ECDL Module 6

WORKBOOK

Presentation

Microsoft PowerPoint 2003 Edition for ECDL Syllabus 4.5 (UK only)

ECDL Foundation
Approved Courseware

CHELTENHAM
COURSEWARE

Contact Information

Australia / Asia Pacific / Europe (ex. UK) / Rest of the World
Email: **info@cheltenhamcourseware.com.au**
Web: **www.cheltenhamcourseware.com.au**

USA / Canada
Email: **info@cheltenhamcourseware.com**
Web: **www.cheltenhamcourseware.com**

UK
Email: **info@cctglobal.com**
Web: **www.cctglobal.com**

ECDL Approved Courseware

The ECDL Foundation has approved these training materials and requires that the following statement appears in all ECDL Foundation approved courseware.

European Computer Driving Licence, ECDL, International Computer Driving Licence, ICDL, e-Citizen and related logos are trade marks of The European Computer Driving Licence Foundation Limited ("ECDL-F") in Ireland and other countries.

Cheltenham Courseware is an entity independent of ECDL-F and is not associated with ECDL-F in any manner. This courseware publication may be used to assist candidates to prepare for **ECDL tests**. Neither ECDL-F nor **Cheltenham Courseware** warrants that the use of this courseware publication will ensure passing of **ECDL tests**. This courseware publication has been independently reviewed and approved by ECDL-F as complying with the following standard:

*Technical compliance with the learning objectives of **ECDL syllabus 4.***

Confirmation of this approval can be obtained by reviewing the Courseware Section of the website **www.ecdl.com**

The material contained in this courseware publication has not been reviewed for technical accuracy and does not guarantee that candidates will pass **ECDL tests**. Any and all assessment items and/or performance-based exercises contained in this courseware publication relate solely to this publication and do not constitute or imply certification by ECDL-F in respect of **ECDL tests** or any other ECDL-F test.

For details on sitting **ECDL tests** and other ECDL-F tests in your country, please contact your country's National ECDL/ICDL designated Licensee or visit ECDL-F's web site at **www.ecdl.com**.

Candidates using this courseware publication must be registered with the National Licensee, before undertaking **ECDL tests**. Without a valid registration, **ECDL tests** cannot be undertaken and no **ECDL test certificate**, nor any other form of recognition, can be given to a candidate. Registration should be undertaken with your country's National ECDL/ICDL designated Licensee at any Approved **ECDL test certificate** Test Centre.

Syllabus 4 is the official syllabus of the **ECDL** certification programme at the date of approval of this courseware publication.

PR2.1. Getting Started

PR2.1.1. First Steps with Presentations

PR2.1.1.1. Opening and closing Microsoft PowerPoint

Opening (starting) PowerPoint using the Start Menu
- Click on the **START** button.
- Click on All Programs.
- Click on Microsoft Office.
- Click on **MICROSOFT OFFICE POWERPOINT**. Normally PowerPoint will start and display a 'Tip of the day'. If a 'Tip of the day' is displayed, click on the **OK** button within the Help popup menu to close the Help popup.

Closing PowerPoint
- Click on the **CLOSE** icon (the small cross at the top-right of the application window).

PR2.1.1.2. Opening one or several presentations

Opening an existing presentation
- Start PowerPoint (and if necessary close the 'Tip of the day' help popup menu, by clicking on the **OK** button within the Help dialog box).
- Click on the **OPEN** icon.

The **OPEN** dialog box is displayed. Normally you will see the **MY DOCUMENTS** folder displayed. To open the file you require, click on the file to select it and then click on the **OPEN** button. In this case open a presentation called **FIRST STEPS 01**. You will see the following displayed.
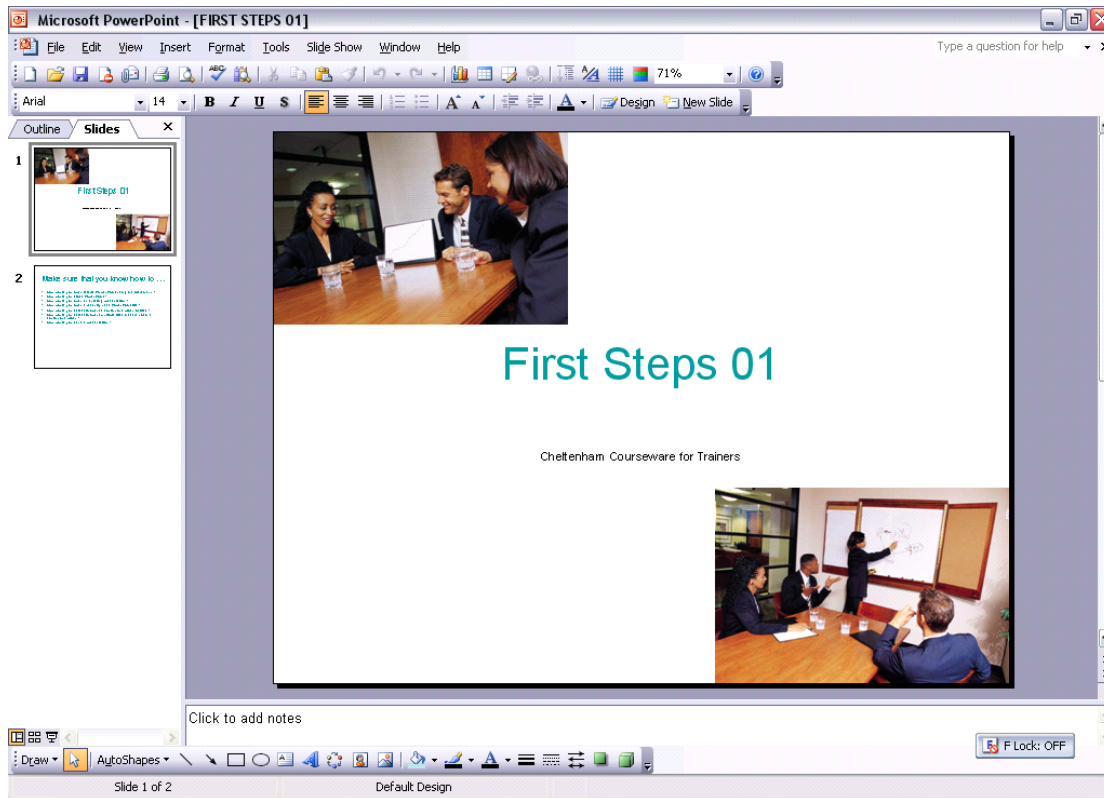
Tools to help you with opening files

- You can use the icons across the top of the **OPEN** dialog box to help you in locating and selecting the required file. Use the 'what is this' help to display more information about icons you are unfamiliar with. To use this help feature, click on the question mark icon (at the top-right of the dialog box) and then click on the item you wish to display a help popup about.
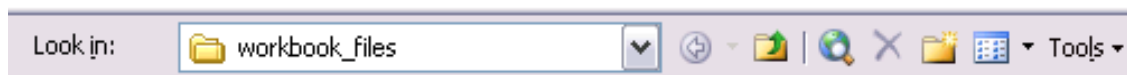
Opening a recently used PowerPoint file

- A list of recently opened files is displayed under the **FILE** menu. You can open these files by clicking on them. Try this now. You may find that few, if any files are displayed at present, so you may want to repeat this later in the course, after more files have been opened.

Selecting (& opening) a continuous block of files

- Click on the **OPEN** icon, which will display the Open dialog box.
- Click on the first file of the block which you wish to select
  (in this case a presentation called **DELIVERING PRESENTATIONS**)
  and then while depressing the **SHIFT** key, click on the last file of the required block
  (in this case a presentation called **FIRST STEPS 01**).

When you release the **SHIFT** key the entire block will remain selected.
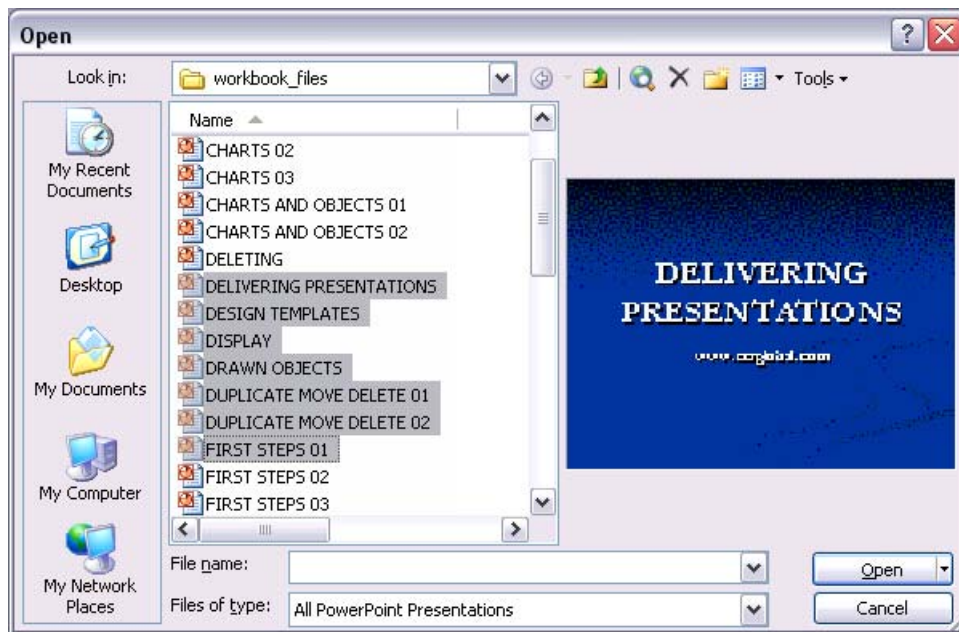
- Click on the **OPEN** button to open the files.
- Close these presentations, one at a time, by clicking on the **CLOSE WINDOW** icon (at the top-right of the window).

Selecting (& opening) multiple files which are not in a continuous block

- Click on the **OPEN** icon, which will display the Open dialog box.
- Click on the first file which you wish to select
  (in this case a file called **ANIMATION**)
  and while keeping the **CTRL** key depressed, click on the other files which you wish to select
  (in this files called **DESIGN TEMPLATES** and **FIRST STEPS 01**).
  When you release the **CTRL** key, the selected files will continue to be highlighted.
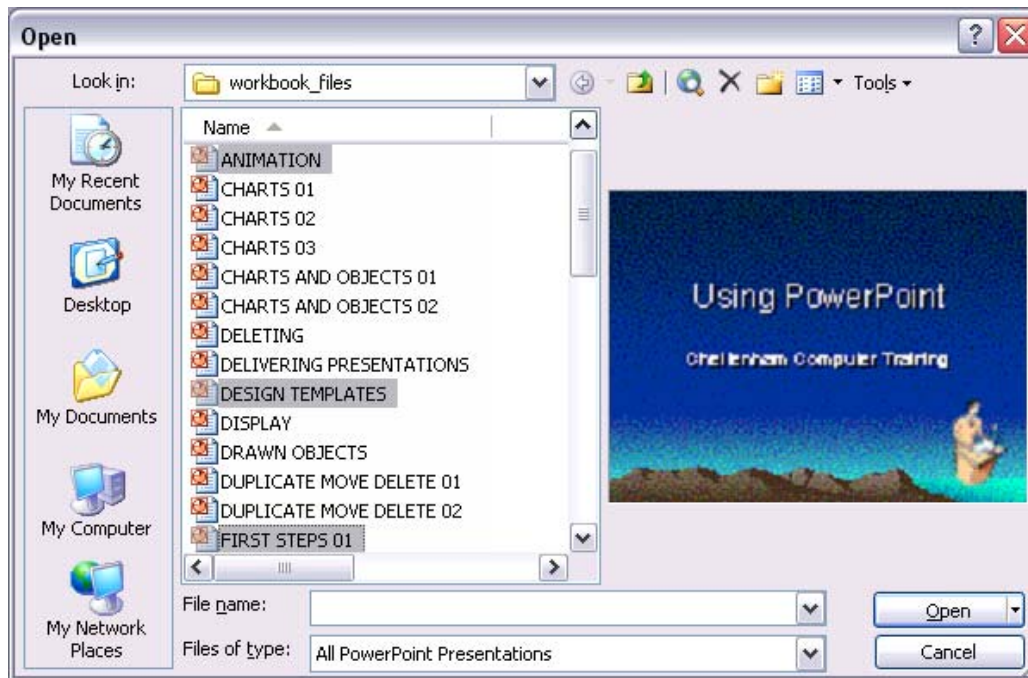
- Click on the **OPEN** button to open the files.
- Close these presentations, one at a time, by clicking on the **CLOSE WINDOW** icon (at the top-right of the window).
- Close PowerPoint.

PR2.1.1.3.   Creating a new presentation

Creating a new presentation when starting the PowerPoint application
- Start PowerPoint. A blank presentation will be displayed by default, as illustrated below. You could at this point start to type in text, add pictures or create further slides.
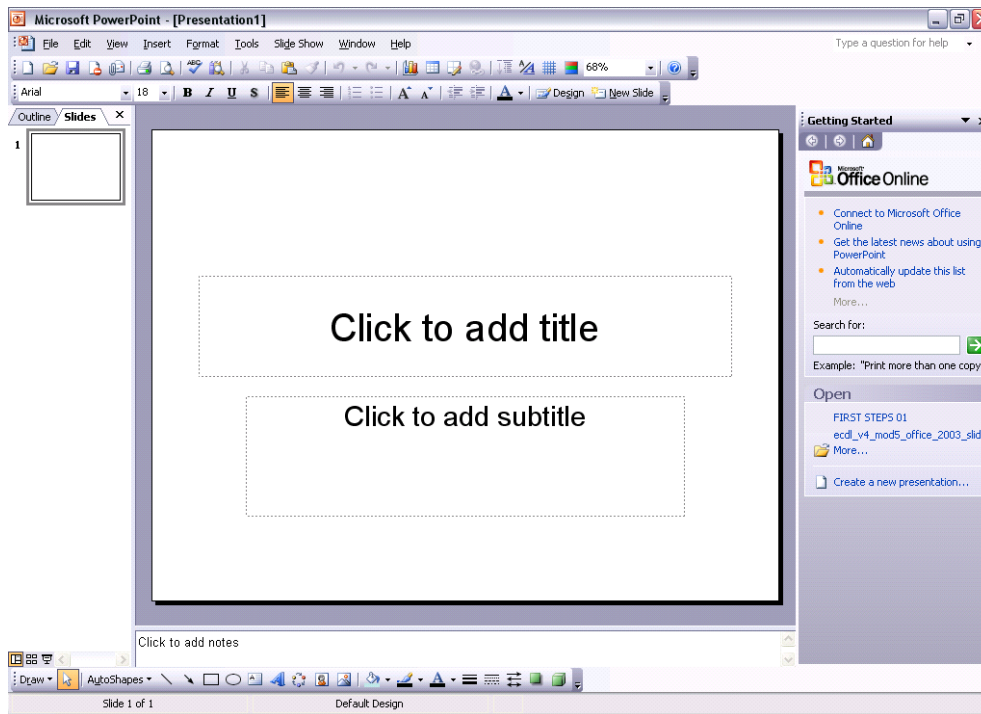
- In this case click on the area displaying the text '**CLICK TO ADD TITLE**'.
- Enter the words 'My very first presentation'.
- Click on the area displaying the text '**CLICK TO ADD SUBTITLE**'.
- Enter your name.

PR2.1.1.4.   Saving a presentation to a location on a drive

Saving a presentation

- Click on the **SAVE** icon. You should see the following.
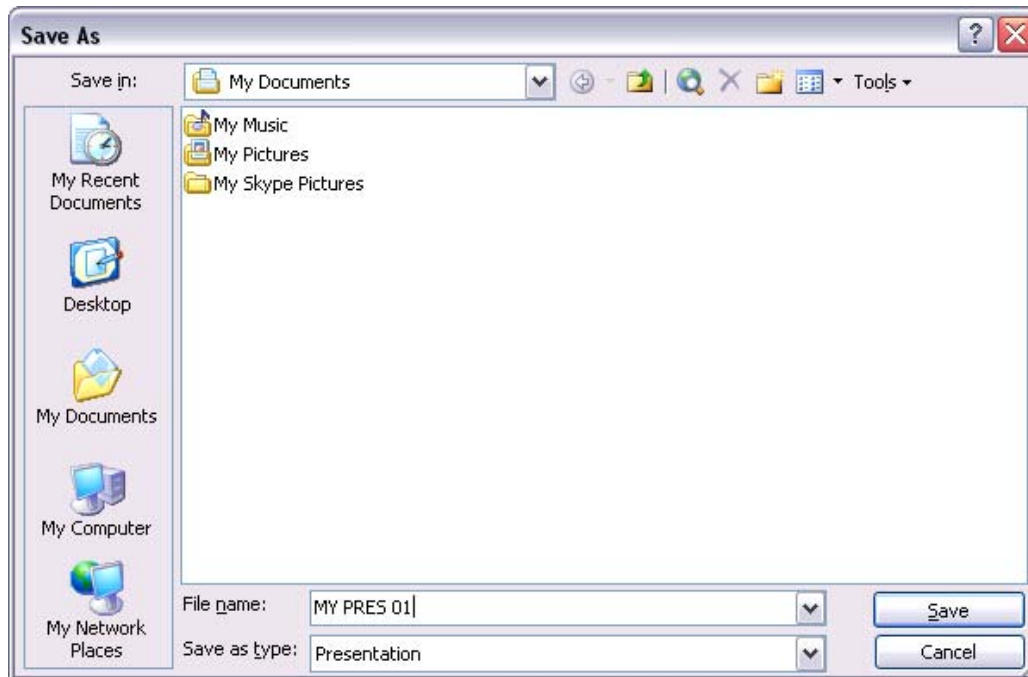
- Change the file name to **MY PRES 01**.
- Make sure that you are saving to the **MY DOCUMENTS** folder (*unless told otherwise by your tutor*).

- Click the **SAVE** button to complete the file saving process.

Saving a file to a diskette (floppy disk)

NOTE: Many PCs are no longer supplied with a floppy disk drive. If your PC does not have a floppy disk drive, you will not see an 'A' drive.

- Insert a blank, formatted floppy disk into PCs floppy disk drive.
- Click on the **FILE** drop down menu and select the **SAVE AS** command. A dialog box will be displayed similar to the illustration shown.
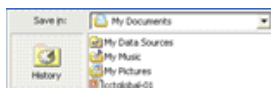
- Click on the down arrow to the right of the **SAVE IN** section of the dialog box, which will display a drop down menu, as illustrated.
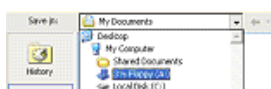
- Select the **3 1/2 FLOPPY (A:)** icon.

- Click on the **SAVE** button and the presentation will be saved to the floppy disk.
- Remove the floppy disk.

PR2.1.1.5. Saving a presentation under another name

Saving a presentation using another name

- Click on the **FILE** drop down menu and select the **SAVE AS** command and within the dialog box displayed, enter a different file name (in this case **MY PRES 02**).
- Click on the **MY DOCUMENTS** icon within the dialog box, to resave the file to this folder on your hard disk.
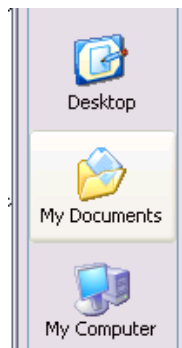
- Click on the **SAVE** button (within the Save As dialog box) to re-save the file.
- Close the presentation.

PR2.1.1.6. Saving a presentation in another file type

Saving a file in a format other than PowerPoint format, such as RTF

- Open a presentation called **FIRST STEPS 01**.
- From the **FILE** drop down menu, click on the **SAVE AS** command.
- Click on the down arrow to the right of the **SAVE AS TYPE:** box, and select the type of file format you wish to save the file as, such as **OUTLINE/RTF**.
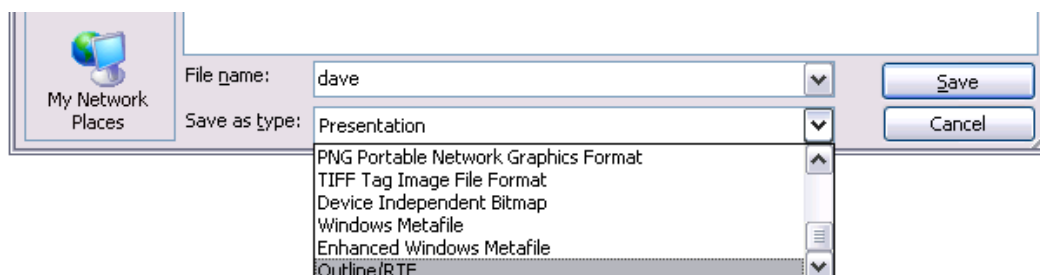
- Enter a file name (in this case **MY RTF PRES**) and then click on the **SAVE** button to save it in the required format.
- Close the presentation.

Saving your file in a different PowerPoint version

- This is useful where different departments within your organisation may be using different versions of the Microsoft PowerPoint program. Later versions of PowerPoint will be able to read presentations saved in earlier versions. However if someone, using say PowerPoint 95, received a presentation, formatted in say PowerPoint 2003, they would be unable to open the file. The solution, in this case, is for the person using PowerPoint 2003 to save the file in PowerPoint 95 format, as illustrated. (Note that some formatting features may be lost in the process).
- Open a presentation called **FIRST STEPS 01**.
- From the **FILE** drop down menu, click on the **SAVE AS** command.
- Click on the down arrow to the right of the **SAVE AS TYPE:** box, and select the type of file format you wish to save the file as, such as **POWERPOINT 95**.
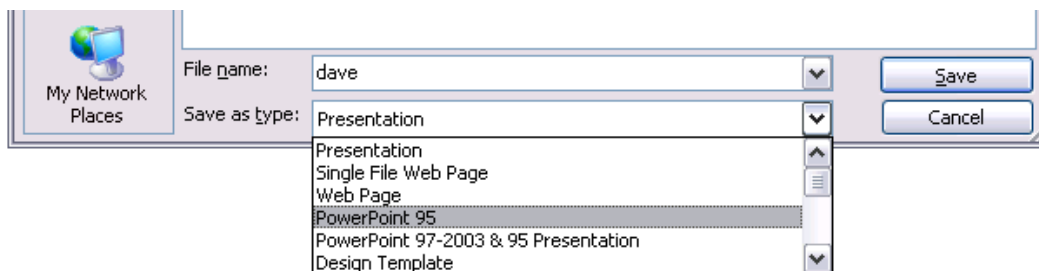
- Enter a file name (in this case **MY 95 PRES**) and then click on the **SAVE** button to save it in the required format.
- Close the presentation.

Saving a file as a template

- A template is a special type of file which can be created once and customised as required. It can then be recycled over and over again.
- Open a presentation called **FIRST STEPS 01**.
- From the **FILE** drop down menu, click on the **SAVE AS** command.
- Click on the down arrow to the right of the **SAVE AS TYPE:** box, and select the type of file format you wish to save the file as, such as **DESIGN TEMPLATE**.
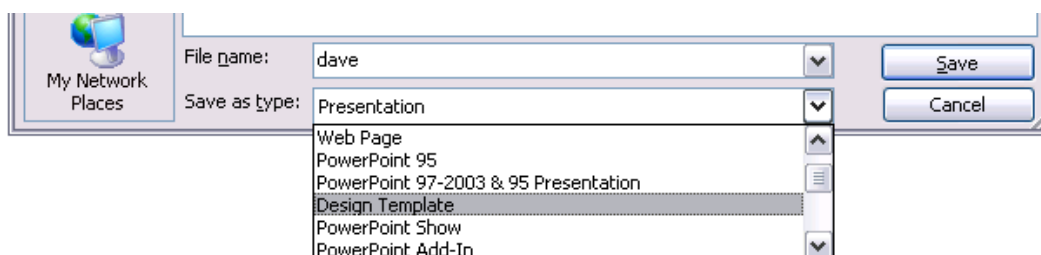
- Enter a file name (in this case **MY TEMPLATE PRES**) and then click on the **SAVE** button to save it in the required format.
- Close the presentation.

Saving a presentation as image formatted files

- Open a presentation called **FIRST STEPS 01**.
- From the **FILE** drop down menu, click on the **SAVE AS** command.
- Click on the down arrow to the right of the **SAVE AS TYPE:** box, and select the type of file format you wish to save the file as, such as **GIF OR JPEG**.
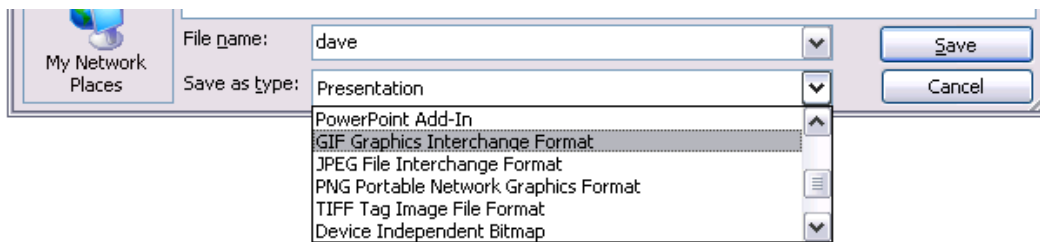
- Enter a file name (in this case **MY IMAGE PRES**) and then click on the **SAVE** button to save it in the required format.
- Close the presentation.

Saving an entire presentation in Web format

- Open a presentation called **FIRST STEPS 01**.
- From the **FILE** drop down menu, click on the **SAVE AS WEB PAGE** command. This will display a dialog box.
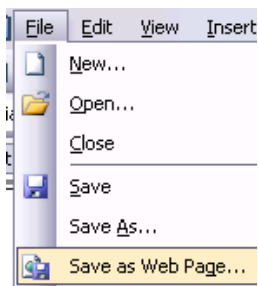
- Change the file name to **MY FIRST WEB**.
- Click on the **SAVE** button to save the presentation in a Web compatible format.
- Close all open files.
- Click on the **OPEN** icon, and you will see that a folder has been created called **MY FIRST WEB_FILES**. This folder contains the files which could be viewed as web pages. Close the dialog box without opening any files.

PR2.1.1.7. Switching between open presentations

Switching between open presentations

- Open any three presentation files.
- Each presentation which you open will be displayed as an icon within the Windows Taskbar, (displayed along the bottom of your screen) as illustrated.

- To switch to the required presentation, simply click on the icon.
- Close all open presentations.
- Close PowerPoint.

PR2.1.1.8. Using Help

What is 'Today's Tip'?

