i. Ask your instructor whether to include any other courses you are currently taking.

j. Include a completed and well-structured Documentation worksheet.

k. Insert the File Name in the left footer of all worksheets.

l. Modify any page settings to ensure your worksheets each will print on a single page. Specify portrait or landscape orientation as is appropriate to maximize readability.

m. Save your file, and then close Excel. Submit your file as directed by your instructor.

Perform 2: Perform in Your Career

Student data file needed:

Blank Excel workbook

You will save your file as:

e01pf2TimeTrack_LastFirst.xlsx

Personal Time Tracking



Finance & Accounting



Human Resources

You have started working as a computer programmer with BetaWerks Software Corporation. The company requires you to track the time that you spend doing different things during the day each week. This helps the company determine how many of your hours are billable to customers. You have several different projects to work on as well as a few training sessions throughout the week. The company pays for one 15-minute coffee break and a one-hour lunch each day. Any additional time is considered personal time.

a. Start **Excel**, and then open a blank workbook. Save the file as **e01pf2TimeTrack_LastFirst** using your first and last name. Rename Sheet1 with a name appropriate to this exercise.

b. Create a worksheet to track your time for the company this week. The following requirements must be met:
   - The worksheet should identify the first day of the workweek with a title such as: Week of mm/dd/yyyy.
   - Your time must be broken down by project/client and weekdays.
   - Time not billable to a project should be classified as Unbillable.
   - Unbillable time should be broken into at least two categories: Breaks and Work.

c. Set up your worksheet so you can easily calculate the amount of time you spent working on each account, in meetings, in training, and on breaks according to the information below:
   - Monday, you spent two hours in a meeting with your development team. This is billable to the BetaWerks Software company as unbillable hours. Following the meeting, you took a 20-minute coffee break. After your break, you spent two hours and 15 minutes working on your project for the Garske Advising. After a one-hour lunch, you attended a two-hour training and development meeting. Before heading home for the day, you spent two hours working on the ISBC Distributing project.
   - Tuesday morning you spent four hours on the Klemisch Kompany project. To help break up the morning, you took a 20-minute coffee break at 10:00. You only had time for a 30-minute lunch because you had to get back to the office for a team-building activity. The activity lasted 40 minutes. To finish the day, you spent four hours working on the Garske Advising assignment.
   - Wednesday morning, you spent two hours each on the Garske Advising and Klemisch Kompany projects. Lunch was a quick 30 minutes because you had a conference call with Mr. Atkinson from ISBC at 1 p.m. The conference call took one hour, and then you spent an additional three hours working on the project.
   - Thursday, the day started with a 30-minute update with your supervisor. Following the meeting, you were able to spend two hours on the ISBC project. After a 15-minute coffee break, you started on a new project for K&M Worldwide for 90 minutes.

P02.00

To Open and Save a File

a. Point to the **bottom-right** corner of the Start screen. On the Charms bar, click the **Search** charm. In the search box at the top of the page, type PowerPoint.

b. Click **PowerPoint 2013**.

c. Click **Open Other Presentations**, then under Open, click **Computer**, and under Computer, click **Browse**. Navigate to where your student data files are located, click **p01ws02Caddy**, and then click **Open**.

d. Save the file as p01ws02Caddy_LastFirst using your last and first name.

Modifying Fonts in a Presentation

In this exercise, you will modify presentation slides for the Red Bluff Golf Course & Pro Shop Caddy School.

P02.01

MyITLab
Workshop 2 Training

To Make Font Adjustments

a. Click **Slide 1**, and then select the text **Red Bluff Golf Course & Pro Shop Caddy School**. On the HOME tab, in the Font group, click the **Font** arrow, and then select **Calibri**. Notice that the words are in small caps.

b. In the Font group, click the **Font Dialog Box Launcher**. In the Font dialog box, uncheck **Small Caps**, and then click **OK**.

The words "Caddy School" appear on the same line as the rest of the title. Because these words are not related to the Red Bluff Golf Course & Pro Shop, it is best to separate them.

c. Click to position the insertion point before the word **Caddy**, and then press Enter.

d. Select the **title** placeholder—or border—so that you see a solid line instead of a dotted line. In the **Font** group, click the **Font Size** arrow, and then select **40**.

e. Click the **VIEW** tab, and then in the Show group, click **Ruler** to display the ruler. Click the **title text** placeholder and then drag the left **sizing handle** to the **4"** mark to the left of **0** on the horizontal ruler. The title text should fit in the placeholder.

SIDE NOTE
Display the Ruler
To display the ruler, click the View tab, and in the Show group, click Ruler.

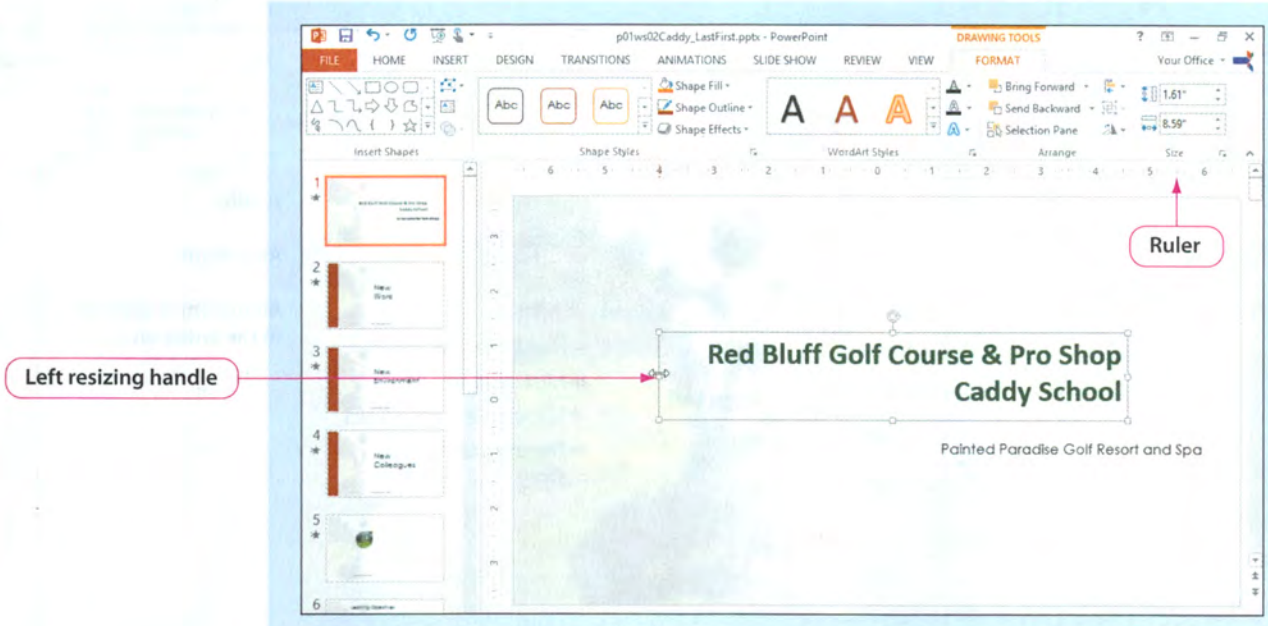


Figure 2 Title slide font adjusted

f. **Save** the presentation.

Aligning Text

Proper text alignment provides organization to the text and enables your audience to read the material more easily. On the Home tab, the Paragraph group contains options to Align Left, Center, Align Right, and Justify text. Most of the body text you type on slides should be left-aligned. People begin reading at the left side of the page and are comfortable with this alignment. Center alignment is sometimes used in titles. It is difficult to read large amounts of text that is centered, so it is a good idea not to center the slide body text. Right alignment is used for emphasis or artistic reasons, and with limited amounts of text. Often right alignment is a solution to placing captions close to photographs that are on the right side of the slide. Justified alignment produces a block with both the left and right margins aligned. Extra spaces are automatically added between the words to achieve the alignment of the margins. This works well for quotations that are longer than one line. In this exercise, you will change the alignment in the presentation.

P02.02

To Align Text

a. Select **Slide 14** from the thumbnails in the left pane.

b. On **Slide 14**, click anywhere in the title text of **Case Study**. On the HOME tab, in the Paragraph group, click **Align Left**. Alignment is applied to the entire line when you place the insertion point in the line.

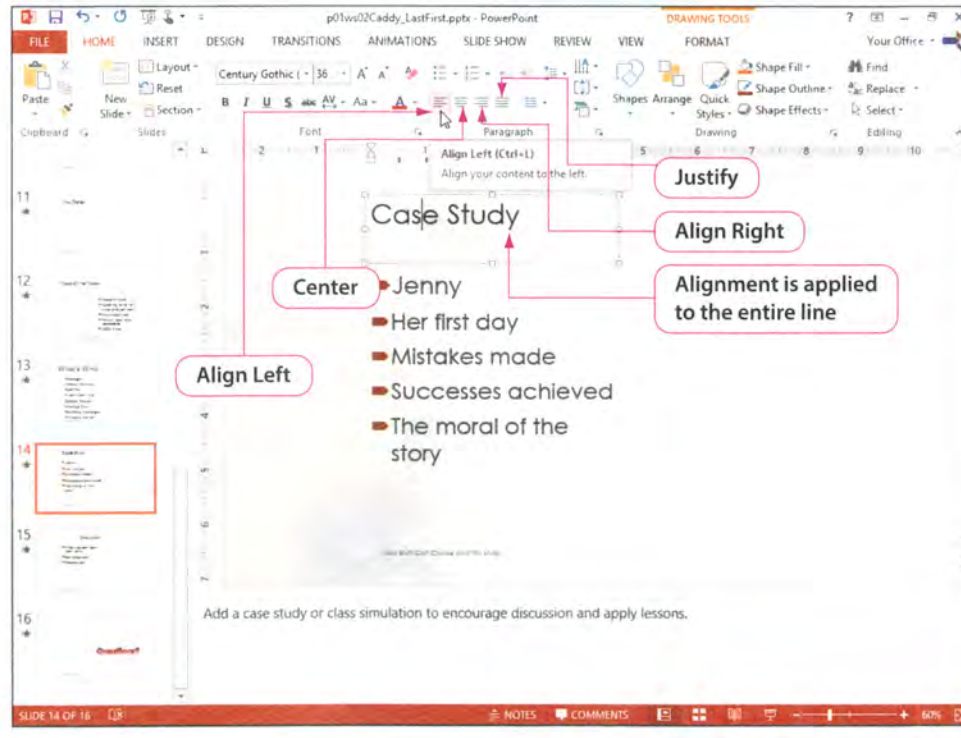


Figure 3 Aligning text

c. Click **Slide 15**. Select the **title text** placeholder. On the HOME tab, in the Paragraph group, click **Align Left**. The alignment is applied to the text within the placeholder.

d. **Save** the presentation.

Use Text Hierarchy to Convey Organization

As you develop the content of your presentation, you will quickly see that there are relationships between the pieces of information. You will want to group information together and perhaps provide a title so your audience sees the information in an organized way. This helps them to remember your key points.

List hierarchy can be shown using bullets or numbers. Bullets are used to group unordered items into a list. In PowerPoint, you can select different bullet symbols using the Bullets arrow in the Paragraph group. You can even customize the bullet symbol by changing the color or size. Many people select custom bullet symbols from the Wingdings font because of the graphic nature of the symbols. Numbers are used for **ordered lists**—sequential steps that need to appear in a specific order. The format of numbers can be Roman numerals, Arabic numerals, or letters. The color and size of the numbers can also be adjusted. You can also change the starting number for the list.

Using Lists

List hierarchy also includes indenting subitems on a slide. The first bulleted point may have three or four characteristics, which are indented and have a different bullet character. The Paragraph group contains the commands to increase and decrease the indention of the items. In this next exercise, you will add a picture bullet to the list of employees helping with the caddy school.

P02.03

To Apply Text Hierarchy and Bullets

a. Click **Slide 14** on the left hand pane, and select the text of the four bullets below the text "Jenny". On the HOME tab, in the Paragraph group, click **Increase List Level**.

b. Click **Slide 13**, and then click in the text **Barry Cheney**. On the HOME tab, in the Paragraph group, click the **Bullets** arrow.

c. Click **Bullets and Numbering**.

d. In the Bullets and Numbering dialog box, click **Picture**, and then next to From a file, click **Browse**. Navigate to where your student data files are located, select the file **p01ws02Bullet**, and then click **Insert**. The bullet has been updated to a custom bullet point.

e. In the Paragraph group, click the **Bullets** arrow, click **Bullets and Numbering**, set the **Size** to 150 % of text, and then click **OK**. You will apply the new bullet to the other names in the next exercise.

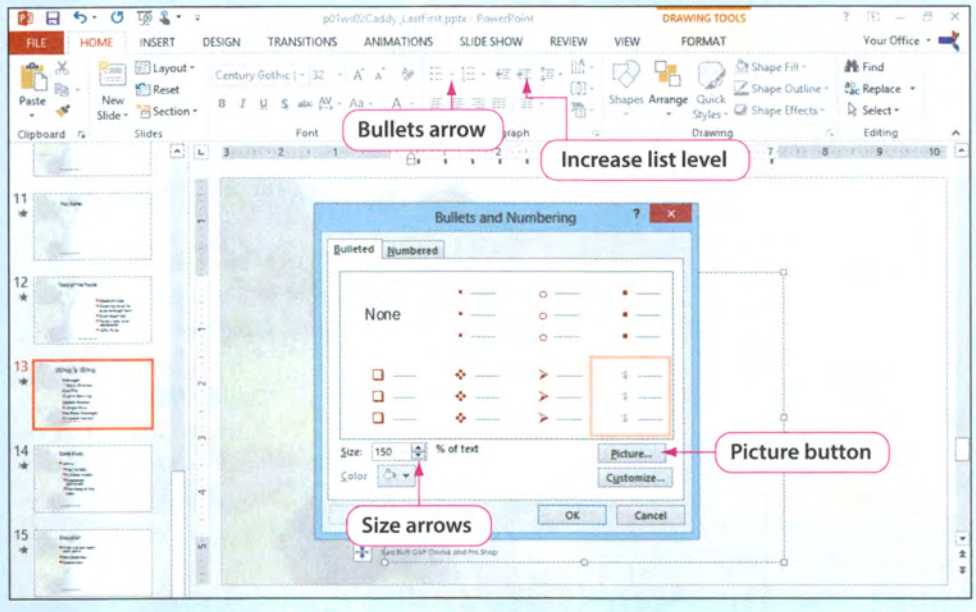


Figure 4 Bullets and Numbering dialog box

f. **Save** the presentation.

Reuse Formats

The **Format Painter** enables you to select the format of something and apply it to something else within the presentation. This is done quickly by touching the paintbrush to whatever has the format you need, and then touching the thing that needs it—like copy and paste, but with a paintbrush. To use Format Painter for multiple instances, such as applying the format to different slides, select the text you want to copy, and double-click Format Painter. When you have finished formatting, click Format Painter again to turn it off.

Using the Format Painter

Previously, you created a custom bullet on Slide 13. You will now use the format painter to apply the new bullet to the other names on the slide.

P02.04

To Use the Format Painter

a. Click **Slide 13**. The second, third, and fourth bullets on this slide need to be the same as the first bullet. Select the bullet text **Barry Cheney**.

b. On the HOME tab, in the Clipboard group, double-click **Format Painter**. As you move the insertion pointer onto the slide, you will notice a paintbrush icon on the pointer to indicate that the Format Painter is active.

Troubleshooting

The Format Painter icon will stay toggled after first use to indicate that you can use the format again. If it does not stay toggled on, try double-clicking faster.

c. Drag the pointer across the text **John Schilling**. The custom bullet was applied. Repeat for **Jorge Cruz** and **Aleeta Herriott**.

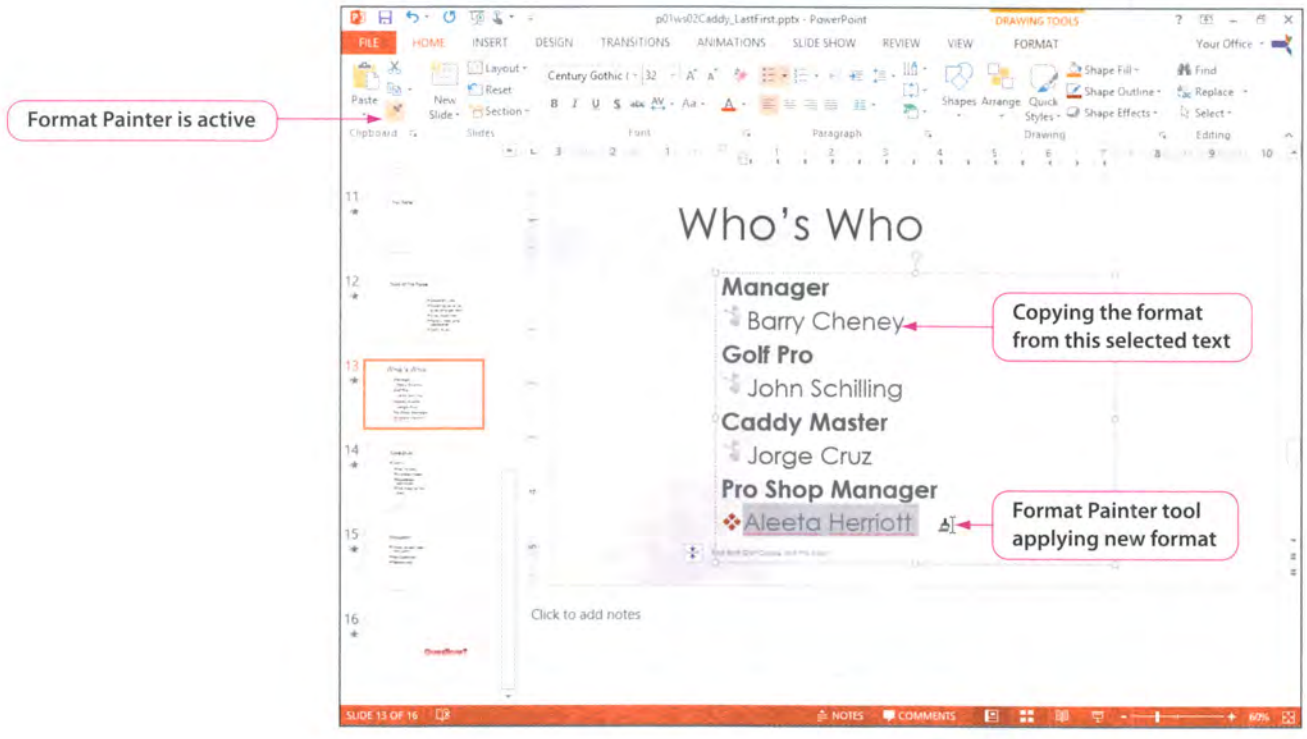


Figure 5 Format Painter

d. In the Clipboard group, click **Format Painter** to return to the normal pointer.

e. **Save** the presentation.

SIDE NOTE

Finished with Format Painter?

When applying formats to multiple instances, you can also turn Format Painter off by pressing the Esc button.

Use Special Symbols

Special **symbols**, from various fonts, are characters not available on a standard keyboard that can be inserted into text placeholders in PowerPoint. The Symbol button on the Insert tab enables you to add these special symbols to your presentation. A common inserted character is the copyright symbol. Other characters include the trademark symbol, currency signs for different countries, and accents and letters from languages. For instance, the acute accent strokes over the "e" letters in the word "résumé" are in the Symbol dialog box.

Using the Symbol Dialog Box

The Symbol dialog box displays the special characters available for the selected font. Symbols you have used recently are displayed at the bottom of the dialog box, and you can click these to reuse the symbols in your current presentation. The character code is the unique number given to the symbol and can be typed into the box.

You will update the title slide of the Caddy School presentation to include a new title, your name, and a copyright notification.

P02.05

To Insert a Symbol

a. Click **Slide 1**, and then click to place the insertion point before the text **Painted Paradise**. Press Enter.

b. On the newly inserted line, type Barry Cheney.

c. Position the insertion point before the text **Painted Paradise**. Click the **INSERT** tab, and then in the Symbols group, click **Symbol**.

d. Click the **Font** box arrow and select (**normal text**). Scroll until you see the © copyright symbol, and then click the © copyright symbol—character code 00A9, click **Insert**, and then click **Close**. The symbol is placed at the insertion point. You will complete the copyright statement.

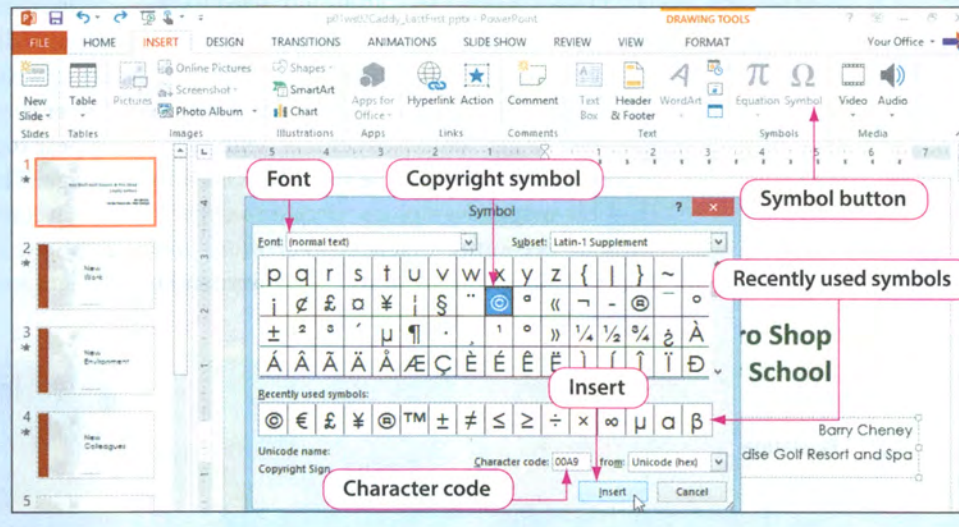


Figure 6 Adding a symbol

e. Type the current year and then press the Spacebar.

f. **Save** the presentation.

Selecting and Using Appropriate Graphics

Graphics, in the form of photographs, charts, graphs, and SmartArt, are valuable assets in presentations. Graphics convey information visually and can evoke a greater understanding of a concept. They add interest to the presentation.

There are some basic ground rules you should consider when selecting graphics. Foremost, the graphics must support your message; otherwise, they will distract and confuse your audience. The graphics should be clear and consistent in design with your presentation and the expectations of your audience. For instance, a business audience attending your presentation on policy changes would not appreciate the use of cartoon art. Likewise, complex charts and graphs would be incomprehensible to most audiences.

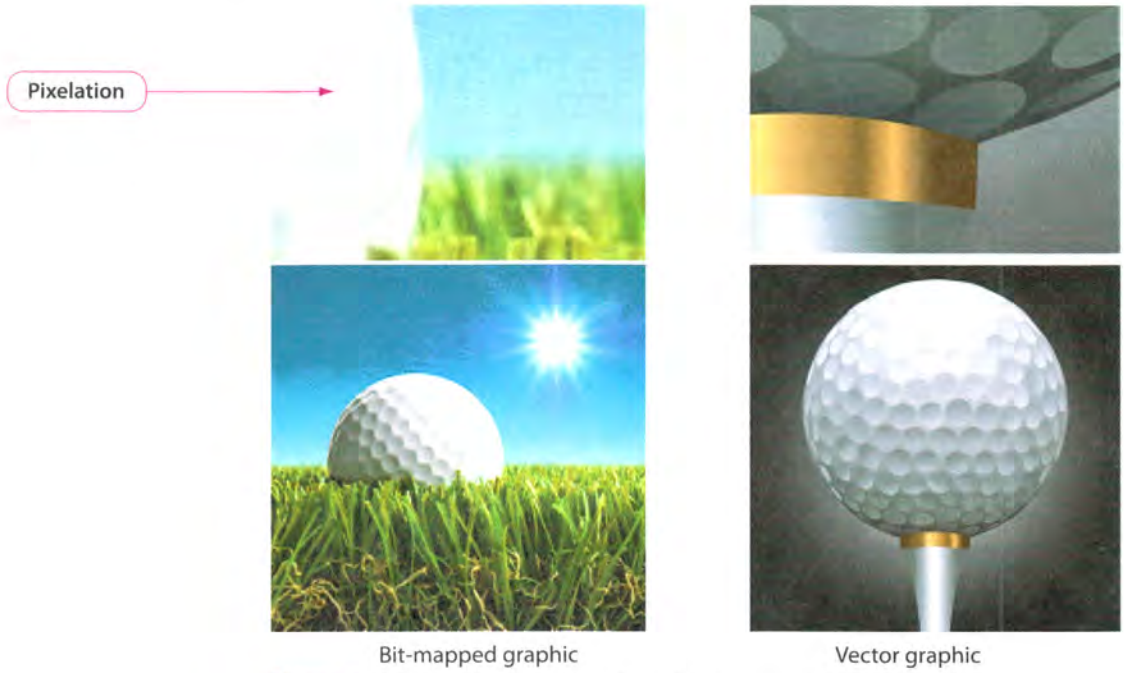
CONSIDER THIS | Selecting Graphics

Graphics add more than just interest to your presentation; they add information, both explicit and implicit. What forms of explicit information can graphics take? What forms of implicit information? Your graphic selections can have unanticipated meanings. Can you recall a time where the presenter's graphic selections were inappropriate or distracting?

SIDE NOTE
Online Content
Accessing Office.com content requires an Internet connection, and the content changes over time.

Graphics can come from a variety of sources. PowerPoint accesses Office.com to provide high-quality art and photographs. You can even find animated art that provides movement to the graphic. The Internet is a rich resource for graphics, but keep **copyright** laws in mind. Of course, photographs that you have taken and other artwork that you produce can be downloaded onto a computer and used in PowerPoint presentations. Large graphics and videos can load very slowly, dragging the presentation response and making it impossible to e-mail and otherwise difficult to share your presentation with others.

There are two types of digital graphics, **bit-mapped** and **vector graphics**, as shown in Figure 7. Bit-mapped images are stored as pixels, individual dots of color arranged in a grid to represent the image. Photographs are an example of bit-mapped images. Up-scaling bit-mapped images or resizing them larger than their stored size, results in a pixilated image: object edges lose definition and appear rough. Vector graphics are made of formulas that determine the shapes used in an image. They are often smaller in file size than bit-mapped graphics. Because of the formulas, vector graphics can also be resized without becoming pixelated. For more about graphics, see the quick reference below Figure 7. In this section, you will insert and manipulate images to balance text and visual representation in your presentation.



Bit-mapped graphic Vector graphic

Figure 7 Vector and bit-mapped graphics

QUICK REFERENCE **Graphic File Formats**

Common graphic file types are:

- JPEG—**J**oint **P**hotographic **E**xperts **G**roup. Compressed file format for raster—pixmap—data. Commonly used for web-based photographs saved as 24-bit RGB data. The higher the compression, the more data is lost, and is therefore a "lossy" type. Also known as JPG.
- GIF—**G**raphic **I**mage **F**ile format. Uses a color lookup table and supports up to 256 colors per image. For flat, solid colors, GIF is your best option. GIFs use lossless compression, which translates to larger file sizes than JPEG.
- TIFF—**T**agged **I**mage **F**ile **F**ormat. Uncompressed, very large files typically used in photo software or page layout software. Have the most flexibility in terms of grayscale, colors for print or web media, including content layers for transparency. Also known as TIF.
- PNG—**P**ortable **N**etwork **G**raphics. Substitute for GIFs and more features than JPEG. Allows for multibit transparency, a full range of color—16 million colors, and better compression.

Work with Images and Art

In his 1797 book *Remarks on Rural Scenery*, John Thomas Smith explains an idea of Sir Joshua Reynolds about balancing light and dark in paintings. He refers to his revolutionary notion as a "**rule of thirds**," discussing proportions of two-thirds to one-third, in particular reference to landscapes. For example, a picture could be framed two-thirds of one element—water—to one-third of another—land. Further, this picture could be framed in a larger scene, so that it occupies one-third while the sky, for example, occupies the upper two-thirds. Finally, Smith concluded that this general proportion of two and one was "the most picturesque medium in all cases of breaking or otherwise qualifying straight lines and masses and groups."

Today, the rule of thirds is used in photography, graphic design, art, composition, and landscape design. Horizontal and vertical guides are overlaid on a scene, and then the scene is manipulated until it is in balance. Some cameras today place a digital grid overlay in view of the photographer so the scene can be optimized specifically with this rule in mind.

In the grid, two equidistant vertical lines slice the scene into thirds vertically, and two equidistant horizontal lines do the same horizontally. The idea is that the most interesting parts of the scene should fall along these lines, or preferably, at the intersections. The intersections are where the most visual impact, or power, is derived, as shown in Figure 8. In some industries, the intersections are called "**power points**."

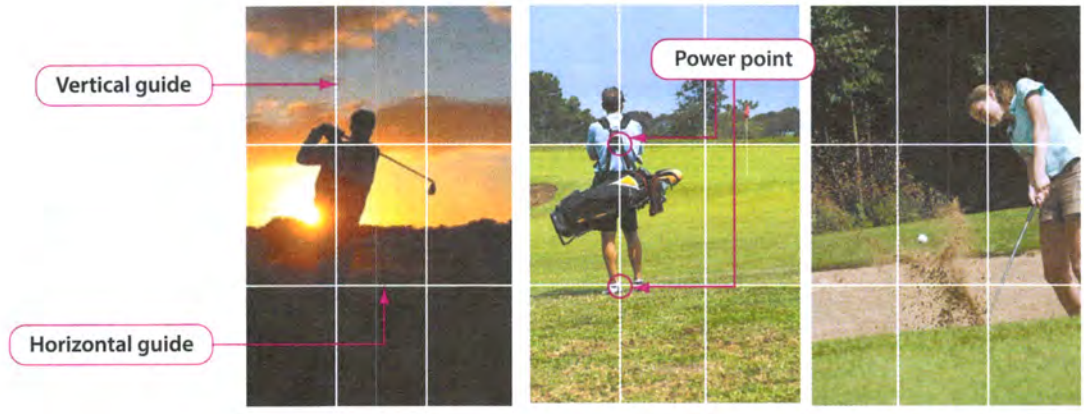


Figure 8 Rule of thirds

While PowerPoint does not tile this visual grid overlay in thirds automatically, you can add multiple visual guides manually. In this way, you will be able to see if your artwork, or your entire slide, is in balance.

Adding Guides

In this section, you will add guides to your slides. The guides will not show in your presentation, but they are an overlay for you to use while designing your presentation. The idea is to put the most important things at the guide intersections, or the power points, as discussed earlier. Depending on your use of power points, they may provide more impact than a bulleted list. The **vertical guide** spans the top and bottom of the slide and is used to align objects horizontally, while the **horizontal guide** spans the left and right of the slide and is used to align objects vertically.

P02.06

To Add Guides

a. Click **Slide 1**, click the **VIEW** tab, and then in the Show group, click **Guides**. Make sure **Ruler** is also checked.

The vertical and horizontal guides will be displayed at the zero mark on both the horizontal ruler above the slide and the vertical ruler to the left of the slide in the Slide pane.

b. Drag the **Vertical Guide** to the right until it reaches **2.25** to the right of **0** on the horizontal ruler.

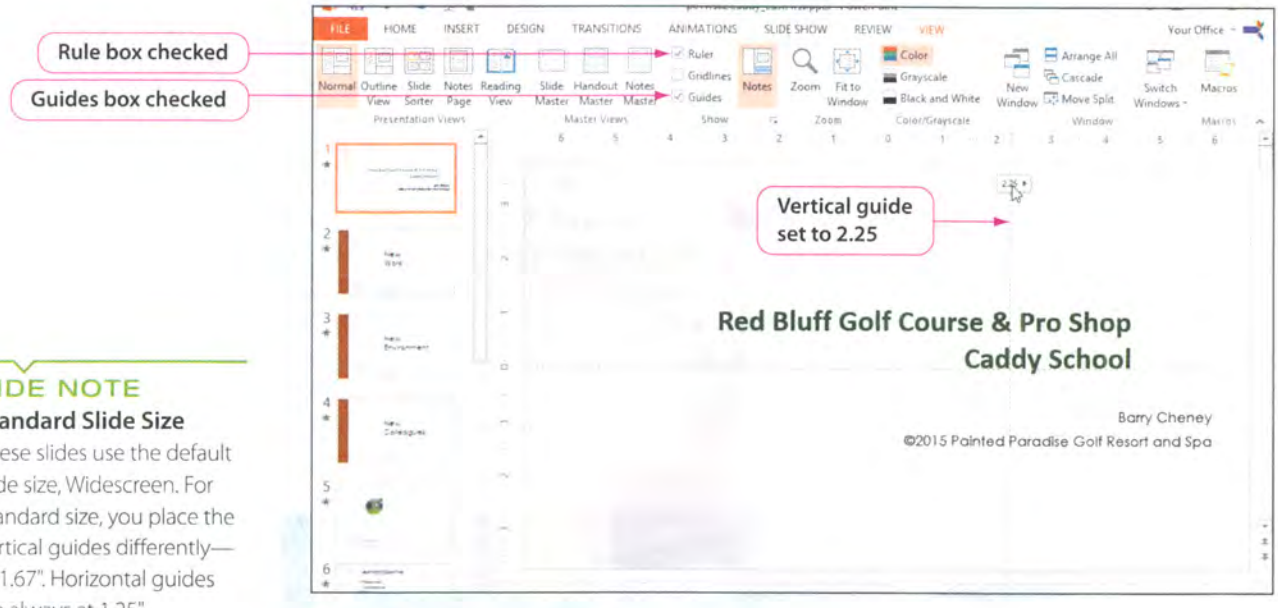


Figure 9 Positioning guides

SIDE NOTE
Standard Slide Size
These slides use the default slide size, Widescreen. For Standard size, you place the vertical guides differently—at 1.67". Horizontal guides are always at 1.25".

c. Right-click the **slide** in an area free of text, point to **Grid and Guides** on the shortcut menu, and then click **Add Vertical Guide**. Drag this guide to the left until it reaches **2.25** to the left of **0** on the horizontal ruler.

SIDE NOTE
Additional Guides
New guides are always positioned at the zero mark.

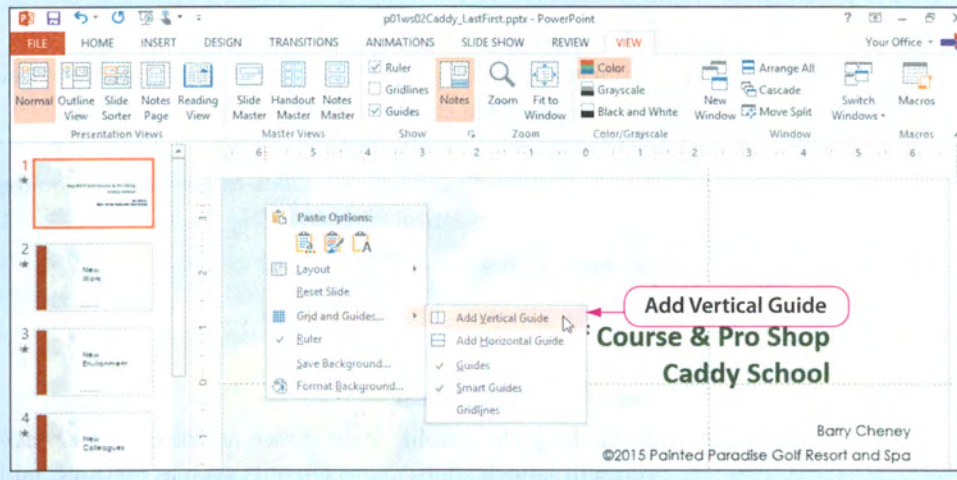


Figure 10 Adding guides

Troubleshooting

If your mouse pointer is blocking your view of the white box that indicates your exact position on the ruler, move your mouse pointer up to the ruler and you should be able to see the position indicator.

d. Drag the **Horizontal Guide** down until it reaches **1.25** below **0** on the vertical ruler. Because you want to divide the slide into thirds vertically, you only need to draw two equidistant horizontal guides.

e. Right-click the **slide** in an area free of text, point to **Grid and Guides** on the shortcut menu, and then click **Add Horizontal Guide**. Drag this guide up until it reaches **1.25** above **0** on the vertical ruler.

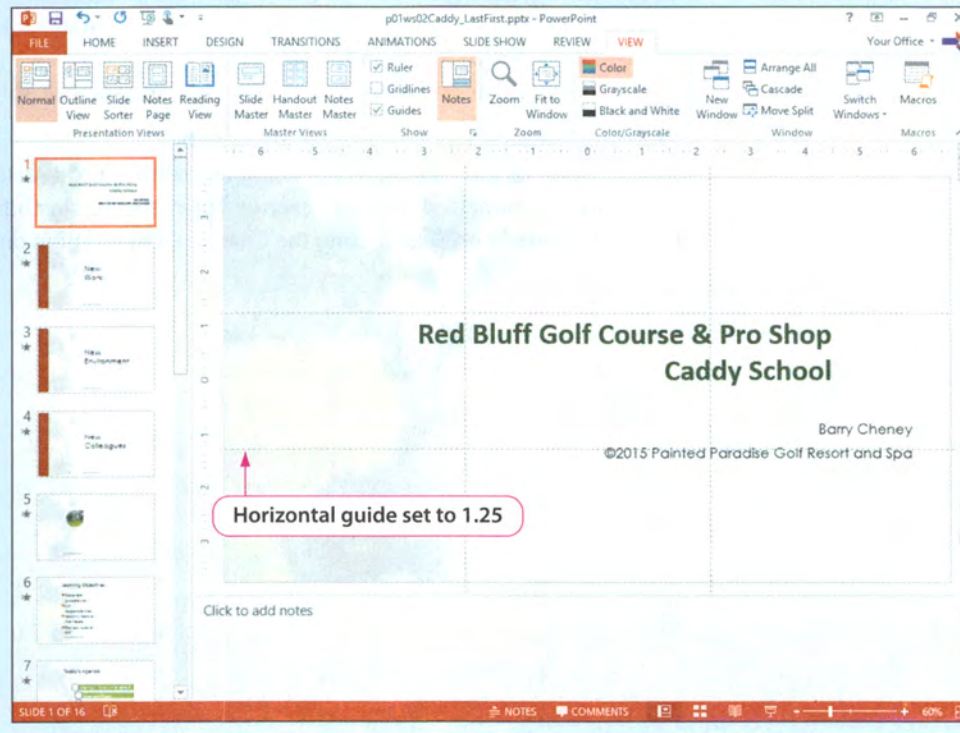


Figure 11 Guides set for Rule of Thirds and power point intersections

Troubleshooting

If you accidentally add more guides than you want or need, you can right-click a guide, and then click Delete.

f. Scroll through a couple of slides to see how the guides reveal the balance, or lack thereof, in the layout of these slides.

g. **Save** the presentation.

Inserting Graphics

By clicking the graphic icons shown on the **content placeholders** of PowerPoint slides, you will launch shortcuts to elments such as pictures, tables, charts, SmartArt graphics, online pictures, or video. You can also use commands on the Insert tab to place graphics on the slides. In the following sections, you will add graphics, a table, a chart, and SmartArt to your presentation.

P02.07

To Insert a Photograph

a. Click **Slide 12**. The content placeholder, with multimedia icons, is displayed on the left of the slide.

b. Click **Pictures** in the content placeholder. Navigate to where your student data files are located, click **p01ws02Caddy**, and then click **Insert**. The photograph appears on the slide, replacing the placeholder. Notice the image covers two of the guide intersections.

c. Click **Slide 6**. Because there is no content placeholder, to insert an image, click the **INSERT** tab, and then in the Images group, click **Pictures**. Locate your student data files, and double-click **p01ws02GolfGirl**.

The image will be inserted on the slide. You will size and crop it later.

d. Click **Slide 5**. Right-click the **photograph**.

One of the advantages of using an existing presentation is that if the pictures are already formatted, you can change them and retain the effects. You will change the photograph on Slide 5 using the Change Picture option on the shortcut menu.

SIDE NOTE

Inserting Images

You can also double-click the content file name to insert the image.

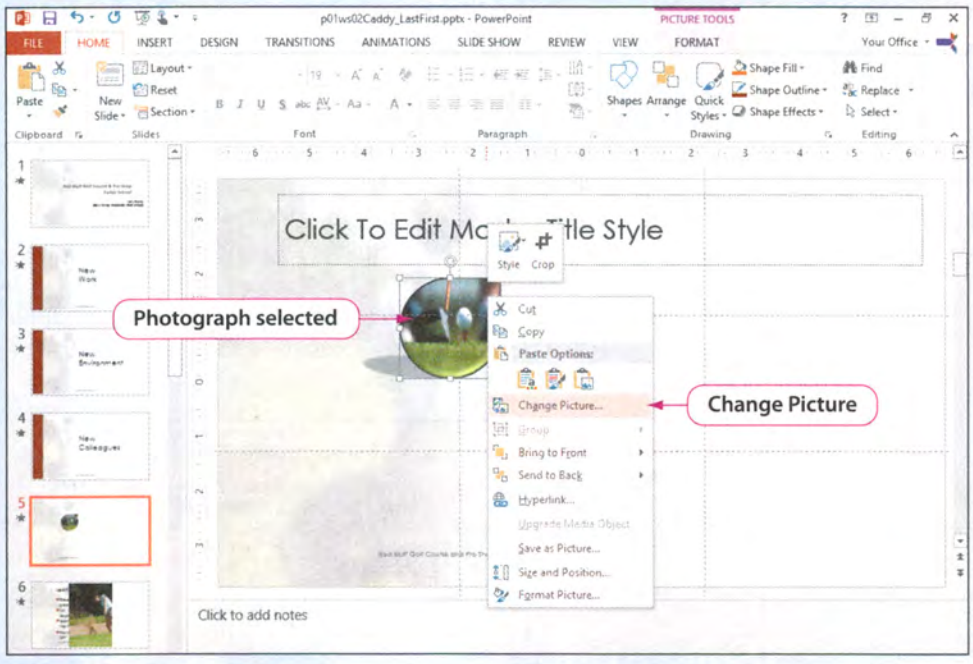


Figure 12 Change picture

e. Click **Change Picture**, browse to your student files, click **p01ws02Green**, and then click **Insert**. The photograph automatically adjusts, replacing the previous photograph.

f. Click **Slide 14**, click the **INSERT** tab, and then in the Images group, click **Pictures**. Navigate to your student data files, click **p01ws02Pink**, and then click **Insert**. The photograph appears on the slide. You will resize it later.

g. **Save** the presentation.

Resizing and Cropping Graphics

Graphics, such as photographs, are easily manipulated using PowerPoint tools. You can resize an object, making it fit into a placeholder; crop unwanted portions from photographs; and rotate or flip images to improve the design of the slide.

Sizing handles, displayed around a selected graphic, enable you to resize the graphic and move it around the slide. The corner sizing handles increase or decrease the size of the graphic when dragged, while retaining the proportions of the graphic. The side sizing handles increase or decrease the width or height of the graphic. Be careful not to distort the graphic when using the side handles. When pointing to a handle to perform a sizing action, the pointer will change to a two-pointed arrow. Point anywhere else on the object, and a four-pointed arrow pointer indicates that you can drag the graphic to a new location on the slide.

In this portion of the workshop, you will improve the graphics. You will resize and crop a photograph.

P02.08

To Resize and Crop Graphics

a. Click **Slide 6**, and then click the **photo**.

b. Under PICTURE TOOLS, on the FORMAT tab, and then in the Size group, click the **Size Dialog Box Launcher**. If necessary, in the **Format Picture** pane, click the **Lock aspect ratio** check box to select it. Under Size, click the **Height** arrow to change the height to **4"**. The width of the graphic will automatically change in proportion to the height of the object.

Notice that the size of the graphic in inches is displayed in the Size group on the FORMAT tab. You can also use the Size group to resize the graphic.

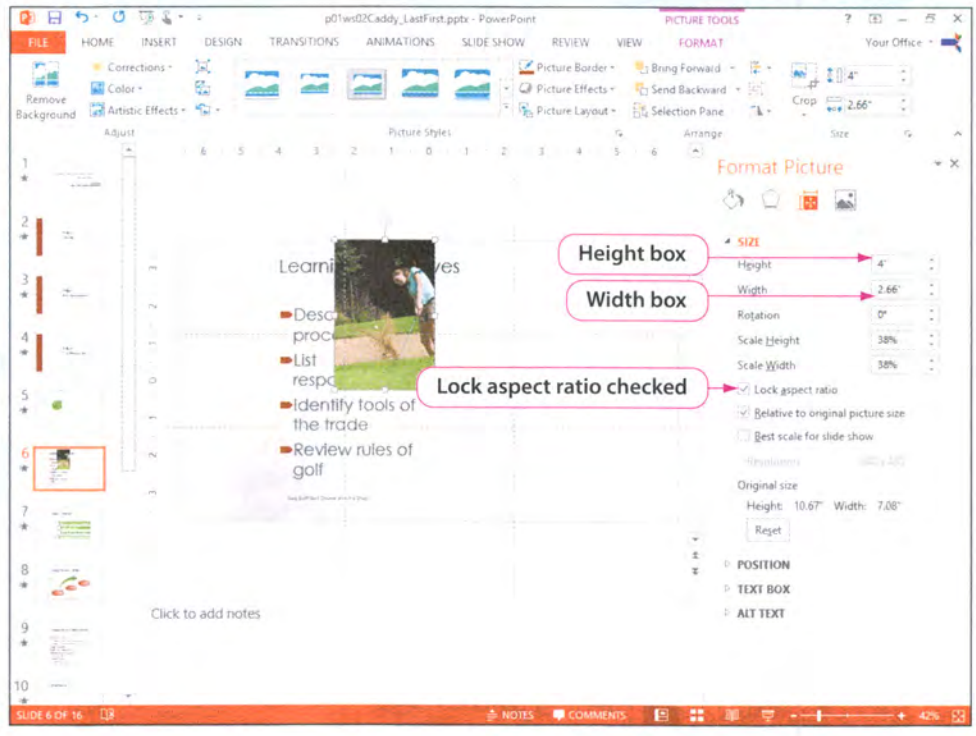


Figure 13 Resizing a picture

Troubleshooting

If you make an error in sizing the photograph and want to return to the original size, click Reset in the Format Picture pane.

c. Drag the **image** to the right until the face of the model is under the right vertical guide.

You may notice special alignment guides show up momentarily on the slide, near the image. The guides are red. In this case, they indicate the position of the image relative to the other elements on the slide.

d. In the Format Picture pane, click the **Position** arrow. You can modify the placement of the graphic on the slide using this area of the pane.

e. Click the **Vertical position** arrow, and then set it to **2.1"**. Make sure the From box is set to **Top Left Corner**. Click **Close** to close the Format Picture pane. Notice the image is now over two of the guide intersections.

f. Click **Slide 12**, and then click the **photograph**. You will crop some of the grass in the foreground of the photograph.

SIDE NOTE
Cropping
The cropped portion is removed permanently when you save the presentation.

g. On the FORMAT tab, and then in the Size group, click the **Crop** button and then click **Crop**. **Cropping handles** appear at the edges of the photograph to enable you to cut away portions of the graphic that you do not need.

The corner cropping handles crop the vertical and horizontal sides of the photograph at one time. The side cropping handles enable you to crop from one direction.

h. Drag the **bottom-middle cropping handle** up until the handle is just below the feet of the caddy. The gray area below the cropping handle will be deleted from the image.

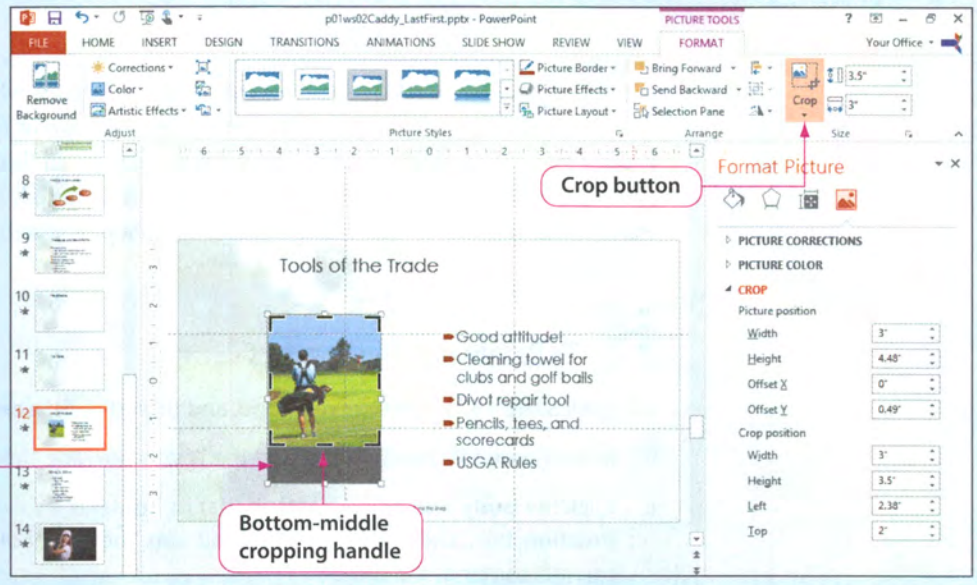


Figure 14 Cropping photos

i. Under PICTURE TOOLS, on the FORMAT tab, and then in the Size group, click the **Size Dialog Box Launcher**. In the Format Picture pane, click **Picture**, and then select **Crop**. Click the Crop position **Height** arrow toward the bottom of the list to change the position to **3.5"**. Notice, the Format Picture pane allows you to make more precise crops.

