



# HOUR 12

## Editing and Arranging Your Presentations

What do you do once you've generated a sample slide or presentation? PowerPoint's AutoContent Wizard and template samples generate good-looking presentations, but it is up to you to add the specific details inside your slides that teach or show your audience the material you want them to know.

First, you need to change the sample's text. In the process, you might change or add slide titles and formatting or maybe a graphic image for more impact. This hour teaches you a few shortcuts to turn the sample presentations into the presentation you need.

The highlights of this hour include the following:

- When to use the various views that help streamline your PowerPoint work
- Why you work most often using the Normal view
- What editing tools PowerPoint supplies
- How you can use the Slide Sorter view to arrange your slide show
- How to select the presentation printing option you need

## Getting Acquainted with PowerPoint's Views

As do all the Office 2003 products, PowerPoint allows you to change the screen's view to make certain tasks more manageable. Therefore, you produce presentations more quickly if you master PowerPoint's views now and learn the advantages and disadvantages of each view.



When you first start PowerPoint and work on a specific presentation, PowerPoint displays a three-pane view (called the *Normal view*) with the presentation's Slide tab and Outline tab in the left pane, a specific slide's content in the top center (called the slide pane), and the notes pane at the bottom of the screen. The notes pane is where you can type notes for the speaker. (Later in this section, you will read about this notes pane.) The task pane is technically not considered part of a view because a different task pane appears depending on what you do within the same view.



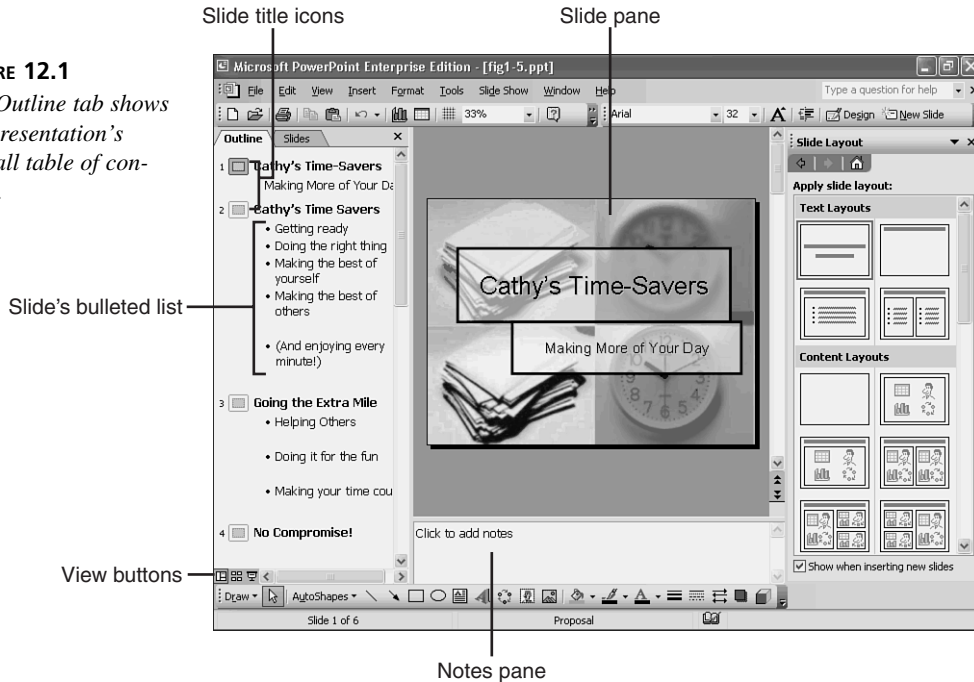
The following list not only describes PowerPoint's views but also explains how to use them to convert the template and AutoContent Wizard text to a specific presentation. As you read this section, pay attention to the information that teaches how and when to edit text from the AutoContent Wizard and design templates.

