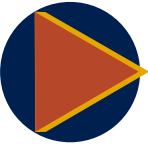
Figure 4: Morph transition option

## Requirements

To create Morph transitions, you need Microsoft PowerPoint for the web, PowerPoint 2019, or PowerPoint for Office 365. Other versions of PowerPoint can play Morph transitions but can't create them.

**Did you know?**

You can apply the Morph transition to slides to create the appearance of movement in a wide range of things—text, shapes, pictures, SmartArt graphics, and WordArt. Charts, however, don't morph.

**Video**

To review the video on How to set up a Morph transition, go to: [Use the Morph transition in PowerPoint](#)

---

## Activity: Show and tell

In this activity, observe as your teacher demonstrates how to locate and apply transitions.

### Resources

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrating how to locate and apply transitions.
2. Ask the teacher clarifying questions.
3. Participate in the discussion.

## Try-it: Apply basic and 3D slide transitions



In this leveled try-it activity, you'll apply transitions to PowerPoint slides.

### Try-it 1

In this try-it, you'll apply transitions to each slide.

## Resources

You'll need the following resources for this try-it:

- Open **L1\_T1\_try1\_transitions\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. From the **Transitions** tab, expand the **Transition to This Slide** gallery and apply a slide transition to each slide. Make sure to select a different transition for each slide.
2. **Save** the file and keep open for the next topic's try-it.

## Try-it 2

In this try-it, you'll apply slide transitions by using keyboard shortcuts.

## Resources

You'll need the following resources for this try-it:

- Open **L1\_T1\_try2\_transitions\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Using keyboard shortcuts, navigate to the **Transitions** tab and then expand the **Transition to This Slide** gallery. Make sure to select a different transition for each slide.
2. Apply a slide transition to each slide.
3. Save the file and keep it open for the next topic's try-it.

# Topic 2: Configure transition effects



Make your presentation stand out by customizing your transitions. After you have added transitions to a slide, you can further enhance it by configuring the effect options that allow you to control the direction of the slide transition.

Select the **Transitions** tab and choose **Effect Options**. The following screenshot depicts the effect options that appear when you select this option:

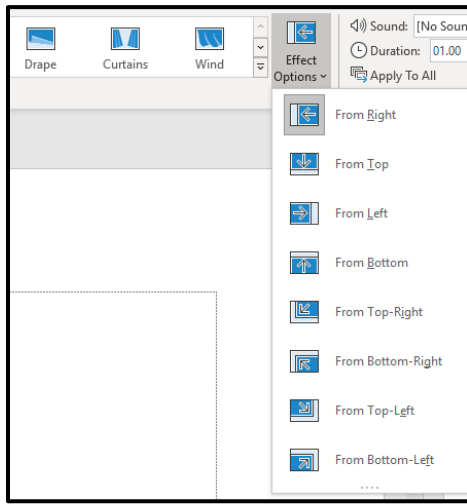


Figure 5: **Effect Options**

## Activity: Pose a challenge

In this activity, you'll brainstorm how to configure slide-transition effect options and discuss your ideas with your classmates.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Open PowerPoint and review the available tabs, then brainstorm how slide transition effect options can be applied.
2. Share your ideas with your classmates.
3. Save and close the presentation.

## Try-it: Configure transition effects



In this standalone try-it activity, you'll apply effect options to slide transitions.

## Try-it

### Resources

You'll need the following resources for this try-it:

- Open the file from the previous topic or **L1\_T2\_try\_effects\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Apply a slide transition effect to each slide.
2. Save and close the file.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. \_\_\_\_\_ is the movement from one slide to the next.  
*Fill in the blank space.*
2. Use the \_\_\_\_\_ transition when you want to animate smooth movement of objects on your slides from one slide to the next.  
*Fill in the blank space.*
3. Use the \_\_\_\_\_ to control the direction of the slide transition.  
*Fill in the blank space.*

# Lesson 2: Configuring transition and animation timings

## Overview

In this lesson, you'll learn how to set transition-effect duration and configure transition start and finish options. The lesson's activities and discussions give you an opportunity to practice the concepts that you learn.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. The following options are available when setting slide transitions.

*Select all that apply.*

- a. On Mouse Click
  - b. With previous
  - c. After:
  - d. After previous
2. The \_\_\_\_\_ is the amount of time that it takes for the slide transition to occur.

*Fill in the blank space.*

## Topic 1: Set transition-effect duration

In the previous lesson, you learned how to enhance your presentation with slide transitions and then customize the transitions with **Effect Options**. You can take this personalization to the next level by customizing the time spent transitioning from slide to slide by setting the duration.

1. Select the slide that has the transition that you want to modify.
2. On the **Transitions** tab, in the **Timing** group, in the **Duration:** box, type the number of seconds that you want. A shorter duration means that a slide advances faster, and a larger number makes the slide advance more slowly. The following screenshot depicts the duration option.

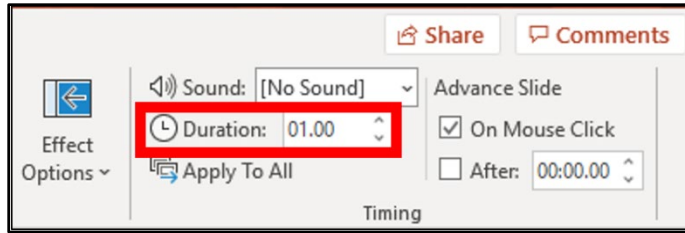
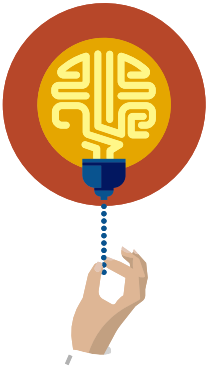


Figure 6: **Duration Option**



### Did you know?

You can add sounds to your slide transitions from the **Transitions** tab, in the **Timing** group.

## Activity: One step back, two forwards

In this activity, you'll think about what you learned about applying slide transitions and customizing effect options. Then you'll share your thoughts about how you would set the slide transition duration.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Think about the steps that you took to apply a slide transition and how you configured slide effect options.
2. Think about how that knowledge will assist you when locating the slide-duration option.
3. Share your thoughts with a classmate nearby.

## Try-it: Set transition-effect duration



In this leveled try-it activity, you'll set the duration for slide transitions.

## Try-it 1

In this try-it, you'll set the slide duration for each slide and play a sound during a transition.

### Resources

You'll need the following resources for this try-it:

- Open your presentation from the previous lesson or **L2\_T1\_try1\_duration\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Set the slide duration and apply it to all slides.
2. Select each slide and change the slide duration.
3. Set a sound to play during the transition after the title slide.
4. Save the file, and keep it open for the next topic.

## Try-it 2

In this try-it, you'll change effect option, set slide duration, and play music during a slide transition.

### Resources

You'll need the following resources for this try-it:

- Open your presentation from the previous lesson or open **L2\_T1\_try2\_duration\_starter.pptx** in this lesson's Learning Activity Resources.
- Open the sound file **Lively\_music\_sounds.mp3** in the **Media** folder.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Apply a different slide transition to each slide.
2. Apply various slide-transition effect options.
3. Set the slide duration and apply to all slides.
4. Select each slide and change the slide duration.
5. Set a sound to play during the transition after a few slides.
6. Save the file, and keep it open for the next topic.



## Topic 2: Configure Advance Slide options



When you're presenting, have you often wished that you didn't have to advance to the next slide manually so that you could just focus on your presentation? Or, maybe you're setting up a presentation for someone to walk by and review the content without you managing the presentation. PowerPoint makes these options easy to configure, and you can even customize the time spent on each slide.

1. Select the slide that you want to set the timing for.
2. On the **Transitions** tab, in the **Timing** group, under **Advance Slide**, do one of the following: The following screenshot depicts the **Advance Slide** options.
  - To make the slide advance to the next slide when you select the mouse, select the **On Mouse Click** check box.
  - To make the slide advance automatically, select the **After** check box, and then enter the number of seconds or minutes that you want. The timer starts when the final animation or other effect on the slide finishes.
  - To enable both the mouse and automatic advance, select both the **On Mouse Click** check box and the **After** check box. Then, at **After**, enter the number of seconds or minutes that you want. The slide will advance automatically, but you can advance it more quickly by selecting the mouse.

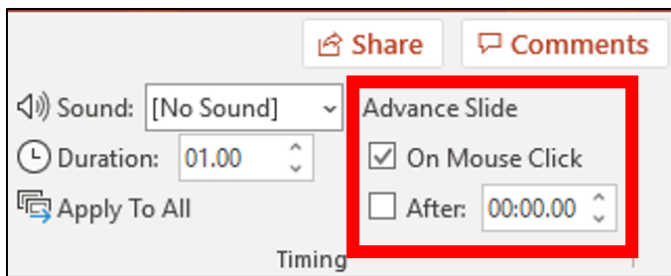


Figure 7: **Advance Slide** box



### Additional information

To review additional information on duration, set sounds, and configure Advance Slide options, go to: [Set the timing and speed of a transition](#)

## Activity: Discuss and learn

In this activity, you'll participate in a teacher-led group discussion on the reasons for setting slide start and finish options. After the discussion, explore the **Advance Slide** options.

### Resources required

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Discuss why a user might want to advance slides on mouse click or after a specific amount of time.
2. Explore the **Advance Slide** options.
3. Ask the teacher clarifying questions.

## Try-it: Configure Advance Slide options



In this leveled try-it activity, you'll set the **Advance Slide** options for a Microsoft PowerPoint presentation.

### Try-it 1

In this try-it, you'll set all slides to advance on mouse click.

### Resources

You'll need the following resources for this try-it:

- Use the file from the previous topic or open **L2\_T2\_try1\_advance\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Set all slides to advance after **1:30** and on **Mouse click**.
2. Set the first slide to advance after **2:00**.
3. Set the last slide to advance after **1:00**.
4. Preview your changes.
5. Save and close the file.

## Try-it 2

In this try-it, you'll determine the appropriate amount of time to set slide duration.

### Resources

You'll need the following resources for this try-it:

- Use the file from the previous topic or open **L2\_T2\_try2\_advance\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Set each slide to advance after the appropriate amount of time. Take into consideration the amount of information on each slide and the amount of time it would take to read or present the information.
2. Preview your changes.
3. Save the file and keep it open for the next topic.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. You can set the following slide transition effects from the timings group:

*Select the correct options.*

- a. delay
- b. sound
- c. direction
- d. duration

2. A \_\_\_\_\_ duration means that a slide advances faster, and a \_\_\_\_\_ number makes the slide advance more slowly.

*Fill in the blank spaces.*

3. To make the slide advance automatically, select the \_\_\_\_\_ check box.

*Fill in the blank space.*

# Lesson 3: Animating elements

## Overview

In this lesson, you'll learn how to animate text and graphic elements, and then animate 3D models. The demonstrations, discussions, and activities in this lesson give you an opportunity to practice the concepts that you learn.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Once you insert a(n) \_\_\_\_\_, additional animation effects appear.

*Select the correct option.*

- a. picture
- b. text
- c. 3D object
- d. table

2. \_\_\_\_\_ applies movement between slides and  
\_\_\_\_\_ applies movement to objects on a slide.

*Fill in the blank spaces.*

## Topic 1: Animate text and graphic elements



If you want to get your audience's attention, apply a focus on specific text, or just demonstrate your creativity, you can make your presentation come to life through animation. Set and customize animations to text and other elements on each slide in your presentation.

1. Select the object or text that you want to animate.
2. Select the **Animations** tab, and in the **Animations** gallery, choose an animation. The following screenshot depicts some of the animation options from the **Animations** gallery.

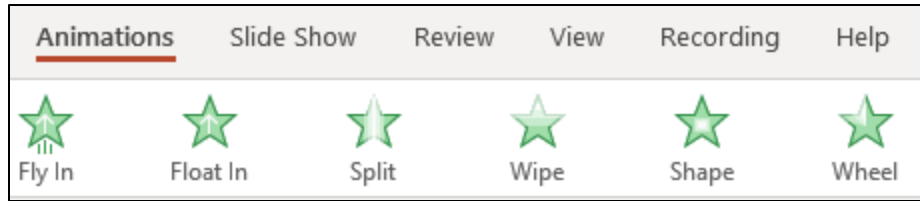
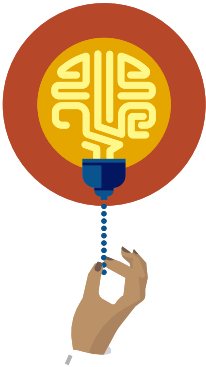


Figure 8: **Animations** gallery



### Did you know?

You can access the **Animations** tab with the keyboard shortcut Alt+A and then select the **Animations gallery** with the keyboard shortcut Ctrl+A+A.



### Video

To review the video on animations, go to: [Animate text or objects](#)



### Additional information

To review additional information on animating text, go to: [Animate or make words appear one line at a time](#)

---

## Activity: Show and tell

In this activity, you'll observe as your teacher demonstrates how to animate text and graphics, and then participate in the discussion about the effective use of animations.

### Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrating how to animate text and graphics.
2. Ask the teacher clarifying questions.
3. Participate in the discussion.

## Try-it: Animate text and graphic elements



In this leveled try-it, you'll apply animation to text boxes and objects.

### Try-it 1

In this try-it, you'll apply animations by using the **Animations** tab.

### Resources

You'll need the following resources for this try-it:

- Open the presentation from the previous lesson or **L3\_T1\_try1\_animate\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Apply an animation to at least two text boxes or graphics per slide by using the **Animations** tab.
2. Save the file and keep it open for the next topic.

### Try-it 2

In this try it, you'll animate objects by using keyboard shortcuts.

### Resources

You'll need the following resources for this try-it:

- Open the presentation from the previous lesson or **L3\_T1\_try2\_animate\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Apply an animation to at least two text boxes or graphics per slide by using the keyboard shortcuts.
2. Save the file and keep it open for the next topic.

## Topic 2: Animate 3D models



Bring your presentation to life with 3D models. Pairing graphics with animation allows you to showcase your 3D object, providing the audience with review from the front, sides, and back of the model.

1. From the **Insert** tab, select **3D models**.
2. On the **Animations** tab of the ribbon, select one of the 3D animation effects.

The following screenshot depicts some of the 3D model animation options from the **Animations** gallery.

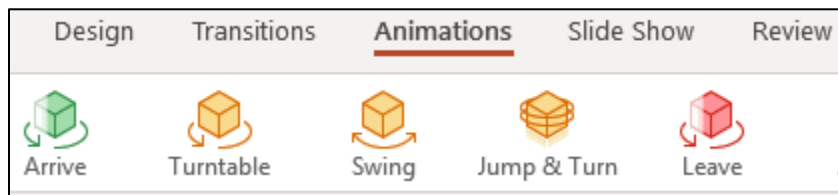
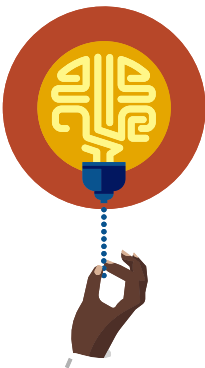


Figure 9: 3D Model animations



### Did you know?

After you insert a 3D model, additional animation effects appear that are specific to 3D models.



### Additional information

To review how to customize 3D models, to go: [Get creative with 3D models](#)



### Video

To review how to animate 3D objects, go to: [3D animation effects in PowerPoint](#)

---

## Activity: Think-pair-share

In this activity, you'll insert a 3D model and apply an animation. Then, you'll share your design ideas with a partner.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Create a new PowerPoint Presentation.
2. Insert a 3D model from an online source.
3. Apply a 3D animation from the **Animations** tab.
4. Share your slide with a partner and discuss your design ideas.
5. Save your file and keep it open for the try-it activity.

## Try-it: Animate 3D models



In this standalone try-it, you'll create a presentation that includes 3D models with animations.

## Try-it

### Resources

You'll need the following resources for this try-it:

**None**



## Instructions

The following are the general tasks that you must perform during this try-it:

1. Think of a topic for a presentation. This could be a subject from another class or a presentation in which you introduce yourself to your classmates.
2. Add a title slide and at least three subject slides.
3. Include titles, text, and 3D models on each slide.
4. Add appropriate animations for the text and 3D models.
5. Save and close the presentation.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. You can access the \_\_\_\_\_ tab with the keyboard shortcut Alt+A and then select the \_\_\_\_\_ with the keyboard shortcut Ctrl+A+A.

*Fill in the blank spaces.*

2. A few of the 3D model animation options include \_\_\_\_\_.

*Select all that apply.*

- a. Turnable
- b. Flipable
- c. Jump and turn
- d. Swing

# Lesson 4: Customizing animation

## Overview

In this lesson, you'll learn how to configure animation effects and paths, and then reorder animations on a slide. The activities, discussions, and demonstrations in this lesson give you an opportunity to practice the concepts that you learn.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. To change the movement options of an object, go to the following tab.

*Select the correct option.*

- a. Insert
- b. Transition
- c. Animation
- d. Picture

2. Customize animations to text or an object with \_\_\_\_\_

*Fill in the blank space.*

## Topic 1: Configure animation effects



You previously practiced using **Effect Options** when applying slide transitions. This option is just as easy when applying animation effect options to objects on the slide. You can really impress your audience by applying your own animation effect options.

1. Select the text or object that you want to animate.
2. On the **Animations** tab, in the **Animation** group, select an animation effect from the gallery. Select the **More** arrow to access more options.
3. To alter how your selected text animates, select **Effect Options**, and then select what you want the animation to do.

The following screenshot depicts some of the animation effect options from the **Animations** gallery.

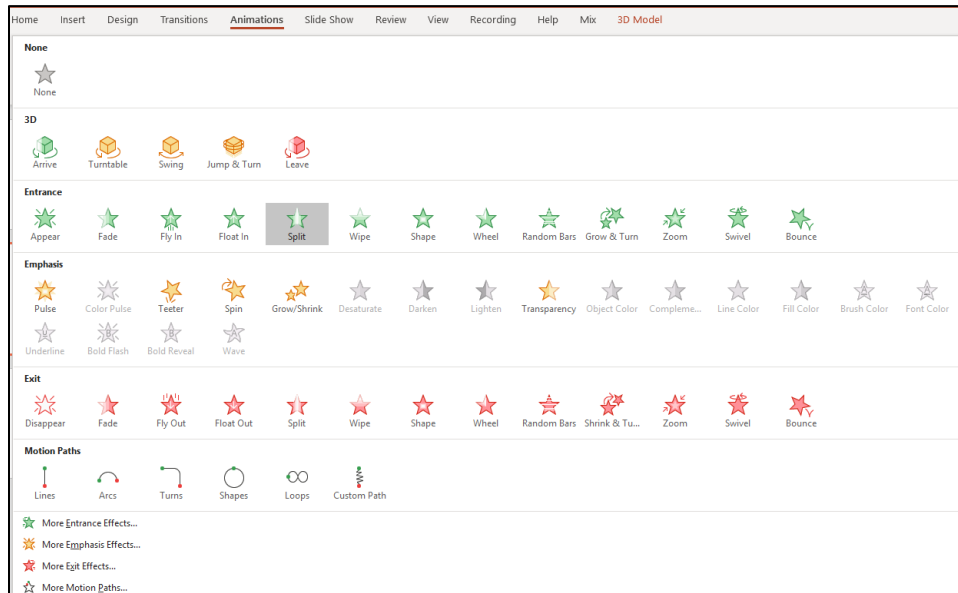
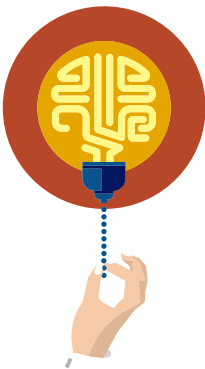


Figure 10: **Animations Effect Options**



### Did you know?

In the **Animations** gallery, the **Entrance** effect options, the **Emphasis** effect options, and the **Exit** effect options are of different colors.



### Additional information

To review how to use animation effects, go to: [Animation basics for your presentation](#)

## Activity: Research and learn

In this activity, you'll use the help menu to research how to apply animation effect options and explain the effects of using the Entrance, Emphasis, Exit and Direction effect options by creating a user guide.

## Resources required

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Open PowerPoint and use **Help** to research how to apply animation effect options.
2. Create a PowerPoint presentation that explains how to apply animation effect options, and explain the **Entrance**, **Emphasis**, **Exit**, and **Direction** effect options.
3. Save and close the file.

## Try-it: Configure animation effects



In this standalone try-it, you'll observe the existing effect options, and then update the effect options.

## Try-it

### Resources

You'll need the following resources for this try-it:

- Open **L4\_T1\_try\_animation\_effect\_options\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Review the effect options of the images on each slide.
2. On slide 1, change the **Entrance** effect.
3. On slide 2, change the **Emphasis** effect.
4. On slide 3, change the **Exit** effect.
5. Save and close the file.

