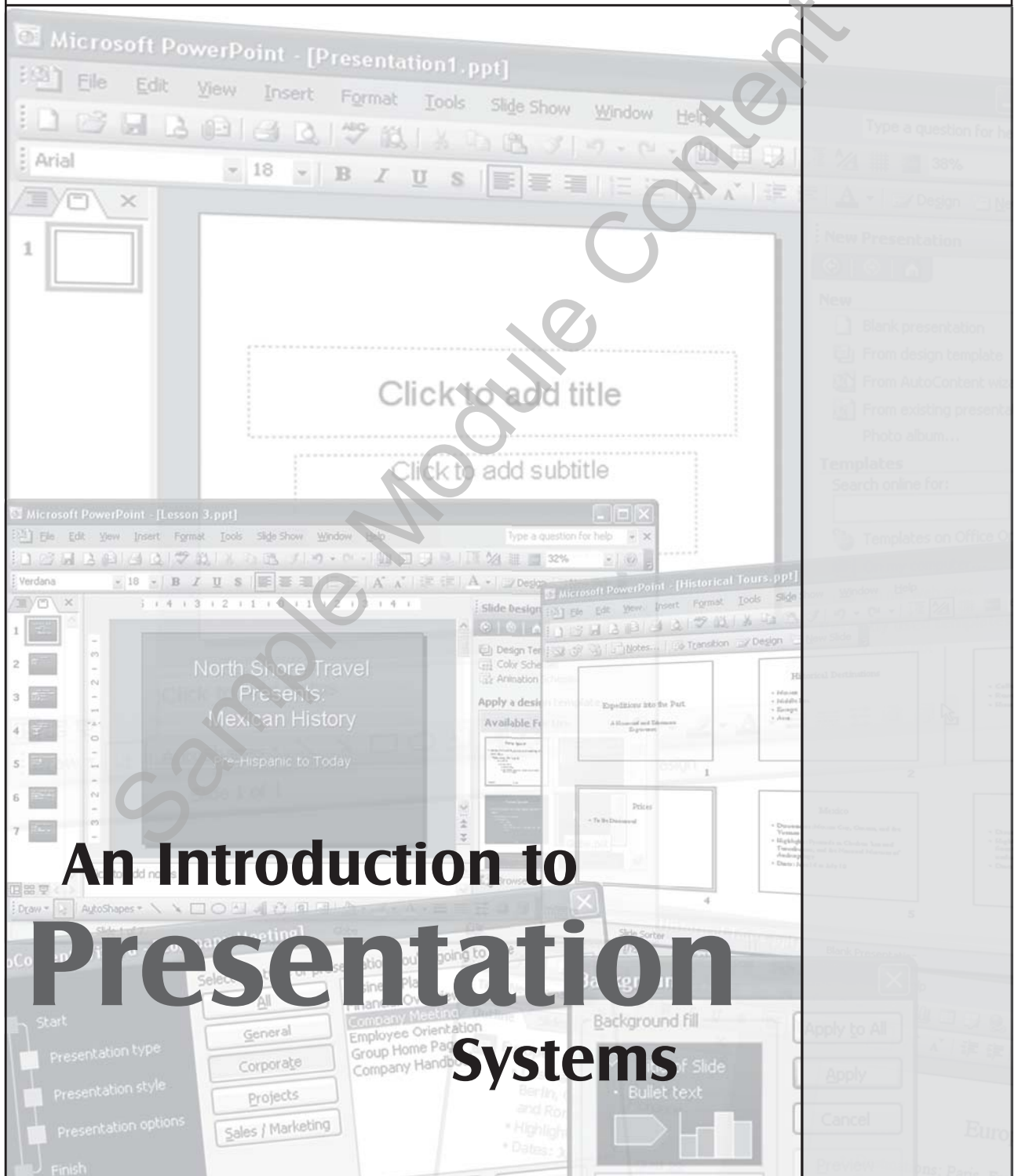


CERTIFICATE IN BUSINESS OFFICE INFORMATION SYSTEMS



An Introduction to **Presentation Systems**

Certificate in Business Information Systems

Course Team

Professor Ian Chaston - Course Leader
Michelle Rigden - Administrator

Andy Bloomer
Alex Hammerstein
Vicky Hammerstein
Sue Hawker
Paul Mumford
Florise Scully
Trisha Small
Simon Thorpe
Sarah Watson
Tricia Woodgate

Module reference - MTC105

© 2005 Moustraining Limited
Sentinel House • Modbury
Devon • PL21 0XX
Phone 01548 830710 • Fax 01548 830878
<http://www.moustraining.uk.com>

Compiled by Alex Hammerstein
Design and layout by Moustraining Limited

Compiled October 2005
Revision 1.1 - March 2006

This material is copyrighted and all rights are reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission.

We make a sincere effort to ensure the accuracy of the material described herein; however, Moustraining Limited makes no warranty, expressed or implied, with respect to the quality, correctness, reliability, accuracy, or freedom from error of this document or the products it describes. Data used in examples and sample data files are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.

The names of software products referred to in this manual are claimed as trademarks of their respective companies.



TABLE OF CONTENTS	3	
INTRODUCTION	5	
PERSONAL DEVELOPMENT PLANNING.....	7	
CHAPTER 1: THE FUNDAMENTALS	9	
Tutorial 1-1: Starting PowerPoint.....	10	
Tutorial 1-2: Understanding the PowerPoint Program Screen	12	
Tutorial 1-3: Using Menus.....	14	
Tutorial 1-4: Using Toolbars and Creating a New Presentation	16	
Tutorial 1-5: Filling Out Dialog Boxes.....	18	
Tutorial 1-6: Keystroke and Right Mouse Button Shortcuts	20	
Tutorial 1-7: Opening a Presentation.....	22	
Tutorial 1-8: Saving and Closing a Presentation and Exiting PowerPoint	24	
Tutorial 1-9: Creating a New Presentation with the AutoContent Wizard.....	26	
Tutorial 1-10: Creating a Blank Presentation and Creating a Presentation from a Template	28	
Tutorial 1-11: Moving Around in Your Presentations	30	
Tutorial 1-12: Viewing Your Presentation.....	32	
Tutorial 1-13: Printing Your Presentation	34	
Tutorial 1-14: Getting Help	36	
Tutorial 1-15: Changing the Office Assistant and Using the “What’s This” Button.....	38	
Chapter One Review	40	
CHAPTER 2: EDITING A PRESENTATION.....	45	
Tutorial 2-1: Inserting Slides and Text.....	46	
Tutorial 2-2: Using the Outline Pane	48	
Tutorial 2-3: Editing Text	50	
Tutorial 2-4: Selecting, Replacing, and Deleting Text	52	
Tutorial 2-5: Cutting, Copying, and Pasting Text	54	
Tutorial 2-6: Using Undo, Redo, and Repeat.....	56	
Tutorial 2-7: Checking Your Spelling.....	58	
Tutorial 2-8: Finding and Replacing Information....	60	
Tutorial 2-9: Viewing a Presentation’s Outline	62	
Tutorial 2-10: Rearranging a Presentation’s Outline.....	64	
Tutorial 2-11: Inserting Symbols and Special Characters	66	
Tutorial 2-12: Adding Notes to Your Slides	67	
Tutorial 2-13: Working in Slide Sorter View.....	68	
Tutorial 2-14: Working with Multiple Windows.....	70	
Tutorial 2-15: Collecting and Pasting Multiple Items	72	
Tutorial 2-16: File Management	74	
Tutorial 2-17: Understanding Smart Tags	76	
Tutorial 2-18: Recovering Your Presentations.....	78	
Chapter Two Review.....	80	
CHAPTER 3: FORMATTING YOUR PRESENTATION	87	
Tutorial 3-1: Formatting Fonts with the Formatting Toolbar.....	88	
Tutorial 3-2: Advanced Font Formatting with Font Dialog Box.....	90	
Tutorial 3-3: Using the Format Painter.....	92	
Tutorial 3-4: Applying a Template’s Formatting.....	94	
TUTORIAL 3-5: USING THE SLIDE MASTER 96		
Tutorial 3-6: Choosing a Colour Scheme	98	
Tutorial 3-7: Changing the Background of Your Slides.....	100	
Tutorial 3-8: Working with Bulleted and Numbered Lists	102	
Tutorial 3-9: Changing Paragraph Alignment and Line Spacing	104	
Tutorial 3-10: Adding Headers and Footers.....	106	
Tutorial 3-11: Working with Tabs and Indents	108	
Tutorial 3-12: Changing the Page Setup.....	110	
Chapter Three Review	112	

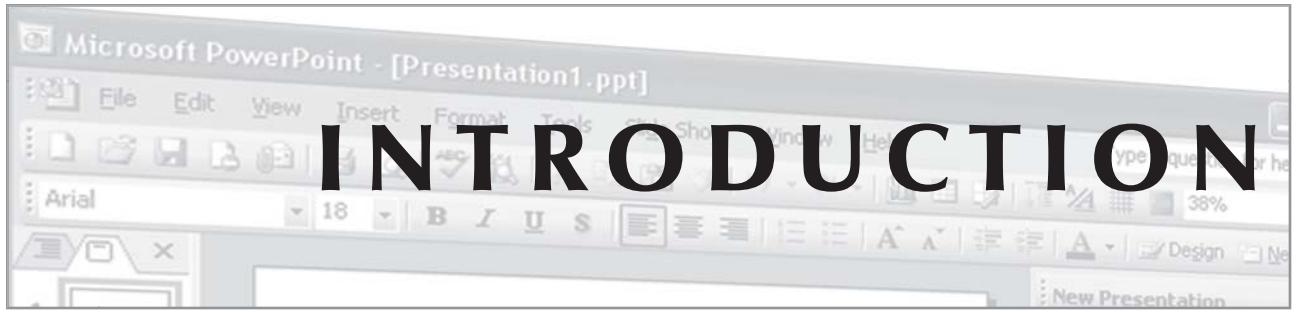
CHAPTER 4: DRAWING AND WORKING WITH GRAPHICS.....117

Tutorial 4-1: Drawing on Your Slides 118
Tutorial 4-2: Adding, Arranging, and Formatting
Text Boxes 120
Tutorial 4-3: Selecting, Resizing, Moving, and
Deleting Objects..... 122
Tutorial 4-4: Formatting Objects..... 124
Tutorial 4-5: Inserting Clip Art 126
Tutorial 4-6: Inserting and Formatting Pictures..... 128
Tutorial 4-7: Aligning and Grouping Objects 130
Tutorial 4-8: Drawing AutoShapes..... 132
Tutorial 4-9: Flipping and Rotating Objects 134
Tutorial 4-10: Layering Objects 136
Tutorial 4-11: Applying Shadows and 3-D Effects .. 138
Tutorial 4-12: Graphic file sizes..... 140
Chapter Four Review 142

CHAPTER 5: DELIVERING YOUR PRESENTATION.....147

Tutorial 5-1: Delivering a Presentation on a
Computer 148
Tutorial 5-2: Using Slide Transitions..... 150
Tutorial 5-3: Using an Animation Scheme 152
Tutorial 5-4: Using Custom Animations 154
Tutorial 5-5: Rehearsing Slide Show Timings 156
Tutorial 5-6: Creating a Presentation that Runs by
Itself 158
Tutorial 5-7: Creating a Custom Show 160
Chapter Five Review 162

INDEX.....166



Welcome to the CertBOIS module: Introduction to Presentation Systems.

PowerPoint is a desktop presentation program that turns your ideas into professional, convincing presentations. If you've ever used an overhead projector, flip chart, or even a black board, you're going to love PowerPoint!

As with all the CertBOIS course material, the student manuals follow a common format and design:

Chapters

Each manual is divided into several chapters. If you are not sure you're ready for a chapter, you can look at the prerequisites that appear at the beginning of each chapter. They will tell you what you should know before you start the chapter.

Tutorials

Each chapter contains several Tutorials on related topics. Each tutorial explains a new skill or topic and contains a step-by-step exercise to give you hands-on experience.

Chapter Reviews

A review is included at the end of each chapter to help you absorb and retain all that you have learned. This review contains a brief recap of everything covered in the chapter's tutorials, review questions to assess how much you've learned (and which tutorials you might want to look over again).

Operating System and Graphics Used in This Module

This module has been written based on a computer running the Windows XP operating system. There are four current versions of Windows operating systems - Windows ME, Windows 2000, Windows NT, and Windows XP, which itself is available in Home and Professional versions.

Similarly, Microsoft PowerPoint, used within this module, is currently available in three versions - PowerPoint 2000, PowerPoint XP (sometimes referred to as PowerPoint 2002) and PowerPoint 2003.

Whilst most of the commands used in this module are common to all versions, some will vary, as will the graphic displayed on the screen. Where there is a significant difference in either what is displayed, or in functionality, then this will be indicated and an explanation given.

How to Use the Tutorials

Wherever possible, every topic is presented on two facing pages, so that you can concentrate on the tutorial without turning the page. Since this is a hands-on course, each tutorial contains an exercise with step-by-step instructions for you to follow.

To make learning easier, every exercise follows certain conventions:

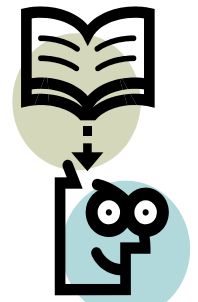
- Anything you're supposed to click, drag, or press appears **like this**.
- Anything you're supposed to type appears `like this`.
- This book never assumes you know where (or what) something is. The first time you're told to click something, a picture of what you're supposed to click appears either in the margin next to the step or in the illustrations at the beginning of the tutorial.
- When you see a keyboard instruction like "press <Ctrl> + ," you should press and hold the first key (<Ctrl> in this example) while you press the second key (in this example). Then, after you've pressed both keys, you can release them.
- There is usually more than one way to do something. The tutorials explain the most common method of doing something, while the alternate methods may be mentioned at the end of the tutorial. Use whatever approach feels most comfortable for you.
- Important terms appear in italics the first time they're presented.
- Whenever something is especially difficult or can easily go wrong, you'll see a: **NOTE:** immediately after the step, warning you of pitfalls that you could encounter if you're not careful.
- Our Quick Reference box appears at the end of some tutorials. You can use it to review the skills you've learned in the tutorial and as a handy reference - when you need to know how to do something fast and don't need to step through the sample exercises.

Download Module Files

To help you with the tutorials in this module, we have developed a set of practice files for you. You will need to download these from our web site. Using an Internet browser, enter <http://www.moustraining.uk.com/resources>. Alternatively from any page on the Moustraining web site, select Student Resource Centre, then Course Downloads from the main menu.

Select the Phase 2 option, then you can click on the MTC105 link to download the MTC105.exe file.

