How to access your CD files

The print edition of this book includes a CD. To access the CD files, go to http://aka.ms/623019/files, and look for the Downloads tab.

Note: Use a desktop web browser, as files may not be accessible from all ereader devices.

Questions? Please contact: mspinput@microsoft.com
Contents

About the Authors .......................................................... ix
Introducing PowerPoint 2007 .............................................. xi
  New Features ........................................................... xi
  Discontinued Features ................................................... xiv
Information for Readers Running Windows XP ....................... xv
  Managing the Practice Files ............................................ xv
  Using the Start Menu .................................................... xvi
  Navigating Dialog Boxes .............................................. xvii
The Microsoft Business Certification Program ........................ xix
  Selecting a Certification Path ......................................... xx
  Becoming a Microsoft Certified Application Specialist .......... xx
  Taking a Microsoft Business Certification Exam ................... xxi
  For More Information .................................................. xxii
Features and Conventions of This Book ............................... xxiii
Using the Book’s CD ........................................................ xxv
  What’s on the CD? ....................................................... xxv
  Minimum System Requirements ....................................... xxviii
  Installing the Practice Files .......................................... xxix
  Using the Practice Files ............................................... xxx
  Removing and Uninstalling the Practice Files ..................... xxxi
Getting Help ............................................................... xxxiii
  Errata & Book Support .................................................. xxxiii
  Getting Help with PowerPoint 2007 ................................. xxxiii
  More Information ....................................................... xxxviii
  We Want to Hear from You ............................................ xxxviii
  Stay in Touch ............................................................ xxxviii
Quick Reference ........................................................... xxxix

What do you think of this book? We want to hear from you!

Microsoft is interested in hearing your feedback so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit:

www.microsoft.com/learning/booksurvey/
# Contents

1 Exploring PowerPoint 2007 ........................................... 1
   Working in the PowerPoint Environment ................................. 2
   Opening, Moving Around in, and Closing a Presentation .................. 11
      Sidebar: Compatibility with Earlier Versions ......................... 14
   Displaying Different Views of a Presentation ........................... 14
   Saving a Presentation .................................................. 20
   Key Points .................................................................. 23

2 Starting a New Presentation ............................................ 25
   Quickly Creating a Presentation ........................................... 26
   Creating a Presentation Based on a
      Ready-Made Design ................................................... 30
   Converting an Outline to a Presentation .................................. 33
      Sidebar: Exporting a Presentation as an Outline ..................... 35
   Reusing Existing Slides ................................................... 35
      Sidebar: Working with a Slide Library ................................. 38
   Key Points .................................................................. 39

3 Working with Slide Text .................................................. 41
   Entering Text ............................................................... 42
   Editing Text .................................................................. 47
   Adding and Manipulating Text Boxes .................................... 49
      Sidebar: Changing the Default Font for Text Boxes ............... 54
   Correcting and Sizing Text While Typing ............................... 55
      Sidebar: Smart Tags .................................................... 58
   Checking Spelling and Choosing the Best Words ....................... 59
   Finding and Replacing Text and Fonts .................................. 63
   Changing the Size, Alignment, Spacing, and Look of Text .......... 66
   Key Points .................................................................. 71
4 Adjusting the Layout, Order, and Look of Slides 73
  Changing the Layout of a Slide .......................................................... 74
  Rearranging Slides in a Presentation .................................................. 77
  Applying a Theme .............................................................................. 79
  Switching to a Different Color Scheme ................................................ 81
    Sidebar: Changing a Theme’s Fonts and Effects .................................. 84
  Using Colors That Are Not Part of the Scheme ..................................... 84
  Adding Shading and Texture to the Background of a Slide .................... 86
    Sidebar: Adding a Picture to the Slide Background ............................ 86
  Key Points ......................................................................................... 89

5 Adding Tables, Charts, and Diagrams 91
  Inserting and Formatting a Table ........................................................ 92
  Inserting and Updating an Excel Worksheet ......................................... 96
  Inserting and Formatting a Chart ......................................................... 100
    Sidebar: Additional Chart Formatting Options .................................... 106
  Inserting and Formatting a Diagram .................................................... 107
  Converting Existing Bullet Points into a Diagram .................................. 111
  Key Points ......................................................................................... 113

6 Enhancing Slides with Graphics 115
  Inserting and Modifying Clip Art Images .............................................. 116
    Sidebar: Using the Clip Organizer ....................................................... 122
  Inserting and Modifying Pictures ......................................................... 123
    Sidebar: Graphic Formats .................................................................. 124
  Creating a Photo Album ........................................................................ 130
  Drawing, Modifying, and Connecting Shapes ........................................ 132
  Inserting and Modifying Stylized Text .................................................. 139
  Aligning and Stacking Graphics ........................................................... 143
  Key Points ......................................................................................... 147
### 7 Adding Animation, Sound, and Movies
- Animating Slide Elements ................................................................. 150
- Adding Transition Effects ................................................................. 156
- Inserting, Playing, and Modifying Sounds ........................................ 158
  - Sidebar: Recording a Narration ...................................................... 162
- Inserting, Playing, and Modifying Movies ......................................... 162
- Key Points ......................................................................................... 165

### 8 Reviewing and Sharing a Presentation
- Previewing and Printing a Presentation ............................................ 167
- Restricting Access to a Presentation ................................................ 173
- Inserting Review Comments in a Presentation ................................... 176
- Using a Document Workspace .......................................................... 179
  - Sidebar: Sending a Presentation as an E-Mail Message Attachment ... 182
- Finalizing a Presentation .................................................................... 182
  - Sidebar: Attaching a Digital Signature ........................................... 184
  - Sidebar: Information Rights Management ..................................... 185
- Key Points ......................................................................................... 187

### 9 Creating Your Own Presentation Elements
- Creating Theme Colors and Fonts .................................................... 190
- Viewing and Changing a Presentation’s Master Slides ....................... 194
- Creating a Slide Layout ..................................................................... 202
- Saving a Custom Design Template ................................................... 207
- Key Points ......................................................................................... 209

### 10 Delivering a Presentation Electronically
- Adapting a Presentation for Different Audiences .............................. 211
- Rehearsing a Presentation .................................................................. 215
  - Sidebar: Creating a Self-Running Presentation ................................ 219
- Preparing Speaker Notes and Handouts ............................................ 220
- Preparing a Presentation for Travel ............................................... 225
- Showing a Presentation ..................................................................... 228
  - Sidebar: Using Two Monitors ........................................................ 232
- Key Points ......................................................................................... 233
11 Setting Up a Presentation for Web Viewing 235
   Creating a Hyperlink .................................................................236
   Sidebar: Attaching the Same Hyperlink to Every Slide ....................239
   Attaching an Action to Text or an Object ......................................240
   Saving a Presentation for the Web ................................................245
   Key Points ......................................................................................251

12 Customizing PowerPoint 253
   Changing Default Presentation Options .........................................254
   Making Favorite PowerPoint Commands Easily Accessible ...............261
   Sidebar: Tracking Down Keyboard Shortcuts .................................265
   Making Commands Available with a Specific Presentation ...............265
   Key Points ......................................................................................268

Glossary ..........................................................................................269

Index ...............................................................................................275
About the Authors

Joyce Cox

Joyce has 25 years’ experience in the development of training materials about technical subjects for non-technical audiences, and is the author of dozens of books about Office and Windows technologies. She is the Vice President of Online Training Solutions, Inc. (OTSI). She was President of and principal author for Online Press, where she developed the Quick Course series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California. Joyce and her husband Ted live in downtown Bellevue, Washington, and escape as often as they can to their tiny, offline cabin in the Cascade foothills.

Joan Preppernau

Joan is the author of more than a dozen books about Windows and Office, including the popular Microsoft Windows XP Step by Step. Having learned about computers literally at her father’s knee, Joan’s wide-ranging experiences in various facets of the computer industry contribute to her enthusiasm for producing interesting, useful, and reader-friendly training materials. Joan is the President of Online Training Solutions, Inc. (OTSI) and an avid telecommuter. The power of the Internet and an obsession with technology have made it possible for Joan to live and work in New Zealand, Sweden, Denmark, and various locations in the U.S. during the past 15 years. Having finally discovered the delights of a daily dose of sunshine, Joan has recently settled in San Diego, California, with her husband Barry and their daughter Trinity.
The Team

Without the support of the hard-working members of the OTSI publishing team, this book would not exist. Susie Bayers and Marlene Lambert guided the editorial process, and Robert (RJ) Cadranell guided the production process. Jaime Odell copyedited the book, and Jan Bednarczuk created its index. Lisa Van Every laid out the book using Adobe InDesign, and Jeanne Craver processed the graphics. Another important member of our team, Microsoft Press Series Editor Sandra Haynes, provided invaluable support throughout the writing and production processes.

Online Training Solutions, Inc. (OTSI)

OTSI specializes in the design, creation, and production of Office and Windows training products for information workers and home computer users. For more information about OTSI, visit

www.otsi.com
Introducing PowerPoint 2007

Microsoft Office PowerPoint 2007 is a full-featured presentation program that helps you quickly and efficiently develop dynamic, professional-looking presentations and then deliver them to an audience. You can use PowerPoint to:

- Introduce an idea, proposal, organization, product, or process with professionally designed high-impact slides.
- Use galleries of styles and formatting options to achieve the right combination of colors, fonts, and effects.
- Bolster your arguments by easily adding pictures, shapes, and fancy display text.
- Convey numeric data in easy-to-grasp ways with styled tables or visually compelling charts.
- Use SmartArt graphics to create sophisticated diagrams that reflect processes, hierarchies, and other relationships.
- Create custom layouts so that your presentation has a unique look and feel.
- Collaborate with colleagues, giving and receiving feedback to ensure the best possible presentation.

PowerPoint 2007 has been extensively overhauled and improved with this version. You’ll notice some obvious changes as soon as you start the program, because the top of the program window has a completely new look, described in Chapter 1, “Exploring PowerPoint 2007.” But the improvements go way beyond these changes in appearance. Throughout this book, we include discussions of each new feature that is likely to be useful to you and how and when to use it.

Tip Included in the back of this book is a four-color poster provided for your reference. This convenient guide points out some of the best new features of the redesigned Office user interface and includes tips to get you started. You will learn about these features and many more while working through this book.

New Features

Because there are so many new features in this version of PowerPoint, we don’t identify them with a special margin icon as we did in previous versions of this book. We do, however, list them here. If you’re upgrading to PowerPoint 2007 from a previous version,
you're probably most interested in the differences between the old and new versions and how they will affect you, as well as how to find out about them in the quickest possible way. The sections below list new features you will want to be aware of, depending on the version of PowerPoint you are upgrading from. To quickly locate information about these features, see the Index at the back of this book.

If You Are Upgrading from PowerPoint 2003

If you have been using PowerPoint 2003, you will soon realize that PowerPoint 2007 is not just an incremental upgrade to what seemed like a pretty comprehensive set of features and tools. In addition to introducing a more efficient approach to working with presentations, PowerPoint 2007 includes a long list of new and improved features, including the following:

- **The Ribbon.** No more hunting through menus, submenus, and dialog boxes. This new interface organizes all the commands most people use most often, making them quickly accessible from tabs at the top of the program window.

- **Live preview.** See the effect of a style, theme, or other option before you apply it.

- **Custom layouts.** Easily create your own layouts with placeholders for specific objects, and then save them for use in other presentations.

- **SmartArt graphics.** Use this awesome new diagramming tool to create sophisticated diagrams with 3-D shapes, transparency, drop shadows, and other effects.

- **Slide libraries.** Share slide content with team members in a special Microsoft SharePoint library for presentations and slides.

- **Presentation cleanup.** Have PowerPoint check for and remove comments, hidden text, and personal information stored as properties before you declare a presentation final.

If You Are Upgrading from PowerPoint 2002

In addition to the features listed in the previous section, if you’re upgrading from PowerPoint 2002 (part of the Office XP system), you’ll want to take note of the following new features that were introduced in PowerPoint 2003:

- **Thesaurus and research service.** Choose words that suit your presentation and your audience, and research information on the Web.

- **Smart tags.** Track types of data that can be used in multiple ways, such as dates, names, and addresses.
• **Improved media playback.** Get superior performance when playing video or sound.

• **Tablet PC support.** Edit a presentation in your own handwriting.

• **Document workspaces.** Collaborate with team members on presentations stored on SharePoint sites.

• **Information Rights Management, improved password protection, and digital signatures.** Restrict who can work on a presentation.

• **Package for CD.** Make sure you include all the files you need when you transfer a presentation to a CD.

• **New slide show navigation tools.** Move smoothly from slide to slide when delivering an electronic slide show.

• **Improved ink annotations.** Mark up slides during a presentation.

---

**If You Are Upgrading from PowerPoint 2000**

If you are upgrading from PowerPoint 2000, you’ve got a lot of catching up to do, but this upgrade will definitely be worth the effort. In addition to the features listed in the previous sections, the following features and tools, which were added in PowerPoint 2002, will be new to you:

• **Overview pane.** Quickly view a presentation outline or slide thumbnails on tabs in this handy pane on the left side of the program window.

• **Task pane.** Quickly access groups of related commands or options in this pane on the right side of the program window. This pane is used for searching, accessing design templates, clip art, viewing and working with Clipboard content, and other PowerPoint tasks.

• **Print Preview.** Preview presentation slides before you print them.

• **AutoCorrect and AutoFit options.** Control the features that correct spelling as you type and resize text to fit its placeholder.

• **Multiple masters.** Add more than one master to a presentation.

• **Visible grid.** Display a grid to align objects.

• **Photo album.** Create a presentation that can be used as a photo album.

• **Compress pictures.** Reduce the size of pictures in a presentation.

• **Animation schemes.** Quickly apply a set of animations to an object or slide.
Discontinued Features

The following features that you might have used in PowerPoint 2003 or earlier versions are not supported by PowerPoint 2007. Comparable or replacement features are listed where applicable.

<table>
<thead>
<tr>
<th>Discontinued Feature</th>
<th>PowerPoint 2007 Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutoContent wizard</td>
<td>Create presentations based on templates with themes and layouts.</td>
</tr>
<tr>
<td>Adding pictures from a scanner or camera</td>
<td>Download the pictures, and then insert by clicking the Picture button in the Illustrations group on the Insert tab.</td>
</tr>
<tr>
<td>Commands on the Web toolbar</td>
<td>Use the Location box instead of the Address box; add the Back and Forward buttons to the Quick Access Toolbar.</td>
</tr>
<tr>
<td>Macro recorder</td>
<td>Create or edit macros by using Microsoft Visual Basic for Applications (VBA).</td>
</tr>
<tr>
<td>Live broadcast add-in</td>
<td>Collaborate and share presentations by using Microsoft Live Meeting or Windows Meeting.</td>
</tr>
<tr>
<td>Send For Review command</td>
<td>Attach your presentation to an e-mail message.</td>
</tr>
<tr>
<td>Summary and contents slides</td>
<td>Copy slide titles onto a summary or contents slide.</td>
</tr>
<tr>
<td>Apple QuickTime movie support</td>
<td>Create a link to the QuickTime movie, or convert it to a Microsoft Windows video.</td>
</tr>
<tr>
<td>Title master</td>
<td>Define the content and formatting for the title slide in Slide Master view.</td>
</tr>
<tr>
<td>Allow Fast Saves option</td>
<td>PowerPoint always saves the entire presentation.</td>
</tr>
</tbody>
</table>
Information for Readers Running Windows XP

The graphics and the operating system–related instructions in this book reflect the Windows Vista user interface. However, Windows Vista is not required; you can also use a computer running Microsoft Windows XP.

Most of the differences you will encounter when working through the exercises in this book on a computer running Windows XP center around appearance rather than functionality. For example, the Windows Vista Start button is round rather than rectangular and is not labeled with the word Start; window frames and window-management buttons look different; and if your system supports Windows Aero, the window frames might be transparent.

In this section, we provide steps for navigating to or through menus and dialog boxes in Windows XP that differ from those provided in the exercises in this book. For the most part, these differences are small enough that you will have no difficulty in completing the exercises.

Managing the Practice Files

The instructions given in the “Using the Book’s CD” section are specific to Windows Vista. The only differences when installing, using, uninstalling, and removing the practice files supplied on the companion CD are the default installation location and the uninstall process.

On a computer running Windows Vista, the default installation location of the practice files is Documents\MSP\PowerPoint2007SBS. On a computer running Windows XP, the default installation location is My Documents\MSP\PowerPoint2007SBS. If your computer is running Windows XP, whenever an exercise tells you to navigate to your Documents folder, you should instead go to your My Documents folder.

To uninstall the practice files from a computer running Windows XP:

1. On the Windows taskbar, click the Start button, and then click Control Panel.
2. In Control Panel, click (or in Classic view, double-click) Add or Remove Programs.
3. In the Add or Remove Programs window, click Microsoft Office PowerPoint 2007 Step by Step, and then click Remove.

4. In the Add or Remove Programs message box asking you to confirm the deletion, click Yes.

**Important** If you need help installing or uninstalling the practice files, please see the “Getting Help” section later in this book. Microsoft Product Support Services does not provide support for this book or its companion CD.

## Using the Start Menu

To start PowerPoint 2007 on a computer running Windows XP:

- Click the Start button, point to All Programs, click Microsoft Office, and then click Microsoft Office PowerPoint 2007.

Folders on the Windows Vista Start menu expand vertically. Folders on the Windows XP Start menu expand horizontally. You will notice this variation between the images shown in this book and your Start menu.
Navigating Dialog Boxes

On a computer running Windows XP, some of the dialog boxes you will work with in the exercises not only look different from the graphics shown in this book but also work differently. These dialog boxes are primarily those that act as an interface between PowerPoint and the operating system, including any dialog box in which you navigate to a specific location. For example, here are the Open dialog boxes from PowerPoint 2007 running on Windows Vista and Windows XP and examples of ways to navigate in them.

### Windows XP version

To navigate to the *Exploring* folder in Windows XP:

1. On the **Places** bar, click **My Documents**. Then in the folder content pane, double-click **MSP**, **PowerPoint2007SBS**, and double-click **Exploring**.

To move back to the *PowerPoint2007SBS* folder in Windows XP:

1. On the toolbar, click the **Up One Level** button.

### Windows Vista version

To navigate to the *Exploring* folder in Windows Vista:

1. In the **Favorite Links** pane, click **Documents**. Then in the folder content pane, double-click **MSP**, **PowerPoint2007SBS**, and double-click **Exploring**.

To move back to the *PowerPoint2007SBS* folder in Windows Vista:

1. In the upper-left corner of the dialog box, click the **Back** button.

To navigate to the *Exploring* folder in Windows XP:

1. On the **Places** bar, click **My Documents**. Then in the folder content pane, double-click **MSP**, **PowerPoint2007SBS**, and double-click **Exploring**.

To move back to the *PowerPoint2007SBS* folder in Windows XP:

1. On the toolbar, click the **Up One Level** button.
The Microsoft Business Certification Program

Desktop computing proficiency is becoming increasingly important in today’s business world. As a result, when screening, hiring, and training employees, more employers are relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the trouble and expense of training you.

The Microsoft Business Certification program is designed to assist employees in validating their Windows Vista skills and 2007 Microsoft Office program skills. There are two paths to certification:

- A Microsoft Certified Application Specialist (MCAS) is an individual who has demonstrated worldwide skill standards for Windows Vista or the 2007 Microsoft Office suite through a certification exam in Windows Vista or in one or more of the 2007 Microsoft Office programs, including Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, Microsoft Office Outlook 2007, and Microsoft Office Access 2007.

- A Microsoft Certified Application Professional (MCAP) is an individual who has taken his or her knowledge of the 2007 Microsoft Office suite and of Microsoft SharePoint products and technologies to the next level and has demonstrated through a certification exam that he or she can use the collaborative power of the Office suite to accomplish job functions such as Budget Analysis and Forecasting, or Content Management and Collaboration.

After attaining certification, you can include the MCAS or MCAP logo with the appropriate certification designator on your business cards and other personal promotional materials. This logo attests to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification.
Selecting a Certification Path

When selecting the Microsoft Business Certification path that you would like to pursue, you should assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program
- Whether you have had formal or informal training in the use of that program

Candidates for MCAS-level certification are expected to successfully complete a wide range of standard business tasks, such as formatting a document or spreadsheet. Successful candidates generally have six or more months of experience with Windows Vista or the specific Office the program, including either formal, instructor-led training or self-study using MCAS-approved books, guides, or interactive computer-based materials.

Candidates for MCAP-level certification are expected to successfully complete more complex, business-oriented tasks utilizing advanced functionality with the combined 2007 Microsoft Office suite of products. Successful candidates generally have between six months and one or more years of experience with the programs, including formal, instructor-led training or self-study using MCAP-approved materials.

Becoming a Microsoft Certified Application Specialist

Every MCAS and MCAP certification exam is developed from a set of exam skill standards that are derived from studies of how Windows Vista and the 2007 Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide you with critical information on how to prepare for certification.

To become certified as a Microsoft Certified Application Specialist for Microsoft Office PowerPoint 2007, you must demonstrate proficiency in these four areas:

- **Creating and formatting presentations.** You must demonstrate the ability to create new presentations from blank presentations, templates, existing presentations, and Word 2007 outlines; customize slide masters; create and change presentation elements; add, change and remove transitions between slides; set slide size and presentation orientation; and arrange slides.
Creating and formatting slide content. You must demonstrate the ability to insert and format text boxes; format, move, and copy text; create and format bulleted and numbered lists; format paragraphs; insert and modify WordArt; add and link existing content to presentations; reuse slides from an existing presentation; copy elements from one slide to another; insert hyperlinks; insert media clips; and apply, customize, modify, and remove animations.

Working with visual content. You must demonstrate the ability to create and format SmartArt diagrams from scratch and from bullet points; insert, format, modify, group, and align pictures, clip art, and shapes; insert, format, and modify charts; and insert, format, and modify tables.

Collaborating on and delivering presentations. You must demonstrate the ability to work with comments; save a presentation in the appropriate format, remove private information, and mark it as final; restrict permissions, set a password, and attach a digital signature; print slides and handouts; and rehearse a presentation, package it on a CD, set slide show options, and use presentation tools.

Taking a Microsoft Business Certification Exam

The MCAS and MCAP certification exams for Windows Vista and the 2007 Office programs are performance-based and require you to complete business-related tasks using an interactive simulation (a digital model) of the Windows Vista operating system or one or more programs in the Office suite.

Test-Taking Tips

Follow all instructions provided in each question completely and accurately.

Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do otherwise. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined (for example, text), but you should enter the information without applying these formats.

Close all dialog boxes before proceeding to the next exam question unless you are specifically instructed otherwise.
Don’t close task panes before proceeding to the next exam question unless you are specifically instructed to do otherwise.

If you are asked to print a document, spreadsheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.

Don’t worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions), and not on the time you take to complete the question.

If your computer becomes unstable during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred with your score intact.

**Certification**

At the conclusion of the exam, you will receive a score report, which you can print with the assistance of the testing center administrator. If your score meets or exceeds the passing standard (the minimum required score), you will be mailed a printed certificate within approximately 14 days.

**For More Information**

To learn more about the Microsoft Certified Application Specialist exams and courseware, visit

http://www.microsoft.com/learning/mcp/mcas/

To learn more about the Microsoft Certified Application Professional exams and courseware, visit

http://www.microsoft.com/learning/mcp/mcap/
Features and Conventions of This Book

This book has been designed to lead you step by step through all the tasks you are most likely to want to perform in Microsoft Office PowerPoint 2007. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with all the common types of PowerPoint presentations. However, each topic is self contained. If you have worked with a previous version of PowerPoint, or if you completed all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- **Detailed table of contents.** A listing of the topics and sidebars within each chapter.
- **Chapter thumb tabs.** Easily locate the beginning of the chapter you want.
- **Topic-specific running heads.** Within a chapter, quickly locate the topic you want by looking at the running head of odd-numbered pages.
- **Quick Reference.** General instructions for each procedure covered in specific detail elsewhere in the book. Refresh your memory about a task while working with your own documents.
- **Detailed index.** Look up specific tasks and features and general concepts in the index, which has been carefully crafted with the reader in mind.
- **Companion CD.** Contains the practice files needed for the step-by-step exercises, as well as a fully searchable electronic version of this book and other useful resources.
- **Reference card.** A tear-out guide to the new Microsoft Office system user interface features.

In addition, we provide a glossary of terms for those times when you need to look up the meaning of a word or the definition of a concept.

You can save time when you use this book by understanding how the *Step by Step* series shows special instructions, keys to press, buttons to click, and so on.
<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Disc Icon" /></td>
<td>This icon at the end of a chapter introduction indicates information about the practice files provided on the companion CD for use in the chapter.</td>
</tr>
<tr>
<td><strong>USE</strong></td>
<td>This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise.</td>
</tr>
<tr>
<td><strong>BE SURE TO</strong></td>
<td>This paragraph preceding or following an exercise indicates any requirements you should attend to before beginning the exercise or actions you should take to restore your system after completing the exercise.</td>
</tr>
<tr>
<td><strong>OPEN</strong></td>
<td>This paragraph preceding a step-by-step exercise indicates files that you should open before beginning the exercise.</td>
</tr>
<tr>
<td><strong>CLOSE</strong></td>
<td>This paragraph following a step-by-step exercise provides instructions for closing open files or programs before moving on to another topic.</td>
</tr>
<tr>
<td><strong>1 2</strong></td>
<td>Blue numbered steps guide you through step-by-step exercises and Quick Reference versions of procedures.</td>
</tr>
<tr>
<td><strong>1 2</strong></td>
<td>Black numbered steps guide you through procedures in sidebars and expository text.</td>
</tr>
<tr>
<td>➜</td>
<td>An arrow indicates a procedure that has only one step.</td>
</tr>
<tr>
<td><strong>See Also</strong></td>
<td>These paragraphs direct you to more information about a given topic in this book or elsewhere.</td>
</tr>
<tr>
<td><strong>Troubleshooting</strong></td>
<td>These paragraphs explain how to fix a common problem that might prevent you from continuing with an exercise.</td>
</tr>
<tr>
<td><strong>Tip</strong></td>
<td>These paragraphs provide a helpful hint or shortcut that makes working through a task easier, or information about other available options.</td>
</tr>
<tr>
<td><strong>Important</strong></td>
<td>These paragraphs point out information that you need to know to complete a procedure.</td>
</tr>
<tr>
<td><img src="image" alt="Save Icon" /></td>
<td>The first time you are told to click a button in an exercise, a picture of the button appears in the left margin. If the name of the button does not appear on the button itself, the name appears under the picture.</td>
</tr>
<tr>
<td><img src="image" alt="Enter Icon" /></td>
<td>In step-by-step exercises, keys you must press appear as they would on a keyboard.</td>
</tr>
<tr>
<td><img src="image" alt="Ctrl+Home Icon" /></td>
<td>A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, “press Ctrl+Home” means “hold down the Ctrl key while you press the Home key.”</td>
</tr>
<tr>
<td><strong>Program interface elements</strong></td>
<td>In steps, the names of program elements, such as buttons, commands, and dialog boxes, are shown in black bold characters.</td>
</tr>
<tr>
<td><strong>User input</strong></td>
<td>Anything you are supposed to type appears in blue bold characters.</td>
</tr>
<tr>
<td><strong>Glossary terms</strong></td>
<td>Terms that are explained in the glossary at the end of the book are shown in blue italic characters.</td>
</tr>
</tbody>
</table>
Using the Book’s CD

The companion CD included with this book contains the practice files you’ll use as you work through the book’s exercises, as well as other electronic resources that will help you learn how to use Microsoft Office PowerPoint 2007.

What’s on the CD?

The following table lists the practice files supplied on the book’s CD.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Files</th>
</tr>
</thead>
</table>
| Chapter 1: Exploring PowerPoint 2007 | 02_Opening.pptx  
03_Viewing1.pptx  
03_Viewing2.pptx |
| Chapter 2: Starting a New Presentation | 01_Creating.pptx  
03_Converting.docx  
04_Reusing1.pptx  
04_Reusing2.pptx |
| Chapter 3: Working with Slide Text | 02_Editing.pptx  
03_TextBoxes.pptx  
04_Correcting.pptx  
05_Spelling.pptx  
06_Finding.pptx  
07_Changing.pptx |
| Chapter 4: Adjusting the Layout, Order, and Look of Slides | 01_Layer.pptx  
02_Rearranging.pptx  
03_Theme1.pptx  
03_Theme2.pptx  
04_ColorScheme.pptx  
05_OtherColors.pptx  
06_Background.pptx |
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Files</th>
</tr>
</thead>
</table>
| **Chapter 5: Adding Tables, Charts, and Diagrams** | 01_Tables.pptx  
02_Worksheets.pptx  
02_Costs.xlsx  
03_Charts.pptx  
04_Diagrams.pptx  
05_BulletDiagrams.pptx |
| **Chapter 6: Enhancing Slides with Graphics** | 01_ClipArt.pptx  
02_Pictures1.pptx  
02_Pictures2.jpg  
02_Pictures3.jpg  
02_Pictures4.jpg  
02_Pictures5.jpg  
03_PhotoAlbum1.jpg  
03_PhotoAlbum2.jpg  
03_PhotoAlbum3.jpg  
03_PhotoAlbum4.jpg  
04_Shapes.pptx  
05_WordArt.pptx  
06_Aligning.pptx |
| **Chapter 7: Adding Animation, Sound, and Movies** | 01_Animation.pptx  
02_Transition.pptx  
03_Sounds.pptx  
03_Introduction.wav  
04_Movies.pptx  
04_HouseHome.wmv |
| **Chapter 8: Reviewing and Sharing a Presentation** | 01_Printing.pptx  
02_Password.pptx  
03_Comments.pptx  
06_Finalizing.pptx |
| **Chapter 9: Creating Your Own Presentation** | 01_CustomTheme.pptx  
02_Background.jpg  
02_Masters.pptx  
03_CustomLayout.pptx  
04_CustomTemplate.pptx |
### Chapter 10: Delivering a Presentation Electronically

<table>
<thead>
<tr>
<th>Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>01_Adapting.pptx</td>
</tr>
<tr>
<td>02_Rehearsing.pptx</td>
</tr>
<tr>
<td>03_NotesHandouts.pptx</td>
</tr>
<tr>
<td>03_YinYang.png</td>
</tr>
<tr>
<td>04_Travel.pptx</td>
</tr>
<tr>
<td>05_Showing.pptx</td>
</tr>
</tbody>
</table>

### Chapter 11: Setting Up a Presentation for Web Viewing

<table>
<thead>
<tr>
<th>Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>01_Hyperlink.pptx</td>
</tr>
<tr>
<td>01_Procedures.docx</td>
</tr>
<tr>
<td>02_Action.pptx</td>
</tr>
<tr>
<td>03_WebPage.pptx</td>
</tr>
</tbody>
</table>

### Chapter 12: Customizing PowerPoint

<table>
<thead>
<tr>
<th>Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>02_Commands.pptx</td>
</tr>
<tr>
<td>03_Toolbar.pptx</td>
</tr>
</tbody>
</table>

In addition to the practice files, the CD contains some exciting resources that will really enhance your ability to get the most out of using this book and PowerPoint 2007, including the following:

- Microsoft Office PowerPoint 2007 Step by Step in eBook format
- Microsoft Computer Dictionary, 5th ed. eBook
- First Look 2007 Microsoft Office System (Katherine Murray, 2006)
- Sample chapter and poster from Look Both Ways: Help Protect Your Family on the Internet (Linda Criddle, 2007)

**Important**  The companion CD for this book does not contain the PowerPoint 2007 software. You should purchase and install that program before using this book.
Minimum System Requirements

2007 Microsoft Office System

The 2007 Microsoft Office system includes the following programs:

- Microsoft Office Access 2007
- Microsoft Office Communicator 2007
- Microsoft Office Excel 2007
- Microsoft Office Groove 2007
- Microsoft Office InfoPath 2007
- Microsoft Office OneNote 2007
- Microsoft Office Outlook 2007
- Microsoft Office Outlook 2007 with Business Contact Manager
- Microsoft Office PowerPoint 2007
- Microsoft Office Publisher 2007
- Microsoft Office Word 2007


To install and run these programs, your computer needs to meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM
- CD or DVD drive
- 2 gigabytes (GB) available hard disk space; a portion of this disk space will be freed if you select the option to delete the installation files

Tip: Hard disk requirements will vary depending on configuration; custom installation choices might require more or less hard disk space.

- Monitor with 800×600 screen resolution; 1024×768 or higher recommended
- Keyboard and mouse or compatible pointing device
Using the Book’s CD

- Internet connection, 128 kilobits per second (Kbps) or greater, for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Vista or later, Microsoft Windows XP with Service Pack 2 (SP2), or Microsoft Windows Server 2003 or later
- Windows Internet Explorer 7 or Microsoft Internet Explorer 6 with service packs


Step-by-Step Exercises

In addition to the hardware, software, and connections required to run the 2007 Microsoft Office system, you will need the following to successfully complete the exercises in this book:

- Access to a printer
- 10 MB of available hard disk space for the practice files

Installing the Practice Files

You need to install the practice files in the correct location on your hard disk before you can use them in the exercises. Follow the steps below.

**Note** If for any reason you are unable to install the practice files (or other companion content) from the CD, the files can also be downloaded from the Web at [http://www.microsoftpressstore.com/title/9780735623019](http://www.microsoftpressstore.com/title/9780735623019).

1. Remove the companion CD from the envelope at the back of the book, and insert it into the CD drive of your computer.

   The Step By Step Companion CD License Terms appear. Follow the on-screen directions. To use the practice files, you must accept the terms of the license agreement. After you accept the license agreement, a menu screen appears.
Important If the menu screen does not appear, click the Start button and then click Computer. Display the Folders list in the Navigation pane, click the icon for your CD drive, and then in the right pane, double-click the StartCD executable file.

2. Click Practice Files.
3. Click Next on the first screen, and then click Next to accept the terms of the license agreement on the next screen.
4. If you want to install the practice files to a location other than the default folder (Documents\MSP\PowerPoint2007SBS), click the Change button, select the new drive and path, and then click OK.

Important If you install the practice files to a location other than the default, you will need to substitute that path within the exercises.

5. Click Next on the Custom Setup screen, and then click Install on the Ready to Install the Program screen to install the selected practice files.
6. After the practice files have been installed, click Finish.
7. Close the Step by Step Companion CD window, remove the companion CD from the CD drive, and return it to the envelope at the back of the book.

Using the Practice Files

When you install the practice files from the companion CD that accompanies this book, the files are stored on your hard disk in chapter-specific subfolders under Documents \MSP\PowerPoint2007SBS. Each exercise is preceded by a paragraph that lists the files needed for that exercise and explains any preparations needed before you start working through the exercise. Here are examples:

USE the 02_Worksheets presentation and the 02_Costs workbook. These practice files are located in the Adding subfolder under PowerPoint2007SBS.
BE SURE TO start PowerPoint before beginning this exercise.
OPEN the 02_Worksheets presentation.
You can browse to the practice files in Windows Explorer by following these steps:

1. On the Windows taskbar, click the Start button, and then click Documents.
2. In your Documents folder, double-click MSP, double-click PowerPoint2007SBS, and then double-click a specific chapter folder.

You can browse to the practice files from a PowerPoint 2007 dialog box by following these steps:

1. On the Favorite Links pane in the dialog box, click Documents.
2. In your Documents folder, double-click MSP, double-click PowerPoint2007SBS, and then double-click the specified chapter folder.

### Removing and Uninstalling the Practice Files

You can free up hard disk space by uninstalling the practice files that were installed from the companion CD. The uninstall process deletes any files that you created in the Documents\MSP\PowerPoint2007SBS chapter-specific folders while working through the exercises. Follow these steps:

1. On the Windows taskbar, click the Start button, and then click Control Panel.
2. In Control Panel, under Programs, click the Uninstall a program task.
3. In the Programs and Features window, click Microsoft Office PowerPoint 2007 Step by Step, and then on the toolbar at the top of the window, click the Uninstall button.
4. If the Programs and Features message box asking you to confirm the deletion appears, click Yes.

**See Also** If you need additional help installing or uninstalling the practice files, see the “Getting Help” section later in this book.

**Important** Microsoft Product Support Services does not provide support for this book or its companion CD.
Getting Help

Every effort has been made to ensure the accuracy of this book and the contents of its companion CD. If you do run into problems, please contact the sources listed below for assistance.

Errata & Book Support

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site:


If you find an error that is not already listed, you can report it to us through the same page.

If you need additional support, email Microsoft Press Book Support at mspinput@microsoft.com.

Please note that product support for Microsoft software is not offered through the addresses above.

Getting Help with PowerPoint 2007

If your question is about Microsoft Office PowerPoint 2007, and not about the content of this Microsoft Press book, your first recourse is the PowerPoint Help system. This system is a combination of tools and files stored on your computer when you installed the 2007 Microsoft Office system and, if your computer is connected to the Internet, information available from Microsoft Office Online. There are several ways to find general or specific Help information:
To find out about an item on the screen, you can display a ScreenTip. For example, to display a ScreenTip for a button, point to the button without clicking it. The ScreenTip gives the button’s name, the associated keyboard shortcut if there is one, and unless you specify otherwise, a description of what the button does when you click it.

In the PowerPoint program window, you can click the Microsoft Office PowerPoint Help button (a question mark in a blue circle) at the right end of the Ribbon to display the PowerPoint Help window.

After opening a dialog box, you can click the Help button (also a question mark) at the right end of the dialog box title bar to display the PowerPoint Help window with topics related to the functions of that dialog box already identified.

To practice getting help, you can work through the following exercise.

BE SURE TO start PowerPoint before beginning this exercise.

1. At the right end of the Ribbon, click the Microsoft Office PowerPoint Help button. The PowerPoint Help window opens.

2. In the list of topics in the PowerPoint Help window, click Activating PowerPoint. PowerPoint Help displays a list of topics related to activating Microsoft Office system programs.
You can click any topic to display the corresponding information.

3. On the toolbar, click the Show Table of Contents button.

The Table Of Contents appears in the left pane, organized by category, like the table of contents in a book.

Clicking any category (represented by a book icon) displays that category's topics (represented by help icons) as well as any available online training (represented by training icons).
If you’re connected to the Internet, PowerPoint displays topics and training available from the Office Online Web site as well as topics stored on your computer.

4. In the Table of Contents, click a few categories and topics, then click the Back and Forward buttons to move among the topics you have already viewed.

5. At the right end of the Table of Contents title bar, click the Close button.

6. At the top of the PowerPoint Help window, click the Type word to search for box, type Help window, and then press the Enter key.

The PowerPoint Help window displays topics related to the words you typed.
7. In the results list, click **Print a Help topic**.

   The selected topic appears in the PowerPoint Help window, explaining that you can click the Print button on the toolbar to print any topic.

8. Below the title at the top of the topic, click **Show All**.

   PowerPoint displays any hidden auxiliary information available in the topic and changes the Show All button to Hide All. You can display or hide an individual item by clicking it. When you click the Print button, PowerPoint will print all displayed information.

CLOSE the PowerPoint Help window.
More Information

If your question is about Microsoft Office PowerPoint 2007 or another Microsoft software product and you cannot find the answer in the product’s Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

support.microsoft.com

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

support.microsoft.com/gp/selfoverview/

We Want to Hear from You

At Microsoft Press, your satisfaction is our top priority, and your feedback our most valuable asset. Please tell us what you think of this book at:

http://www.microsoft.com/learning/booksurvey

The survey is short, and we read every one of your comments and ideas. Thanks in advance for your input!

Stay in Touch

Let’s keep the conversation going! We’re on Twitter: http://twitter.com/MicrosoftPress.
Quick Reference

1 Exploring PowerPoint 2007

To start PowerPoint, page 6
➜ On the Windows taskbar, click the Start button, point to All Programs, click Microsoft Office, and then click Microsoft Office PowerPoint 2007.

To open an existing presentation, page 12
1. Click the Microsoft Office Button, and then click Open.
2. In the Open dialog box, navigate to the folder that contains the file you want to open, and then double-click the file.

To close a presentation, page 13
➜ Click the Microsoft Office Button, and then click Close.

To switch among different PowerPoint views, page 17
➜ On the View toolbar, click the button for the desired view; or
➜ On the View tab, in the Presentation Views group, click the button for the desired view.

To adjust the magnification of a presentation, page 18
➜ On the View toolbar, click the Zoom Out or Zoom In button; or
➜ On the View toolbar, click the Fit slide to current window button; or
1. On the View tab, in the Zoom group, click the Zoom button.
2. In the Zoom dialog box, click a Zoom to percentage or type an amount in the Percent box, and then click OK.

To view a presentation as a slide show, page 18
➜ On the View toolbar, click the Slide Show button. Then without moving the mouse, click the mouse button to advance through the presentation one slide at a time.

To adjust the size of the panes, page 19
➜ Point to the splitter bar that separates the panes, and when the pointer changes to a double bar with opposing arrows, drag the bar in the direction you want.

To display more than one presentation at the same time, page 20
➜ On the View tab, in the Window group, click the Arrange All button.
To create a blank presentation, page 21

→ Click the Microsoft Office Button, click New, and then in the New Presentation window, double-click Blank Presentation.

To save changes to an existing presentation, page 21

→ On the Quick Access Toolbar, click the Save button.

To save a presentation for the first time, in a different folder, or with a different name, page 22

1. Click the Microsoft Office Button, and then click Save As.
2. To save the presentation in a different folder, navigate to that folder. (Click Browse Folders if the Navigation pane is not open.)
3. To save the presentation in a new folder, on the toolbar, click the New Folder button (click Browse Folders if the toolbar is not displayed), type a name for the new folder, and then press Enter.
4. In the File name box, select the existing entry, type a name for the presentation, and click Save.

2 Starting a New Presentation

To base a presentation on an example from Office Online, page 27

1. Click the Microsoft Office Button, and then click New.
2. Under Microsoft Office Online in the left pane, click Presentations.
3. Scroll the center pane until you find the presentation you want, and then click Download.

To base a presentation on an existing presentation, page 29

1. Click the Microsoft Office Button, and then click New.
2. In the left pane, under Templates, click New from existing.
3. Navigate to the folder containing the presentation on which you want to base the new one, and then double-click that presentation.

To base a presentation on a design template, page 31

1. Click the Microsoft Office Button, and then click New.
2. In the left pane, under Microsoft Office Online, click Design slides.
3. In the Design slides category list, click the category that you want.
4. Scroll the center pane until you find the template you want, and then click Download.

To add a new slide with the default layout, page 32

→ On the Home tab, in the Slides group, click the New Slide button.
To add slides with other layouts, page 33
➜ On the Home tab, in the Slides group, click the New Slide arrow, and then in the list, click the layout you want.

To delete a slide, page 33
➜ At the top of the Overview pane, on the Slides tab, right-click the slide, and then click Delete Slide.

To convert a Microsoft Office Word outline into a presentation, page 34
1. On the Home tab, in the Slides group, click the New Slide arrow, and then click Slides from Outline.
2. Navigate to the folder containing the Word outline, and then double-click the Word document.

To save a presentation as an outline, page 35
1. Click the Microsoft Office Button, and then click Save As.
2. In the File name box, enter the name of the outline file.
3. Click the Save as type arrow, and then in the list, click Outline/RTF.
4. Navigate to the folder where you want to store the outline, and then click Save.

To insert a slide from another presentation, page 36
1. Click the slide after which you want to insert the slide.
2. On the Home tab, in the Slides group, click the New Slide arrow, and then in the list, click Reuse Slides.
3. In the Reuse Slides task pane, click the Open a PowerPoint File link.
4. Navigate to the folder containing the presentation with the slide you want to reuse, and double-click the presentation.
5. In the task pane, click the slide you want to reuse.

3 Working with Slide Text

To create slides, bullet points, and subpoints on the Outline tab, page 45
➜ Click to the right of a slide title, and then press Enter to create a new slide.
➜ With the insertion point in a slide title, press Tab to convert it to a bullet point.
➜ With the insertion point in a bullet point, press Shift + Tab to convert it to a slide.
➜ With the insertion point in the bullet point, press Tab to convert it to a subpoint.

To delete and replace a word, page 48
➜ Double-click the word to select it, and then press Del or Backspace.
➜ Double-click the word, and then type a different word.
To move text, page 49

→ On the Outline tab or the slide, select the text, and then drag the selection to the desired location; or

1. Select the text, and on the Home tab, in the Clipboard group, click the Cut button.
2. Click where you want to insert the text, and then click the Paste button.

To undo or redo editing actions, page 49

→ On the Quick Access Toolbar, click the Undo or Redo button.

To select an entire placeholder, page 52

→ Point to the border of the placeholder, and when the pointer changes to a four-headed arrow, click the mouse button once.