You display PowerPoint's various views from the View buttons in the lower-left of the screen as well as from the View menu. PowerPoint supports the following views:

- *Normal view*—The default, three-pane view from which you can manage your presentation's slide order as well as edit specific slides. In the previous hour's lesson, you worked only from the Normal view. To the left of the large presentation area reside two tabs, the Slide tab that displays thumbnail images of your presentation and the Outline tab that documents your slides' content.

The Outline tab area enables you to edit and display all your presentation text in one location rather than one slide at a time. Figure 12.1 shows the Normal view that contains a presentation's Outline view in the left pane of a presentation. The large titles (by the slide icons) start new slides, and the details below the titles provide bulleted text for each slide. You can click and drag the dividing line between the presentation area and the outline to see more or less of either side.

**FIGURE 12.1**  
The Outline tab shows the presentation's overall table of contents.



- **Slide Sorter view**—Displays your entire presentation so that you can easily add, delete, and move slides. The Slide Sorter view acts like a preview tool. You can review your presentation and use the Slide Sorter to present your slides in various ways. For example, you can use the Slide Sorter toolbar to set timings between slides and create special transitional effects when one slide changes to another.
- **Slide Show view**—Displays your presentation one slide at a time without the typical PowerPoint toolbars and menus showing.
- **Notes Page view**—Enables you to create and edit notes for the presentation's speaker. You don't normally have to select the Notes Page view to see the notes pane because a small portion of the notes pane always appears beneath the slide's detail in the Normal view. Click in the notes pane and then add your text.

Change views by selecting the one you want from the View menu. You can also click the Normal view, the Slide Show view, or the Slide Sorter view buttons to the left of the horizontal scrollbar. You work in the Slide Sorter view most often when working with your presentation's layout and slide order, and you work in the Normal view most often when formatting individual slides. Slide Show view displays your presentation as a series of electronic slides.

## Using the Outline

An outline helps you organize your presentation and sequence the slides properly. Although PowerPoint makes it easy for you to create the presentation slides themselves, the outline is easier to work with than the full slides, especially when you are still in the process of gathering your thoughts on the presentation's content. If you get in the habit of first working on the presentation's outline (after the AutoContent Wizard generates the presentation), you have less editing and slide rearranging to do later in the development of your presentation.

After you generate a sample presentation by using the AutoContent Wizard or by creating slides from the design templates, use the outline to work on your presentation's details. You can reorganize your slides and edit text in this mode. Click the topic or detail you want to change and edit the text. As you enter and change outline text, PowerPoint updates that individual slide in the slide pane so that you also see the results of your edit to the outline.

All the familiar copy, cut, and paste features work in the outline. If you drag a title's icon or a bulleted list's item down or up the outline area, for example, PowerPoint moves that item to its new location. When you drag a title, all the points under the title move with it. This is a good way to reorganize slides. When you drag an individual bulleted item, PowerPoint moves only that item.

## Adding and Importing New Items

To add items to the text in the Slide tab's outline, click at the end or beginning of a bulleted item and press Enter to insert a new entry. If you want to insert a completely new slide, click the New Slide toolbar button, and PowerPoint displays the Slide Layout task pane from which you can select a design and then enter the text. You can also click at the end of an item and press Enter to enter a new slide.