## Topic 2: Configure animation paths



Animation can help make a Microsoft PowerPoint presentation more dynamic and the information more memorable. You can add more complex or custom animation motions to text or an object with motion-path effects.

1. Select the object or text to which you want to add a motion path.
2. On the **Animations** tab, in the **Animations group**, under **Motion Paths**, do one of the following:
  - Select **Lines**, **Arcs**, **Turns**, **Shapes**, or **Loops**. The selected path appears as a dotted line on the selected object or text object. The green arrow indicates the path's beginning and the red arrow indicates its end.
  - Select **Custom Path**.
    - Place your cursor where you want the motion path to start. To draw a path of connected straight lines, move the pointer and select where you want the line to end.
    - Draw the next connected line by selecting where you want it to end.
    - Double-click at the motion's final endpoint.
    - To draw an irregular path, hold down the left mouse button and move the pointer on the path that you want the motion path to follow. Double-click at the motion's final endpoint.

The following screenshot depicts some of the **Motion Paths** options from the **Animations** gallery.

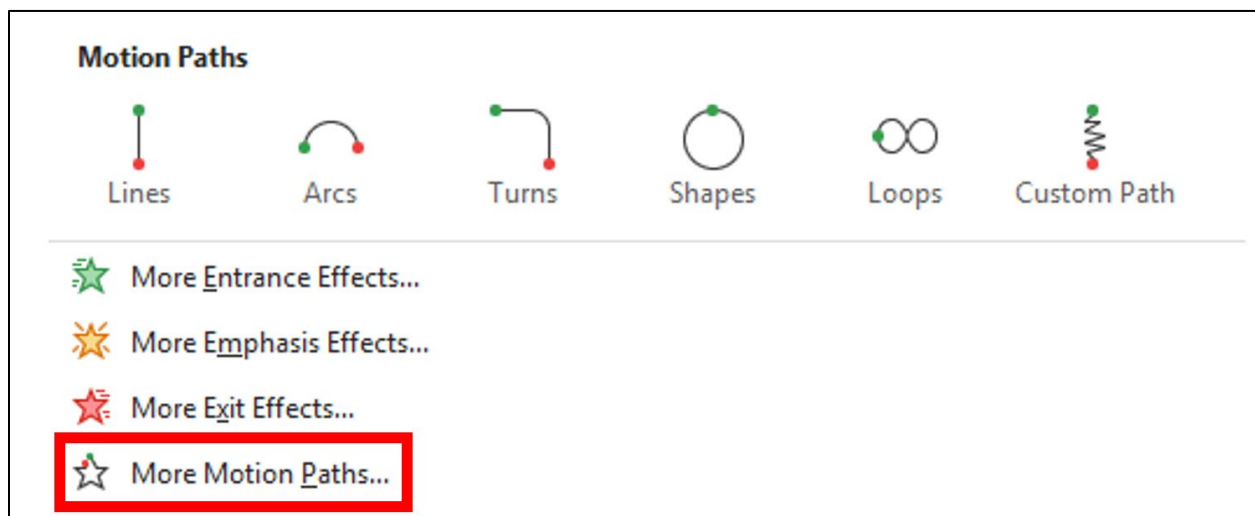


Figure 11: **Motion Paths** options from the **Animations** gallery



### Did you know?

The **Shapes and Loops** paths are closed, which means that the object returns to its starting point.

To return to the starting point with an open path, such as **Lines, Arcs, Turns**, to **Custom Path**, right mouse-click the path and then select **Close Path**.

## Activity: Show me how

In this activity, you'll observe a video demonstrating the use of motion paths in a presentation, and then you'll participate in a discussion about the effective use of motion paths.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe as your teacher plays a video about using motion paths.
2. Participate in the discussion.
3. Ask your teacher clarifying questions.

## Try-it: Configure animation paths



In this leveled try-it, you'll create a simple presentation with text and a graphic, and then apply a motion path.

### Try-it 1

In this try-it, you'll create a new presentation with motion path animation.

### Resources

You'll need the following resources for this try-it:

**None**

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Create a new presentation with one slide including text and a graphic to practice applying motion paths. An example presentation would be your name and a graphic depicting your favorite hobby.
2. Add a basic motion path to your graphic.
3. Save and close the file.

## Try-it 2

In this try-it, you'll create a new presentation with **Custom Paths** motion-path animation.

## Resources

You'll need the following resources for this try-it:

**None**

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Create a new presentation with one slide including text and a graphic to practice applying motion paths. An example presentation would be your name and a graphic depicting your favorite hobby.
2. Add a **Custom Paths** motion path to your graphic.
3. Save and close the file.

# Topic 3: Reorder animations on a slide



Often, we find that we've created dynamic presentations with animations and effects that highlight the important information on a slide only to realize that the information is not animated in the correct order. The text might appear before the title or an emphasis effect appears after an exit effect. If your animation effects aren't playing in the sequence that you want, you can rearrange the order.

1. Select the object on your slide with the animation effects that you want to reorder.
2. On the **Animations** tab, in the **Advanced Animation** group, select **Animation Pane**. The following screenshot depicts the **Animation Pane** option.

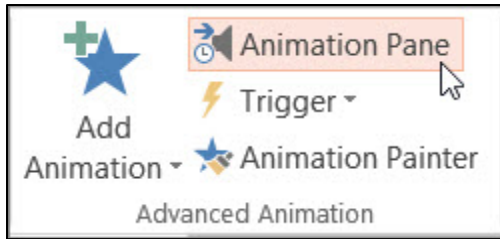


Figure 12: **Animation Pane** option

3. In the **Animation Pane**, select and hold the animation effect that you want to move, and drag it up or down to a new position. The following screenshot depicts moving the first animation effect below the third one.

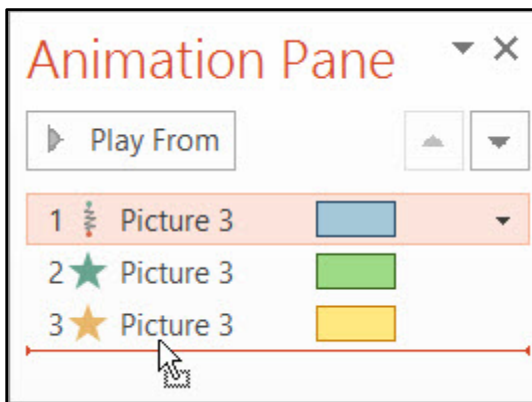


Figure 13: **Animation Pane** example of reordering animation order

4. Release the mouse button to finalize the move. The following screenshot depicts that the first animation effect is now in position 3.

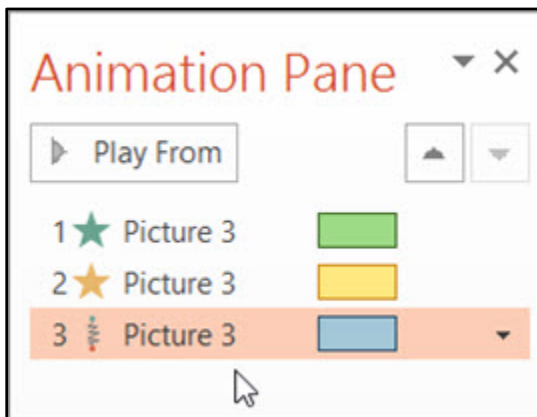


Figure 14: **Animation Pane** example of final placement





### Additional information

To review additional information on reordering animation, go to:  
[Change the playing order of your animation effects](#)

---

## Activity: Pose a challenge

In this activity, follow the teacher-led discussion about why you would reorder animations on a slide. Then, review the **Animation** tab and suggest how to reorder animations by using the **Animation Pane** and observe a demonstration.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Ask the teacher clarifying questions.
2. Participate in the discussion.
3. Review the **Animation** tab and suggest how to reorder animations by using the **Animation Pane**.
4. Observe the student demonstration on modifying and reordering animations.

## Try-it: Reorder animations on a slide



In this standalone try-it, you'll reorder the objects in a presentation.

## Try-it

### Resources

You'll need the following resources for this try-it:

- Open **L4\_T3\_try\_reorder\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you must perform during this try-it:

1. Reorder the objects on the slide so that the title appears first, the graphic appears second, and the text appears third.
2. The next animation should have the graphic emphasis, and then the subtitle disappears.
3. Save and close the file.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. The \_\_\_\_\_ and \_\_\_\_\_ paths are closed, meaning that the object returns to its starting point.

*Fill in the blank spaces.*

2. You can reorder animations from the \_\_\_\_\_ pane.

*Select the correct option.*

- a. Effects
- b. Animations
- c. Order
- d. Timing

3. In the **Animations** gallery, you have the following effect options:

*Select all that apply*

- a. Entrance
- b. Highlight
- c. Exit
- d. Animation path

# Lesson 5: Setting up a slideshow

## Overview

In this lesson, you'll learn how to configure slideshow and recording options and then export the presentation to other formats. You'll participate in discussions and step-by-step demonstrations, and you'll have opportunities to put into practice what you learn along the way.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. The following are show type options.

*Select all that apply.*

- a. Presented by a speaker (full screen).
  - b. Browsed by an individual (window).
  - c. Browsed on web (portable device).
  - d. Browsed at a kiosk (full screen).
2. When a \_\_\_\_\_ file is opened, it appears full-screen, in slideshow mode, rather than in edit mode.
    - a. .pptx
    - b. .potm
    - c. .ppsx
    - d. .pptm
  3. You can record \_\_\_\_\_ or \_\_\_\_\_ narration as you proceed through your presentation.

*Fill in the blank spaces.*

# Topic 1: Configure slideshow options



Have you ever thought about the different scenarios that you might encounter when you're getting ready to present a PowerPoint presentation? You probably present on a full screen in front of an audience most of the time. However, you can easily set up presentations to be browsed by an individual to review on their own computer or browsed at a kiosk, having the presentation run unattended.

Access the **Set Up Slide Show** option from the **Slide Show** tab > **Set up** group > **Set Up Slide Show**. The following screenshot depicts the **Set up** group options.

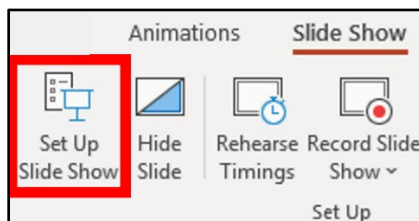


Figure 15: **Set Up Slide Show** options

Use the options in the Show type section to specify how you want your presentation to appear to your audience. The following screenshot depicts the **Set Up Show** window, with the **Show type** option **Presented by a speaker (full screen)** selected.

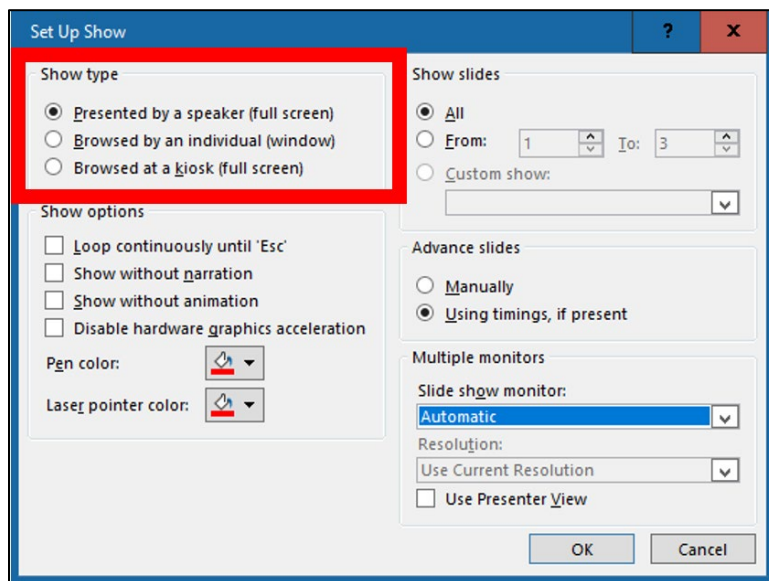


Figure 16: **Set Up Show** window, with the **Show type** option **Presented by a speaker (full screen)** selected in **Show type**

- **Presented by a speaker (full screen)** is the option to choose if the slides will be presented by a person to a live audience. The slides will display at full-screen size.

- **Browsed by an individual (window)** is the option to choose if you're preparing the presentation for people to review on their own computer. The slides display within a window that contains a title bar with size and close controls. You can also choose to display a scrollbar to make it easy for an individual to scroll through the slides.
- **Browsed at a kiosk (full screen)** is the option to choose if you intend to have the presentation run unattended. This option is a standard choice for trade shows or other venues where the slides can loop indefinitely for viewers to watch as long as they wish.

Use the options in the Show options section to specify how you want sound files, narrations, or animations to run in your presentation. The following screenshot depicts the **Set up Show** window, with the **Show options** section highlighted.

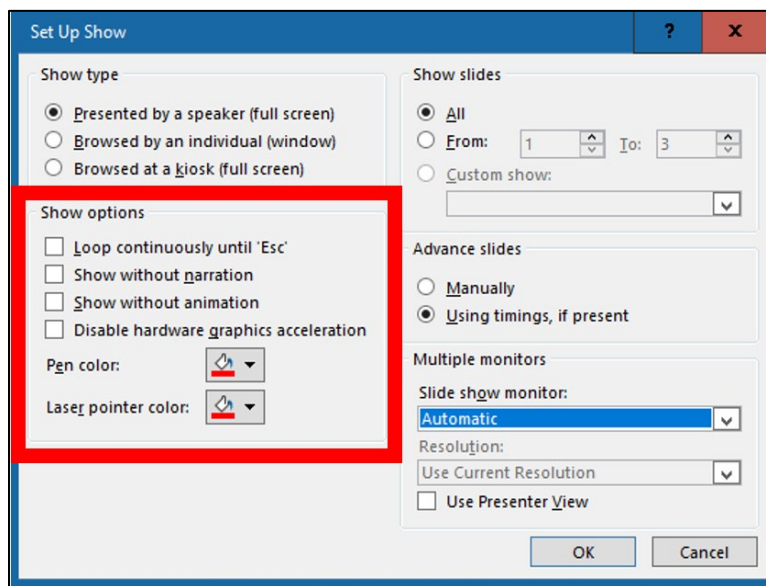


Figure 17: **Set Up Show** window, with **Show options** highlighted

- To play the slideshow continuously repeating, select the **Loop continuously until Esc** check box.
- To run a presentation without playing an embedded narration, select the **Show without narration** check box.
- To run a presentation without playing an embedded animation, select the **Show without animation** check box.
- By default, PowerPoint speeds up the drawing of graphics in your presentation. But sometimes this feature causes display problems on older computers. To turn off this feature, choose **Disable hardware graphics acceleration**.

- When you deliver your presentation before a live audience, you can write on your slides. To specify an ink color, in the **Pen color** list, select an ink color.
  - The **Pen color** list is available only if **Presented by a speaker (full screen)** in the **Show type** section is selected.
- Choose a **Laser pointer color** from the drop-down list. While presenting, you press and hold the Ctrl key, and then select and drag the left mouse button to point to the contents on the slide that you want to draw attention to with the pointer.

Use the options in the Show slides section to specify which slides are available in a presentation or to create a custom slideshow. The following screenshot depicts the **Set up Show** window **Show slides** section highlighted, with the **All** option selected.

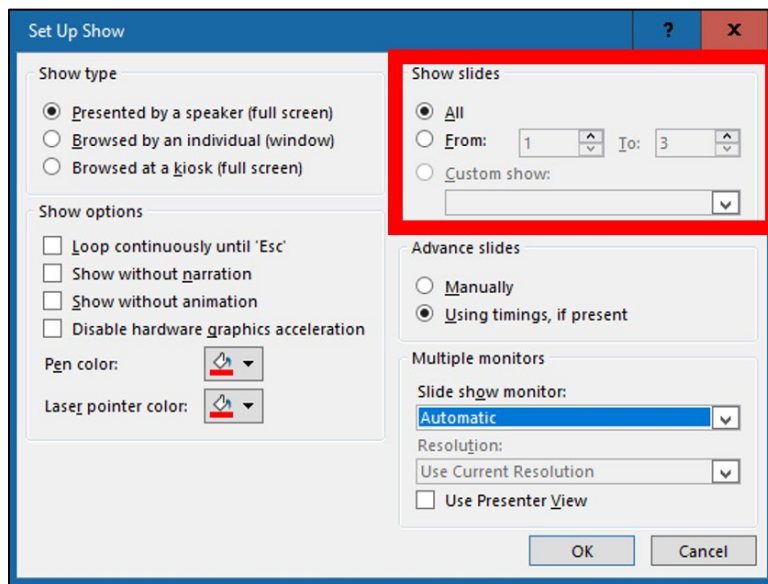


Figure 18: **Set Up Show** window with the **Show slides** section highlighted and the **All** option selected

- To display all slides in your presentation, select **All**.
- To display a specific group of slides from your presentation, enter the first slide number that you want to display in the **From** box, and enter the last slide number that you want to display in the **To** box.
- To start a custom slide presentation, derived from another PowerPoint presentation, select **Custom show**, and then select the presentation that you want to as a custom show.

Use the options in the **Advance slides** section to specify how to move from one slide to another. The following screenshot depicts the **Set Up Show** window, with the **Advance slides** and **Multiple monitors** sections highlighted.

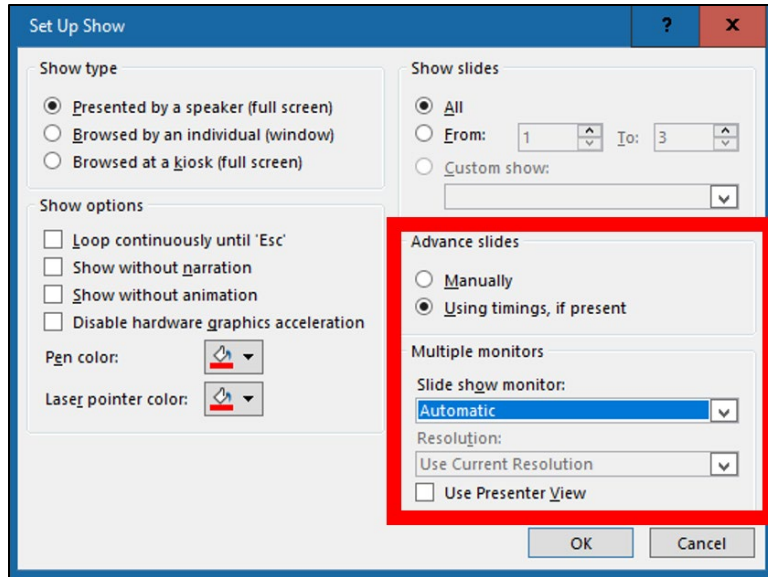


Figure 19: **Set Up Show** window, with **Advance slides** and **Multiple monitors** sections

- To advance to each slide manually during your presentation, select **Manually**.
- To use slide timings to advance to each slide automatically during your presentation, select **Using timings**, if present.
- When you have multiple monitors, using **Presenter View** is a convenient way for a speaker to privately access notes and a preview of the next slide, while the audience focuses on the current slide on the main monitor.



### Additional information

To review additional information on the Set Up Show options, go to: [Set up Slide Show](#)

Refer to: [Turn your mouse into a laser pointer](#) for more information on how to use your mouse as a pointer.

## Activity: Show and tell

In this activity, watch as your teacher demonstrates how to configure slideshow options.

### Resources

You'll need the following resources for this activity:

**None**

## Activity instructions

Participate in the activity by following these instructions:

1. Observe the teacher demonstrating how to configure slideshow options.
2. Ask the teacher clarifying questions.
3. Participate in the discussion.

## Try-it: Configure slideshow options



In this leveled try-it, you'll configure slideshow options.

### Try-it 1

In this try-it, you'll set a slideshow to be presented by a speaker.

### Resources

You'll need the following resources for this try-it:

- Open the presentation from the previous lesson or **L5\_T1\_try1\_configure\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Set up the slideshow to be presented by a speaker, without narration, using all slides on the primary monitor in the Presenter View.
2. Save and close the file.

### Try-it 2

In this try-it, you'll set a slideshow to be presented at a kiosk.

### Resources

You'll need the following resources for this try-it:

- Open the presentation from the previous lesson or **L5\_T1\_try2\_configure\_starter.pptx** in this lesson's Learning Activity Resources.



## Instructions

The following are the general tasks that you must perform during this try-it:

1. Set up the slideshow to be browsed at a kiosk, disabling hardware graphics, and using slides 2 through 5 on the primary monitor.
2. Save and close the file.

## Topic 2: Set up slideshow recording options



Captivate your audience by recording your Microsoft PowerPoint presentation—you can capture narrations, slide timings, and ink gestures in this recording. Narrations and timings can enhance a web-based or self-running slideshow. After you've made the recording, the presentation will be like any other presentation that can be played.