You will be asked if you wish to Open or Save the file. Select **Save**, and choose a folder to save the file into. Once downloaded, browse to that folder, and double-click the .exe file. Your computer will unzip and save the files to your c:\certbois\mtc105 folder.



What is PDP?

Personal Development Planning (PDP) is a process of reviewing your academic and non-academic achievements, reflecting on your progress and identifying some targets for your future development.

How can PDP help me?

PDP helps you:

- become a more effective, independent and confident learner;
- value your own capabilities through greater self-awareness;
- better understand how you learn and how to improve your performance;
- improve your reflective thinking skills which can strengthen academic performance;
- articulate your skills, personal qualities and competences to employers;
- improve your employability;
- develop greater self-awareness - what you are like, what your strengths and weaknesses are, what you want to achieve;
- make appropriate choices to meet your aspirations;

To help you to engage in the PDP process there are reflective elements built into each of your modules. By completing these and considering other aspects of your life where you are learning and developing professional and transferable skills, you will be able to build a portfolio of evidence for your future reference and for others.

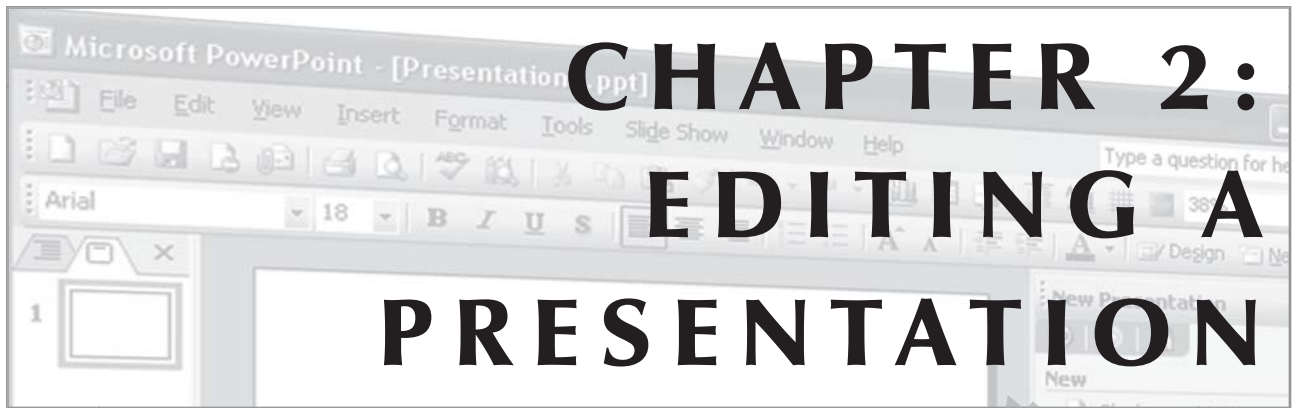
Module: MTC105 – An Introduction to Presentation Skills

This module covers skills in:

- The Fundamentals of Presentation Systems
- Editing a Presentation
- Formatting your Presentation
- Drawing and Working with Graphics
- Delivering your Presentation

Prior to starting this module take a few minutes to think about what you want to gain from completing it. Jot down some notes about your success criteria. In what way do you think this achievement will take you forward in life?

Sample Module Content



Prerequisites

- How to start Microsoft PowerPoint.
- How to use menus, toolbars, dialog boxes, and shortcut keystrokes.
- Move the mouse pointer and navigate between the slides in a presentation.
- Open and save a presentation.

Chapter Objectives:

- **Inserting New Slides and Entering Text**
- **Working in Outline View—Promoting and Demoting Slides**
- **Editing, Selecting, Replacing, and Deleting Text**
- **Cutting, Copying, and Pasting Text**
- **Finding and Replacing Text**
- **Using Undo, Redo, and Repeat**
- **Checking the Spelling in a Presentation**
- **Reorganising a Presentation in Outline View**
- **Copying, Moving, and Deleting Slides in Slide Sorter View**
- **Adding Notes to Your Slides**
- **Working with More than One Presentation and Window**
- **Managing Your Files**
- **Understanding Smart Tags**
- **Recovering Your Presentations**

Chapter Task: Revise and Edit a Simple Presentation

Now that you're familiar with the PowerPoint basics, you're ready to move on to editing your slides. This chapter focuses on adding slides and text to your presentation. Most presentations take a lot of time and thought to put together and are often edited and revised several times before they're finished. Toward that end, this chapter covers just about every trick you will need to know about editing—how to add, edit, cut, copy and paste text, how to check for spelling errors, and how to undo any mistakes you might make.

Tutorial 2-1: Inserting Slides and Text

Slides are the most basic components of a presentation. Without slides, PowerPoint would just sit there like a broken projector and do nothing. To make it easy to add slides to your presentation, PowerPoint 2003 comes with 27 preset layouts. Layouts help you choose what you want your slide to look like. There are layouts with titles, bulleted lists, clip art, charts, and even video clips. The two types of layouts that you will probably use the most are:

- Title slides
- Bulleted slides

Every slide has one or more areas where you can type called placeholders. These placeholders are hard to miss, since they're labelled "Click to add title" or "Click to add text." This tutorial will walk you through adding a couple of new slides to an existing presentation.

1. Start Microsoft PowerPoint.

2. Open **Tutorial 2A and save it as `Expeditions`.**

This presentation is for a travel agency's launch of a new series of international history tours—but it's currently far from complete. First, the presentation needs a bulleted list slide—here's how to add one:

3. Click the **New Slide button on the Formatting toolbar.**

The Slide Layout task pane appears as shown in Figure 2-1. The Slide Layout task pane lets you select from numerous layouts that determine what you want to appear on the new slide. We want to add a Bulleted List Slide.

Figure 2-1
Select the layout you want for your new slide from the task pane.

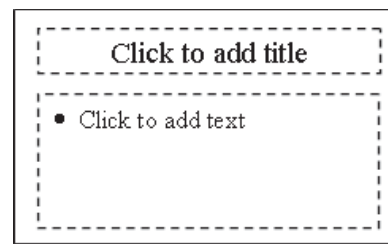
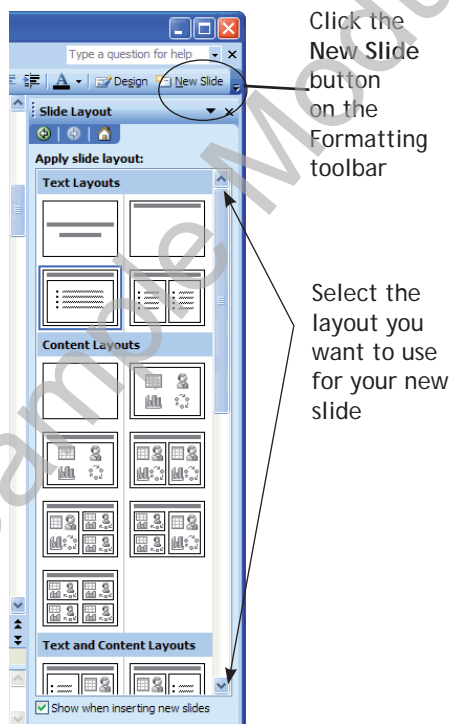



Figure 2-2
A blank Bulleted List layout has placeholders for the slide's title and text.



Figure 2-3
The completed slide.








4. Click the **Bulleted List layout, as shown in Figure 2-1 if not already selected.**

A new slide appears after the current slide in your presentation as shown in Figure 2-2. Notice there are two placeholders on this slide: one for the title of the slide and the other for the bulleted list. To add text to a placeholder, all you have to do is click and type.

5. **Click the title placeholder** (where it says: “Click to Add Title”).
An insertion point (|) appears in the placeholder, indicating that you can add text to the placeholder.
6. **Type** Historical Destinations.
Now let’s add some text to the bulleted list placeholder.
7. **Click the bulleted list placeholder and type** Latin and South America **and press <Enter>**.
PowerPoint adds another bullet to the list when you press the <Enter> key.
8. **Type** Israel , **press <Enter>**, **type** Europe, **press <Enter>**, **and type** Asia.
Your completed slide should look like the one in Figure 2-3. Placeholders grow and shrink to accommodate any text that you enter.
9. **Click the Slide Layout pane’s**  **Close button**.
If you are not planning to use the Slide Layout Pane again for a while, it is usually a good idea to close it so you can have extra viewing space for your presentation.

In this exercise you added a slide using a Bulleted List layout, but there are many more types of layouts you can use to add different types of slides. Table 2-1: Slide Layout Symbols describes some of the things you can insert into your slides. If you ever add a new slide and want to change its layout, click the New Slide button on the Formatting toolbar and select the layout you want to apply to the slide.

Table 2-1: Slide Layout Symbols

Symbol	Placeholder	Description
	Title	Inserts a title or heading
	Bulleted List	Inserts a bulleted list of related points
	Table	Inserts a table from Microsoft Word
	Chart	Inserts a chart
	Organizational Chart	Inserts an organisational chart
	Clip Art	Inserts a picture, such as clip art or a graphic file
	Media Clip	Inserts music, sound, or a video clip
	Object	Inserts an OLE object, such as an Excel worksheet

Other Ways to Add a Slide:


Select **Insert** → **New Slide** from the menu.

Tutorial 2-2: Using the Outline Pane

You've probably already noticed that most of the slides in PowerPoint contain nothing more than headings and bulleted lists. This might seem simple—perhaps a bit boring—but it's an extremely effective method for getting your point across. Since most presentations are highly structured, containing many points and sub-points, it makes sense to work with them as outlines—and that's the purpose of PowerPoint's Outline pane.

The Outline pane displays the title and text of each slide. This tutorial will introduce you to the Outline pane.

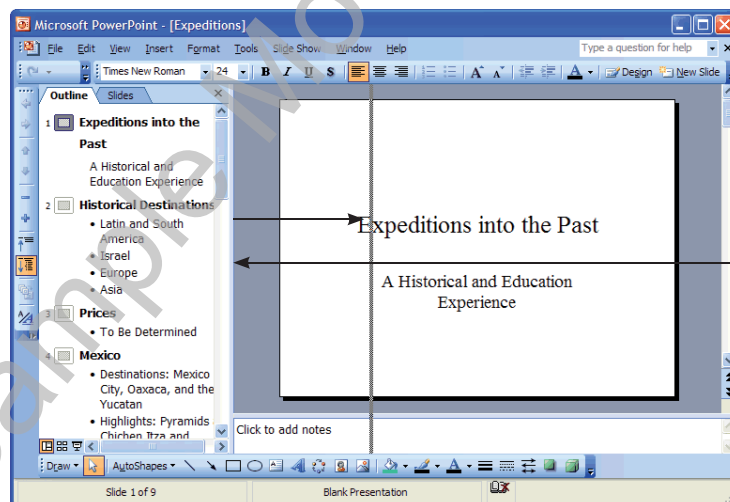
Here are a few more notes about the Outline pane before we start:

- A numbered heading represents each slide in the outline. Notice each slide also has a  symbol next to it indicating that it's a slide.
- Each slide's body text appears as an indented heading under the slide's main title heading.

1. **If it's not already open the presentation *Expeditions*. Click the Outline tab to ensure that it's visible.**

The Outline pane replaces the Slides tab, as shown in Figure 2-4. Now you can easily view the content of the entire presentation. If you're going to be working with a presentation's outline for any length of time you should probably resize the Outline pane so that you can see more of the outline at once. Here's how to resize the outline pane:

Figure 2-4
You can resize the Outline pane so that you can see more of a presentation's outline at once.



2. **Click and drag the Outline pane's right border to the middle of the PowerPoint screen, as shown in Figure 2-4.**

Now you have enough room to view and work with your presentation's outline.

3. **Click anywhere in the Outline pane and press **<Ctrl> + <End>** to move to the very end of the presentation.**

This is where we want to add another slide.

4. **Press <Ctrl> + <Enter> to add a new slide to the presentation.**
A brand new slide appears on the page—notice its slide icon (). By default, any new slides you add in Outline view after the title slide will be Bulleted List slides, like the one you created in the previous tutorial.
5. **Type Target Market.**
This will be the title of your new slide.
6. **Press <Enter>.**
Whenever you press the <Enter> key in Outline view, it adds a new line just like the one before it. Because the preceding line is a slide, pressing <Enter> adds a new slide. Since we don't want to add a new slide, we can demote the current line to a bullet by pressing the <Tab> key.
7. **Press <Tab>.**
You've just demoted the current line and moved it down one level in the outline. The current paragraph now appears as a sub point under the "Target Market" heading. You demote paragraphs by selecting them and pressing the <Tab> key, or if you're a toolbar fanatic, you can also click the Demote button on the Outlining toolbar. Let's add the sub points to the "Target Market" slide.
8. **Type University Students.**
This will be the first bulleted item on the slide.
9. **Press <Enter>.**
PowerPoint adds another sub point paragraph.
- 10 **Type Senior Citizens and press <Enter>.**
We want to add several sub points under the "Retirees" point.
- 11 **Press <Tab> to demote the new paragraph, type Archaeologists, press <Enter>, and type Professors.**
To promote a paragraph means to move it up one level in the outline. You promote paragraphs by selecting them and pressing the <Shift> + <Tab> keys or by clicking the Promote button on the Outlining toolbar.
12. **Press <Enter> to add a new paragraph and press <Shift> + <Tab> twice to promote the paragraph to level one of the outlines, making it a title for a new slide.**
Let's finish this tutorial by adding the text for the new slide.
13. **Type Dates, press <Enter> to add a new paragraph, press <Tab> to demote the paragraph, and type To be determined.**

Because the Outline pane focuses on the content of a presentation rather than on appearance or layout, new slides added in Outline view are always the basic Bulleted List layout. You can always change the layout of a new slide by clicking the New Slide button on the Formatting toolbar.

Other Ways to Demote a Paragraph:

Click the **Demote button** on the Outlining toolbar.

or

Click the point you want to demote and drag the mouse to the right.

