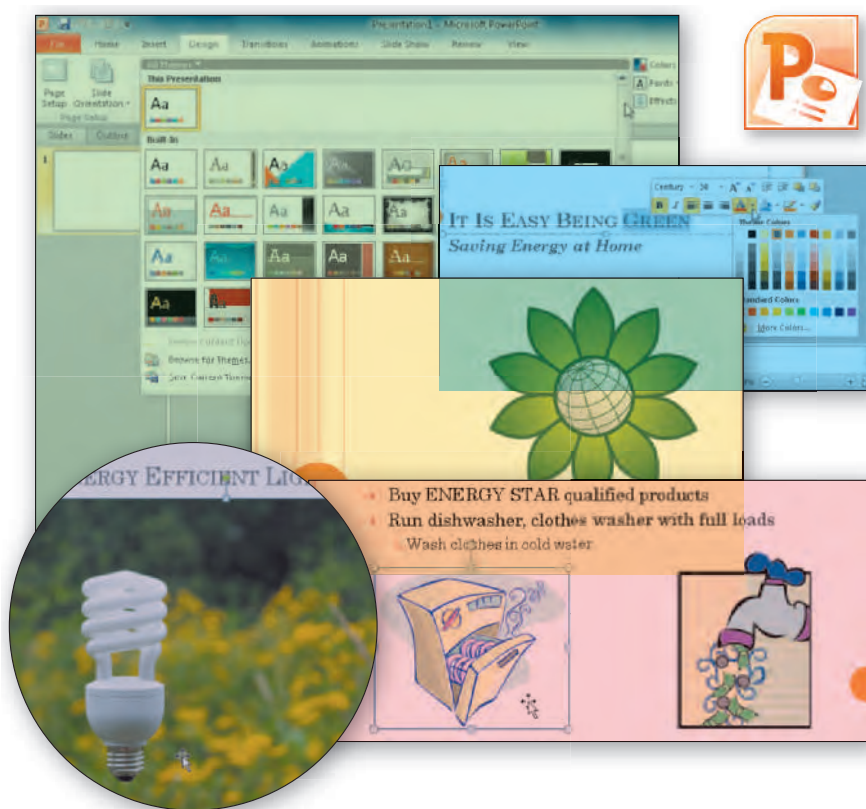# 1 | Creating and Editing a Presentation with Clip Art

Objectives

You will have mastered the material in this chapter when you can:

- Select a document theme
- Create a title slide and a text slide with a multi-level bulleted list
- Add new slides and change slide layouts
- Insert clips and pictures into a slide with and without a content placeholder
- Move and size clip art

- Change font size and color
- Bold and italicize text
- Duplicate a slide
- Arrange slides
- Select slide transitions
- View a presentation in Slide Show view
- Print a presentation

1 | Creating and Editing a Presentation with Clip Art

Introduction

A PowerPoint **presentation,** also called a **slide show**, can help you deliver a dynamic, professional-looking message to an audience. PowerPoint allows you to produce slides to use in an academic, business, or other environment. One of the more common uses of these slides is to enhance an oral presentation. A speaker may desire to convey information, such as urging students to volunteer at a fund-raising event, explaining changes in employee compensation packages, or describing a new laboratory procedure. The PowerPoint slides should reinforce the speaker's message and help the audience retain the information presented. Custom slides can fit your specific needs and contain diagrams, charts, tables, pictures, shapes, video, sound, and animation effects to make your presentation more effective. An accompanying handout gives audience members reference notes and review material for your presentation.

Project Planning Guidelines

The process of developing a presentation that communicates specific information requires careful analysis and planning. As a starting point, establish why the presentation is needed. Next, analyze the intended audience for the presentation and its unique needs. Then, gather information about the topic and decide what to include in the presentation. Finally, determine the presentation design and style that will be most successful at delivering the message. Details of these guidelines are provided in Appendix A. In addition, each project in this book provides practical applications of these planning considerations.

BTW

Energy-Saving Information
The U.S. Department of Energy's Web site has myriad information available on the topics of energy efficiency and renewable energy. These features can provide news and product research that you can share with audiences with the help of a PowerPoint presentation.

## Project — Presentation with Bulleted Lists and Clip Art

In this chapter's project, you will follow proper design guidelines and learn to use PowerPoint to create, save, and print the slides shown in Figures 1–1a through 1–1e. The objective is to produce a presentation, called It Is Easy Being Green, to help consumers understand basic steps they can take to save energy in their homes. This slide show has a variety of clip art and visual elements to add interest and illustrate energy-cutting measures. Some of the text has formatting and color enhancements. Transitions help one slide flow gracefully into the next during a slide show. In addition, you will print a handout of your slides to distribute to audience members.
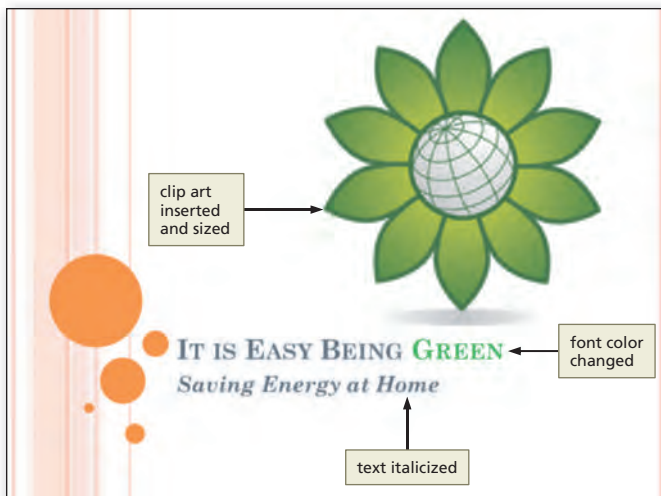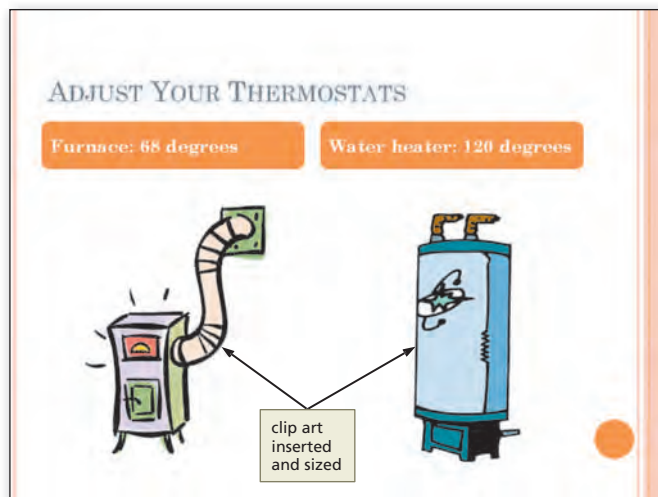
(a) Slide 1 (Title Slide with Clip Art)
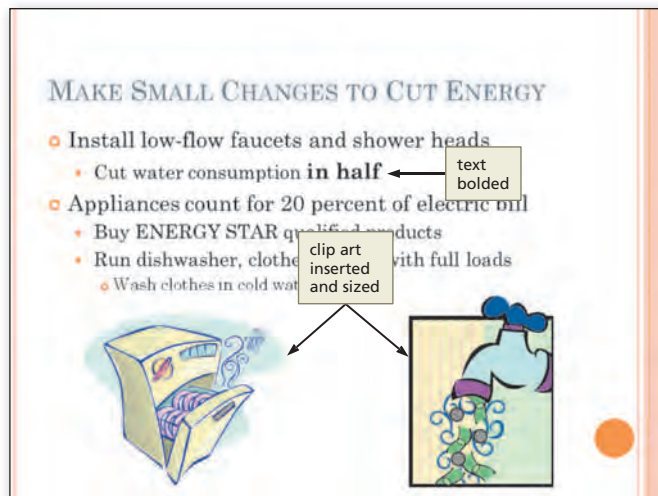
(b) Slide 2 (Multi-Level Bulleted List with Clip Art)
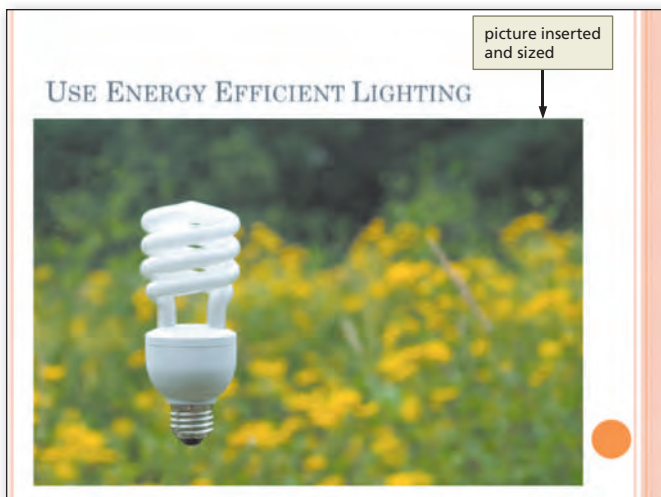
(c) Slide 3 (Title and Photograph)

(d) Slide 4 (Comparison Layout and Clip Art)

(e) Slide 5 (Closing Slide)

Figure 1–1

Overview

As you read this chapter, you will learn how to create the presentation shown in Figure 1–1 on the previous page by performing these general tasks:

- Select an appropriate document theme.
- Enter titles and text on slides.
- Change the size, color, and style of text.
- Insert clips and a photograph.
- Add a transition to each slide.
- View the presentation on your computer.
- Print your slides.

Plan Ahead

> **General Project Guidelines**
>
> When creating a PowerPoint document, the actions you perform and decisions you make will affect the appearance and characteristics of the finished document. As you create a presentation such as the project shown in Figure 1–1, you should follow these general guidelines:
>
> 1. **Find the appropriate theme.** The overall appearance of a presentation significantly affects its capability to communicate information clearly. The slides' graphical appearance should support the presentation's overall message. Colors, fonts, and layouts affect how audience members perceive and react to the slide content.
>
> 2. **Choose words for each slide.** Use the less is more principle. The less text, the more likely the slides will enhance your speech. Use the fewest words possible to make a point.
>
> 3. **Format specific elements of the text.** Examples of how you can modify the appearance, or **format**, of text include changing its shape, size, color, and position on the slide.
>
> 4. **Determine where to save the presentation.** You can store a document permanently, or **save** it, on a variety of storage media, including a hard disk, USB flash drive, or CD. You also can indicate a specific location on the storage media for saving the document.
>
> 5. **Determine the best method for distributing the presentation.** Presentations can be distributed on paper or electronically. You can print a hard copy of the presentation slides for proofing or reference, or you can distribute an electronic image in various formats.
>
> When necessary, more specific details concerning the above guidelines are presented at appropriate points in the chapter. The chapter also will identify the actions performed and decisions made regarding these guidelines during the creation of the slides shown in Figure 1–1.

For an introduction to Windows 7 and instruction about how to perform basic Windows 7 tasks, read the Office 2010 and Windows 7 chapter at the beginning of this book, where you can learn how to resize windows, change screen resolution, create folders, move and rename files, use Windows Help, and much more.

To Start PowerPoint

If you are using a computer to step through the project in this chapter and you want your screens to match the figures in this book, you should change your screen's resolution to 1024×768. For information about how to change a computer's resolution, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

The following steps, which assume Windows 7 is running, start PowerPoint based on a typical installation. You may need to ask your instructor how to start PowerPoint for your computer. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter.

1 Click the Start button on the Windows 7 taskbar to display the Start menu.

2 Type `Microsoft PowerPoint` as the search text in the 'Search programs and files' text box and watch the search results appear on the Start menu.

3 Click Microsoft PowerPoint 2010 in the search results on the Start menu to start PowerPoint and display a new blank document in the PowerPoint window.

4 If the PowerPoint window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window.

Choosing a Document Theme

You can give a presentation a professional and integrated appearance easily by using a document theme. A **document theme** provides consistency in design and color throughout the entire presentation by setting the color scheme, font set, and layout of a presentation. This collection of formatting choices includes a set of colors (the Theme Colors group), a set of heading and content text fonts (the Theme Fonts group), and a set of lines and fill effects (the Theme Effects group). These groups allow you to choose and change the appearance of all the slides or individual slides in your presentation. The left edge of the status bar in Figure 1–2 shows the current slide number followed by the total number of slides in the document and a document theme identifier.

Find the appropriate theme.
In the initial steps of this project, you will select a document theme by locating a particular built-in theme in the Themes group. You could, however, apply a theme at any time while creating the presentation. Some PowerPoint slide show designers create presentations using the default Office Theme. This blank design allows them to concentrate on the words being used to convey the message and does not distract them with colors and various text attributes. Once the text is entered, the designers then select an appropriate document theme.

Plan Ahead

To Choose a Document Theme

The document theme identifier shows the theme currently used in the slide show. PowerPoint initially uses the **Office Theme** until you select a different theme. The following steps change the theme for this presentation from the Office Theme to the Oriel document theme.

1
• Click Design on the Ribbon to display the Design tab (Figure 1–2).

Design tab

clicking More button in Themes group will show more design themes

Themes group

groups on Ribbon change to show commands related to design because Design is the active tab

Note: To help you locate screen elements that are referenced in the step instructions, such as buttons and commands, this book uses red boxes to point to these screen elements.

Click to add title
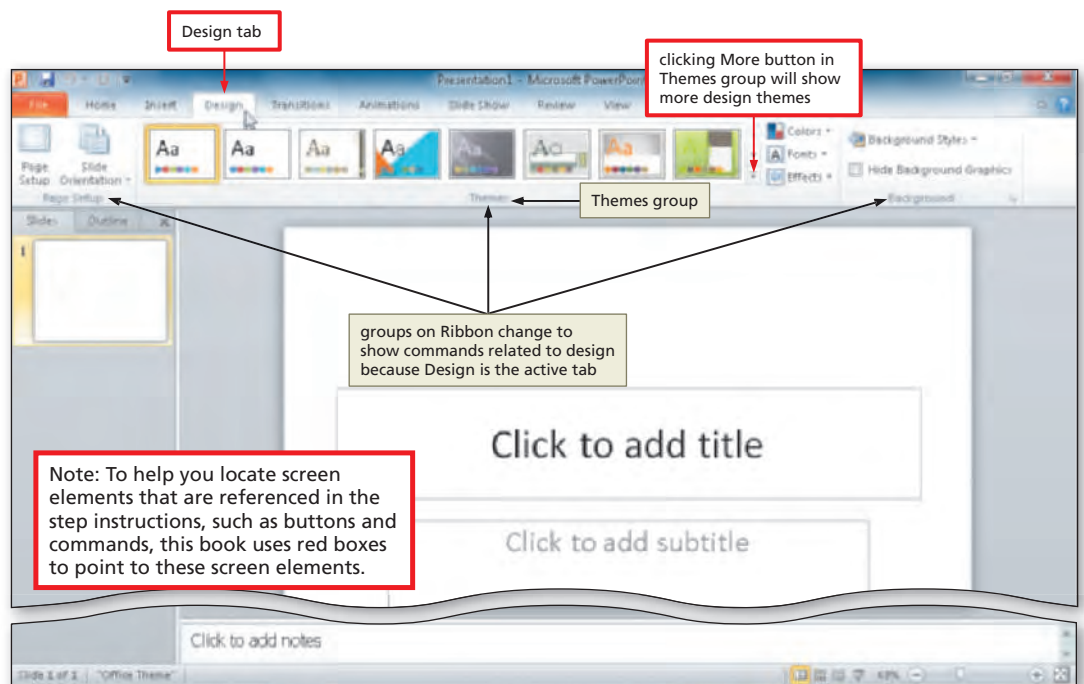
Click to add subtitle

Click to add notes

Figure 1–2

2
• Click the More button (Design tab | Themes group) to expand the gallery, which shows more Built-In theme gallery options (Figure 1–3).
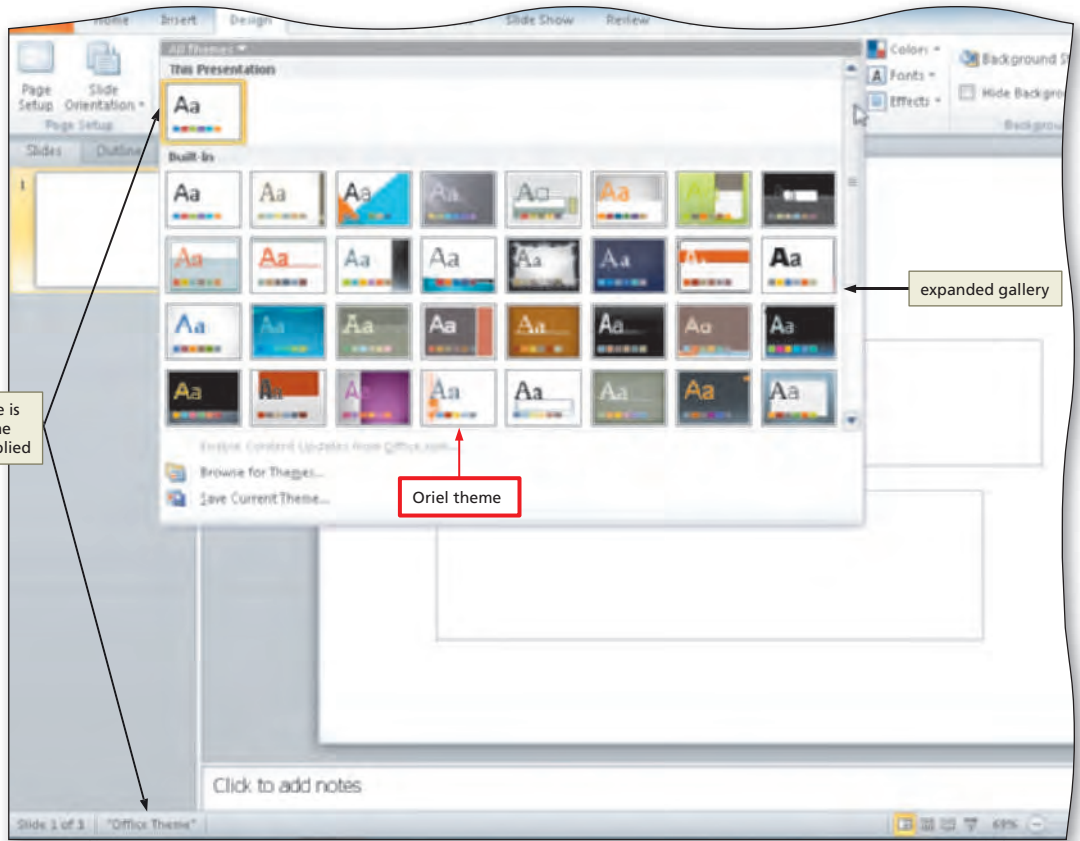
🔎 **Experiment**
• Point to various document themes in the Themes gallery and watch the colors and fonts change on the title slide.

Q&A Are the themes displayed in a specific order?

Yes. They are arranged in alphabetical order running from left to right. If you point to a theme, a ScreenTip with the theme's name appears on the screen.

Figure 1–3

Q&A What if I change my mind and do not want to select a new theme?
Click anywhere outside the All Themes gallery to close the gallery.

3
• Click the Oriel theme to apply this theme to Slide 1 (Figure 1–4).

Q&A If I decide at some future time that this design does not fit the theme of my presentation, can I apply a different design?
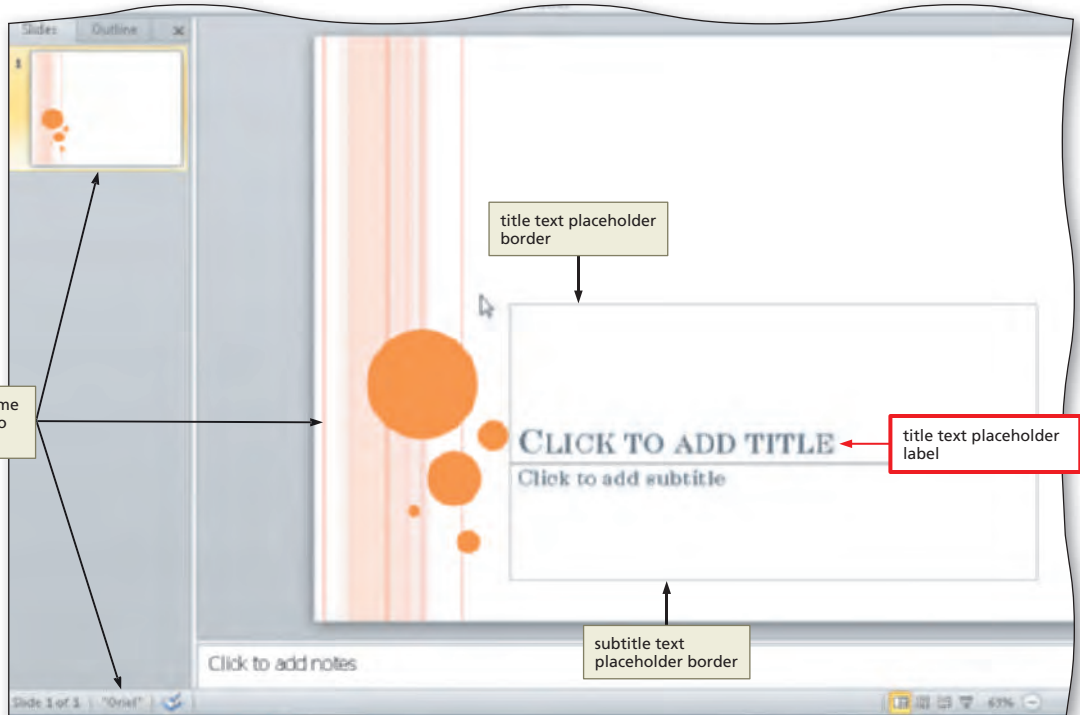
Yes. You can repeat these steps at any time while creating your presentation.

Figure 1–4

Creating a Title Slide

When you open a new presentation, the default **Title Slide** layout appears. The purpose of this layout is to introduce the presentation to the audience. PowerPoint includes eight other built-in standard layouts. The default (preset) slide layouts are set up in **landscape orientation**, where the slide width is greater than its height. In landscape orientation, the slide size is preset to 10 inches wide and 7.5 inches high when printed on a standard sheet of paper measuring 11 inches wide and 8.5 inches high.

Placeholders are boxes with dotted or hatch-marked borders that are displayed when you create a new slide. Most layouts have both a title text placeholder and at least one content placeholder. Depending on the particular slide layout selected, title and subtitle placeholders are displayed for the slide title and subtitle; a content text placeholder is displayed for text, art, or a table, chart, picture, graphic, or movie. The title slide has two text placeholders where you can type the main heading, or title, of a new slide and the subtitle.

With the exception of a blank slide, PowerPoint assumes every new slide has a title. To make creating a presentation easier, any text you type after a new slide appears becomes title text in the title text placeholder. The following steps create the title slide for this presentation.

Plan Ahead

Choose the words for the slide.

No doubt you have heard the phrase, "You get only one chance to make a first impression." The same philosophy holds true for a PowerPoint presentation. The title slide gives your audience an initial sense of what they are about to see and hear. It is, therefore, extremely important to choose the text for this slide carefully. Avoid stating the obvious in the title. Instead, create interest and curiosity using key ideas from the presentation.

Some PowerPoint users create the title slide as their last step in the design process so that it reflects the tone of the presentation. They begin by planning the final slide in the presentation so that they know where and how they want to end the slide show. All the slides in the presentation should work toward meeting this final slide.

To Enter the Presentation Title

The presentation title for Project 1 is It Is Easy Being Green. This title creates interest by introducing the concept of simple energy conservation tasks. The following step creates the slide show's title.

1
- Click the label, Click to add title, located inside the title text placeholder to select the placeholder (Figure 1–5).
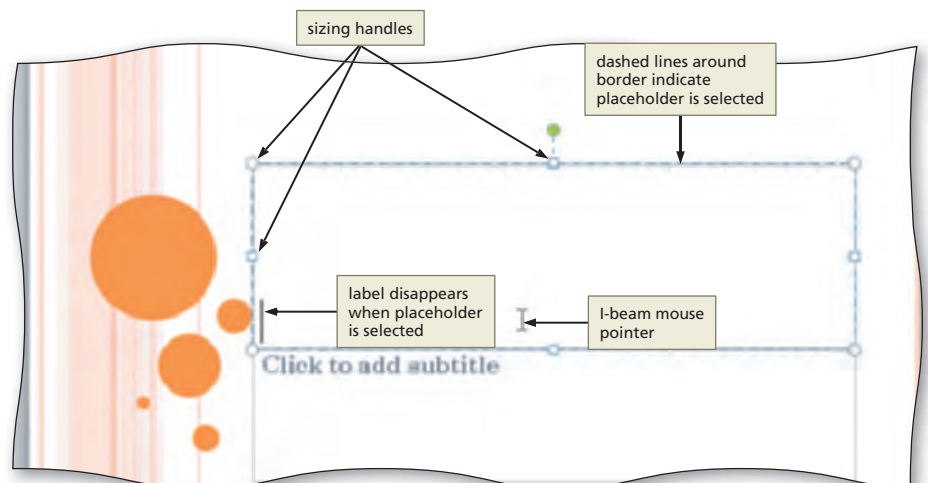

Figure 1–5

2

- Type **It Is Easy Being Green** in the title text placeholder. Do not press the ENTER key (Figure 1–6).

Q&A

Why does the text display with capital letters despite the fact I am typing uppercase and lowercase letters?

The Oriel theme uses the Small Caps effect for the title text. This effect converts lowercase letters to uppercase and reduces their size.
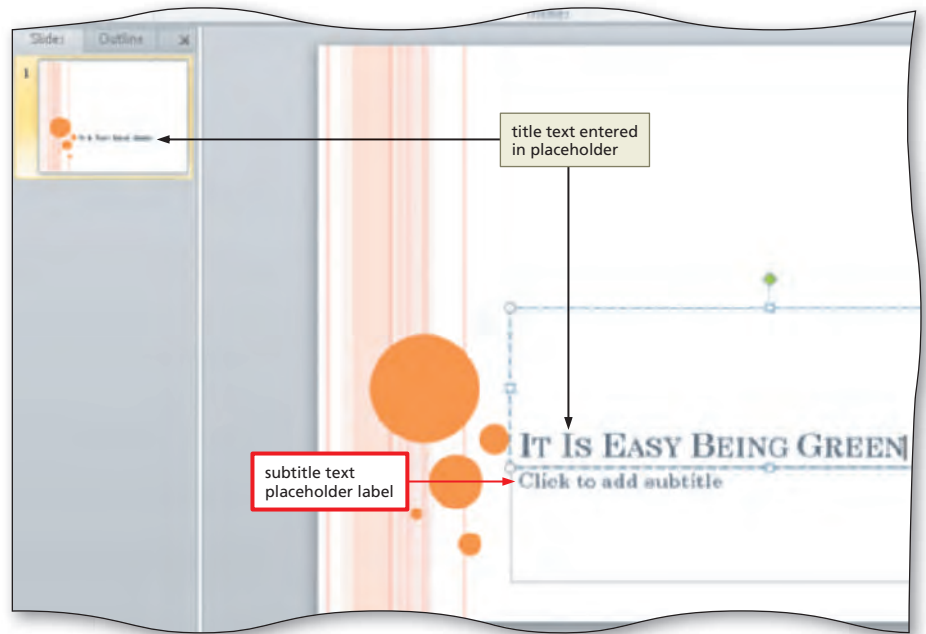

title text entered in placeholder

subtitle text placeholder label

IT IS EASY BEING GREEN
Click to add subtitle

Figure 1–6

Correcting a Mistake When Typing

If you type the wrong letter, press the BACKSPACE key to erase all the characters back to and including the one that is incorrect. If you mistakenly press the ENTER key after typing the title and the insertion point is on the new line, simply press the BACKSPACE key to return the insertion point to the right of the letter n in the word, Green.

When you install PowerPoint, the default setting allows you to reverse up to the last 20 changes by clicking the Undo button on the Quick Access Toolbar. The ScreenTip that appears when you point to the Undo button changes to indicate the type of change just made. For example, if you type text in the title text placeholder and then point to the Undo button, the ScreenTip that appears is Undo Typing. For clarity, when referencing the Undo button in this project, the name displaying in the ScreenTip is referenced. You can reapply a change that you reversed with the Undo button by clicking the Redo button on the Quick Access Toolbar. Clicking the Redo button reverses the last undo action. The ScreenTip name reflects the type of reversal last performed.

Paragraphs

Text in the subtitle text placeholder supports the title text. It can appear on one or more lines in the placeholder. To create more than one subtitle line, you press the ENTER key after typing some words. PowerPoint creates a new line, which is the second paragraph in the placeholder. A **paragraph** is a segment of text with the same format that begins when you press the ENTER key and ends when you press the ENTER key again. This new paragraph is the same level as the previous paragraph. A **level** is a position within a structure, such as an outline, that indicates the magnitude of importance. PowerPoint allows for five paragraph levels.

For an introduction to Office 2010 and instruction about how to perform basic tasks in Office 2010 programs, read the Office 2010 and Windows 7 chapter at the beginning of this book, where you can learn how to start a program, use the Ribbon, save a file, open a file, quit a program, use Help, and much more.

To Enter the Presentation Subtitle Paragraph

The first subtitle paragraph links to the title by giving further detail that the presentation will focus on energy-saving measures at home. The following steps enter the presentation subtitle.

1

• Click the label, Click to add subtitle, located inside the subtitle text placeholder to select the placeholder (Figure 1–7).
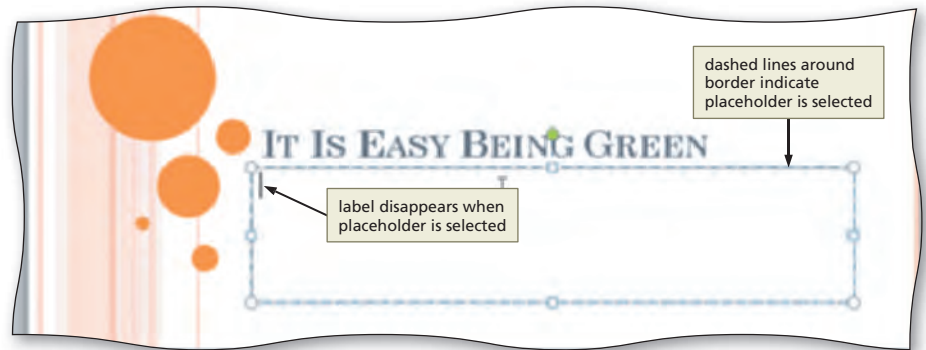

Figure 1–7

2

• Type **Saving Energy at Home** but do not press the ENTER key (Figure 1–8).

Figure 1–8

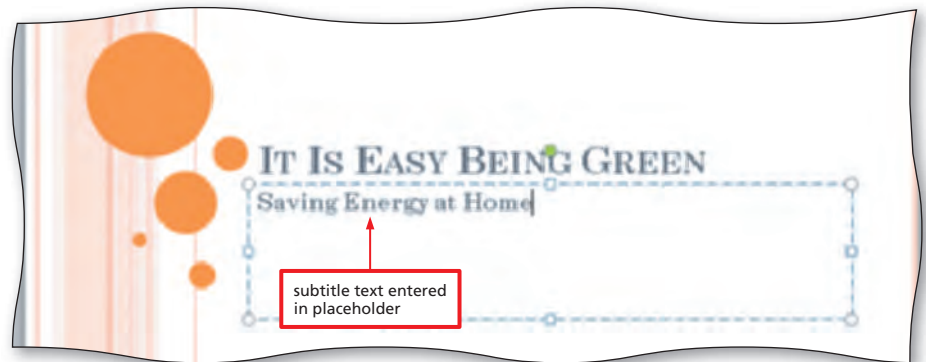
Identify how to format specific elements of the text.
Most of the time, you use the document theme's text attributes, color scheme, and layout. Occasionally, you may want to change the way a presentation looks, however, and still keep a particular document theme. PowerPoint gives you that flexibility.
 Graphic designers use several rules when formatting text.

• Avoid all capital letters, if possible. Audiences have difficulty comprehending sentences typed in all capital letters, especially when the lines exceed seven words. All capital letters leaves no room for emphasis or inflection, so readers get confused about what material deserves particular attention. Some document themes, however, have a default title text style of all capital letters.

• Avoid text with a font size less than 30 point. Audience members generally will sit a maximum of 50 feet from a screen, and at this distance 30-point type is the smallest size text they can read comfortably without straining.