To create a text box, page 52

→ On the Insert tab, in the Text group, click the Text Box button, click the slide, and then type the text.

To rotate a text box, page 52

→ Select the text box, and then drag the green rotating handle in the direction you want.

To move a text box, page 52

→ Select the text box, point to the border of the box (not to a handle), and then drag the box to the desired location.

To size a text box, page 53

→ Select the text box, point to one of the square or round handles around its frame, and drag the handle until the box is the size you want.

To add a solid border to a text box, page 53

1. Right-click the border of the text box, and then click Format Shape.
2. In the Format Shape dialog box, click Line Color, click the line option you want, select appropriate options, and then click Close.

To change the default settings of a text box, page 54

1. Format the text and the text box the way you want all the text boxes you create from now on in this presentation to be.
2. Right-click the border of the text box, and then click Set as Default Text Box.

To add an AutoCorrect entry, page 55

1. Click the Microsoft Office Button, click PowerPoint Options, click Proofing, and then click AutoCorrect Options.
2. In the Replace box above the table in the dialog box, type a word you commonly misspell, and then press tab.
3. In the With box, type the correct spelling of the word, click Add, and then click OK twice to close the dialog box and PowerPoint Options window.

**To correct a word flagged as a misspelling, page 60**

→ Right-click the word, and on the context menu, click the correct spelling.

**To mark a non-English word, page 60**

1. With the insertion point in the word, on the Review tab, in the Proofing group, click the Language button.
2. In the Language dialog box, click the language, and then click OK.

**To check the spelling of an entire presentation, page 61**

1. With the first slide displayed, on the Review tab, in the Proofing group, click the Spelling button.
2. If the Spelling dialog box appears, click the appropriate buttons to correct the errors PowerPoint finds or to add words to the custom dictionary or AutoCorrect list.
3. Click OK when PowerPoint reaches the end of the spelling check, and then click Close.

**To find a synonym for a word, page 62**

1. Select a word (but not the following space). Then on the Review tab, in the Proofing group, click the Thesaurus button.
2. Point to the word you want to substitute for the selection, click the arrow that appears, and then click Insert.

**To find and replace a word, page 64**

1. On the Home tab, in the Editing group, click the Replace button.
2. In the Find what box, type the word you want to replace, and in the Replace with box, type the replacement text.
3. If necessary, select the Match case or Find whole words only check box.
4. Click Find Next, and then click Replace or Replace All.

**To find and replace a font, page 64**

1. On the Home tab, in the Editing group, click the Replace arrow, and then in the list, click Replace Fonts.
2. In the Replace list, click the font you want to replace, and then in the With list, click the replacement font.
3. Click Replace.
To hide or display an object on a slide, page 65

1. On the Home tab, in the Editing group, click the Select button, and then click Selection Pane.

2. Under Shapes on this Slide in the task pane, click the box to the right of the object to hide or display it.

To change the font size, page 67

- Select the text, and then on the Home tab, in the Font group, click the Decrease Font Size or Increase Font Size button; or
- Click the Font Size arrow, and then in the list, click the desired size.

To change the size of a placeholder, page 68

- Point to one of the placeholder’s handles, and when the pointer changes to a two-headed arrow, drag to increase or decrease the size.

To size a placeholder to fit its text, page 68

1. Right-click the placeholder’s border, and then click Format Shape.

2. Click Text Box, select the Resize shape to fit text option, and then click Close.

To change text alignment, page 69

- With the insertion point in the text you want to align, on the Home tab, in the Paragraph group, click the Left, Center, Right, or Justify button.

To adjust line spacing, page 70

- Click the paragraph. Then on the Home tab, in the Paragraph group, click the Line Spacing button, and click the spacing you’d like to use; or

1. Click the paragraph, and then click the Paragraph Dialog Box Launcher.

2. Under Spacing, in the Paragraph dialog box, adjust the Line Spacing setting, and then click OK.

To change the text case, page 70

- With the text selected, on the Home tab, in the Font group, click the Change Case arrow, and then in the list, click the option you want.

To apply bold or italic formatting to text, page 71

- Select the text, and then on the Home tab, in the Font group, click the Bold or Italic button; or

- Select the text, and then on the Mini toolbar, click the Bold or Italic button.

To change the color of text, page 71

- Select the text, and then on the Home tab, in the Font group, click the Font Color arrow, and click the color you want.
4 Adjusting the Layout, Order, and Look of Slides

To change the layout of a slide, page 75
➤ On the Home tab, in the Slides group, click the Layout button. Then in the Layout gallery, click the layout you want.

To restore the default layout after making changes, page 76
➤ On the Home tab, in the Slides group, click the Reset button.

To collapse bullet points under slide titles, page 77
➤ On the Outline tab of the Overview pane, double-click the title of the slide whose bullet points you want to hide. Double-click again to redisplay them.

To expand or collapse the entire presentation outline, page 77
➤ On the Outline tab of the Overview pane, right-click the title of a slide, point to Expand or Collapse, and then click Expand All or Collapse All.

To arrange slides in a presentation, page 77
➤ On the Slides tab of the Overview pane, drag slide thumbnails to new positions; or
➤ On the View toolbar, click the Slide Sorter button, and then drag slide thumbnails to new positions.

To move slides from one open presentation to another, page 78
1. Open two or more presentations in Slide Sorter view, and then on the View tab, in the Window group, click the Arrange All button.
2. Drag slides from one presentation window to another.

To change the theme, page 79
➤ On the Design tab, in the Themes group, click the More button to display the Themes gallery, and then click the theme you want.

To change the color scheme, page 82
1. On the Design tab, in the Themes group, click the Colors button.
2. In the Colors gallery, click the color scheme you want.

To create your own color scheme, page 82
1. On the Design tab, in the Themes group, click the Colors button, and then click Create New Theme Colors.
2. In the Create New Theme Colors dialog box, select the colors you want, and then click Save.

To change the color scheme of the current slide, page 83
➤ On the Design tab, in the Themes group, click the Colors button. Then right-click the color scheme you want, and click Apply to Selected Slides.
To change a theme’s fonts and effects, page 84
   ➔ On the Design tab, in the Themes group, click the Fonts button, and then click the font combination you want.
   ➔ On the Design tab, in the Themes group, click the Effects button, and then click the effect combination you want.

To create a custom font combination, page 84
   1. On the Design tab, in the Themes group, click the Fonts button, and then click Create New Theme Fonts.
   2. In the Create New Theme Fonts dialog box, specify the font combination you want, and then click Save.

To add a picture to the slide background, page 86
   1. On the Design tab, in the Background group, click the Background Styles button, and then click Format Background.
   2. In the Format Background dialog box, click the Picture or texture fill option.
   3. Click File, navigate to the folder containing the picture you want to use, and then double-click the picture.
   4. To make the picture fill the entire slide, select the Tile picture as texture check box.
   5. To use the picture in the background of the current slide, click Close, or to use it in the background of all slides, click Apply to All.

To add a shade or texture to the slide background, page 87
   ➔ On the Design tab, in the Background group, click the Background Styles button, and then click a shade; or click Format Background, and specify a shade or texture in the Format Background dialog box.

5 Adding Tables, Charts, and Diagrams

To create a table, page 93
   1. In a content placeholder, click the Insert Table button.
   2. In the Insert Table dialog box, specify the number of columns and rows, and then click OK.

To apply a table style, page 94
   ➔ Click the table. Then on the Design tab, in the Table Styles group, click the More button, and in the gallery, click the style you want.

To insert a row in a table, page 95
   ➔ Click the row above which you want to insert a row. Then on the Layout tab, in the Rows & Columns group, click the Insert Above or Insert Below button.
To delete a column or row from a table, page 95

➜ Click the row or column you want to delete. Then on the Layout tab, in the Rows & Columns group, click the Delete button, and click Delete Columns or Delete Rows.

To merge cells in a table, page 95

➜ Select the cells you want to merge. Then on the Layout tab, in the Merge group, click the Merge Cells button; or

➜ On the Design tab, in the Draw Borders group, click the Eraser button, and then drag the eraser across the border that appears between two cells.

To split a single cell into two, page 95

➜ Click the cell. Then on the Layout tab, in the Merge group, click the Split Cells button; or

➜ On the Design tab, in the Draw Borders group, click the Draw Table button, and then draw a cell border with the pencil.

To align entries in cells, page 95

➜ Select the cells. Then on the Layout tab, in the Alignment group, click the button that corresponds to the alignment you want.

To shade cells, page 95

➜ Select the cells. Then on the Design tab, in the Table Styles group, click the Shading arrow, and in the gallery, click a fill color you want.

To insert an existing Word table or Excel worksheet, page 97

1. On the Insert tab, in the Text group, click the Object button.

2. In the Insert Object dialog box, select the Create from file option.

3. Click Browse, navigate to the folder containing the Word document or Excel workbook, double-click the document, and then click OK.

4. If you want to link the inserted table to its source, in the Insert Object dialog box, select the Link check box.

5. Click OK to close the Insert Object dialog box.

To create a chart, page 102

1. In a content placeholder, click the Insert Chart button.

2. In the Insert Chart dialog box, click the type of chart you want, and then click OK.

3. Enter the values to be plotted in the linked Excel worksheet in the left window, and then close the window.

To create a diagram, page 108

1. In a content placeholder, click the Insert SmartArt Graphic button.
2. In the left pane of the **Choose a SmartArt Graphic** dialog box, click the type of diagram you want, and then in the center pane, click a layout. Then click **OK**.

3. In the text pane, enter the text that you want to appear in the diagram’s shapes.

**To change the layout of a chart, page 109**

→ On the **Design** tab, in the **Layouts** group, click the thumbnail you want to use.

**To change the color scheme of a diagram, page 110**

→ On the **Design** tab, in the **SmartArt Styles** group, click the **Change Colors** button, and then in the gallery, click the thumbnail you want.

**To change the color of a shape in a diagram, page 110**

→ Click the shape. Then on the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button, and click the color you want.

**To size a chart, page 111**

→ Click the chart. Then drag one of the handles on the diagram’s frame until the chart is the size you want.

**To convert bullet points into a diagram, page 111**

→ Right-click the bulleted list, point to **Convert to SmartArt**, and then in the gallery, click the diagram you want.

### 6 Enhancing Slides with Graphics

**To add clip art images to slides, page 117**

1. In a content placeholder, click the **Clip Art** button.

2. In the **Search for** box at the top of the **Clip Art** task pane, type a keyword for the type of image you are looking for, and then click **Go**.

3. Click the clip art image you want.

**To change the size of clip art, page 120**

→ Click the clip art image. Then on the **Format** tab, in the **Size** group, change the setting in the **Shape Height** or **Shape Width** box.

**To change the color of clip art, page 121**

→ Click the clip art image. Then on the **Format** tab, in the **Adjust** group, click the **Recolor** button, and click the thumbnail you want.

**To apply special effects to clip art, page 121**

→ Click the clip art image. Then on the **Format** tab, in the **Picture Styles** group, click the **Picture Effects** button, point to the effect you want to use, and in the gallery, click the thumbnail you want.
To add a picture to a slide, page 124

1. In a content placeholder, click the Insert Picture from File button; or on the Insert tab, in the Illustrations group, click the Picture button.

2. In the Insert Picture dialog box, navigate to the folder containing the picture, and double-click it.

To change a picture’s size, page 125

→ Click the picture. Then on the Format tab, in the Size group, change the Shape Height or Shape Width setting; or

→ Click the picture. Then click the Size Dialog Box Launcher to display the Size and Position dialog box, where you can set the size you want; or

→ Click the picture, and drag its handles to achieve the size you want.

To crop a picture, page 125

→ Click the picture. Then on the Format tab, in the Size group, click the Crop button, and drag the cropping handles to crop away the parts of the picture you don’t want.

To move a picture, page 127

→ Click the picture, and then drag it to the location you want.

To change the border of a picture, page 127

→ Click the picture. Then on the Format tab, in the Picture Styles group, click the Picture Border button, and under Standard Colors, click the color you want.

To change a picture’s style, page 128

→ Click the picture. Then on the Format tab, in the Picture Styles group, click the More button, and in the gallery, click the style you want.

To compress a picture, page 129

1. Click the picture. Then on the Format tab, in the Adjust group, click the Compress Pictures button.

2. At the bottom of the Compress Pictures dialog box, click Options.

3. In the Compression Settings dialog box, under Target Output, select a delivery option, and then click OK.

To create a photo album of pictures, page 130

1. Open a new presentation, and on the Insert tab, in the Illustrations group, click the Photo Album arrow, and then click New Photo Album.

2. In the Photo Album dialog box, click File/Disk, and then in the Insert New Pictures dialog box, navigate to the folder containing the pictures you want to use.

3. In the list box, select the pictures, click Insert, and then click Create.
To make changes to a photo album, page 131

1. On the Insert tab, in the Illustrations group, click the Photo Album arrow, and then click Edit Photo Album.

2. In the Edit Photo Album dialog box, in the Pictures in album box, click a photo you want to move, and then click the Move Down or Move Up button.

3. Under Picture Options, specify whether the pictures should have captions.

4. Under Album Layout, click the Picture layout arrow, and then click the layout you want.

5. Click the Frame shape arrow, and then click the shape you want.

6. To the right of Theme, click Browse, and then in the Choose Theme window, double-click the theme you want.

7. Click Update to save your changes.

To draw a shape, page 134

1. On the Insert tab, in the Illustrations group, click the Shapes button. Then in the Shapes gallery, click the shape you want.

2. Point where you want the shape to be, and then drag to draw the shape.

To change the texture of a shape, page 136

- Click the shape. Then on the Format tab, in the Shape Styles group, click the Shape Fill arrow, point to Texture at the bottom of the palette, and then click the texture you want.

To add text to a shape, page 136

- Click the shape. Then on the Format tab, in the Insert Shapes group, click the Text Box button, click the shape, and type the text.

To add color to a shape, page 136

- Click the shape. Then on the Format tab, in the Shape Styles group, click the Shape Fill button to fill the shape with the active color, or click the button’s arrow and click a color in the palette.

To duplicate a shape, page 137

- Click the shape. Then on the Home tab, in the Clipboard group, click the Paste arrow, and click Duplicate.

To change to another shape, page 137

- Click the shape. Then on the Format tab, in the Insert Shapes group, click the Edit Shape button, point to Change Shape, and then click a different shape.

To connect shapes, page 137

1. On the Format tab, in the Insert Shapes group, click the Shapes button, and in the Shapes gallery, under Lines, click one of the connector shapes.
2. Point to the first shape, point to a connection point, drag to the second shape, and when connection points appear on the second shape, release the mouse button over one of the points.

**To group shapes, page 138**
1. Select the shapes on a slide by holding down the **Shift** key as you click each one in turn.
2. On the **Format** tab, in the **Arrange** group, click the **Group** button, and then in the list, click **Group**. (Click **Ungroup** to ungroup them.)

**To add stylized text to a slide, page 140**
1. On the **Insert** tab, in the **Text** group, click the **WordArt** button. Then in the **WordArt** gallery, click the style of text you want.
2. With the placeholder text selected, type the text.
3. Move and resize the WordArt object so that its frame spans the area of the slide that you want.
4. Use the options in the **WordArt Styles** group on the **Format** tab to format the object.

**To align graphics, page 144**
- Select the pictures. Then on the **Format** tab, in the **Arrange** group, click the **Align** button, and click the alignment option you want.

**To change the stacking order of graphics, page 145**
- Click the stack of pictures. Then on the **Format** tab, in the **Arrange** group, click the **Bring to Front** or **Send to Back** button; or click the button’s arrow, and then click **Bring Forward** or **Send Back**.

**To display gridlines to help position a graphic, page 145**
- On the **Format** tab, in the **Arrange** group, click the **Align** button, and then click **View Gridlines**.

**To display guidelines, page 146**
1. On the **Format** tab, in the **Arrange** group, click the **Align** button, and then click **Grid Settings**.
2. In the **Grid and Guides** dialog box, under **Guide settings**, select the **Display drawing guidelines on screen** check box, and then click **OK**. (Clear the check box to hide the guidelines.)

7 **Adding Animation, Sound, and Movies**

**To apply predefined animations, page 151**
1. Click the text or object you want to animate. Then on the **Animations** tab, in the **Animations** group, click the **Animate** arrow, and in the list, click the animation you want.
2. To refine the animation, click the **Custom Animation** button, and then in the **Custom Animation** task pane, apply the options you want.

**To change the animation order, page 153**

→ In the **Custom Animation** task pane, with an animation selected, click the **Re-Order Up** or **Re-Order Down** button until the animation is in the position you want.

**To add sound to an animation, page 155**

1. In the **Custom Animation** task pane, click the arrow to the right of the animation, and then click **Effect Options**.

2. On the **Effect** tab of the dialog box, click the **Sound** arrow, and in the list, click the sound you want.

**To apply transitions, page 156**

1. On the **Animations** tab, in the **Transition to This Slide** group, click a transition. Or click the **More** button, and then in the gallery, click the transition you want.

2. To apply the same transition to all the slides, in the **Transition to This Slide** group, click the **Apply To All** button.

**To add sound to a transition, page 157**

→ In the **Transitions to This Slide** group, click the **Transition Sound** arrow, and then click the sound you want; or

→ To use your own sound file, click **Other Sound** at the bottom of the **Transition Sound** list, and then, in the **Add Sound** dialog box, find and select the sound file you want to use, and click **OK**.

**To set the transition speed, page 158**

→ In the **Transitions to This Slide** group, click the **Transition Speed** arrow, and then click the speed you want.

**To insert a sound clip, page 159**

1. On the **Insert** tab, in the **Media Clips** group, click the **Sound** arrow, and then click **Sound from Clip Organizer**.

2. In the **Clip Art** task pane, click the sound you want.

3. When a message box appears, indicate whether you want to play the sound automatically or only when clicked.

**To change the position of a sound object, page 160**

→ Click the sound object, and then drag it to the new location.

**To hide a sound object, page 160**

→ Click the sound object. Then on the **Options** contextual tab, in the **Sound Options** group, select the **Hide During Show** check box.
To record a narration, page 162

1. On the Insert tab, in the Media Clips group, click the Sound arrow, and click Record Sound.
2. In the Name box of the Record Sound dialog box, enter a name for the recording, and then click the Play button.
3. Complete the narration for the first slide, and then click the Stop button.
4. If you are satisfied with the recording, click OK. If you’re not satisfied, click Cancel, and repeat Steps 1 through 3 to rerecord.
5. Repeat steps 1 through 4 for all the slides.

To insert a video file, page 164

1. In a content placeholder, click the Insert Media Clip button.
2. In the Insert Movie dialog box, navigate to the video file, and then double-click it.
3. Indicate whether you want the movie to start automatically or only when clicked.

To preview a movie, page 164

➔ Click the movie object. Then on the Options tab, in the Play group, click the Preview button.

To play a movie repeatedly, page 165

➔ Click the movie object. Then on the Options tab, in the Movie Options group, select the Loop Until Stopped check box.

8 Reviewing and Sharing a Presentation

To change the slide size for printing, page 170

1. On the Design tab, in the Page Setup group, click the Page Setup button.
3. In the Page Setup dialog box, click the Slides sized for arrow, and in the list, click the paper size you want. Then click OK.

To preview a presentation in color, black and white, or grayscale, page 171

1. Click the Microsoft Office Button, point to the Print arrow, and then click Print Preview.
2. On the Print Preview tab, in the Print group, click the Options button, point to Color/Grayscale, and then click the option you want.

To magnify a slide in Print Preview, page 171

➔ In Print Preview, point to the slide, and when the pointer changes to a magnifying glass with a plus sign, click. (Click again to return to the original zoom percentage.)

To select a printer, page 172

1. Click the Microsoft Office Button, and then click Print.
2. Under Printer in the Print dialog box, click the Name arrow.
3. In the Name list, click the printer you want to use.

**To insert a footer on every slide, page 173**
1. On the Insert tab, in the Text group, click the Header & Footer button.
2. In the Header and Footer dialog box, indicate whether you want to include the date and time, the slide number, and any custom text.
3. To exclude the footer from the title slide, select the Don’t show on title slide check box.
4. Click Apply to All.

**To assign a password, page 174**
1. Click the Microsoft Office Button, and then click Save As.
2. At the bottom of the Save As dialog box, click Tools, and then in the list, click General Options.
3. In the Password to modify box of the General Options dialog box, type the password you want, and then click OK.
4. In the Reenter password to modify box of the Confirm Password dialog box, retype the password you previously entered, and then click OK.
5. In the Save As dialog box, click Save.

**To remove a password, page 176**
1. Open the presentation by using the password. Then display the Save As dialog box, click Tools, and click General Options.
2. In the General Options dialog box, remove the passwords from the password box(es), and then click OK.
3. Click Save to overwrite the password-protected version.

**To add a comment to a slide, page 177**
1. Click the slide or object on the slide to which you want to attach a comment. Then on the Review tab, in the Comments group, click the New Comment button.
2. In the comment box, type the comment, and then click away from the comment box to close it.

**To edit a comment, page 178**
1. Click the comment icon. Then on the Review tab, in the Comments group, click the Edit Comment button.
2. In the comment box, make your changes.
To move among comments, page 178
   ➔ Click a comment icon to open its comment box, and then on the Review tab, in the Comments group, click the Next or Previous button.

To delete a comment, page 178
   ➔ Click the comment you want to delete, and then on the Review tab, in the Comments group, click the Delete button.

To hide or show comments, page 178
   ➔ On the Review tab, in the Comments group, click the Show Markup button.

To delete all comments from a slide, page 179
   1. On the Review tab, in the Comments group, click the Delete arrow, and then in the list, click Delete All Markup in this Presentation.
   2. To confirm that you want to delete all the comments, click Yes.

To work with a presentation in a document workspace, page 180
   1. Click the Microsoft Office Button, point to Publish, and then click Create Document Workspace.
   2. In the Location for new workspace box of the Document Management task pane, type the URL of the site where you want to create the document workspace, or select it from the list. Then click Create.
   3. If necessary, enter your SharePoint site credentials in the User name and Password boxes, and then click OK.

To delete a workspace, page 181
   1. In the Document Management task pane, point to the name of the workspace, and then click the arrow that appears.
   2. In the list, click Delete Workspace, and then click Yes to confirm the deletion.

To send a presentation as an e-mail attachment, page 182
   1. Click the Microsoft Office Button, point to Send, and then click E-mail.
   2. In the message window, enter the address, subject, and message, and then click the Send button.

To examine the properties attached to a presentation, page 183
   1. Click the Microsoft Office Button, point to Prepare, and then click Properties.
   2. To display more properties, in the Document Information Panel, click Document Properties, and then click Advanced Properties to display the Properties dialog box.

