

Course Manual:

PowerPoint Advanced



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PowerPoint

The PowerPoint software makes it possible to develop a scenario for projecting ordered information on a given subject into slides: the slideshow. This projection applies to any form of public presentation (courses, conferences, meetings, ...).

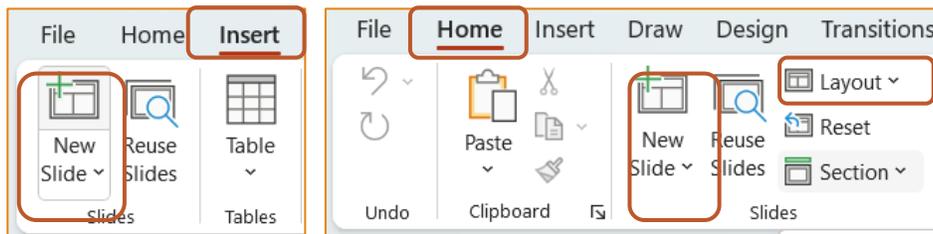
When you start **PowerPoint**, you have the choice to take a new blank document or choose a theme and you can start writing your text. This window contains useful elements for performing many functions.

SLIDES GROUP

New slide

"Home" TAB and "Insert" TAB

- ◇ Click New Slide:
- ◇ Choose the slide layout from the layout gallery.

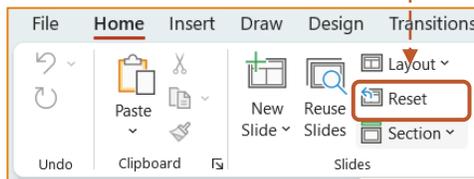


Slide "Layout"

- ◇ Allows you to replace the layout or formatting of the slide with another type.

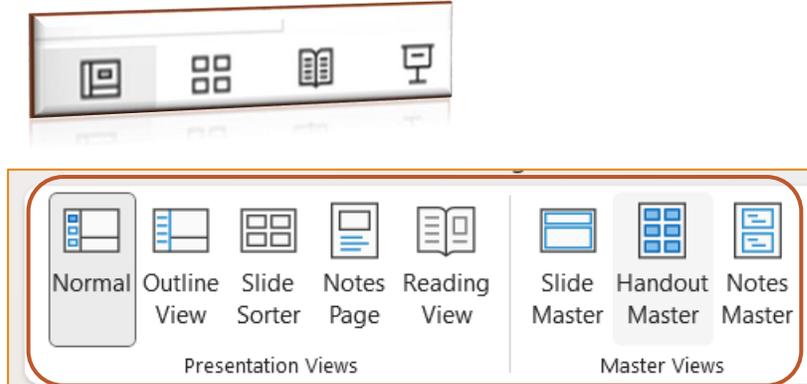
Reset a slide.

- ◇ That is: erase all formatting that has been applied and return it to its original appearance.



DISPLAY MODES

The **different display modes** make it possible to obtain the best point of view according to the work to be done. The display mode can be changed directly in the **STATUS BAR** or **View TAB**.



The "Slide Sorter" mode

The "Slide Sorter" view is mainly used to better visualize all slides, to select for printing, to hide certain slides, to better visualize transitions, etc.

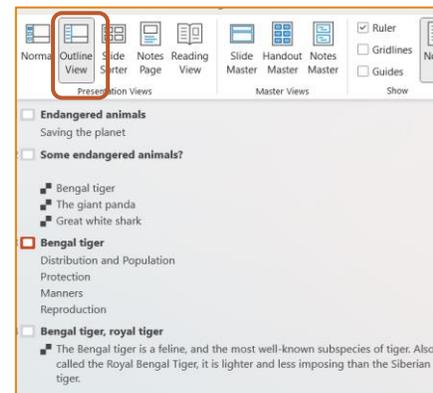
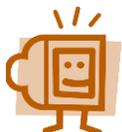
The "Normal" mode

The "Normal" view is used to work on the slides.

The "Outline View" mode

Working in outline mode is a good way to work when starting a presentation, you can enter the slide titles and all the important elements.

The "**Outline**" mode will be very useful to spot unnecessary spaces in the slides. Faster method than going through all the slides, one at a time.

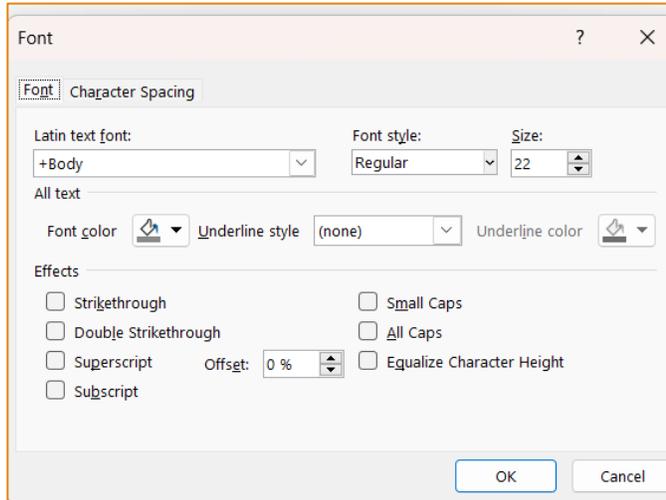


The "Slide Master" mode

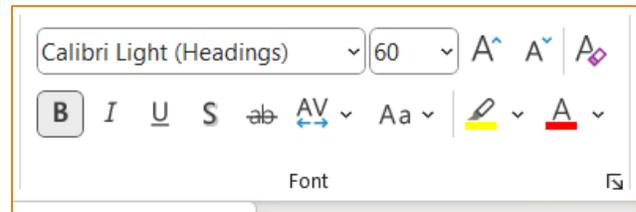
The "Slide Master" view allows you to create a style that will apply to all slides, we are talking about **font, bullets, paragraph, picture, shapes, header and footer and custom theme**.

FONT GROUP

- ◆ For editing text, such as font style, bold, italics, color, etc. You can find more options by opening the dialog box:

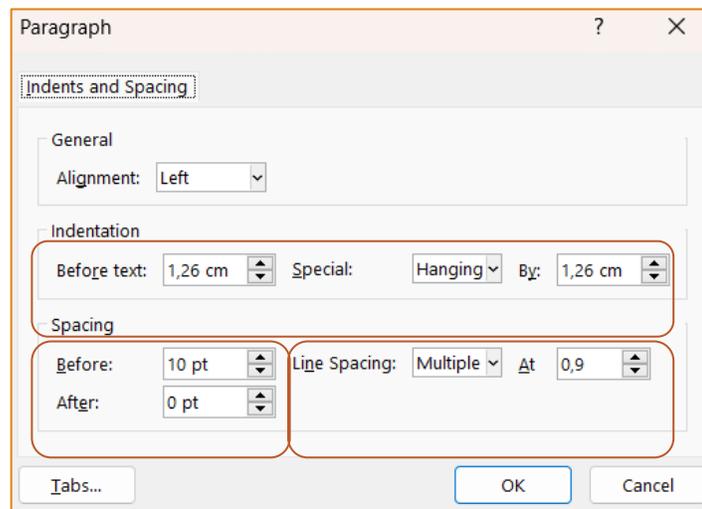


- ◆ Uppercase (All Caps)
- ◆ Small Caps
- ◆ Subscript and superscript
- ◆ Character spacing
- ◆ Clear all formatting.



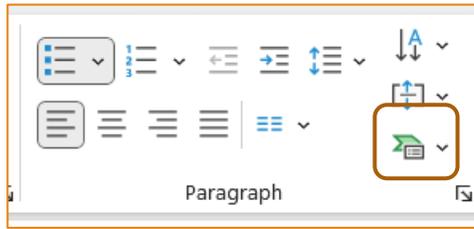
GROUP: PARAGRAPH

- ◆ Paragraph indentation
- ◆ Line spacing
- ◆ Paragraph spacing



Convert your text to SmartArt

- ◆ Select the text, then click on the "SmartArt" button of the **Paragraph Group**



Align text vertically.

- ◆ This button appreciated in PowerPoint to get the text box centered vertically.



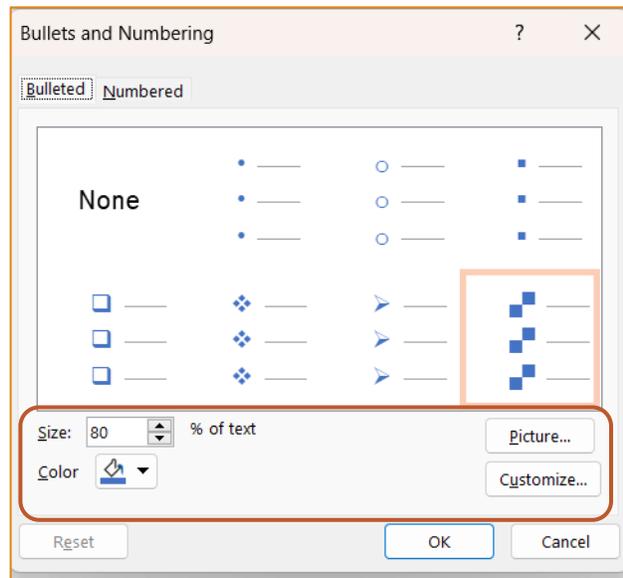
Bullets and numbers

Home TAB, Paragraph Group



For even more options, click the Bullets and Numbering button at the bottom of the window to edit:

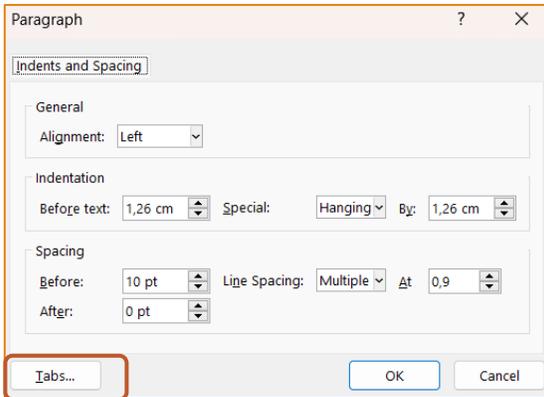
- ◆ Size
- ◆ Color
- ◆ Other bullets



TAB

In **PowerPoint**, when you press the **TAB** key, the insertion point automatically moves 1.25 cm (0.5 inches) from the left margin. However, the default TAB is not always appropriate when you want to create a list of multiple columns on a single row. In this case, it is best to customize the TAB.

You can customize the TAB from the horizontal ruler or dialog box in the Home TAB – **Paragraph Group – TABS...**



There are four types of alignment: left, right, centered, and decimal.

TAB		FUNCTION
	LEFT	The left edge of the text is aligned with the TAB stop
	CENTER	Text is centered on the TAB stop
	DECIMAL	The decimal separator is aligned with the TAB stop
	RIGHT	The right edge of the text is aligned with the TAB stop

THEMES

A theme includes various formatting elements. It includes colors, fonts, and graphic effects. It does not include text or object (a manageable object).

In "Normal", "Slide Sorter", or "Notes Pages" mode, the name of the theme of the active slide is displayed on the status bar (at the bottom of the screen).

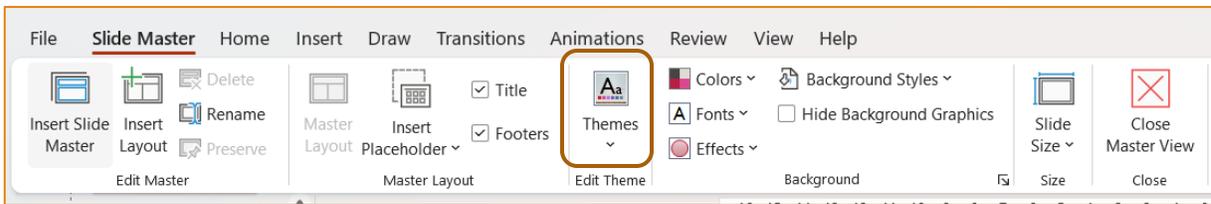


If the name is not displayed, check that the corresponding option is enabled: right-click on the status bar, and check the "Theme" Group.

Visualization of presentation themes, custom and predefined themes

To view a list of presentation themes, a list of custom themes, and a list of predefined themes:

- ◇ Display the presentation in Slide Master mode (any type of master): on the "View" TAB, activate a "Slide Master" button.
- ◇ On the "Slide Master" TAB, in the "Edit Theme" group, click on the "Themes" button.



Save the active theme.

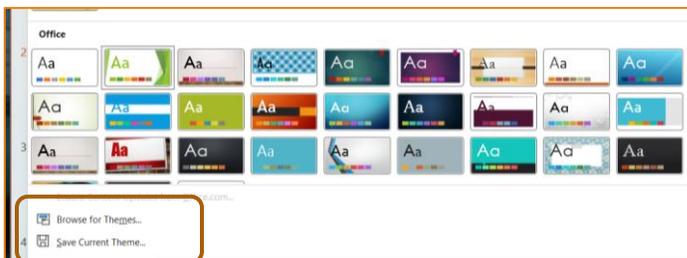
Be creative, you have created a beautiful background and you want to keep this style for future presentations. Same principle for " **Browse for Themes** ".

Search for a theme

OR search for a **template, Design TAB, Theme Gallery**, click on "**Browse for Themes...**"



Choose "**Save current theme...**" in the "**Theme**" gallery



"Slide Master" view.

You can also change the theme of a set of slides (as long as they have the same theme), by applying that theme to the slide master that corresponds to them.

- ◇ Select the handout Master or one of the layouts.
- ◇ In the "**Edit theme**" group, activate the "**Themes**" button.
- ◇ If you click on a theme, it will apply to all slides in the selected handout master.

Changes a theme: colors, fonts, graphic effects.

It is possible to change the colors, fonts, or graphic effects of a theme separately.

In **"Normal" or "Slide Sorter" mode**, select a slide that has received the theme you want to edit.

In **"Slide Master" view**, select the Slide Master or one of the layouts that has the theme you want to change.

Colors

- ◇ Click on the **" Colors" button**.
- ◇ Under the heading "Predefined", the list of predefined themes is displayed, each theme name having a set of 8 colors to its left. The other 4 colors (2 text and 2 background) of the active theme are represented in the "Colors" button.
- ◇ If a custom color scheme has been created, it is also available (see "Create New Theme Color" below) under the heading "Customize colors".
- ◇ In "Normal" mode or in "Slide Master" mode, when you point to a color scheme, you can **view its effect on the active slide**.
- ◇ Clicking a color scheme applies it to slides on the **same theme** as the current slide or to slides associated with the selected **master**. One can also right-click on the chosen color scheme and then select the desired option.
- ◇ **Example:** we can give the color scheme **"Solstice"** to an **"Apex" theme** slide (which therefore initially had the "Apex" color scheme). The white backgrounds remain white.



Font

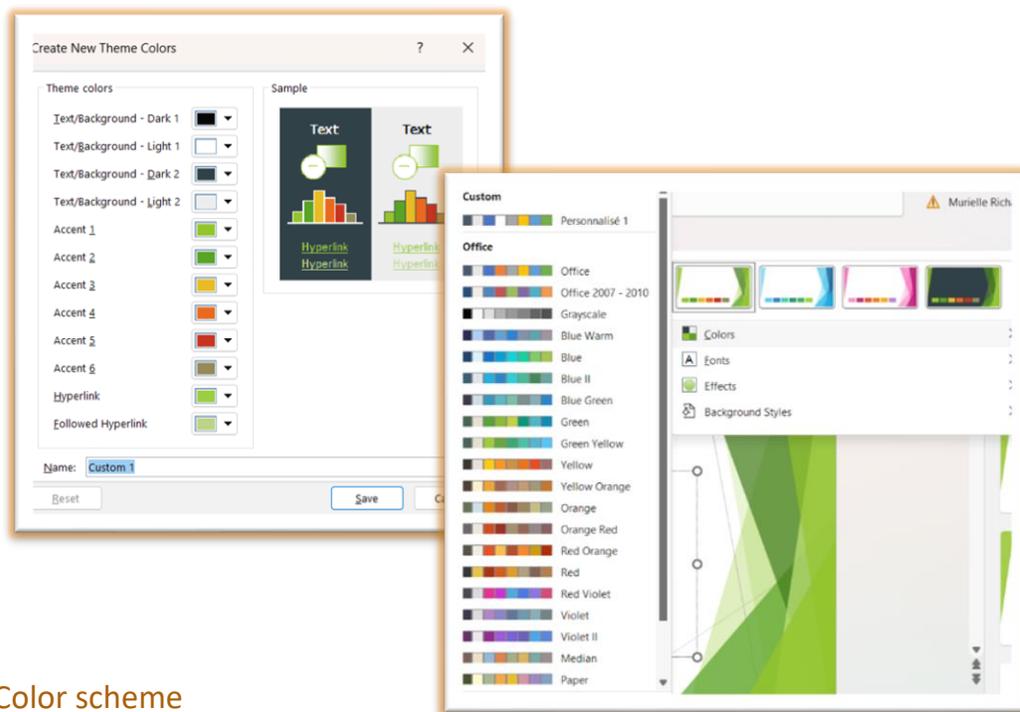
- ◇ Click on the **" Fonts" button**.
- ◇ The procedure Each font set has **two fronts**: one for **titles**, the other for **texts** (other than titles).
- ◇ is the same as before.

Graphic effects

- ◇ As with colors, the default effects on a slide match its **theme**. You can apply the graphic effects of another theme to it (unlike colors and fonts, you cannot create custom effects). Click the **"Effects" button**.
- ◇ Graphic effects apply to **objects added in the presentation**. These are sets of lines and fill.

Creating a color scheme or font scheme

- ◇ It is possible to create your own sets of colors and fonts. We still use the **group "Themes" "Design" TAB**.



Color scheme

- ◇ Activate the **"Colors"** button – Customize Colors.
- ◇ Set up the color scheme by filling in the **"Create new theme colors"** window.
- ◇ The **"Reset"** button allows you to find all the initial colors.

Font set

It is important to respect the presentation, if possible, do not use more than 3 fonts per presentation



The procedure is similar.

- ◇ Activate the **"Fonts"** - **Customize fonts** button.
- ◇ Set up the font set by filling in the **"Create new theme fonts"** window.

Creating a custom theme

It is also possible to create your own themes.

- ◇ We choose a theme, we make the desired changes (colors, fonts, graphic effects), then we save it: on the "**Design**" TAB, in the "**Themes**" group, activate the tooltip arrow "More" - Save the current theme.
- ◇ In the "**Save current theme**" window, enter the name of the theme, then validate.
- ◇ The file type is Office Theme, of extension .thmx.
- ◇ The file is saved in the Document Themes folder, which is included in the Templates folder.

Color - background

A background style can be added to a set of slides in the presentation.

We place ourselves in "Normal" display mode, so that we can view the effects of the tried backgrounds on the active slide.

Select the affected slides (if necessary). On the "**Design**" TAB, in the group "**Customize**", activate the "**Format Background**" button.