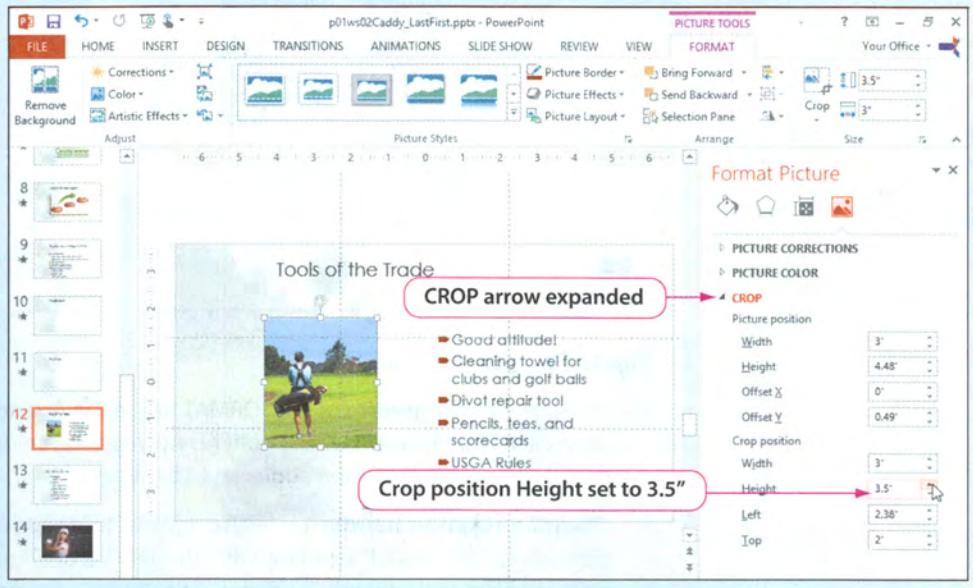


Figure 15 Cropping a photograph via the Format Picture pane

j. Click **Size & Properties** at the top of the Format Picture pane. In the Size section, click the **Scale Width** arrow to increase the scale of the picture to **120%**, click **Close** to close the Format Picture pane, and then click anywhere on the slide outside of the photograph. Using the Scale options, you can modify the size of the image by percentages.

k. **Save** the presentation.

Rotating and Flipping Graphics

Graphics can also be rotated or flipped to improve the design of the slide. For example, photos with faces should face the audience or the center of the slide whenever possible. This reinforces the slide, providing a sense of agreement to the message of the slide. If you find the perfect graphic but the person faces the edge of the slide, you can flip the image. Beware of words on slides you want to flip, such as on a sign in the background, because these will display backwards when flipped. In this portion of the workshop, you will rotate and flip a graphic.

P02.09

To Rotate and Flip Graphics

a. Click **Slide 14**, right-click the **image**, and then click **Size and Position**.

b. In the Format Picture pane, click in the **Width** box, and then type **6"**.

c. Click the **body text** placeholder so that its border is a solid line. Click in the **Horizontal Position** box, and then type **6.6"**. This sets the placeholder body text 6.6" from the top-left corner of the slide.

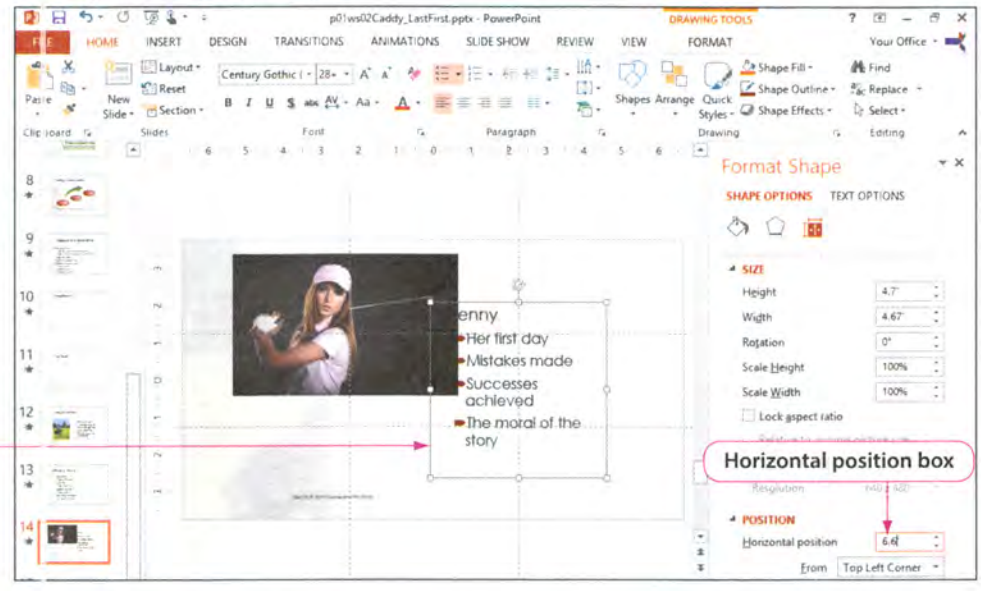


Figure 16 Format Picture pane

d. Select the **photograph**. On the FORMAT tab, in the Arrange group, click **Rotate**, and then click **Flip Horizontal**. The golfer is now facing the direction of the content, which focuses the attention of the audience to the text.

e. Drag the **rotation handle** to the right to tilt the photograph so that the vertical posture of the model is in line with the left vertical guide. It is okay if the top-left corner of the photograph is off the slide. Images arranged in unusual ways can add interest to the slide.

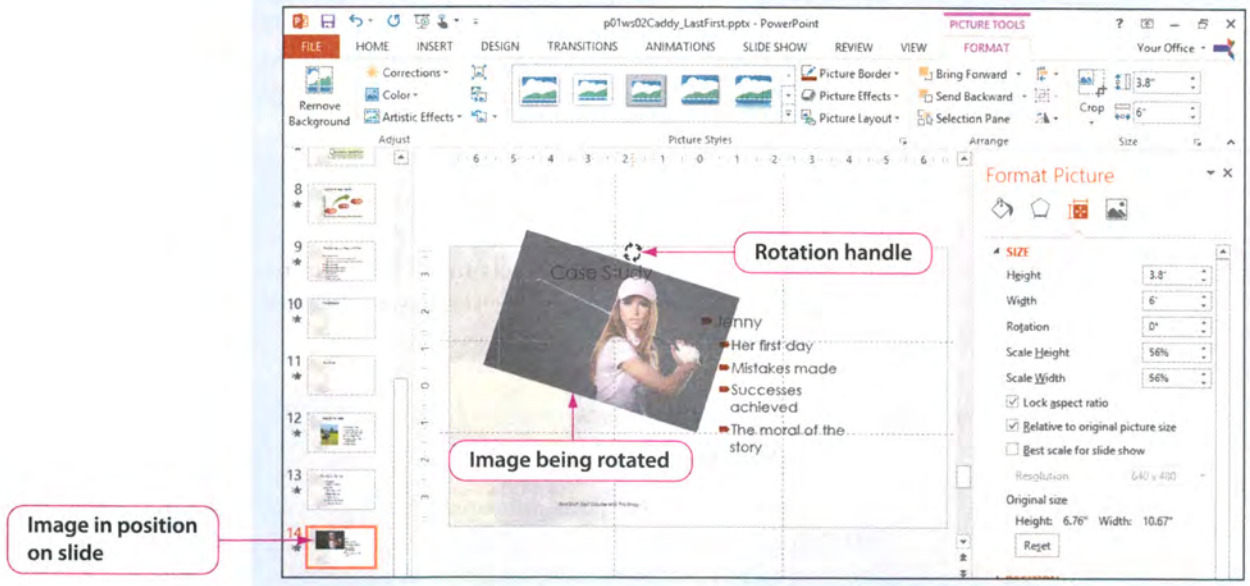


Figure 17 Rotating a graphic

f. Right-click the **image**, and then click **Size and Position**. In the Format Picture pane, click the **Horizontal position box**, and then type **0.7"**. Click the **Vertical position box**, and then type **1.3"**. The model's face is now behind the top-left power point and the upper right corner of the image covers the first bullet.

g. **Close** ☒ the Format Picture pane.

h. Right-click the **photograph**, point to **Send to Back**, and then click **Send to Back**. This moves the photograph behind the placeholder text on the right and you can now see the first bullet over the image.

i. Right-click the **photograph**, and then select **Copy**. Right-click **Slide 15** in the left hand pane, and then under Paste Options, click **Use Destination Theme**.

j. On the FORMAT tab, in the Arrange group, click **Rotate**, and then click **Flip Horizontal**. With the image selected, press → multiple times to move the picture to the right so the model's face is to the right of the right **Vertical Guide** and you can see all of the text. Click outside of the photograph. Since you used the arrow keys, you maintained the exact same Vertical placement as the photo on Slide 14.

k. **Save** the presentation.

Changing the Color of Graphics

PowerPoint contains sophisticated tools for modifying images. Using the Corrections tool on the Format tab under Picture Tools, you can improve the brightness, contrast, and sharpness of images. The Color tool enables you to change the color of a picture to better match your presentation's color scheme or to improve the quality of the image. Artistic Effects can make the picture appear as if it were sketched or painted. You can also **recolor** an image by altering the colors of the image to create a monochromatic effect.

The **Kelvin scale** describes a standard color temperature of light sources. For example, in photographs the lower numbers on the scale represent the warmer colors of yellow, red, and orange, such as candlelight, and the higher numbers, over 5,000K, representing blue or cooler colors. Regular daylight color temperature, as you would see outdoors on a clear day, is 5,500 on the Kelvin scale. Light source in this sense is measured between 1,000K and 25,000K.

In PowerPoint, changing the color tone or temperature of an image seems to work backward. This is because, the higher the temperature, the more daylight is added, and therefore the more normal the flesh tones appear. When the temperature drops, the flesh tones appear blue in color, such as at night, even though the temperature represents warmer colors on the Kelvin scale.

You will change the **saturation** of the color of one of your photographs—the amount of color in your photograph, and then change the **color tone**, or the temperature, of a photograph to add more blue to the image. Also, you will use the **Eyedropper tool** which is new to Office 2013 to precisely match colors from graphics to create uniformity in your slides. The dropper tool enables you to sample a color and drop it onto an element that you want to match to the sampled color.

P02.10

To Recolor Graphics

a. Click **Slide 6**, and then click the **photograph**. On the FORMAT tab, in the Adjust group, click **Color**. Point to the images in the Color Saturation gallery and preview the choices, and then click **Saturation: 200%** to apply more color to the image.

The color scheme selected for the template or design theme affects the colors presented in the gallery. In the Recolor gallery, for example, Light and dark accent colors from the scheme appear with various black-and-white, sepia, and washout options.

b. In the Adjust group, click **Color**. Point to the images in the **Color Tone** gallery, and then observe that as the Temperature in Kelvin goes down, more blue is apparent in the photograph. As the temperature is increased, the yellow tones are enhanced as more daylight is added.

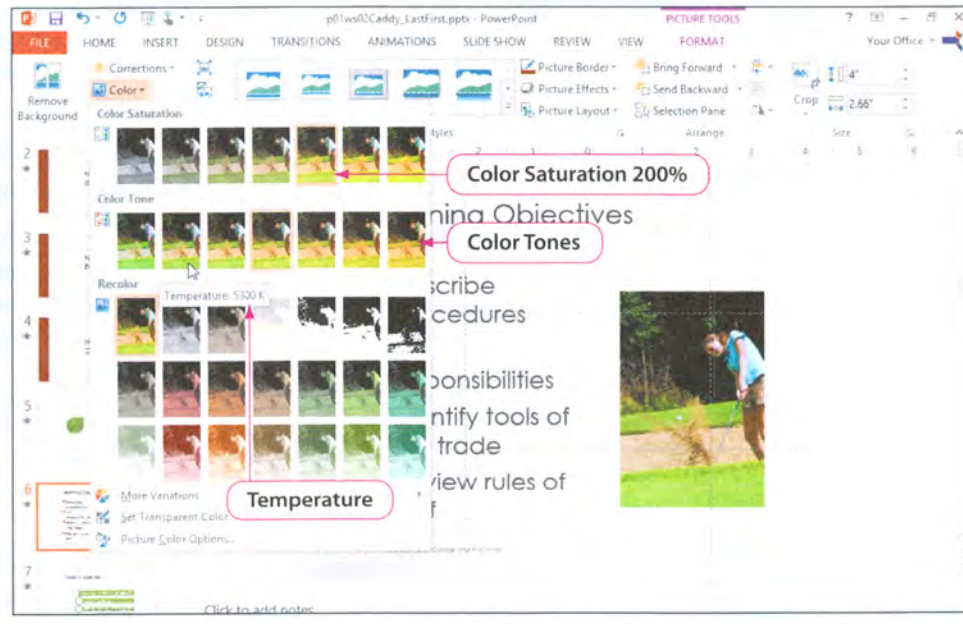


Figure 18 Color galleries

c. Click the thumbnail for **Temperature: 5300 K**.

d. To precisely match color from your photographs to other elements in your presentation, you first need to sample the color. You will use the Eyedropper tool to do this. Right-click the photograph on **Slide 6**, click **Format Picture**, and then in the Format Picture pane, click **Fill & Line**.

e. Click **Fill**, and then select **Solid fill**. Click the **Fill Color** arrow, and then click **Eyedropper**.

f. Now, you are ready to sample a color from the photograph. Notice when you point to the photograph, the pointer changes to an **Eyedropper**. Select and click a **color** from the model's shirt, from somewhere bright blue. The sampled color is now available to use and is shown in the pane in the bucket.

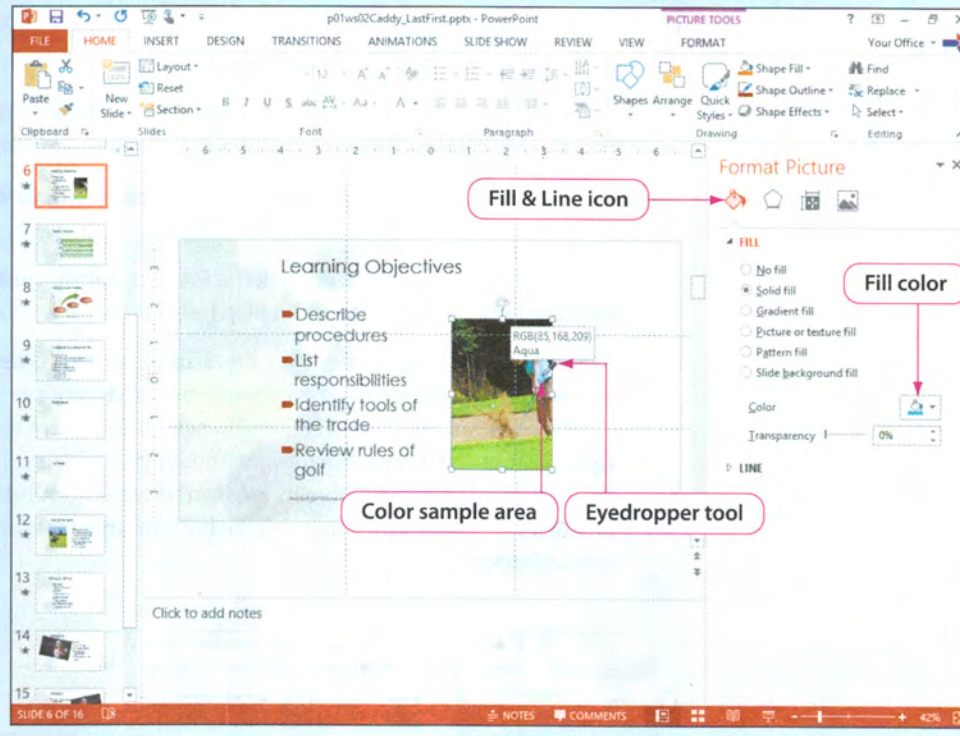


Figure 19 Eyedropper tool

g. Click the placeholder **text** to the left of the photograph, then in the **Format Shape** pane, click **Fill & Line**, and then click **Solid fill**. The sampled color has been applied to the placeholder.

h. Under **Fill** in the **Format Shape** pane, drag the **Transparency** slider to **90%**. **Close** the Format Shape pane.

Transparency allows some of the slide background to be visible through the placeholder background. The higher the transparency percentage, the more the background is visible.

i. Click the **photograph**. Drag the **top-right sizing handle** of the photograph until the top edge of the picture is the same height as the placeholder box.

j. **Save** the presentation.

Modifying the Picture Style of Graphics

Picture Styles enable you to add preset effects to your graphics. Options include frames, shadows, and unusual shapes. Too many styles in the same presentation will detract from the presentation, so you will explore only a few.

You will use Picture Styles to frame a photograph in the Caddy School presentation, change the border color in another, and add depth to a third.

P02.11

To Apply a Picture Style

a. Click **Slide 12**, and then click the **photograph**. On the FORMAT tab, in the Picture Styles group, click **More** ▾, and then point to the **style thumbnails** shown in the gallery and observe Live Preview. The name of the style appears as you point to each thumbnail.

b. Click **Rotated, White** to apply that style to the photograph. This style gives the photograph a 3-D appearance.

c. Click **Slide 6**, and then click the **photograph**. On the FORMAT tab, in the Picture Styles group, click **Picture Border**, and then click **Brown, Accent 3, Darker 25%**.

d. In the Picture Styles group, click **Picture Border**, point to **Weight**, and then click **3 pt**.

e. With the **photograph** still selected, right-click and select **Format Picture**. In the Format Picture pane, click **SHADOW**, click the **Presets** button, and then select **Offset Diagonal Bottom Left**—the third thumbnail in the first row of the Outer group.

f. In the Format Picture pane, click the **Size** arrow to increase the size of the shadow to **102%**. Click the **Distance** arrow to increase the distance to **10**.

Shadows are the result of light. You can adjust where the light source is coming from by adjusting the Angle, how bright the light source is by adjusting the Blur, and how far away the foreground objects are from the background by adjusting the Distance. To create a secondary light source on the background, for example, adjust the Transparency of the shadow.

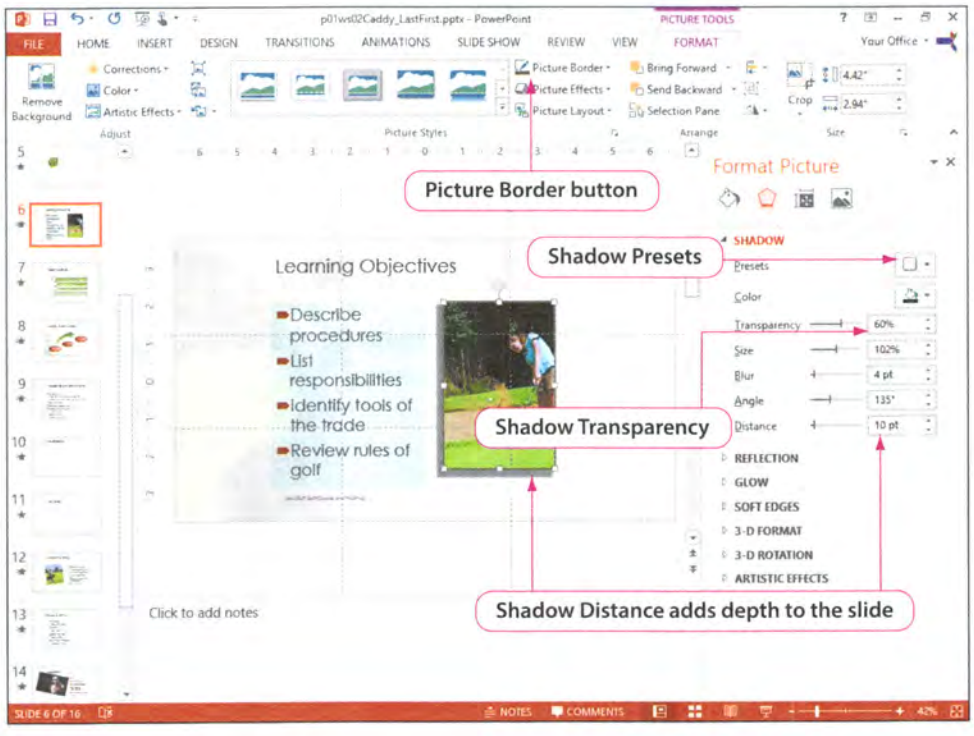


Figure 20 Applying a border

g. In the Format Picture pane, click **Close** ✕ and then **save** the presentation.

Work with Shape and Line Graphics

Lines and shapes increase understanding of your slides by creating focal points and explaining concepts. Add an arrow to a slide, and the audience will look where it is pointing. Lines and shapes also add color and interest. Boxes, also considered shapes, enable you to label objects. As you add shapes to your slides, keep in mind that the objects should remain consistent with the other graphics and colors in the presentation.

Applying Line Gradients

Gradients can give an illusion of depth to objects. Changing the angle of a gradient fill can indicate a light source. In this section, you will work with both.

P02.12

To Apply a Gradient Line

a. Click **Slide 8**, and then click the **left oval**. Press and hold Shift while you click once on the other **two ovals**. All three ovals are now selected. Release Shift.

b. On the FORMAT tab, in the Size group, click the **Size Dialog Box Launcher**. Under **SHAPE OPTIONS**, click **Fill & Line**.

c. Scroll down the Format Shape pane, click **LINE**, and then select **Gradient Line**.

d. Scroll down, and then click the **Width** arrow until the width of the line is **4 pt**.

e. Click the **Type** arrow, and then select **Radial**. Click the **Direction** arrow, and then select **From Top Right Corner**.

f. Under Gradient stops, notice the **markers** on the gradient line. Click **Stop 1 of 4**, which should be at position 0%. Click the **Color** arrow, and then select **White, Background 1**. This will be the first stop on the radius and will give you the spotlight effect from the top-right corner.

g. Click the **Position** arrow until the stop is at **25%**. Notice how the white spotlight effect has moved around the radius.

h. Under Gradient stops, click **Stop 2 of 4**. Click the **Color** arrow, and then select **Light Green, Background 2, Darker 50%**. Click the **Position** arrow until the stop is at **40%**.

i. Under Gradient stops, click **Stop 3 of 4**. Click the **Color** arrow, and then select **Light Green, Background 2, Darker 75%**. Click the **Position** arrow until the stop is at **75%**. This stop gives the most volume to the shape.

j. Under Gradient stops, click **Stop 4 of 4**. Click the **Color** arrow, and then select **Light Green, Background 2, Darker 25%**. If necessary, click the **Position** arrow until the stop is at **100%**. Using a lighter color at stop 4 gives the illusion of a secondary light source just off the screen and to the left, rounding out the volume of the shape.

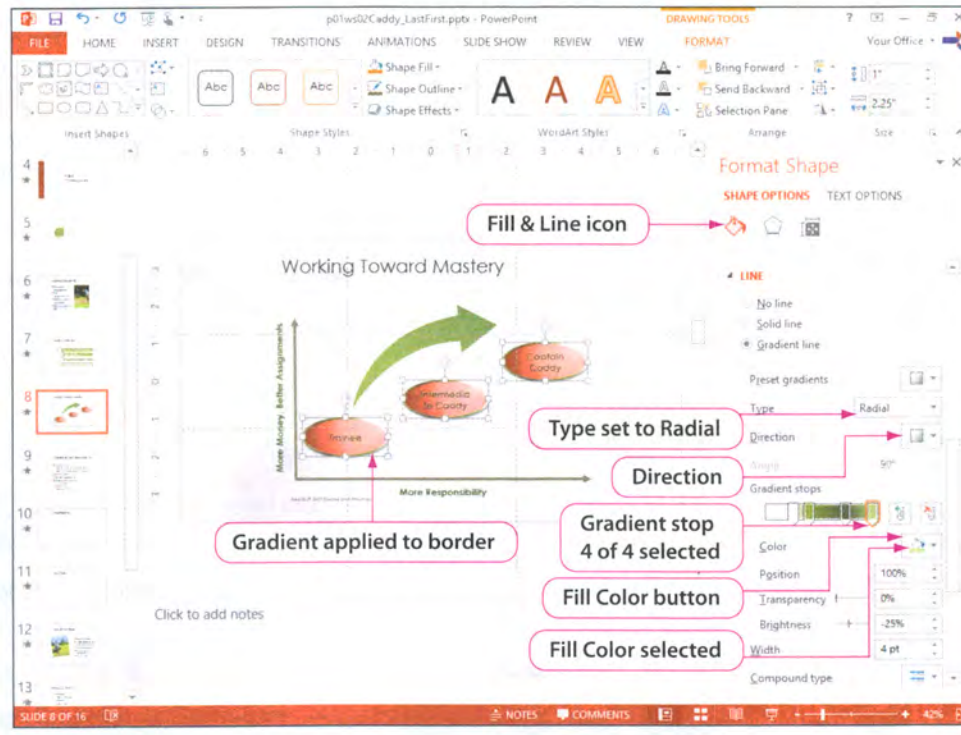


Figure 21 Shape gradients

k. **Close** the Format Shape pane, and then **Save** the presentation.

Applying Shape Gradients

Gradients can give an illusion of volume. Changing the angle of a gradient fill can indicate a light source. In the last section, you worked with gradient lines. Now, you will apply a gradient fill to a shape to give it volume.

P02.13

To Apply a Shape Fill Gradient

a. On **Slide 8**, make sure that **all three ovals** are still selected. On the FORMAT tab, in the Size group, click the **Size Dialog Box Launcher**. Under SHAPE OPTIONS, click **Fill & Line**. Ensure that you have scrolled to the top of the Format Shape pane. In the FILL options, select **Gradient fill**.

Troubleshooting

If all three ovals are no longer selected, click on one of the ovals to select it. Next, press and hold Shift and then click each of the other two ovals once. Last, release Shift.

b. Under Gradient stops, click **Stop 1 of 4**. Click the **Color** arrow, and then select **White, Background 1**. Click the **Position** arrow until the stop is at **25%**. This stop gives the most spotlight to the shape.

c. Under Gradient stops, click **Stop 2 of 4**. Click the **Color** arrow, and then select **Light Green, Background 2, Darker 50%**. Click the **Position** arrow until the stop is at **60%**. This stop gives the most volume to the shape.

d. Under Gradient stops, click **Stop 3 of 4**. Click the **Color** arrow, and then select **Light Green, Background 2, Darker 75%**. Click the **Position** arrow until the stop is at **95%**. This stop rounds out the left side of the shape.

e. Under Gradient stops, click **Stop 4 of 4**. Click the **Color** arrow, and then select **Light Green, Background 2, Darker 25%**. Click the **Position** arrow until the stop is at **100%**. This stop completes the curve of the shape.

f. **Close** ✕ the Format Shape pane. On the FORMAT tab, in the Size group, click in the **Shape Width** box and type **2.8"**.

g. Click the **HOME** tab. In the Font group, click **Bold** B.

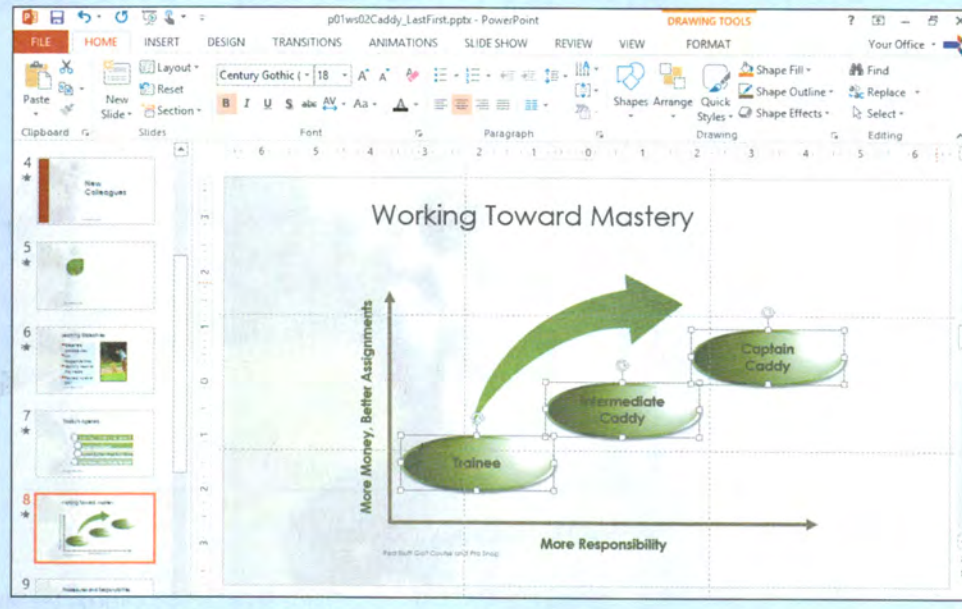


Figure 22 Finished shape fill gradients

h. **Save** the presentation.

Applying Shape Styles

PowerPoint contains a wide range of shapes in the Illustrations group on the Insert tab. When you select a shape from the gallery, a crosshair pointer enables you to draw the shape on the slide. Sizing handles appear on selected shapes so you can change the shape or rotation of the object you have drawn, similar to sizing handles on images. Shapes can be filled, stacked, aligned, grouped, and merged.

Add a drop shadow behind shape elements to give them a light source. This makes them appear as if they are hovering on the slide. Images with drop shadows that overlap, however, will cast shadows from above onto the objects beneath. To avoid this, design a shape identical to the one you want to overlap, apply a drop shadow to it, insert it exactly behind the image you want to shadow, and then send it to the back of the objects. This gives the illusion that the shapes are closely stacked. Also, lines or a border around shapes helps to separate them visually.

You will modify the shapes on a slide in the Caddy School presentation to better suit your message. The objects you create will add visual interest to a few of the plainer slides.

P02.14

To Insert and Apply Styles to Shapes

a. Click **Slide 2**.

b. Click the **INSERT** tab. In the Illustrations group, click **Shapes**, and then in the Stars and Banners, select **Wave**. Position the insertion point at approximately 2.5" to the left of the horizontal 0" and 2.5" above the vertical 0". Click and drag to approximately 4" to the right of the horizontal 0" and 2.5" below the vertical 0".

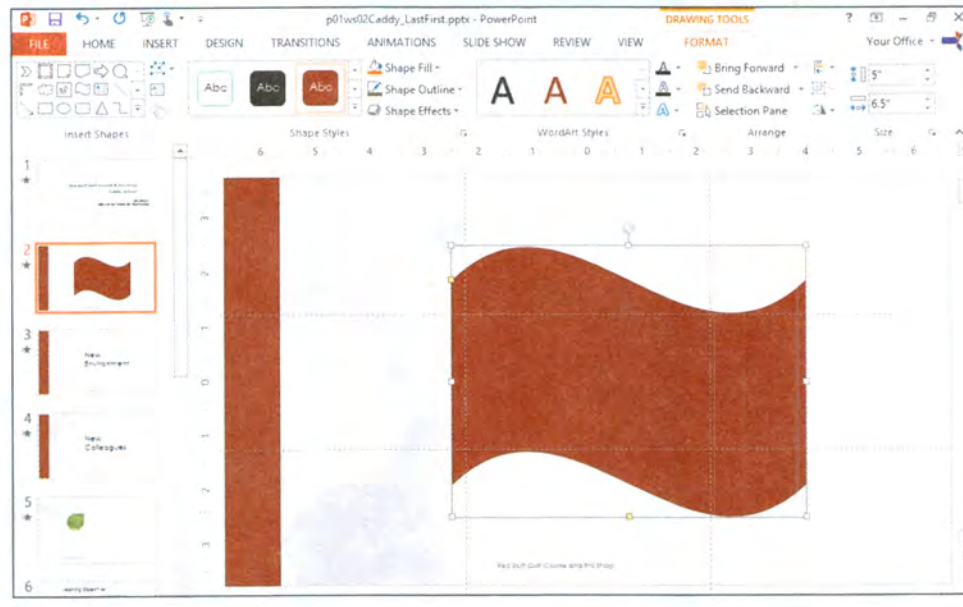


Figure 23 Inserting a wave shape

c. On the FORMAT tab, in the Shape Styles group, click on the **Shape Effects** arrow. Then, point your insertion point over **Preset** and select **Preset 8**. Click anywhere off of the shape to deselect it.

d. Click the **INSERT** tab. In the Illustrations group, click on the **Shapes** arrow. Under Lines, click **Line**.

e. Place your insertion point at the **top left corner** of the wave shape. Press and hold Shift while you click and drag to the **bottom** of the slide. Release Shift. Notice, Shift ensures that the line stays straight.

f. With the line still selected, on the FORMAT tab, in the Shape Styles group, click the **Shape Outline** arrow. Place your insertion point over **Weight** and select **6 pt**. Notice, the text looks like it is on a flag.

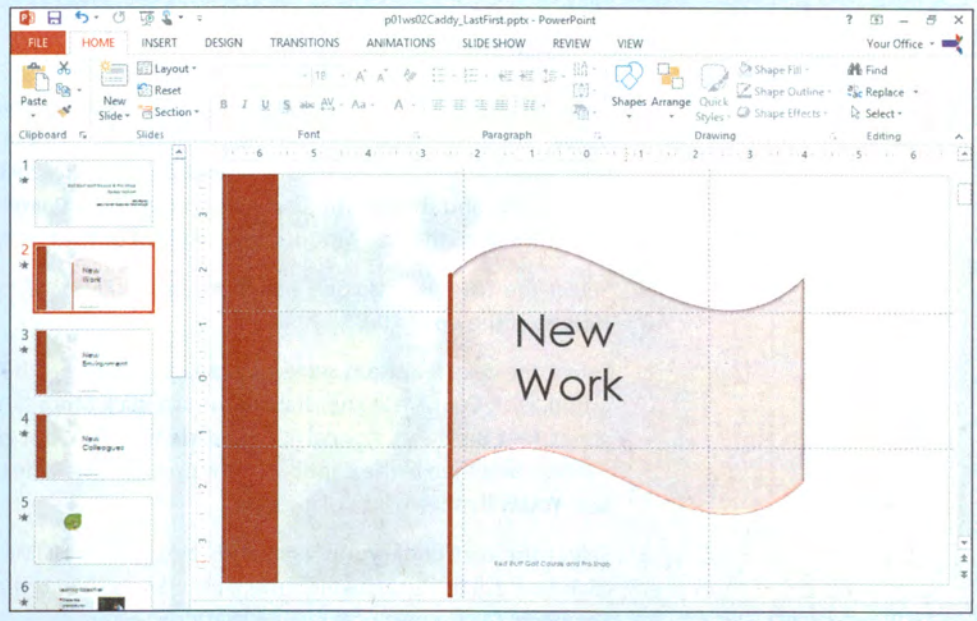


Figure 24 Finished line and wave shape forming a flag

g. **Save** the presentation.

Duplicating Shapes

After you have spent so much time formatting a shape just the way you like it, there is no need to re-create it all over again. In this section, you will duplicate the shapes on a slide in the Caddy School presentation.

P02.15

To Duplicate Shapes

a. Click **Slide 2**. Click the **wave** shape to select it. Press and hold Shift. Click the **line** shape. Release Shift. The line and wave shapes should both be selected.

b. Right-click one of the borders and select **Copy**. Right-click **Slide 3** in the left hand pane. Under Paste Options, select **Use Destination Theme**. Repeat this for **Slide 4**.

c. **Save** the presentation.

Arranging Shapes

PowerPoint has tools that enable you to precisely arrange the shapes you create. You can reorder items that are stacked to bring other shapes forward or send them backward. You can group objects so they are treated as one object.

You will make four boxes for the text on the Procedures and Responsibilities slide. You will begin by moving the text into their respective placeholders to prepare to move the text over the four power points.

P02.16

To Arrange Shapes

a. Click **Slide 9**. Select the text beginning with **Preserve course quality** and ending with **divots**. On the HOME tab, in the Clipboard group, click **Cut**. In the **Slides** group, click the **Layout** arrow, and then select **Two Content**. Click inside the top of the right placeholder box, and then in the Clipboard group, click **Paste** to insert the cut text. On the FORMAT tab, in the Size group, set the **Height** of the box to **3"**.

b. Select the **title** placeholder, and then on the FORMAT tab, in the Size group, set the **Height** of the box to **0.8"**.

c. Select the text **Maintain pace of play**, and then on the HOME tab, in the Clipboard group, click **Cut**. In the Drawing group, click **Shapes**, and then under Basic Shapes select **Text Box**. Click any part of the **slide** that does not contain a placeholder to insert the box, and then in the Clipboard group, click **Paste**. The text was inserted into the new box. You will move it into place later.

d. Select the text **Look your best**, and then on the HOME tab, in the Clipboard group, click **Cut**. In the Drawing group, click **Shapes**, and then under Basic Shapes, select **Text Box**. Click a part of the **slide** that does not contain a placeholder, and then in the Clipboard group, click **Paste**. The text was inserted into the new box. You will move it into place later.

e. Select the text **Arrive on time**, and then in the Clipboard group, double-click **Format Painter**. Drag the pointer over the text **Maintain pace of play** and the text **Look your best**. In the Clipboard group, click **Format Painter** to turn it off.

f. **Save** the presentation.

Aligning Shapes

PowerPoint has new smart tools in Office 2013 that enable you to make precision alignments to your shapes and elements in your presentation. You can align two or more shapes in relation to each other using red **Smart alignment guides** that assist you in aligning elements with other elements on your slide. Some Smart alignment guides assist with equidistance, too. The **Equidistant guides** assist you in placing one or more selected objects within equal distance of at least two other slide elements. This is not the same as Distribute Horizontally or Distribute Vertically, which attempt to distribute the space between the middle object or objects of three or more elements in a set between the outer elements.

In this section, you will align the text over the four power points.

P02.17

To Align Shapes

a. On **Slide 9**, drag the box with the text **Maintain pace of play** until it is positioned under the box beginning with **Preserve course quality**. Smart Alignment guides will appear to assist you in left-aligning this box with the one above it. Drag the **right sizing handle** until the Smart Alignment guide appears indicating that the widths of the two boxes are the same.

b. Drag the box with the text **Look your best** until it is positioned under the box beginning with **Arrive on time**. Use the Smart Alignment guides to assist you in aligning the **left bullet point** with the one above. Drag the **right sizing handle** until the Smart Alignment guide appears indicating that the widths and the top of this box with the top of the bottom box on the right.

c. Edit the text **30–40 minutes before shotgun starts** to read **30 – 40 m before shotgun**. Edit the text **20 minutes before scheduled normal rounds** to read **20 m before normal rounds**. Edit the text **Repair any divots** to read **Repair divots**.

d. Select the box beginning with **Arrive on time**, and then drag the **bottom sizing handle** until a red horizontal Smart Alignment guide appears indicating that it is the same height as the top box on the right.

e. Click any one of the **boxes**, press and hold Shift, and then click **each box** to select all four content boxes. Slowly drag the group of boxes upward until two multiple sets of Smart Alignment guides appear with equidistant guides above and below the group.

Arrows will appear between the guides indicating that the distances between the objects are the same. If you have trouble getting the equidistant guides to appear, position the boxes as shown below.

SIDE NOTE

Distribute Shapes

To distribute shapes vertically or horizontally on the slide, you need to select at least three shapes.

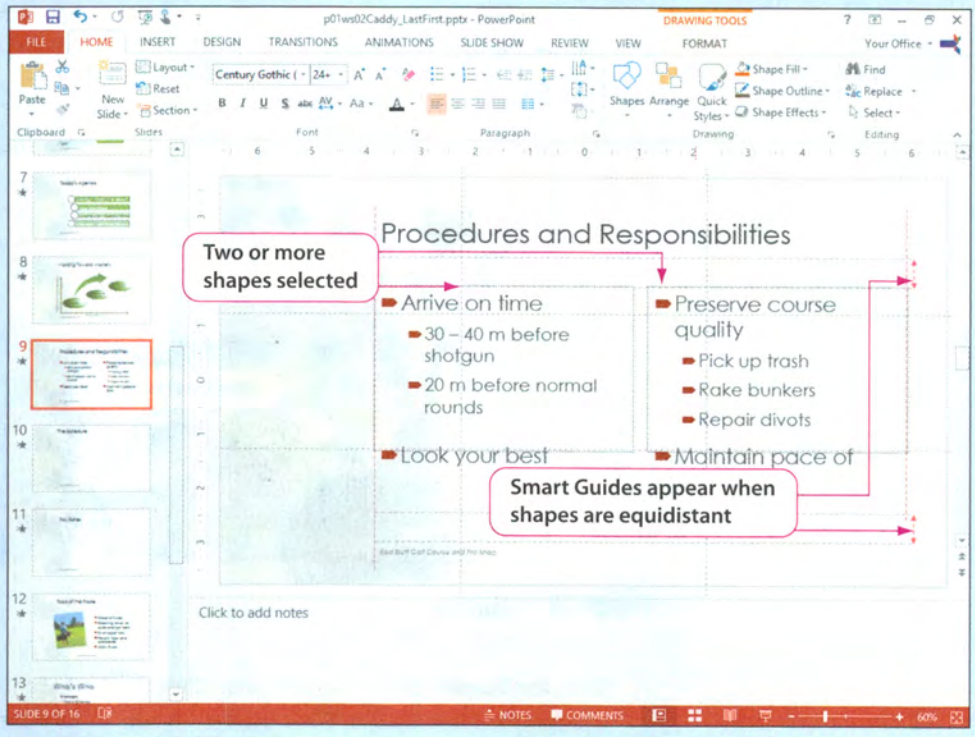


Figure 25 Aligning shapes

f. **Save** the presentation.

Merging Shapes

Sometimes to get the perfect shape, you need to customize what is available. Using the Merge Shapes feature in PowerPoint, you can create custom shapes from one or more built-in shapes. Such variations include union—taking the sum of two or more shapes; combine—the sum of two or more shapes, less their overlapping parts; or intersect—the overlap between two or more shapes. Other variations include fragment—breaking shapes into smaller parts along their overlapping lines; and subtract—removing whole parts of a shape using the outline of another shape. In this section, you will create a Welcome slide and merge a WordArt shape with an image.

P02.18

To Merge Shapes

a. Click **Slide 5**. Click the **INSERT** tab, and then in the Images group, click **Pictures**. Navigate to your student data files, select the file **p01ws02ProShop**, and then click **Insert**. Move the picture down so that the bottom edge of the picture is touching the bottom of the slide.

b. On the INSERT tab, in the Text group, click **WordArt**. Click **Fill - White, Outline - Accent 1, Shadow**—the fourth option in the first row. Type **Welcome** in the box. The size of the box expands to accommodate the word.

Just as shapes can be filled in and modified with effects, text can be enhanced with the use of **WordArt**, which is text that has been enhanced with color, outlines, shadows, and special effects. Used for small amounts of text, WordArt adds color and interest to your presentation.

SIDE NOTE

Keep It Short and Simple

Maintain balance on the slide. White space should be balanced with the number and size of shapes.

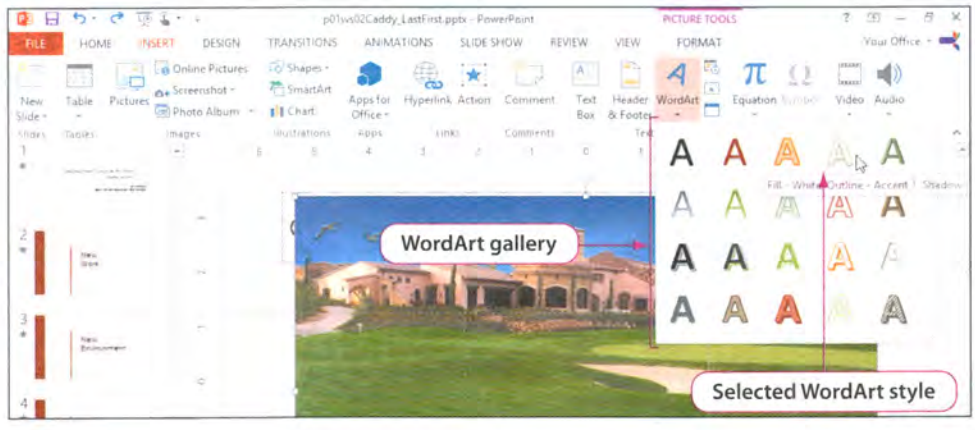


Figure 26 WordArt gallery

c. Click the **border** of the WordArt box. Click the **HOME** tab, and then in the Font group, change the **Font Size** to **80**. Drag the box up toward the sky in the image and to the right. The word welcome should be horizontally centered over the **right vertical guide** and vertically centered over the **edge** between the mountain and sky.

d. Click the picture to select it, press and hold Shift, and then click the **WordArt** box. Both objects should be selected. On the DRAWING TOOLS FORMAT tab, in the Insert Shapes group, click the **Merge Shapes** arrow, and then click **Intersect**. The shapes will now be merged.

Troubleshooting

If the Merge Shapes feature is not working properly, be sure to select the image first, and then select the WordArt box second.

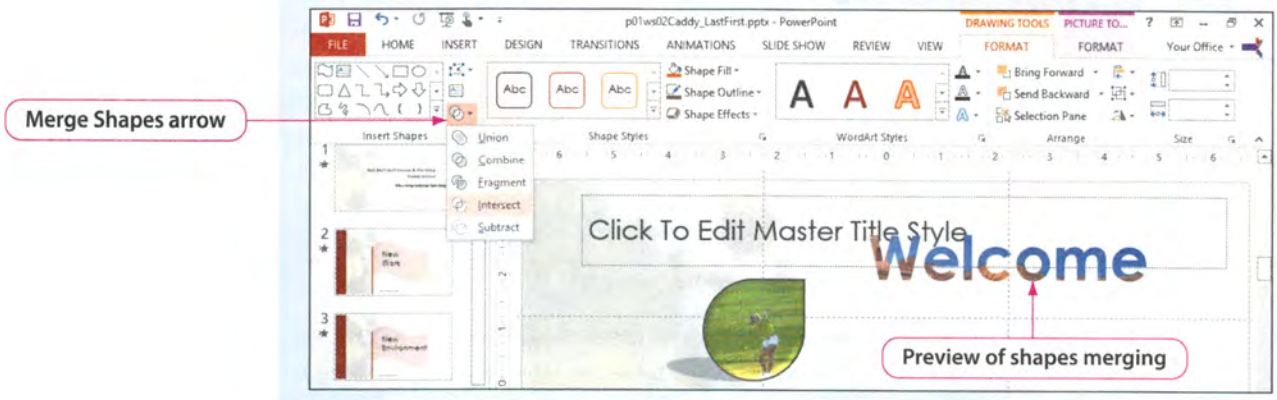


Figure 27 Merging shapes

e. Drag the **merged shape** down and to the right until it is centered over the lower right power point. The top and bottom sizing handles should be centered on the vertical alignment guide.

f. **Save** the presentation.

Using Elements to Communicate Information

Your presentation will likely include many elements: text elements such as those you have been working on in this workshop; graphic elements designed to communicate information, such as tables, charts, and SmartArt graphics; and elements that are designed to communicate or invoke emotion, such as pictures and other media. In this section, you will use a table, a chart, and SmartArt to convey information.

Create a Table

Tables, which are organized grids of information arranged in rows and columns, relate information together in a way that is meaningful to audiences. Short phrases, single words, and numbers can be placed in the table. You can even place graphics, such as photographs or clip art, in the cells. The table can be created as a media object directly from the icon on the content placeholder, or the Insert tab can be used to develop the table. Once you have created the table you can change the style, apply table effects, and change the layout. Table cells can be split or merged.

REAL WORLD ADVICE **Using an Excel Worksheet as a Source**

Often the data you need to convey in a presentation is already available in an Excel worksheet. You can copy the information from Excel and paste it onto a PowerPoint slide. Options you have for pasting include the following:

- Using the styles of the slide
- Keeping the source formatting from the worksheet
- Linking the information so changes in the worksheet will be reflected in the presentation
- Inserting the information as a picture
- Keeping the text only, and eliminating the worksheet grid
- Creating the table in PowerPoint, and then pasting the information from the worksheet into the table

Inserting a Table

You will create a table to explain the weekly golf schedule in the Caddy School presentation. To create a table, you can drag across cells on the Insert tab's Table grid, select Insert Table to use a dialog box, click Draw Table to draw the table cells, or click Insert Table in the content placeholder on the slide. In this section, you will insert and modify a table to fit your needs.

