

Open Learning Guide

Microsoft® PowerPoint® 2013

Introductory

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Section 2

Slides

By the end of this section you should be able to:

Understand and Use Different Views






Understand Slide Show Basics

Save, Close and Open Presentations

Exercise 11 - Views

Guidelines:

The *PowerPoint VIEW* tab lists five different ways to view a presentation on screen. (**Master Views** are covered in the Advanced Guide). Each view shows a different aspect of the presentation. The views are (with the **VIEW** tab icons):


| | | |
|---------------------|--|--|
| Normal |  | Combines the main Slide View with a multiple Slides view and an area for Notes . Each area of the screen can be resized individually. |
| Outline view |  | The text content of the slides is listed in the left panel of the screen. Used to add or edit the presentation page titles and text. |
| Slide Sorter |  | A miniature of each slide is shown. Used to change the order, effects and timings of the slide show. |
| Notes Page |  | Used to create speaker's notes for the slides (available from the VIEW tab or the Status Bar). |
| Reading View |  | Used to view presentations as a slide that fits within the window |

Buttons for three of these views can be found at the bottom right of most *PowerPoint* screens. There is also a button to start the slide show here.










Views within the **Normal View** are:

| | |
|--------------------|--|
| Slide view | Used to change the text, graphics and layout of a slide and to add graphics and artwork from other applications. This is the main view for editing slides. |
| Slides view | A vertical list of miniature slide images with the same functions as Slide Sorter View . Occupies the same panel as Outline View. Tabs are used to toggle between them. |

Actions:

1. Start PowerPoint.
2. From the **PowerPoint** window, click on the thumbnail **Welcome to PowerPoint** and click **Create**.
3. Click on the **VIEW** tab. **Normal** view is displayed by default. Click the **Slide Sorter** button, . Several slides of the presentation are shown on the screen at once.

Exercise 11 - Continued

4. Click on the **Notes Page** button, . The slide is shown in the top of the screen, with an area for notes at the bottom.
5. Click the **Slide Show** button, , at the bottom right of the screen. The presentation slide show starts, beginning with the slide.
6. Click the mouse button to go from one slide to the next. Each slide is shown in turn on the screen. Continue to the end or press <Esc> to finish.
7. Make sure **Normal** view, , is selected and look at the pane on the left.
8. A list of slide miniatures is displayed in the pane. The currently selected slide is highlighted.
9. Each pane works independently of the others, although they are also linked. Click slide **4** in the **Slides** list and slide **4** will be shown in the **Slide** pane. Click in the **Slide** pane.
10. Display the **VIEW** tab from the Ribbon, click **Zoom** and choose **100%** from the **Zoom** dialog box. Click **OK**. 
11. Use the scroll bar at the bottom of the **Slide** pane to see more of the slide.
12. Now click **Zoom** again and select **Fit** from the list. Click **OK**. The slide returns to its dimensions when *PowerPoint* was originally opened.
13. Select **Outline View**, , from the **VIEW** tab to show the text contents of the slides in the pane. Each slide is represented by a small icon and the slide number, e.g. .
14. Use the scroll bar at the right of the **Outline** pane to display slide **2**. Move the mouse over the icon until it becomes . Click once to display slide **2** in the **Slide** pane. The associated text is highlighted in the **Outline** pane.
15. Move the mouse over the border at the right of the **Outline** pane until it becomes . Click and drag to change the size of the pane until it fills about half the screen. Drag to the left to decrease the size of the pane or to the right to increase it. Drag the border back to its original position.
16. View slide **4**, **Work Together**. Click in the **Notes** pane (**Click to add notes**, if not visible, click  on the **Status Bar**) and type in **Many people can contribute**.

*Note: Any graphics required in notes must be inserted in **Notes Page** view.*

17. Leave the presentation on screen for the next exercise.

Exercise 12 - Slide View


Guidelines:

Slide View is the pane on the right within **Normal View** - it shows the presentation slides, one at a time, with all text properly formatted and with a background template. This is the main area used to create, edit and format most slide content.


The scroll bar at the right of the screen is used to move from one slide to another.

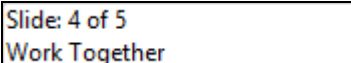
In all the views except **Slide Show**, pressing **<Ctrl Home>** or **<Ctrl End>** moves directly to the first or last slide in a presentation respectively.