• Make careful color choices. Color evokes emotions, and a careless color choice may elicit the incorrect psychological response. PowerPoint provides a color gallery with hundreds of colors. The built-in document themes use complementary colors that work well together. If you stray from these themes and add your own color choices, without a good reason to make the changes, your presentation is apt to become ineffective.

Plan Ahead

Formatting Characters in a Presentation

Recall that each document theme determines the color scheme, font set, and layout of a presentation. You can use a specific document theme and then change the characters' formats any time before, during, or after you type the text.

Fonts and Font Styles

Characters that appear on the screen are a specific shape and size. Examples of how you can modify the appearance, or **format**, of these typed characters on the screen and in print include changing the font, style, size, and color. The **font**, or typeface, defines the appearance and shape of the letters, numbers, punctuation marks, and symbols. **Style** indicates how the characters are formatted. PowerPoint's text font styles include regular, italic, bold, and bold italic. **Size** specifies the height of the characters and is gauged by a measurement system that uses points. A **point** is 1/72 of an inch in height. Thus, a character with a font size of 36 is 36/72 (or 1/2) of an inch in height. **Color** defines the hue of the characters.

This presentation uses the Oriel document theme, which uses particular font styles and font sizes. The Oriel document theme default title text font is named Century Schoolbook. It has a bold style with no special effects, and its size is 30 point. The Oriel document theme default subtitle text font also is Century Schoolbook with a font size of 18 point.

To Select a Paragraph

You can use many techniques to format characters. When you want to apply the same formats to multiple words or paragraphs, it is efficient to select the desired text and then make the desired changes to all the characters simultaneously. The first formatting change you will make will apply to the title slide subtitle. The following step selects this paragraph.

1
- Triple-click the paragraph, Saving Energy at Home, in the subtitle text placeholder to select the paragraph (Figure 1–9).

Q&A Can I select the paragraph using a technique other than triple-clicking?

Yes. You can move your mouse pointer to the left of the first paragraph and then drag to the end of the line.
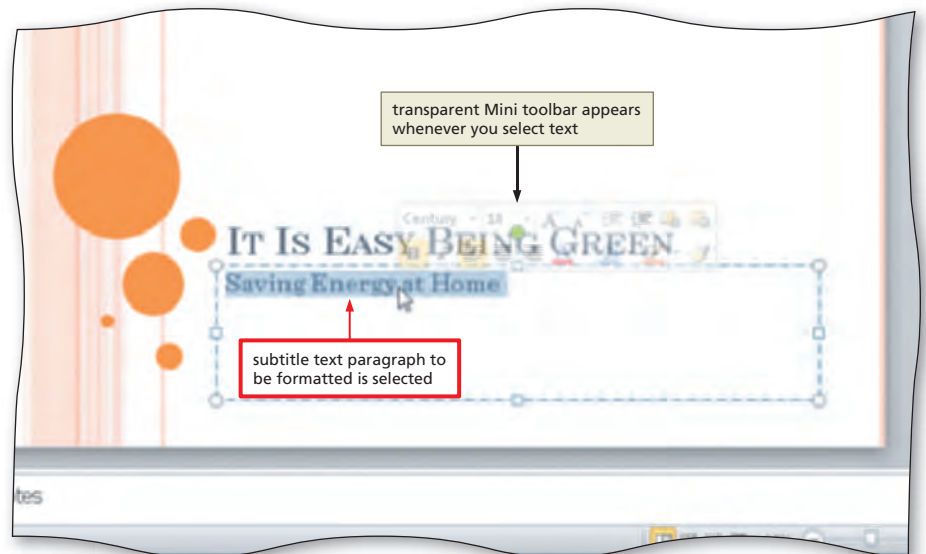

transparent Mini toolbar appears whenever you select text

IT IS EASY BEING GREEN

Saving Energy at Home

subtitle text paragraph to be formatted is selected

Figure 1–9

To Italicize Text

Different font styles often are used on slides to make them more appealing to the reader and to emphasize particular text. **Italicized** text has a slanted appearance. Used sparingly, it draws the readers' eyes to these characters. The following step adds emphasis to the second line of the subtitle text by changing regular text to italic text.

1
- With the subtitle text still selected, click the Italic button on the Mini toolbar to italicize that text on the slide (Figure 1–10).

Q&A
If I change my mind and decide not to italicize the text, how can I remove this style?

Click the Italic button a second time or immediately click the Undo button on the Quick Access Toolbar or press CTRL+Z.
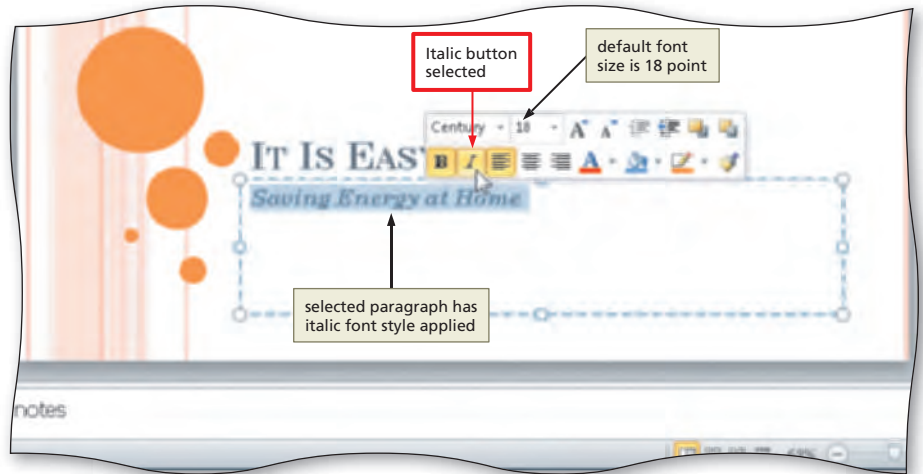

Figure 1–10

Other Ways		
1. Right-click selected text, click Font on shortcut menu, click Font tab (Font dialog box), click Italic in Font style list, click OK button	2. Select text, click Italic button (Home tab | Font group) 3. Click Font Dialog Box Launcher (Home tab | Font	group), click Font tab (Font dialog box), click Italic in Font style list, click OK button 4. Select text, press CTRL+I

To Increase Font Size

To add emphasis, you increase the font size for the subtitle text. The Increase Font Size button on the Mini toolbar increases the font size in preset increments. The following step uses this button to increase the font size.

1
- Click the Increase Font Size button on the Mini toolbar twice to increase the font size of the selected text from 18 to 24 point (Figure 1–11).
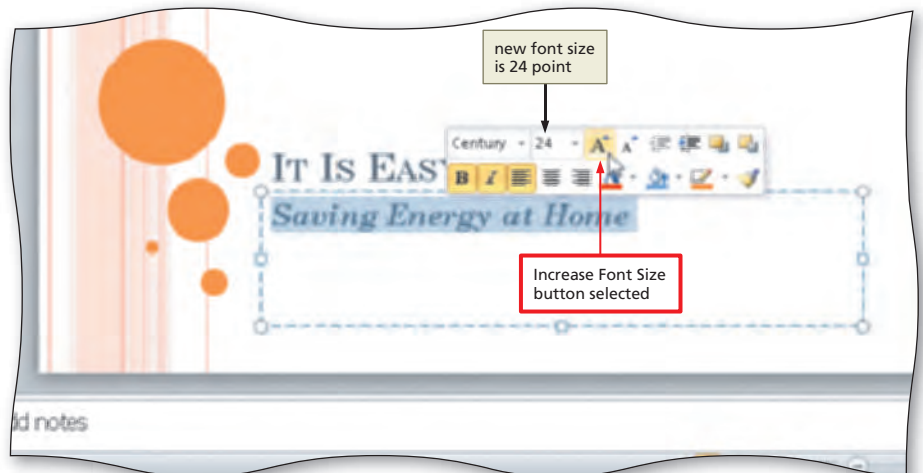

Figure 1–11

Other Ways		
1. Click Font Size box arrow on Mini toolbar, click desired font size in Font Size gallery	2. Click Increase Font Size button (Home tab | Font group) 3. Click Font Size box arrow (Home tab | Font group),	click desired font size in Font size gallery 4. Press CTRL+SHIFT+>

To Select a Word

PowerPoint designers use many techniques to emphasize words and characters on a slide. To add emphasis to the energy-saving concept of your slide show, you want to increase the font size and change the font color to green for the word, Green, in the title text. You could perform these actions separately, but it is more efficient to select the word and then change the font attributes. The following steps select a word.

1

- Position the mouse pointer somewhere in the word to be selected (in this case, in the word, Green) (Figure 1–12).

Figure 1–12

2
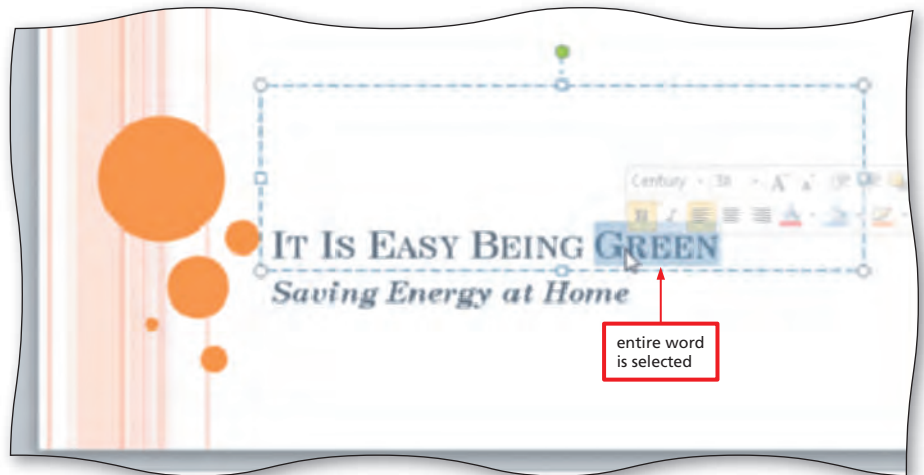
- Double-click the word to select it (Figure 1–13).

Figure 1–13

Other Ways

1. Position mouse pointer before first character, press CTRL+SHIFT+RIGHT ARROW

Plan Ahead

Format text colors.
When selecting text colors, try to limit using red. This color often is associated with dangerous or alarming situations. In addition, at least 15 percent of men have difficulty distinguishing varying shades of green or red. They also often see the color purple as blue and the color brown as green. This problem is more pronounced when the colors appear in small areas, such as slide paragraphs or line chart bars.

To Change the Text Color

PowerPoint allows you to use one or more text colors in a presentation. To add more emphasis to the word, Green, in the title slide text, you decide to change the color. The following steps add emphasis to this word by changing the font color from black to green.

1

- With the word, Green, selected, click the Font Color arrow on the Mini toolbar to display the gallery of Theme Colors and Standard Colors (Figure 1–14).

Q&A If the Mini toolbar disappears from the screen, how can I display it once again?

Right-click the text, and the Mini toolbar should appear.

Experiment

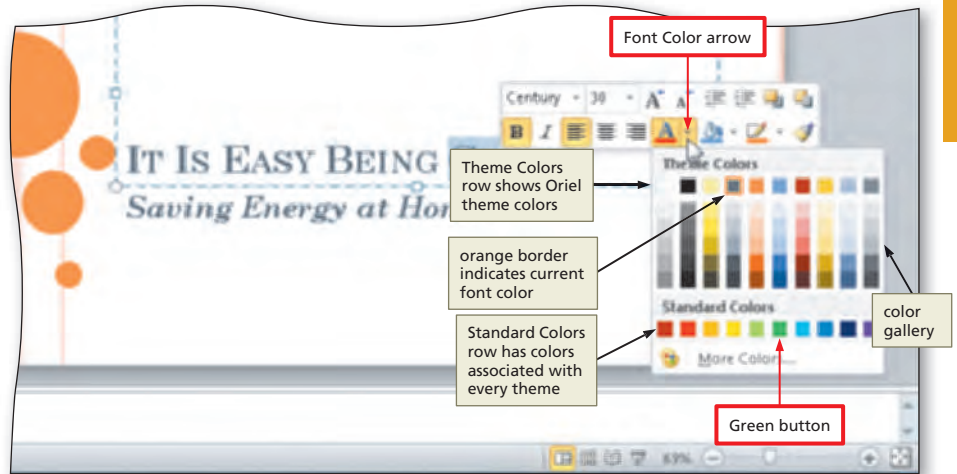- Point to various colors in the gallery and watch the word's font color change.

Figure 1–14

2

- Click the Green button in the Standard Colors row on the Mini toolbar (sixth color) to change the font color to green (Figure 1–15).

Q&A Why did I select the color Green?

Green is one of the 10 standard colors associated with every document theme, and it is a universal color to represent respecting natural resources. The color will emphasize the fact that the presentation focuses on green conservation measures.
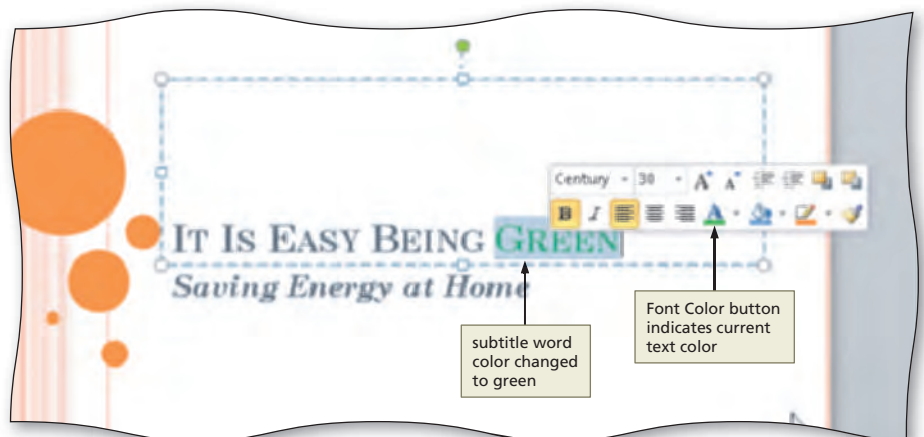

Figure 1–15

Q&A What is the difference between the colors shown in the Theme Colors area and the Standard Colors?

The 10 colors in the top row of the Theme Colors area are two text, two background, and six accent colors in the Oriel theme; the five colors in each column under the top row display different transparencies. These colors are available in every document theme.

3

- Click outside the selected area to deselect the word.

Other Ways	
1. Right-click selected text, click Font on shortcut menu, click Font Color button, click Green in Standard Colors row	2. Click Font Color arrow (Home tab | Font group), click Green in Standard Colors row

Organizing Files and Folders
You should organize and store files in folders so that you easily can find the files later. For example, if you are taking an introductory computer class called CIS 101, a good practice would be to save all PowerPoint files in a PowerPoint folder in a CIS 101 folder. For a discussion of folders and detailed examples of creating folders, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

To Save a Presentation

You have performed many tasks while creating this slide and do not want to risk losing work completed thus far. Accordingly, you should save the document.

The following steps assume you already have created folders for storing your files, for example, a CIS 101 folder (for your class) that contains a PowerPoint folder (for your assignments). Thus, these steps save the document in the PowerPoint folder in the CIS 101 folder on a USB flash drive using the file name, Saving Energy. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box.

2 Type **Saving Energy** in the File name text box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.

3 Navigate to the desired save location (in this case, the PowerPoint folder in the CIS 101 folder [or your class folder] on the USB flash drive).

4 Click the Save button (Save As dialog box) to save the document in the selected folder on the selected drive with the entered file name.

Adding a New Slide to a Presentation

With the text for the title slide for the presentation created, the next step is to add the first text slide immediately after the title slide. Usually, when you create a presentation, you add slides with text, clip art, graphics, or charts. Some placeholders allow you to double-click the placeholder and then access other objects, such as media clips, charts, diagrams, and organization charts. You can change the layout for a slide at any time during the creation of a presentation.

To Add a New Text Slide with a Bulleted List

When you add a new slide, PowerPoint uses the Title and Content slide layout. This layout provides a title placeholder and a content area for text, art, charts, and other graphics. A vertical scroll bar appears in the Slide pane when you add the second slide so that you can move from slide to slide easily. A thumbnail of this slide also appears in the Slides tab. The following steps add a new slide with the Title and Content slide layout.

1
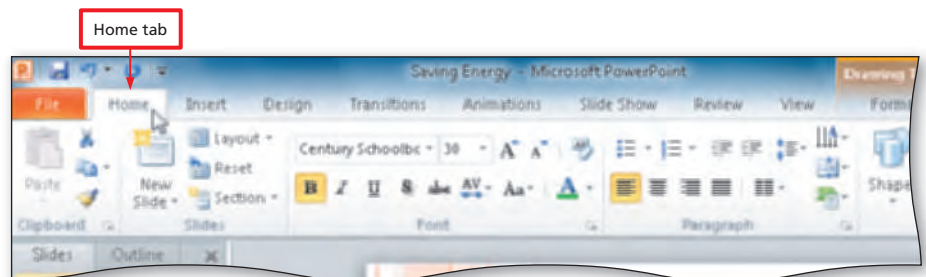• Click Home on the Ribbon to display the Home tab (Figure 1–16).

Figure 1–16

2
- Click the New Slide button (Home tab | Slides group) to insert a new slide with the Title and Content layout (Figure 1–17).

Q&A Why does the bullet character display an orange circle?

The Oriel document theme determines the bullet characters. Each paragraph level has an associated bullet character.

Q&A I clicked the New Slide arrow instead of the New Slide button. What should I do?

Click the Title and Content slide thumbnail in the layout gallery.

Figure 1–17

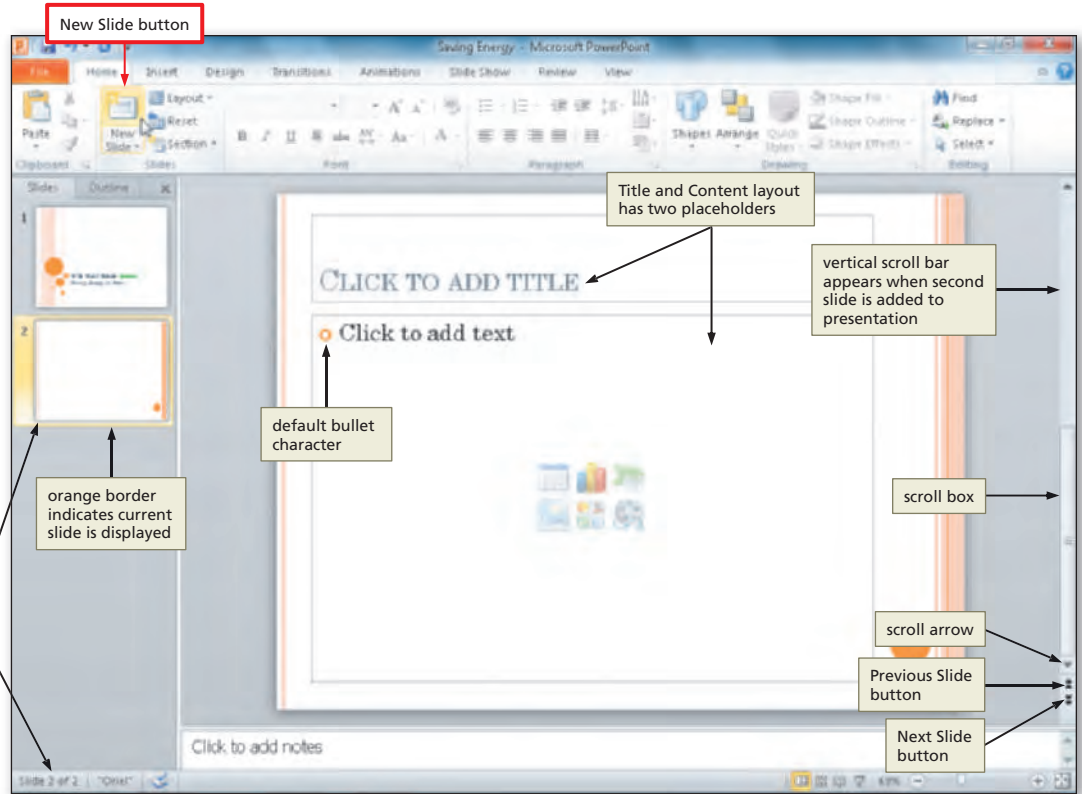| Other Ways |
| --- |
| 1. Press CTRL+M |

Choose the words for the slide.
All presentations should follow the 7 × 7 rule, which states that each slide should have a maximum of seven lines, and each line should have a maximum of seven words. PowerPoint designers must choose their words carefully and, in turn, help viewers read the slides easily.
Avoid line wraps. Your audience's eyes want to stop at the end of a line. Thus, you must plan your words carefully or adjust the font size so that each point displays on only one line.

Plan Ahead

Creating a Text Slide with a Multi-Level Bulleted List

BTW
The Ribbon and Screen Resolution
PowerPoint may change how the groups and buttons within the groups appear on the Ribbon, depending on the computer's screen resolution. Thus, your Ribbon may look different from the ones in this book if you are using a screen resolution other than 1024 x 768.

The information in the Slide 2 text placeholder is presented in a bulleted list with three levels. A **bulleted list** is a list of paragraphs, each of which is preceded by a bullet. A slide that consists of more than one level of bulleted text is called a **multi-level bulleted list slide**. In a multi-level bulleted list, a lower-level paragraph is a subset of a higher-level paragraph. It usually contains information that supports the topic in the paragraph immediately above it.

Two of the Slide 2 bullets appear at the same paragraph level, called the first level: Install low-flow faucets and shower heads, and Appliances count for 20 percent of electric bill. Beginning with the second level, each paragraph indents to the right of the preceding level and is pushed down to a lower level. For example, if you increase the indent of a first-level paragraph, it becomes a second-level paragraph. The second, fourth, and fifth paragraphs on Slide 2 are second-level paragraphs. The last paragraph, Wash clothes in cold water, is a third-level paragraph.

Creating a text slide with a multi-level bulleted list requires several steps. Initially, you enter a slide title in the title text placeholder. Next, you select the content text placeholder. Then, you type the text for the multi-level bulleted list, increasing and decreasing the indents as needed. The next several sections add a slide with a multi-level bulleted list.

To Enter a Slide Title

PowerPoint assumes every new slide has a title. The title for Slide 2 is Make Small Changes to Cut Energy. The following step enters this title.

1

- Click the label, Click to add title, to select it and then type **Make Small Changes to Cut Energy** in the placeholder. Do not press the ENTER key (Figure 1–18).

Q&A

What are those six icons grouped in the middle of the slide?

You can click one of the icons to insert a specific type of content: table, chart, SmartArt graphic, picture, clip art, or media clip.
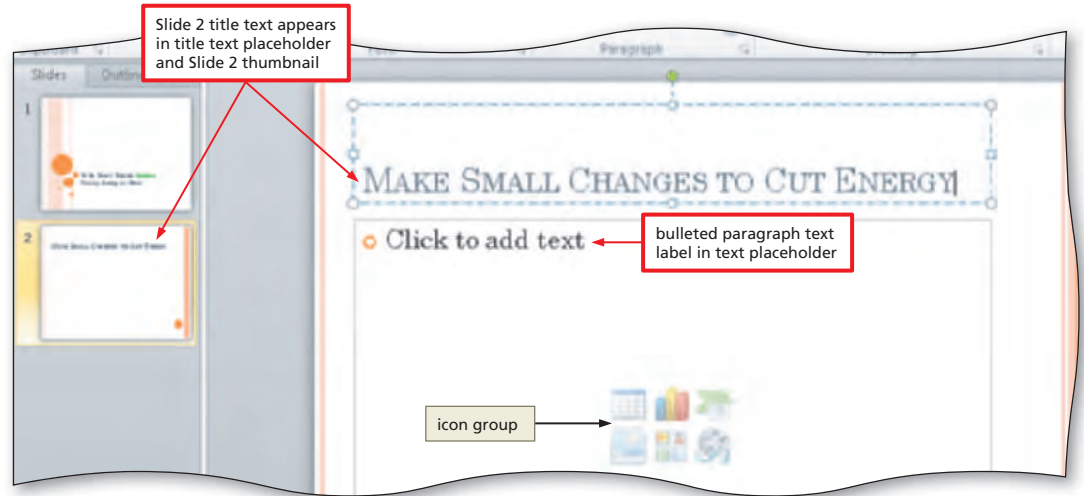

Slide 2 title text appears in title text placeholder and Slide 2 thumbnail

bulleted paragraph text label in text placeholder

icon group

Figure 1–18

To Select a Text Placeholder

Before you can type text into the text placeholder, you first must select it. The following step selects the text placeholder on Slide 2.

1

- Click the label, Click to add text, to select the text placeholder (Figure 1–19).

Q&A

Why does my mouse pointer have a different shape?

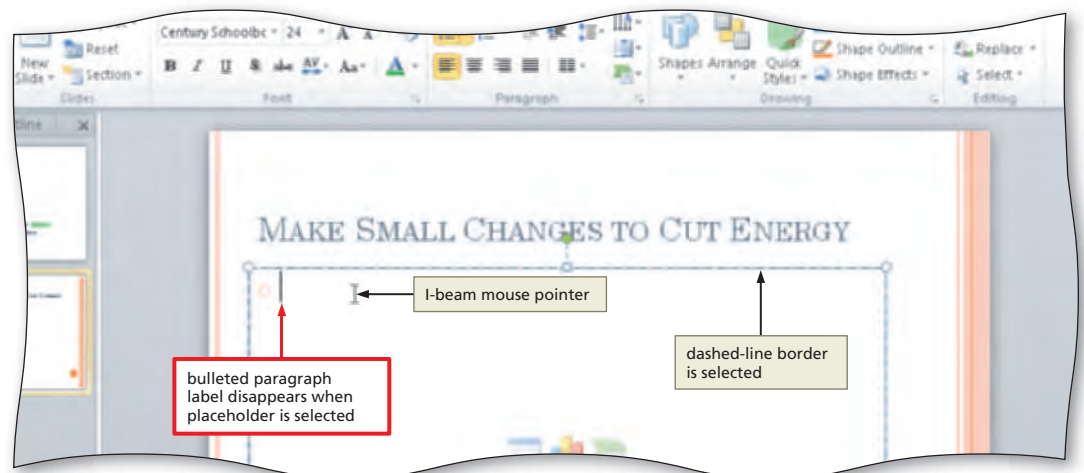If you move the mouse pointer away from the bullet, it will change shape.

I-beam mouse pointer

dashed-line border is selected

bulleted paragraph label disappears when placeholder is selected

Figure 1–19

Other Ways

1. Press CTRL+ENTER

To Type a Multi-Level Bulleted List

The content placeholder provides an area for the text characters. When you click inside a placeholder, you then can type or paste text. As discussed previously, a bulleted list is a list of paragraphs, each of which is preceded by a bullet. A paragraph is a segment of text ended by pressing the ENTER key.

The content text placeholder is selected, so the next step is to type the multi-level bulleted list that consists of six paragraphs, as shown in Figure 1–1b on page PPT 3. Creating a lower-level paragraph is called **demoting** text; creating a higher-level paragraph is called **promoting** text. The following steps create a multi-level bulleted list consisting of three levels.

1
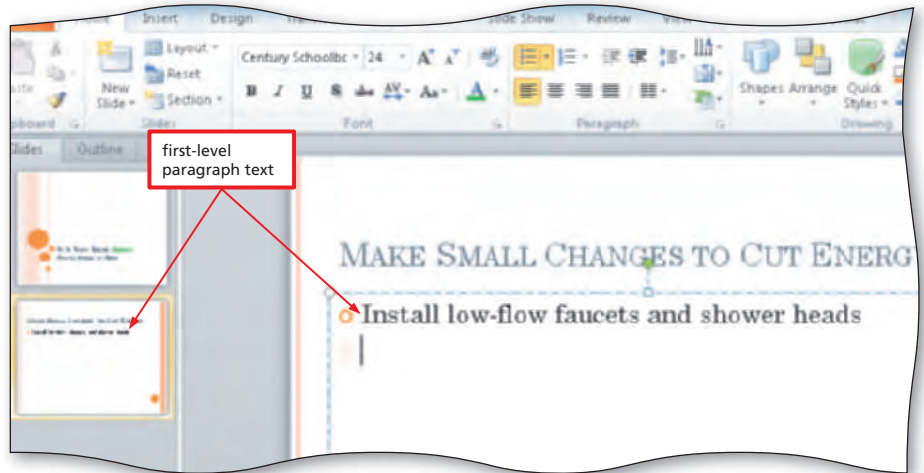- Type **Install low-flow faucets and shower heads** and then press the ENTER key (Figure 1–20).

Figure 1–20

2
- Click the Increase List Level button (Home tab | Paragraph group) to indent the second paragraph below the first and create a second-level paragraph (Figure 1–21).

Q&A
Why does the bullet for this paragraph have a different size and color?
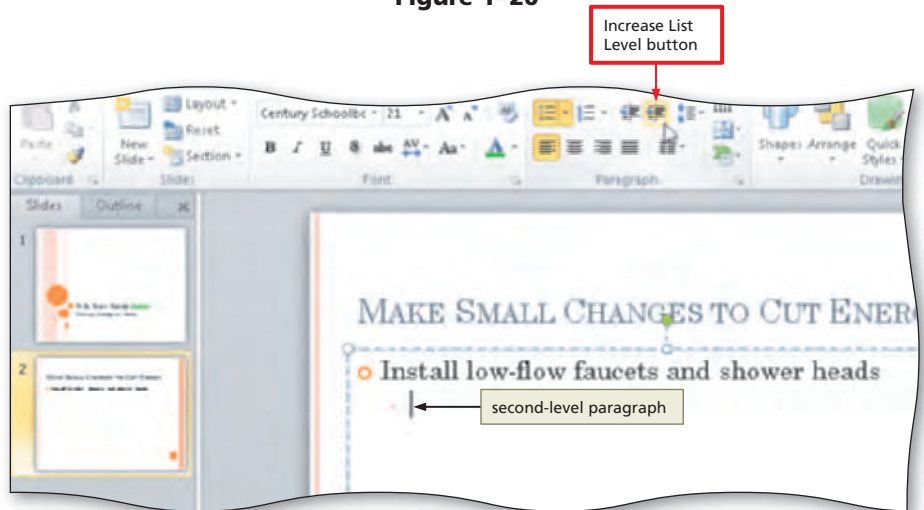
A different bullet is assigned to each paragraph level.

Figure 1–21

3
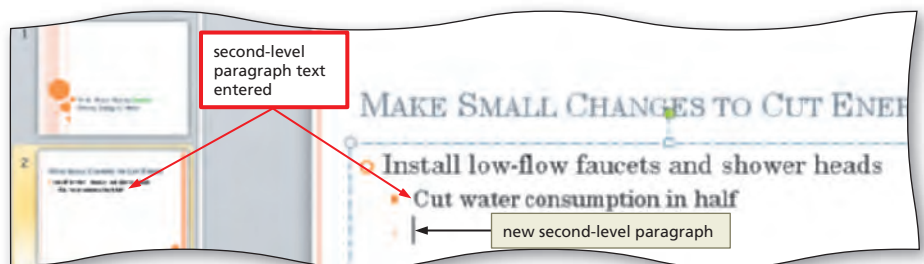- Type **Cut water consumption in half** and then press the ENTER key (Figure 1–22).

Figure 1–22

4
- Click the Decrease List Level button (Home tab | Paragraph group) so that the second-level paragraph becomes a first-level paragraph (Figure 1–23).

Q&A Can I delete bullets on a slide?

Yes. If you do not want bullets to display in a particular paragraph, click the Bullets button (Home tab | Paragraph group) or right-click the paragraph and then click the Bullets button on the shortcut menu.