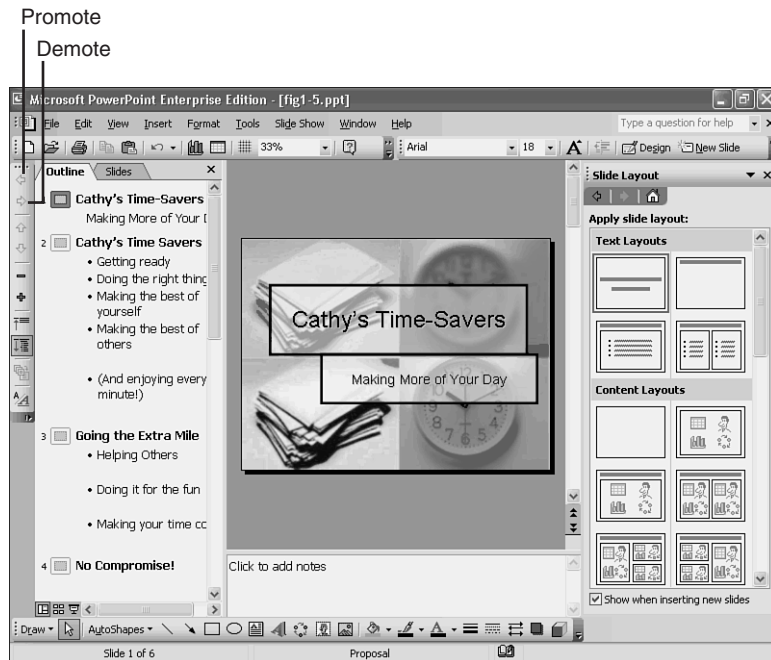
One of PowerPoint's most beneficial text features is its capability to read documents from other Office products. If you create a Word document that you want to include on a slide (or series of slides), select Insert, Slides from Outline and select the Office file that you want to import to your presentation. The file does not have to be in an outline format. For example, you can insert a Word file that is either a Word document or a Word outline file.

As with all Office 2003 products, PowerPoint also recognizes HTML documents so that you can import or save Web page content directly within a presentation.

## Promoting and Demoting Elements

From the Normal view, click the Outline tab to display the outline. When you select View, Toolbars, Outlining, the Outlining toolbar appears to the left of the Outline tab area as Figure 12.2 shows. The Outlining toolbar's most important buttons might be its *promotion arrows*. If you type a detail item that you want to become a new slide's title, click the left arrow of the Outline toolbar (the *Promote* button). To convert a title to a bulleted item, click the right arrow of the Outline toolbar (the *Demote* button).

**FIGURE 12.2**  
*Buttons on the Outlining toolbar enable you to manipulate the outline.*

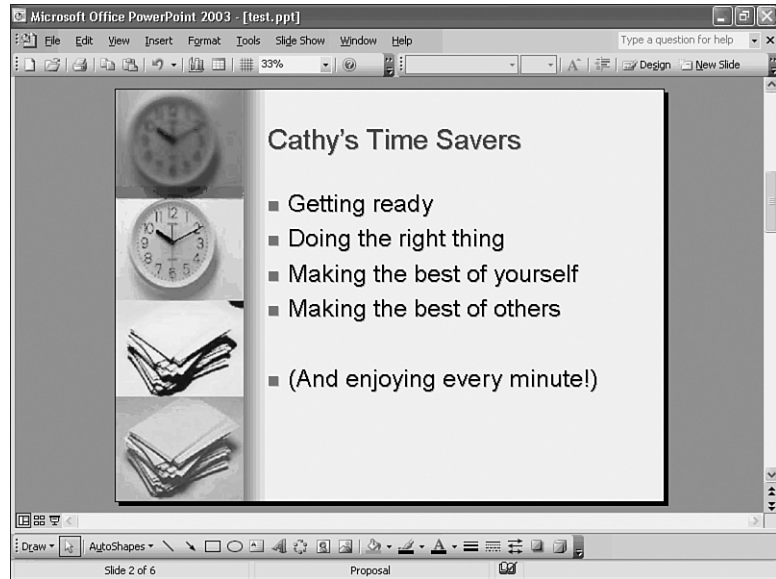


## Working on the Slide

While in Normal view, you can look at and edit the selected slide in the slide pane. As Figure 12.3 shows, the slide's viewing area appears in a full-screen view when you close both the left pane and the task pane. You can make edits directly on the slide and see the results of those edits as you make them. Use the slide pane for viewing changes to your slide's design or for inserting graphical elements into the slide.