Other Ways to Promote a Paragraph:

Click the **Promote button** on the Outlining toolbar.

or

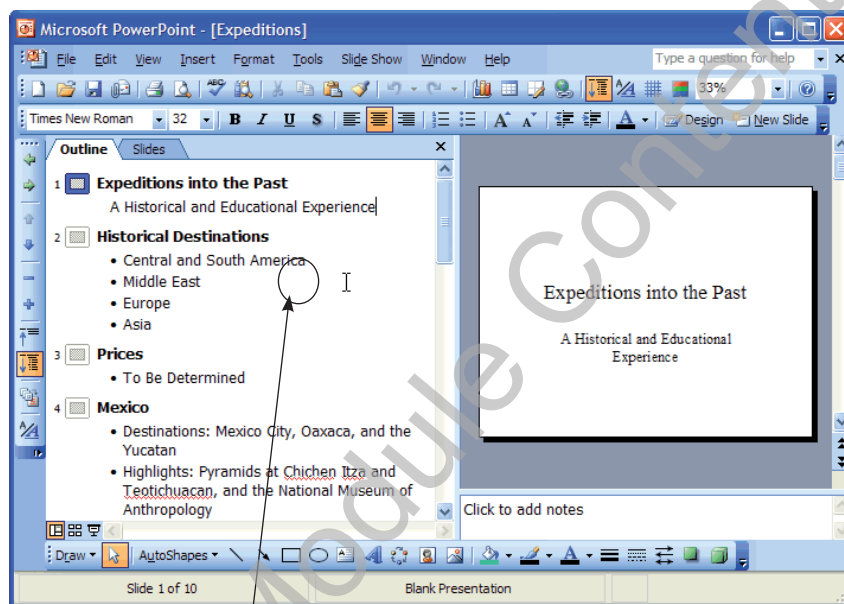
Click the point you want to promote and drag the mouse to the left.

Tutorial 2-3: Editing Text

Often, after typing a presentation, you will discover that you need to make some changes to your text—perhaps you want to rephrase or even delete a sentence. Or maybe you inherited your boss’s feeble attempt at creating a PowerPoint presentation and have to make a lot of changes. Editing a presentation by inserting and deleting text is very simple.

To insert text, you move the insertion point (the blinking bar) to where you want to insert the text. You move the insertion point using the arrow keys on the keyboard or by using the mouse to click where you want to move the insertion point, as shown in Figure 2-5. Once the insertion point is where you want, just start typing.

Figure 2-5
Use the keyboard or the mouse to move the insertion point in a presentation.



Move the insertion point with the arrow keys on your computer’s keyboard... or use the mouse to click where you want to place the insertion point

There are a couple ways to delete text. One way to delete text is to place the insertion point to the right of the text you want to delete and press the <Backspace> key. Another way to delete text is to place the insertion point to the left of the text you want to delete and press the <Delete> key.

If you have already used a word processing program, you undoubtedly already know how to edit text, and since this tutorial will be kids stuff to you, you’ll probably want to skip it. If not, it will give you some practice inserting and deleting text.

1. If it’s not already open the presentation Expeditions. Press <Ctrl> + <Home> to move to the beginning of the presentation.

You jump to the very beginning of the presentation. Notice the insertion point—the blinking | that appears before the word “Expeditions.” Anything you type appears wherever the insertion point is located—just move the insertion point, using the mouse or keyboard, to where you want to enter some text, and then type the text.

2. **Press the Down Arrow Key <↓> button.**

The insertion point moves down one line. If the cursor is not at the beginning of the current line, move it there now.
3. **Press and hold the Right Arrow Key <→> button until the insertion point is located immediately after the word **Education**.**
4. **Type a1.**

The text is inserted at the insertion point, so that the word “Education” now says “Educational.” You’ve just learned how to insert text into a slide—pretty easy, isn’t it?
5. **Move the insertion point to the very beginning of the **Latin and South America** line.**

Here you need to delete some text—the word “Latin.”
6. **Press the <Delete> key several times, until the word **Latin** is deleted.**

The Delete key deletes once space to the right, or after the insertion point.
7. **Type Central.**

You’ve just deleted the word “Latin” and inserted the word “Central” to take its place. You can also use the mouse to move the insertion point instead of the arrow keys. Simply move the mouse until the pointer is placed where you want it to be and then click the left mouse button.
8. **Click immediately after the word **Israel** in the fifth line of the presentation with the pointer.**

The insertion point appears immediately after the word Israel—right where you clicked the mouse button.

You can also use the Backspace key to delete text. Like the Delete key, the Backspace key also deletes text, but in a slightly different way. The Backspace key deletes text before, or to the left of the insertion point, while the Delete key deletes text after, or to the right of the insertion point.
9. **Press the <Backspace> key.**

The Backspace key deletes text before, or to the left of the insertion point.
10. **Press and hold the <Backspace> key until you have deleted the rest of **Israel**.**

Don’t delete too far—we still need an empty line here!
Great! You’ve learned how to delete text using the Backspace key.
10. **Type Middle East.**

Now that you’ve revised the presentation you need to save your changes.
11. **Save your changes and close the current presentation.**

Tutorial 2-4: Selecting, Replacing, and Deleting Text

This tutorial explains how to select text. Whenever you want to edit more than one character at a time, you must select it first. A lot of editing techniques, such as formatting, cutting, copying, and pasting text, require that you select the text you want to modify. There are probably hundreds of reasons to select text in PowerPoint, so it pays to be an expert at doing it.

1. **Open **Tutorial 2B** and save it as `Historical Tours`.**
Move on to the next step and resize the Outline pane.
2. **Click and drag the Outline pane's right border to the middle of the PowerPoint screen.**
Now you have more room to view and edit the presentation's outline.
3. **Press **<Ctrl> + <End>** to move to the very end of the presentation and make sure that the insertion point appears at the end of the line **Sandra Wu – Asia**.**
Actually, you can place the insertion point before or after the text you want to select.
4. **Click and hold down the mouse button and drag the mouse to the left across the entire line **Sandra Wu – Asia** (the words should be highlighted). Release the mouse button when you're finished.**

The words Sandra Wu – Asia should be highlighted in black. Selecting text with the mouse can be a little tricky at first, especially if you're still a novice at using it. Once you have selected a block of text, you can delete it by pressing either the `<Delete>` key or the `<Backspace>` key.

Figure 2-6
Selecting and replacing text.

The figure consists of three screenshots of a PowerPoint outline pane, each illustrating a step in the process of selecting and replacing text. The outline pane is titled 'Tour Guides' and contains three items: 'Ricardo Perez - Mexico', 'George Montenegro - Middle East', and 'Kolja Richter - Europe'.
 - The first screenshot shows the insertion point (a vertical line) positioned at the end of the line 'Sandra Wu – Asia' (which is not fully visible in this crop).
 - The second screenshot shows the text 'Ricardo Perez - Mexico' selected with a black background.
 - The third screenshot shows the text 'Luis Gonzales - Mexico' typed over the previously selected text.

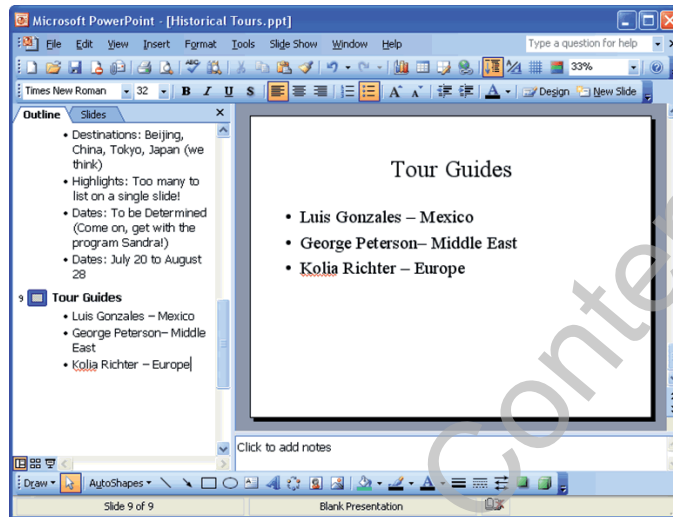
1. Position the insertion point before or after the text that you want to select
 2. Click and hold down the left mouse button, drag the mouse across the text you want to select, then release the mouse button.
 3. If you want to replace the text, simply type in the new text - it will overwrite the selected text.
5. **Press **<Delete>** to delete the selected text.**
As you've probably guessed, you can delete anything you select—a word, a sentence, a slide, even the entire presentation! Let's try something else...
 6. **Select the words **Ricardo Perez** on the last slide.**
When you select text, anything you type while the text is selected will replace the selected text.
 7. **Type `Luis Gonzales`.**
The name "Luis Gonzales" replaces the selected text "Ricardo Perez." A quick way to select a single word is to double-click the word you want to select.

8. Double-click the word **Montenegro**.

9. Type Peterson.

The word “Peterson” replaces the word “Montenegro”. You can also use the keyboard to select text if you don’t like using the mouse. To select text using the keyboard, move the insertion point before or after the text you want to select, press and hold down the <Shift> key while you use the arrow keys to select the text.

Figure 2-7
The updated presentation.



10. Move the insertion point to the very end of the line **Dates: July 20 to August 28** in **Slide 8**.

Try selecting text with the keyboard in the next step.

11. Press and hold down the **<Shift>** key and press and hold down the left arrow key **<<=>** until you have selected the text **July 20 to August 28**.

It’s easy to deselect text if you change your mind—just click anywhere in the Outline/ Side pane.

12. Click anywhere in the **Outline** pane to deselect the text.

The dates are no longer selected.

Table 2-2: Shortcuts for Selecting Text

To Select This	Do This
A word	Double-click the word.
A line	Click next to the line in the left margin.
A sentence	Press and hold <Ctrl> and double-click the sentence.
A slide (in Outline View)	Click next to the slide icon () in the left margin.
The entire presentation	Select Edit → Select All from the menu or press <Ctrl> + <A>.

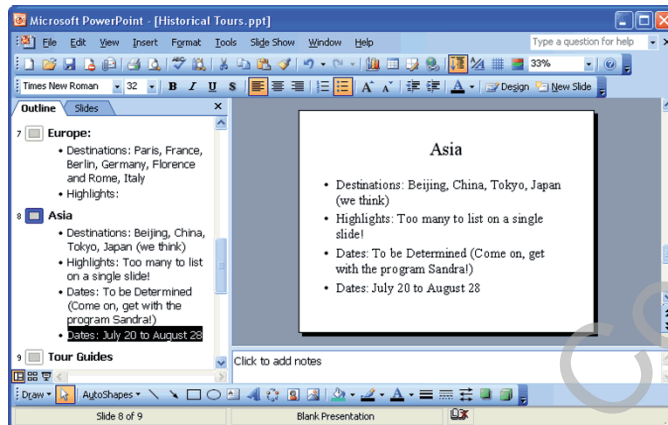
Other Ways to Select Text

Move to the beginning or end of the text that you want to select, press and hold down the **<Shift>** key while using the arrow keys to select the text.

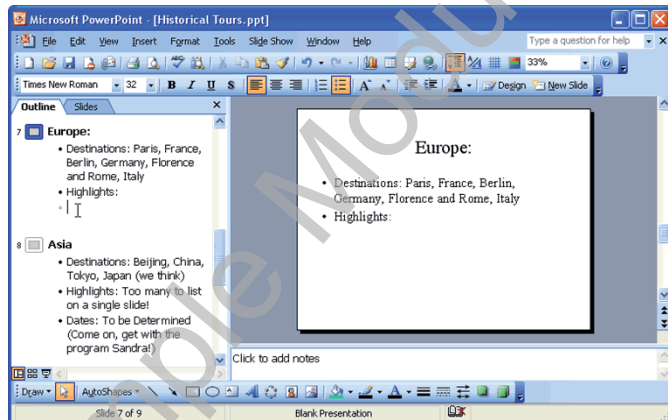
Tutorial 2-5: Cutting, Copying, and Pasting Text

By now, you should already know how to select text in a presentation. Once text is selected, you can move it to another place in the presentation by cutting or copying it and then pasting it elsewhere. Cutting, copying and pasting text is one of the more common tasks you will do in PowerPoint. Anything you cut is placed in a temporary storage area called the Windows Clipboard. The Clipboard is available to any Windows program, so you can cut and paste text between different programs.

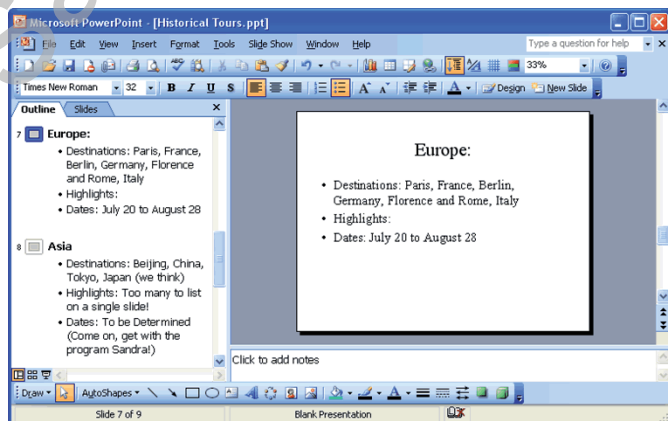
Figure 2-8
The steps involved in cutting and pasting text.



1. Select the text or object you want to cut and click the Cut button. The text or object is removed or "cut" from its original location.



2. Move the insertion point to where you want to place the cut text or object



3. Click the Paste button to paste the cut text or object

1. **If it's not already open your presentation *Historical Tours* Go to *Slide 8* and select the entire last line—*Dates: July 20 to August 28*.**

Remember how to select a line in PowerPoint? Just click next to the line in the left margin. Someone accidentally put the date on the wrong slide—you need to cut the selected text to the Windows clipboard and paste it elsewhere in the presentation.



2. **Click the *Cut* button on the Standard toolbar.**

The selected text disappears and is placed in the Windows Clipboard, ready to be moved to a new location.

3. **Move the insertion point to the end of the *Highlights: line* on *Slide 7* (the *Europe slide*) and press *<Enter>* to add a new line.**

This is where you want to paste the dates that you cut.



4. **Click the *Paste* button on the Standard toolbar. Press the *<Backspace>* key twice. If a blank line appears after the dates to delete it.**

As if my magic, the cut text, the dates, appears at the insertion point.

Copying information is very similar to cutting information. Both commands put your selected information in the Clipboard where you can then paste it to a new location. The only difference between the two commands is that the Cut command deletes selected information when it copies it to the clipboard, while the Copy command copies the selected information to the clipboard without deleting it.

5. **Select the text *Too many to list on a single slide!* on *Slide 8* (the *Asia slide*).**

Now you can copy the selected text to the clipboard.



6. **Click the *Copy* button on the Standard toolbar.**

Nothing appears to happen, but the selected text has been copied to the clipboard.

7. **Place the insertion point after *Highlights: in the Europe slide*.**

First you need to add a space here.

8. **Press the *<Spacebar>* button to add a space.**

You're ready to paste the copied text.

9. **Click the *Paste* button on the Standard toolbar.**

The copied text is pasted at the insertion point.

10. **Save your work.**

You can also copy, cut, and paste text between two different Windows programs—for example, you could copy a word from a Word document and then paste it in a PowerPoint presentation. The cut, copy, and paste commands (the toolbar buttons, menus, and/or keyboard shortcuts) you learned in PowerPoint will work with most Windows applications.