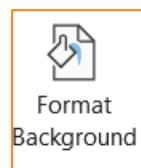
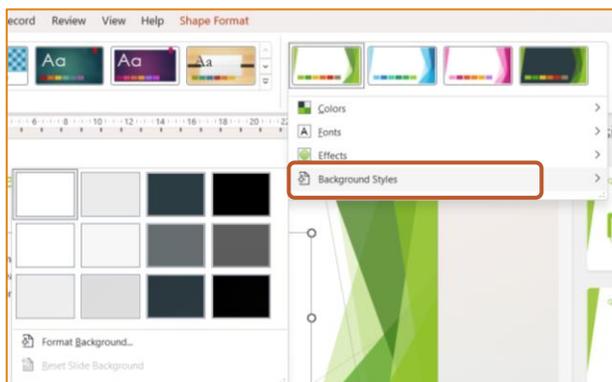
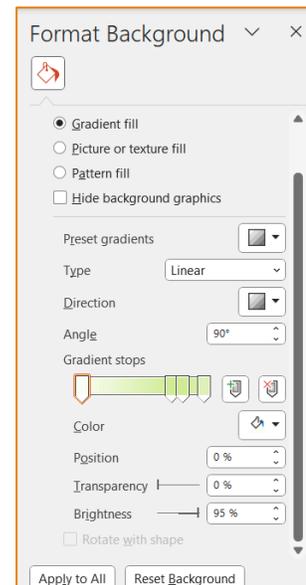
The format background gallery appears. By pointing to a style, you can view the background on the active slide.

If you click a background style, it will be applied to all slides of the same theme as the active slide.

If you want to apply the style to the entire presentation, or only to the selected slides, right-click on the style, and then choose the option you want.

To regain the original background of the theme, apply the theme again.

You may want to hide the graphic objects included in a theme: select the slides, and then select the "**Hide background graphics**" check box. Click in Format Background, to open a new box.



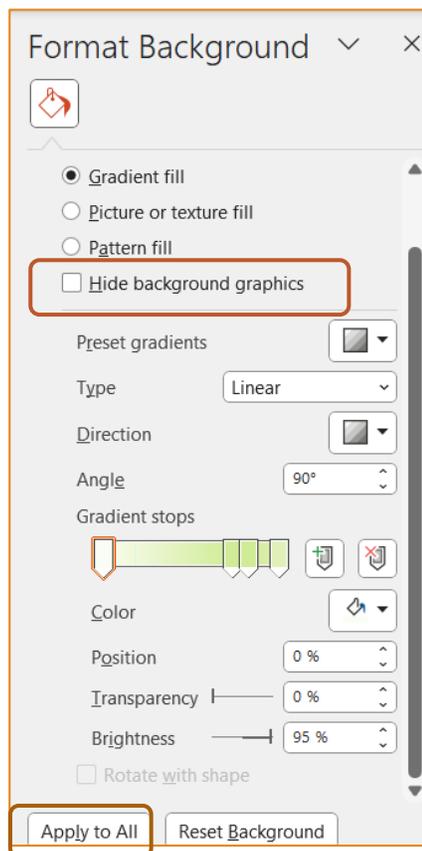
Example

Select slides that have received a theme that has a lot of colors, and then select the "Hide background graphics" check box. The blue wave will be masked.

A theme does not have a manageable graphic object. These are objects included in the theme (not Selectable).

Customize a background style.

- ◇ Select the affected slides (if necessary). Activate the "Format Background" button, then choose the "**Background Formatting**" option.
- ◇ Set the background style by filling in the "Background-Formatting" window.



Hide background graphics.

Sometimes a template suits us, but graphic or other elements could disturb in the presentation of a slide. We can therefore **Hide the background graphics**, which is to say to hide the headers and footer, logo, or any fancy in the background.

- ◇ To edit all slides, choose **Apply to All**, otherwise the background applies only to the active slide.

CREATING SECTIONS

Add a section (manually)

If the presentation includes slides that should be managed in groups, create sections to facilitate their management. The ability to create sections is new in PowerPoint 2016.

Utilities: you can move, format, print the slides of a specified section.

By default, there is only one section, named "Default Section".

By inserting a first section, two groups of slides are created.

With the presentation displayed in "Normal" mode or "Slide Sorter" mode, to insert a section:

- ◇ Click between the two chosen slides.
- ◇ On the "**Home**" TAB, in the "**Slides**" group, activate the "**Section**" button **Add Section**.

A bar displaying the name of the section, represents the section.

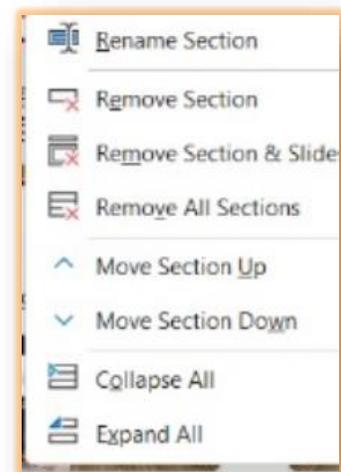
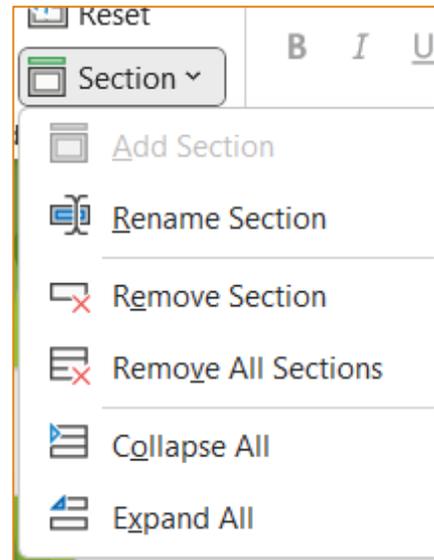
After clicking on this bar to select the section, the menu of the "Section" button allows you to: rename it, delete it, or delete all the sections, reduce everything (only the section bars remain displayed) or expand everything.

To collapse or expand a single section, double-click its section bar.

- ◇ Or click on the symbol or   just before the section name.

By right-clicking on the section bar, other options are offered. You can delete the section and its slides, also move the section up or move the section down.

To print the slides in a section, open the File - Print menu. Then in the first drop-down menu under "Settings", select the desired section.



Section with summary zoom

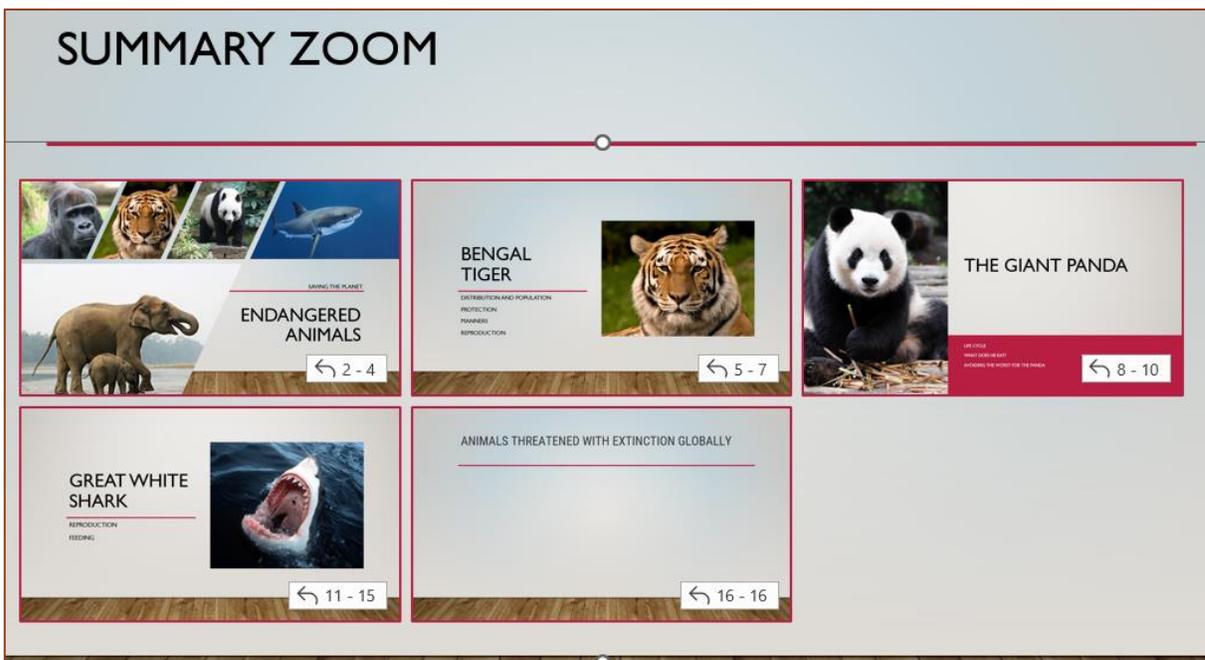
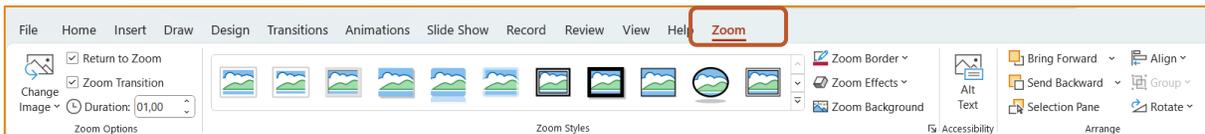
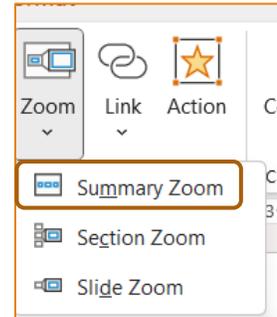
Instead of manually creating your sections, you can use "**Summary Zoom**". With this method, there is no need to rename sections.

Here is how?

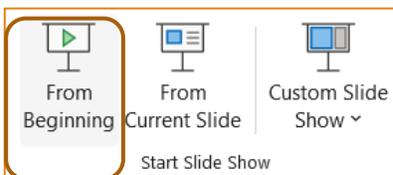
From the **Insert** TAB, "**Links**" group, click "**Zoom**" and choose "**Summary Zoom**".

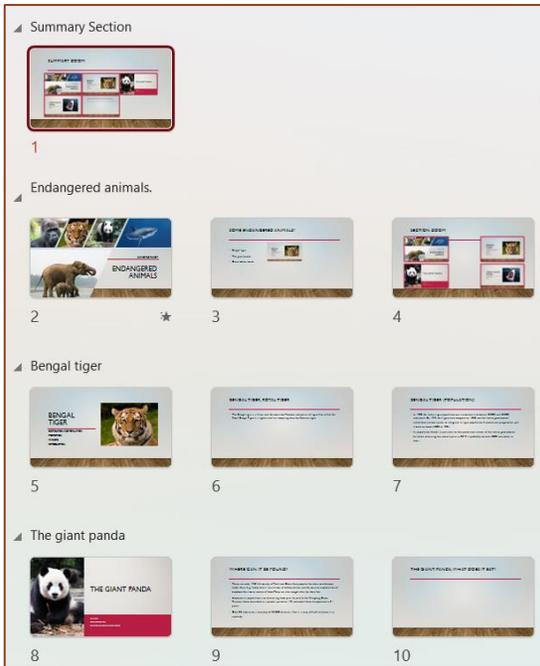
After choosing the "**Section Title**" slides, go back to see your presentation in sort mode, observe the result, you have a new summary slide.

Section slides are dropped into it. You can change the format of slides that have become pictures from the "**Zoom**" TAB.



Switch to the "Slide Sorter" view and see your sections that have been created through "**Summary Zoom**". Click on the slide called Summary **Section** and switch to "**Slideshow**" and take a look of the presentation "**From Beginning**".





Slide Zoom

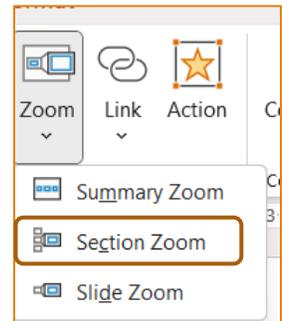
Slide Zoom is a Link, instead of selecting a picture or a text, you are inserting "**Link**" with a slide into your PowerPoint.

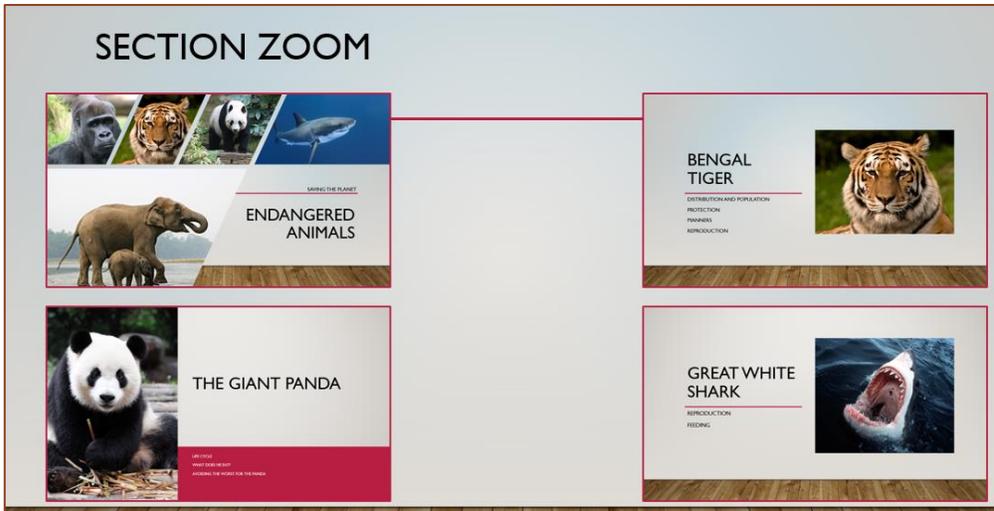
Section Zoom

Section zoom does not create a section as we just saw together. This method uses sections already in the PowerPoint presentation.

This method is a bit like a custom slideshow, let us see a slide together the difference.

Click Section Zoom, and then check the slides that you had already created sections for. Of course, if there is no section created, "Section Zoom" will not be available.





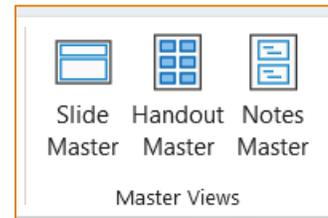
The difference between **Summary Zoom** and **Section Zoom** is that "Summary Zoom" will go through all slides, while Section only visualizes one section at a time.

But it is not forbidden to create an action button at the end of each section to return to the first slide, and then move on to the other section.

MASTER VIEWS, SLIDE MASTER

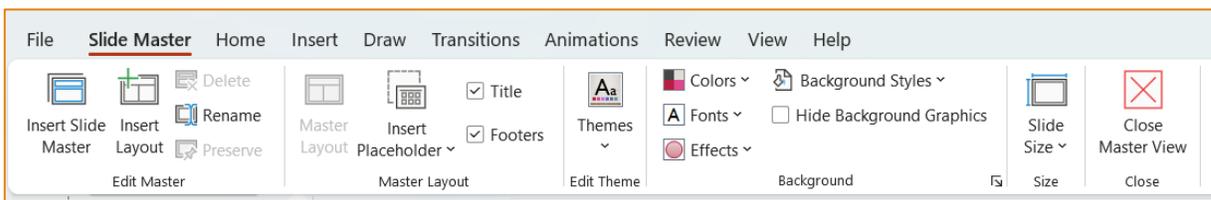
Slide Master view allows you to work on the frame of slides, documents, or note pages.

- ◇ There are three types of aster views: Slide Master, Handout Master, and Notes Master.
- ◇ Changes to the document master appear in the plan, so there is no plan master.
- ◇ The advantage of masters is to allow you to process a set-in block: a set of slides, all the pages of the document or all the pages of notes.

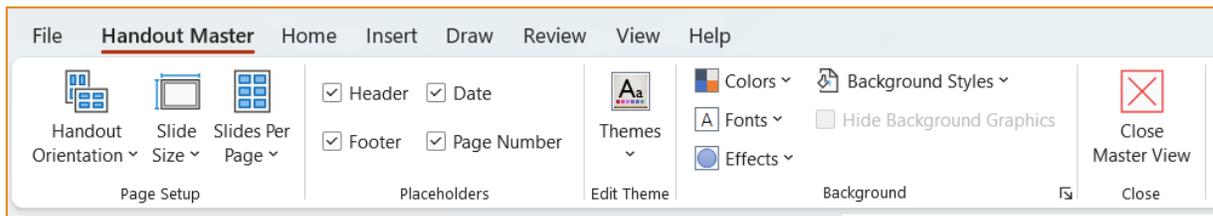


Example: If you insert a graphic object into a slide master, it will be inserted on a set of slides.

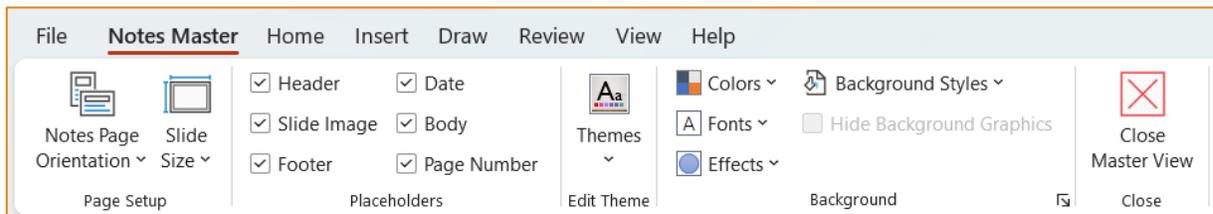
"Slide Maser Tab"



"Handout master Tab"

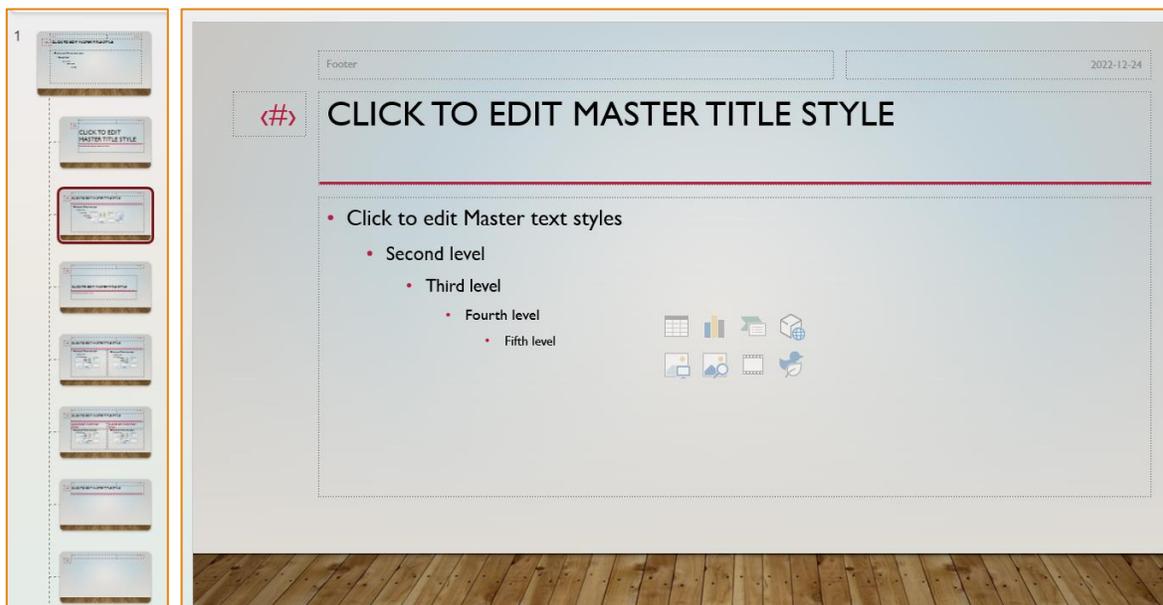


"Notes Master Tab"



- ◇ To display the presentation in Master view: on the "View" TAB, in the "**Master Views**" group, click the button corresponding to the type of master: slides, handout or notes.
- ◇ A TAB with the mask name appears.
- ◇ To exit mask mode, click on the last button "**Close Master View**", or activate the "View" TAB and choose the desired view mode.