Actions:

1. The presentation started earlier should still be on screen, if not start a new presentation from **FEATURED** templates called **Welcome to PowerPoint**.
2. Click on the **Next Slide** button, , to move to the next slide.

*Note: The sequence number of the current slide is always displayed on the **Status Bar**, e.g. **Slide 2 of 18**.*

3. Click on the **Previous Slide** button, , to move back one slide.
4. Click and drag the scroll button up or down the scroll bar as appropriate. Release the mouse button when the marker for slide **4, Work Together**, appears.



Slide: 4 of 5
Work Together

5. Press **<Ctrl End>** to move to the last slide in the presentation.
6. Press **<Ctrl Home>** to move to the first slide in the presentation.
7. Practise navigating through the slides in **Normal** view, then return to **Slide 1**.
8. Leave the presentation on screen for the next exercise.

Exercise 13 - Slides and Outline View

Guidelines:

Slides and **Outline** views can both be used to move to different slides or rearrange slides in the context of the presentation.

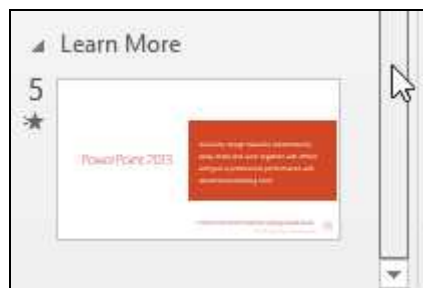
Slides does this using thumbnail pictures, while **Outline** uses only text. Text can be entered in **Outline** and it will appear on the slide. Text can also be hidden in **Outline** so that only the slide titles appear. This is useful if there are a number of slides which need to be reordered.


Actions:

1. With the **Welcome to PowerPoint** presentation still on screen, from within the **Slides** pane in **Normal View**, click on slide **3 Impress**.



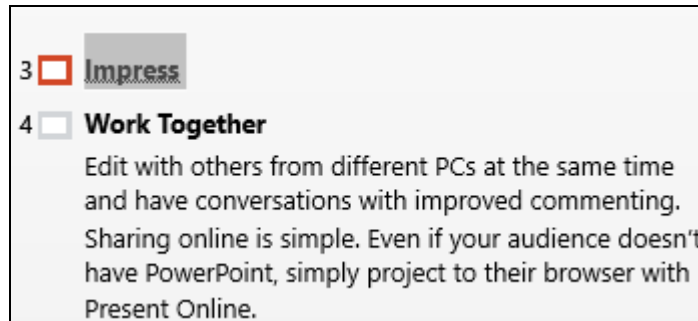
2. The slide is shown in the main part of the window.
3. Move the scroll button in the **Slides** pane down so that slide **5** is in view.



4. Click on it. It is now on view in the **Slide** pane.
5. Click the **VIEW** tab and select **Outline View**. The pane expands to better accommodate the text. Note that no graphics appear in **Outline** view. The current slide is shown as .
6. Click on the icon for slide **3**. The slide title and text become highlighted in **Outline**.
7. In the **Outline** pane, click at the end of the text for slide **3**, beyond the highlighted text. The flashing insertion point cursor should be shown.
8. Press **<Enter>** and type the text: **Text can be added in Outline View**. The text appears on the slide.

Exercise 13 - Continued

9. Double click on the slide icon for slide **3**. The slide text is hidden; only the title is shown, underlined, to denote the hidden words.




10. Right click anywhere in the **Outline** pane and select **Collapse** and then **Collapse All**. All text is hidden, apart from the slide headings.
11. Right click anywhere in the **Outline** pane and select **Expand** then **Expand All**. All text is now shown again.
12. Select **Normal View** to redisplay the slide miniatures at the left.