P02.19

To Insert a Table

a. Click **Slide 10**. Click the **INSERT** tab, and then in the Tables group, click **Table**. Click **Insert Table** below the table grid. The Insert Table dialog box is displayed.

b. Increase the Number of columns to **8**, increase the Number of rows to **5**, and then click **OK**.

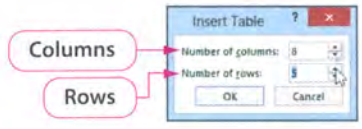


Figure 28 Insert table dialog box

c. Type Caddy in the first cell, press Tab to move to the next cell, and then type the abbreviations for the days of the week, beginning with Mon for Monday, in each of the cells on the top row of the table.

d. Click before the word **Caddy**. Under TABLE TOOLS, click the **LAYOUT** tab, and then in the Table group, click **Select**, and then click **Select Row**. In the **Alignment** group, click **Center**.

e. In the second cell of the first column, type Captain. In the third cell of the first column, type Intermediate, and then in the fourth cell of the first column, type Trainee.

Some of the words are broken in the middle so the words fit the cell. Do not worry about that at this time.

f. Continue to fill in the table as follows—the last row will remain blank for now.

Caddy	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Captain	8 AM	10 AM	8 AM	10 AM	8 AM	7 AM	7 AM
Intermediate	Noon	8 AM	Noon	8 AM	Noon	8 AM	8 AM
Trainee	8 AM	Noon	8 AM	Noon	8 AM	9 AM	9 AM

g. **Save** the presentation.

SIDE NOTE

Navigate a Table

Use arrow keys on the keyboard, or press Tab to move left to right and Shift + Tab to move right to left.

Changing the Table Style and Applying Table Effects

Table Styles provide options for color in the table. The Table Style Options, on the Table Tools Design tab, enable you to specify treatment for the various rows and columns in the table. The Header Row command affects the first row of the table where the column headers appear by applying a stronger color to the background of the cells and displaying the words in a bold font. banded rows or banded columns highlight the rows or columns with different colors. This assists your audience as they read the information in the table. You can apply styles to the total row, first column, and last column to highlight totaled information in your table. You can also change the color of individual cells on the table after applying a table style by using the Shading tool. You will continue to work with the schedule to enhance its appearance.

Table Effects further enhance a table by providing visual effects such as cell bevels, table shadows, and reflections. Cell bevel effects can make the cells appear in 3-D. Often you will see cell bevels applied to the column or row headers to differentiate them from the rest of the table. Apply simple table effects in a way that improves the table. The shadow and reflection effects are applied to the entire table when selected. You will update the Caddy School Schedule table with Table Effects.

P02.20

To Modify a Table Style and Effects

a. Click **Slide 10**. Click anywhere on the table. Under TABLE TOOLS, click the **DESIGN** tab, and then in the Table Styles group, click **More**. Point to the **thumbnails** in the gallery to see a live preview of the slide, and then under Best Match for Document, click **Themed Style 1 - Accent 3** in the top row.

The brown colors of the table coordinate with the colors of the background graphic. You will continue to modify the table design by applying a fill color to the caddy rank cells.

b. Select the **cells** containing the caddy ranks: **Captain**, **Intermediate**, and **Trainee**. In the Table Styles group, click the **Shading** arrow, and then click **Brown, Accent 3, Lighter 60%**.

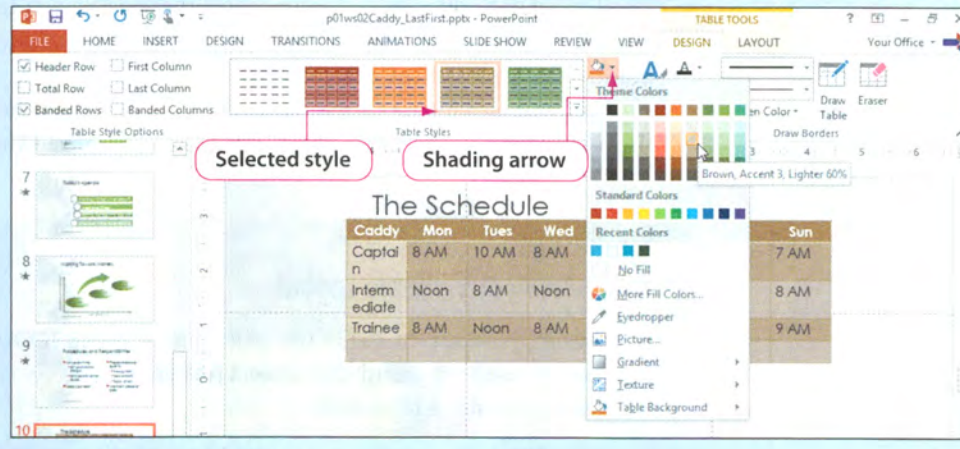


Figure 29 Modifying the table style

c. Select all of the **cells** in the top row of the table. Under TABLE TOOLS, on the DESIGN tab, in the Table Styles group, click **Effects**, and then point to **Cell Bevel**. Click **Soft Round** after pointing to the thumbnails to view Live Preview. This adds dimension to the cells, making the table more interesting.

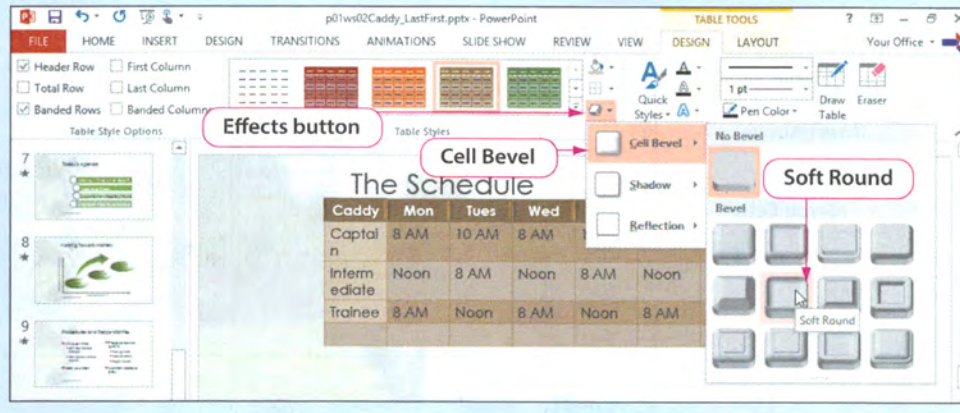


Figure 30 Selecting table effects

d. Select the **cells** containing the caddy ranks. In the Table Styles group, click **Effects**, point to **Cell Bevel**, and then click **Soft Round**. This effect mimics the effect of the column heading cells.

e. Select the **data in the second through fourth rows** of the table. Under TABLE TOOLS, on the DESIGN tab, in the Table Styles group, click the **Borders** arrow, and then select **All Borders**. Adding a border to the cells in the table enables your audience to differentiate between the cells of the table.

f. Click a **cell** in the table. In the Table Styles group, click **Effects**, point to **Shadow**, and then select **Offset Diagonal Bottom Left**. The shadow is applied to the entire table and helps maintain consistency with the other graphics in the presentation.

g. **Save** the presentation.

Changing the Table Layout

The Layout tab on the Table Tools tab enables you to make changes such as adding rows and columns to the table. You can also delete unnecessary rows or columns. Cells of the table can be merged into a single cell, and a single cell can be split into multiple cells. The Layout tab contains alignment tools that enable you to align the contents of the cells horizontally and vertically in the cells. You can also change the direction of the text and modify the width of the cell margins.

You will add a row to the table, below the column heading row, and merge cells in this row. You will delete the extra row at the bottom of the table.

P02.21

To Modify a Table Layout

a. Click in the **Captain** cell in the table. Under TABLE TOOLS, on the LAYOUT tab, in the Rows & Columns group, click **Insert Above**. A new row is placed between the column headings and the table data.

b. Select the **cells** under **Mon** through **Thurs** on the second row of the table. In the Merge group, click **Merge Cells**, and then type Weekday Rates in the merged cell. In the Alignment group, click **Center**. The cells are merged to show that the cells below are all related to the weekday rates.

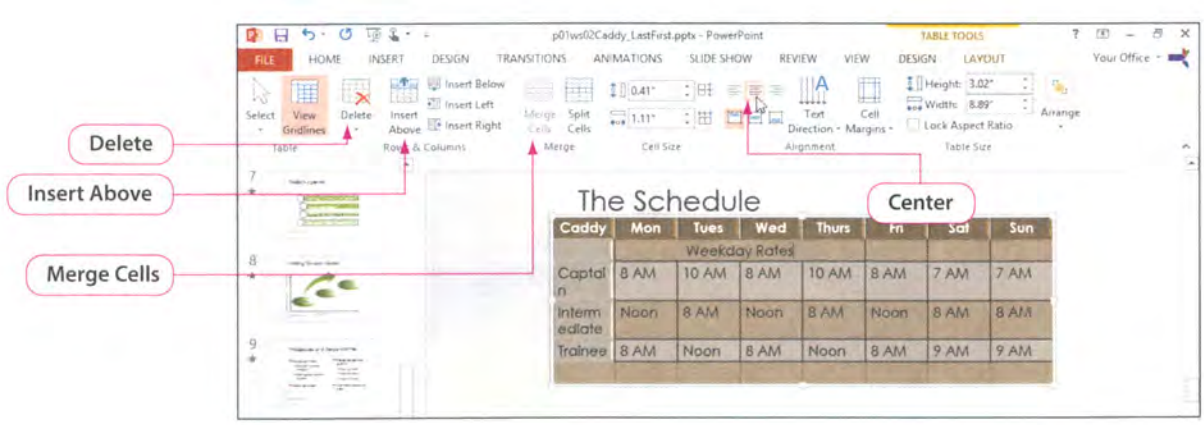


Figure 31 Modifying the table layout

SIDE NOTE

Delete Key or Delete Tool?

Delete removes data from cells but leaves the cell. The Delete tools remove the entire row or column.

c. Select the **cells** under **Fri** through **Sun** on the second row of the table. In the Merge group, click **Merge Cells**, and then type Weekend Rates. In the Alignment group, click **Center**.

d. Click a **cell** in the last row of the table. In the Rows & Columns group, click **Delete**, and then click **Delete Rows**. The extra row of the table is not needed.

e. Click the cell containing the **Intermediate** caddy rank. In the Cell Size group, click the **Table Column Width** arrow to increase the size until the word **Intermediate** fits on a single line. The width should be **1.8"**.

f. Select the **column headers** for the days of the week. In the Cell Size group, click in the **Table Column Width** box, type 1, and then press Enter.

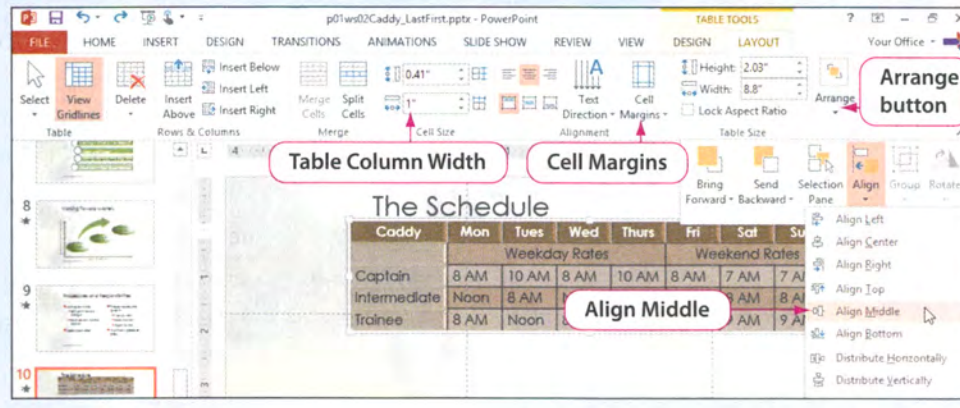


Figure 32 Modifying column width

g. With any cell selected, under TABLE TOOLS, on the LAYOUT tab, click **Arrange**, click **Align**, and then click **Align Center**. Click **Arrange** again, click **Align**, and then click **Align Middle**. Notice, the table is now centered both horizontally and vertically on the slide.

h. Select the entire **top row** of the table. In the **Alignment** group, click **Cell Margins**, and then click **Wide**. The size of the cells containing the headers seems to have increased, but in reality a wider margin was put around the words.

i. Select the word **Caddy** in the table, and then drag it to the first cell of the second row. This improves the balance of the table. With the word **Caddy** selected, on the **HOME** tab, in the **Font** group, click **Font Color**, and then click **White, Background 1**.

Troubleshooting

If the cell seems extra tall, you may have included the paragraph mark in the selection of the word. Click after the word "Caddy," and press Delete to remove the paragraph break.

j. **Save** the presentation.

Create and Insert Charts

Just as pictures can tell a story in your presentations, **charts** of numeric data assist your audience in grasping your message. Charts can be persuasive tools in presentations, giving your audience the essence of the problem and the solution. Large amounts of numbers are often difficult to read on the screen, but they can be distilled into charts that describe the real meaning of the data. The message of the chart should stand out as a single statement.

PowerPoint has tools that enable you to enter the data into a worksheet window and then create a chart. A wide variety of chart types are available. After the chart is created, you can edit the data and modify the characteristics of the chart including the design, layout, and format.

REAL WORLD ADVICE **Critically Evaluate Your Charts**

As you create charts, it is important to critically evaluate them to ensure that the information is correct and that they make sense. Often, just switching the data in the rows and columns gives a whole new meaning to the chart. Ask yourself these questions:

- What is the one thing I am trying to convey with this chart?
- What is the core information to be included?
- Does the chart add to the message of the slide? Is it easy to read?
- Does the chart ethically represent the data and not misrepresent it?

Inserting a Chart

You create a chart by first selecting the type of chart to insert onto a slide. The type of chart relates to the type of data you have. For instance, pie charts are used to show the relationship of each part to the whole, and a line chart shows trends over a period of time. A column or bar chart shows the item relates to another item.

After selecting the chart type, a worksheet table window opens and displays default data. You replace the default data with your own, and the chart appears on the slide in Live Preview. You will create a stacked column chart to show the pay rate information in the Caddy School presentation.

P02.22



To Insert a Chart

a. Click **Slide 11**, and then click **Insert Chart** in the content placeholder. In the Insert Chart dialog box, click the **Column** type in the left pane, and then click **Stacked Column**, and then click **OK**.

The worksheet opens showing the Live Preview of the default data. The categories represent the columns, and the series provide the numeric data.

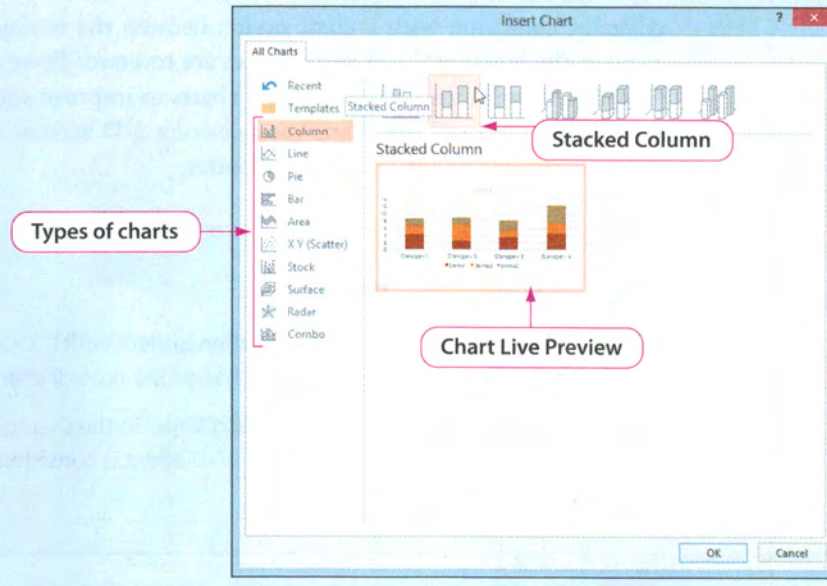


Figure 33 Inserting a chart

b. Type the following information into the worksheet, over the existing data:

	Base	Average Tips
Trainee	10	8
Intermediate	12.5	13
Captain	15	20

As you type, you should notice that the PowerPoint slide is updated in Live Preview. The final row and last column of the default worksheet are unneeded, so you will delete them.

c. Drag the **bottom-right corner** of the range—the blue square—up and to the left so only the data used—columns A-C and rows 1-4—are selected. Close ✕ the worksheet window. Review the chart to ensure that the data is correct.

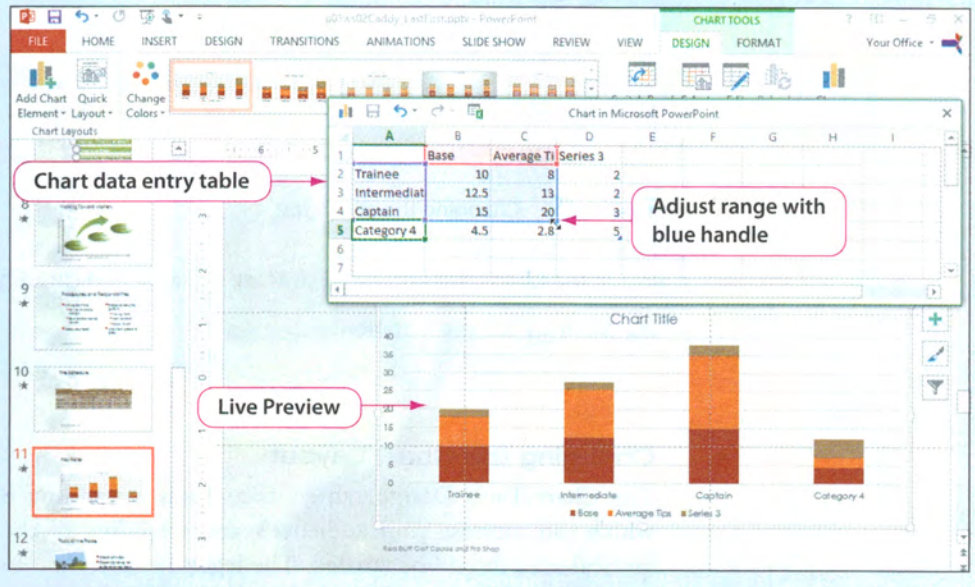


Figure 34 Inserting chart data

d. **Save** 💾 the presentation.

Changing the Chart Type

Usually, confusion with a chart occurs because the wrong choice was made for a chart type or the horizontal and vertical axes are reversed. PowerPoint makes it easy for you to experiment with the various types of charts to improve your message.

As you reviewed the chart, you noticed a 3-D version of the chart would fit with the other elements of your presentation better.

P02.23

To Modify the Chart Type

a. Click **Slide 11**. Click the **chart**, and then under CHART TOOLS, click the **DESIGN** tab.
The DESIGN tab enables you to change the type of chart, the layouts, and the styles.

b. In the Type group, click **Change Chart Type**. In the Change Chart Type dialog box, click **3-D Stacked Column**. Click **OK**. The 3-D effect is consistent with other graphics in your presentation.

SIDE NOTE
Viewing Chart Names
Do not forget you can hover your mouse pointer over each chart type to see the name of each chart.

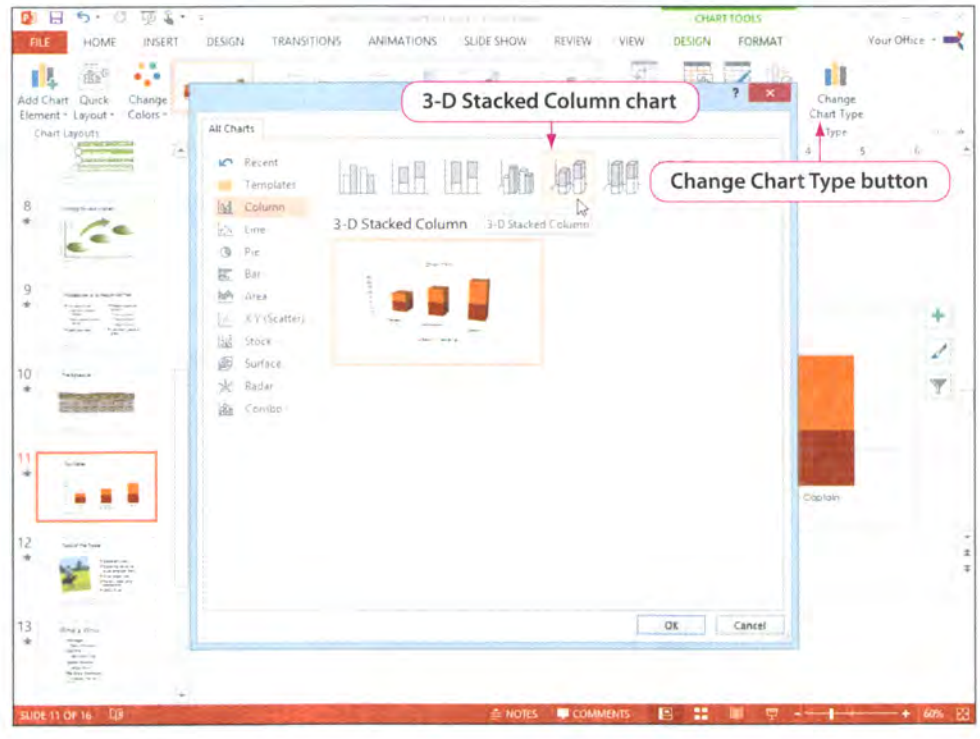


Figure 35 Changing the chart type

c. In the Chart Styles group, click **More**, and then click **Style 6**.

d. **Save** the presentation.

Changing the Chart Layout

The Chart Tools Design tab contains tools for adding descriptive labels to the chart, which can increase your audience's understanding of the material. The horizontal and vertical axes should be labeled. The legend enables the audience to match the bars with the caddy ranks. Data labels enable you to show the value of each of the bars on the table. This is beneficial if you do not use the gridlines in your chart. You can also display the data that you used to place the numeric data into the chart if necessary.

In this next exercise, you will change the layout and location of the legend.

P02.24

To Modify the Chart Layout

a. Click **Slide 11**. Click the **chart** to select it. Under CHART TOOLS, on the DESIGN tab, in the Chart Layouts group, click **Quick Layout**, and then click **Layout 1**.

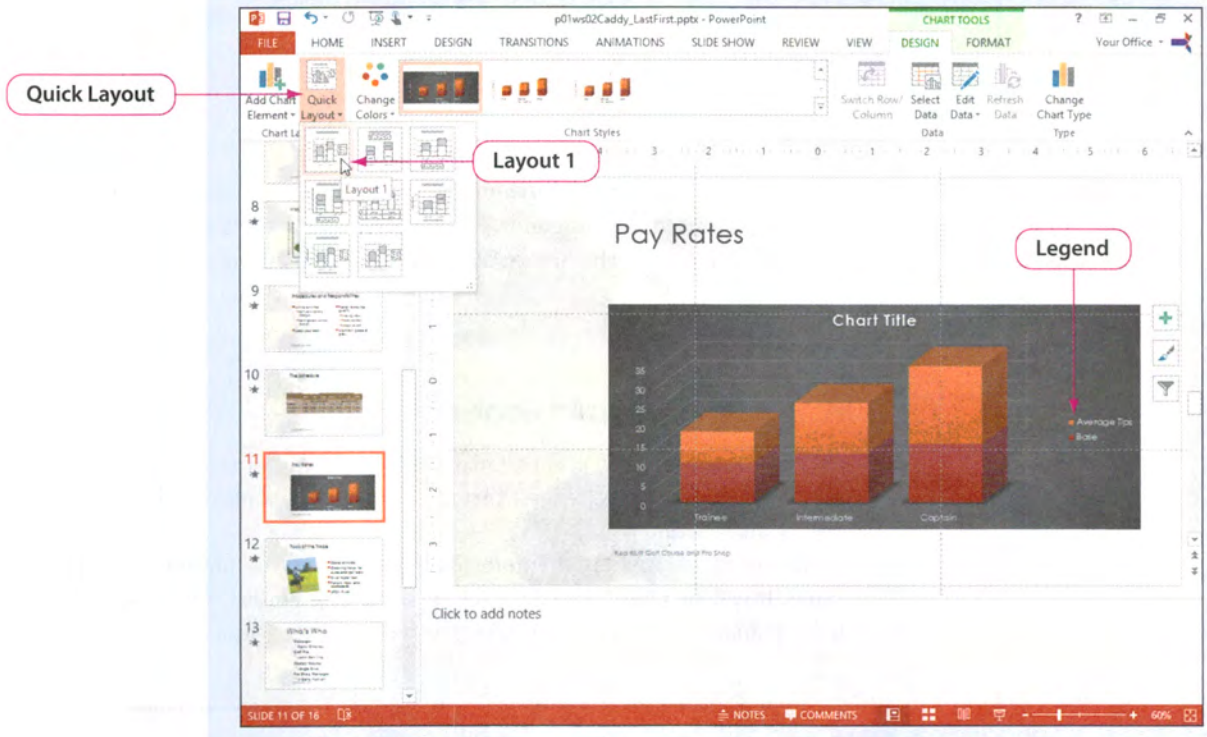


Figure 36 Modifying the chart layout

b. **Save** the presentation.

Changing Chart Elements

Individual elements on the chart, such as the title, series bars, axes, legend, and gridlines can be selected and modified using the Format tab under the Chart Tools tab. You can change the Shape Styles, and manipulate the shape fill colors, outline colors, and shape effects.

You still need to add a title to this chart. In this excerise, you will add a descriptive title.

P02.25

To Change Chart Elements

a. Click **Slide 11**. Click the **chart**, if necessary, to select it. Click **Chart Title** to select the title placeholder. Select the text **Chart Title**.

b. Type **Pay per Hour, in Dollars.** This will remove the words Chart Title and give a proper title.

c. **Save** the presentation.

Create a SmartArt Graphic

SmartArt graphics add color, shape, and emphasis to the text in your presentations. Specialty graphics such as list, hierarchy, process, pyramid, and cycle charts are preformatted using your color scheme for use in your slide shows. The gallery contains a number of versions for each chart type. As you review the different SmartArt graphics, you will see a wide range of graphic types. For instance, Process graphics show a sequence of steps, while Cycle graphics represent a circular flow of stages or tasks. Hierarchy and Relationship graphics show how items relate, such as you might find on an organizational chart for a company.

Using SmartArt

The agenda gives you an opportunity to effectively use SmartArt. You will modify the Caddy School presentation agenda, which already includes a SmartArt illustration. You will begin by changing the SmartArt graphic style using the SmartArt Styles gallery.

P02.26

To Modify a SmartArt Graphic

a. Click **Slide 7** and then click the SmartArt illustration **border**. Under SMARTART TOOLS, on the DESIGN tab, in the SmartArt Styles group, click **More**, and then under 3-D, click **Sunset Scene**.

This graphic provides an interesting change from the normal bullet points used on slides. It will also be more colorful than a bullet point list. The SMARTART TOOLS tabs provide many options for modifying the design or format of the graphic.

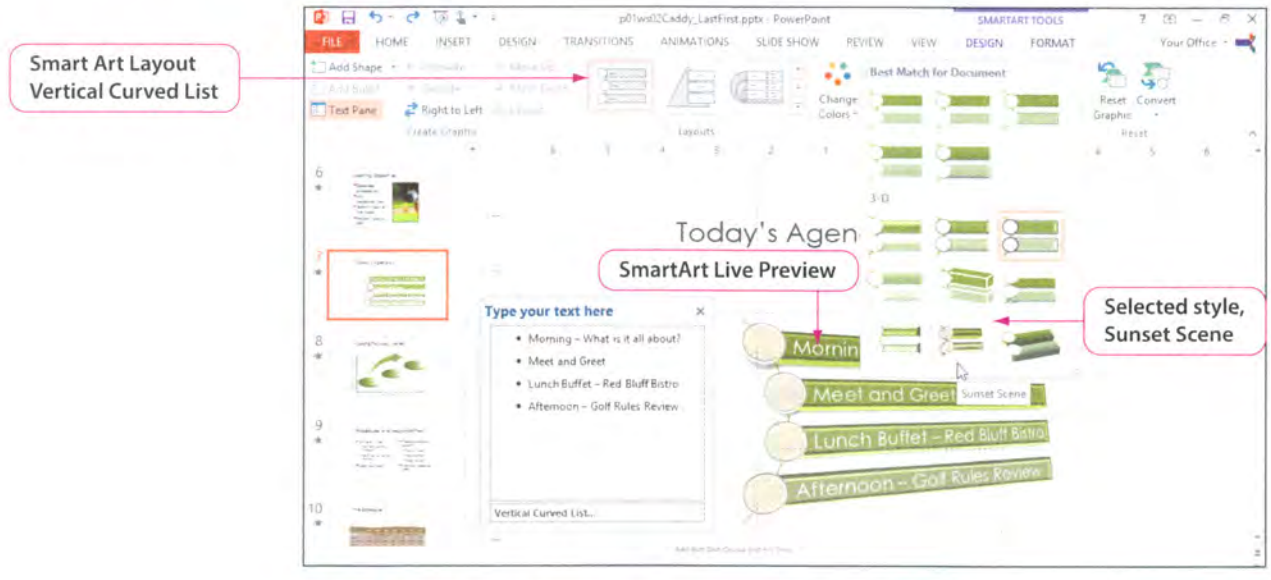


Figure 37 SmartArt Styles gallery

Troubleshooting

You can reset the graphic to the original version at any time. To do so, under SMARTART TOOLS, on the DESIGN tab, in the Reset group, click Reset Graphic.

b. Under SMARTART TOOLS, on the DESIGN tab, in the Create Graphic group, make sure **Text Pane** is toggled on and then **Type your text here** pane is visible. You will use the Text pane to quickly edit the information on the SmartArt graphic.

Similar to Outline view, the SmartArt Text pane enables you to concentrate on content without the visualizations. You can add additional bullet points at the end of the graphic by clicking after the last bullet point and pressing Enter. Use the arrow keys or click the bullet points to move within the Text pane. You can move the bullet text up and down on the graphic using tools on the DESIGN tab, and promote or demote text as needed.

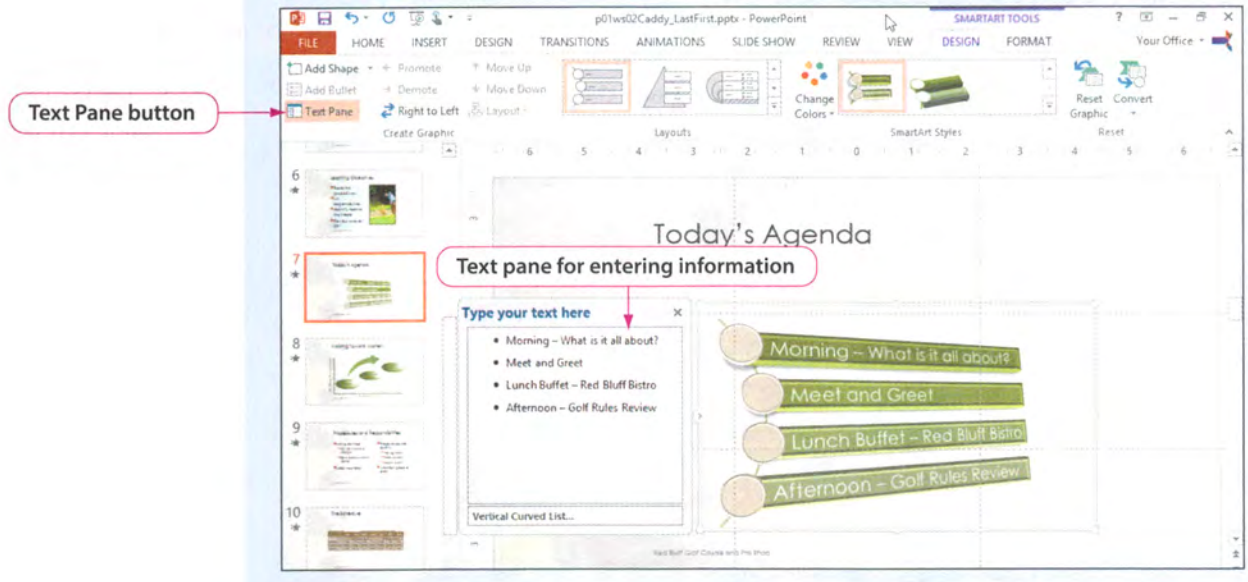


Figure 38 Adding text to a SmartArt graphic

c. In the Text pane, replace the text **Morning—What is it all about?** with the text **Welcome, Caddy Overview**.

d. Press ↓ twice to move to the bullet point **Lunch Buffet** in the Text pane, and then delete the text **Buffet**. In the next bullet point, delete the text **Afternoon –**, leaving only the words **Golf Rules Review**. Close the Text pane by clicking **Close** × in the Text pane.

e. **Save** the presentation.

Customizing SmartArt

SmartArt can be customized by adding images. Also, the colors used in SmartArt graphics are based on the colors in the theme or template used for the presentation. Choices for coloring the graphics include Primary Theme Colors, Colorful combinations, and Accent color options. You can also recolor the individual shapes using the Shape Fill and Shape Outline tools on the Format tab. Shape effects, such as shadows and bevels, can be applied to the individual shapes. In this section, you will add relevant images for each agenda item.

P02.27

To Customize SmartArt

a. Click **Slide 7**. On the SmartArt graphic, click the **top tan-colored circle** to the left of the first agenda item. Click the **HOME** tab, and then in the Drawing group, click the **Shape Fill** arrow, and then click **Picture**. Browse to your student data files, select **p01ws02GolfBall**, and then click **Insert**.

b. Click the **second circle** to the left of the agenda. On the HOME tab, in the Drawing group, click the **Shape Fill** arrow, and then click **Picture**. Browse to your student data files, select **p01ws02Blue**, and then click **Insert**.

c. Click the **third circle** to the left of the agenda. In the Drawing group, click the **Shape Fill** arrow, and then click **Picture**. Browse to your student data files, select **p01ws02ProShop**, and then click **Insert**.

d. Click the **fourth circle** to the left of the agenda. In the Drawing group, click the **Shape Fill** arrow, and then click **Picture**. Browse to your student data files, select **p01ws02Pink**, and then click **Insert**.

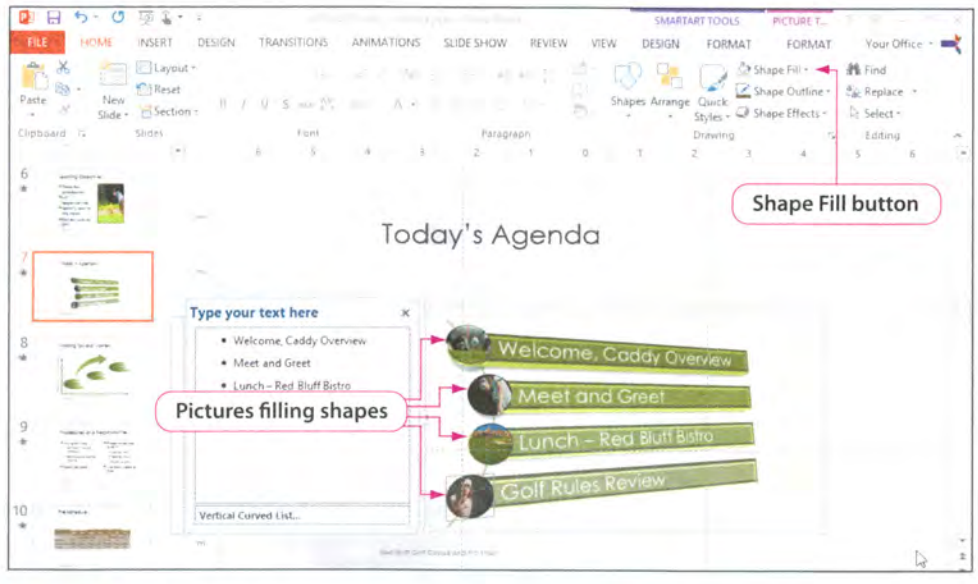


Figure 39 Modifying SmartArt

e. View the presentation in Slide Show view.

f. **Save** the presentation, and then **close** PowerPoint. Submit your file as directed by your instructor.

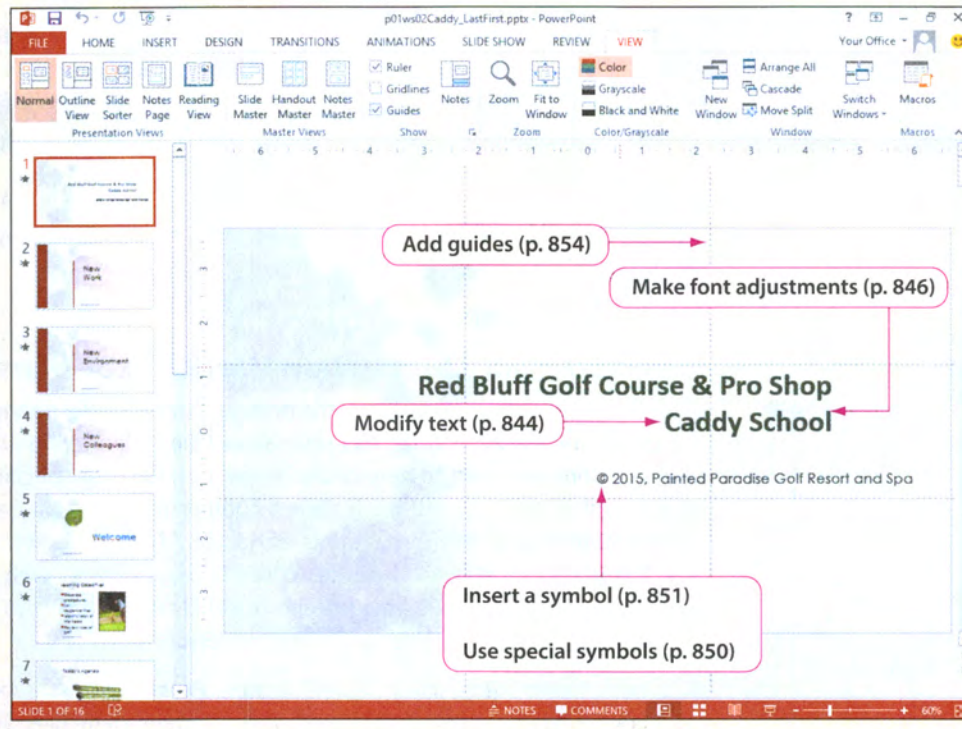
Concept Check

1. Explain the rule of six. p. 845
2. When would you use numbered lists instead of bulleted lists? p. 848
3. Describe the usefulness of the Format Painter tool. p. 849
4. Explain what special symbols are. p. 850–851
5. Explain the rule of thirds. p. 853
6. List two things that gradients do for shapes when applied appropriately. p. 865
7. Tables organize information into columns and rows in a way that is meaningful to the audience. List three things you can do to tables to make them more visually understandable. p. 873–877
8. Explain when using a chart is beneficial to your presentation. p. 878
9. List three benefits of using SmartArt graphics. p. 882

Key Terms

Bit-mapped graphic 852
Chart 878
Color tone 862
Content Placeholder 856
Copyright 852
Cropping handles 859
Equidistant guides 870
Eyedropper tool 862
Format Painter 849
Horizontal guide 854
Kelvin scale 861
List hierarchy 848
Ordered List 848
Picture Style 863
Power points 853
Printer-friendly fonts 844
Recolor 861
Rule of six 845
Rule of thirds 853
Sans serif fonts 845
Saturation 862
Screen-friendly fonts 845
Serif fonts 844
Smart Alignment guides 870
SmartArt graphic 882
Symbols 850
Table 873
Transparency 863
Vector graphic 852
Vertical guide 854
WordArt 872

Visual Summary



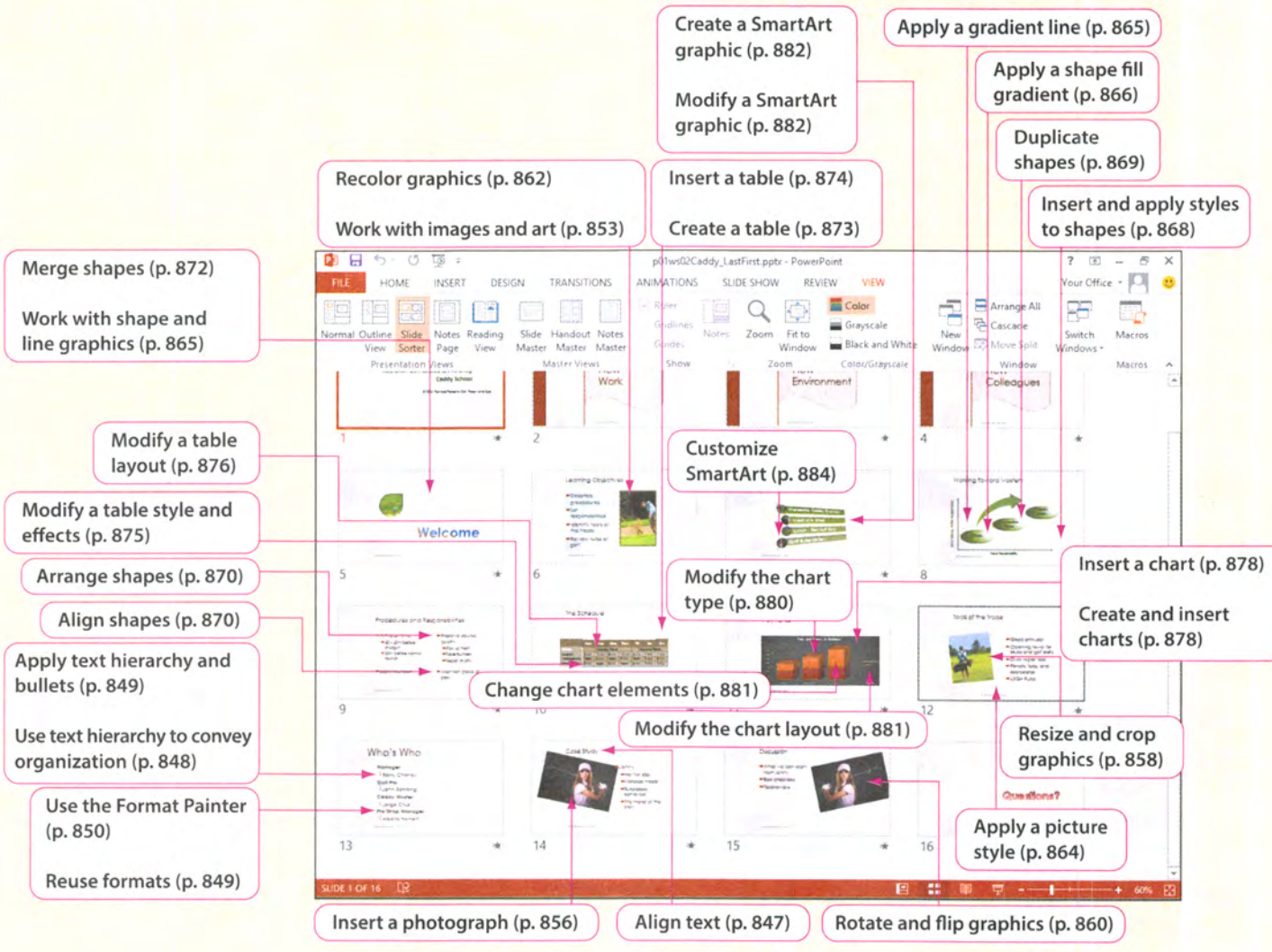


Figure 40 Red Bluff Golf Course & Pro Shop Caddy School Final Presentation

Practice 1

Student data files needed:

p01ws02Destination.pptx
p01ws02DestAlbum.pptx
p01ws02DestBouquet.jpg

You will save your file as:

p01ws02Destination_LastFirst.pptx

Planning Your Destination Wedding Seminar

Sales & Marketing

Painted Paradise Resort and Spa is the perfect place for a destination wedding. Patti Rochelle, the Corporate event planner, has several wedding planners on her staff. She would like to hold quarterly seminars to help brides-to-be plan for their special day. Seminars will be held on a Saturday morning and will feature a continental breakfast. Each seminar will begin with a presentation outlining the benefits of holding a wedding at Painted Paradise Resort and Spa. The audience also will include prospective grooms as well as parents of the couples. After the presentation, everyone attending will tour the resort to look at the various venues available for both the ceremony and the reception.

a. Start **PowerPoint**, click **Open Other Presentations**, and then click **Computer**. Click **Browse**, navigate to where your student data files are located, and then click **p01ws02Destination**. Click **Open**. Save the presentation as p01ws02Destination_LastFirst using your last and first name.

b. On **Slide 1,** click the **title** placeholder, and then type Planning Your Destination Wedding. Type Painted Paradise Golf Resort and Spa in the **subtitle** placeholder, select the **text**, and then change the font size to **28**.

c. Click **Slide 3**. Click the **INSERT** tab, and then in the Images group, click **Pictures**. Navigate to the location of your student data files. Click **p01ws02DestBouquet**, and then click **Insert**.

d. Under PICTURE TOOLS, on the FORMAT tab, in the Size group, click the **Size Dialog Box Launcher**. In the Format Picture pane, click **Lock aspect ratio** to select it, if necessary, and then decrease the Scale Height to **75%**. Click **Close**. In the Pictures Styles group, click **Soft Edge Rectangle**. Drag the **picture** to the bottom-right corner of the slide.

e. Click **Slide 4**, and then click **Insert Table** in the content placeholder. Change the number of columns to **3**, the number of rows to **4**, and then click **OK**. Type the following in the table:

Wedding Type	Guests	Room
Small	Up to 50	Pueblo Room
Medium	50 to 250	Eldorado Room
Large	250 to 500	Musica Room

f. On **Slide 4**, click a cell in the table. Under TABLE TOOLS, on the DESIGN tab, in the Table Styles group, click **More**, and then click the **Themed Style 2 – Accent 4** Table Style. In the Table Style Options group, click the **Banded Rows** check box to remove the banded row formatting.

g. Under TABLE TOOLS, on the LAYOUT tab, in the Table Size group, change the Table Size Height to **4"**. Select all of the **cells** in the table, and then in the Alignment group, click **Center**. With the text selected, click **Center Vertically** in the Alignment group.

h. Click the **HOME** tab, and then in the Font group, increase the font size to **24**. Drag the table down so the top edge is in line with the bottom of the picture in the top-right corner.

i. Click **Slide 5**, and then click the **chart**. Under CHART TOOLS, on the DESIGN tab, in the Data group, click **Edit Data**. Add the following data to the worksheet, beginning with the cell immediately below the text **Groom's Attire**:

Photography	2,000
Miscellaneous	1,300

j. Close the chart worksheet. Under CHART TOOLS, on the DESIGN tab, in the Chart Layouts group, click **Quick Layout**, and then click **Layout 6**. In the Chart Layouts group, click **Add Chart Element**, point to **Chart Title**, and then click **None**.

k. Click **Slide 6**, and then click the **SmartArt graphic**. Under SMARTART TOOLS, on the DESIGN tab, in the Layouts group, click **More**, and then click **Circle Arrow Process**.

l. Under SMARTART TOOLS, on the DESIGN tab, in the SmartArt Styles group, click **Change Colors**, and then click **Transparent Gradient Range - Accent 4**. In the SmartArt Styles group, click **More**, and then under 3-D, click **Polished**.

m. Set **vertical guides** to **2.25** to the right and left of **0** on the horizontal ruler. Set **horizontal guides** to **1.25** above and below **0** on the vertical ruler. Click the **border** of the first box to the right of the rings so it has a solid border. Press and hold Shift, then click the three remaining boxes. Drag the **right sizing handle** of the top box until the red alignment guide is at **2.5"** to the right of **0** on the horizontal ruler.

n. Drag the boxes until the **center sizing handle** of the top box is behind the right vertical alignment guide. Click the **HOME** tab, and then in the Font group, increase the font size to **16**.

o. On the HOME tab, in the Slides group, click the **New Slide** arrow, and then click **Reuse Slides**. In the Reuse Slides pane, click **Browse**, and then click **Browse File**. Select **p01ws02DestAlbum**, and then click **Open**. In the Reuse Slides pane, click **Slides 2** to **7** in succession. In the left pane, select the slides you just added. On the DESIGN tab, in the Customize group, click **Format Background**. In the Format Background pane, click **Hide Background Graphics** to remove the image in the upper-right corner.

p. Close the Reuse Slides pane and the Format Background pane. Delete **Slide 13**. Click **Slide 1**, and then click the **photograph**. Under PICTURE TOOLS, on the FORMAT tab, in the Size group, click the **Crop** arrow, and then click **Fill**. Click in a blank area to deselect the photograph.

q. Click the **SLIDE SHOW** tab, and then in the Start Slide Show group, click **From Beginning**. Review the slides. Save the presentation, and then close PowerPoint. Submit your file as directed by your instructor.