Create and maintain a slide master.



- ◇ On the "**Slide Master**" TAB, in the "Edit Master" group, activate the "Insert Slide Master" button.
- ◇ Set up this new master, named "Custom Design" by default. To rename it, activate the "Rename" button, then enter a name.

- ◇ By default, a created slide master is protected, which prevents it from being deleted. This protection is indicated by the tooltip symbol  "This master is preserved", under the number of each thumbnail with the master, in master mode display. The "Preserve" button is used to remove or activate the protection of the mask.
- ◇ Preserved, the master will be usable on all selected slides, in "Normal" or "Slide Sorter" mode.
- ◇ To apply it: on the "Home" TAB, in the "Slides" group, activate the "Layout" button. In the custom design for the master that you created, click the layout that you want.

Creating a layout

- ◇ Click where you want to insert the new layout. A flashing line appears.
- ◇ In the "Edit Master" group, activate the "Insert Layout" button.
- ◇ Set up the new layout, named "Custom Layout" by default. As before, you can rename it ("Rename" button).

Managing and editing Master and layouts

- ◇ To manage masters or layouts, we will use particularly the "Slide Master" TAB, or we will right-click on the thumbnail and then choose the desired option. This includes copying, moving, deleting, renaming a master or layout.
- ◇ To modify the contents of the masters or layouts, you can use the controls on the "Shape Format" Tab (to display it, click on the slide in the center pane), "Slide Master", "Home" and "Insert".
- ◇ One can change the theme, placeholders, paragraph and character formatting, alignment, font styles, bullets, colors, background, add text, graphic objects, etc.

Placeholders

- ◇ **In a master**, the texts located in the text or title placeholders are used only to define the formatting, so you do not need to enter text in these boxes.
- ◇ You can insert the shape "text box" ("Insert" TAB, "Illustrations" group, select the first master ) and write in it.
- ◇ Other graphic objects can also be inserted into it.
- ◇ A placeholder is removed by selecting it and then pressing the Delete key.
- ◇ It is recreated by displaying the "Master Layout" window by activating the button of the same name, under the "Slide Master" TAB, then checking the box of the mask to be restored.

Insert a placeholder in a layout associated with a master.

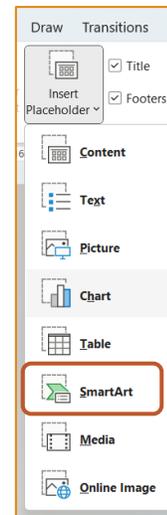
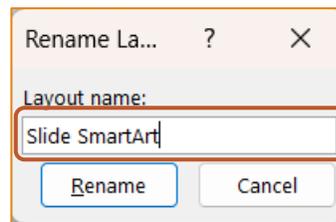
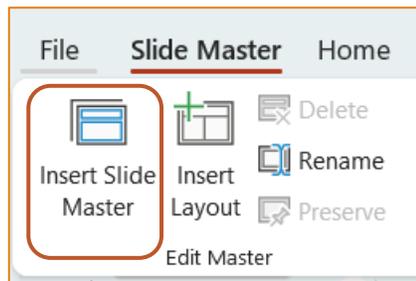
To insert a new placeholder into a layout associated with a slide master:

- ◇ Activate the drop-down menu of the "Insert placeholder" button, under the "Slide Master" TAB, in the "Master Layout" group.
- ◇ Select the space you want.
- ◇ Click and drag diagonally on the slide.

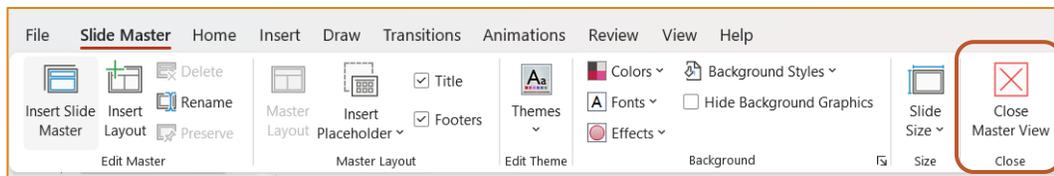
Here is an example:

You regularly use " **Title and content** » for a new slide and you choose « **SmartArt** » very often. We will create a new Layout in the Slide Master and name it: "**Slide SmartArt**".

- ◇ Open one of your PowerPoint presentations or just a new presentation:
- ◇ Click in the "**View**" TAB, then "**Slide Master**".
- ◇ Click on "**Insert Slide**" then "**Rename**"
(Example: **Slide SmartArt**)

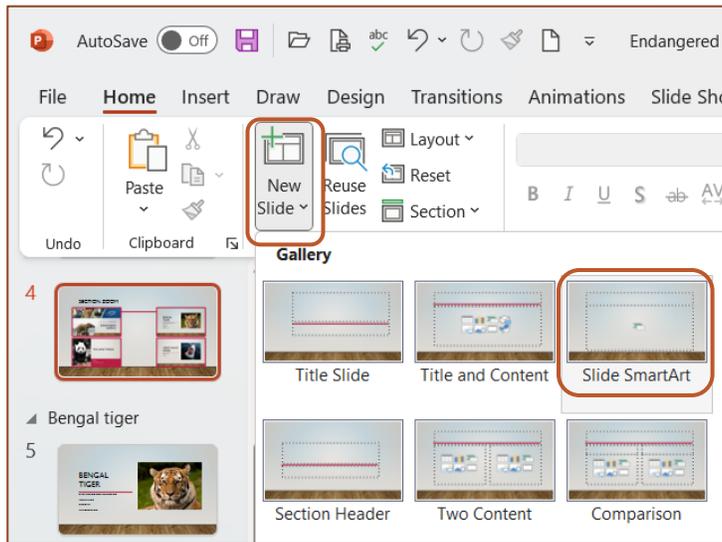


- ◇ In "**Insert Placeholder**" choose "**SmartArt**"
- ◇ Select the desired space.
- ◇ Click and drag diagonally onto the slide.
- ◇ Click "**Hide background graphics**" and change background styles.
- ◇ Change the color of your title.
- ◇ Move the page number as needed.



- ◇ Close the slide master.
- ◇ Create a new slide using the slide "**SmartArt**".

- ◆ See your result, new **"Layout"**.



Handout Master and Notes Master

The handout Master allows you to modify the presentation (in the common sense of the term) of the pages of the document, as well as that of the "Outline View."

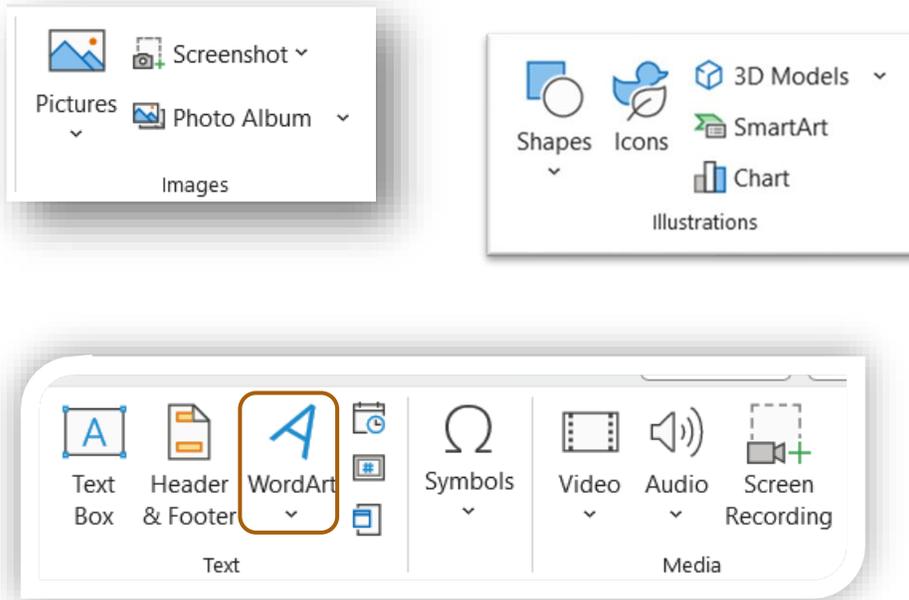
The notes Master allows you to change the layout of note pages (a note page displays a slide followed by its notes).

- ◆ The setting is done using the commands on the "Handout Master" TAB or the "Notes Master" TAB.
- ◆ In a handout master, four placeholders are editable: header, date, footer, and page number.
- ◆ In a Notes Master, six placeholders are editable: in addition to the previous ones, slide and body of notes.
- ◆ One can also change the layout and choose a different background.
- ◆ The changes will appear when printed.
- ◆ They can therefore be visualized. Open the **"File"** – **"Print"** menu.
- ◆ Under "Settings", open the second drop-down menu, choose a presentation of "Handouts" (depending on the number of slides per page), or check **"Notes pages"** or **"Outline View"**.



GRAPHIC OBJECTS

In a slide, you can insert various graphic objects: Pictures, Video Or Audio Objects, Shapes, Action Buttons, Text Boxes, WordArt, SmartArt, Charts, etc.



The **management** of these different types of objects (selection, size, copy, positioning, alignment, distribution, display priority, deletion) similar for the different types of objects, it also applies to placeholders. We deal with graphic objects from the "Insert" TAB "Shape Format".

We parameterize the formatting of **graphic objects**, including that of **placeholders** and elements of **diagrams or charts**, using the commands available on the "Format" TAB of the selected **object** (TAB named "Insert" group "Illustrations" for a chart).

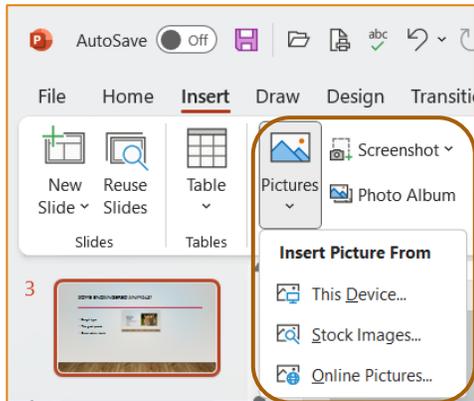
On this TAB, we often use the "**Shape Format**" **window** of the selected object. To view it, simply click on the launcher  of the "Styles" group of the object.

Examples of formatting: applying a style, defining a border, a fill, an effect (shadow, light, 3D...).

Note:

Pictures

On the "Insert" TAB, in the "**Images**" group, here are the options available to you:



Picture from this device or online

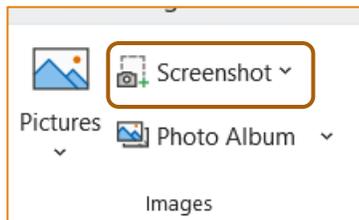
In the "Insert TAB", Group "Images", click on button "Picture" window that appears, browse your folders and files to find the picture you want, and double-click it to insert it. Or click on the picture and activate the " Insert " button.

Screenshot

You can also insert a screenshot on a slide, whole or in part.

Inserted on the slide, the screenshot has the nature of a picture.

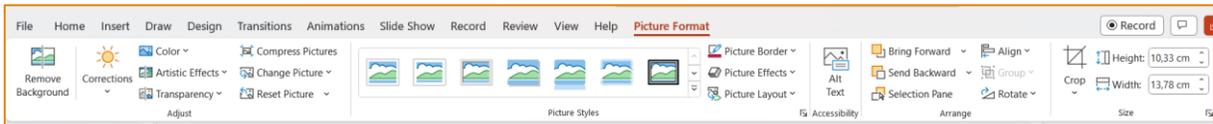
- ◇ Find the desired picture and return to the slide where you want to drop the picture.
- ◇ Click in "**Screenshot**" button, located in the "**Images**" group of the "Insert" TAB.
- ◇ Wait a moment, the screen will dim and select the portion of the screen you want.



- ◇ This picture can be saved on your computer.

Picture FORMAT

To edit the picture, use the commands on the **"Picture Format"** TAB.



Several groups are available:

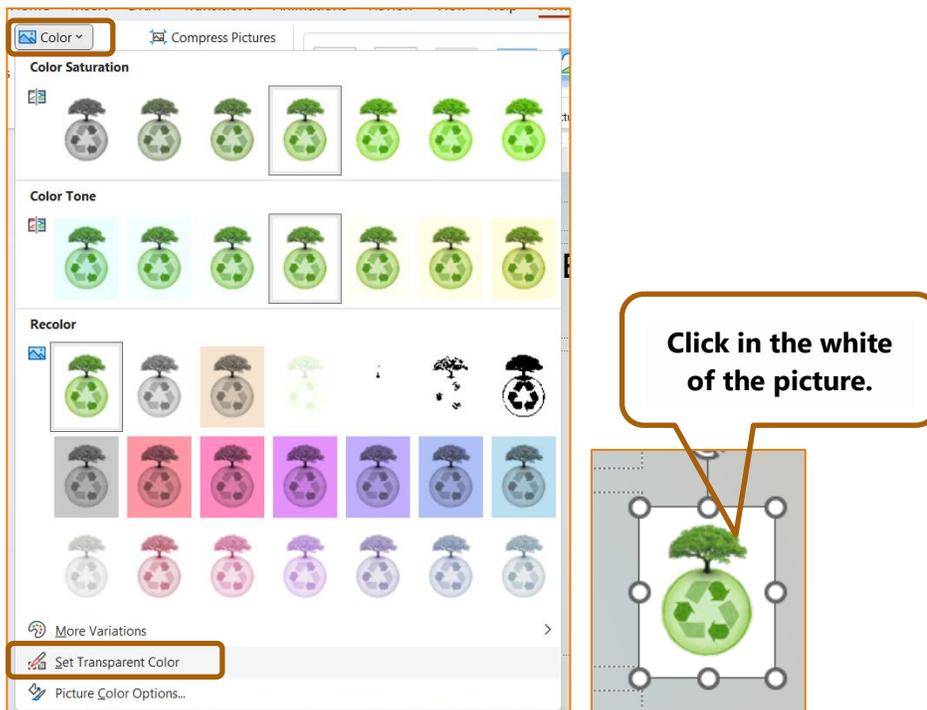
- ◆ Size
- ◆ Arrange
- ◆ Picture styles
- ◆ Adjust

To insert a picture into a predefined shape: in the **"Picture Styles"** group, activate the "Picture Shape" button, then select the shape. This makes it possible to cut the picture according to the chosen shape.

Transparent color

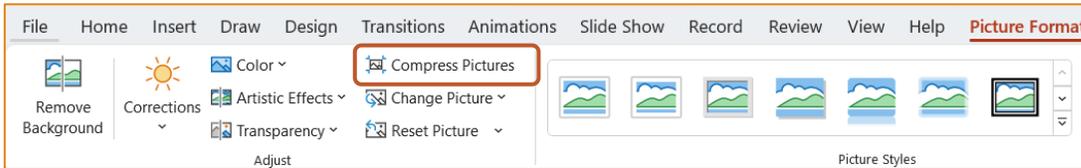
"Transparent color" a picture is used to erase the color of its background.

On the **"Picture Format"** TAB, in the "Adjust" group, activate the **"Color"** button, then click on the **"Set Transparent Color"** pencil.



Compress pictures.

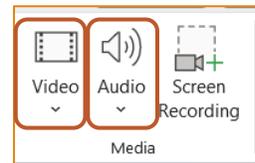
To display the "**Compress Pictures**" window: after selecting a picture, click on the "Compress Pictures" button of the "Adjust" group on the "Picture Format" TAB.



Activating the "Options" button displays the "Compression Settings" window.

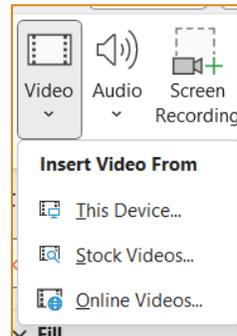
Video objects, audio objects

To insert a video file or an audio file, we use the buttons of the "Media" group, under the "Insert" TAB.



Video object, from a video file

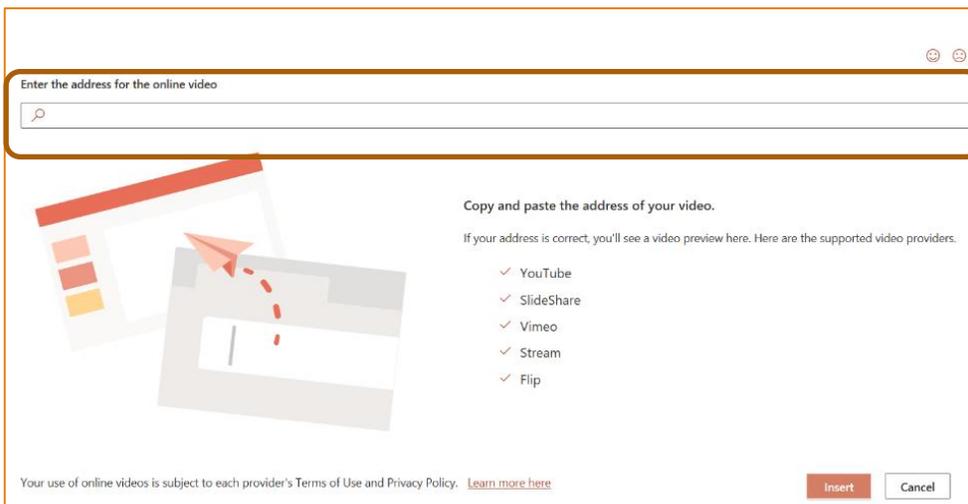
On the "Insert" TAB, in the "Media" group: activate the top of the "Video" button to display the Video on "This Device" window. Or, in a placeholder on the slide (that has a layout with "content"), click the "Insert Video" tooltip icon. Click on "Browse". Double-click the name of the desired video file.



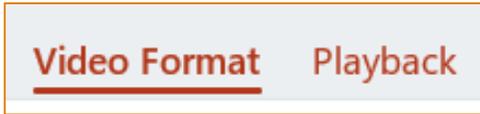
Online Video

To insert an online video, activate the drop-down menu of the "**Video**" "Online Videos" button. Search for the desired video, either on OneDrive or YouTube or "From a video website" or "Facebook".

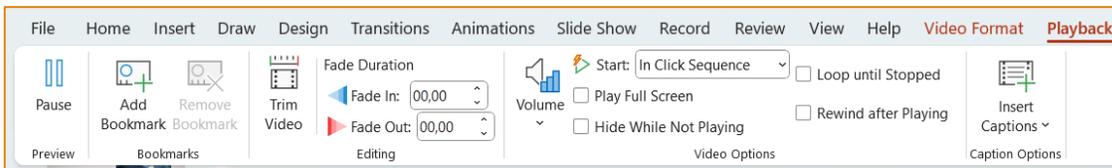
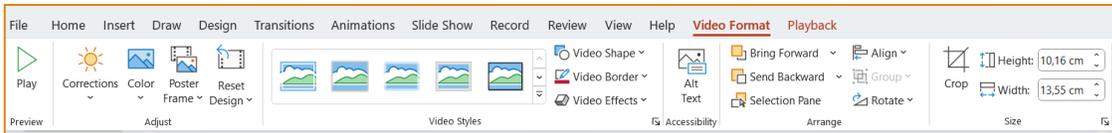
You must enter the URL.



The video object being selected, we have the two TABS "**Video Format**" and "**Playback**". Each contains the "Play" command that allows you to play the video off slideshow.