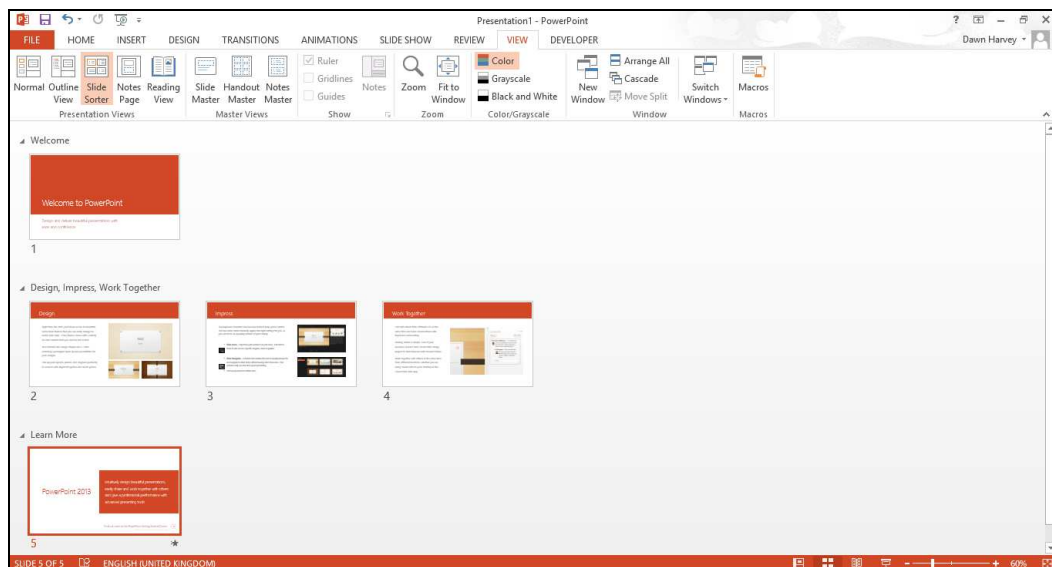
Exercise 14 - Slide Sorter View

Guidelines:

Slide Sorter view shows a thumbnail of slides in a presentation on-screen at the same time. This makes it easy to move, add or delete slides and to decide on animated transitions (special effects, e.g. fade or dissolve) for moving from slide to slide. Transitions and effects are covered in later exercises.

Actions:

1. With the presentation still on screen, switch to **Slide Sorter** view. The screen will appear similar to below.
2. Use the **Zoom Control** slider on the **Status bar**, , to display more or fewer slides (fewer slides will be shown if the screen resolution is below 1024x768).



3. Click on the middle of slide number **3**, hold down the left mouse button and move it about the screen. Notice that as the mouse pointer moves about the screen, the other slides move out of the way.
4. Release the mouse button when the slide is to the left of slide **5**. The **Impress** slide has now become slide **4**.

Exercise 15 - Notes Page View

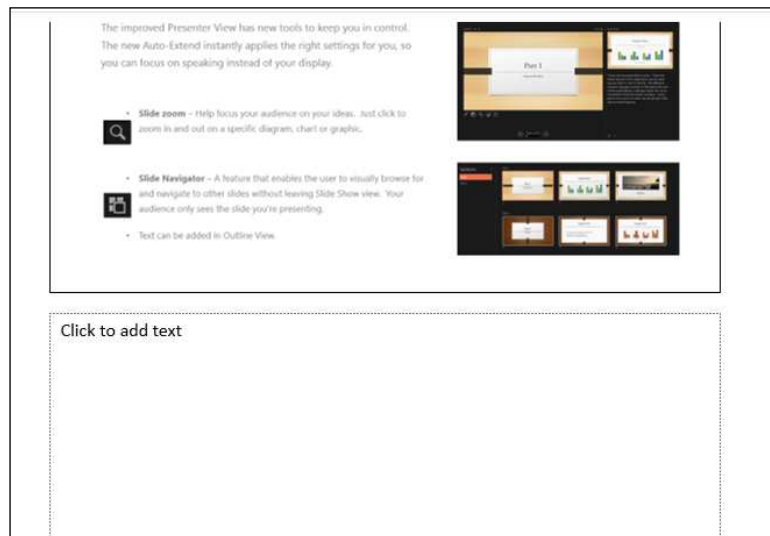
Guidelines:

Notes Page view allows speaker's notes to be added to slides. The top of the screen shows the slide and lower part is reserved for speaker's notes. These can be used to prompt the person delivering the presentation.

*Note: Notes can also be added via the **Notes** pane in **Normal** view. This can be resized by dragging the border between the panes.*

Actions:

- Using the current presentation, display the **VIEW** tab and select **Notes Page** in the **Presentation Views** group.



- Use the scroll bar, if necessary, to move to the notes for slide **4**.