1. To get ready to record, select either the **Slide Show** tab or **Recording** tab, then **Record Slide Show**.
  - a. Selecting the upper section of the **Record Slide Show** button starts the recording on the current slide.
  - b. Selecting the arrow to expand the **Record Slide Show** options enables you to start from the beginning or from the current slide.
  - c. Selecting the **Clear** command deletes narrations or timings, so be careful when you use it. (**Clear** is grayed out unless you have previously recorded some slides.)

The following screenshot depicts the **Record Slide Show** options.

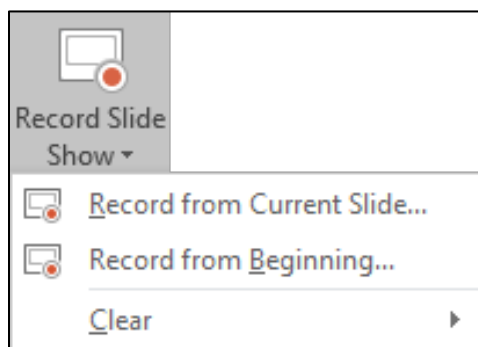


Figure 20: **Record Slide Show** options

2. The slideshow opens in the **Recording** window, which is like the **Presenter** view, with buttons at the top left for starting, pausing, and stopping the recording. Select the **START** button (or **R** on your keyboard) when you're ready to start the recording. A three-second countdown follows, and then the recording begins.
  - The current slide is shown in the main pane of the **Recording** window.
  - Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
  - You can record audio or video narration as you proceed through your presentation. The buttons at the lower-right corner of the window allow you to toggle the microphone, camera, and camera preview on or off.
  - If you use the pen, highlighter, or eraser, PowerPoint also records those actions for playback.
  - If you re-record your narration, including audio and ink, PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.
3. To end your recording, select the **STOP** button (or **S** on your keyboard).
  - When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is a loudspeaker, or, if the web camera was on during the recording, a still image from the webcam.
  - The recorded slideshow timing is automatically saved. (In the **Slide Sorter** view, the timings are listed beneath each slide.)
  - In this process, what you record is embedded in each slide and the recording can be played back in Slide Show mode. This recording process doesn't create a video file. However, if you need one, you can save your presentation as a video with a few extra steps.

## Save as a PowerPoint Show

When someone opens a PowerPoint Show file, it appears full-screen in Slide Show, rather than in edit mode. The viewer begins watching the presentation immediately.

On the **File** menu, select **Save** to ensure that all your recent work has been saved in PowerPoint presentation format (.pptx).

1. On the **File** menu, select **Save As**.
2. Choose the folder location where you want to store your PowerPoint Show file.

- In the **Save as type** box, choose **PowerPoint Show (\*.ppsx)**. The following screenshot depicts the **Save as type** options.

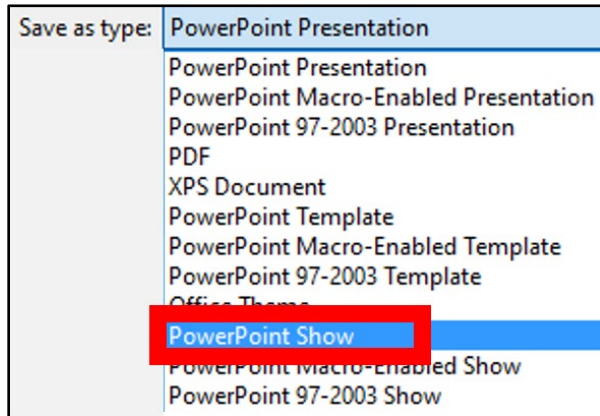
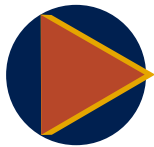


Figure 21: Save as **PowerPoint Show** (.ppsx) option

- Select **Save**.



### Video

To learn more about recording a presentation, go to: [Record a slide show with narration and slide timings](#)

## Activity: Show me how

In this activity, you'll observe a video demonstrating how to set up slideshow recording options and then participate in a discussion about creating a PowerPoint Show.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

- Observe as your teacher plays a video about recording a presentation.
- Participate in the discussion.
- Ask your teacher clarifying questions.

## Try-it: Set up slideshow recording options



In this leveled try-it, you'll create a PowerPoint by recording narration and inking, and then save the presentation as a PowerPoint (.ppsx).

### Try-it 1

In this try-it, you'll record a presentation with narration and inking.

#### Resources

You'll need the following resources for this try-it:

- Open the presentation from the previous topic or **L5\_T2\_try1\_recording\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. Record the presentation with narration and inking by using the pen or highlighter.
2. Save the presentation as a PowerPoint Show (.ppsx).
3. Share the slideshow with a classmate to review.
4. Save the file and keep it open for the next topic.

### Try-it 2

In this try-it, you'll create an original presentation with narration and inking.

#### Resources

You'll need the following resources for this try-it:

**None**

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. Create an original presentation for another class or about a topic that you enjoy.
2. Record your presentation with narration and inking by using the pen or highlighter.
3. Save the presentation as a PowerPoint slideshow (.ppsx).
4. Share your slideshow with a classmate to review.
5. Save the file and keep it open for the next topic.

# Topic 3: Export presentations to other formats



Creating PowerPoints and presenting them is a great way to share your information, but what if you need to email or print the information? PowerPoint makes this easy by providing options for exporting your files.

- **File > Export** helps you change your presentation into a different format, such as PDF, video, or Word-based handouts. All these options are covered below.
  - **Create a PDF** to share a PDF file that can be viewed without PowerPoint.
  - **Create a video** to turn your presentation into a video file that can run without PowerPoint.
  - **Package a presentation for CD** to save it to a CD or USB drive so that other people can access it on a different computer.
  - **Create handouts** to use Word editing and formatting features and to print handouts.



## Additional information

For additional information on exporting presentations, go to: [Export a presentation](#)

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## Activity: Discuss and learn

In this activity, you'll participate in a teacher-led discussion about why and how to export PowerPoint presentations into different file formats.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Participate in the discussion about exporting files.
2. Ask the teacher clarifying questions.

## Try-it: Export presentations to other formats



In this standalone try-it, you'll export a PowerPoint presentation to a different file format.

### Try-it

#### Resources

You'll need the following resources for this try-it:

- Open your presentation from the previous topic or open **L5\_T3\_try\_export\_starter.pptx** in this lesson's Learning Activity Resources.

#### Instructions

The following are the general tasks that you must perform during this try-it:

1. Export the presentation as a video, and then save it.
2. Export the file as a PDF or handout, and then save it.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. When you have multiple monitors, using \_\_\_\_\_ is a convenient way for a speaker to privately access notes and a preview of the next slide.  
*Fill in the blank space.*
2. This option is a standard choice for trade shows or other venues where the slides can loop indefinitely as long as needed.
  - a. Presented by a speaker
  - b. Presented as a slideshow
  - c. Browsed by an individual
  - d. Browsed at a kiosk

3. Presentations can be saved as \_\_\_\_\_.

*Select all that apply*

- a. PDF
- b. Office Theme
- c. MPEG-4
- d. PowerPoint Show

# Lesson 6: Presenting a slideshow

## Overview

In this lesson, you'll learn how to rehearse slideshow timings, and then use Presenter View. The activities, discussions, and demonstrations in this lesson give you an opportunity to practice the concepts that you learn.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Which tab allows you to review the slideshow timings?  
*Select the correct option.*
  - a. Slide Show
  - b. Review
  - c. View
  - d. Preview
2. To practice your presentation and determine how long your presentation will run, which option should you use?  
*Select the correct option.*
  - a. Present Online
  - b. Custom Slide Show
  - c. Rehearse Timings
  - d. Screen Recording



3. Which option allows you to present your presentation with a preview of the next slide?

*Select all that apply.*

- a. Presented by a speaker
- b. Browsed by an individual
- c. Presenter View
- d. Browsed at a kiosk

## Topic 1: Rehearse the slideshow timings



Creating your PowerPoint is the first step in preparing for a great presentation. Next, you must practice what you are going to say and how long it will take to say it. PowerPoint make this easy by offering the **Rehearse Timings command**.

1. Select **Slide Show > Rehearse Timings**.
2. Select **Next**, click the mouse or press the right arrow key to go to the next slide.
  - The time for the current slide is provided to the right of the **Pause** button.
  - The time depicted to the right of that is the time for the entire presentation.
3. Select **Pause** to pause the recording. Select **Resume Recording** to resume.
4. Select **Yes** to save the slide timings, or **No** to discard them.
5. You can also select Esc to stop the recording and exit the presentation.

### View the timings

- Select **View > Slide Sorter**. The amount of time allotted to a slide is shown at the bottom-right of the slide.

### Turn off recorded slide timings before you give a presentation

To prevent slides from automatically advancing, use the recorded slide timings as follows:

1. Select **Slide Show**.
2. In the **Set Up** group, clear the **Use Timings** check box.

To turn the slide timings on again, select **Use Timings**.



## Video

To review a video on rehearsing slideshow timing, go to: [Rehearse and time the delivery of a presentation](#)

---

## Activity: Show me how

In this activity, observe the video on rehearsing and timing the delivery of a presentation to learn how to rehearse slideshow timings.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Observe the video on how to rehearse slideshow timings.
2. Ask the teacher clarifying questions.
3. Participate in the discussion.

## Try-it: Rehearse the slideshow timings



In this standalone try-it, you'll rehearse slideshow timings.

## Try-it

### Resources

You'll need the following resources for this try-it:

- Open the presentation from the previous lesson or **L6\_T1\_try\_rehearse\_starter.pptx** in this lesson's Learning Activity Resources.

### Instructions

The following are the general tasks that you must perform during this try-it:

1. Rehearse slideshow timings.
2. View slideshow timings.
3. Save the presentation and keep it open for the next topic.

## Topic 2: Use Presenter View



Have you ever presented in front of an audience using a printout of your presentation or notecards to guide you through the presentation? How many times during a presentation do you turn your back on the audience to read the information on the slide? Wouldn't it be easier to use **Presenter View** on your main screen with speaker notes, the elapsed time for your presentation, and a preview of the next slide in your presentation?

1. From the **Slide Show** tab, **Monitor** group, select the **Use Presenter View** check box, as depicted in the following screenshot.

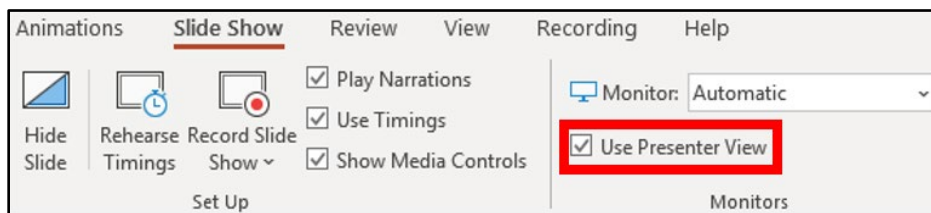
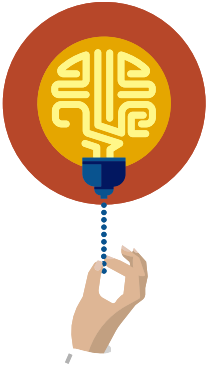


Figure 22: **Use Presenter View** check box

2. Select which monitor to display **Presenter View** on.
3. From the **Slide Show** tab, select **From Beginning** or press F5.

In **Presenter View**, you can:

- Access your current slide, the next slide, and speaker notes.
- Select the **Previous** and **Next** arrows, next to the slide number, to move between slides.
- Select the **Pause** button or **Reset** button to pause or reset the slide timer in the upper left.
- Check the current time to help you pace your presentation.
- Select the font commands to make the speaker notes larger or smaller.
- Select the annotations pen or a laser pointer to draw on the screen in real time.
- Select the thumbnail to identify all the slides in your presentation and quickly jump to another slide.
- Select the **Zoom** button (magnifying glass) to zoom in on a part of a slide.
- The screen lets you make the screen temporarily black to focus the attention on you.
- Select **End Slideshow** when you're done presenting.



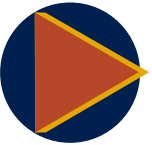
### Did you know?

If there is only one monitor, can use the Alt+F5 keyboard shortcut to try **Presenter View**.



### Additional information

To review additional information on using **Presenter View**, go to: [What is Presenter view?](#)



### Video

To review the video on **Presenter View**, go to: [Use Presenter View](#)

---

## Activity: Think-pair-share

In this activity, you'll use the help feature to research the Presenter View.

### Resources required

You'll need the following resources for this activity:

**None**

### Activity instructions

Participate in the activity by following these instructions:

1. Partner with a classmate.
2. Open a new, blank PowerPoint and use the PowerPoint **Help** to research why and how to use **Presenter View**.
3. Teach your partner what you've learned.

## Try-it: Use Presenter View



In this standalone try-it, you'll use **Presenter View**.

# Try-it

## Resources

You'll need the following resources for this try-it:

- Open your presentation from the previous topic or **L6\_T2\_try\_presenter\_starter.pptx** in this lesson's Learning Activity Resources.

## Instructions

The following are the general tasks that you need to perform during this try-it:

1. Pair with classmate.
2. Each of you will present using Presenter View for five minutes.

# Wrap-up

Use these questions to check what you learned in this lesson:

1. If you're only using one monitor, which keyboard shortcut can you use to access **Presenter View**?

*Select the correct option.*

- a. Alt+P
- b. Ctrl+F5
- c. Ctrl+V
- d. Alt+F5

2. Turn on **Presenter View** from the **Slide Show** tab, \_\_\_\_\_ group.

*Fill in the blank space.*

3. To prevent slides from automatically advancing, use the recorded slide timings option \_\_\_\_\_.

- a. Presenter View
- b. Clear use timings
- c. Kiosk view
- d. From beginning

# Glossary

<b>Annotate</b>	To write or draw on a slide during a presentation with the mouse, or with a stylus or finger on a touch screen.
<b>After Previous</b>	An animation sequencing setting that causes the animation to trigger after the previous event has finished. Compare to <i>With Previous</i> .
<b>Animation</b>	An effect that you apply to placeholders or other content to move the content in unique ways on the slide.
<b>Animation Painter</b>	A feature that copies animation settings from one object to another.
<b>Animation Pane</b>	A pane that enables you to manage all the animation effects on the active slide.
<b>Audio</b>	A sound or music clip.
<b>Custom show</b>	A group of slides in a presentation that can be shown separately from the entire presentation.
<b>Delay</b>	An animation setting that specifies how long the effect should pause before it begins.
<b>Duration</b>	An animation setting that determines how long an animation effect should take to execute.
<b>Emphasis effect</b>	An animation effect that causes an object to move, change color, or otherwise call attention to itself when it is neither entering nor exiting the slide.
<b>Entrance effect</b>	An animation effect that occurs when an object is entering the slide.
<b>Exit effect</b>	An animation effect that occurs when an object is exiting the slide.
<b>Handout Master</b>	The master that controls the handout's layout and elements.
<b>Ink</b>	The annotations created with the pen and highlighter tools during a slideshow.

<b>Motion path</b>	An animation effect that moves an object along a specified path.
<b>On Click</b>	A trigger for an animation or transition that occurs when the mouse is selected.
<b>PowerPoint Show</b>	A presentation that opens by default in Slide Show View.
<b>Presentation tools</b>	The tools and commands that are active during Slide Show View.
<b>Timings</b>	The amounts of time assigned to each slide before it automatically advances to the next.
<b>Transition</b>	The movement from one slide to the next.
<b>Windows Movie Video (.wmv)</b>	The format that PowerPoint saves to when creating videos from presentation files.
<b>With Previous</b>	An animation setting that causes the animation to begin executing simultaneously with the previous animation or event.
<b>XPS</b>	XML Paper Specification format

*Table 2: Glossary terms and definitions*

# Cornerstone

## Overview

In this Cornerstone, you'll create a presentation to promote the Best of Munson's series of cooking classes in the farm store and online. You must prepare the slideshow with slide transitions and animations, and then rehearse the timings.

## Objectives

The following table outlines the Cornerstone objectives and their corresponding MOS exam objectives.

<b>Slide show options</b>	1.4.2: Configure slideshow options
<b>Slide show timings</b>	1.4.3: Rehearse slideshow timing
<b>Recording options</b>	1.4.4: Set up slideshow recording options
<b>Presenter View</b>	1.4.5: Present slide shows by using Presenter View
<b>Export presentation</b>	1.5.6: Export presentations to other formats
<b>Slide transitions</b>	5.1.1: Apply basic and 3D slide transitions
<b>Transition effects</b>	5.1.2: Configure transition effects
<b>Animation</b>	5.2.1: Animate text and graphic elements
<b>Animate 3D models</b>	5.2.2: Animate 3D models
<b>Animation effects</b>	5.2.3: Configure animation effects
<b>Animation paths</b>	5.2.4: Configure animation paths



<b>Animation Pane</b>	5.2.5: Reorder animations on a slide
<b>Transition duration</b>	5.3.1: Set transition-effect duration
<b>Transition options</b>	5.3.2: Configure transition start and finish options

*Table 3: Cornerstone objectives*

## Duration

50 minutes

## Instructions

1. Complete the tasks below for each file.
2. When saving your file, add your name to the end of the filename, for example: **Cornerstone\_Espino**. Follow your teacher's directions for where to save your files.
3. When you're done with the Cornerstone, assess your completion and enter the points that you think you earned within the task lists below. You can ask your teacher for help if required.

## Tasks

You'll work with one file in this Cornerstone. The following are the tasks that you must do within each file.

### File 1: Cornerstone\_cooking\_classes\_starter.pptx

#### Task: Apply transitions (15 points)

1. Apply a slide transition to each slide. (10 points) (Exam objective 5.1.1)
2. Select a slide to duplicate then apply the Morph transition. (5 points) (Exam objective 5.1.1)

Points scored: \_\_\_\_\_ / 15

### **Task: Transition effect options (20 points)**

1. Change transition effect options for each slide. (10 points) (Exam objective 5.1.2)
2. Set transition effect duration for each slide. (10 points) (Exam objective 5.3.1)

Points scored: \_\_\_\_\_ / 20

### **Task: Configure Advance Slide options (10 points)**

- Set slides to advance automatically. (10 points) (Exam objective 5.3.2)

Points scored: \_\_\_\_\_ / 10

### **Task: Animate elements (35 points)**

1. Animate each title and graphic in the presentation using a variety of effect options to include at least one of each: entrance, emphasis, exit. (10 points) (Exam objective 5.2.1)
2. Set custom motion paths for at least two objects in the presentation. (5 points) (Exam objective 5.2.4)
3. Change animation effects for each animated object. (10 points) (Exam objective 5.2.3)
4. Check animation order and change when necessary. (10 points) (Exam objective 5.2.5)

Points scored: \_\_\_\_\_ / 35

### **Task: Configure slideshow options (5 points)**

- Set slideshow options to browse at a kiosk without animation showing slides 2-8. (5 points) (Exam objective 1.4.4)

Points scored: \_\_\_\_\_ / 5

### **Task: Set up slideshow recording (15 points)**

1. Record the slideshow with appropriate narration, inking and timing. (10 points) (Exam objective 1.4.4)
2. Save the file as a PowerPoint Show. (5 points) (Exam objective 1.4.4)

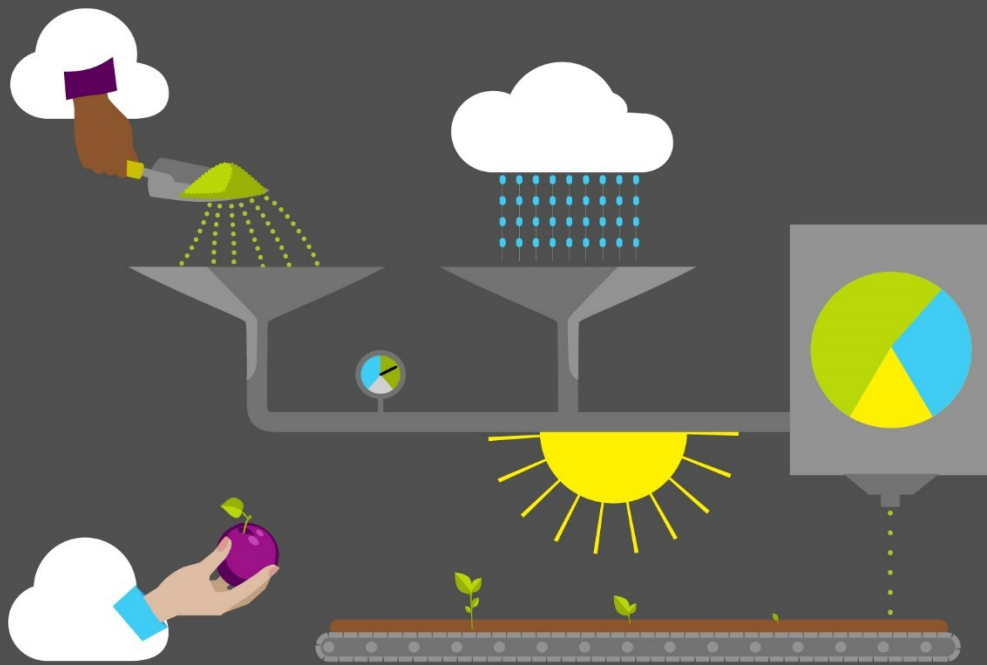
Points scored: \_\_\_\_\_ / 15

### **Task: Export file (5 points)**

- Create a video of your presentation. (5 points) (Exam objective 1.5.6)

Points scored: \_\_\_\_\_ / 5

FILE 1 TOTAL POINTS: \_\_\_\_\_ /105



# Student guide

40568A

Microsoft PowerPoint associate  
2019

Module 7: Managing slide masters and presentation settings

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# Module overview

## Description

Creating a Microsoft PowerPoint is just the first step to having a great presentation. PowerPoint offers options to assist you in delivering the message, obtaining feedback from others, and delivering your message to a wider audience. In this module you will learn how to modify slide masters and prepare presentations for sharing.