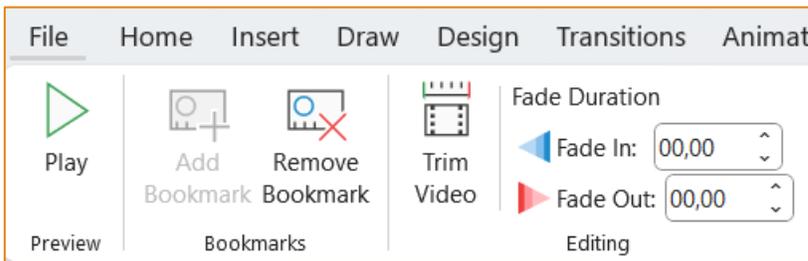


The format of the inserted video object can be modified using the controls on the "**Video Format**" TAB of the "Video Tools" called "**Playback**".

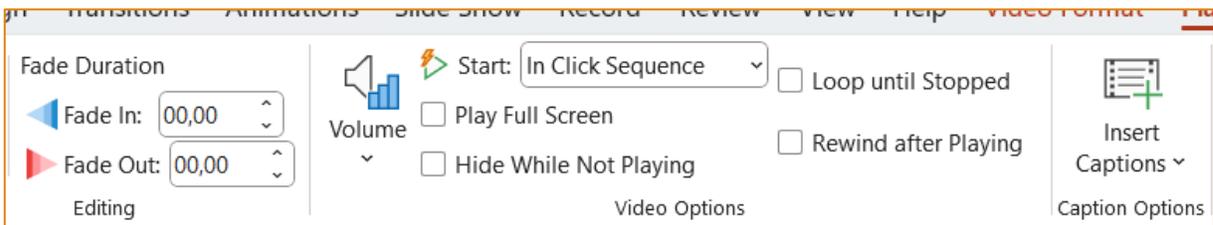


Examples: Color, Video Border, Video Styles, Video Effects.

The playback characteristics of the inserted video object can be modified using the controls on the "Playback" TAB of the "Video Options".



Examples: Fade duration, Volume, Loop until stopped (the video continues, or it restarts, until next slide), Rewind after playback (if playback is stopped, it will resume at the beginning of the movie).



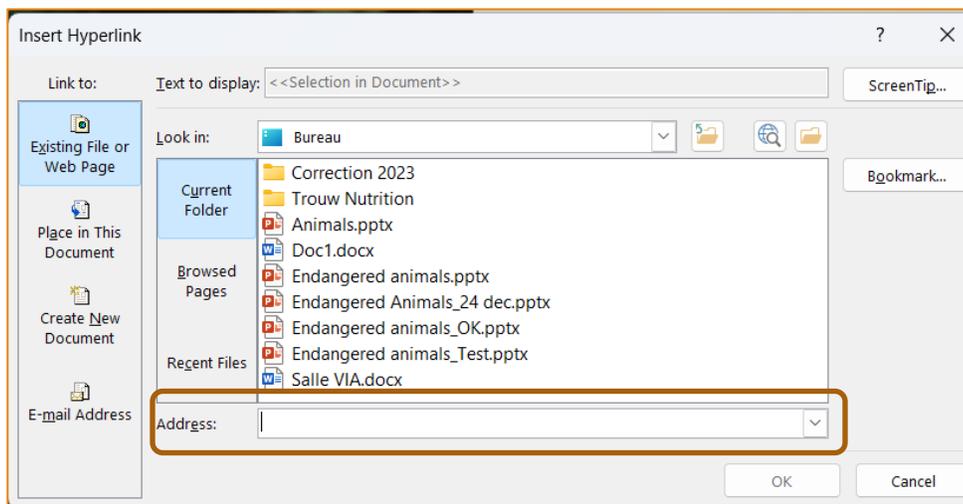
Regarding trimming the video and bookmarking, see "Tools for video or audio" below.

Video of a website that does not come from YouTube or among the options offered.

A link to a site's video can be inserted on a slide.

Since the video is read from the site, it will not "weigh" on the presentation. To insert the link to a video, follow these steps:

- ◇ View the video and find its embed code.
- ◇ Select it and then right-click on it - Copy.
- ◇ Copy – paste the video into your slide.
- ◇ From the **"Insert"** TAB, then **"Link"**, paste address as follows below.
- ◇ In the **"Address"** window, paste the code by typing Ctrl + V, then activate the **"OK"** button.



- ◇ However, this way you open the website, the first method is more efficient.

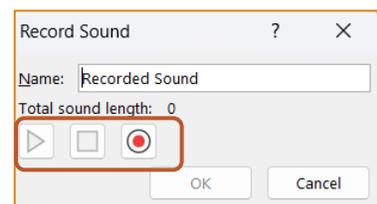
Audio object, from an audio file

On the **"Insert"** TAB, in the "Media" group: activate the top of the "Audio on my PC" button to display the "Insert audio object" window. Double-click the name of the desired sound file.

The audio object appears on the slide as the 🗣️ icon.

Record audio

- ◇ It is necessary to have a microphone.
- ◇ Activate the slide that will contain the audio object.
- ◇ On the "Insert" TAB, in the "Media" group, open the drop-down menu of the "Audio" - Record Audio button. The "Record Audio" window appears. By naming the sound, you can then find it in the list of sound animation effects.



- ◇ Click the ● button to begin recording. Talk, sing, make music or stream all the sounds you want to record. These are usually comments on the slide.
- ◇ Click the button ■ to stop recording.
- ◇ To listen to the recording, select the ►► button.
- ◇ Enabling the OK button inserts the recording into the active slide.

Playback and format of an audio object

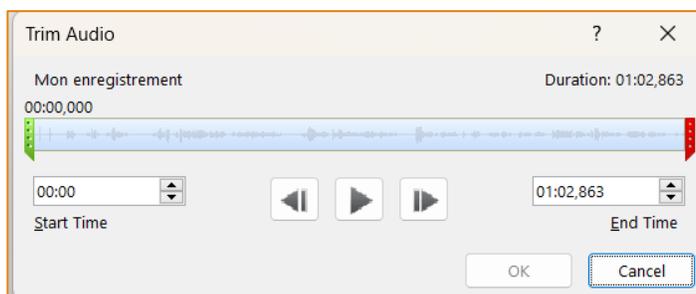
The commands are similar to those of a video object.

- ◇ The characteristics of the inserted audio object can be modified using the controls on the "Playback" TAB of the "Audio Tools", a TAB available after selecting the audio object 🗣️ in the slide.
- ◇ For trimming audio and bookmarking, see "Tools for video clips or audio clips" below.
- ◇ The format of the sound object 🗣️ inserted in the slide is editable using the controls on the "Audio Format" TAB of the "Audio Tools".



Trim video or audio

- ◇ Trimming a video or audio allows you to keep only part of it, removing the beginning and /or end.
- ◇ On the "Playback" TAB, display the "Trim video (or audio)" window by clicking the "Play" button.
- ◇ Specify start time and end time.

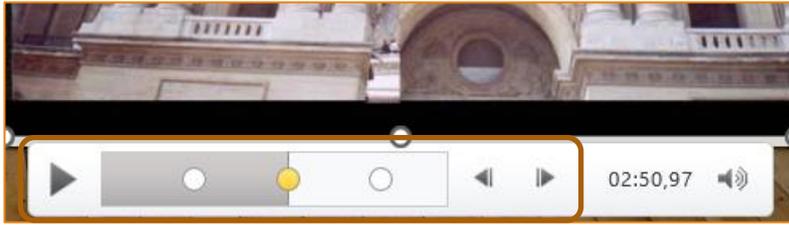


Add or remove a bookmark.

Adding a bookmark makes it possible to find a specific point of a video or an audio, also to associate an animated object with this point (cf. – Animation effect). You can add several bookmarks on the same clip.

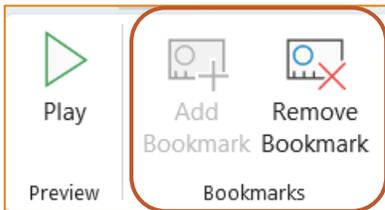
To bookmark:

- ◇ Activate the "Play" button.
- ◇ On the "Playback" TAB, click the "Add Bookmark" button as soon as you want.



- ◇ The bookmark is represented by a yellow circle. 

To delete a bookmark, click on it, then activate the "Remove Bookmark" button.



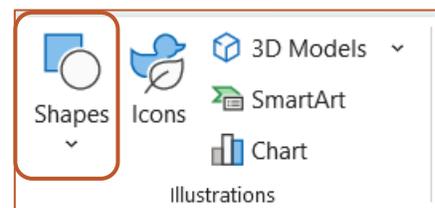
Shapes and action buttons

Shape Gallery

To display the gallery of preset shapes, also the action buttons:

On the "Home" TAB, in the "Drawings" group, press the "Other" tooltip button  Or: on the "Insert" TAB, in the "Illustrations" group, activate the "Shapes" button.

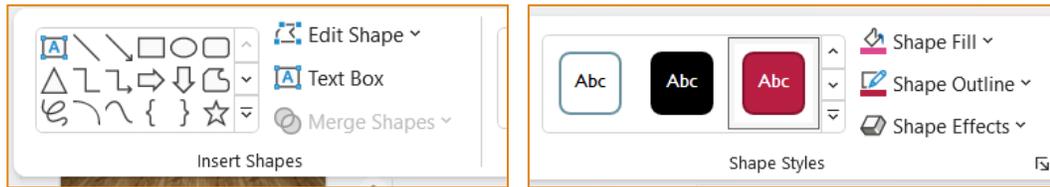
The gallery displays first the recently used shapes, then all the shapes classified into nine categories, finally the action buttons.



Inserting a shape

- ◇ Select a shape. On the slide, the pointer changes to a black cross +.
- ◇ If you want to insert the preset shape, without changing its size: Click the slide. You can change its size then, by clicking & dragging on its handles.
- ◇ If you want to change the size: click and drag on the slide.

- ◇ To modify the shape and keep it a similar or regular shape: Shift + click-drag (*example: a circular shape will remain so*).
- ◇ To draw the shape from its center: Ctrl + click-drag.
- ◇ To use this method, the shape must not belong to the "Lines" category.
- ◇ As soon as the shape is inserted, the "**Shape Format**" TAB of the "Drawing Tools" appears. As the name suggests, it contains commands to change the format of the shape.
- ◇ The inserted shape is selected: if it has a frame, its outline is a continuous line with handles. Otherwise the handles are on the shape.



- ◇ The colors of the shape depend on the theme of the slide.

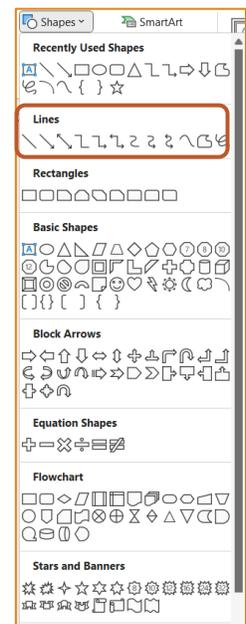
"Curve", "Freeform", "Freehand drawing" (category "Lines")

"Curve" 

- ◇ Click the slide to start drawing, and then release the mouse button. Drag the pointer. Click to change direction, release, slide... Keep it up: click, release, drag.
- ◇ Double-click to complete the drawing. Or click the starting point to get a closed shape (the inside of the shape changes color).

"Freeform" 

- ◇ Click the slide to start drawing.
- ◇ To draw a broken line: as for a curve (see the previous shape), click, release, drag. Unlike the curve, the corners of the line are not rounded.
- ◇ To draw a freeform: click and drag (as with a freehand drawing). One can thus combine broken line or simple strokes, and free forms. Double-click to finish the drawing or click the starting point to get a closed shape (the inside of the shape changes color).



"Freehand drawing" 

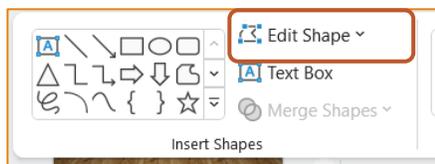
- ◇ Click and drag to draw. The pointer is in the form of a pencil  Release to finish.

Selecting a shape, enter text, and delete.

- ◇ To select a shape, point to it or its outline. When the pointer is in the form of an arrow, click. The outline of its frame is a continuous line.
- ◇ If it is a Line, Arrow, or Connector shape in the Lines category, it does not have a frame. It is selected as soon as its handles are visible.
- ◇ After selection, you can enter text, unless it is an Arrow Line or Connector shape in the Lines category. As soon as a text is entered, the outline becomes a line of discontinuous lines.
- ◇ Very convenient: in text input mode, to select the shape, simply press Esc.
- ◇ To delete a shape, select it and press the Del key.

Change the points of a shape.

- ◇ You can change the look of a shape by clicking and dragging on its points.
- ◇ To change the points of a shape, they must be displayed first: right-click on the shape - Edit points.



- ◇ To move a point, click and drag on it.
- ◇ To add a point: right-click at the desired location. To delete a point: Ctrl + click on it.

Replacing one shape with another

Select the shape you will replace. On the "Formatting" TAB, in the "Insert shapes" group, activate the "Edit shape" - Edit shape button. Click the new shape that you want.

Action buttons

In the "Action Buttons" category (at the bottom of the list of shapes), click the action button that you want, and then insert it into the slide.

The "Action Settings" window appears. It contains the two TABS "Mouse Click" and "Mouse Over". Depending on the TAB chosen, we can decide that the action will take place when we click on the action button, or when we point at it with the mouse. The actions will take place during the slideshow.

You can also define an action that will take place after pointing or clicking on an object. After selecting the object, display the "Action settings" window: on the "Insert" TAB, in the "Links" group, activate the "Action" button, then modify the actions relating to a button or an object, we select it and then display the window as before by activating the "Action" button.



Text box

To insert a text box: on the **"Insert"** TAB, in the "Text" group, click the **"Text box"** button.



Apart from Line, Arrow, or Connector, you can write in an automatic form.

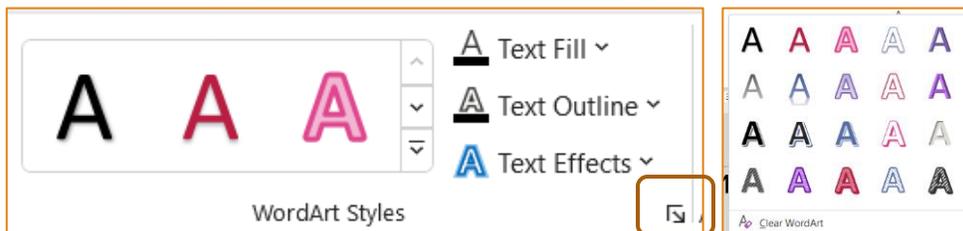
To configure the text, you can use the commands of the "Font" and "Paragraphs" groups ("Home" TAB), as well as the "Format shape" window (display it by activating the launcher of the "Shape Styles" group ("Formatting" TAB) in the  "Text box" section).

On an object where it is not possible to write, you can always add a text box.

The text box is an Auto Shape, present in the "Master Shapes" category  (it is the first shape in this category). The previous paragraph "AutoShapes" applies.

WordArt

WordArt refers to text presented artistically.



It can be considered, at the choice, as a formatting of characters or as a graphic object. The result is the same.

- ◇ Select the text beforehand, or you will then write it instead of "Your text here".
- ◇ To display the WordArt gallery: on the **"Insert"** TAB, in the **"Text"** group, activate the "WordArt" button. Click the desired effect.
- ◇ To format the text and shape, use the "Formatting" TAB of the **"Drawing Tools"**. As far as the text is concerned, one can use the commands of the **"Font"** and "Paragraph" on the "Home" TAB.

Using SmartArt

To display the gallery of diagrams, also called SmartArt graphics, activate the "SmartArt" button in the "Illustrations" group under the "Insert" TAB.

Or, on the slide, in a placeholder for content, click the icon .

The tooltip of the "SmartArt" button specifies that a SmartArt graphic is used to "visually communicate information".

There are seven types of SmartArt, each offering multiple templates.



In the "Choose SmartArt Graphic" window, select a type on the left, then a template in the center. On the right, is described the chosen model. Confirm.

You can enter text either directly into a shape on the chart or into the pane that appears by clicking the arrow button to the left of the chart. Text can be formatted in this pane (it will only appear in the shape), or directly in the shape.

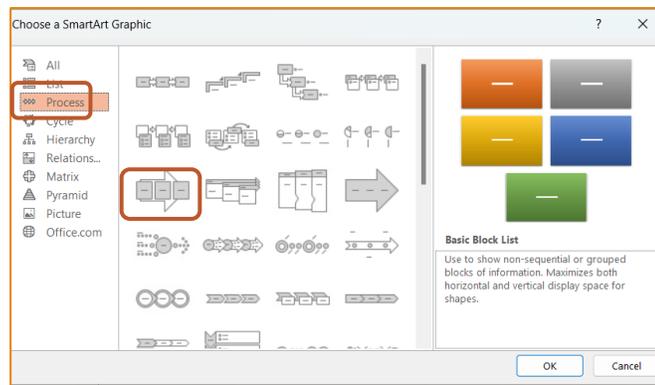
Here is an example:

◇ Create a new slide "Title and content" if necessary.

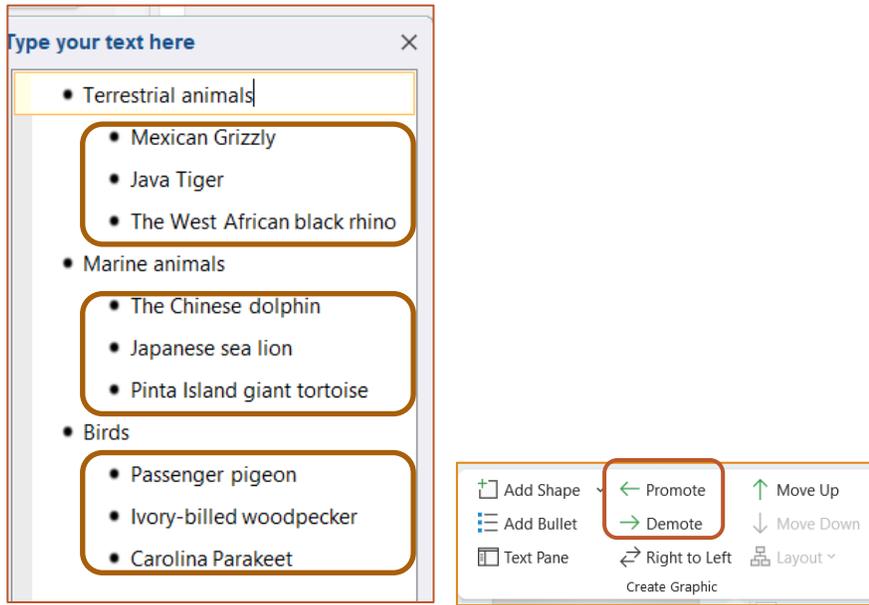
◇ Choose SmartArt



◇ Choose a "Process" type.



- ◆ Type the text below in "Text pane"

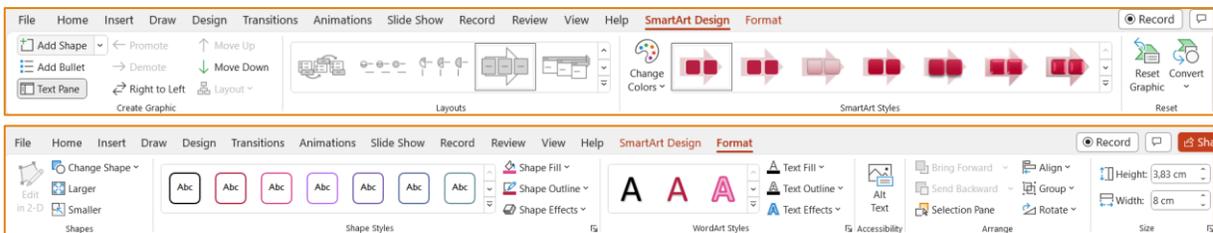


See "Mexican Grizzly", "Javan Tiger and the Rhinoceros..." are submenus of "Terrestrial animals", so you click "**Lower**" from the «**Create Chart**» group.