Problem Solve 1

MyITLab Grader
Homework 1

Student data files needed:

p01ws02Camp.pptx
p01ws02Camp1.jpg
p01ws02CampBall.jpg
p01ws02CampAlbum.pptx

You will save your file as:

p01ws02Camp_LastFirst.pptx

Golf and Swim Camp

Sales & Marketing

The Red Bluff Golf Club sponsors a Golf and Swim Camp for teens, aged 13–16. The teens learn about golf rules, play nine holes each day, compete for prizes, and swim at the Painted Paradise Water Park. After the six-week camp, a Teen Tournament and a Luncheon Awards Ceremony are held. You will create a presentation that gives the details about the camp, intended for the parents of the teens. You are creating a persuasive presentation to encourage them to send their children to the camp.

a. Start **PowerPoint**, and open **p01ws02Camp** from your student data files. Save the file as p01ws02Camp_LastFirst.

b. On **Slide 1**, after **Red Bluff Golf Club** add the text & Pro Shop. Change the font size of the subtitle to **20**.

c. Set vertical guides to **2.25** to the right and left of **0** on the horizontal ruler. Set horizontal guides to **1.25** above and below **0** on the vertical ruler.

d. Move the title text placeholder to align with the top horizontal guide so the guide is between the lines of text.

e. On **Slide 2**, fill the teardrop shape with the photo **p01ws02CampBall**.

f. Set the **Shape Height** to **2"**. Apply the Picture Effect Shadow **Perspective Diagonal Lower Left**. Drag the picture until it is centered over the bottom-right power point.

g. Delete one of the question marks on **Slide 3**.

h. On **Slide 4**, insert **p01ws02Camp1**, and then apply the Picture Style **Relaxed Perspective, White**. Drag the picture until the golf ball is centered behind the bottom-right power point.

i. On **Slide 5**, change the chart type to **3-D Pie**, apply chart **Style 8**, and then apply **Layout 6**. Remove the chart title, add **Data Callout** Data Labels, and then delete the Legend.

j. On **Slide 6**, remove the bullets from the text **Things to Bring**, and also from the text **Things to Wear**. Set the width of both placeholders to **4.5"**, and make sure they are centered over the vertical guides.

k. On **Slide 7**, change the SmartArt graphic to **Segmented Cycle**. Apply the **Polished** style, and then select colors **Colorful Range - Accent Colors 2 to 3**.

l. On **Slide 8**, apply table style **Themed Style 2 – Accent 1**. Align the left of the **table** with the left vertical guide. Drag the center vertical line of the table to **0.5"** to the left of **0** on the horizontal ruler. Drag the right edge of the table until is aligns with **4.0"** to the right of **0** on the horizontal ruler.

m. Select **Slide 5**. Insert **Slides 2–6** from **p01ws02CampAlbum** using the **Reuse Slides** option. Be sure to insert the slides in order.

n. On **Slide 6**, for both images, on the FORMAT tab, in the Adjust group, click **Reset Picture**. Apply the **Drop Shadow Rectangle** Picture Style to these images. For the remaining images through Slide 10, discard all formatting by resetting the pictures, and then apply the **Drop Shadow Rectangle** Picture Style.

o. Review the slides in Slide Show view. Save the presentation, and then close PowerPoint. Submit your file as directed by your instructor.

Perform 1: Perform in Your Career

Student data files needed:

p01ws02Money.pptx

p01ws02Money1.jpg

You will save your file as:

p01ws02Money_LastFirst.pptx

Saving Money Workshops



Research & Development


Customer Service

You have been interning at the local utility company that provides both electricity and water to area residents. Recently, there have been many inquiries about how to cut the high cost of utility bills. Charles Thomas, your supervisor, would like to hold a series of free workshops at branch libraries addressing these concerns. He has asked you to create a presentation that will show people how they can save money on energy and water as well as in other areas of daily living. Charles would also like to address the importance of increasing recycling. You will start with the presentation he has given you.

a. Start **PowerPoint**, and then open **p01ws02Money**. Save the presentation as p01ws02Money_LastFirst.

b. Apply a theme to the presentation. Insert a **footer** that appears on all slides except the title slide.

c. On one of the slides, add a chart to adequately represent the following data.

	Usage
Heating/Cooling	60
Water Heating	15
Refrigeration	13
Everything Else	12

d. Apply a chart layout and style with no chart title to the chart. Move any labels as necessary so they are visible.

e. On one of the slides, insert a table with 3 columns and 7 rows. Apply a table style. Merge the first row of cells and insert a title with an appropriate font size. Complete the table as follows:

Country	Amount (millions KWh)	Year
United States	3,892,000	2007
China	2,859,000	2006
Russia	895,200	2007
Japan	982,500	2006
Germany	549,100	2006

f. Set column widths and cell alignment. Fit the table to the slide.

g. On Slide 9, insert a Cycle SmartArt with the text: Recycle, Reuse, and Renew. Apply colors and style to the graphic.

h. On Slide 10, apply a layout, removing bullets and choosing a font size. Insert **p01ws02Money1**, and then choose a height and picture style. Use equidistant guides for placement.

i. On one of the slides, insert WordArt text Go Green! Apply a gradient, and then choose a font size. Correct any misspelled words, and then proofread the slide show.

j. View the slide show from the beginning. Review the slides. Submit your file as directed by your instructor.



Additional Cases

Additional Workshop Cases are available on the companion website and in the instructor resources.

MODULE CAPSTONE

More Practice 1

Student data files needed:

- p01mpDeals.pptx
- p01mpDealsCont.pptx
- p01mpDealsGolf.jpg
- p01mpDealsMassg.jpg
- p01mpDealsRes.jpg
- p01mpDealsTheme.thmx

You will save your files as:

- p01mpDeals_LastFirst.pptx
- p01mpDealsPDF_LastFirst.pdf

Painted Paradise Golf Resort and Spa Special Deals



Sales & Marketing

The Painted Paradise Golf Resort and Spa along with the Red Bluff Golf Club offer special deals to families and couples. The special deals include various services such as golf, spa treatments, lodging, and meals. They are designed to persuade people to come to the resort and enjoy a perfect getaway. The deals are described in PowerPoint presentations that are sent via e-mail or shared online.

You will create a graphic-rich presentation to feature the Last Minute Deal, the Two Perfect Days Deal (for couples), and the Girls' Camp (for grown-ups). You will use a theme, modify the colors and font of the theme, and reuse slides. You will make use of WordArt, a table to detail the Girl's Camp options, special symbols, and a custom footer.

You might notice that there is more text than you might normally use in a slide show. This is because you will not be "delivering" this presentation. Instead, your audience will read it online. You will carefully check the spelling and proofread the document before saving the file as a PowerPoint PDF file.

a. Start **PowerPoint**, open **p01mpDeals**, and then save it as p01mpDeals_LastFirst, using your first and last name. Type your name in the slide title placeholder, then type today's date after the colon in the content area of the first slide.

b. Click the **DESIGN** tab, and then in the Themes group, click **More**, and then click **Browse for Themes**. Navigate to your student data files, and then apply the **p01mpDealsTheme** theme. In Slide Master view, change the theme fonts to **Corbel**, and then close this view.

c. Insert a **title slide layout** as Slide 2, and then type Special Deals for You from the Painted Paradise Golf Resort and Spa as the presentation title. Change the font size to **44**. Add A passion for helping people relax as the subtitle. Modify the subtitle font to italic and align the text to the right.

d. On **Slide 2**, add a **Rectangle** shape, **2"** in height and **5"** in width, to the top-right area of the slide. Make the following changes to the shape.

- Type The time to relax is when you don't have time for it in the shape. Press Enter, and then type Sidney J. Harris.
- Select the **quotation text**, apply the WordArt style **Fill - White, Outline - Accent 1, Shadow**, and then increase the size of the font to **32**.
- Insert the Wingdings symbol with a character code of **122** in front of the name **Sidney**. Align the author's name to the right.
- Add an **Offset Diagonal Bottom Left** shadow to the shape.

e. Create a new theme colors palette by changing the theme color Text/Background - Light 2 setting to **Blue, Text 2, Darker 50%**. Save the Theme Colors as Special Deals Colors LastFirst, using your last and first name.

f. Reuse all slides from the **p01mpDealsCont** file, adding them to the end of the current presentation. On the INSERT tab, apply **Date and time** footers to all of the slides except the title slide, click **Fixed**, and then replace the default date with Offers good through August 30. Click **Footer**, and then type Reserve now at www.paintedparadiseresort.com.

g. Using Outline view, make the following modifications.
- Delete the Resort Special Deals slide (Slide 4).
- Drag **Slide 7** to position **5**.
- Drag **Slide 8** to position **7**.
- On **Slide 9**, select the **Wine and appetizer buffet** line, and drag it below the Lunch line. Add Poppable Pastries and coffee in-room breakfast at the bottom of the feature list on **Slide 9**. Drag the **Poppable Pastries** line into position above the Lunch line.

h. In Normal view, on **Slide 3**, edit the graphic boxes to highlight each of the deals: Last Minute Deals, Two Perfect Days, and Girl's Camp.

i. Add a new **Title and Content** slide after Slide 4. Type Savings Highlights in the title placeholder. Insert a **3-D Stacked Column** chart, and then complete the worksheet as follows:

	Normal Pricing	Last Minute Deal 1	Last Minute Deal 2
Room	575	500	500
Spa Treatment	230	200	0
Golf	250	0	215
Meals	120	104	104

j. Under CHART TOOLS, on the DESIGN tab, in the Data group, click **Select Data**, and then switch the rows and columns in the chart. In the **Chart Layouts** group, click **Add Chart Element**, point to **Legend**, and then click **Top**. Click **Add Chart Element** again, point to **Chart Title**, and then click **None**. Edit the data by adding the following column to the end of the worksheet, and then close the chart data sheet.

Last Minute Deal 3
500
200
215
104

k. Change the layout of **Slide 4** to **Two Content**. Add the photograph from the student data files named **p01mpDealsMassg**. Modify the photograph as follows.
- Resize the photograph to a height of **2.9"**.
- Drag it into position at the bottom-right side of the white space of the slide. Remember, white space is empty space and no matter what the actual background color. Thus, the images may overlap with the orange color on the right of the slide.
- Apply the **Drop Shadow Rectangle** picture style.

l. On **Slide 4**, to insert the photograph of a woman with a golf club, from the student data files, select **p01mpDealsGolf**. Modify the photograph as follows.
- Resize the photograph to a height of **2.9"**.
- Drag it above the massage photograph.
- Apply the **Drop Shadow Rectangle** picture style.

m. On **Slide 4**, select the **body text** placeholder and right-click. Select **Format Shape**. In the Format Shape pane, under Text Options and then Text Box, set the Vertical alignment to the middle of the placeholder. If the right column content text placeholder is visible, delete it.

n. On **Slide 6**, drag the **right sizing** handle of the body text placeholder to the left until it is at the left edge of the photograph. On **Slide 7**, modify the photograph as follows.
- Alter the color to **Red, Accent color 1 Light**.
- Resize the photograph to a height of **5.9"**.
- Drag the **photograph** to the left side of the slide.
- Apply the **Soft Edge Oval** picture style.
- Drag the **left sizing** handle of the body text placeholder to place the text to the right of the photograph.

o. On **Slide 8**, modify the photograph of the couple dancing by setting the **Color Tone** to **Temperature: 4700 K**. Apply the **Soft Edge Rectangle** picture style to the **couple dining** photograph. Use the **Format Painter** to apply the style to the other two photographs, and then select **all three photographs** and distribute them horizontally.

p. On **Slide 9**, select the photograph, and then modify it as follows.
- Resize the photograph to a height of **3.5"**.
- Align the photograph to the **Center** and then to the **Bottom**.
- Change the Color Saturation to **200%**.
- On the FORMAT tab, in the Arrange group, click the **Send Backward** arrow, then click **Send to Back**.

q. On **Slide 10**, insert the **Registered Sign** symbol after the word **Poppable**. This symbol is an "R" inside a circle. Modify the symbol's font effect to **Superscript**. Change the text **Poppable® Pastries** to the font color **Red, Accent 1, Darker 25%** and change the font style to **italic**.

r. Add a new **Title and Content** slide after Slide 10. **Type** The Girls' Camp Deal in the title placeholder. Add a table to the slide with **2 columns** and **6 rows**. Type the following information in the table.

Number of Guests	Cost per Guest
2	$500
3	$450
4	$400
5	$350
6	$300

s. Modify the table on **Slide 11** as follows.
- Resize the table to a height of **4.5"** and a width of **4.5"**.
- Center the text, and then in the Alignment group, click **Center Vertically**.
- Apply the **Medium Style 3 - Accent 1** style to the table.
- On the LAYOUT tab, in the Arrange group, click **Align**, and then click **Align Center**.

t. On **Slide 12**, insert the photograph **p01mpDealsRes** and resize it to a height of **3.8"**. Drag the **photograph** to the bottom-center on the slide, until the Smart Guides appear at the bottom center of the photograph. Apply the picture style **Simple Frame, White**.

u. Review the slides, carefully proofreading each item and making necessary corrections. Check the spelling, and then save the presentation. Save the file in PDF format, give it the name p01mpDealsPDF_LastFirst, and use the **Minimum size** button above **Publish**. Close the presentation, and then submit your files as requested by your instructor.

Problem Solve 1

MyITLab Grader
Homework 1

Student data files needed:

- p01ps1Restaurant.pptx
- p01ps1ReBurger.jpg
- p01ps1ReFork.jpg
- p01ps1ReIndigo.jpg
- p01ps1ReSilver.jpg
- p01ps1ReSilver2.jpg
- p01ps1ReTea.jpg
- p01ps1ReTea2.jpg
- p01ps1ReTempl.potx
- p01ps1ReTerra.jpg

You will save your files as:

- p01ps1Restaurant_LastFirst.pptx
- p01ps1RestShow_LastFirst.ppsx

Restaurant Choices at the Painted Paradise Golf Resort and Spa



Sales & Marketing

There are many choices the guests can make for meals and snacks on the grounds of the Painted Paradise Golf Resort and Spa. You will create a presentation that describes the options. The presentation will be shown on flat panel displays throughout the resort, in places such as elevators and waiting areas. The presentation will also be a part of the in-room advertising via the resort's local TV channel. You can expect the audience to view the presentation for just a short amount of time, so the content will be minimal. You will use a template that has the timing already set up for advancing the slides every five seconds.

a. Open **p01ps1ReTempl**. Save the presentation as p01ps1Restaurant_LastFirst, making sure the file type is a **PowerPoint Presentation** and not a template. Switch to Normal view, if necessary, and then review and delete the notes on the title slide. To help you adhere to the rule of thirds, add vertical and horizontal guides at **1.67** and **1.25** respectively.

b. On **Slide 1**, replace the background with the file **p01ps1ReFork**. Change the background of the placeholder to **50%** transparent, color **Black, Background 1**. Resize the placeholder so that it fills the width of the slide and covers the top third. In the placeholder, type Painted Paradise Golf Resort and Spa Restaurants.

c. After Slide 1, add a new **Title and Content** slide, and then type Indigo5 in the title placeholder. Bring the title placeholder to the front, rotate it to horizontal, and then stretch it the width of the slide. Position the top of the title placeholder on the bottom horizontal guide, and then apply a **35%** transparent black background fill to it. Insert the photograph **p01ps1ReIndigo** into the content placeholder, and then resize it to fill the entire slide, but do not change the aspect ratio. It is okay if it is larger than the slide.

d. Reuse all six slides from **p01ps1Restaurant**, and then place them at the end of the presentation.

e. On **Slide 3**, apply customized bullets to the list, using the Wingdings font and the character code **157**. Change the height of the image to **6.5"**, and vertically align the picture on the slide using the Smart Guides. Align the **picture** horizontally under the left vertical guide, and then add a **black** solid border to the graphic.

f. Copy the title placeholder and text from Slide 2 and paste it onto **Slide 3**, moving it to the top edge of the slide. Change the height of the right placeholder to **5"**. Place it along the right edge of the slide, and then drag it down until the equidistant Smart Guides appear, aligning it between the title placeholder and the footer.

g. Add a new **Title and Content** slide after Slide 3, and delete the content placeholder. Enter the text Red Bluff Bistro in the title placeholder, and stretch it to fill the height of the slide, but leave it in place horizontally. Apply a **black** fill with a **35%** transparent background. Insert **p01ps1ReBurger** as the slide background. Using the Format Background pane, click **Picture**, then click **PICTURE COLOR**, and then set the Saturation to **400%** and the Color Tone to **6,500K**, if necessary.

h. On **Slide 5**, delete Red Bluff Bistro from the text placeholder. Copy and paste the title placeholder from Slide 4 to **Slide 5**, rotate it **180** degrees, and then set its right edge **4.5"** to the right of 0 on the horizontal ruler. Change the height of the graphic to **6.42"**, and then place its right edge on the right edge of the title placeholder. Center the image vertically. Change the height of the content placeholder to **4.37"**, and then center it horizontally and vertically under the left vertical guide. Apply customized bullets to the list, using the Wingdings font and the character code **157**. Add a **black** solid border to the graphic.

i. Add a new **Title and Content** slide after Slide 5, and then delete the content placeholder. Type Terra Cotta Brew in the title placeholder. Rotate the title placeholder to horizontal, stretch it the width of the slide, and align the top edge with the bottom horizontal guide. Fill it with a **50%** transparent black background. Fill the slide background with the image **p01ps1ReTerra**.

j. On **Slide 7**, apply custom bullets using the Wingdings font with the character code **155**. Increase the font size to **32**. Resize the box to be **4.4"** high by **3"** wide. Drag it to the right until the bullets are aligned under the right vertical guide and the Smart Guides appear. Position it vertically, 1" from the top-left corner. Insert the **Registered Sign** symbol after the word **Poppable**, and then make it **superscript**.

k. Continuing on **Slide 7**, use the **Format Painter** to copy the style of the title placeholder from Slide 6 to the title placeholder on **Slide 7**. Click in the **title text** of Slide 7 to apply the format. Rotate the placeholder to horizontal, and then stretch it the width of the slide. Drag the placeholder down until the Smart Guides show it is equidistant between the content placeholder and the footer. Bring the **title** placeholder to the front.

l. Continuing on **Slide 7**, resize the image to be **5.25"** tall by **3.5"** wide, and then drag it left of the vertical alignment until the equidistant guides appear. Move the **image** down behind the title placeholder until it is centered vertically with the content placeholder. Drag the **content** placeholder up until its top edge aligns with the top of the image. Add a **black** solid border to the graphic.

m. Add a new **Title and Content** layout slide after Slide 7. Type Silver Moon Lounge in the title placeholder, and then delete the content placeholder. Fill the background with image **p01ps1ReSilver**. Change the color saturation to **33%** and the color tone to **5,300K**. Stretch the title placeholder to the height of the slide, and fill it with a **70%** transparent black background. Leave it in place horizontally.

n. On **Slide 9**, use the **Format Painter** to copy the **title** placeholder from Slide 8 to the title placeholder on Slide 9, and then stretch it to the top and bottom of the slide. Rotate it **180** degrees, move its horizontal position to **5.7"** from the top-left corner, and then bring it to the front. Replace the picture with the file **p01ps1ReSilver2**, and then set the horizontal and vertical positions to **2.4"** and **0.25"** respectively. Resize the photo to **5.18"** square. Place a solid black border around the image. Center the content placeholder below the image, and then make it equidistant from the image and the footer.

o. Add a new **Title and Content** slide after Slide 9. Type Turquoise Oasis Spa in the title placeholder, and then delete the content placeholder. Rotate the **title** placeholder to horizontal, stretch it the width of the slide, and then fill it with a **35%** transparent black background. Drag the **placeholder** down until its top edge is aligned with the bottom Horizontal Guide. Fill the background of the slide with the image **p01ps1ReTea**. Change the Color Saturation to **200%** and the Color Tone to **4,700K**.

p. Copy the **title** placeholder from Slide 10, and then paste it onto **Slide 11**. Delete the original vertical title placeholder and default title text placeholder from Slide 11. On **Slide 11**, insert **p01ps1ReTea2** in the content placeholder, change the height of the image to **4.5"**, and add a black border. Position the image **2.74"** horizontally and **0.75"** vertically from the top-left corner. Apply custom bullets to the list using the Wingdings font and character code **155**.

q. Continuing with **Slide 11**, drag the **content** placeholder to the left until its left border aligns with the left edge of the slide. Drag the **right sizing** handle of the content placeholder to the left until it aligns with the left edge of the image. Drag the **placeholder** up until it is the same distance from the title placeholder as the title placeholder is from the footer.

r. On **Slide 12**, change the height of the image to **5"**, and then center it behind the left vertical guide. Drag the image up until the Smart Guide appears just below the title placeholder. Fill the **title** placeholder with a **35%** transparent black background, bring it to the front, and then stretch it to fill the top third of the slide. Edit the table by adding the two restaurants to the first column below **Terra Cotta Brew** as follows.

Restaurant
Silver Moon Lounge
Turquoise Oasis Spa

s. Increase the height of the table size to **3.5"**, and then align the **table** to the right of the slide, between the right edge of the slide and the image, and aligned with the bottom of the photo. Apply the **Medium Style 3** style to the table.

t. Review the slides, checking the spelling. View the slide show. The slides change automatically, so you do not have to click between slides. Save the presentation.

u. Save the presentation again as a **PowerPoint Show**, with the file name p01ps1RestShow_LastFirst. Close the presentation, and then submit your files as requested by your instructor.

Problem Solve 2

MyITLab Grader
Homework 2

Student data files needed:

p01ps2Menu.pptx
p01ps2MenuItems.pptx
p01ps2MenuApples.jpg

You will save your file as:

p01ps2Menu_LastFirst.pptx

Wait Staff Training

Human Resources

Chef Robin Sanchez has created some great new recipes for the Indigo5 restaurant at the Painted Paradise Resort and Spa. You have been asked to create a PowerPoint presentation that introduces the wait staff to the new menu items and reviews some important practices for the servers. The new dishes will be pictured on the slides along with information about the ingredients, and a table will show the name of the item, the cost, and additional wine or food pairings for each menu item.

The chef has prepared some slides for you to use in your presentation, but he has also requested that you create additional slides with guest service information. The chef also requested that handouts are made available so the staff can have the information for future reference.

a. Start **PowerPoint**, open **p01ps2Menu**, and then save it as p01ps2Menu_LastFirst. Type today's date after the colon in the body text placeholder. Apply the **Facet** theme, and then make the following changes to the theme colors.
   - Change the Text/Background - Light 2 to **Blue-Gray, Background 2, Lighter 80%**
   - Change the Accent 2 color to **Gold, Accent 3, Darker 50%**
   - Name the new Theme Colors LastFirst Menu, using your last and first name.

b. After Slide 1, insert a **Title Slide** layout, and then type the title New Menus and More with a subtitle of Autumn Season Training. Center both the **title** and the **subtitle**.

c. After Slide 6, reuse **Slides 2–5** from **p01ps2MenuItems**.

d. In Outline view, increase the list level of the ingredients listed on **Slide 7**, titled **Apple and Cheese Javelina Baguette**. Change the bullets for the ingredients to **Filled Round Bullets**. Repeat this step with the ingredient lists for **Slides 8–9**. Repeat this step on **Slide 10** for the three restaurants where Poppable Pastries are available.

e. On **Slide 7**, insert the **p01ps2MenuApples** picture, and then resize the picture to **3"** in height. Resize the text block to **3.13"** in width. Use vertical guides to align the picture and the text block to the power points on each slide. For the following slides, resize the pictures and text blocks as shown, and then align them to the power points on each slide.

Slide Number	Picture Height	Text block width
Slide 8	**3.1"**	**3.33"**
Slide 9	**2.9"**	**3.33"**
Slide 10	**3"**	**3"**

f. Move **Slides 4–6** to the end of the slide show. Move **Slide 3** (Our New Items) before Slide 8.

g. Add a new slide, with the **Title and Content** layout, after Slide 2. Type James Beard said… in the title placeholder. Type Food is our common ground, a universal experience. in the body placeholder. Include the punctuation. Remove the bullet, and then change the font style to **italic**. Increase the font size of the quotation to **36**, and then apply the **Fill - Dark Yellow, Accent 2, Outline - Accent 2** WordArt style to the quotation.

h. On **Slide 7**, insert the **Registered Sign** symbol immediately after the word **Poppable**, with no space between the word and the symbol. Alter the font of the symbol to **superscript**.

i. On **Slide 8**, modify the table by inserting a row at the bottom with the following information:

Item	Price	Up-sell Item
Poppable Pastries	$1 or 3 for $2.50	Freshly brewed coffee

j. Continuing with the table on **Slide 8**, make the following changes to the table.
   - Resize the table to **9.0"** in width. Align the **table** in the center of the slide.
   - Change the Table Style to **Medium Style 1 - Accent 4**.
   - Change the Table Style Options from Banded Rows to **First Column**.

k. On **Slide 11** add the SmartArt graphic **Circle Process** to the body content. For each shape, type the following:

Shape	Text
1	Be of Service
2	Do Offer World Class Care
3	Have Happy Customers

Alter the SmartArt graphic as follows.

- Change the colors to **Colorful Range - Accent Colors 3** to **4**.
- Change the SmartArt Style to **Polished**.

l. Edit the pie chart data on **Slide 9**, by adding the following information into the chart worksheet.

	%
Atmosphere	5
Not Sure	20

Make the following changes to the chart.

- Change the Chart Layout to **Layout 1**.
- Remove the chart title.
- Move the labels for **Atmosphere** and **Price** away from the chart and to the left to reveal the chart leader lines. Position the labels appropriately.
- Add a text box to the bottom-left corner of the chart, **0.4"** in height and **2.5"** in width, and then type Source: Restaurant Survey 2011.

m. Move **Slide 11** into position **9**.

n. Review the spelling of the presentation. Review each slide. Save the presentation. Print only **Slide 8** (Our New Items) as a **Full Page Slide**. Close the presentation, and then exit PowerPoint. Submit your files as requested by your instructor.

Perform 1: Perform in Your Life

Student data files needed:

Blank PowerPoint presentation
p01pf1FamStory.docx

You will save your files as:

p01pf1Family_LastFirst.pptx
p01pf1FamilyShow_LastFirst.ppsx

My Family Presentation



Information Technology

In this project, you will create a slide show based on your family using the skills you have learned in this module. You have many options on the organization of this presentation. You could focus on each member of your family on individual slides. You could highlight past generations of your family. This would be great to show at a family reunion. Plan to include between 7 and 10 slides. Use the file p01pf1FamStory document to draw some thumbnails and plan the content of your slides.

Select an appropriate template, changing the colors or fonts. Create an outline with the titles and body content for your slides. Change the slide layouts as needed to accommodate the information on the slides. Slide footers should include your name and the slide number. Pay attention to the graphic details of this presentation, selecting appropriate digital photographs you may have, and shapes to assist you in telling your family story. Use SmartArt creatively, perhaps to develop a family tree. Use a chart in your presentation, as well as a table.

You will print an outline of the presentation, so you will know what is on each slide as you speak to the audience. You will save the presentation in PowerPoint Show format so it is easy to start.

a. Open and print **p01pf1FamStory** to plan the content of your slides. Start **PowerPoint**, select a template, and then save the presentation as p01pf1Family_LastFirst.

b. Modify the colors or fonts of the template appropriately.

c. Create 7–10 slides, with titles and body content.

d. Modify the layouts of the slides appropriately. Add footers to every slide, except the title slide, that contains your name and the slide number.

e. On the title slide, include your name and a copyright notice with the copyright symbol.

f. Add photographs and shapes to slides in the presentation. Use vertical and horizontal guides to observe the rule of thirds.

g. Create a SmartArt graphic on a slide.

h. Create a table on a slide to describe some aspect of your family.

i. Create a chart on a slide.

j. Check the spelling throughout the presentation. Ignore the spelling of proper names, and correct any other misspelled words. Review each slide in Slide Show view.

k. Save the presentation. Save the presentation again as a PowerPoint Show named p01pf1FamilyShow_LastFirst. Print an outline of your presentation. Close the presentation, and then exit PowerPoint.

Perform 2: Perform in Your Career

Student data files needed:

Blank PowerPoint presentation
p01pf2HealthStor.docx

You will save your files as:

p01pf2Health_LastFirst.pptx
p01pf2HealthShow_LastFirst.ppsx

Career Day

Human Resources

As the administrative manager of the American Health Group, you have been asked to discuss health care careers during the Fall Career Expo at the local high school. Your audience will be mainly 9th and 10th graders who are deciding what careers they wish to pursue. Your presentation will discuss at least five options in the health care field. Consider nurses, doctors, therapists, medical records personnel, phlebotomists, EMT workers, psychologists, optometrists, dentists, chiropractors, and other health care careers as you prepare the presentation. You will deliver the presentation to about 30 people at one time in a classroom situation. You will need to do enough research to adequately present the material.

a. Open and print **p01pf2HealthStor** to plan the content of your slides. Start **PowerPoint**, select a theme, and then save the presentation as p01pf2Health_LastFirst.

b. Modify the colors or fonts of the template appropriately.

c. Create 7–12 slides, with titles and body content.

d. Modify the layouts of the slides appropriately. Add a footer to every slide, except the title slide, that contains your name, the slide number, and the current date.

e. On the title slide, include your name and a copyright notice with the copyright symbol.

f. Add photographs and shapes to slides in the presentation. Use vertical and horizontal guides to observe the rule of thirds.

g. Create a SmartArt graphic on a slide.

h. Create a table on a slide, to either describe each career path or to show local training programs for each career.

i. Create a chart on a slide.

j. Type notes in the Notes pane that reflect your research for this project.

k. Check the spelling throughout the presentation. Ignore the spelling of proper names, while correcting any other misspelled words. Review each slide in Slide Show view.

l. Save the presentation. Save the presentation again as a PowerPoint Show named p01pf2HealthShow_LastFirst. Print an outline of your presentation, close the presentation, and then exit PowerPoint.

Perform 3: Perform in Your Team

Student data files needed:

Blank PowerPoint presentation
p01pf3Garden.pptx

You will save your files as:

p01pf3Garden_TeamName.pptx
p01pf3GardenShow_TeamName.ppsx
p01pf3GardenPDF_TeamName.pdf

Organizing a Community Garden



Customer Service

As active volunteers in your community, you have been working with the manager of Hilltop Community Gardens, which provides gardening plots for citizens in your community to grow fruits and vegetables. You coordinate three gardens. Each year, in the spring, you visit civic groups to encourage their members to get involved with the gardens, whether as gardeners or as sponsors. You talk to groups as small as 15 people and as large as 100 people. You will update a PowerPoint slide show to support you as you give your presentation.

a. Select one team member to set up the presentation by completing Steps b–e.

b. Open your browser, and then navigate to either **https://www.skydrive.live.com**, **https://www.drive.google.com**, or any other instructor assigned site. Be sure all members of the team have an account on the chosen site—a Microsoft or Google account.

c. Start a new presentation, with a title slide labeled Team Members. List the names of each of the team members in the subtitle. Include any additional information on this slide required by your instructor.

d. Save the presentation as p01pf3Garden_TeamName. Replace "Name" with the name assigned to your team by your instructor.

e. Share the presentation with the other members of your team. Make sure that each team member has the appropriate permission to edit the presentation.

f. Open the shared presentation, reuse all the slides from **p01pf3Garden**, and then review the slide show. Select an appropriate theme for the presentation. Custom Colors should be named Team Name Garden Colors. Insert an appropriate footer.

g. The slide show should be between 7 and 12 slides. Insert slides as appropriate. Change images, and then reformat the pictures. Use WordArt creatively. Observe the rule of thirds.

h. Observe the rule of six throughout your presentation. Use a background image on at least one slide. Adjust the transparency, and then hide background graphics if necessary.

i. The chart should be easily readable, the colors discernible, and it should appropriately characterize the information.

j. The table should be formatted and attractively display the information.

k. Choose a more appropriate SmartArt graphic.

l. Apply at least one background fill. Set appropriate gradient stops on the background fill and the border.

m. Review the slide show. Check the spelling throughout the presentation. Save the presentation. Save the presentation as a PowerPoint Show named p01pf3GardenShow_TeamName. Save it again as a PDF presentation for publishing online, named p01pf3GardenPDF_TeamName.

n. Once the assignment is complete, share the presentation with your instructor or submit it as your instructor directs. Make sure that your instructor has permission to edit the contents of the folder.

Perform 4: How Others Perform

Student data file needed:

p01pf4PuppyU.pptx

You will save your files as:

p01pf4PuppyU_LastFirst.pptx

p01pf4PuppyUShow_LastFirst.ppsx

Puppy U



Human Resources

Recently you have been in charge of supervising the veterinary technicians at the Pet Care Clinic. Josie Yancey, an experienced vet tech, is planning a puppy training course that she is calling Puppy U. She prepared a PowerPoint presentation to show at the orientation class. She asked you to review the presentation and improve it. The audience will be families, some with children as young as 7. The puppies will not be there the night of the orientation. The basic commands, procedures, and equipment are discussed in the slide show. This presentation is informational so the families are prepared when they bring their puppies to class.

a. Open **p01pf4PuppyU**, review the presentation, and then save the presentation as p01pf4PuppyU_LastFirst.

b. Consider the theme, color scheme, and font. What changes would you recommend? Update the presentation to reflect your thinking.

c. Apply the rule of six to the slides, and then adjust the information accordingly while preserving the message and intent.

d. What other topics make sense to include? Could any of the slides be deleted? Add or remove slides, but carefully plan to cover the same content or add additional content.

e. How could you make this presentation more attractive to people? Add items that will enhance the presentation, including SmartArt, WordArt, and personal digital photographs if you happen to have a dog. Evaluate the content of the presentation to determine if you can display the same information in a chart or table. Adhere to the rule of thirds.

f. Review the slide show. Check the spelling throughout the presentation. Save the presentation. Save the presentation again as a PowerPoint Show named p01pf4PuppyUShow_LastFirst. Print the presentation with four slides per page for handouts.

Microsoft PowerPoint 2013

Module 2

Collaborating and Invoking Emotion with the Audience

WORKSHOP 3 | MULTIMEDIA AND MOTION

OBJECTIVES

1. Use transitions and animations p. 904
2. Create hyperlinks within a presentation p. 912
3. Apply and modify multimedia in presentations p. 919
4. Create a PowerPoint photo album p. 925
5. Create a custom slide show p. 933
6. Save a presentation in multiple formats p. 936

Prepare Case

The Turquoise Oasis Spa Presentation for Marketing

Sales & Marketing

The Turquoise Oasis Spa manager, Meda Rodate, asked you to create a presentation to send to people who make inquiries about the spa. This presentation is to introduce people to the spa by showing photographs of the spa, detailing the treatments, and giving other useful information for first-time spa guests. The presentation will be distributed on CD or via a PDF as an e-mail attachment. Custom slide shows will be developed from the presentation for specific clients, such as brides, who want to enjoy the spa prior to their wedding.



Gennadiy Poznyakov / Fotolia

REAL WORLD SUCCESS

"Learning how to use PowerPoint as a way to reinforce my presentations, not be the presentations, has helped me throughout my entire college experience. Many of my classes require one or more presentations, and my classmates are always coming to me for advice!"

- Benjamin, current student

Student data files needed for this workshop:

- p02ws03Spa.pptx
- p02ws03Reflexology.mpg
- p02ws03Spa3.jpg
- p02ws03Spa6.jpg
- p02ws03SpaMeda.jpg
- p02ws03Greeting.wav
- p02ws03Spa1.jpg
- p02ws03Spa4.jpg
- p02ws03Spa7.jpg
- p02ws03PaintBrush.jpg
- p02ws03Music.mp3
- p02ws03Spa2.jpg
- p02ws03Spa5.jpg
- p02ws03SpaTheme.thmx

You will save your files as:

- p02ws03Spa_LastFirst.pptx
- p02ws03SpaAlbum_LastFirst.pptx
- p02ws03SpaCustom_LastFirst.pptx
- p02ws03SpaVideo_LastFirst.mp4
- p02ws03SpaCD_LastFirst folder
- p02ws03SpaHandouts_LastFirst.docx

Using Motion and Multimedia in a Presentation

Motion, like transitions and animations, along with multimedia elements, such as audio and video, can enhance presentations. Motion and animation can invoke emotion in the audience, multimedia can break up a presentation, and is often used to explain concepts in a way that appeals to people with different learning styles. Multimedia can also add entertainment value to your presentation while maintaining a professional appearance.

CONSIDER THIS | **Beyond Presentations**

With the help of multimedia, a PowerPoint presentation can be used as a marketing tool. Have you seen a PowerPoint presentation used in a nontraditional way outside the classroom? Describe the situation and the way the presentation was used.

Multimedia objects are applied in a variety of ways in PowerPoint. Simple transitions and animations of the slides and content can engage the audience. Hyperlinks enable you to move through the presentation in nonsequential slide order or to use the resources of the Internet. Buttons and triggers enable you to start multimedia actions. Sounds and recorded narrations enhance slide shows that are self-playing in kiosks or on CDs. Movies can be embedded into presentations to engage your audience.

As always, use caution when applying multimedia to your slide shows. Remember that you are the focus of the presentation, and the multimedia should support you and your message. Too much multimedia also tires your audience. Remember the KISS principle: Keep It Short and Simple!

In this section, you will apply a variety of multimedia features to your presentation to support the marketing message of the spa.

Use Transitions and Animations

PowerPoint 2013 has some incredibly powerful tools for creating transitions and animations within a presentation. **Transitions** are defined as the visual and audio elements that occur as the slides change. When used effectively, transitions can add a very professional quality to your presentations. **Animations** refer to the movement of elements, such as text and graphics, on a slide.

Transitions and animations have many settings, with opportunities to apply multiple actions to a slide. Consider the purpose of the slide, and select the elements that support the message. It is important that you maintain consistency with the transitions and animations within the presentation. Suppose you want to build interest in a product. You may decide to list the individual components of the product, one by one, and then make the big reveal at the end of the slide. This animation method works well if you want to focus the attention of the audience on one bullet point at a time.

Transitions can also be used to automatically advance the slides after a set amount of time. As you know, most of the time, slides are advanced by a person clicking the mouse button, remote slide presenter, or by pressing a key on the keyboard. Slides that you want to play on a **kiosk**—which is a computer system that provides information to people in nontraditional places such as museums, grocery stores, or banks—should have automatic transitions. You have the option to make each of the slides advance after a set amount of time, as indicated on the Transitions tab.

REAL WORLD ADVICE **Recording Slide Advancement Timings**

You have the option to record timings on the Slide Show tab. To record the timings, the slide is shown full screen in Slide Show view, and when you advance the slide, the length of time spent on the slide is recorded. Some presenters use this feature by viewing each page and reading the slide out loud before advancing to the next slide. You probably will not want to use this method to advance the slides if you are personally giving the presentation, because it is hard to maintain the same rhythm, and you may want to speed up or slow down based on audience reaction. You do not want your presentation jumping ahead of you or lagging behind!

Opening the Starting File

The people at the Turquoise Oasis Spa have put together a basic PowerPoint presentation. You have been asked to enhance it by adding effective transitions, animations, and other multimedia objects.

P03.00

To Get Started

a. Start **PowerPoint**, and then open **p02ws03Spa** from the student data files.

b. Click the **FILE** tab, click **Save As**, and save the file to the folder or location designated by your instructor with the name p02ws03Spa_LastFirst using your last and first name.

Applying Effective Transitions

Slide transitions can take many different forms in a presentation. The Transitions tab contains the options that are applied to the slides and are divided into three categories of transition types: Subtle, Exciting, and Dynamic Content. Sounds can be applied to the transitions. You can modify the length of time it takes for the transition to occur and also determine the action, such as a mouse click, that causes it to occur. If you want to have a self-playing presentation, such as one that might be displayed in a kiosk, you use the Transitions tab to set up the changing of the slides.

The presentation meets the minimum requirements that Meda Rodate asked for, but in order to be an effective marketing tool, it needs to engage the recipient and invoke a desire to come to the spa. In this exercise you will begin the process of improving the presentation by adding transitions.

MyITLab® Workshop 3 Training

P03.01

To Apply Transitions

a. Click **Slide 2**, and then on the TRANSITIONS tab, in the Transitions to This Slide group, click **More** ▾ to reveal all of the available transitions. Notice the organization of the transitions into the three categories: Subtle, Exciting, and Dynamic Content.

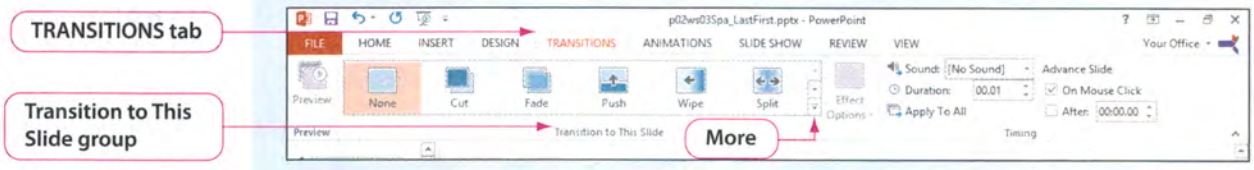


Figure 1 Transitions

b. Explore some of the various transitions and think about what kind of emotion they may invoke.

c. Click the **TRANSITIONS** tab, and then in the Transitions to This Slide group, click the **Reveal** transition. This transition brings with it a feeling of calm relaxation, perfect for a relaxing day at the spa.

d. Select **Slides 3** through **13**, and then in the Transitions to This Slide group, click **Reveal** to apply this transition to all the slides except for the title slide.

e. Select **Slides 2** through **8**. In the Transition to This Slide group, click **Effect Options**, and then click **Smoothly From Left**. Slides 9–12 will use the default effect option of Smoothly From Right.

f. Click **Slide 13**. In the Transition to This Slide group, click **Effect Options**, and then select **Through Black From Right**. This change in transition effect will help to signify the end of the presentation.

g. Select **Slides 2** through **13**. On the TRANSITIONS tab, in the Timing group, click in the **Duration** text box, type 2.3 and then press Enter to reduce the duration of the Reveal transition.

h. Press F5 to view the slide show from the beginning. Navigate through the slides, and then exit the presentation when you have reviewed each transition.

i. Click **Save**.

SIDE NOTE
Select Multiple Slides
You can select multiple slides by clicking the first slide in the range, and then pressing and holding Shift while clicking the last slide in the range.

SIDE NOTE
Select Nonadjacent Slides
You can select nonadjacent slides by pressing and holding Ctrl while clicking on slides you want to select.

Editing Transitions

As you work with transitions, you may want to change settings you have made. For instance, in the project you are working on, you may decide that the transitions need to occur more quickly, or you could modify the effects applied to the individual slides.

Keep in mind that you should have some consistency in the way the transitions occur. In your project, you selected a single transition type, but then you applied different effect options to the transitions on different slides. You will modify the speed of the transitions and add a sound to some of the slide transitions.

P03.02

To Modify Transitions

a. Click **Slide 2**. On the TRANSITIONS tab, in the Timing group, click the **Sound** arrow, and then select **Chime** from the list of available sounds.

b. In the Preview group, click **Preview** to preview the gentle chime sound along with the transition.

c. Click **Slide 6**, and then add the **Chime** sound to the slide. Adding a transition sound to select slides is one way to add emphasis to specific content.

d. Click **Slide 13**, and then in the Timing group, click the **Sound** arrow, and then click **Other Sound**.

e. Navigate to the student data files, click **p02ws03Greeting**, and then click **OK**.

Notice the audio file plays instantly upon adding it to the slide and will play automatically when this slide appears in the presentation. You will change this later so that the audio will play only when the photograph is clicked.

f. Press F5 to view the slide show from the beginning. Navigate through the slides, and then press Esc at the end of the slide show to return to Normal view.

g. Click **Save**.

SIDE NOTE
Audio Effects
You will need access to speakers or headphones to be able to hear the audio effects. If you do not, please continue with the exercise.

Animating Objects for Emphasis

Animations affect the individual objects on the slide. Bullet points, other text, and graphics can be timed to appear on the slide in different ways. The three major animation groups are Entrance, Emphasis, and Exit. In the **Entrance animation** the action happens as the object enters the slide, and in the **Exit animation** the action occurs as the object leaves the slide. The **Emphasis action** is applied to the object after it is displayed on the slide. Another animation option is to set up a motion path to move the object. This is useful if you want to move a single object, such as a car or plane, across the screen.

Animations can be started in one of three ways. You can start the animation by clicking the mouse. The animation can be set up to play with any previous action on the slide. You can also set up the animation to play after another animation. You can set the **duration**, or length of time an animation effect takes to play, in parts of a second. You can also **delay** the action causing it to play after a certain number of seconds. When you select a content placeholder, you have the choice to apply the effect to the text as One Object, All at Once, or By Paragraph. The One Object option treats all of the text in the text box as a single animation. The All at Once animation may appear to be the same as the One Object animation, but with different animation types, such as the Fly In, it will be more evident. The By Paragraph animation applies the action to elements of the placeholder object one at a time.

CONSIDER THIS | **Appropriate Animations**

Using animations that support your presentation is a skill that is developed over time. Can you describe a presentation where you have seen appropriate, engaging animations used? Can you describe a situation where animations were overdone or poorly done?

You can combine animations so an element has an entry, emphasis, and exit animation, but this can be very distracting to the audience and slow down the flow of the presentation. Select the animations carefully, while keeping in mind the important points being made by the slide. Emphasize those points.

You will apply animations to the tour slides, making the photographs appear one after the other. This will give the feeling of walking through the spa.

P03.03

To Animate Objects

a. Click **Slide 2**. Click the **Reception Area** photograph, press and hold Shift, and then click the **Reception Area** text box to select both objects. On the ANIMATIONS tab, and in the Animation group, click **Fade** to apply the Fade animation to both selected objects.

Notice the two small numbered boxes next to the objects. The same number indicates that the animations applied to the objects will occur simultaneously.

Troubleshooting

If the Fade animation is not visible, click More, and then in the Entrance group, click Fade.

b. Select the **photo** and **text box** again. In the Timing group, click the **Start** arrow. Click **With Previous**, click the **Duration** text box, type 1.30 and then press Enter. In the Preview group, click **Preview** to view the animation. Notice that changing the start from On Click to With Previous has changed the animation sequence number from 1 to 0 on the photo and associated text box.

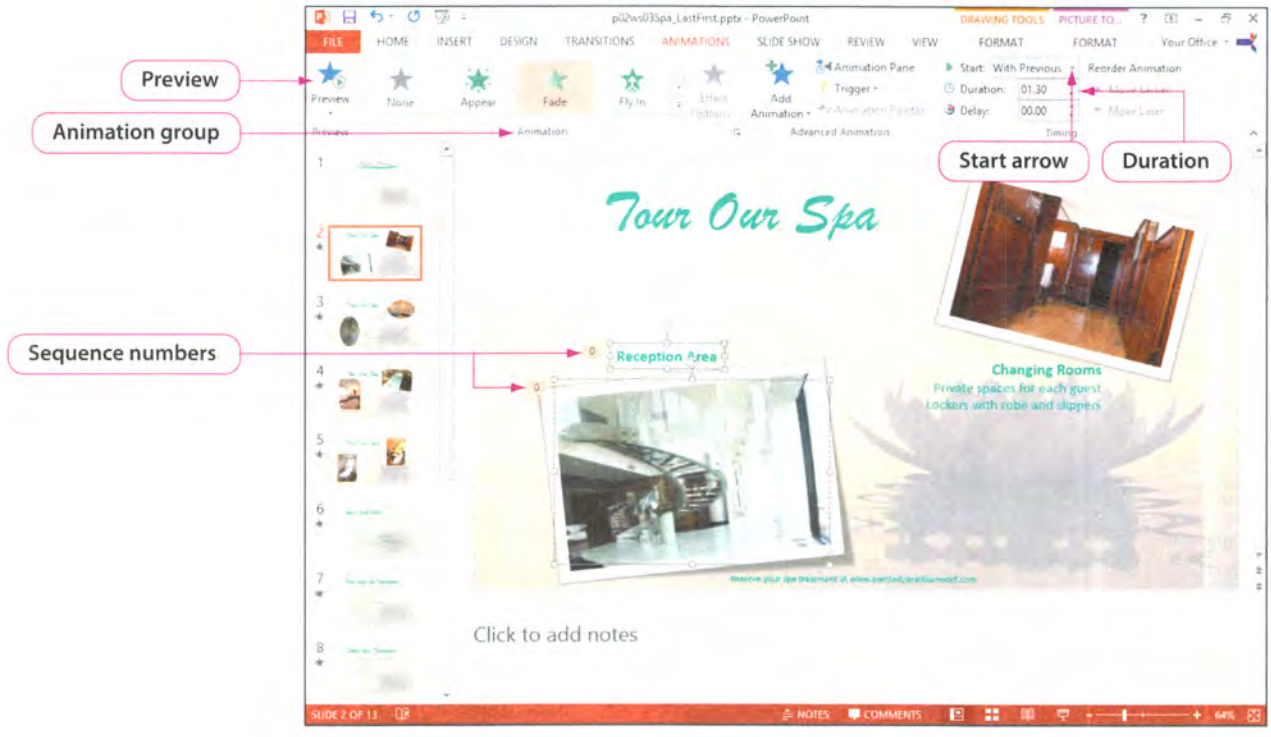


Figure 2 Animations tab

c. Click the **Changing Rooms** photograph, press and hold Shift, and then click the **Changing Rooms** text box. In the Animation group, click **Fade**.

d. Select the **photo** and **text box** again. In the Timing group, click the **Start** arrow, and then click **With Previous**. Click the **Duration** text box, type 1.30 and then press Enter. Click the **Delay** text box, type 1.30 and then press Enter.