**FIGURE 12.3**

*By closing the surrounding panes, you devote more screen area to editing individual slides.*



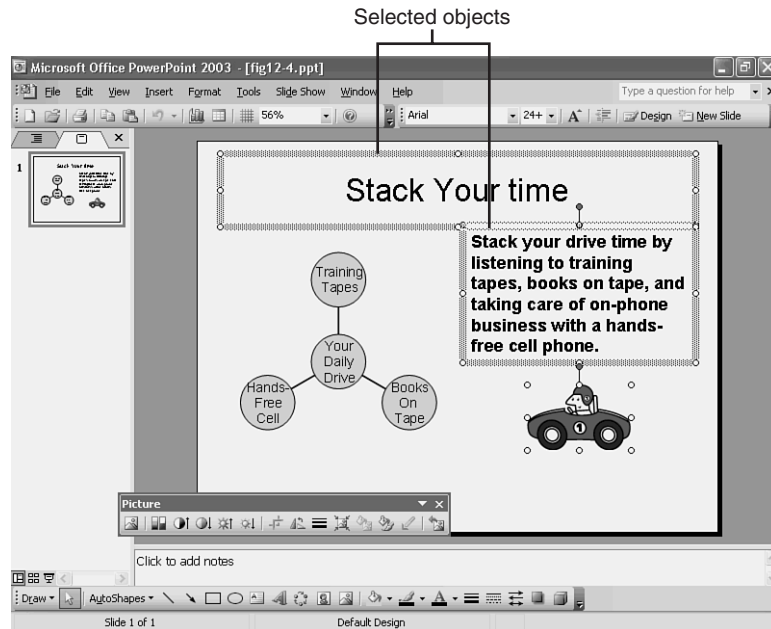
To move from slide to slide while viewing a single slide at a time, perform any of the following:

- Click within the vertical scrollbar area.
- Press the PageUp or PageDown keys.
- Click either the Next Slide or Previous Slide button on the vertical scrollbar.

When you want to edit a text (or graphic) object on an individual slide, click that object. PowerPoint displays the object surrounded by sizing handles. PowerPoint treats a slide's title as a single object and the slide's bulleted set of items as another object. If you've inserted other elements onto the slide, such as a sound or video clip, you can click on that object and move, edit, or delete the object as well. Figure 12.4 shows a busy slide with multiple selections. By holding Ctrl when you click over objects on the slide, you select each of those objects at the same time so that you can apply the same formatting task to the selected items. When you want to change the font or screen size of multiple objects at one time, select them all at once and perform the change only once.

**FIGURE 12.4**

Select multiple objects to apply a uniform edit to them at once.



## To Do: Edit a Slide's Text

To edit a slide's text, perform these steps:

1. Click the text you want to edit to display the text's sizing handles.
2. To move the text, drag one edge of the text's placeholder in the direction you want to move the text.
3. To shrink or enlarge the selected text object, drag one of the sizing handles in or out to adjust the object's size. (PowerPoint does not shrink or enlarge the actual text inside the placeholder as you resize the sizing box.)
4. After you display the placeholder, click inside the box at the point in which you want to edit text. PowerPoint inserts the text cursor (also called the *insertion point*) at the location of your desired edit. Move the mouse pointer out of the way so you can see the insertion point.

At the insertion point, you can insert or delete text. You can also change the font, color, size, and style of any text that you select using the Formatting toolbar or the Format, Font menu option. For example, to increase or decrease the font size, use the Font dialog box and select a different size. Displaying the Formatting toolbar

makes the most common text formatting tools available, including font, size, bold, and underline.



Select any text, and then click the Increase Font Size toolbar button to quickly increase the font size of the selected text. The Increase Font Size button works faster than opening the Font dialog box. (A Decrease Font Size button is also available.) Depending on your screen size and resolution, you might have to click the toolbar's Toolbar Options button to see the Increase Font Size and Decrease Font Size buttons.