To remove properties and personal information from a presentation, page 184
   1. Click the Microsoft Office Button, point to Prepare, and then click Inspect Document.
2. In the Document Inspector, select or clear the check boxes you want, and then click Inspect.

3. To the right of Document Properties and Personal Information, click Remove All.

To mark a presentation as final, page 186

→ Click the Microsoft Office Button, point to Prepare, click Mark As Final, click OK in the message, and then click OK in the confirmation box.

9 Creating Your Own Presentation Elements

To create a new color scheme, page 191

1. On the Design tab, in the Themes group, click the Colors button, and then at the bottom of the gallery, click Create New Theme Colors.

2. In the Create New Theme Colors dialog box, specify the colors you want.

3. In the Name box, type a name for the new theme, and then click Save.

To create a new font set, page 193

1. On the Design tab, in the Themes group, click the Fonts button, and then at the bottom of the gallery, click Create New Theme Fonts.

2. In the Create New Theme Fonts dialog box, specify the heading font and the body font.

3. In the Name box, type a name for the new font set, and then click Save.

To save a theme, page 193

1. On the Design tab, in the Themes group, click the More button, and then at the bottom of the gallery, click Save Current Theme.

2. In the File name box at the bottom of the Save Current Theme dialog box, type a name for the new theme, and then click Save.

To apply a custom theme, page 193

→ On the Design tab, in the Themes group, click the thumbnail for the custom theme.

To remove footers from a slide master, page 197

1. On the View tab, in the Presentation Views group, click Slide Master.

2. For each layout from which you want to remove the footer, on the Slide Master tab, in the Master Layout group, clear the Footers check box.

To insert a background picture, page 197

1. On the Insert tab, in the Illustrations group, click the Picture button.

2. In the Insert Picture dialog box, navigate to the folder containing the picture, and double-click it.

3. On the Format tab, in the Arrange group, click the Send to Back button.
To change the fonts on a slide master, page 198

→ On the **Slide Master** tab, in the **Edit Theme** group, click the **Fonts** button, and then in the **Theme Fonts** gallery, click the font set you want.

To change the text formatting on a slide master, page 198

1. Select all the text in the placeholder you want to change. Then on the **Home** tab, click the **Font** Dialog Box Launcher.

2. In the **Font** dialog box, on the **Font** tab, set the font, style, color, and effects, and then click **OK**.

To use an image for bullets on a slide master, page 199

1. In a bulleted list placeholder, click anywhere in the phrase *Click to edit Master text styles*. Then on the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow, and click **Bullets and Numbering** at the bottom of the gallery.

2. In the **Bullets and Numbering** dialog box, click **Picture**.

3. In the gallery of images in the **Picture Bullet** dialog box, click the image you want, and then click **OK**.

To customize bullets on a slide master, page 200

1. Click anywhere in a bulleted list. Then display the **Bullets and Numbering** dialog box, and click **Customize**.

2. In the **Symbol** dialog box, click the **Font** arrow, click the font you want, and then double-click the symbol you want.

3. In the **Bullets and Numbering** dialog box, set the color and size of the bullet, and then click **OK**.

To change the indentation of bullets on a slide master, page 200

1. Click anywhere in the bullet level whose indentation you want to change. Then on the **View** tab, in the **Show/Hide** group, select the **Ruler** check box.

3. On the horizontal ruler, drag the **Hanging Indent** marker to the location you want.

To create a new master layout, page 203

1. On the **Slide Master** tab, in the **Edit Master** group, click the **Insert Layout** button.

2. In the **Master Layout** group, select the placeholders you want to appear on the new layout.

3. In the **Edit Master** group, click the **Rename** button, assign the layout a name, and then click **Rename**.

To insert a text placeholder on a slide master, page 203

1. On the **Slide Master** tab, in the **Master Layout** group, click the **Insert Placeholder** arrow.

2. In the **Placeholder** gallery, click **Text**.
3. Move the cross pointer where you want to insert the placeholder, and drag down and to the right to draw it.

**To save a custom template, page 207**

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **File name** box of the **Save As** dialog box, type a name for the custom template.
3. Click the **Save as type** arrow, and in the list, click **PowerPoint Template**. Then click **Save**.

**To base a presentation on a custom template, page 208**

1. Click the **Microsoft Office Button**, click **New**, and then in the **New Presentation** window, click **My templates**.
2. On the **My Templates** tab of the **New Presentation** dialog box, double-click the template you want.

10 **Delivering a Presentation Electronically**

**To create a custom slide show, page 213**

1. On the **Slide Show** tab, in the **Start Slide Show** group, click the **Custom Slide Show** button, and then click **Custom Shows**.
2. In the **Custom Shows** dialog box, click **New**.
3. In the **Slide show name** box of the **Define Custom Show** dialog box, type a name for the custom show.
4. In the **Slides in presentation** list, click the slides you want, and then click **Add**.

**To start a custom show, page 214**

→ Display the **Custom Shows** dialog box, select the custom show, and then click **Show**.

**To hide a slide, page 214**

→ In the **Overview** pane, on the **Slides** tab, right-click the slide, and then click **Hide Slide**.
→ To display a hidden slide while delivering a presentation, right-click the screen, point to **Go to Slide**, and then click the hidden slide.

**To apply slide timings to all the slides, page 216**

1. On the **Animations** tab, in the **Transition to This Slide** group, under **Advance Slide**, select the **Automatically After** check box, and then type or select the time you want the current slide to appear on the screen.
2. On the **Animations** tab, in the **Transition to This Slide** group, click the **Apply To All** button.
To rehearse a presentation and apply slide timings, page 217

1. With Slide 1 displayed, on the Slide Show tab, in the Set Up group, click the Rehearse Timings button.

2. Rehearse the presentation, clicking Next to move to the next slide. To repeat the rehearsal for a particular slide, on the Rehearsal toolbar, click the Repeat button to reset the time for that slide to 0:00:00.

3. At the end of the slide show, click Yes to apply the recorded slide timings to the slides.

To set up a self-running presentation, page 219

1. On the Slide Show tab, in the Set Up group, click the Set Up Slide Show button.

2. In the Show type area of the Set Up Show dialog box, select the Browsed at a kiosk (full screen) option, and select or clear the Show without narration and the Show without animation check boxes. Then click OK.

To enter speaker notes, page 220

© With a slide selected, in the Notes pane, click the Click to add notes placeholder, type your note, and then press Enter.

To insert a graphic, table, or other object in a note, page 221

1. On the View tab, in the Presentations Views group, click the Notes Pages button.

2. Insert the object the way you would insert it on a slide.

To customize the layout of speaker notes, page 223

© On the View tab, in the Presentation Views group, click the Notes Master button. Then adjust the layout the way you would adjust the layout of a slide master.

To preview and print speaker notes or handouts, page 223

1. Click the Microsoft Office Button, and then click Print.

2. In the Print dialog box, click the Print what arrow, select Notes Pages or Handouts in the list.

3. In the lower-left corner of the Print dialog box, click Preview.

4. On the Print Preview tab, in the Print group, click the Print button, and then click OK.

To prepare a presentation for travel, page 226

1. Click the Microsoft Office Button, point to Publish, and then click Package for CD. Click OK in the message box that appears.

2. In the Name the CD box of the Package for CD dialog box, type the name you want.

3. To include embedded fonts, click Options. Then under Include these files, select the Embedded TrueType fonts check box, and click OK.

4. Insert a blank CD in your CD burner, and then click Copy to CD. Or click Copy to Folder instead, and then select the folder in which you want to store the package.
5. When PowerPoint asks you to verify that you want to include linked content, click Yes.

To run a presentation in the PowerPoint Viewer, page 227

➜ If you’re running your presentation from a CD, insert the CD into the CD burner, and then in the list of file and folder names, double-click the presentation name.

➜ If you’re running the presentation from your computer, navigate to the folder where the package is stored, and double-click the package folder. Then double-click PPTVIEW to start the Presentation Viewer.

To navigate by using the keyboard, page 229

➜ To move to the next slide, press Space, the ↓ key, or the → key.

➜ To move to the previous slide, press the Page Up key or the ← key.

➜ To end the presentation, press the Esc key.

To end a presentation without a black screen, page 230

1. Click the Microsoft Office Button, click PowerPoint Options, and then click Advanced.

2. In the Slide Show area, clear the End with Black Slide check box, and then click OK.

To navigate by using the onscreen toolbar, page 230

➜ To move to the next slide, click the Next button.

➜ To move to the previous slide, click the Previous button.

➜ To jump to a slide out of sequence (even if it is hidden), click the Navigation button, click Go To Slide, and then click the slide.

➜ To display the slides in a custom slide show, click the Navigation button, click Custom Show, and then click the show.

➜ To display keyboard shortcuts for slide show tasks, click the Navigation button, and then click Help.

   ☐ To end the presentation, click the Navigation button, and then click End Show.

To use a pen tool to mark up slides, page 230

➜ Right-click the screen, point to Pointer Options, click a pen style, and then use the pen pointer to mark slides. (Change the pointer option to Arrow to turn off the pen.)

To erase all markup from a slide, page 231

➜ Right-click the screen, point to Pointer Options, and then click Erase All Ink on Slide.

11 Setting Up a Presentation for Web Viewing

To create a hyperlink that opens an e-mail message window, page 236

1. Select the text or object you want to link. Then on the Insert tab, in the Links group, click the Hyperlink button.
2. In the **Insert Hyperlink** dialog box, under **Link to**, click **E-mail Address**.
3. Type the e-mail address and subject matter you want, and then click **OK**.

**To create a hyperlink that opens a Word document, page 238**

1. Select the text or object you want to link. Then on the **Insert** tab, in the **Links** group, click **Hyperlink**, and then in the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File or Web Page**.
2. Browse to the Word document, and then double-click it.

**To create a hyperlink that opens a Web page, page 238**

1. Select the text or object you want to link. Then on the **Insert** tab, in the **Links** group, click **Hyperlink**, and then in the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File or Web Page**.
2. In the **Address** box, type the URL of the Web page you want, and then click **OK**.

**To insert a link from one slide to another, page 241**

1. Select text or an object on the slide. Then on the **Insert** tab, in the **Links** group, click the **Action** button.
2. In the **Action Settings** dialog box, on the **Mouse Click** tab, under **Action on click**, click the **Hyperlink to** option, click the arrow at the right end of the box below, and then in the list, click **Slide**.
3. In the **Slide title** list in the **Hyperlink to Slide** dialog box, click the slide you want, and then click **OK** twice.

Or:

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
2. At the bottom of the **Shapes** gallery, under **Action Buttons**, click the icon of the type of action you want, and drag on the slide to create the action button.
3. In the **Action Settings** dialog box, click the **Hyperlink to** arrow, and then in the list, click **Slide**.
4. In the **Slide title** list in the **Hyperlink to Slide** dialog box, click the slide you want, and then click **OK** twice.

**To play a sound when you point to an object, page 241**

1. Select the object. Then on the **Insert** tab, in the **Links** group, click the **Action** button, and when the **Action Settings** dialog box opens, click the **Mouse Over** tab.
2. Under **Action on mouse over**, click the **Play sound** option, click the arrow at the right end of the box below, click the sound you want, and then click **OK**.

**To convert a presentation to a Web page, page 246**

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **File name** box in the **Save As** dialog box, type the name you want.
3. Click the Save as type arrow, and then in the list, click Web Page. When the Save As dialog box expands, set and change any other information you want.

4. Click Publish. Then in the Publish as Web Page dialog box, under Publish what?, verify that the Complete presentation option is selected, and click Web Options.

5. In the Web Options dialog box, on the General tab, select the options you want, and then click OK.

6. In the Publish as Web Page dialog box, under Browser support, select the options you want.

7. At the bottom of the dialog box, verify that the Open published Web page in browser check box is cleared, and then click Publish.

12 Customizing PowerPoint

To disable the Mini toolbar, page 254

1. Click the Microsoft Office Button, and then at the bottom of the Office menu, click PowerPoint Options.

1. Under Top options for working with PowerPoint, clear the Show Mini Toolbar on Selection check box.

To set your user name and initials, page 255

➜ Display the PowerPoint Options window, and under Personalize your copy of Microsoft Office, enter your user name and initials.

To adjust the AutoCorrect and spell-checking settings, page 256

➜ Display the PowerPoint Options window, and then on the Proofing page, make any adjustments you want.

To change save options, page 256

➜ In the left pane of the PowerPoint Options window, on the Save page, apply the settings you want.

To save PowerPoint presentations to be compatible with an earlier version, page 257

➜ In the PowerPoint Options window, on the Save page, click the Save files in this format arrow under Save presentations, and then choose the format you want.

To change editing, displaying, showing, and printing options, page 257

➜ In the PowerPoint Options window, on the Advanced page, make the changes you want.
To designate locations from which you can safely open files, page 258

→ In the PowerPoint Options window, on the Advanced page, under Microsoft Office PowerPoint Trust Center, click Trust Center Settings, and then in the left pane of the Trust Center window, click Trusted Locations.

To activate, update, and maintain your Office programs, page 260

→ In the PowerPoint Options window, click Resources.

To add a button to the Quick Access Toolbar, page 262

1. At the right end of the Quick Access Toolbar, click the Customize Quick Access Toolbar button, and then click More commands.

2. In the PowerPoint Options window, on the Customize page, click the Choose commands from arrow, and then in the list, click the category you want or click All Commands.

3. In the commands list, click the command you want, click Add to copy the command to the toolbar commands list, and then click OK.

To restore the Quick Access Toolbar to its default command set, page 264

→ Display the Customize page of the PowerPoint Options window, and click Reset. Then click Yes to confirm that you want to restore the default Quick Access Toolbar.

To print a list of PowerPoint keyboard shortcuts, page 265

1. Click the Microsoft Office PowerPoint Help button. Then in the Search box, type keyboard shortcuts, and click Search.

2. In the results list, click Keyboard shortcuts for PowerPoint 2007.

3. Click the Show All link at the beginning of the topic to display all the text, and then on the toolbar, click the Print button.

To create a Quick Access Toolbar for a specific presentation, page 266

1. At the right end of the Quick Access Toolbar, click the Customize Quick Access Toolbar button, and then in the list, click More Commands.

2. In the PowerPoint Options window, on the Customize page, click the Customize Quick Access Toolbar arrow, and then click the name of the active presentation.

3. Click the Choose commands from arrow, and then select the category you want, or click All Commands.

4. In the commands list, click the command you want, click Add, and then click OK.
1 Exploring PowerPoint 2007

In this chapter, you will learn to:
✔ Work in the PowerPoint environment.
✔ Open, move around in, and close a presentation.
✔ Display different views of a presentation.
✔ Save a presentation.

Using Microsoft Office PowerPoint 2007 is the easiest way to efficiently create effective presentations. Need a slide show to convince management to invest in that new piece of equipment? Need to present the new annual budget to the Board of Directors? Need to give a report about a recent research study? PowerPoint can help you get the job done in a professional, visually appealing way.

PowerPoint 2007 uses the Microsoft Office Fluent user interface to make sophisticated features more accessible. As a result, even novice users will be able to work productively with PowerPoint after only a brief introduction.

In this chapter, you will first familiarize yourself with the new features of the PowerPoint working environment, including the Microsoft Office Button, tabs and groups, galleries, and Live Preview. Then you will open an existing PowerPoint presentation, learn ways of moving around in it, and close it. You will explore various ways of viewing slides so that you know which view to use for different tasks and how to tailor the program window to meet your needs. Finally, you will save a new blank presentation and then save an existing presentation with a new name.

See Also Do you need only a quick refresher on the topics in this chapter? See the Quick Reference section at the beginning of this book.

Important Before you can use the practice files in this chapter, you need to install them from the book’s companion CD to their default location. See “Using the Companion CD” at the beginning of this book for more information.
Troubleshooting  Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the “Information for Readers Running Windows XP” section at the beginning of this book.

Working in the PowerPoint Environment

As with all programs in the 2007 Microsoft Office release, the most common way to start PowerPoint is from the Start menu displayed when you click the Start button at the left end of the Windows taskbar. If PowerPoint is the first program in the 2007 Office system that you have used, you are in for a surprise! The look of the program window has changed radically from previous versions.
Important  What you see on your screen might not match the graphics in this book exactly. The screens in this book were captured on a monitor set to a resolution of 1024 × 768 pixels with the Windows Vista Standard color scheme. The Windows taskbar is hidden to increase the space available for the program window.

The new Fluent user interface is designed to more closely reflect the way people generally work with the program. When you first start PowerPoint, this environment consists of the following elements:

- Commands related to managing PowerPoint and PowerPoint presentations as a whole (rather than presentation content) are gathered together on a menu that is displayed when you click the Microsoft Office Button.

- Commands can be represented as buttons on the Quick Access Toolbar to the right of the Microsoft Office Button. By default, this toolbar displays the Save, Undo, and Repeat buttons, but you can customize the toolbar to include any command that you use frequently.

  See Also  For information about customizing the Quick Access Toolbar, see “Making Favorite PowerPoint Commands Easily Accessible” in Chapter 12, “Customizing PowerPoint.”

- The title bar displays the name of the active presentation. At the right end of the title bar are the three familiar buttons that have the same function in all Windows programs. You can temporarily hide the PowerPoint window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close a presentation or quit PowerPoint by clicking the Close button.

- Below the title bar is the Ribbon, which makes all the capabilities of PowerPoint available in a single area so that you can work efficiently with the program.

- Commands related to working with presentation content are represented as buttons on a set of tabs that make up the Ribbon. The Home tab is active by default. Clicking one of the other tabs, such as Insert, displays that tab’s buttons.

  Tip  If Microsoft Outlook With Business Contact Manager is installed on your computer, you will have a Business Tools tab in addition to those shown in our graphics. If you have turned on the Developer tab for any Office program, it will also appear in PowerPoint.

- On each tab, buttons are organized into groups. Depending on the size of the program window, in some groups the button you are likely to use most often is bigger than the rest.
Tip Depending on your screen resolution and the size of the program window, a tab might not have enough room to display all of its groups. In that case, the name of the group resembles a button, and clicking the button displays the group’s commands.

- Related but less common tasks are not represented as buttons in the group; instead they are available in a dialog box, which you can display by clicking the *dialog box launcher* at the right end of the group’s title bar.

- Some button names are displayed and some aren’t. Pointing to any button for a few seconds displays a *ScreenTip* with not only the button’s name but also its function.

- Some buttons have arrows, but not all arrows are alike. If you point to a button and both the button and its arrow are in the same box and are the same color, clicking the button will display options for refining the action of the button. If you point to a button and the button is in one box and its arrow is in a different box with a different shade, clicking the button will carry out that action with the button’s current settings. If you want to change those settings, you need to click the arrow to see the available options.

- The *Microsoft Office PowerPoint Help button* sits at the right end of the Ribbon.

- Across the bottom of the program window, the *status bar* gives you information about the current presentation. You can turn off the display of an item of information by right-clicking the status bar and then clicking the item you want to turn off.
At the right end of the status bar is the **View toolbar**, which provides tools for adjusting the view of presentation content.

**See Also** For information about adjusting the view of a document, see “Displaying Different Views of a Presentation” later in this chapter.

You can display the content of the active presentation in three primary views: Normal view, Slide Sorter view, and Slide Show view. You carry out most of the development work on a presentation in Normal view, which is the default.

Normal view consists of three panes:

- **Overview pane.** Contains two tabs: the *Slides tab*, which displays small images called *thumbnails* of all the slides in the active presentation; and the *Outline tab*, which shows all the text on the slides displayed as an outline.

- **Slide pane.** Shows the currently selected slide as it will appear in the presentation.

- **Notes pane.** Provides a place for entering notes about the current slide. These notes might be related to the development of the slide or they might be speaker notes that you will refer to when delivering the presentation.
The goal of the redesigned PowerPoint environment is to make the process of creating a presentation more intuitive. Commands for tasks you perform often are no longer hidden on menus and in dialog boxes, and features you might not have discovered before are now more visible.

For example, when a formatting option has several choices available, they are often displayed in a *gallery* of thumbnails. These galleries give you an at-a-glance picture of each option. If you point to a thumbnail in a gallery, an awesome new feature called *Live Preview* shows you what that choice will look like if you apply it to your presentation.

In this exercise, you will start PowerPoint and explore the Microsoft Office Button and the tabs and groups on the Ribbon. Along the way, you will see how to take advantage of galleries and Live Preview. There are no practice files for this exercise.
1. On the taskbar, click the Start button, point to All Programs, click Microsoft Office, and then click Microsoft Office PowerPoint 2007.

The PowerPoint program window opens, displaying a blank presentation. If your program window is not maximized, maximize it now.

2. Click the Microsoft Office Button.

Commands related to managing presentations (such as creating, saving, and printing) are available from the menu that appears. This menu, which we refer to throughout this book as the Office menu, takes the place of the File menu that appeared in previous versions of PowerPoint.

The commands on the left are for tasks related to the presentation as a whole. After you work with a presentation, its name appears in the Recent Documents list so that you can quickly open it again. At the bottom of the menu are buttons for changing program options and for quitting PowerPoint.

See Also For information about changing program options, see Chapter 12, “Customizing PowerPoint.”
3. Press the **Esc** key to close the menu.

On the Ribbon, the Home tab is active. Buttons related to creating slide content are organized on this tab in six groups: Clipboard, Slides, Font, Paragraph, Drawing, and Editing. Only the buttons representing commands that can be performed on the currently selected presentation element are active.

4. Point to the active buttons on this tab to display the ScreenTips that name them and describe their functions.

![](image1.png)

**Important** Depending on your screen resolution and the size of the program window, you might see more or fewer buttons in each of the groups, or the buttons you see might be represented by larger or smaller icons than those shown in this book. Experiment with the size of the program window to understand the effect on the appearance of the command interface tabs.

5. Click the **Insert** tab, and then explore its buttons.

Buttons related to all the items you can insert are organized on this tab in five groups: Tables, Illustrations, Links, Text, and Media Clips.

![](image2.png)

6. Click the **Design** tab, and then explore its buttons.

Buttons related to the appearance of your presentation are organized on this tab in three groups: Page Setup, Themes, and Background.

![](image3.png)

7. In the **Background** group, display the ScreenTip for the Hide Background Graphics button.

The ScreenTip tells you that the button hides the background graphic that is part of the selected theme.
8. At the right end of the **Background** group’s title bar, click the **Background** dialog box launcher.

The Format Background dialog box opens.