Other Ways to Cut

Select **E**dit → **C**ut from the menu.

or

Press **<Ctrl>** + **<X>**.

Other Ways to Paste

Select **E**dit → **P**aste from the menu.

or

Press **<Ctrl>** + **<V>**.

Other Ways to Copy

Select **E**dit → **C**opy from the menu.

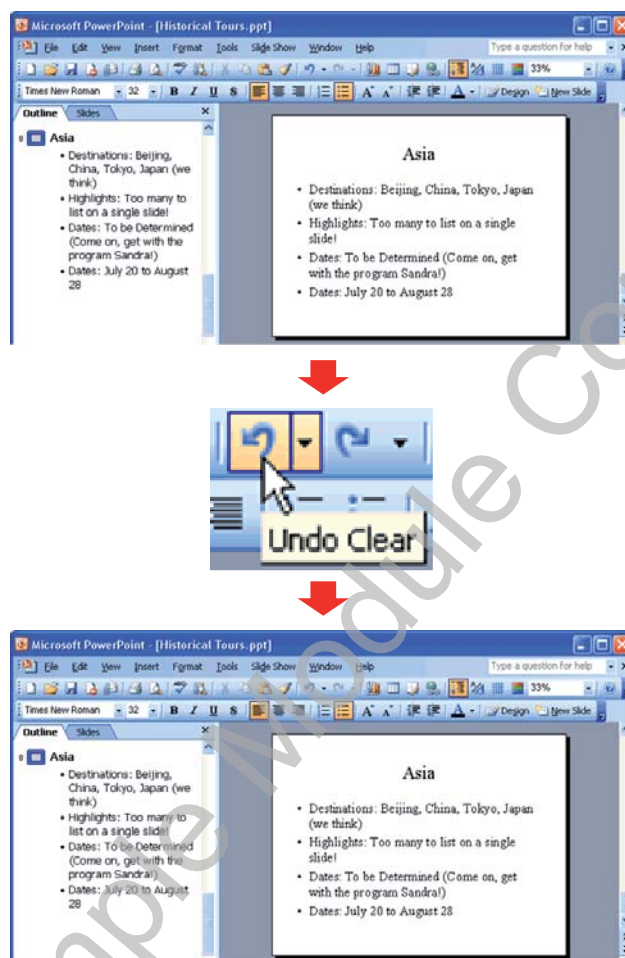
or

Press **<Ctrl>** + **<C>**.

Tutorial 2-6: Using Undo, Redo, and Repeat

Mistakes will happen when you use PowerPoint. You might accidentally delete a paragraph or slide you didn't mean to delete, or paste something you didn't mean to paste. Fortunately, PowerPoint has a wonderful feature called *undo* that does just that—undoes your mistakes and actions, making them as though they never happened. This Tutorial explains how you can undo both single and multiple mistakes, and how to redo your actions in case you change your mind.

Figure 2-9
Undoing a slide deletion.



You just deleted a slide by mistake...

... the undo command brings the slide back, undoing your deletion.

1. If it's not already, open your presentation **Historical Tours**. Select **Slide 9** (the **Tour Guides** slide) by clicking to the left of the symbol and then delete the selected slide by pressing the **<Delete>** key.

The selected slide disappears. However, you didn't really want to delete this slide, fortunately you can undo your "mistake."



2. Click the **Undo** button.

The deleted "Tour Guides" slide is back again. Maybe you did want to delete the slide after all! Anything that can be undone can be redone if you change your mind or want to "undo an undo." Here's how you can redo the previous delete command.



3. Click the **Redo** button.

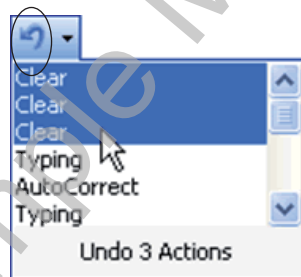
The "Tour Guides" slide disappears again.

Often you will probably make not one, but several, mistakes, and it may be a minute or two before you've even realised you've made them. Fortunately, the programmers

at Microsoft thought of this when they developed PowerPoint, because the undo feature is multi levelled—meaning you can undo more than one mistake or action. The next few steps will show you how you can undo multiple errors.

4. **On Slide 8 (the Asia slide) click to the left of the **Highlights: Too many to list on a single slide!** line to select it and press the **<Delete>** key.**
The selected line is deleted—your second mistake (the first was deleting the “Tour Guides” slide).
5. **Press **<Ctrl>** + **<End>** to move to the end of the presentation.**
Let’s add another paragraph here—another “mistake.”
6. **Press **<Ctrl>** + **<Enter>** to add a new paragraph and type This slide needs a lot of work!**
You’ve made enough mistakes now to see how multi level undo works. Here’s how to undo all of your mistakes.
7. **Click the downward pointing arrow to the right of the undo button.**
A list of your recent actions appears beneath the Undo button. Notice that there are more actions listed than just your three most recent “mistakes.” If you wanted, you could undo any of the commands and actions you’ve made since you opened the current presentation. You don’t want to undo everything—just the last three mistakes.
8. **Select the second word **Clear** from the undo list.**
The last three changes you made to the presentation—deleting a slide, a line, and adding a new paragraph are all undone.
The opposite of the Undo command is the Repeat command, which repeats your last command or action, if possible. Here’s how to use it.
9. **Select **Slide 8** (the Asia slide) by clicking to the left of the symbol and then delete the selected slide by pressing the **<Delete>** key.**
You’ve just deleted the Asia slide. Now let’s see how you can repeat your last command...

Figure 2-9a
Multi level Undo



10. **Select **Slide 7** (the Europe slide) by clicking to the left of the symbol and press **<Ctrl>** + **<Y>**.**
PowerPoint repeats your last command and deletes the current slide.
11. **Click the **Undo** button on the Standard toolbar twice to undo your deletions, and then save your work.**

Other Ways to Copy

Select **E**dit → **R**edo from the menu.

or

Press **<Ctrl>** + **<Y>**.

Other Ways to Undo:

Select **E**dit → **U**ndo from the menu.

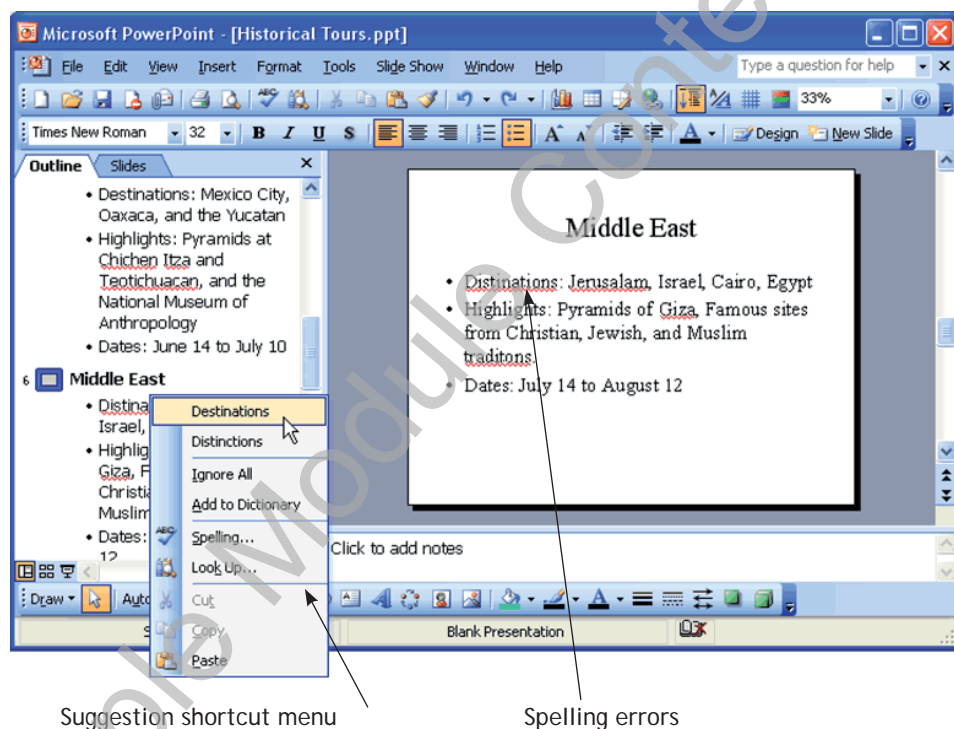
Press **<Ctrl>** + **<Z>**.

Tutorial 2-7: Checking Your Spelling

Spell checking used to be a feature only available in word processing programs—but no more! You can use PowerPoint’s spell checker to find and correct any spelling errors that you might have made in your presentations. PowerPoint’s spell checker is shared and used by the other programs in the Microsoft Office suite. Any words you add to the custom spelling dictionary in one Microsoft Office program will be available in all the other programs. What’s more, PowerPoint checks for spelling errors as you type, highlighting them with a squiggly, red underline. Of course, you could fix spelling errors the hard way and manually retype them, but if you’re not a spelling bee champion, it’s much easier to right-click a spelling error and select one of PowerPoint’s suggested spelling corrections.

This Tutorial will show you how you can correct the spelling in your slides and how to tell PowerPoint to ignore words that it thinks are misspelled.

Figure 2-10
PowerPoint identifies spelling errors by underlining them in red. Right-click an underlined word to correct it, ignore it, or add it to the spelling dictionary.



1. Right-click the red-underlined word **Distinations on Slide 6.**

Remember that a right-click is when you click something with the right mouse button. A shortcut menu appears with suggestions for the correct spelling and several other options, as shown in Figure 2-10. Luckily, the correct spelling, “destinations” is one of the corrections listed.

NOTE: The correct spelling for a word usually appears in the list of corrections. If it doesn’t, that either means spell checker doesn’t have the word in its dictionary (names can sometimes cause this to happen) or else you’ve butchered the spelling of the word so badly that the spell checker doesn’t recognise it.

2. Click **Destinations on the shortcut menu with the left mouse button.**

PowerPoint makes the spelling correction. The next spelling error in the presentation is the very next word: “Jerusalem”.

3. Right-click the red-underlined word *Jerusalam*.

Another shortcut menu appears, this time displaying any possible spelling corrections for the word “Jerusalem.” There’s only one suggested spelling correction listed here—and it’s the one we’re looking for.

4. Select *Jerusalem* from the shortcut menu.

The next spelling error in the presentation is on the next line—the word “Giza”. Wait a second, “Giza” IS spelled correctly. Whenever the spell checker sees a word that it doesn’t recognise, even if it is spelled correctly, it marks it as a spelling error. Names of people, places, and products are often flagged as spelling errors.

There are two things you can do when the spell checker doesn’t recognise a correctly spelled word:

- **Ignore All:** Leaves the spelling as it is, and ignores it throughout the rest of your presentation.
- **Add:** Adds the word to the spelling dictionary so that PowerPoint won’t nag you about it during future spell checks. Use this option for non-standard words you use often.

5. Right-click the red-underlined word *Giza*, then select *Ignore All* from the shortcut menu.

The spell checker ignores the word “Giza” and its annoying, red underline disappears. There’s still one more spelling error nearby.

6. Right-click the red-underlined word *traditons* located on the next line.

7. Select *traditions* from the shortcut menu.

PowerPoint makes the correction.



If you don’t like on-the-fly spell checking, you can correct your spelling by clicking the Spelling button on the Standard toolbar or by selecting Tools → Spelling from the menu.

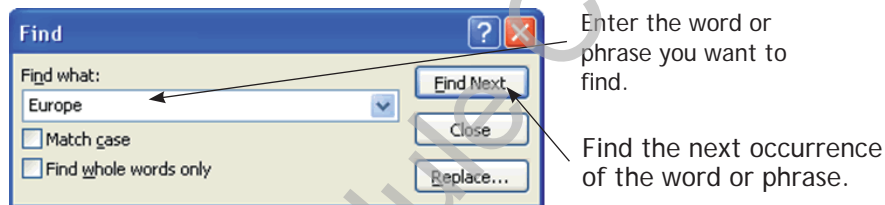
No doubt about it, the spell checker is a great tool to assist you in creating accurate slides. It’s important to note, however, that PowerPoint will not catch all of your spelling errors. For example, if you mistyped the word “had” as “hat” PowerPoint won’t catch it because “hat” is a correctly spelled word.

Tutorial 2-8: Finding and Replacing Information

For reasons known only to him, Kolia Richter has legally changed his name to “The Master.” Great—now you’ll have to go back to your presentation and find and replace every occurrence of “Kolia Richter” with “The Master.” You don’t even remember where his name was used—it could take you forever to go through all those slides. Or it could take you less than a minute if you use PowerPoint’s Find and Replace function. This Tutorial explains how to find specific words, phrases, and values in your presentation and how you can automatically replace those words, phrases, and values.

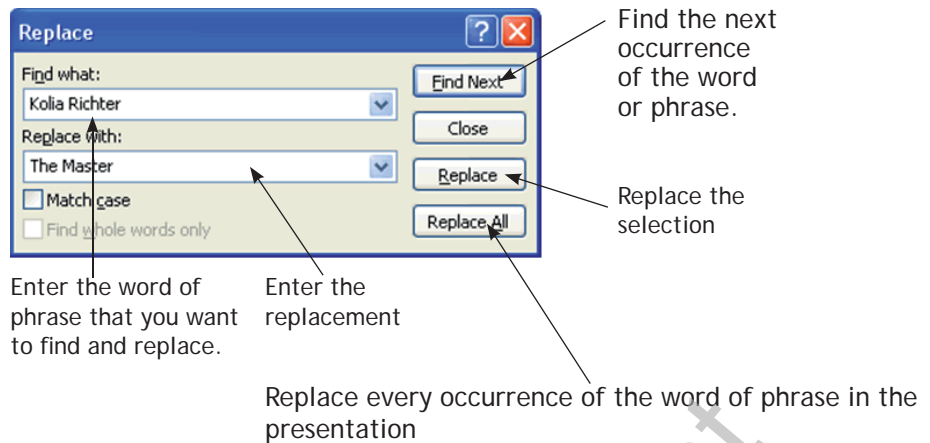
1. **If you have been skipping around tutorials, find and open the **Tutorial 2C** presentation and save it as Historical Tours.**
2. **Press <Ctrl> + <Home> to move to the beginning of the presentation.** You don’t have to move to the beginning of a presentation to find or replace something—but this will put us on the same page for this exercise.
3. **Select **Edit** → **F**ind from the menu.**
The Find dialog box appears, as shown in Figure 2-11.