Notice the numbers next to all the objects are zero, indicating that their animations are triggered by the display of the slide. After a 1.30 second delay, the Changing Rooms objects will appear with the same Fade animation.

e. Click the **Reception Area** photograph. In the Advanced Animation group, double-click **Animation Painter** to copy the animation settings so they can be applied to multiple objects.

f. Complete the following to use the Animation Painter to apply the animations to other objects.

- Click **Slide 3**, and then click the **Showers** photograph to apply the animation formatting to the image.
- Click **Slide 4**. Click the **Couples Massage Room** photograph, and then click the **Couples Massage Room** text.
- Click **Slide 5**, click the **Facial Treatment Room** photograph, and then click the **Facial Treatment Room** text box.
- Click the **Animation Painter** to return the mouse pointer to normal.

Troubleshooting

If the Animation Painter is not an active button on the ribbon, press Esc to return the mouse pointer to normal.

g. Click **Slide 2**. Click the **Changing Rooms** photograph, and in the Advanced Animation group, double-click **Animation Painter**.

h. Complete the following to use the Animation Painter to apply the animations to other objects.

- Click **Slide 3**, and then apply the animation to the **Sauna** photograph.
- Click **Slide 4**, and then apply the animation to the **Private Jacuzzi** photograph and text.
- Click **Slide 5**, and then apply the animation to the **Pedicure Treatment Room** photograph and text. Click the **Animation Painter** to return the mouse pointer to normal.

i. Click **Slide 3**. Select the text **Showers**, **Private**, and **Wheelchair accessible** in the text box, and in the Animation group, click **Fade**.

Notice the animation sequence applied to the text is 1, which means the text will appear after both images.

j. In the Advanced Animation group, click **Animation Pane**.

The Animation Pane provides a roadmap of the order and duration in which the animations occur. The numbers indicate the order, and the bars indicate the duration.

k. In the Animation Pane, click the **Up** arrow to reorder the text animation to occur before the Sauna photograph (Picture 4) but after the Showers photograph (Picture 5).

l. In the Timing group, click the **Start** arrow, and then click **With Previous** so that the Showers text appears with the Showers photograph. In the Timing group, click in the **Duration** text box, type 1.30 and then press Enter.

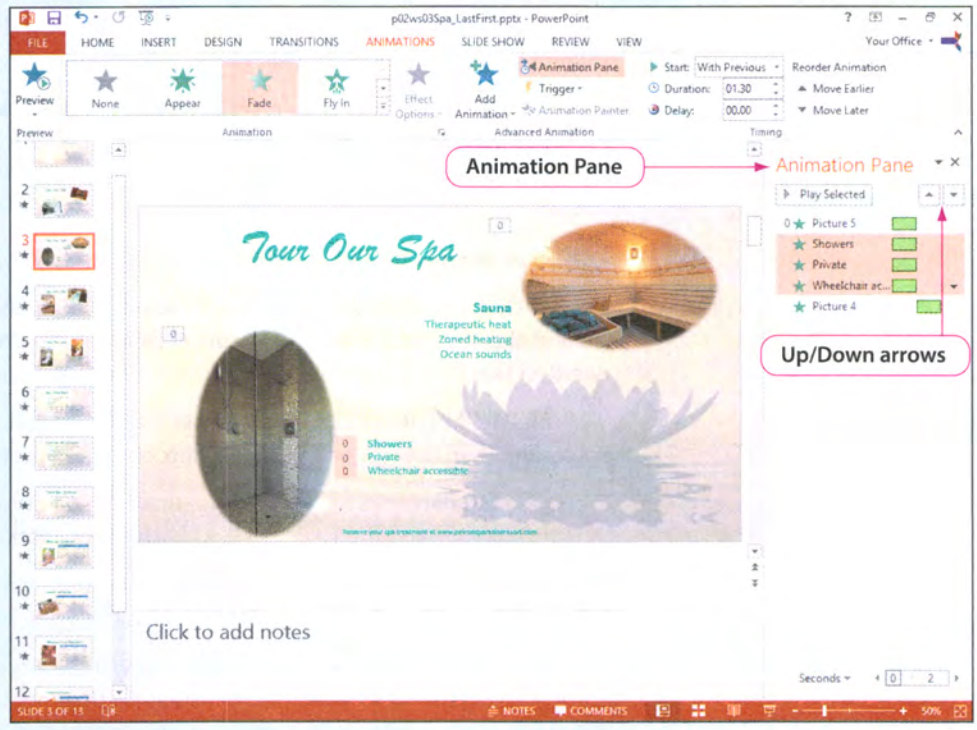


Figure 3 Animation Pane

m. Select the text **Sauna**, **Therapeutic heat**, **Zoned heating**, and **Ocean sounds**. On the ANIMATIONS tab, in the Animations group, click **Fade**. After the animation preview occurs, reselect the text, click the **Start** arrow, and then click **With Previous** so the Sauna text appears with the Sauna photograph. Click in the **Duration** text box, type 1.30 and then press Enter.

n. Close the Animation Pane, press F5 to view the slide show from the beginning, and then click through the first five slides to review the animations and transitions. Press Esc to return to Normal view.

o. Click **Save**.

Adding Motion Paths

Creating a motion path animation is another simple way to engage your audience. PowerPoint 2013 provides several basic motion paths including lines, arcs, turns, loops, and even custom paths that you design. The object simply follows the motion path that you define with the same options for when to start, duration, and delay that other animations have.

In this exercise, you will add an image of a paintbrush to Slide 11, apply a custom motion path to the image, and adjust the settings to create the illusion of the paintbrush painting the pricing table. This simple combination of animation can draw the audience's attention to the content on the slide.

P03.04

To Add a Motion Path

a. Click **Slide 11**.

b. Click the **INSERT** tab, and then in the Images group, click **Pictures**. Browse to your student data files, click **p02ws03PaintBrush**, and then click **Insert**.

c. Click the **FORMAT** tab, and then in the Adjust group, click **Remove Background**. Drag the lower right-corner **sizing handle** down to include the entire paintbrush handle, and then, in the Close group, click **Keep Changes** to remove the background color from the image.

d. In the Size group, click the **Shape Width** text box, type 6.0 and then press Enter.

e. Right-click the **paintbrush** image, and then click **Size and Position**. Click **Position** to expand the section. Click the **Horizontal position** text box, type 4, click the **Vertical position** text box, and then type .5. Close the **Format Picture** pane.

f. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, scroll down, and then in the Motion Paths group, click **Custom Path**.

g. Drag a **zigzag** pattern, starting from the tip of the paintbrush to the top right-corner of the pricing table, and then zig back and forth as you work your way down the table.

h. Once you have reached the bottom of the table, drag one more line so that the custom path ends just below the table, and then press Enter to create the custom path.

i. Once the custom path has been created, you will see a green arrow indicating the start of the motion path and a red arrow indicating the end of the motion path. Make any adjustments necessary so that the motion path end point does not block any of the information in the pricing table.

Troubleshooting

Once the custom path is created you may see that PowerPoint shifts the path to the right of the table. Using the Preview button is the best way to see the custom path in action.

j. In the Preview group, click **Preview** to see the custom path in action. The default duration of the custom path is too fast for the painting effect you are trying to create.

k. Click the **paintbrush** picture, and then in the Timing group, click in the **Duration** text box, type **4.25** and then press Enter.

l. In the Timing group, click the **Start** arrow, and then click **With Previous**. Now that the paintbrush has a custom path animation, you will now add an animation to the pricing table, giving it an effect of being painted by the paintbrush.

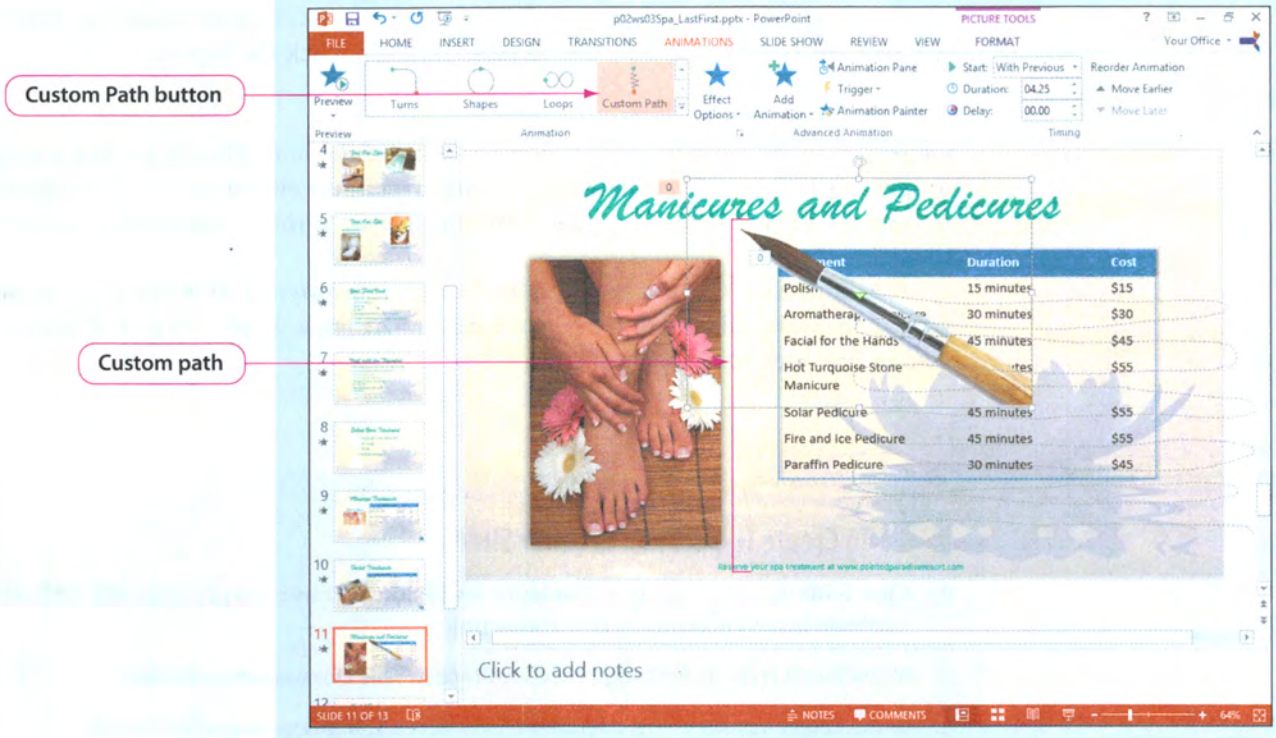


Figure 4 Custom motion path

m. Click the **pricing table**. In the Animation group, click **Wipe** to apply the Wipe animation to the photograph.

n. In the Animation group, click **Effect Options**, and then select **From Top**. In the Timing group, click the **Start** arrow, and then select **With Previous**. Click in the **Duration** text box, type **3.50**, and then press Enter. Click the **Delay** text box, type **.50** and then press Enter.

The .50-second delay will allow the paintbrush animation to begin moving before the pricing table animation begins.

Troubleshooting

Depending on how long your zigzag custom path is, you may need to adjust the animation durations and delay for the effect to look good.

o. Click **Slide Show** on the status bar to view the slide in presentation mode.

p. Click **Save**.

Create Hyperlinks Within a Presentation

Hyperlinks are objects, such as text or graphics, that provide a path to additional resources. Hyperlinks serve two purposes in PowerPoint. You can hyperlink to slides that are not in the normal progression of the slides. You can also provide hyperlinks to Internet resources, such as e-mail and the web. With a presentation distributed on CD or as a PDF, this gives the audience an opportunity to interact with the presentation.

You will begin by setting links from Slide 8, where the treatments are listed, to the slides later in the presentation that contain the appropriate information. You will also create a hyperlink back to Slide 8 so the audience can select another treatment. Later you will hide the slides so the only way to view them is to click the hyperlink.

Linking to Other Slides

Objects of all types can be set as hyperlinks in the slide show. This means that a graphic or text can link to a different slide. As with hyperlinks on the web, a is displayed to indicate a hyperlink as the slide show is displayed if the mouse pointer hovers over the link.

It is important that you provide a way back to the original slide so you do not leave your audience at a dead end in the presentation. Again, a graphic or text object can be used to link back to the original slide.

P03.05

To Create Hyperlinks to other Slides

a. Click **Slide 8**. Select the text **Manicure and Pedicure**, and then click the **INSERT** tab, and then in the Links group, click **Hyperlink**.

b. In the Insert Hyperlink dialog box, click **Place in This Document** on the left.

c. In the Select a place in this document list, select **11. Manicures and Pedicures**.

d. Click **ScreenTip**, located in the top-right corner of the Insert Hyperlink dialog box. In the ScreenTip text box, type Check out our manicure and pedicure offerings.

SIDE NOTE

Insert Hyperlink Dialog Box

If you close the Insert Hyperlink dialog box too soon, you can right-click the text, and then click Edit Hyperlink in the shortcut menu to return to the dialog box.

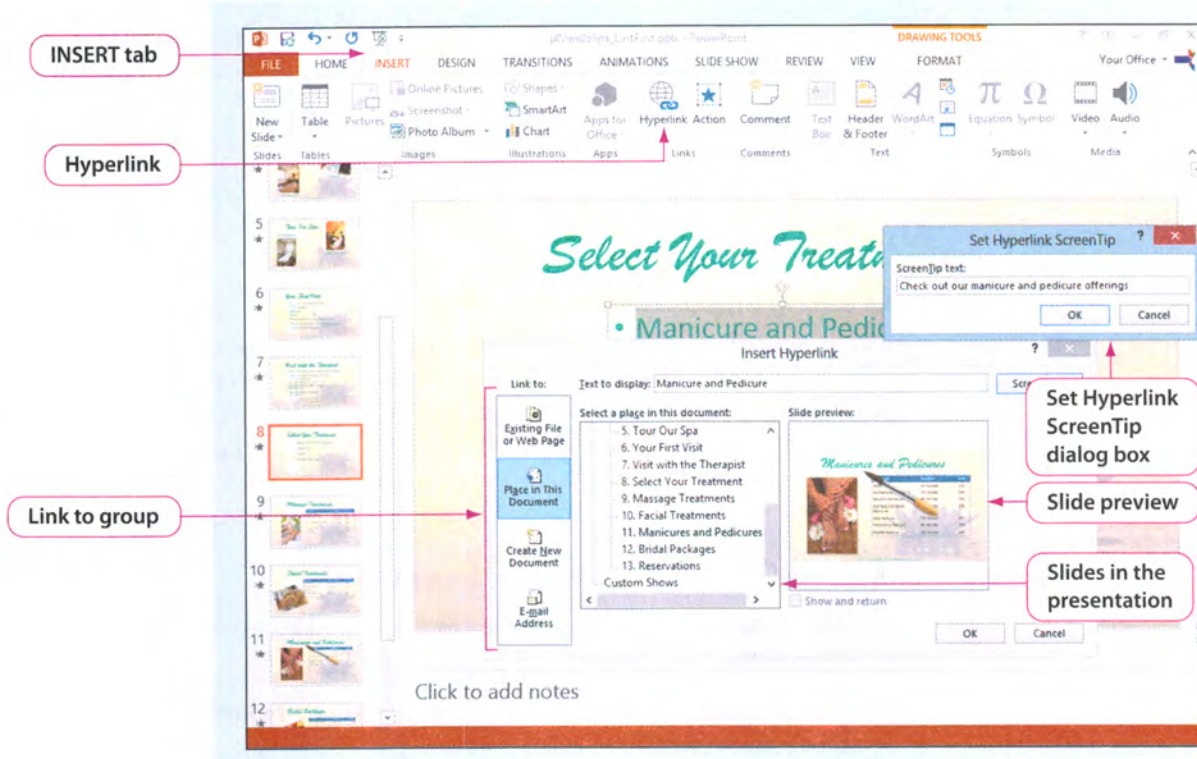


Figure 5 Creating hyperlinks in a presentation

e. Click **OK**, and then click **OK** again.

f. Click **Slide Show** on the status bar to view the slide in presentation mode.

Notice that if you hover your pointer over the Manicure and Pedicure text, the ScreenTip text appears. And if you click the text, the slide transitions to Slide 11.

g. Press Esc to return to Normal view.

h. Click **Slide 8**, and then complete the following to create a hyperlink to the Massage Treatments slide.

- Select the text **Massage**, and then on the INSERT tab, in the Links group, click **Hyperlink**.
- In the Select a place in this document list, select **9. Massage Treatments**.
- Click **ScreenTip**. The Set Hyperlink ScreenTip dialog box opens. In the ScreenTip text box, type **Relax with a professional massage**, click **OK**, and then click **OK** again.

i. Complete the following to create another hyperlink to the Facial Treatments slide.

- Select the text **Facial**, and then in the Links group, click **Hyperlink**.
- In the Select a place in this document list, select **10. Facial Treatments**.
- Click **ScreenTip**. The Set Hyperlink ScreenTip dialog box opens. In the ScreenTip text box, type **Look years younger with our facial treatments**, click **OK**, and then click **OK** again.

j. Complete the following to create another hyperlink to the Bridal Packages slide.

- Select the text **Bridal Packages**, and then click **Hyperlink**.
- In the Select a place in this document list, select **12. Bridal Packages**.
- Click **ScreenTip**. The Set Hyperlink ScreenTip Dialog Box opens. In the ScreenTip text box, type **Options for the bride and groom**, click **OK**, and then click **OK** again.

k. Press F5 to view the slide show from the beginning. As you view the slides, check each hyperlink to verify that it goes to the correct slide. You can right-click the slide, and then click **Last Viewed** to return to Slide 8 after checking each hyperlink.

As you continue through the presentation, you will notice that the slides promoting the various services are repeated. In a later exercise, you will hide those slides.

l. Press Esc to return to Normal view.

m. Click **Save**.

Creating Hyperlinks to Websites

Two types of hyperlinks, to a web page or an e-mail address, link the audience to these Internet resources. An active Internet connection is required in order for these links to work. When someone clicks a hyperlink to a web page, the default browser opens and the page is displayed. When the e-mail hyperlink is clicked, the default e-mail application opens.

P03.06

To Create Hyperlinks to the Internet

a. Click **Slide 13**. Click at the end of the **phone number**, and then press Enter to move to the next line. Type **E-mail:** and then press Enter.

b. Click the **Insert** tab, and then in the Links group, click **Hyperlink**, and then under Link to, click **E-mail Address**.

c. In the **Text to display** text box, type **mrodate@paintedparadiseresort.com**. In the **E-mail address** text box, type **mrodate@paintedparadiseresort.com** again. Notice that PowerPoint automatically adds the words **mailto:** before the e-mail address.

d. In the **Subject** text box, type **Important request from presentation**. Providing an automatic subject line gives Meda or her staff a way to recognize that the e-mail came from this link in the presentation.

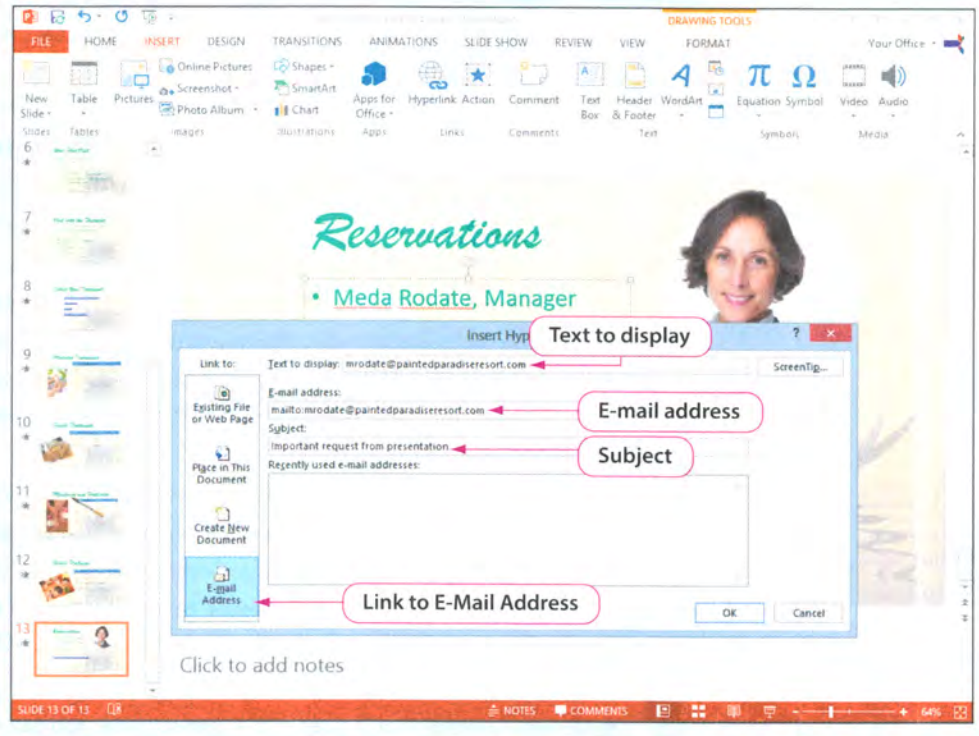


Figure 6 Setting up an e-mail hyperlink

SIDE NOTE

Hyperlinks

Hyperlinks should always appear on a single line. If the URL does not need to be viewed create descriptive text to use instead.

e. Click **OK**. Select the **e-mail address text**, click the **HOME** tab, and then in the Font group, click in the **Font Size** text box, type 24, and then press Enter.

f. Click the slide text placeholder, and then in the Paragraph group, click **Bullets** to remove the bullets. The e-mail address should now fit on one line.

g. Click at the end of the **e-mail address text**, and then press Enter twice. Click the **INSERT** tab, and then in the **Links** group, click **Hyperlink**, and then under Link to, click **Existing File or Web Page**.

h. In the **Address** text box, type www.paintedparadiseresort.com. Notice that PowerPoint adds "http://" before the typed URL and automatically copies the URL into the Text to display text box.

i. Click **ScreenTip**. The Set Hyperlink ScreenTip dialog box opens. Click in the **ScreenTip** text box, and then type Visit our website, click **OK**, and then click **OK** again.

j. Select all the **text** in the slide text placeholder. Click the **HOME** tab, and then in the Paragraph group, click **Center** to center the text.

k. Click the **ANIMATIONS** tab, and then in the Animation group, click **Fade**. Select all of the text in the slide text placeholder again, and then in the Timing group, click the **Start** arrow, and then click **With Previous**. Click in the **Duration** text box, type 2.0 and then press Enter.

l. Click **Slide Show** on the status bar to view the slide in presentation mode. Confirm that the hyperlinks start the correct Internet resource—the default browser or e-mail application.

m. Close each application after it opens. Press Esc to return to Normal view.

n. Click **Save**.

Adding Action Buttons

Action buttons are special shapes, predefined to include actions that help you navigate through slides. The buttons are available on the Insert tab in the Shapes gallery. If the shape you wish to use is not available in the Shapes gallery, then you can either modify an existing shape or combine shapes together to make new shapes. The actions include moving to a previous slide or the next slide, skipping to the first or last slide of the presentation, playing a sound or movie, opening a document, or opening a Help feature.

You will add Action buttons to your presentation to return to Slide 8 from each of the treatment slides. You will modify the shape by changing the colors to better blend with your presentation.

P03.07

To Add and Modify Action Buttons

a. Click **Slide 9**. Click the **INSERT** tab, and then in the Illustrations group, click **Shapes**. In the Action Buttons group, click **Action Button: Back or Previous**. Click the bottom-right corner of the **slide** to place the graphic.

b. In the Action Settings dialog box, click the **Hyperlink to** arrow, select **Last Slide Viewed**, and then click **OK**. Selecting Last Slide Viewed will return the presentation to Slide 8.

c. With the Back or Previous shape selected, click the **FORMAT** tab, and then in the Size group, click the **Shape Height** text box, type 0.5, and press Enter. Click the **Shape Width** box, type 0.5, and then press Enter.

d. In the Arrange group, click **Align Objects**, click **Align Right**, click **Align Objects** again, and then click **Align Bottom**.

The shape is now aligned to the bottom-right corner of the slide.

e. In the Shapes Styles group, click the **Shape Fill** arrow, and then select **Aqua, Accent 5, Lighter 80%** located in the second row of the second column from the right.

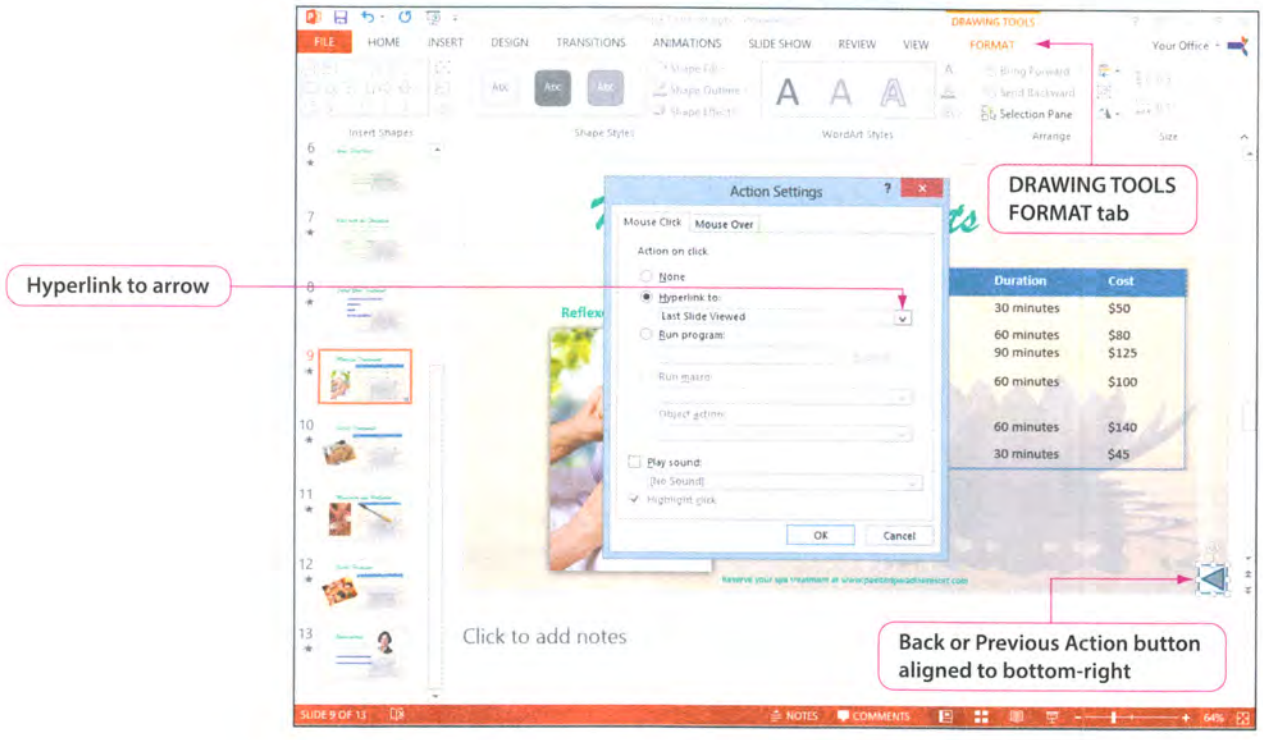


Figure 7 Action buttons

f. Right-click the **Action Button: Back or Previous** shape and then select **Copy**. Click **Slide 10**, right-click the slide, and then under Paste Options, select **Use Destination Theme**. Repeat the pasting of the **Action Button: Back or Previous** shape on **Slide 11** and **Slide 12**.

g. Click **Slide 8**, and then click **Slide Show** on the status bar. Click each **link**, and then click the **Action** buttons on the resulting slides to ensure they work correctly. Press Esc to return to Normal view.

h. Click **Save**.

Hiding Slides

There are a number of reasons why you might want to hide slides in a presentation. In this project, you want to hide the treatment detail slides unless the person viewing the presentation clicks on a hyperlink. In other cases, you may want to anticipate questions your audience might have and place some hidden slides within your presentation to reveal if they ask these questions.

You will hide Slides 9–12 in the presentation. They will open only if someone clicks a link on Slide 8. With the Back buttons you set up, they can return to Slide 8 to view other treatments.

P03.08

To Hide Selected Slides

a. Select **Slides 9** through **12**.

b. Click the **SLIDE SHOW** tab, and then in the Set Up group, click **Hide Slide** to hide slides 9–12 from the presentation. Notice the slide images fade and slashes are placed through the slide numbers.

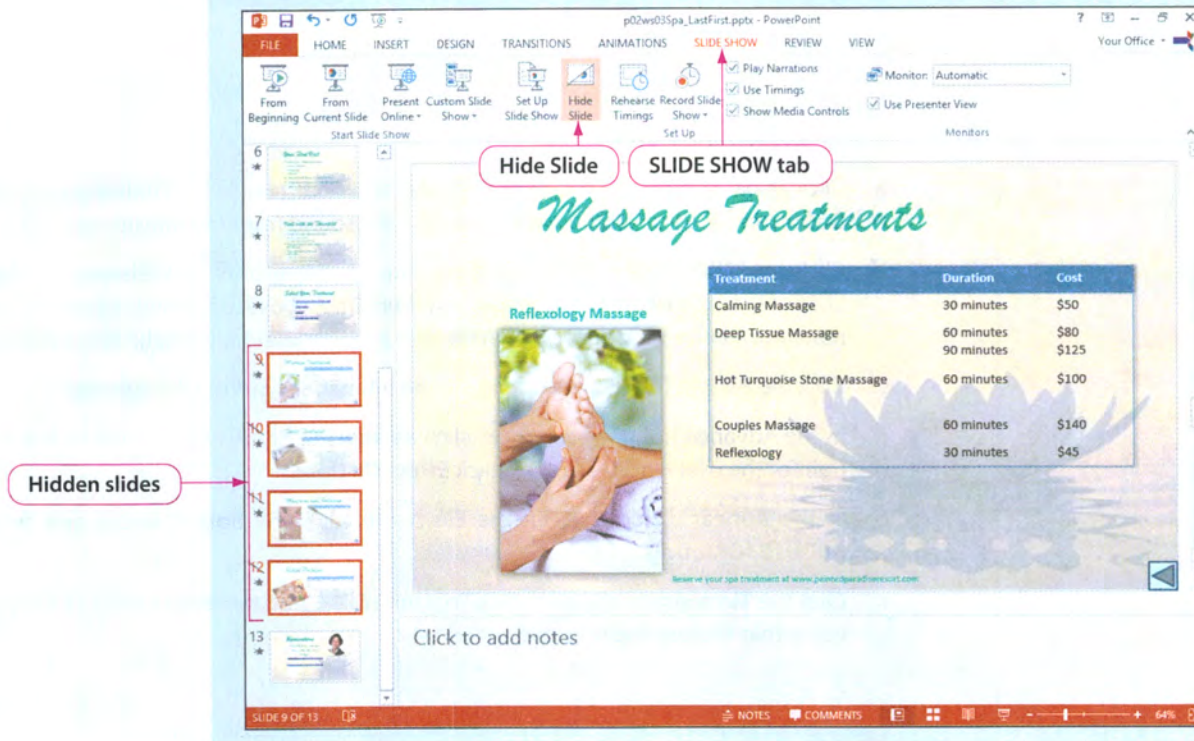


Figure 8 Hiding slides

c. Click **Slide 8**, and then click **Slide Show** on the status bar to view the presentation from the current slide. Click each **link**, and then click the **Back or Previous Action** button to return to Slide 8.

d. Press Enter to advance to the next visible slide.

Notice the next visible slide is Slide 13 with Meda Rodate. Hidden slides are only accessible via links or using the See All Slides command when you right-click a slide during a slide show.

e. Press Esc to return to Normal view, and then click **Save**.

Adding a Trigger

Triggers are set on objects that already contain animation; this enables you to create movement, reveal additional objects, play a sound or movie, or emphasize objects. The trigger object can be a graphic or text, and it must be clicked in order for the animation to occur.

In your project, Meda begins speaking as soon as Slide 13 is displayed. This can be disconcerting for people to suddenly hear someone speaking when they did not expect it. You will change the transition and apply a trigger to Meda's photograph to play her recorded message when someone clicks the photograph.

REAL WORLD ADVICE Making Sound Choices

When working on a slide show, consider the audience as you add audio to your presentation. Will they view your presentation in a quiet location where sound would not be appreciated, such as in the office or library? Also consider the likelihood they will have speakers, or a headset, and that the sound will be turned up so they can hear your sounds. If you are making the presentation in person, make sure the sounds you select add to the value of the presentation.

P03.09

To Add a Trigger

a. Click **Slide 13**. Click on the **TRANSITIONS** tab, and then in the Timing group, click the **Sound** arrow. Click **[No Sound]** to remove the sound from the transition.

b. Click the **INSERT** tab, and then in the Illustrations group, click **Shapes**. In the Basic Shapes group, click the **Oval** shape, and then drag an oval over Meda's face. You will animate the oval to play the recording Meda made and later hide it behind her photograph.

c. Click the **ANIMATIONS** tab, and then in the Animations group, click **Appear**.

d. In the Advanced Animation group, click **Animation Pane**. Click the **black** arrow to the right of the oval name, and then click **Effect Options**.

e. In the Appear dialog box, on the Effect tab, click the **Sound** arrow, and then click **p02ws03Greeting**.

f. Click the **Timing** tab, and then click **Triggers**. Click the **Start effect on click of**, and then verify that **Picture 4** is selected.

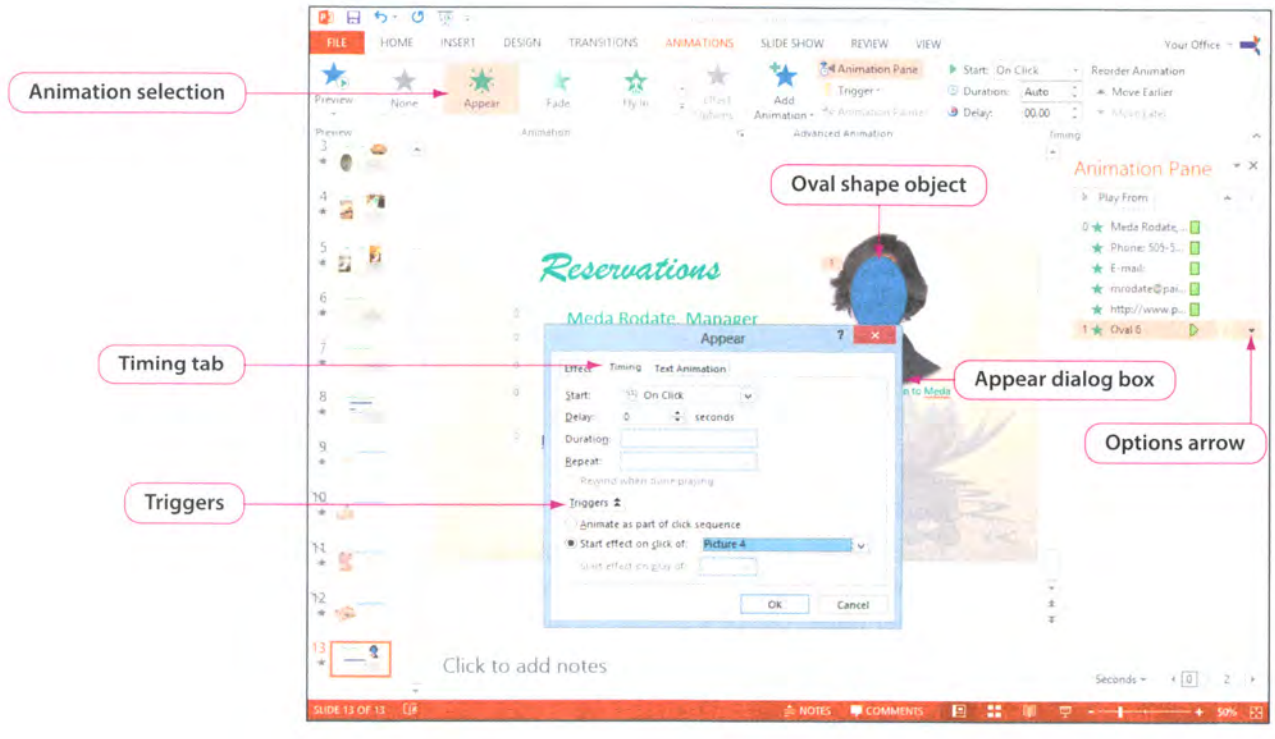


Figure 9 Adding a trigger

g. Click **OK**. The recording begins to play as a preview of the animation.

h. Click the **oval** to select it. Click the **FORMAT** tab, and then in the **Arrange** group, click the **Send Backward** arrow, and then click **Send to Back**. Notice the oval is no longer visible as it is behind the photograph of Meda Rodate.

i. Click the **ANIMATIONS** tab, in the Advanced Animation group, click **Animation Pane** to close the Animation Pane, and then click **Save**.

j. Click **Slide Show** on the status bar. Click **Meda's photograph** to listen to her message, press Esc to return to Normal view.

Apply and Modify Multimedia in Presentations

As with other elements you add to your presentation, sounds and videos are inserted using the Insert tab. Sounds can be found and added from Office.com Clip Art, or audio files, such as MP3 or WAV files. As the audio is added, a player with a Play button is automatically added to the slide. With the player selected, you can modify the way the sound is played, either having it play automatically when the slide is displayed, or when the Play button is clicked. You can also set the audio to play across slides so a background song continues to play as the user advances the slides. Audio can be looped so it continues to play until it is stopped. The audio file can be set to fade in at the beginning of the playback and fade out at the end. If the file is too long, it can be trimmed.

PowerPoint 2013 supports a wide variety of multimedia formats and includes more built-in codecs than ever before so you do not have to install them on your computer for certain file formats to work.

QUICK REFERENCE **Supported Audio File Formats**

File Format	Extension
AIFF audio file	.aiff
AU audio file	.au
MIDI file	.midi or .mid
MP3 audio file	.mp3
Advanced Audio Coding—MPEG-4 audio file	.m4a or .mp4
Windows audio file	.wav
Windows Media audio file	.wma

In some cases, video is the only way to explain a concept to your audience. At other times, you may want to use video to emphasize something on the slide. Videos can come from a variety of sources. You can embed a video file that you have on your disk drive, SkyDrive online storage, or show a Bing video. YouTube videos can also be embedded into a presentation by using the Embed code under the Share option for a particular video.

QUICK REFERENCE **Supported Video File Formats**

File Format	Extension
Windows Media file	.asf
Windows video file	.avi
MP4 video file	.mp4, .m4v, or .mov
Movie file	.mpg or .mpeg
Adobe Flash media	.swf
Windows Media video file	.wmv

PowerPoint allows you to add bookmarks to both audio and video files. Bookmarks enable you to mark sections of the file so you can jump to a certain point in the file before starting the playback. This is useful if you want to focus on a part of the audio file during a presentation as a sound bite but also have the entire file available if you decide to play the complete file for the audience.

REAL WORLD ADVICE **Embedding or Linking to Video**

Audience engagement is the key to a successful presentation. Using a video, game, or other activity to break up a presentation can help to keep your audience engaged. If you cannot insert a video due to the large file size, consider placing a hyperlink to the video source on the web. Make sure you have an Internet connection in your presentation environment if you are linking to the web.

Keep in mind that when you add video to your presentation, you are significantly adding to the size of the file. You may also notice that the slide is slow to display if a large file is embedded.

REAL WORLD ADVICE **Compressing Media in a Presentation**

Multimedia objects such as animations, transitions, audio, and video can result in presentations being very large in size. Large presentations are often difficult to share with others or store when storage space is limited. PowerPoint 2013 has the ability to compress the media in a presentation to various levels of quality. Presentation Quality should be used when possible to maintain the overall quality while still saving some storage space; however, if file sharing via e-mail is necessary, Low Quality should be used.

Inserting Audio Files

To set the mood for the spa presentation, you will play a short musical file on the first slide. It will start automatically and not require a player. You will trim the file to create a smaller presentation file. You will also adjust the volume, so it is a gentle, soft musical interlude.

P03.10



To Add an Audio File to a Presentation

a. Click **Slide 1**. Click the **INSERT** tab, and then in the **Media** group, click the **Audio** arrow, and then click **Audio on My PC**.

b. If necessary, navigate to your student files, click **p02ws03Music**, and then click **Insert**. On the player controls, click **Play/Pause** ▶ to listen to the song.

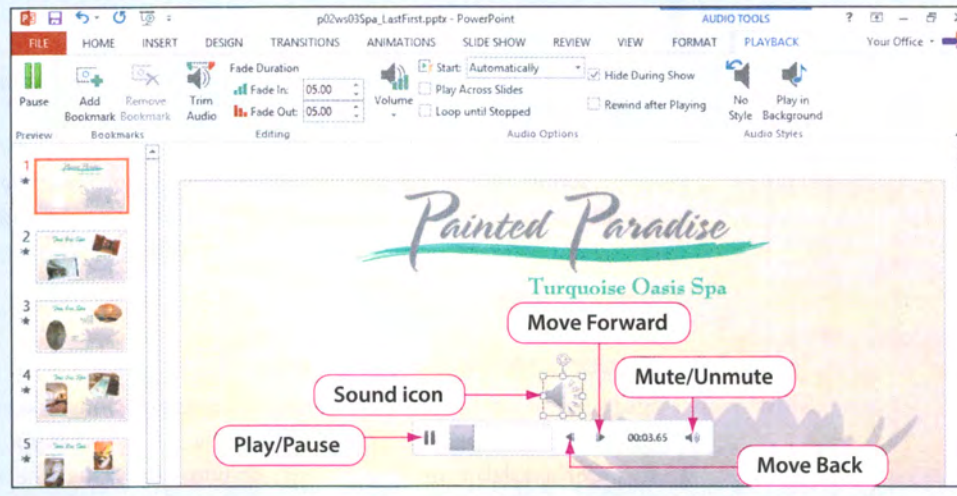


Figure 10 Adding audio and the player controls

c. Click the **AUDIO TOOLS PLAYBACK** tab, and then in the Editing group, click **Trim Audio**. In the **End Time** box, select the numbers, type **15.5** and then press Enter.

d. Click the **AUDIO TOOLS PLAYBACK** tab, and then in the Editing group, click the **Fade In** box, type **5.0** and then press Enter. Click the **Fade Out** box, type **5.0** and then press Enter.

e. In the Audio Options group, click the **Volume** arrow, and then click **Medium**. Click **Play/Pause** ▶ to listen to the edited song.

f. In the Audio Options group, click the **Start** arrow, select **Automatically**, and then click **Hide During Show**.

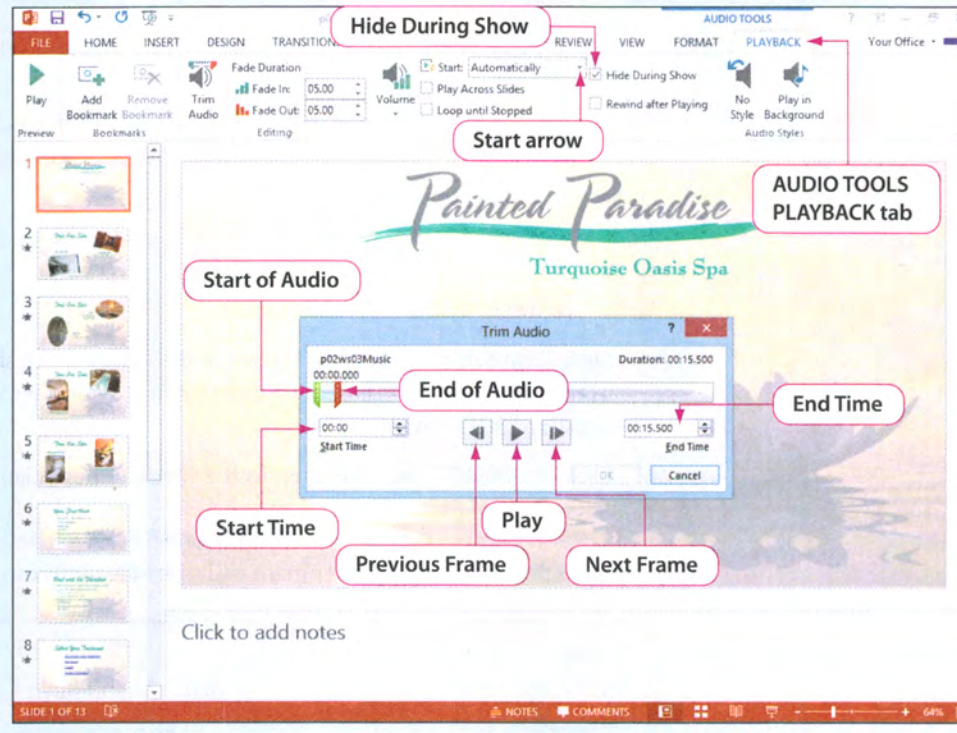


Figure 11 Trimming audio

g. Click **Save**.

h. Click **Slide Show** on the status bar. You may continue through the slide show or press Esc to return to Normal view.

The audio clip is a nice introduction to the spa presentation by setting the mood. If someone viewing the presentation does not have the volume turned up, they do not lose any important information by not hearing the clip.

Recording Slide Narration

Slide narration is a useful addition to presentations where you will not be making the presentation in person. You can record the narration as you view the slides using a simple recorder available in PowerPoint, or you can record the narration in a different sound software application, such as Audacity, and add the narration to the slides as a part of the transitions or animations as you did with the audio files earlier.

REAL WORLD ADVICE **Recording Narration and Slide Advances**

The Slide Show tab contains options for setting up the slide show with timed advancement of the slides as well as recorded narration. If you will not be giving the presentation in person, this method works well. The slides are displayed full screen as you record your presentation. You record the narration and advance each slide. When you have reached the end of the slide show, you will be asked if you want to retain the timings. This method of preparing a presentation works well for distance learning, sales presentations, and kiosks.

Slide 6 contains notes for you to record as narration. The computer you use will need a microphone so you can record the notes. You will modify the sound object so the narration begins when the slide is displayed, and the player does not show on the slide. If you do not have a microphone, read the procedure, but skip the steps.

P03.11

To Record Slide Narration

a. Click **Slide 6**. If necessary, click Notes in the status bar to show the slide notes. Drag the **border** between the Slide pane and the Notes pane up, until you can see both paragraphs of text in the Notes pane.

b. Click the **INSERT** tab, and then in the Media group, click the **Audio** arrow, and then select **Record Audio**.

Read through the text in the Notes pane before you begin to record. This will save you some time and let you experiment with the inflections of your voice.

Troubleshooting

The Record Audio tool will only be available if you have a built-in or plugged in microphone. Skip the Record Narration steps if you do not have a microphone available.

c. If necessary, drag the **Record Sound dialog** box up so you can see the notes. Click the **Record** button, and then begin reading the notes into the microphone. Click the stop button when you have completed the reading. Click **Play** to review the recording.

> **Troubleshooting**
> If you would like to re-record the audio, click Cancel, and then repeat Steps b and c.

d. In the Name text box, type **Slide 6 Recording**.