- Click on the **Zoom** button on the

VIEW tab and choose **100%** from the dialog box, then click **OK**.

- The bottom half of the page should now be visible, with the words **Click to add text**. If this notes area is not visible, try scrolling the page up and down using the scroll bar.

- Click on the words **Click to add text**. The words disappear and the box is highlighted. Type the following note:

This is a notes page. Speaker's notes can be added here so that the presenter knows what to say when this slide is being shown.

- Click on the white space outside the notes area to finish entering the text. Zoom to **50%** to see the whole page.

- Switch to **Normal** view and move to slide **2**.

- Click in the **Notes** pane and add the following note, zooming in if necessary:

This is the second slide.


- Switch to **Notes Page** view to confirm that the note is there.


Exercise 16 - Slide Show Basics


Guidelines:

Slide Show is used to preview the presentation. The slides are displayed in full screen view one at a time, with all transitions and effects applied. While the show is in progress, the mouse can be used to draw on the slide using the pen options, to highlight key points.

Actions:

1. Using the presentation from the previous exercise, make sure slide 1 is selected and click the **Start From Beginning** button from the  **Quick Access Toolbar**. The slide show starts, with the first slide filling the screen.
2. Click the mouse button or press <Page Down> to move to the next slide. Continue to slide 4, **Impress**.
3. To move back to slide 3, press <Page Up> or click the right mouse button and select **Previous** from the shortcut menu.
4. To move to a non-adjacent slide, click the right mouse button and select **See All Slides** from the shortcut menu. Select 5 and that slide will be displayed.

*Note: You can navigate using the **Back/Forward/See All Slides** buttons on the popup menu, , that appears at the lower left corner of each slide when you move the mouse over the bottom left part of the screen.*

5. Display the popup menu (using the method shown in the note above) and click the pointer button, . This displays the **Pointer Menu**. Select **Pen** from the menu. The mouse pointer changes into a small dot.
6. Move the pen on to the slide and click and drag. The pointer draws a line on the slide. All lines drawn with any pen are saved to the presentation. Select **Erase All Ink on Slide** from the **Pointer options menu** to delete the lines drawn.
7. Display the **Pointer Menu** again and click **Pen** again to return the mouse pointer to normal. View the rest of the presentation. When the end of the show is reached, a black screen appears with the words **End of slide show, click to exit.**

*Note: If this black screen does not appear, view **Options** from the **FILE** tab and click the **Advanced** button. Select **End with black slide** from **Slide Show** option, click **OK** and view the show again.*