Other Ways

1. Press TAB to promote paragraph; press SHIFT+TAB to demote paragraph

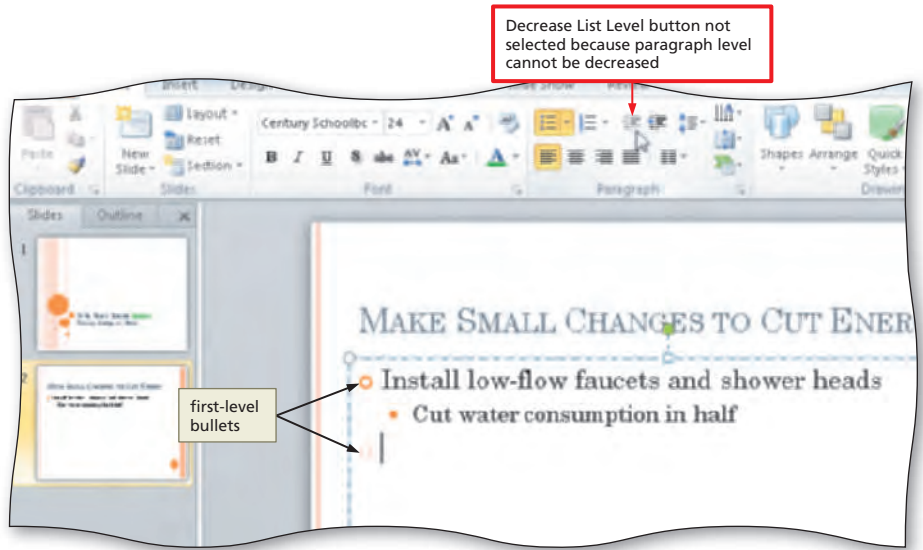**Figure 1–23**

To Type the Remaining Text for Slide 2

The following steps complete the text for Slide 2.

1 Type `Appliances count for 20 percent of electric bill` and then press the ENTER key.

2 Click the Increase List Level button (Home tab | Paragraph group) to demote the paragraph to the second level.

3 Type `Buy ENERGY STAR qualified products` and then press the ENTER key to add a new paragraph at the same level as the previous paragraph.

4 Type `Run dishwasher, clothes washer with full loads` and then press the ENTER key.

5 Click the Increase List Level button (Home tab | Paragraph group) to demote the paragraph to the third level.

6 Type `Wash clothes in cold water` but do not press the ENTER key (Figure 1–24).

Q&A I pressed the ENTER key in error, and now a new bullet appears after the last entry on this slide. How can I remove this extra bullet?
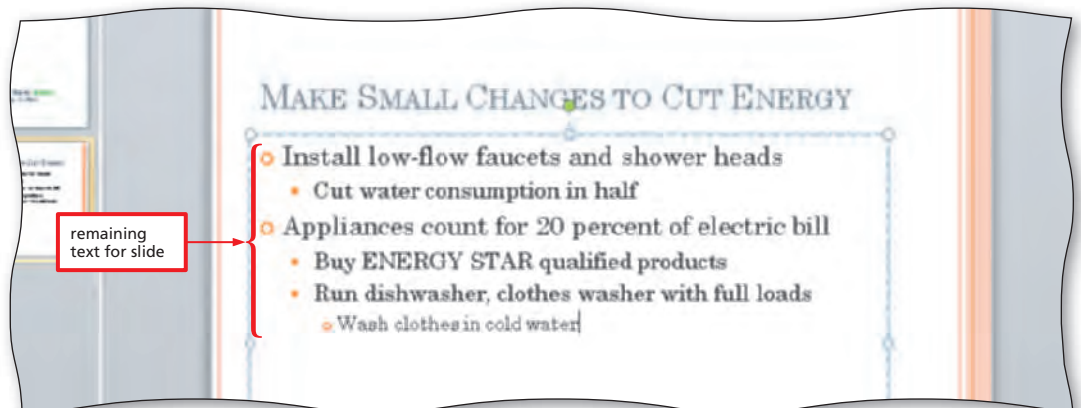
Press the BACKSPACE key twice.

Figure 1–24

To Select a Group of Words

PowerPoint designers use many techniques to emphasize words and characters on a slide. To add emphasis to your slide show's concept of saving natural resources, you want to bold and increase the font size of the words, in half, in the body text. You could perform these actions separately, but it is more efficient to select the words and then change the font attributes. The following steps select two words.

1

• Position the mouse pointer immediately to the left of the first character of the text to be selected (in this case, the i in the word, in) (Figure 1–25).
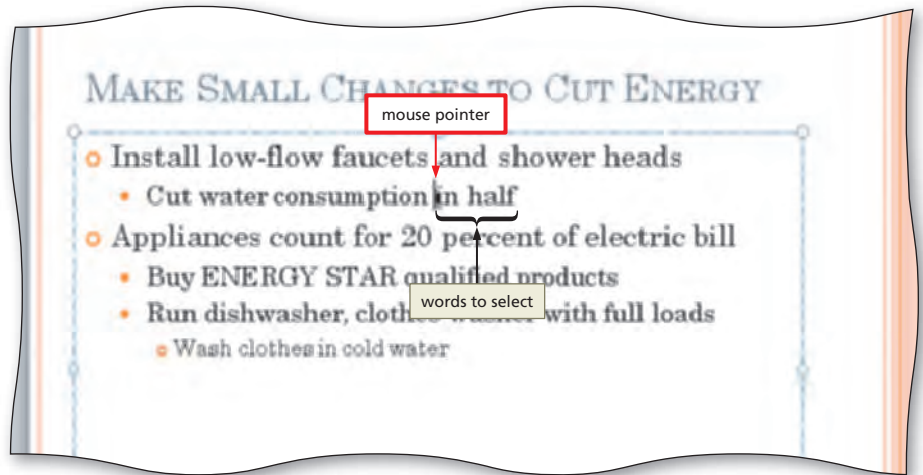
Figure 1–25

2

• Drag the mouse pointer through the last character of the text to be selected (in this case, the f in half) (Figure 1–26).
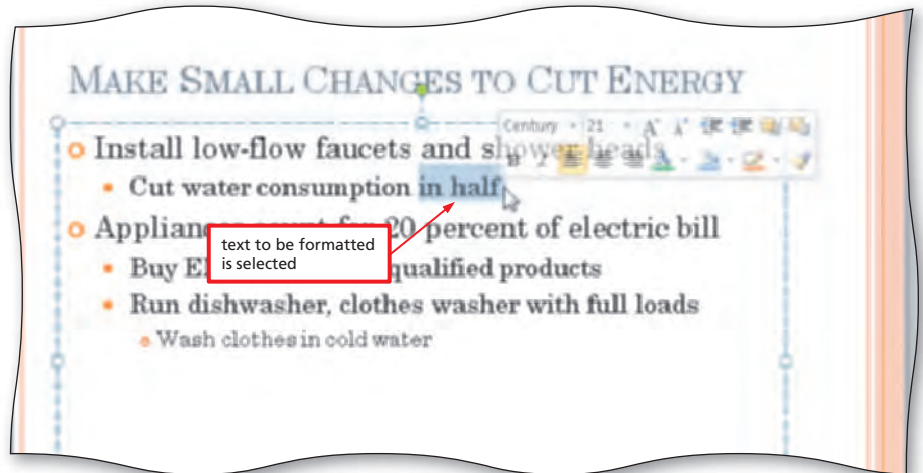
Figure 1–26

Other Ways

1. Press CTRL+SHIFT+RIGHT ARROW

To Bold Text

Bold characters display somewhat thicker and darker than those that display in a regular font style. Clicking the Bold button on the Mini toolbar is an efficient method of bolding text. To add more emphasis to the amount of water savings that can occur by installing low-flow faucets and shower heads, you want to bold the words, in half. The following step bolds this text.

1

● With the words, in half, selected, click the Bold button on the Mini toolbar to bold the two words (Figure 1–27).
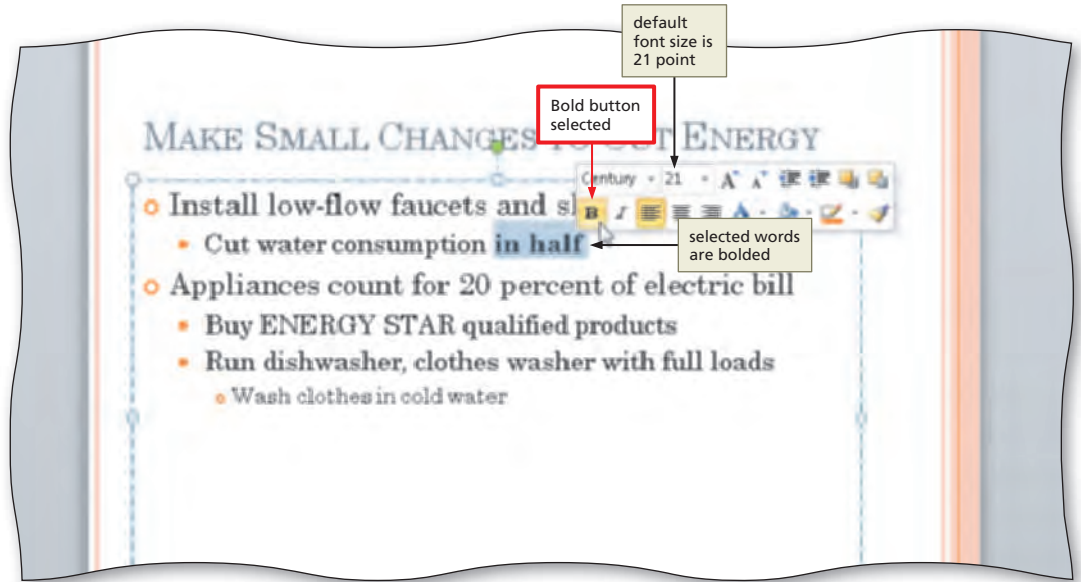

Figure 1–27

Other Ways

1. Click Bold button (Home tab | Font group)
2. Press CTRL+B

Formatting Words
To format one word, position the insertion point anywhere in the word. Then make the formatting changes you desire. The entire word does not need to be selected for the change to occur.

To Increase Font Size

To add emphasis, you increase the font size for the words, in half. The following step increases the font size from 21 to 24 point.

1 With the words, in half, still selected, click the Increase Font Size button on the Mini toolbar once (Figure 1–28).
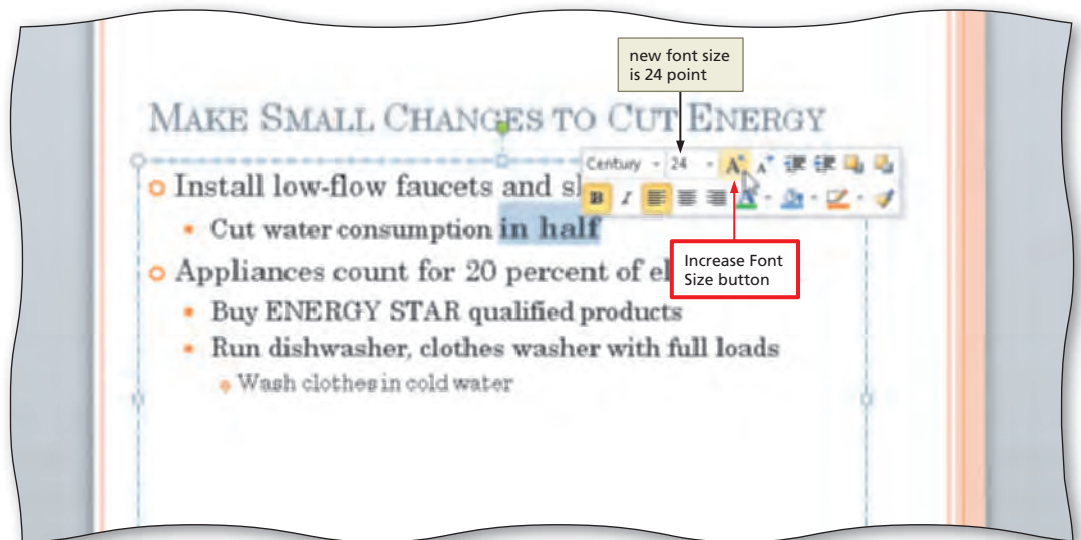

Figure 1–28

Adding New Slides and Changing the Slide Layouts

Slide 3 in Figure 1–1c on page PPT 3 contains a photograph and does not contain a bulleted list. When you add a new slide, PowerPoint applies the Title and Content layout. This layout along with the Title Slide layout for Slide 1 are the default styles. A **layout** specifies the arrangement of placeholders on a slide. These placeholders are arranged in various configurations and can contain text, such as the slide title or a bulleted list, or they can contain content, such as SmartArt graphics, pictures, charts, tables, shapes, and clip art. The placement of the text, in relationship to content, depends on the slide layout. You can specify a particular slide layout when you add a new slide to a presentation or after you have created the slide.

Using the **Layout gallery**, you can choose a slide layout. The nine layouts in this gallery have a variety of placeholders to define text and content positioning and formatting. Three layouts are for text: Title Slide, Section Header, and Title Only. Five are for text and content: Title and Content, Two Content, Comparison, Content with Caption, and Picture with Caption. The Blank layout has no placeholders. If none of these standard layouts meets your design needs, you can create a **custom layout**. A custom layout specifies the number, size, and location of placeholders, background content, and optional slide and placeholder-level properties.

When you change the layout of a slide, PowerPoint retains the text and objects and repositions them into the appropriate placeholders. Using slide layouts eliminates the need to resize objects and the font size because PowerPoint automatically sizes the objects and text to fit the placeholders.

BTW

Experimenting with Normal View
As you learn to use PowerPoint's features, experiment with using the Outline tab and with closing the Tabs pane to maximize the slide area. To close the Tabs pane, click the x to the right of the Outline tab. To redisplay the Tabs pane, click the View tab on the Ribbon and then click Normal in the Presentation Views group.

To Add a Slide with the Title Only Layout

The following steps add Slide 3 to the presentation with the Title Only slide layout style.

1

- If necessary, click Home on the Ribbon to display the Home tab.

- Click the New Slide arrow (Home tab | Slides group) to display the Layout gallery (Figure 1–29).
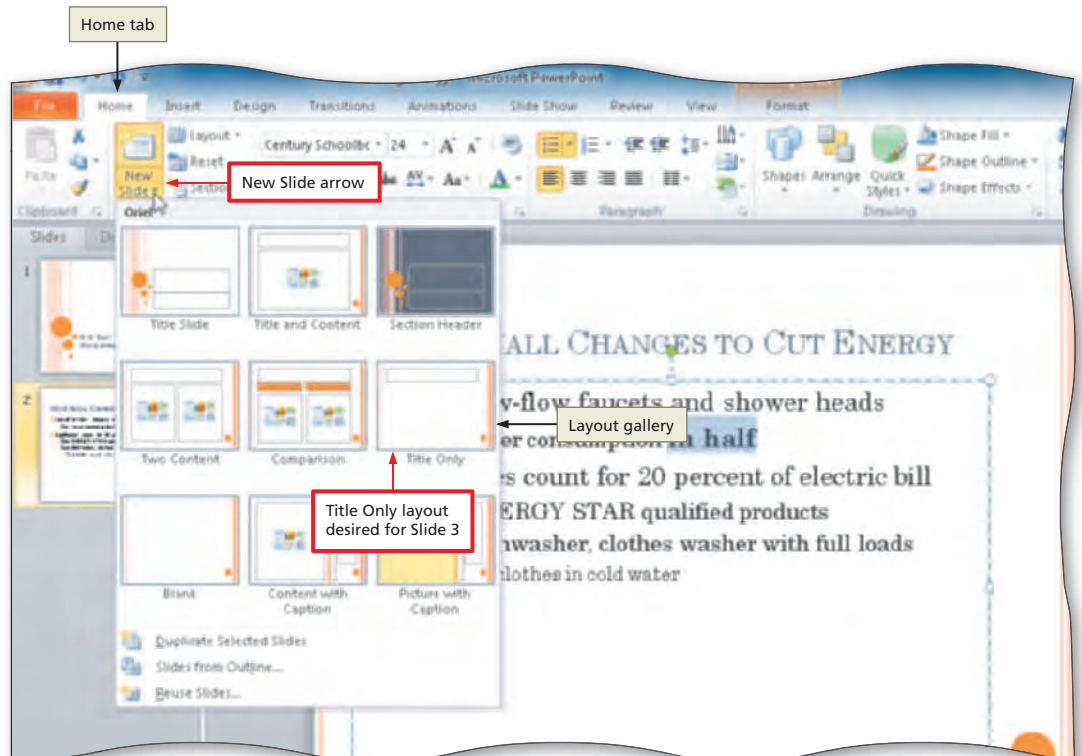

Figure 1–29

2
- Click Title Only to add a new slide and apply that layout to Slide 3 (Figure 1–30).
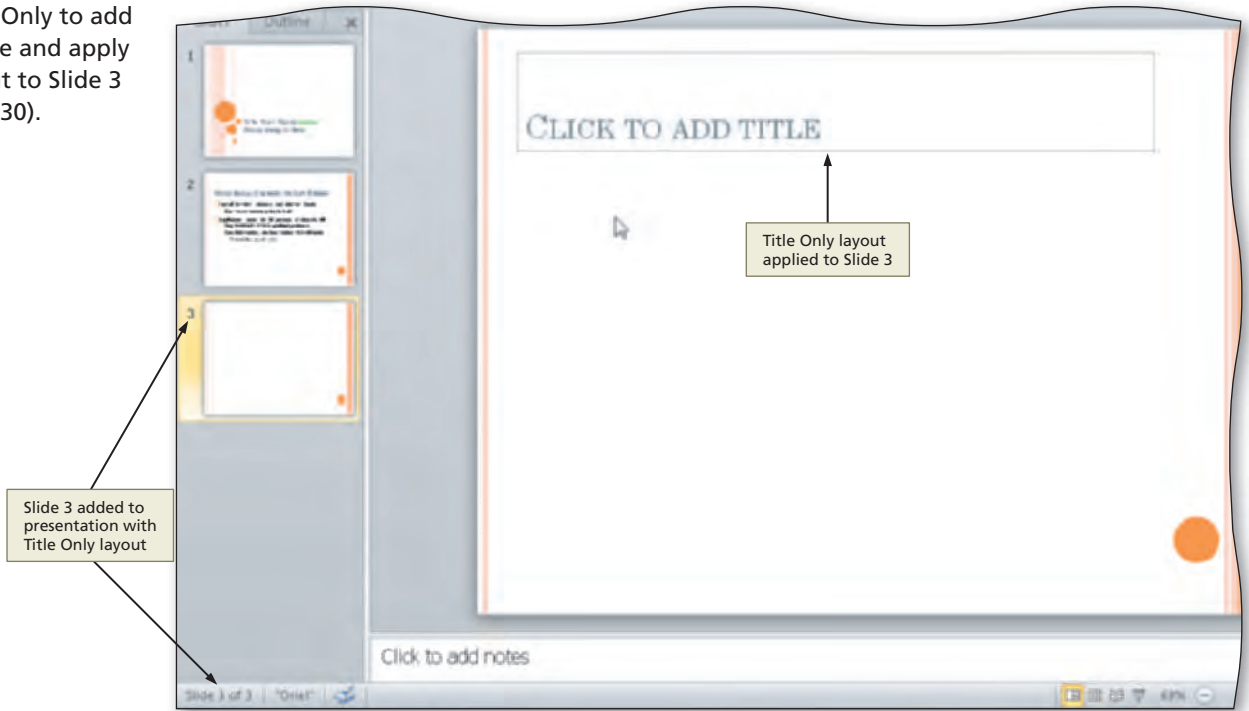
Figure 1–30

To Enter a Slide Title

The only text on Slide 3 is the title. The following step enters the title text for this slide.

1 Type **Use Energy Efficient Lighting** as the title text but do not press the ENTER key (Figure 1–31).

BTW

Portrait Page Orientation
If your slide content is dominantly vertical, such as a skyscraper or a person, consider changing the slide layout to a portrait page orientation. To change the orientation, click the Slide Orientation button (Design tab | Page Setup group) and then click the desired orientation.

Figure 1–31

To Add a New Slide and Enter a Slide Title and Headings

The text on Slide 4 in Figure 1–1d on page PPT 3 consists of a title and two headings. The appropriate layout for this slide is named Comparison. The following steps add Slide 4 to the presentation with the Comparison layout and then enter the title and heading text for this slide.

1
- Click the New Slide arrow in the Slides group to display the Layout gallery (Figure 1–32).

Figure 1–32

2
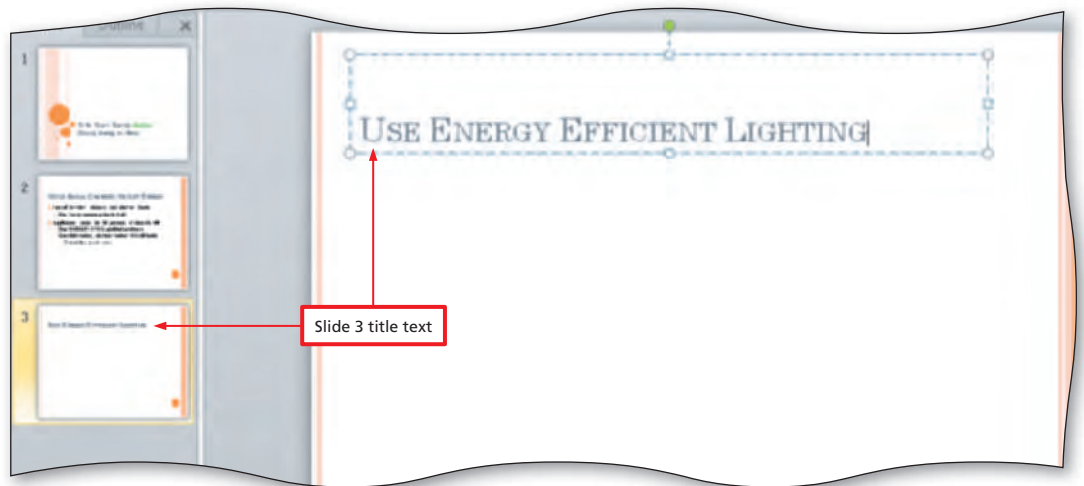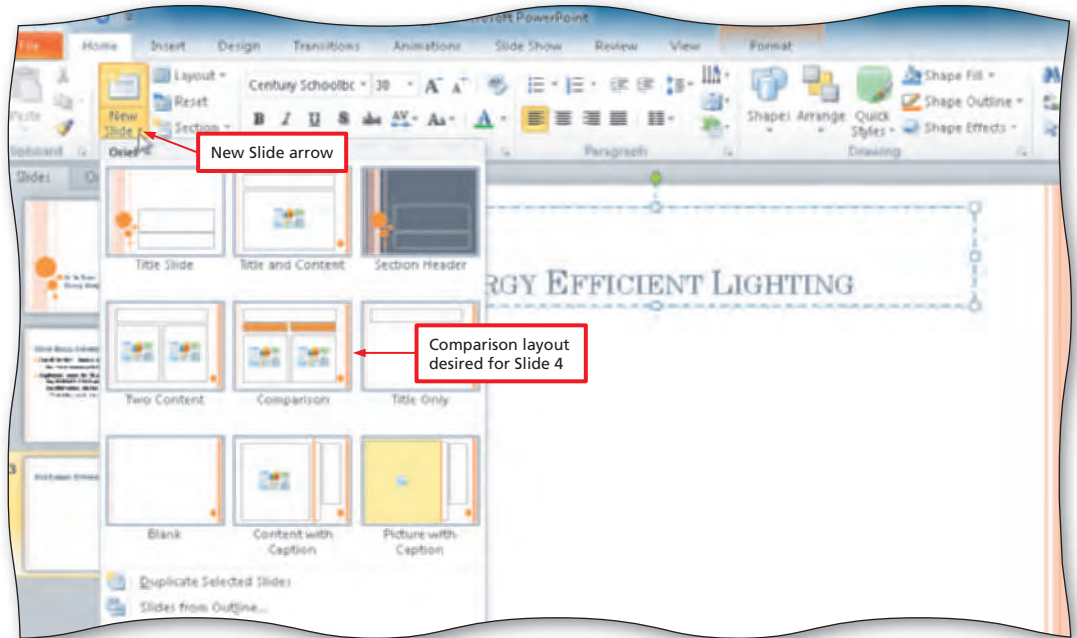- Click Comparison to add Slide 4 and apply that layout.

- Type **Adjust Your Thermostats** in the title text placeholder but do not press the ENTER key.

- Click the left orange heading placeholder with the label, Click to add text, to select this placeholder (Figure 1–33).
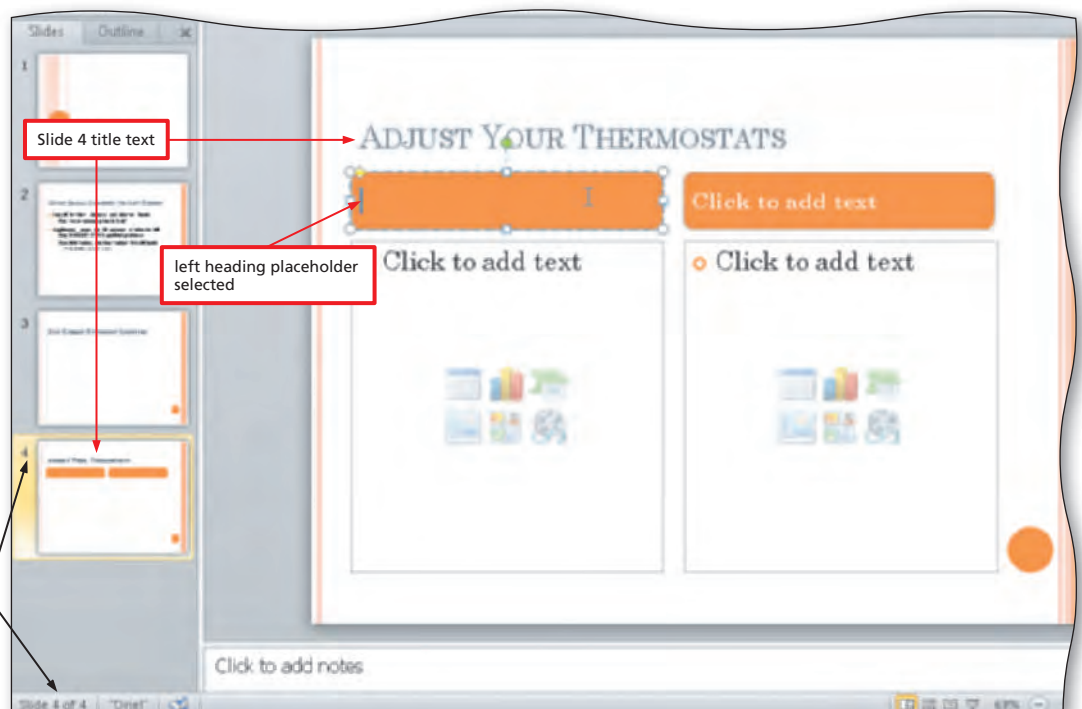

Figure 1–33

3

- Type `Furnace: 68 degrees` but do not press the ENTER key.

- Click the right orange heading placeholder and then type `Water heater: 120 degrees` but do not press the ENTER key (Figure 1–34).

heading text entered in left and right heading placeholders

ADJUST YOUR THERMOSTATS

Furnace: 68 degrees

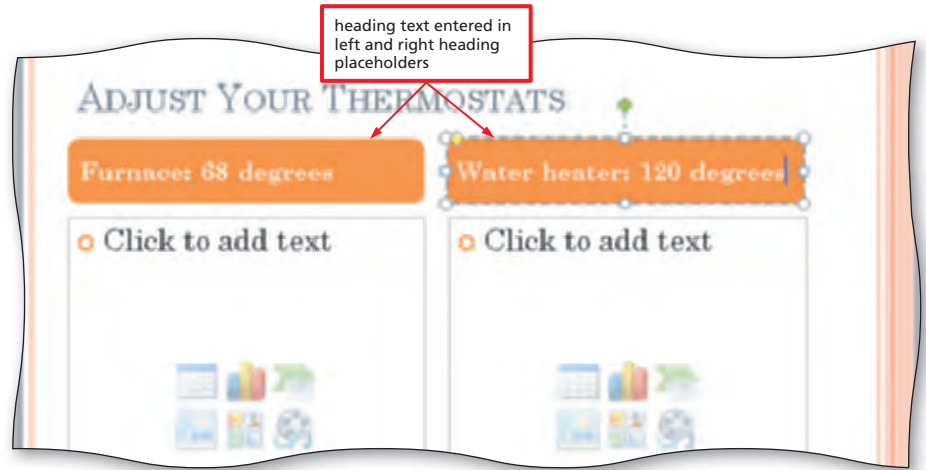Water heater: 120 degrees

Click to add text

Click to add text

Figure 1–34

Break Point: If you wish to take a break, this is a good place to do so. You can quit PowerPoint now (refer to page PPT 50 for instructions). To resume at a later time, start PowerPoint (refer to pages PPT 4 and PPT 5 for instructions), open the file called Saving Energy (refer to pages PPT 50 and PPT 51 for instructions), and continue following the steps from this location forward.

PowerPoint Views

The PowerPoint window display varies depending on the view. A **view** is the mode in which the presentation appears on the screen. PowerPoint has four main views: Normal, Slide Sorter, Reading, and Slide Show. It also has another view, called Notes Page view, used for entering information about a slide.

The default view is **Normal view**, which is composed of three working areas that allow you to work on various aspects of a presentation simultaneously. The left side of the screen has a Tabs pane that consists of a **Slides tab** and an **Outline tab**. These tabs alternate between views of the presentation in a thumbnail, or miniature, view of the slides and an outline of the slide text. You can type the text of the presentation on the Outline tab and easily rearrange bulleted lists, paragraphs, and individual slides. As you type, you can view this text in the **Slide pane**, which shows a large view of the current slide on the right side of the window. You also can enter text, graphics, animations, and hyperlinks directly in the Slide pane. The **Notes pane** at the bottom of the window is an area where you can type notes and additional information. This text can consist of notes to yourself or remarks to share with your audience. If you want to work with your notes in full page format, you can display them in **Notes Page view**.

In Normal view, you can adjust the width of the Slide pane by dragging the **splitter bar** and the height of the Notes pane by dragging the pane borders. After you have created at least two slides, a scroll bar containing **scroll arrows** and **scroll boxes** will appear on the right edge of the window.

BTW

Using the Notes Pane
As you create your presentation, type comments to yourself in the Notes pane. This material can be used as part of the spoken information you will share with your audience as you give your presentation. You can print these notes for yourself or to distribute to your audience.

To Move to Another Slide in Normal View

When creating or editing a presentation in Normal view (the view you are currently using), you often want to display a slide other than the current one. Before continuing with developing this project, you want to display the title slide by dragging the scroll box on the vertical scroll bar. When you drag the scroll box, the **slide indicator** shows the number and title of the slide you are about to display. Releasing the mouse button shows the slide. The following steps move from Slide 4 to Slide 1 using the scroll box on the Slide pane.

1

• Position the mouse pointer on the scroll box.