- ◆ **Promote or Demote as needed.**



As soon as the SmartArt, or one of the shapes of its content, is selected, the SmartArt Tools are available, distributed on the two TABS "**SmartArt Design**" and "**Format**".



Graphics

A chart represents data entered into the Table of a worksheet.

To display the "Insert Chart" window, click the "Chart" button in the "Illustrations" group, under the "Insert" TAB.



Or, on the slide, in a placeholder for content, click the icon .

In the dialog box, select a type on the left, and then select a template in the center.

An Excel window appears on the right, containing a Table of data.

On the left side, the graph corresponding to this data is inserted into the slide.

Replace the displayed headers and data with your own, add or remove rows or columns. The chart is modified accordingly.

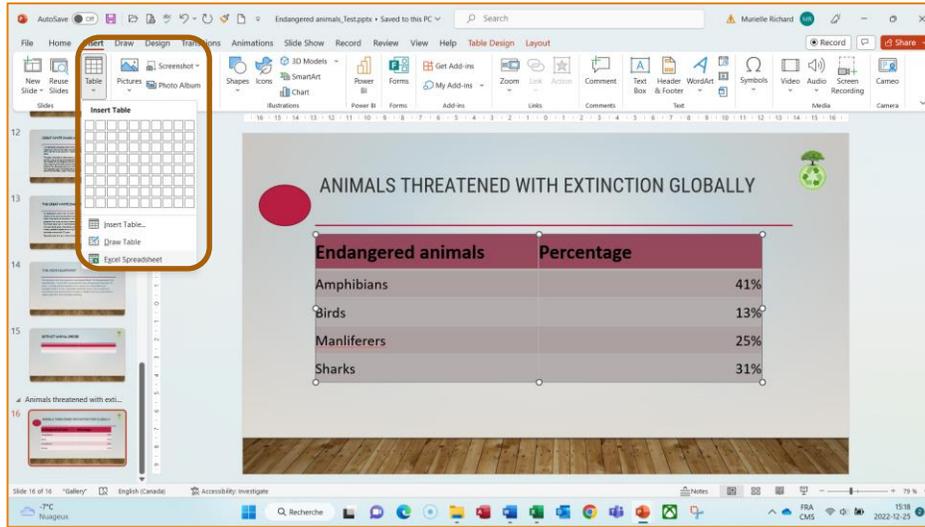
Endangered animals	Percentage
Amphibians	41%
Birds	13%
Maniferfers	25%
Sharks	31%

Use the commands on the chart tools context TABS: "**Chart Design**" and "**Format**".

Table

When you create a Table, PowerPoint inserts it at the insertion point. The Table automatically extends from the left margin to the right margin of the document, and all cells in the Table are the same size.

- ◇ To create a Table, click on the Insert TAB, and then click (Table).



- ◇ Or choose the first button in the box "Content" on a slide

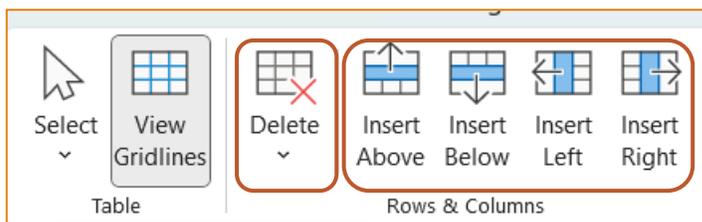


When you have inserted a Table, **2 TABS** are added to the ribbon:

- ◇ **Layout** TAB of the context menu
- ◇ **Table Design** TAB of the context menu

Insert rows and columns.

Delete rows and columns in a Table.



Size and alignment

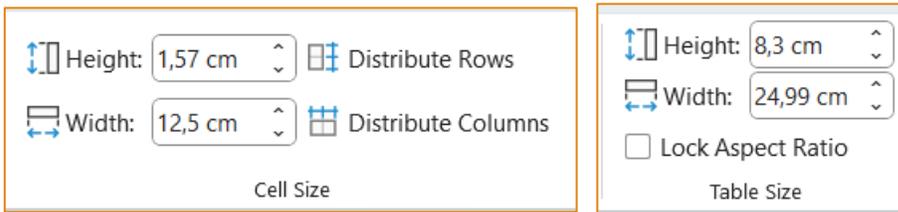


Table style (template)

On the **Design TAB**, you can choose a Table style, click the button at the far right of the Group (Table **Styles**)

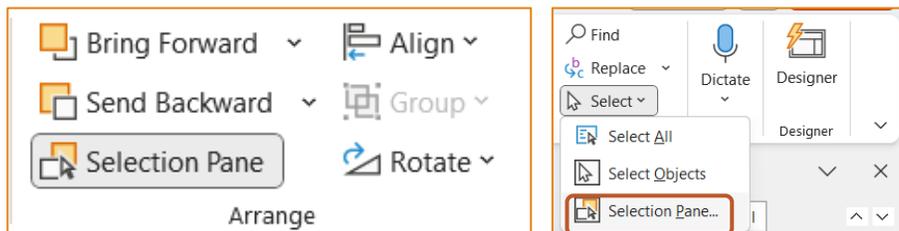
OBJECT MANAGEMENT

"Selection and visibility" pane

Lists the names of the objects on the slide (visibility); - It also allows you to select objects (selection).

To display it, a graphical object must be selected.

- ◆ Activate the **"Format"** TAB (named "Formatting" if the selected object is a chart), then in the **"Arrange"** group, click the "Selection pane" button. The pane appears on the right side of the screen.

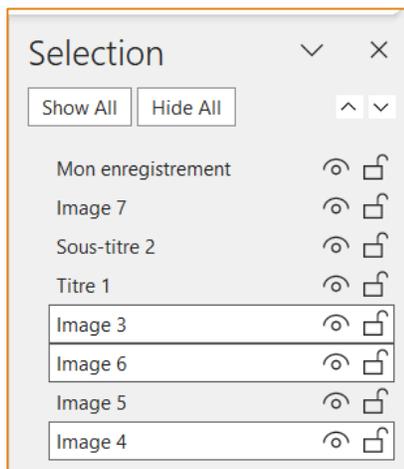


- ◆ Also available in **"Home"** TAB, group **"Editing"**
- ◆ To select an object, click its name in the pane.
- ◆ To select more than one: Select the name of an object, and then Ctrl + click each subsequent object name.
- ◆ Highlighting a name in the pane means that the object is selected, or that the object is in text input mode.
- ◆ To hide an object, click the eye icon to the right of its name. You can widen the pane by clicking-dragging (double-arrow pointer) on its left border. By default, objects are displayed. The eye disappears from the box when the object is hidden. Click the empty box  to display the object again.

- ◇ You can change the order of the object names: select the name, then use one of the two arrows at the bottom of the pane or located near the "Reorganize" label.  
- ◇ On the slide, after selecting an object, you can reach the next object (whose name is the following in the pane list) by typing Shift + TAB.

Selecting multiple objects

- ◇ Press Ctrl + click on each object you want to select.
- ◇ Or, if possible, it is faster to click and drag by dragging a rectangle on the objects you want to select.



Select all objects on the slide.

- ◇ Ctrl + A.

Group objects

One may want to group objects to manage them into a block, especially to move or resize them. A SmartArt has automatically grouped shapes.

- ◇ Select the objects to group (Ctrl + click). A text placeholder cannot be part of the group. On the format TAB, in the "Organize" group, activate the "Group" button, and click **Group**.
- ◇ The "Selection and Visibility" pane displays the group and lists the objects it contains. A frame surrounds the grouped objects. A group is considered an object.
- ◇ To ungroup the objects in the group, select the block, then activate the "Group" button and click **Ungroup**.
- ◇ It is then possible to group them: select an object from the group, then activate the "Group" button.

Grid and guides

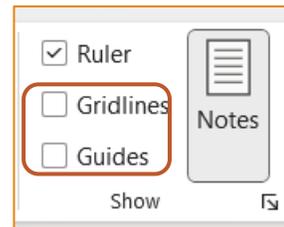
Object management is facilitated by displaying the grid and guides. A coordinate system consists of a vertical axis and a horizontal axis.

GRID

- ◇ To display the grid, check the "Gridlines" box in the "Show" group on the "**View**" TAB. It can be configured via the "Grid and guides" window: see below.

GUIDES AND "GRID AND GUIDES" WINDOW

- ◇ The display of a coordinate system is proposed in the "Grid and guides" window.
- ◇ To display this window: on the format TAB (an object must be selected to dispose of it), in the "Organize" group, activate the "Align" - Grid Settings button.
- ◇ A coordinate system can be dragged. In the center of the coordinate system, the distance in centimeters that separates it from the center point of the slide is specified.
- ◇ To add an axis: Ctrl + click and drag on an existing axis.
- ◇ To remove an axis: Click and drag on that axis to take it off the slide. To remove guides, you can also uncheck the "Show guides" box in the "Grid and guides" window.

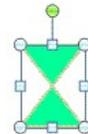


Size

With the handles

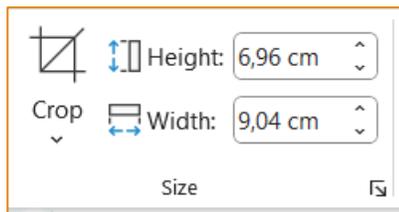
Selected, an object has handles.

Point to a handle on the stroke. When the pointer is shaped like a double arrow, click, and drag. Click and drag on a corner handle to preserve the aspect ratio.



With the ribbon

- ◇ Display the "Size and position" window: on the format TAB of the selected object, click on the launcher of the  "Size" group. Fill in the window opened with the "Size" TAB.

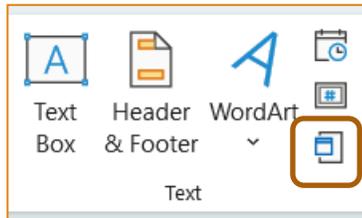


Inserting object

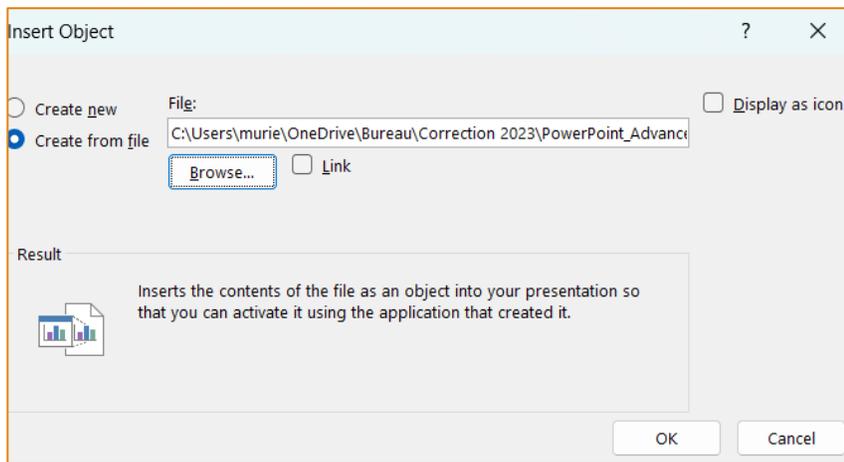
There are several methods to insert objects into PowerPoint with or without linking.

Let us start with the first method, we want to add an icon or button to open an existing file in our presentation.

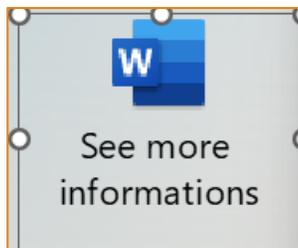
- ◇ Click in **"Insert"** ► group **"Text"** ► choose **"Object."**



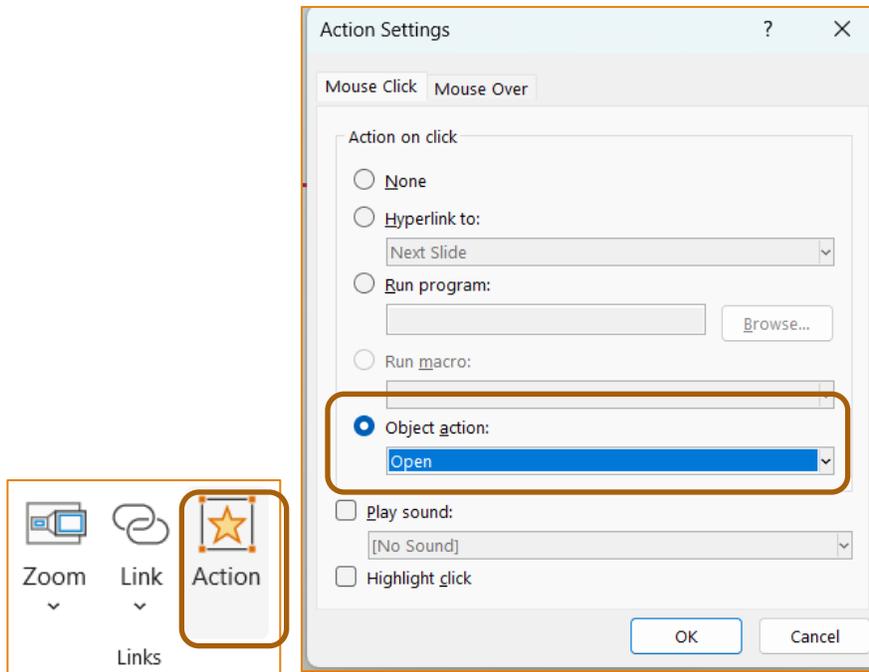
- ◇ Select the file ► check **"Display as icon."**
- ◇ Change icon as needed and text.



- ◇ Here is the icon we are going to get



- ◇ To open it in **"slideshow"** mode, we must activate the opening in the **"Action"** button located in **"Insert"** ► **"Links."**



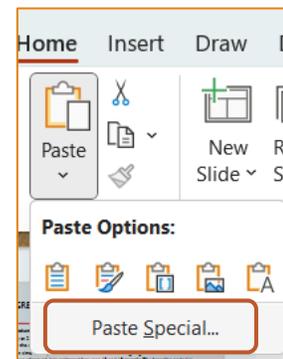
- ◆ Click on "OLE Action" and choose "Open".

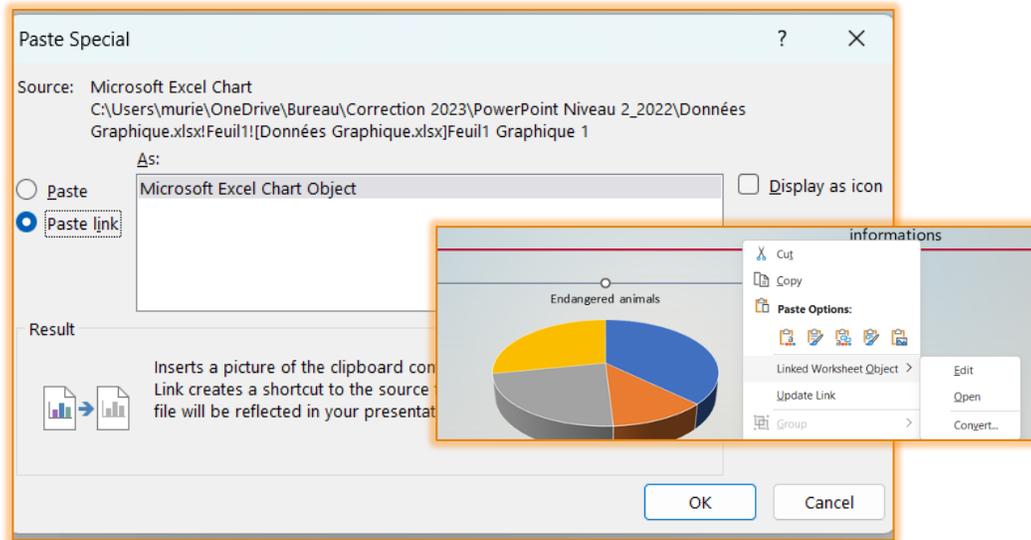
Insert object with link.

We can insert a "Chart" or "Table" object in a slide, which will be linked, that is, this chart or Table **will be updated in our presentation.**

Procedure:

- ◆ Copy chart or Table.
- ◆ To paste with link, click on "Paste Special".
- ◆ From the "Paste Special" box, choose "Paste Link".
- ◆ This copy and paste option could be text, chart, table, or a picture.
- ◆ Right-mouse button to update the links, otherwise, when opening the file, you will be offered to "**Update links**". Click OK





Copy, duplicate.

Copy

Point to the outline, outside the handles. When the pointer is shaped like an arrow: **Ctrl + click-drag**.

To copy horizontally or vertically: **Shift + Ctrl + click-drag**.

Copy the same or another presentation to another slide, or to any document in an Office application.

- ◇ Copying can be done with one of three methods:
- ◇ Right click - Copy or Ctrl + C or Click on the Copy button on the clipboard ("Home" TAB).
- ◇ Pasting can be done with one of three methods: Right-click - Paste or Ctrl + V or Click the Paste button on the Clipboard.

Duplicate

Duplicating an object into one or more copies is fast. Note: The object is not copied to the Clipboard.

- ◇ The copies are placed behind the original object.
- ◇ To duplicate an object, click on the drop-down menu of the "Copy" button ("Clipboard" group, "Home" TAB) - Duplicate.

Position, align, start again.

Displacement

- ◇ Point to the outline, outside the handles. When the pointer is in the shape of an arrow, click and drag.
- ◇ To move horizontally or vertically: Shift + click and drag.
- ◇ When moving an object, you can use the dotted lines that appear on the horizontal and vertical rulers. They mark the coordinates of the black cross of the pointer.
- ◇ Move to another slide (from the same or another presentation), or to any document in an Office application.
- ◇ The move can be done with one of three methods:
- ◇ Right **click Cut** or **Ctrl + X** or Click on the Cut button on the Clipboard ("Home" TAB).
- ◇ Gluing can be done with one of three methods:
- ◇ **Right-click Paste** or **CTRL + V** or Click the Paste button on the Clipboard.

SMALL DISPLACEMENT

One can make small moves of the object using the arrow keys on the keyboard, and even smaller moves, by pressing the Ctrl key, while using the arrow keys.

PRECISE POSITION IN CENTIMETERS

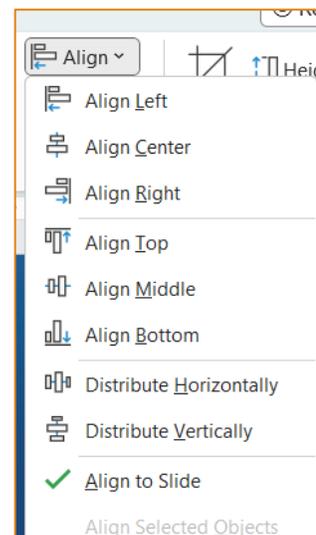
You can set the position of an object in the slide via the "Format" window opened on the "Position" TAB.

To view it, right-click on the **Format...** Then open the "Position" TAB.