- By default PowerPoint will display a "*tip of the day*" each time you start PowerPoint. If you take the time to read these tips as they are displayed, then you will soon find that you are on the way to becoming a PowerPoint expert!
- Re-start PowerPoint and see if a "*tip of the day*" is displayed.
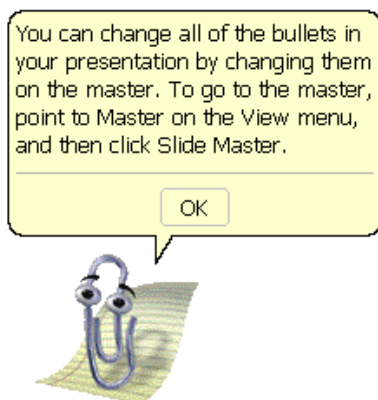
What is the Microsoft Office Assistant?

- By default this friendly little creature will watch what you do and offer tips on how to work more productively. You can ask it questions in plain English! Occasionally the Office Assistant will display information on the screen. If you are unsure about how to use PowerPoint you should always read the help offered. You can choose to implement the tip, have it explained, or to ignore the tip.

Displaying the Office Assistant

- The **OFFICE ASSISTANT** is displayed by default. If the assistant has been hidden you can reactivate it, select **SHOW THE OFFICE ASSISTANT** command from the **HELP** menu.
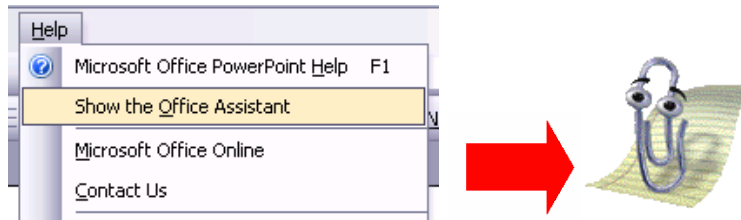
Hiding the Office Assistant

- Right click on the Office Assistant and from the menu displayed, click on the **HIDE** command.

- Re-display the Office Assistant before continuing.

Using the Office Assistant

- If necessary display the Office Assistant.
- Enter the words **KEYBOARD SHORTCUTS**, as illustrated.
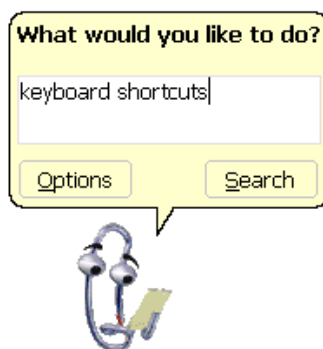
- Click on the **SEARCH** button. A task panel will open up to the right of your presentation and display the following.
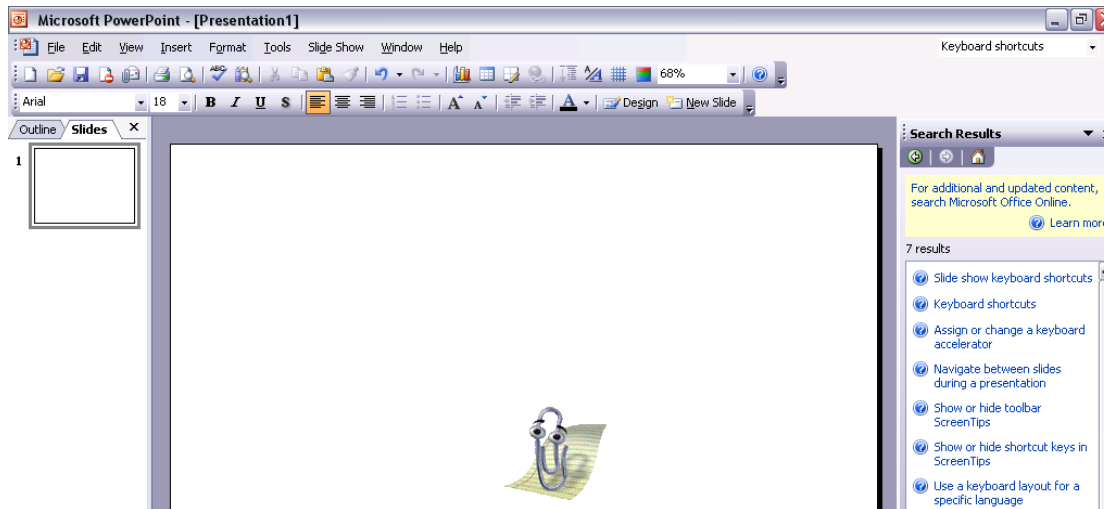
- Click on a topic of interest, such as **KEYBOARD SHORTCUTS**. The screen will change as illustrated.
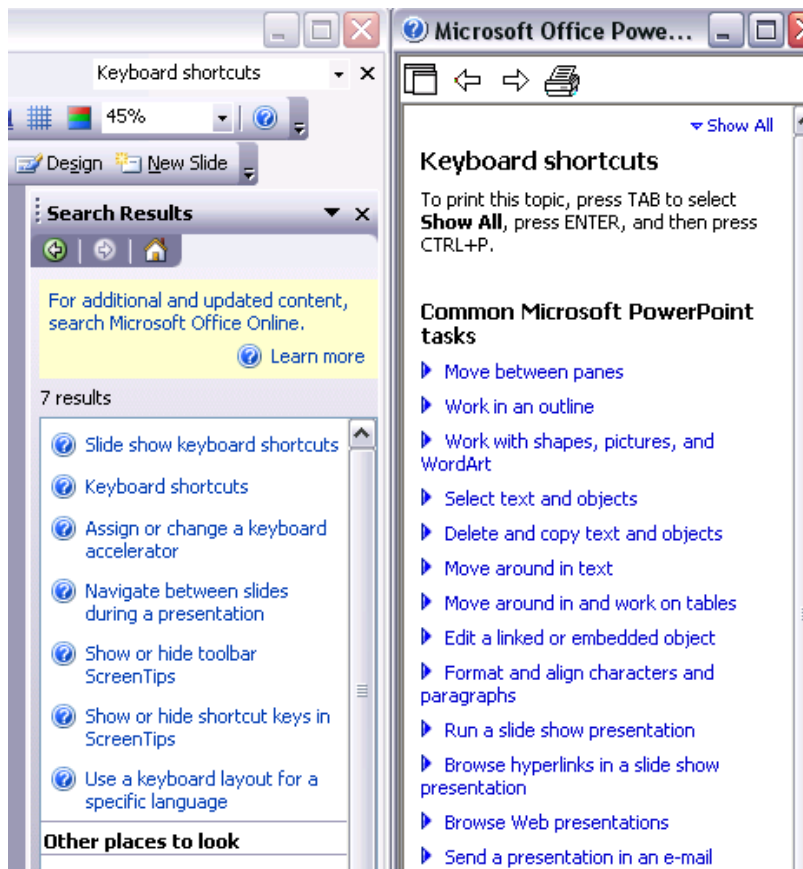
- Spend a little time investigating the help available, then close all Help dialog boxes.
- Close any open presentations.

The Help drop down menu

- Click on the **HELP** drop down menu and select the command which you require. Remember that if you move the mouse arrow to the down arrow at the bottom of the menu, the menu will expand to show all available commands, as illustrated.
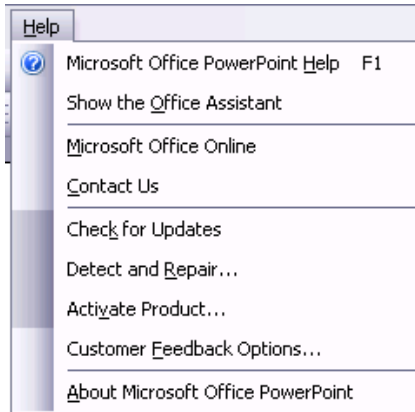
Microsoft PowerPoint Help

- Selecting this option from the **HELP** drop down menu will display a side panel as illustrated.
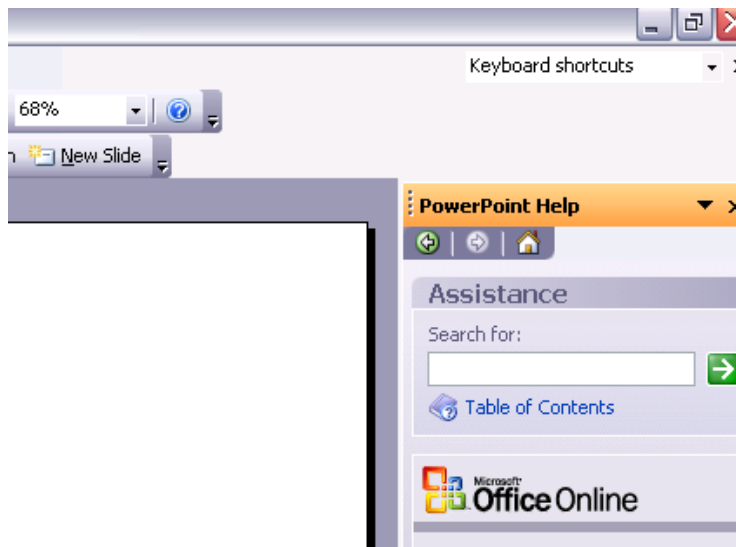
- Enter your question, as illustrated (**HOW CAN I INSERT A NEW SLIDE**).
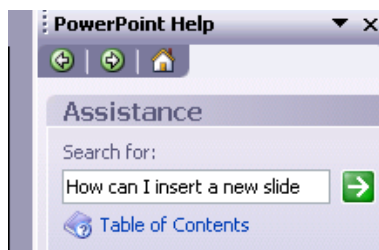
- Click on the **SEARCH** arrow to display Help results.
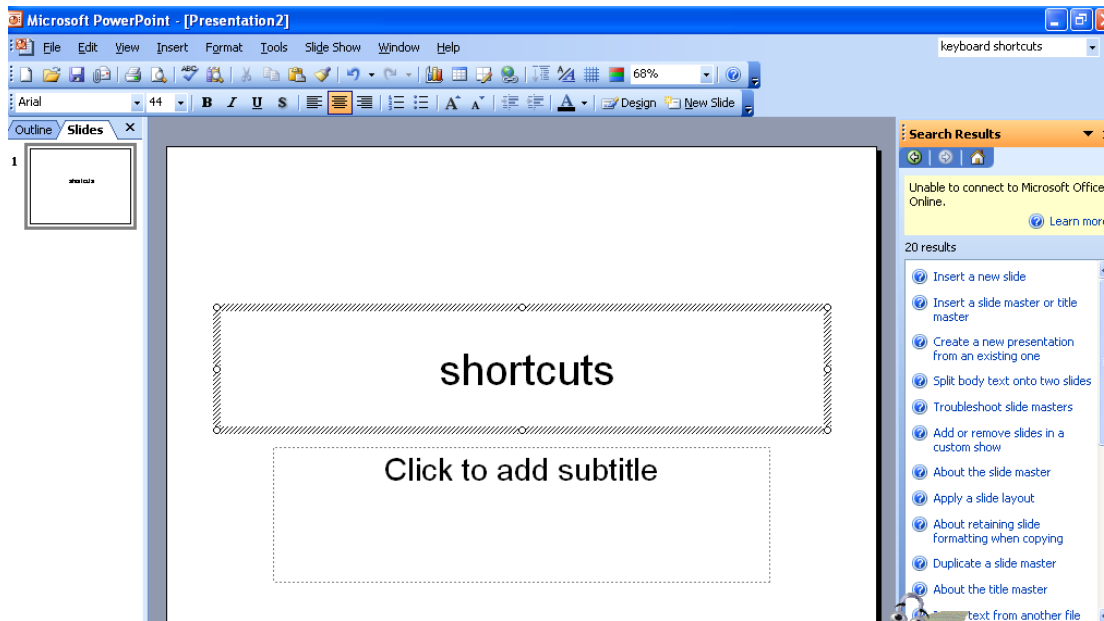
- Select the required option, in this case click on **INSERT A NEW SLIDE**. The instructions will be displayed, as illustrated.
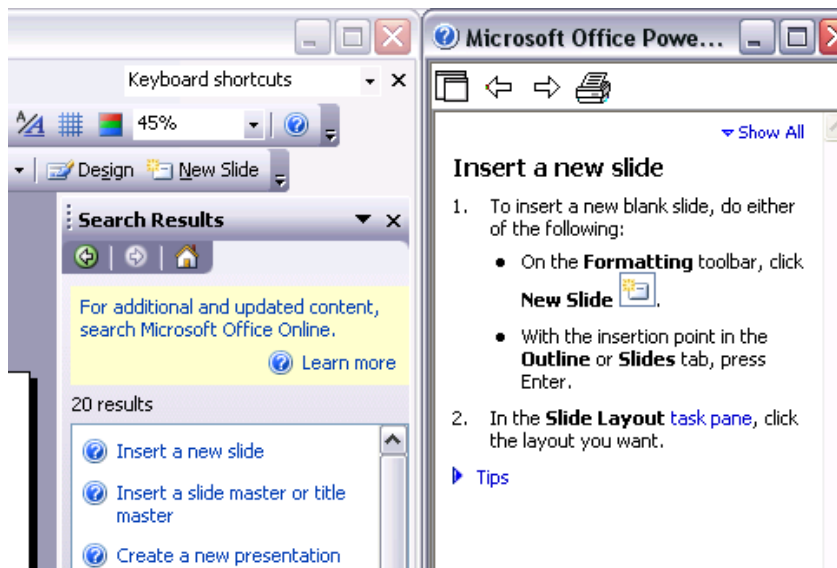
Microsoft Office Online

- Clicking on this option under the **HELP** drop down menu will display the Microsoft on-line web site. If you have an Internet connection experiment and see what sort of help is available.

Activate Product

- When you first install the product you need to use this option to make PowerPoint work properly. Microsoft force you to use this option in an

attempt to stop people making illegal copies of the product. If the product has already been activated, you will see the following dialog box. Try this now.
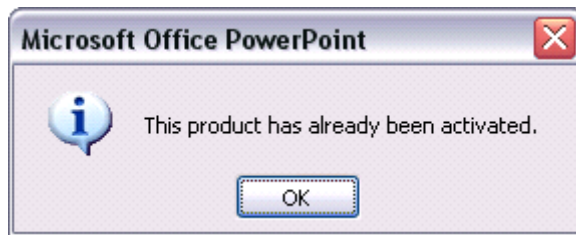
Detect and Repair

- **WARNING: DO NOT RUN THIS DURING YOUR EXERCISES.**
  Selecting this option under the **HELP** drop down menu will display the following dialog box.
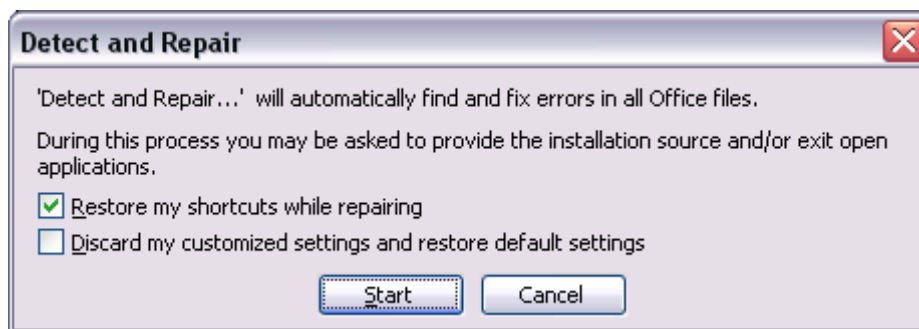
  WARNING: DO NOT CLICK ON THE START button now but click on the **CANCEL** button. Simply remember what this Help does and how to access it. This option should never be used unless you are confident that you understand the implications of using this option.

About Microsoft PowerPoint

- Clicking on this option under the **HELP** drop down menu will display the following dialog box. This screen will display the exact release version of the application. It will also display your Product ID (removed in the illustration for security reasons). Try this now.
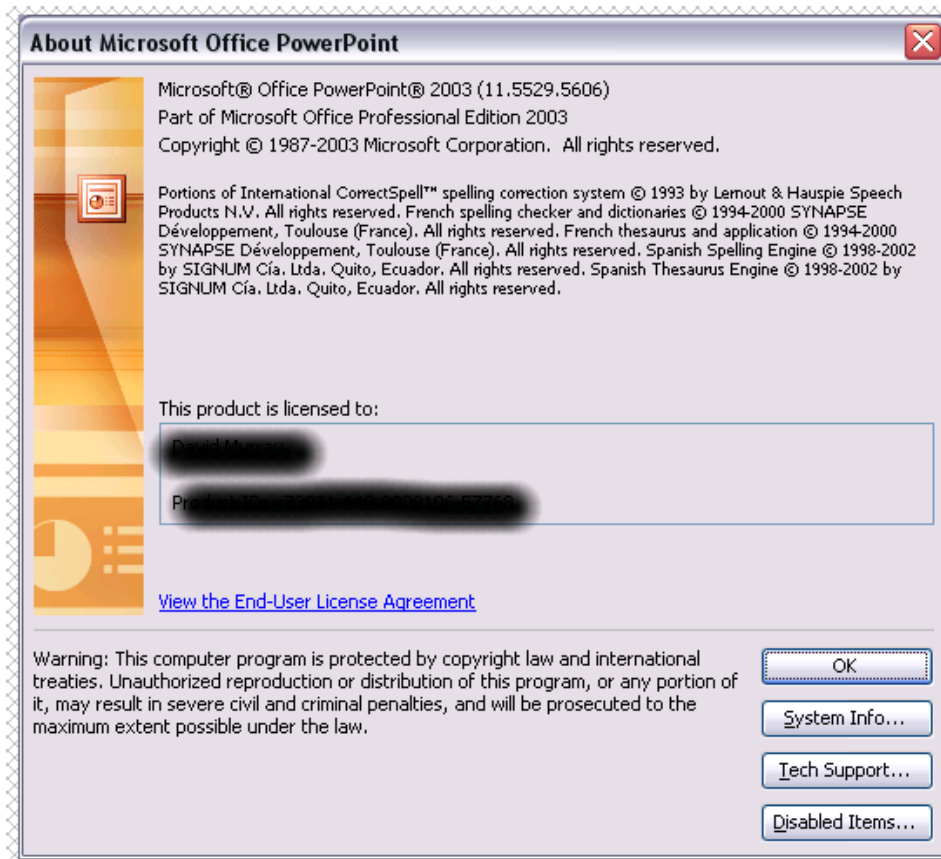
- Close all open presentations and then close PowerPoint.

PR2.1.1.9. Closing a presentation

Closing a presentation
- Open a file called **FIRST STEPS 01**.
- Select **CLOSE** from the **FILE** drop down menu
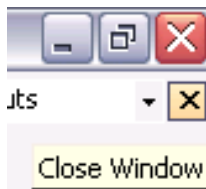
OR click on the **CLOSE WINDOW** icon displayed at the top-right of the presentation window. Be sure to click on the **CLOSE WINDOW** icon, (not the **CLOSE** icon). The presentation will be closed and the screen will be cleared.

PR2.1.2.   Adjusting Settings

PR2.1.2.1.   Using the Zoom tool

Zooming a presentation using the Zoom icon

- Open a file called **ADJUST SETTINGS**.
- The Zoom feature allows you to enlarge or reduce the view of a page on the screen. You can display the whole page, or just a section of it. Use the **ZOOM** icon on the Standard toolbar to quickly zoom to certain settings. Click on the down arrow next to the Zoom icon to display a drop down list of pre-set screen zoom values. You can enter any value you like; you do not have to accept the values offered to you.
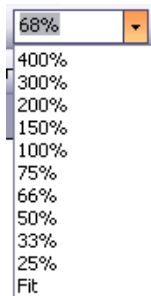
- Experiment with viewing the slide using different Zoom settings.
- Reset the **ZOOM** setting to **FIT**.
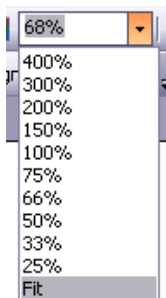
PR2.1.2.2.   Displaying or hiding toolbars

Displaying or hiding a toolbar

- To display a toolbar, select the **TOOLBARS** command from the **VIEW** drop down menu to display the **TOOLBARS** drop down menu. A list of toolbars is displayed. Choose the **TOOLBAR** you want to display by clicking on it from the list. Experiment with displaying different toolbars.
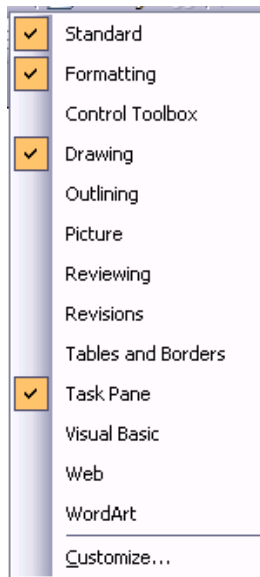
- Before continuing make sure that the only two toolbars displayed
  are **STANDARD** and **FORMATTING**.

PR2.1.2.3. Modifying basic options

Setting preference options

- Click on the **TOOLS** drop down menu and select the **OPTIONS** command.

TO SET THE USER NAME:
Select the **GENERAL** tab, and enter your name in the **NAME** and **INITIALS**
section of the dialog box. Once set this means that PowerPoint can use the
stored information at a later date. Enter your details now.
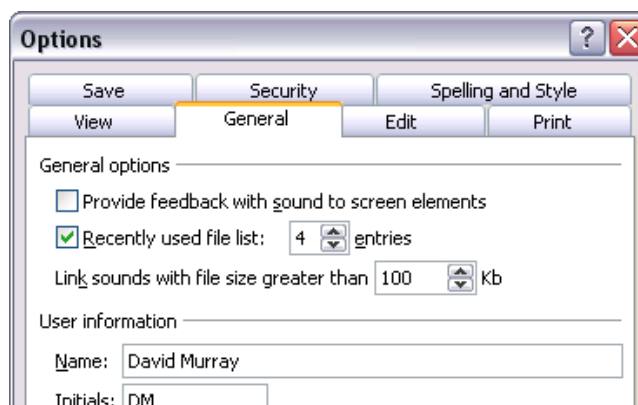
TO SET THE DEFAULT DIRECTORY:
Select the **SAVE** tab, and enter the default file location within the dialog box.
Once set this means that open and close dialog boxes will point to the
specified folder. In this case do not change the default file location, simply
remember how to do this if you wanted to change this location in the future!
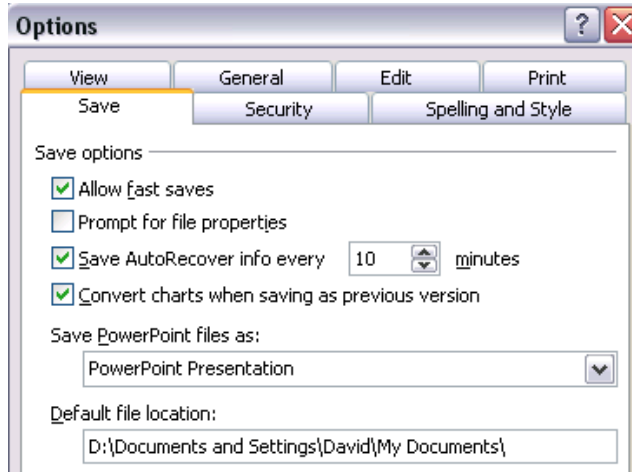
- Close all open dialog boxes.
- Close PowerPoint.

PR2.2. Developing a Presentation

PR2.2.1. Presentation Views

PR2.2.1.1. Understanding the uses of different presentation view modes

Changing presentation views

- Just above the Windows Status Bar, at the bottom-left of the screen, you will see the PowerPoint View icons. These are used to change the view of the PowerPoint presentation on which you are working. Simply click on the required view icon.

THE VIEWS AVAILABLE ARE:
- Normal View
- Slide Sorter View
- Slide Show View

PR2.2.1.2. Changing between different presentation view modes

Changing to Normal View

- Open a file called **PRESENTATION VIEWS**.
- When in **NORMAL** view, you will see a representation of the slide. Below it is an area for adding speaker's notes and to the left is a representation of the presentation in Outline view. This is the most versatile view of a presentation when editing and reviewing changes. Try it now.
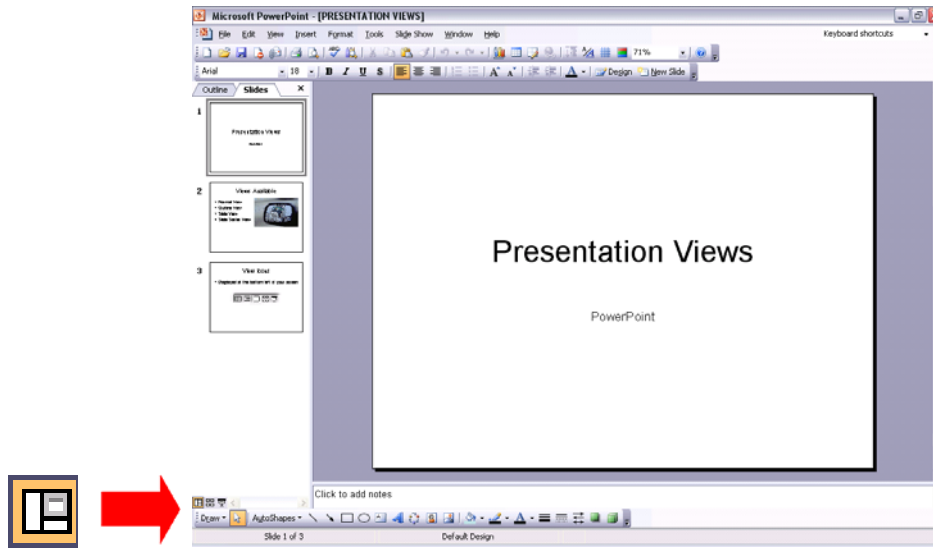
Changing to Slide Sorter View

- This view shows all the slides laid out on the screen, and within this view you can use 'drag and drop' techniques to reorder the slides. Try it now.
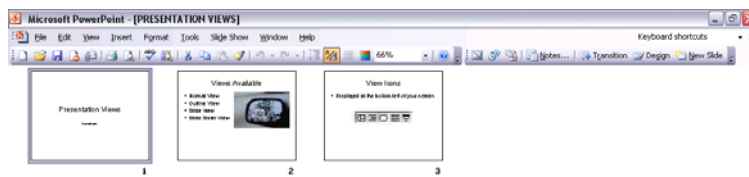
Changing to Slide Show View

- The Slide Show view displays the presentation as an on-screen show. This allows you to see the presentation in the same format in which it will be presented to an audience. Try it now.