![Format Background dialog box]

In this dialog box, you set the slide background. You can fill the background with a solid color, color gradient, or picture, and you can hide the background graphic associated with the selected theme.

9. In the **Format Background** dialog box, click **Close**.

10. In the **Themes** group, point to (but don’t click) the third theme thumbnail from the left.

In the Slide pane, PowerPoint displays a live preview of what the slide will look like if you click this theme thumbnail. You can see the effect of the selection without actually applying the effect.

11. In the scroll bar to the right of the thumbnails in the **Themes** group, click the **scroll down** arrow.

The next row of theme thumbnails scrolls into view.

12. In the **Themes** group, click the **More** button.

PowerPoint displays the entire Themes gallery.
13. Point to various themes in the gallery, observing the effect on the slide.

14. Press Esc to close the gallery without applying a theme.

15. Click the Animations tab, and then explore its buttons, gallery, and live previews.

Buttons related to slide animation are organized on this tab in three groups: Preview, Animations, and Transition To This Slide.

16. Click the Slide Show tab, and then explore its buttons.

Buttons related to displaying your presentation are organized on this tab in three groups: Start Slide Show, Set Up, and Monitors.

17. Click the Review tab, and then explore its buttons.

Buttons related to comments, changes, and editorial tools are organized on this tab in three groups: Proofing, Comments, and Protect.
18. Click the View tab, and then explore its buttons.

Buttons related to changing the view or the display of the presentation are organized on this tab in five groups: Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, and Macros.

Opening, Moving Around in, and Closing a Presentation

To open an existing presentation, you click the Microsoft Office Button and then click Open to display the Open dialog box. The first time you use this command, the Open dialog box displays the contents of your Documents folder. If you display the dialog box again in the same PowerPoint session, it displays the contents of whatever folder you last used. To see the contents of a different folder, you use standard Windows techniques. After you locate the file you want to work with, you can double-click it to open it.
**Tip** Clicking a file name and then clicking the Open arrow in the lower-right corner of the Open dialog box displays a list of alternative ways to open the selected file. To look through the presentation without making any inadvertent changes, you can open the file as *read-only*, or you can open an independent copy of the file. You can open a file in a Web browser. In the event of a computer crash or other similar incident, you can tell PowerPoint to open the file and attempt to repair any damage.

When a presentation is open, you can move from slide to slide several ways, including the following:

- By clicking the slide you want to move to on the Slides tab of the Overview pane
- By using the scroll bar on the right side of the Slide pane
- By clicking the Previous Slide or Next Slide button at the bottom of the Slide pane scroll bar
- By pressing the Page Up and Page Down keys on the keyboard

If more than one presentation is open, you can close the active presentation by clicking the Close button at the right end of the title bar. If only one presentation is open, clicking the Close button closes the presentation and also quits PowerPoint. If you want to close the presentation but leave PowerPoint open, you must click the Microsoft Office Button and then click Close.

In this exercise, you will open an existing presentation and explore various ways of moving around in it. Then you will close the presentation.

**USE** the *Opening* presentation. This practice file is located in the *Documents*\*Microsoft Press*\*PowerPoint2007SBS*\*Exploring* folder.

**BE SURE TO** start PowerPoint before beginning this exercise.

1. Click the **Microsoft Office Button**, and then click **Open**.

   The Open dialog box opens, showing the contents of the folder you used for your last open or save action.

2. If the contents of the *Exploring* folder are not displayed, in the **Navigation Pane**, click **Documents**. Then double-click the *Microsoft Press* folder, double-click the *PowerPoint2007SBS* folder, and double-click the *Exploring* folder.

3. Double-click the *Opening* file to open it.

   The *Opening* presentation opens in the PowerPoint program window.
4. In the **Overview** pane, on the **Slides** tab, click **Slide 3**.

**Tip** You can scroll the Overview pane to bring more thumbnails into view.

5. At the bottom of the scroll bar on the right side of the **Slide** pane, click the **Next Slide** button to move to Slide 4.

6. Click the **Previous Slide** button to move back to Slide 3.

7. Drag the scroll box slowly down to the bottom of the scroll bar.
   As you move down the scroll bar, a ScreenTip tells you the number and name of the slide that will be displayed if you release the mouse button at that point.

8. Press the **Page Up** key until Slide 7 is displayed.

9. Press **Ctrl+Home** to move to Slide 1.

10. Click the **Microsoft Office Button**, and then click **Close** to close the presentation.

**Troubleshooting** If you click the Close button at the right end of the title bar instead of clicking the Microsoft Office Button and then clicking Close, you will close the open presentation and quit the PowerPoint program. To continue working, start PowerPoint again.
Compatibility with Earlier Versions

PowerPoint 2007 uses a different file format than previous versions of the program. You can open a presentation created with previous versions, but the new features of PowerPoint 2007 will not be available. The name of the presentation appears in the title bar with [Compatibility Mode] to its right. You can work in Compatibility Mode, or you can convert the presentation to the PowerPoint 2007 file format by clicking the Microsoft Office Button, and clicking Convert. The Save As dialog box opens so that you can save the presentation in the new format as a different file.

You cannot open a PowerPoint 2007 presentation in a previous version of PowerPoint unless you install the Compatibility Pack for the 2007 Office system, which is available for free download from Microsoft Office Online.

Displaying Different Views of a Presentation

PowerPoint has three primary views (the views you will use most often) to help you create, organize, and display presentations:

● In **Normal view**, you can work with a presentation in four ways: with a set of slide thumbnails on the Slides tab of the Overview pane; with a text outline on the Outline tab of the Overview pane; with a slide in the Slide pane; and with development and delivery notes in the Notes pane.

  **See Also** For information about working with text on the Outline tab and in the Slide pane, see “Entering Text” and “Editing Text” in Chapter 3, “Working with Slide Text.” For information about working with notes, see “Preparing Speaker Notes and Handouts” in Chapter 10, “Delivering a Presentation Electronically.”

● In **Slide Sorter view**, the slides of the presentation are displayed as thumbnails so that you can easily reorganize them. You can also animate the transition from one slide to another in this view, as well as specify how long each slide should remain on the screen.

  **See Also** For information about changing the order of slides, see “Rearranging Slides in a Presentation” in Chapter 4, “Adjusting the Layout, Order, and Look of Slides.” For information about applying transitions, see “Adding Transition Effects” in Chapter 7, “Adding Animation, Sound, and Movies.”

● In **Slide Show view**, each slide fills the screen. You use this view to preview the presentation and deliver it to an audience.

  **See Also** For information about adding slide timings and delivering an electronic presentation PowerPoint slide show, see Chapter 10, “Delivering a Presentation Electronically.”
You can switch among these views by clicking the buttons on the View toolbar at the right end of the status bar.

Alternatively, you can click the buttons in the Presentation Views group on the View tab. This group also includes buttons for the following views, which you will probably use less frequently:

- You can add fancy speaker notes in **Notes Page view**. Although you can add speaker notes in the Normal view’s Notes pane, you must be in Notes Page view if you want to add graphics to your notes.

**See Also** For information about creating more elaborate notes, see “Preparing Speaker Notes and Handouts” in Chapter 10, “Delivering a Presentation Electronically.”
You can control the default look of a presentation by working with the masters displayed in the *Slide Master view, Handout Master view,* or *Notes Master view.*

**See Also** For information about masters, see “Viewing and Changing a Presentation’s Master Slides” in Chapter 9, “Creating Your Own Presentation Elements.”

You can use other buttons on the View tab to display rulers and gridlines to help you position and align slide elements, to change the magnification of the current slide, to see how a colored slide will look if rendered in black and white (usually for printing), to arrange and work with windows, and to view macros.

**Tip** You can adjust the magnification of the current slide by using tools on the View toolbar at the right end of the status bar. Click the Zoom button and select (or type) a percentage; drag the slider to the left or right; click the Zoom Out or Zoom In button at either end of the slider; or click the Fit Slide To Current Window button.

When you are working in Normal view, you can adjust the relative sizes of the panes to suit your needs by dragging the splitter bar that separates them. When you point to a splitter bar, the pointer changes to a double bar with opposing arrows, and you can drag in either direction. You can hide a pane by dragging the splitter bar to shrink the pane as far as it will go. Simply drag the splitter bar back to widen the pane again. If you adjust the width of the Slides tab in the Overview pane, the size of the slide thumbnails is adjusted accordingly—that is, you can see more small thumbnails in a narrow pane and fewer large thumbnails in a wide pane.

**Tip** Any changes you make to a view, such as adjusting the sizes of panes, are saved with the presentation that is open at the time and do not affect other presentations.

In this exercise, you will switch among different PowerPoint views and adjust the slide size. You will view a presentation as a slide show and then return to Normal view, where you will adjust the size of the panes. Finally, you will see how to display more than one presentation at the same time.

**USE** the Viewing1 and Viewing2 presentations. These practice files are located in the *Documents\Microsoft Press\PowerPoint2007SBS\Exploring* folder.

**OPEN** the Viewing1 presentation.

1. In the **Overview** pane, click the **Outline** tab.

   The pane switches from showing thumbnails of the slides to showing an outline of the text of the presentation.
2. On the **Outline** tab, click the title for **Slide 3**.

Slide 3 of the presentation is now shown in the adjacent Slide pane.

3. On the **View** tab, in the **Presentation Views** group, click the **Slide Sorter** button.

All the slides now appear as thumbnails in one large pane. Slide 3 is surrounded by a border, indicating that it is selected.

4. Hold down the **[Alt]** key, point to any slide, and then press and hold the mouse button.

While you hold down the mouse button, only the slide’s title is visible against a white background, making it easier to locate the slide you want.
5. Release the **Alt** key and the mouse button to restore the display of formatting.

6. On the **View** tab, in the **Zoom** group, click the **Zoom** button.
   
The Zoom dialog box opens.

   ![Zoom dialog box]

7. In the **Zoom** dialog box, click **100%**, and then click **OK**.
   
   Notice that the Zoom percentage on the View toolbar at the right end of the status bar also changes, and the slider moves all the way to the right.

8. Double-click **Slide 1**.
   
   PowerPoint displays the presentation in Normal view, with Slide 1 active. Notice that the Zoom percentage in this view has not changed.

9. At the left end of the slider on the status bar, click the **Zoom Out** button twice.
   
   Each time you click the button, the slider moves to the left and the Zoom percentage decreases.

10. At the right end of the slider, click the **Zoom In** button.

   The Zoom percentage increases.

11. At the right end of the status bar, click the **Fit slide to current window** button.

   PowerPoint restores the view to 64% (the original Zoom level).

12. On the **View** toolbar, click the **Slide Show** button.

   PowerPoint displays a full-screen view of the first slide in the presentation.

13. Without moving your mouse, click its button to advance to the next slide.

   **Tip** To stop a slide show before you reach the end, press the Esc key.

14. Continue clicking the mouse button to advance through the presentation one slide at a time.

   After the last slide in the presentation, PowerPoint displays a black slide.
Tip
If you don’t want a black slide to appear at the end of the presentation, click the Microsoft Office Button, click PowerPoint Options, and in the left pane of the PowerPoint Options window, click Advanced. Then under Slide Show, clear the End With Black Slide check box, and click OK.

15. Click again to return to Normal view.
16. Point to the splitter bar between the Slide pane and the Notes pane, and when the pointer changes to a double bar with opposing arrows, drag the bar down until the Notes pane is completely closed.
17. Drag the splitter bar at the bottom of the Slide pane upward as far as it will go.

18. Open the Viewing2 presentation from the Exploring folder under PowerPoint2007SBS.
19. On the View tab, in the Window group, click the Switch Windows button, and then click Viewing1.

Notice that customizing Normal view for one presentation does not affect Normal view for the other presentation.
20. In the Window group, click the Arrange All button.
In the workspace, you can now see both open presentations at the same time.

21. Experiment with the other commands in the Window group, and then at the right end of the Viewing2 title bar, click the Close button.
You can close a presentation this way only when more than one presentation is open.

22. At the right end of the Viewing1 title bar, click the Maximize button.

BE SURE TO reset the size of the Notes pane.
CLOSE the Viewing1 presentation.

Saving a Presentation

When you create a new presentation, it exists only in your computer’s memory until you save it. You save a presentation the first time by clicking the Save button on the Quick Access Toolbar or by clicking the Microsoft Office Button and then clicking Save. Either action opens the Save As dialog box, where you can assign a name and storage location.
If you want to save the document in a folder other than the one shown in the Address bar, you can click the chevrons to the left of the current folder name and then navigate to the folder you want. You can also click Browse Folders to display the Navigation Pane and a toolbar. If you want to create a new folder in which to store the file, you can click the New Folder button on this toolbar.

After you save a presentation for the first time, you can save changes simply by clicking the Save button. The new version of the presentation then overwrites the previous version. If you want to keep both the new version and the previous version, click Save As on the Office menu and then save a new version with a different name in the same location or with the same name in a different location. (You cannot have two files with the same name in the same folder.)

In this exercise, you will create a presentation and save it in a new folder. Then you will save the same presentation with the same name in a different folder. There are no practice files for this exercise.

BE SURE TO close any open presentations before beginning this exercise.

1. Click the Microsoft Office Button, click New, and then in the New Presentation window, double-click Blank Presentation.

   PowerPoint opens a new, blank presentation containing only a title slide.

2. On the Quick Access Toolbar, click the Save button.

   The Save As dialog box opens, with the folder you last used in the Save As or Open dialog box in the Address bar.

3. If the Address bar does not display Exploring, navigate to that folder now.

4. If the Navigation Pane and toolbar are not displayed, click Browse Folders.

   Tip You can click Hide Folders to hide the Navigation Pane and toolbar.
5. On the toolbar, click the New Folder button.

A folder named New Folder appears, with the name selected for editing.

6. Type My Presentations, and then press Enter.

My Presentations is now the current folder in the Save As dialog box.

7. In the File name box, click the existing entry, and then type My Presentation.

8. Click Save to save the My Presentation file in the My Presentations folder.

9. Click the Microsoft Office Button, and then click Save As.

**Tip** If you want to save the active presentation in a format that is compatible with previous versions of PowerPoint, click the Save As arrow, and then in the list, click PowerPoint 97-2003 Format to display the Save As dialog box with that format already selected in the Save As Type box.

**Troubleshooting** Programs that run on the Windows operating system use file name extensions to identify different types of files. For example, the extension .pptx identifies PowerPoint 2007 documents. Windows Vista programs do not display these extensions by default, and you shouldn’t type them in the Save As dialog box. When you save a file, PowerPoint automatically adds whatever extension is associated with the type of file selected in the Save As Type box.
The Save As dialog box opens, displaying the contents of the *My Presentations* folder.

10. In the Address bar, click Exploring.

The dialog box now displays the contents of the *My Presentations* folder’s parent folder, Exploring.

11. Click Save.

PowerPoint saves the *My Presentation* file in the *Exploring* folder. You have now saved two versions of the blank presentation with the same name, but in different folders.

CLOSE the *My Presentation* file, and if you are not continuing directly on to the next chapter, quit PowerPoint.

**Tip** By default, PowerPoint periodically saves the presentation you are working on in case the program stops responding or you lose electrical power. To adjust the time interval between saves, click the Microsoft Office Button, click PowerPoint Options, click Save in the left pane of the PowerPoint Options window, and specify the period of time in the box to the right of the Save AutoRecover Information Every check box. Then click OK.

**Key Points**

- Because the new PowerPoint interface makes commands easily accessible, you can quickly create sophisticated presentations.

- You can move around a presentation in several ways: by clicking slide thumbnails on the Slides tab of the Overview pane; by clicking the Next Slide or Previous Slide button; by scrolling the Slide pane; or by pressing the Page Up or Page Down key.

- PowerPoint has three primary views to help you create, organize, and display presentations: Normal, Slide Sorter, and Slide Show. You can switch views by clicking the buttons on the View toolbar or by clicking buttons in the Presentation Views group on the View tab.

- In Normal view, you can change the magnification of your slides and the size of the panes to suit the way you work.

- You can save a presentation in an existing folder or in a new folder that you can create from within PowerPoint. You cannot store two presentations with the same name in the same folder.
Chapter at a Glance

Add transition effects, page 156

Animate slide elements, page 150

Insert, play, and modify movies, page 162

Insert, play, and modify sounds, page 158

Make a House a Home

The Ancient Art of Placement

Interior Design Classes offered by Wide World Importers

Understanding Color

• Color wheel primer
• Tones and hues
• Saturation
• That’s in a name
  • Cerulean or Azurite
  • Verdigris or Malachite
  • Vermilion or Realgar

Rationale

• Insert, delete, or move objects

Characteristics of a Hit Fantasy

• A hero
• An ally
• A teacher
• A problem
• A journey
• A test of power
• A battle
• A twist

The Ally

• Doesn’t have to be human
• Can be young or old
• Can be male or female
• Can be beautiful, ugly
• Is wise, but can have flaws
• Uses powers for good
7

Adding Animation, Sound, and Movies

In this chapter, you will learn to:

- Animate slide elements.
- Add transition effects.
- Insert, play, and modify sounds.
- Insert, play, and modify movies.

The difference between an adequate presentation and a great presentation often lies in the judicious use of multimedia. By incorporating animation, sound, and movie clips, you can grab and keep the attention of your audience. You can emphasize key points, control the focus of the discussion, and entertain in ways that will make your message memorable.

With Microsoft Office PowerPoint 2007, you have so many opportunities to add pizzazz to your slides that it is easy to end up with a presentation that looks more like an amateur experiment than a professional slide show. When you first start adding multimedia to your slides, it is best to err on the conservative side, especially where animation is concerned. As you gain more experience, you will learn how to mix and match effects to get the results you want for a particular audience.

In this chapter, you will apply predefined animations to the title, bullet points, and a picture on a slide, see how to change some of the animation settings, and then change the way slides move on and off the screen during a slide show. You will insert a sound clip and a sound file and make various adjustments to their settings. Finally, you will insert a movie file, preview the movie, and modify its behavior.

See Also Do you need only a quick refresher on the topics in this chapter? See the Quick Reference section at the beginning of this book.
Important Before you can use the practice files in this chapter, you need to install them from the book’s companion CD to their default location. See “Using the Companion CD” at the beginning of this book for more information.

Troubleshooting Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the “Information for Readers Running Windows XP” section at the beginning of this book.

Animating Slide Elements

With all the options available for creating engaging and lively presentations in PowerPoint 2007, you no longer have to settle for static presentations, especially if you are delivering the presentation from a computer. By applying various types of animations to the text and graphics on your slides, you can keep your audience focused and reinforce the message of your presentation. For example, you can animate text so that it appears on the screen one paragraph, word, or letter at a time; or you can animate objects, such as shapes or pictures.

To apply one of three common animation effects (Wipe, Fade, or Fly In) to text or an object on a slide, you click the element you want to animate and then select the effect from the Animate list in the Animations group on the Animations tab. In the case of bullet points, you can specify whether they should be animated as a set or one by one. To help you decide which effect to use, you can point to each in turn to see a live preview.

If you would rather create your own animation scheme, you can select the text or object you want to animate and click the Custom Animation button in the Animations group to display the Custom Animation task pane. In this task pane, you can quickly apply the following types of effects:

- **Entrance.** You can animate the way that the element appears on the slide.
- **Emphasis.** You can increase or decrease the importance of the element by changing its font, size, or style; by making it grow or shrink; or by making it spin.
- **Exit.** You can animate the way that the element leaves the slide.
- **Motion Path.** You can move the element around on the slide in various ways, such as diagonally to the upper-right corner or in a circular motion.

If none of the lists of predefined effects meets your needs, you can click More Effects at the bottom of each list to display galleries of professionally designed animations in four
After you apply an animation effect, you can fine-tune its action. For example:

- You can specify whether the animation should be accompanied by a sound.
- You can dim or hide the element after the animation, or you can have it change to a specific color.
- If the animation is applied to text, you can animate all the text at once or animate it word by word or letter by letter.
- You can set the exact timing of the animation.
- If a slide has more than one level of bullet points, you can animate different levels separately.
- If an object has text, you can animate the object and the text together (the default) or separately, or you can animate one but not the other.
- You can specify the order of appearance of text or objects.

In this exercise, you will apply predefined animations to the title, bullet points, and a picture on a slide. You will then change some of the animation settings.

USE the Animation presentation. This practice file is located in the Documents\Microsoft Press\PowerPoint2007SBS\Media folder.

BE SURE TO start PowerPoint before beginning this exercise.

OPEN the Animation presentation.

1. Display Slide 3 in Normal view, and then click the slide title.

2. On the Animations tab, in the Animations group, click the Animate arrow, and in the list, point in turn to the Fade, Wipe, and Fly In options to see a live preview of each effect.

3. In the list, click Fly In, and then if the Custom Animation task pane is not open on the right side of the program window, click the Custom Animation button.

A square box containing the number 1 appears to the left of the title, indicating that this element will be the first one animated on this slide. On the Slides tab to the left, an animation icon (a shooting star) appears below the slide number to indicate the presence of some form of animation on the slide. To the right, the Custom Animation task pane provides option you can use to make adjustments to the animation.
4. In the Custom Animation task pane, click Play.
   The title flies up from the bottom of the slide.

5. On the slide, click anywhere in the bulleted list. Then in the Custom Animation task pane, click Add Effect, point to Entrance, and then click Checkerboard.
   PowerPoint applies the animation to the bulleted list and demonstrates the effect. Adjacent to each bullet point, a number in a box indicates the order in which the animations will take effect. Notice that the subpoints will appear at the same time as their “parent” bullet point. Corresponding numbers appear in the Custom Animation task pane next to icons indicating the animation trigger, the effect, and the affected text. You can display the full description of an animation by pointing to it in the list.

6. On the slide, click the picture. Then in the Custom Animation task pane, click Add Effect, point to Entrance, and then click Fly In.

7. With the picture still selected, in the Custom Animation task pane, click Add Effect, point to Emphasis, and then click More Effects.
   The Add Emphasis Effect dialog box opens.
8. Move the dialog box to one side so that you can see the picture, and then click each option in turn, observing the effect on the picture. Finish by clicking **Teeter** under **Moderate**, and then clicking **OK**.

On the slide, the numbers 6 and 7 now appear to the left of the picture.

---

**Understanding Color**

- Color wheel primer
- Tones and hues
- Saturation
- What’s in a name
  - Cerulean or Azurite
  - Verdigris or Malachite
  - Vermilion or Realgar
9. With animation 7 (the second animation of Picture 1) selected in the **Custom Animation** task pane, click the **Re-Order Up** button twice to place this animation in position 2.