Alignments: horizontal and vertical

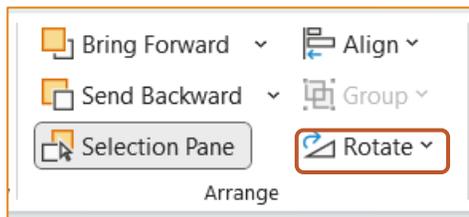
- ◇ To align the objects on the slide, use the drop-down menu of the "Align" button which is in the "Organize" group under the Format TAB.
- ◇ There are three horizontal alignment options: left, centered, and right.
- ◇ Three vertical alignment options are available: top, middle, and bottom.
- ◇ To distribute the objects, we use the "Distribute horizontally" and "Distribute vertically" options proposed by the "Align" button (format TAB, "Organize" group).
- ◇ If the "Align selected objects" option is enabled, the distribution is performed at the space level between the objects.



- ◇ If the "Align to slide" option is enabled, the distribution is done at the slide level.
- ◇ It may be necessary to activate the "Align" button a second time to have the desired alignment and distribution options.

Rotating an object

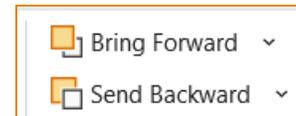
- ◇ With the green handle (when the object has one)
- ◇ Click and drag on the green handle of the object to rotate it.
- ◇ With the ribbon: We use the options of the "Rotate" button, under the format TAB of the "Organize" group.



- ◇ The "Other rotation options" option is used to display the "Format" window on the "Size" TAB. It can indicate the exact angle of rotation desired.

Display priorities.

When objects are superimposed, the "**Bring Forward**" button or the "**Send Backward**" button in the "Organize" group of the format TAB, is used to indicate the display priority of a selected object.



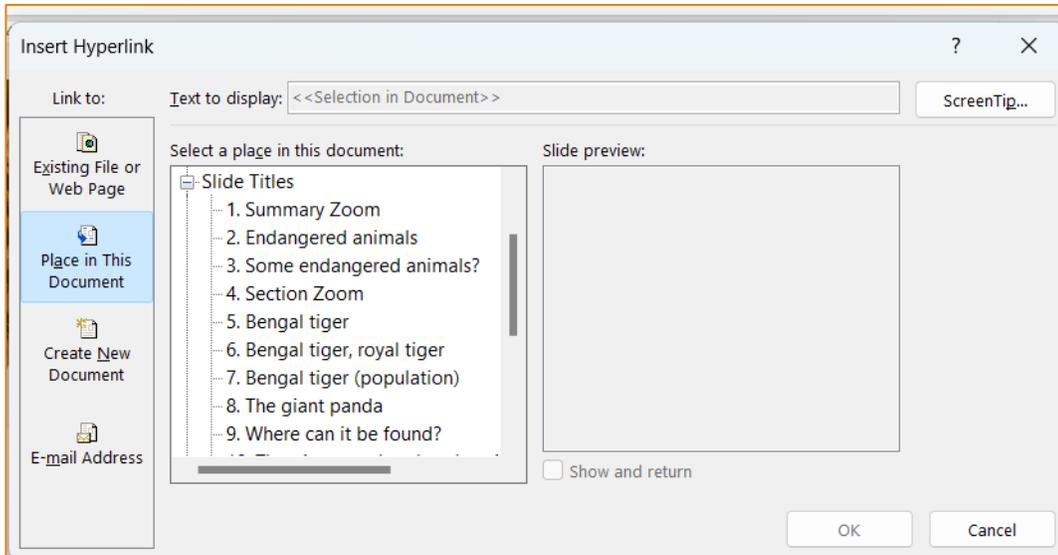
Example: in the set of objects on the right, the core is in the foreground, the head in the background, the arrow in the background of the other two objects.

LINK - Define an action.

On a selected object, except on a SmartArt diagram, you can define an action, which will take place, at your choice, when you click or when you point at the object with the mouse.

We use the "Action parameter" window.

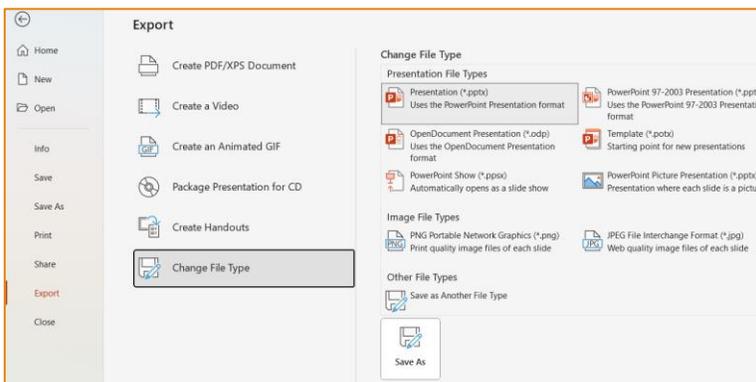




To display it: on the "Insert" TAB, in the "Links" group, activate the "Action" button. Do not forget to create a "**Back**" button as needed to return to the last one displayed. This button is located in "Shapes" » "Action buttons".

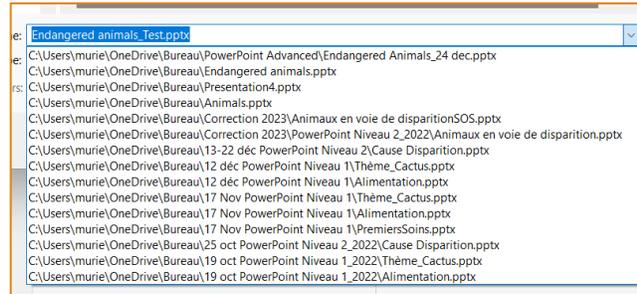


SAVE A PRESENTATION



Save-as-other format types.

- ◆ Slideshow: .pps - ppsx
- ◆ PowerPoint: ppt – pptx
- ◆ Model: pot - potx
- ◆ As "Picture"
Jpg. - Png. - Tiff, etc.



- ◆ To save the slide show in "PowerPoint Slide Show" format:
- ◆ View the **presentation**. Open the File menu - "**Save**" or "**save as**".
- ◆ Under "File Types", select "**Change File Type.**" - In the right pane, select "**PowerPoint Slideshow (*.ppsx)**" - On the right pane, activate the "**Save As**" button. Save and validate.

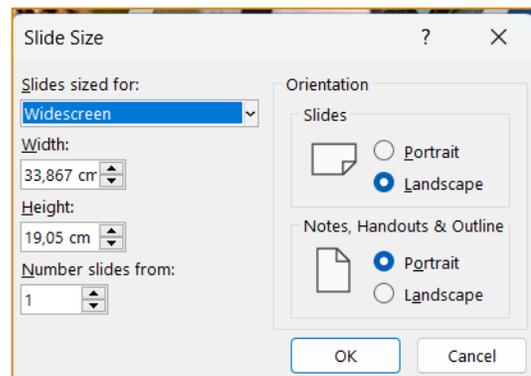
Save a slideshow as a video.

- ◆ To save the slide show in video format "mp4":
- ◆ View the presentation.
- ◆ Open the File menu - "Export". Under the heading "File types", select "Create a video".
- ◆ In the right pane, open the "HD Quality & Computer" menu. Choose the option you want. Open the menu below the previous menu. Choose the option you want, optionally specify the slide viewing times. - At the bottom of the right pane, activate the "Create video" button.
- ◆ Fill in the "Save As" window (name and location of the file) and validate.

LAYOUT

To choose the layout, click in the "**Design**" TAB of the «**Customize**» Group and "Slide Size".

We must decide whether the slides will all be in **Portrait** or **Landscape** view.



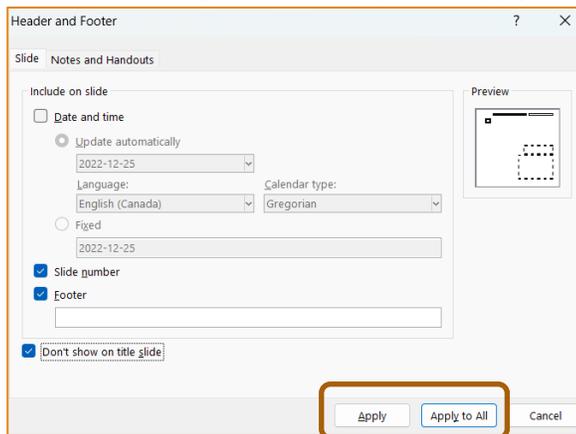
Header and footer

There are two kinds of header and footer.

Slide header and footer

To insert page headers, click on the **"Insert"** TAB – **"Text"** group.

- ◇ Click Apply to All
- ◇ To edit on a single slide, simply click Apply

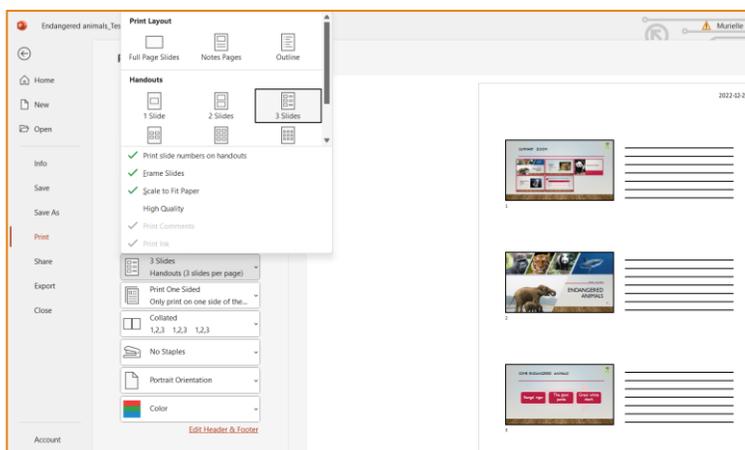


Document header and footer

- ◇ This one is for printing purposes.

PRINTING A PRESENTATION

Print preview.



Print dialog box.

- ◇ Choose the number of copies to print.
- ◇ Select the printer if necessary.

Settings

- ◇ Choose slides to print: Ex. From 1 to 3, slides 6 and 9 (1-3;6;9)
- ◇ Print all slides.
- ◇ Print slide in Progress.
- ◇ Print selection.
- ◇ Slides: Number of slides per page, Outline view and comment pages)
- ◇ Color



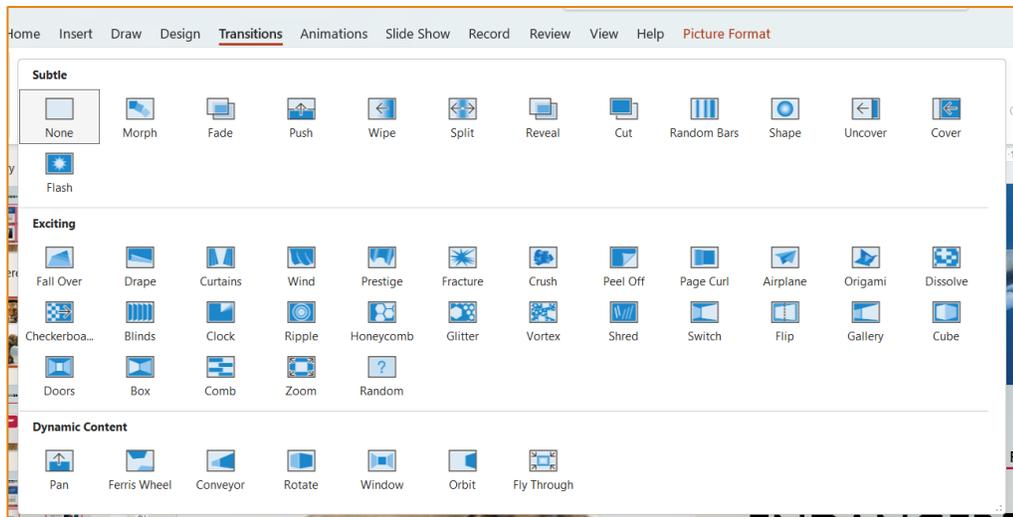
Caution: If you click on "**Print**" without making a printing choice, all slides will be printed individually on a whole page, so on "8 1/2 X 11" for each slide.

TRANSITION

Transition is the transition from one slide to another in slide show view.

To choose your transition, click on **the "Transition" TAB**
Select slides.

- ◇ Choose the transition.
- ◇ Change the speed.
- ◇ Apply manually or automatically.
- ◇ If necessary, set a timing before the next slide arrives.
- ◇ Choose a sound (Do not abuse)



Transition effects

One can choose a **visual effect** and /or a transition sound **effect**.

If necessary, first select the slides that will receive the effect (or both effects).

Visual transition effect

Under the "**Transitions**" TAB, the "Access to this slide" group is used.

To view the **gallery transition visual effects**, use the arrows to the right of the effects. Only one effect can be applied.



Right after clicking on an effect, we get a **preview** of that effect. Then, we can use the "Preview" button, to the left of the effects gallery.

With the effect applied, it can be edited using the "**Effect Options**" button on the right side of the effects gallery.

Transition sound effect

- ◇ **A sound effect** can be added, after activating the drop-down menu of the "Sound" input box, in the "Timing" group ("Transitions" TAB).
- ◇ **By pointing to a sound effect**, you can **hear** it. Then, we can use the "**Preview**" button, to the left of the effects gallery.
- ◇ Under the "Sound" input box, you can change the **duration** of the sound.
- ◇ The chosen effect will be applied to the selected slides (by default, to the active slide). It can also be applied to all slides, by clicking on the "Apply to All" button.

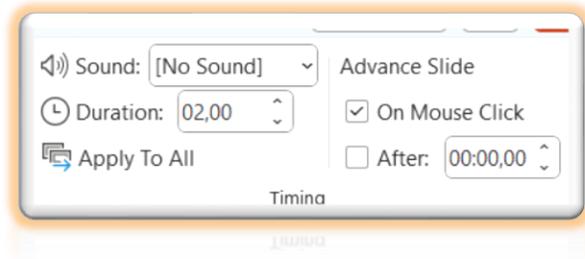
Manual or automatic switching

The passage from one slide to another can be **manual** (we control the passage to the next slide, for example by clicking) or **automatic**.

By default, the passage is **manual**.

When the passage is **automatic**, we must **perform a timing**, that mean determine the display time of each slide.

Under the "Transitions" TAB, "Timing group", in the "**Move to next slide**" box, you can check both the "**Manually**" and "**Automatically after**". This allows you to intervene manually, while being in automatic mode (*for example to display the next slide earlier*).



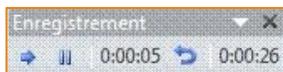
Variable automatic display times

Slide display times can be variable and can be set during the slide show.

To record timing, follow these steps:

- ◆ In "Normal" or "Slide Sorter" mode, click in the "**Set Up**" group ("**Slide show**" TAB) on the "**Check timing**" button.

- ◆ The slide show is launched from the first slide. The "**Recording**" window appears:



- ◆ The first button controls the **move to the next animation or slide**.
- ◆ The second button is the **pause button**. It pauses the timing of the displayed slide. To continue, click it again.
- ◆ The middle area of the "**Slide Duration**" tooltip displays the timing.
- ◆ The next tooltip, "**Repeat**", resets the timing of the displayed slide to 0.
- ◆ The last display area shows the total recording **time**.
- ◆ After recording, in "Slide Sorter" mode, **the display time appears below each slide**.
- ◆ **To skip the slideshow without timing**: on the "Slideshow" TAB, in the "Set Up" group, uncheck the "Use timing" checkbox.

Fixed auto-display time

If necessary, select the slides to which you want to set the same display duration. After checking the "**Automatically after**" box, specify the **duration** in the input box.

Auto-loop scrolling.

This type of scrolling is commonly used in stores and on stands.

Because looping is automatic, it requires the slides to be timed.

Display the "**Slideshow Settings**" window: under the "Slideshow" TAB, in the "Set Up" group, click the "**Set Up Slideshow**" button.

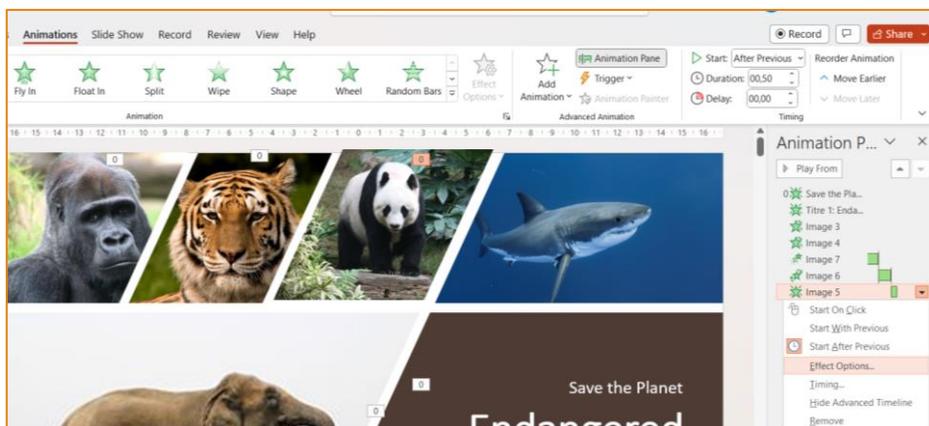
"**Browsed at a kiosk (full screen)**": the pointer and the four buttons are hidden and inaccessible, the **only possible operation is the activation of the Esc key**.

The "Loop continuously until ESC" checkbox is automatically checked.

"**Loop continuously until ESC**": by checking this box, without having activated the previous one (Browsed at a kiosk, full screen), users can use, in full screen, the pointer and toolbar of the slideshow.

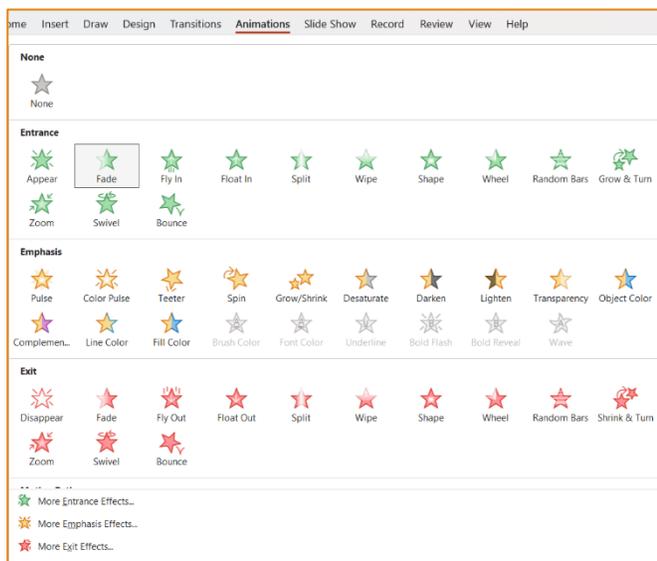
ANIMATIONS

An animation effect can be applied to any selected object on the slide. We use the commands of the "Animations" TAB.



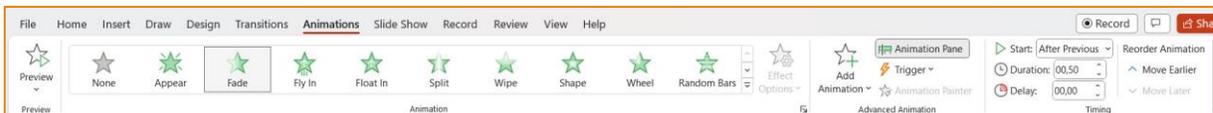
The purpose of the animation is to present text, picture, and others in a more pleasant way. This option is found in **the Animation TAB.**

- ◇ Sudden entrance
- ◇ Rotation
- ◇ Bouncing, and many more...
- ◇ Speed choice
- ◇ Timing
- ◇ Start before and or after the previous one.
- ◇ Automatically or manually



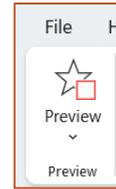
Apply effects.

Multiple effects can be applied to the same object.