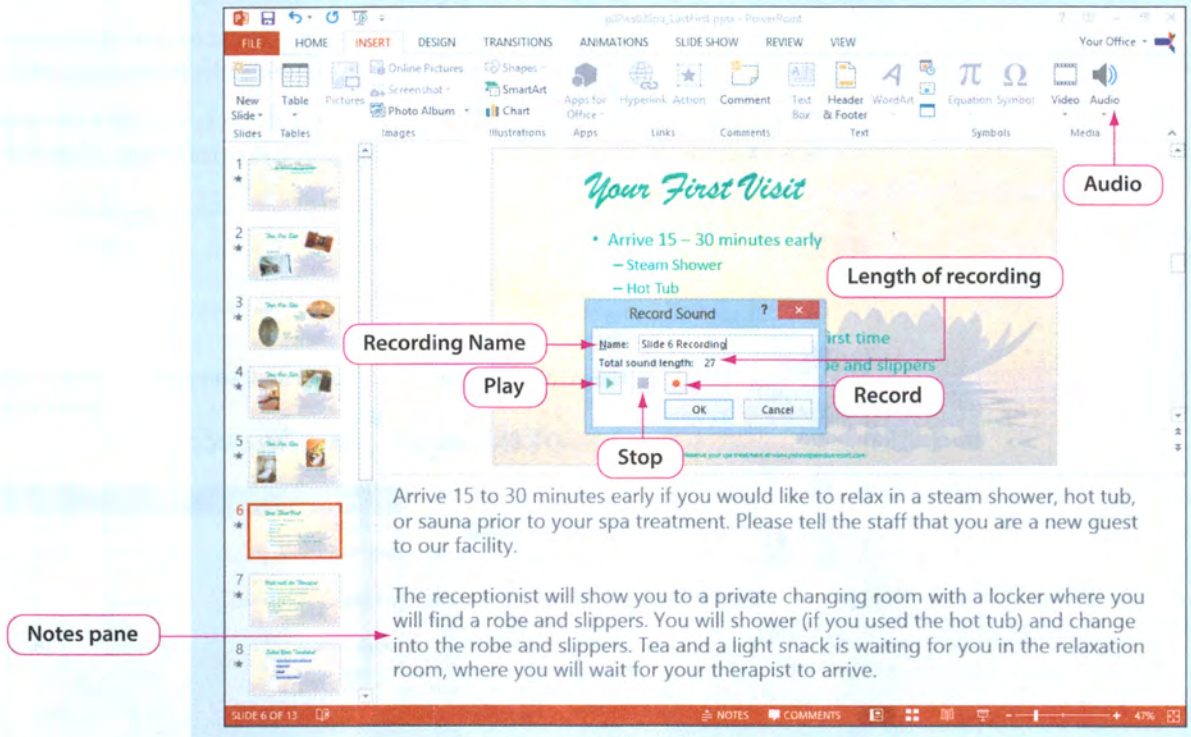


Figure 12 Recording slide narration

e. Click **OK** to save the recording to the slide.

f. Click the **Speaker** that appears in the center of the slide, and then click the **PLAYBACK** tab.

g. In the Audio Options group, click the **Start** arrow, select **Automatically**, and then click **Hide During Show**.

h. Click **Save**.

i. Click **Slide Show** on the status bar. Review **Slide 6**, and then press Esc to return to Normal view. Readjust the Notes pane so it takes up less space.

Inserting Video Files

Video clips are engaging to the audience. They provide movement on the screen. They can be used to show live action of a procedure, as you might do in training. You can creatively use video to introduce products, provide support to your sales staff, and present customer testimonials.

In this exercise you will replace the Reflexology Massage photograph on Slide 9 with a short video.

P03.12

To Add Video to a Presentation

a. Click **Slide 9**, click the **reflexology** photograph, and then press Delete.

b. Click the **INSERT** tab, and then in the Media group, click the **Video** arrow, and then select **Video on My PC**. Navigate to your student files, click **p02ws03Reflexology**, and then click **Insert**.

c. Click the **FORMAT** tab, and then in the Size group, click the **Video Width** text box, type **3.5** and then press Enter. In the Size group, click **Crop**, and then drag the **middle-right sizing handle** in slightly to remove the green bar on the right side of the video.

d. Deselect the video by clicking anywhere on the slide, click the video again to select it, and then drag the **video** to the left beside the table and under the **Reflexology Massage** box.

e. Click the **PLAYBACK** tab, and then in the Video Options group, click the **Start arrow**, select **Automatically**, click **Loop until Stopped**, and then click **Hide While Not Playing**.

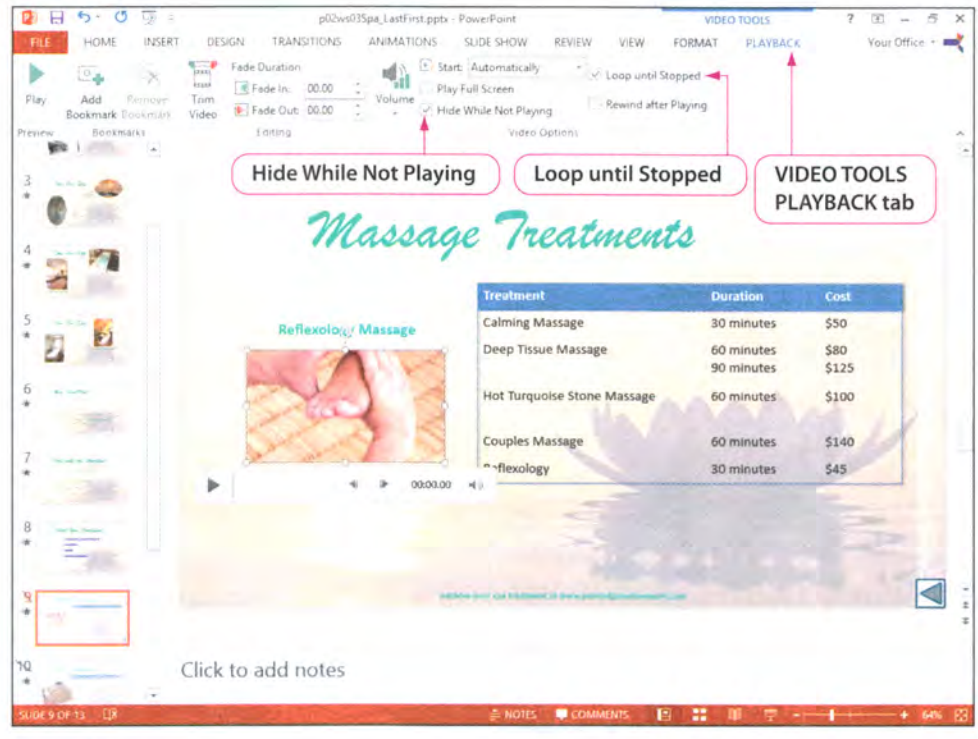


Figure 13 Video embedded

f. Click **Save**.

g. Click **Slide Show** on the status bar, and then review the slide. Press Esc twice when you have finished watching the video.

Creating Useful Photo Albums

The **Photo Album** feature of PowerPoint is an efficient way to insert a large number of photographs into a slide show just by selecting the photographs you want to include in the presentation. You do not have to individually insert, resize, or arrange the pictures on the slides. This saves you time and effort, and produces a professional looking album of photographs.

It is important to note that when you use the Photo Album feature in PowerPoint, a new file will be generated. The photo album is not added into the current open presentation. Once the album has been created, the slides can be reused in other slide shows. In this section, you will create and modify a photo album.

REAL WORLD ADVICE | **Using a Photo Album in Business**

Most people turn to PowerPoint's Photo Album feature when they have a lot of vacation or family photos to make into a presentation, but photo albums also have uses in the business world. Consider these ideas:

- Product catalog, showing the items and a short description
- Project history album, showing photographs of different stages towards completion of a project, such as a building project
- Owner's manual, showing photographs of important parts of the machinery
- Training manual, showing a group of figures with comments
- Testimonials from satisfied customers with photographs of them enjoying the product
- Meet the staff album, showing photographs of everyone on the staff with their names and other important information

Create a PowerPoint Photo Album

Available on the Insert tab, the Photo Album button opens a dialog box that enables you to select the photographs from a storage location, such as a disk drive or USB drive. Once the photographs are in the album, you can preview them in the dialog box and change the rotation, brightness, and contrast. You can change the order of the photographs. Text can be added to the slide at this stage or added with boxes after the presentation has been created. You can modify the layout of the pictures on the page, specify the shape of the frames around the photographs, and apply a theme.

Continuing with the spa workshop, you will create a photo album that will introduce members of the spa staff. You will later combine these album slides with the slides from the spa presentation.

Selecting Photographs

The most efficient way to select the photographs for the album is to group all of the pictures in a single folder. It makes it easier to select the ones you need. For instance, in the photo album you will create in this workshop, the photographs you will use begin with the same code and name, p02ws03SpaS. If necessary, later you can update a photo album and add more photographs, using the Edit Photo Album feature.

CONSIDER THIS | **Using Social Networking Photographs**

Given the popularity of social networking sites, such as Facebook, what pictures could be found of you on the Internet? Is it ethical to use a picture from one of these sites without permission? Are there times where it would be illegal?

In this exercise you will create a small photo album with photographs of the members of the staff. It will be added to the spa presentation later.

P03.13

To Create a Photo Album in PowerPoint

a. Click the **INSERT** tab, and then in the Images group, click **Photo Album**, and then click **New Photo Album**.

b. In the Photo Album dialog box, click **File/Disk**, and then navigate to your student files. Select all seven of the files beginning with **p02ws03Spa1** through **p02ws03Spa7**, and then click **Insert**.

Troubleshooting

You can select multiple files at once by clicking the first file name, pressing Shift, and then clicking the last file name, or you can select nonadjacent files by pressing Ctrl, while clicking each file name.

SIDE NOTE

Preview Pictures

Alternatively, to preview all pictures, click the first picture and then use the arrow keys.

c. Click each **file name** in the Pictures in album box to see a preview of each file.

The files are not in the correct order. You will arrange them in a later part of the project. One of the photos is displayed sideways. You will correct that in the next part of the project as well.

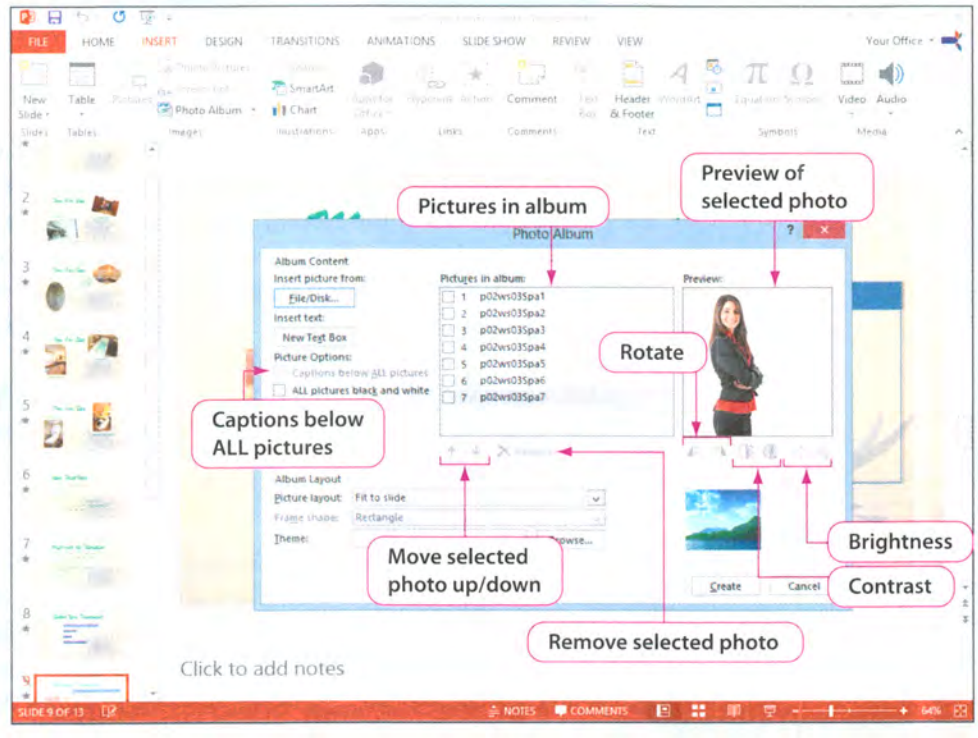


Figure 14 Creating a photo album

Modifying Photographs

Once imported into a photo album, photographs can be modified with some simple tools. They can be rotated in 90-degree increments, either clockwise or counterclockwise. The contrast and brightness of the photographs can be adjusted in the Photo Album dialog box. You can also specify that all pictures be converted to black-and-white in the photo album without changing the original picture color.

When the photo album is created, you will be able to make more sophisticated adjustments, such as altering the color temperature and color tone. You will adjust the brightness and contrast of a photograph and rotate one of the photographs.

P03.14

To Modify the Photographs with the Photo Album Tools

a. Select **p02ws03Spa5** in the Pictures in album box by clicking the box next to the name, and then click **Rotate 90 degrees Clockwise** once. Deselect **p02ws03Spa5**.

Troubleshooting

If you clicked the wrong button and the woman is now displayed upside down, continue clicking the button until she is in the correct orientation.

b. Select **p02ws03Spa3** in the Pictures in album box, click **Decrease Brightness** twice, and then click **Increase Contrast** twice. Deselect **p02ws03Spa3**.

Arranging Photographs

There are a number of layouts to select from when creating a photo album in PowerPoint. A picture can fill the slide, be placed in the middle of the slide, or you can have two or four pictures per slide. There is an option to place a title on each of the slide pages, regardless of the number of photographs on the slide. You can also choose from seven frame shapes that will hold the photographs.

Photographs can be moved in the photo album with the arrow buttons at the bottom of the Pictures in album box. If you will be placing two or more photographs on a slide, you can also control which photograph appears on the right or left by the order in which you place the file names.

You have decided to display four photographs per slide, with a title. You will specify a rounded rectangle for the frame shape. You will move the files into the correct order.

P03.15

To Alter the Arrangement of Photographs in the Photo Album

a. Under Album Layout, click the **Picture layout** arrow, and then select **4 pictures with title**.

b. Click the **Frame shape** arrow, and then select **Rounded Rectangle**.

c. Select **p02ws03Spa5**, and then click **Up** to move the photograph into position 1. Deselect **p02ws03Spa5**.

d. Select **p02ws03Spa7**, and then click **Up** to move the photograph into position 3. Deselect **p02ws03Spa7**.

e. Select **p02ws03Spa2** and **p02ws03Spa3**, and then click **Down** to move these two files to the end of the list. Deselect **p02ws03Spa2** and **p02ws03Spa3**.

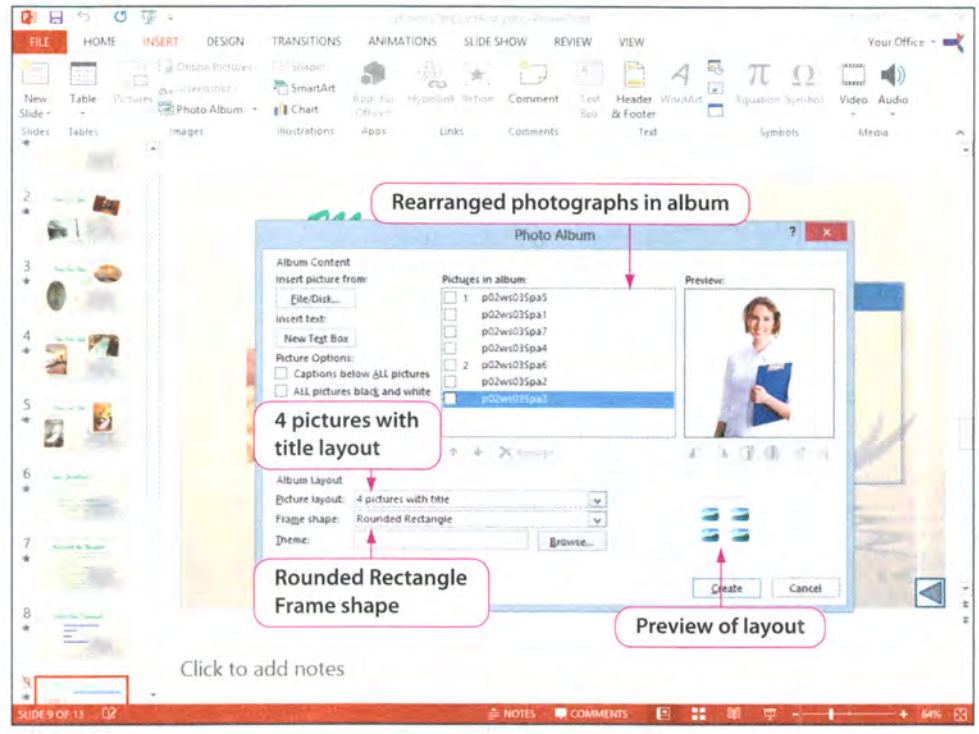


Figure 15 Photographs rearranged

Inserting Text

Text can be added to slides in two ways from the Photo Album dialog box. You can add boxes that you will later fill with text or you can add **captions**, which are boxes that describe the photographs. The default captions will be the names of the files and not something you want the audience to see, so do not forget to update the captions if you use them. If you later decide you do not want to use the boxes, they can be replaced with other objects or deleted.

In this exercise, you will add captions to all of the pictures, and you will add boxes to a few of the slides.

P03.16

To Add Text to a Photo Album

a. Click **New Text Box**. The box appears in the list under the photograph file name that was highlighted. Select **Text Box**, and then click **Up** ↑ to move the box to the first position in the album. Deselect **Text Box**.

b. Select **p02ws03Spa7** in the Pictures in album list, and then click **New Text Box** under the Insert text heading. Deselect **p02ws03Spa7**.

c. Select **p02ws03Spa3** in the Pictures in album list, and then click **New Text Box** under the Insert text heading. Deselect **p02ws03Spa3**.

d. Under Picture Options, click **Captions below ALL pictures**.

Selecting a Theme

Just as you can add themes to a presentation, you can add a theme to a photo album. The Microsoft Office themes that are stored on your computer during the installation of Office 2013 are available. You can also use themes that you have created.

The theme for the Introduction to the Spa presentation is available in your student data files. You will apply the theme to your photo album to maintain consistency with the spa presentation, because you will be reusing slides from the album in the spa presentation.

P03.17



To Add a Theme to a Photo Album

a. In the Photo Album dialog box, under Album Layout, click **Browse**. Navigate to your student files, click **p02ws03SpaTheme**, and then click **Select**.

b. Click **Create**, and then press F5 to view the slide show from the beginning. Review the slides in the Photo Album presentation, and then press Esc to return to Normal view.

Notice the first slide of the photo album contains a title and the name of the person logged on the computer. The subsequent slides contain the photographs of the staff members with text boxes for adding content to the slides. All of the photographs are formatted with the rounded rectangle frame shape.

c. Click the **FILE** tab, click **Save As**, and then navigate to where you are saving your files. Type p02ws03SpaAlbum_LastFirst using your last and first name, and then click **Save**.

Editing a Photo Album

As you can see, it is quick work to select photographs and place them on slides using the Photo Album feature of PowerPoint. Depending on selections you make, you may need to edit the slides. Once the photo album has been created, the slides can be modified using the normal PowerPoint tools. You can resize and move the photographs, modify the appearance of the photographs, and add text.

After reviewing the slides, you realize that you did not include Meda Rodate in the staff photo album. You will return to the Photo Album dialog box to add her photograph. You will also add text to the presentation in Normal view.

P03.18



To Add Text and Edit the Photo Album

a. Click the **INSERT** tab, and then in the Images group, click the **Photo Album** arrow, and then select **Edit Photo Album** to open the Edit Photo Album dialog box.

b. Click **File/Disk**, click **p02ws03SpaMeda**, and then click **Insert**.

c. Select **p02ws03SpaMeda**, click the **Down** arrow ↓ to move the photograph into position **4**. Deselect **p02ws03SpaMeda**.

d. Select the last two boxes under **Pictures in album**, and then click **Remove** so that only one text box appears at the end of the third group of pictures.

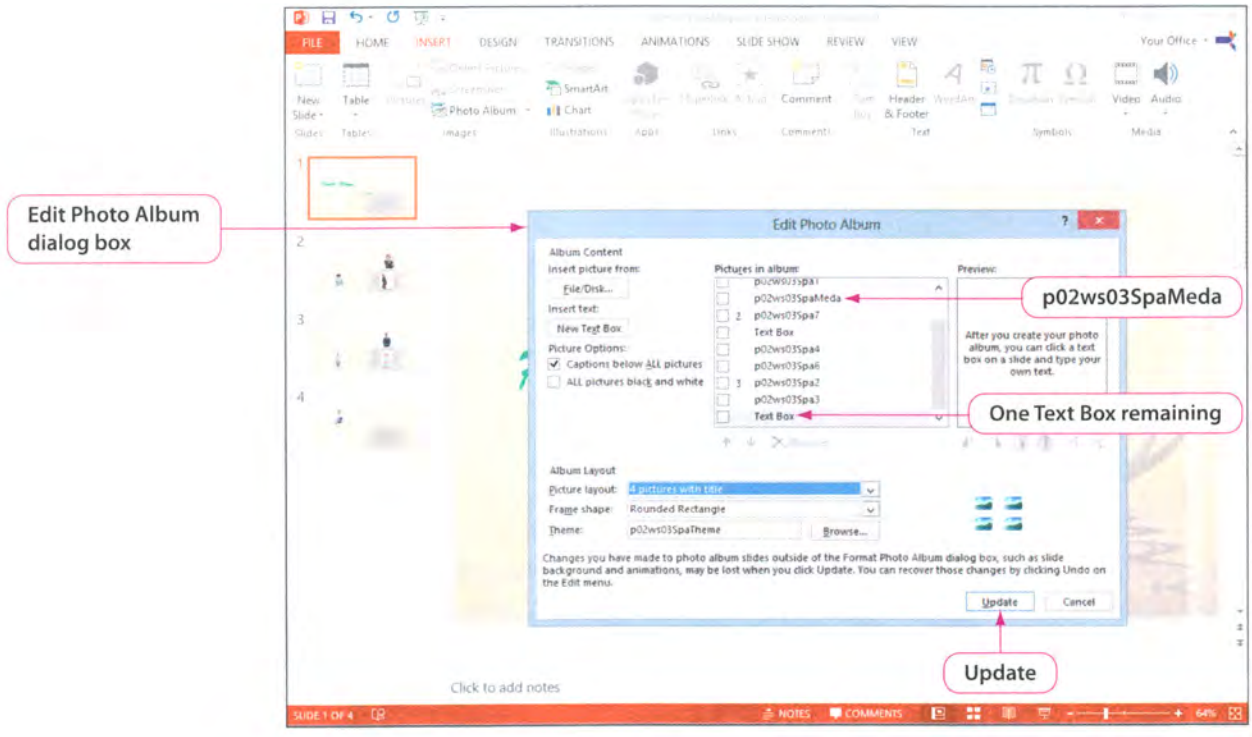


Figure 16 Editing a photo album

e. Click **Update** to display the revised photo album.

f. Click **Slide 2**, select the file name **p02ws03Spa1**, and then type **Kelly Masters, Receptionist**. Select the file name **p02ws03Spa5**, and then type **Irene Kai, Manager**. Select the file name **p02ws03SpaMeda**, and then type **Meda Rodate, Manager**.

g. Click the title placeholder, and then type **What Our Guests Say:**. Select the words **Text Box**, and type **"... the receptionist made me feel very welcome and helped me to relax before my day of beauty."** Press Enter twice, leaving a blank line before typing the next testimonial. Type **"The manager helped me to plan a wonderful girls' spa day prior to my wedding. We felt really pampered."**

h. Click **Kelly's photograph** to select it.

i. On the PICTURE TOOLS FORMAT tab, in the Size group, click the **Shape Height** box, type **3.1** and then press Enter. Move the photograph up so that it fits on the slide.

j. Click **Irene's photograph**, and then click it again, to select only the photograph, and not the box.

k. On the PICTURE TOOLS FORMAT tab, in the Size group, click **Crop**. Drag the **top cropping handle** down on Irene's photograph until it is just above her hair. Click **Crop** again to hide the cropping handles. Click away from the photograph, and then click it again, displaying only the outer sizing handles. Click the **Shape Height** box, type **3.1** and then press Enter. Drag **Irene's photograph** up on the slide until the outer sizing handles are just above Meda Rodate's photograph.

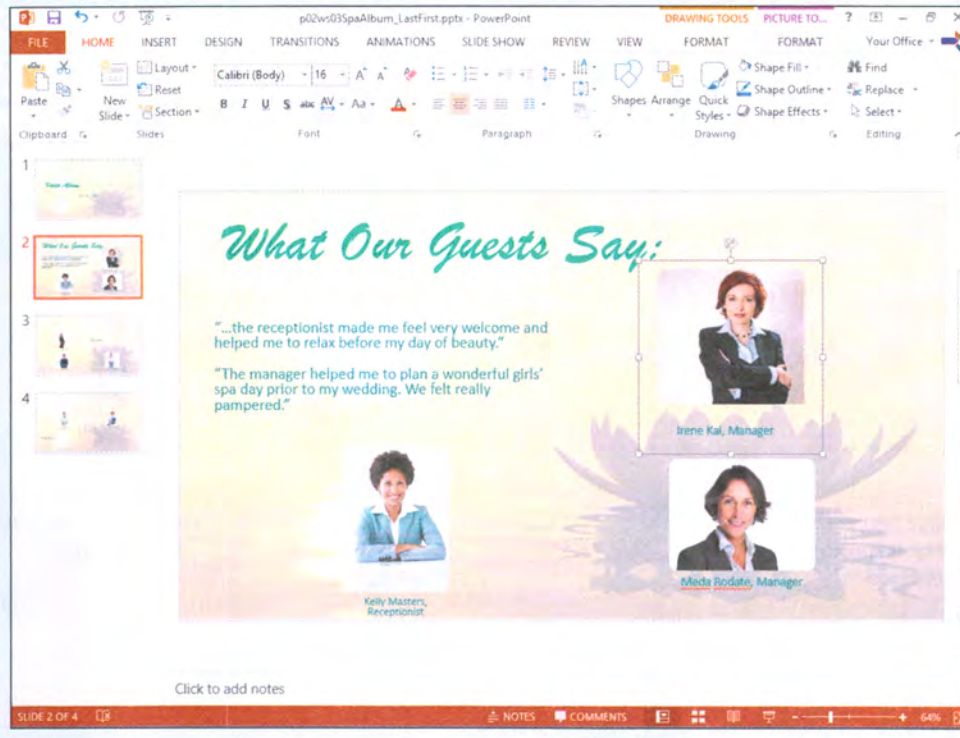


Figure 17 Slide 2 of a photo album

l. Click **Slide 3**, click the **title** placeholder, and then type **Our Amazing Therapists:**. Select the text **p02ws03Spa7**, and then type **Christy Istas**. Select the text **p02ws03Spa4**, and then type **Jason Niese**. Select the text **p02ws03Spa6**, and type **Kendra Mault**. Select the words **Text Box**, and type **"Kendra was a wonderful massage therapist!"** Press Enter twice, leaving a blank line before typing the next testimonial. Type **"Christy helped release the stress in my back so I could enjoy my wedding day."** Press Enter twice, and then type **"Jason made me feel so relaxed with a hot stone massage."**

Now that the text objects are on Slide 3, you will align the objects on the slide. You will place the photographs in a line under the title, and move the text below the photographs. You will then increase the size of the text placeholder to modify the size of the text.

m. Drag **Kendra's photograph** to the left of Christy's photograph. Drag the **text** placeholder down toward the bottom of the slide. Drag **Jason's photograph** to the right of Christy's. Select all **three photographs**. On the PICTURE TOOLS FORMAT tab, in the Size group, click the **Shape Height** box, type **3.5** and then press Enter.

n. In the Arrange group, click **Align Objects**, and then select **Align to Slide**. Click **Align Objects** again, and then select **Distribute Horizontally**. Click **Aligns** again, and then select **Align Middle**. Click the slide text placeholder, and then drag the **right sizing handle** to the right edge of the slide. Drag the **left sizing handle** to the left edge of the slide. Click the **DRAWING TOOLS FORMAT** tab, and then in the Arrange group, select **Align Objects**, and then select **Align Bottom**. Click the **HOME** tab, and then in the Paragraph group, click **Center**. The objects are now nicely balanced.

SIDE NOTE

Select Multiple Objects

You can select multiple objects on a slide by holding the left mouse button and dragging a rectangle around the objects.

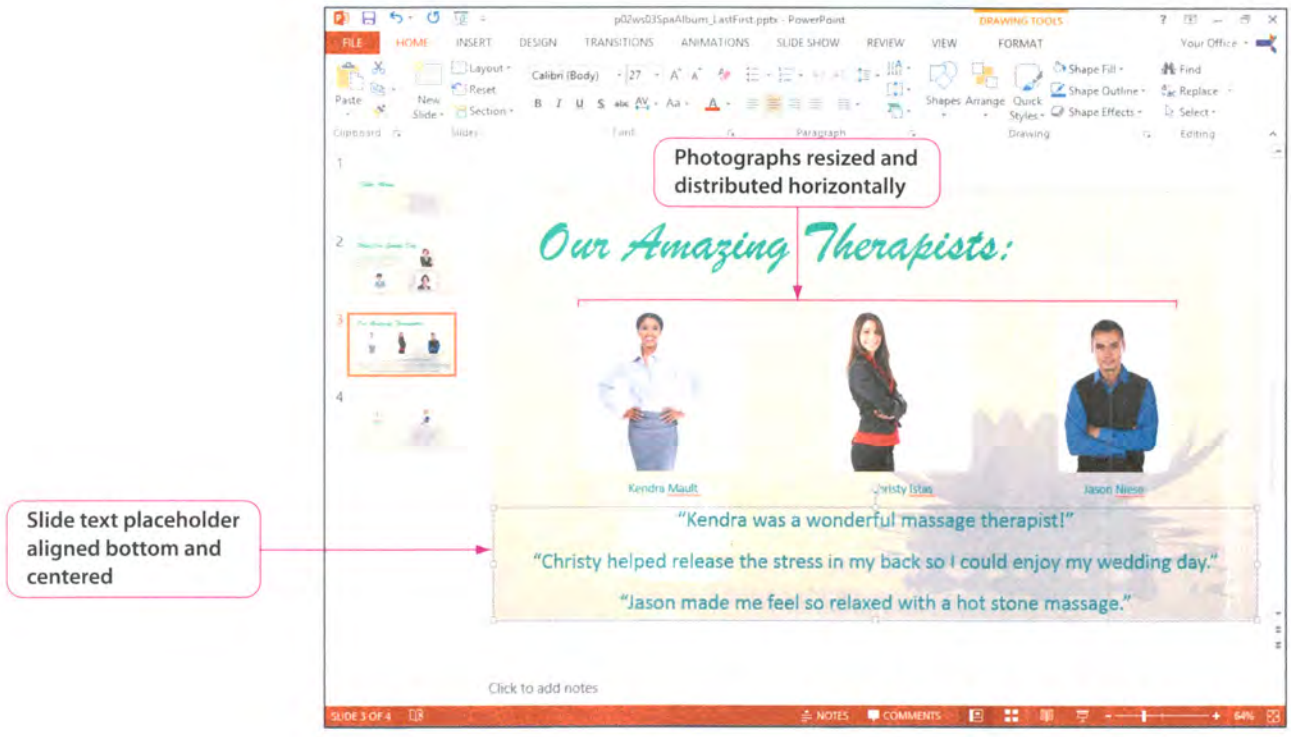


Figure 18 Slide 3 of a photo album

o. Click **Slide 4**, click the **title** placeholder, and type **What Our Guests Say:**. Select the **p02ws03Spa2** text, and then type **Leslie Dixon**. Select the **p02ws03Spa3** text, and then type **Susan Hemmerly**. Select the words **Text Box**, and then type **"...my hands were beautiful as Mike slipped the wedding ring on my finger."** Press Enter twice, leaving a blank line before typing the next testimonial. Type **"The girls in my wedding loved the manicure/pedicure as part of the bachelorette party. What a great idea!"**

p. Select **Leslie's photograph**. Click the **PICTURE TOOLS FORMAT** tab, and then in the Size group, click the **Shape Height** box, type **3.5** and then press Enter.

q. Select **Susan's photograph**. In the Size group, click the **Shape Height** box, type **3.5** and then press Enter.

r. Drag **Susan's photograph** up until the outside sizing handles align with the top of the slide to make room, and then drag **Leslie's photograph** under Susan's. Select **Leslie** and **Susan's photographs**. On the PICTURE TOOLS FORMAT tab, in the Arrange group, click **Align**, and then select **Align Selected Objects**. Click **Align** again, and then select **Align Left**. Click the **testimonials** box. Drag the **top-center sizing handle** up to just below the title text. Drag the **right sizing handle** in the box to the edge of the photographs.

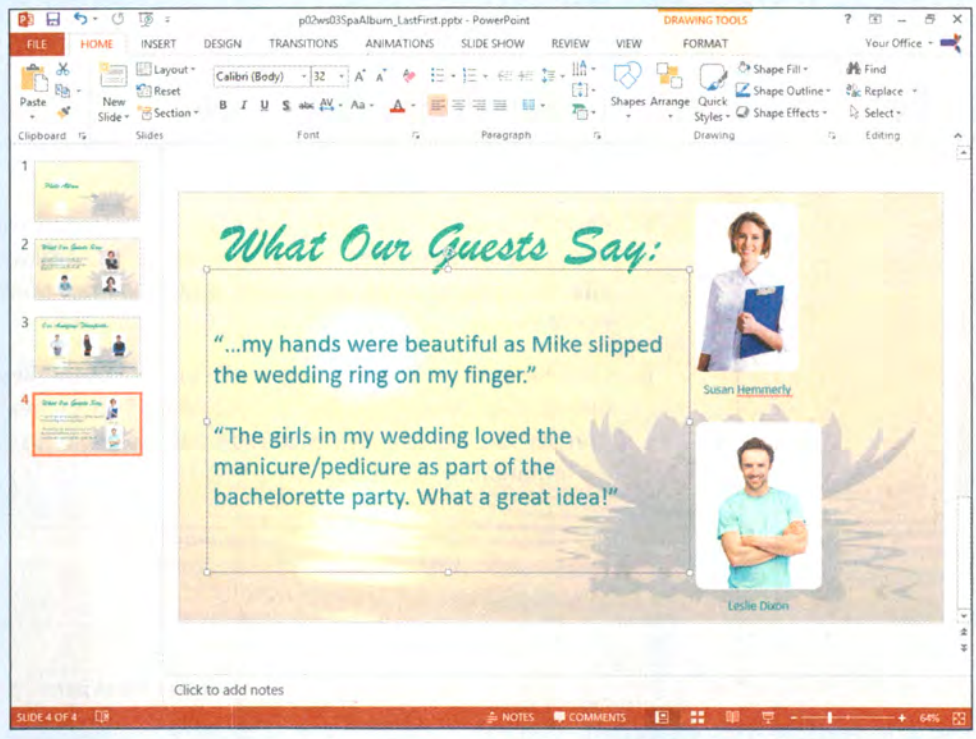


Figure 19 Slide 4 of a photo album

s. Click **Save**, and then close the presentation.

The photo album was modified to create a testimonial slide presentation to include with the Introduction to the Spa presentation. Later, you will reuse the slides in the photo album in the Introduction to the Spa slide show and create a customized presentation that will be distributed to wedding couples.

Create a Custom Slide Show

A **custom slide show** is a subset of slides in a larger presentation. Perhaps you do not need all of the slides in a presentation because your audience has different characteristics or needs. Using the Custom Slide Show feature, you can select just the slides you want to display. Another advantage of creating custom slide shows is that you can display the slides in a different order than in the original slide show.

Customizing a Slide Show

All of the slides that you will need in a custom slide show must be in the same slide presentation. You cannot select slides from different presentations. Because you want to use slides from both the photo album and the Introduction to the Spa presentation, you will save the spa presentation with a new name, and reuse the slides from the photo album.

Once the slides are combined into the same presentation, you will build the custom show. Only certain slides will be selected. You will also modify some parts of the new spa presentation so it functions more efficiently.

P03.19

To Create Custom Slide Shows

a. If necessary, open the **p02ws03Spa_LastFirst** presentation file. Click the **FILE** tab, and then click **Save As**. Save the file as **p02ws03SpaCustom_LastFirst** using your last and first name. Click **Save**.

b. Click **Slide 12**. On the HOME tab, in the Slides group, click the **New Slide** arrow, and then select **Reuse Slides**. Click **Browse** in the Reuse Slides pane, and then click **Browse File**. Navigate to where you saved **p02ws03SpaAlbum_LastFirst**, and double-click the **file name**.

c. Click **Keep source formatting** at the bottom of the Reuse Slides pane to select this option. Click **Slides 2**, **3**, and **4** in the Reuse Slides pane to add them to the presentation. Be sure to only click each slide once to avoid inserting multiple slides into the presentation.

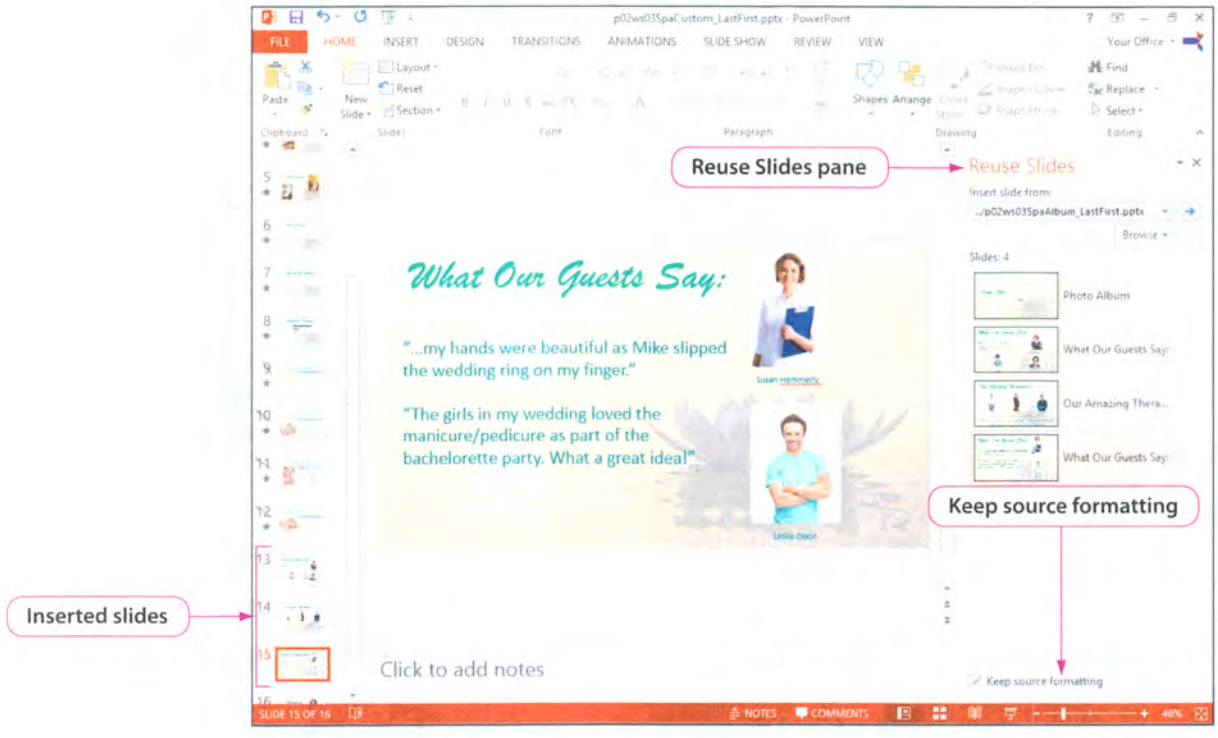


Figure 20 Reuse Slides pane

d. **Close** ☒ the Reuse Slides pane.

e. Click the **SLIDE SHOW** tab, and then in the Start Slide Show group, click **Custom Slide Show**, and then select **Custom Shows**. In the Custom Shows dialog box, click **New**. Select the **Custom Show 1** text, and then in the Slide show name text box, type **Bridal Presentation**.

f. Under Slides in presentation, select **1. Slide 1** through **7. Visit with the Therapist**.

g. Select **[11] Manicure and Pedicures** through **16. Reservations**, and then click **Add**.

SIDE NOTE

Brackets Around Slide Numbers

The brackets around slides 9 through slide 12 indicate those slides are currently hidden from the main slide show.

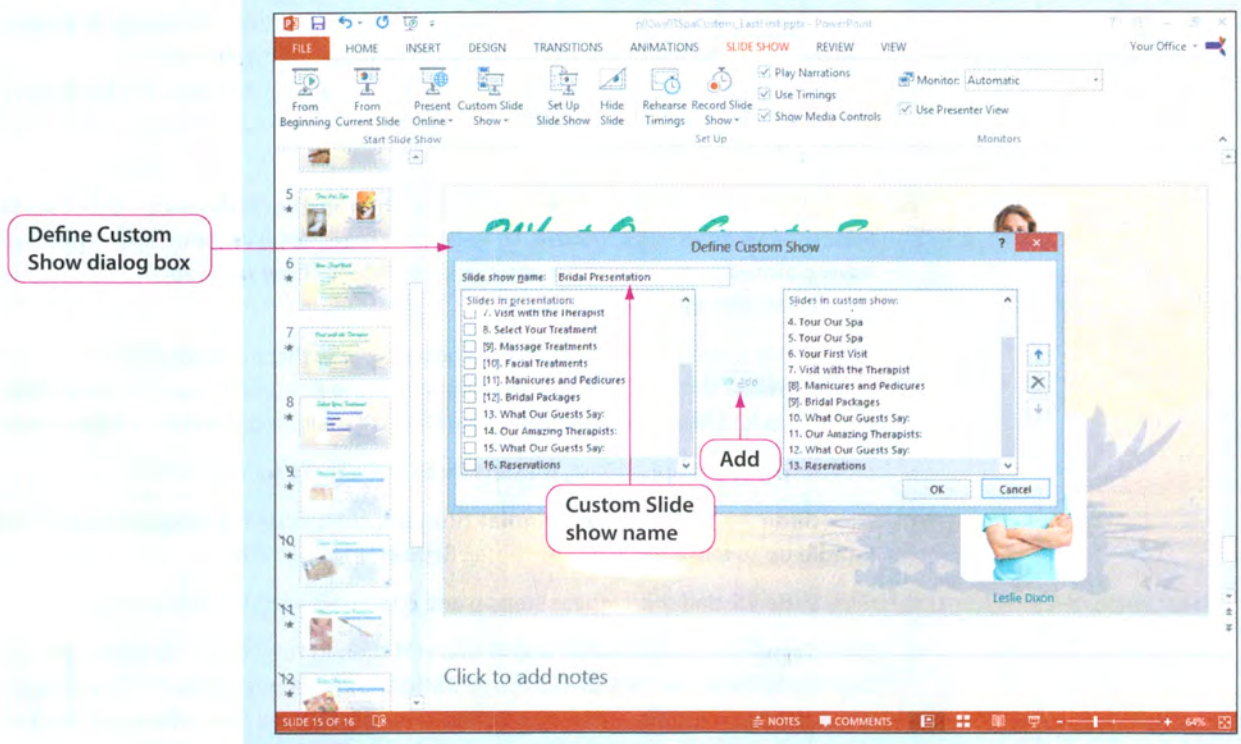


Figure 21 Creating a custom slide show

h. Click **OK**, and then click **Close**. **Save** the presentation. You have created the presentation, and you will now display it as a custom slide show.

i. Click the **Slide Show** tab, click the **Custom Slide Show** arrow, and then select **Bridal Presentation**. Navigate through the presentation, noting that the slide with the prices for the bridal packages does not show and that there are no transitions on the slides that were reused from the photo album.

Because you created a new presentation for the custom Bridal Presentation show, you can make changes to the slides. You will add transitions to Slides 13, 14, and 15. You will also unhide Slide 12.

j. Click **Slide 13**, press and hold Shift, and then click **Slide 15** to select the three slides. Click the **TRANSITIONS** tab, and then in the Transitions to This Slide group, click **Reveal**. Click **Effect Options**, and then select **Smoothly From Right**. Adjust the duration of the transition to **2.30**.

k. Right-click **Slide 12**, and then select **Hide Slide**. This reverses the hiding of the slide so it will be viewable in the regular progression of the slides.

l. Click the **SLIDE SHOW** tab, and then in the Start Slide Show group, click **Custom Slide Show**. Click **Bridal Presentation**, and then review each slide. Press Esc to return to Normal view.

Did you notice the Previous button on the Bridal Packages slide? If you clicked it, it returns to the Visit with the Therapist slide. You decide to move a slide in the custom slide show to improve the flow of information.

m. In the Start Slide Show group, click **Custom Slide Show**, and then click **Custom Shows**. The Bridal Presentation is selected because it is the only show. Click **Edit**.

n. Click **9. Bridal Packages** in the Slides in custom show box. Click the **Down** arrow in the dialog box to move the slide into position 12. The Bridal Packages slide will be displayed right before the slide with information on reservations. Click **OK**, and then click **Close**.

o. In the Start Slide Show group, click **Custom Slide Show**, and then click **Bridal Presentation**. Navigate through the slides, and then press Esc to return to Normal view.

Although the Bridal Packages slide is still in the same position on the Slide pane, it is displayed after the testimonial slides in the custom slide show. You notice that the new slides are missing the footer.

p. Click **Slide 13**. Click the **INSERT** tab, and then in the Text group, click **Header & Footer**, and then click **Footer** to select it. Type Reserve your spa treatment at www.paintedparadiseresort.com. Click the **Don't show on title slide** check box to deselect it, and then click **Apply**.

q. Drag the right-sizing handle of the footer placeholder so that the footer fits on one line. Click the **DRAWING TOOLS FORMAT** tab, and then in the Arrange group, click **Align Objects**, and then select **Align Bottom**. Click **Align Objects** again, and then select **Align Center**.

r. Move the photograph of Kelly Masters up to make room for the footer.

s. Click **Slide 14**, click the **testimonial** box, and then drag the **bottom-middle sizing handle** up to make room for the footer. Repeat Steps p and q.

t. Click **Slide 15**, and then repeat Steps p and q to insert and position the footer.

u. Click **Save**. On the **SLIDE SHOW** tab, and then in the Start Slide Show group, click **Custom Slide Show**, click **Bridal Presentation**, and then review each of the slides in the presentation. Press Esc to return to Normal view. You will now create another custom slide show to focus on the facilities and staff at the Turquoise Oasis Spa.

v. If necessary, click the **SLIDE SHOW** tab, and then in the Start Slide Show group, click **Custom Slide Show**, and then select **Custom Shows**. Click **New**, select the **Custom Show 1** text, then type Facilities-Staff Presentation in the **Slide show name** box. Select **1. Slide 1** through **7. Visit with the Therapist** in the Slides in presentation box. Select **13. What Our Guests Say:** through **16.Reservations**. Click **Add**, click **OK**, and then click **Close**.

w. In the Start Slide Show group, click **Custom Slide Show**, and then select **Facilities-Staff Presentation** to view the newly created custom slide show. Press Esc to return to Normal view. You will now create one more custom slide show, this time just focusing on the facilities.

x. In the Start Slide Show group, click **Custom Slide Show**, and then select **Custom Shows**. Click **New**, select the **Custom Show 1** text, and then type Spa Facilities. Select **1. Slide 1** through **5. Tour Our Spa**. Select **16. Reservations**, click **Add**, click **OK**, and then click **Close**.

y. In the Start Slide Show group, click **Custom Slide Show**, and then select **Spa Facilities**. Review each slide, and then press Esc to return to Normal view.

z. Click **Save**, and then **close** the presentation.

Now, with a single presentation, you have three customized presentations to share with different audiences. The presentation can be used with guests who are new to the spa. Meda can also use the presentation when she wants to introduce people to the spa but not discuss the cost of the treatments. The Spa Facilities custom show can be used for guests who have visited a spa before but who have not been to the Turquoise Oasis Spa.

Save a Presentation in Multiple Formats

PowerPoint can save your presentation files in a variety of formats and allows you to easily share your presentation with others. Using the Share tab on the File tab you can share your presentation files in a variety of ways, depending on whether or not your presentation file is saved locally, on a SharePoint site, or on SkyDrive. Using the Invite People option, you can invite people to view or collaborate with you on your presentation, generate a link to share with others, and give them view or edit permissions. You can post your presentation to various social networks like Facebook, Twitter, and LinkedIn.

Using the E-mail option, you can send a presentation via an e-mail as either a PowerPoint, PDF, or XPS attachment, or as a link. Using the Present Online option, you can set up the presentation to be broadcast to remote viewers by sending them a link so they can view the slides on the web in real time as you display them. Slides can also be published to a slide library or SharePoint site so other people can access and update the presentation.

Using the Export tab on the File tab, you can also save the presentation in different types of file formats. You can create a PDF/XPS document. These file formats retain the fonts, formatting, and images exactly as you created them in PowerPoint, and the content cannot be easily changed. You can export the presentation as a video with automatic timings to advance the slides to be displayed on computer monitors, projectors, mobile devices, or DVDs. You can also export one or more presentations as part of a package that can be copied to a CD so they can be viewed on most computers with or without PowerPoint installed.

The Export tab also has the option to Create Handouts. Handouts allow you to create Word documents with the slides and notes. This enables you to make modifications in layout and format to the handouts. You can also add additional content to the handouts. When you use this option to create the handouts, changes you make to the slide presentation will automatically update the handout.

Saving and Sending a Presentation via E-Mail

You have a number of options to select from when you use the E-mail option on the Share tab. You can attach the PowerPoint file in its native format (.pptx) to an e-mail message. You can e-mail a link to a shared location on a server so others can view it and make modifications. The file can be saved in PDF format and attached to an e-mail message. You can do the same for an XPS file. The file can also be sent as an Internet fax if you have a fax service provider.