• Press and hold down the mouse button so that Slide: 4 of 4 Adjust Your Thermostats appears in the slide indicator (Figure 1–35).
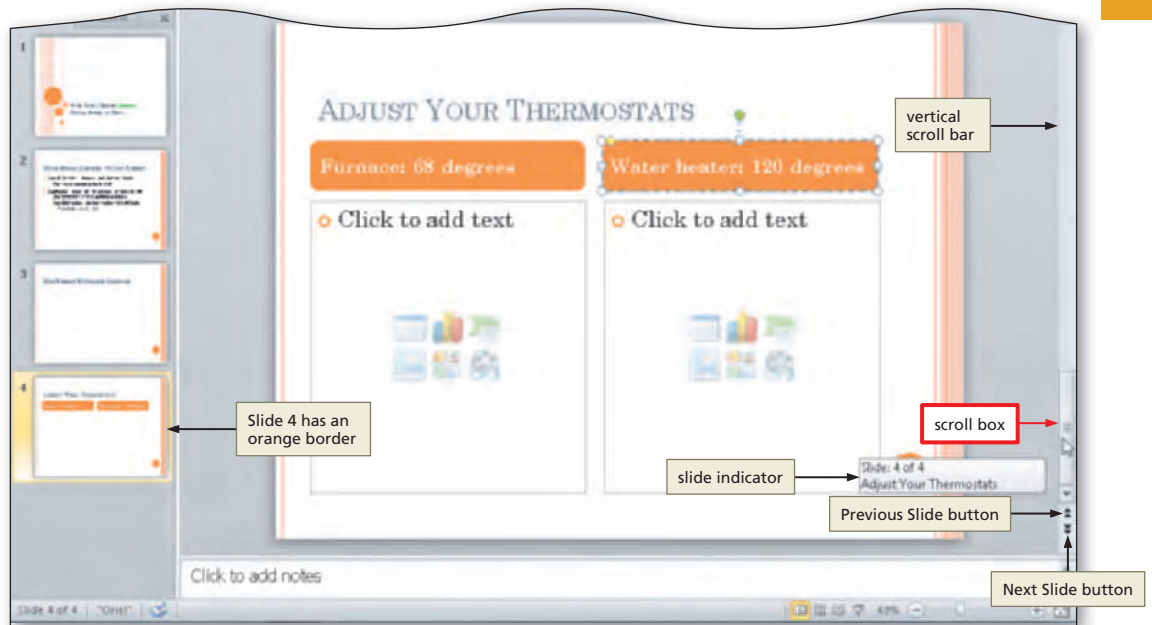

Figure 1–35

2

• Drag the scroll box up the vertical scroll bar until Slide: 1 of 4 It Is Easy Being Green appears in the slide indicator (Figure 1–36).
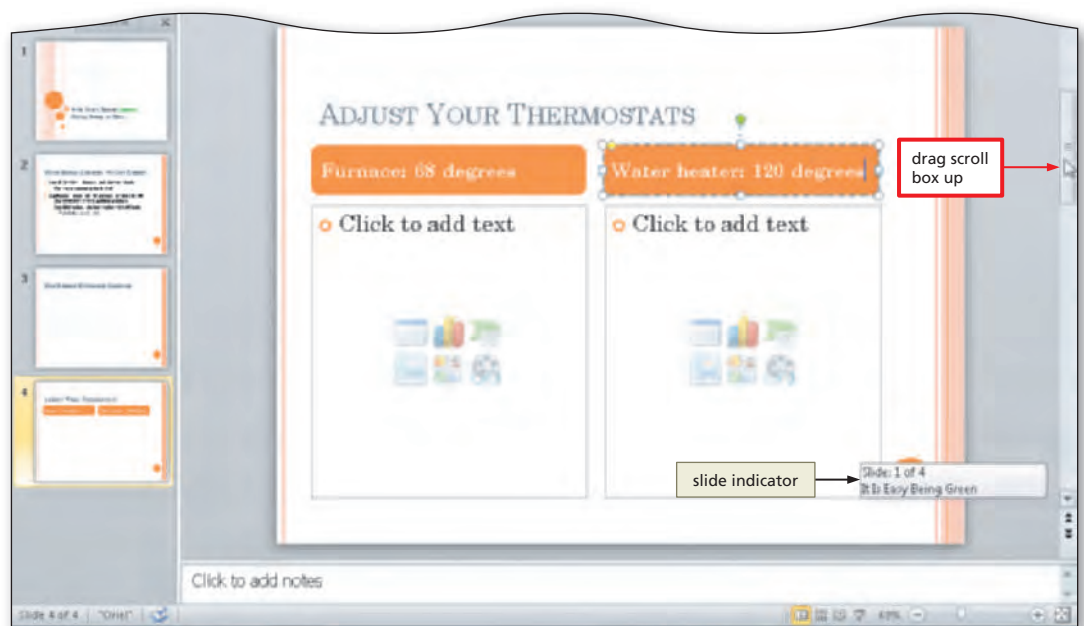

Figure 1–36

3

● Release the mouse button so that Slide 1 appears in the Slide pane and the Slide 1 thumbnail has an orange border in the Slides tab (Figure 1–37).

orange border surrounds Slide 1

Slide 1 is displayed

IT IS EASY BEING GREEN

Saving Energy at Home

Click to add notes

Figure 1–37

Other Ways

1. Click Next Slide button or Previous Slide button to move forward or back one slide
2. Click slide thumbnail on Slides tab
3. Press PAGE DOWN or PAGE UP to move forward or back one slide

Inserting Clip Art and Photographs into Slides

A **clip** is a single media file that can include art, sound, animation, or movies. Adding a clip can help increase the visual appeal of many slides and can offer a quick way to add professional-looking graphic images and sounds to a presentation without creating these files yourself. This art is contained in the **Microsoft Clip Organizer**, a collection of drawings, photographs, sounds, videos, and other media files shared among Microsoft Office applications. The **Office Collections** contains all these media files included with Microsoft Office.

You also can add your own clips to slides. You can insert these files directly from a storage medium, such as a USB flash drive. In addition, you can add them to the other files in the Clip Organizer so that you can search for and reuse these images, sounds, animations, and movies. When you create these media files, they are stored on your hard disk in **My Collections**. The Clip Organizer will find these files and create a new collection with these files. Two other locations for clips are Shared Collections and Web Collections. Files in the **Shared Collections** typically reside on a shared network file server and are accessible to multiple users. The **Web Collections** clips reside on the Microsoft Clip Art and Media Home page on the Microsoft Office Online Web site. They are available only if you have an active Internet connection.

The Clip Art Task Pane

You can add clips to your presentation in two ways. One way is by selecting one of the slide layouts that includes a content placeholder with a Clip Art button. A second method is by clicking the Clip Art button in the Images area on the Insert tab. Clicking the Clip Art button opens the Clip Art task pane. The **Clip Art task pane** allows you to search for clips by using descriptive keywords, file names, media file formats, and clip collections. Specific file formats could be for clip art, photographs, movies, and sounds.

Clips are organized in hierarchical **clip collections** that combine topic-related clips into categories, such as Academic, Business, and Technology.

Clips have one or more keywords associated with various entities, activities, labels, and emotions. In most instances, the keywords give the name of the clip and related categories. For example, an image of a cow in the Animals category has the keywords animals, cattle, cows, dairies, farms, and Holsteins. You can enter these keywords in the Search for text box to find clips when you know one of the words associated with the image. Otherwise, you might find it necessary to scroll through several categories to find an appropriate clip.

Depending on the installation of the Microsoft Clip Organizer on your computer, you might not have the clip art used in this chapter. Contact your instructor if you are missing clips used in the following steps. If you have an active connection to the Internet, clips from the Microsoft Office Online Web site will display automatically as the result of your search results.

> **Adhere to copyright regulations.**
> You have permission to use the clips from the Microsoft Clip Organizer. If you want to use a clip from another source, be certain you have the legal right to insert this file in your presentation. Read the copyright notices that may accompany the clip and may be posted on the Web site where you obtained the clip. The owners of these images and files often ask you to give them credit for using their work, which may be satisfied by stating where you obtained the images.

Plan Ahead

To Insert a Clip from the Clip Organizer into the Title Slide

Slide 1 uses the Title Slide layout, which has two placeholders for text but none for graphical content. You desire to place a graphic on Slide 1, so you will locate a clip art image of a green globe and flower and then insert it in this slide. Later in this chapter, you will size and position it in an appropriate location. The following steps add a clip to Slide 1.

1
- Click Insert on the Ribbon to display the Insert tab.

- Click the Clip Art button (Insert tab | Images group) to display the Clip Art task pane.

- Click the Search for text box in the Clip Art task pane, if necessary delete any letters that are present, and then type `green globe` in the Search for text box.

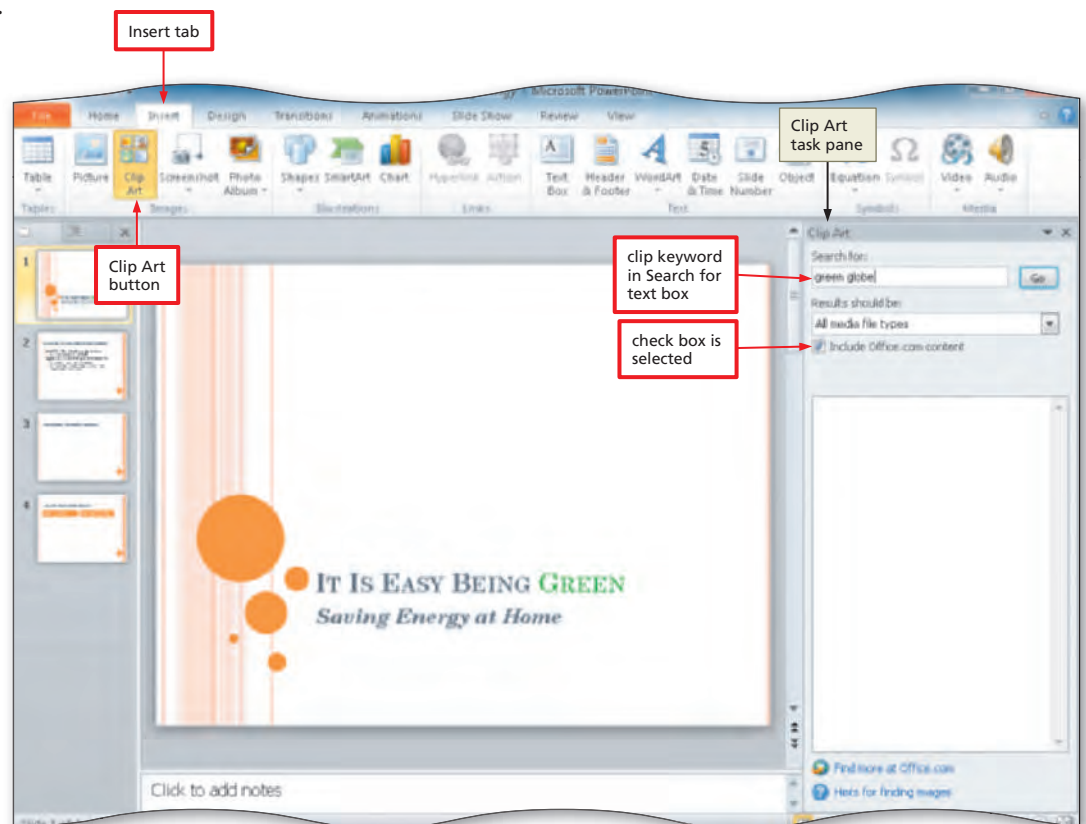- If necessary, click the 'Include Office.com content' check box to select it (Figure 1–38).

Figure 1–38

2

- Click the Go button so that the Microsoft Clip Organizer will search for and display all clips having the keywords, green globe.

- If necessary, click the Yes button if a Microsoft Clip Organizer dialog box appears asking if you want to include additional clip art images from Office.com.

- If necessary, scroll down the list to display the globe clip shown in Figure 1–39.

- Click the clip to insert it into the slide (Figure 1–39).
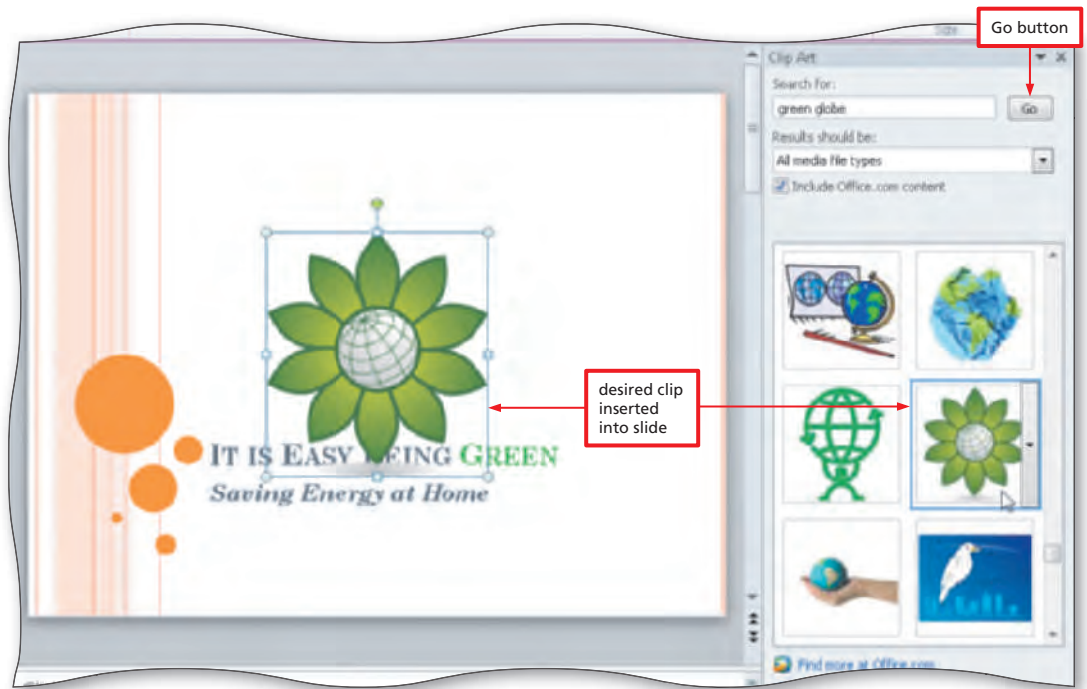
Figure 1–39

Q&A What if the globe image displayed in Figure 1–39 is not shown in my Clip Art task pane?

Select a similar clip. Your clips may be different depending on the clips installed on your computer and if you have an active connection to the Internet.

Q&A What is the yellow star image that displays in the lower-right corner of some clips in the Clip Art task pane?

The star indicates the image is animated and will move when the slide containing this clip is displayed during a slide show.

Q&A Why is this globe clip displayed in this location on the slide?

The slide layout does not have a content placeholder, so PowerPoint inserts the clip in the center of the slide.

To Insert a Clip from the Clip Organizer into a Slide without a Content Placeholder

The next step is to add two clips to Slide 2. Slide 2 has a bulleted list in the text placeholder, so the icon group does not display in the center of the placeholder. Later in this chapter, you will resize the inserted clips. The Clip Art task pane is displayed and will remain open until you close it. The following steps add one clip to Slide 2.

1 Click the Next Slide button to display Slide 2.

2 Click the Search for text box in the Clip Art task pane and then delete the letters in the Search for text box.

3 Type **faucets** and then click the Go button.

4 If necessary, scroll down the list to display the faucet clip shown in Figure 1–40 and then click the clip to insert it into Slide 2 (Figure 1–40).
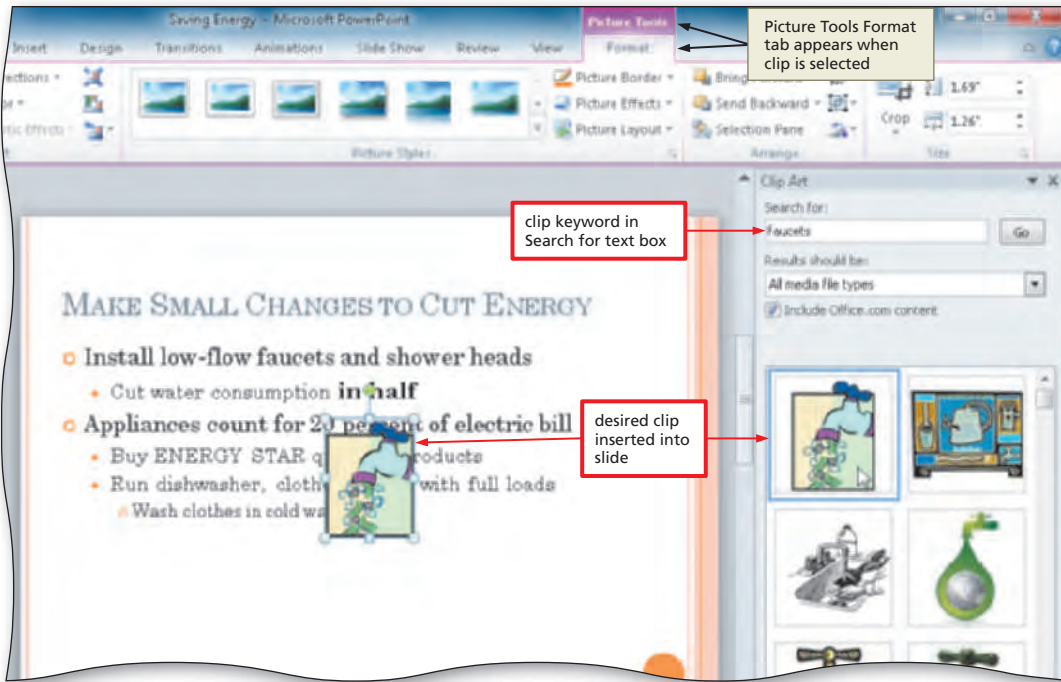
Figure 1–40

To Insert a Second Clip from the Clip Organizer into a Slide without a Content Placeholder

The following steps add a second clip to Slide 2. PowerPoint inserts this clip on top of the faucet clip in the center of the slide. Both clips will be moved and resized later in this project.

1 Click the Search for text box in the Clip Art task pane and then delete the letters in the text box.

2 Type **dishwasher,** click the Go button, locate the clip shown in Figure 1–41, and then click the clip to insert it into Slide 2 (Figure 1–41).

BTW

Clip Properties
Each clip has properties that identify its characteristics. When you right-click a clip in the Microsoft Clip Organizer, you will see details of the clip's name, file type, size, dimensions, keywords, and creation date. You also can preview the clip and edit its assigned keywords.
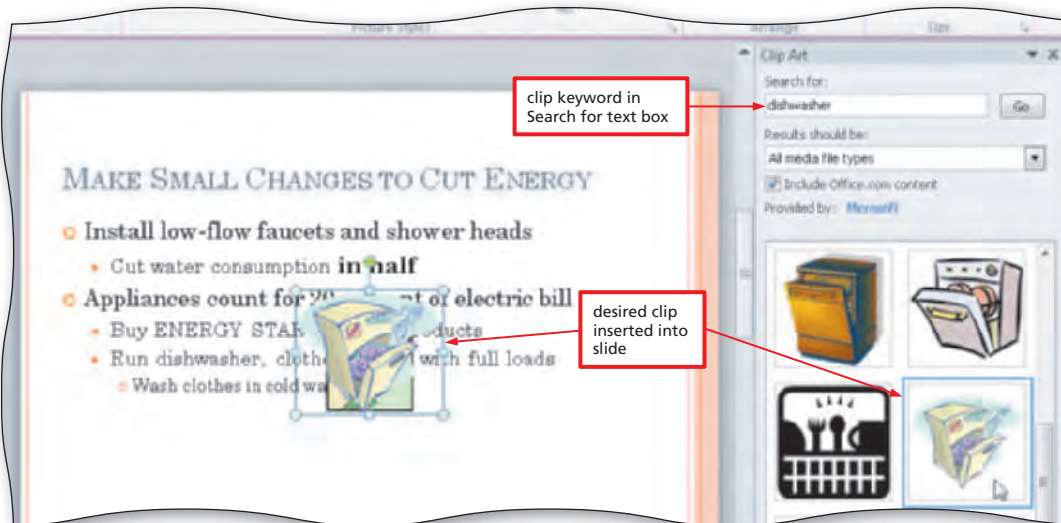

Figure 1–41

To Insert a Clip from the Clip Organizer into a Content Placeholder

Slide 4 uses the Comparison layout, which has a content placeholder below each of the two headings. You desire to insert clip art into both content placeholders to reinforce the concept that consumers should adjust the heating temperatures of their furnace and water heater. The following steps insert clip art of a furnace into the left content placeholder and a water heater into the right content placeholder on Slide 4.

1
- Click the Close button in the Clip Art task pane so that it no longer is displayed.

- Click the Next Slide button twice to display Slide 4.

- Click the Clip Art icon in the left content placeholder to select that placeholder and to open the Clip Art task pane (Figure 1–42).
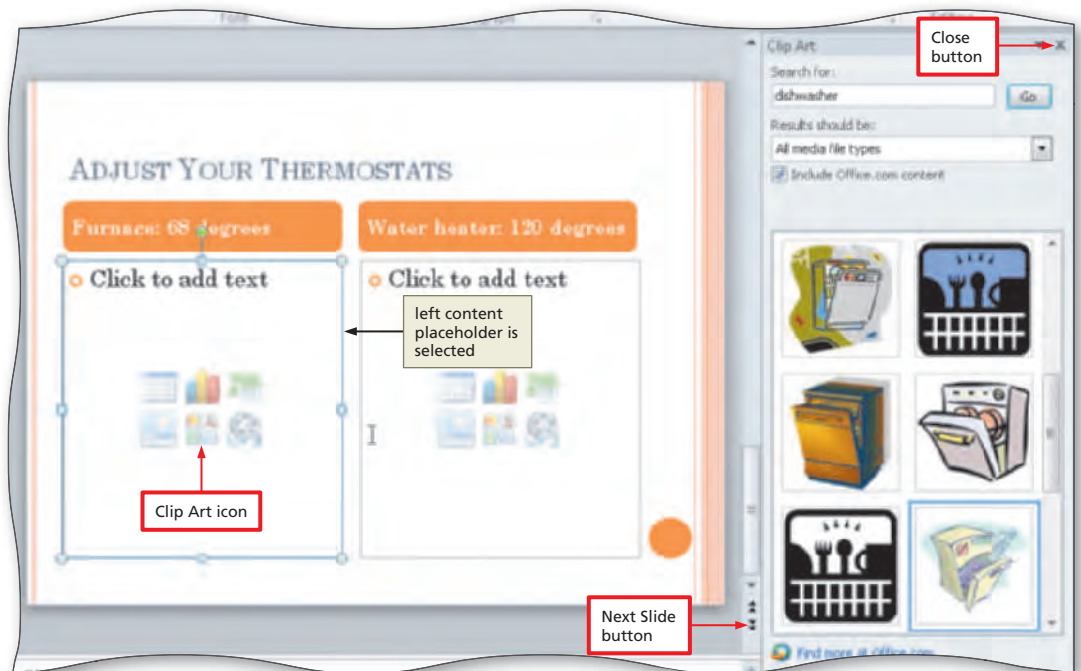
Q&A

Do I need to close the Clip Art task pane when I am finished inserting the two clips into Slide 2?

No. You can leave the Clip Art task pane open and then display Slide 4. It is often more convenient, however, to open this pane when you are working with a layout that has a content placeholder so that the clip is inserted in the desired location.

Figure 1–42

2
- Click the Search for text box in the Clip Art task pane, delete any letters that are present, type **furnace** in the Search for text box, and then click the Go button to search for and display all pictures having the keyword, furnace.

- If necessary, scroll down the list to display the furnace clip shown in Figure 1–43.

- Click the clip to insert it into the left content placeholder (Figure 1–43).

Figure 1–43

3

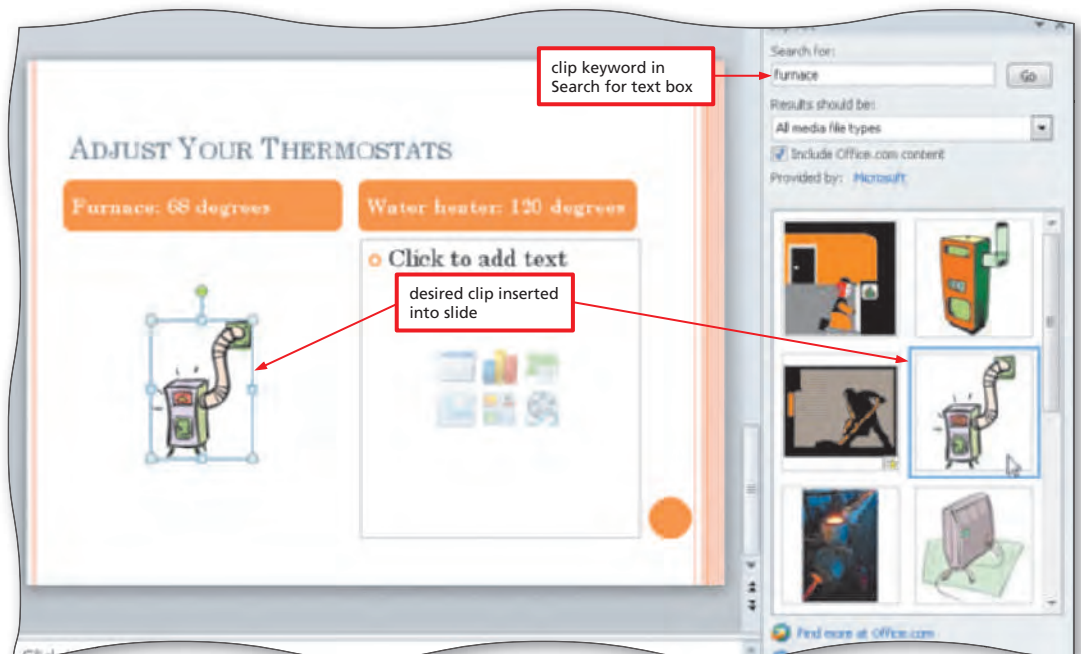- Click anywhere in the right placeholder except one of the six icons to select the placeholder.

Q&A

I clicked the Clip Art icon by mistake, which closed the Clip Art task pane. How do I open it?

Click the Clip Art icon.

4

- Click the Search for text box in the Clip Art task pane, delete any letters that are present, type **water heater** in the Search for text box, and then click the Go button.

- If necessary, scroll down the list to display the water heater clip shown in Figure 1–44 and then click the clip to insert it into the right content placeholder (Figure 1–44).
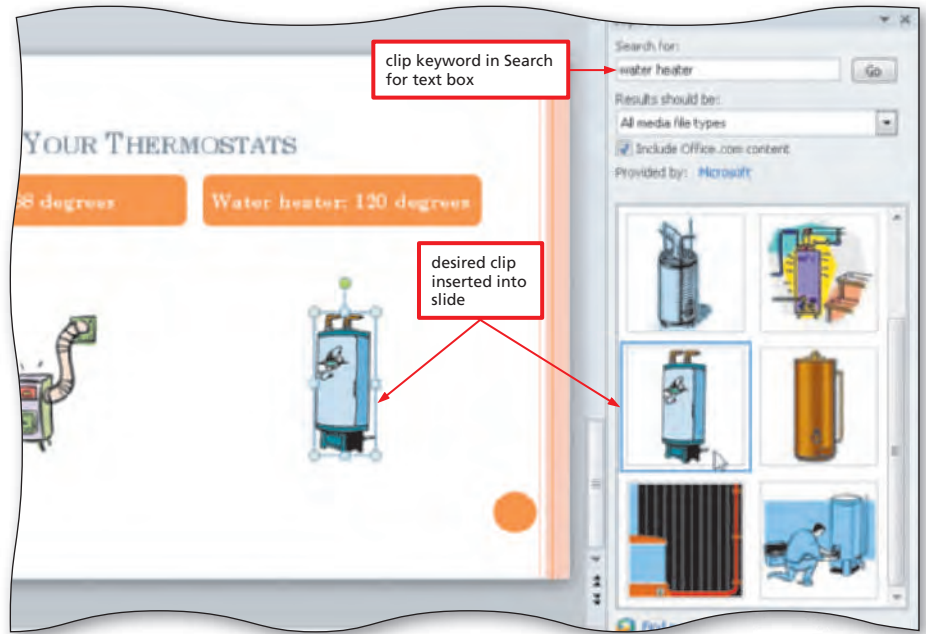

Figure 1–44

Photographs and the Clip Organizer

In addition to clip art, you can insert pictures into a presentation. These may include scanned photographs, line art, and artwork from storage media, such as USB flash drives, hard disks, optical discs, and memory cards. To insert a picture into a presentation, the picture must be saved in a format that PowerPoint can recognize. Table 1–1 identifies some of the formats PowerPoint recognizes.

BTW

Compressing File Size
When you add a picture to a presentation, PowerPoint automatically compresses this image. Even with this compression applied, a presentation that contains pictures usually has a large file size. To reduce this size, you can compress a picture further without affecting the quality of how it displays on the slide. To compress a picture, select the picture and then click the Compress Pictures button (Picture Tools Format tab | Adjust group). You can restore the picture's original settings by clicking the Reset Picture button (Picture Tools Format tab | Adjust group).

Table 1–1 Primary File Formats PowerPoint Recognizes	
Format	**File Extension**
Computer Graphics Metafile	.cgm
CorelDRAW	.cdr, .cdt, .cmx, and .pat
Encapsulated PostScript	.eps
Enhanced Metafile	.emf
FlashPix	.fpx
Graphics Interchange Format	.gif
Hanako	.jsh, .jah, and .jbh
Joint Photographic Experts Group (JPEG)	.jpg
Kodak PhotoCD	.pcd
Macintosh PICT	.pct
PC Paintbrush	.pcx
Portable Network Graphics	.png
Tagged Image File Format	.tif
Windows Bitmap	.bmp, .rle, .dib
Microsoft Windows Metafile	.wmf
WordPerfect Graphics	.wpg

Wrapping Text around a Picture
PowerPoint 2010 does not allow you to wrap text around a picture or other graphics, such as tables, shapes, charts, or graphics. This feature, however, is available in Word 2010.

You can import files saved with the .emf, .gif, .jpg, .png, .bmp, .rle, .dib, and .wmf formats directly into PowerPoint presentations. All other file formats require separate filters that are shipped with the PowerPoint installation software and must be installed separately. You can download additional filters from the Microsoft Office Online Web site.

To Insert a Photograph from the Clip Organizer into a Slide without a Content Placeholder

Next, you will add a photograph to Slide 3. You will not insert this picture into a content placeholder, so it will display in the center of the slide. Later in this chapter, you will resize this picture. To start the process of locating this photograph, you do not need to click the Clip Art button icon in the content placeholder because the Clip Art task pane already is displayed. The following steps add a photograph to Slide 3.

1 Click the Previous Slide button to display Slide 3.

2 Click the Search for text box in the Clip Art task pane, delete the letters in the text box, type **CFL,** and then click the Go button.

3 If necessary, scroll down the list to display the picture of a light bulb shown in Figure 1–45, and then click the photograph to insert it into Slide 2 (Figure 1–45).

Q&A
Why is my photograph a different size from the one shown in Figure 1–1c on page PPT 3?
The photograph was inserted into the slide and not into a content placeholder. You will resize the picture later in this chapter.
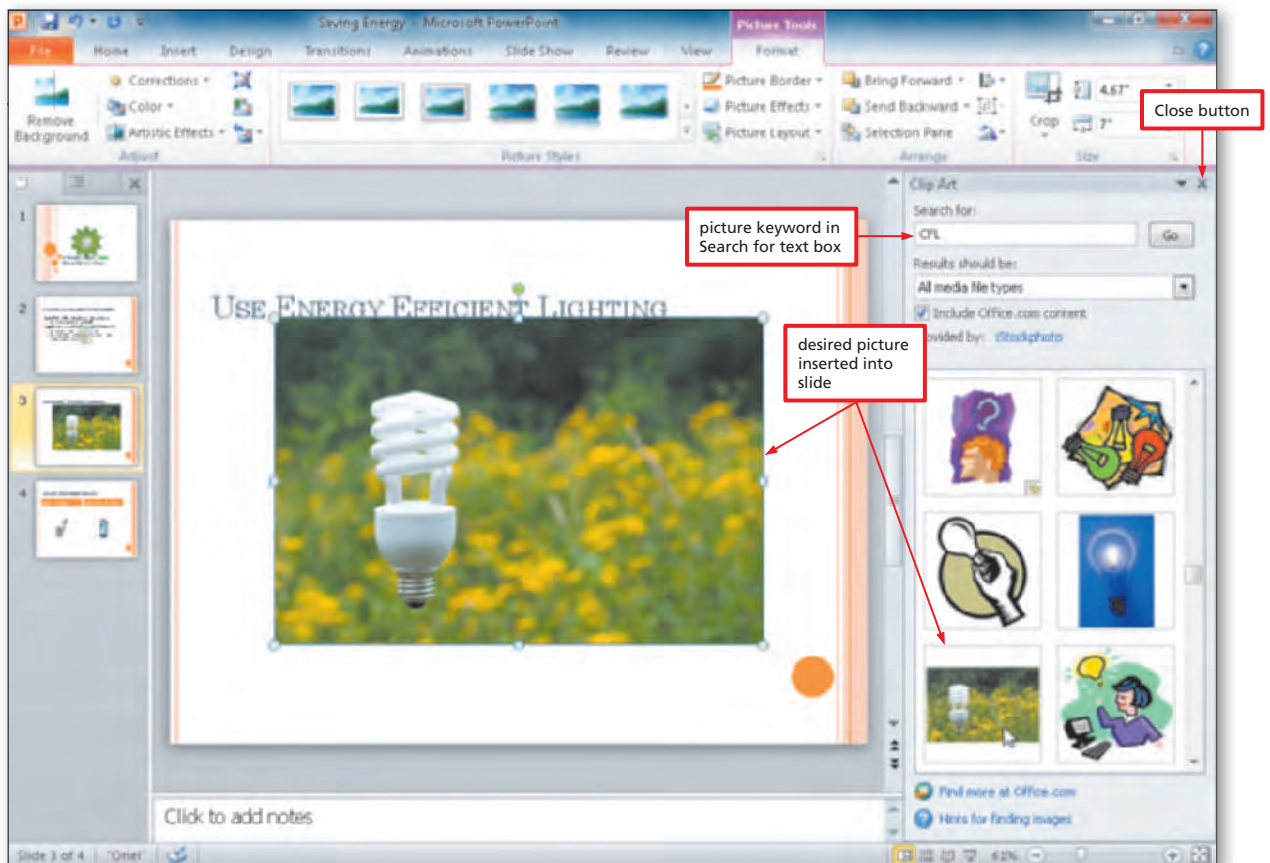

Figure 1–45

Resizing Clip Art and Photographs

Sometimes it is necessary to change the size of clip art. **Resizing** includes enlarging or reducing the size of a clip art graphic. You can resize clip art using a variety of techniques. One method involves changing the size of a clip by specifying exact dimensions in a dialog box. Another method involves dragging one of the graphic's sizing handles to the desired location. A selected graphic appears surrounded by a **selection rectangle**, which has small squares and circles, called **sizing handles** or move handles, at each corner and middle location.