- ◇ Select an object (or several) to which you want to apply an effect.
- ◇ Activate the **"Animations"** TAB.

- ◇ In the "Animation" group, to display the effects, you can use the arrows to the right of the gallery. The last "Other" button displays the gallery.
- ◇ If in the "**Preview**" group, the "Partial preview" option is checked, you have a preview of an effect on the selected object (or on the selection of objects) by hovering the pointer over it.
- ◇ Click an effect to apply it to the selected object (or objects).



The gallery offers four types of effects.

- ◇ "**Entrance**" and "More Entrance Effects" 
The object appears on the slide with the effect animated.
- ◇ "**Emphasis**" and "More Emphasis Effects" 
The object, present in the slide, is animated by the effect.
- ◇ "**Exit**" and "**More Exit Effects**" 
The object disappears from the slide when animated by the effect.
- ◇ "**Motion**" and "**More Motion paths**" 
The object follows the movement of the trajectory.

By clicking on "**More...**", we open a window where effects are classified into several **categories**. If the "**Preview**" box in this window is checked, we have a preview of the effect on the selection of objects right after its application.

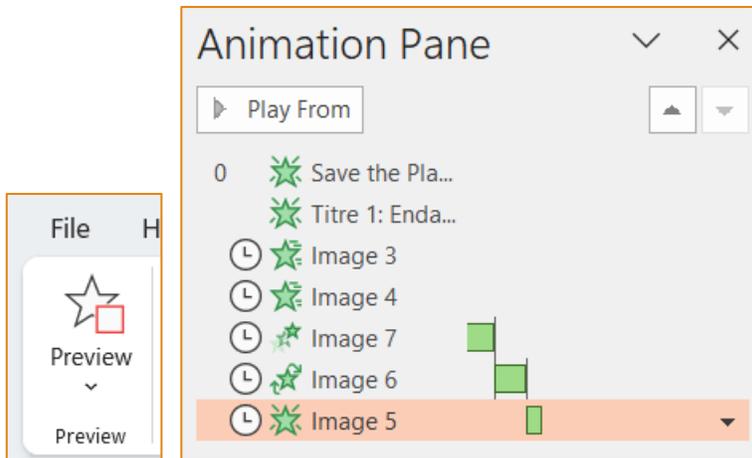
In "Normal" or "Slide Sorter" view, the icon  appears next to each thumbnail that contains an object to which an animation effect has been applied.

On the slide, if the "Animations" TAB is enabled, or if the "Animation Pane" (see below) is displayed, a number appears next to each object with an animation effect.

If an object has multiple effects, multiple numbers appear next to it.

Preview

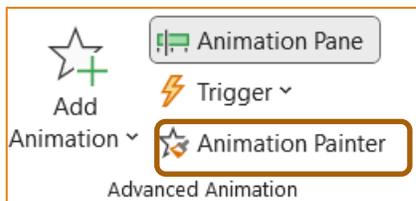
To preview all the effects on the slide (by default, in the order in which they are applied), except those triggered by clicking on another object (see below), click on the upper part of the "Preview" button (first button under the "Animations" TAB).



Reproduce an effect.

The effect or effects of one object on other objects can be reproduced.

The process is similar to "Format painter" with the use of the "Animation Painter" button.



Select the object whose formatting you want to reproduce on other objects.

On the "**Animations**" TAB, in the "**Advanced Animation**" group, click the "Play Animation" button.

Then click on the object to "paste" the animation.

To play the animation on multiple objects, double-click the "Play Animation" button. Then click each object on which you want to apply the animation. Finish by pressing the Esc key.

Add an effect.

An object can have several effects. To add an effect to an object that already has one:

Select the object. Under the "Animations" TAB, in the "Advanced animations" group, activate the "Add animation" button. Click the desired effect.

Effects management.

The "**Animation Pane**" allows you to manage and view the effects.

To display the "Animation pane", activate the "Animation pane" button in the "Advanced Animation" group ("Animations" TAB). The pane appears on the right side of the screen.

In its title bar, the drop-down menu contains the "Move" commands to move the pane, and "Size" to resize it.

The "Animation Pane" lists the effects applied to objects on the slide.

When pointing to a selected effect, a **tooltip** indicates how the effect is triggered, the name of the effect, and the name of the object concerned.

In the pane, each effect line indicates:

- ◇ The order number of occurrence of the effect.
- ◇ **An interlocking symbol** if the effect is not triggered with the previous one.
- ◇ The symbol of the effect.
- ◇ The **name of the object** to which the effect is applied.

A selected effect (click on it to select it) presents to its right a **drop-down menu**, offering **startup options**, **effect options**, **timing**.

Selecting effects.

To select:

- ◇ An effect: click on its line in the pane, or on its number in the slide.
- ◇ Multiple effects: Ctrl + click on each effect line, or on each number in the slide.
- ◇ All effects of an object: Select the object on the slide.

Removing effects.

- ◇ **Select the effect** you want to delete, and then press the **Delete key**.

Change effect.

- ◇ Select the effect, and then click another effect in the effects gallery.

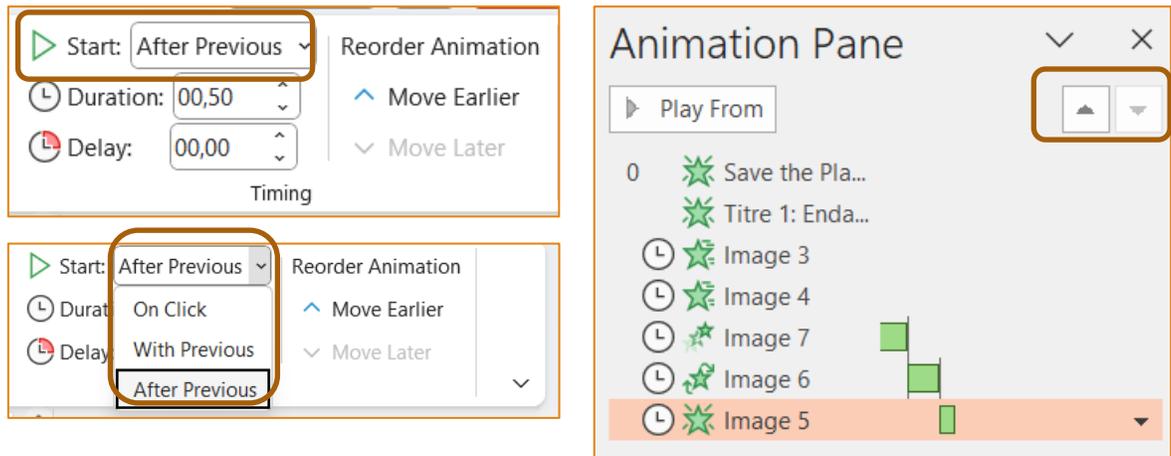
Repeat an effect.

- ◇ Select the effect you want to repeat.

Order of appearance.

The effects on the slide are listed in order of appearance.

In "Normal" view, with the "Animation Pane" displayed, the order number of each effect appears on the slide on the object.



- ◇ To change the order in which it appears, select an effect (or more adjacent effects), then use one of the two arrows in the "Animation pane" or "Timing group".
- ◇ Or click and drag the selected effect (or a selection of adjacent effects) to the desired location.

Change the event that triggers an effect.

By default, an effect is triggered during the slide show by clicking on the slide during the slide show.

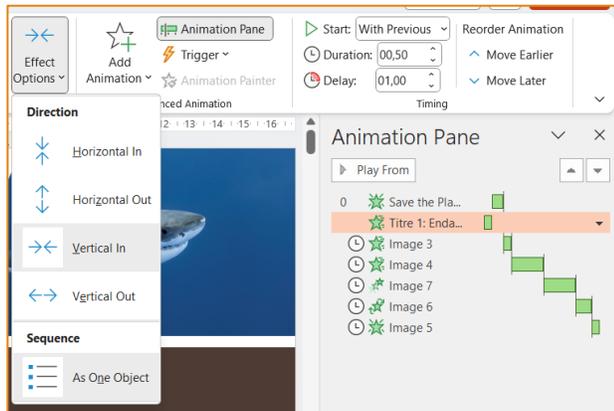
You can choose another event that triggers the effect:

- ◇ Automatic triggering with or after the previous effect,
- ◇ Triggering by clicking on another object,
- ◇ Triggering on a bookmark (in a video or in an audio), - Definition of a timing.

Trigger an effect on click, with the previous effect, or after the previous effect.

- ◇ In the "Animation pane", activate the effect menu.
- ◇ Three options for "starting" the effect are available:
- ◇ "On click" is the default option. A "mouse" icon  follows the sequence number of the effect, which will be triggered by clicking on the slide.

- ◇ "With previous". There is no icon for this option.
- ◇ "After previous". A "clock" icon follows the sequence number of the effect, which will be triggered automatically after the previous effect during the slideshow. 🕒



Trigger an effect by clicking another object.

Follow these steps:

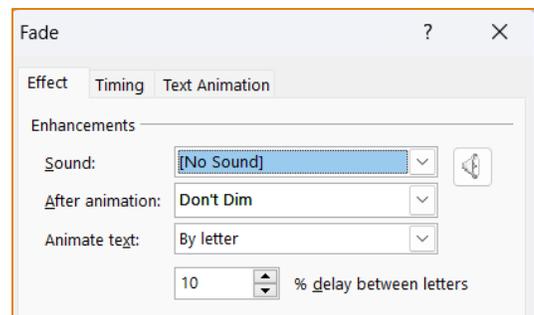
- ◇ Select the effect.
- ◇ Under the "Animations" TAB, in the "Advanced animation" group, activate the "Trigger" button.
- ◇ Point to the "On click" option and select the object that will trigger the animation.
- ◇ In the "Animation pane", it is specified above the effect line: "Trigger": followed by the name of the trigger object.
- ◇ On the slide, the icon 🖱️ appears next to the object that animates when the trigger object is clicked during the slide show.

Trigger an effect on a bookmark.

You can add or remove a bookmark in a video object or in an audio object. Once a bookmark is placed, the animation of an object can be triggered as soon as this bookmark is reached.

Do the following:

- ◇ Select the effect.
- ◇ Under the "Animations" TAB, in the "Advanced animation" group, activate the "Trigger" button.
- ◇ Point to the "On bookmark" option and select the bookmark that will trigger the animation.

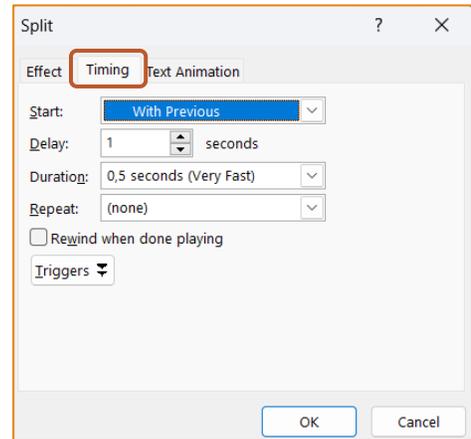


Timing

The timing makes it possible to specify the beginning of the effect, also its duration.

There are two timing methods: "Timing" and "Advanced Chronology".

- ◇ In the "**Animation Pane**", select the effect and open its menu - **Timing**.
- ◇ The window with the effect name opens at the "Timing" TAB.
- ◇ In the "**Delay**" box, specify the time in seconds that should elapse between the end of the previous effect and the beginning of the effect.
- ◇ In the "**Duration**" box, specify the **duration** in seconds that you want the effect to have.



Advanced timeline

- ◇ By default, the "advanced chronology" is active.
- ◇ This timing mode applies **to all effects** on the slide.
- ◇ In the selected area of an effect, a **red band** appears, called a timeline **tag**.

Example:



When pointing to the tag, **a tooltip indicates the beginning and end** of the effect (the difference of these two times therefore represents the **duration** of the effect).

Change the beginning of the effect (from the previous animation): Point to the **left side** of the tag. When the pointer looks $\leftarrow\rightarrow$, click and drag. A tooltip indicates the start in seconds.

Change the duration of the effect: Point to the **right side** of the tag. When the pointer looks $\leftarrow\rightarrow$, click and drag.

A tooltip indicates the duration (End) of the effect in seconds.

To change the start and duration of the effect simultaneously (move the tag): click inside the tag.



When the pointer looks \leftrightarrow , click and drag.

A tooltip shows the start and duration of the effect in seconds.

Hide the advanced timeline: Open the effect menu - Hide Advanced Timeline.

Effect customization

An applied effect can be customized.

- ◇ Select the effect you want to customize.
- ◇ Then, under the "Animations" TAB, in the "Animations" group, activate the **"Effect Options" button**.
- ◇ Or, in the "Animation Pane", open the effect menu - **Effect Options**.

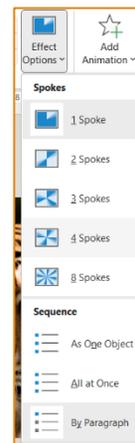
The options offered differ:

- ◇ Depending on **the effect**
- ◇ Depending on the **type of object** on which it is applied.

Examples:

Animating a SmartArt diagram

- ◇ Select the diagram, then click the "Effect Options" button ("Animations" group).
- ◇ Three options are available: "As one object", "All at once" (all the constituent forms of SmartArt will be animated at once), "One by one" (each shape is animated one after the other).



Animating object text

- ◇ In the "Animation Pane", open the effect menu - Effect Options.
- ◇ For example, you can choose an animation letter by letter, word by word, or for a defined level of paragraph.

Associate a sound with an effect.

In the "Animation Pane", open **the effect menu - Effect Options**. Select a sound in the "Sound" input box.

Then activate the button  to adjust the **sound volume** by clicking and dragging on the slider or check the "Mute" box.

Audio or video

As soon as an audio object or video object is inserted from a file, an animation effect is automatically created.

To customize the effect, open its menu - Effect Options. Fill in the "Play Audio" or "Play Video" window.

Changing the state of an object after it has been animated.

Display the effect window on the "Effect" TAB: open the effect menu - Effect Options. Select an option in the "After animation" input box.

You can choose the color that the object will have after its animation or decide to hide it. The "Do not dim" option is the default option: the object returns to its initial state after the animation. Changing the state after its animation is not possible if the object has received a closing effect.

Custom trajectory

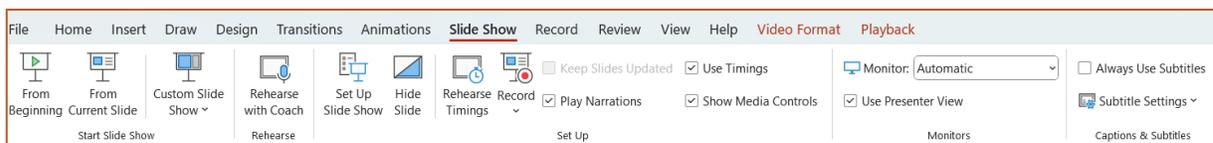
The trajectory can be predefined by PowerPoint, or **you can draw the desired trajectory**.

Do the Following:

- ◇ Select the object whose trajectory will be drawn.
- ◇ In the "Motion Paths" category of the animation effects gallery, click Last Effect: "Custom Path".
- ◇ Click the "Effect Options" button ("Animations" group), and choose the shape "Curve", "Line" or "Freehand Drawing".
- ◇ A green arrow marks the beginning of the trajectory.
- ◇ A red arrow marks the direction and end of the trajectory.
- ◇ By right-clicking on the trajectory, you can access the menu offering the three options: "Reverse trajectory", "Modify points" and "Close/Open trajectory".

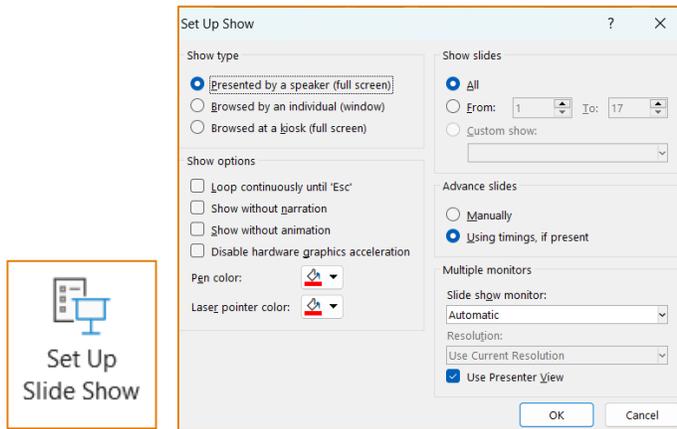
SLIDESHOW PRESENTATION (F5)

Displays slides one at a time for a computer presentation. This presentation can be run manually: you "click" the mouse to move from one slide to another. The presentation can be displayed automatically: each slide remains on the screen for a predetermined time and then moves on to the next one. Slides can contain animation and transition effects and will be displayed with these effects.



How to set up the slideshow on PowerPoint?

- ◆ "Slideshow" TAB.
- ◆ In the "Set Up Slideshow" Configuration options:
The slide show settings dialog box appears.

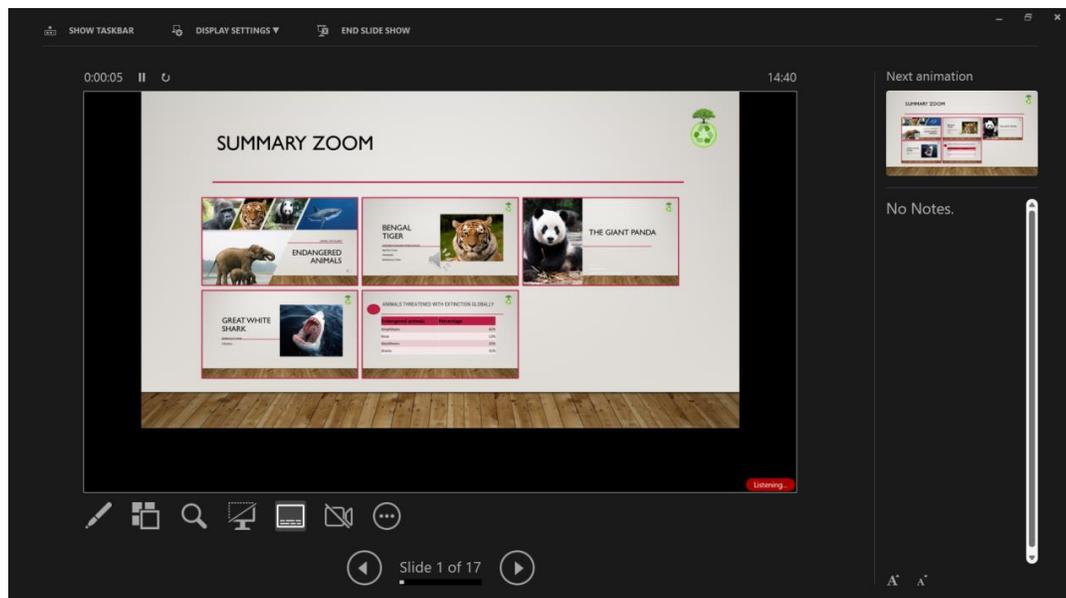
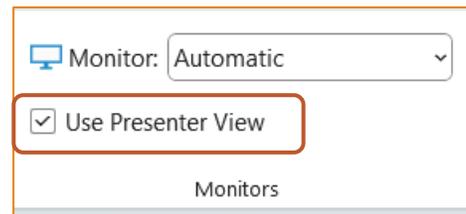


A slideshow is the projection of a presentation on a screen.

We will mainly use the commands under the "Slideshow" TAB, as well as the slideshow toolbar.