Figure 2-11
The Find dialog box



4. **In the **Find what** box type Europe .**
You want to find every occurrence of the word “Europe” in the presentation.
5. **Click the **Find Next** button.**
PowerPoint jumps to the first occurrence of the word “Europe” it finds in the presentation—on Slide 2.
6. **Click the **Find Next** button.**
PowerPoint jumps to the next occurrence of the word “Europe” in the presentation, found on Slide 7.
7. **Click **Close** to close the Find dialog box.**
The Find dialog box closes. You can also replace information in a presentation, such as changing every occurrence of “Kolia Richter” in the presentation to “The Master.”

Figure 2-12
The Replace dialog box.



8. Select **E**dit → **R**eplace from the menu.

The Replace dialog box appears, as shown in Figure 2-12.

9. In the **F**ind what text box type Kolia Richter.

You want to replace every occurrence of the phrase “Kolia Richter” with the phrase “The Master.”

10. Select the **R**eplace with box by clicking it or by pressing the **<Tab>** key and type The Master.

11. Click **R**eplace All.

PowerPoint finds all the occurrences of the phrase “Kolia Richter” in the presentation and replaces them with “The Master.”

NOTE: Think before you use the Replace All button—you might not want it to replace every instance of a word or phrase! You can find and replace each individual occurrence of a label or value by clicking Find Next and then Replace.

12. Click **C**lose.

The Replace dialog box disappears and you’re back to your presentation. Notice how all the occurrences of the word “Kolia Richter” (there’s only one on Slide 9) have been replaced with “The Master.”

Other Ways to Find Information

Press **<Ctrl> + <F>**.

Other Ways to Find and Replace Information

Press **<Ctrl> + <H>**.

Tutorial 2-9: Viewing a Presentation's Outline

If your presentation has a lot of slides, it can become increasingly difficult to see its overall structure. Fortunately, PowerPoint's Outline view can tame even the longest, wildest presentations and let you separate "the wood from the trees." Outline view lets you decide how much of your presentation you want to see. You can choose to view only the first main heading levels of your slide, several levels of headings and subheadings, or the entire presentation.

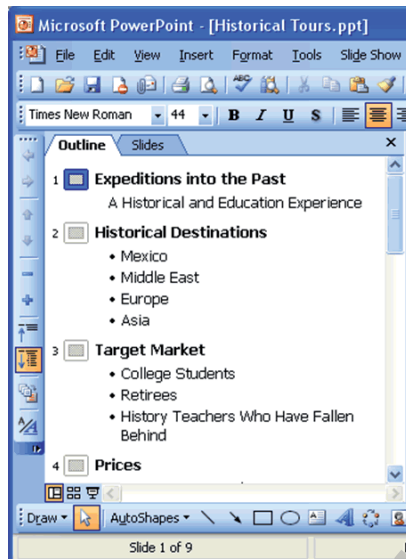


Figure 2-13
An expanded outline shows all the presentation's details.

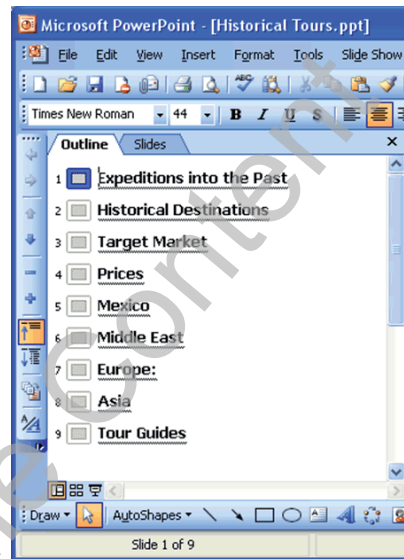


Figure 2-14
A grey underline indicates the slide is collapsed and contains hidden text.

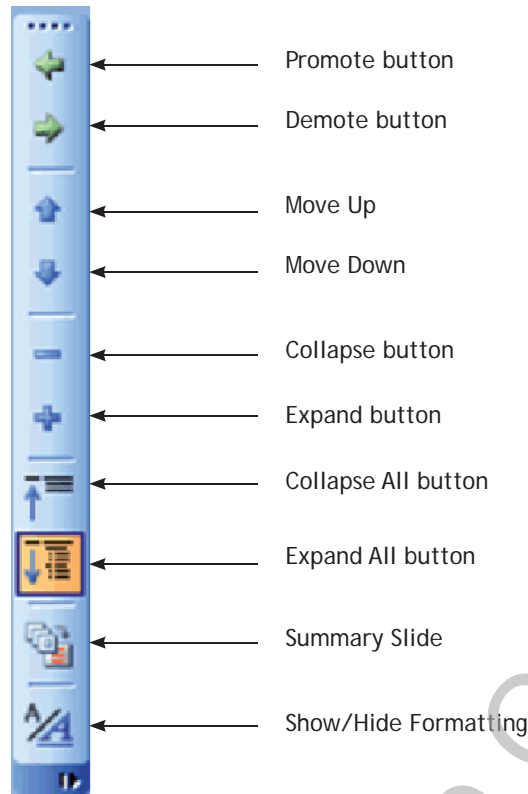
In this Tutorial you'll learn how to collapse an outline so that only the slide titles are shown and how to expand an outline so that you can once again see the slide details. First you'll need to display the Outlining toolbar...

1. If it is not, open the **Historical Tours** presentation. If it is not already displayed, select **View** → **Toolbars** → **Outlining** from the menu to display the **Outlining toolbar**.

The Outlining toolbar appears, as shown in Figure 2-15. Here's how to collapse a slide.

2. **Double-click on the Slide Icon for Slide 2.**
PowerPoint collapses the slide and only displays its title. A grey line appears underneath the slide title, indicating that it contains hidden details. Here's how to expand a slide to see any hidden details.
3. **Double-click on the Slide Icon for Slide 2 again.**
The sub points under Slide 2 reappear.
You can collapse individual slides, as you just did, or all the slides in a presentation.
4. **Click the Collapse All button on the Outlining toolbar.**
PowerPoint collapses the entire presentation so that only the slide titles are displayed. Outline view was designed to hide the appearance of a presentation so that you can concentrate on its content. You can even remove the text formatting from your outline if you find it somewhat distracting.

Figure 2-15
The Outlining
toolbar.



5. Click the **Show Formatting button** on the **Outlining toolbar**.
PowerPoint displays the outline without any text formatting. Don't worry—the text formatting is still there; it's just hidden from view. To re-display a presentation's text formatting, simply click the Show Formatting button again.
Let's expand the entire outline—see if you can guess how to do it without looking at the next step. No peeking!
6. Click the **Expand All button** on the **Outlining toolbar**.
PowerPoint expands the presentation and displays all the slides' text.

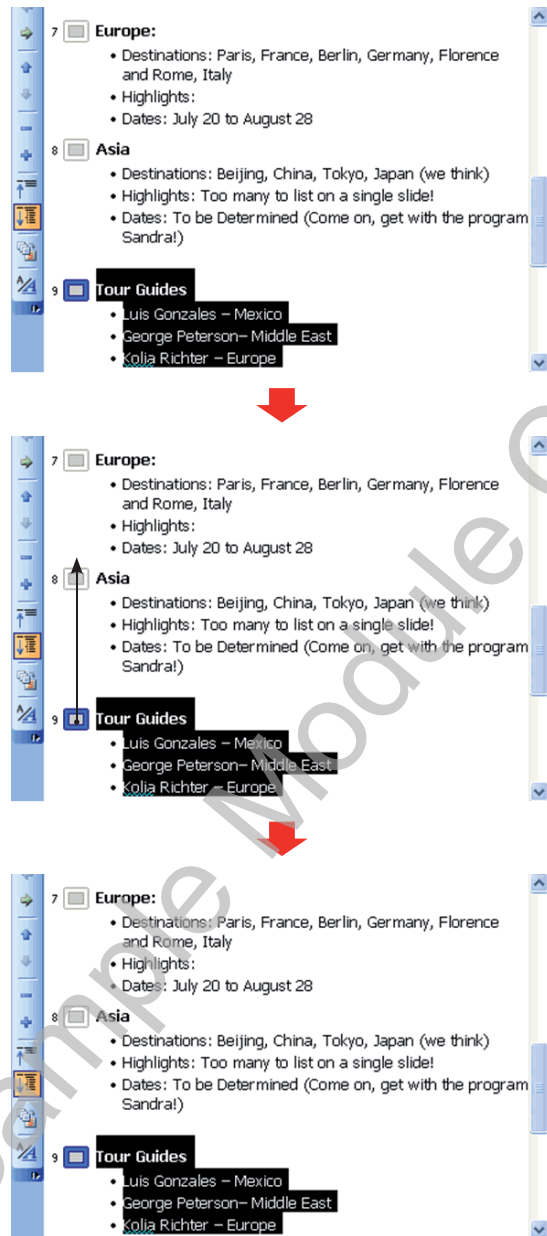
Table 2-3: Buttons on the Outlining toolbar

<i>Button</i>	<i>Description</i>
Promote	Promotes the paragraph to a higher level on the outline.
Demote	Demotes the paragraph to a lower level on the outline.
Move Up	Moves the paragraph up.
Move Down	Moves the paragraph down.
Collapse	Collapses the selected slide and displays only the slide heading.
Expand	Expands the selected slide and displays all of its content.
Collapse All	Collapses an entire presentation and displays only the slide headings.
Expand All	Expands an entire presentation.
Summary Slide	Creates a summary slide from any selected slides.
Show Formatting	Shows or hides text formatting.

Tutorial 2-10: Rearranging a Presentation's Outline

Another benefit of working in Outline view is how easy it is to modify your presentation's content. You can change the order of points on a slide or you can even rearrange the order of the slides themselves. This Tutorial will give you some practice rearranging the order of points and slides in your presentation's outline.

Figure 2-16
Moving a slide with the drag and drop method.



The figure consists of three screenshots of a presentation outline, arranged vertically and connected by red downward-pointing arrows. Each screenshot shows a vertical list of slides with their respective content. The first screenshot shows slide 9, 'Tour Guides', at the bottom of the list. The second screenshot shows slide 9 being dragged upwards, with a horizontal line indicating its new position between slide 7 and slide 8. The third screenshot shows slide 9 now positioned at the top of the list, above slide 7. To the right of each screenshot is a numbered instruction: 1. Select the slide you want to move by clicking to the left of the symbol. 2. Click and hold the mouse button and drag the slide to a chosen position in the outline. The horizontal line shows the current position of the slide. 3. The slide now appears in the selected location.

1. Open the **Historical Tours** presentation if it is not already on your screen. If the **Outlining** toolbar isn't displayed, display it by selecting **View** → **Toolbars** → **Outlining** from the menu.

Now let's try rearranging the order of slides in the presentation.

2. Select **Slide 9** (the **Tour Guides** slide) by clicking the **symbol**. Make sure you've selected the entire slide and not just the "Tour Guides" heading. We want to move the entire slide, not just the slide heading.

NOTE: When you want to move a slide in Outline view make sure you select the entire slide, by clicking to the left of the symbol, and not just the slide heading or you will move only the slide heading instead of the entire slide.



3. **Click the **Move Up** button on the Outlining toolbar.**
The selected “Tour Guides” slide moves up the outline, appearing beneath the “Dates: To Be Determined . . . ” subheading.
4. **Click the **Move Up** button on the Outlining toolbar four more times, until it appears above the Asia slide.**
The “Tour Guides” slide moves up the outline, one line at a time, and appears below the “Dates: July 20 to August 28” paragraph of the “Europe” slide.
Although it’s easy, using the Move Up and Move down buttons to move a slide or paragraph can be slow, especially if the destination is on the other side of a long presentation. Fortunately, as with so many other procedures, there is more than one way to move paragraphs and slides in PowerPoint—the Drag and Drop method.
5. **Move the pointer to the symbol of the Tour Guide slide, until the pointer changes to a .**
To move a slide, click and hold the mouse button and drag the slide up or down, to the desired position in the outline.
6. **Click and hold the mouse button and drag the slide up above the **Mexico** slide, then release the mouse button to drop the slide.**
A horizontal line appears as you drag the slide, indicating where the slide will be moved.
You can now hide the Outlining toolbar since we’re finished using it.
7. **Select **V**iew → **T**oolbars → **O**utlining from the menu to hide the Outlining toolbar.**

Using the drag and drop technique can be a little tricky if you’re still a novice with the mouse. If you make a mistake and don’t like where you moved a slide, you can always undo it by clicking the Undo button on the Standard toolbar, or by pressing <Ctrl> + <Z>.

Other Ways to Move a Paragraph:

Click and drag the headings to a new location.

Tutorial 2-11: Inserting Symbols and Special Characters

Believe it or not, you can enter many more characters and symbols in a slide that cannot be found on the keyboard. For example, you can insert the copyright symbol (©), accented and foreign characters (Æ), silly characters, and many, many more. In this Tutorial you will learn how to insert several of these special symbols into a slide.

1. If necessary, find and open the **Tutorial 2D** presentation and save it as **Historical Tours**.

2. Move to the **Mexico slide** and move the insertion point immediately after the word **Itza** in **Chichén Itza**.

You were watching a special programme about Mexico last night and realised, that the 'a' in Itza is accented (á). After a sleepless night you rush to the office to fix the problem. First you'll have to erase the incorrect, non-accented "a."

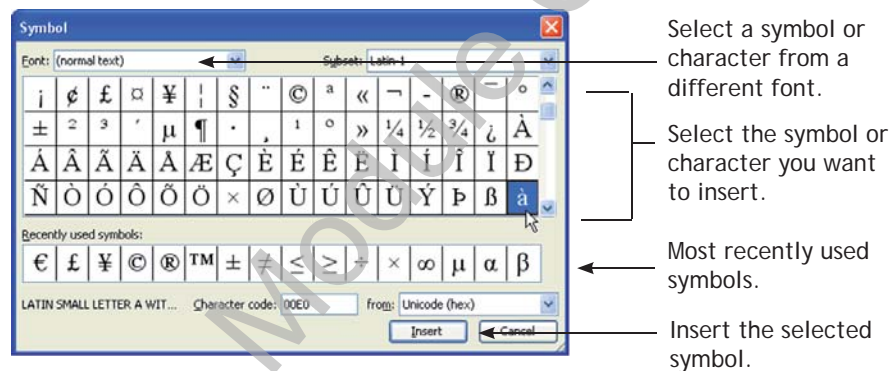
3. Delete the **a** from the word **Itza**.

Now that the offending character has been deleted we can add a properly accented "á" in its place.

4. Select **Insert** → **Symbol** from the menu.

The Insert Symbol dialog box appears, as shown in Figure 2-17.

Figure 2-17
The Symbol dialog box.



5. Verify that **[Normal Text]** appears in the **Font** list box. If it doesn't, click the **font list box** and select **[Normal Text]**.

Let's see if we can find the "á" character.

6. Find and click the letter **á** symbol.

You'll probably spend a few minutes looking for the tiny "á" symbol before you find it. Figure 2-17 will give you a better idea on where it is. Find it?