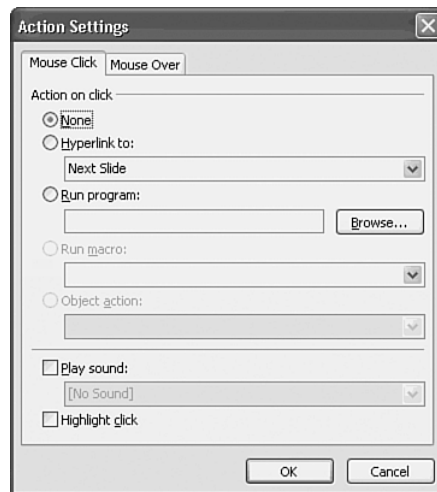
If graphic images appear on the slide, double-click them to edit the images with the graphic-editing tools.



If you right-click an object (such as a graphic image) while editing a slide and select the Action Settings option, PowerPoint displays the Action Settings dialog box, as shown in Figure 12.5. By assigning an Internet hyperlink address, a Windows program, or a sound file to a mouse click or movement, PowerPoint connects to that hyperlink location, runs the program, or plays the sound during the presentation. You can provide pushbutton access to programs and Internet Web pages while delivering your presentation!

**FIGURE 12.5**

*Assign events to mouse clicks and movements.*

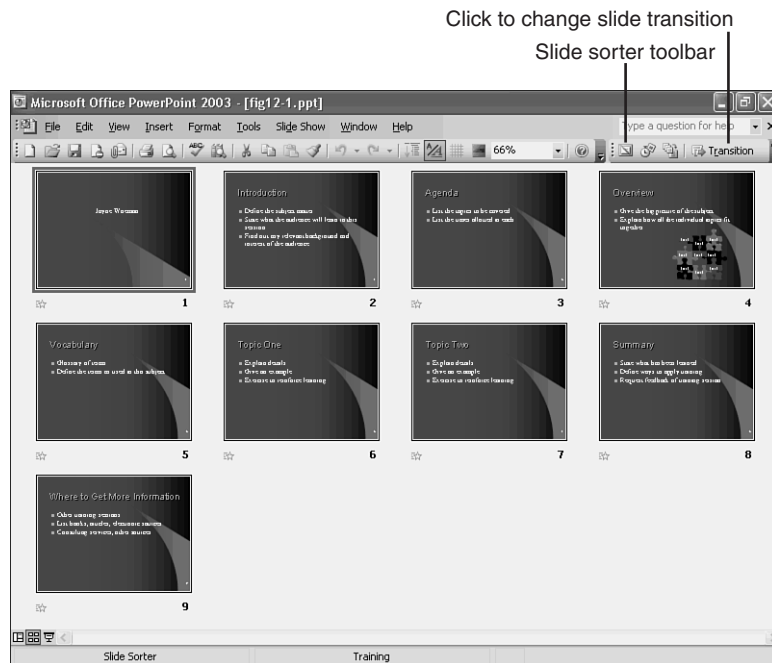




## Using the Slide Sorter View

Use the *Slide Sorter view* to rearrange slides, not to edit text or graphics on individual slides. When you display the Slide Sorter view, PowerPoint presents several of your presentation slides, as shown in Figure 12.6. The Slide Sorter view enables you to quickly and easily drag and drop slides to reorder your presentation. Although you can rearrange slides from the outline, the Slide Sorter view lets you see the overall visual results of your slide movements.

**FIGURE 12.6**  
*Rearrange slides in the Slide Sorter view.*



Use your mouse to drag slides from one location to another in the presentation. Remember that the Undo command (Ctrl+Z) reverses any action that you accidentally make. You also can use the Windows Clipboard to copy, cut, and paste, although dragging with your mouse is easier. The Clipboard holds up to 24 entries that you can copy, cut, and paste, as with Word and Excel. To delete a slide, click the slide once and press the Delete key.