The original animation of Picture 1 now appears in position 7.

10. Click animation 7 (the original animation of Picture 1), and then click the **Re-Order Up** button once to place the animation in position 3.

On the slide, the numbers adjacent to the bullet points indicate that their animations will now occur after those of the picture.

11. In the **Custom Animation** task pane, click the **Expand Contents** bar below the four animations.

The animation list expands to show the other bullet points and subpoints in the list. (These were hidden because they have the same animation applied to them as the first bullet point.)

12. In the animation list, click **What's in a name**, click the arrow that appears, and then click **Effect Options**.

The Checkerboard dialog box opens because you applied the Checkerboard effect to the bulleted list in step 6.

13. In the **Checkerboard** dialog box, click the **Text Animation** tab.

You can use the options on this tab to change the order of the animation.

![Checkerboard dialog box](image)

14. In the dialog box, click the **Group text** arrow, and in the list, click **By 2nd level paragraphs**. Then click **OK**.

Both on the slide and in the Custom Animation task pane, the subpoints under **What's in a name** now have consecutive numbers, indicating that they will appear one after the other.

15. In the task pane, click **Play**, and watch as PowerPoint builds the slide.
16. In the task pane, click animation 1, click Change, point to Entrance, and then click Checkerboard.

**Tip** Animations can get tiresome if you use too many effects in a single presentation. You will usually want to apply only one effect or set of effects to each type of element on a slide.

17. In the task pane, with animation 1 still selected, under Modify: Checkerboard, click the Speed arrow, and then in the list, click Medium. PowerPoint demonstrates the new speed on the slide.

18. With animation 1 still selected, click its arrow, and then click Effect Options. The Checkerboard dialog box opens.

19. On the Effect tab, under Enhancements, click the Sound arrow, and in the list, click Voltage.

20. Click the After animation arrow, and in the palette, click the orange box.

21. Click the Animate text arrow, and in the list, click By letter. Then click OK. PowerPoint demonstrates the effects of your changes on the slide.

22. At the bottom of the Custom Animation task pane, click Slide Show, and then click the mouse button after each element of Slide 3 appears, until all the elements are visible.

23. Press the `Esc` key to return to Normal view, and then close the Custom Animation task pane.

**CLOSE** the Animation presentation without saving your changes.
Tip  As an alternative to clicking the mouse button to build slides, you can have PowerPoint build the slide for you. For each animation, under Modify in the Custom Animation task pane, set Start to After Previous. PowerPoint will then implement each animation in turn. To control the speed of the implementation of each animation, click Effect Options, and then on the Timing tab of the dialog box that opens, you can set Delay, Speed, and Repeat options.

Adding Transition Effects

As you work your way through the slides in an electronic presentation, you can avoid the abrupt break between one slide and the next by employing transitions that control the way successive slides move into view. Transitions include such effects as sliding in, dissolving in from the outer edges or the center, and opening like a vertical blind.

Each slide can have only one transition. You set transitions in Normal view or Slide Sorter view, for one slide at a time, for a group of slides, or for an entire presentation. In addition to selecting the type of transition, you can specify the following:

- The sound
- The speed
- When the transition occurs

In this exercise, you will apply a transition to a single slide, apply the same transition to all the slides in the presentation, add sound to the transition, and then set the transition speed.

USE  the Transition presentation. This practice file is located in the Documents\Microsoft Press\PowerPoint2007SBS\Media folder.

OPEN  the Transition presentation.

1. Display Slide 2 in Normal view. Then on the Animations tab, in the Transition to This Slide group, click the More button.

   The Transition gallery opens.

2. In the lower-right corner of the gallery, point to the dotted handle, and when the pointer changes to a two-headed arrow, drag up until you can see a single row of the Wipes thumbnails that stretches almost to the right edge of the screen.

   By changing the shape of the gallery, you will have a better view of transition live previews on the slide.
3. In the gallery, point to various thumbnails to see the live preview of the transition, scrolling the gallery as necessary.

4. Under Push and Cover, click the third thumbnail from the end (Cover Left-Up).
   PowerPoint demonstrates the Cover Left-Up transition effect on Slide 2 and indicates that the transition has been applied by placing an animation symbol below the slide number on the Slides tab of the Overview pane. (There is no indication on the slide itself.)

5. In the Transition to This Slide group, click the Apply To All button.
   An animation symbol appears below each slide number.

6. On the Slides tab, click the animation symbol below Slide 4.
   The Slide pane turns black, and then PowerPoint demonstrates the Cover Left-Up transition to Slide 4, followed by the Fly In animation effect that was already applied to the picture on the slide.

7. Display Slide 1. In the Transition to This Slide group, click the More button, and then in the gallery, click the No Transition thumbnail.

8. On the View toolbar at the right end of the status bar, click the Slide Show button.
   PowerPoint switches to Slide Show view and displays Slide 1.

9. Click the mouse button or press Space to see the transitions of the first few slides of the presentation, and then press Esc to end the slide show.

10. On the View toolbar, click the Slide Sorter button, and then change the Zoom percentage to 60%.

11. In Slide Sorter view, click Slide 2, hold down the Shift key, and then click Slide 16 to select all the slides that have transitions.

12. In the Transition to This Slide group, click the Transition Sound arrow, and then click Wind.
Tip  If you want to associate a sound file of your own with a slide transition, click Other Sound at the bottom of the Transition Sound list. Then in the Add Sound dialog box, find and select the sound file you want to use, and click Open.

13. In the **Transition to This Slide** group, click the **Transition Speed** arrow, and then click **Slow**.

PowerPoint demonstrates the transition of each selected slide with the sound specified in step 12.

14. On the **View** toolbar, click the **Slide Show** button, and then click the mouse button to advance through the presentation, pressing **Esc** when you have finished viewing the transition effects.

**CLOSE** the Transition presentation without saving your changes.

---

**Inserting, Playing, and Modifying Sounds**

A PowerPoint presentation is usually created to convey a lot of information in a short time. That information can be in the form of text, graphics, charts, and tables, but it might also consist of audio content. In the previous topic, you added sound to a slide transition. You can also insert the following types of sounds:

- **Audio files.** You can insert an audio file—for example, a speech or interview—by clicking the Sound button in the Media Clips group on the Insert tab, and then selecting the file.

- **Sound clips.** The sound clips that ship with PowerPoint include applause and a phone ring. You insert a sound clip by clicking the Sound arrow in the Media Clips group on the Insert tab, and then clicking Sound From Clip Organizer to display the Clip Art task pane, where you can select the sound you want. If you are connected to the Internet, clicking the Clip Art On Office Online link in the task pane takes you to the Microsoft Office Online Clip Art and Media Web site, from which you can download hundreds of clip art images, photos, sounds, and movies.

  **See Also**  For information about using the Clip Art task pane, see “Inserting and Modifying Clip Art Images” in Chapter 6, “Enhancing Slides with Graphics.”

- **CD audio tracks.** You can insert music tracks or other audio tracks from a CD into a slide. After inserting the CD in your CD-ROM drive, you click the Sound arrow in the Media Clips group and then click Play CD Audio Track to display the Insert CD
Audio dialog box. You then enter the starting and ending track numbers. You can specify that the selection be repeated, and you can set the volume. To play the tracks during a slide show, the CD must be in the CD-ROM drive.

- **Recorded sounds.** You can record a sound or narration and attach it to a slide, all from within PowerPoint.

  **See Also** For information about recording sounds, see the sidebar “Recording a Narration” later in this chapter.

While inserting a sound, you can specify whether it should play automatically when the slide containing it appears or only when you click its icon. The sound object appears on the slide represented by an icon indicating the type of sound. You can change the appearance and size of the icon and move it to meet your needs.

When the sound object is selected, PowerPoint adds Format and Options contextual tabs to the Ribbon. You can format the icon representing the sound in much the same way that you would format a picture. You can adjust its size and position, as well as its volume, specify whether it is displayed on the slide, and how the sound is activated.

To play a sound, you must have a sound card and speakers installed. In Normal view, you can test the sound associated with a particular slide by double-clicking the sound icon, or by selecting the icon and clicking the Preview button in the Play group on the Options contextual tab. In Slide Show view, the sound plays either automatically or when you click its icon, depending on your specifications.

In this exercise, you will insert a sound clip and an audio file into a slide. You will adjust the position of the sound objects and make various other adjustments to their settings.

**USE** the Sounds presentation and the Introduction sound file. These practice files are located in the *Documents\Microsoft Press\PowerPoint2007SBS\Media* folder.

**BE SURE TO** have a sound card and speakers installed on your computer for this exercise. (If you do not have this hardware, you can still follow the steps, but you won’t be able to hear the sound.)

**OPEN** the Sounds presentation.

1. Display **Slide 7** in Normal view. Then on the **Insert** tab, in the **Media Clips** group, click the **Sound** arrow, and then click **Sound from Clip Organizer**.

**Troubleshooting** If this is the first time you’ve used the Clip Organizer, a message box appears. You can include the media available from Microsoft Office Online in your searches by clicking Yes, or restrict searches to your own computer by clicking No.
The Clip Art task pane opens.

If you included Office Online, your task pane will display many more sound clips.

2. In the **Clip Art** task pane, click **Claps Cheers**. Then when a message box asks how you want to start the sound in the slide show, click **Automatically**.

A small speaker icon representing the sound object appears in the middle of the slide, surrounded by handles. It is hard to see the icon because it is on top of the picture.

3. Close the **Clip Art** task pane.

4. Drag the sound object to the lower-right corner of the slide. Then drag its upper-left handle up and to the left until the object is about an inch square.

5. Double-click the sound object to hear the sound.

The sound plays. Suppose you don’t want the speaker icon to be visible during the presentation.

6. On the **Options** contextual tab, in the **Sound Options** group, select the **Hide During Show** check box.
7. On the Slides tab in the Overview pane, click Slide 6. Then on the View toolbar, click the Slide Show button.

8. When Slide 6 appears, click the mouse button to move to the next slide. PowerPoint plays the Claps Cheers sound clip as it displays Slide 7.

9. Press Esc to end the slide show, and then display Slide 1 in Normal view.

10. On the Insert tab, in the Media Clips group, click the Sound button (not its arrow). The Insert Sound dialog box opens. This dialog box is very similar to other boxes you have already worked in.

11. Browse to your Documents\Microsoft Press\PowerPoint2007SBS\Media folder, and double-click the Introduction sound file. Then when a message box asks how you want to start the sound in the slide show, click When Clicked. A sound object appears in the center of the slide.

12. Drag the object to the lower-left corner, and increase its size to about 1 inch square.

13. On the Format contextual tab, in the Picture Styles group, click the Picture Effects button. Then point to Glow, and in the gallery, under Glow Variations, click the second thumbnail in the fourth row (Accent color 2, 18 pt glow).

14. Click away from the object to see the effect. The object is surrounded by a fuzzy colored halo.

15. With Slide 1 active, click the Slide Show button on the View toolbar.

16. On the first slide that appears, click the sound object to play the sound.

17. Press Esc to stop the slide show and return to Normal view.

CLOSE the Sounds presentation without saving your changes.
Recording a Narration

If you are creating a presentation that people will view on their own machines rather than at a speaker-led meeting, or if you are archiving a presentation and want to include the speaker's comments, you can add narration to a presentation. You might also want to record other sounds to attach to slides.

To record a sound, your computer must have a sound card and microphone. Here are the steps for recording a narration:

1. Open the presentation for which you want to record a narration, and then display the first slide.

2. On the Insert tab, in the Media Clips group, click the Sound arrow, and then click Record Sound.

3. In the Record Sound dialog box, enter a name for the recording in the Name box, and then click the Play button.

4. Discuss the points associated with the first slide, just as if you were giving the presentation to a live audience, and then click the Stop button.

   To hear the recording, you can click the Play button. If you don’t like what you hear, you can click Cancel and repeat steps 2 through 4 to re-record the speaker's comments.

5. If you are satisfied with the recording, click OK.

   The recording appears on the slide as a sound object.

6. Repeat steps 2 through 5 for all the slides.

7. Test the narration by running the presentation in Slide Show view.

   The narration plays with the slide show.

If you are not satisfied with the narration for a particular slide, you can delete its sound icon just like any other object, and then record the narration again.
Inserting, Playing, and Modifying Movies

Sometimes the best way to ensure that your audience understands your message is to show a movie, also known as a video. For example, if your company has developed a short advertising video, it makes more sense to include the video in a presentation about marketing plans than to try and describe it with bullet points or even still pictures. You can insert the following types of movies in slides:

- **Video clips.** You can insert a digital video that has been saved as a file in one of two ways: If a slide’s layout includes a content placeholder, you can click the Insert Movie button in the placeholder. You can also click the Movie button in the Media Clips group on the Insert tab. Either way, the Insert Movie dialog box opens so that you can select the file. Before PowerPoint inserts the file, you specify whether the video should play automatically when the slide containing it appears or whether it should play only when you click it.

- **Animated clips.** PowerPoint comes with several animated clips, also known as animated GIFs. (GIF stands for Graphics Interchange Format.) You insert these animated objects by clicking the Movie arrow in the Media Clips group on the Insert tab, and then clicking Movie From Clip Organizer to display the Clip Art task pane, where you can select the clip you want. If you are connected to the Internet, clicking the Clip Art On Office Online link in the task pane takes you to the Microsoft Office Online Clip Art and Media Web site, from which you can download hundreds of clip art images, photos, sounds, and animated clips.

See Also For information about using the Clip Art task pane, see “Inserting and Modifying Clip Art Images” in Chapter 6, “Enhancing Slides with Graphics.”

Both videos and animated clips appear on the slide as objects represented by icons that you can size and move to meet your needs. When you select an animated clip object, PowerPoint adds a Format contextual tab to the Ribbon so that you can adjust the way it looks on the slide. When you select a movie object, PowerPoint also adds an Options contextual tab so that you can adjust the object’s size and position, its volume, how it is displayed on the slide, and how it is activated.

In Normal view, you can preview a video by double-clicking its icon or by clicking the Preview button in the Play group on the Options contextual tab. You can preview the action of an animated clip by clicking the arrow that appears when you select it in the Clip Art task pane and then clicking Preview/Properties. In Slide Show view, a video plays either automatically or when you click its icon, depending on your specifications, whereas an animated clip always plays automatically.
In this exercise, you will insert a video file as an object on a slide, preview the video, and then modify its settings.

**Tip** You can find out the total playing time of a video in the Movie Options dialog box, which you display by clicking the Movie Options dialog box launcher on the Options tab.

1. Display Slide 3 in Normal view. Then in the content placeholder, click the Insert Media Clip button.

2. In the Insert Movie dialog box, browse to your Documents\Microsoft Press\PowerPoint2007SBS\Media folder, and double-click the HouseHome file. Then when a message box asks how you want the video to start, click When Clicked.

The video is inserted as an object in the middle of Slide 3.

3. Resize the video object until it occupies most of the area below the slide title and is aligned with the left end of the title.
4. On the **Options** contextual tab, in the **Play** group, click the **Preview** button to play the video in Normal view.

5. Switch to Slide Show view, and then in the displayed slide, click the video object. The video starts to play.

6. Click the video object once to pause the video, and again to resume playing the video. When the video finishes, press the Esc key to return to Normal view.

7. With the video object still selected, in the **Movie Options** group on the **Options** contextual tab, select the **Loop Until Stopped** check box. Now the movie will play repeatedly until you stop it.

8. Double-click the video object. After the video starts a second time, click the video object to stop the movie.

9. In the **Movie Options** group, click the **Play Movie** arrow, and then in the list, click **Automatically**. The video will now begin playing as soon as Slide 3 is displayed.

10. Preview the movie in both Normal view and Slide Show view to see the effects of your changes.

---

**Key Points**

- Animated text and graphics add interest to your slides. You decide how and when the animation occurs.
- Avoid abrupt transitions by having one slide smoothly replace another. You can control the transition type, its speed, and when it takes place.
- Audio and video clips can convey information or simply add interest. Use sounds and animated clips that come with PowerPoint, or supply your own audio and video files.
- After you insert an audio or video object, you can change the way it plays by modifying the animation or action settings.

---

**CLOSE** the **Movies** presentation without saving your changes, and if you are not moving directly on to the next chapter, exit PowerPoint.
Index

A
Action button, 240
action buttons
color, changing, 244
defined, 240, 269
Home, 243
inserting, lxi, 240
Return, 245
Action Settings dialog box, 240, 241
actions
defined, 240
mouse over, setting up, 241
Add Emphasis Effect dialog box, 152
Add New Member dialog box, 181
Add Sound dialog box, 158
add-ins, 269
addresses, flagging as special information. See smart tags
adjustment handles, 133, 269
albums, photo, 130
captioning pictures in, 131
creating, xlix
defined, 271
frame shape, setting, 131
layout, selecting, 131
photos in, rearranging, li
renaming, 131
alerts, 181
Align button, 143, 144
Align Text Left button, 66, 69
Align Text Right button, 66
aligning graphics, li, 143–44
aligning text, xli
evenly with both sides, 66
in placeholders, 66
Animate button, 151
animated clips
contextual tabs for, 163
defined, 269
previewing, 163
animations, 150
adding, 152
applying, li, 150–52
between slides (see transitions)
bullet points, applying to, 154
customizing, 151
defined, 269
galleries of, 150
icons indicating, 151
letter-by-letter, applying, 155
previewing, 151, 152
reordering, lii, 153
slide show, starting, 155
sound, adding, lii, 155
speed, modifying, 155
subpoints, applying to, 154
Animations tab, 10
annotations. See comments; notes
Apply To All button, 157, 217
Arrange All button, 20, 78
arrows. See shapes
audio clips, 158
in animations, 155
in Clip Organizer, 159
contextual tabs for, 159
hiding, lii, 160
icons, formatting, 159
inserting, lii, 158
moving, lii
narrations, liii, 162
playing, lxi, 159–60
recording, 162
testing, 159
in transitions, 157
visual effects, adding to, 161
authentication, 184, 270
author name
changing, lxii, 177, 255
removing from display, 173, 185
AutoCorrect, 55
  adding entries to, xlii
  customizing, 55
  defined, 269
  entries, adding, 56
  entries, adding from spelling checker, 61
  personalizing, 55
  settings, changing, lxii, 256
  turning off, 59
AutoCorrect dialog box, 55, 56, 58
AutoFit, 46
  placeholders, formatting with, 57
  settings, adjusting, 55
  turning off, 66
AutoFit Options button, 55, 57
automatic save, 23
automatic slide show control, 215
automatically checking spelling. See AutoCorrect
AutoRecover, 23, 256

B
Background gallery, 87
Background Styles button, 87
backgrounds
  applying, 88
  customizing, 86
  defined, 269
  pictures, xlvi, lvi, 86
  shade, xlvi
  texture, 88
backwards compatibility, 22
banding in tables, turning off, 94
banners, printing slides as, 168
bitmap (BMP) files, 124
black and white
  defined, 271
  previewing slides in, 169
  printing presentations in, 170–71
black slide at end of presentation, removing, 19
blank presentations
  creating, xl
  opening, 21, 26
Bold button, 254
bolding text, xlv

Borders
  on pictures, 127
  on tables, 95
  on text boxes, xli, 51, 53
Borders button, 95
Bring To Front button, 143, 144, 145
Browse dialog box, 36, 97
Browse The Web button, 238
browsers
  defined, 273
  presentations, displaying in, 246
bullet points, 42
  adding, 45
  animating, 150, 154 (see also animations)
  collapsing, 77
  converting into diagrams, xlviii, 111
  converting slides into, xli
  customizing, lvii
  cutting and pasting, xlii
  deleting, 204
  dragging, xlii
  graphics as, lvii, 199
  hanging indent, modifying, 200
  increasing/decreasing list level, keyboard shortcuts
    for, 46
  increasing level of, 46
  indenting, 197, 200
  in masters, 196
  in masters, modifying, 199
  moving, xlii
  selecting, 47, 48
  subpoints (see subpoints)
text, adding, 45
titles, changing to, 46
under titles, collapsing, xlv
Bullets And Numbering dialog box, 199
Bullets button, 199
bulleted lists, lvii
Business Tools tab, 3
buttons. See also specific button names
  action (see action buttons)
  arrows on, 4
  names, displaying, 4
  ScreenTips, displaying, 254
captioning photo album pictures, 131

CD audio tracks, 158

CDs, packaging presentations on, lix, 225
defined, 271
PowerPoint Viewer, including, 226
TrueType fonts, including, 225, 227

cells, datasheet, 269
cells, table, 92
centering text in, 95
defined, 269
merging, xlvii, 95
splitting, xlvii, 95

Center button, 66, 95
centering
centering graphics, 144
table text, 95

Change Chart Type button, 105
Change Chart Type dialog box, 105
Change Colors button, 110
Chart Styles gallery, 105
charts, 100. See also diagrams
axes, formatting, 106
axis titles, renaming, 105
creating, xlvii, 101
data, entering, 103
data, excluding from, 103
defined, 91, 269
Excel worksheets in (see Excel worksheets)
formatting, advanced options for, 106
inserting, 102
layout, changing, xlviii
object attributes, changing, 106
pie, 105
plotting series based on rows, 105
sizing, xlviii
type, changing, 101, 105
updating, 104

checkerboard animation, 152
Checkerboard dialog box, 154, 155

checking spelling. See also spelling checker
as you type (see AutoCorrect)
of entire document, 59

ignoring words during, 62
supplemental dictionary, adding words to, 59

Choose A SmartArt Graphic dialog box, 109
circles, 132. See also shapes
clip art, 116. See also graphics
animated (see animated clips)
in Clip Organizer, 122
coloring, xlviii, 121
contextual tab for, 116
defined, 269
inserting, xlviii, 116, 117
keywords, displaying, 118
keywords, editing, 122
in Office Online, 116, 119
organizing, 122, 159
ScreenTips, displaying, 118
searching for, 117
sizing, xlviii, 120
special effects, xlviii

Clip Art button, 117, 119
Clip Art task pane, 117, 160
Clip Organizer
clip art, deleting from, 122
clips, adding, 122
opening, 122
sounds, inserting, 159

Close button, 3, 12, 104, 110, 184, 206, 227
Close Print Preview button, 172
closing
closing comments, 177
menus, 7
PowerPoint, 12
presentations, xxxix, 12–13
Print Preview, 172
Slide Master view, 196
collaborating on documents. See document workspaces