8. Click once to return to the last view used and leave the presentation open for the next exercise.

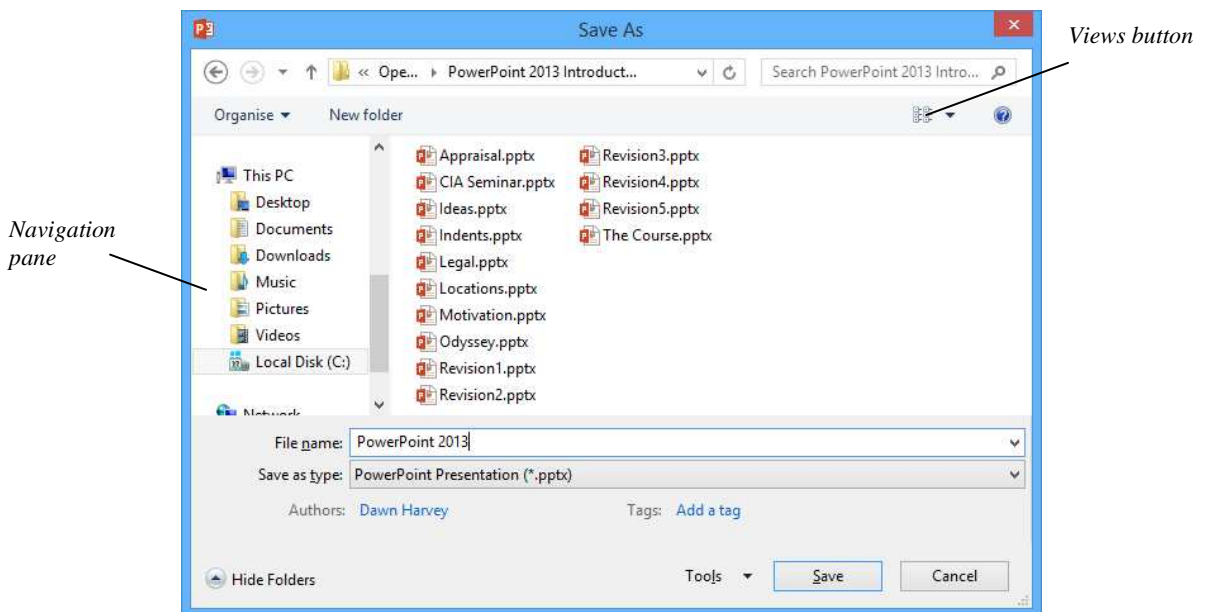
Exercise 17 - Saving a Presentation

Guidelines:


A presentation must be saved if it is to be used again. There are two main ways to save; **Save** to save a new presentation or to update changes made to an existing one; **Save As** to save a presentation under a new name, to a different location, or in a different format.

Actions:

1. The presentation opened earlier is now going to be saved. Click the **FILE** tab and select **Save** (the **Save** button, , can also be used).
2. Click **Computer** and then the **Browse** icon.
3. Navigate to the location where the data files for this guide are stored (see page 3).
4. Double click on the DATA FILES folder, then Open Learning, then on PowerPoint 2013 Introductory.
5. In the **File name** box, change the name to **PowerPoint 2013**.

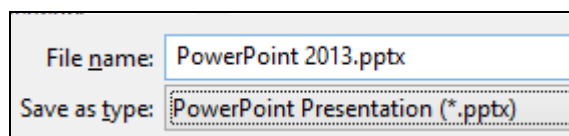


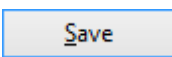
*Note: This guide assumes that the folder being used for the storage of files is **Documents\DATA FILES\Open Learning\PowerPoint 2013 Introductory** on the hard drive. If this is not the case, then select the appropriate drive/disk and folder.*

6. The files are shown above as **List**, your **View** may be different. To view the files as a **List**, click the **Change your view** button,  and select **List**.

Exercise 17 - Continued

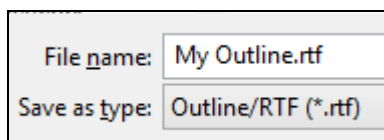
- Click on the drop down arrow at the right of the **Save as type** box to see the different formats available, including: text format **Outline/RTF (*.rtf)**, **Template (*.potx)**, earlier versions of *PowerPoint*, e.g. **PowerPoint 97-2003 (*.ppt)**, graphics formats including **JPEG File (*.jpg)** and **Windows Metafile (*.wmf)**.

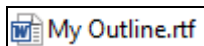


- Choose the default format PowerPoint Presentation (*.pptx).
- Click the **Save** button, .

*Note: To save the presentation in a different format, or another name, select the **FILE** tab and then **Save As**.*

- The presentation can also be saved as an **Outline** file. This means that a presentation saved as an **rtf (Rich Text Format)** outline can be opened in various programs such as *Word*, although any graphic content will be lost.
- Open the **Save As** dialog box. Change the **File name** to **My Outline** and from **Save as type** select **Outline/RTF (*.rtf)**, then click **Save**.



- To make sure that the file has been saved correctly, click the **FILE** tab and select **Open**, make sure the location where your files are saved is selected and change to **All Files (*.*)**, (to the right of the **File name** box).
- The **Outline** file should appear as . This icon indicates that only the text has been saved.
- Click the **Cancel** button to close the **Open** dialog box.

Note: Remember that files can be saved to any folder or to a particular folder that you have been instructed to use.


- Leave the **PowerPoint 2013** presentation open for the next exercise.

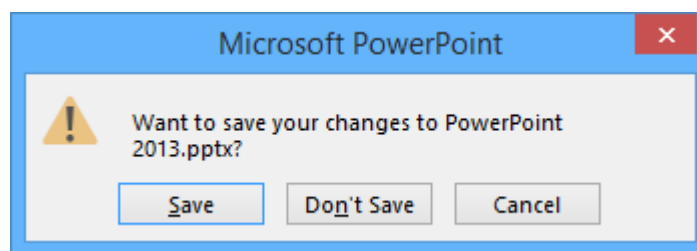
Exercise 18 - Closing a Presentation

Guidelines:

To clear the screen and begin working on a new presentation, the current one can be closed. If the presentation has not been previously saved, or if it has been modified in any way since the last save, a prompt to save it will appear.