Changing between slide and outline view

- In Normal view you can select to display slides or a presentation outline down the left of your screen, using the Outline or Slides tabs, as illustrated.
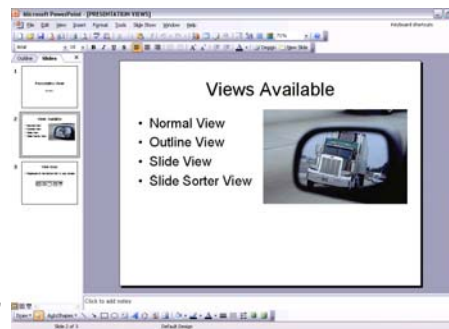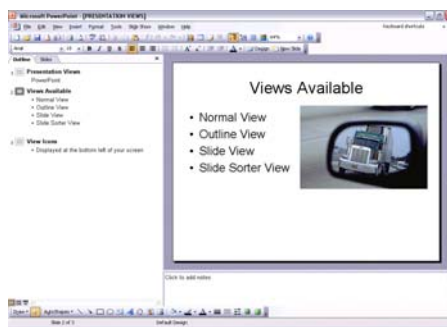
- Close the presentation.

PR2.2.2.   Slides

PR2.2.2.1. Adding a new slide with specific slide layout

To add a new slide with a specific slide layout (using the New Slide icon)
- Open a presentation called **SLIDES 01**.

- Click on the **NEW SLIDE** icon.

- From the **SLIDE LAYOUT** task pane (displayed down the right hand side on the window), select the required slide layout. In this case select **TITLE AND 2-COLUMN TEXT**. The screen will change, as illustrated.
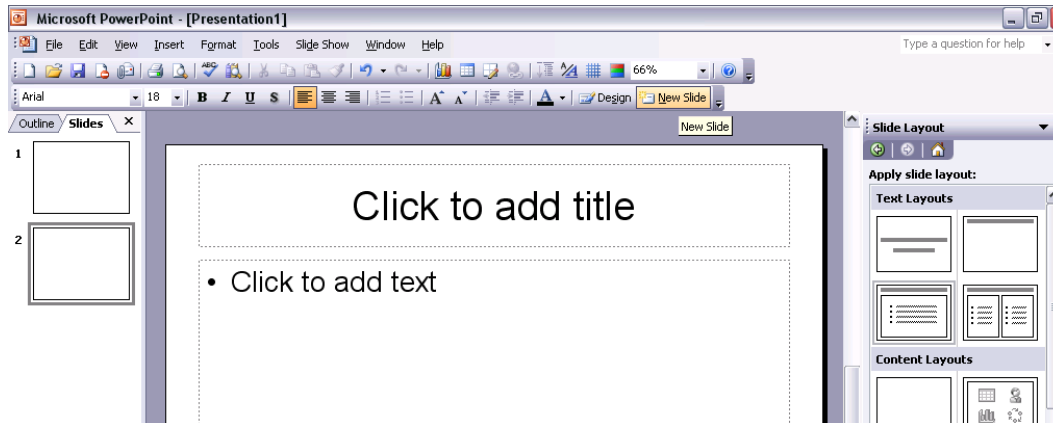
PR2.2.2.2.   Changing between built-in slide layouts

To apply a different slide layout to a slide

- You will see various slide layouts displayed in the Task Pane to the right of the screen (if the task pane had not been displayed, we could have displayed it by clicking on the **FORMAT** drop down menu and selecting the **SLIDE LAYOUT** command).
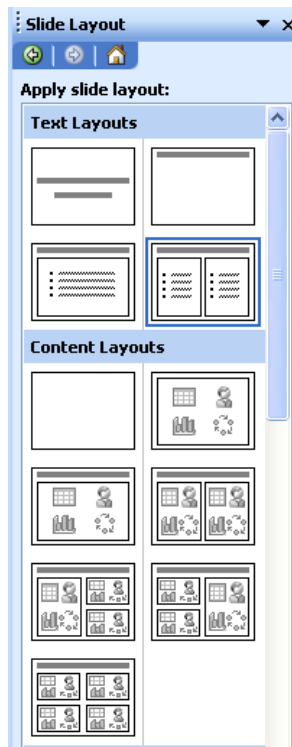
- Experiment with applying different slide layouts.
- Save your changes and close the presentation.

PR2.2.2.3. Changing background colour on specified slide(s) or all slides

To change the background colour of a selected slide.

- Open a presentation called **SLIDES 02**.
- Make sure that the first slide of the presentation is displayed.
- Click on the **FORMAT** drop down menu, and select the **BACKGROUND** command. This will display a dialog box. Select the required colour (in this case select a pale green colour).
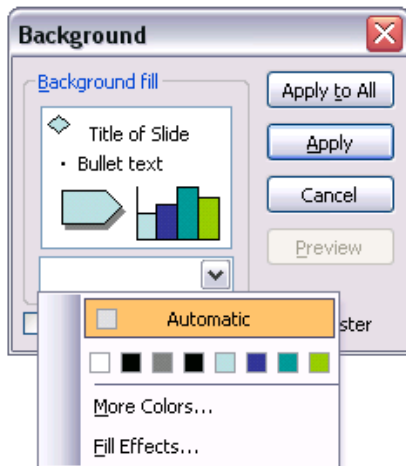
- To apply this background colour to the selected slide, click on the **APPLY** button.
- Save your changes and close the presentation.

To change the background colour of every slide within a presentation

- Open a presentation called **SLIDES 03**.
- Make sure that the first slide of the presentation is displayed.
- Click on the **FORMAT** drop down menu, and select the **BACKGROUND** command. This will display a dialog box. Select the required colour (in this case select a pale green colour).
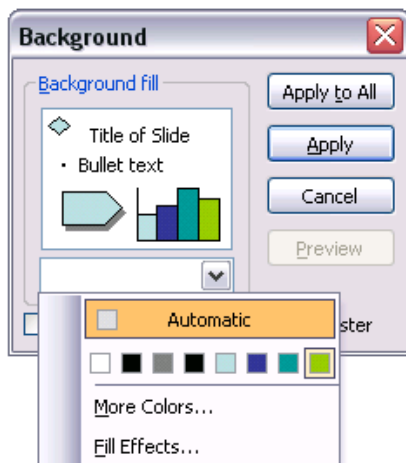
- To apply this background colour to all the slides within the presentation click on the **APPLY TO ALL** button.
- Save your changes and close the presentation.

To change the background colour of multiple selected slides simultaneously

- Open a presentation called **SLIDES 04**.

- Let's say that you have a slide show made up of many slides and that you wished to change the background colour of *some* of the slides. To do this, you need to first select the slides which you wish to format with the background colour. Click on the **SLIDE SORTER VIEW** icon (bottom-left of your screen). Click on the first slide which you wish to select. While depressing the **CTRL** key, click on the other slides which you wish to select. In this case select all the slides displaying the title **'CHANGE THE BACKGROUND COLOUR OF THIS SLIDE**', as illustrated.
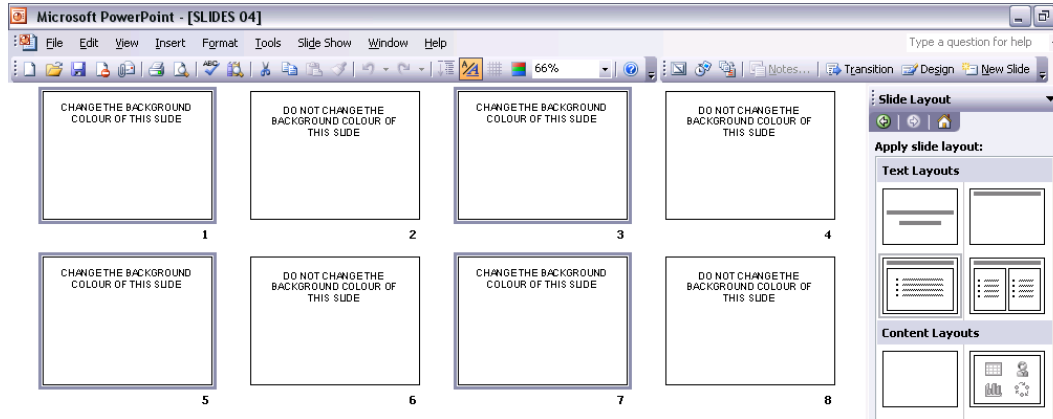
- When all the required slides are selected, click on the **FORMAT** drop down menu, and select the **BACKGROUND** command. This will display a dialog box.
- Select the required colour (in this case select pale green).
- To apply this background colour to the selected slides, click on the **APPLY** button. The screen will change as illustrated.
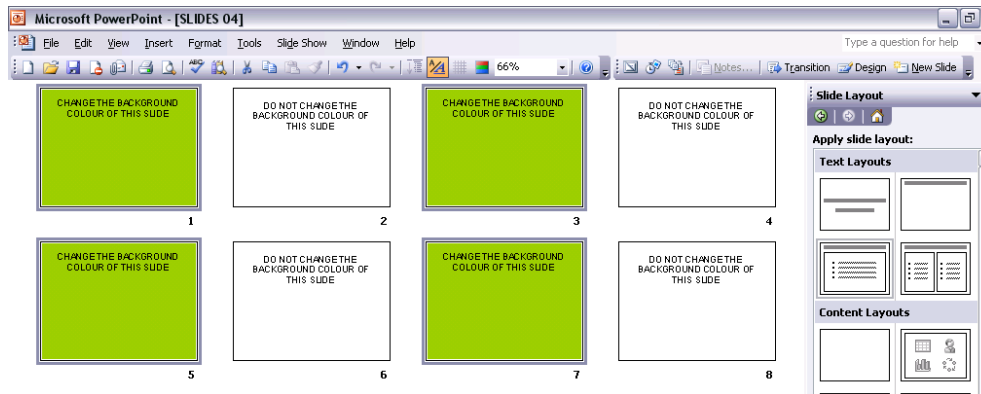
- Click on the **NORMAL** view icon and review your changes.
- Save your changes and close the presentation.

PR2.2.3.   Using Design Templates

PR2.2.3.1. Applying an available design template to a presentation

To apply a design template

- Open a presentation called **DESIGN TEMPLATES**.
- Click on the **FORMAT** drop down menu and select the **SLIDE DESIGN** command, which will display the **SLIDE DESIGN** task pane down the right side of the window.
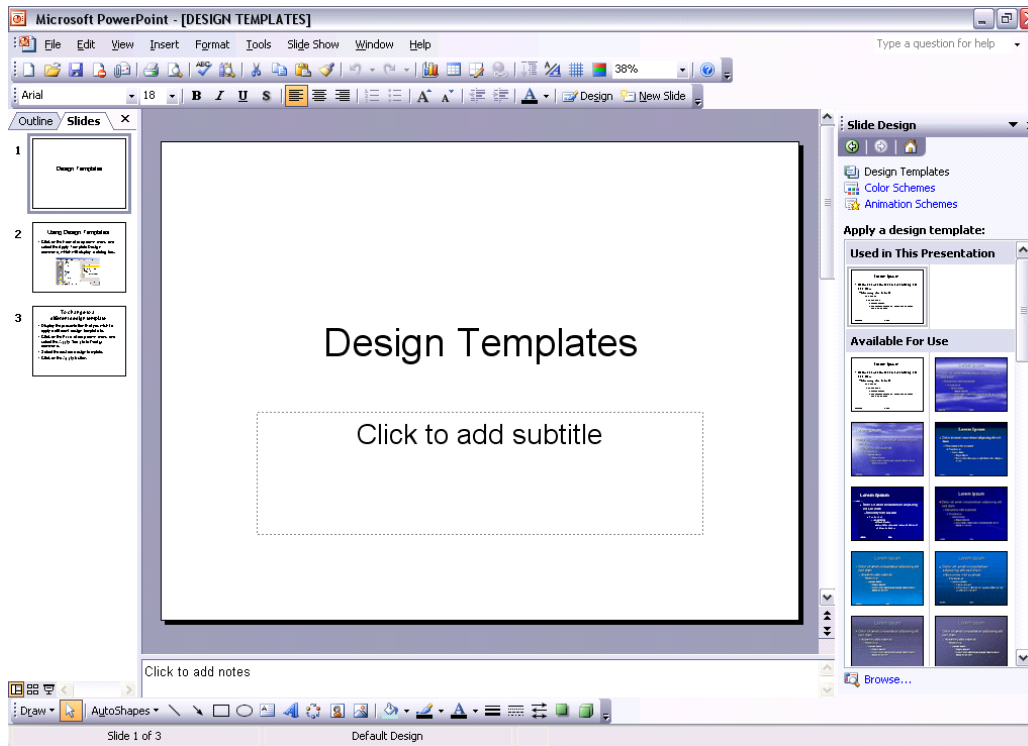
- Select the Slide Design required. In the example shown we have selected the **FIREWORKS** Slide Design (you may have to scroll down to see this one). Try applying this design template now and explore the effect.
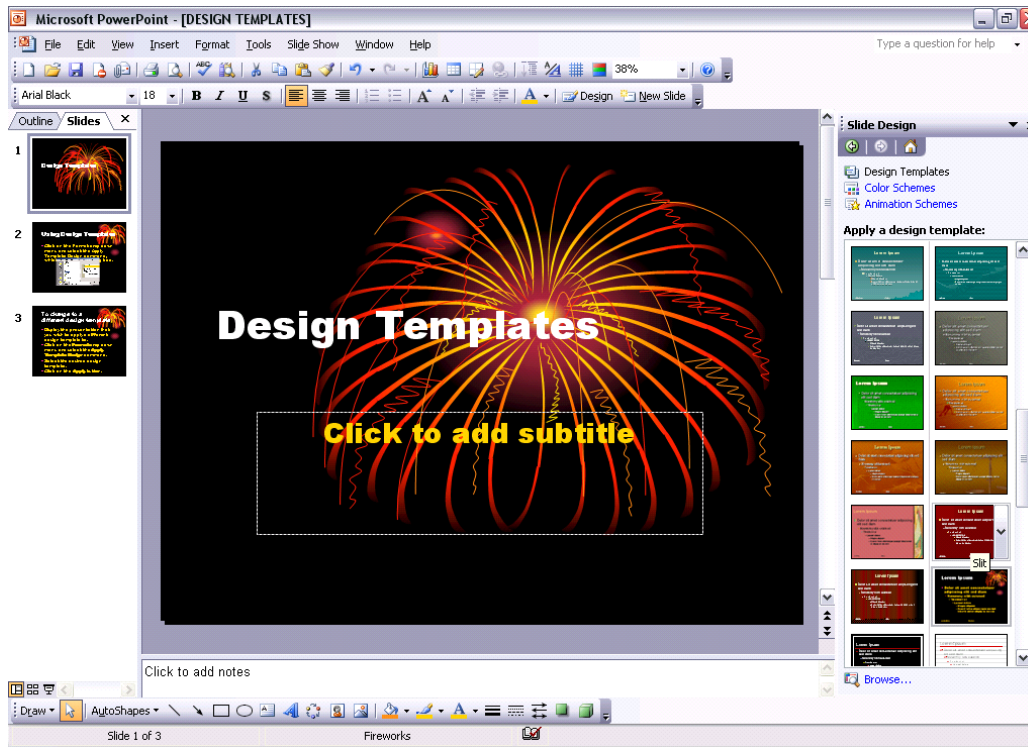
PR2.2.3.2.   Changing between available design templates

To change to a different design template
- Experiment with applying different design templates to your presentation.
- Save your changes and close the presentation.

PR2.2.4.   Master Slide

What are Slide Masters and Design Templates?
- Slide Masters are basically templates which are used to create a new presentation. Click on the **FILE** drop down menu, and then click on the **NEW** command. The **NEW PRESENTATION** task pane is displayed down the right-hand side of the screen. Select General Templates and by default the **GENERAL** tab is displayed, which contains the default template entitled **BLANK PRESENTATION**. However if you investigate the other tabs, such as **PRESENTATION DESIGNS** or **PRESENTATIONS**, you will see other templates. You can use the existing PowerPoint templates or create new ones.

  Each presentation which you create will be based on an existing template, often the default Blank presentation template, and it is this template which defines what sort of background colour and graphics will be used in the presentation, along with the positioning of the text as well as the formatting

used by the text. Information such as the type of bullet used will be stored within the template file.

Each template file contains what are called "Masters" which define how the different views will be formatted, i.e. you have a Slide Master, an Outline Master, A Notes Master and a Handouts Master.

A Slide Master helps you impose a consistent look and feel on all the presentations which you produce. You can however override the master settings for an individual slide. You can also customise the master settings as used by a particular presentation file.

PR2.2.4.1. Inserting or removing a graphic into a master slide

To insert a picture into a master slide

- Open a presentation called **DISPLAY**, an existing presentation within PowerPoint. This presentation is based on a slide master, which displays a small picture of a computer in the top-left corner of the slide, as illustrated.

- Try clicking on this picture and you will find that you are unable to select it in the normal way.
- To switch to master view, click on the **VIEW** drop down menu and select the **MASTER** command. From the submenu displayed, select the **SLIDE MASTER** command, which will display the underlying slide master for the presentation.
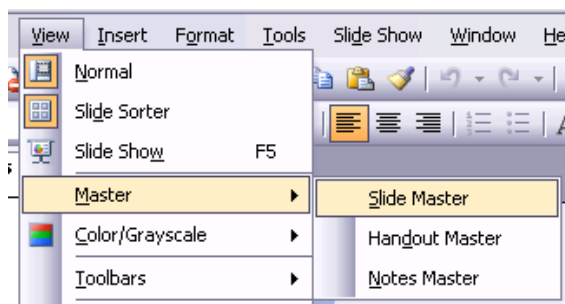
- The screen will change as illustrated.
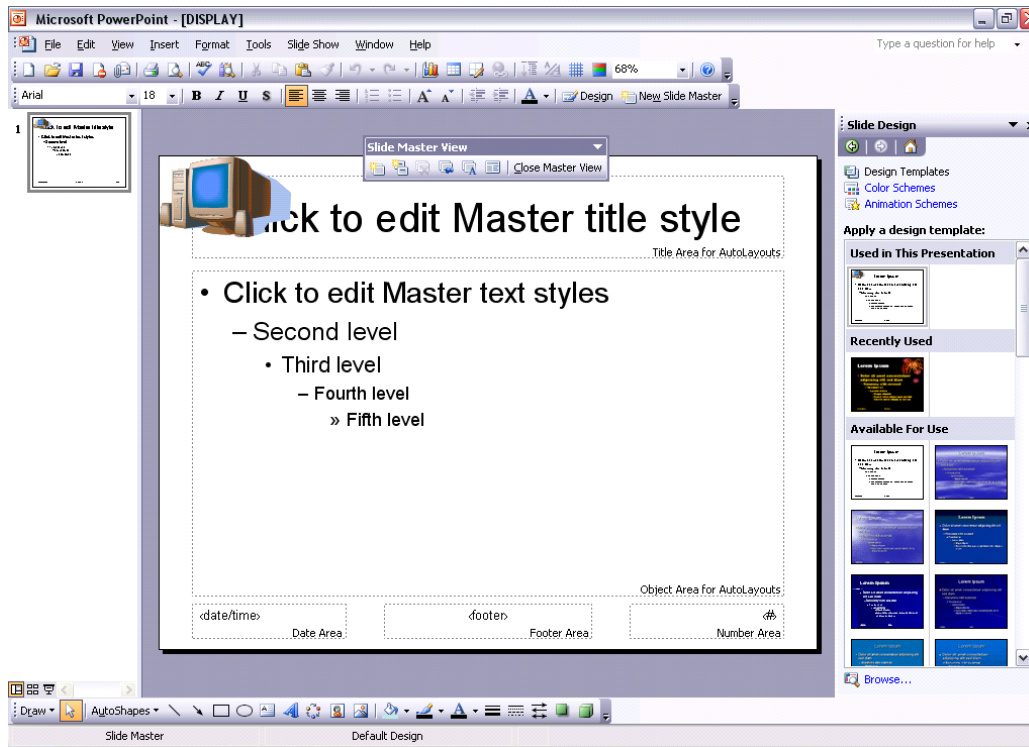
- We are going to insert a picture of another small computer, in the bottom-right of the slide master. To do this click on the **INSERT CLIP ART** icon (within the Drawing toolbar).
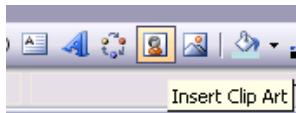
- Enter the word **COMPUTERS** into the **SEARCH TEXT** box and click on the **GO** button. PowerPoint will display clip art which matches your criteria. To insert the clip art, click on the image.
- Once the required graphic has been inserted, re-position the graphics and re-size it so that it is displayed at the bottom-right of the slide.
- Switch back to the normal slide view by clicking on the **NORMAL VIEW** icon, displayed at the bottom-left of your PowerPoint screen.
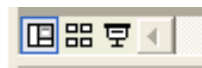
- You will find that if you press the **PAGE DOWN** or **PAGE UP** keys, the new picture is displayed at the bottom of all the slides.

To insert an image (from a file) into a master slide

- Click on the **VIEW** drop down menu and select the **MASTER** command. From the submenu displayed, select the **SLIDE MASTER** command, which will display the underlying slide master for that presentation.
- Click on the **INSERT** drop down menu and select the **PICTURE** command. From the submenu displayed, select **FROM FILE**.
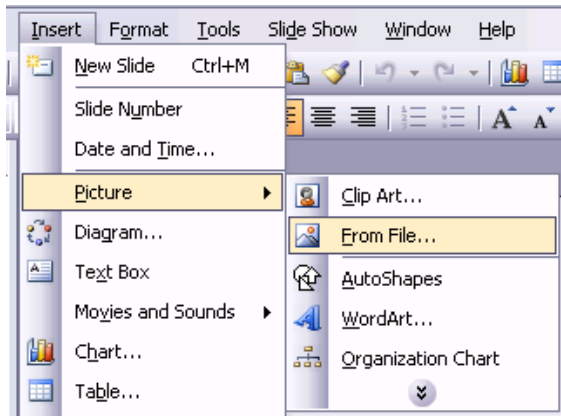
- Select the **COMPUTER** image file and click on the **INSERT** button.
- Once the required graphic has been inserted, re-position and re-size the picture so that it is displayed as a small picture at the top-right of the slide.
- Switch back to the normal slide view by clicking on the **NORMAL VIEW** icon, displayed at the bottom-left of your PowerPoint screen.

To insert a drawn object into a master slide

- Click on the **VIEW** drop down menu and select the **MASTER** command. From the submenu displayed, select the **SLIDE MASTER** command, which will display the underlying slide master for that presentation.
- Display the drawing toolbar, and create a drawn object, i.e. AutoShape (in this case insert a smiling face).
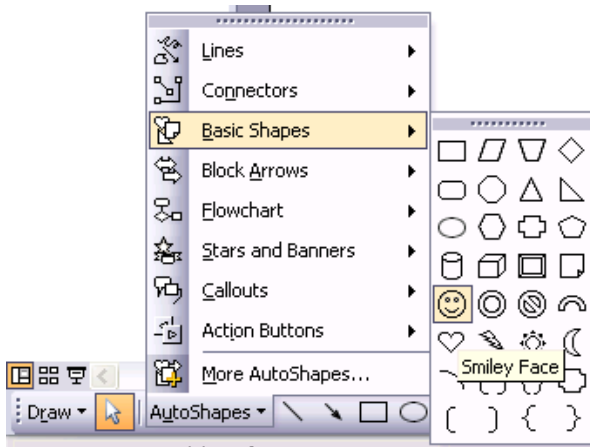
- Once the required graphic has been inserted, reposition and resize the object so that it is displayed as a small graphic at the bottom-left of the slide.

- Switch back to the normal slide view by clicking on the **NORMAL VIEW** icon, displayed at the bottom-left of your PowerPoint screen.

To remove a graphic from a master slide

- Switch to Slide Master view (by clicking on the **VIEW** drop down menu, selecting **MASTER**, and then from the submenu displayed selecting **SLIDE MASTER**).
- Select the image which you wish to remove (any image will do).
- Press the **DEL** key to delete the image.
- Switch back to the normal slide view by clicking on the **NORMAL VIEW** icon, displayed at the bottom-left of your PowerPoint screen. Verify that the deleted graphic has indeed been deleted.
- Click on the **UNDO** icon to reverse this deletion.
- Save your changes and close the presentation.

PR2.2.4.2. Adding text into a footer of specific slides or all slides in a presentation

To add footer text to a presentation

- Open a presentation called **FOOTERS AND NUMBERING**.
- Click on the **VIEW** drop down menu and select the **HEADER AND FOOTER** command, which will display a display box. If necessary select the **SLIDE** tab.
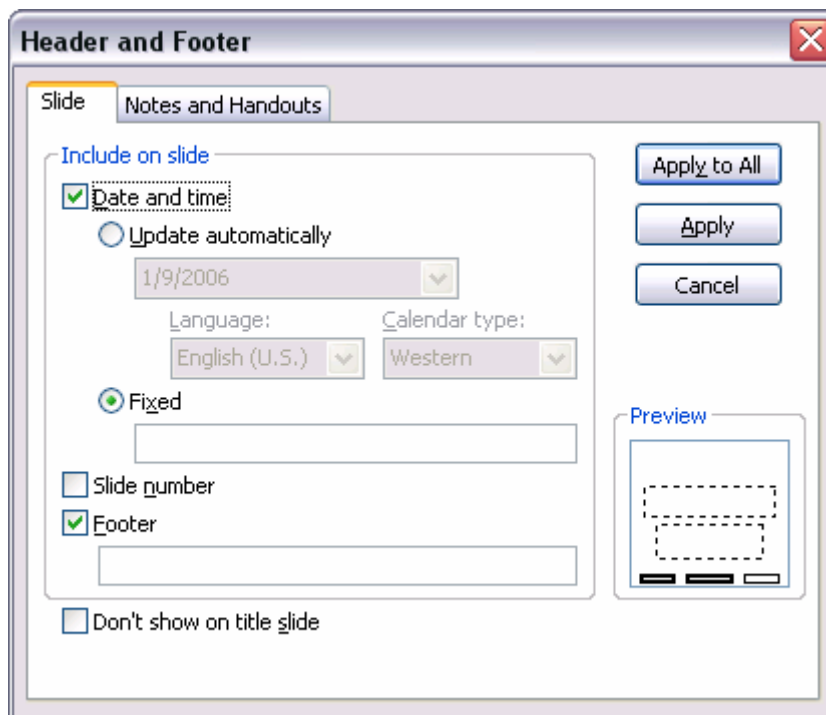
- Click on the **FOOTER** check box and enter the footer text which you wish to be displayed (in this case enter your name as the footer).
- Click on the **APPLY TO ALL** button to add the footer to all the slides within the presentation.
- Use the **PAGE UP** and **PAGE DOWN** keys to verify that the footer appears on every page.

  NOTE: If you had just wanted to apply the footer to a particular slide, you would have selected that slide and used the **APPLY** button rather than the **APPLY TO ALL** button.

PR2.2.4.3. Applying automatic slide numbering and dating

To add automated slide numbering to a presentation

- Click on the **VIEW** drop down menu and select the **HEADER AND FOOTER** command, which will display a display box. If necessary select the **SLIDE** tab. To apply automatic slide numbering, click on the **SLIDE NUMBER** button within the dialog box.