There is a list of the most recently used symbols on the bottom of the dialog box to make it easier if you have to return and insert the same symbol later.

7. Click **Insert**.

The "á" symbol is inserted, completing the proper spelling of Chichén Itzá. Now you will be able to sleep tonight!

8. Click **Close** to close the **Symbol dialog box**.

The Symbol dialog box closes.

Of course - the symbols that appear depend on which fonts are installed on your computer.

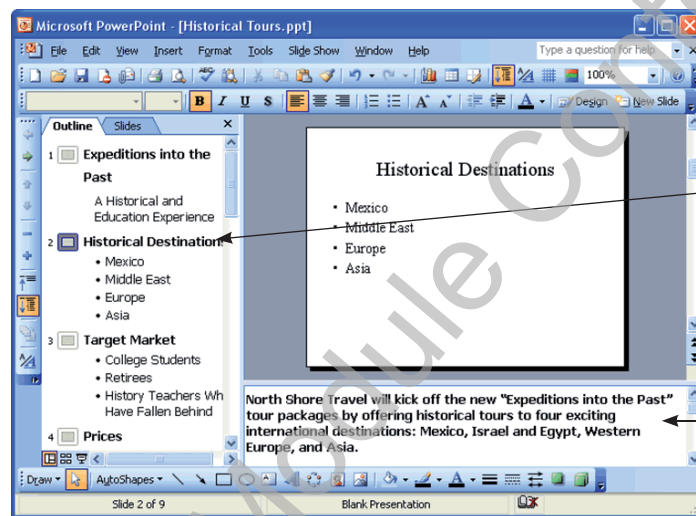
Tutorial 2-12: Adding Notes to Your Slides

Unless you have a perfect memory, you're going to need notes to help you remember what to say about each slide when you deliver a presentation. PowerPoint's notes are like the cue cards you use during a speech, reminding you to tell a joke, make eye contact, and about any key points you want to make. Notes don't appear on the slide show presentation itself, but they can be printed so that you can use them when you deliver your presentation.

1. Find and open the **Tutorial 2E** presentation and save it as **Historical Tours**.
2. Return to **Outline** view by clicking the **Normal View** button and the **Outline** tab and then select **Slide 2**.

PowerPoint returns to Outline view. To add speaker notes to a slide, all you have to do is click the Notes pane as shown in Figure 2-20 and begin typing.

Figure 2-20
Enter notes for each slide in the Notes pane.



Select the slide for which you want to add notes...

...enter speaker notes for the slide in the Notes pane.

3. Click in the **Notes Pane** and type the following paragraph:

North Shore Travel will kick off the new "Expeditions into the Past" tour packages by offering historical tours to four exciting international destinations: Mexico, Israel and Egypt, Western Europe, and Asia.

Each tour will explore the region's most important and interesting historical sites. For example, those who enrol in the Middle East tour will be visiting Jerusalem, Cairo, the Egyptian pyramids at Giza, and many famous sites from Christian, Jewish, and Muslim traditions.

Let's take a closer look at each of the new "Expeditions into the Past" tour packages. (I should really try to tell some witty joke here to keep my audience awake!)

Compare your slide to the one shown in Figure 2-20 then...

4. Save your work.

Tutorial 2-13: Working in Slide Sorter View

Normal view and Outline view are the views you'll use the most when you create a PowerPoint presentation, but both of these views have a serious limitation: they don't let you view all the slides in your presentation at the same time. That's where Slide Sorter view comes in.

When you put pictures into a photo album, you probably lay all the pictures out on a table or floor so that you can look at all of them and decide in which order they should go. Slide Sorter view works on the same principle—it allows you to see thumbnails of all the slides in your presentation so that you can:

- Sort your slides into an order that works best for your presentation.
- Delete any slides.
- Hide slides that you don't want to include in a presentation or show any hidden slides (more on this in another Tutorial).
- Add animation and control how the slides appear and disappear (known as slide transitions—more on this in another Tutorial).
- Determine how long a slide should be displayed on the screen if you're creating an automated, stand-alone show (more on this in another Tutorial).

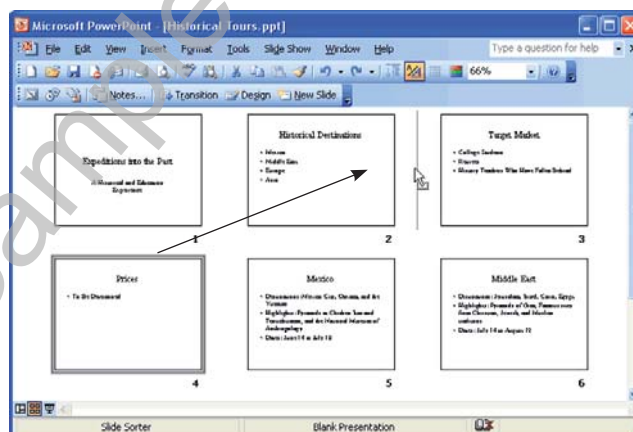
As you can see, a lot of the power behind Slide Sorter view has to do with delivering your presentation—and that's the topic of a later chapter. In this tutorial, you'll learn how to use Slide Sorter view to rearrange your slides, duplicate an entire slide, and delete a slide.



1. If necessary, open the **Historical Tours** presentation. Switch to Slide Sorter view by clicking the **Slide Sorter View** button on the horizontal scroll bar.

PowerPoint displays the presentation in Slide Sorter view, as shown in Figure 2-18. To move a slide in Slide Sorter view, click and drag it to a new location. Move to the next step to give it a try.

Figure 2-18
Rearranging the slide order by dropping and dragging in Slide Sorter view



2. Click **Slide 4** (the Prices slide), hold down the mouse button, and then drag the slide immediately after **Slide 2** (the Historical Destinations slide) and then release the mouse button, as shown in Figure 2-18.

You've just changed the order of your presentation, so that the Price slide will appear as the third slide in the presentation instead of the fourth slide.

Since Slide Sorter view lets you view all the slides in your presentation at once, there are several other slide-related chores that are easier to perform here than in Outline View or Normal View, such as duplicating a slide. Duplicating a slide copies everything on the slide—text, formatting, you name it. Duplicating is useful when you need to churn out several slides that have the same title, images, and formatting.

3. Select **Slide 1** (the title slide) and select **Edit** → **Duplicate** from the menu.

PowerPoint creates an exact duplicate of the selected title slide. In case you're wondering, duplicating a slide is really a one-step process for selecting, copying, and pasting a slide.

We don't really need the duplicated slide in our presentation, so this is a good place to learn how to delete a slide in Slide Sorter view.

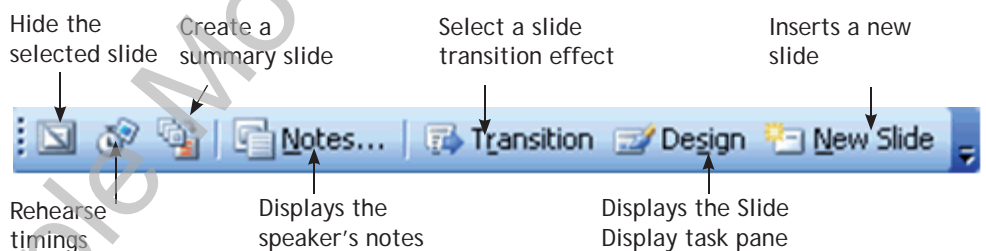
4. Select the duplicate title slide and press the **<Delete>** key.

You can also delete slides in Normal View and Outline view as well, but you have to use a more cumbersome command: select **Edit** → **Delete Slide** from the menu. Let's delete another slide while we're at it:

5. Select the **Asia** slide and delete it by pressing the **<Delete>** key.

Deleting slides in Slide Sorter view is easy—almost too easy. If you accidentally delete a slide you didn't really want to delete, you can always undo your acting with the trusty Undo command: by clicking the Undo button on the Standard toolbar or by pressing **<Ctrl> + <Z>**.

Figure 2-19
The Slide Sorter
View toolbar



Other Ways to Duplicate a Slide:

Select the slide you want to duplicate and press **<Ctrl> + <D>**.

or

Copy and paste the slide using standard copy and paste procedures.

Other Ways to Switch to Slide Sorter View:

Select **View** → **Slide Sorter** from the menu.

Tutorial 2-14: Working with Multiple Windows

One of the many benefits of the Windows operating system is that you can open and work with several files at the same time, and PowerPoint is no exception to this rule. Each presentation you open in PowerPoint is displayed in its own separate window. This tutorial explains how to open and work with more than one presentation. You will learn some tricks on changing the size of a window, moving a window, arranging a window, and copying text and objects from one presentation to another. First though, let's take a look at how to insert a slide from another presentation.

1. If it's not still, open the **Historical Tours** presentation. Press **<Ctrl> + <Home>** to move to the beginning of the presentation, then select **Insert** → **Slides from Files** from the menu.

The Slide Finder box appears. You need to specify the name and location of the presentation that contains the slide(s) you want to insert.

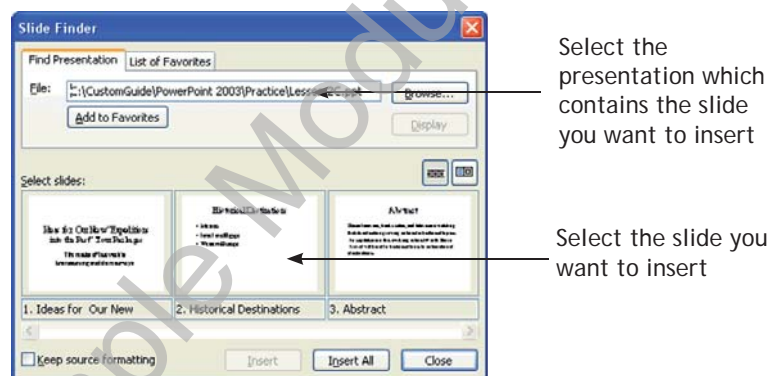
2. Navigate to your practice folder, then find and double-click the **Tutorial 2F** presentation.

Next you need to display the slides in the Tutorial 2F presentation and select the slide(s) you want to insert.

3. Click the **Display** button if the Slide Finder does not automatically display thumbnails of the slides in the presentation.

The Slide Finder dialog box displays thumbnails of all the slides in the presentation, as shown in Figure 2-21—now all you have to do is select the slide(s) you want to insert.

Figure 2-21
Insert a slide from another presentation with the Slide Finder dialog box.



Select the presentation which contains the slide you want to insert

Select the slide you want to insert

4. Select the **third slide** (Abstract) in the Tutorial 2F presentation, click **Insert** and then click **Close**.

PowerPoint inserts the selected slide immediately after the current slide. Now let's look at how to work with several presentations. First we'll need to open another presentation...

5. Without closing the current **Historical Tours** presentation, open the **Tutorial 2F** presentation.

There's the Tutorial 2F presentation, but where did our Historical Tours presentation go? Don't worry, it's still there in a window behind the Tutorial 2F presentation.

6. Select **Window** from the menu.

The Window menu displays all the presentations that are currently open. Simply select the presentation you want to work on.

7. Select **Historical Tours** from the **Window** menu.

The Historical Tours presentation appears. Instead of selecting an open presentation from the Windows menu, you can also select an open presentation by clicking its icon on the Windows taskbar. The Tutorial 2F presentation is still open, but you can't see it because it's located behind the Historical Tours presentation window.

8. Select **Window** → **Arrange All** from the menu.

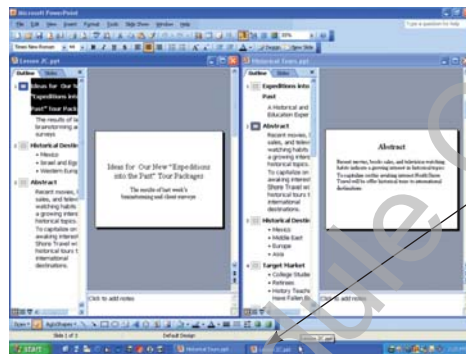
Both presentations—the Tutorial 2F and Historical Tours—appear in the PowerPoint window, as shown in Figure 2-22. Sometimes it's useful to look at more than one presentation at a time—especially if you want to copy text or objects from one presentation to the other.

9. Maximise the **Historical Tours** window by clicking its **Maximize** button.

The Historical Tours presentation once again fills the entire PowerPoint screen. See Table 2-4: The Three Window Sizes for more information on maximising and minimising windows.

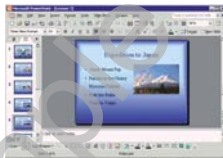


10. Save your work.

Figure 2-22
Display two presentations at the same time by selecting Window → Arrange All from the menu.



Each open presentation appears as an icon on the taskbar. Click the presentation you want to work on.

Table 2-4: The Three Window Sizes

Window State	Description
 Maximised Window	A presentation window in a Maximised state fills up the entire PowerPoint screen, allowing you to see as much of a presentation as possible. PowerPoint normally opens presentations in Maximised windows.
 Restored Window	A presentation window in a Restored state does not fill the entire PowerPoint screen, allowing you to display and work with more than one presentation or program at the same time.
 Minimised Window	A Minimised presentation window appears only as a tiny icon near the bottom of the PowerPoint screen. Minimise a presentation when you need to put it away for the time being and work on something else. You can restore a minimised window by selecting the presentation from the Window menu or by clicking its icon at the bottom of the PowerPoint screen.

Tutorial 2-15: Collecting and Pasting Multiple Items

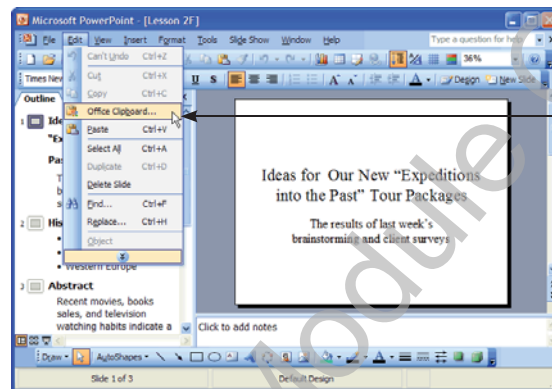
If you do a lot of cutting, copying, and pasting, you will probably appreciate PowerPoint 2003's new and improved Office 2003 clipboard, which holds not one—but twenty-four cut or copied objects.

You can use the Office Clipboard to collect and paste multiple items. For example, you can copy text in a Microsoft Word document, switch to Excel and copy a drawing object, switch to PowerPoint and copy a bulleted list, switch to Access and copy a datasheet and then switch back to Word and paste the collection of copied items.