Actions:

1. The **PowerPoint 2013** presentation should still be on the screen. If necessary click the **Back** button, , to return to it.
2. In **Slide Sorter** view, move slide **1** to a position after slide **4**. The presentation has now been modified since it was last saved.
3. Click the **FILE** tab and select **Close**. If no changes to the presentation have been made since it was saved the presentation would have closed immediately.
4. The following message appears asking if the new version of the presentation is to be saved:



- Note: In the prompt to save box, clicking **Save** would start the **Save** process. Clicking **Don't Save** would close the presentation without saving anything. Clicking **Cancel** will cancel the close process and return to the presentation.*
5. The change carried out in step 2 does not need to be saved. Click **Don't Save**. The presentation now closes without saving.
 6. A blank *PowerPoint* screen is now shown, ready to start a new presentation, open an existing one or close *PowerPoint*.

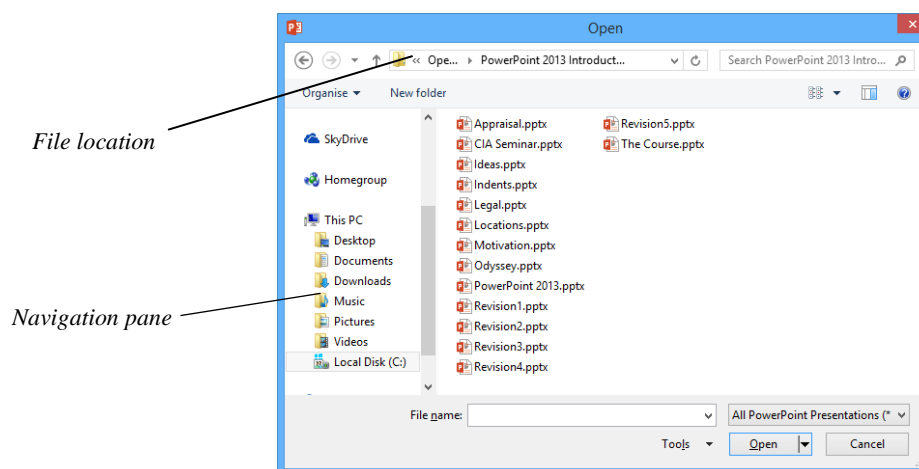
Exercise 19 - Opening Presentations


Guidelines:

Once created and saved, a presentation can be opened again at any time.

Actions:

1. Click the **FILE** tab and select **Open**. Click **Computer** and then the **Browse** icon.
2. Navigate to the location where the data files for this guide are stored (see page 3). Double click on the **DATA FILES** folder, then **Open Learning** and finally on **PowerPoint 2013 Introductory**.



3. Change the view to **List** if necessary, using the drop down arrow of the **Change your view** button, . The *PowerPoint* files will be displayed. *PowerPoint* can also display files of other types if necessary by selecting from the **Files of type** box, to the right of the **File name** box.
4. The **PowerPoint 2013** presentation should be listed. Click on it once to select it, then click **Open** to open the presentation.
5. Move to the Notes page for slide 3. Change **Many people can contribute** to **Many people can make a contribution**.
6. Because the presentation has been changed, but a copy of the original is required as well, use **Save As** to save the presentation as **PPT2** and leave it open.
7. Open the presentation **Locations**.
8. Practise switching between the presentations by clicking on the **PowerPoint** button on the **Taskbar**, displaying the list of open presentations and then clicking on each of them.
9. Close the presentations without saving.

Exercise 20 - Revision: Slides

1. Open the presentation **CIA Seminar**.
2. View the notes page for the first slide.
3. Use the **Zoom** control to change the magnification of the page to **75%**.
4. Insert the following text into the notes page area.

**Good morning ladies and gentlemen, welcome to Sunderland.
I am (your name) and I will be your speaker for this presentation.
First of all I would like to give you a brief introduction to CiA Training.**
5. Change to **Slide Sorter** view and select slide **2**.
6. Display the slide in **Notes Page** view and insert the following text:

Since 1985 CiA Training have been successfully providing training materials to customers throughout the world.