  Slide number

- Click on the **APPLY TO ALL** button to add the footer to all the slides within the presentation.

  NOTE: If you had just wanted to apply the footer to a particular slide, you would have selected that slide and used the **APPLY** button rather than the **APPLY TO ALL** button.

To add the time and date to a slide

- Click on the **VIEW** drop down menu and select the **HEADER AND FOOTER** command, which will display a display box. If necessary select the **SLIDE** tab.
- To apply an automatically updating date, click on the **UPDATE AUTOMATICALLY** button within the dialog box. If you do not wish the time and date to be automatically updated, make sure that this option is not checked.

  ☑ Date and time
    ○ Update automatically

- Click on the **APPLY TO ALL** button to add the footer to all the slides within the presentation.

  NOTE: If you had just wanted to apply the footer to a particular slide, you

would have selected that slide and used the **APPLY** button rather than the **APPLY TO ALL** button.

- Save your changes and close the presentation.

PR2.3. Text and Images

PR2.3.1. Text Inputting and Formatting

PR2.3.1.1. Adding text into a presentation in standard or outline view

To add text to a slide in Normal (standard) view
- Open a presentation called **FORMATTING 01**.
- Click on the **NORMAL** view icon (bottom-left of your screen).

The screen layout will be similar to that illustrated.
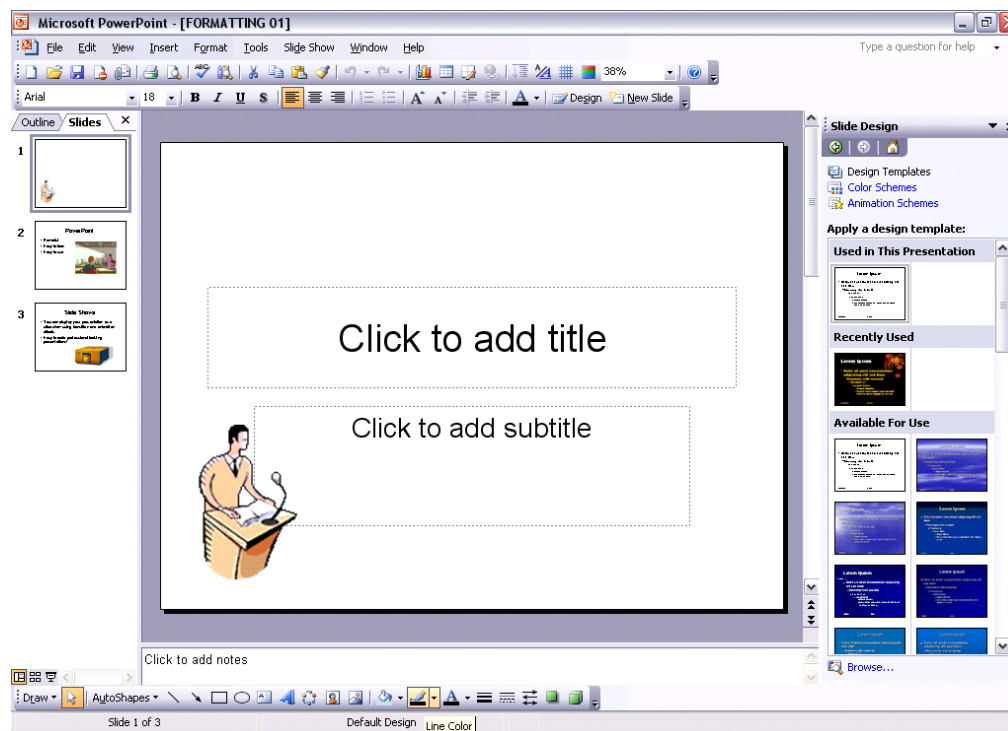
- Click within the **TITLE** area and a text box is displayed.
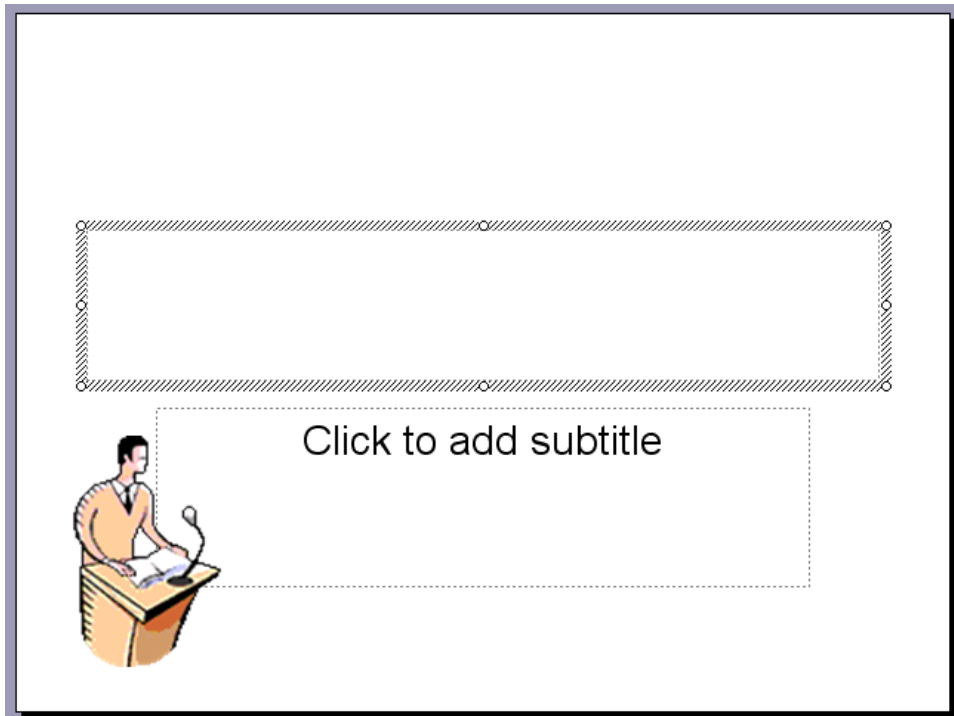
- Enter your text (in this case your name).
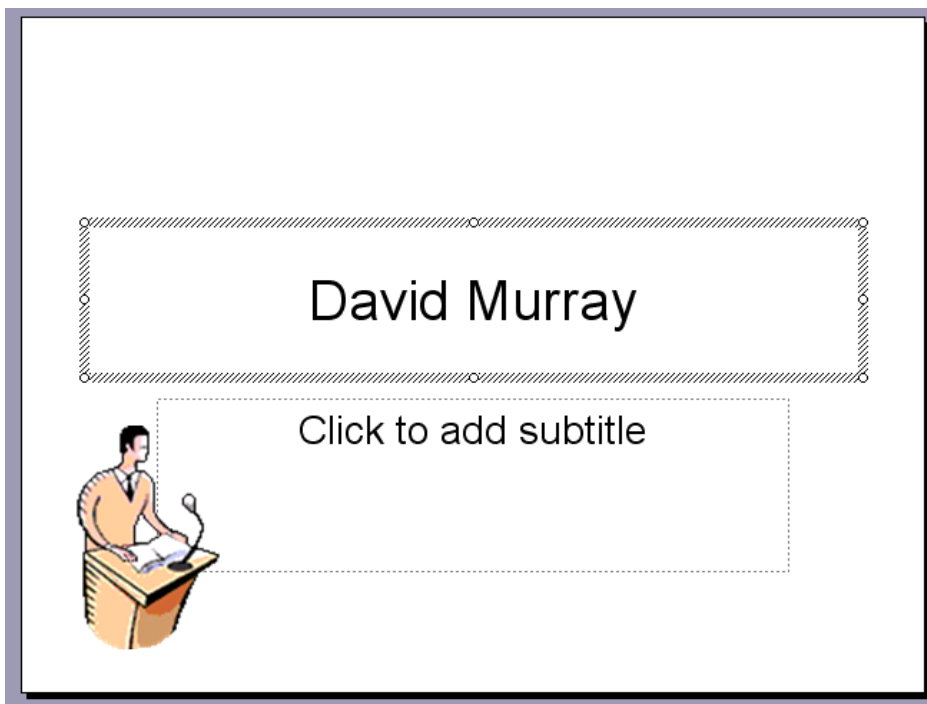
To add text to a slide in Outline view

- When you click on the Normal icon (bottom-left of your screen) the screen is displayed in Normal view. If you look carefully, you will notice that **OUTLINE** and **SLIDES** tabs are displayed to the left of the screen.
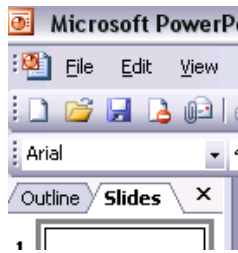
- Click on the **OUTLINE** tab to display the presentation in outline view, as illustrated.
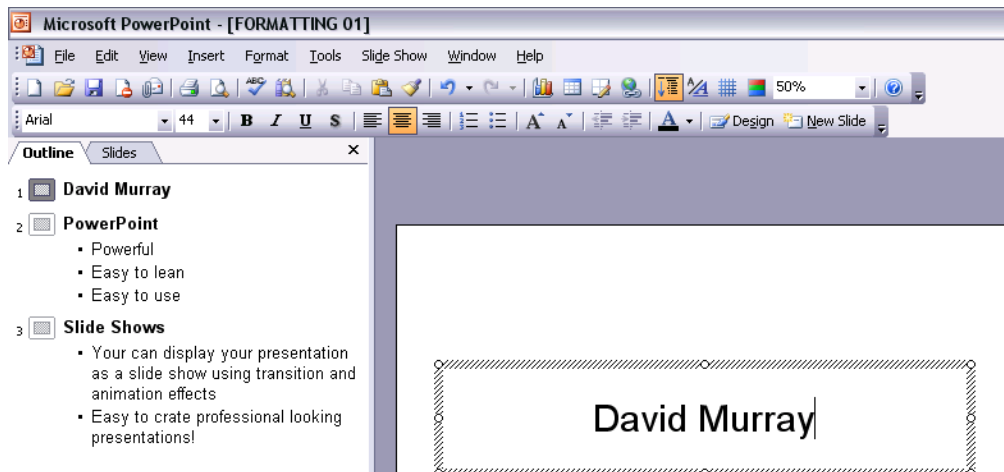
- You can enter new text, or edit existing text, in the same way that you would enter text into a word-processing program, i.e. just click within a text box and start typing. Experiment with inserting and editing text within the presentation.

PR2.3.1.2. Editing slide content or notes pages contents by inserting new characters or words

To edit slide content
- Click on the **NORMAL** view icon.
- Use the same editing techniques which you would use within a word-processor.

  TO INSERT TEXT: Click at the point you wish to insert text and start typing.

  TO OVERWRITE EXISTING TEXT: Select the text you wish to replace with new text.

  Start typing and the new text will replace the old text.

- Experiment with editing and inserting text into your slides.

To edit text on a notes page

- To edit notes pages, use the same techniques as above, and edit the notes text which is displayed under the slide in **NORMAL VIEW** (in the area displaying the text **CLICK TO ADD NOTES**). Experiment with adding notes to a few slides (any text will do).
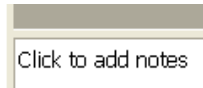
- Save your changes and close the presentation.

PR2.3.1.3. Changing text appearance including font size and type

---

To change the font type used by selected text

- Open a presentation called **FORMATTING 02**.
- Select the word '**FORMATTING**' on the first slide.
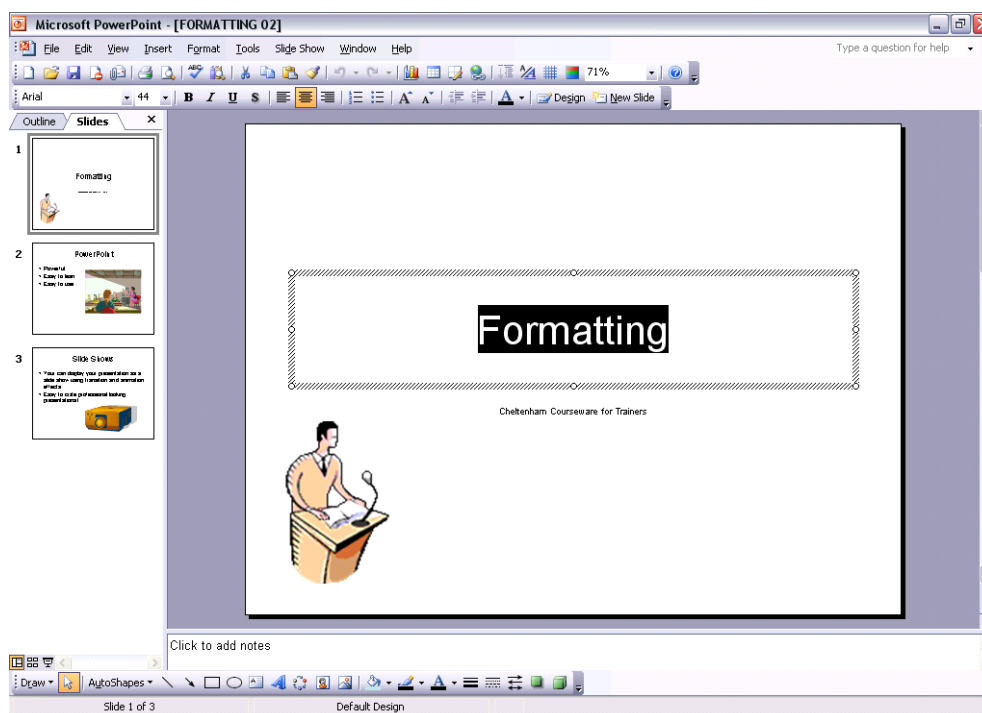
- Click on the down arrow next to the **FONT** field in the Formatting toolbar. Select a different font from the list displayed. Experiment with applying other fonts.
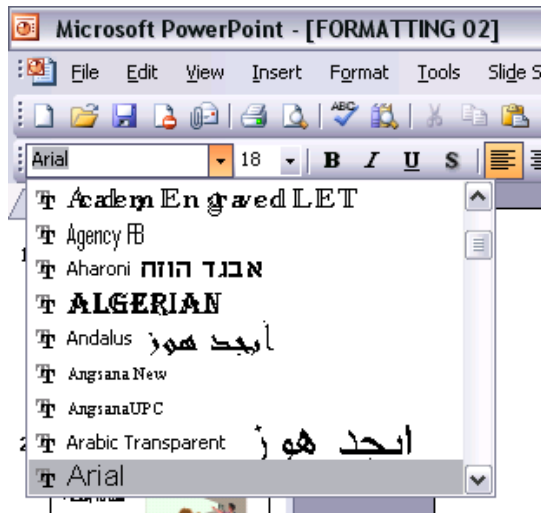
To change the font size used by selected text

- Select the word '**FORMATTING**' on the first slide.
- Use the Font Size control in the Formatting toolbar to apply a different font size. Experiment!
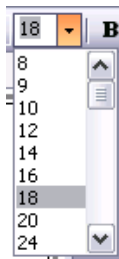
- You can also use the toolbar icons **INCREASE FONT SIZE** and **DECREASE FONT SIZE**. Experiment!

PR2.3.1.4. Applying text formatting such as bold, italic or underlining

To format using Bold, italic or underlining

- Select the word '**FORMATTING**' on the first slide.
- You can change the font style by clicking the **BOLD, ITALIC**, **UNDERLINE** and **SHADOW** icons from the **FORMATTING** toolbar. Experiment!

PR2.3.1.5.   Applying case changes to text

To change text case

- Select the word '**FORMATTING**' on the first slide.
- Click on the **FORMAT** drop down menu and select the **CHANGE CASE** command.
- From the dialog box displayed, select the required option and click on the **OK** button to apply the case formatting. In this case apply **UPPERCASE**.
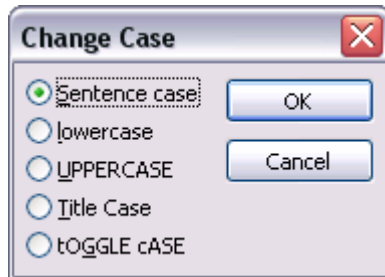
PR2.3.1.6.   Applying different colours to text

To change the Font colour

- Select the word '**FORMATTING**' on the first slide.
- Click on the down arrow next to the **FONT COLOR** icon on the Drawing toolbar.
- Select the required colour from the drop down displayed. Experiment!
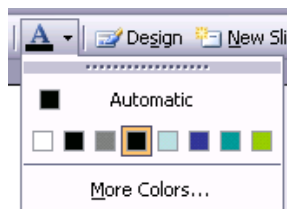
- To see other colours click on the **MORE COLORS** command. This will allow you to select more colours, or define your own colours. Experiment with applying some colours of your own creation!
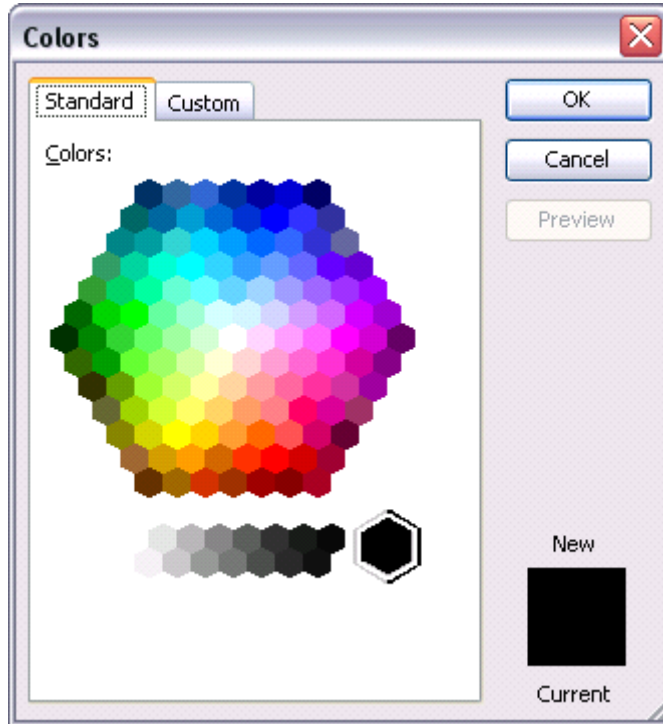
PR2.3.1.7. Applying shadow to text

To add a shadowed effect to text
- Select the word '**FORMATTING**' on the first slide.
- Click on the **SHADOW** icon on the Formatting toolbar.

PR2.3.1.8. Aligning text

To change paragraph alignment
- Click within the word '**FORMATTING**' on the first slide.
- Experiment with using the **ALIGN** icons in the toolbar. There are several options available.

CHOOSE FROM THE FOLLOWING:
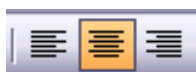
LEFT: Text is aligned flush with the left-hand edge of a text object (the default).

RIGHT: Text is aligned flush with the right-hand edge of a text object.

CENTRE: Text is centred horizontally between the left and right hand edges of a text object.

To centre text top and bottom

- By default text boxes automatically wrap and re-size to fit the text within them. However if you wish to set the formatting to align any text within a text box to centre vertically, i.e. between the top and bottom of the text box, then this is how you would do it.
- Click within the text box on the first slide, containing the text '*Cheltenham Courseware Ltd*'.
- Right click on the text box to display a popup menu and select the **FORMAT TEXT BOX** (or **FORMAT PLACEHOLDER**) command.
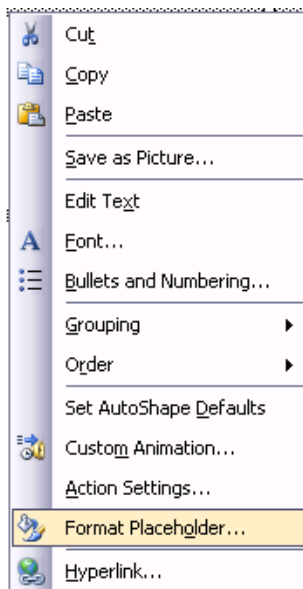
- This will display the Format dialog box. Select the **TEXT BOX** tab.
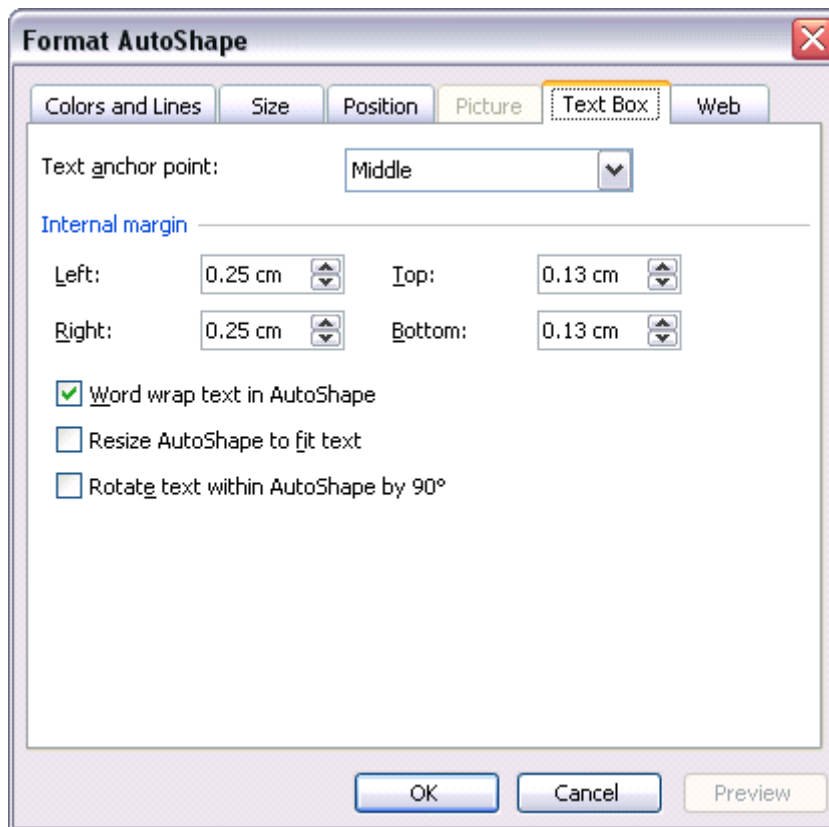
- From the **TEXT ANCHOR POINT** section of the dialog box, use the drop down arrow to select **MIDDLE CENTRED**.
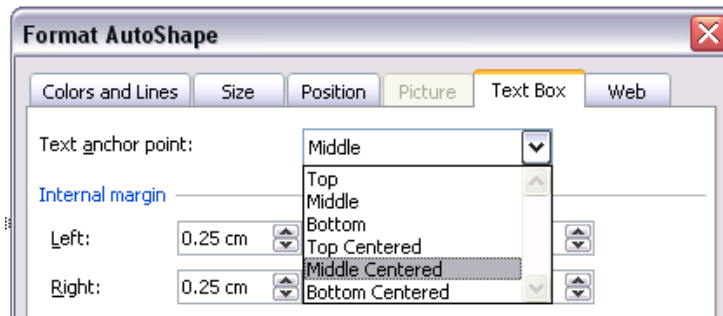
- The effect is illustrated below.
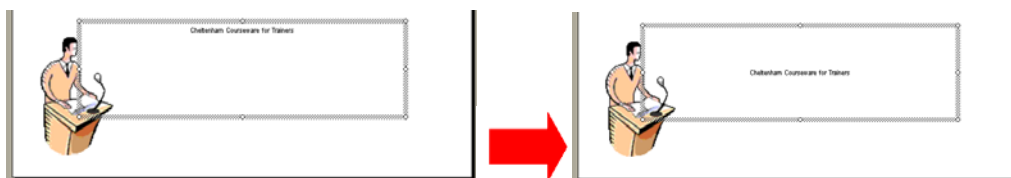
PR2.3.1.9. Adjusting line spacing before and after bulleted or numbered points

---

To change line and paragraph spacing

- Line spacing is the amount of space between lines of text or between paragraphs. You may wish to adjust the line spacing to make text easier to read, or to make text fit on a slide. Spacing can be adjusted in lines or points.
- Display the second slide within the presentation.
- Select the text or paragraph(s) where you want to adjust the spacing. In this case select the three lines as illustrated below.
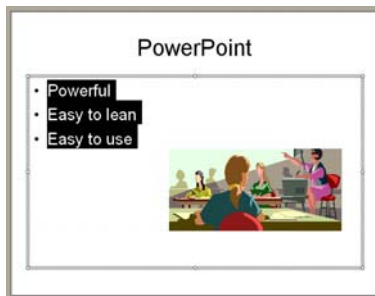
- Select **LINE SPACING** from the **FORMAT** menu to display the **LINE SPACING** dialog box.
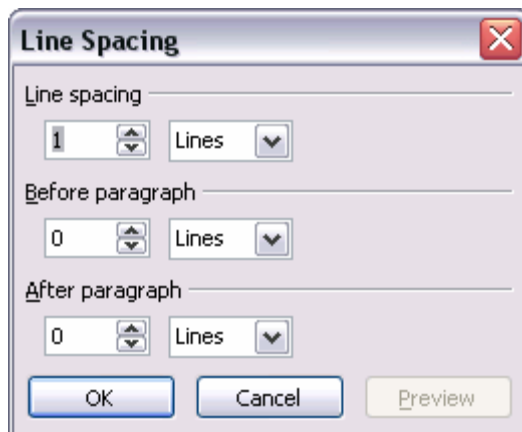
- To adjust the line spacing, use the up and down arrows in the **LINE SPACING** box to change the value.
- To adjust the paragraph spacing, use the up and down arrows in the **BEFORE PARAGRAPH** and **AFTER PARAGRAPH** boxes to adjust the value. Select how you wish to adjust the spacing by choosing **LINES** or **POINTS** from the drop-down list on the right-hand side of the adjustment box.
- Select **PREVIEW** to see the effect the new spacing has on the text. Select **OK** to accept the new spacing attributes.
- Experiment for a while. Try applying a line spacing value of 2.

PR2.3.1.10. Changing between style of bullets or numbers in a list

To remove bullets

- Display the third slide within the presentation.
- Select the bulleted text which you wish to remove the bullet formatting from, as illustrated below.