Lesson	Learning objective	Exam objective(s)
Modifying the slide master	Modify and manage a slide master	<ul style="list-style-type: none"> <li>• 1.1.1</li> <li>• 1.1.2</li> </ul>
Modifying the slide master layouts	Create and manage slide layouts	<ul style="list-style-type: none"> <li>• 1.1.3</li> <li>• 1.1.4</li> </ul>
Modifying the Handout and Notes Masters	Modify Handouts and Notes Masters	<ul style="list-style-type: none"> <li>• 1.1.5</li> <li>• 1.1.6</li> </ul>
Collaborating and sharing	Prepare presentations for collaboration	<ul style="list-style-type: none"> <li>• 1.5.4</li> <li>• 1.5.5</li> </ul>
Inspecting presentations	Prepare presentations for sharing	<ul style="list-style-type: none"> <li>• 1.5.3</li> <li>• 1.2.3</li> </ul>
Protecting presentations	Restrict editing and access to a presentation	<ul style="list-style-type: none"> <li>• 1.5.1</li> <li>• 1.5.2</li> </ul>
Cornerstone: Updating a template	Modify and manage slide masters and prepare presentations for sharing.	All above

*Table 1: Objectives by lesson*

## Scenario

The Marketing team has an old presentation that needs updating. It seems there are several problems with it—different themes, layouts, and other settings copied into this presentation. They have requested that the intern modify the slide master layout, and handout and **Notes Master**. They've also asked for the presentation to be cleaned up and finalized.

## Cornerstone

The marketing team has an old presentation that needs updating. Your task is to modify the slide master layout, and handout and **Notes Master**.



# Lesson 1: Modifying the slide master

## Overview

In this lesson, you will learn how to apply a design theme and change the master content.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Which of the following is the correct procedure for adding a design theme to a PowerPoint presentation?

*Select the correct option.*

- a. **Insert > Illustrations > SmartArt**
  - b. **File > Open > find a named design theme**
  - c. **Slideshow > Setup > Design Theme**
  - d. **Design > Theme > choose a theme**
2. What is a slide master for?  
*Select the correct option.*
    - a. A slide master determines the layout of each type of slide within a slideshow.
    - b. A slide master determines the content that will be displayed on each slide.
    - c. The slide master is used to display presenter notes during a slideshow.
    - d. The slide master locks a presentation so that others can't make changes to it.
  3. A \_\_\_\_\_ determines the style of a presentation by defining colors and fonts used within the presentation.

*Fill in the blank space.*

# Topic 1: Change the theme or background



A theme or a background sets the tone of a presentation and creates a memorable experience for the end consumer. Being able to choose a theme or background is the first step to creating a presentation.

## Change the theme

1. Open a blank PowerPoint presentation.
2. Select the **Design** tab.

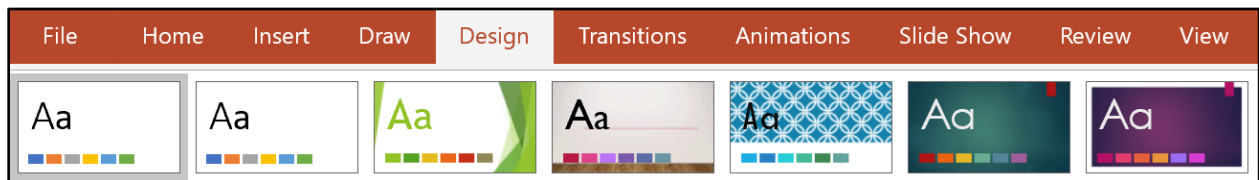


Figure 1: **Design** tab

3. Move the cursor over various design themes to preview the theme within the main slide window. Different design themes will change in the color, font, and placement within the slide window.
4. Select the **More** button within the **Themes** group to access additional themes.

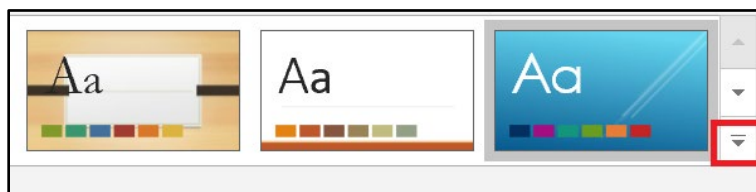


Figure 2: **Design** tab **More** button

5. Selecting the **More** button will also allow you to choose a custom **Theme** for your presentation.

## Change the background

After you have chosen a **Design Theme** for your presentation, you have the option to change the background.

1. Within the **Design** tab, locate the **Customize** group, and then select the **Format Background** option. The **Format Background** task pane displays, in which you can format the slide using any of the options.

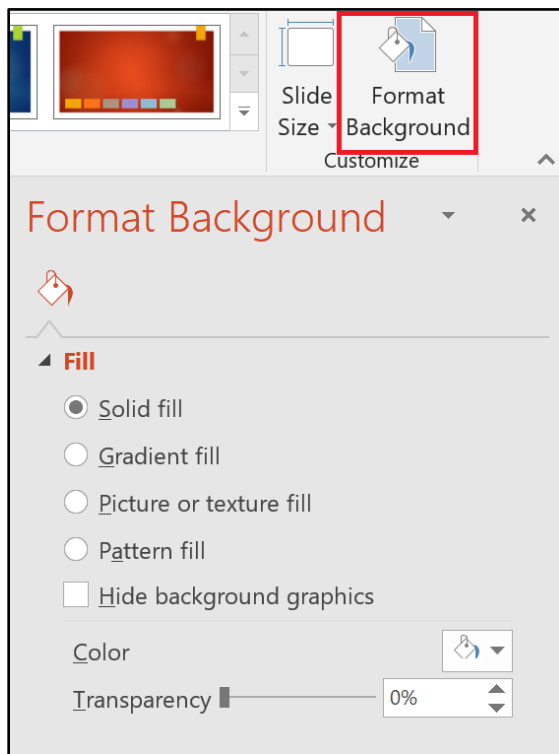


Figure 3: **Format Background** task pane

2. After you've made the choices for formatting the background, select the **Apply to All** button to change all the slide backgrounds within the presentation.



Figure 4: **Apply to All** button

3. If you select a background and want to return to the original background, select the **Reset Background** button.



### **Additional information**

To learn more about changing or removing a theme, go to: [Remove or change the current theme](#)



### **Video**

To review the video on applying and changing a theme, go to: [Apply and change a theme](#)

---

## **Activity: Think-pair-share**

In this activity, you will be learning how to set a theme for a presentation, but what is the purpose of a theme? What does it mean to set a theme for a presentation? Can you think of other things you have experienced that have a theme?

### **Resources required**

You will not need any resources for this activity.

### **Activity instructions**

Participate in the activity by following these instructions:

1. Think about the following questions and be prepared to share your ideas:
  - a. When you think of the word theme, what comes to mind?
  - b. Why are some amusement parks called theme parks?
  - c. Why does the stage have a backdrop for a play or musical?
2. Discuss your answers with a partner and compare your answers.
3. Be prepared to discuss your answers with the class. Use these thoughts when choosing a theme for your presentations.
4. Observe as your teacher demonstrates how to apply a theme and change the background of a presentation.

## **Try-it: Change the theme or background**



The following two try-its focus on changing the theme and background of your PowerPoint presentation.

## Try-it 1

### Resources

You will not need any resources for this activity.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Open a blank presentation.
2. Apply the **Savon** theme to the presentation.
3. Change the background to a different color than the default color provided by the Savon theme.
4. Save your work as **L1\_T1\_try1\_savon\_theme.pptx**.

## Try-it 2

### Resources

You will need the following resources for this try-it:

- Locate the **Munsons\_Pickles\_and\_Preserves\_Farm\_theme.thmx** in the **Media** folder located in this lesson's **Learning Activity Resources** folder.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Open a blank PowerPoint presentation.
2. Add the **Munsons\_Pickles\_and\_Preserves\_Farm\_theme.thmx**.
3. Apply **Dark Green, Accent 1, Lighter 80%** to the background.
4. Save your work as **L1\_T1\_try2\_Munsons\_theme.pptx**.

## Topic 2: Modify master content



A slide master controls the basic setup of your presentation. Making a change within the slide master will change all the slides of a similar type within the presentation.

## Insert a slide master

1. Open a blank presentation.
2. Select the **View** tab.

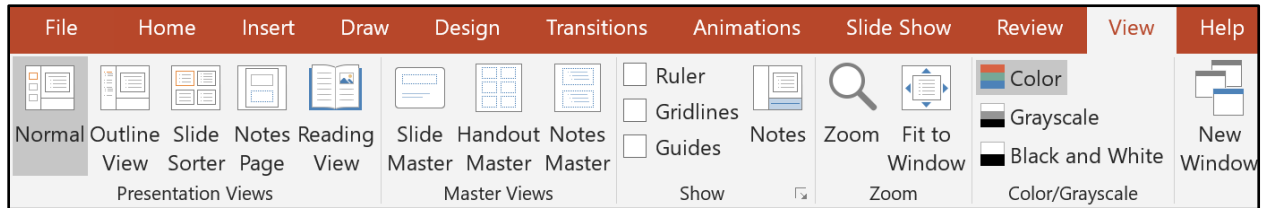


Figure 5: **View** tab

3. In the **Master Views** group, select **Slide Master**.
4. In the **Edit Master** group, select **Insert Slide Master**.

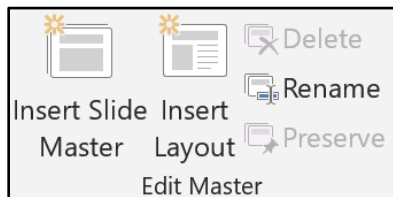


Figure 6: **Edit Master** group

## Change the font of a Slide Master

Changing the font on the Slide Master will apply the font to all other slides.

1. On the **View** tab, in the **Master Views** group, select **Slide Master**.
2. The top slide in the left pane is the **Slide Master**. Select the top slide.
3. On the **Slide Master** tab, in the **Background** group, select the **Fonts** option.
4. In the **Custom** dialog box, select **Customize Fonts**.
5. In the **Create New Theme Fonts**, select a font for the **Heading font** and **Body font**.  
Creating a name for the font set in the **Name** group will allow this set to be used again.

## Parent-child slide relationship

Inserting a Slide Master allows you to create your own formatting for a custom slide layout. When inserting a new slide into your presentation, you can choose this new custom layout.

Using a Slide Master creates a parent-child relationship between the Slide Master and the presentation slides that uses the Slide Master. The Slide Master becomes the parent and the presentation slide attached to the Slide Master becomes the child which inherits elements from the parent.

Adding content or media to a Slide Master will place the same media on all the slides using that Slide Master. Adding content or media to a Slide Master uses the same process as adding content or media to any presentation slide.

## Rename, preserve, and delete a slide master

1. Right click or access the contextual menu on a Slide Master, and choose from the following options:
  - a. **Rename Master.** Allows you to change the name of the Slide Master to a name defined by the user.
  - b. **Preserve Master.** Allows for a Slide Master to be protected from being deleted.
  - c. **Delete Master.** Deletes a Slide Master from those that are available for use in the presentation.
2. Selecting one of these options will perform the desired effect on the Slide Master.



### Video

To review the video on changing the slide master, go to: [Customize a slide master](#)

---

## Activity: Show me how

In this activity, you will be learning how to change a slide master within a presentation.

### Resources required

You will not need any resources for this activity.

### Activity instructions

Participate in the activity by following these instructions:

1. Open a new blank presentation.
2. Access the **Slide Master** option.
3. Apply the **Facet** theme.

4. Create a font setting assigning the **Heading Font** and **Body Font** to **Times New Roman** using the context box.
5. Close the **Slide Master** view.
6. On the title slide, enter **Facet** in the **Title** group and **Slide Master** in the **Subtitle** group.
7. Save your work as **L1\_T2\_act\_facet.pptx**.

## Try-it: Modify master content



The following two try-its focus on changing the slide master of your PowerPoint presentation.

### Try-it 1

#### Resources

You will need the following resources for this try-it:

- Locate **Munsons\_Pickles\_and\_Preserves\_Farm\_theme.thmx** in the **Media** folder found in this lesson's **Learning Activity Resources** folder.
- Locate **Food\_blackberry\_illustration.png** in the **Media** folder in this lesson's **Learning Activity Resources** folder.
- Locate **Food\_peach\_illustration.png** in the **Media** folder in this lesson's **Learning Activity Resources** folder.
- Locate **Food\_strawberry\_whole\_illustration.png** in the **Media** folder in this lesson's **Learning Activity Resources** folder.

#### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Create a new blank presentation using the keyboard shortcut.
2. Apply **Munsons\_Pickles\_and\_Preserves\_Farm\_theme.thmx**.
3. On the title slide, for the **Event Title**, enter **Munson's Preserve Flavors**.
4. Add a **Two content** slide.
5. Change all the text styles to **Verdana**.
6. In the **Title** group, add the text **Blackberry**.



7. In the left content group, add the following text items:
  - **Blackberries are harvested in late spring and early summer**
  - **Blackberry preserves are ready for purchase in late June**
8. In the right content group, add the image of a blackberry.
9. Add two more slides using the **Two content** slide option.
10. Create content for these two slides using the following material:
  - a. Enter **Peach** for the title of the next slide.
  - b. In the left content group enter:
    - 1) **Peaches are harvested in early summer.**
    - 2) **Peach preserves are ready for purchase early July.**
    - 3) Insert **Food\_peach\_illustration.png** in the right content group.
  - c. Enter **Strawberry** for the title of the next slide
  - d. In the left content group enter:
    - 1) **Strawberries are harvested in mid to late spring.**
    - 2) **Strawberry preserves are ready for purchase late May.**
    - 3) Insert **Food\_strawberry\_whole\_illustration.png** in the right content group.
11. Add an additional slide using the **Section header** option.
12. In the **Title** group, enter **Contact Munson's**.
13. In the second content group add the Munson's website **[www.munsons\\_pickles\\_and\\_preserves\\_farm.com](http://www.munsons_pickles_and_preserves_farm.com)**.
14. Verify the font of the **Section header** is **Verdana**.
15. Bold the **Title** text for each of the content slides.
16. Save your work as **L1\_T2\_try1\_Munsons\_preserves.pptx**.

## Try-it 2

### Resources

You will need the following resources for this try-it:

- Locate and open the **L1\_T2\_try2\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.
- Locate **Munsons\_logo\_banner\_large\_illustration.png** in the **Media** folder in this lesson's **Learning Activity Resources** folder.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Access the **Slide Master**.
2. Munson's has requested that the company logo be used on all slides except for the first title slide. Add the **Munsons\_logo\_banner\_large\_illustration.png** to the **Two Content Slide Layout**.
3. The logo will be too large for the slide. Resize the image so that the final size is approximately **4.5" x 1.25"** or **11.43 cm x 3.175 cm**.
4. Place the logo in the lower left corner of the Slide layout, just above the date box in the footer.
5. Close the **Master Slide** view and verify that the logo displays on every slide and is in the correct spot. Adjust the slide master as necessary to place the logo in the correct spot.
6. Save your work.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. In which menu or ribbon will you find the **Master Slide** option?  
*Select the correct option.*
  - a. **Insert**
  - b. **Design**
  - c. **View**
  - d. **Slide Show**

2. Placing an image, font, or color style on a **Master Slide** will copy that element to which slide or slides?

*Select the correct option.*

- a. Only the first slide
  - b. All slides within the presentation
  - c. Even-numbered slides only
  - d. Only the slide to which you choose to apply the content
3. Which of the following can be added or changed on a **Master Slide**?

*Select all that apply.*

- a. Font color
  - b. Font choice
  - c. Images
  - d. Location of an element
4. Using a \_\_\_\_\_ allows a presentation to maintain consistency.

*Fill in the blank space.*

# Lesson 2: Modifying the slide master layouts

## Overview

In this lesson, you will learn how to apply a design theme and how to modify the slide master layouts.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. After a slide master layout has been created, how can it be used?

*Select the correct option.*

- a. The layout can be used to customize only one slide.
- b. The layout can be applied to existing slides.
- c. The layout can be used to create multiple new slides.
- d. The layout can be used in other presentations.

2. Which of the following cannot be set using a master slide layout?

*Select the correct option.*

- a. Title area
- b. Footer areas
- c. Placeholders
- d. Transitions

3. A \_\_\_\_\_ is used to define an area and type of content to be used on a slide.

*Fill in the blank space.*

# Topic 1: Create slide layouts



The previous lesson dealt with the Slide Master. The slide master controls the fonts, colors, and designs applied to the entire presentation. This lesson deals with the slide layouts. *Slide layouts* are the placement of content within the slides.

## Master layout

1. Access the **Slide Master** through the **View** ribbon and **Master Views** group—the first slide in the list is the **Slide Master** that was used in the previous lesson. The rest of the slides are **Slide Layouts**.

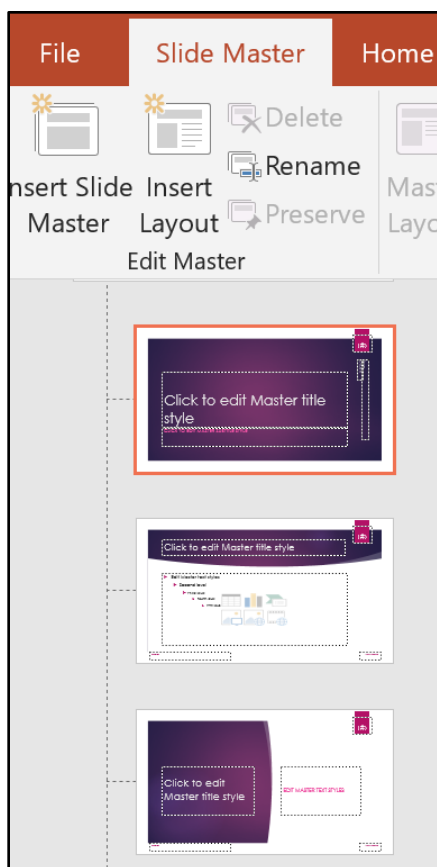
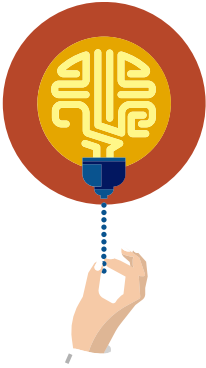


Figure 7: Slide layouts

Slide layouts are the predefined layouts that can be used within any presentation.



### Did you know?

Moving the cursor over each slide within the **Slide Master** pane will display a screen tip with the name of each layout and the slides within the presentation that currently are used by the layout.

## Insert a slide layout

1. Within the **Edit Master** group, select the **Insert Layout** option to insert a new custom layout into the **Slide Master** pane.

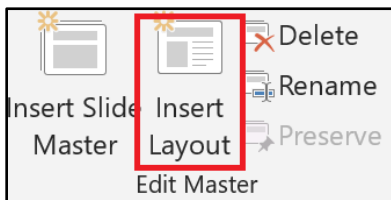


Figure 8: **Insert Layout**

Moving an element within a slide layout will make that change on all the slides using that same layout. Thus, making one change to a slide layout makes changes to all the slides connected to that slide layout. Placeholders can be added to this custom layout to personalize your own layout.



### Additional information

To learn more about what a slide master is, go to: [What is a slide master?](#)

To learn more about what a slide layout is, go to: [What is a slide layout?](#)

---

## Activity: Discuss and learn

In this activity, you will learn how slide layouts work and how you can change them.

### Resources required

You will not need any resources for this activity.

## Activity instructions

Participate in the activity by following these instructions:

1. Open a blank PowerPoint presentation.
2. Access the **Slide Master**.
3. Select the **Insert Layout** option.
4. Close the **Slide Master** view.
5. Enter **Discuss and Learn** in the **Title** group, and **Activity** in the **Subtitle** group.
6. Use this custom layout within the presentation.

## Try-it: Create slide layouts



The following try-it focuses on changing a slide layout to meet your individual needs.