To Resize Clip Art

On Slides 1, 2, and 4, much space appears around the clips, so you can increase their sizes. Likewise, the photograph on Slide 3 can be enlarged to fill more of the space below the slide title. To change the size, drag the corner sizing handles to view how the clip will look on the slide. Using these corner handles maintains the graphic's original proportions. Dragging the square sizing handles alters the proportions so that the graphic's height and width become larger or smaller. The following steps increase the size of the Slide 1 clip using a corner sizing handle.

1
- Click the Close button in the Clip Art task pane so that it no longer is displayed.

- Click the Previous Slide button two times to display Slide 1.

- Click the globe clip to select it and display the selection rectangle.

- Point to the lower-left corner sizing handle on the clip so that the mouse pointer changes to a two-headed arrow (Figure 1–46).
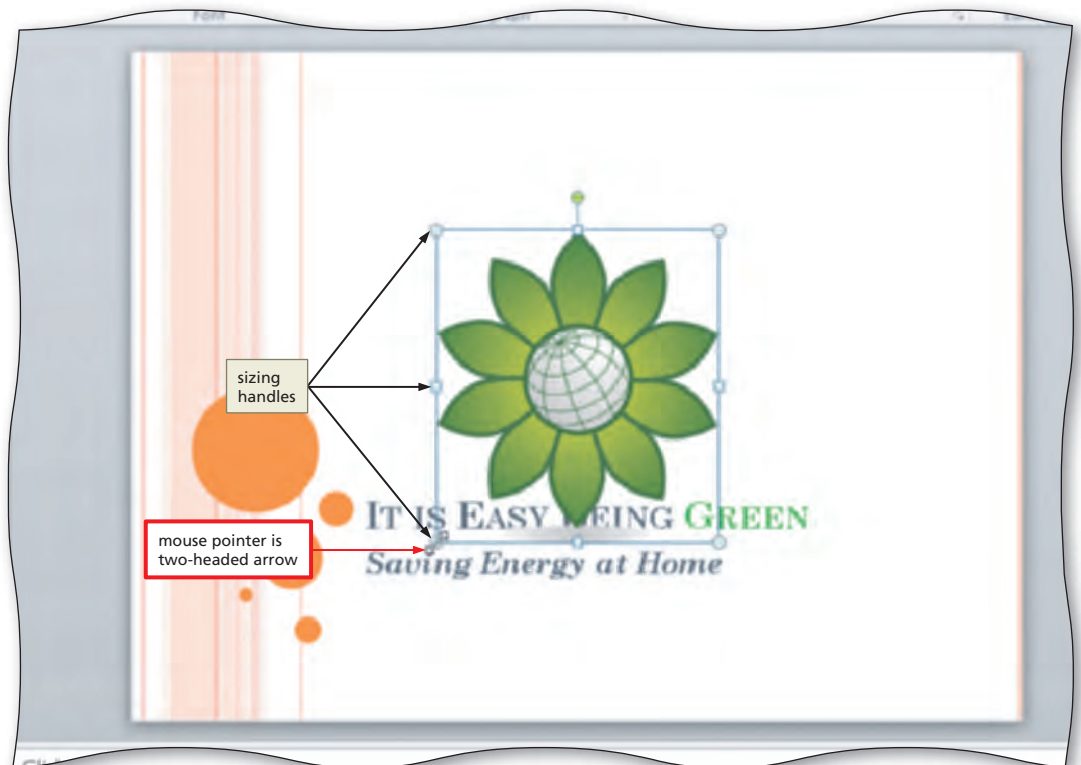
Figure 1–46

2

- Drag the sizing handle diagonally toward the lower-left corner of the slide until the mouse pointer is positioned approximately as shown in Figure 1–47.

Q&A What if the clip is not the same size as the one shown in Figure 1–47?

Repeat Steps 1 and 2.
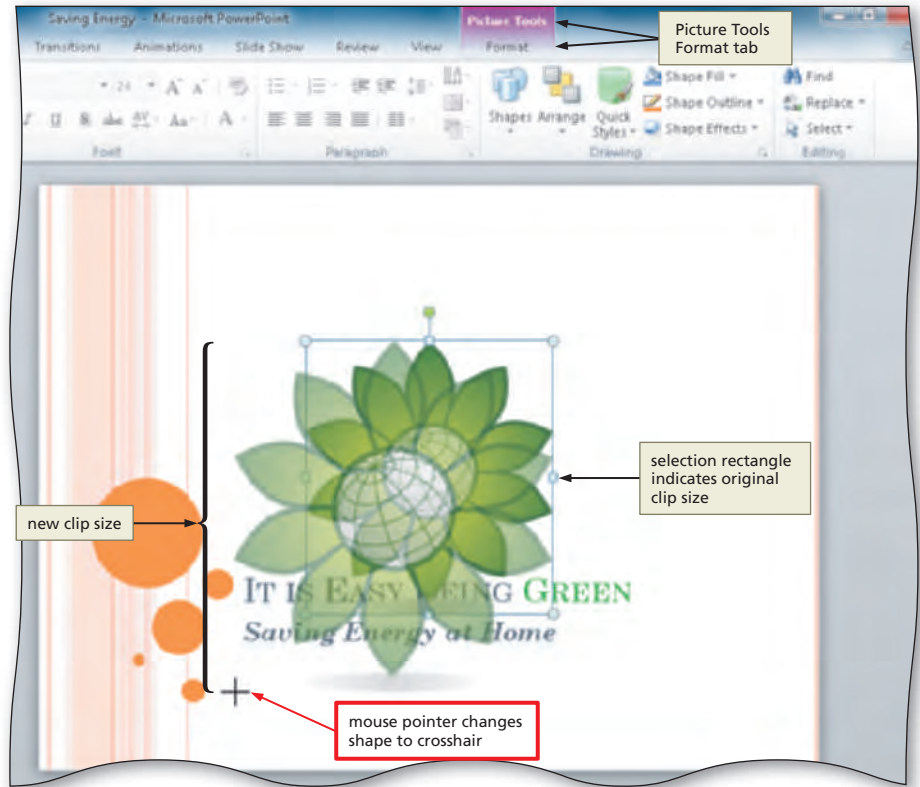
Figure 1–47

3

- Release the mouse button to resize the clip.
- Click outside the clip to deselect it (Figure 1–48).

Q&A What happened to the Picture Tools Format tab?

When you click outside the clip, PowerPoint deselects the clip and removes the Picture Tools Format tab from the screen.

Q&A What if I want to return the clip to its original size and start again?

With the graphic selected, click the Reset Picture button (Picture Tools Format tab | Adjust group).

Figure 1–48

To Resize Clips on Slide 4

The two clip art images on Slide 4 also can be enlarged to fill much of the white space below the headings. You will reposition the clips in a later step. The following steps resize these clips using a sizing handle.

1 Click the Next Slide button three times to display Slide 4.

2 Click the furnace clip to select it.

3 Drag the lower-left corner sizing handle on the clip diagonally outward until the clip is resized approximately as shown in Figure 1–49.

4 Click the water heater clip to select it.

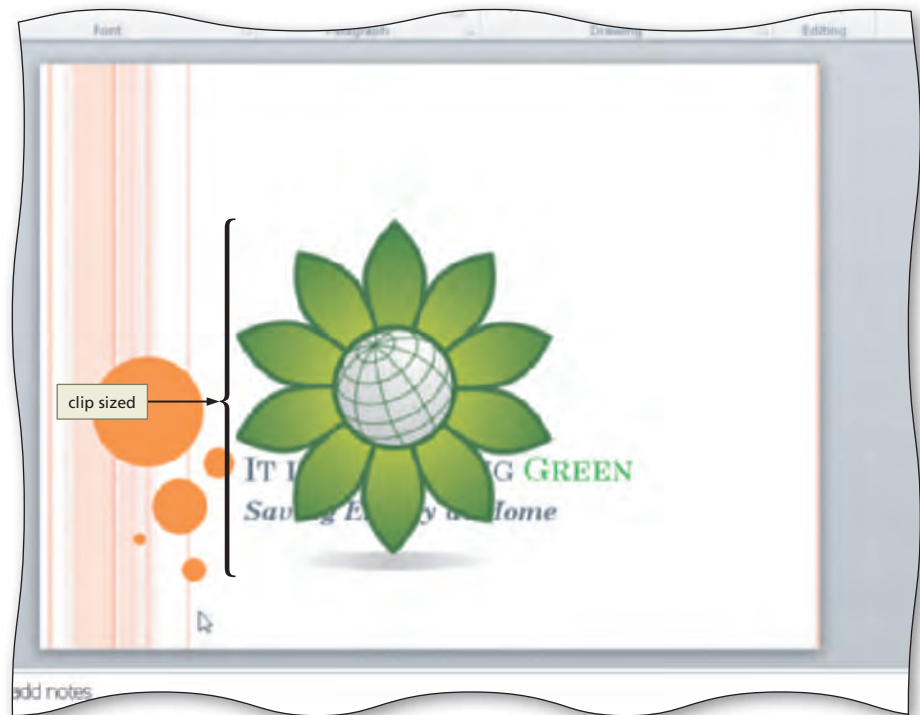**5** Drag the lower-right corner sizing handle on the clip diagonally outward until the clip is resized approximately as shown in Figure 1–49.
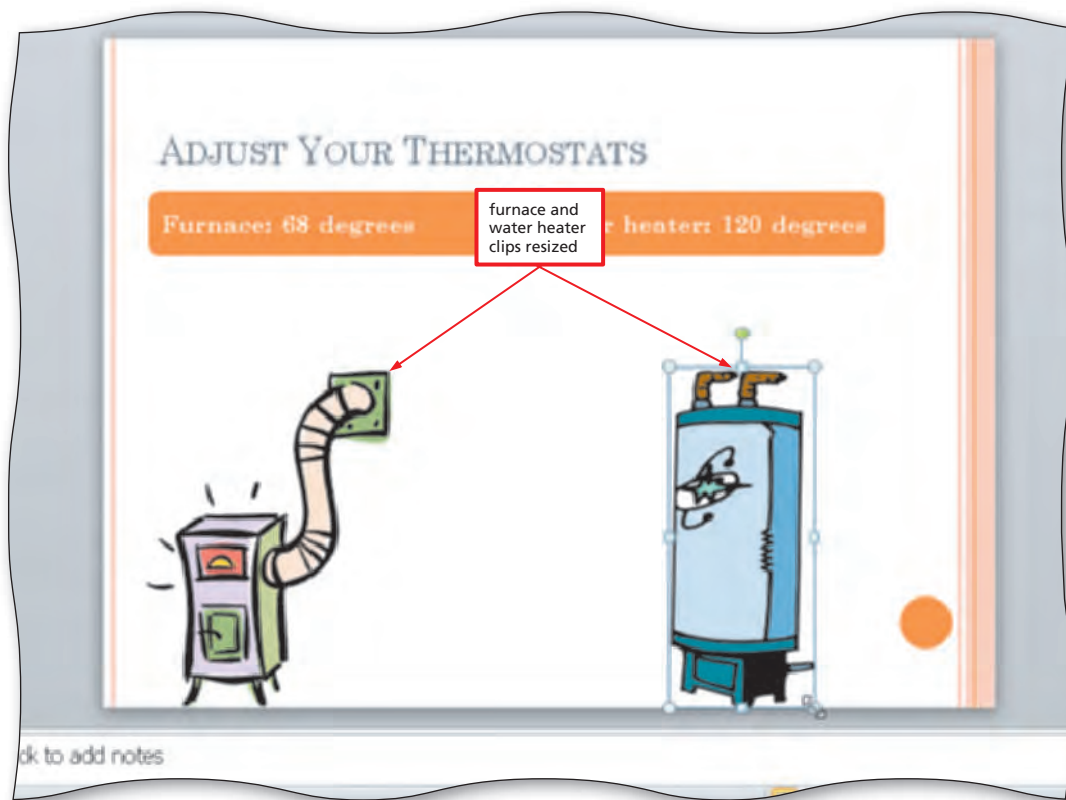
Figure 1–49

To Resize a Photograph

The light bulb picture in Slide 3 can be enlarged slightly to fill much of the space below the slide title. You resize a photograph in the same manner that you resize clip art. The following steps resize this photograph using a sizing handle.

1 Click the Previous Slide button to display Slide 3.

2 Click the light bulb photograph to select it.

BTW

Minimalist Design
Resist the urge to fill your slides with clips from the Microsoft Clip Organizer. Minimalist style reduces clutter and allows the slide content to display prominently. This simple, yet effective design helps audience members with short attention spans to focus on the message.

3 Drag the lower-left corner sizing handle on the photograph diagonally outward until the photograph is resized approximately as shown in Figure 1–50.
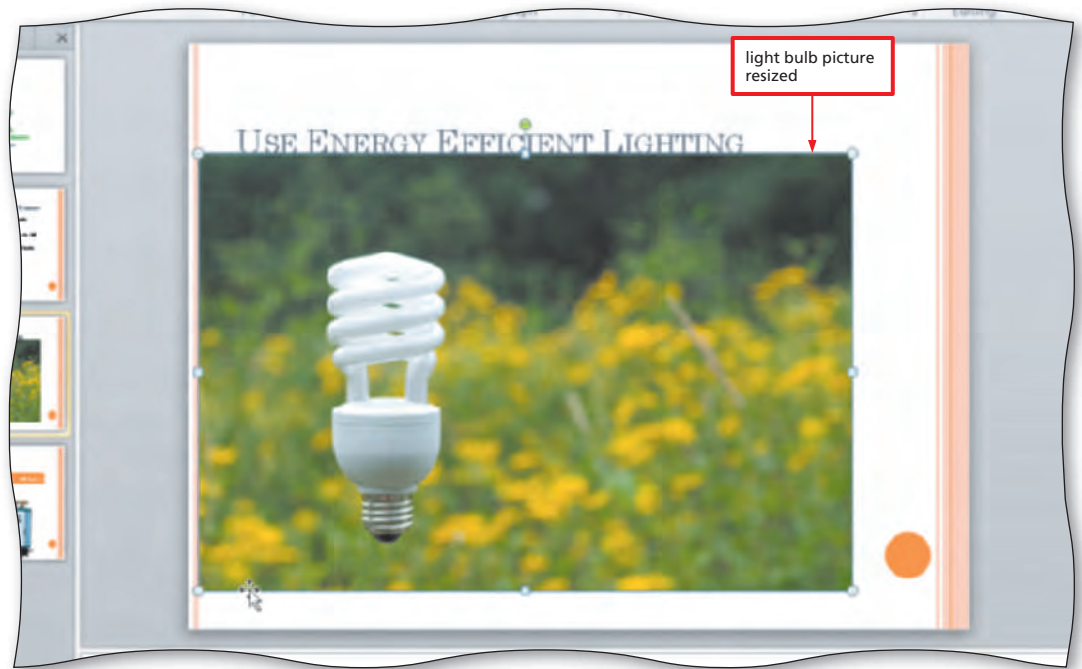
Figure 1–50

To Move Clips

After you insert clip art or a photograph on a slide, you might want to reposition it. The light bulb photograph on Slide 3 could be centered in the space between the slide title and the left and right edges of the slide. The clip on Slide 1 could be positioned in the upper-right corner of the slide. On Slide 4, the furnace and water heater clips could be centered under each heading. The following steps move these graphics.

1

- If necessary, click the light bulb photograph on Slide 3 to select it.

- Press and hold down the mouse button and then drag the photograph diagonally downward below the title text (Figure 1–51).

- If necessary, select the photograph and then use the ARROW keys to position it precisely as shown in Figure 1–51.

Q&A

The photograph still is not located exactly where I want it to display. What can I do to align the photograph?

Press the CTRL key while you press the ARROW keys. This key combination moves the clip in smaller increments than when you press only an ARROW key.
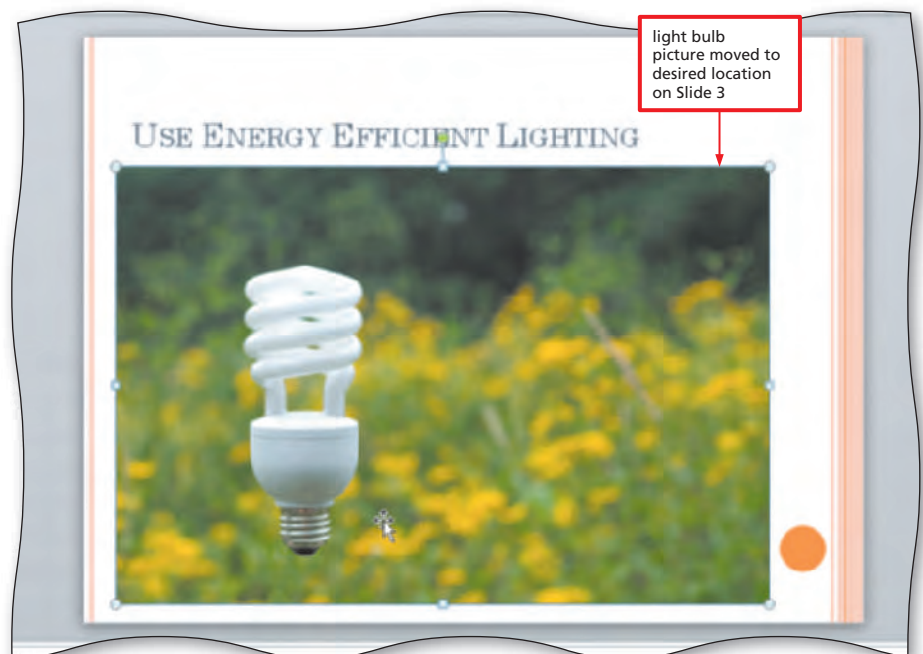
Figure 1–51

2
- Click the Next Slide button to display Slide 4.
- Click the furnace clip to select it, press and hold down the mouse button, and then drag the clip to center it under the furnace heading.
- Click the water heater clip and then drag the clip to center it under the water heater heading (Figure 1–52).

furnace and water heater clips moved to desired location on Slide 4

Figure 1–52

3
- Click the Previous Slide button twice to display Slide 2.
- Click the dishwasher clip, which is on top of the faucet clip, and then drag the clip to center it under the last bulleted paragraph, Wash clothes in cold water.
- Click the faucet clip and then drag the clip so that the faucet handle is centered under the words, full loads.
- Drag a corner sizing handle on the faucet clip diagonally outward until the clip is resized approximately as shown in Figure 1–53. You may need to drag the clip to position it in the desired location.
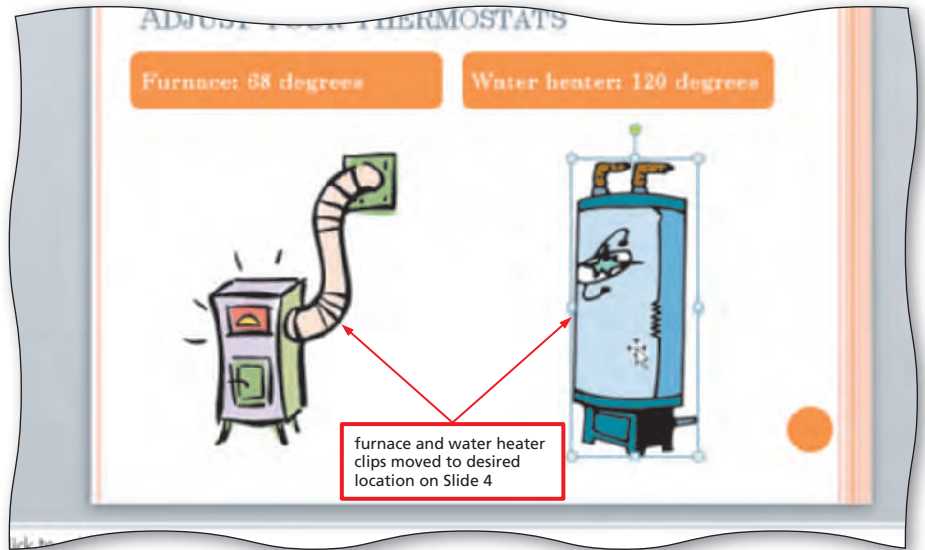- Select the dishwasher clip and then resize and move it so that the clip displays approximately as shown in Figure 1–53.

dishwasher and faucet clips sized and moved to desired location on Slide 2
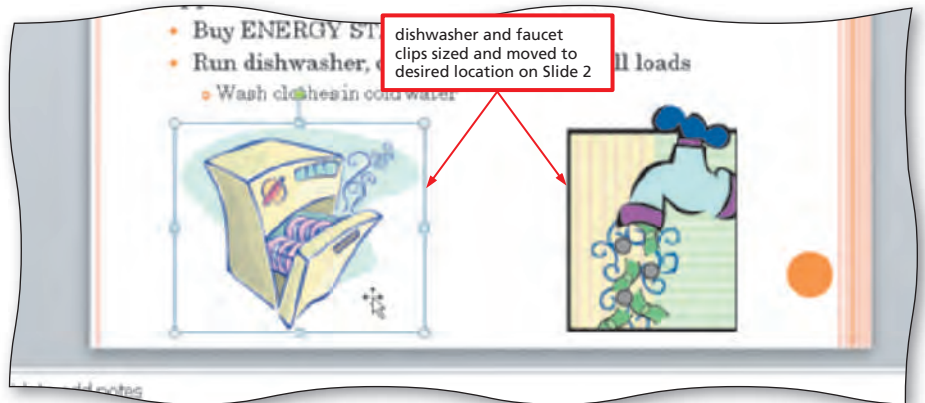
Figure 1–53

4
- Click the Previous Slide button to display Slide 1.
- Click the globe clip and then drag it to the upper-right corner of the slide. You may want to adjust its size by selecting it and then dragging the corner sizing handles.
- Click outside the clip to deselect it (Figure 1–54).

globe clip sized and moved to desired location on Slide 1
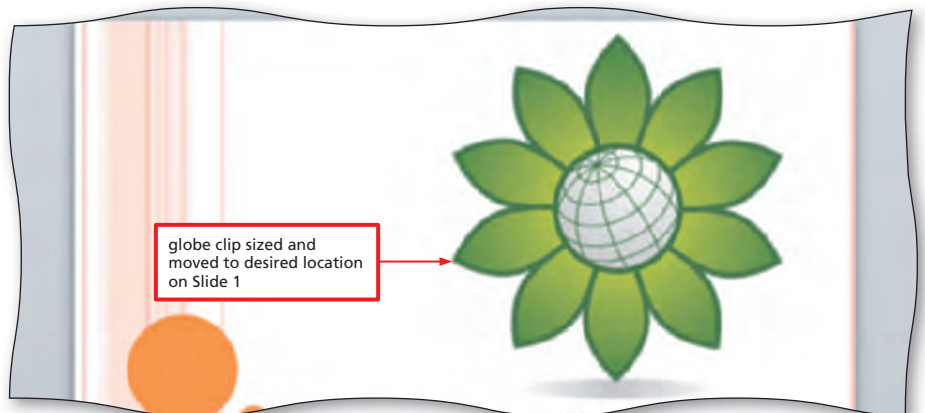
Figure 1–54

<table>
<tr>
<td>**Plan Ahead**</td>
<td>**Choose a closing slide.**
After the last slide appears during a slide show, the default PowerPoint setting is to end the presentation with a **black slide**. This black slide appears only when the slide show is running and concludes the slide show, so your audience never sees the PowerPoint window. It is a good idea, however, to end the presentation with a final closing slide to display at the end of the presentation. This slide ends the presentation gracefully and should be an exact copy, or a very similar copy, of your title slide. The audience will recognize that the presentation is drawing to a close when this slide appears. It can remain on the screen when the audience asks questions, approaches the speaker for further information, or exits the room.</td>
</tr>
</table>

Ending a Slide Show with a Closing Slide

All the text for the slides in the Saving Energy slide show has been entered. This presentation thus far consists of a title slide, one text slide with a multi-level bulleted list, a third slide for a photograph, and a fourth slide with a Comparison layout. A closing slide that resembles the title slide is the final slide to create.

To Duplicate a Slide

When two slides contain similar information and have the same format, duplicating one slide and then making minor modifications to the new slide saves time and increases consistency.

Slide 5 will have the same layout and design as Slide 1. The most expedient method of creating this slide is to copy Slide 1 and then make minor modifications to the new slide. The following steps duplicate the title slide.

1
- With Slide 1 selected, click the New Slide arrow (Home tab | Slides group) to display the Oriel layout gallery (Figure 1–55).
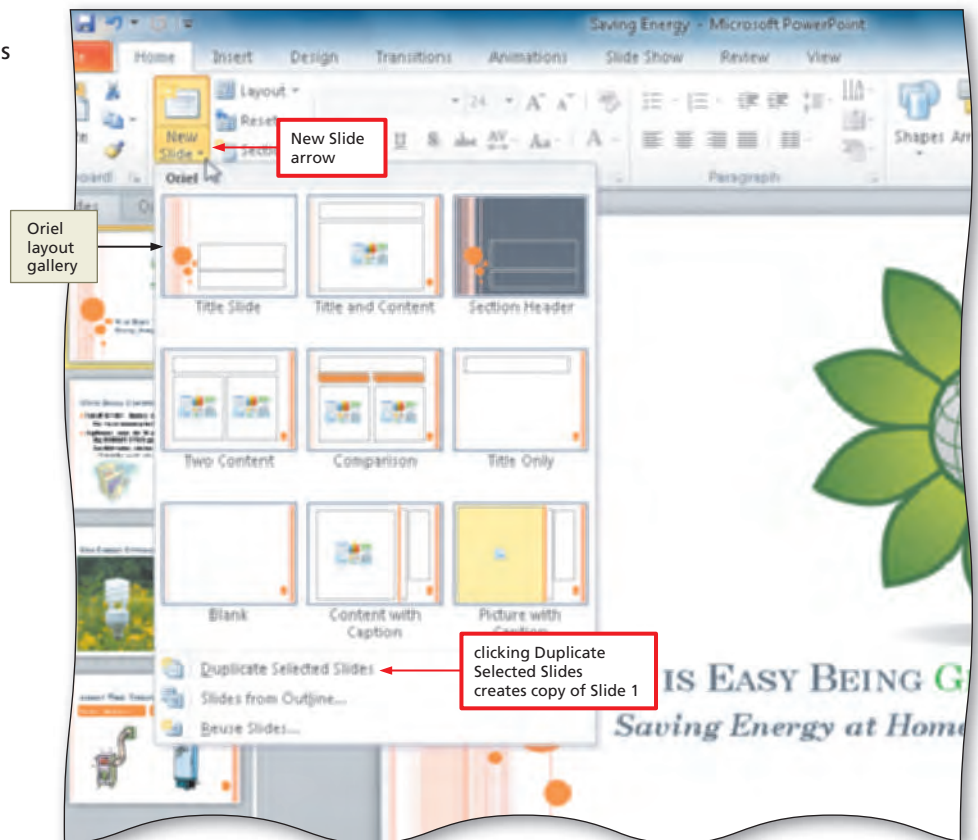

Figure 1–55

2

- Click Duplicate Selected Slides in the Oriel layout gallery to create a new Slide 2, which is a duplicate of Slide 1 (Figure 1–56).
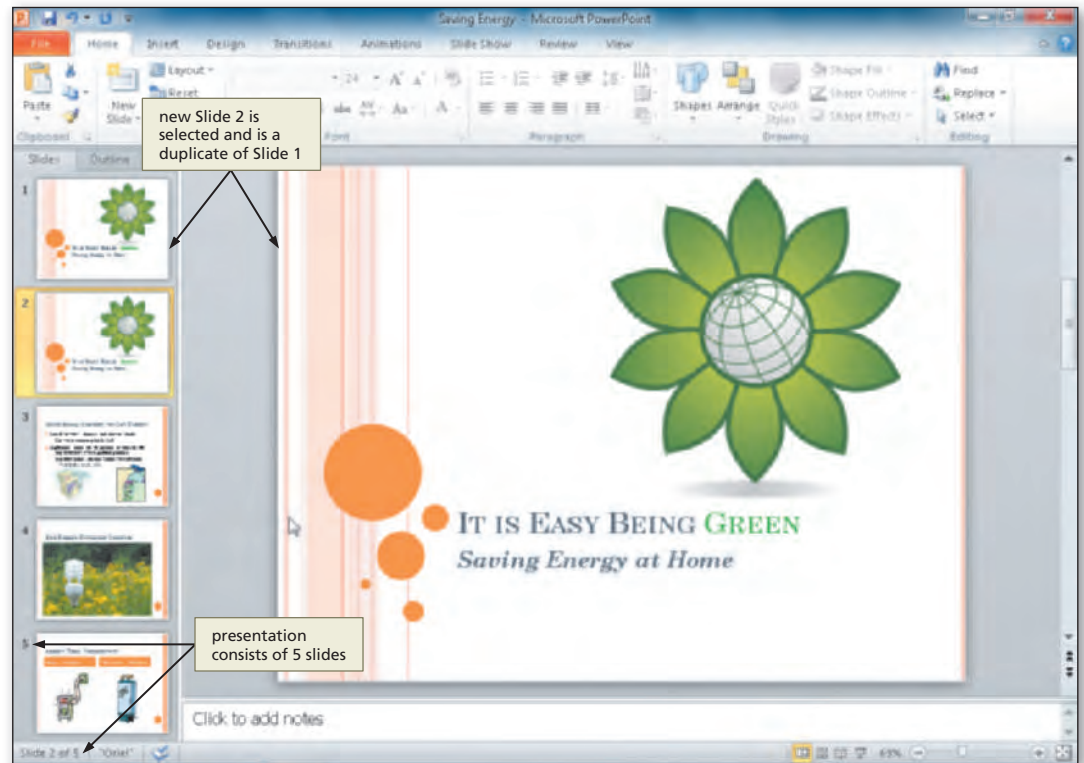
Figure 1–56

Break Point: If you wish to take a break, this is a good place to do so. You can quit PowerPoint now (refer to page PPT 50 for instructions). To resume at a later time, start PowerPoint (refer to pages PPT 4 and PPT 5 for instructions), open the file called Saving Energy (refer to pages PPT 50 and PPT 51 for instructions), and continue following the steps from this location forward.

To Arrange a Slide

The new Slide 2 was inserted directly below Slide 1 because Slide 1 was the selected slide. This duplicate slide needs to display at the end of the presentation directly after the final title and content slide.

Changing slide order is an easy process and is best performed in the Slides pane. When you click the slide thumbnail and begin to drag it to a new location, a line indicates the new location of the selected slide. When you release the mouse button, the slide drops into the desired location. Hence, this process of dragging and then drop-ping the thumbnail in a new location is called **drag and drop**. You can use the drag-and-drop method to move any selected item, including text and graphics. The following step moves the new Slide 2 to the end of the presentation so that it becomes a closing slide.

1
- With Slide 2 selected, drag the Slide 2 slide thumbnail in the Slides pane below the last slide thumbnail (Figure 1–57).

Q&A

The Slide 2 thumbnail is not visible in the Slides pane when I am dragging the thumbnail downward. How do I know it will be positioned in the desired location?