- Click the **BULLETS** icon on the **FORMATTING** toolbar to switch the bulleting feature off. The bullets are removed from the text.
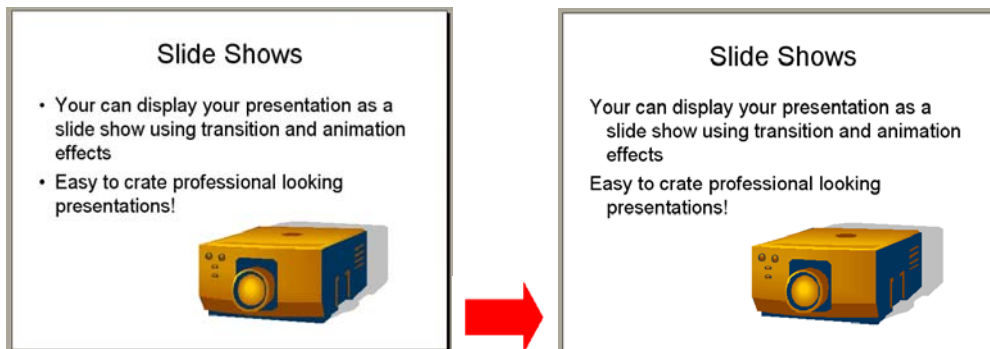
To add bullets using the toolbars

- Reselect the text on slide three.
- Click on the **BULLETS** icon in the **FORMATTING** toolbar.

To select a different bullet type

- Re-select the text on slide three.
- Click on the **FORMAT** drop down menu and select the **BULLETS AND NUMBERING** command, which will display the **BULLETS AND NUMBERING** dialog box. Make sure the **BULLETED** tab is selected.
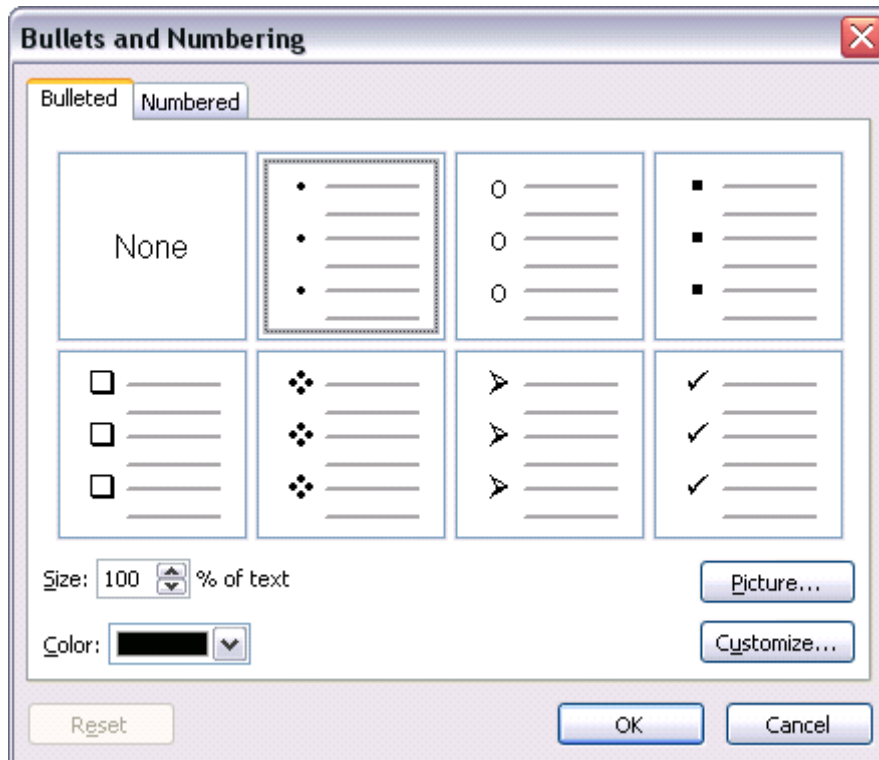
- Select the required bullet and click on the **OK** button. Experiment with apply different bullet types.

To apply numbering instead of bullet points
- Re-select the text on slide three.
- Click on the **NUMBERING** icon in the toolbar.
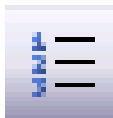
To select a different numbering format
- Re-select the text on slide three.
- Select **BULLETS AND NUMBERING** from the **FORMAT** menu to display the **BULLETS AND NUMBERING** dialog box.

- Make sure the **NUMBERED** tab is selected.
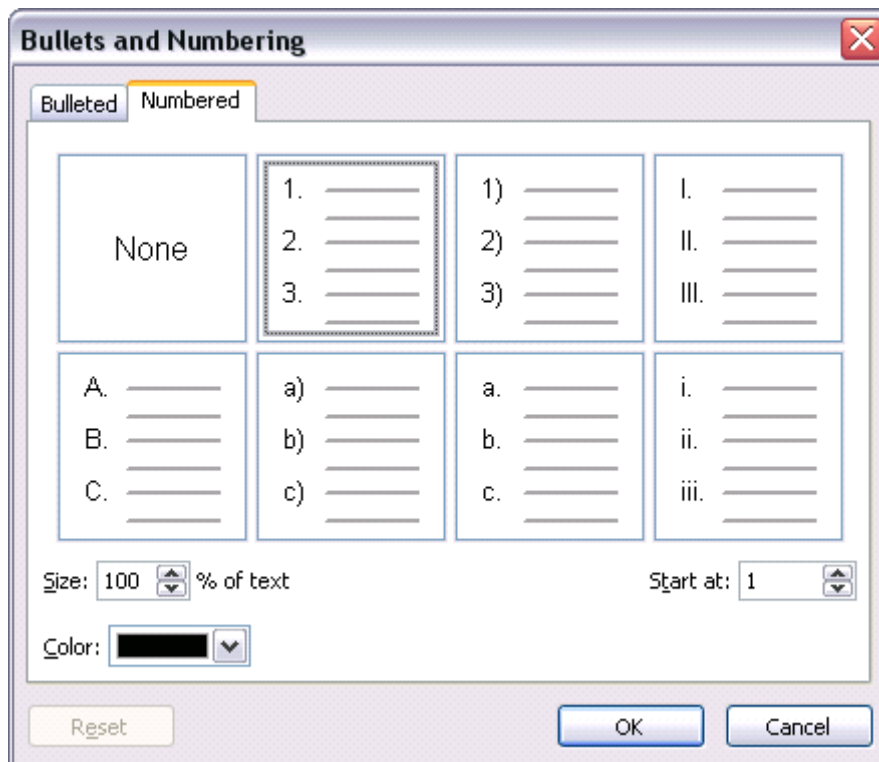
- Select the required number format and click on the **OK** button.
- Experiment!

PR2.3.1.11. Using the Undo or Redo commands

To use the Undo command

- On slide three, click once on the picture of the projector. Press the **DELETE** key and the picture will be deleted. To undo this deletion, click on the **UNDO** icon.

To use the Redo command

- Click on the **REDO** icon, and observe the effect.

- Save your changes.
- Close the presentation file.

PR2.3.2.   Pictures and Images

To select a picture

- Open a presentation called **PICTURES - IMAGES**.
- Display the second slide, which contains a number of pictures on it.
- Click on the picture of the flower to select it.
- Click on an empty part of the slide to de-select the picture.

To select multiple pictures

- Click on the flower picture to select it.
- Depress the **SHIFT** key (and keep it depressed).
- Click on any two other pictures which you may also wish to select.
- Release the **SHIFT** key and all the objects which you have clicked on will remain selected, as illustrated below.
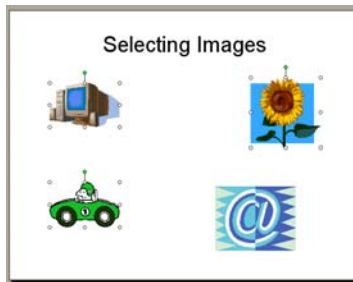
- Click on an empty part of the slide to de-select the pictures.

To select all pictures within a slide

- Press **CTRL**+**A**. All the items, i.e. placeholders and pictures will be selected, as illustrated below.
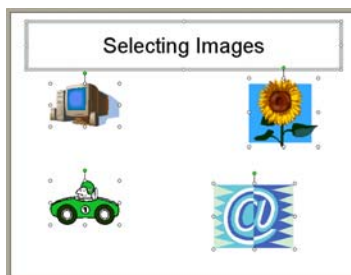
To 'cycle' round all pictures and select them one, by one

- Press the **TAB** key and each time you press the **TAB** key, you will cycle round the objects within the slide (including the text boxes). Try this now.

PR2.3.2.1.   Inserting a picture into a slide

To insert Clipart

- Switch to the third slide within the presentation.
- Click on the **INSERT CLIP ART** icon, located in the **DRAWING** toolbar.

The Insert Clip Art task pane will be displayed, as illustrated.
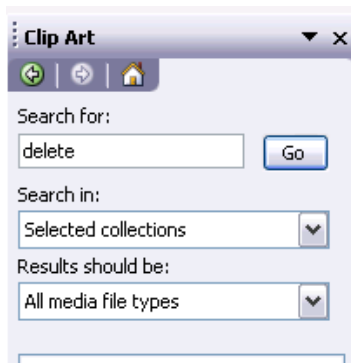
- Enter a word which describes the type of clipart which you are looking for, in this case enter the word **COMPUTER** and then click on the **SEARCH** button. The screen will change as illustrated.
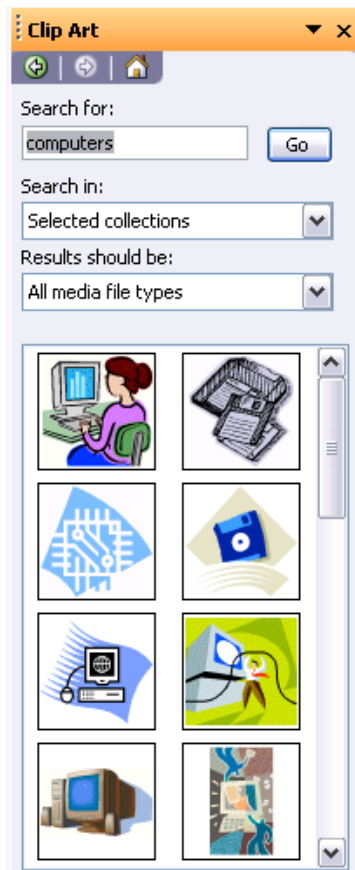
- Click on the required clipart to insert it (select any picture).

PR2.3.2.2. Inserting an image into a slide

To import an image from a file
- Switch to the fourth slide within the presentation.
- Click on the **INSERT** drop down menu and select the **PICTURE** command. From the submenu displayed select **FROM FILE**.
- Select the **COMPUTER** image file and click on the **INSERT** button. The picture will be displayed within your slide.
- Save your changes and close the presentation.

PR2.3.3.   Copying, Moving and Deleting

PR2.3.3.1. Copying text or pictures, images within the presentation or between open presentations

To copy text within a presentation from one slide to another

- Open a presentation called **DUPLICATE MOVE DELETE 01**.
- Select the title text on the first slide as illustrated below.

- Click on the **COPY** icon on the **STANDARD** toolbar.

- Move to the last slide within the presentation (called Paste Here).
- Click on the **PASTE** icon on the **STANDARD** toolbar.

- The slide will be as illustrated below.

To copy a graphic within a presentation from one slide to another

- Select the pie chart graphic at the bottom-right of the first slide, as illustrated below.

- Click on the **COPY** icon on the **STANDARD** toolbar.

- Move to the last slide within the presentation (called Paste Here).
- Click on the **PASTE** icon on the **STANDARD** toolbar and the graphic will be pasted into the slide.

To copy text from one presentation to another

- Select the title text on the first slide as illustrated below.

- Click on the **COPY** icon on the **STANDARD** toolbar.

- Open a second presentation file called **DUPLICATE MOVE DELETE 02**.
- Move to the second slide within the second presentation.
- Click on the **PASTE** icon on the **STANDARD** toolbar.

To copy a graphic from one presentation to another

- Switch back to the first presentation (by clicking on its program icon in the Windows Task Bar displayed along the bottom of your screen).
- Select the pie chart graphic at the bottom-right of the first slide, as illustrated below.

- Click on the **COPY** icon on the **STANDARD** toolbar.

- Switch back to the second presentation (by clicking on its program icon in the Windows Task Bar displayed along the bottom of your screen).
- Display the second slide with this second presentation (it should already be displayed for you)
- Click on the **PASTE** icon on the **STANDARD** toolbar and the graphic will be pasted into the slide.

PR2.3.3.2. Moving text or pictures, images within the presentation or between open presentations

To move text within a presentation from one slide to another

- Switch back to the first presentation (by clicking on its program icon in the Windows Task Bar displayed along the bottom of your screen).
- Select the web address text on the first slide as illustrated below.

- Click on the **CUT** icon on the **STANDARD** toolbar.

- Move to the last slide within the first presentation (called Paste Here).
- Click on the **PASTE** icon on the **STANDARD** toolbar. The cut text will be displayed.

To copy a graphic within a presentation from one slide to another

- Select the pie chart graphic at the bottom-right of the first slide, as illustrated below.

- Click on the **CUT** icon on the **STANDARD** toolbar.

- Move to the last slide within the presentation (called Paste Here).
- Click on the **PASTE** icon on the **STANDARD** toolbar and the graphic will be pasted into the slide.

- If you return to the first slide, you can verify that the cut graphic is no longer displayed on the first slide.

To move text from one presentation to another

- Within the first presentation, display the slide with the title '**CHARTS**' and select the text as illustrated below.
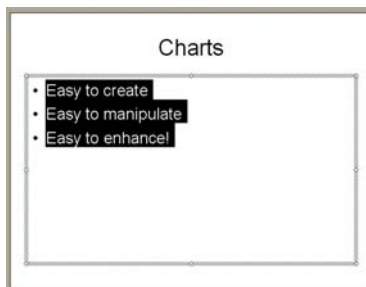
- Click on the **CUT** icon on the **STANDARD** toolbar.

- Switch to the second presentation (by clicking on its program icon in the Windows Task Bar displayed along the bottom of your screen).
- Move to the third slide within the second presentation.
- Click on the **PASTE** icon on the **STANDARD** toolbar. The pasted text will be displayed within this slide.

- Switch back to the first presentation (by clicking on its program icon in the Windows Task Bar displayed along the bottom of your screen).
- You can verify that the text you selected is no longer displayed within the first presentation. It has been cut (i.e. moved) to the second presentation.

To move a graphic from one presentation to another

- Make sure that the first presentation is displayed.
- Display the slide containing a column chart.
- Select the chart as illustrated below.
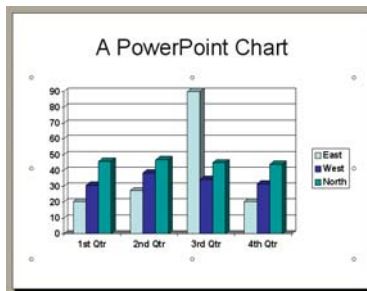
- Click on the **CUT** icon on the **STANDARD** toolbar.

- Switch back to the second presentation (by clicking on its program icon in the Windows Task Bar displayed along the bottom of your screen).

- Display the fourth slide with this presentation.
- Click on the **PASTE** icon on the **STANDARD** toolbar and the graphic will be pasted into the slide.

- Switch back to the first presentation (by clicking on its program icon in the Windows Task Bar displayed along the bottom of your screen).
- You can verify that the bar chart you selected is no longer displayed within the first presentation. It has been cut (i.e. moved) to the second presentation.

- Save your changes and close the presentations.

PR2.3.3.3. Resizing graphics within a presentation

To resize an image, object or chart

- Open a presentation called **RESIZE AND DELETE**.

- Display the second slide.
- Select the image on the slide by clicking on it once.
- Move the mouse pointer to one corner of the selected item, until the mouse pointer changes to a line at 45 degrees with an arrowhead at each end.
- Depress the mouse button and drag to resize the image within the slide.
- Release the mouse button.

- Experiment with resizing the picture.

PR2.3.3.4.   Deleting text or graphics in a slide

To delete selected text
- Display the third slide.
- Select the text within the slide and press the **DELETE** key.

To delete a picture
- Click on the picture within the slide and then press the **DELETE** key.

- Save your changes and close the presentation.

PR2.4. Charts and Drawn Objects

PR2.4.1. Using Charts

PR2.4.1.1. Inputting data to create or modify different kinds of built-in charts in a slide

To create a column, bar or line chart
- Open a presentation called **CHARTS 01**.
- Click on the **NEW SLIDE** icon.
- Select the **TITLE AND CHART** AutoLayout, as illustrated.
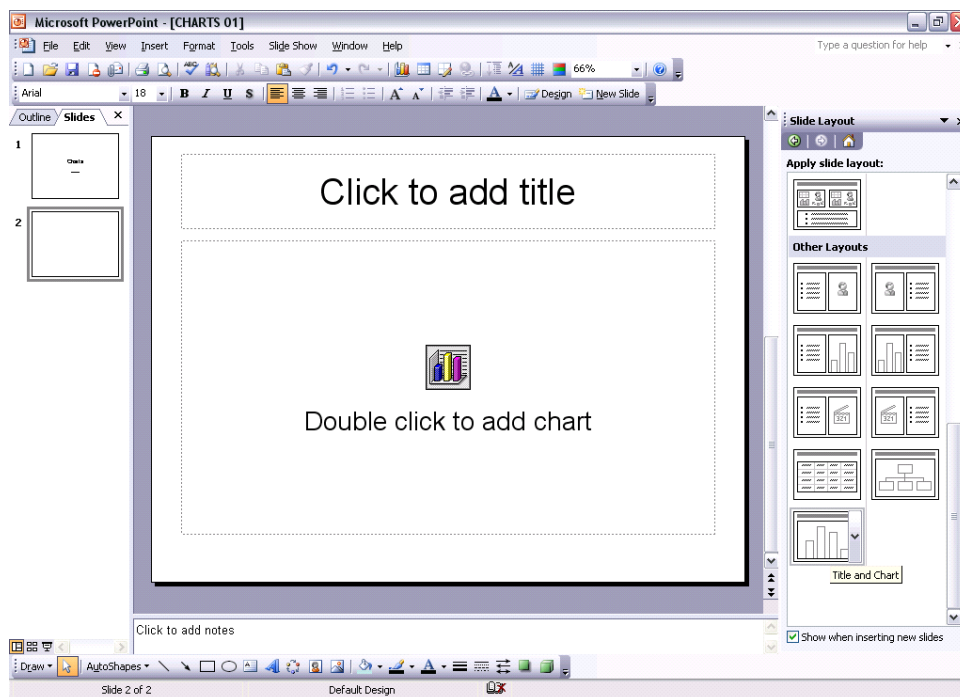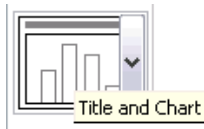
- An icon is inserted into the slide, as illustrated.

  Double click to add chart

- Double clicking on this icon will insert a Column Chart, using sample data, as illustrated. You can modify the data as required.
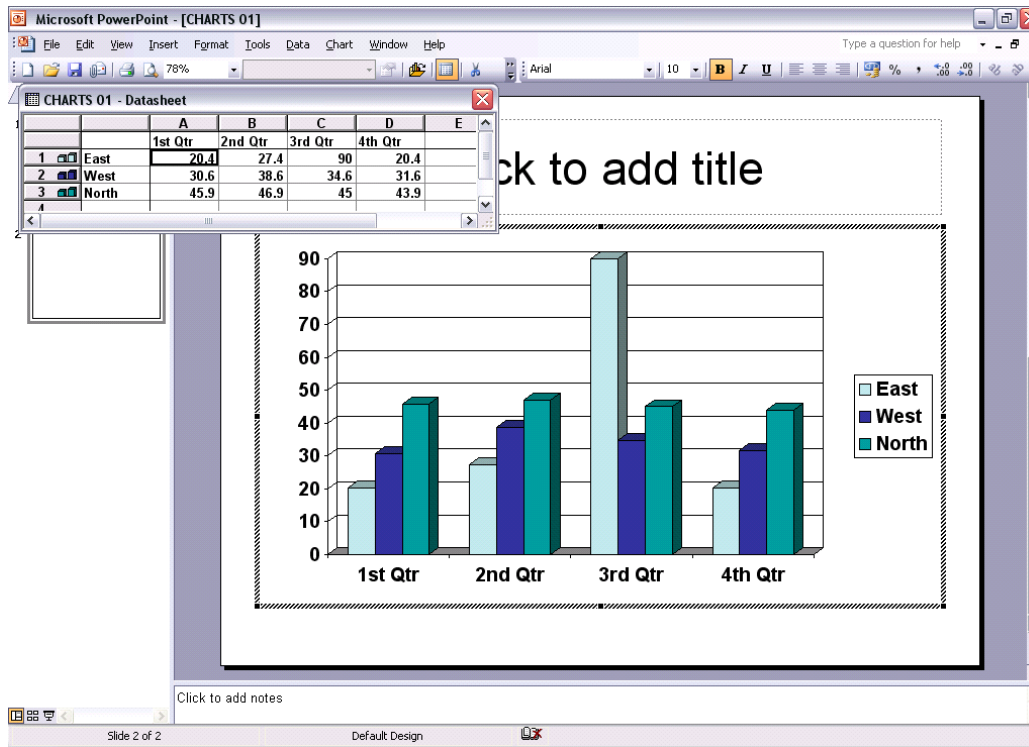
- Modify the data as illustrated, by adding an extra row of data.

- The chart will change to reflect the extra data.
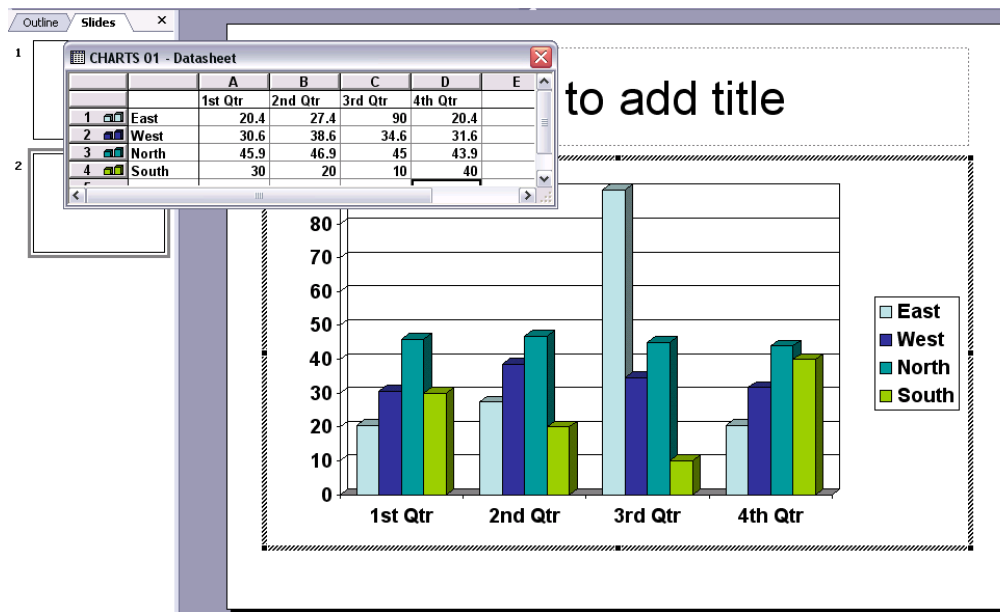
- Click on an empty part of the slide to close all open dialog boxes.
- By default a column chart will be created. Experiment with using other types of charts types. First double click on the chart to select it and enable you to edit it. You should see a chart drop down menu is added to the normal drop down menus.
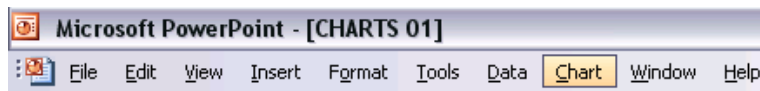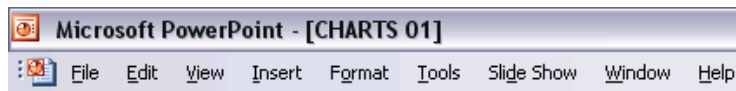
- Click on the **CHART** drop down menu and select the **CHART TYPE** command.
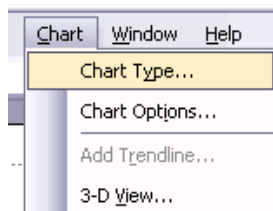
- From the dialog box displayed, select the required chart type, such as Column, Bar or Line.
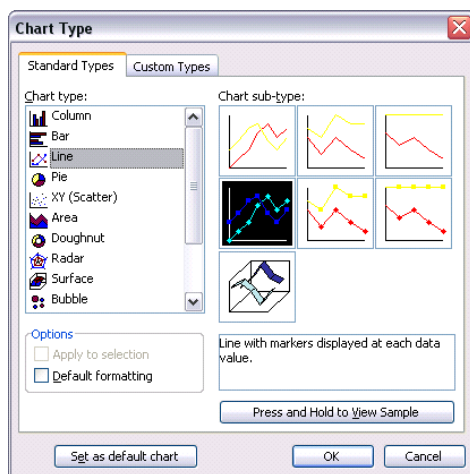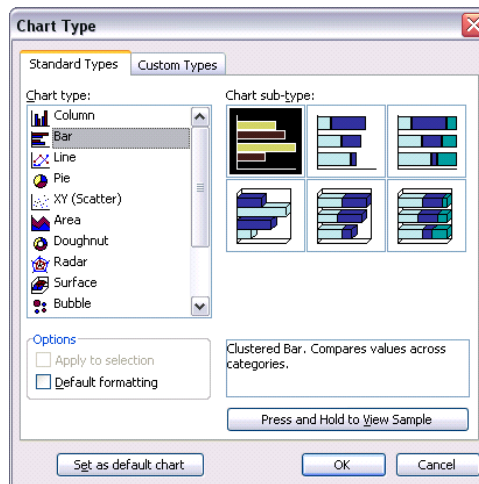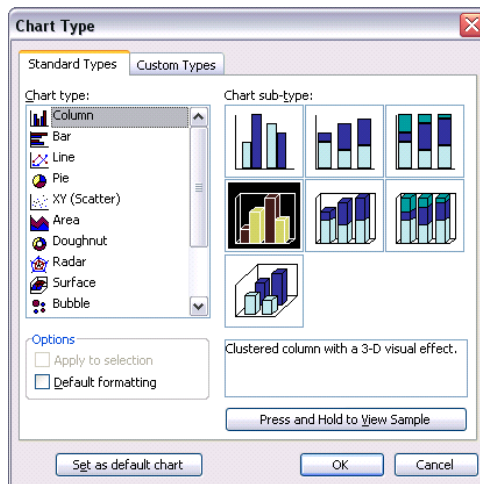
- Click on the **OK** button to confirm your chart type selection.
- Click on the **CLOSE** icon (top-right of the Datasheet window) to complete the process.
- Experiment with using different chart types.