## Try-it

### Resources

You will need the following resource for this try-it:

- Locate **L2\_T1\_try\_Munsons\_vegetables\_starter.pptx** in the **Learning Activity Resources** folder.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Open **L2\_T1\_try\_Munsons\_vegetables\_starter.pptx**.
2. Create a new layout.
3. Save your work.

## Topic 2: Modify slide layouts



Munson's management likes what you have created to this point, but they would like a different type of layout used within the presentation. None of the current layouts fit their requirements. You will need to create a new layout to fit these new requirements.

## Insert a placeholder

1. Access the **Master Slide**.
2. In the **Edit Master** group, choose **Insert Layout**. A Custom layout will appear in the main section of the screen and in the left task pane.

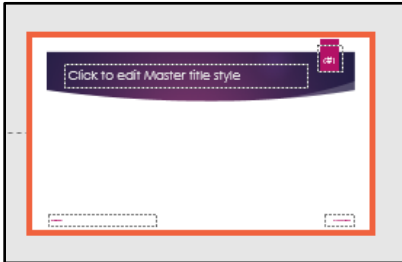


Figure 9: Custom layout

Two placeholder groups are placed on the layout by default. The Master title group appears at the top of the slide layout and the footer group appears near the bottom of the slide layout.

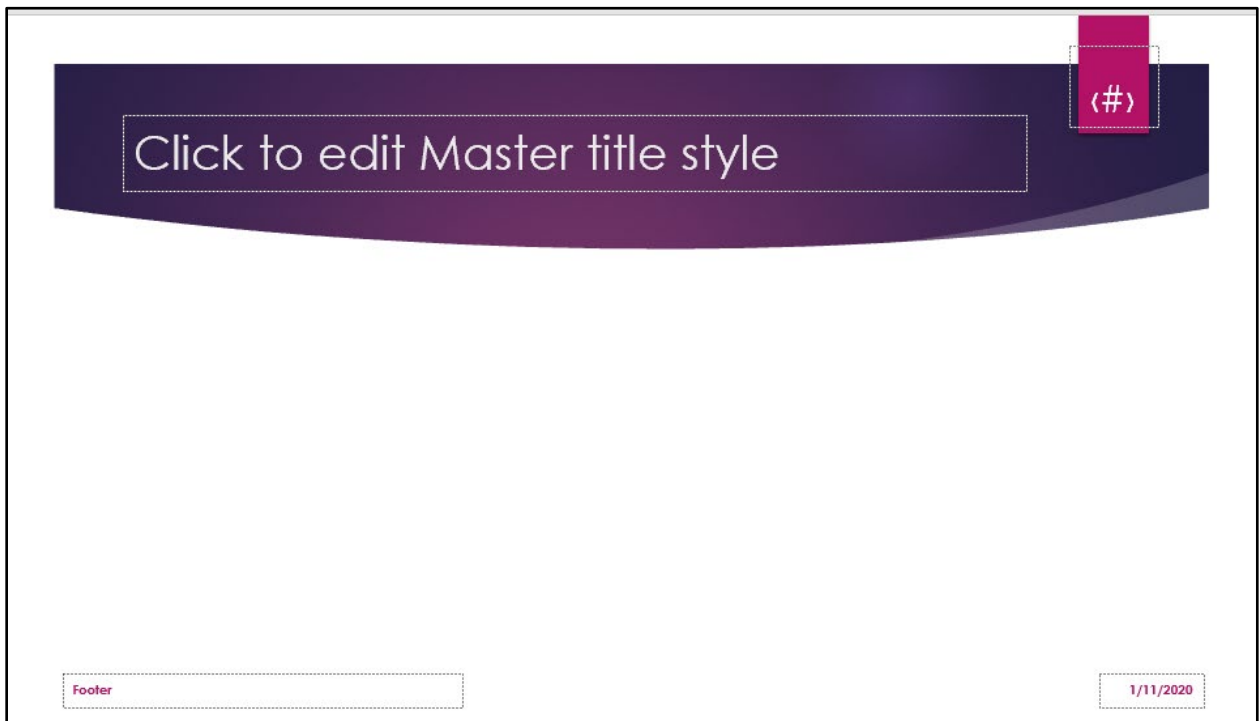


Figure 10: Custom layout placeholders



3. Use the **Insert Placeholder** option in the **Master Layout** section to add a new placeholder to the slide layout.

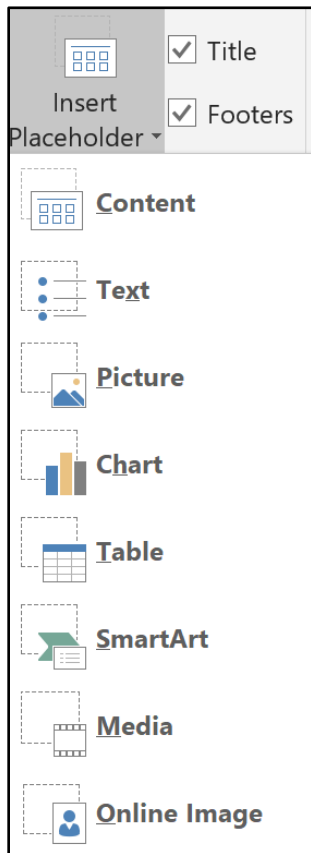


Figure 11: **Insert Placeholder** options



#### **Additional information**

To learn more about how to edit and reapply a slide layout, go to: [Edit and re-apply a slide layout](#)

---

## **Activity: Show me how**

In this activity, you will learn how to create a new slide layout within a presentation.

### **Resources required**

You will need the following resource for this activity:

- Locate **L2\_T2\_act\_Munsons\_vegetables\_starter.pptx** in the **Learning Activity Resources** folder.

## Activity instructions

Participate in the activity by following these instructions:

1. Access the **Slide Master**, and then select **Insert Layout**.
2. Insert a picture placeholder in the main group on the left side of the slide.
3. Insert a text placeholder in the main group on the right side of the slide.
4. After you have made the changes, select **Close Master View**. The new layout will be saved as **Custom Layout** and you can now use it to create new slides.

## Try-it: Modify a slide layout



This is a standalone try-it.

## Try-it

Munson's doesn't want the text to be over the image of the vegetable and would like this text to become a caption under the vegetable image. They also would like the text box on the left to be wider.

## Resources

You will need the following resource for this try-it:

- Open **L2\_T2\_try\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

## Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Open **L2\_T2\_try\_Munsons\_vegetables\_starter.pptx**.
2. Access the **Two Content Slide** layout and change the color to **Style 10**.
3. Move the text placeholder containing the text **An example of Munson's best** closer to the bottom 3-inch or 7.62 cm mark below the content placeholder.
4. Change the text font size to **14pt**.
5. Adjust the two main text groups making the left text wider, and move the right text group upwards.
6. Save your work.

# Wrap-up

Use these questions to check what you learned in this lesson:

1. Which of the following is a true statement?

*Select the correct option.*

- a. Slide Masters are most often used to control the content on slides.
- b. Custom layouts must always be used.
- c. Slide Masters provide an easy way to make changes over an entire presentation.
- d. Custom layouts allow the audience of a presentation to control how the presentation is displayed.

2. Which of the following are elements that can be created in a custom layout?

*Select all that apply.*

- a. A picture placeholder
- b. A bulleted list placeholder
- c. A text placeholder
- d. SmartArt placeholder

3. Creating a \_\_\_\_\_ using the **Slide Master** option allows for consistency and ease when making changes.

*Fill in the blank space.*

4. Place the following steps in the correct order for creating a **Custom Slide** layout.

*Indicate the correct sequence of steps by adding the numbers 1 to 4 next to the following items.*

- a. **Slide Master.** \_\_\_\_\_
- b. **View.** \_\_\_\_\_
- c. **Insert Layout.** \_\_\_\_\_
- d. **Insert Placeholder.** \_\_\_\_\_

# Lesson 3: Modifying the handout and Notes Master

## Overview

When making a presentation, the presenter commonly uses notes to remind themselves of what they want to include in their presentation. Presenters will commonly offer handouts to the audience to follow along or to take notes. As such, having the ability to utilize the tools within PowerPoint to create notes or handouts is valuable for presenters.

Munson's management has asked you to produce notes for the presenter and handouts for the audience for the vegetable presentation. This presentation will be used at an upcoming farmer's market convention to promote Munson's products.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Which of the following is a false statement concerning handouts?  
*Select the correct option.*
  - a. Up to nine slides can be included on a handouts page.
  - b. Page numbers cannot be included on a handouts page.
  - c. Headers and footers can be customized on the handouts page.
  - d. Handouts are helpful for the presenter in delivering the message.
2. Which of the following are especially helpful PowerPoint tool(s) for presenters?  
*Select all that apply.*
  - a. **Notes Master**
  - b. **Check Compatibility**
  - c. **Restrict Access**
  - d. **Handouts Master**

- Using the \_\_\_\_\_ option within PowerPoint allows the creation of a paper copy of slides for the intended audience.

*Fill in the blank space.*

## Topic 1: Modify the handout master



The handout master allows the presenter to customize handouts to meet their needs. At times, the handouts might need to be one slide per page, allowing for each slide to display larger. Other times, only small images of each slide are necessary, and you can fit several slides on a page. Having several slides on a page will greatly reduce the amount of paper to print a presentation. This topic will cover how to make changes to personalize handouts.

### Insert placeholders

- To access the **Handout Master**, select the **View** tab and in the **Master Views** group select **Handout Master**.

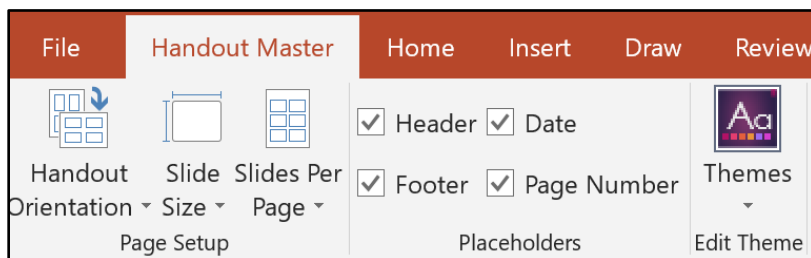


Figure 12: **Handout Master** tab

The **Page Setup** group contains the following options:

- **Handout Orientation.** Used to change the handouts from portrait to landscape or from landscape to portrait orientation.
- **Slide Size.** Used to choose the size of the slides on the handout (Standard, Widescreen or Custom slide size).
- **Slides Per Page.** Allows the choice for the number of slides placed on each handout page.
- **Handout Master.** Contains placeholders the same as **Slide Masters** and **Layout Slides**.

- **Placeholders** group. Allows for the removal or addition of placeholders to be used on the **Handout Master**. Placeholders include the Header, Date, Footer, and Page Number. Removing or adding a checkmark will remove or add a placeholder to the Handout Master. Placing text in either the Header or Footer group will place the included text on each page of the handouts.

To review how the handouts will appear, select the **File** tab, and then select **Print**. Within the **Print** dialog box, select the group that currently says **Full Page Slides**, and then select **9 Slides Horizontal**.

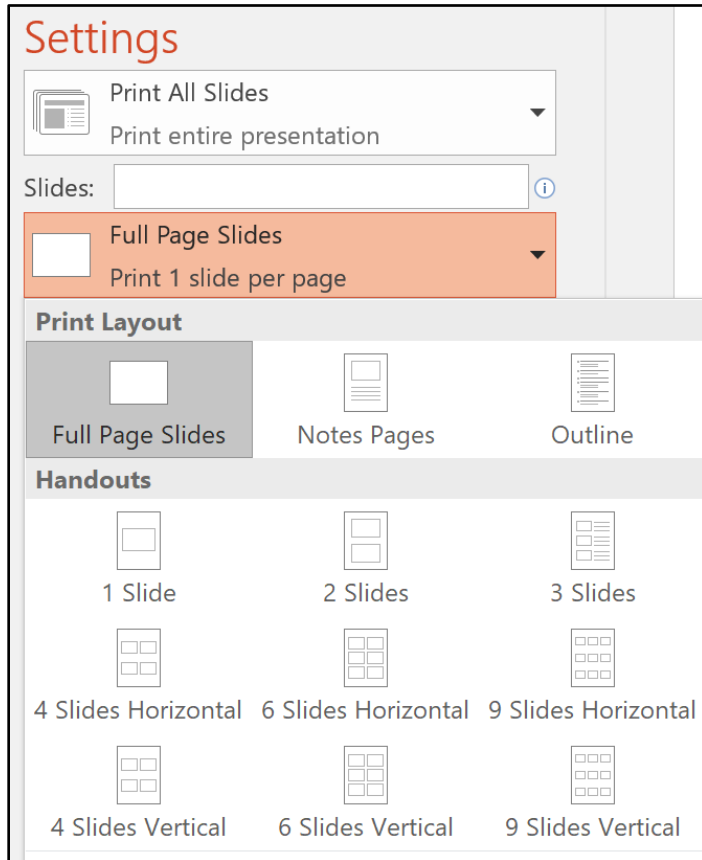


Figure 13: **Print** dialog box

A preview of the handout should display in the **Handout** preview window.

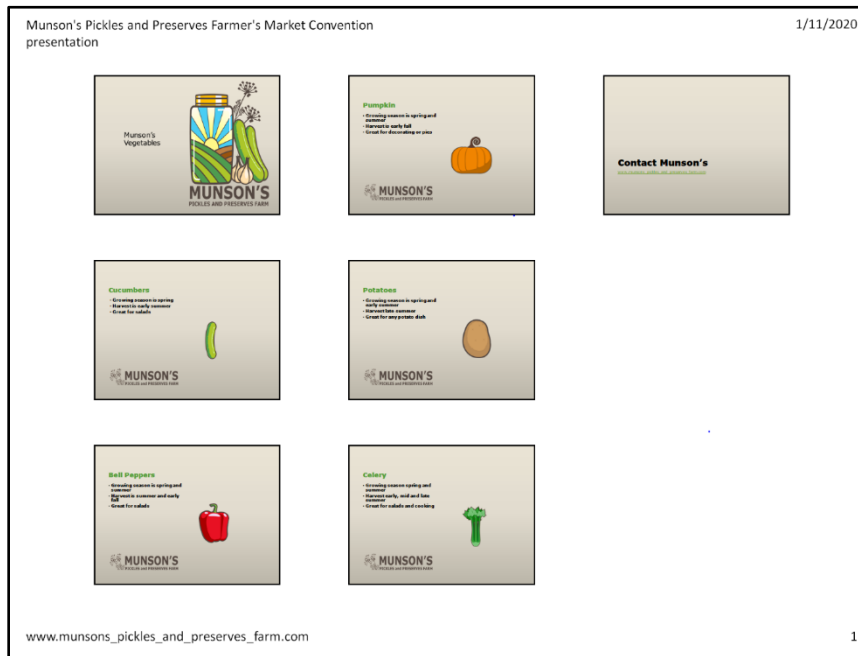


Figure 14: **Handout** preview window



### Additional information

To review the additional information on changing or creating a presentation's handout, go to: [Create or change a presentation's handout](#)

## Activity: Discuss and learn

Follow along as the teacher demonstrates the location of the handout master tools.

### Resources required

You will need the following resource for this activity:

- Open **L3\_T1\_act\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

## Activity instructions

Participate in the activity by following these instructions:

1. Select **Handout Master**.
  - What elements are automatically included on the main handouts screen?
2. Look closely at the **Header** group at the top of the handouts screen. Notice that the date is automatically positioned on the right side of the header.
  - What other information could you include on the left side of the header?
3. Now, review the **Footer** group at the bottom of the handouts screen.
  - What do you think the (#) will create? What other information might be included in the left side of the footer?

Removing or adding checkmarks to the options within the **Placeholders** group will add or remove the placeholders from the **Handouts Master**.

The **Handouts Master** tab allows you to control the appearance of the handouts page. Placing your cursor over each of the options will display a screen tip describing how each option will change the handout. Explore each of the options.

## Try-it: Modify the handout master



Modifying the handout master controls:

- The number of pages required to print the handouts
- The style that is used for the handouts
- The appearance of the handouts.

Thinking about the purpose for printing handouts will help you select the correct layout.

Munson's would like to provide handouts for visitors to their booth at the Farmer's Market convention. Visitors who will be stopping by will have a reminder of the Munson's farm, and the products Munson's provides to their customers.

## Try-it

### Resources

You will need the following resource for this try-it:

- Open **L3\_T1\_try\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.



## Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Change the **Handout Orientation** to **Landscape**.
2. Change the **Slide Size** to **Standard**.
3. Set the **Slides Per Page** to **9 slides**.
4. Set the header to **Munson's Pickles and Preserves Farmer's Market Convention presentation**.
5. Set the **Footer** group to Munson's website, **www.munsons\_pickles\_and\_preserves\_farm.com**.
6. Check with your teacher to verify whether you need to print the handout.
7. Save your work.

## Topic 2: Modify the Notes Master



Using the **Notes Master** is similar to using the **Handouts Master** in that many of the options available are the same. The **Notes Master** enables the author to modify the notes layout for the presenter should they choose to print the notes.

Munson's has decided to staff their booth with a marketing lead and two interns. Understandably, the interns will not be as knowledgeable about the farm as the marketing lead. Therefore, the marketing team has added notes for the interns to study prior to and during the event. Those notes need to be organized so they can be printed.

### Placeholders

1. To access the **Notes Master**, select the **View** tab, and in the **Master Views** group select **Notes Master**.

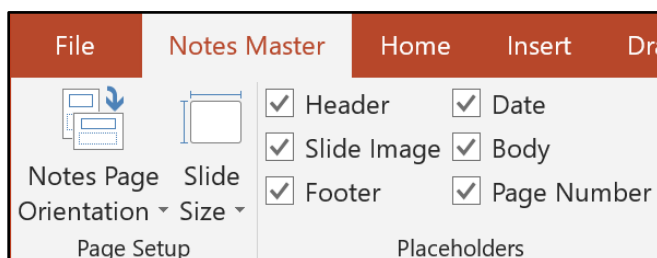


Figure 15: **Notes Master** options

The **Page Setup** group contains the following options:

- **Notes Page Orientation.** Change the orientation from portrait to landscape, or from landscape to portrait.
- **Slide Size.** Choose the size of the slides (**Standard**, **Widescreen**, or **Custom**).

The **Notes Master** contains placeholders the same as Slide Masters, Layout Slides, and **Handouts Master**. The **Placeholders** group enables you to remove or add placeholders for use on the **Notes Master**. Placeholders include the **Header**, **Date**, **Slide Image**, **Body**, **Footer**, and **Page Number**. Selecting or clearing the check box will remove or add a placeholder to the **Notes Master**. Placing text in either the **Header** or **Footer** group will place the included text on each page of the Notes pages.

2. To review how the notes will display, select the **File** tab, and then select **Print**.
3. Within the **Print** dialog box, select the group that currently says **Full Page Slides**, and then select **Notes Pages**.

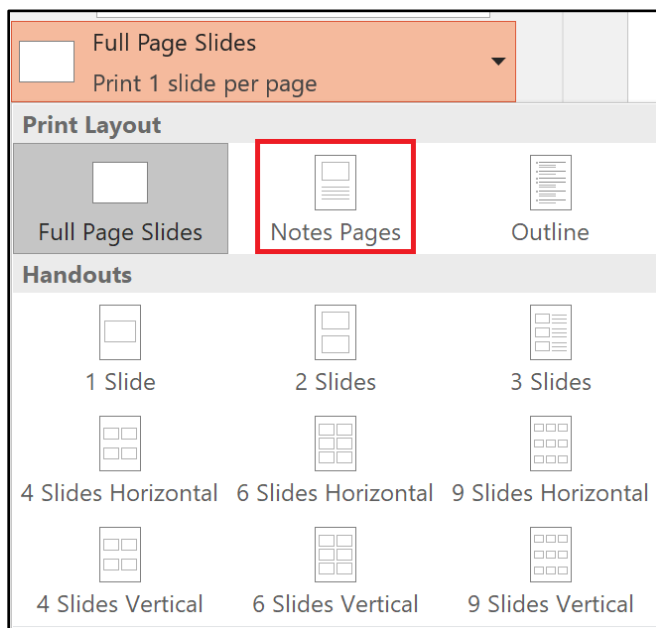


Figure 16: **Notes pages** print options

4. Add notes in either the **Normal** view or in the **Notes Page** view.

- To access the **Notes Page** view, select the **View** tab and in the **Presentation Views** group, select **Notes Page** view.

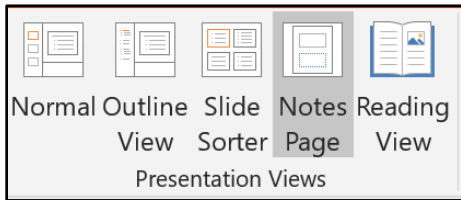


Figure 17: **Presentation Views** group

The **Notes Page** provides a larger image of the slide with the notes displaying below the slide. From here you can make changes with those changes being included in the Normal view.