In this exercise you will share the Spa presentation via e-mail as a PDF attachment to yourself so you can see the result. Keep in mind that the various formats create files of different sizes. Generally a PDF file is smaller than an XPS file. Both of these types are smaller than the PowerPoint format of .pptx. Consider the content of the presentation as you select the file type. PDF and XPS files do not enable internal hyperlinks to other slides, play audio or video, or display slide transitions or animations. If these things are necessary for your presentation, you need to send the file in PowerPoint format.

P03.20



To Send the Presentation as a PDF

a. Open **PowerPoint**, under Recent, double-click **p02ws03Spa_LastFirst**. If the file is not available under Recent, click **Open Other Presentations**, navigate to the location where you store your completed PowerPoint files, and then double-click **p02ws03Spa_LastFirst**.

b. Click the **FILE** tab, and then click **Share**.

c. Click **Email**, and then click **Send as PDF**. PowerPoint will now publish the slides as a PDF and attempt to launch your default desktop e-mail program.

Troubleshooting

If you do not have a desktop e-mail client configured, you may not be able to complete these steps. Ask your instructor for additional information.

d. Type your e-mail address in the To field. Type your instructor's e-mail address in the Cc field. Select the **Subject** text, which is the file name, and then type **Enjoy this introduction to the Spa from Firstname Lastname** using your first and last name. Click in the **Message** box, and then type **I am sending you this file in PDF format. It is a smaller file, but you will not be able to hear the audio or see the animations.** Press Enter, and then type **Enjoy!** Press Enter again, and then type your first and last name.

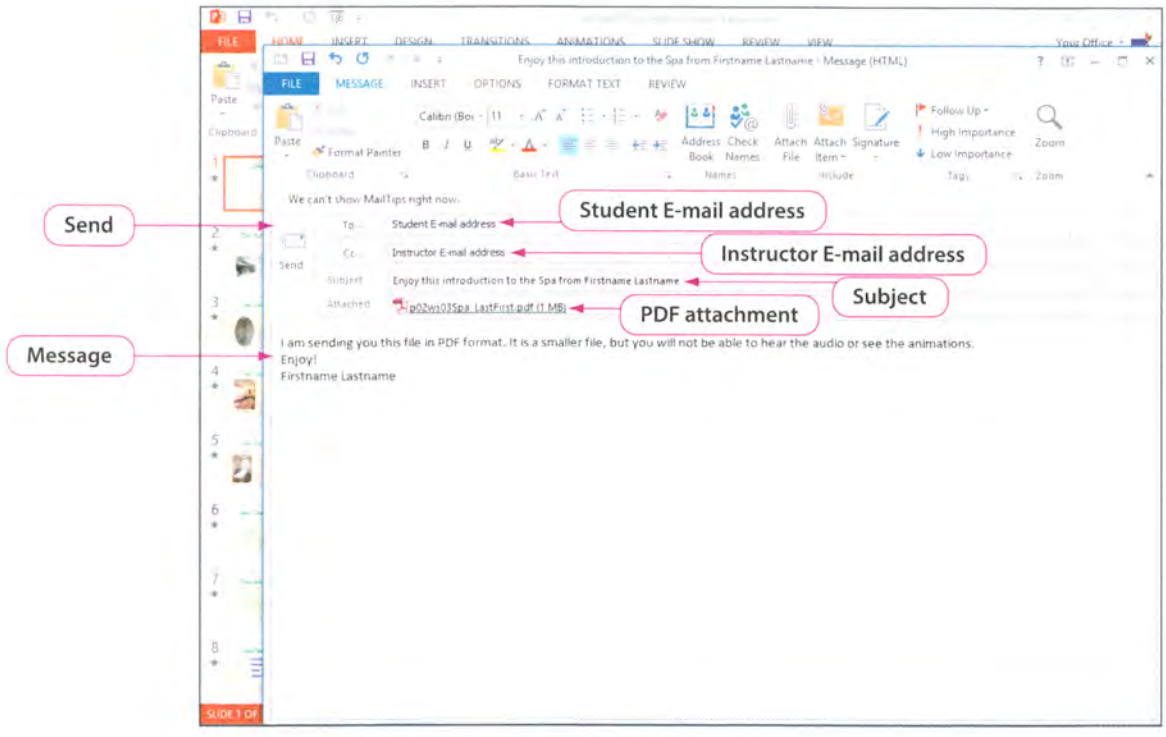


Figure 22 Sending a presentation as a PDF

e. Click **Send**. Navigate to your inbox to which the e-mail was sent. Open the message when it arrives, and then click the **attachment link**. Your default PDF reader opens the file and the presentation is displayed in PDF format.

f. Scroll through the PDF to advance the slides. Notice the speaker icon replaces audio. There are no transitions. On the Select Your Treatment slide, click a **hyperlink**. It will not link to the hidden slides because those slides were not saved as part of the PDF file. Click the **e-mail hyperlink** for Meda and an e-mail message window opens. Close the window without sending a message to Meda.

g. Close the **PDF**.

Saving a PowerPoint Presentation as a Video

PowerPoint videos display the slides with all of the features that you build into the slide. The animations, transitions, audio, and video work as they do in the normal Slide Show view. Be aware that hidden slides are not part of the video and that hyperlinks do not work. Once you have created the video, it can be distributed via DVD, the Internet, or e-mail.

Saving a presentation as a video provides an opportunity to create the presentation one of three different formats and with different overall file sizes. You can create the video for computers and high-definition (HD) displays, such as you might find in the

resort waiting areas. Video for computers and high-definition monitors is displayed at 960 × 720 pixels and requires the most storage space. For the Internet or DVD video, the file is displayed at 640 × 480 pixels, which is a commonly used size for a web page. The file is saved as an MPEG-4 Video (mp4) and can be played using Windows Media Player, iTunes, or any other desktop video player. The smallest format is 320 × 240 pixels, for display on any portable device capable of playing .mp4 files. In the smallest format, it may be difficult to read the text on the screen, so plan accordingly and bump up the size of the font in the presentation.

In this exercise, you will compress the media in the presentation to low quality to minimize storage space and then create a video for Internet and a DVD. Because the slides were not set up to automatically advance, you will use the timings provided on the Create a Video pane to advance the slides.

P03.21

To Export a PowerPoint as a Video

SIDE NOTE
Compress Media Option
The Compress Media button will only appear in presentations that have audio and/or video embedded.

a. Click the **FILE** tab, and then on the Info tab, click **Compress Media**, and then select **Low Quality**, and then click **Close**.

b. Click **Export**, and then click **Create a Video**.

c. Click the **Computer & HD Displays** arrow, and then select **Internet & DVD**.

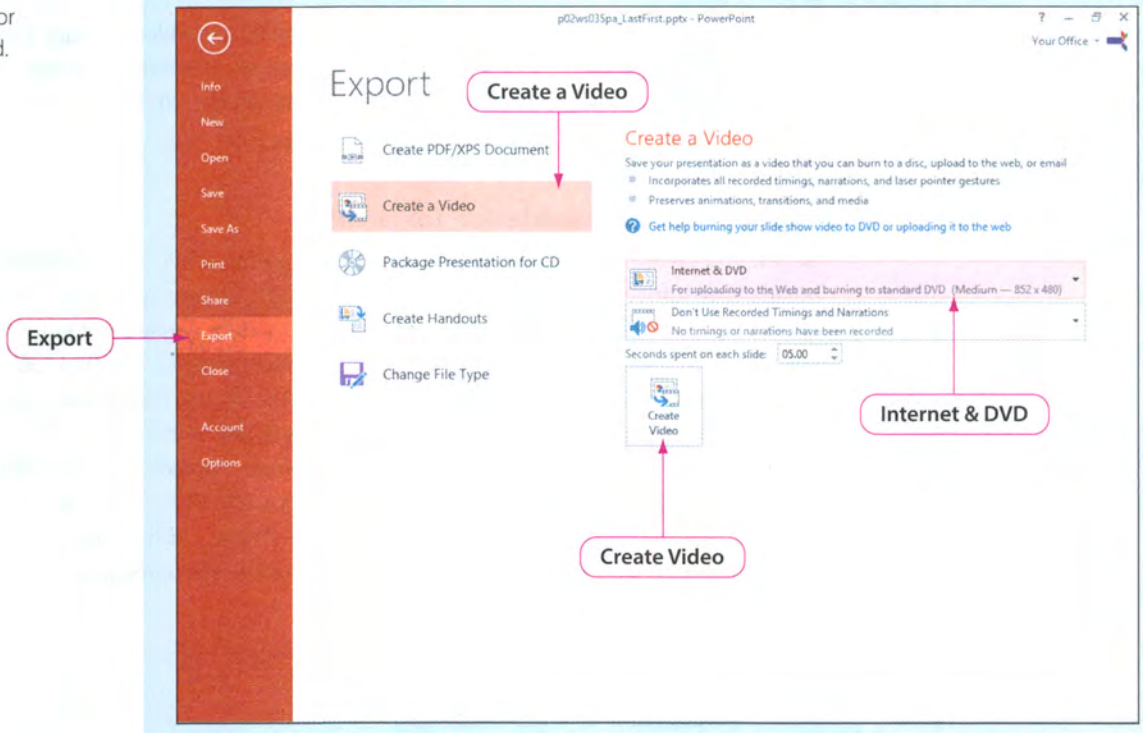


Figure 23 Exporting a presentation as a video

d. Click **Create Video**. The Save As dialog box will open. Save your file as **p02ws03SpaVideo_LastFirst** using your last and first name and then click **Save**.

The video will be processed and stored in the location where you save your project files. This process can take quite a bit of time. Notice the status bar at the bottom of the window reports that it is creating a video. Wait until it is finished before proceeding to the next step.

e. Navigate to where you are storing your completed files, and then open **p02ws03SpaVideo_LastFirst** to play it.

Notice the slides advance automatically after five seconds of display. If media elements are on the slide, such as the music on the first slide, those elements will completely play before the five-second counter begins. If you have slides with a lot of text, you may have to increase the time the slides are displayed before creating the video so people can read the whole slide before it advances.

f. Close the media player, and then return to the **p02ws03Spa** presentation.

REAL WORLD ADVICE | **Video Considerations**

As you consider the size limitations that some people have on their e-mail inbox, you may turn to YouTube or your SkyDrive as alternative storage locations for the video. You could then provide a link to the video in the e-mail message that you send to your intended audience.

CONSIDER THIS | **YouTube Privacy**

If you use YouTube as a storage location for presentation video, privacy can become a concern. In what circumstances would YouTube be an appropriate storage location? What type of a presentation video should not be placed on YouTube?

Packaging a Presentation for a CD

When you create a CD presentation, you put together a player and the presentation. This means that someone who does not have PowerPoint can still play your presentation on his or her computer. If you are giving a presentation where you are not sure of the equipment you will have available, you should burn a package presentation on a CD so you will have a backup plan. CD presentations contain all of the slides, transitions, animations, media elements, and hyperlinks that are in the original presentation.

You will create a new directory on your storage location for the CD package presentation. You will package the presentation for a CD. This folder would be placed on a CD that you could distribute to your potential clients. When they put the CD in their computers, it would automatically begin playing the presentation.

P03.22

To Create a CD Presentation

a. Click the **FILE** tab, click **Export**, and then select **Package Presentation for CD**.

b. Click **Package for CD**. The Package for CD dialog box opens.

c. Select the **Presentation CD** text, and then type Spa Presentation in the Name the CD box on the Package for CD dialog box. Click **Copy to Folder**.

d. In the Folder name box, select the **Spa Presentation text**, and then in the Copy to Folder dialog box, type p02ws03SpaCD_LastFirst. Click **Browse**, navigate to the location where you are saving your files, and then click **Select**. Click **OK**. When asked if

you want to include linked files in your package, click **Yes**. An additional message indicating that comments, revisions, and ink annotations will not be included in the package may appear and disappear. If necessary, click **Continue** if you see the message and it does not disappear automatically.

The folder opens with three files: the PowerPoint presentation, an AUTORUN.INF application, and a PresentationPackage folder. You would copy the entire folder you created to a CD so all of the necessary elements are available.

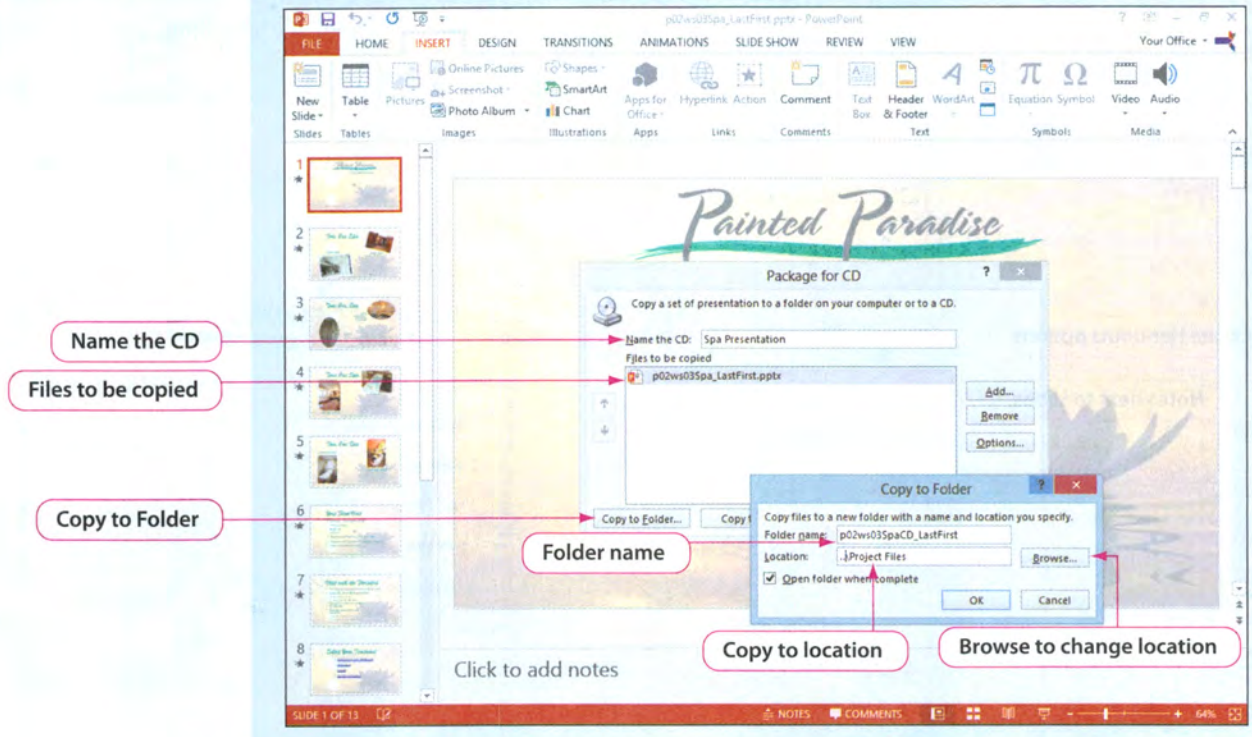


Figure 24 Exporting a package presentation for a CD

e. **Close** the folder window, and then click **Close** on the Package for CD dialog box.

Creating Handouts in Word Format

PowerPoint creates handouts by showing the slides in full-slide format or thumbnail format. There are times when you might want to have the handouts in Word format so you can manipulate them using Word. For instance, you may want to add additional content to the handouts or change the layout. You could also use this document as a beginning point for creating training materials, with details of procedures, for the audience to take with them after viewing a presentation.

You will create a Word document that contains thumbnails of the slides and the notes. You will add your name and today's date to the first page of the document. Do not print the document unless directed by your instructor.

P03.23

To Create Handouts

a. Click the **FILE** tab, and then click **Export**. Click **Create Handouts**, and then click **Create Handouts**.

The Send to Microsoft Word dialog box shows five options. You can place notes or blank lines next to the slides or below them. You can also send only the outline to Word. In this dialog box, you have the option to paste the slides into the Word document or to use the Paste Link option, which creates linked slides in the Word document that are updated if the original slides in PowerPoint are altered at a later time.

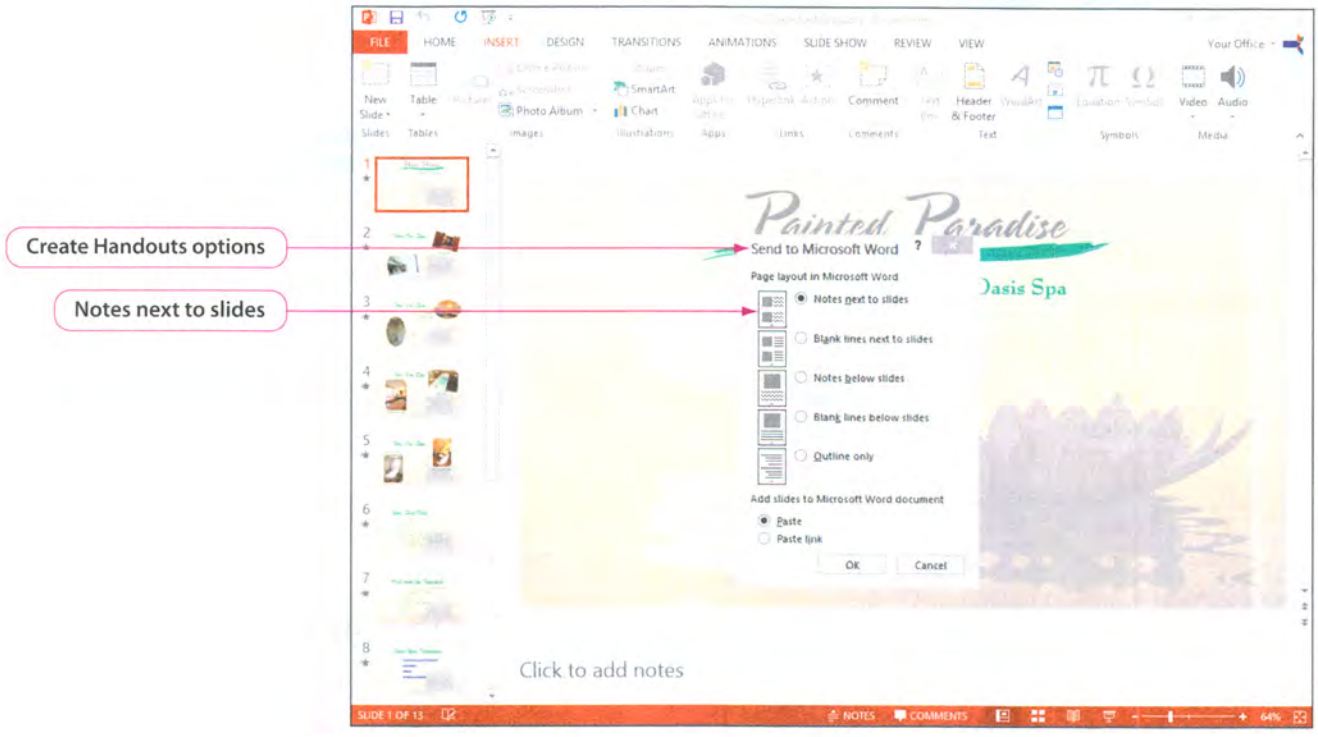


Figure 25 Exporting a presentation to print handouts

b. The first option, with Notes next to slides is already selected, click **OK**.

A new Word document will open on your desktop. You may have to click the application on the taskbar to view the file. It will take a little time for the document to completely render. The first several slides do not have notes. Notice that the hidden slides are also shown in the Word document.

c. Scroll down the document until you see **Slide 6**. Notes were on that slide as well as Slide 7. Scroll back to the top of the document. Click in front of **Slide 1**, and then type your first and last name and today's date. Press Enter.

d. In the Word document, click the **FILE** tab, and then click **Save As**. Navigate to the location where you save your project files, and then save the file as p02ws03SpaHandouts_LastFirst using your last and first name. Click **Save**, close **Word**, and then close **PowerPoint**.

Concept Check

1. Your supervisor, Larry Houck, has asked you to add some pizzazz to a quarterly report presentation that he created. His intended audience for the presentation includes his boss and the upper management of the company. What types of transitions or animations might you use to engage this audience? Discuss your reasons. p. 904-910
2. Larry, your supervisor, asked you to create a presentation comparing three laptop computers that the department is considering purchasing. You have decided to add hyperlinks to the websites of the three companies on which you have focused your research. What are some key points to keep in mind for using these hyperlinks? What kind of internal hyperlinks—to slides within the presentation—might you use? p. 912–915
3. As a volunteer at a local animal shelter, you decide you want to add some audio to a presentation you have created. What kinds of sounds would you use? How would this audio improve the delivery of your message? Would this change your distribution plans? If so, how? p. 919–920
4. Continuing with your work on the animal shelter presentation, you have decided to photograph all of the animals that are up for adoption and create a presentation to persuade people to support the shelter by adopting or making donations. Describe how you would use the Photo Album feature of PowerPoint to create the presentation. How would you distribute the presentation to people who might adopt or make a donation? p. 924–926
5. PowerPoint allows for the creation of custom slide shows. Discuss some of the uses and benefits of creating custom slide shows from a presentation. p. 933–936
6. A PowerPoint presentation can be exported into several different formats. Discuss the benefits and limits of a PDF and video export. p. 936–942

Key Terms

Action buttons 915
Animation 904
Caption 928
Custom slide show 933
Delay 907
Duration 907
Emphasis action 907
Entrance animation 907
Exit animation 907
Hyperlink 912
Kiosk 904
Photo Album 924
Transition 904
Trigger 917

Visual Summary

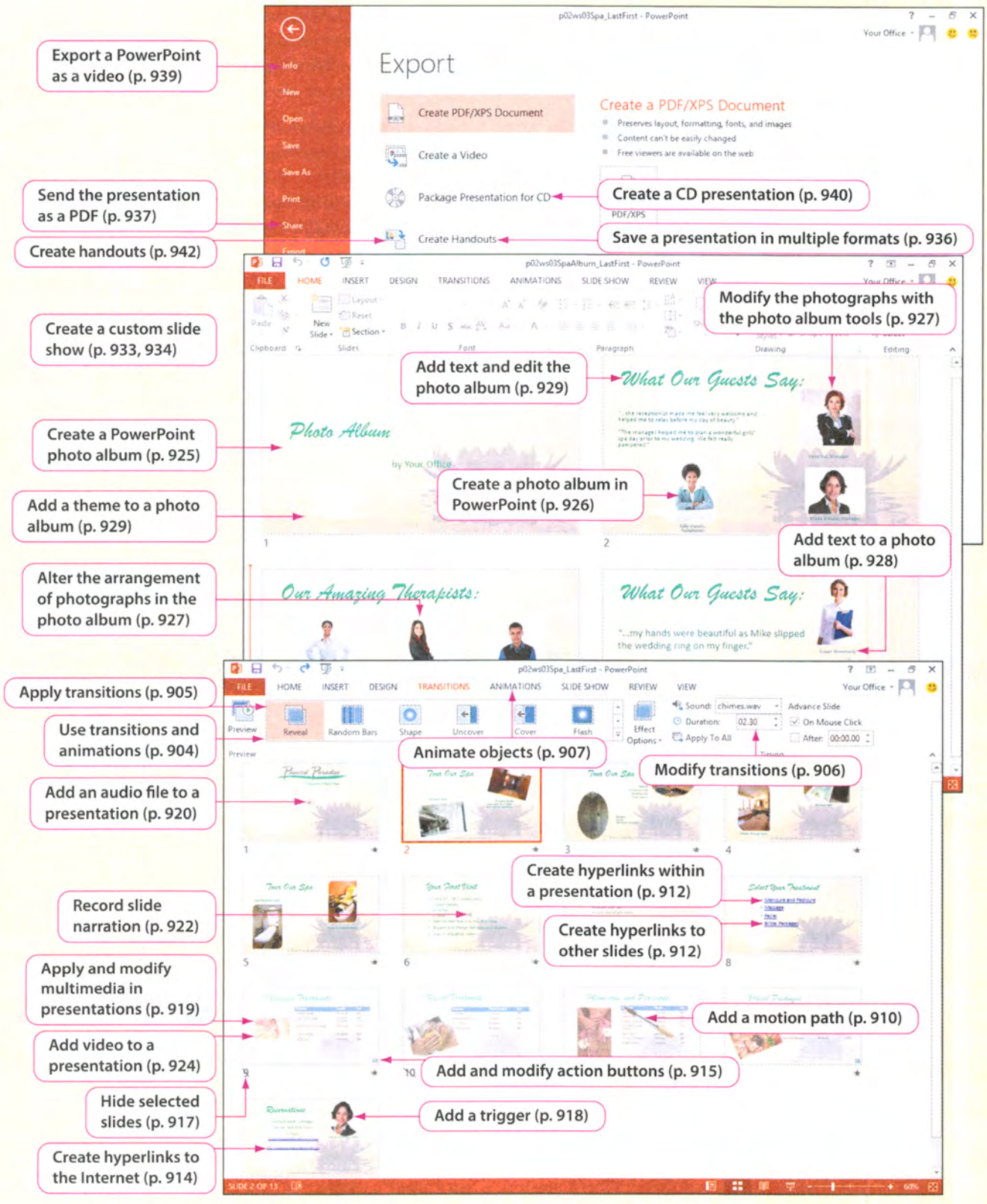


Figure 26 The Turquoise Oasis Spa Final Marketing Presentation

Practice 1

Student data files needed:

- Blank PowerPoint presentation
- p02ws03ProductsTheme.thmx
- p02ws03ProductsLogo.png
- p02ws03SpaProducts1.jpg
- p02ws03SpaProducts2.jpg
- p02ws03SpaProducts3.jpg
- p02ws03SpaProducts4.jpg
- p02ws03SpaProducts5.jpg
- p02ws03SpaProducts6.jpg
- p02ws03SpaProducts7.jpg
- p02ws03SpaProducts8.jpg
- p02ws03SpaProducts9.jpg

You will save your file as:

- p02ws03Products_LastFirst.pptx

Spa Product Album



Sales & Marketing

The marketing team at the Spa would like to promote a few of their products that are available for purchase. In this exercise you will create a PowerPoint Photo Album featuring images of these products.

a. Start **PowerPoint 2013**, and then in the PowerPoint Start screen, click **Blank Presentation**.

b. Click the **INSERT** tab, and then in the Images group, click the **Photo Album** arrow, and then select **New Photo Album**.

c. In the Photo Album dialog box, click **File/Disk**. Navigate to where you are storing your student files, select all nine files beginning with **p02ws03SpaProducts1** through **p02ws03SpaProducts9**, and then click **Insert**.

d. Make the following changes in the Photo Album dialog box.

- Select **p02ws03SpaProducts5**, and then click **Rotate 90 degrees counter-clockwise** once. Deselect **p02ws03SpaProducts5**.
- Select **p02ws03SpaProducts9**, click **Increase Brightness** twice, and then click **Increase Contrast** twice. Deselect **p02ws03SpaProducts9**.
- Select **p02ws03SpaProducts1** through **p02ws03SpaProducts3**, and then click **Down** to move the three images into positions 7, 8, and 9. Deselect **p02ws03SpaProducts1** through **p02ws03SpaProducts3**.
- Select **p02ws03SpaProducts4**, and then click **New Text Box**. Deselect **p02ws03SpaProducts4**.
- Select **Text Box**, and then click **Up** to move it into position 1. Deselect **Text Box**.
- Select **p02ws03SpaProducts6**, and then click **New Text Box**. Deselect **p02ws03SpaProducts6**.
- Click **p02ws03SpaProducts9**, and then click **New Text Box**.
- Under Album Layout, click the **Picture layout** arrow, and then click **4 pictures with title**.
- Under Album Layout, click the **Frame shape** arrow, and then click **Center Shadow Rectangle**.
- Under Picture Options, click **Captions below ALL pictures**.
- Under Album Layout, to the right of Theme box click **Browse**. Navigate to your student files, click **p02ws03ProductsTheme**, and then click **Select**.
- Click **Create**.

e. Click the **FILE** tab, and then click **Save**. Browse to where you are saving your files, and then save your file as p02ws03Products_LastFirst using your last and first name, and then click **Save**.

f. Click **Slide 1**, click the **INSERT** tab, and then in the Images group, click **Pictures**. Navigate to your student files, click **p02ws03ProductsLogo**, and then click **Insert**.

g. In the Arrange group, click **Align Objects**, and then click **Align Top**.

h. Select the **Photo Album** text, and then type Product Catalog. Select the **Product Catalog** text. In the **Font** group click the **Font** arrow, and then select **Cambria** from the list of fonts. With the text selected, right-click the text, and then click **Font**. Under Effects, click **Small Caps**, and then click **OK**.

i. In the subtitle placeholder, select the **text**, and then type Featured Products for Sale at the Turquoise Oasis Spa.

j. Select **Slides 1** through **4**. Click the **TRANSITIONS** tab, and then in the Transition to This Slide group, click **Reveal**. In the **Timing** group, click the **Duration** text box, type 2.5 and then press Enter.

k. Click **Slide 2** and make the following changes.
- Click the **Title** placeholder, and then type Nail Care Products.
- Select the words **Text Box**, and then type Enjoy beautifully manicured hands any time. Click the **p02ws03SpaProducts5** image. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts5**, and then type Hundreds of Colors.
- Click the **p02ws03SpaProducts4** image. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts4**, and then type Dry Your Nails Fast.
- Click the **p02ws03SpaProducts6** image, and then on the PICTURE TOOLS FORMAT tab, in the Size group, click the **Shape Width** box, type 1.6 and then press Enter.
- On the ANIMATIONS tab, in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts6**, and then type Professional Tools.

l. Click **Slide 3** and make the following changes.
- Click the **Title** placeholder, and then type Home Facial Products.
- Select the words **Text Box**, and then type High Quality Products to Help You Stay Beautiful.
- Click the **p02ws03SpaProducts8** image. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts8**, and then type Cucumber Anti-Aging Cream.
- Click the **p02ws03SpaProducts7** image. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts7**, and then type All Natural Face Mask.
- Click the **p02ws03SpaProducts9** image. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts9**, and then type Natural Mineral Makeup.

m. Click **Slide 4** and make the following changes.
- Click the **Title** placeholder, and then type Luxury Bath Products.
- Select the words **Text Box**, and then type Enjoy a Soothing and Relaxing Spa Experience at Home.
- Click the **p02ws03SpaProducts2** image. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts2**, and then type Homemade Soaps.
- Click the **p02ws03SpaProducts1** image. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts1**, and then type Relaxing Bath Salts.

- Click the **p02ws03SpaProducts3** image. Click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then click **Wheel**.
- Select the file name **p02ws03SpaProducts3**, and then type Aromatic Bath Oils.

n. Save your presentation, and then close PowerPoint. Submit your file as requested by your instructor.

Problem Solve 1

MyITLab® Grader Homework 1

Student data file needed:

p02ws03Catering.pptx

You will save your files as:

p02ws03Catering_LastFirst.pptx

p02ws03CateringVideo_LastFirst.mp4

Terry's Banquet Hall and Catering Promotional Video

Sales & Marketing

Terry's Banquet Hall and Catering is a new business in town. They are looking to create a low-cost promotional video using PowerPoint 2013 and have requested your expertise. In this exercise you will create a presentation using the photographs provided, to emphasize the company's professional staff, beautiful facilities and furnishings, and the excellent food. You will then export the presentation as a video to be played at various kiosks around town.

a. Start **PowerPoint 2013**. Open the file **p02ws03Catering**, and then save the presentation as p02ws03Catering_LastFirst.

b. On **Slide 1**, on the TRANSITIONS tab, in the Transition to This Slide group, click **More**. In the **Exciting** group, click **Curtains**.

c. In the Timing group, click the **Duration** box, type 3 and then press Enter.

d. Select **Slides 2** through **8**, apply the **Uncover** transition, and then adjust the duration of the transitions to 1.50.

e. Make the following changes to **Slide 2**.
- Click **Slide 2**. Apply the **Shape** animation to the Weddings text.
- Modify the animation to occur after previous with a .25 second delay.
- Apply the **Shape** animation to each of the bullets below the Weddings text.
- Modify each bullet to occur **After Previous** with a .25 second delay.
- Apply the same animations and settings to the Parties text and each of the bullets below it.

f. Make the following changes to **Slide 3**.
- Apply a **Fly In** animation to the first photograph. Adjust the effect options so it flies in **From Bottom-Left**.
- Apply a **Fly In** animation to the second photograph. Adjust the timing of the animation to occur after the previous animation has completed.
- Apply a **Fly In** animation to the third photograph. Adjust the effect options so it flies in **From Bottom-Right**. Adjust the timing of the animation to occur after the previous animation has completed.

g. Make the following changes to **Slide 4**.

- Apply a **Fade** animation to the first photograph. Adjust the **Duration** of the animation to 1.00.
- Apply a **Fade** animation to the second photograph. Adjust the **Duration** of the animation to 1.00. Adjust the timing of the animation to occur after the previous animation has completed.
- Apply a **Fade** animation to the third photograph. Adjust the **Duration** of the animation to 1.00. Adjust the timing of the animation to occur after the previous animation has completed.

h. Make the following changes to **Slide 5.**

- Apply a **Float In** animation to the first photograph.
- Apply a **Float In** animation to the second photograph. Adjust the timing of the animation to occur after the previous animation has completed.
- Apply a **Float In** animation to the third photograph. Adjust the timing of the animation to occur after the previous animation has completed.

i. Make the following changes to **Slide 6.**

- Insert three oval callout shapes. Using the Format Shape pane, position the first oval callout shape with a Horizontal position of 0.1" from the Top Left Corner and a Vertical position of 2.28" from the Top Left Corner. Adjust the Shape Width to be 4.50" and the Shape Height to 3.0".
- Position the second oval callout shape with a Horizontal position of 4.54" from the Top Left Corner and a Vertical position of 3.22" from the Top Left Corner. Adjust the Shape Width to be 4" and the Shape Height to 3".
- Position the third oval callout shape with a Horizontal position of 8.64" from the Top Left Corner and a Vertical position of 2.15" from the Top Left Corner. Adjust the Shape Width to be 4.5" and the Shape Height to 3". Type the following testimonial inside the oval callout shape on the left: **"The food was fabulous and, as always, it was simply a pleasure working with you and your entire staff."** Press Enter, and then type Mary.
- Type the following testimonial inside the oval callout shape in the middle: **"Our holiday party last night was great, and the staff and food were fantastic as always!"** Press Enter, and then type Amber.
- Type the following testimonial inside the oval callout shape on the right: **"We were totally satisfied. Everything went well and we heard nothing but good things from those who attended."** Press Enter, and then type Harold and Brenda.
- Apply the **Subtle Effect – Blue, Accent 3** shape style and the Split animation to each of the three oval callout shapes. Adjust the duration of the split animation to 1 second for each of the three oval callout shapes. Adjust the timing of oval callout shapes in the middle and on the right to occur after the previous animation has finished with a 1 second delay.

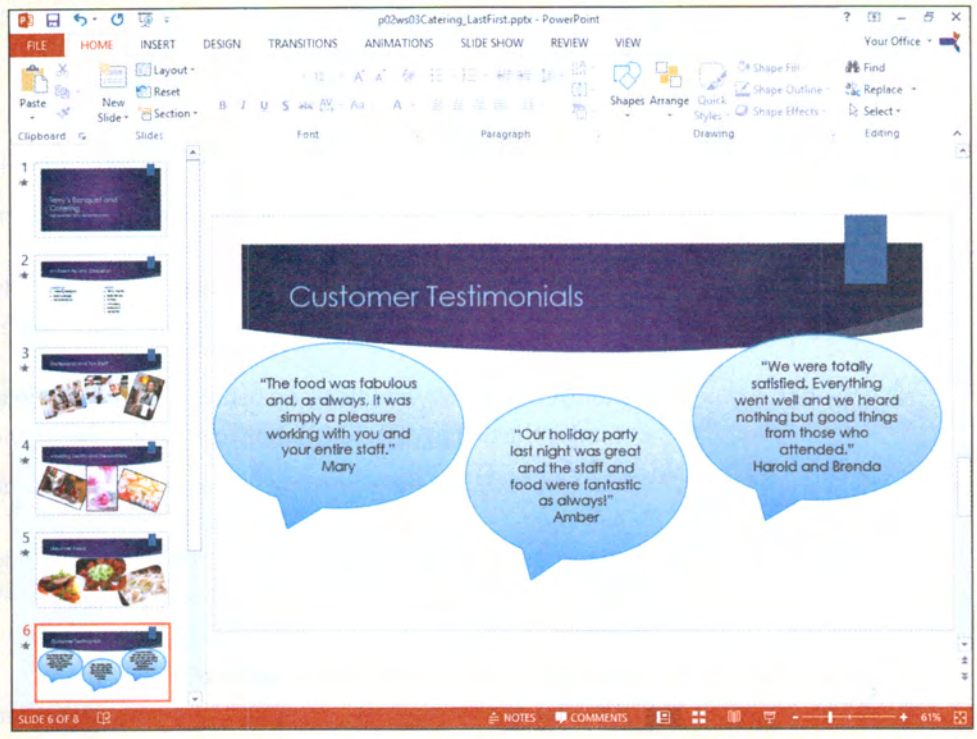


Figure 27

j. Click **Slide 7**. Apply a **Wheel** animation to the table.

k. Make the following changes to **Slide 8**.

- Insert an E-mail link next to the E-mail text **prochelle@terryscatering.com**. Add the following text to the Subject box: **Re: Terry's catering presentation**.

l. Save the presentation.

m. Export the presentation as a Video for **Internet & DVD**. Save the video as **p02ws03CateringVideo_LastFirst**.

n. Exit **PowerPoint**. Submit your files as requested by your instructor.

Perform 1: Perform in Your Career

Student data file needed:

p02ws03Job.pptx

You will save your file as:

p02ws03Job_LastFirst.pptx

Job Qualifications Presentation

Human Resources

You are seeking an internship position at a local business. In addition to a traditional resume and cover letter you would also like to prepare a PowerPoint presentation summarizing your qualifications for the position. In this exercise you will create a PowerPoint presentation, using the file provided, outlining your qualifications.

a. Start **PowerPoint 2013**, navigate to your student files, and then open **p02ws03Job**. Save the presentation as **p02ws03Job_LastFirst**.

b. On Slide 1, type your first and last name in the title placeholder, and type **Summary of Qualifications** in the subtitle placeholder.

c. Add a photograph of yourself to the picture placeholder and make the following adjustments:
   - Crop the image to show only your head and shoulders.
   - Resize the image to a 2" height.
   - Position the entire image to just off the right side of the slide.

d. Apply an Arcs animation to the photograph, reverse the path direction so that it arcs toward the slide.
   - Adjust the starting path so that the image starts just off the right side of the slide.
   - Adjust the ending path so that the image ends inside the upper-right corner of the slide.
   - Adjust the bottom-middle sizing handle of the arc patch to increase the arc.
   - Modify the timing of the animation to start with the previous animation.

e. Add a text box below the photo in its final position that reads **Click photo to hear my statement.**

f. Add an introduction statement to the Notes pane of Slide 1. This statement should include your name and a sentence or two explaining why you are qualified for the position.

g. Insert an audio recording of the notes into Slide 1.
   - Use the Animation Pane to adjust the timing of the recording to occur when the photograph is clicked.
   - Ensure that the audio player is hidden during the presentation.

h. On Slide 2 type any work experience you have.
   - Apply entrance animations to each bullet point. Be sure your animations bring attention to the bullets and do not distract from their content.
   - Each animation should automatically follow the preceding one with a 1-second delay.

i. On Slide 3 type your education background including when you graduated high school, expected graduation date from college, along with your major(s), minor(s), and/or relevant course work.
   - Apply entrance animations to each bullet point. Be sure your animations bring attention to the bullets and do not distract from their content.
   - Each animation should automatically follow the preceding one with a 1-second delay.

j. On Slide 4 type any awards received or accomplishments such as honor roll, dean's list, school elections, or competitions.
   - Apply entrance animations to each bullet point. Be sure your animations bring attention to the bullets and do not distract from their content.
   - Each animation should automatically follow the preceding one with a 1-second delay.

k. Apply a transition to Slide 1 that is appropriate for the message you are trying to convey.

l. Apply a transition to each of the remaining slides. The chosen transition should be the same for the remaining slides but different from Slide 1.

m. Add a footer to all the slides with your e-mail address and current date.

n. Submit your file as requested by your instructor.



Additional Cases

Additional Workshop Cases are available on the companion website and in the instructor resources.

Microsoft Office PowerPoint 2013

Module 2

Collaborating and Invoking Emotion with the Audience

WORKSHOP 4 | CUSTOMIZATION AND COLLABORATION

OBJECTIVES

1. Create a custom template using the slide master p. 952
2. Customize the notes master, and customize the handouts master p. 959, 961
3. Develop a presentation from a custom template and an outline p. 965
4. Use slide sections and proofing tools to organize and prepare a presentation p. 966
5. Create comments, and navigate comments p. 969, 970
6. Create and use speaker notes p. 972
7. Mark presentations as final and apply password protection p. 974
8. Develop skills in delivering presentations p. 976

Prepare Case

Corporate Identity Template

Sales & Marketing



Andreka / Shutterstock

The management of the Painted Paradise Turquoise Oasis Spa understands the importance of developing a corporate identity recognizable by employees and the public. You have been asked to create a professional PowerPoint template that will be used in the Turquoise Oasis Spa as the beginning point for slide shows. The specifications from management include developing a color theme, font theme, custom page layouts, and a copyright notice in the footer. The color scheme will work to create a branding for the spa. Many of the things you already know about developing slides will be used as you create the template. Once the template is finished, you will collaborate with the spa manager, Irene Kai, to create a quarterly report using the template. You will assist her in creating speaker notes and develop a template for handouts. You will also work with Irene to prepare her for the actual presentation to the board of directors, giving her advice on overcoming presentation nervousness, being prepared, and engaging the audience.

REAL WORLD SUCCESS

"I interned for a small business last summer, and their sales team was continually creating presentations for various events where they would have an opportunity to inform people about their products. I noticed that each presentation had a completely different look and feel to it as if each presentation was from a completely different company. I took the initiative to create a custom template that incorporated colors and themes from their company's logo, and it was a big hit!"

- Blake, recent graduate

Student data files needed for this workshop:

- Blank PowerPoint presentation
- p02ws04Outline.docx
- p02ws04Comments.pptx

You will save your files as:

- p02ws04Template_LastFirst.potx
- p02ws04Presentation_LastFirst.pptx
- p02ws04Update_LastFirst.pptx
- p02ws04Notes_LastFirst.docx
- p02ws04Delivery_LastFirst.pptx

Creating a Corporate Identity with a Custom Template

Corporations throughout the world take pride in their **corporate identity**. Visual identities are carefully crafted to make products recognizable. Logos, color schemes, and fonts are used for years to ensure that customers identify with the product. Think about how you can recognize one soft drink can from another just by looking at the colors on the can. People visiting foreign countries are often surprised to recognize the golden arches of McDonald's.

Corporate identities are normally developed by the marketing group of a company. They conduct market research, costs analysis, and other studies to build the identity. They hire professional designers to produce pieces of the overall identity, such as the logo, with guidance from studies. They develop guidelines for the use of the corporate materials, often specifying the exact placement of the logo on a page, or the exact color numbers for the colors used in advertising. Each branch of the organization is expected to use the identity to create consistency and present a unified public view of the company. In this section you will work toward creating a custom template for the Turquoise Oasis Spa using custom colors, fonts, and layouts.

Create a Custom Template Using the Slide Master

Templates begin on the **slide master**. The slide master is a special template slide that details fonts, placement of footers, background colors, and other characteristics for the presentation. The slide master also contains layouts for the template. You can add new layouts, delete layouts, and modify the existing layouts. For instance, if you wanted the title of the slides to appear along the bottom of the slides, you would move the title placeholder to the location on the slide master.

The slide master tools are available on the View tab. While you are working on the slide master, all of the other PowerPoint tools are available. When you have completed your work with the slide master, it is very important that you close Slide Master view before you begin to populate your presentation with information. Otherwise, the information you add to the slides becomes a part of the template.

Opening the Starting File

This workshop focuses on building a template for a presentation. The template can be reused so an identity emerges over time. A template is also somewhat secure because most casual PowerPoint users do not know how to modify a template. In this section, you will modify a slide master, the handout master, and the notes master.

P04.00



To Get Started

a. Start **PowerPoint**, and then on the Start screen, click **Blank Presentation**.

b. Click the **FILE** tab, and then click **Save As**. Click **Computer**, click **Browse**, click **Save as type**, click **PowerPoint Template**, browse to where you are storing your files, type p02ws04Template_LastFirst as the file name using your last and first name, and then click **Save**.

Troubleshooting

Once you change the Save As file type to PowerPoint Template (*.potx), the Save As dialog box will direct you to a Custom Office Template directory. Be sure to change the storage location so the file is saved with your project files.

Modifying the Slide Master Theme

A theme adds color and font consistency to a normal presentation. By setting up the colors and fonts in Slide Master view, you customize the template. You can add background colors, textures, or pictures to all of the slide layouts or to individual slide layouts. It is easier to set up the background for all of the slides using the slide master, but keep in mind that anything you put on the slide master is locked in the slide layouts and cannot be changed without changing the slide master. For instance, if you put a shape on the slide master, it will appear in the same location on every slide layout.

You will begin this project by opening the slide master and adding background colors to the slide master.

MyITLab® Workshop 4 Training

P04.01

To Modify the Slide Master Theme

a. Click the **VIEW** tab, and then in the Master Views group, click **Slide Master**.

The SLIDE MASTER tab appears on the Ribbon with the slide master and the layout slides. You will begin by adding a background to the slide master.

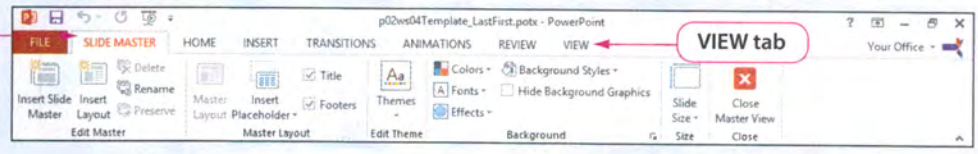


Figure 1 SLIDE MASTER tab

SIDE NOTE

Using the Theme Slide Master

The default slide layout when Slide Master view opens is the title layout slide. You can apply different formatting to each of the layouts or apply them to the slide master.

b. Scroll up and click the **Office Theme Slide Master**, which is the first thumbnail in the left pane that appears larger than all the others. In the Background group, click the **Colors** arrow, and then click **Blue Warm**.

You are basing your color choices on the Blue Warm color scheme, but you will modify some of the accent colors. These accents will help to create a branding for the spa.

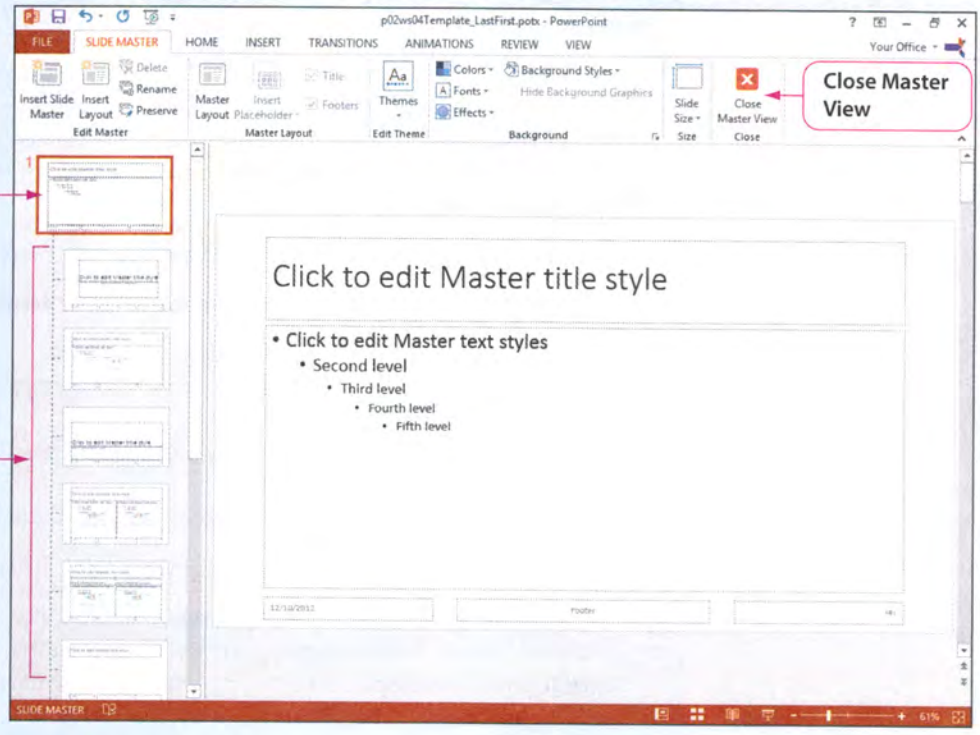


Figure 2 Slide Master view

c. In the **Background** group, click **Colors**, and then select **Customize Colors**. In the Create New Theme Colors dialog box, click the **Accent 1** arrow, and then select **More Colors**. On the Custom tab, type **0** for **Red**, **167** for **Green**, **157** for **Blue**, and then click **OK**.

d. Click the **Accent 2** arrow, and then click **More Colors**. Type **238** for **Red**, **192** for **Green**, **146** for **Blue**, and then click **OK**.

e. Click the **Accent 5** arrow, and then click **More Colors**. Type **253** for **Red**, **114** for **Green**, **9** for **Blue**, and then click **OK**.