1. **If they are not already displayed, open both the **Historical Tours** and **Tutorial 2F** presentations. Switch to the **Tutorial 2F** presentation.**

This presentation contains several items that need to be copied and pasted into the “Historical Destinations” presentation. Instead of switching between the two presentations to copy and paste the items, you can use the Office 2003 Clipboard to copy and/or cut several items and then paste them all at once. In order to “collect and paste” multiple items you need to display the Clipboard task pane.

Figure 2-23
Selecting the
Clipboard

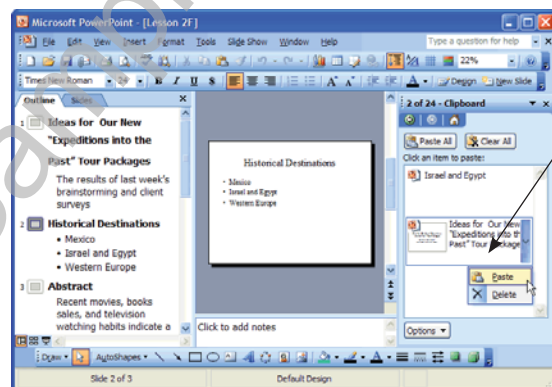


To display the Clipboard:
Select Edit → Office
Clipboard from the menu.


2. **Select **Edit** → **Office Clipboard** from the menu.**

The Office 2003 Clipboard task pane appears, as shown in Figure 2-24. Anything you cut or copy (up to 24 items) will appear on the Clipboard.

Figure 2-24
The Clipboard
task pane displays
the cut or copied
objects you've
collected.



Click the item you
want to paste from the
Clipboard task pane.

3. **Select **Slide 1** by clicking its  icon in the **Outline** pane, then copy the selected slide by clicking the **Copy** button on the **Standard** toolbar.**

PowerPoint copies the slide to the Office clipboard and a Microsoft PowerPoint icon appears on the Clipboard pane to indicate the copied slide. Instead of switching back to the “Historical Destinations” presentation to paste the copied text, here’s how you can copy (or cut) several things to the Office 2003 clipboard.











4. **Select the line *Israel and Egypt* on Slide 2 and click the *Copy* button on the Standard toolbar.**
PowerPoint copies the selected text to the Clipboard and another PowerPoint icon appears in the task pane. Don't worry if your Clipboard has several more icons—they represent any text you may have cut or copied earlier.
The type of clipboard icon indicates which program the object was collected from, as described in Table 2-5: Icons in the Clipboard Task Pane.
5. **Switch to the *Historical Destinations* presentation by clicking its icon on the Windows taskbar.**
To paste an object from the Office clipboard simply click the icon you want to paste.
6. **Place the insertion point immediately after the text *A Historical and Educational Experience* on Slide 1 in the Outline pane and click the *Ideas For Our New "Expeditions into the Past" Tour Packages* icon in the Clipboard task pane.**
PowerPoint pastes the selected contents of the Office clipboard. This creates a new slide.
7. **Select the *Middle East* line in Slide 4 and replace it with the *Israel and Egypt* contents of the Office clipboard.**
Move on to the next step and close the Clipboard task pane.
8. **Click the Clipboard task pane's  *Close* button.**
You won't need either of these presentations any more, so...
9. **Save your work and close all open presentations.**

Table 2-5: Icons in the Clipboard Task Pane

Clipboard Icon	Description Contents
	Object cut or copied from a Microsoft Access 2003 database
	Object cut or copied from a Microsoft Excel 2003 workbook
	Object cut or copied from a Microsoft PowerPoint 2003 presentation
	Object cut or copied from a Microsoft Word 2003 document
	Web page contents cut or copied from Microsoft Internet Explorer
	Cut or copied graphic object
	Object cut or copied from a program other than Microsoft Office 2003

Tutorial 2-16: File Management

File management includes moving, copying, deleting, and renaming the files you've created. Although it's a little easier to work with and organize your files using Windows Explorer or My Computer, you can also perform a surprising number of file management chores right from inside Microsoft PowerPoint 2003—especially with its new and improved Open and Save dialog boxes.

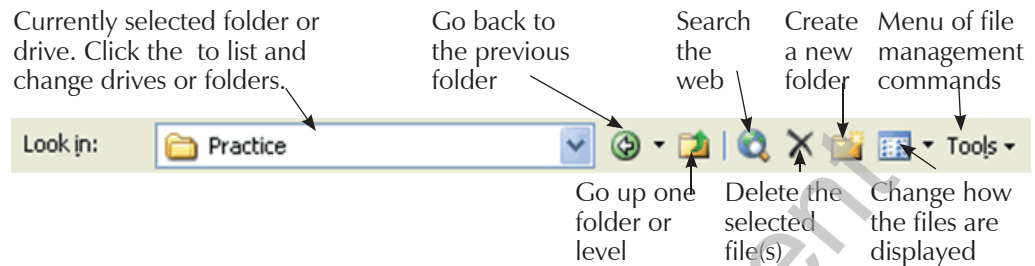


Figure 2-25
The Open and Save As dialog boxes' toolbar.



1. **Click the **Open** button on the Standard toolbar.**

The Open dialog box appears. The Open dialog box is normally used to open files, but you can also use it to perform several file management functions. There are two different ways to access file management commands from inside the Open or Save As dialog boxes:

- Select a file and then select the command you want from the dialog box's Tools menu.
- Right-click a file and select the command you want from the shortcut menu.

2. **Right-click the **Rename Me** file in your practice folder.**

A shortcut menu appears with a list of available file management commands for the selected file.

3. **Select **Rename** from the shortcut menu, type **Home Budget**, and press **<Enter>**.**

You have just changed the name of the selected file from "Rename Me" to "Home Budget". Instead of right-clicking the file, you could have selected it and then selected Rename from the Tools menu. Move on to the next step to learn how to delete a file.

4. **Click the **Home Budget** file to select it and press the **<Delete>** key.**

A dialog box appears, asking you to confirm the deletion of the Home Budget file.

5. **Click **Yes**.**

The Home Budget file is deleted. If you work with and create numerous files, you may find it difficult to remember what you named a file. In order to find the file(s) you're looking for, it can help to preview your files without opening them.

6. **Click the **Views** button arrow and select **Preview**.**

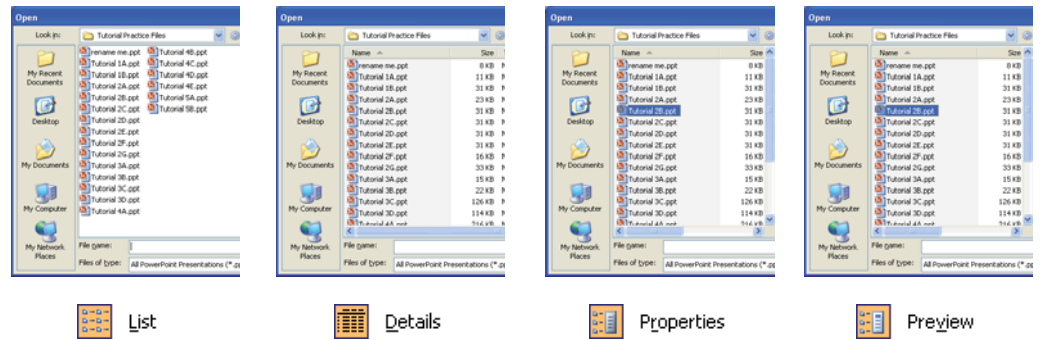
The Open dialog box changes the display of PowerPoint files in the Practice folder or disk from List View to Preview View. To see the contents of a file, select it in the file list on the left side of the dialog box and it will appear in the Preview area on the right side of the dialog box. Try previewing the contents of a file without opening it now.

7. **Click the **Tutorial 2A** file.**

The Tutorial 2A file is selected and a preview of its contents appears in the Preview section. Change back to List mode to display as many files in the window as possible.

8. **Click the **Views** button arrow, select **List** to display the files in list view, then close the dialog box by clicking **Cancel**.**

Figure 2-26
The Views button lets you change how files are displayed in the Open or Save As dialog boxes.



Files and folders are displayed in a list, allowing you to view as many files as possible

Displays information about every file, such as its name and size



Displays detailed information about the selected file.

Displays a preview of the selected file (when possible).

Table 2-6: File Shortcut Menu Commands

Command	Description
Open	Opens the selected file.
Open With . . .	Opens the presentation using the program of your choice.
Scan with Antivirus	Choose this option when you are receiving a presentation via e-mail to make sure it does not contain a virus.
Select	Selects the file you have highlighted. Works the same as double-clicking.
New	Creates a new slide.
Print	Sends the selected file to the default printer.
Show	Displays the slide show.
Send To	Depending on how your computer is set up, it lets you send the selected file to the desktop, a printer, to an e-mail recipient, to a fax, or to a floppy drive.
Cut	Used in conjunction with the Paste command to move files. Cuts or removes the selected file from its current folder or location.
Copy	Used in conjunction with the Paste command to copy files. Copies the selected file.
Make Available Off-line	Makes the presentation available off-line.
Create Shortcut	Creates a shortcut—a quick way to a file or folder without having to go to its permanent location.
Delete	Deletes the selected file or files.
Rename	Renames the selected file.
Properties	Displays the properties of the selected file, such as when the file was created or last modified, or how large the file is.

Tutorial 2-17: Understanding Smart Tags

Smart tags are one of the biggest additions to Microsoft Office 2003—and they make working with PowerPoint a lot easier. Smart tags are similar to right-mouse button shortcuts—you click smart tags to perform actions on various items. Smart tags appear when you perform certain actions, such as when you paste information or format text. PowerPoint marks these items with  and  indicators. Clicking a smart tag indicator displays a list of things that you can do to the smart tag, such as paste information in a different format.

In this Tutorial you will learn what smart tags look like and how to use them.

1. **Open the Tutorial 2C presentation, save it as Smart Tags, and place the insertion point after the word “Asia” in slide 2.**
2. **Add a blank slide to the current presentation by clicking the New Slide button on the Formatting toolbar and selecting the Blank Slide layout from the task pane.**

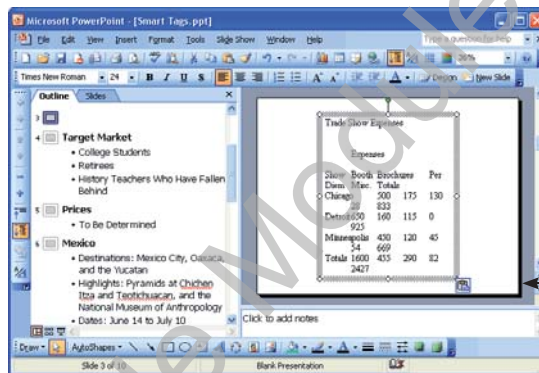



PowerPoint adds a blank slide to your presentation.

For this exercise we will cut and paste information from a Microsoft Excel workbook into this slide, so we will have to start the Microsoft Excel program.

3. **Click the Start button and select Programs → Microsoft Excel.**
You probably already know that the procedure for opening a file in Microsoft Excel is no different from opening a file in Microsoft PowerPoint.
4. **Click the Open button on the Standard toolbar, browse to your practice folder or**

Figure 2-27
Smart tags appear when you perform a particular task or when PowerPoint recognises certain types of information.



Click the  Paste Options smart tag to specify how information should be pasted into the document

disk, then find and open the Trade Show Chart file.

Next you need to select and copy the information in this workbook.

5. **Click the Sheet1 tab. Select the cell range A1:F8 by clicking cell A1, holding down the mouse button and dragging to cell F8.**
Now you can copy the selected cells to the Clipboard.
6. **Click the Copy button on the Standard toolbar.**

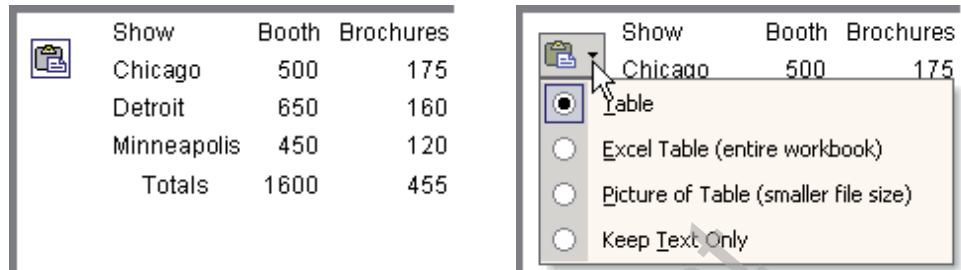
	A	B	C
1	A1	B1	C1
2	A2	B2	C2
3	A3	B3	C4

Each cell in an Excel worksheet is given its own unique address, made from combining its column letter and row number, such as cell A1, A2, B1, B2,

The information is copied to the Clipboard.

7. Close Microsoft Excel.

You should be back in Microsoft PowerPoint, looking at the blank slide we added. Let's paste the copied information.



Smart tags appear when you perform a particular task or when PowerPoint recognises certain types of information.

Click the Paste Options button arrow to display a list of actions that you can take

8. Click anywhere on the blank slide, then click the **Clipboard task pane and click the **Expense** text.**

PowerPoint pastes the copied information into the presentation. Notice the button appears next to the pasted worksheet. Click this button to specify how information is pasted.

9. Position the pointer over the **Paste Options button.**

A drop-down arrow appears on the Paste Options button. Click this arrow to display a list of various options for how information is pasted into your presentation.

10. Click the **Paste Options button arrow and select **Excel Table (entire workbook)** from the list.**

PowerPoint pastes the Excel information into the slide as an entire embedded workbook.

Table 2-7: Smart Tags and Buttons

Smart Tag Button	Description
Paste Options	The Paste Options button appears after you paste something. Click the Paste Options button to specify how information is pasted into your presentation. The available options depend on the type of content you are pasting, the program you are pasting from, and the format of the text where you are pasting.
AutoCorrect Options	The AutoCorrect Options button appears after AutoCorrect identifies what could be a formatting error. You can click the AutoCorrect Options button to have PowerPoint automatically resize text to fit in its placeholder.

Tutorial 2-18: Recovering Your Presentations

If you haven't found this out already, sooner or later you're going to discover that computers don't always work the way they're supposed to. Nothing is more frustrating than when a program, for no apparent reason, decides to take a quick nap, locks up, and stops responding to your commands—especially if you lose that precious presentation you've been working on!

Fortunately, after more than ten years and roughly nine software versions, Microsoft has finally realised that people might want to recover their presentations if Microsoft PowerPoint locks up or stops responding. If PowerPoint 2003 encounters a problem and stops responding, after you finish swearing and hitting your computer's monitor, you can restart Microsoft PowerPoint or your computer and try to recover your lost presentations. Sometimes PowerPoint will display a dialog box similar to the one shown in Figure 2-29 and automatically restart itself.