Making changes to the **Notes Master** are similar to making changes to the **Handouts Master**. You can turn Placeholders on or off in within the ribbon. Text added with the header or footer group will appear on all pages. Making changes to the **Notes Master** will not affect the presentation, just as making changes within the **Handouts Master** will not make changes to the presentation.

You can add notes for each slide below the slide. These notes should contain information for the presenter to use during a presentation. With notes, you can use them by either printing the notes with their slide image as displayed in the **Notes Master**, or you can access the notes on the presenter's screen.

## Activity: Show me how

Follow along as the teacher demonstrates the location and uses of the **Notes Master** options.

### Resources required

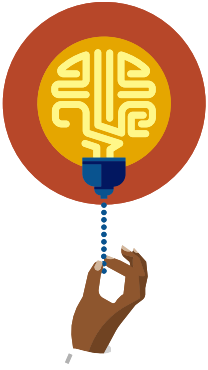
You will need the following resource for this activity:

- Open **L3\_T2\_act\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Activity instructions

Participate in the activity by following these instructions:

- Select the **Notes Master**.
  - What elements on the **Notes Master** are different from the **Handouts Master**? What elements are the same?
  - What options within the ribbon are different from the **Handouts Master**? What elements are the same?



### Did you know?

Connecting your computer to a projector or an additional monitor will allow you to display your notes below the slide, but only the presentation displays for the audience. This allows you to use the notes you have made within the presentation without needing to print them on paper.

## Try-it: Modify the notes master



This try-it contains two levels that explore the options available within the notes master.

### Try-it 1

#### Resources

You will need the following resource for this try-it:

- Open **L3\_T2\_try1\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

#### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. The **Header** placeholder is not needed, so remove the heading group.
2. The **Date** placeholder in the top header is not needed, so remove the date placeholder.
3. The **Footer** placeholder is also not needed, so remove it as well.
4. Review the notes pages created using the **Notes Master**.
5. Consult with the teacher regarding whether to print the Notes Pages.
6. Save the work.

## Try-it 2

### Resources

You will need the following resource for this try-it:

- Open **L3\_T2\_try2\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Access the **Notes Page** view.
2. Add a note on slide 1 (title slide) that says **Farmer's Convention Notes**.
3. Verify that your note remains with the slide, and save your work.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. Which of the following would be a wise use of paper when preparing for a presentation?  
*Select the correct option.*
  - a. Printing nine slides per page on a handouts page for the audience.
  - b. Printing the speaker notes for the audience.
  - c. Printing the speaker notes with nine slides per page for the speaker.
  - d. Printing one slide per page using both sides of the paper for handouts.
2. Which of the following cannot be included in handouts for the intended audience?  
*Select the correct option.*
  - a. Slide images
  - b. Presentation title
  - c. Date
  - d. Speaker notes
3. \_\_\_\_\_ is the intended audience for a notes page.  
*Fill in the blank space.*

4. Enter the correct sequence of steps to remove a heading placeholder in a **Notes Master**.

*Indicate the correct sequence of steps by adding numbers 1 to 4 next to the following items.*

- a. **Notes Master.** \_\_\_\_\_
- b. **View.** \_\_\_\_\_
- c. **Master Views.** \_\_\_\_\_
- d. **Header.** \_\_\_\_\_

# Lesson 4: Collaborating and sharing

## Overview

Sometimes a team will need to work together on a presentation. PowerPoint allows for this type of collaboration. During this lesson, you will explore the options that allow for collaboration and sharing between authors of a presentation.

## Warm-up

Use the following questions to find out what you already know about this lesson's topics:

1. When compressing media, which tab should you select?

*Select the correct option.*

- a. **Save**
- b. **Insert**
- c. **View**
- d. **File**

2. Which of the following are ways to optimize your presentation file?

*Select all that apply.*

- a. Embedding fonts
- b. Save your file in the latest version of PowerPoint
- c. Compressing media
- d. Using only black-and-white videos or images on slides

3. \_\_\_\_\_ ensures that the presentation will display in the same fonts as it was created with.

*Fill in the blank spaces.*

4. \_\_\_\_\_ allow you to share your thoughts and others to reply to your thoughts within a presentation.

*Fill in the blank space.*

# Topic 1: Add and manage comments



Comments are a great way to share ideas between team members. The creator of a presentation might leave comments about its future development, ask a question about material, or communicate an idea. Other members of the team can also leave comments to communicate revision suggestions and additions to the material. Comments provide a system for communication between team members while reviewing the presentation file.

Munson's management has asked you to review the current presentation to be used at the Farmer's Market convention and suggest changes or additions to the material.

## Add comments

1. Open a previously created presentation.
2. Select text or an image on which you would like to make a comment. (Not selecting any text or image will leave a comment connected with the slide itself.)
3. Select the **Insert** tab.

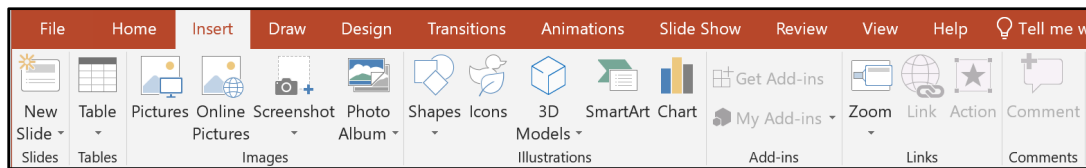


Figure 18: **Insert** tab

4. Select **Comment** in the **Comments** section. The **Comments** pane will open in the right task pane.

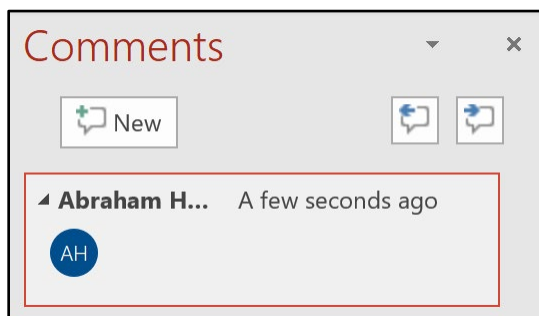


Figure 19: **Comments** pane



5. Enter your comment in the text box, and notice that your name displays with the comment.

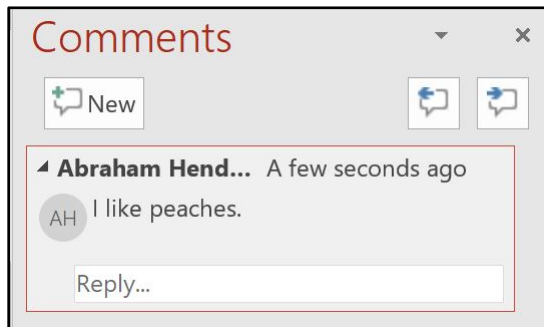


Figure 20: Example of a comment

## Review comments

After a presentation has been shared with you or returned to you with comments, the **Comments** pane will automatically display near the presentation window. Moving from one comment to the next can be done in two ways:

1. Comments could automatically display when you open a presentation. If comments don't display, select the **Review** tab and in the **Comments** area, select **Show Comments**. As you scroll through the presentation, comments will display as you review each slide. Comments are indicated by a thought bubble next to the text or image for which the comment is attached.



Figure 21: Comment thought bubble

2. The second way to review comments is to access a comment, and then click the **Previous** or **Next** arrows on the upper-right corner of the comment screen.

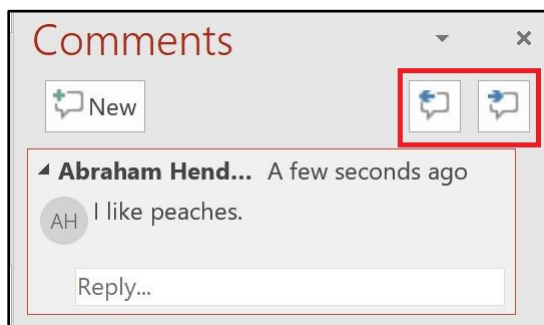


Figure 22: Comment navigation arrows

As you review comments, you can also reply to the comment by entering text in the **Reply** field. This will attach your reply to the comment and others opening the presentation will be able to review the reply.

## Delete comments

As comments are addressed, a best practice is to delete the comments to keep your presentation clean. As you move your cursor over a comment, you can delete the comment by selecting the **Delete** button (represented with an X) on the upper-right corner of the comment.

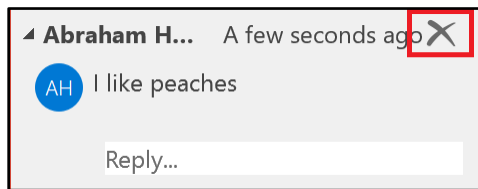
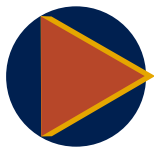


Figure 23: **Delete (X)** symbol in the comment box

## Share a presentation

- Sharing a presentation file makes collaboration possible. Selecting the **Share** button on the upper-right corner, or selecting the **File** tab **Share** option will allow you to share your presentation through Microsoft OneDrive.



### Video

To review the video on adding, changing, hiding and deleting comments within a presentation, go to: [Add, change, hide, or delete comments in a presentation](#)

To review the video on sharing your presentation, go to: [Share your PowerPoint presentation with others](#)

## Activity: Think-pair-share

Sharing a presentation makes it easier to collaborate. Each person with whom you share the file can access and edit the file, and add or reply to comments. In this activity, your teacher will share a file with the class, and you will add a comment and reply to comments made by others.

## Resources required

You will need the following resource for this activity:

- Open **L4\_T1\_act\_favorite\_foods\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

## Activity instructions

Participate in the activity by following these instructions:

1. Your teacher will share a file. Follow the teacher's directions on accessing the file **L4\_T1\_act\_favorite\_foods\_starter.pptx**.
2. Your teacher will assign a slide within the presentation for you to access. Go to that slide and read the title of the slide. In the main group of the slide will be a question. Use a comment to answer the question.
3. Switch devices with another student.
4. Your teacher will assign a second slide for you to access.
5. Go to that slide and read the comments made by your classmate. Under each comment, there is a **Reply** box. Reply to at least two other comments on your assigned slide.
6. Save your work.
7. Be prepared to summarize how comments are useful to collaboration with the rest of the class.

## Try-it: Add and manage comments



This topic contains two try-its. In the first try-it you will add comments to the Munson's Vegetables presentation. In the second try-it, you will reply to comments.

### Try-it 1

#### Resources

You will need the following resource for this try-it:

- Open **L4\_T1\_try1\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

## Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Access the second slide (Cucumbers).
2. Make a comment suggesting some change to be made to the slide. For example, you might suggest that a caption be added to the image, a listing of the varieties that Munson's grows might be added to the slide, or you might suggest that the image of the cucumber be a different size.
3. Access slide 3 (Bell Peppers). Make a comment here suggesting that the word Bell be removed from the slide. Make a second comment suggesting an additional edit be made to the slide.
4. Continue this process for the remaining slides in the presentation, making one or two comments for each slide.
5. Save your work as **L4\_T1\_try1\_Munsons\_vegetables\_YOURLASTNAME**, replacing the text *YOURLASTNAME* with your actual last name.
6. Share your work with a partner before moving onto Try-it 2.

## Try-it 2

### Resources

You will need the following resources for this try-it:

- Open the shared version of **L4\_T1\_try1\_Munsons\_vegetables\_YOURLASTNAME.pptx** (which will have your partner's last name added to it) that was shared with you from your partner.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. With the shared version of **L4\_T1\_try1\_Munsons\_vegetables.pptx** open (the copy with your partner's last name added to it), access the second slide (Cucumbers).
2. Address and reply to your partner's comment made on this slide. For example, if your partner suggested that the cucumber varieties be added to the slide, add them, and then reply that this task was completed. If your partner suggested that a caption be added to the image, add the caption, and reply that the caption was added. If your partner suggested that the image be sized differently on the slide, change the size of the image, and reply that the image was resized.

3. Access slide 3 (Bell Peppers). Delete the word **Bell** as suggested by your partner and reply to their comment. Address any other suggestion that they have made as you previously have done.
4. Review the remaining slides and address all comments and suggestions.
5. Save your work.
6. When your partner is finished, open your original presentation (the one with your last name on it) and review your partner's replies to your comments.
7. Delete two or three comments.
8. Save your work.

## Topic 2: Optimize presentation content



By using the optimization technique of compressing media, you can save disk space when saving and downloading a presentation. Likewise, using the technique of embedding fonts within your presentation will ensure that everyone accessing your presentation will have the same fonts.

### Compress media

You can insert audio or video files into a presentation. However, these create larger PowerPoint file sizes, which can make it difficult to share a presentation through email or other means.

PowerPoint gives you the ability to compress media the you have inserted into a presentation, making the file smaller.

1. To compress the media, select the **File** tab.
2. In the **Info** group, select **Compress Media**. A list of options for compressing the media will display.

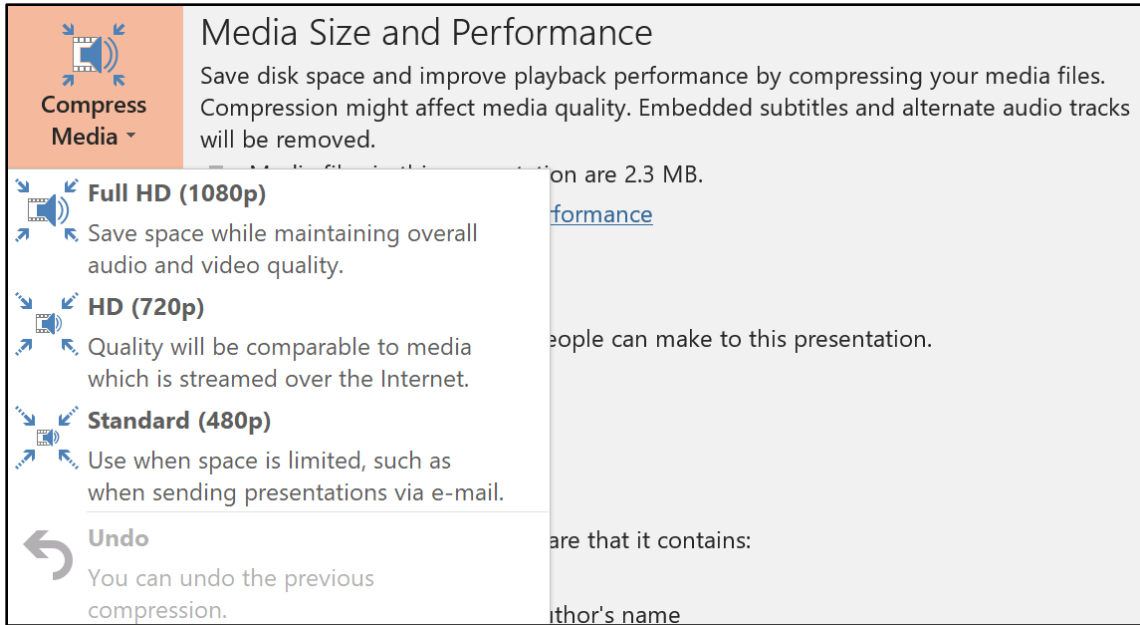


Figure 24: **Compress Media** options

3. After selecting the **Compress Media** option, a **Compress Media** dialog box will display the compression progress.
4. After the media has been compressed, select **Close**.

## Embed Fonts

The fonts used within presentations might not be common fonts to all computers. By embedding the font set used within the presentation, the presentation will always display the text with the font as it was created.

1. To embed a font, select the **File** tab, and then select **Options**.

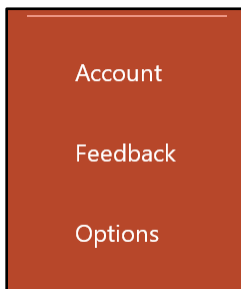


Figure 25: **File** tab options

2. Select the **Save** option.

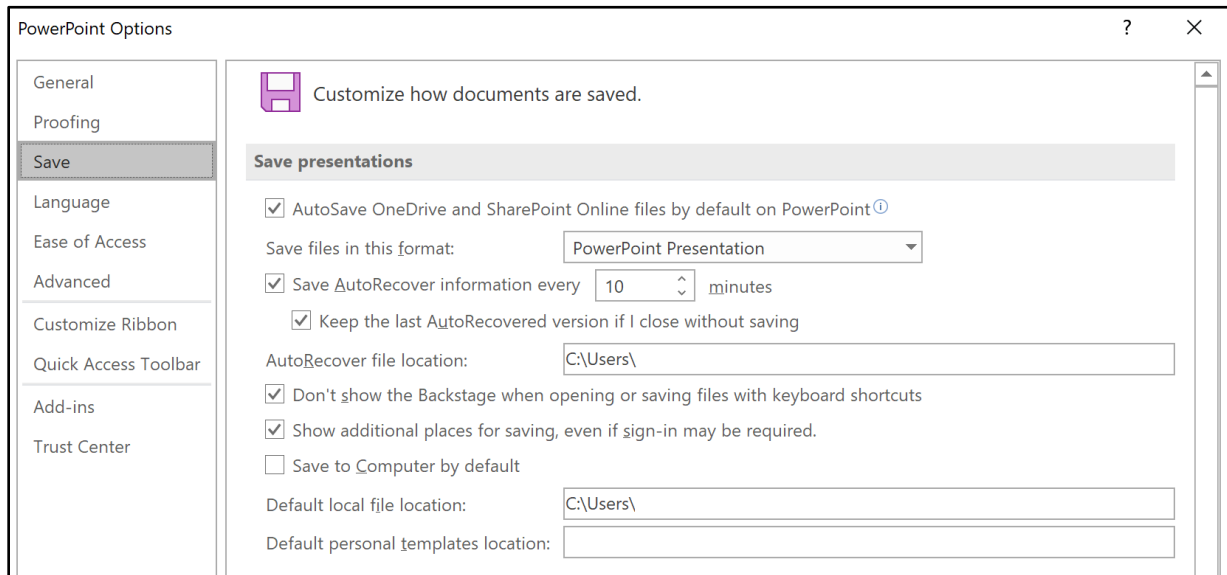


Figure 26: **Save** option

3. Under the heading **Preserve fidelity when sharing this presentation**, select the **Embed fonts in this file** check box.

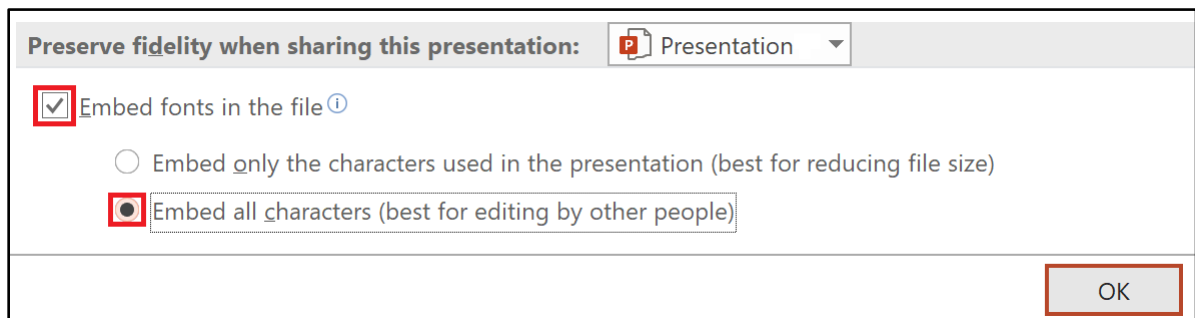
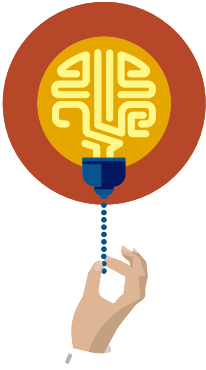


Figure 27: **Preserve fidelity** group

4. Next, select the radio button next to **Embed all characters**. Choosing this option will enable others to edit the presentation using characters that might not have originally been used. Selecting **Embed only the characters used in this presentation** will reduce the size of the file but won't allow additional characters within the font set to be used by someone else editing the presentation.
5. After selecting from the Preserve fidelity group, select **OK**.



### Did you know?

Module 4 covers how to add closed captions to video. You can apply the same technique to audio files. However, compressing video and audio files will remove the captions.



### Additional information

To review a tutorial on compressing media files, go to: [Compress your media files](#)

To review a tutorial on embedding fonts, go to: [Embed fonts in Word or PowerPoint](#)

---

## Activity: Show and tell

During this activity, you will follow along as your teacher demonstrates how to compress a video within a presentation, and how to embed fonts.

### Resources required

You will need the following resources for this activity:

- Open **L4\_T2\_act\_Munsons\_vegetables\_starter.pptx** in this lesson's Learning Activity Resources folder.
- Locate **Farm\_tools\_pickaxe\_video.mp4** in the **Media** folder in this lesson's **Learning Activity Resources** folder.