Collapse All command, 262
Collapse command, 262
collapsing, 77
collating, 269
collections of pictures. See photo albums
color gradients, 86
color schemes. See also themes
  applying, 82
  available, viewing, 191
  changing, xlvi, 191
  colors, adding, 83, 84
  creating, xlvi, lvi, 81
  defined, 81, 269
  deleting, 194
  modification of, 190
  PowerPoint, changing, 255
  uses for, 81
  viewing available, 81

coloring
  clip art, xlviii, 121
  shapes, 136
  text boxes, 54

colors
  in tables, 95
  in themes, 191
  in WordArt, 142
Colors button, 82, 191
Colors dialog box, 84, 85, 192
Colors gallery, 81, 82, 83, 88
columns, placeholder, 57
columns, table
  deleting, 95
  headings in, 92
commands
  from earlier versions, locating, 261
  previewing effects of, 6, 9, 271
comments. See also notes
  adding, liv, 176–77
  closing, 177
  defined, 269
  deleting, lv, 176, 178, 179
  displaying, 176–77
  editing, liv, 176, 177, 178
  hiding, lv, 176
  hiding icons for, 176, 178
  navigating, lv, 177–78
  printing, 170
  recording, lli
  removing from display, 185
Compatibility Mode, 14
Compatibility Pack, 14
Compress Pictures button, 117, 129
Compress Pictures dialog box, 129
compressing pictures, xlix, 117, 123, 129, 269
Compression Settings dialog box, 129
Confirm Password dialog box, 174
connection lines
  arrows, adding to ends of, 138
  drawing, 137
connection points, 134, 269
content placeholders, 42
  aligning text in, 66
  defined, 271
  deselecting, 52
  entering text in, 43
  formatting with columns, 57
  in masters, 194
  in masters, formatting, 196
  in masters, inserting, 203–204
  resizing, 51, 75
  resizing manually, 66
  selecting, xlii, 52
  selecting for editing, 51
  selecting text in, 47, 63
  shape, changing, 51
  sizing, xlii
  text, inserting, lvii
contextual tabs, 269
converting outlines into presentations, 33, 34
Copy button, 120
copying
  formatting, 134, 190
  presentations, to CDs, lix, 225–27, 271
  shapes, l, 133, 137
  text, 47
  text boxes, 51
Create Chart dialog box, 102
Create New Folder button, 21, 22
Create New Theme Colors dialog box, 81, 82, 191
Create New Theme Fonts dialog box, 84, 193
creator name
  changing, lxi, 177, 255
  removing from display, 173, 185
Crop button, 126
cropping, 126
defined, 269
pictures, xlix
Curved Connector button, 137
curved connectors. See shapes
CUSTOM.DIC, 59. See also checking spelling; spelling checker
Custom Animation button, 150–51
Custom Animation task pane, 150–51
custom dictionary, 59. See also checking spelling; spelling checker
Custom Shows dialog box, 213–14
Custom Slide Show button, 213
custom slide shows, 212, 269
creating, lviii, 213
ing, 214
hidden slides, displaying, 215
list order, changing, 214
slides, adding, 213
slides, deleting, 214
slides, hiding, 214
starting, lviii, 214
custom templates, lviii
custom themes, lvi
Customize Quick Access Toolbar button, 262, 266
customizing
animations, 151
AutoCorrect, 55
bullet points, lvi
fonts, xlv
Notes Master, lxi
PowerPoint environment, 254 (see also PowerPoint Options window)
Quick Access Toolbar, lxiii, 261, 265
status bar, 4
themes, xlv
Cut button, 49
cutting and pasting bullet points, xlii
cutting text, 49
cycle diagrams, 107
Define Custom Show dialog box, 213, 214
Delete button, 178
deleting
black slide at end of slide shows, 230
bullet points, 204
clip art, from Clip Organizer, 122
color schemes, 194
comments, lv, 176, 178–79
document workspaces, lv, 181
font sets, 194
footers, from masters, lvi, 197
shapes, from diagrams, 108
slides, xli, 33
table columns/rows, 95
text, 43, 47–48
themes, 194
Demote command, 262
deselecting
placeholders, 52
text boxes, 51, 54
design, ready-made. See themes; Themes gallery
Design tab, 8
design templates. See also masters; themes
defined, 269, 273
downloading from Office Online, 26–27, 31
presentations, creating from, xl, lviii, 29–30
saving, lviii
saving presentations as, 207
for slide layout (see slide layout)
storage locations, 207
diagrams. See also charts
color scheme, changing, xlviii
coloring, 110
converting bullet points into, xlviii, 111
creating, xlviii, 107
customizing, 107
defined, 91, 269
editing text in, 110
entering data in, 109
layouts, applying, 109
placeholders in, deleting, 110
resetting to original appearance, 108
shape color, changing, xlviii
shapes in, 108
Dialog Box Launcher, 4, 8, 270
Data markers, 269
data points, 100, 269. See also Excel worksheets
data series, 269
date and time. See smart tags
Decrease Font Size button, 66–67
Decrease List Level button, 46
dialog boxes
Action Settings, 240–41
Add Emphasis Effect, 152
Add New Member, 181
Add Sound, 158
AutoCorrect, 55–56, 58
Browse, 36, 97
Bullets And Numbering, 199
Change Chart Type, 105
Checkerboard, 154, 155
Choose A SmartArt Graphic, 108
Colors, 84, 85, 192
Compression Settings, 129
Compress Pictures, 129
Confirm Password, 174
Create Chart, 102
Create New Theme Colors, 81, 82, 191
Create New Theme Fonts, 84, 193
Custom Shows, 213, 214
Define Custom Show, 213, 214
Favorites - Add Clips To Organizer, 122
Find, 63
Font, 198
Format Axis, 106
Format Background, 8, 87
Format Shape, 50, 51, 53, 66, 69
General Options, 174
Get A Digital ID, 184
Grid And Guides, 146
Hyperlink To Slide, 241, 244
Import To Collection, 122
Insert CD Audio, 159
Insert Hyperlink, 236
Insert Movie, 163
Insert New Pictures, 130
Insert Object, 97, 98
Insert Outline, 34
Insert Picture, 123, 125–26, 197, 221
Insert Sound, 161
Insert Table, 93
Keywords, 122
Language, 60
launching from Ribbon, 4
Movie Options, 163
moving, 64
New From Existing Presentation, 29
New Presentation, 208
Open, 11–12
Options, 226
Package For CD, 226
Page Setup, 170
Paragraph, 70
Password, 173, 175
Photo Album, 130
Picture Bullet, 199
Print, 172, 223
Properties, 172, 183
Publish As Web Page, 247
Publish Slides, 38
Record Sound, 162
Rename Layout, 206
Replace, 63, 64
Replace Font, 63, 64
Save As, 14, 20, 22–23, 35, 123, 174, 207, 225, 246–47
Save Current Theme, 193
Set Hyperlink ScreenTip, 238
Set Page Title, 247
Set Up Show, 219, 232
Size And Position, 120, 127
Spelling, 59, 61
Symbol, 200
Web Options, 248
Zoom, 18, 221
dictionaries, 59
digital rights management, 185
digital signatures, 184, 270
digital videos, 162
contextual tabs for, 163
inserting, liii, 164
looping, liii, 165
pausing, 164
playing automatically, 165
playing time, displaying, 163
previewing, 163
display modes. See views
displaying
objects, 63
ScreenTips, 4
distributing. See publishing
dividing table cells, 95
Document Inspector, 184
Document Management task pane, 179–80
document workspaces
  creating, 179–80
defined, 270
deleting, lv, 181
documents in, 181
folders, creating, 181
links, listing, 181
members, 181
publishing presentations to, lv, 179–80
updating presentations in, 181
Web browser, opening in, 181
dots. See bullet points
dotted lines under text. See smart tags
downloading presentations from Office Online,
  27, 31
dragging
  bullet points, xlii
text, 49
drawing guidelines
  displaying, li, 146
  snapping objects to, 146
drawing on slides. See pen tool
drawing shapes, 132
Draw Table button, 95
duplicating. See copying

E
e-mail
  addresses, linking to, 236
  messages, linking to, lx
e-mailing presentations for review, lv, 182
Edit Comment button, 178
Edit Data button, 106
Edit Shape button, 137
editing
  comments, 176–78
  custom slide shows, 214
  ScreenTips, for Layout gallery, 195
  Web presentations, 246
Editing group, 63
editing text, xli
  redoing and undoing, xlii
  in text boxes, 50
effects. See animations; transitions
Effects button, 84
Effects gallery, 84
embedded objects
  defined, 270
  vs. linked objects, 96
embedding fonts, 225, 227
emphasis effects, 150
encryption, 270. See also password protecting
  presentations
ending slide shows, 215, 228
entering text, 42
  in bullet points, 45
  insertion point for, 43
  in placeholders, 43
  without placeholders, 43, 50
  in text boxes, 52
  in titles, 43, 44
entrance effects, 150
Eraser button, 95
erasing pen marks, 231
Excel worksheets
  charts, creating with, xlvi, 100
  elements of, 100
  entering data in, 101
  inserting, 96
  linking, vs. embedding, 98
  working with, 99
exit effects, 150
Expand command, 262
expanding outlines, xlv, 77
exporting presentations as outlines, 35

F
fancy text. See graphics; WordArt
Favorites - Add Clips To Organizer dialog box, 122
file compression, xlix, 117, 123, 129, 269
file format compatibility with earlier versions, 14
File menu. See Office menu
file name extensions, 22, 270
File Transfer Protocol (FTP), 246, 270
files
  hyperlinks to, inserting, 238
  opening, setting trusted locations for, lxiii
  printing to, 169
finalizing presentations, 182
Find dialog box, 63
finding. See also replacing
  clip art, 117
  fonts, xliii
  words, 63–64
First Line Indent marker, 270
5-Point Star button, 135
flagged words. See spelling checker
flipping shapes, 133, 136
Fly In animation, 151
folder creation, 21–22
Font Color arrow, 71
Font Color button, 85
Font Color gallery, 81
Font dialog box, 198
Font Dialog Box Launcher, 54
font sets, lvi
  creating, 193
  deleting, 194
  modification of, 190
fonts
  coloring, 71, 85
  customizing, xliii
  embedding, 225, 227
  finding, xliii
  for headings, 193
  in masters, lvi, 198
  replacing, 63, 64
  sizing, xlii, 66–67
  in themes, 193
  viewing by theme, 84
Fonts button, 84, 193, 198
Fonts gallery, 84
footers, 173
  hyperlinks and, 239
  inserting, lvi
  in masters, deleting, 197
Format Axis dialog box, 106
Format Background dialog box, 8, 87
Format Painter button, 134, 190
Format Shape dialog box, 50, 51, 53, 66, 69
formatting
  copying, 134, 190
  placeholders, with columns, 57
  shape text, 133
  text, in text boxes, 54
text, with Mini toolbar, 48
words, individually, 67
framing
  photo albums, 131
  slides, when printing, 170
FTP (File Transfer Protocol), 246, 270
G
galleries, 6, 270
  of animation effects, 150
  Background, 87
  Chart Styles, 105
  Colors, 81, 82, 83, 88
  Effects, 84
  Font Color, 81
  Fonts, 84
  Layout, 75, 195
  Picture Styles, 128
  Placeholder, 203
  Shape Styles, 134
  Shapes, 137, 242
  SmartArt, 111
  Table Style, 94
  Texture, 88
  Theme Colors, 190, 191
  Theme Fonts, 190, 193, 198
  Themes, 9, 79, 86, 132, 190
  Transition, 156
  WordArt, 140
General Options dialog box, 174
Get A Digital ID dialog box, 184
GIFs, animated, 163, 269
glow effect, 121
graphics, 115. See also graphics
  aligning, li, 143–44
  animating (see animations)
  as bullet points, lvi, 199
  compressing, xlix, 117, 123, 129, 269
  defined, 270
  distributing, 146
  effects, 121 (see also animations; transitions)
  glow, applying, 121
  grouping, 134, 138
  hiding, 194
  importing to collections, 122
locking aspect ratio, when sizing, 120
in masters, 197
modifying, 116
photo albums of (see photo albums)
resetting to original settings, 117
selecting multiple, 138
shadow effect, 121
sizing, 120
in speaker notes, lix
stacking, li, 143–44
ungrouping, 139
Graphics Interchange Format (GIF), 124
graphs. See charts; diagrams
grayscale
defined, 270
previewing presentations as, liii
printing presentations in, 170–71
Grid And Guides dialog box, 146
gridlines
Group button, 138
grouping
graphics, 134, 138
shapes, li
slides, for different audiences, 212
groups
defined, 270
in tabs, 3–4
guidelines
displaying, li, 145–46
snapping objects to, 146
turning off, 146

H
handles, 270
Handout Master view, 270
handouts, 220
masters for, 194, 220, 270
previewing, 224
printing, lix, 169, 224
Hanging Indent marker, 200, 270
headers, 223. See also footers
headings, 193. See also titles
hidden slides
displaying, 215
hyperlinking to, 241
printing, 170
Hide Background Graphics button, 194
Hide Slide button, 215
hiding
bullet points, 77
comment icons, 176, 178
comments, lv, 176
graphics, 194
objects, xlv, 63, 66
panes, 16
rulers, 201
slides, lviii, 170, 213–15, 241
sounds, lii, 160
hierarchy diagrams, 107
highlighting. See selecting
high quality printing, 170
Home action button, 170
Home tab, 7
hovering, 4, 270
HTML, 245
defined, 270
saving presentations as (see Web presentations)
tags, 245
Hyperlink button, 236, 239
Hyperlink To Slide dialog box, 241, 244
hyperlinks
appearance of, 237
attaching to every slide, 239
between slides, lix
color, setting for theme, 192
defined, 270
deletion of, 236
in document workspaces, listing, 181
editing objects containing, 236
to e-mail addresses, lix, 236
to files, 238
following, 238
footers and, 239
to hidden slides, 241
inserting, 236
jumping to, 238
pictures, attaching to, 238
pointer shape and, 238
ScreenTips, setting, 238
to Web pages, lix, 238
to Word documents, lix
Hypertext Markup Language (HTML), 245
defined, 270
saving presentations as (see Web presentations)
tags, 245

icons, attaching actions to. See action buttons
ignoring spelling checker words, 62
Import To Collection dialog box, 122
Increase Font Size button, 66
Increase List Level button, 46
indent markers, 270
indenting
bulleted lists, lvii
bullet points, 197, 200
in masters, altering, 196
Information Rights Management (IRM), 185
ink annotations, 185
Insert Above button, 95
Insert CD Audio dialog box, 159
Insert Chart button, 102
Insert Hyperlink dialog box, 236
Insert Layout button, 202–203
Insert Media Clip button, 164
Insert Movie button, 163
Insert Movie dialog box, 163
Insert New Pictures dialog box, 130
Insert Object dialog box, 97, 98
Insert Outline dialog box, 34
Insert Picture dialog box, 123, 125–26, 197, 221
Insert Picture From File button, 123, 125
Insert Placeholder button, 203
Insert SmartArt Graphic button, 108
Insert Sound dialog box, 161
Insert tab, 8
Insert Table button, 93
Insert Table dialog box, 93
inserting
action buttons, 240
audio files, 158
CD audio tracks, 158
charts, 102
clip art, 116, 117
comments, 176
Excel worksheets, 96
hyperlinks, 236
movies, 164
outlines, 33
pictures, 123, 125
placeholders, in masters, 203
slides, xli
slides, from slide libraries, 38
sound clips, 158
table rows, 95
tables, 93
text, 47
text boxes, 136
WordArt, 140
Word tables, 92
insertion point, 43, 270
inspecting presentations, 184
Internet Explorer. See Web browsers
IRM, 185
Italic button, 71, 204
italicizing text, xlii, 71, 204

J
Joint Photographic Experts Group (JPEG) files, 124
Justify button, 66
justifying text, 66

K
keyboard shortcuts, lx, 265
for adding slides, 30
for copying text, 47
custom, 265
for increasing/decreasing list level, 46
printing list of, lxiii
for slide show navigation, 229
keywords, clip art
displaying, 118
editing, 122
Keywords dialog box, 122
kiosks, displaying presentations at, 219

L
Language button, 60
Language dialog box, 60
languages
adding, 254
dictionaries for checking spelling in, 59
marking words in non-English, xliii
launching dialog boxes from Ribbon, 4
Layout button, 75
Layout gallery, 75, 195
ledger paper, printing slides on, 168
Left Indent marker, 270
legends, 271
libraries, slide
defined, 272
inserting slides from, 38
storing slides in, 38
line spacing, xliv, 67, 70
Line Spacing button, 67, 70
lines
adjacent, selecting, 47
around text boxes (see borders)
linked objects
defined, 271
vs. embedded objects, 96
modifications in, 97
linking to pictures, 125
links
appearance of, 237
attaching to every slide, 239
between slides, lxi
color, setting for theme, 192
defined, 270
deletion of, 236
in document workspaces, listing, 181
to e-mail addresses, 236
to e-mail messages, lx
editing objects containing, 236
to files, 238
following, 238
footers and, 239
to hidden slides, 241
inserting, 236
jumping to, 238
pictures, attaching to, 238
pointer shape and, 238
ScreenTips, setting, 238
to Web pages, lxi, 238
to Word documents, lxi
live preview, 6, 9
defined, 271
disabling, lxii
locating. See finding
locking aspect ratio of graphics, 120
looping movies, liii, 165
looping slide shows, 219
lowercase, 71
macros, 271
magnification, changing
in notes, 221
in presentations, xxxix
in Print Preview, lii, 171
in slides, 16, 78
manual slide show control, 215
marking presentations as final, lvi, 186
markup. See comments; notes
masters
bulleted lists in, 196, 199
defined, 271
displaying, 195 (see also Slide Master view)
fonts in, lvi, 198
footers, deleting, lvi, 197
graphics in, 197
Handout Master, 194
hyperlinks in, 239
multiple sets, 195
Notes Master, 194
overriding, 194
placeholders in, 194
placeholders in, as text, 204
placeholders in, formatting, 196
placeholders in, inserting, 203
slide layout, creating, lvi
Slide Master, 194
text placeholders, 204
Maximize button, 3
members of document workspaces, 181
menus, closing, 7
Merge Cells button, 95
merging
defined, 271
table cells, xlvii
Next button, 178, 230
Next Page button, 171
Next Slide button, 13, 29, 221
non-English words, marking, xlii
Normal button, 201, 222–23
Normal view, 14
   as default, 5
   defined, 271
   switching to, 222
notes. See also comments
   adding, lix, 15
   creating, 220
   headers, 223
   masters for (see Notes Master)
   non-text, 220
   pictures, adding, lix, 221
   printing, lix, 169–70, 223
   tables, adding to, 221
   zooming, 221
Notes Master, 194, 220
   customizing, lix
   defined, 271
   displaying, 223
Notes Master button, 223
Notes Master view, 271
Notes Page button, 220–21
Notes Page view, 15, 220–21
Notes pane, 5, 271

O
Object button, 97
objects
   comments, attaching to, 177
   displaying, 63, 65
   hiding, xlv, 63, 66
   sizing text to fit (see AutoFit)
Office menu, 7, 271
Office Online
   accessing, 116
   clip art, finding, 116, 119
   designs, previewing from, 31
   downloading presentations from, xl, 26–27, 31
OneNote, 169
Open dialog box, 11–12
opening
   blank presentations, 21, 26
   Clip Organizer, 122
   document workspaces, 181
   files, setting trusted locations for, lxiii
   PowerPoint, 2
   presentations, xxxix, 11–12
   presentations, password-protected, 173
   Web presentations, 249
Options button, 171
Options dialog box, 226
organization charts, xlvii
organizing clip art, 122, 159
orienting text boxes, 51–52
Outline tab, 271
outlines. See also borders
   collapsing, xlv, 77
   converting into presentations, 33–34
   displaying presentations as, 16
   expanding, xlv, 77
   exporting presentations as, 35
   printing, 169
   starting new presentations from, 35
overheads, printing, 168
overriding masters, 194
Overview pane, 5, 271
overwriting presentations when saving, 21

P
Package For CD dialog box, 226
packaging presentations on CD, lix
   defined, 271
   PowerPoint Viewer, including, 226
   TrueType fonts, including, 225, 227
Page Setup dialog box, 170
painting formatting, 134, 190
panes
   hiding, 16
   sizing, xxxix, 16
paper sizes, selecting when printing presentations, 168, 170
Paragraph dialog box, 70
Paragraph Dialog Box Launcher, 67
paragraph spacing, 67, 70
paragraphs
  Before/After settings, 67
  selecting adjacent, 47
parent folders, 271
Password dialog box, 173, 175
password protecting presentations, liv, 174
  defined, 270
  for modifying, 173
  for opening, 173
  removing password, liv, 176
  strong password guidelines, 174
passwords, 271
Paste arrow, 137
Paste button, 49
pasting text, 49
pausing movies, 164
pausing slide shows, 216
Pen button, 229, 231
pen tool, lx, 229
  activating, 230
  color, changing, 229, 231
  drawing with, 231
  erasing marks from, lx, 231
  turning off, 232
permissions
  defined, 271
  restricting, 185
personal information
  changing, lxii, 177, 255
  removing from display, 173, 185
personalizing Microsoft Office, 177, 255
Photo Album button, 130
Photo Album dialog box, 130
photo albums, 130
  captioning pictures in, 131
  creating, xlix
  defined, 271
  frame shape, 131
  layout, 131
  photos in, rearranging, l
  renaming, 131
photographs. See graphics
Picture Border button, 127
Picture Bullet dialog box, 199
Picture button, 126, 197
Picture Effects button, 121, 161
Picture Styles gallery, 128
pictures. See also graphics
  adding to backgrounds, xlvi, 86
  albums of (see photo albums)
  borders, xlix, 127
  compressing, xlix, 117, 123, 129, 269
  cropping, xlix
  hyperlinks, attaching to, 238
  inserting, xlix, 123, 125
  linking to, 125
  modifying, 123
  moving, xlix
  notes, adding to, 221
  sizing, xlix, 127–28
  slides as, 123
  style, changing, xlix
pie charts, 105. See also charts
Placeholder gallery, 203
placeholders, 42
  aligning text in, 66
  defined, 271
  deselecting, 52
  entering text in, 43
  formatting with columns, 57
  in masters, 194
  in masters, formatting, 196
  in masters, inserting, 203–204
  resizing, 51, 75
  resizing manually, 66
  selecting, xlii, 52
  selecting for editing, 51
  selecting text in, 47, 63
  shape, changing, 51
  sizing, xlix
  text, inserting, lvii
Play Movie button, 165
playing animations, 152
playing movies
  automatically, 165
  pausing, 164
  until stopped, 165
playing sounds, 159–60
pointer, 4. See also pen tool
pop-up toolbar, 230
Portable Network Graphic (PNG), 124
PowerPoint