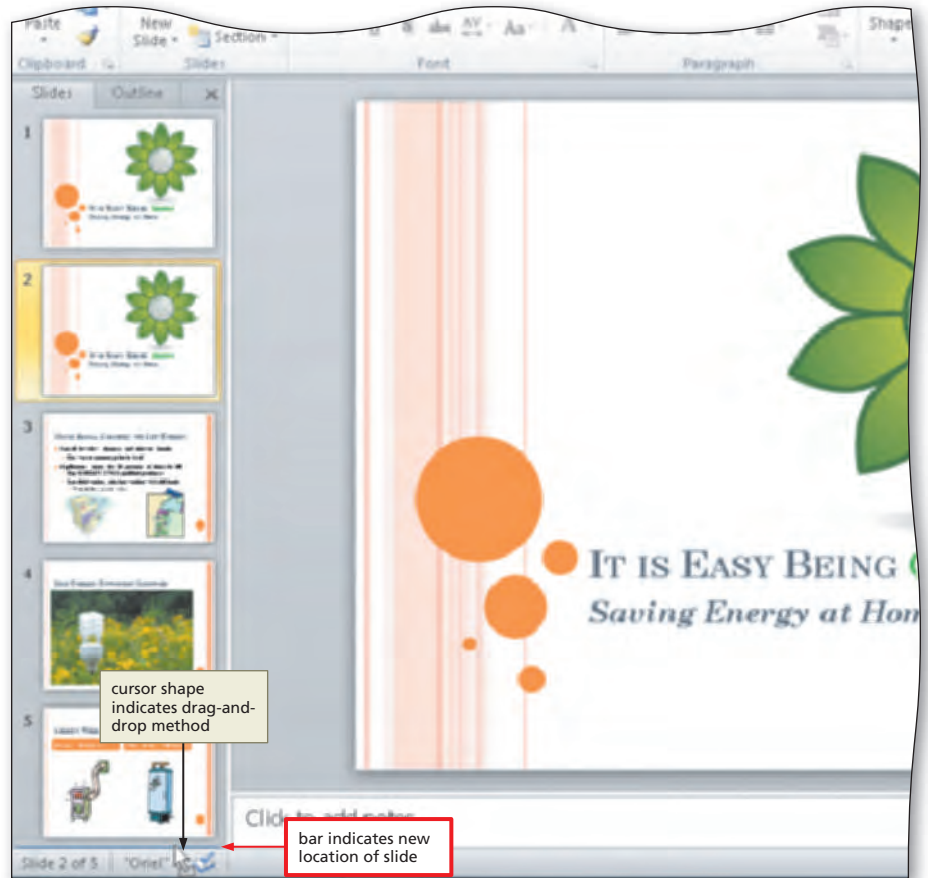A blue horizontal bar indicates where the slide will move.

cursor shape indicates drag-and-drop method

bar indicates new location of slide

Figure 1–57

Other Ways

1. Click slide icon on Outline tab, drag icon to new location
2. Click Slide Sorter (View tab | Presentation Views group), click slide thumbnail, drag thumbnail to new location

---

Making Changes to Slide Text Content

After creating slides in a presentation, you may find that you want to make changes to the text. Changes may be required because a slide contains an error, the scope of the presentation shifts, or the style is inconsistent. This section explains the types of changes that commonly occur when creating a presentation.

You generally make three types of changes to text in a presentation: additions, replacements, and deletions.

BTW

Checking Spelling
As you review your slides, you should examine the text for spelling errors. In Chapter 3, you will learn to use PowerPoint's built-in spelling checker to help you perform this task.

- Additions are necessary when you omit text from a slide and need to add it later. You may need to insert text in the form of a sentence, word, or single character. For example, you may want to add the presenter's middle name on the title slide.
- Replacements are needed when you want to revise the text in a presentation. For example, you may want to substitute the word *their* for the word *there*.
- Deletions are required when text on a slide is incorrect or no longer is relevant to the presentation. For example, a slide may look cluttered. Therefore, you may want to remove one of the bulleted paragraphs to add more space.

Editing text in PowerPoint basically is the same as editing text in a word processing program. The following sections illustrate the most common changes made to text in a presentation.

Replacing Text in an Existing Slide

When you need to correct a word or phrase, you can replace the text by selecting the text to be replaced and then typing the new text. As soon as you press any key on the keyboard, the selected text is deleted and the new text is displayed.

PowerPoint inserts text to the left of the insertion point. The text to the right of the insertion point moves to the right (and shifts downward if necessary) to accommodate the added text.

Deleting Text

You can delete text using one of three methods. One is to use the BACKSPACE key to remove text just typed. The second is to position the insertion point to the left of the text you want to delete and then press the DELETE key. The third method is to drag through the text you want to delete and then press the DELETE or BACKSPACE key. Use the third method when deleting large sections of text.

To Delete Text in a Placeholder

To keep the ending slide clean and simple, you want to delete a few words in the slide show title and subtitle text. The following steps change It Is Easy Being Green to Be Green and then change Saving Energy at Home to Save Energy.

1

- With Slide 5 selected, position the mouse pointer immediately to the left of the first character of the text to be selected (in this case, the I in the word, It).

- Drag the mouse pointer through the last character of the text to be selected (in this case, the space after the y in Easy) (Figure 1–58).
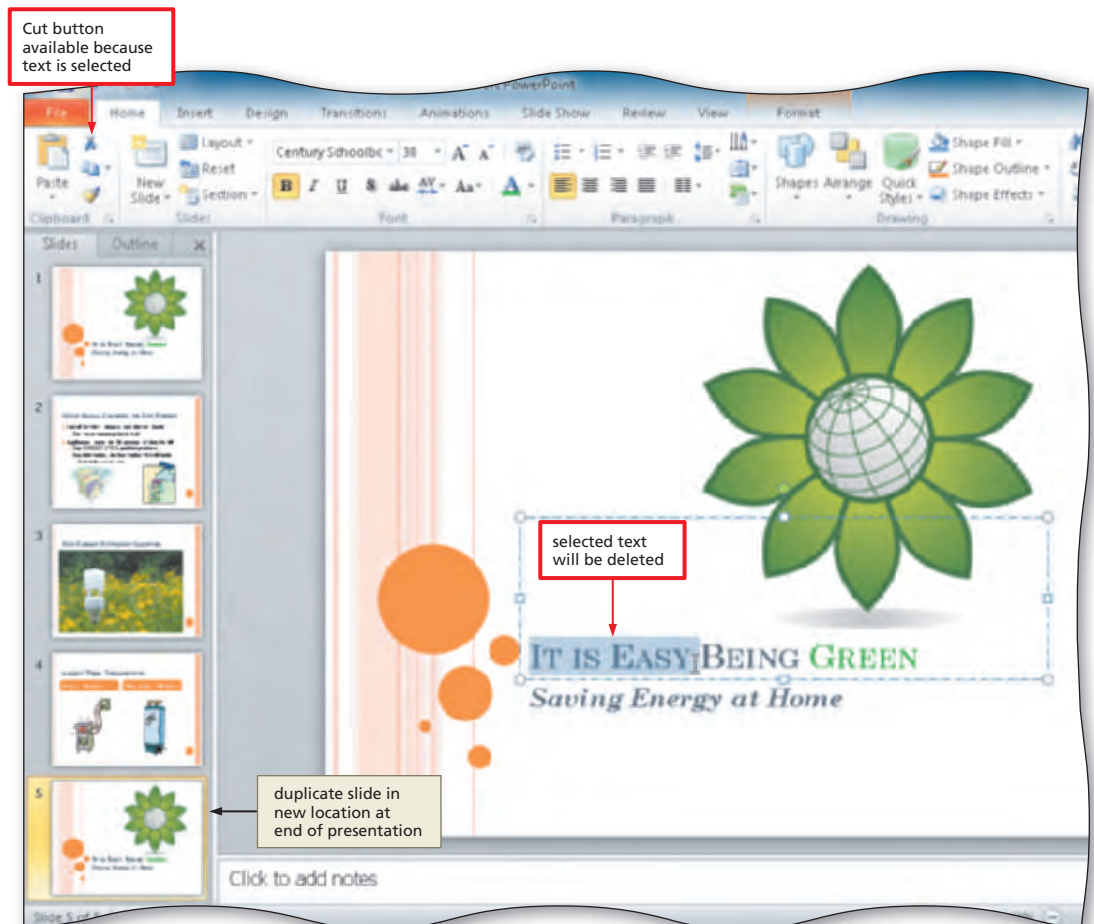
Figure 1–58

2

- Click the Cut button (Home tab | Clipboard group) to delete all the selected text (Figure 1–59).
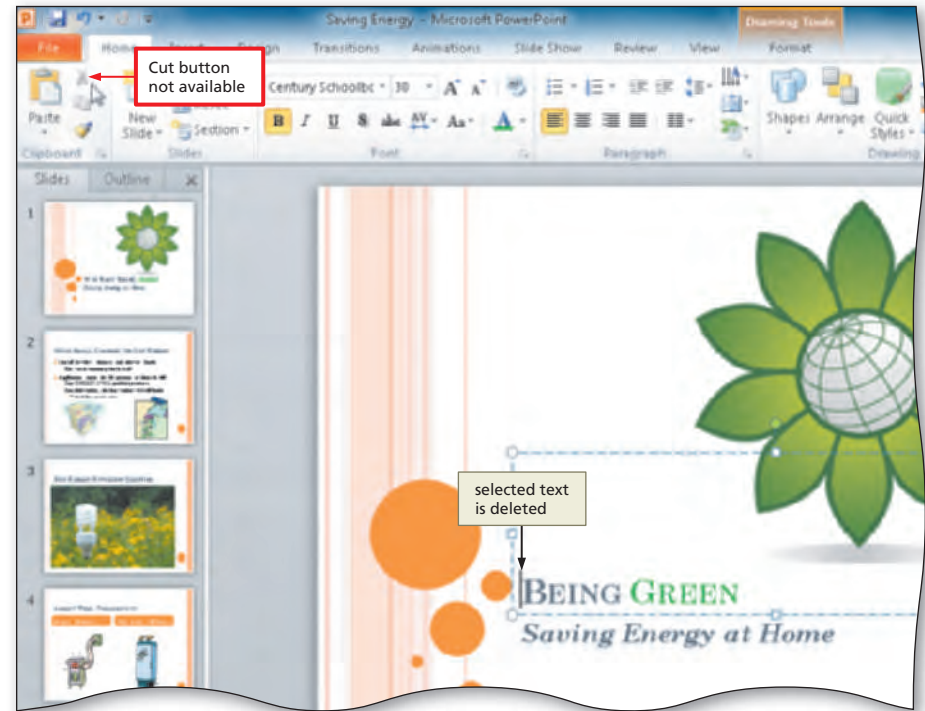
Figure 1–59

3

- Select the letters, ing, in the word, Being.

- Click the Cut button (Figure 1–60).

Figure 1–60

4

- Select the letters, ing, in the word, Saving, and then click the Cut button.

- Type **e** to change the word to Save (Figure 1–61).

Other Ways

1. Right-click selected text, click Cut on shortcut menu

2. Select text, press DELETE or BACKSPACE key

3. Select text, press CTRL+X

Figure 1–61

Adding a Transition

PowerPoint provides many animation effects to add interest and make a slide show presentation look professional. **Animation** includes special visual and sound effects applied to text or content. A **slide transition** is a special animation effect used to progress from one slide to the next in a slide show. You can control the speed of the transition effect and add a sound.

PowerPoint provides a variety of transitions arranged into three categories that describe the types of effects: Subtle, Exciting, and Dynamic Content.

To Add a Transition between Slides

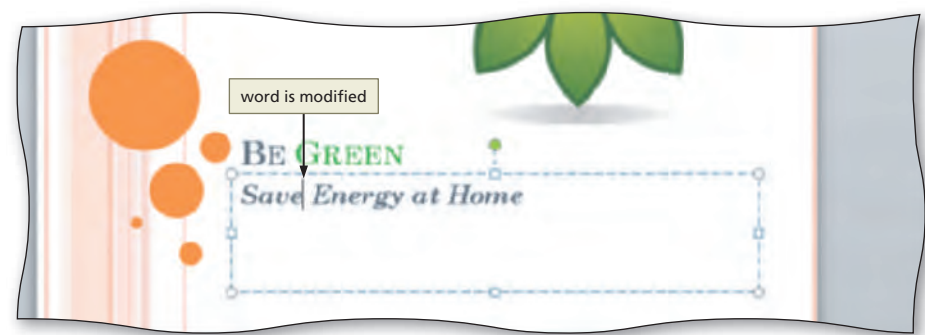In this presentation, you apply the Doors transition in the Exciting category to all slides and change the transition speed from 1.40 seconds to 2 seconds. The following steps apply this transition to the presentation.

1
- Click the Transitions tab on the Ribbon and then point to the More button (Transitions tab | Transition to This Slide group) (Figure 1–62).
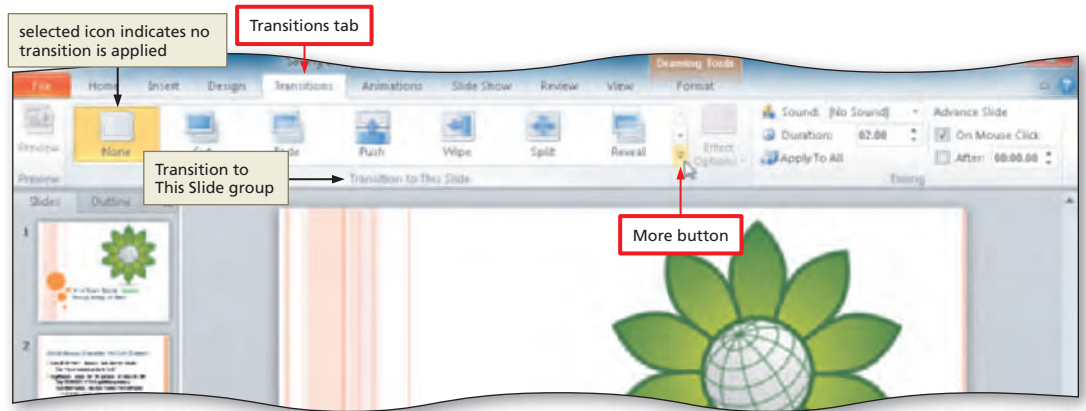
Q&A

Is a transition applied now?

No. The first slide icon in the Transitions group has an orange border, which indicates no transition has been applied.

Figure 1–62

2
- Click the More button to expand the Transitions gallery.

- Point to the Doors transition in the Exciting category in the Transitions gallery (Figure 1–63).
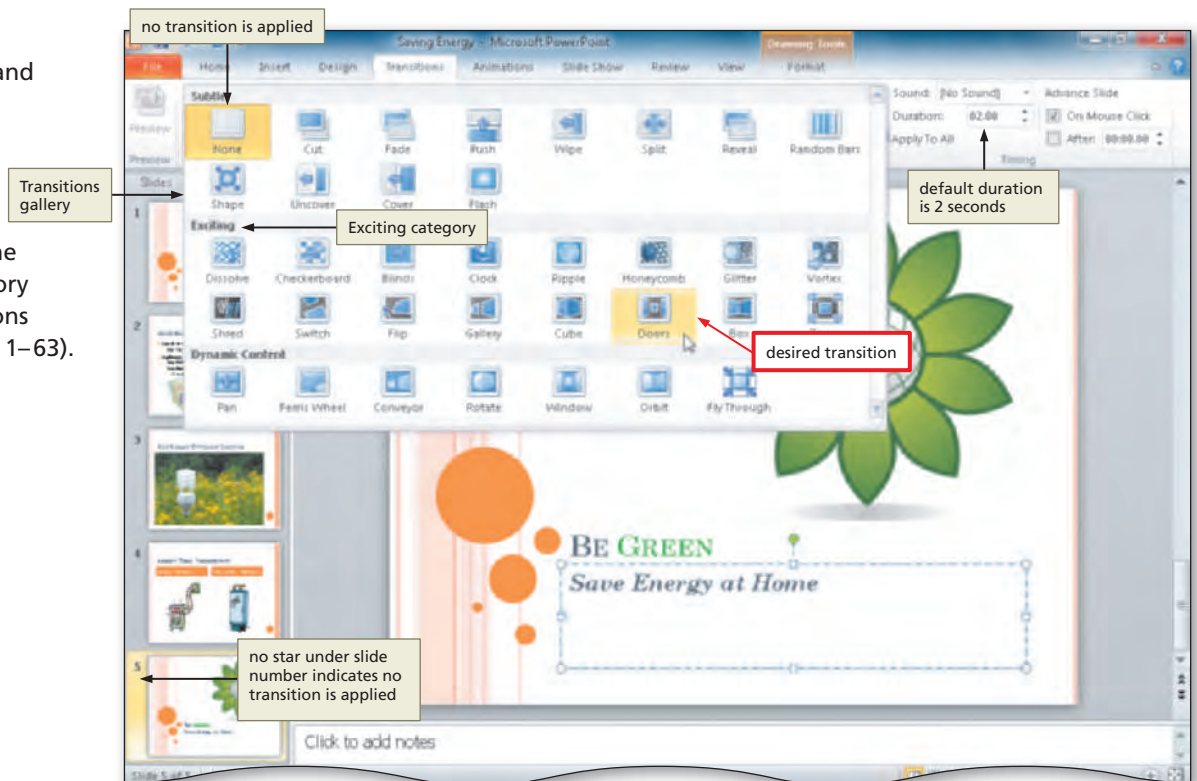
Figure 1–63

3

- Click Doors in the Exciting category in the Transitions gallery to apply this transition to the closing slide.

Q&A Why does a star appear next to Slide 5 in the Slides tab?

The star indicates that a transition animation effect is applied to that slide.

- Click the Duration up arrow (Transitions tab | Timing group) three times to change the transition speed from 01.40 seconds to 02.00 seconds (Figure 1–64).

Q&A Why did the time change?

Each transition has a default duration time. The Doors transition time is 1:40 seconds.

Doors transition applied

duration up arrow

new duration is 2 seconds

star under slide number indicates transition is applied

Figure 1–64

4

- Click the Preview Transitions button (Transitions tab | Preview area) to view the transition and the new transition time (Figure 1–65).

Q&A Can I adjust the duration time I just set?

Yes. Click the Duration up or down arrows or type a speed in the Duration text box and preview the transition until you find the time that best fits your presentation.

Preview Transitions button

Figure 1–65

5

- Click the Apply To All button (Transitions tab | Timing group) to apply the Doors transition and the increased transition time to Slides 1 through 4 in the presentation (Figure 1–66).

Q&A

What if I want to apply a different transition and duration to each slide in the presentation?

Repeat Steps 2 and 3 for each slide individually.

Apply To All button

stars under slide numbers indicate transition is applied to all slides in presentation
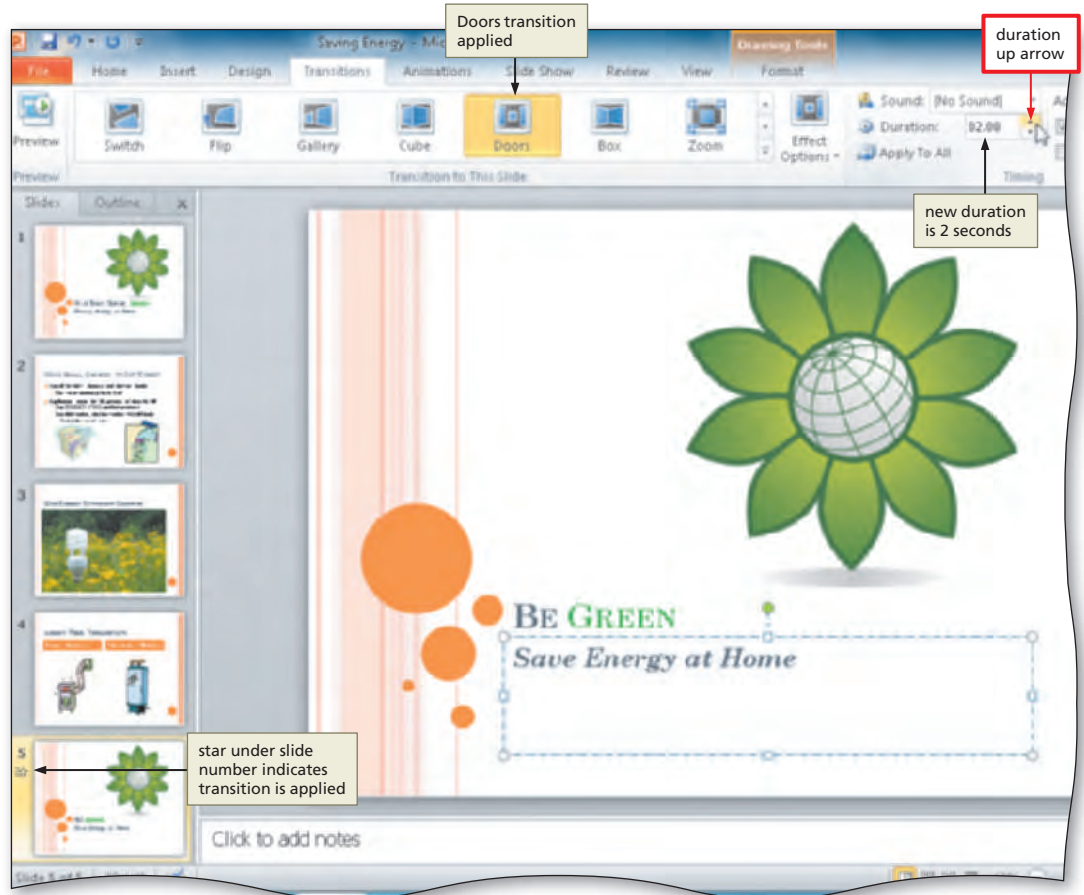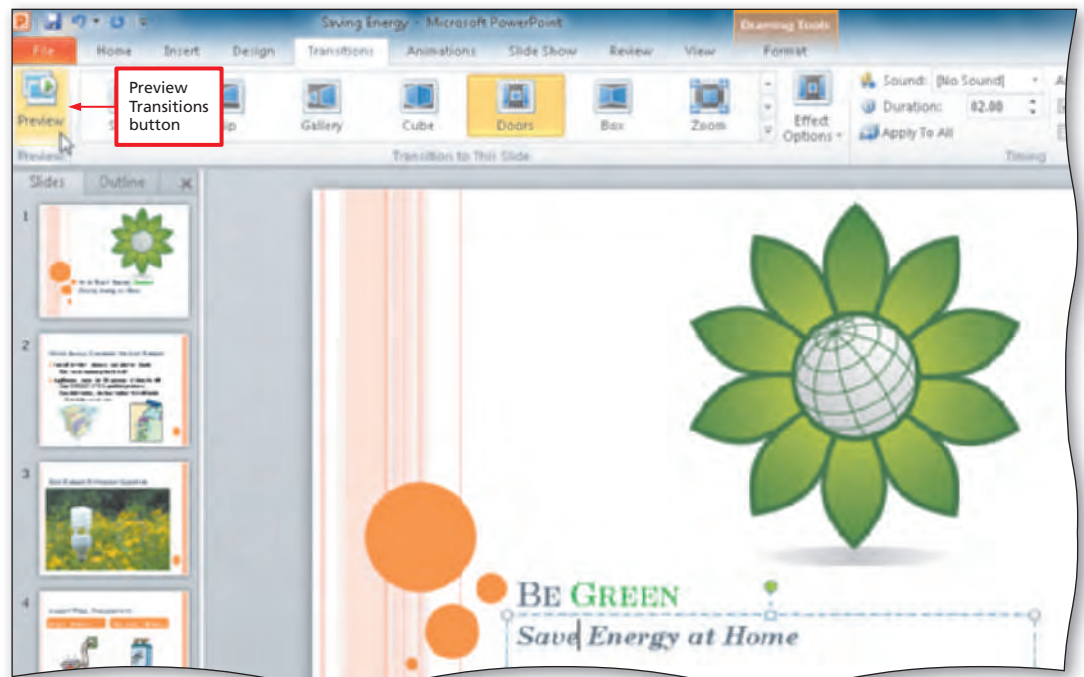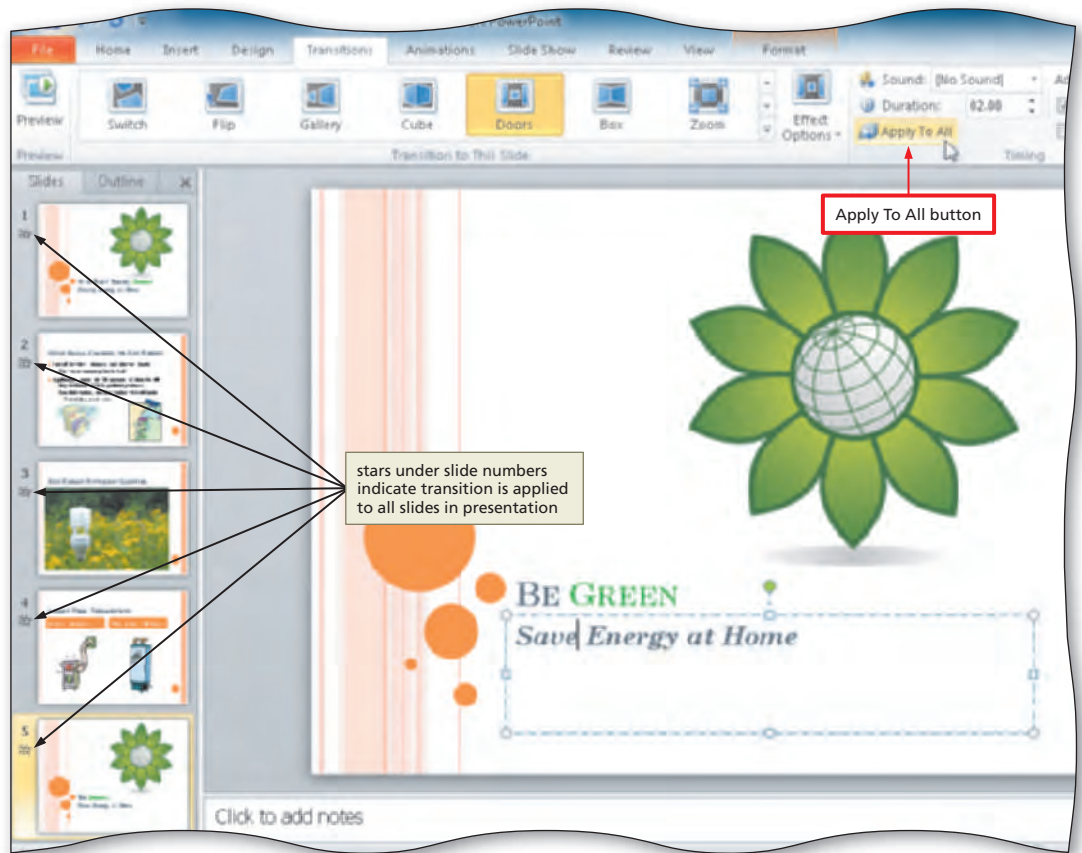
Figure 1–66

Changing Document Properties

PowerPoint helps you organize and identify your files by using **document properties**, which are the details about a file. Document properties, also known as **metadata**, can include information such as the project author, title, subject, and keywords. A **keyword** is a word or phrase that further describes the document. For example, a class name or document topic can describe the file's purpose or content.

Document properties are valuable for a variety of reasons:

- Users can save time locating a particular file because they can view a document's properties without opening the document.
- By creating consistent properties for files having similar content, users can better organize their documents.
- Some organizations require PowerPoint users to add document properties so that other employees can view details about these files.

Five different types of document properties exist, but the more common ones used in this book are standard and automatically updated properties. **Standard properties** are associated with all Microsoft Office documents and include author, title, and subject. **Automatically updated properties** include file system properties, such as the date you create or change a file, and statistics, such as the file size.

BTW

PowerPoint Help
At any time while using PowerPoint, you can find answers to questions and display information about various topics through PowerPoint Help. Used properly, this form of assistance can increase your productivity and reduce your frustrations by minimizing the time you spend learning how to use PowerPoint. For instruction about PowerPoint Help and exercises that will help you gain confidence in using it, read the Office 2010 and Windows 7 chapter at the beginning of this book.

To Change Document Properties

The **Document Information Panel** contains areas where you can view and enter document properties. You can view and change information in this panel at any time while you are creating a document. Before saving the presentation again, you want to add your name and course information as document properties. The following steps use the Document Information Panel to change document properties.

1
- Click File on the Ribbon to open the Backstage view.
- If necessary, click the Info tab in the Backstage view to display the Info gallery (Figure 1–67).
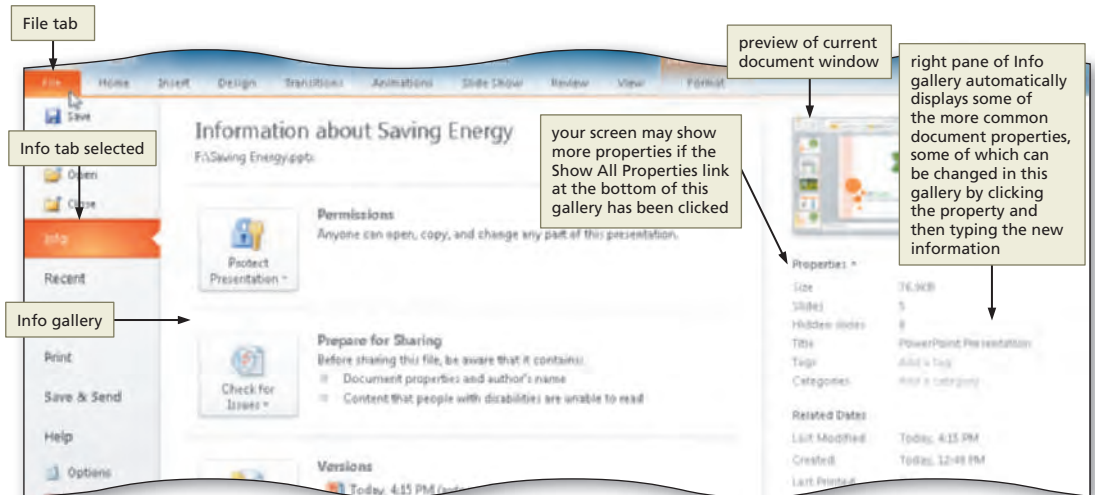
How do I close the Backstage view?

Click File on the Ribbon or click the preview of the document in the Info gallery to return to the PowerPoint document window.

File tab

Info tab selected

Info gallery

preview of current document window

your screen may show more properties if the Show All Properties link at the bottom of this gallery has been clicked

right pane of Info gallery automatically displays some of the more common document properties, some of which can be changed in this gallery by clicking the property and then typing the new information

Figure 1–67

2
- Click the Properties button in the right pane of the Info gallery to display the Properties menu (Figure 1–68).

Properties button

Properties menu

Info gallery

Show Document Panel command
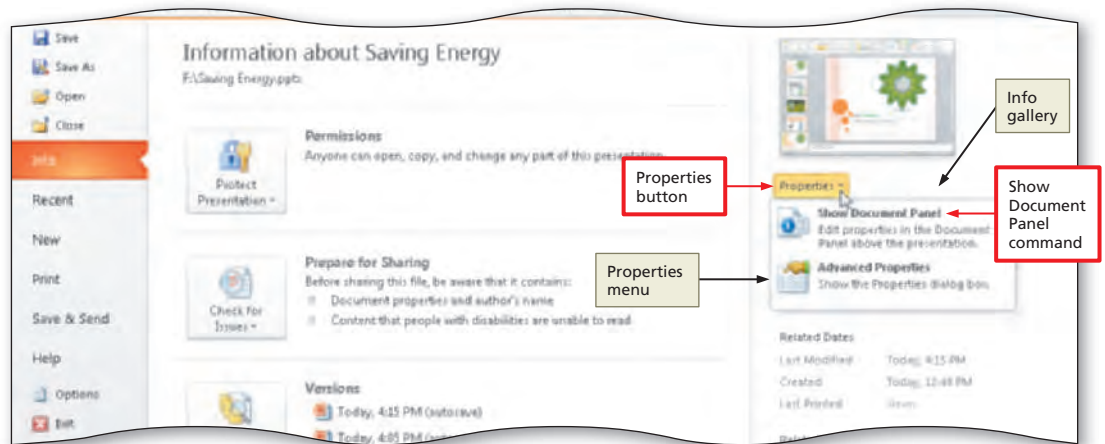
Figure 1–68

3
- Click Show Document Panel on the Properties menu to close the Backstage view and display the Document Information Panel in the PowerPoint document window (Figure 1–69).

Document Information Panel is displayed at top of document window

student name will be typed in Author text box

course and section will be typed in Subject text box

presentation keywords will be typed in Keywords text box

Figure 1–69

Why are some of the document properties in my Document Information Panel already filled in?

The person who installed Microsoft Office 2010 on your computer or network may have set or customized the properties.

4

- Click the Author text box, if necessary, and then type your name as the Author property. If a name already is displayed in the Author text box, delete it before typing your name.

Figure 1–70

- Click the Subject text box, if necessary delete any existing text, and then type your course and section as the Subject property.

- If an AutoComplete dialog box appears, click its Yes button.