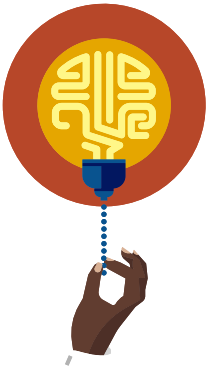
### Activity instructions

Participate in the activity by following these instructions:

1. Follow along as your teacher demonstrates how to insert media into a presentation.
  - a. Select the **Insert** tab and in the **Media** group, and then select **Video**.
  - b. Locate the **Farm\_tools\_pickaxe\_video.mp4** file.
  - c. After the video file has been inserted into the presentation, resize it (height of **2.4"** or **6.096 cm** and width of **4.3"** or **10.922 cm**) and center the video just below the Munson's Vegetables text.



2. After the media has been placed in the presentation, optimize it to reduce the overall size of the presentation file.
  - a. Select **Compress Media**.
  - b. A list of options for compressing the media will appear. Munson's wants to send this presentation through email so select the **Standard** option.
3. Save your work.
  - o Use the **Save** option to **Embed fonts in this file** with **Embed all characters**.
4. Select **OK**, and save your file.



### Did you know?

*Safe fonts* are fonts that are typically safe to use with most computer systems and on the web. You can find a list of safe fonts by conducting a web search.

## Try-it: Optimize presentation content



This try-it contains two levels to optimize presentations. The first try-it covers compressing media (video), while the second try-it has you embedding fonts within a presentation.

### Try-it 1

#### Resources

You will need the following resources for this try-it:

- Open **L4\_T2\_try1\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.
- Locate **Bee\_pollination\_animation\_video.mp4** in the **Media** folder, which is in this lesson's **Learning Activity Resources** folder.

## Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Go to slide **7** and insert the video **Bee\_pollination\_animation\_video.mp4** on the slide.
2. Resize the video using the **Video Tools** tab, by setting the **Height** to **2"** or **5.08 cm** in the **Size** group. Move the video so that it is centered vertically on the slide.
3. Compress the video using the **Standard** option.
4. After the media (new video file) is compressed, save your work.

## Try-it 2

### Resources

You will need the following resource for this try-it:

- Open **L4\_T2\_try2\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Instructions

The fonts used within Munson's Vegetables are Verdana and Verdana Pro Black. While this font set is a widely used font, you can't be certain that all computers will have this font set installed. By embedding the font set within the presentation, the presentation will always display the text with the font as it was created.

The following steps are the general tasks that you need to perform during this try-it:

1. Embed the fonts within the presentation using the **Embed all Characters** option.
2. Save your work.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. Which of the following is not a format that video can be compressed into?

*Select the correct option.*

- a. Full HD
- b. Composite
- c. Standard
- d. HD

2. Which of the following are true statements?

*Select all that apply.*

- a. Comments cannot be deleted.
- b. Optimizing a presentation includes compressing media and embedding fonts.
- c. After you've saved a presentation, you cannot change the file size.
- d. Comments can be used to share ideas between team members.

3. You should \_\_\_\_\_ all media before sharing the document to reduce the file size.

*Fill in the blank space.*

4. Create the correct sequence of steps for creating a comment.

*Indicate the correct sequence of steps by adding numbers 1 to 4 next to the following items.*

- a. **Comments.** \_\_\_\_\_
- b. **Enter text.** \_\_\_\_\_
- c. **Comment.** \_\_\_\_\_
- d. **Insert.** \_\_\_\_\_

# Lesson 5: Inspecting presentations

## Overview

To protect individuals' privacy, it's important to remove all personal and private information before distributing a presentation outside your organization. In addition, because it can be difficult for individuals with some disabilities to access the presentation's information, you should check the presentation for accessibility issues before distributing it. In this lesson, you will learn how to resolve both of these issues.

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Which of the following is an example of an accessibility issue?

*Select the correct option.*

- a. No author name included
  - b. Missing presentation notes
  - c. Document properties
  - d. Missing alt text
2. Which of the following are examples of personal information that may be included within a presentation?

*Select all that apply.*

- a. Author name
  - b. Comments
  - c. Presentation notes
  - d. Slide text
3. The \_\_\_\_\_ pane allows for the company name or owner's name to be entered into the information for the presentation.

*Fill in the blank space.*

4. Identify the correct sequence of steps for checking the accessibility of a presentation. *Indicate the correct sequence by adding the numbers 1 to 4 next to the following items.*
  - a. **Info.** \_\_\_\_\_
  - b. **Check for issues.** \_\_\_\_\_
  - c. **File.** \_\_\_\_\_
  - d. **Check accessibility.** \_\_\_\_\_

## Topic 1: Inspect a presentation for issues



After a presentation is released, it moves beyond the author's control and could end up anywhere. Prior to releasing it, the presentation should be scrubbed to remove any personal or private material that should not be shared with others.

### Locate and remove hidden properties and personal information

1. Prior to making changes to a presentation, save a version of it to maintain an original copy.
2. Select the **File** tab, and then select **Info**.

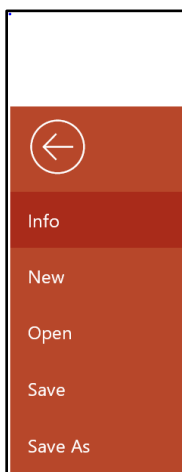


Figure 28: **Info**

3. Notice that the author in this example is Abraham Hendon.

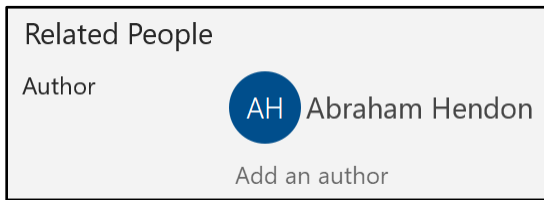


Figure 29: Author information

4. Select **Check for Issues**.

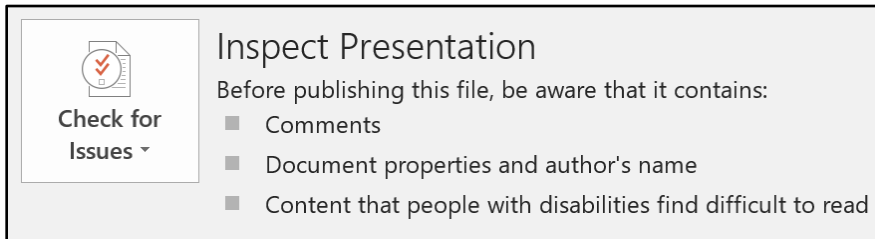


Figure 30: **Check for Issues** button

5. Select **Inspect Document**.

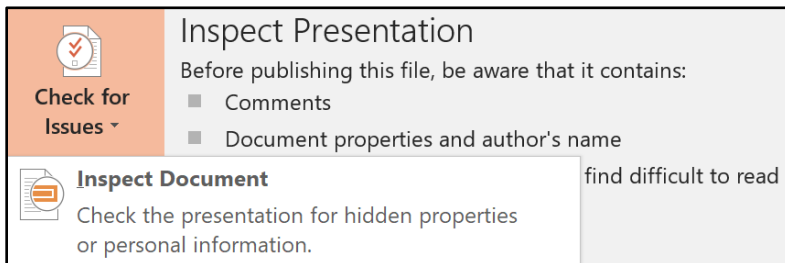


Figure 31: **Inspect Document** option

6. Review the information within the **Document Inspector** dialog box (making sure to scroll through entire dialog box) to verify the types of information you want to check for in the document.

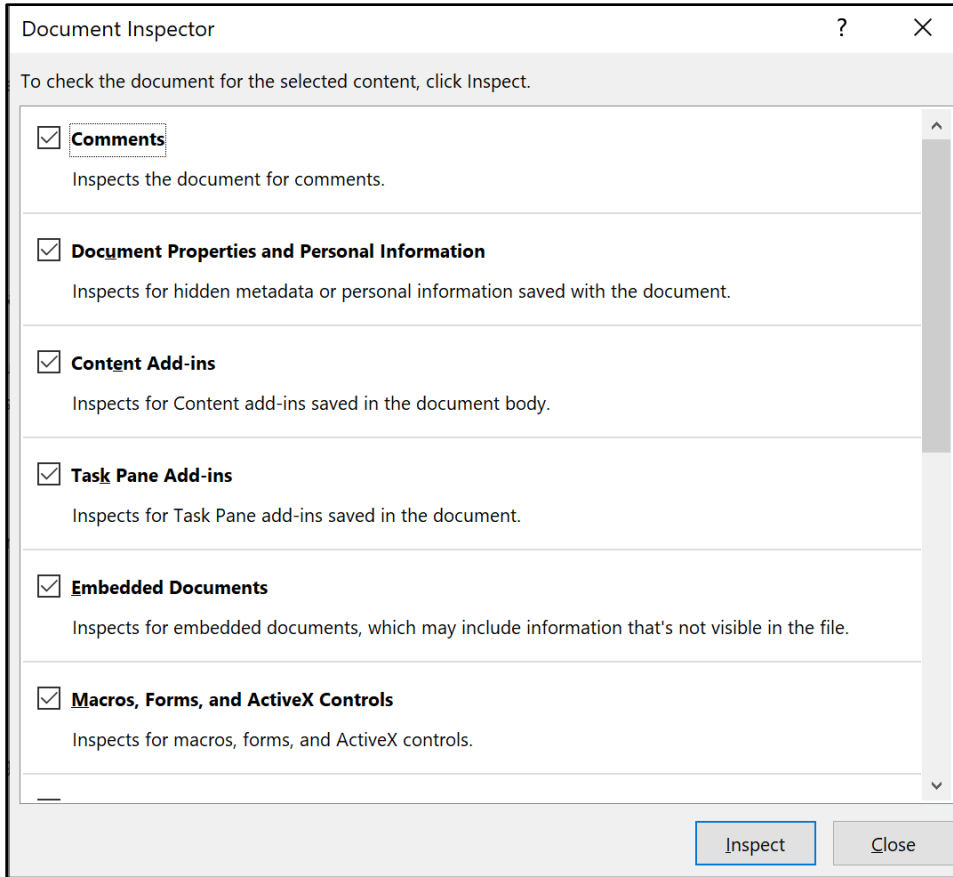


Figure 32: **Document Inspector**

7. Select **Inspect**.
8. After the presentation is scanned for any of the issues selected, review any groups with a red exclamation point, which indicates an issue (or issues) exists. The inspector will provide notes to the material that will be removed within each category.

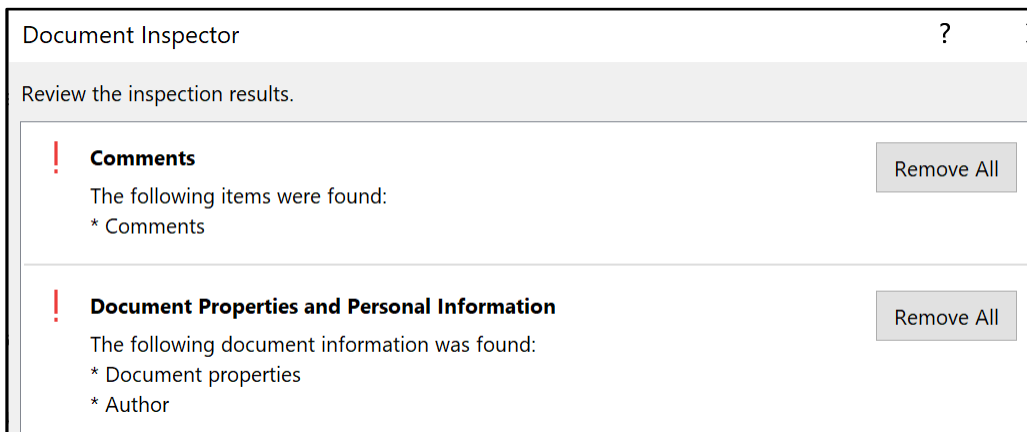


Figure 33: **Inspection results**

9. Select the **Remove all** button next to each category to remove all issues within that category, making sure to scroll through the **Document Inspector** dialog box to find all results.
10. To ensure all the material has been removed, select the **Reinspect** and **Inspect** buttons. Checkmarks beside each category ensure that the material has been removed.

## Locate and correct accessibility and compatibility issues

1. Select the **File** tab, select **Info**, select **Check for Issues**, and then select **Check Accessibility**.

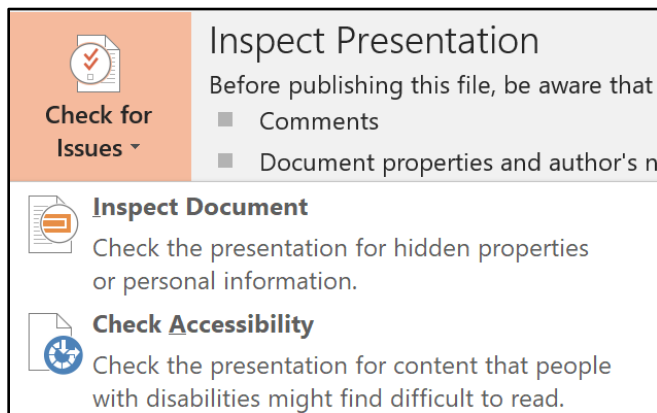


Figure 34: **Check for Issues** option

PowerPoint will switch back to the presentation and open the **Accessibility Checker** pane. This pane will list any accessibility Issues with the presentation. Selecting one of the issues, such as **Missing alternative text** as depicted in the following image, will take you to the slide with that issue.

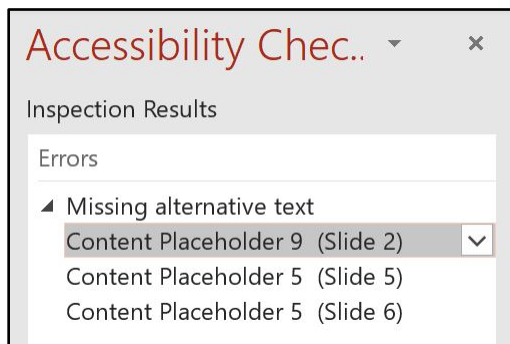
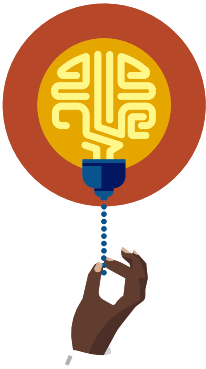


Figure 35: **Accessibility Checker** results



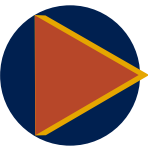
2. The **Accessibility Checker** will identify accessibility issues within the presentation. Each issue will have a drop-down menu that will display a list of ways to correct the issue.



### Did you know?

Alternative Text, or *alt text*, is the information a screen reader reads when it comes upon an image. The screen reader reads all the information on the screen. When an image is present, the screen reader will read the alt text that the author has entered for that image.

3. After all accessibility errors have been corrected, access the **Accessibility Checker** a second time to verify all issues have been fixed. If needed, correct any outstanding issues and resave your work.



### Video

To review the video on removing personal information, go to: [Remove personal information](#)

To review the video on making your content accessible to anyone, go to: [Make your content accessible to everyone with the Accessibility Checker](#)

---

## Activity: Tell a story

Your presentation is going to be shared around the world. When this happens, you might not want the personal information that PowerPoint automatically includes with a presentation to remain connected. This personal information can quickly be removed by PowerPoint and the presentation made accessible for persons using assistive technology.

In this activity, you will follow along as your teacher demonstrates how to remove personal information from a presentation and how to address accessibility issues.

### Resources required

You will need the following resource for this activity:

- Open **L5\_T1\_act\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

## Activity instructions

Participate in the activity by following these instructions:

1. Check the presentation for personal information.
2. Remove any personal information that might exist.
3. Inspect the presentation for accessibility issues.
4. Correct any accessibility issues.

## Try-it: Inspect a presentation for issues



This try-it has two levels, each dealing with a different type of issue that can occur when publishing a presentation that will be used by others. Prior to making these types of changes, you should always make a copy of the presentation so the original elements can be accessed if necessary.

### Try-it 1

#### Resources

You will need the following resource for this try-it:

- Open **L5\_T1\_try1\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

#### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Save a new version of the presentation, and name it **L5\_Munsons\_vegetables.pptx**.
2. Inspect the document for personal information that might still be in the presentation.
3. Remove all issues that you find.

### Try-it 2

#### Resources

You will need the following resource for this try-it:

- Open **L5\_T1\_try2\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

## Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Check for accessibility issues with the presentation.
2. Correct any accessibility issues that you find.

## Topic 2: Set basic file properties



Adding file properties to your presentation will benefit the presentation in multiple ways. One of the ways is it enables your presentation to be found using a search engine. Adding properties will also protect the copyright for the presentation.

### File properties

1. Select the **File** tab, and then select **Info**.
2. Select the **Properties** group, and then select **Advanced Properties**.

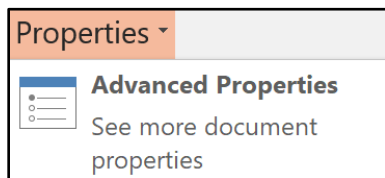


Figure 36: **Advanced Properties** option

3. In the **Properties** dialog box, select the **Summary** tab. From this tab you can find out details about the presentation, and provide additional information about the presentation.

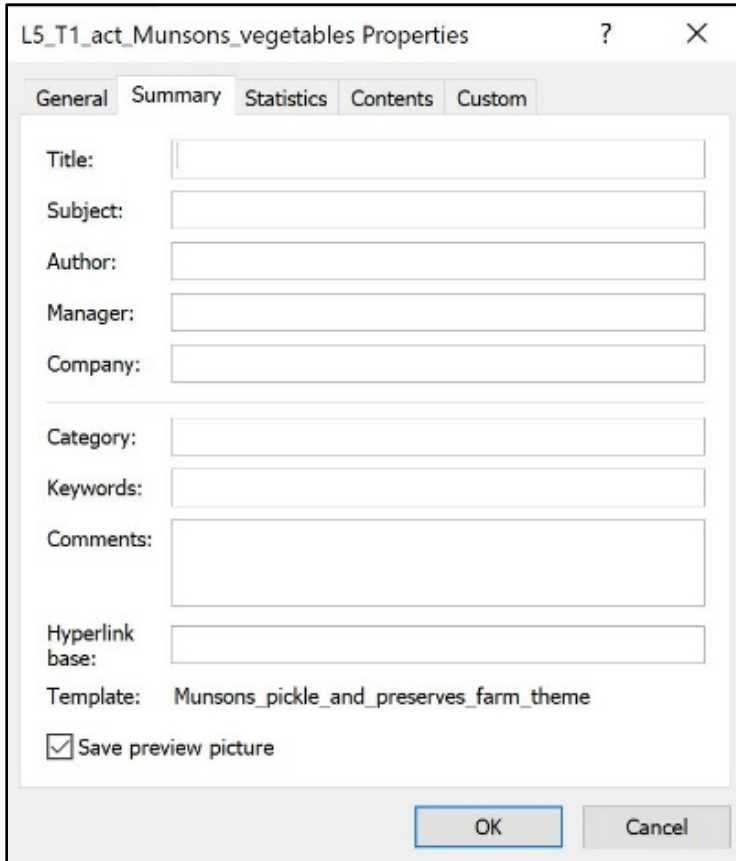


Figure 37: **Summary** tab of the **Properties** dialog box

The **Title** and **Author** fields will usually be populated by default. All other properties will need to be entered by the author. Search engines will use the keywords section to locate the presentation. Keywords need to be entered as single words, and you can separate multiple keywords with commas.

## Allowing document properties after removing personal information

1. After you have removed personal information and selected **OK**, you will be returned to the Info group. The following **Inspect Presentation** message displays.

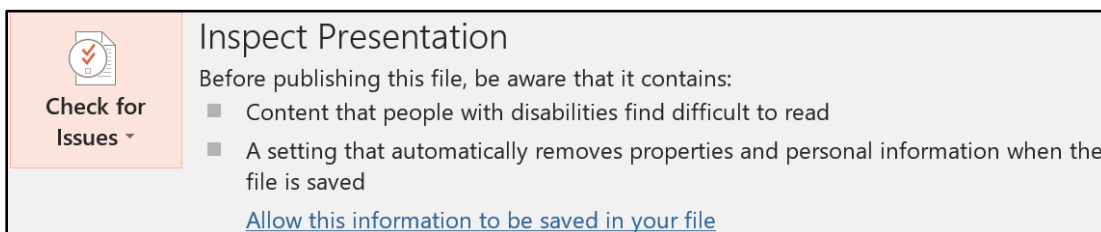


Figure 38: **Inspect Presentation** message

2. To allow information that you have entered, select the Allow this information to be saved in your file option.



### Additional information

To review a tutorial on changing document properties, go to: [View or change the properties for an Office file](#)

---

## Activity: Pose a challenge

Sharing your presentation makes it susceptible to copyright violations. What types of safeguards can you put into place to assist in preventing this? Also, how can you add information to your presentation that will assist search engines in finding your work?