To create a Pie chart

- Click on the **NEW SLIDE** icon.
- Select the **TITLE AND CHART** AutoLayout and click on the **OK** button.
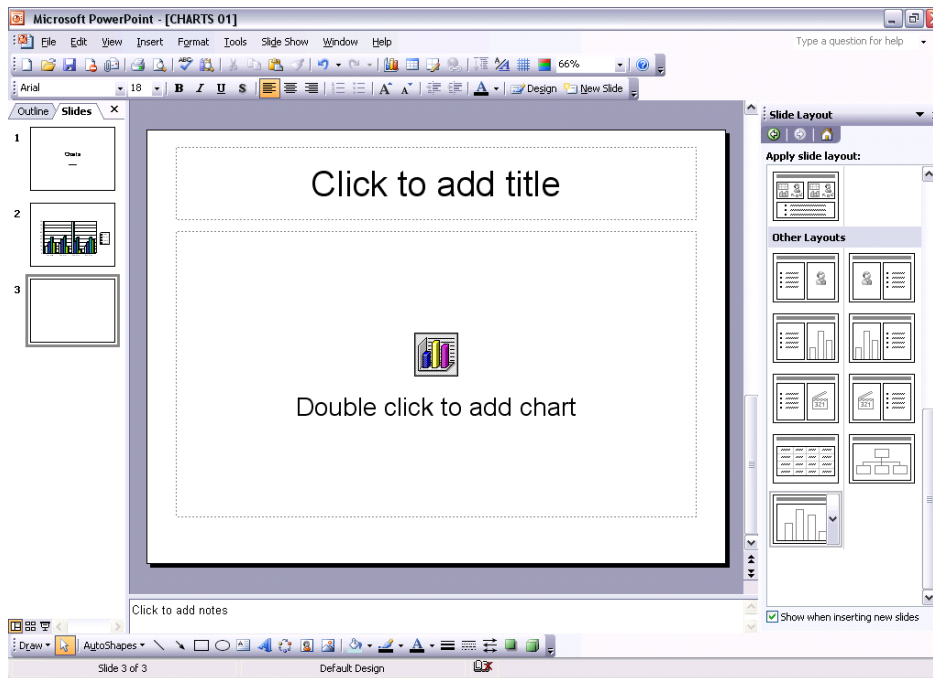
An icon is inserted into the slide.

- Double clicking on this icon will insert a column chart, using sample data, as illustrated. You can modify the data as required.
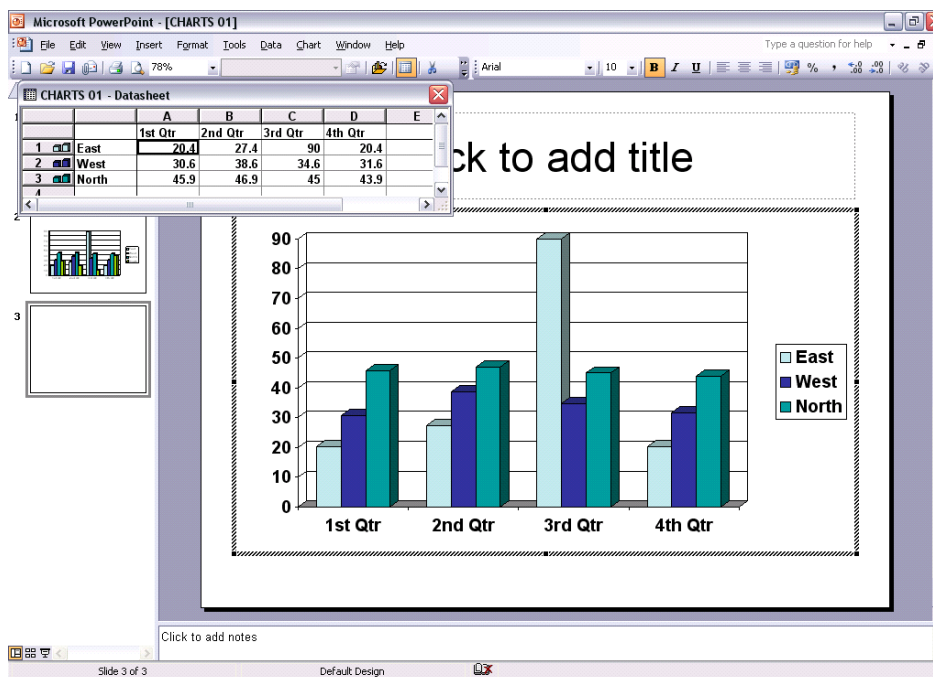
- By default a column chart will be created. You can modify the data as required.

  NOTE: When wishing to create a Pie chart you have to use only one data series. In the data illustrated, we have three data series, i.e. **EAST**, **WEST** and **NORTH**, as illustrated.

- In this case we shall use the **EAST** data series, in which case we need to de-select the **WEST** and **NORTH** data series. To do this, double click on the icon numbers to the left of **WEST** and **NORTH**, as illustrated below.

- Now only the **EAST** data series is selected.
- Click on the **CLOSE** icon (top-right of the Datasheet window) to complete the process. To convert the chart from a column chart to a pie chart, click on the **CHART** drop down menu and select the **CHART TYPE** command. This will display the **CHART TYPE** dialog box.
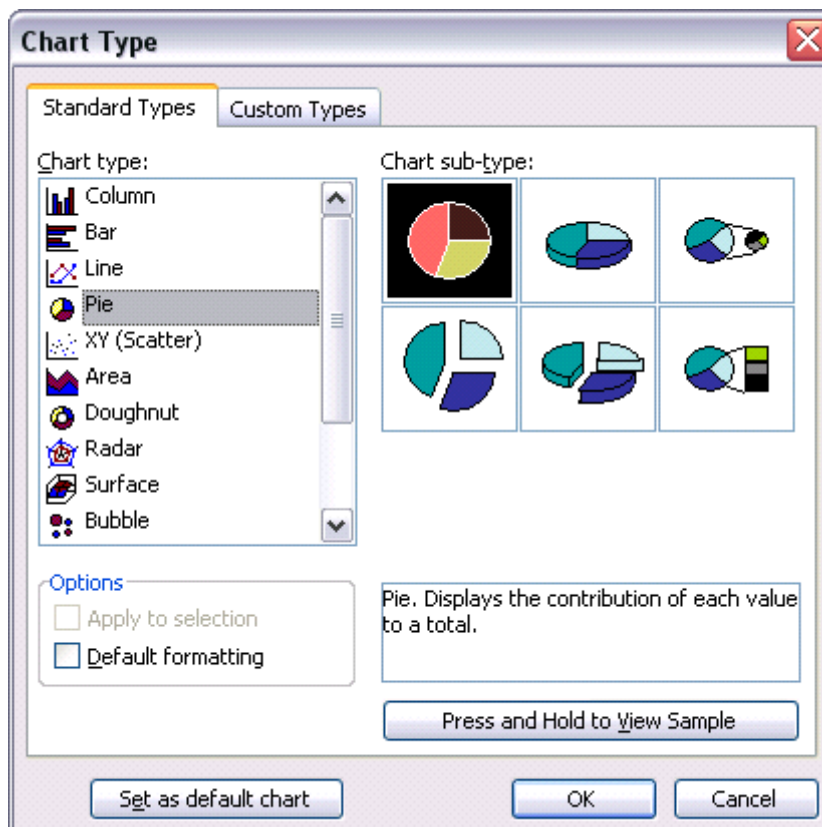
- Select the required chart type, in this case a **PIE** chart.
  NOTE: You can use the **CHART SUB-TYPE** section of the dialog box to make further modifications.
- Click on the **OK** button to finish the process. The Pie chart will be displayed, as illustrated.
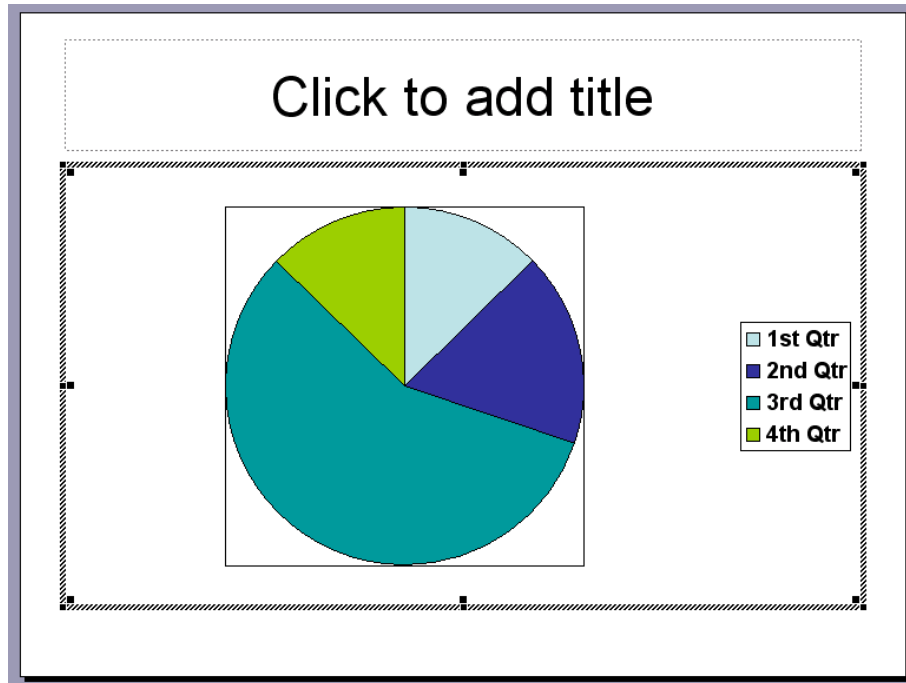
- Save your changes and close the presentation file.

PR2.4.1.2. Changing the background colour in the chart

To change the background colour of a chart
- Open a presentation called **CHARTS 02**.
- Display the column chart on **SLIDE TWO**.
- Double click over the chart area, so that the screen changes as illustrated below (the data used to construct the chart is displayed, and if you look carefully, you will see different icons displayed across the top of your application).
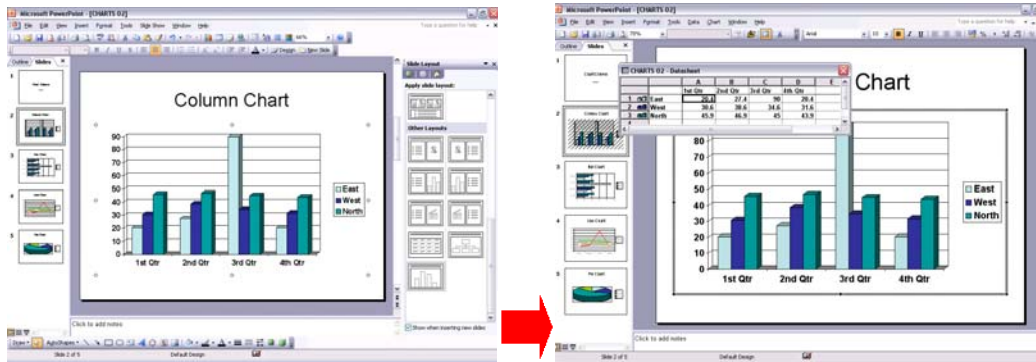
- Right click over an empty part of the chart background, and from the popup menu displayed, select the **FORMAT CHART AREA** command. **HINT**: If you cannot see this command on the popup menu, you are clicking on the wrong area, make sure you clicking on an *empty* area.
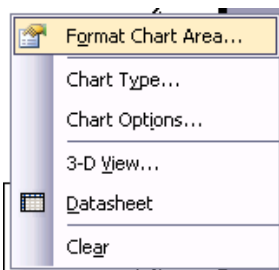
This will display the Format Chart Area dialog box.
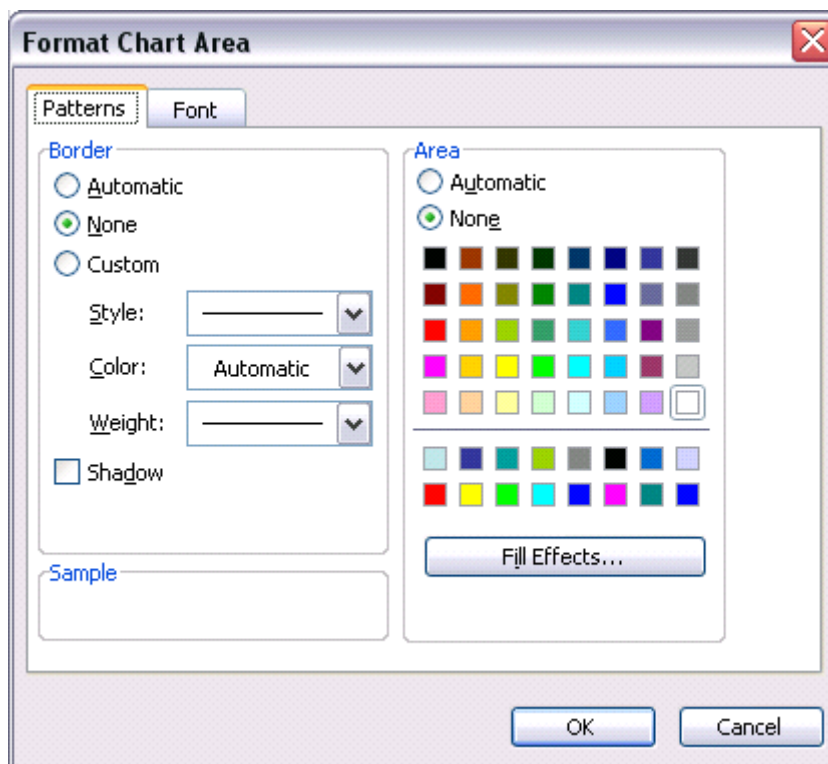
- Select the required colour and then click on the **OK** button. An example is illustrated below. Experiment! Remember that when you click outside the chart area all dialog boxes will be closed. To re-edit the chart you need to double click on it.
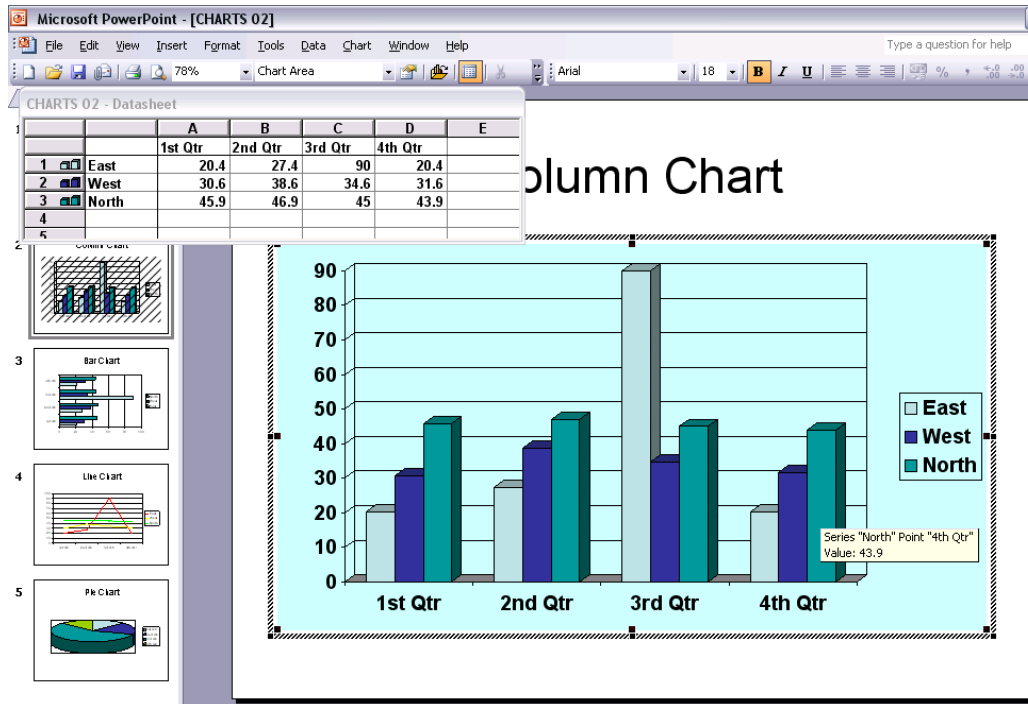
PR2.4.1.3. Changing the column, bar, line or pie slice colours in the chart

To change the colour of a chart column, bar or line

- If necessary double click on the column chart so that you can edit it.
- Double click on one of the columns and you will see a dialog box, like the one illustrated.
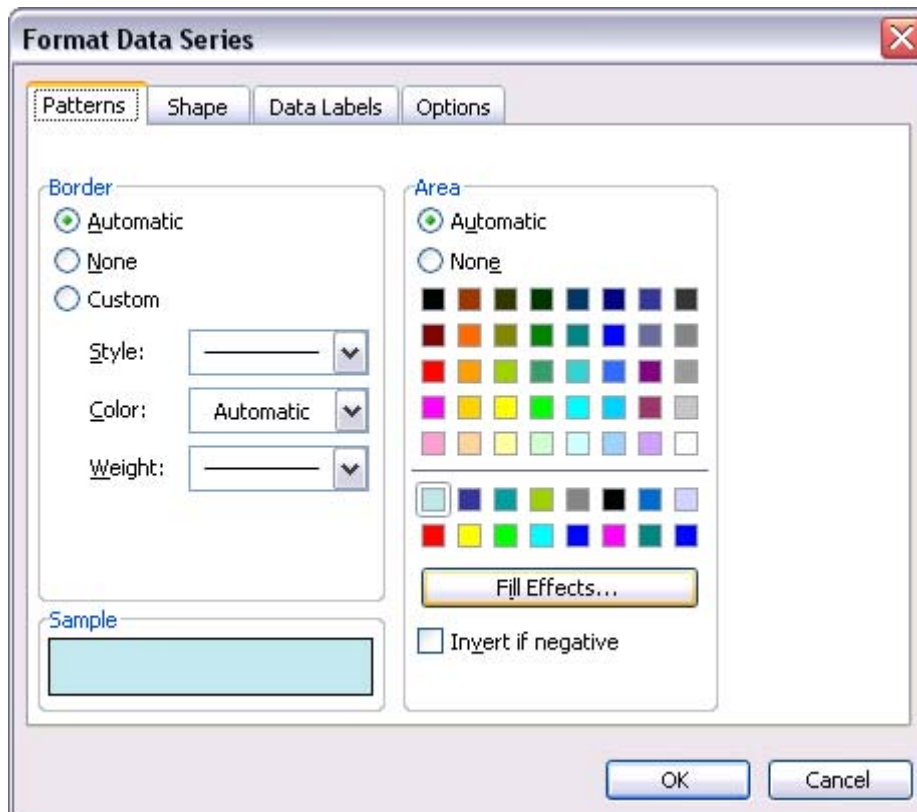
- Select the required colour and then click on the **OK** button to apply the colour changes. Experiment with applying different colours to each set of columns.
- Use the same technique to change the lines, rows and pie slices of the other charts within the presentation.
- Save your changes and close the presentation.

   NOTE: In this case we changed the colour of a column. If you had wished to change the colour of a slice within a pie chart, you would have had to select the individual pie slice, prior to double clicking to display the Format dialog box.

PR2.4.1.4.   Changing the chart type

To change the type of chart displayed
- Open a presentation called **CHARTS 03**.
- This presentation contains a number of different chart types. Display the slide containing the chart which you wish to modify. Double click over the chart area, so that the screen changes and the chart editing icons are displayed in the toolbar.
- Click on the **CHART** drop down menu and select the **CHART TYPE** command. This will display a dialog box.
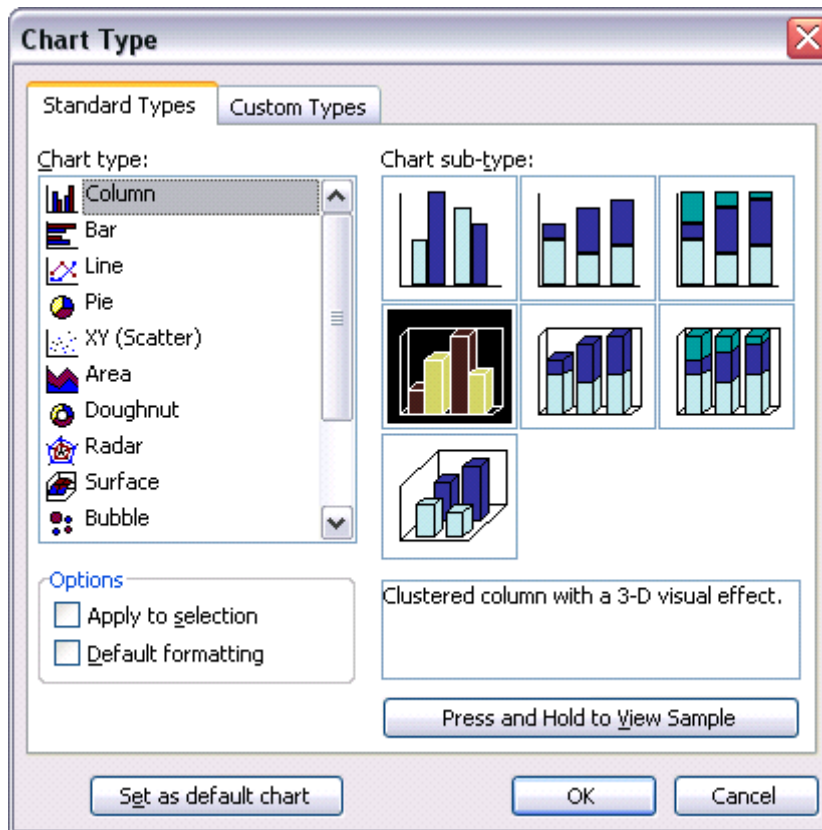
- Select the required chart type, and then click on the **OK** button.
- Experiment with changing charts from one type to another (also change the title text to correctly name the new chart types which you use).
- Save your changes and close the presentation file.

PR2.4.2.   Organization Charts

PR2.4.2.1. Creating an organisation chart with a labelled hierarchy

To create a slide containing an organizational chart
- Open a presentation called **ORGANISATIONAL CHART**.
- Click on the **NEW SLIDE** icon and select the '**TITLE AND DIAGRAM OR ORGANISATIONAL CHART**' AutoLayout.

    HINT: You will have to scroll down to see this option.

A new slide is inserted as below.
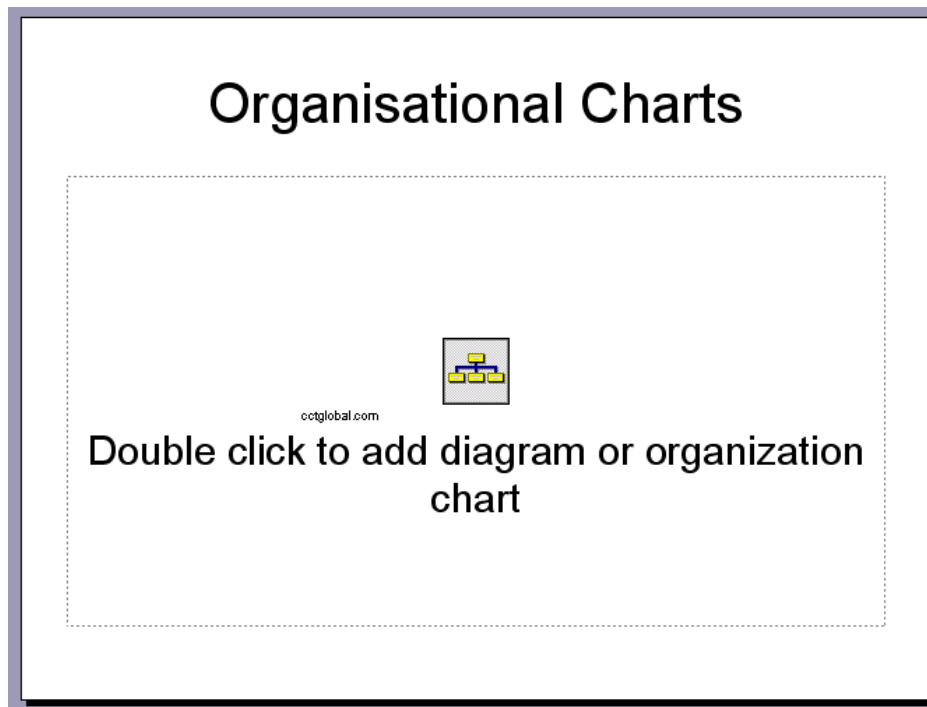
- Double click on the icon within the new slide called '**DOUBLE CLICK TO ADD DIAGRAM OR ORGANISATION CHART'**. The **DIAGRAM GALLERY** will be displayed.
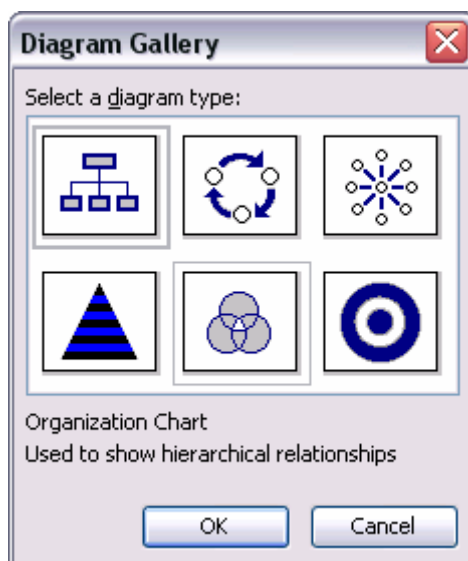
- Make sure that the **ORGANISATION CHART** option is selected

and then click on the **OK** button. This will insert an organisation chart, as illustrated.
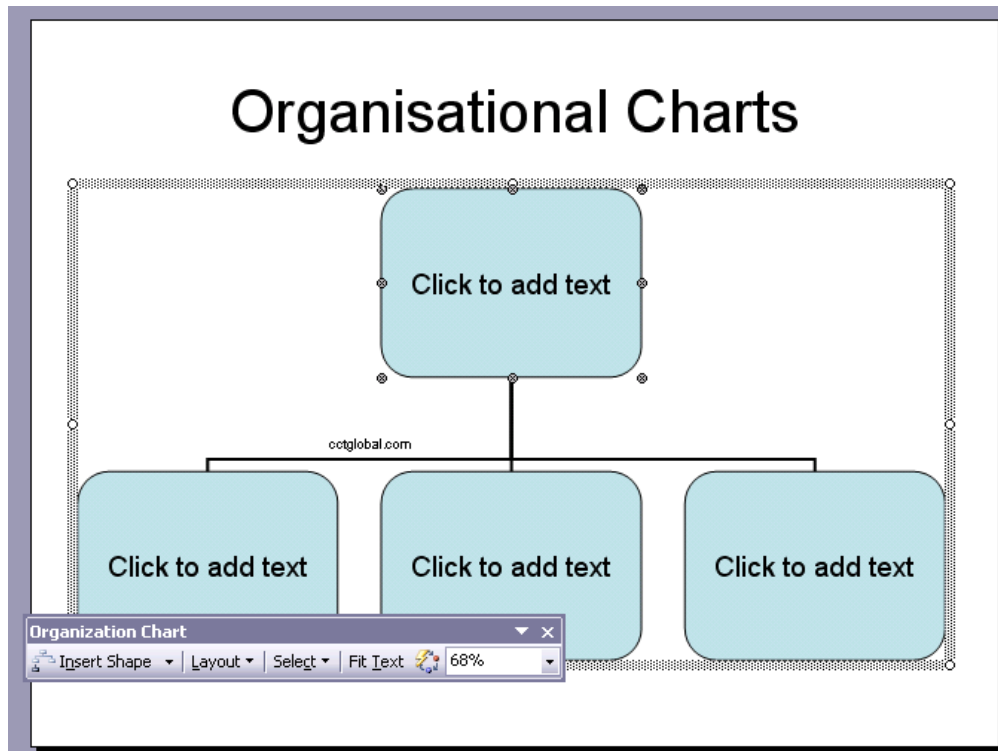
To enter information into an organization chart box

- Enter the data into the boxes, overtyping the existing text (i.e. **Click to add text**). In this case enter the following data.
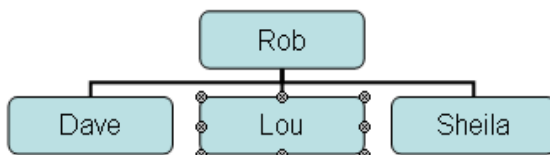
PR2.4.2.2. Changing the hierarchical structure of an organisation chart

To move boxes within the chart

- You have an organisational chart that looks like this.
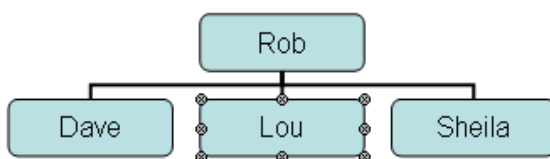
- Click on the edge of the box which you wish to move, so that the box is surrounded by 8 'handles' as illustrated. In this case click on the edge of the

DAVE box.