One of the more advanced (but useful) slide-sorter features involves the Slide Sorter toolbar, which appears at the top of the Slide Sorter view (refer to Figure 12.6). When you click the Transition button, the Slide Transition task pane appears. These transition

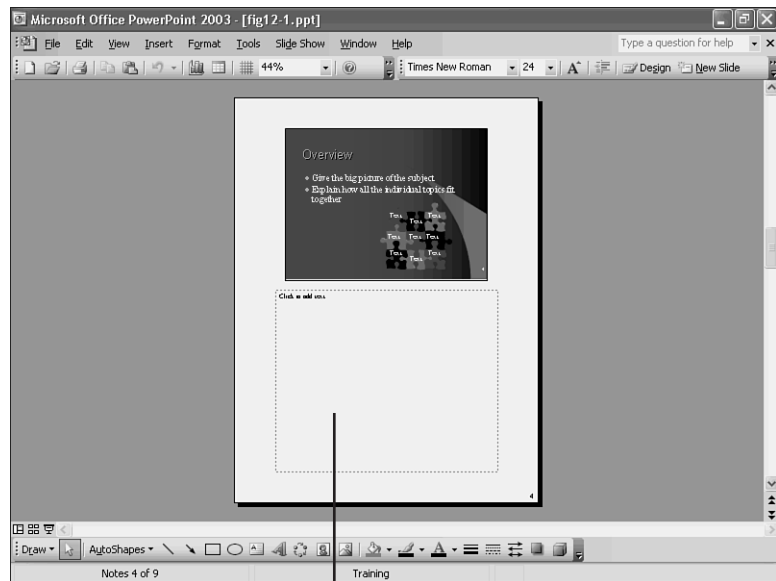
effects determine how the slide show feature *transitions* (dissolves) from one slide to the next when you display your presentation. The next two lessons discuss PowerPoint's slide show in more detail. For now, click a Transition button inside the Transition task pane to see the various ways that PowerPoint can move from one slide to the next.

## Using the Notes Page View

When you select View, Notes Page, PowerPoint displays your slide, as shown in Figure 12.7, with a blank area at the bottom of the screen for speaker notes. This Notes Page view contains a slide image and, below it, a notes box for the slide. Therefore, the speaker's notes contain the slides that the audience sees as well as notes the speaker wrote to tell the audience about each slide. Your audience does not see the speaker's notes. You click inside the notes box to type or edit slide notes.

**FIGURE 12.7**

*Prepare speaker's notes using the Notes Page view.*



Type speaker's notes here

The Notes Page view is designed to allow printing of the notes for the speaker. However, the speaker can also display the Notes Page view during a presentation to eliminate paper shuffling. If the speaker's computer has two video cards and two monitors, PowerPoint can send the slides to one monitor and the speaker's slides and note pages to the other. When the speaker moves to the next slide, the speaker's notes change as well. When you're ready to return to the Normal view, simply double-click the slide image.



When you display the presentation in Notes Page view, you can use the PageUp and PageDown keys to scroll through the slides and see the speaker's notes at the bottom of each slide. If the text area is not large enough to read the notes, expand the viewing area by using the Zoom command in the View menu.