The presentation that has been created for Munson's is ready for publication to a wider audience. However, the owners are concerned that others might use the information in the presentation and claim it as their own.

How do you think the presentation can be identified as being the property of Munson's?

During this activity, you will follow along as your teacher demonstrates how to add basic file properties to a presentation.

### Resources required

You will need the following resource for this activity:

- Open **L5\_T2\_act\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Activity instructions

Participate in the activity by following these instructions:

1. Access the **Advanced Properties** selection.
2. In the **Company** field, enter **Munson's Pickles and Preserves**.
3. Enter the keywords **vegetables**, **fruits**, **farm**, and **preserves** to the presentation.

## Try-it: Set basic file properties



This try-it contains two parts. In the first try-it you will add ownership properties to the presentation. In the second try-it you will add tags that will help search engines find the file.

## Try-it 1

### Resources

You will need the following resource for this try-it:

- Open **L5\_T2\_try1\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Add the company name to the Munson's Vegetables presentation, identifying the owner and providing information for copyrighting.
2. Use **Munson's Pickles and Preserves Farm** for the company name.

## Try-it 2

### Resources

You will need the following resource for this try-it:

- Open **L5\_T2\_try2\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Instructions

Perform the following task during this try-it:

- Add the tags **vegetables** and **farm** as keywords.

## Wrap-up

Use these questions to check what you learned in this lesson:

1. Which of the following would you use to remove personal information from a presentation?

*Select the correct option.*

- a. **Inspect Document**
- b. **Check Accessibility**
- c. **Check Compatibility**
- d. Personal information cannot be removed

2. The omission of Alt Text is an indication of which type of error?

*Select the correct option*

- a. Compatibility
- b. Readability
- c. Accessibility
- d. Efficiency

3. \_\_\_\_\_ are used by search engines to locate files.

*Fill in the blank space.*

4. Identify the correct sequence of steps for removing personal information from a presentation.

*Indicate the correct sequence by adding the numbers 1 to 4 next to the following items.*

- a. **Info.** \_\_\_\_\_
- b. **Inspect Document.** \_\_\_\_\_
- c. **File.** \_\_\_\_\_
- d. **Check for Issues.** \_\_\_\_\_

# Lesson 6: Protecting presentations

## Overview

Munson's management wants to use the Vegetables presentation for the Farmer's Market Convention and as a marketing tool on their website. The plan is to place the presentation on the website for potential customers to access. However, allowing access to the presentation enables anyone with PowerPoint to edit the information. What suggestions could you offer Munson's management to meet their objective of sharing the presentation file with others, but preserving the original file?

## Warm-up

Use these questions to find out what you already know about this lesson's topics:

1. Which of the following statements is true about PowerPoint?

*Select the correct option.*

- a. When sharing a presentation with others, your work is automatically protected from editing by those with whom it is shared.
- b. When sharing a presentation with others, you cannot limit editing if those it is shared with have PowerPoint.
- c. Editing rights can be granted or restricted through the **File** tab.
- d. Editing rights should be given to everyone.

2. Which of the following can you use to restrict access to a presentation?

*Select all correct options.*

- a. Password protection
- b. Changing the document to Read Only
- c. Accessibility checker
- d. Make an earlier version



3. Which of the following potential ways in which access to a presentation can be granted?

*Select all that apply.*

- a. Limited
  - b. Unrestricted
  - c. Conditional
  - d. Restricted
4. Identify the correct steps to placing a password on a presentation to restrict unauthorized users from opening it.

*Indicate the correct sequence of steps by adding the numbers 1 to 5 next to the following items.*

- a. Encrypt with password. \_\_\_\_\_
- b. Info. \_\_\_\_\_
- c. File. \_\_\_\_\_
- d. Protect presentation. \_\_\_\_\_
- e. Enter password. \_\_\_\_\_

## Topic 1: Restrict editing



When publishing a presentation outside of the original organization, restricting editing of the presentation will preserve the original material and the message that was intended.

### Always open read only

1. Select the **File** tab, and then select **Info**.
2. Select **Protect Presentation**, and then select **Always Open Read Only**.

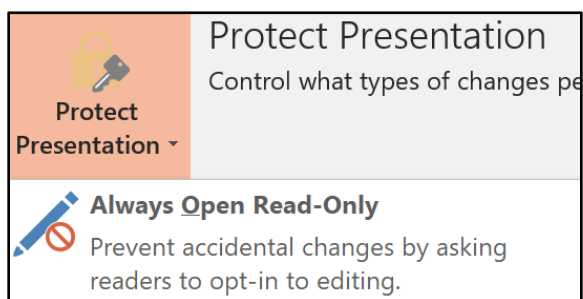


Figure 39: **Always Open Read-Only** option

This option allows anyone to open the presentation but doesn't allow them to edit or save changes to the presentation.

## Remove read only status

1. Select the **File** tab, and then select **Info**.
2. Select **Protect Presentation**, and then select **Always Open Read-Only**.

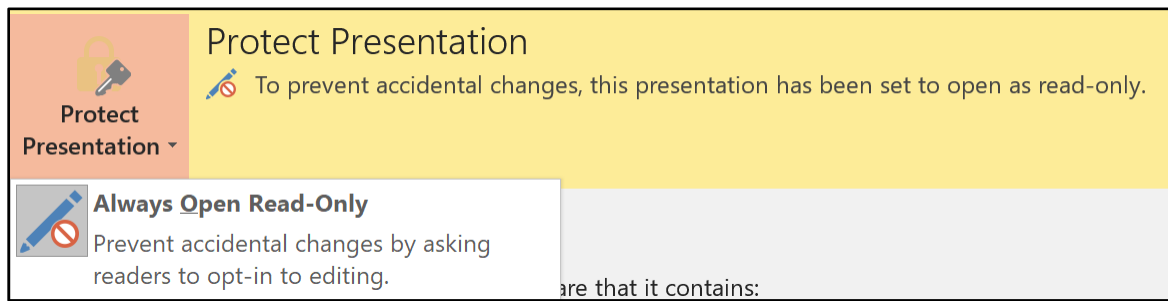


Figure 40: **Protect Presentation** option with the presentation set to Read-Only

The Read-Only restriction will now be removed.

## Restrict editing

1. Select the **File** tab, and then select **Info**.
2. Select **Protect Presentation**.

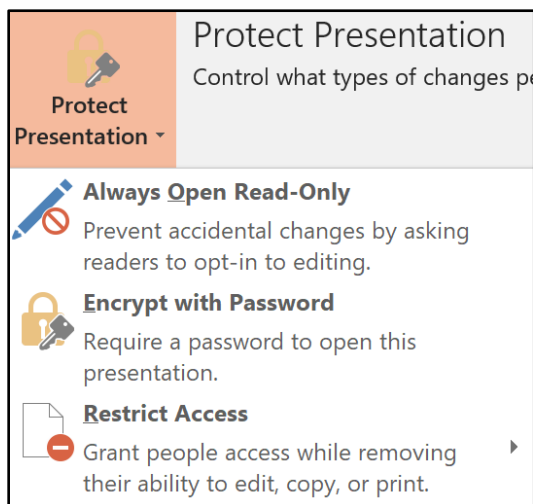


Figure 41: **Protect Presentation** menu choices

- From the menu listing that displays, select **Restrict Access**.

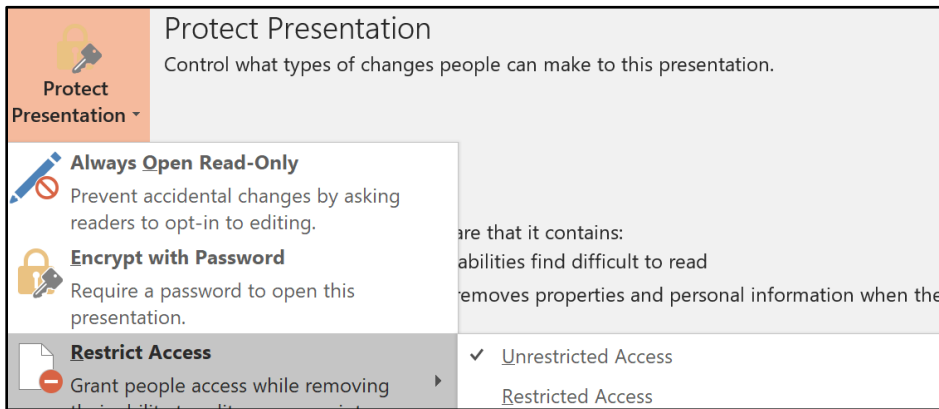


Figure 42: **Restrict Access** option

- In the **Permission** dialog box that opens, select the **Restrict Permission to the Presentation** check box. This will enable you to add email addresses for those you want to read or change the presentation.

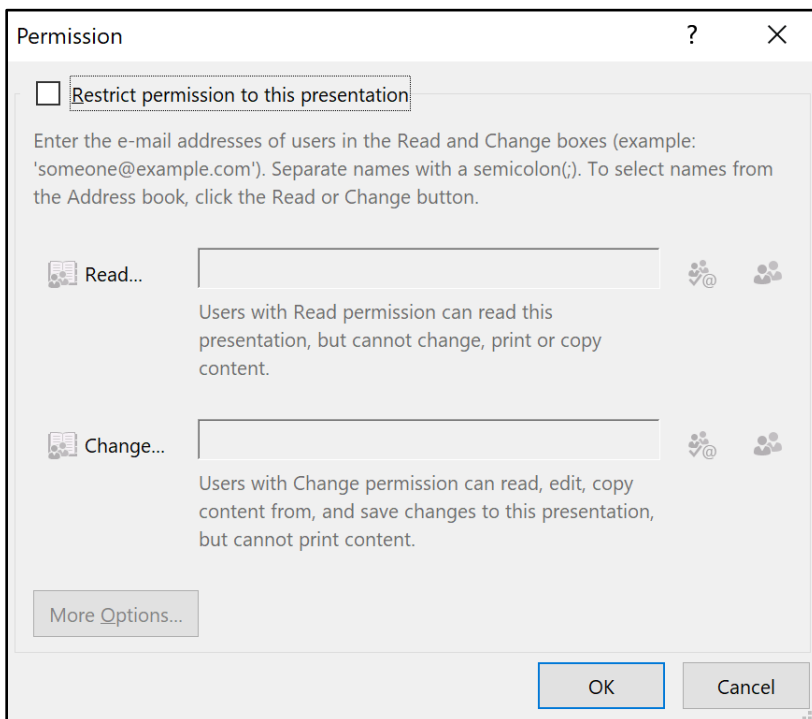


Figure 43: **Permission** dialog box

Individuals whose email address you enter email in the **Read** group can access the presentation but not edit it; whereas individuals in the **Change** group can edit the presentation.

## Activity: Pose a challenge

How can you share a presentation and give some individuals editing privileges while limiting others to only accessing the presentation?

PowerPoint allows you to restrict access to a presentation. During this activity, you will follow along as your teacher demonstrates how to restrict access to a presentation.

### Resources required

Your teacher will use the following resource for this activity:

- Open **L6\_T1\_act\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Activity instructions

Follow along as your teacher demonstrates the following task:

- Use the **Restrict Access** option to set the presentation to **read-only**.

## Try-it: Restrict editing



In this standalone try-it, Munson's management has asked that the editing rights for the Vegetables presentation be restricted prior to publishing the file to the web.

## Try-it

### Resources

You will need the following resource for this try-it:

- Open **L6\_T1\_try\_Munson\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Identify a classmate to work with.
2. Restrict editing so that the presentation can only be viewed and not edited.
3. Email or share the presentation with your partner. Your partner should be able to open the presentation but not be able to edit it.

## Topic 2: Protect presentations by using passwords



Restricting editing permissions for a presentation will preserve the original material and the message that was intended.

### Protect access to a presentation with a password

1. Select the **File** tab, and then select **Info**.
2. Select **Protect Presentation**, and then select **Encrypt with Password**.
3. In the **Encrypt Document** dialog box, enter a secure password, and then select **OK**.
4. Reenter the password in the **Confirm Password** dialog box.

### Remove a password

If at some point the password is no longer needed, you can remove the password.

1. To remove the password, open the presentation using the correct password.
2. Next, select the **File** tab, select **Info**, select **Protect Presentation**, and then select **Encrypt with Password**.
3. Remove the current password stored in the **Encrypt Document** dialog box, and then select **OK**.

### Activity: Show me how

During this activity, you will follow along as your teacher demonstrates how to password protect a presentation.

### Resources required

You will need the following resource for this activity:

- Open **L6\_T2\_act\_Munsons\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Activity instructions

Participate in the activity by following these instructions:

1. Encrypt the presentation with a password using **Grass67#** as the password.
2. Save your work and close the presentation.

3. Reopen the presentation. Notice that you are required to enter the password you assigned previously.
4. Remove the password.
5. Save your work.
6. Reopen the presentation and notice that it no longer requires a password.

## Try-it: Protect presentations by using passwords



In this standalone try-it, Munson's management has asked that the Munson's vegetables presentation be password protected.

## Try-it

### Resources

You will need the following resource for this try-it:

- Open **L6\_T2\_try\_Munson\_vegetables\_starter.pptx** in this lesson's **Learning Activity Resources** folder.

### Instructions

The following steps are the general tasks that you need to perform during this try-it:

1. Encrypt the presentation with the password **Clara94!**.
2. Save your work.
3. Using the same partners as in Topic 1, email the presentation to each other.
4. Attempt to open your classmate's presentation. First, try to open the presentation without the password. Notice that the presentation will not open. Next, enter the password and verify that the presentation opens.
5. Remove the current password stored in the **Password** dialog box.
6. Again, using the same classmates, email or share the presentation and attempt to open the presentation without a password. Verify that the presentation opens.

# Wrap-up

Use these questions to check what you learned in this lesson:

1. Which of the following is the best description of using the **Restrict Access** option?

*Select the correct option.*

- a. Restricting access means that only the owner can access the presentation.
- b. **Restrict access** is not an option in PowerPoint.
- c. Restricting access enables the owner of a presentation to decide who can review and edit the presentation.
- d. **Restrict access** gives anyone with PowerPoint the option to edit a presentation.

2. Which of the following can be accomplished using the **Protect Presentation** option?

*Select all that apply.*

- a. Editing the presentation
- b. Password-protecting the presentation
- c. Controlling how many times a presentation can be opened
- d. Controlling who can review and who can edit a presentation

3. Encryption allows a \_\_\_\_\_ to be placed on a presentation.

*Fill in the blank space.*

4. Identify the correct steps to restricting access to a presentation.

*Indicate the correct sequence of steps by adding the numbers 1 to 5 next to the following items.*

- a. Choose access to be granted. \_\_\_\_\_
- b. **Info.** \_\_\_\_\_
- c. **File.** \_\_\_\_\_
- d. Protect presentation. \_\_\_\_\_
- e. Restrict access. \_\_\_\_\_

# Glossary

<b>Compress media</b>	This feature allows the user to choose between the performance and size of the file.
<b>Embed fonts</b>	A way to attach the font set to a presentation to ensure that the presentation displays as intended, and for an editor to make changes using the same font set.
<b>Encryption</b>	A method of concealing information by turning it into cypher text. To uncypher the information, the cypher key must be accessed. This prevents unauthorized access of the information.
<b>Handout master</b>	Provides for a way to customize printed handouts for the targeted audience.
<b>Notes master</b>	Provides for a way to customize printed notes for the presenter.
<b>Placeholder</b>	A group within a slide that allows for text, images, charts, or other elements to be inserted. Placeholders are also used in the <b>Slide Master</b> , <b>Handout Master</b> , and <b>Notes Master</b> .
<b>Slide layout</b>	Placement of elements within a slide. Using a Master Slide layout allows for ease when changes are necessary.
<b>Master Slide</b>	A way to make style changes to all the slides within a PowerPoint presentation.
<b>Theme</b>	The colors, fonts, and effects that will be applied to your PowerPoint presentation.

*Table 2: Glossary terms and definitions*



# Cornerstone

## Overview

The Munson's marketing team has an old presentation entitled "The best of Munson's" that needs updating. It appears there are several problems with it—different themes, different layouts, and settings from other content that was copied into this presentation. Your task is to modify the slide master layout, and the handout master and notes master.

## Objectives

The following table outlines the cornerstone's objectives and their corresponding MOS exam objectives.

<b>Modifying the slide master</b>	<ul style="list-style-type: none"> <li>• 1.1.1: Change the slide master theme or background</li> <li>• 1.1.2: Modify slide master content</li> </ul>
<b>Modifying the slide master layouts</b>	<ul style="list-style-type: none"> <li>• 1.1.3: Create slide layouts</li> <li>• 1.1.4: Modify slide layouts</li> </ul>
<b>Modifying the handout master and notes master</b>	<ul style="list-style-type: none"> <li>• 1.1.5: Modify the handout master</li> <li>• 1.1.6: Modify the notes master</li> </ul>
<b>Collaborating and sharing</b>	<ul style="list-style-type: none"> <li>• 1.5.4: Add and manage comments</li> <li>• 1.5.5: Preserve presentation content</li> </ul>
<b>Inspecting presentations</b>	<ul style="list-style-type: none"> <li>• 1.5.3: Inspect presentations for issues</li> <li>• 1.2.3: Set basic file properties</li> </ul>
<b>Protecting presentations</b>	<ul style="list-style-type: none"> <li>• 1.5.1: Restrict editing</li> <li>• 1.5.2: Protect presentations by using passwords</li> </ul>

*Table 3: Cornerstone objectives*

# Duration

50 minutes

# Instructions

1. Complete the following tasks for each file.
2. When saving your file, add your name to the end of the filename, for example: *Cornerstone\_best\_of\_Munsons\_Dwayne\_Espino*. Follow your teacher's directions for where to save your files.
3. When you're done with the cornerstone, assess your completion and enter the points you think you earned within the following task lists. You can ask for your teacher's help if required.

# Resources

You will need the following file from this lesson's Learning Activity Resources folder:

- **Cornerstone\_best\_of\_Munsons\_starter.pptx**

You will need the following files from the **Media** folder found in this lesson's Learning Activity Resources folder:

- **Lively\_music\_sounds.mp3**
- **Munsons\_logo\_square\_illustration.png**
- **Munsons\_Pickle\_and\_Preserves\_Farm\_theme.thmx**
- **Bee\_pollination\_animation\_video.mp4**

# Tasks

You will work with one file in this cornerstone. The following are the tasks you need to complete within each file.

## File 1: Cornerstone\_best\_of\_Munsons\_starter.pptx

### Task: Modify the slide and slide layouts (8 points)

1. Apply **Munsons\_Pickles\_and\_Preserves\_Farm\_theme.thmx** to the **Cornerstone\_best\_of\_Munsons\_starter.pptx** presentation. (2 points) (Exam objective 1.1.1)
2. Apply the **Verdana** font to the **Heading font** and **Body font** to match the Munson's theme. (2 points) (Exam objective 1.1.2)

3. To the **Two Content Layout** slides used by slides 2 to 7, add the Munson's logo (**Munsons\_logo\_square\_illustration.png**) using the slide master. (2 points) (Exam objective 1.1.3)
4. Reposition the logo to the lower left corner of the **Two Content Layout** slide. (2 points) (Exam objective 1.1.4)

Points scored: \_\_\_\_\_ / 8

### Task: Modify handout and notes masters (4 points)

1. In the handout master, enter **The Best of Munson's** in the header, and your name in the footer. (2 points) (Exam objective 1.1.5)
2. In the notes master, enter **The Best of Munson's** in the header, and **Confidential Copy** in the footer. (2 points) (Exam objective 1.1.6)

Points scored: \_\_\_\_\_ / 4

### Task: Prepare a presentation for collaboration (4 points)

1. Add the following comment to slide 7: **More content is needed here. Check with the farmers to find out how else we can promote the use of pears.** (2 points) (Exam objective 1.5.4)
2. Add the video file **Bee\_pollination\_animation\_video.mp4** to the last slide (slide 8). Reposition the video file so it doesn't interfere with the slide content. After you've placed the video file, optimize and compress the media. (2 points) (Exam objective 1.5.5)

Points scored: \_\_\_\_\_ / 4

### Task: Prepare a presentation for sharing (12 points)

1. Inspect the presentation for personal information. Remove the **Document Properties and Personal Information**, but leave the **Comments**. (2 points) (Exam objective 1.5.3)
2. Set the company name within the presentation to **Munson's Pickles and Preserves Farm**. (2 points) (Exam objective 1.2.3)
3. Add the keywords **best** and **fruit** to the presentation. (2 points) (Exam objective 1.2.3)
4. Select the option to save the document properties you entered with the file. (1 point)

5. Check the presentation for accessibility issues and correct any warnings. (3 points)  
(Exam objective 1.5.3)
6. Add a password for opening the presentation: **Alan19#**. (2 points) (Exam objective 1.5.2)

Points scored: \_\_\_\_\_ / 12

FILE 1 TOTAL POINTS: \_\_\_\_\_ /28