- closing, 12
- environment, customizing, 254 (see also PowerPoint Options window)
- starting, 2
- tabs grouped across top of window. (see Ribbon)
- viewing presentations without (see packaging presentations on CD)

PowerPoint 2003 commands, 261

PowerPoint Options window, 254

- Advanced page, 257
- Proofing page, 256
- Resources page, 260
- Save page, 256
- Trust Center page, 258

PowerPoint Viewer, lx, 225–26, 271

practicing slide shows, lix, 216–18

presentations. See also slide shows

- advanced options, lxii
- author name, removing from display, 173
- black and white, previewing in, 169
- blank, creating, xl, 21, 26
- closing, xxxix, 12–13
- comments, adding to (see speaker notes)
- converting outlines into, xli, 34
- creating from existing, xl, 29
- creating from templates, xl, 30
- default save options, changing, 257
- different computer, displaying on (see packaging for CDs)
- display modes (see views)
- displaying with two monitors, 232
- document workspaces, publishing to, lv
- downloading from Office Online, xl, 26–27, 31
- e-mailing, lv, 182
- ending without black screen, lx
- finalizing, 182
- grayscale, previewing as, liii
- grouping slides in, 212
- hyperlinks in (see hyperlinks)
- inspecting, 184
- kiosk display, setting up for, 219
- marking as final, lvi, 186
- moving to first slide in, 13
- multiple, xxxix
- multiple versions of, 212
- navigating, lx, 12–13
- notes (see speaker notes)
- opening, xxxix, 11–12
- opening, when password-protected, 173
- outlines, converting into, 33
- outlines, displaying, 16
- outlines, exporting as, 35
- overwriting when saving, 21
- packaging for CDs (see packaging for CDs)
- password protecting (see password protecting presentations)
- previewing, 169, 171
- previewing as thumbnails, 14
- printing (see printing presentations)
- properties, lv, 182–83, 246
- properties, deleting, lv
- protecting (see password protecting presentations)
- publishing to document workspaces, lv
- Quick Access Toolbar, creating for specific, 265
- read-only, opening, 173
- rearranging, 77
- reusing slides from existing, 35
- running automatically, lix, 219
- saving, xl, 20
- saving, as earlier formats, lxii, 257
- saving, as RTF outline, xli, 35
- saving, as templates, 207
- saving, creating new folders when, 22
- saving, from templates, 29
- saving, in new folder, xl
- saving, omitting file name extensions when, 22
- saving, to be compatible with previous versions, 22
- saving new versions of, 21
- securing (see password protecting presentations)
- sending by e-mail, lv, 182
- slides in (see slides)
- templates, creating from, lviii
- templates for (see templates)
- themes (see templates)
- title bar, 2, 273
- traveling with (see packaging for CDs)
- variations of, creating, 212
- viewing all, 20
- viewing as thumbnails, 5, 271
- viewing without PowerPoint (see packaging for CDs)
presentations (continued)
views for (see views)
Web browsers, displaying in, 246
Web format, saving in (see Web presentations)
Web pages, saving with one file, 246
zooming in, xxxix
Presenter view, 232
Preset Colors button, 88
Preview button, 164
previewing
animated clips, 163
animations, 151
in black and white, 169
command effects (see live preview)
handouts, 224
movies, 163
Office Online designs, 31
presentations, 169, 171
presentations, as thumbnails, 14
presentations, in grayscale, liii
themes, 9, 79
Previous button, 178
Previous Slide button, 13
Print button, 224
Print dialog box, 169, 172, 223
Print Preview, 171–72
printers
selecting, liii
settings, 172
switching, 169
viewing installed, 172
printing
to files, 169
handouts, lix, 169, 224
hidden slides, 170
high quality, 170
notes, 169, 223
outlines, 169
settings, adjusting, 169
slides, lii, 169
speaker notes, lix
printing presentations, 168
in black and white, 170
in grayscale, 170-71
multiple copies, 169
paper size, selecting, lii, 168, 170
printer, selecting, 172
range, selecting, 172
scaled to fit paper, 170
slide orientation, setting, 168
specific slides in, 169
process diagrams, 107
properties, 182–83
Properties dialog box, 172, 183
protecting presentations, liv, 174
defined, 270
for modifying, 173
for opening, 173
password, removing, liv, 176
strong password guidelines, 174
Publish As Web Page dialog box, 247
Publish Slides dialog box, 38
publishing graphics, 146
publishing presentations
to document workspaces, 179–80
as Web pages (see Web presentations)
Q
Quick Access Toolbar, 3
buttons, adding, lxiii
commands, adding, 262
customizing, lxiii, 261
default, restoring, lxiii, 264
defined, 272
displaying below Ribbon, 261
presentation-specific, creating, 265
Review Tab commands, adding, 266
quitting PowerPoint, 12
R
read-only presentations
defined, 272
opening, 12, 173
ready-made presentations. See templates
rearranging
animations, 153
presentations and slides, 77
Recolor button, 121
Record Sound dialog box, 162
recording sounds, 162
red underlined words. See checking spelling; spelling checker
Redo button, 47, 49
redoing, xlii
reflection effect, applying to WordArt, 142
regrouping graphics, 134, 272
Rehearse Timings button, 217
rehearsing slide shows, lix, 216–18
relationship diagrams, 107
removing. See deleting
Rename Layout dialog box, 206
renaming
chart titles, 105
photo albums, 131
slide layout, 206
reordering
animations, 153
presentations and slides, 77
Repeat button, 218
repeating information at bottom of slide. See footers
repeating slides when rehearsing slide show, 218
Replace button, 64
Replace dialog box, 63, 64
Replace Font dialog box, 63, 64
replacing, xliii. See also finding
fonts, xliii, 63–64
text, 47–48
words, 63–64
Research task pane, 62
Reset button, 76
Reset Graphic button, 108
resetting. See also undoing
diagrams, to original appearance, 108
graphics, to original settings, 117
Quick Access Toolbar, to default, 264
slide layout, 74, 76
resizing
panes, xxxix
placeholders, 51, 75
placeholders, manually, 66
Ribbon, 261
shapes, 133
text boxes, 50, 69
Restore Down button, 3
restoring. See also undoing
diagrams, to original appearance, 108
graphics, to original settings, 117
Quick Access Toolbar, to default, 264
slide layout, 74, 76
restricting permissions, 185
Return action button, 245
Reuse Slides task pane, 36
reusing slides, xli, 35
reverting. See also undoing
diagrams, to original appearance, 108
graphics, to original settings, 117
Quick Access Toolbar, to default, 264
slide layout, 74, 76
Review Tab, 10, 366
revising. See editing
Ribbon, 3
defined, 272
launching dialog boxes from, 4
resizing, 261
Rich Text Format (RTF) outlines
defined, 272
exporting presentations as, 35
inserting into presentations, 33
saving presentations as, xli
Right Arrow shape, 136
Rotate button, 136
rotating
shapes, 133
text boxes, xlii, 51–52
rotating handles, 133, 272
rows, table
deleting, xlvii, 95
formatting, xlvii
headings in, 92
inserting, xlvii, 95
RTF (Rich Text Format) outlines
defined, 272
exporting presentations as, 35
inserting into presentations, 33
saving presentations as, xli
rulers
displaying, 200
hiding, 201
running presentations automatically, 219
Save As dialog box, 14, 20, 22–23, 35, 123, 174, 207, 225, 246, 247
Save button, 21, 29, 44, 208
Save Current Theme dialog box, 193
saving
  templates, lviii
  themes, lvi, 193
  Web pages, 246
saving presentations, xl, 20
  automatic, changing setting for, 23
  for compatibility with previous versions, 22
  creating folders for, 21–22
  default format, changing, 257
  default location for, changing, 256
  as earlier formats, lxii, 257
  in new folder, xl
  as new versions, 21
  omitting file name extensions when, 22
  options for, changing, lxii
  overwriting when, 21
  as RTF (Rich Text Format) outlines, 35
  as templates, 207
  from templates, 29
  in Web format (see Web presentations)
saving slides
  as pictures, 123
  in slide libraries, 38
scaling presentations to fit paper, 170
ScreenTips
  for buttons, 254
  defined, 272
  displaying, 4, 8
  feature descriptions in, removing, 255
  for hyperlinks, 238
  for layouts, 195
searching. See finding
securing presentations. See password protecting presentations
security, 259. See also password protecting presentations
Select button, 67
selecting, 272
  bullet points, 47, 48
  graphics, multiple, 138
  graphics, stacked, li, 143–44
  lines, 47
  paragraphs, 47
  placeholder text, 47, 63
  placeholders, xlii, 51–52
  shapes, 133
  slides, with transitions, 157
  subpoints, 47, 48
  text, 47
  titles, 47
  words, 47, 48
Selection And Visibility task pane, 63, 65, 144
selection boxes, 43
Selection Pane button, 144
self-running presentations, 219
sending presentations as e-mail, lv, 182
Send To Back button, 143, 197
service options, 258
Set Hyperlink ScreenTip dialog box, 238
Set Page Title dialog box, 247
Set Up Show dialog box, 219, 232
Set Up Slide Show button, 219
Shading button, 95
shadow effect, 121
Shape Fill arrow, 136
Shape Fill button, 110
Shape Height box, 120, 127
Shape Outline arrow, 138, 139
Shape Styles gallery, 134
shapes, 132. See also graphics
  adjusting, 133
  attributes, applying to another shape, 134
  borders, 134
  button, deactivating, 134
  changing, l, 137
  coloring, l, 136
  connecting, l
  connection lines, adding arrows to ends of, 138
  connection lines, drawing, 137
  connection points, 134
  copying, 133, 137
  creating, l, 132
  customizing, in diagrams, 108
  default, setting as, 134
  defined, 272
  deleting from diagrams, 108
drawing, l, 132
duplicating, l
flipping, 133, 136
grouping, li
moving, 133, 137
resizing, 133
rotating, 133
selecting, 133
text in, l, 133
texture, l

Shapes button, 134, 242, 250

Shapes gallery, 137, 242
SharePoint, 258. See also document workspaces
sharing slides. See slide libraries
Show Markup button, 178
shrinking
  graphics, 117, 123
  pictures, 129
text to fit (see AutoFit)
signatures, digital, 184, 270
Size And Position dialog box, 120, 127
sizing
  charts, xlvi
clip art, xlvi, 120
  graphics, 120
pictures, xlvi, 127–28
placeholders, xlvi
text boxes, xliii
sizing handles, 133, 272
skipping slides, lvii, 170, 213–15, 241
slide backgrounds
  applying, 88
  customizing, 86
defined, 269
pictures, xlvi, lvi, 86
shade, xlvi
texture, 88
Slide gallery, 206
slide layout
  applying, 75
changing, xlv, 74
creating, 202
default, xl
default, restoring, xlv
elements, adding, 74
inserting new, 203
master, creating, lvii
renaming, 206
resetting, 74, 76
slide libraries
  defined, 272
  inserting slides from, 38
  storing slides in, 38
Slide Master, 194
  defined, 272
  fonts, lvii
  hyperlinks, attaching to, 239
Slide Master button, 195, 239
Slide Master view, 195
closing, 196
defined, 272
displaying, 197
Slide pane, 5, 272
Slide Show button, 18, 157, 161, 215, 216, 229, 237
Slide Show tab, 10
Slide Show view, 14, 272
slide shows. See also presentations
  advancing slides in, 18
  automatic control, 215
  black slide at end, removing, 19, 230
  custom (see custom slide shows)
  drawing on (see pen tool)
  ending, 215, 228
  hiding sounds during, 160
  keyboard shortcuts for, 229
  looping, 219
  manual control, 215
  navigating in, 211, 215, 228–29
  pausing, 216
  personalized for audiences (see custom slide shows)
  pop-up toolbar, 228, 230
  rehearsing, lix, 216–18
  slides, jumping to, 229
  starting, 215, 228
toolbar, displaying during, 228, 230
viewing presentations as, xxxix
Slide Sorter button, 17, 78, 157, 216
Slide Sorter view, 14
defined, 272
rearranging presentations in, 77
rearranging slides in, xlv
switching to, 78
**slide timings**
applying, 216–17
changing, 218
defined, 272
rehearsing, lix, 216–18
setting, lviii

**slides**
adding, xl–xli, 30, 32–34, 45–46
animations (see animations)
as pictures, 123
backgrounds (see backgrounds)
black and white, previewing in, 169
bullet point on previous slide, converting to, xli
deleting, xli, 33
design, changing basic (see masters)
displaying, 13
drawing on (see pen tool)
footers on (see footers)
framing, in printed presentation, 170
graphics on (see graphics)
headings on (see titles)
hidden, lviii, 213
hidden, in custom slide shows, 214
hidden, displaying, 215
hidden, hyperlinking to, 241
hidden, printing, 170
inserting, xli
layout of (see slide layout)
magnification, changing, 16
masters (see masters)
navigating, xlvi, 12–13, 78
objects on (see placeholders)
paper size for printing, 168, 170
placeholders in (see placeholders)
printing, lii, 168–69
rearranging, xlvi, 77
repeating information at bottom of (see footers)
reusing, xli, 35
in slide libraries, 38, 272
time between, lviii–lix, 216–18, 272
title, 273
titles on (see titles)
transitions, lii, 156–58
typing in, 44 (see also entering text)
zooming in, 16

**SmartArt.** See diagrams
SmartArt gallery, 111
SmartArt Styles gallery, 113
Smart Tag Actions gallery, 113
smart tags
defined, 272
settings for, 58
viewing available, 58
Sound button, 159, 161, 162
sound clips
hiding, lii
inserting, lii, 158
moving, lii
playing on point to slide title, lxi

**sounds, 158**
in animations, 155
in Clip Organizer, 159
contextual tabs for, 159
hiding, lii, 160
icons, formatting, 159
inserting, lii, 158
moving, lii
narrations, liii, 162
playing, 159–60
playing on point to slide title, lxi
recording, 162
testing, 159
in transitions, 157
visual effects, adding to, 161

**source documents, 272**
source programs, 272

**spacing**
paragraph, 67
text, 67, 70

**speaker notes.** See also comments
adding, lix, 15
creating, 220
headers, 223
masters for, 220
non-text, 220
pictures, adding, lix, 221
printing, lix, 170, 223
tables, adding to, 223
zooming, 221

**Spelling button, 59, 61**

**Slides tab, 272**
spelling checker, 43. See also checking spelling
   AutoCorrect, adding entries to, 61
   built-in dictionaries, 59
   default settings, 59
   displaying possible spellings of underlined words, 59
   for entire presentation, xliii
   language, setting, 61
   misspelled words, correcting, xliii, 60
   settings, adjusting, lxii, 256
   supplemental dictionary, adding words to, 59
   turning off, 59
   Spelling dialog box, 59, 61
   Split Cells button, 95
   splitting
      defined, 272
      table cells, xlvi, 95
   squares, 132. See also shapes
   stacked graphics, li, 143–44
   Start button, 6
   starting
      custom slide shows, 214
      PowerPoint, 2
      slide shows, 215, 228
   status bar
      customizing, 4
      defined, 272
   storing. See saving
   styles, table, 94–95
   stylized text. See WordArt
   subpoints
      animations, applying, 154
      bullet points, changing to, 46
      creating, xli, 46
      defined, 272
      selecting, 47–48
   substituting words, 63–64
   supplemental dictionary, 59. See also checking spelling; spelling checker
   Switch Windows button, 19
   switching
      printers, 169
      views, xxxix
      windows, 19
   Symbol dialog box, 200
   synonyms, looking up. See Thesaurus

T
   tab groups. See Ribbon
   Table button, 221
   table cells, xlvi, 92, 95
   table rows, xlvi–xlvii, 95
   Table Style gallery, 94
   tables, 92
      banding, turning off, 94
      borders, 95
      centering text in, 95
      colors, applying, 95
      column headings in, 92
      columns, deleting, 95
      creating, xlvi
      defined, 91, 272
      deleting columns/rows, 95
      entering data in, 92, 93
      inserting, 93
      notes, adding to, 221
      row headings in, 92
      setting up, 93
      stripes, turning off, 94
      structure of, 92
      styles, xlvi, 94–95
      Word, inserting, 92
   tabs
      defined, 272
      groups, 3
      groups, hidden, 4
   Tag Image File Format (TIFF) files, 124
   tags, HTML, 245, 273
   tasks, 181
   team workspaces. See document workspaces
   telephone numbers. See smart tags
   templates. See also masters; themes
      defined, 269, 273
      downloading from Office Online, 26–27, 31
      presentations, creating from, xl, lviii, 29–30
      saving, lviii
      saving presentations as, 207
      for slide layout (see slide layout)
      storage locations, 207
   testing sounds, 159
text. See also text boxes
   aligning, xli
   aligning evenly on both sides, 66
   animating (see animations)
   bolding, xli
   coloring, xli
   copying, 47
   cutting, 49
   deleting, 43, 48
   dragging, 49
   editing, xli–xlii, 50
   entering (see entering text)
   fancy (see WordArt)
   finding, 63, 64
   inserting, 47
   italicizing, xli, 71, 204
   justifying, 66
   maintaining size consistency, 66
   Mini toolbar for formatting, 48
   moving, 49
   pasting, 49
   in placeholders, aligning, 66
   in placeholders, selecting, 47, 63
   red underlining (see checking spelling; spelling checker)
   replacing, 47–48, 63–64
   selecting, 47
   sizing, manually, 66
   sizing, to fit (see AutoFit)
   special effects for (see WordArt)
   stylized (see WordArt)
   in text boxes, 50, 54
   vertical spacing, 67, 70
   WordArt (see WordArt)
   wrapping, 50

Text Box button, 50, 52, 128, 136

text boxes. See also text
   angle, changing, 51, 52
   borders, xlii, 51, 53
   copying, 51
   creating, xlii, 50, 52
   default settings, 54
   defined, 273
   deseleting, 51, 54
   editing text in, 50
   entering text in, 52
font, formatting, 54
formatting text in, 54
handles, dragging, 54
inserting, 136
moving, xlii, 51
orienting, 51, 52
resizing, 50, 69
rotating, xlii, 51–52
shape, changing, 50
sizing, xlii
switching from editing text in, 50
text in, shrinking to fit, 50
wrapping text in, 50
text case, xli
Text Effects button, 142
Text Fill arrow, 142
Text Outline arrow, 142
text placeholders, 204. See also placeholders

Theme Colors gallery, 190–91
Theme Fonts gallery, 190, 193, 198

themes, 190. See also color schemes
   applying, 80, 193
   changing, xli
   changing, but retaining custom colors, 86
   colors, adding, 191
   custom, xlii, lvi
   default, setting as, 190
   defined, 79
deleting, 194
effects, applying, 84
fonts in, creating, 193
fonts in, viewing, 84
naming, 193
previewing, 79
previewing, without applying, 9
saving, lvi, 193

Themes gallery, 9, 79, 86, 132, 190

Thesaurus, xliii, 59
   defined, 273
displaying, 62

Thesaurus button, 62
35mm, printing slides as, 168
three-dimensional text. See WordArt

thumbnails, 6
defined, 273
previewing presentations as, 14
viewing presentations as, 5, 271
tick-mark labels, 100, 273. See also Excel worksheets
timings, slide
applying, 216–17
changing, 218
defined, 272
rehearsing, lix, 216–18
setting, lviii
title bar, 3, 273
title slides, 273
titles, 42
bullet points, changing to, 46
bullet points under, collapsing, xlv
defined, 273
entering, 43–44
selecting, 47
toolbars. See Quick Access Toolbar; Ribbon
Transition gallery, 156
transitions, 156
applying, lii, 157
selecting all slides with, 157
sounds, adding, lii, 157
speed, setting, lii, 158
turning off, 157
Transition Sound button, 157
Transition Speed button, 158
Transitions gallery, 156
translating words into different languages, 62
TrueType fonts including when packaging for CD, 225, 227
trusted locations
for opening files, lxiii
specifying, 259
unselecting
placeholders, 52
text boxes, 51, 54
updating
charts, 104
Office programs, lxiii, 260
presentations, in document workspaces, 181
uppercase, 71
URLs. See hyperlinks
user name
changing, lxii, 177, 255
removing from display, 173, 185

V
vertical text spacing, 67, 70
video clips, 162
contextual tabs for, 163
inserting, liii, 164
looping, liii, 165
pausing, 164
playing automatically, 165
playing time, displaying, 163
previewing, 163
View toolbar, 5, 273
views. See also Normal view; Slide Show view; Slide Sorter view
defined, 5
switching between, xxxix, 15
Web browsers, 245. See also document workspaces
defined, 273
presentations, displaying in, 246

Web links
appearance of, 237
attaching to every slide, 239
between slides, lxi
color, setting for theme, 192
defined, 270
deletion of, 236
in document workspaces, listing, 181
editing objects containing, 236
to e-mail addresses, lx, 236
to files, 238
following, 238
footers and, 239
to hidden slides, 241
inserting, 236
jumping to, 238
pictures, attaching to, 238
pointer shape and, 238
ScreenTips, setting, 238
to Web pages, lxi, 238
to Word documents, lxi

Web Options dialog box, 248

Web pages
banners, printing slides as, 168
FTP sites, saving to, 246
hyperlinks to, inserting, 238
saving presentations as (see Web presentations)

Web presentations
browser compatibility, 248
colors, choosing, 248
creating, lxi
displaying, 246
editing, 246
naming, 246–47
navigation controls, 248
navigation frame, 246
opening, 249
saving, 246
settings, 258
titles of, 246–47
windows, switching between, 19

Word outlines
converting into presentations, xli, 33
presentations, starting from, 35

Word tables, xlvii, 92

WordArt
coloring, 142
defined, 273
inserting, li, 140
outline color, 142
styles, 141
text, adjusting slant of, 142
text, entering, 141
text effects, applying, 142

WordArt button, 140

WordArt gallery, 140

words. See also text
finding, 63–64
formatting individually, 67
replacing, 64
selecting, 47–48

worksheets, Excel
charts, creating with (see charts)
elements of, 100
entering data in, 101
inserting, 96
linking, vs. embedding, 98
working with, 99

wrapping text, 50

x-axis/y-axis, 273

XML data, removing from display, 185

z-axis, 273

Zoom button, 18

Zoom dialog box, 18, 221

Zoom In button, 18, 78

Zoom Out button, 18

zooming
in notes, 221
in presentations, xxxix
in Print Preview, lii, 171
in slides, 16, 78