Materials can be uniquely customised to our clients' requirements. Our aim is to ensure each student who uses a CiA product receives the highest quality training materials, written by our dedicated products team.
7. Make sure the option is set to end the presentation with a black end slide.
8. Start the presentation from the beginning and view the whole show.
9. Save the presentation as **CIA Training**.
10. Close the presentation.

Section 6

Slide Formatting

By the end of this section you should be able to:

Change Slide Design and Setup

Apply Colour Schemes

Spellcheck

Exercise 55 - Slide Design and Setup

Guidelines:

The design (theme) chosen when the presentation was first created can be changed at any time. The new design can be applied to all the slides in the presentation or just one. The slide setup, e.g. the slide size and orientation may be changed, as well as the orientation of the **Notes Pages**, **Handouts** and **Outlines**.

Actions:

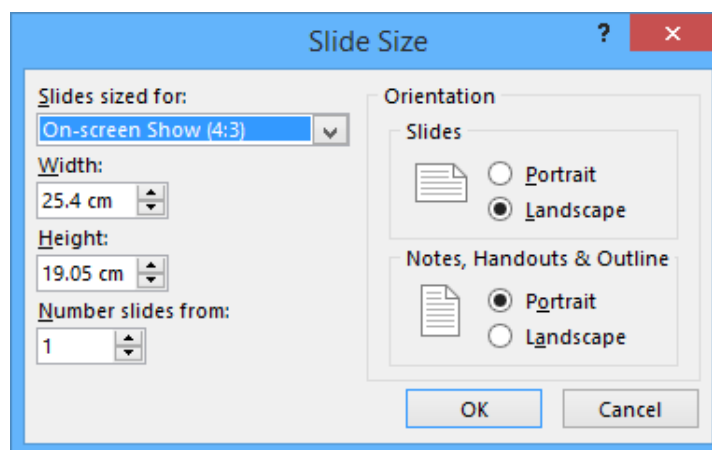
1. Open the **Ideas** presentation and view any slide.
2. Display the **DESIGN** tab and click the **More** button in the **Themes** group.



More button

*Note: There are more **Themes** available from **Office.com**.*

3. Select **Wisp**.
4. **View** the slides in the **Slides** pane at the left to check that all the slide designs have been changed.
5. With the **DESIGN** tab displayed, click the **Slide Size** button and select **Custom Slide Size**.




6. To see the slides with different orientation applied, select **Portrait** from the **Slides** area, then click **OK**. Select **Ensure Fit**.
7. Return the slide to **Landscape** and select **Ensure Fit** again.
8. Leave the presentation open for the next exercise.