- Depress the left mouse button and drag the **Dave** box, exactly over the **Lou** box. When you release the mouse button you will see the following.
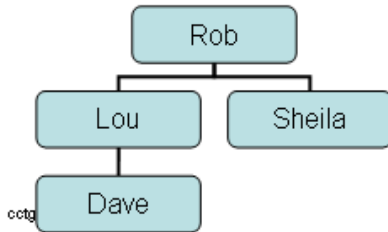
PR2.4.2.3. Adding or removing managers, co-workers or subordinates in an organisation chart

To add chart boxes

- Select the box which you wish to manipulate, in this example we have selected the **SHEILA** box.
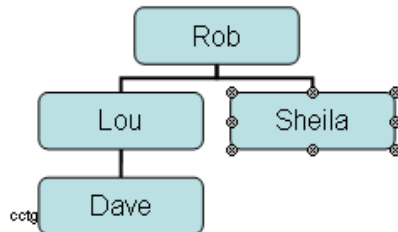
- Right click on the selected box and you will see a popup menu, as illustrated.
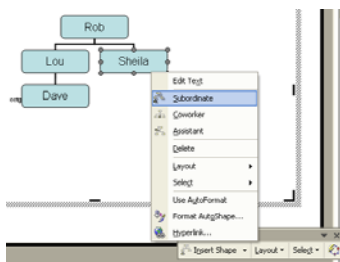
- Select the required item such as subordinate, co-worker or assistant. In this case select subordinate and you will see the following. If you wish you can add a name to this new box.
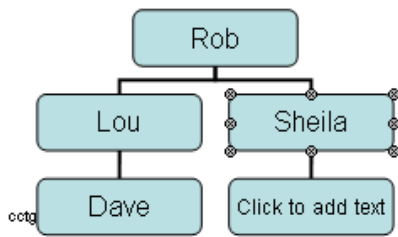
To remove chart boxes

- Click on the box you want to remove to select it. Press the **DELETE** key. In this case select the **DAVE** box and delete it.
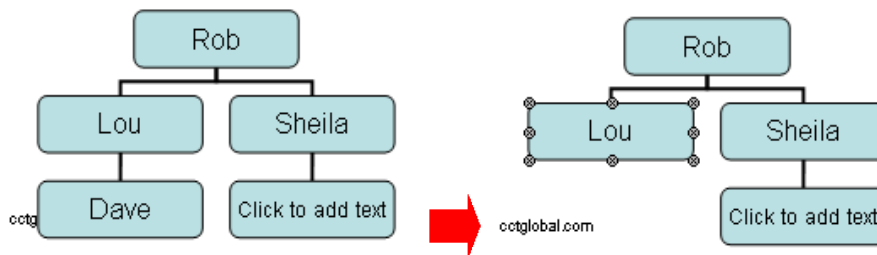
- Save your changes and close the presentation file.

PR2.4.3.   Drawn Objects

PR2.4.3.1.   Adding different types of drawn object to a slide

To display the drawing toolbar

- If the drawing toolbar is not already displayed, right click on any toolbar and from the popup menu displayed select **DRAWING**.

To draw a line

- Open a presentation called **DRAWN OBJECTS**.
- Display the slide titled '**ADD A LINE**'.
- Select the **LINE** icon from the **DRAWING** toolbar. The mouse pointer changes into a cross-hair pointer when moved over the slide.

- Click at the location where you want the line to begin and drag. Release the mouse button when you want the line to end. A line appears between the

beginning and end point.

TIP: To draw a line which is perfectly horizontal or vertical, depress the **SHIFT** key while dragging.

To add a free drawn line

- Display the slide titled '**ADD A FREE DRAWN LINE**'.
- Click on the **AUTOSHAPES** button within the Drawing toolbar and from the popup menu displayed select **LINES**.
- From the submenu, select the **SCRIBBLE** icon.
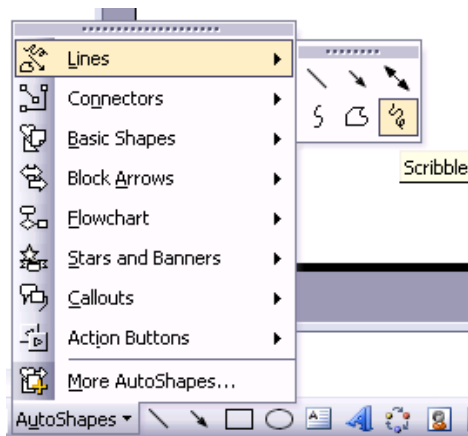
- Click at the location where you want the line to begin and start moving the mouse. Release the mouse button when you want the line to end.

To insert a line with an arrow on it

- Display the slide titled '**ADD AN ARROWED LINE**'.
- Click on the **AUTOSHAPES** button within the Drawing toolbar and from the popup menu displayed select **LINES**.
- From the submenu, select the **ARROW** icon.
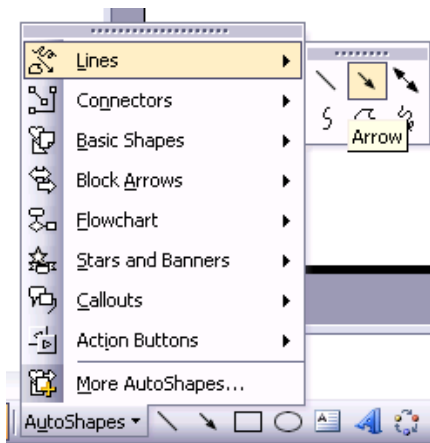
- Click at the location where you want the line to begin and start moving the mouse. Release the mouse button when you want the line to end.

To insert an arrow shape

- Display the slide titled '**INSERT AN ARROW SHAPE**'.
- Click on the **AUTOSHAPES** button within the Drawing toolbar.
- Click on the **BLOCK ARROWS** command.
- From the submenu, select the required arrow type.
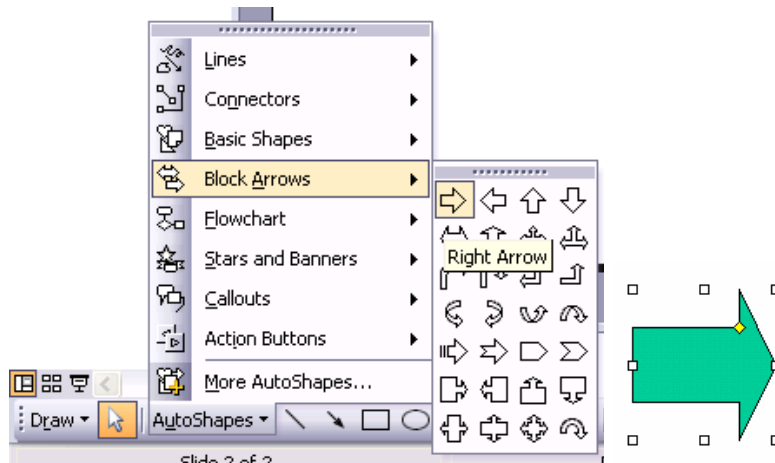
- Click at the location where you want the arrow to begin and start moving the mouse. Release the mouse button when you want the arrow to end.

To insert a rectangle

- Display the slide titled '**INSERT A RECTANGLE**'.
- Click on the **RECTANGLE** icon within the Drawing toolbar.

- Move the mouse pointer over the slide area and click at the position where you wish to start drawing the rectangle. Move the mouse pointer diagonally across the screen.
- Release the mouse pointer when you have finished.

To insert a square

- Display the slide titled '**INSERT A SQUARE**'.
- Click on the **RECTANGLE** icon within the Drawing toolbar.

- Depress the **SHIFT** key (and keep it depressed).
- Move the mouse pointer over the slide area and click at the position where you wish to start drawing the square.

- Move the mouse pointer diagonally across the screen.
- Release the mouse pointer when you have finished.
- Release the **SHIFT** key.

To insert an oval

- Display the slide titled '**INSERT AN OVAL**'.
- Click on the **OVAL** icon within the Drawing toolbar.

- Move the mouse pointer over the slide area and click at the position where you wish to start drawing the oval.
- Move the mouse pointer diagonally across the screen.
- Release the mouse pointer when you have finished.

To insert an circle

- Display the slide titled '**INSERT A CIRCLE**'.
- Click on the **OVAL** icon within the Drawing toolbar.

- Depress the **SHIFT** key (and keep it depressed).
- Move the mouse pointer over the slide area and click at the position where you wish to start drawing the circle.
- Move the mouse pointer diagonally across the screen.
- Release the mouse pointer when you have finished.
- Release the **SHIFT** key.

To insert a Text Box

- Display the slide titled '**INSERT A TEXT BOX**'.
- You can insert a new text box using the **TEXT BOX** icon. This icon is contained on the **DRAWING** toolbar.

Once you have clicked on this icon, click within the body of the slide. A text box will be inserted as illustrated.

- You may start to enter text within this text box, as illustrated.

PR2.4.3.2. Changing drawn object background colour, line colour, line weight or line style

To change an objects background colour, line colour, line weight and line type
- Display the slide titled '**BACKGROUND COLOR**'.
- Click on the smiling face object to select it.
- Double click on the object to display a dialog box, similar to the one illustrated.
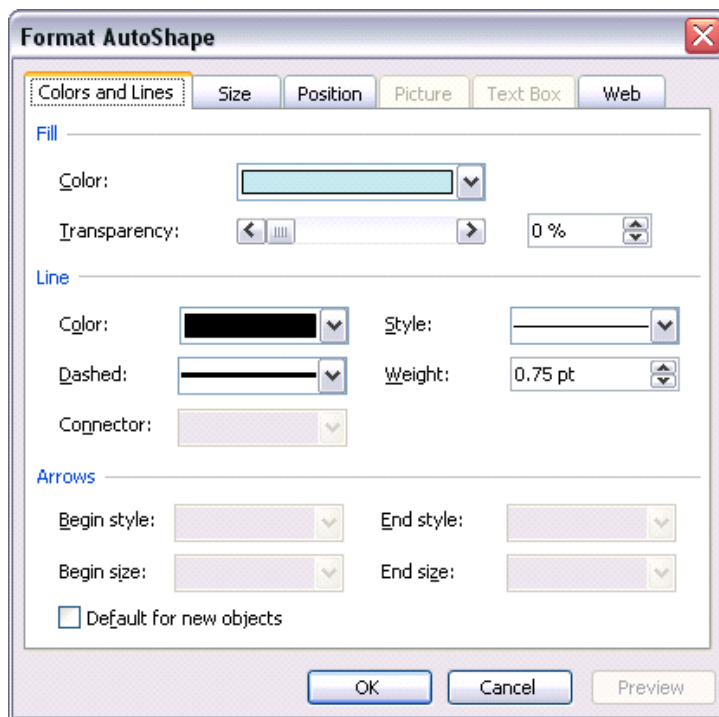
- Make sure that the **COLORS AND LINES** tab is selected.
- To change the background colour, click on the down arrow to the right of the **COLOR** option within the **FILL** section. Select a colour as required.
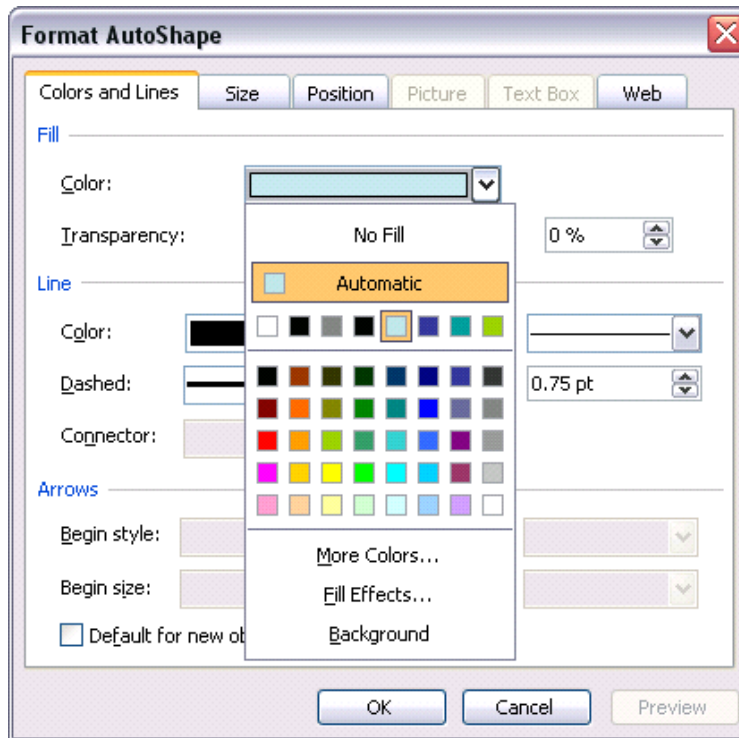
- To change the line colour, click on the down arrow to the right of the **COLOR** option within the **LINE** section. Select a colour as required.
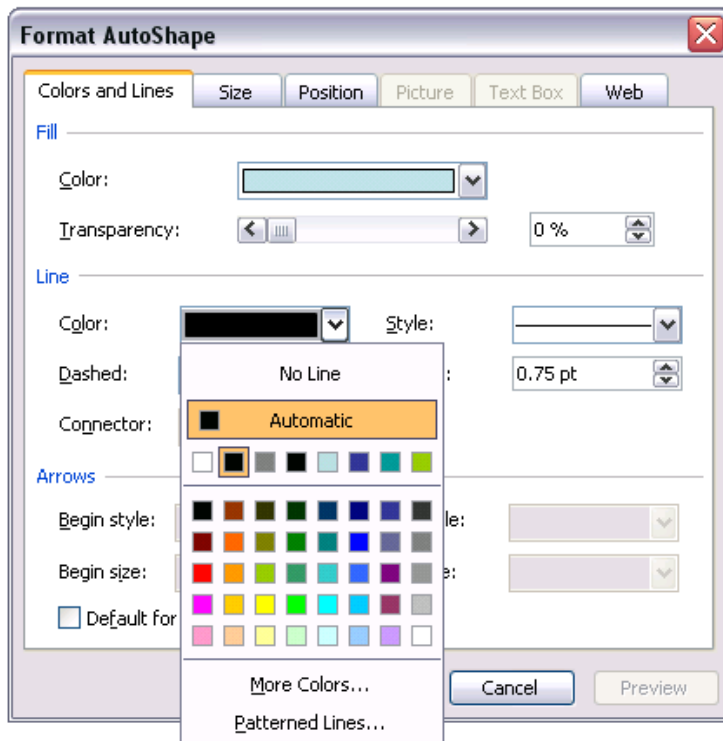
- To change the line weight, click on the up or down arrow to the right of the **WEIGHT** option within the **LINE** section. Select a line weight as required.

- To change the line style, click on the down arrow to the right of the **STYLE** option within the **LINE** section. Select a line style as required.
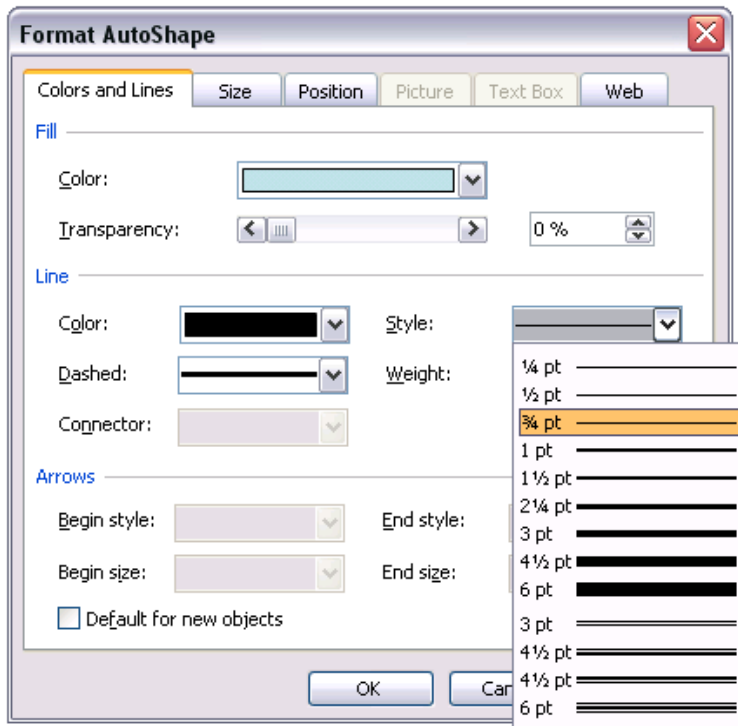
- When you have made your sections, click on the **OK** button.

PR2.4.3.3.   Changing arrow start style or arrow finish style

To change the arrow start and end styles
- Display the slide titled '**ARROW STYLES**'.
- Select the arrow.
- Double click on the arrow to display the **FORMAT AUTOSHAPE** dialog box.
- If necessary select the **COLORS AND LINES** tab within the dialog box.
- To change the arrow start style, click on down arrow to the right of the **BEGIN STYLE** section of the dialog box, and select the required style.
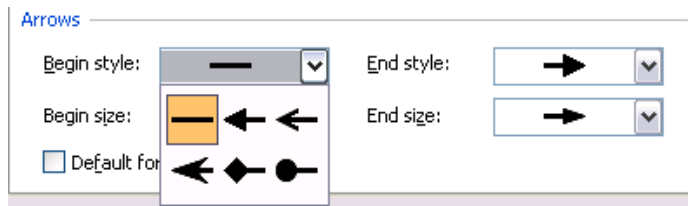
- To change the arrow end style, click on down arrow to the right of the **END STYLE** section of the dialog box, and select the required style.
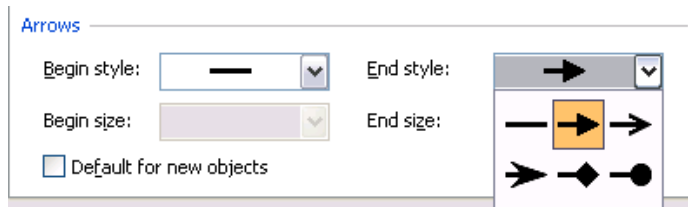
- When you have selected your modifications, click on the **OK** button the close the dialog box and apply the changes.

PR2.4.3.4.   Applying a shadow to a drawn object

To add a shadow effect to an AutoShape
- Display the slide titled '**SHADOW EFFECT**'.
- Select the AutoShape to which you wish to apply a shadow effect.
- Click on the **SHADOW** icon (displayed within the Drawing toolbar).

A popup menu will be displayed, from which you can select the required type of shadow effect.
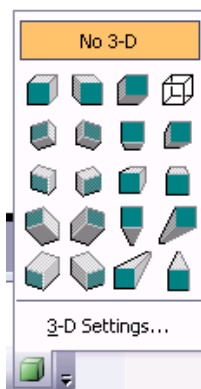
- Click on the required shadow effect and the shadow will be applied, as illustrated.

PR2.4.3.5. Rotating or flipping a drawn object

To rotate an object
- Display the slide titled '**ROTATE OR FLIP**'.
- Select the smiling face to the left which we will rotate. You will see a small line with a green spot at the end of it, as illustrated.
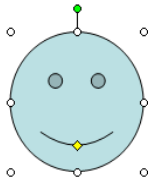
- Drag the green spot to rotate the drawing object, as illustrated.
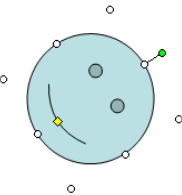
To flip an object
- Select the smiling face to the right which we will flip.
- Click on the **DRAW** button (on the Drawing toolbar) and from the popup menu displayed select the **ROTATE OR FLIP** command, which will display a popup submenu, from which you can select the desired command, such as **FLIP HORIZONTAL** or **FLIP VERTICAL**. Experiment.
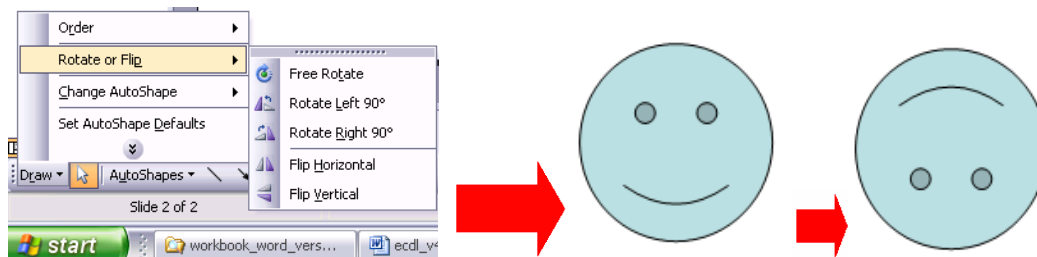
PR2.4.3.6. Aligning a drawn object to the left, centre, right, top or bottom of a slide

To align objects (relative to the slide) using the Draw menu

- Display the slide titled '**ALIGN OBJECTS**'.
- Select the three smiling face objects, by depressing the **SHIFT** key and clicking on all three objects.
- Click the **DRAW** icon on the **DRAWING** toolbar to display the **DRAW** menu, and select the **Relative to Slide** command.
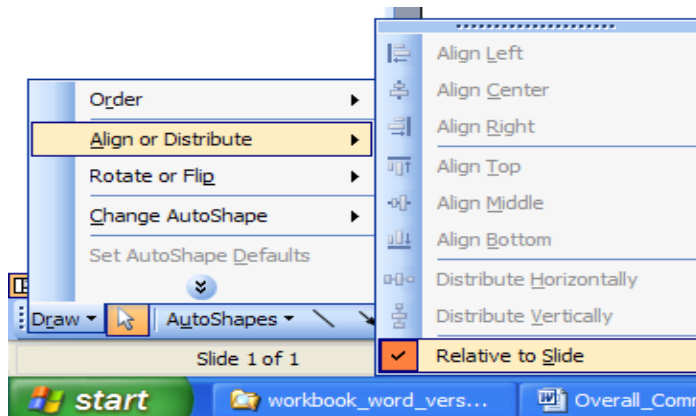
- Click the **DRAW** icon on the **DRAWING** toolbar to display the **DRAW** menu.
- Select **ALIGN OR DISTRIBUTE** to display the alignment submenu.
- Experiment with using these alignment options. Remember you can always use the **UNDO** icon if things go wrong!

PR2.4.3.7. Resizing a drawn object or chart within a presentation

To resize a drawn object or chart

- Display the slide titled '**RESIZING ITEMS**'.
- Select the smiling face object by clicking on it once.
- Move the mouse pointer to one corner of the selected item, until the mouse pointer changes to a line at 45 degrees with an arrowhead at each end.
- Depress the mouse button and drag to resize the image within the slide.
- Release the mouse button.

- Use the same procedure to resize the chart on this slide.

PR2.4.3.8. Bringing an object to the front or back

To bring objects forwards or send them backwards

- Display the slide titled '**FRONT OR BACK**'. This slide contains a picture of a computer, which is in front of a smiling face object. In this exercise we want the computer to be displayed *behind* the smiling face.
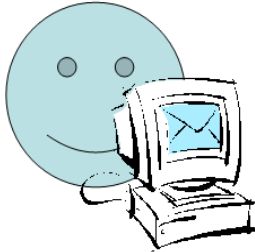
- Select the object you wish to move backwards (i.e. the computer picture).
- Right click to display a popup menu, as illustrated.
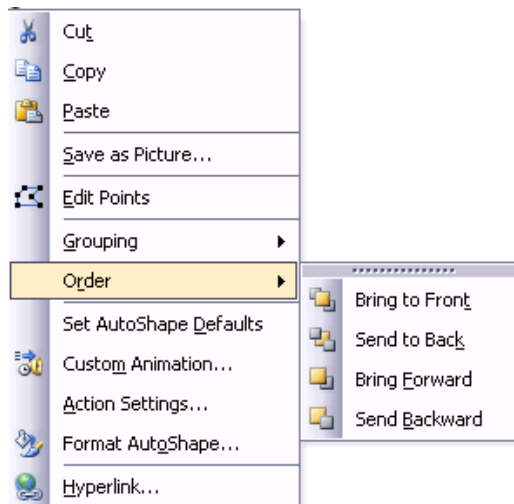
- Select **ORDER** to display the **ORDER** submenu.
- Select **SEND BACKWARD**. The screen will now be as illustrated.

- Save your changes and close the presentation.

PR2.4.4.   Copying, Moving and Deleting

PR2.4.4.1. Copying a chart or drawn object within the presentation or between open presentations

To copy a chart (or drawn object) within a presentation
- Open a presentation called **CHARTS AND OBJECTS 01**.
- Display the third slide containing a drawn object (a smiling face).
- Click once on the drawn object to select it.
- Click on the **EDIT** drop down menu and select the **COPY** command.
- Display the last slide within the presentation.
- Click on the **EDIT** drop down menu and select the **PASTE** command.
- Try repeating this procedure to copy the chart on slide 4, to the last slide in the presentation.