A slideshow can be viewed:

- ◆ Full screen: this is the default option.
- ◆ In Reading mode
- ◆ Presenter View



Full screen slideshow

To start the slideshow in full screen:

- ◇ Click the "Slideshow" button  located in the status bar.
- ◇ The slide show starts with the active slide.
- ◇ Or: On the "Slide Show" TAB, in the "Start Slideshow" group, choose "From the beginning" or "From the current slide".
- ◇ To exit the slide show, press the Esc key or the minus key.
- ◇ A toolbar of four buttons appears at the bottom, on the left of the screen (otherwise move the mouse to make it appear).



It includes:

- ◇ The two arrow buttons 
- ◇ The Pen icon button 
- ◇ The Slide icon button 
- ◇ The options are also displayed by right-clicking on the slide.
- ◇ All four buttons, as well as the mouse pointer, can be shown or hidden: right click on the slide - "Pointer Options" - "Direction Arrow Options".

There are three options:

- ◇ "Automatic": this is the active option by default.

The pointer and the four buttons disappear after three seconds of inactivity. They reappear as soon as you move the mouse.

- ◇ "Visible": The pointer and buttons are always visible during the slideshow.
- ◇ "Hide always": The pointer and buttons are hidden.

To return to "Automatic" or "Visible" option: right click - "Pointer options" - "Direction arrow options", then choose "Automatic "Screen" - "Switch between programs".

To display keyboard shortcuts that you can use while projecting: Select the Slide - Help button.

Slideshow in reading view

New for 2016, the Slideshow Reading mode allows you to read it on a computer screen, and to use a toolbar specific to this mode (at the bottom, on the right of the screen). To switch the slide show to Reading view:

Activate the "**Reading View**" button , located on the **status bar**. The slide show starts with **the active slide**.

Or: under the "View" TAB, in the "Presentation views" group, click the "**Reading View**" button. The slide show starts on the **first slide**.



The toolbar includes:

- ◆ The two arrow buttons move to the previous or next slide.
- ◆ A "Menu" button to access options available in this mode. These options are also displayed by right-clicking on the slide.
- ◆ The buttons controlling other display modes: "Normal", "Slide Sorter" and "Slideshow" (full screen).

Slideshow in a window

In a window: display the "Slideshow Settings" window by clicking on the "Set Up Slideshow" button in the TAB "Set Up" group "Slideshow").

Enable the "Browsed by an individual (Window)" option.

Fill in the window, validate, then launch the slideshow.

In this case, the title bar showing the names of the software and file, as well as the status bar are displayed.

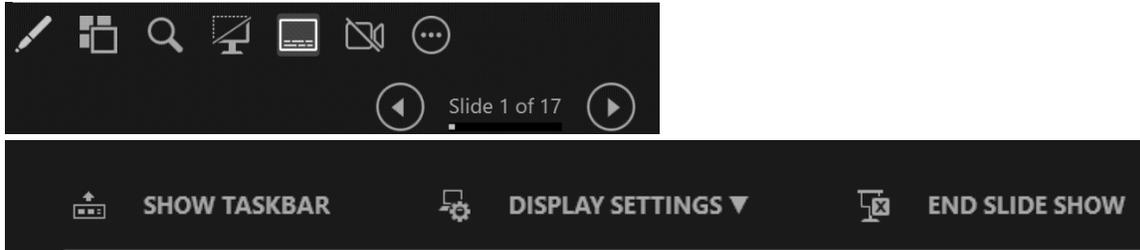
To switch to full-screen view, right-click on the slide - Full Screen.

Note:

Navigating the slideshow

The slide show toolbar controls, as well as the mouse and keyboard keys are used.

You can use:



- ◇ **At the previous animation or slide:** the button  , or ← ↑ an arrow key on the keyboard, or P (such as Previous), or Page Up.
- ◇ **To the next animation or slide:** the button  , or an arrow key on the keyboard → ↓, Space or Enter, or S (such as Next), or Page Down, or single click.

Pen annotation and laser pointer

Annotating a slide during projection

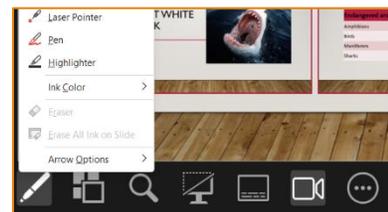
In "Slideshow" mode, use the **Pen button** (at the bottom of the screen).

This button offers (left click) commands to **draw**, **write** and **highlight** (by click-and-drag), in the **desired color**, and if necessary, **erase** (by clicks), on the displayed slide.

To remove all annotations from the slide, click the Pen - "Remove all ink on slide" button.

To **locate the arrow pointer**, click the "Arrow" option on the button or press the **Esc key**. At the end of the slideshow, a window appears, in which it is asked **if you want to keep the annotations made**.

Ignore them **delete** them.



If they are **kept**, they cannot be erased, but they can be hidden. Preserved annotations appear on the slide as graphic objects.

Show **or hide annotations**: Click the **Slide - Screen menu**. Turn the "Show/Hide ink annotations" option on or off.

Laser pointer

The laser pointer can be used in **Slide Show** mode or in **Reading mode**.

To make the mouse pointer look like a laser pointer, press **Ctrl + click**.

We will see below that his movements can be **recorded**.

By releasing the Ctrl key and the mouse button, the pointer returns to its usual appearance.

Record narrations, timings, and laser

To record oral comments, the computer must be equipped with a sound card, speakers, and microphone.

Do the following:

If narration does not start on the first slide, select the slide from which it starts.

Under the "Slideshow" TAB, in the "Setup" group, open the "**Save Slideshow**" button menu, and choose the desired option (at the beginning or from the current slide).

Fill in the "**Save Slideshow**" window, knowing that:

The first option only records slide display times. The second option only records narrations and laser.

After validation, the "**Recording**" toolbar is displayed:



The first button controls the **move to the next animation or slide**.

The second button is the **pause button**. It pauses the timing of the displayed slide. To continue, click it again.

The middle area of the "**Slide Duration**" tooltip displays the timing.

The next tooltip, "**Repeat**", resets the timing of the displayed slide to 0.

The last display area shows the total recording **time**.

If a narration was recorded:

Next to each slide in question, the **On each slide concerned icon appears, appears the To skip the slideshow:**

Without narration: under the "Slideshow" TAB, in the "Configuration" group, uncheck the box for "Play narrations".

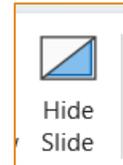
Without using timing: uncheck the "Use timing" box.

Hide slide- custom slideshows.

Hide slide.

You may not want to show some slides in the slideshow.

In "Normal" or "Slide Sorter" mode, first select the slides you want to hide. On the "Slide Show" TAB, in the "Setup" group, click the "Hide Slide" button.



In "Normal" mode or "Slide Sorter" mode, the numbers of hidden slides are crossed out.

To remove the masks, select the hidden slides in the "Setup" group, then deselect the "Hide Slide" option. The numbers of the "unmasked" slides are no longer crossed out.

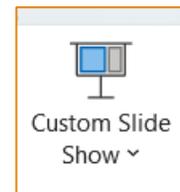
Custom slideshows

Here again, it is a question of displaying only certain slides of the presentation, but this time there is creation of slideshow(s).

One or more slideshows are created, each consisting of a portion of the slides in the presentation.

CREATE A CUSTOM SLIDESHOW

Display the "Custom Slideshows" window: activate the "Custom Slideshow" button in the "Start Slideshow" - Custom Slideshows.



Click on the "New" button. Enter a name. Select the slides that will be part of the slideshow, then click "Add".

The arrow buttons in the window allow you to change the order of the slides. The numbers of hidden slides are enclosed in parentheses.

Projection

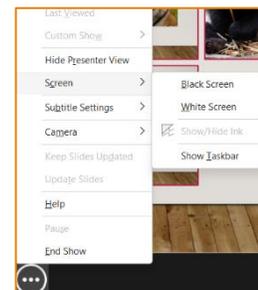
Black screen, white screen

A **black screen** can be displayed by typing the letter N or the dot sign.

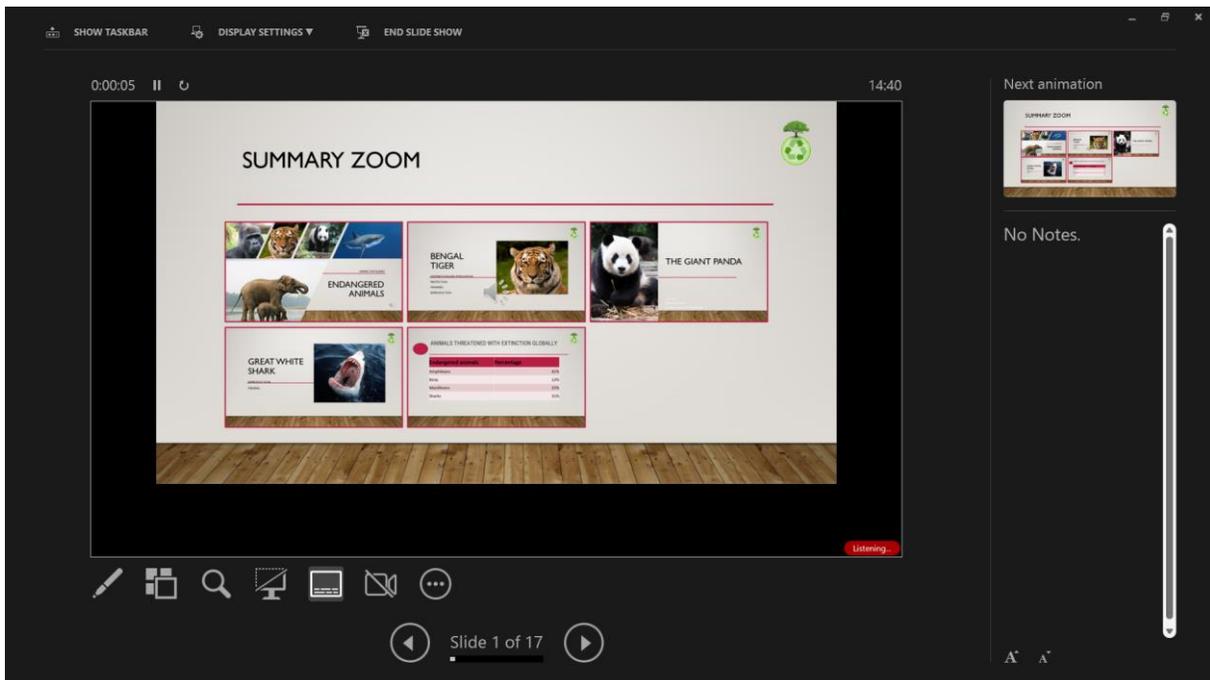
Or in "Slideshow" mode: Slide - screen - Black screen. Pressing any key returns to the previous display.

A **white screen** can be displayed by typing the letter B or the semicolon.

Or in "Slideshow" mode: Slide  button - Screen - White screen. Pressing any key returns to the previous display.



Projection in presenter mode



Projection in Presenter mode requires **two screens** to be attached to the computer: one used by the **presenter**, the other facing the **audience**.

When the presenter views the PowerPoint presentation, their screen is different from yours, here is what they see:

Open the presentation you want to project, then launch Presenter view: on the "Slideshow" **TAB**, in the "**Monitors**" **group**, check the box «**Use Presenter View**».

The audience sees the presentation, slide by slide.

The presenter screen contains **additional elements**: slide thumbnails, next slide buttons, previous slide, pen button, slide button, slide comment area, with zoom; it also specifies: the number of the slide displayed, and the time elapsed since the beginning of the presentation.

This documentation was produced from the SEME 2010 documentation and the CoursBardon training, available on the Internet.

\\Dlink-0e9656\Course Notes\2016_MSOoffice\PowerPoint\PowerPointLevel2.docx

KEYBOARD SHORTCUT

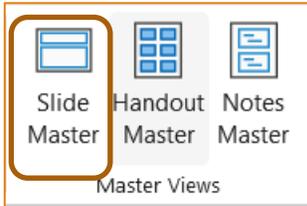
FUNCTION	DESCRIPTION
CTRL + X	CUT
CTRL + ESC	SHOW START MENU
CTRL + C	COPY
CTRL + V	PASTE
CTRL + Z	CANCEL AN OPERATION
CTRL + A	SELECT ALL SLIDES IN SORTER VIEW SELECT ALL TEXT BOXES AND PICTURES ON A SLIDE OR SELECT ALL TEXT IN A TEXT BOX
CTRL + P	PRINT THE DOCUMENT
CTRL + END	GO TO THE END OF THE DOCUMENT
CTRL + POS1 (HOME)	GO TO THE TOP OF THE DOCUMENT
F4	REPEAT THE LAST OPERATION
F5	VIEW SLIDESHOW
ESC	CLOSES A WINDOW IN AN APPLICATION
F 7	SPELL CHECKING
F1	DISPLAYS HELP

Note:

CREATING A TEMPLATE

Open a new presentation.

In TAB “View”, click in “Slide Master”

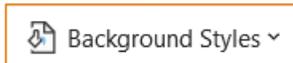


Always choose the first “Slide” (Number 1)

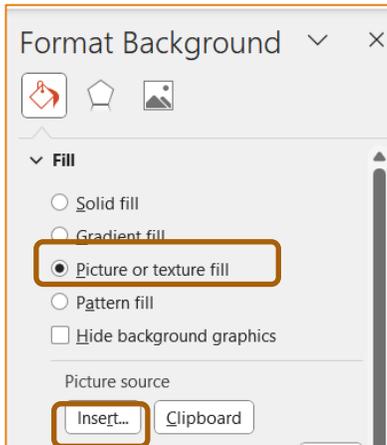


Work to be done on the main slide (the first slide)

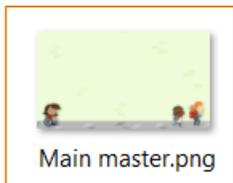
1. Main **slide** background
In mask: **Background Styles**



2. Choose: **Picture or texture fill**



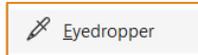
Choose Picture “Main master” in your folder “Exercises_Template”



- Title: Choose WordArt



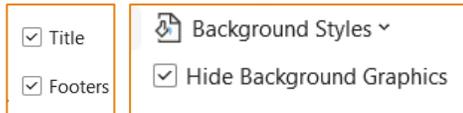
- Change the color of the text: In "Text fill," use the Eyedropper to choose your font color



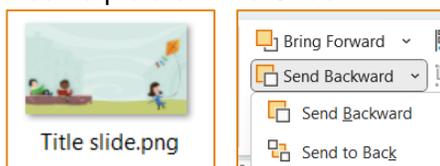
- Change fonts and bullets for the first two levels (Your choice)
- Level 1 – Paragraph Spacing: Before – After (12pt)
- Level 2 – Line Spacing: 1.3
- Change the space between the bullet and the text as needed.
- Insert your company logo or (A picture in the folder)
- If there is a white background behind the picture, can you remove it?
- Footer: size 18, change font color
- Page number: much bigger, move (your choice)

Work on: Title Slide

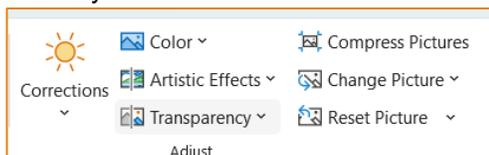
- Choose **White background**, no "**Footers**" and "**Hide Background Graphics**"



- See the difference between using "Background" with picture and insert a picture in the slide
Insert a picture "**Title Slide**"

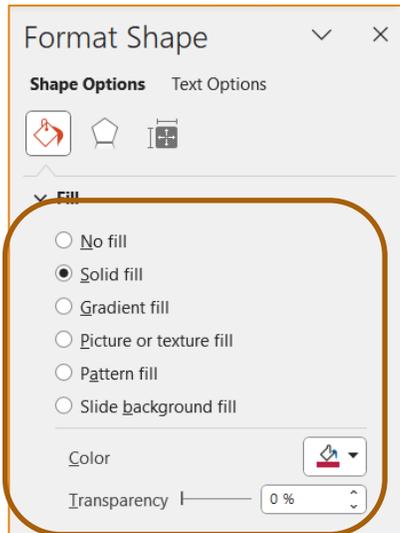


- "Send to Back" in group "**Arrange**".
- You can change colors, transparencies, and artistic effects, you have more choice and style this way.



- Move text boxes, color, etc.

18. Insert some shapes (round or square)



Remove the outline and use "Transparency"

Double the shapes and sizes, color with the eyedropper to take the colors already in the background.

Work on: Slide "Section header"

19. Modify "Title section"
Picture: "Title section"

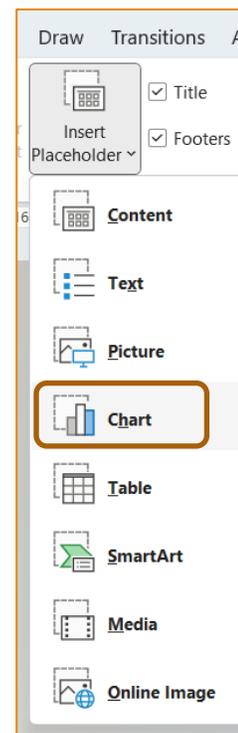
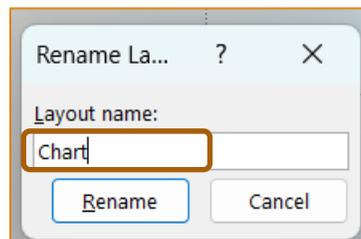
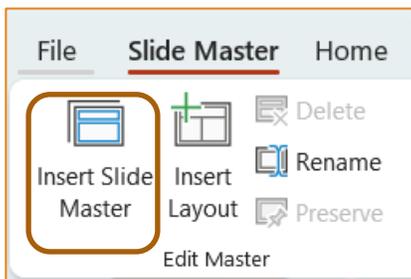


Move text and text color boxes.

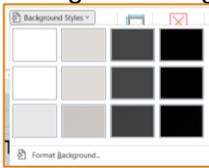
Three new slides to create:

First: Graphic slide

20. Insert Slide Master
Rename: "Chart"
Insert Placeholder: "Chart"



21. Change its background: "Apply to selected slides only"



Second: SmartArt Slide

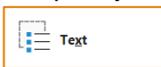
22. Also create a new "SmartArt" slide
23. Repeat the same "Insert Slide" steps, rename "SmartArt Slide" Placeholder, and choose **SmartArt**



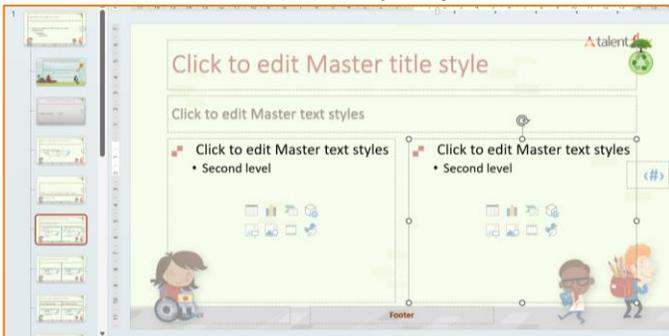
24. You also change its background to: "Other background", hide background graphics to remove the logo.

Last slide: Double Title

25. Name " Slide Double title"
26. Add a text box, below the title.
27. keep only the first level, delete the bullet



28. Add two areas: "Content", keep only the first two levels.



29. Close the " Slide Master"
30. Save your presentation in your file, "Leisure or Education".
31. Save it in "Design", "Leisure or Education Theme".
32. Also save-as: **PPT template**
33. Close your presentation.
34. Open: File: "Outdoor Camp"
35. Search for your theme, add a new Graphic or SmartArt slide and/or Dual Title slide.