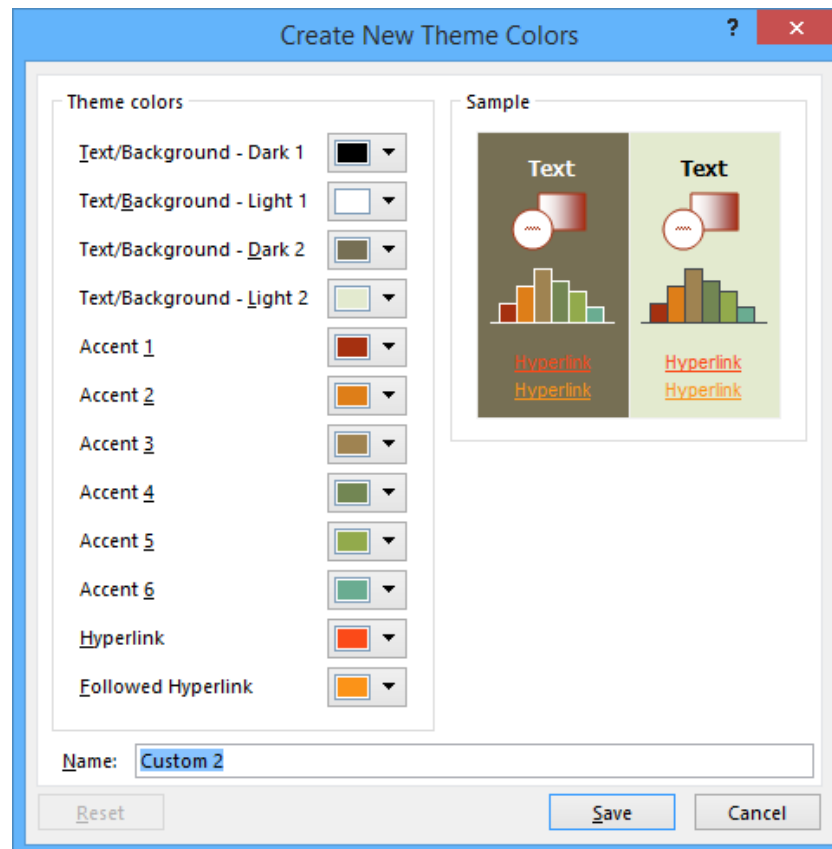
Exercise 56 - Colour Schemes

Guidelines:

A colour scheme is a set of colours that compliment the design template applied to the presentation. When a presentation is first created, a particular colour scheme is applied by default, but this scheme can be changed or a new one selected.

Actions:

1. From the **DESIGN** tab, click the **More** button in the **Variants** group and click . The **Built-In** colours for the themes are listed. A different group of colours can be applied to the chosen theme.
2. To edit the colour scheme by changing individual colours, click **Customize Colors** at the bottom of the list.



3. The various parts of the scheme are shown and can be changed. Click the drop down of the **Text/Background - Dark2** and select **Orange**. Click **Save**. The theme is saved as **Custom #**.
4. The colour does not go with the graphic, click **Undo** to revert back to the original colours.
5. Close the presentation without saving.

Exercise 57 - Spell Checking the Presentation

Guidelines:

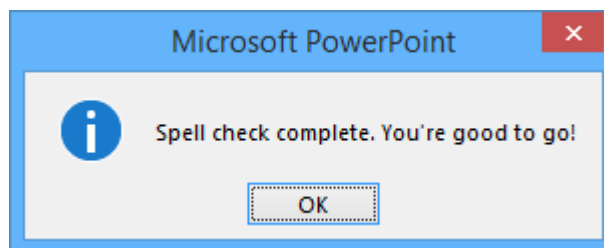
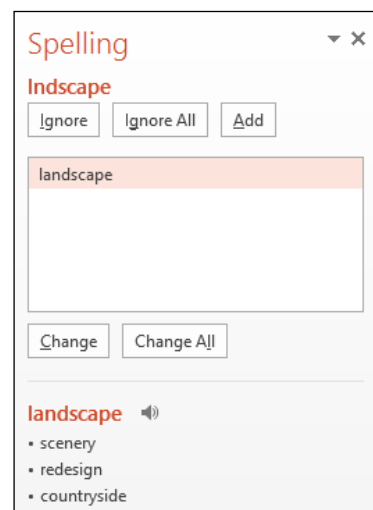
A presentation can be checked at any time for spelling errors. The spell checker will suggest alternatives for words it does not recognise; these can be accepted or ignored. Words can be added to the dictionary if desired.

Actions:


1. Open the presentation **Motivation**.
2. Display the **REVIEW** tab and with slide **1** displayed, click the **Spelling** button in the **Proofing** group, to start the spell checker.
3. When the **Spelling** pane appears, either click **Ignore** to leave the word unchanged or **Change** the incorrect words, by selecting a word from the suggested list.



- Note: On the slide, words spelled incorrectly will be underlined with a red wavy line. An alternative way of correcting errors is to right click such a word to display a shortcut menu showing possible alternative words for selection.*
4. When spell checking is finished, the following dialog box is displayed.



5. Click **OK**.
6. Save the presentation as **Checked** and close it.

*Note: Double clicking on the **Spell Checker** icon, , on the **Status Bar** will also display a shortcut menu with possible alternatives for misspelled words.*

Exercise 58 - Revision: Slide Formatting

1. Open the **Revision** presentation (or the **Revision3** presentation from the data files if you did not complete the revision from the previous Section and save the presentation as **Revision**).
2. Change the colour of the slide, using the **Text/Background - Light 2** box to make it a slightly lighter gold.
3. Has the slide design changed?
4. Spell check the presentation. All names of places or people can be ignored.
5. Ensure the page setup is **Landscape** and sized for an **On-screen show (4:3)**.
6. Save the presentation as **Revision**.
7. Close it.