To copy a chart (or drawn object) from a slide in one presentation to a slide within a second presentation
- Display the third slide containing a drawn object (a smiling face).
- Click once on the drawn object to select it.
- Click on the **EDIT** drop down menu and select the **COPY** command.
- Open the second PowerPoint presentation to which you wish to copy the selected drawn object, called **CHARTS AND OBJECTS 02**.
- Display the last slide within the second presentation.
- Click on the **EDIT** drop down menu and select the **PASTE** command.
- Try repeating this procedure to copy the chart on slide 4 (in the first presentation), to the last slide in the second presentation.
- Save your changes and close both the presentations.

PR2.4.4.2. Moving a chart or drawn object within the presentation or between open presentations

To move a chart (or drawn object) within a presentation
- Open a presentation called **MOVING 01**.
- Display the slide containing the drawn object (a smiling face).
- Click once on the drawn object to select it.
- Click on the **EDIT** drop down menu and select the **CUT** command.
- Display the last slide within the presentation.
- Click on the **EDIT** drop down menu and select the **PASTE** command.
- Use the same technique to move the chart within the presentation to the last slide in the presentation.
- Use the Undo command to reverse both moves.

To move a chart (or drawn object) from a slide in one presentation to a slide within a second presentation

- Display the slide containing the drawn object (a smiling face).
- Click once on the drawn object to select it.
- Click on the **EDIT** drop down menu and select the **CUT** command.
- Open a second PowerPoint presentation called **MOVING 02**.
- Display the last slide within the second presentation.
- Click on the **EDIT** drop down menu and select the **PASTE** command.
- Use the same technique to move the chart within the first presentation to the last slide in the second presentation.
- Save your changes and close the presentations.

PR2.4.4.3.   Deleting a chart or drawn object

To delete a chart (or drawn object)

- Open a presentation called **DELETING**.
- Display the second slide.
- Click once on the chart or drawn object to select it and then press the **DEL** key.
- Save your changes and close the presentation.

PR2.5. Slide Show Effects

PR2.5.1. Preset Animation

PR2.5.1.1. Adding and changing preset text or image animation effects to slides

To add a preset animation effect

- Open a presentation called **ANIMATION**.
- Click on the **SLIDE SHOW** drop down menu and select the **ANIMATION SCHEMES** command. This will display the **SLIDE DESIGN** task pane.

- Click on the required animation type, such as **FADED WIPE**. To see the effect of your animations, display the first slide within the presentation and then click on the **SLIDE SHOW** icon at the bottom-left of the screen. You may have to press the mouse button to advance each effect.

- Experiment for a while and apply other animations!

PR2.5.2. Transitions

PR2.5.2.1. Adding and changing transition effects between slides

To add transitions to a slide show

- Click on the **SLIDE SHOW** drop down menu and select the **SLIDE TRANSITION** command. This will display the **SLIDE TRANSITION** task pane to the right of your screen, as illustrated.
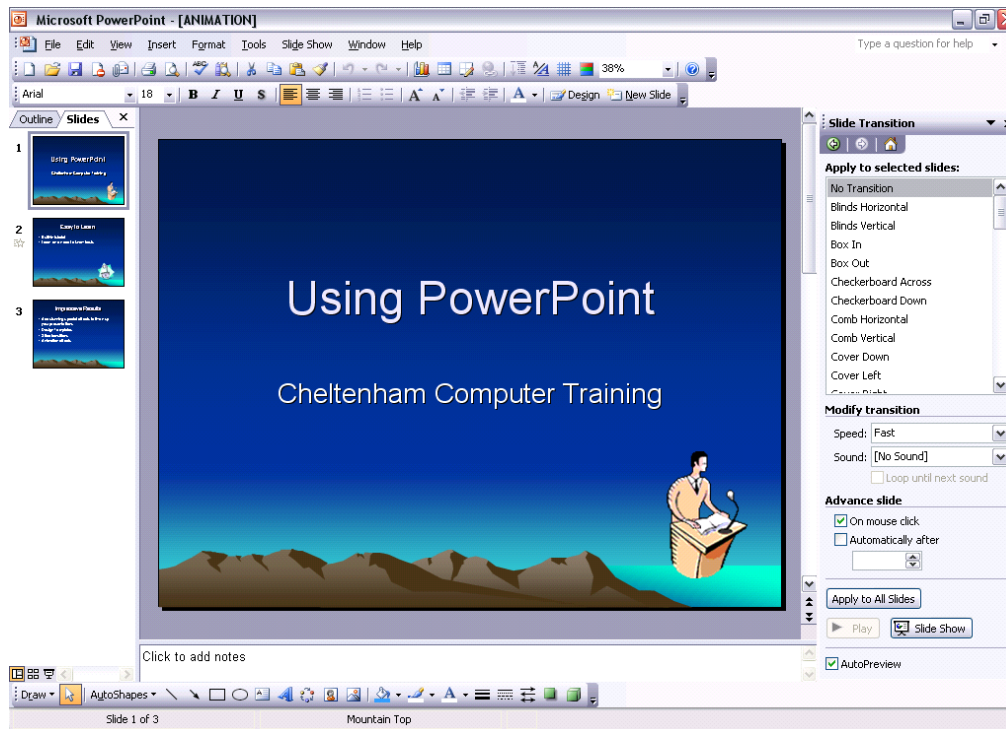
- Select the transition you require from the task pane. You will see a preview displayed within the active slide. Select how fast you want the transition to take place by selecting **SLOW**, **MEDIUM**, or **FAST**. By default the modification you make this way will only apply to the active slide displayed in Normal View.
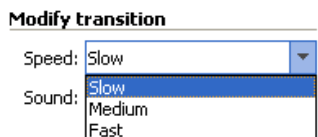
- To change the transition of all slides within the presentation, click on **APPLY TO ALL SLIDES**.
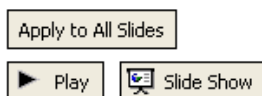
- Experiment with applying transition effects. To see the effect of your animations, display the first slide within the presentation and then click on the **SLIDE SHOW** icon at the bottom-left of the screen. You may have to press the mouse button to advance each effect.
- Save your changes and close the presentation.

PR2.6. Prepare Output

PR2.6.1. Preparation

PR2.6.1.1. Selecting appropriate output format for slide presentation

To set the slide format

- Open a presentation called **PREPARATION 01**.
- From the **FILE** menu, select **PAGE SETUP** to display the **PAGE SETUP** dialog box.
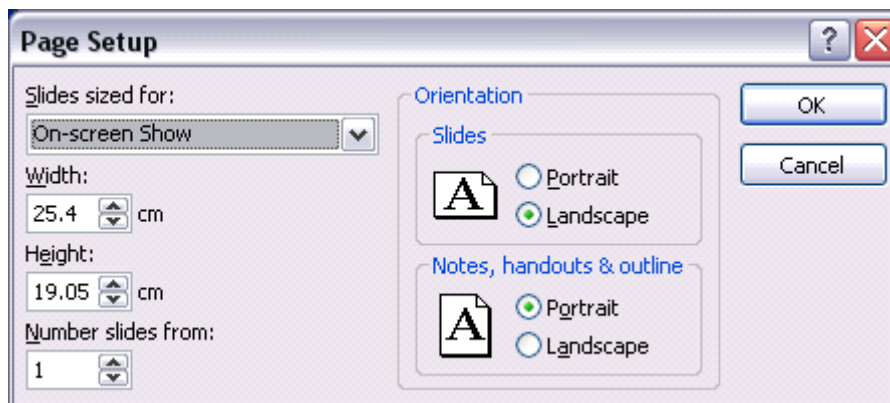
- Click on the down arrow on the **SLIDES SIZED FOR** box and make sure the **ON-SCREEN SHOW** option is selected.
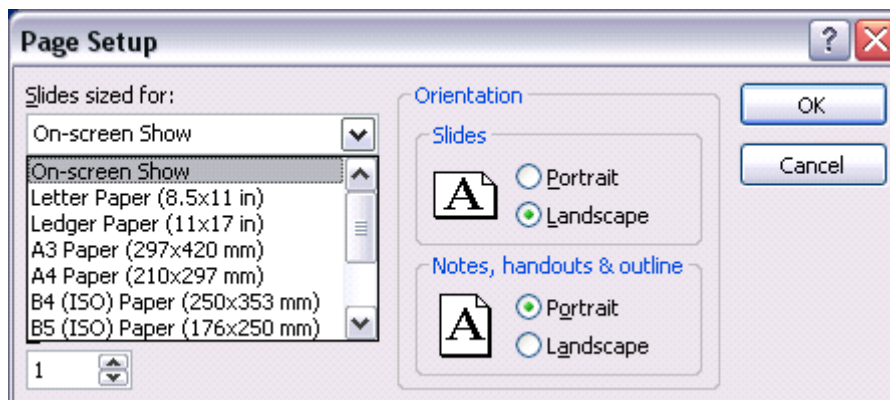
- Click on the **OK** button.

PR2.6.1.2. Spell-checking a presentation

To use the Spelling Checker

- Click on the **SPELLING** icon on the **STANDARD** toolbar. PowerPoint begins checking the spelling. If PowerPoint comes across a word it does not recognise, the **SPELLING** dialog box appears.
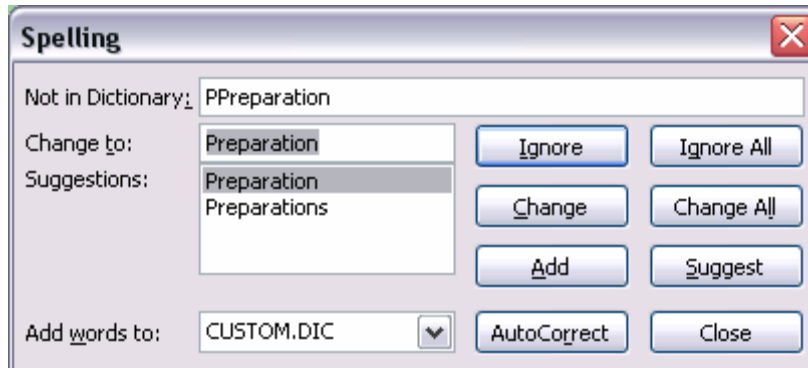
- When you have finished checking the presentation, PowerPoint displays a message telling you it has finished. To exit the spelling checker, select **CLOSE**.

PR2.6.1.3. Adding notes (for the presenter) to slides

To add notes to a slide presentation

- Make sure that you are viewing your presentation in Normal View. If necessary, click on the **NORMAL VIEW** icon at the bottom, left of your screen. You will see a section, illustrated below, which allows you to "**CLICK TO ADD NOTES**". Simply click here and start typing, anything will do!
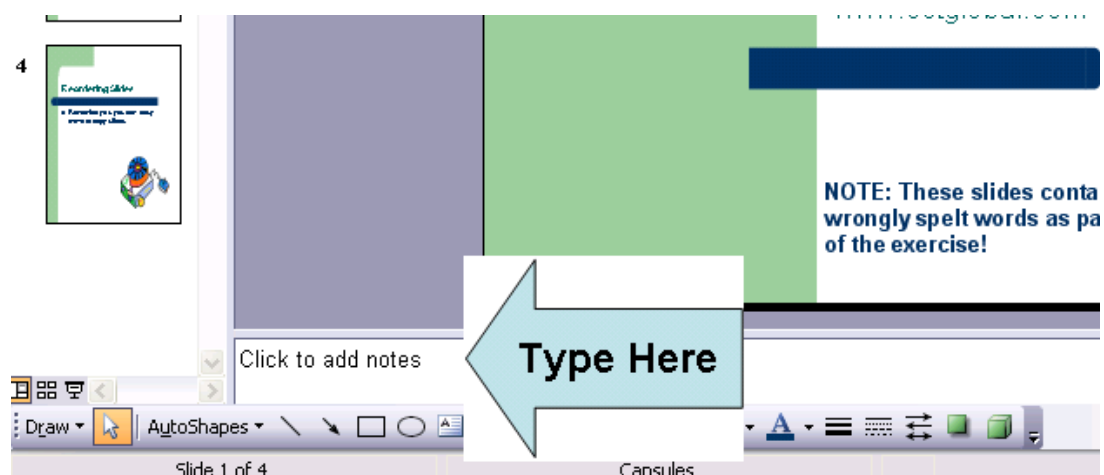
PR2.6.1.4. Changing slide setup, slide orientation and paper size

To set slide orientation and page size

- Click on the **FILE** drop down menu and select the **PAGE SETUP** command to display the Page Setup dialog box.
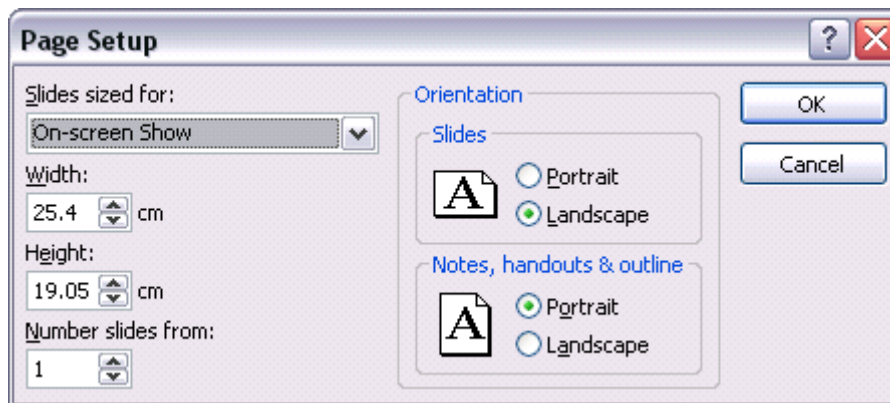
- In the **ORIENTATION** section, select **LANDSCAPE** orientation within the **SLIDES** section.
- Select **OK** to accept the slide setup. The slide will change as illustrated.
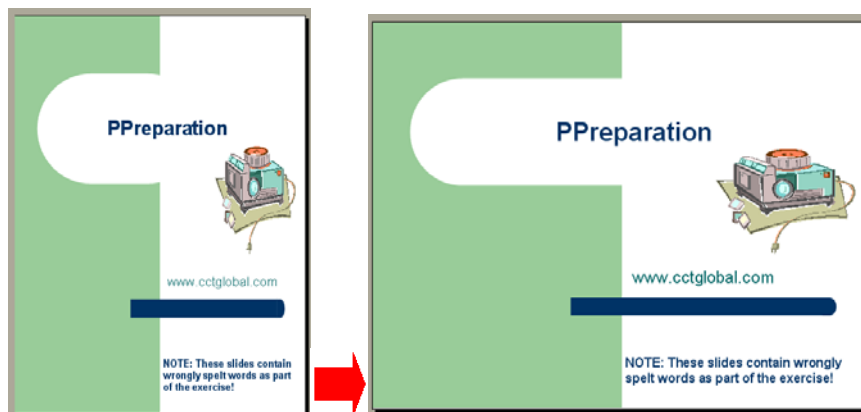
- Save your changes and close the presentation.

PR2.6.1.5. Copying or moving slides within a presentation or between open presentations

To move a slide within a presentation

- Open a presentation called **MANIPULATING SLIDES 01**.
- Display the presentation in **SLIDE SORTER** view.
- Select the slide which you wish to move (in this case the slide for the **UK**).
- Depress the mouse button and drag the selected slide to the location (between two slides) to which you wish to move the selected slide. When you release the mouse button the slide will moved.
- Experiment using this technique, but leave the title slide at the start of the presentation.

To copy a slide within a presentation

- If necessary, display the presentation in **SLIDE SORTER** view.
- Select the slide which you wish to move (in this case the slide for the **FRANCE**).
- Depress the **CTRL** key (and keep it depressed).
- Depress the mouse button and drag the selected slide to the location (between two slides) to which you wish to copy the selected slide.
- When you release the mouse button the slide will be copied to the required location.
- Experiment using this technique.

To move a slide from one presentation to another presentation

- If necessary, display the presentation in **SLIDE SORTER** view.
- Select the slide which you wish to move to a second presentation (in this case the slide for the **ITALY**).
- Click on the **EDIT** drop down menu and select the **CUT** command.
- Open the second PowerPoint presentation called **MANIPULATING SLIDES 02**.
- Display the second presentation in **SLIDE SORTER** view.
- Click between the two slides to which you wish to move the original slide.
- Click on the **EDIT** drop down menu and select the **PASTE** command. The slide will be displayed within the second presentation.

To copy a slide from one presentation to another presentation

- Switch back to the first presentation.
- If necessary, display the presentation in **SLIDE SORTER** view.
- Select the slide which you wish to copy (in this case the **UK** slide).
- Click on the **EDIT** drop down menu and select the **COPY** command.
- Switch to the second PowerPoint presentation to which you wish to copy the slide.
- If necessary, display the second presentation in **SLIDE SORTER** view.
- Click between the two slides to which you wish to copy the original slide.
- Click on the **EDIT** drop down menu and select the **PASTE** command. The slide will be displayed within the second presentation.

PR2.6.1.6.   Deleting a slide or slides

To delete a slide using the drop down menus

- Switch back to the first presentation.
- Display the slide which you wish to delete (in this case the **USA** slide).
- Click on the **EDIT** drop down menu and select the **DELETE SLIDE** command.

To delete multiple slides (in one action)
- Display your presentation within **SLIDE SORTER** view.
- Click on the first slide which you wish to select (in this case the **UK** slide).
- Depress the **CTRL** key (and keep it depressed).
- Click on the other slides which you wish to select for deletion (in this case a **FRANCE** slide).
- Release the **CTRL** key and press the **DEL** key.

- Save your changes and close the presentations.

PR2.6.2.   Printing

PR2.6.2.1. Printing Options

To print your entire presentation
- Open a presentation called **PRINTING**.
- Click on the **PRINT** icon, displayed within the Standard Toolbar. Assuming that you are connected to a printer, the entire presentation will print out.

To print just the current slide
- Display the slide which you wish to print (in this case display the second slide).
- Click on the **FILE** drop down menu and select the **PRINT** command. In the **PRINT RANGE** section of the dialog box, select the **CURRENT SLIDE** button. Make other selections as required and then click on the **OK** button.
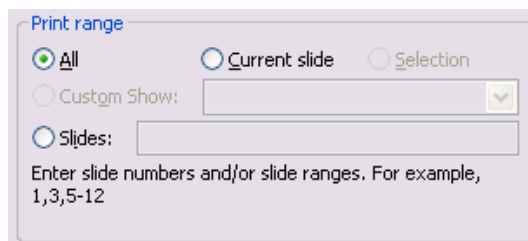
To print particular slides
- Click on the **FILE** drop down menu and select the **PRINT** command. In the **PRINT RANGE** section of the dialog box, select the **SLIDES** option.
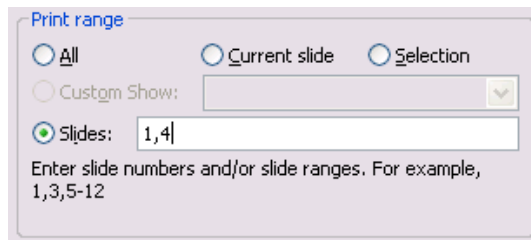
In the example shown we have decided to print slide 1 and slide 4. Try this!

To print multiple copies

- Click on the **FILE** drop down menu and select the **PRINT** command. In the **COPIES** section of the dialog box, use the up and down arrows to set the required number of copies. In the example shown, we have set 5 copies to be printed. Don't actually do this now as it is a waste of paper!
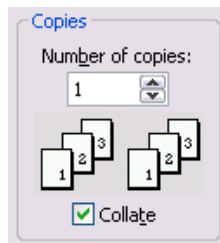
To print a presentation to a file

- Click on the **FILE** drop down menu and select the **PRINT** command. In the **PRINTER** section of the dialog box, click on the **PRINT TO FILE** check box.

You will need to specify a file name and file location. Try this now using the file name **PRINT2FILE**, and save the file in the **MY DOCUMENTS** folder.

To print Handouts

- Click on the **FILE** drop down menu and select the **PRINT** command. A dialog box is displayed.
- Click on the down arrow to the right of the **PRINT WHAT** section of the dialog box.
- Select **HANDOUTS** from the drop down menu displayed.
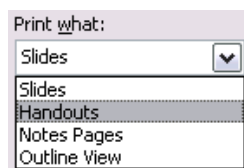
- Select the number of **SLIDES PER PAGE**, (select 6 in this case) and whether you wish them displayed **HORIZONTALLY** or **VERTICALLY**.

- You can also, optionally, select the **SCALE TO FIT PAPER** box.
- You may wish to enter a number in the **NUMBER OF COPIES** section of the dialog box, so that you can print multiple copies. Click on the **OK** button to start printing. Experiment.

To print Notes or a Presentation Outline

- Click on the **FILE** drop down menu and select the **PRINT** command. A dialog box is displayed.
- Click on the down arrow to the right of the **PRINT WHAT** section of the dialog box.
- Select **NOTES PAGES** or **OUTLINE VIEW** from the drop down menu displayed.
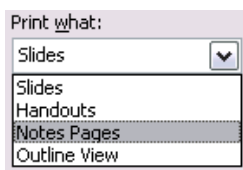
- You can also, optionally, select the **SCALE TO FIT PAPER** box.
- You may wish to enter a number in the **NUMBER OF COPIES** section of the dialog box, so that you can print multiple copies. Click on the **OK** button to start printing. Experiment.

- Save any changes you have made and close the presentation.

PR2.6.3.   Delivering a Presentation

PR2.6.3.1. Hiding or showing slides

To hide slides in a slide show

- Open a presentation called **SLIDE SHOW**.
- Select the slide(s) you wish to hide (in this case display the **COW** slide).
- Select **HIDE SLIDE** from the **SLIDE SHOW** menu. This slide will now be hidden during a slide show.
- Switch to **SLIDE SORTER** view and you will see an icon appears below the slide, which contains the slide number with a line through it, to indicate that it is hidden.
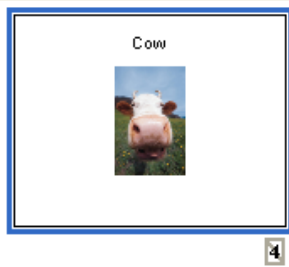
- Switch back to Normal view.
- Display the first slide within the presentation.
- Click on the Slide Show icon (bottom-left of the screen) and run the slide show. You should find that the hidden slide is not displayed. Remember that you may need to keep pressing the mouse button to advance the slide show.
- During a slide show, if you wish to display a hidden slide simply press the **H** key on the preceding slide. Try re-running the slide show and this time display the hidden slide.

PR2.6.3.2. Starting a slide show or start a slide show on any slide

To start a slide show (from the beginning)

- Click on the **SLIDE SHOW** drop down menu and select the **VIEW SHOW** command
  OR press the **F5** key. Try this now.

To start a slide show on a specific slide

- Display on screen the slide with which you wish to start the presentation (i.e. in Normal Mode or Slide View Mode). Click the **SLIDE SHOW** icon to start the presentation. Experiment.
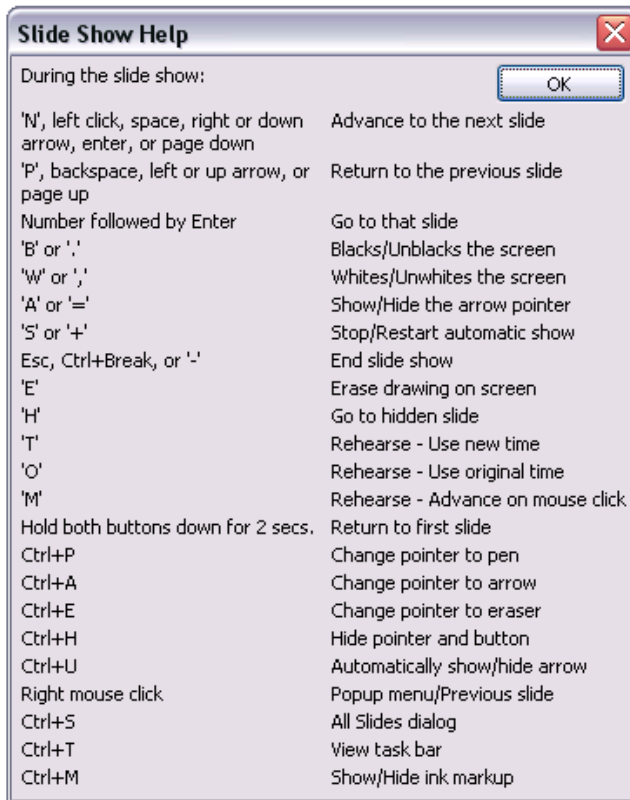
To display the slide show shortcuts

- When the slide show is running press the **F1** key to display a list of shortcuts.

Slide Show Help

During the slide show: [OK]

'N', left click, space, right or down arrow, enter, or page down	Advance to the next slide
'P', backspace, left or up arrow, or page up	Return to the previous slide
Number followed by Enter	Go to that slide
'B' or '.'	Blacks/Unblacks the screen
'W' or ','	Whites/Unwhites the screen
'A' or '='	Show/Hide the arrow pointer
'S' or '+'	Stop/Restart automatic show
Esc, Ctrl+Break, or '-'	End slide show
'E'	Erase drawing on screen
'H'	Go to hidden slide
'T'	Rehearse - Use new time
'O'	Rehearse - Use original time
'M'	Rehearse - Advance on mouse click
Hold both buttons down for 2 secs.	Return to first slide
Ctrl+P	Change pointer to pen
Ctrl+A	Change pointer to arrow
Ctrl+E	Change pointer to eraser
Ctrl+H	Hide pointer and button
Ctrl+U	Automatically show/hide arrow
Right mouse click	Popup menu/Previous slide
Ctrl+S	All Slides dialog
Ctrl+T	View task bar
Ctrl+M	Show/Hide ink markup

To move to the next slide

- **USE ANY OF THE FOLLOWING OPTIONS:**
  Left Mouse Click
  N
  Space Bar
  Right Arrow
  Down Arrow
  Enter
  Page Down
  Right Click - Select from Popup Menu

To move to a previous slide

- **USE ANY OF THE FOLLOWING OPTIONS:**
  Backspace
  P
  Left Arrow
  Up Arrow
  Page Up
  Right Click - Select from Popup Menu

To return to the first slide

- Press both mouse buttons for 2 Seconds.

To blank the screen to black

- Press **B** once to apply.
- Press **B** once more to remove.

To blank a screen to white

- Press **W** once to apply.
- Press **W** once more to remove.

To exit a screen show

- Use any of the following options:
  ESC
  CTRL+**BREAK**
  "**-**"

The slide show "right click menu"

- Right clicking within the slide show will display the following popup menu, allowing you to navigate through the presentation.