- Click the Keywords text box, if necessary delete any existing text, and then type `energy savings` as the Keywords property (Figure 1–70).
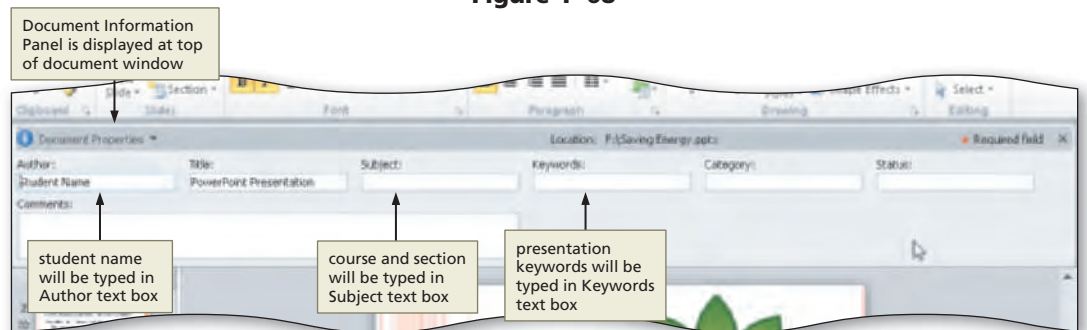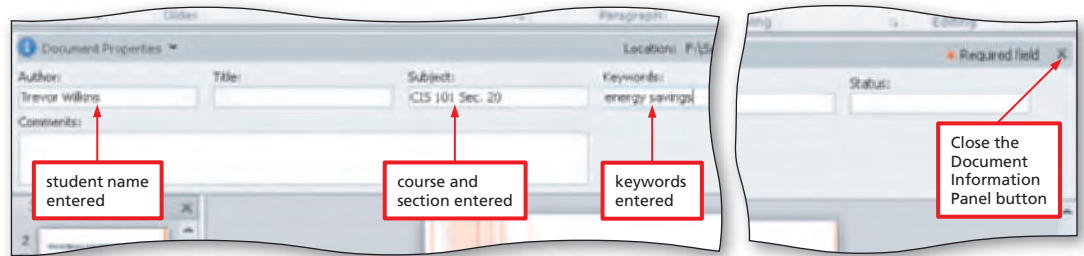
Q&A   What types of document properties does PowerPoint collect automatically?

PowerPoint records details such as time spent editing a document, the number of times a document has been revised, and the fonts and themes used in a document.

5

- Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed.

To Save an Existing Presentation with the Same File Name

You have made several modifications to the presentation since you last saved it. Thus, you should save it again. The following step saves the document again. For an example of the step listed below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1   Click the Save button on the Quick Access Toolbar to overwrite the previously saved file.

BTW

Saving in a Previous PowerPoint Format
To ensure that your presentation will open in PowerPoint 2003 or older versions of this software, you must save your file in PowerPoint 97-2003 format. These files will have the .ppt extension.

Viewing the Presentation in Slide Show View

The Slide Show button, located in the lower-right corner of the PowerPoint window above the status bar, allows you to show a presentation using a computer. The computer acts like a slide projector, displaying each slide on a full screen. The full-screen slide hides the toolbars, menus, and other PowerPoint window elements.

To Start Slide Show View

When making a presentation, you use **Slide Show view**. You can start Slide Show view from Normal view or Slide Sorter view. Slide Show view begins when you click the Slide Show button in the lower-right corner of the PowerPoint window above the status bar. PowerPoint then shows the current slide on the full screen without any of the PowerPoint window objects, such as the menu bar or toolbars. The following steps start Slide Show view.

1

- Click the Slide 1 thumbnail in the Slides pane to select and display Slide 1.

- Point to the Slide Show button in the lower-right corner of the PowerPoint window on the status bar (Figure 1–71).

Q&A

Why did I need to select Slide 1?

When you run a slide show, PowerPoint begins the show with the currently displayed slide. If you had not selected Slide 1, then only Slide 5 would have displayed in the slide show.
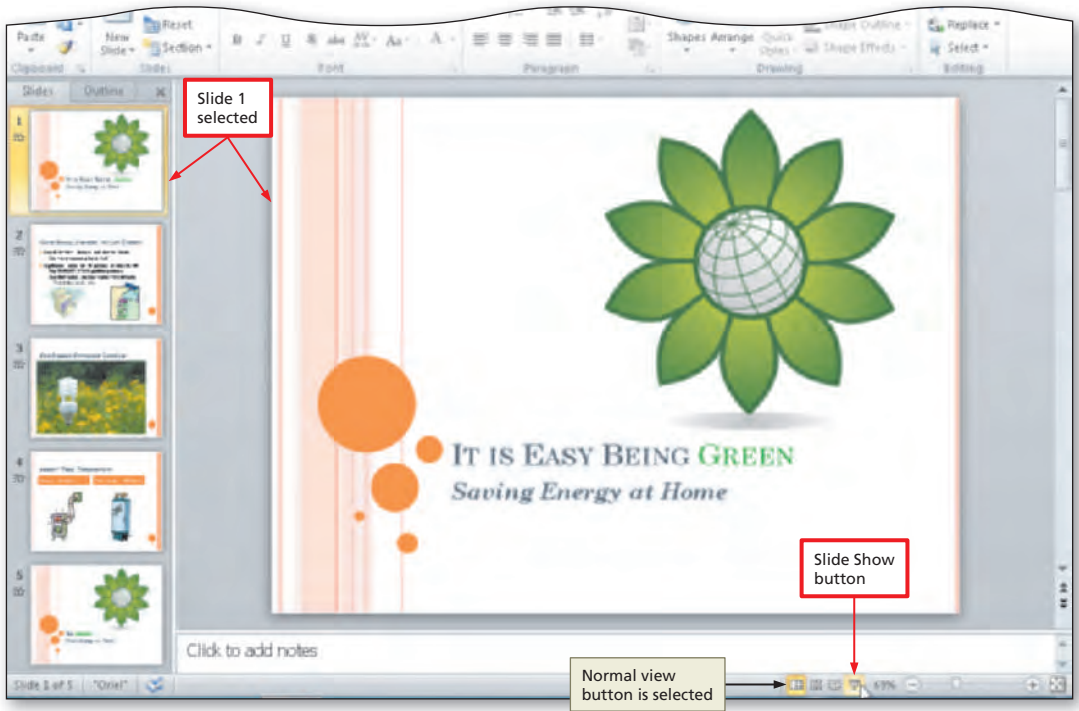

Figure 1–71

2

- Click the Slide Show button to display the title slide (Figure 1–72).

Q&A

Where is the PowerPoint window?

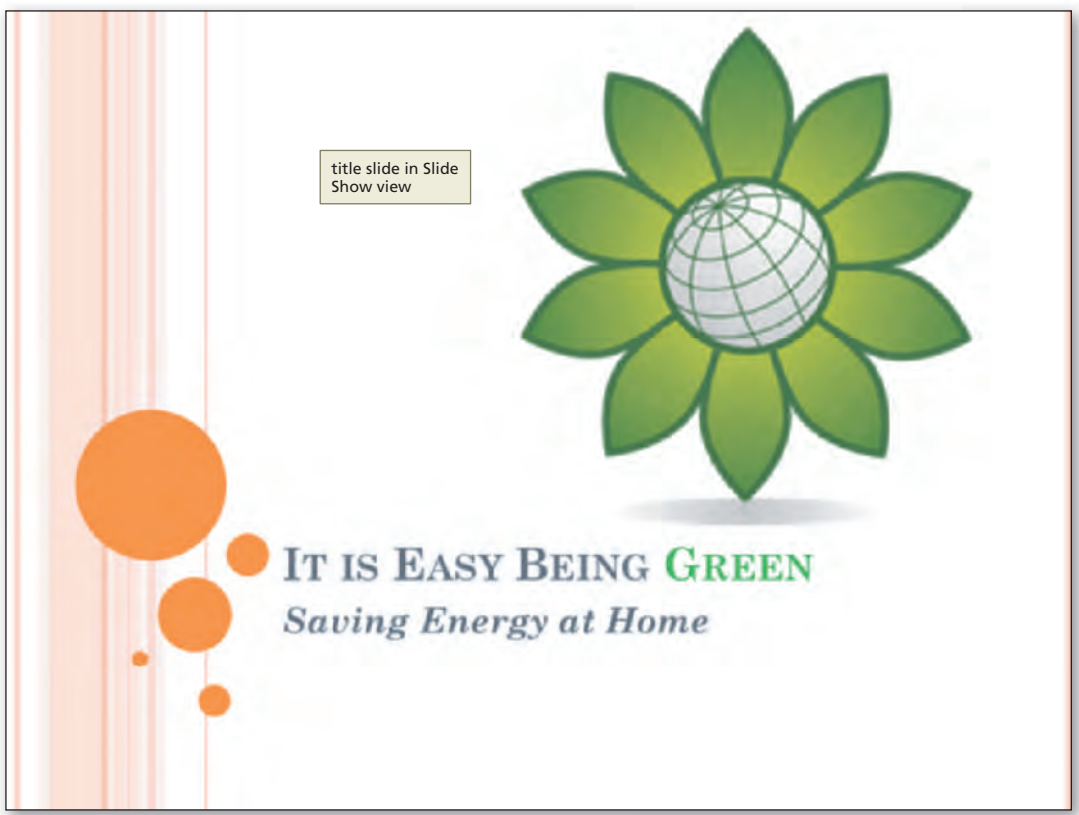When you run a slide show, the PowerPoint window is hidden. It will reappear once you end your slide show.

Other Ways

1. Click Slide Show From Beginning button (Slide Show tab | Start Slide Show group)
2. Press F5

Figure 1–72

To Move Manually through Slides in a Slide Show

After you begin Slide Show view, you can move forward or backward through the slides. PowerPoint allows you to advance through the slides manually or automatically. During a slide show, each slide in the presentation shows on the screen, one slide at a time. Each time you click the mouse button, the next slide appears. The following steps move manually through the slides.

1
- Click each slide until Slide 5 (Be Green) is displayed (Figure 1–73).

Q&A I see a small toolbar in the lower-left corner of my slide. What is this toolbar?

The Slide Show toolbar appears when you begin running a slide show and then move the mouse pointer. The buttons on this toolbar allow you to navigate to the next slide, the previous slide, to mark up the current slide, or to change the current display.

Slide 5 is displayed in Slide Show view

Be Green
Save Energy at Home

Figure 1–73

2
- Click Slide 5 so that the black slide appears with a message announcing the end of the slide show (Figure 1–74).

Q&A How can I end the presentation at this point?

Click the black slide to return to Normal view in the PowerPoint window or press the ESC key.

End of slide show, click to exit.
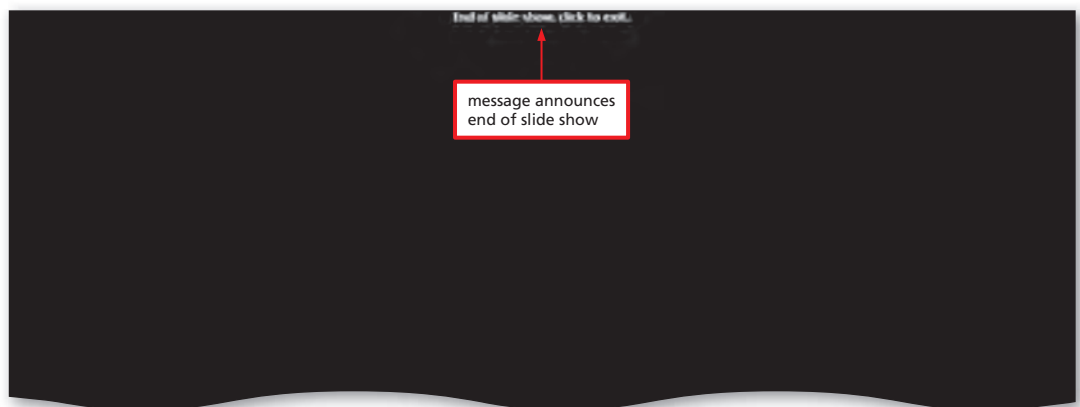
message announces end of slide show

Figure 1–74

Other Ways

1. Press PAGE DOWN to advance one slide at a time, or press PAGE UP to go back one slide at a time

2. Press RIGHT ARROW or DOWN ARROW to advance one slide at a time, or press LEFT ARROW or UP ARROW to go back one slide at a time

3. If Slide Show toolbar is displayed, click Next Slide or Previous Slide button on toolbar

To Quit PowerPoint

This project now is complete. The following steps quit PowerPoint. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 If you have one PowerPoint presentation open, click the Close button on the right side of the title bar to close the document and quit PowerPoint; or if you have multiple PowerPoint presentations open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit PowerPoint.

2 If a Microsoft PowerPoint dialog box appears, click the Save button to save any changes made to the document since the last save.

To Start PowerPoint

Once you have created and saved a document, you may need to retrieve it from your storage medium. For example, you might want to revise the presentation or print it. The following steps, which assume Windows 7 is running, start PowerPoint so that you can open and modify the presentation. You may need to ask your instructor how to start PowerPoint for your computer. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 Click the Start button on the Windows 7 taskbar to display the Start menu.

2 Type **Microsoft PowerPoint** as the search text in the 'Search programs and files' text box and watch the search results appear on the Start menu.

3 Click Microsoft PowerPoint 2010 in the search results on the Start menu to start PowerPoint and display a new blank document in the PowerPoint window.

4 If the PowerPoint window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window.

To Open a Document from PowerPoint

Earlier in this chapter you saved your project on a USB flash drive using the file name, Saving Energy. The following steps open the Saving Energy file from the PowerPoint folder in the CIS 101 folder on the USB flash drive. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 With your USB flash drive connected to one of the computer's USB ports, click File on the Ribbon to open the Backstage view.

2 Click Open in the Backstage view to display the Open dialog box.

3 Navigate to the location of the file to be opened (in this case, the USB flash drive, then to the CIS 101 folder [or your class folder], and then to the PowerPoint folder).

4 Click Saving Energy to select the file to be opened.

5 Click the Open button (Open dialog box) to open the selected file and display the opened document in the PowerPoint window.

Printing a Presentation

After creating a presentation, you may want to print the slides. Printing a presentation enables you to distribute the document to others in a form that can be read or viewed but typically not edited. It is a good practice to save a presentation before printing it, in the event you experience difficulties printing.

Determine the best method for distributing the presentation.

The traditional method of distributing a presentation uses a printer to produce a hard copy. A **hardcopy** or **printout** is information that exists on a physical medium such as paper. For users who can receive fax documents, you can elect to print a hard copy on a remote fax machine. Hard copies can be useful for the following reasons:

- Many people prefer proofreading a hard copy of a document rather than viewing it on the screen to check for errors and readability.

- Hard copies can serve as reference material if your storage medium is lost or becomes corrupted and you need to recreate the document.

Instead of distributing a hard copy of a presentation slides, users can choose to distribute the presentation as an electronic image that mirrors the original document's appearance. The electronic image of the document can be e-mailed, posted on a Web site, or copied to a portable storage medium such as a USB flash drive. Two popular electronic image formats, sometimes called fixed formats, are PDF by Adobe Systems and XPS by Microsoft. In PowerPoint, you can create electronic image files through the Print tab in the Backstage view, the Save & Send tab in the Backstage view, and the Save As dialog box. Electronic images of documents, such as PDF and XPS, can be useful for the following reasons.

- Users can view electronic images of documents without the software that created the original document (e.g., PowerPoint). Specifically, to view a PDF file, you use a program called Acrobat Reader, which can be downloaded free from Adobe's Web site. Similarly, to view an XPS file, you use a program called an XPS Viewer, which is included in the latest versions of Windows and Internet Explorer.

- Sending electronic documents saves paper and printer supplies. Society encourages users to contribute to **green computing**, which involves reducing the environmental waste generated when using a computer.

To Print a Presentation

With the completed presentation saved, you may want to print it. If copies of the presentation are being distributed to audience members, you will print a hard copy of each individual slide on a printer. The following steps print a hard copy of the contents of the saved Saving Energy presentation.

1

- Click File on the Ribbon to open the Backstage view.

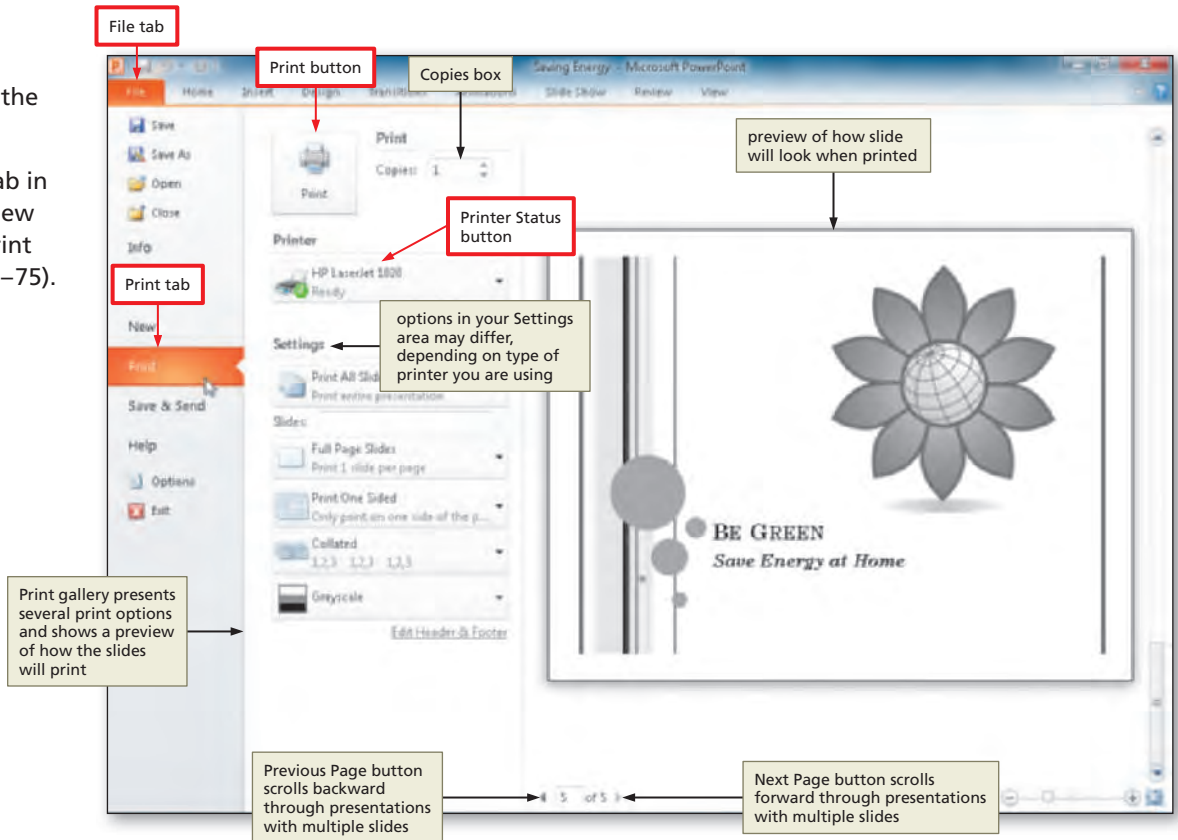- Click the Print tab in the Backstage view to display the Print gallery (Figure 1–75).

Figure 1–75

Q&A How do I preview Slides 2 through 5?

Click the Next Page button in the Print gallery to scroll forward through pages in the document; similarly, click the Previous Page button to scroll backward through pages.

Q&A How can I print multiple copies of my slides?

Increase the number in the Copies box in the Print gallery.

Q&A What if I decide not to print the document at this time?

Click File on the Ribbon to close the Backstage view and return to the PowerPoint document window.

BTW **Quick Reference**
For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the PowerPoint 2010 Quick Reference Web page (scsite.com/ppt2010/qr).

2

- Verify the printer name that appears on the Printer box Status button will print a hard copy of the document. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer.

3

• Click the Print button in the Print gallery to print the document on the currently selected printer.

• When the printer stops, retrieve the hard copy (Figure 1–76).

Q&A

Do I have to wait until my document is complete to print it?

No, you can follow these steps to print a document at any time while you are creating it.

Q&A

What if I want to print an electronic image of a document instead of a hard copy?

You would click the Printer Status button in the Print gallery and then select the desired electronic image option such as a Microsoft XPS Document Writer, which would create an XPS file.

(a) Slide 1
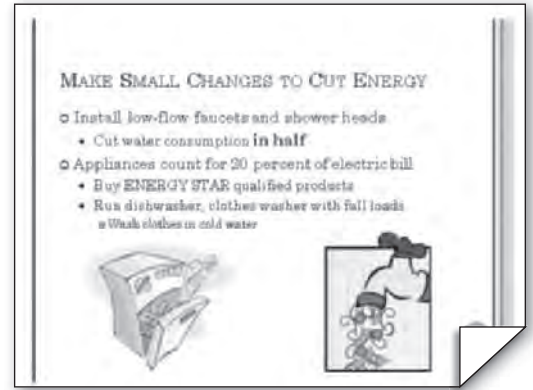
(b) Slide 2

(c) Slide 3

(d) Slide 4

(e) Slide 5

Figure 1–76

Other Ways
1. Press CTRL+P, press ENTER

To Quit PowerPoint

The project now is complete. The following steps quit PowerPoint. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1 If you have one PowerPoint document open, click the Close button on the right side of the title bar to close the document and quit PowerPoint; or if you have multiple PowerPoint documents open, click File on th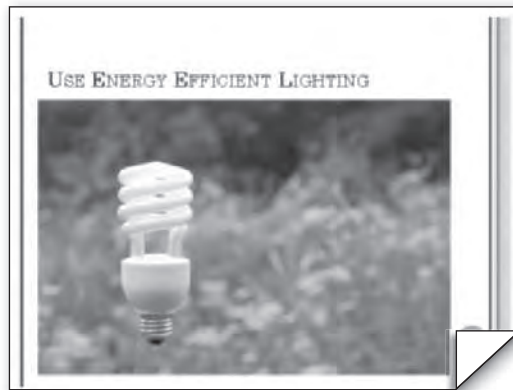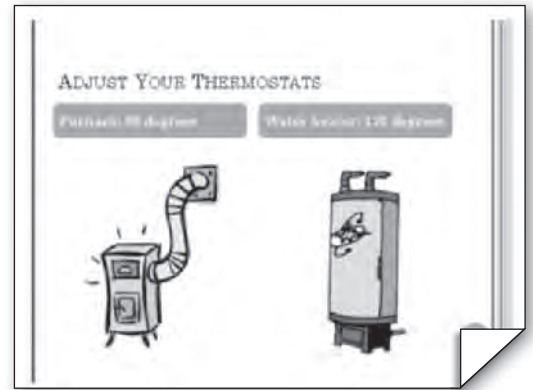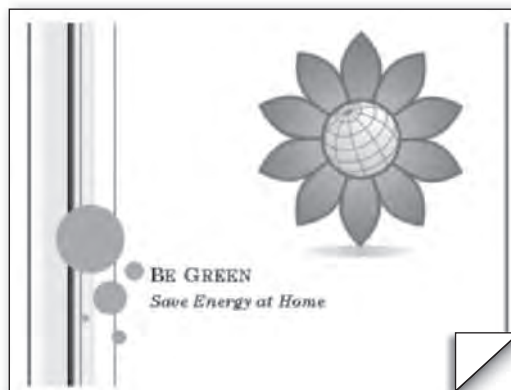e Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit PowerPoint.

2 If a Microsoft Office PowerPoint dialog box appears, click the Save button to save any changes made to the document since the last save.

Chapter Summary

In this chapter you have learned how to apply a document theme, create a title slide and text slides with a bulleted list, clip art, and a photograph, size and move clip art and a photograph, format and edit text, add a slide transition, view the presentation in Slide Show view, and print slides as handouts. The items listed below include all the new PowerPoint skills you have learned in this chapter.

1. Start PowerPoint (PPT 4)
2. Choose a Document Theme (PPT 5)
3. Enter the Presentation Title (PPT 7)
4. Enter the Presentation Subtitle Paragraph (PPT 9)
5. Select a Paragraph (PPT 10)
6. Italicize Text (PPT 11)
7. Increase Font Size (PPT 11)
8. Select a Word (PPT 12)
9. Change the Text Color (PPT 13)
10. Save a Presentation (PPT 14)
11. Add a New Text Slide with a Bulleted List (PPT 14)
12. Enter a Slide Title (PPT 16)
13. Select a Text Placeholder (PPT 16)
14. Type a Multi-Level Bulleted List (PPT 17)
15. Select a Group of Words (PPT 19)
16. Bold Text (PPT 19)
17. Add a Slide with the Title Only Layout (PPT 21)
18. Add a New Slide and Enter a Slide Title and Headings (PPT 23)
19. Move to Another Slide in Normal View (PPT 25)
20. Insert a Clip from the Clip Organizer into the Title Slide (PPT 27)
21. Insert a Clip from the Clip Organizer into a Content Placeholder (PPT 30)
22. Insert a Photograph from the Clip Organizer into a Slide without a Content Placeholder (PPT 32)
23. Resize Clip Art (PPT 33)
24. Move Clips (PPT 36)
25. Duplicate a Slide (PPT 38)
26. Arrange a Slide (PPT 39)
27. Delete Text in a Placeholder (PPT 41)
28. Add a Transition between Slides (PPT 43)
29. Change Document Properties (PPT 46)
30. Save an Existing Presentation with the Same File Name (PPT 47)
31. Start Slide Show View (PPT 47)
32. Move Manually through Slides in a Slide Show (PPT 49)
33. Quit PowerPoint (PPT 50)
34. Open a Document from PowerPoint (PPT 50)
35. Print a Presentation (PPT 51)

If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address `scsite.com/ppt2010/learn`. When the PowerPoint 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Modifying Character Formats and Paragraph Levels and Moving a Clip

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start PowerPoint. Open the presentation, Apply 1-1 Flu Season, from the Data Files for Students.

The two slides in the presentation discuss ways to avoid getting or spreading the flu. The document you open is an unformatted presentation. You are to modify the document theme, indent the paragraphs, resize and move the clip art, and format the text so the slides look like Figure 1–77 on the next page.

Apply Your Knowledge *continued*

Perform the following tasks:

1. Change the document theme to Urban. On the title slide, use your name in place of Student Name and bold and italicize your name. Increase the title text font size to 60 point. Resize and position the clip as shown in Figure 1–77a.

2. On Slide 2, increase the indent of the second, third, and fifth paragraphs (Cover mouth and nose with a tissue; No tissue? Use your elbow or sleeve; Use soap, warm water for 20 seconds) to second-level paragraphs. Then combine paragraphs six and seven (Drink fluids; Get plenty of rest) to read, Drink fluids and get plenty of rest, as shown in Figure 1–77b.

3. Change the document properties, as specified by your instructor. Save the presentation using the file name, Apply 1–1 Avoid the Flu. Submit the revised document in the format specified by your instructor.

(a) Slide 1 (Title Slide with Clip Art)
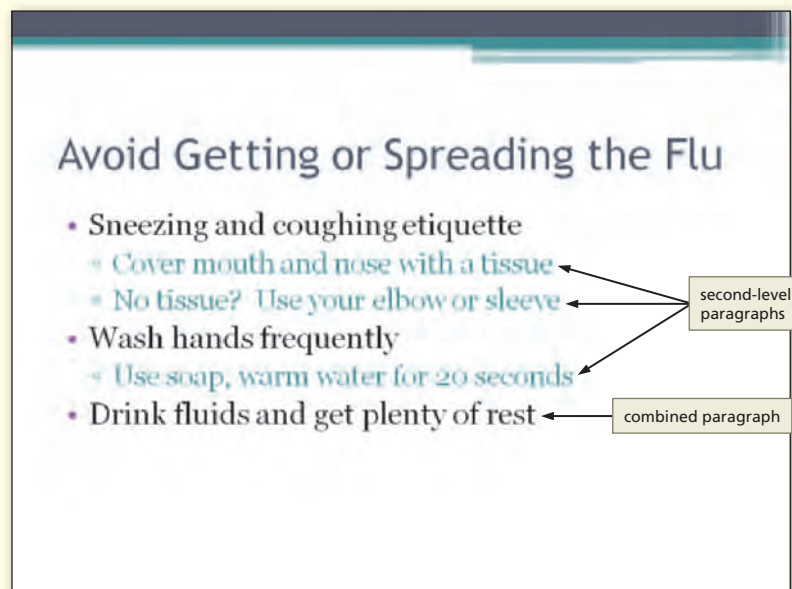
(b) Slide 2 (Multi-Level Bulleted List)

Figure 1–77

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Changing Slide Theme, Layout, and Text

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start PowerPoint. Open the presentation that you are going to prepare for your dental hygiene class, Extend 1–1 Winning Smile, from the Data Files for Students.

You will choose a theme, format slides, and create a closing slide.

Perform the following tasks:

1. Apply an appropriate document theme.
2. On Slide 1, use your name in place of Student Name. Format the text on this slide using techniques you learned in this chapter, such as changing the font size and color and also bolding and italicizing words.
3. On Slide 2, change the slide layout and adjust the paragraph levels so that the lines of text are arranged under two headings: Discount Dental and Dental Insurance (Figure 1–78).
4. On Slide 3, create paragraphs and adjust the paragraph levels to create a bulleted list. Edit the text so that the slide meets the 7 × 7 rule, which states that each line should have a maximum of seven words, and each slide should have a maximum of seven lines.
5. Create an appropriate closing slide using the title slide as a guide.
6. The slides contain a variety of clips downloaded from the Microsoft Clip Organizer. Size and move them when necessary.
7. Apply an appropriate transition to all slides.
8. Change the document properties, as specified by your instructor. Save the presentation using the file name, Extend 1–1 Dental Plans.
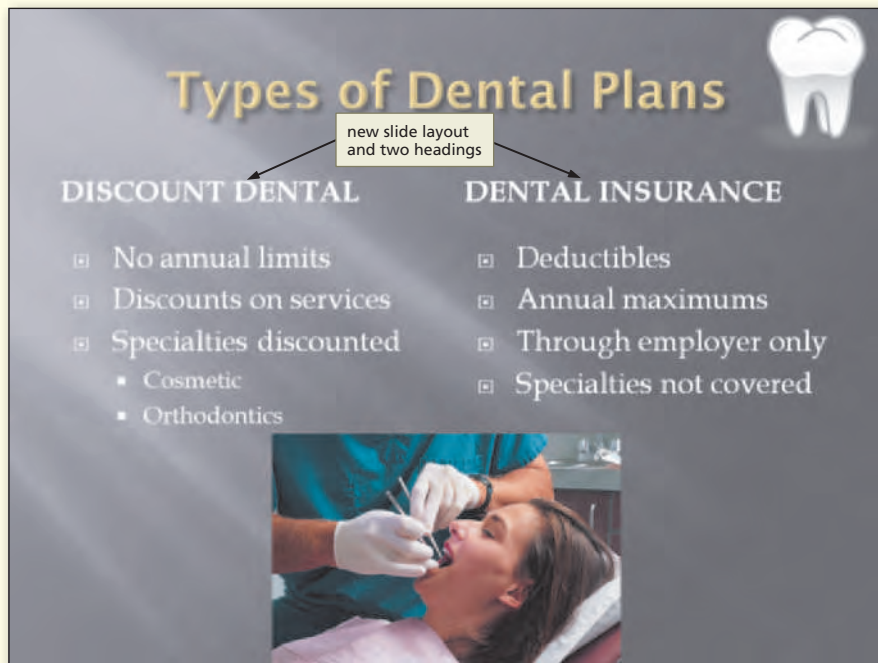9. Submit the revised document in the format specified by your instructor.

Figure 1–78

Make It Right

Analyze a presentation and correct all errors and/or improve the design.

Correcting Formatting and List Levels

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Start PowerPoint. Open the presentation, Make It Right 1–1 Air Ducts, from the Data Files for Students.

Members of your homeowners' association are having their semiannual meeting, and each member of the board is required to give a short presentation on the subject of energy savings. You have decided to discuss the energy-saving benefits of maintaining the air ducts in your home. Correct the formatting problems and errors in the presentation while keeping in mind the guidelines presented in this chapter.