In this Tutorial, you will learn how to use Microsoft PowerPoint's new presentation recovery features, should disaster strike.

Figure 2-29
There goes tomorrow's presentation! At least Microsoft is sorry for the inconvenience.



If you are connected to the Internet, always click Send Error Report to tell Microsoft to fix their software!

1. If necessary, restart your computer and/or Microsoft PowerPoint.

NOTE: You may not need to restart your computer or PowerPoint at all—often PowerPoint will display the dialog box shown in Figure 2-29 and automatically restart itself when it encounters a problem.

When you have restarted Microsoft PowerPoint hopefully the Document Recovery pane will appear, as shown in Figure 2-30. If the Document Recovery pane doesn't appear, unfortunately, you're out of luck—PowerPoint did not recover any of your presentations. Hope you made a backup!

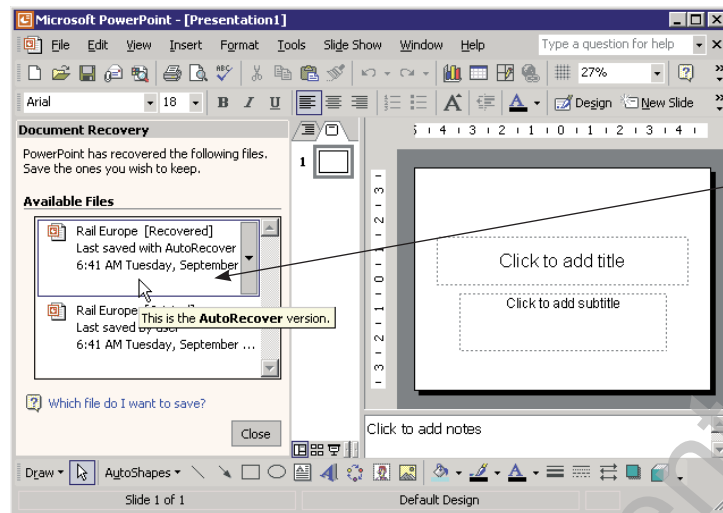
Sometimes PowerPoint will display several recovered presentations in the Document Recovery task pane (see Table 2-8: Status Indicators in the Document Recovery Task Pane), such as the original presentation that was based on the last manual save and a recovered presentation that was automatically saved during an AutoRecover save process. You can see the status of any recovered presentation simply by pointing at the recovered presentation for a second or two.

2. To view details about any recovered presentation, simply point at the presentation in the Document Recovery task pane for a few seconds.

Hopefully you will find a version of your presentation—either original or recovered—that isn't missing too much of your work.

Here's how to select and save a recovered presentation...

Figure 2-30
Review the recovered files listed in the Document Recovery task pane and decide which one to keep.



The Document Recovery task pane displays any recovered documents. To see the status of a recovered document, simply point on it for a few seconds with the mouse.

3. **Click the desired recovered presentation from the task pane.**
The presentation appears in PowerPoint's slide window.
4. **Select File → Save As from the menu and save the presentation.**
You can further protect your work by using the AutoRecover feature to periodically save a temporary copy of the presentation you're working on. To recover work after a power failure or similar problem, you must have turned on the AutoRecover feature before the problem occurred. You can set the AutoRecover save interval to occur more frequently than every 10 minutes (its default setting). For example, if you set it to save every 5 minutes, you'll recover more information than if you set it to save every 10 minutes. Here's how to change the AutoRecover save interval...
5. **Select Tools → Options from the menu and click the **Save tab**.**
The Save tab of the Options dialog box appears.
6. **Ensure that the **Save AutoRecovery info box** is checked and specify the desired interval, in minutes, in the **minutes box**. Click **OK** when you're finished.**
Even with Microsoft Office 2003's new document recovery features, the best way to ensure that you don't lose much information if your computer freezes is to save your work regularly.

Table 2-8: Status Indicators in the Document Recovery Task Pane

Status Indicator	Description
Original	Original file based on last manual save.
Recovered	File recovered during recovery process or file saved during an AutoRecover save process.
Repaired	PowerPoint encountered problems while recovering the presentation and has attempted to repair them. Make sure that you double-check your presentation to make sure that there isn't any corruption.

Chapter Two Review

Tutorial Summary

Inserting Slides and Text in Normal View

- **To Insert a Slide:** Click the **New Slide button** on the Formatting toolbar or select **Insert** → **Slide** from the menu. Select the slide layout you want to use for the slide and close the task pane.
- **To Add Text to a Slide:** Click the appropriate text placeholder and type the text.

Using the Outline Pane

- Outline View lets you work on the overall content of a presentation without being distracted by formatting or graphical objects. It's also easy to reorganise your presentation using Outline view.
- **To Demote a Paragraph:** Select the paragraph(s) and press the **<Tab>** key or click the **Demote button** on the Formatting or Outlining toolbar.
- **To Promote a Paragraph:** Select the paragraph(s) and press **<Shift> + <Tab>** or click the **Promote button** on the Formatting or Outlining toolbar.
- **To Add a New Slide in the Outline Tab:** Press **<Ctrl> + <Enter>** or promote a selected paragraph to the highest level on the outline.

Editing Text

- Move the insertion point by pressing the appropriate arrow key or by clicking where you want to place the insertion point with the pointer.
- **To Insert Text (into an Existing Text Box):** Click in the text box, move the insertion point where you want to insert the text and then type the text you want to insert.
- **To Delete Text:** Press the **<Backspace>** key to delete text before, or to the left of, the insertion point. Press the **<Delete>** key to delete text after, or to the right of, the insertion point.

Selecting, Replacing, and Deleting Text

- **To Select a String of Text (Using the Mouse):** Move the insertion point to the beginning or end of the text you want to select, click and hold the left mouse button and drag the insertion point across the text then release the mouse button once the text is selected.
- **To Select a String of Text (Using the Keyboard):** Move the insertion point to the beginning or end of the text you want to select, then press and hold down the **<Shift>** key while using the arrow keys to select the text you want.
- **To Select a Single Word:** Double-click the word you want to select.
- **To Replace Text:** Select the text and then type the new text.
- **To Deselect Text:** Click anywhere on the computer screen.
- **To Delete Selected Text:** Select the text and press the **<Delete>** key.

Cutting, Copying, and Pasting Text

- **To Cut Something:** Select the text or object you want to cut and do any of the following:
 - Click the **Cut button** on the Standard toolbar.
 - Select **E**dit → **C**ut from the menu.
 - Press **<Ctrl> + <X>**.
- **To Copy Something:** Select the text or object you want to copy and do any of the following:
 - Click the **Copy button** on the Standard toolbar.
 - Select **E**dit → **C**opy from the menu.
 - Press **<Ctrl> + <C>**.
- **To Paste a Cut or Copied Object:** Place the insertion point where you want to paste the text or object and do any of the following:
 - Click the **Paste button** on the Standard toolbar.
 - Select **E**dit → **P**aste from the menu.
 - Press **<Ctrl> + <V>**.

Using Undo, Redo, and Repeat

- **To Undo a Mistake or Action:** Do any of the following:
 - Click the **Undo button** on the Standard toolbar.
 - Select **E**dit → **U**ndo from the menu.
 - Press **<Ctrl> + <Z>**.
- **To Redo an Undo:** Do any of the following:
 - Click the **Redo button** on the Standard toolbar.
 - Select **E**dit → **R**edo from the menu.
 - Press **<Ctrl> + <Y>**.
- **To Repeat an Action:** Do any of the following:
 - Press **<Ctrl> + <Y>**.
 - Select **E**dit → **R**epet from the menu.

Checking Your Spelling

- PowerPoint flags any spelling errors with red squiggly underlines.
- **To Correct a Spelling Error:** Right-click the spelling error and select the correction from the shortcut menu or simply retype the misspelled word.
- **To Ignore a Spelling Error:** Right-click the spelling or grammar error and select **I**gnore **A**ll from the shortcut menu.
- **To Add a Word to the Spelling Dictionary:** Right-click the word you want to add and select **A**dd from the shortcut menu.

Finding and Replacing Information

- **To Find Information in a Presentation:** Select **E**dit □ **F**ind from the menu or press **<Ctrl> + <F>**. Enter the text you want to search for in the Find what box and click the **F**ind next button. Keep clicking the **F**ind next button until you find the text that you are looking for.
- **To Find and Replace Information:** Select **E**dit □ **R**eplace from the menu or press **<Ctrl> + <H>**. Enter the text you want to search for in the Find what box and the text you want to replace it with in the Replace with box. Click the **F**ind next button to find each occurrence of the text and click the **R**eplace button as needed to replace the text. Click **R**eplace **A**ll to replace every occurrence of text in the presentation.

Viewing a Presentation's Outline

- **To Show/Hide the Outlining toolbar:** Select **View** → **Toolbars** → **Outlining** from the menu.
- You can hide or display your presentation's sub topics by expanding and collapsing your presentation's headings.
- **To Collapse a Heading:** Make sure the insertion point is in the heading and click the **Collapse button** on the Outlining toolbar.
- **To Expand a Heading:** Make sure the insertion point is in the heading and click the **Expand button** on the Outlining toolbar.
- **To Show or Hide a Presentation's Text Formatting:** Click the **Show Formatting button** on the Outlining toolbar.

Rearranging a Presentation's Outline

- **To Rearrange an Outline (Using the Outlining toolbar):** Select the slide(s) or paragraph(s) you want to move and click either the **Move Up button** or **Move Down button** on the Outlining toolbar.
- **To Rearrange an Outline (Using Drop and Drag):** Select the slide(s) or paragraph(s) you want to move and drag them to a new location in the outline.

Inserting Symbols and Special Characters

- **To Insert a Symbol or Special Character:** Place the insertion point where you want to insert the character, select **Insert** □ **Symbol** from the menu, select the symbol you want and click **Insert**.

Working in Slide Sorter View

- Slide Sorter View displays all the slides in your presentation as small pictures, or thumbnails. Use Slide Sorter View when you want to rearrange the slides in your presentation and add transition effects between them.
- **To Switch to Slide Sorter View:** Click the **Slide Sorter View button** on the horizontal scroll bar or select **View** → **Slide Sorter** from the menu.
- **To Move a Slide (in Slide Sorter View):** Click the slide that you want to move. To select and move multiple slides hold down the **<Shift>** key as you click each slide you want to select. Drag the slide(s) between two other slides in slide sorter view and release the mouse button.
- **To Delete a Slide (in Slide Sorter View):** Click the slide you want to delete and press the **<Delete>** key.
- **To Duplicate a Slide (in Slide Sorter View):** Click the slide you want to copy and press **<Ctrl> + <D>**.

Adding Notes to Your Slides

- **To Add Notes to a Slide:** Make sure you're in Normal view and begin typing in your notes in the **Notes pane**.

Working with Multiple Windows

- **To Switch between Multiple Open Presentations:** Click the presentation icon on the Windows taskbar or select **Window** and select the name of the presentation you want to view.
- **To View Multiple Windows at the Same Time:** Select **Window** → **Arrange All**.
- **To Maximise a Window:** Click the window's **Maximize button**.
- **To Restore a Window:** Click the Window's **Restore button**.
- **To Manually Resize a Window:** Position the mouse pointer over the edge of the window, hold down the mouse button and drag the mouse to resize the window. Release the mouse button when the window reaches the desired size.
- **To Move a Window:** Drag the window's title bar to the location where you want to position the window.

Collecting and Pasting Multiple Items

- **To Display the Clipboard Task Pane:** Select **Edit** → **Office Clipboard** from the menu.
- **To Add Items to the Office Clipboard:** Copy and/or cut the items as you would normally.
- **To Paste from the Office Clipboard:** If necessary, display the Clipboard task pane, then click the item you want to paste. Click the **Paste All button** to paste all the collected items.

File Management

- You can perform most file management functions, such as delete, rename, and copy, from the Open File dialog box. Open the Open File dialog box by clicking the **Open button** on the Standard toolbar or selecting **File** → **Open**.
- Right-click a file and select a file command from the shortcut menu

Understanding Smart Tags

- As you enter information in a presentation, smart tag buttons will appear. Click these buttons to do something to the specified information.
- **To Use a Smart Tag:** Click the **Smart Tag arrow** and select the desired action or option.

Recovering Your Presentations

- **To Recover a Presentation:** Restart Microsoft PowerPoint (if it doesn't restart by itself after a crash). Find and then click the best-recovered presentation in the Document Recovery task pane. Save the presentation by doing a **File** → **Save As** from the menu.
- **To Change the AutoRecovery Settings:** Select **Tools** → **Options** from the menu and click the **Save tab**. Ensure that the **Save AutoRecovery info box** is checked and specify the desired interval, in minutes, in the **minutes box**. Click **OK** when you're finished.

Review Exercise

1. **Which is the best view for organizing your thoughts on a presentation's content?**
 - A. Normal View
 - B. Slide Sorter view
 - C. Outline view
 - D. Notes view
2. **Which of the following statements is NOT true?**
 - A. Pressing the <Tab> key in Outline view demotes the selected paragraph.
 - B. Pressing <Ctrl> + <Enter> in Outline view adds a new slide to the slide.
 - C. Pressing the <Shift> + <Tab> key in Outline view promotes the selected paragraph.
 - D. Outline view is the best view for adding and working with graphics on your slides.
3. **Which key deletes text before, or to the left, of the insertion point?**
 - A. <Page Up>
 - B. <Page Down>
 - C. <Delete>
 - D. <Backspace>
4. **Which of the following is not a way to cut text?**
 - A. Select the text and press <Ctrl> + <X>.
 - B. Select the text and click the cut button on the toolbar.
 - C. Select the text and press the delete button.
 - D. Select the text and select Edit → Cut from the menu.
5. **Once a block of text is selected, you can replace the selected text with new text by:**
 - A. Simply typing the new text.
 - B. Selecting File, then Insert New Text from the menu.
 - C. You can't replace selected text with new text.
 - D. Clicking the Replace Text button on the Standard toolbar.
6. **To view a list of suggestions for a misspelled word:**
 - A. Select the misspelled word and select Tools → Suggestions from the menu.
 - B. Press <Ctrl> + <S>.
 - C. Select the misspelled word and click the Spelling Suggestion button on the Standard toolbar.
 - D. Right-click the misspelled word.
7. **Notes view displays a notes page for the selected slide, where you can create speaker notes for the slide (True or False?)**

Answers

1. C. Outline view is the best place for drafting a presentation.
2. D. You can't even see graphics in Outline view!
3. D. The <Backspace> key deletes text to the left of the insertion point.
4. C.
5. A. Typing replaces any selected text.
6. D. Right-click a misspelled word to display a list of suggestions.
7. True.

Sample Module Content

Sample Module Content