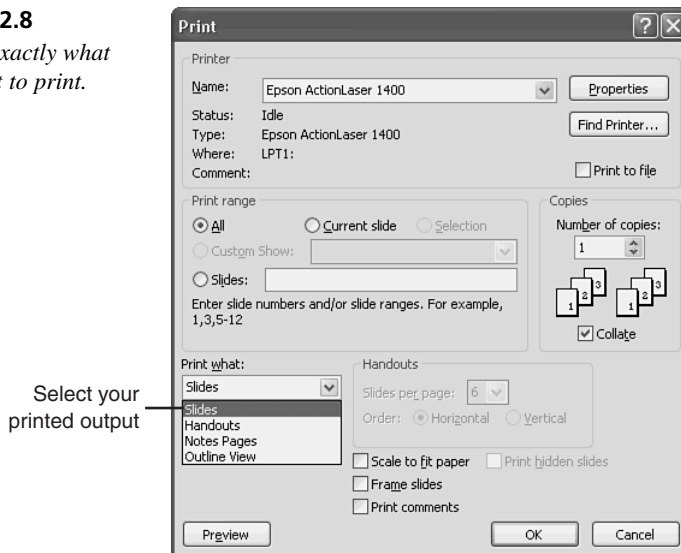
## Saving and Printing Your Work

Be sure to save your presentation after creating and finalizing it. PowerPoint automatically saves your presentation with the .ppt document filename extension unless you override the default file type and save your presentation in another format, such as the Web-based HTML format.

Of course, you also need to print your presentation, either to a color printer or to a printer that supports transparencies. The File, Print dialog box works somewhat differently in PowerPoint than in Word and Excel to take advantage of the special nature of presentations. You can print your entire presentation one slide at a time or elect to print multiple slides on one page for handouts. In addition, you can print only speaker notes and enclose printed slides in framed borders.

When you display the Print dialog box, shown in Figure 12.8, open the Print What dropdown list to view the selection list.

**FIGURE 12.8**  
Decide exactly what you want to print.



The Print Preview feature is new in PowerPoint. You can get an idea of how your presentation will look on paper by selecting File, Print Preview. If you have a black-and-white printer or one that is capable of printing multiple shades of gray (called *grayscale*), the print preview displays in black-and-white or grayscale. If you have a color printer, the print preview displays the presentation's slides in color.

PowerPoint can print your color presentation in grayscale if you don't have a color printer. Select Grayscale from the Print dialog box. In addition, the Print What dropdown list box enables you to print your presentation in any of these styles:

- Slides only for the presentation
- Handouts (which can hold from two to nine slides per page) so that you can give comprehensive notes to the audience
- Notes for the speaker
- The outline for proofreading purposes

If you want to print the entire presentation, you have to select File, Print and select All in the Print range section.

## Summary

This hour furthered your PowerPoint knowledge by showing you how to turn a sample presentation into the presentation you want. The views are more critical in PowerPoint presentation development than in Word or Excel. The different views give you a completely new perspective of the presentation. In addition, you use the different views for different functions, such as editing, rearranging slides, and previewing your presentation. Whereas one view is for the audience, another view exists for the speaker.

As you might expect, you can change PowerPoint slide text easily by using the basic text-editing skills you have already mastered. The views enable you to view your slides, outline, and speaker's notes in their most usable form.

The next hour demonstrates how to format your slides with more detail, how to test and start the PowerPoint slide show, and how to spruce up your slides with graphics.

## Q&A

**Q I want to use PowerPoint to present my slides, but I don't want it controlling the transition and timing of the slide show. Can I use PowerPoint to display my slides manually?**

**A** You learn about the details of the PowerPoint slide show in the next hour, but rest

assured that it supports manual slide shows in which you control the appearance of the next slide. Actually, most presenters want complete control over the timing of the slide presentations, and PowerPoint supports such manual transitions. If you want to use PowerPoint to produce Web-based presentations, you can use the slide-show feature as well.

**Q Can I print everything (all views) with a single File, Print command?**

**A** No, you can only print individual slide-show components, such as the speaker's notes, audience handouts, or slides from the File, Print menu. If you want to print all presentation elements, select File, Print and print a different component each time.

**Q I'm using a bureau service to turn my presentation into individual color slides. Do I need the PowerPoint slide show?**

**A** You will learn about the slide show in the next hour's session. PowerPoint creates individual slides that you can print or display inside PowerPoint, over a Web page, or from any other source that displays PowerPoint presentations. The slide show does not have anything to do with the medium on which you present your final presentation, however, so you can turn your presentation into slides without using the slide show.