Perform the following tasks:
1. Change the document theme from Origin, shown in Figure 1–79, to Module.
2. On Slide 1, replace the words, Student Name, with your name. Format your name so that it displays prominently on the slide.
3. Increase the size of the clip on Slide 1 and move it to the upper-right corner.
4. Move Slide 2 to the end of the presentation so that it becomes the new Slide 3.
5. On Slide 2, correct the spelling errors and then increase the font size of the Slide 2 title text, Check Hidden Air Ducts, to 54 point. Increase the size of the clip and move it up to fill the white space on the right of the bulleted list.
6. On Slide 3, correct the spelling errors and then change the font size of the title text, Energy Savings, to 54 point. Increase the indent levels for paragraphs 2 and 4. Increase the size of the clips. Center the furnace clip at the bottom of the slide.
7. Change the document properties, as specified by your instructor. Save the presentation using the file name, Make It Right 1–1 Ducts Presentation.
8. Apply the same transition and duration to all slides.
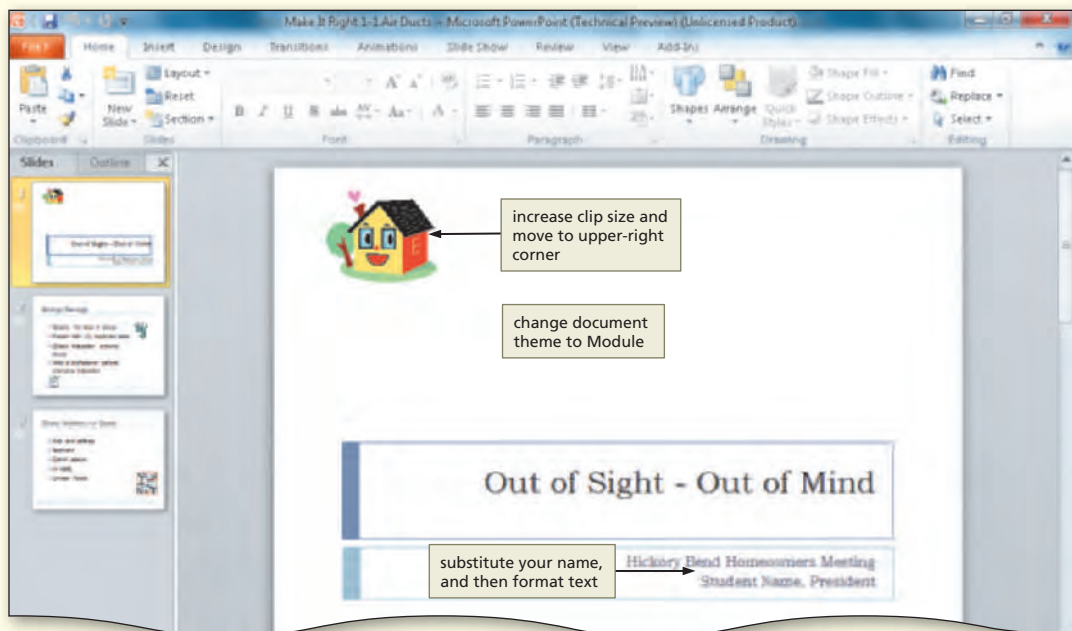9. Submit the revised document in the format specified by your instructor.

Figure 1–79

In the Lab

Design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

Lab 1: Creating a Presentation with Bulleted Lists, a Closing Slide, and Clips

Problem: You are working with upper-level students to host a freshmen orientation seminar. When you attended this seminar, you received some helpful tips on studying for exams. Your contribution to this year's seminar is to prepare a short presentation on study skills. You develop the outline shown in Figure 1–80 and then prepare the PowerPoint presentation shown in Figures 1–81a through 1–81d.
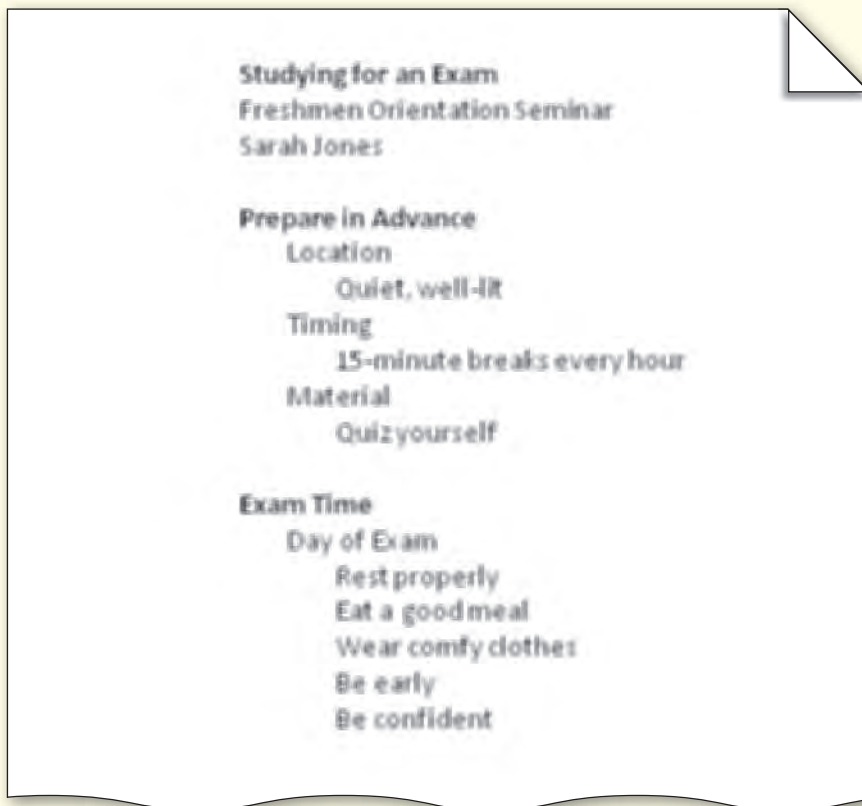
Studying for an Exam
Freshmen Orientation Seminar
Sarah Jones

Prepare in Advance
    Location
        Quiet, well-lit
    Timing
        15-minute breaks every hour
    Material
        Quiz yourself

Exam Time
    Day of Exam
        Rest properly
        Eat a good meal
        Wear comfy clothes
        Be early
        Be confident

Figure 1–80

Perform the following tasks:

1. Create a new presentation using the Aspect document theme.

2. Using the typed notes illustrated in Figure 1–80, create the title slide shown in Figure 1–81a, using your name in place of Sarah Jones. Italicize your name and increase the font size to 24 point. Increase the font size of the title text paragraph, Hit the Books, to 48 point. Increase the font size of the first paragraph of the subtitle text, Studying for an Exam, to 28 point.
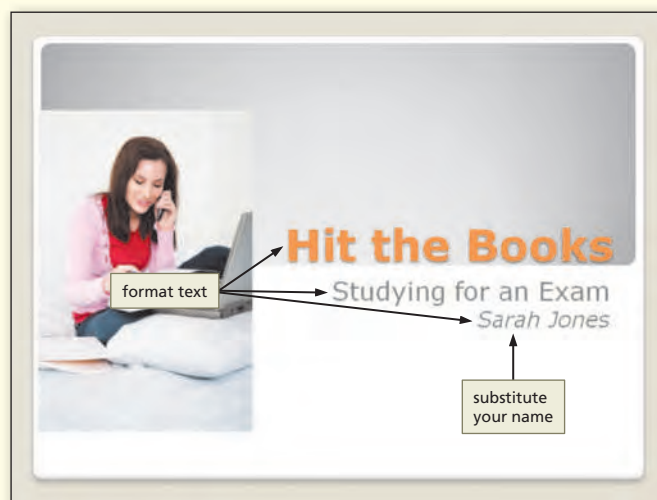
(a) Slide 1 (Title Slide)
Figure 1–81

In the Lab *continued*

3. Using the typed notes in Figure 1–80, create the two text slides with bulleted lists and find and insert clips from the Microsoft Clip Organizer, as shown in Figures 1–81b and 1–81c.

4. Create a closing slide by duplicating Slide 1, deleting your name, replacing the photograph with the photograph shown in Figure 1–81d, and moving the slide to the end of the presentation.

5. On Slide 3, change the font color of the words, Be confident, to Yellow (fourth color in the Standard Colors row).

6. Apply the Uncover transition in the Subtle category to all slides. Change the duration to 1.25 seconds.

7. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide.

8. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1–1 Study Skills.

9. Submit the document in the format specified by your instructor.

(b) Slide 2

(c) Slide 3
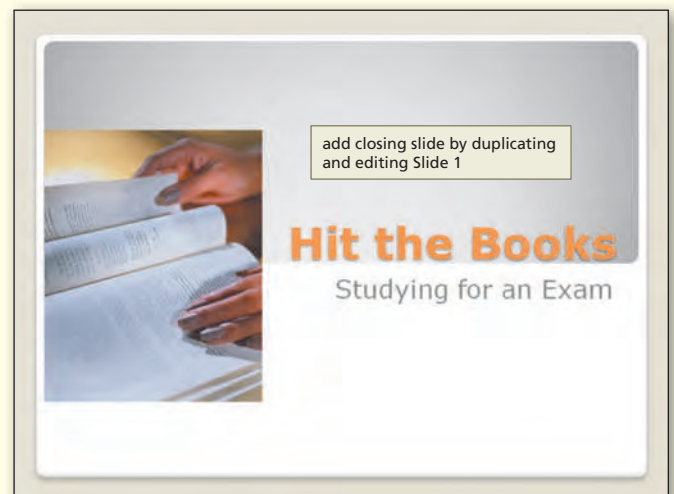
(d) Slide 4 (Closing Slide)

Figure 1–81 (continued)

In the Lab

Lab 2: Creating a Presentation with Bulleted Lists and Clips

Problem: Your health class instructor has assigned every student a different vitamin to research. She hands you the outline shown in Figure 1–82 and asks you to create the presentation about Vitamin D shown in Figures 1–83a through 1–83d on pages PPT 62 and PPT 63.
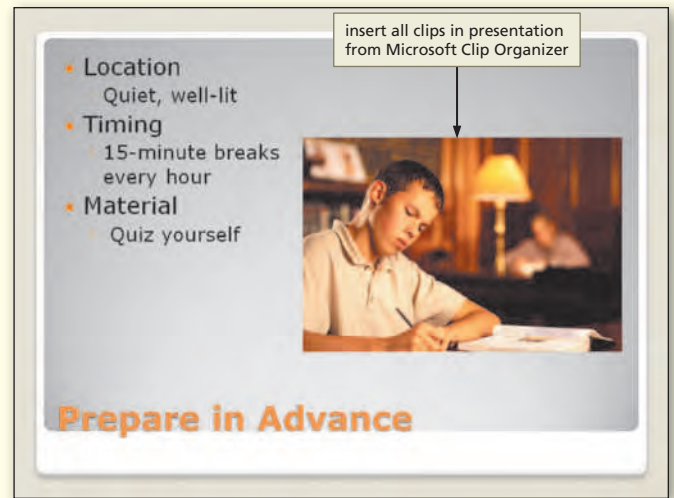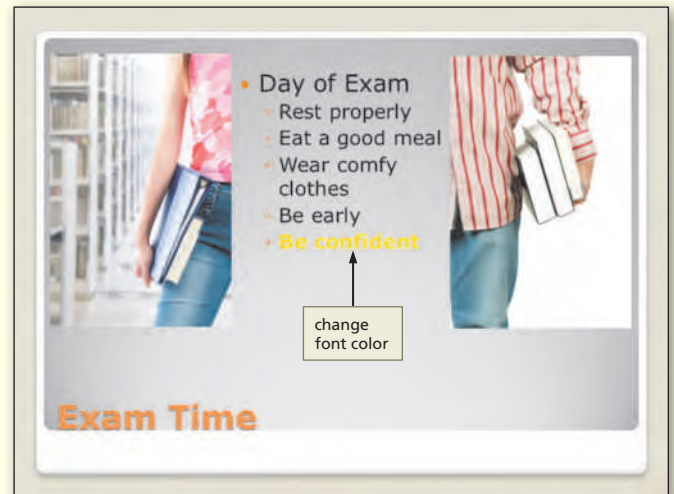
Vitamin D

The Sunshine Vitamin
Are You D-ficient?
Presented by Jim Warner

Why Is Vitamin D Important?
We need Vitamin D
Vital to our bodies
Promotes absorption of calcium and magnesium
For healthy teeth and bones
Maintains calcium and phosphorus in blood

Daily Requirements
How much do we need?
Child: 5 mcg (200 IU)
Adult: 10-20 mcg (400-600 IU)

Vitamin D Sources
Sunshine
Is our primary source
Vitamin manufactured by our body after exposure
Three times a week
For 10-15 minutes
Foods and Supplements
Contained in few foods
Some fish liver oils
Flesh of fatty fish
Fortified products
Milk and cereals
Available as supplement

Vitamin D History
Research began in 1924
Found to prevent rickets
United States and Canada
Instituted policy of fortifying foods with Vitamin D
Milk – food of choice
Other countries
Fortified cereal, bread, margarine

Figure 1–82

In the Lab *continued*

Perform the following tasks:

1. Create a new presentation using the Solstice document theme.

2. Using the typed notes illustrated in Figure 1–82, create the title slide shown in Figure 1–83a, using your name in place of Jim Warner. Italicize the title, The Sunshine Vitamin, and increase the font size to 48 point. Change the font size of the first line of the subtitle text, Are You D-ficient?, to 36 point. Change the font color of the title text to Orange (third color in the Standard Colors row) and both lines of the subtitle text to Light Blue (seventh color in the Standard Colors row).
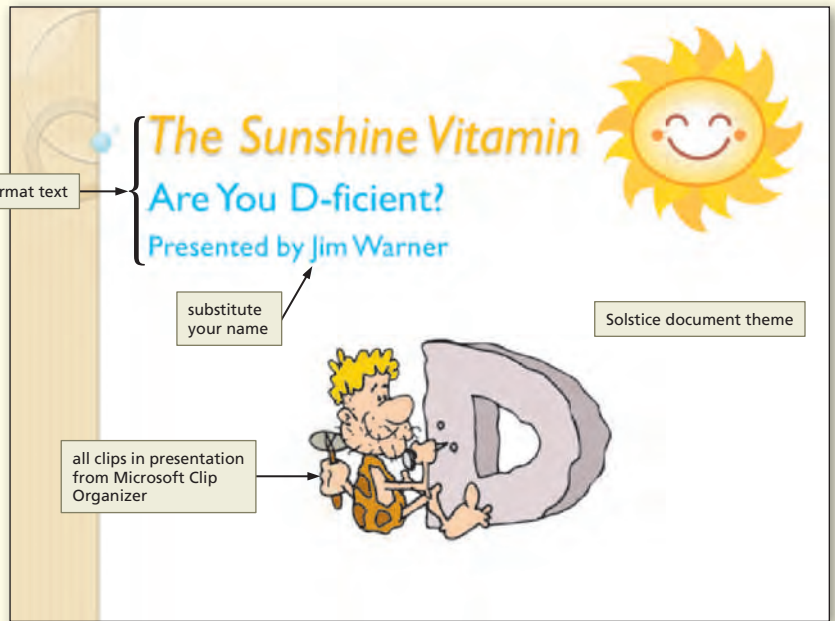
3. Using the typed notes in Figure 1–82, create the three text slides with bulleted lists shown in Figures 1–83b through 1–83d. Change the color of the title text on all slides and the text above the bulleted lists on Slides 2 and 3 to Orange.

4. Add the photographs and clip art shown in Figures 1–83a through 1–83d from the Microsoft Clip Organizer. Adjust the clip sizes when necessary.

5. Apply the Ripple transition in the Exciting category to all slides. Change the duration to 2.00 seconds.

6. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide.

(a) Slide 1 (Title Slide)
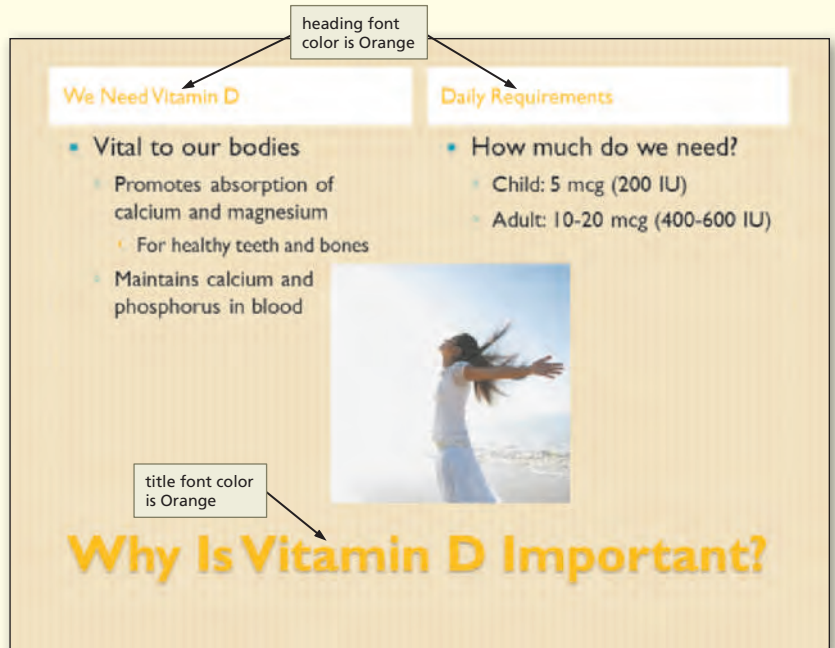
(b) Slide 2
Figure 1–83

7. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1–2 Vitamin D.

8. Submit the revised document in the format specified by your instructor.
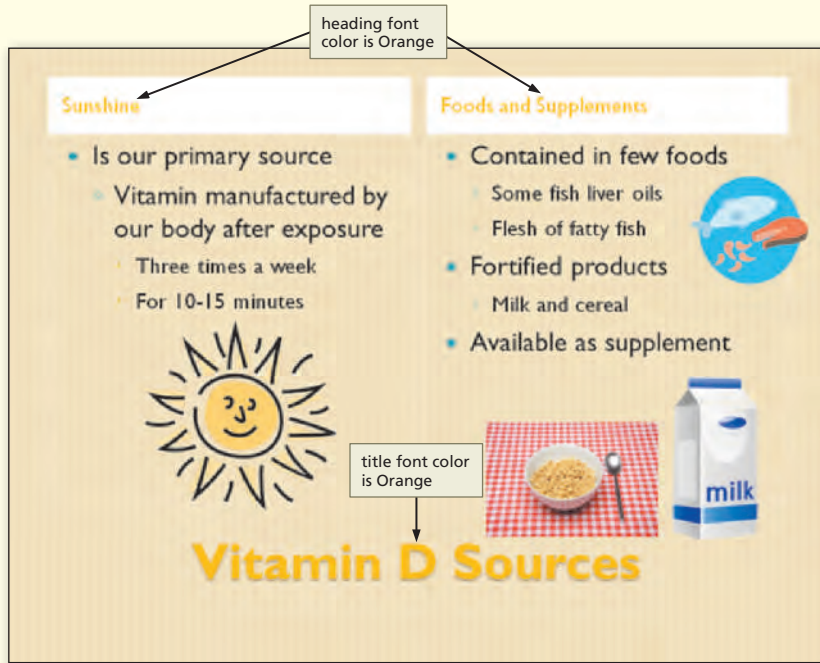
(c) Slide 3

(d) Slide 4

Figure 1–83 (continued)

In the Lab

Lab 3: Creating and Updating Presentations with Clip Art

Problem: You are employed part time at your health club, and the Child Care Center director has asked you to put together a presentation for her to use at the next open house. The club has a large playroom that is perfect for children's parties.

Instructions Part 1:   Using the outline in Figure 1–84, create the presentation shown in Figure 1–85. Use the Office Theme document theme. On the title slide shown in Figure 1–85a, increase the font size of the title paragraph, Make It a Party!, to 48, change the font color to Red, and change the text font style to italic. Decrease the font size of the entire subtitle paragraph to 28, and change the font color to Blue.

Make It a Party!
    Host Your Child's
    Next Birthday Party
    At The Oaks Health Club

We Do the Work
You Enjoy the Moment
    Two-hour party
    Two chaperones
    Lunch & cake provided
    Game or craft activity available
    Decorations

Two Party Packages
    Package No. 1 - $8/child
        Lunch
            Hot Dogs
            Pizza
    Package No. 2 - $12/child
        Lunch including beverage
            Hot Dogs
            Pizza
        Game
        Craft (age appropriate)

Reserve Your Party Date
    Reserve 2 weeks in advance
    Deposit required
    Party room can hold 20 children
    Sign up in the Child Care Center

Figure 1–84

Create the three text slides with multi-level bulleted lists, photographs, and clip art shown in Figures 1–85b through 1–85d on the next page. Adjust the clip sizes when necessary. Apply the Vortex transition in the Exciting category to all slides and decrease the duration to 3.00 seconds. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1–3 Part One Child Party.

(a) Slide 1 (Title Slide)

(b) Slide 2

Figure 1–85

In the Lab *continued*

(c) Slide 3

(d) Slide 4

Figure 1–85 (continued)

Instructions Part 2:   The children's parties have proved to be a great perk for members of the health club. A large group of older adults work out at the club and also meet socially once a month. These members have asked about renting the playroom to hold a retirement party for some of their friends. You decide to modify the children's party presentation to promote retirement parties. Use the outline in Figure 1–86 to modify the presentation created in Part 1 to create the presentation shown in Figure 1–87 on the next page. Required changes are indicated by a yellow highlight.

To begin, save the current presentation with the new file name, Lab 1–3 Part Two Retirement Party. Change the document theme to Flow. On Slide 3, change the pianist's name from Ms. Winn to your name. Apply the Fade transition in the Subtle category to all slides and change the duration speed to 2.25 seconds. View the slide show. Change the document properties, as specified by your instructor. Submit both Part One and Part Two documents in the format specified by your instructor.

Make It a Party!
   Host Your
   Retirement Party
   At The Oaks Health Club

We Do the Work
You Enjoy the Moment
   Two-hour party

   Lunch & cake provided

   Decorations
   Music

Two Party Packages
   Package No. 1 - $9/person
      Lunch
         Lasagna
         Salad & bread
   Package No. 2 - $20/person
      Lunch including beverage
         Lasagna
         Salad & bread
      Ms. Winn on piano
      Photo booth

Reserve Your Party Date
   Reserve 2 weeks in advance
   Deposit required
   Party room can hold 15 adults
   Sign up at the main desk

Figure 1–86

In the Lab continued

(a) Slide 1 (Title Slide)

(b) Slide 2
Figure 1–87

(c) Slide 3

(d) Slide 4
Figure 1–87 (continued)

Cases and Places

Apply your creative thinking and problem-solving skills to design and implement a solution.

Note: To complete these assignments, you may be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

As you design the presentations, remember to use the 7×7 rule: a maximum of seven words on a line and a maximum of seven lines on one slide.

1: Design and Create a Presentation about Galileo

Academic

Italian-born Galileo is said to be the father of modern science. After the invention of the telescope by a Dutch eyeglass maker named Hans Lippershey, Galileo made his own telescope and made many discoveries. You decide to prepare a PowerPoint presentation to accompany a speech that is required in your Astronomy class. You create the outline shown in Figure 1–88 about Galileo. Use this outline, along with the concepts and techniques presented in this chapter, to develop and format a slide show with a title slide and three text slides with bulleted lists. Add photographs and clip art from the Microsoft Clip Organizer and apply a transition. Submit your assignment in the format specified by your instructor.

Galileo Galilei
   Father of Modern Science
   Astronomy 201
   Sandy Wendt

Major Role in Scientific Revolution
February 15, 1564 – January 8, 1642
   Physicist
   Mathematician
   Astronomer
   Philosopher

Galileo's Research Years
   1581 – Studied medicine
   1589-1592 – Studied math and physics
   1592-1607 – Padua University
      Developed Law of Inertia
   1609 – Built telescope
      Earth's moon
      Jupiter's moons

Galileo's Later Years
   Dialogue – Two Chief World Systems
      Controversy develops
   1633 – Rome
      Heresy trial
      Imprisoned
   1642 – Dies

Figure 1–88

2: Design and Create a Presentation Promoting Hiking for Family Fitness

Personal

A great way for the entire family to get exercise is by participating in a hiking adventure. Employees at the local forest preserve district near your home have remodeled the nature center, and you have volunteered to give a presentation at the open house to help families plan their hikes. Use the outline shown in Figure 1–89 and then create an accompanying PowerPoint presentation. Use the concepts and techniques presented in this chapter to develop and format this slide show with a title slide, three text slides with bulleted lists, and clip art. Add photographs and clip art from the Microsoft Clip Organizer and apply a transition. Submit your assignment in the format specified by your instructor.

Take a Hike
        An Adventure with Kids
        Presented by Joshua Lind
        Pines Nature Center

Planning the Adventure
        Trail length – varies by child's age
                Ages 2 to 4: 1 to 2 miles
                Ages 5 to 7: 3 to 4 miles
                Ages 8 to 12: 5 to 7 miles
        Backpack – limit to 20 percent of child's weight

Packing Supplies
        Snacks and Drinks
                Child's favorite healthy foods
                        Fruit and nuts
        Water
        Miscellaneous
                Sunscreen
                Insect repellent
                First-aid kit

Wearing the Right Clothes
        Dress in layers
                Children get cold quicker than adults
        Wear long pants and long-sleeved shirt
                Protect against insects and cuts
        Wear a hat and comfortable shoes
                Keep body warm

Figure 1–89

Cases and Places *continued*

3: Design and Create a Landscaping Service Presentation

Professional

The home and garden center where you work is hosting weekend clinics for customers. The owner asks you to give a presentation about the center's new landscaping division and hands you the outline shown in Figure 1–90. Use the concepts and techniques presented in this chapter to develop and format a PowerPoint presentation with a title slide, three text slides with bulleted lists, and clip art. Add photographs and clip art from the Microsoft Clip Organizer and apply a transition. Submit your assignment in the format specified by your instructor.
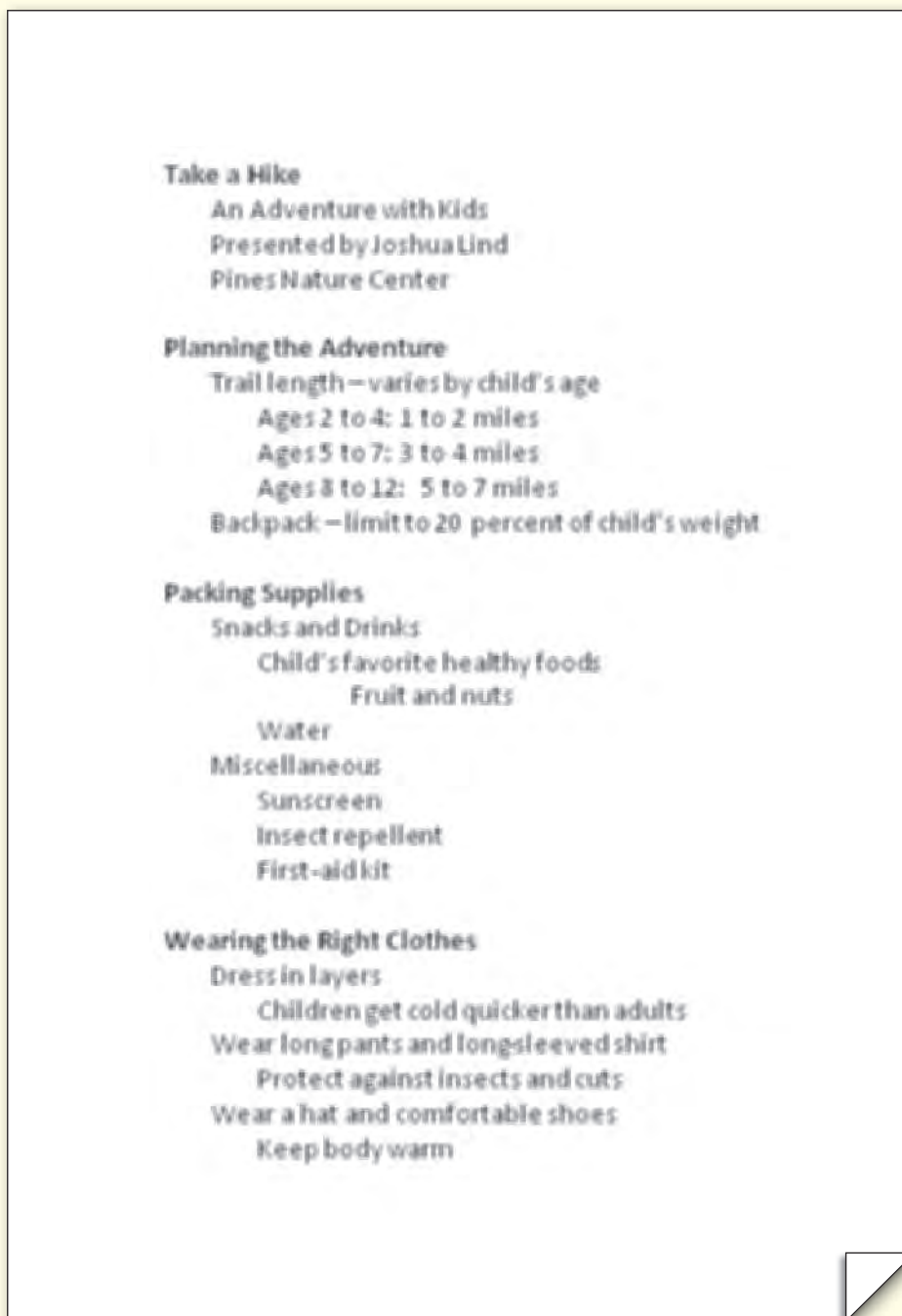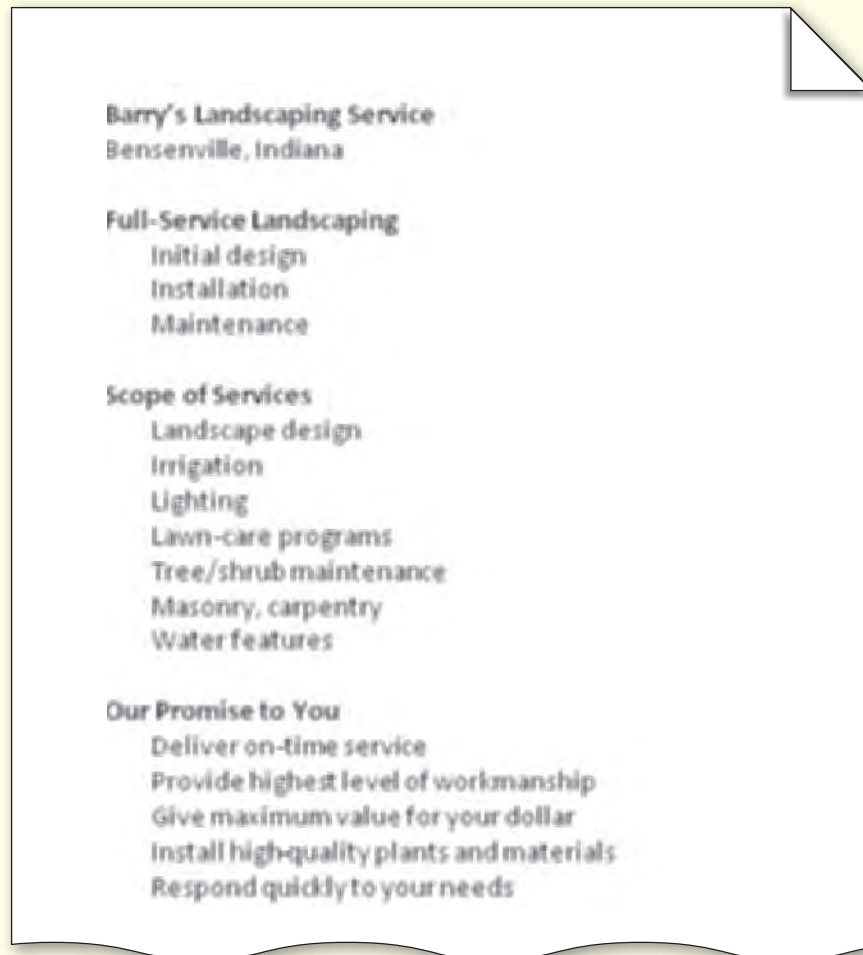
Barry's Landscaping Service
Bensenville, Indiana

Full-Service Landscaping
    Initial design
    Installation
    Maintenance

Scope of Services
    Landscape design
    Irrigation
    Lighting
    Lawn-care programs
    Tree/shrub maintenance
    Masonry, carpentry
    Water features

Our Promise to You
    Deliver on-time service
    Provide highest level of workmanship
    Give maximum value for your dollar
    Install high-quality plants and materials
    Respond quickly to your needs

Figure 1–90