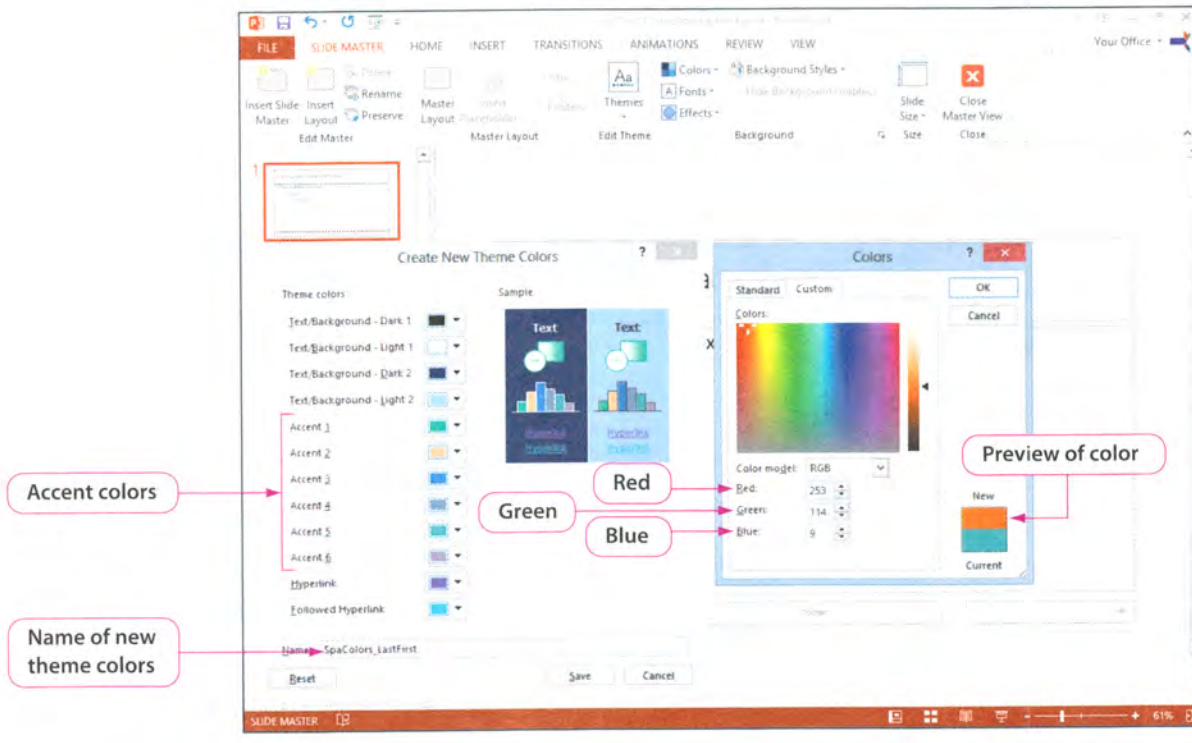


Figure 3 Edit theme colors

f. Type **SpaColors_LastFirst** in the Name box, and then click **Save**.

With the color scheme modified, you will now focus your attention on the font selection. Font groups can also be associated with corporate identities. You will select new theme fonts.

g. In the Background group, click the **Fonts** arrow, and then select **Customize Fonts**.

h. In the Create New Theme Fonts dialog box, click the **Heading font** arrow, scroll down, and then click **Cambria**.

Troubleshooting

If the Cambria font is not available, then use another serif font, like Times New Roman or Baskerville Old Face.

i. Click the **Body font** arrow, scroll down, and then select **Trebuchet MS**.

j. Type **SpaFonts_LastFirst** in the Name box, and then click **Save**.

With the font selections made, you will turn your attention to the effects. The effects enable you to make selections that determine the format of graphic elements.

k. In the Background group, click the **Effects** arrow, and then select **Smokey Glass**.

Now you have set the theme properties. You will modify the master title text style to be shadowed.

l. Select the text **Click to edit Master title style**, click the **FORMAT** tab, and then in the WordArt Styles group, click **Fill-Black, Text 1, Shadow**.

m. On the SLIDE MASTER tab, in the Background group, click **Background Styles**, and then select **Format Background**. Select **Gradient fill**, click the **Type** arrow, and then select **Shade from title**. Click **Apply to All**, and then close the Format Background pane.

n. Click **Save**.

SIDE NOTE
Format Background with a Picture
The Format Background pane also allows for pictures, textures, and patterns to be used as a background for one or all slides.

Customizing Slide Master Layouts

By default Master Slide view provides you with 11 different layouts that can be used in a presentation. You can edit or delete existing layouts or create new ones that fit the needs of the organization or presenter.

In the next few exercises you will further customize the template by deleting unnecessary layouts, editing the title layout, customizing the slide footers, and creating a new slide layout.

P04.02

To Customize Slide Master Layouts

a. Scroll to the bottom of the slide master layouts in the left pane, click **Vertical Title and Text Layout**, and then on the SLIDE MASTER tab, in the Edit Master group, click **Delete**.

The slide layout is removed and the previous slide (Title and Vertical Text Layout) in the pane is selected. You will delete this layout next.

Troubleshooting
Point to the slide layout in the left pane to view the names of the layouts.

b. Press Delete to delete the **Title and Vertical Text Layout**. Continue deleting the following layouts:

- Picture with Caption Layout
- Content with Caption Layout
- Blank Layout
- Title Only Layout
- Comparison Layout
- Section Header Layout

This leaves four slides in the left pane: the Office Theme Slide Master, Title Slide Layout, Title and Content Layout, and Two Content Layout.

SIDE NOTE
Deleting Slide Layouts
Alternatively you can select the slide layout you wish to delete and press Delete.

c. Click the **Office Theme Slide Master** thumbnail. Click the **slide number footer** placeholder on the right side of the slide, and then press Delete to delete the entire placeholder. Do this for all of the slide layouts.

d. Click the **Office Theme Slide Master** thumbnail. Click the **center footer**, click the **DRAWING TOOLS FORMAT** tab, and then in the Arrange group, type 5.0" in the Shape Width box. In the Arrange group, click **Align Objects**, and then select **Align Right**.

SIDE NOTE
Modifying Slide Footers
When working with footers in Slide Master view, you are setting up the formats not the actual footer text.

e. Click the **left footer**. In the Size group, type 4.5" in the Shape Width box. In the Arrange group, click **Align**, and then select **Align Left**.

f. Click the **Title Slide Layout** in the left pane. Click the title placeholder, and then on the DRAWING TOOLS FORMAT tab, in the WordArt Styles group, click the **Text Effects** arrow, point to **Reflection**, and then select **Tight Reflection, touching**.

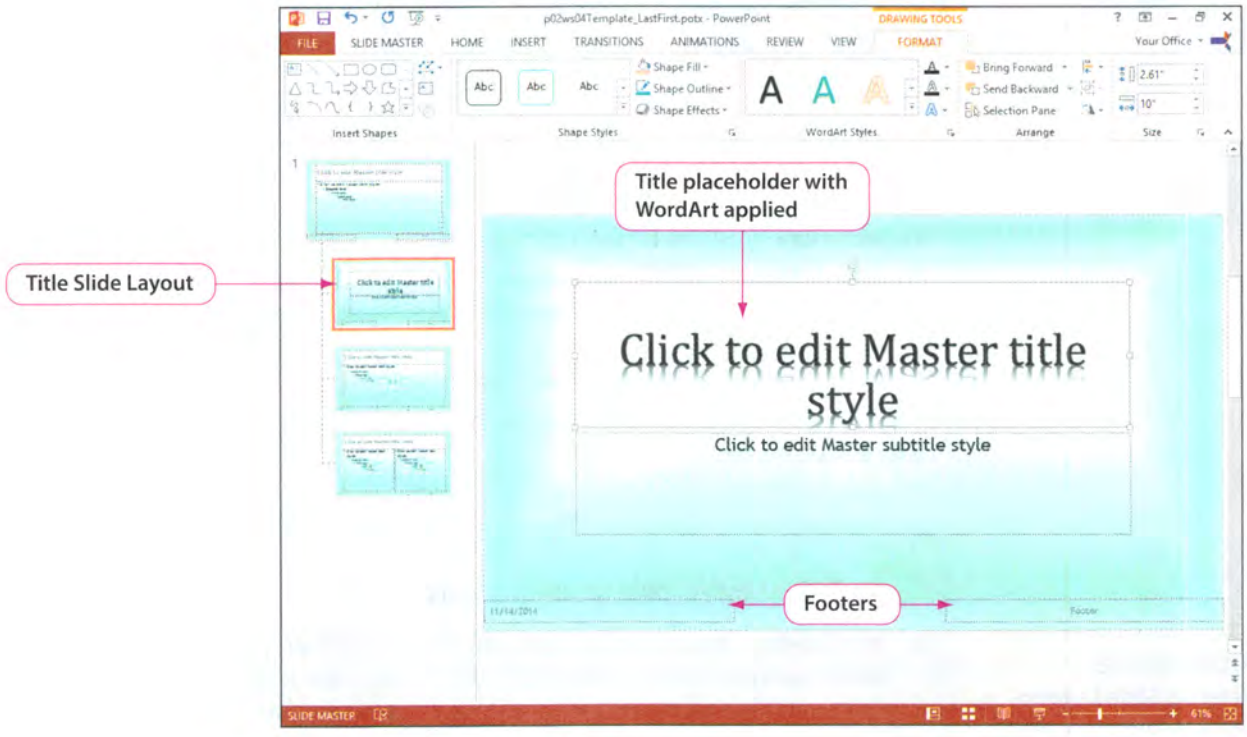


Figure 4 Modified Title Slide Layout

g. Click **Save**.

Adding a New Slide Layout

Just as slides can be added to regular slide shows, you can insert additional slide layouts into the template. You have decided to add a layout that will contain Irene's contact information, since you know that she always uses this type of slide in her presentations.

P04.03

To Add Slide Master Layouts

a. If necessary to view the master slide layout, click the **VIEW** tab, and then in the Master Views group, click **Slide Master**. On the SLIDE MASTER tab, in the Edit Master group, click **Insert Layout**.

b. In the Edit Master group, click **Rename**, select the **text** in the Rename Layout dialog box, and then type Contact Information. Click **Rename**.

The slide appears with just a title placeholder. You decide to create a similar shape object to hold the contact information.

c. Click the **INSERT** tab, and then in the Illustrations group, click **Shapes**. In the Rectangles group, select the **Round Diagonal Corner Rectangle**.

d. Drag a **large rectangle** shape under the title placeholder, and then make the following modifications to the shape:

- Click the **DRAWING TOOLS FORMAT** tab, and then in the Shape Styles group, click **More**, and then select **Subtle Effect - Dark Teal, Accent 1**.
- Click the **Shape Outline** arrow, and then select **No Outline**.
- Click the **Shape Effects** arrow, point to **Shadow**, and then in the **Outer** group, select **Offset Center**.
- In the Arrange group, click the **Send Backward** arrow, and then select **Send to Back**.
- In the **Size** group, type **4.7"** in the Shape Height box and **11.5"** in the Shape Width box. In the Arrange group, click **Align Objects**, and then click **Align Center**.

e. Click the **SLIDE MASTER** tab, and then in the Master Layout group, click the **Insert Placeholder** arrow, and then select **Text**. Drag a **rectangle** under the title placeholder that fills most of the rectangle shape.

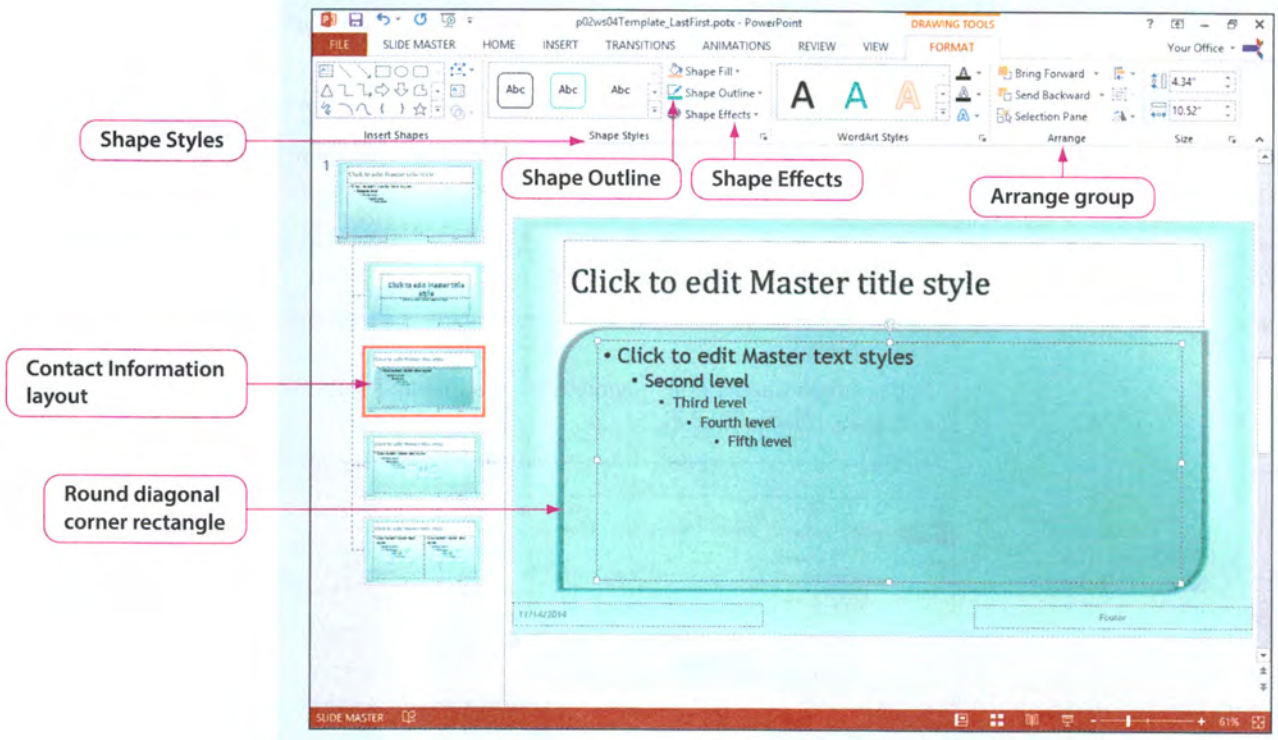


Figure 5 Contact Information layout

f. Click **Save**.

You may notice that your Contact Information layout is in a different place on the left pane than pictured above. It does not matter where this layout is shown, because you will apply the layouts to slides that are in the correct order.

Placing Text on the Slide

In some cases, the text that will appear on slides will be consistent between presentations. For instance, the template you have been working on will always be used by Irene Kai for presentations related to the spa. To save time, you can place and format text in the template that will always be displayed when the template is opened. It is important to note that this must be done with Slide Master view closed; otherwise, the text that you add will be placeholder text that will not be displayed on the slide.

You will add the name of the spa and the slogan to the title slide. You will make some minor adjustments to the fonts.

P04.04

To Add Text to a Slide Layout

a. Click the **SLIDE MASTER** tab, and then in the Close group, click **Close Master View**.

b. Click the title placeholder text on **Slide 1**, and then type **Turquoise Oasis Spa**. Select the **text** you just typed, and then click **Increase Font Size** twice, to increase the font size to **72**.

c. Click the subtitle placeholder text, press Enter to create more space below the title, and then type **A Passion for Relaxation**. Select the **text** you just typed, and then click **Italic**.

d. Click the **HOME** tab, in the Slides group, click the **New Slide** arrow, and then select **Contact Information**. Click the title placeholder, and then type **Contact Information**.

e. Click the **text** placeholder, press Backspace to remove the bullet point, and then type **Irene Kai, Spa Manager**. Press Enter. In the Paragraph group, click **Bullets**.

f. Type **Appointments**, press Enter, and then press Tab. Type **Phone: 505 555-7329** and then press Enter.

g. Type **E-mail: appointments@paintedparadiseresort.com** and then press Enter.

h. In the Paragraph group, click **Decrease List Level**, type **Questions/Concerns**, press Enter, and then press Tab.

i. Type **Phone: 505 555-7328**, press Enter, type **E-mail: ikai@paintedparadiseresort.com** and then press Enter.

Troubleshooting

If the appointments e-mail address is on a line by itself, click after the word "E-mail" and press Shift + Enter.

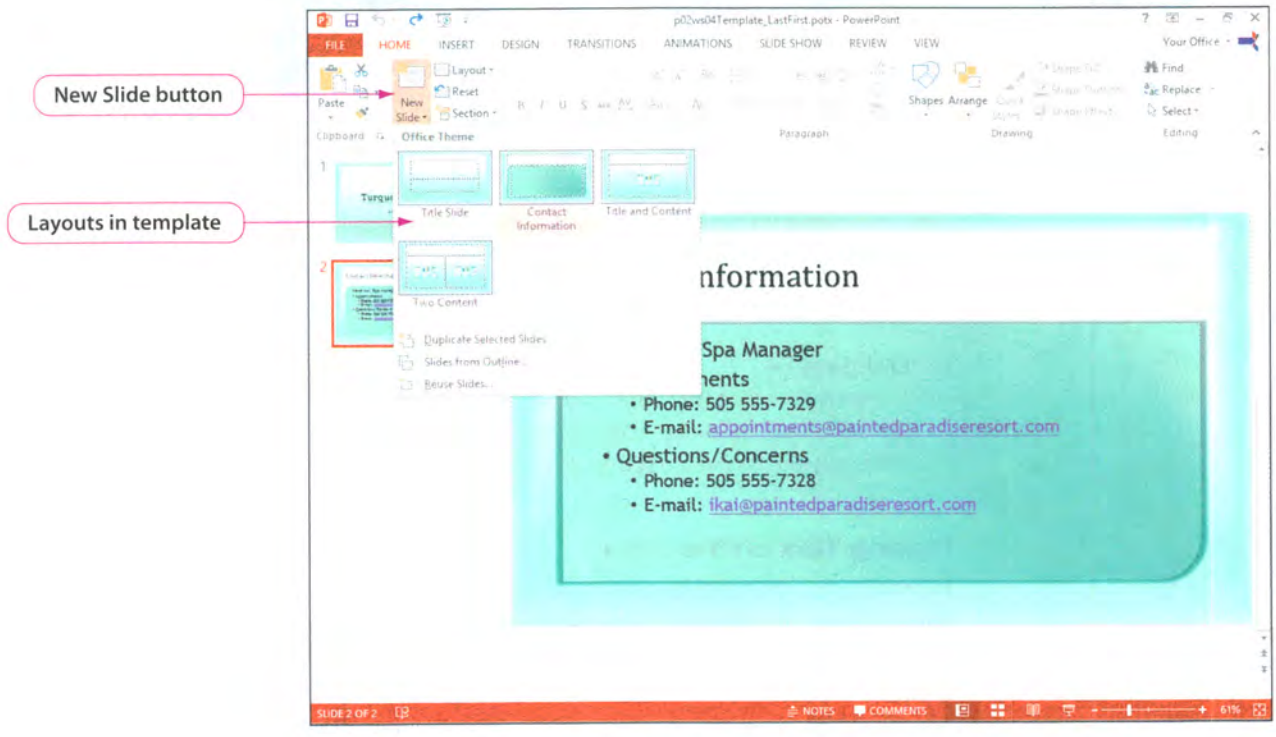


Figure 6 Contact Information layout with text

j. Click **Save**.

When creating PowerPoint templates, you must remember to close Slide Master view before finalizing any changes made to the template and closing PowerPoint. If you open a .potx template file by double-clicking the file name, PowerPoint will create a new Presentation with the template applied. If you need to make any changes to the template itself, then you will need to Save As a .potx file type and replace the previous version. If you use the Open command within PowerPoint, or click the file name in the Recent files list, it will open as a .potx file.

Customize the Notes Master

Many corporations, businesses, and organizations have guidelines for materials that are printed. They may require things such as a copyright notice or privacy statement. Others will expect you to use a standard format for all documents. The speaker notes can be customized so certain things will appear on the printed document in the **notes master**. The notes master determines the layout of elements, such as the slide thumbnail and note placeholder, on the speaker notes pages.

By default, the notes printed from PowerPoint contain headers and footers. They include a space for a customized header, along with the current date at the top of the page, a space for a customized footer, and the page number at the bottom. The default items can be removed from the notes or modified in placement and text. A graphic of the slide appears above the notes in standard layout, but that can be modified as needed. The size of the text can be increased or decreased, and fonts can be edited on the notes pages.

Modifying Headers and Footers

You modify the headers and footers through the View tab, using Notes Master view. Using Notes Master view, you have access to the other tabs within PowerPoint so you can modify fonts, for example.

You will modify the header and footer on the notes master to customize the areas for the Turquoise Oasis Spa. You will do this on the template, so the customization is available in each presentation that Irene creates using the template. Later you will apply the template to the presentation in order to update it.

P04.05



To Customize the Notes Master Header and Footer

a. Click the **VIEW** tab, and then in the Master Views group, click **Notes Master**.

b. Click the **Header** box, type Turquoise Oasis Spa and then press Enter. Type Irene Kai, manager.

c. Click the **Footer** box, and then type Confidential, All Rights Reserved. Type a space, and then type the current year. Select the **footer text**, click the **HOME** tab, and then in the Font group, click the **Font Size** arrow  , and then change the font size to **14**.

d. Click in front of the **page number** symbol in the bottom-right placeholder, and then type Slide. Leave a blank space in between the word and the page number symbol. Select the **text** in the slide number footer, and then change the font size to **24**.

This footer will print the number of the slide. The larger font will enable Irene to more easily keep track of where she is in the presentation.

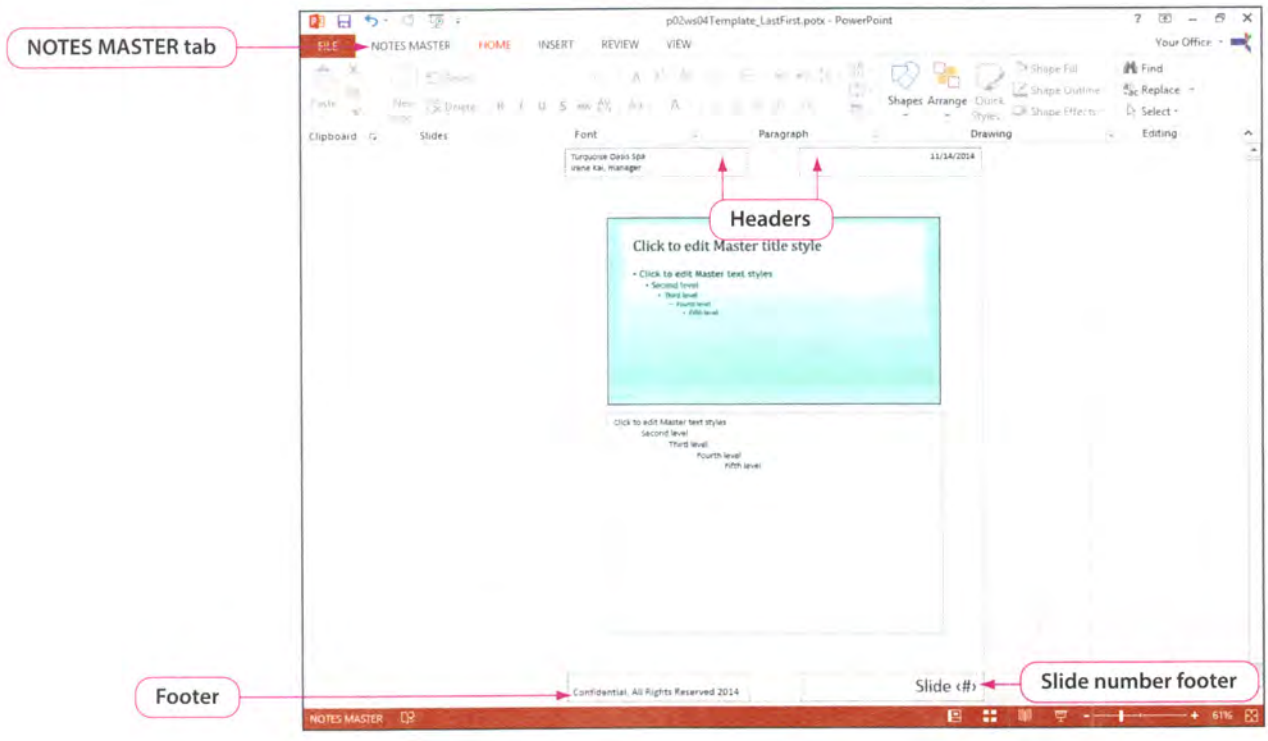


Figure 7 Notes master

e. Click **Save**.

Modifying Slide and Notes Placeholders

Many people do not realize that you can change the slide image and the notes placeholder of the notes page. If you make the image smaller, there is more room for notes. You can also change the font size in the notes placeholder, so the text is easier to read as a presenter. If you like your pages in landscape orientation, you can change the orientation on the notes master.

P04.06

To Customize the Notes Master Layout and Notes Placeholders

a. Click the **NOTES MASTER** tab, and then in the Page Setup group, click **Notes Page Orientation** arrow, and then select **Landscape**.

b. Click the **slide image**. Click the **DRAWING TOOLS FORMAT** tab, and then in the Size group, in the Shape Height box, type **2.2**.

c. In the Arrange group, click **Align**, and then select **Align Left**.

d. Click the **border** of the notes placeholder, and then drag the **center-top sizing handle** up to just below the slide image. In the Arrange group, click **Align**, and then select **Align Left**. Drag the **center-right sizing handle** to the right to expand the notes placeholder to the right edge of the slide.

e. Select **all the text** in the notes placeholder, and then increase the font size to **16** to make reading the notes easier.

f. Click the **INSERT** tab, and then in the Illustrations group, click **Shapes**, and in the Lines group, click **Line**. Hold Shift, and then drag a horizontal line to the right of the slide image that ends near the right edge of the notes page.

- Right-click the **line**, and then select **Copy**. Right-click the **line**, and then under Paste Options, select **Use Destination Theme**. Paste the line four times so there are a total of five lines.
- If necessary, drag the **lines** onto the page, and then place them roughly next to the slide image, spaced equally apart from each other.
- Select all of the **lines**. Click the **DRAWING TOOLS FORMAT** tab, and then in the Arrange group, click **Align**, and then select **Distribute Vertically**.
- Click **Align** again, and then select **Align Right**.

These lines will be used for last minute notes that Irene might want to write on the printouts. She may want to note the name of the contact person for the presentation or list pertinent information that she wants to work into the presentation. For instance, she may talk to someone in the audience prior to the presentation and want to include his or her name and a short story about that person.

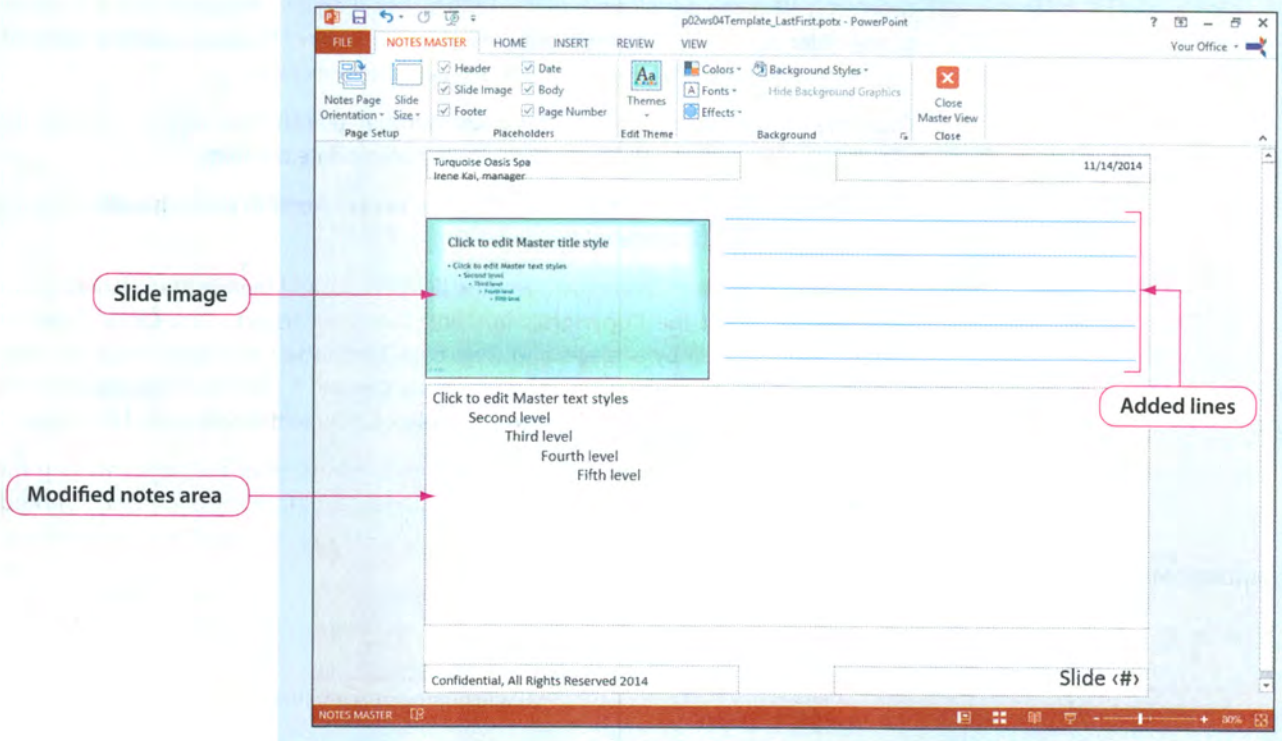


Figure 8 Modifying notes placeholders

g. Click the **NOTES MASTER** tab, and then in the Close group, click **Close Master View**, and then click **Save**.

Customize the Handout Master

Just as you can customize the notes master, you can make changes to the **handout master**, which determines the layout of elements, such as the header and footer, on the handout pages. In this case, the corporate office may be even more vigilant about changing the printouts as these are handed directly to audience members.

Handouts pages are good places to list contact and company information. You might also be required to place a copyright notice on the page. Using Handout Master view you can specify whether the handouts will be printed in portrait or landscape orientation. It is interesting to note that you cannot move or modify the slide placeholders in a handout master.

Modifying the Headers and Footers

You will add Irene's contact information to the header and place a standard copyright notice on the handouts. You will also move the page number to the top of the slide and include the word "Page" next to it. You will remove the date placeholder.

P04.07

To Customize the Handout Master Headers and Footers

a. Click the **VIEW** tab, and then in the Master Views group, click **Handout Master**.

b. Click the **Header** placeholder, type Irene Kai, Turquoise Oasis Spa, and then press Enter. Type ikai@paintedparadiseresort.com. Select the **header text**. Click the **HOME** tab, and then in the Font group, click the **Font** arrow Trebuchet MS (Headings), select **Trebuchet MS**, click the **Font Size** arrow 20, and then select **14**.

c. Click the **HANDOUT MASTER** tab, and then in the Placeholders group, click **Date** to deselect it. Click the **page number footer**, and then drag it to the position that the Date placeholder occupied in the top-right corner. Click in front of the **page number symbol**, and then type Page: . Be sure to include a space after the colon.

d. Drag the **left sizing handle** of the page number placeholder to the right so the placeholder is just the size that is needed to accommodate the text.

e. Click the **header** placeholder, and then drag the **center-bottom sizing handle** down so the text fits within the placeholder.

f. Click inside the **Footer** placeholder. Click the **INSERT** tab, and then in the Symbols group, click **Symbol**, select the **Copyright Sign**, and then click **Insert**. Click **Close**. Type the current year followed by a space, and then type Turquoise Oasis Spa. Select the **text**. Click the **HOME** tab, in the Paragraph group, click **Center**, and then increase the font size to **14**. Drag the **right sizing handle** of the placeholder to the right side of the page.

g. Move the footer placeholder up about .5" from the bottom of the page. Moving the footer up will allow it to fit within the default page margins of the page when printed.

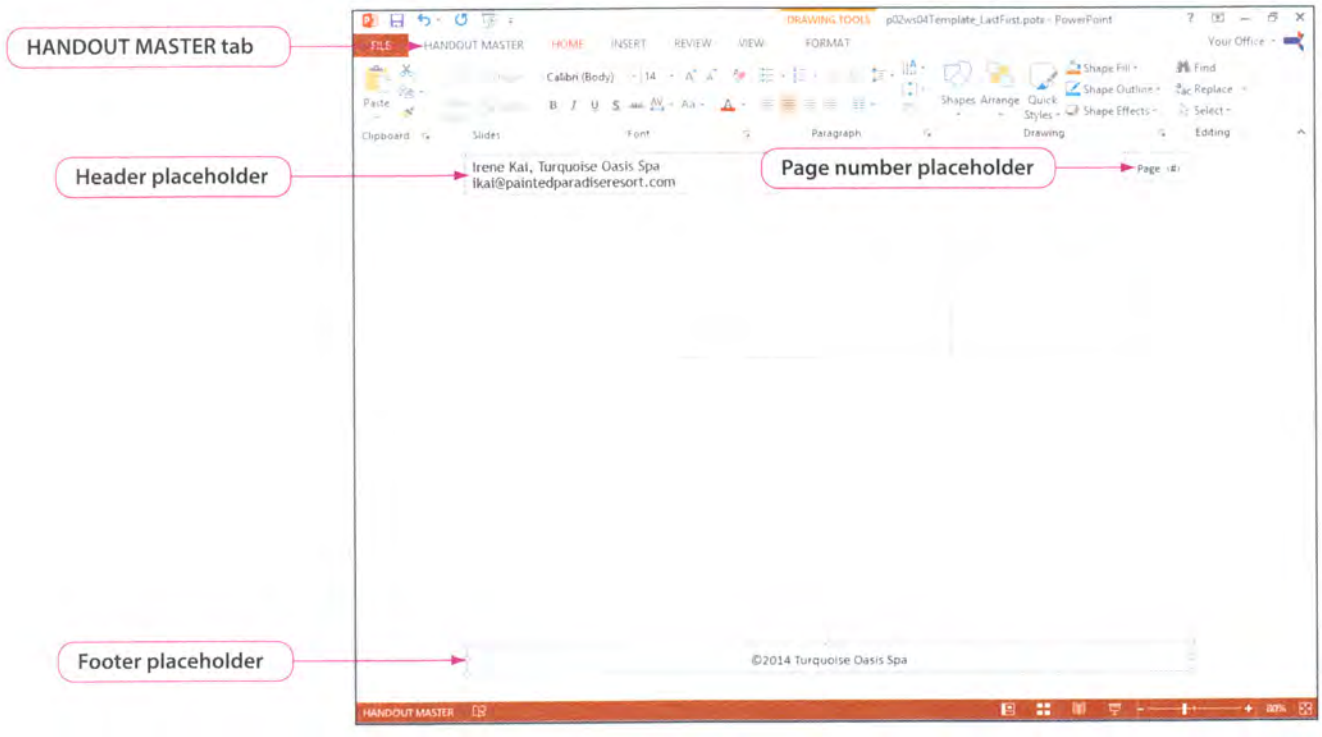


Figure 9 Modifying the handout master

h. Click the **HANDOUT MASTER** tab, and then in the Page Setup group, click **Slides Per Page**, and then click each of the **slide numbers** to review each of the layouts and make sure that none of the header or footer text conflicts with the slides. After confirming that the header and footer text does not conflict with any of the layouts change the Slides Per Page to 6 Slides.

i. Click **Save**.

Setting Up the Page

Some people prefer to see handout pages in a landscape orientation, while others prefer portrait. You can change the orientation of the pages as well as the slide images. Since PowerPoint 2013 has been optimized for wide screen monitors and tablets, slides are typically displayed in a 16:9 ratio, making them wider than they are tall. For this reason, you will generally display the slides in landscape orientation to avoid distorting them. Selecting a portrait or landscape handout orientation makes no difference in the size or shape of the slide images, so it becomes a matter of personal preference.

REAL WORLD ADVICE **Printing Handouts**

When using handouts for your presentation, it is important to have a good idea of how they will supplement your message. Of course, you want to print handouts that are valuable tools for the audience, and you probably want to avoid printing those that do not contribute information. This helps you to be more environmentally conscious because you are not using printing resources, such as paper and ink, for unnecessary handouts. You should also consider when to distribute the handouts. Do you want the audience members to use them for supplemental notes during your presentation? Are you distracted by people turning the pages or rustling the paper? There are many considerations you should make before printing handouts.

In this exercise you will print a sample handouts and notes page using the two slides that were added to the template.

P04.08

To Print Handouts and Notes

a. Click the **HANDOUT MASTER** tab, and then in the Close group, click **Close Master View**.

b. Click the **FILE** tab, click **Print**, and then click **Full Page Slides**. In the Handouts group, click **2 Slides**.

c. Review the preview of the handout page, and then click **Print** if your instructor requests a copy of the printout.

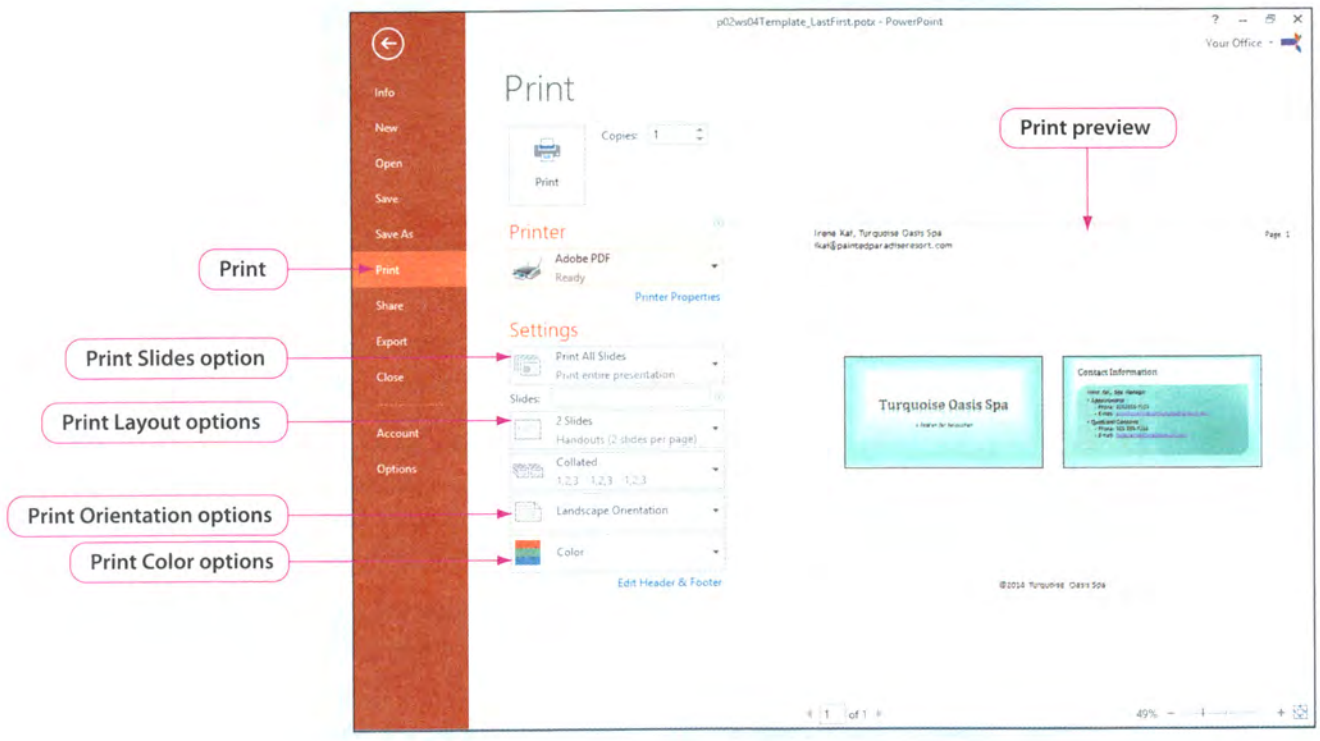


Figure 10 Printing handouts

d. If you printed the handouts in Step c, click the **FILE** tab if necessary, and then click **Print**.

e. Click **2 Slides**, and then in the Print Layout group, click **Notes Pages**. Click the **Next Page** and **Previous Page** arrows at the bottom of the Preview pane to review the Notes Pages print layout. Click **Print** if your instructor requests a copy of the printout.

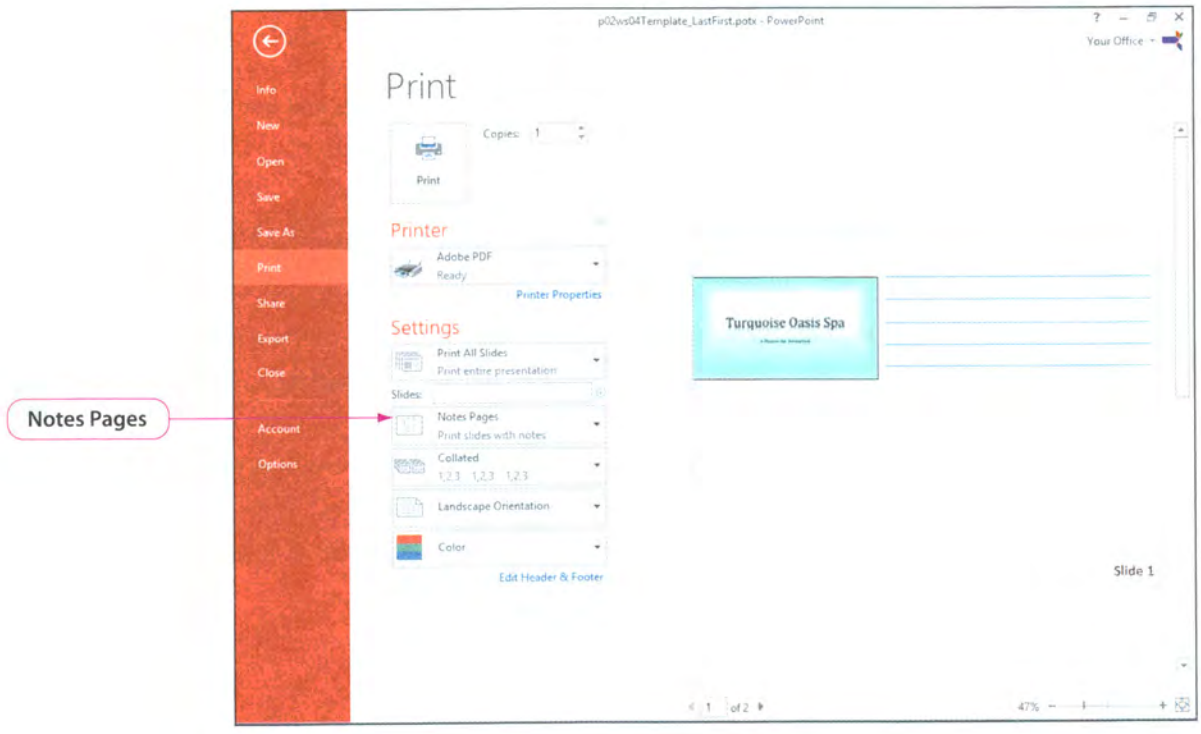


Figure 11 Printing notes

f. Click **Save**.

g. **Close** PowerPoint.

Develop a Presentation from a Custom Template and an Outline

Custom templates are accessed in the same way that you use other templates. Begin a new PowerPoint presentation, and select the template. As you add slides, the layouts that are a part of the template are available on the Home tab.

Sometimes it is more convenient to add content to a slide show by importing it from a file created in another application such as Word or Notepad as opposed to starting from scratch. If the outline was created using heading styles, the slides will be created with the hierarchy of data reflected in the outline. If the outline does not have heading styles applied, each item on the outline will appear on a different slide. Content created on the Outline tab of Word flows into the PowerPoint slides very well.

Using a Custom Template

In this exercise, you will create a new presentation using the spa template.

P04.09

To Create a Presentation Based on a Template

a. Navigate to the location where your project files are stored, and then open **p02ws04Template_LastFirst**. PowerPoint opens the file as a new presentation using the template.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are storing your project files. Type p02ws04Presentation_LastFirst as the file name using your last and first name, and then click **Save**.

Importing an Outline into a Presentation

Irene created an outline in Word that she would like for you to include in the presentation. You will import the outline and set the layout for each slide. You will make modifications to the imported text to improve the consistency with the PowerPoint presentation.

P04.10

To Import a Word Outline

a. On **Slide 1**, on the HOME tab, in the Slides group, click the **New Slide** arrow, and then select **Slides from Outline**.

b. Navigate to the location of your student data files, click **p02ws04Outline**, and then click **Insert**.

The slides flow into the presentation but do not have the same corporate branding that the spa is looking to incorporate into the presentations. Since the slides were imported from an external source, layouts and font colors are not applied.

SIDE NOTE

Outlines in Different Formats

Outline file formats suitable for importing into a PowerPoint presentation include .docx, .txt, .rtf, and others.

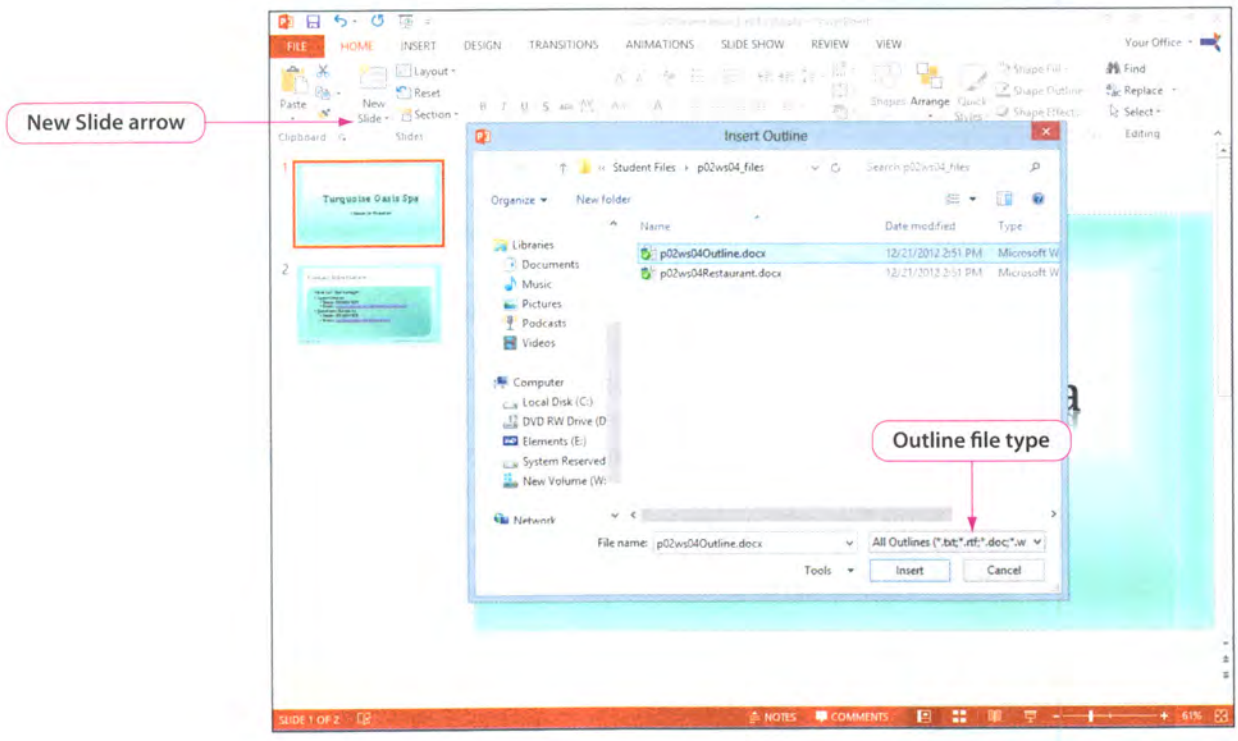


Figure 12 Importing a Word outline

c. Select **Slides 2** through **10**, and then in the **Slides** group, click **Reset**. This restores all the imported fonts, font styles, and font colors on the selected slides to the default settings of the template.

d. Click **Slide 8**, click inside the **text** placeholder, and then on the HOME tab, in the Paragraph group, click **Bullets** to remove the bullet from the quotation.

e. Click **Slide 9**, click inside the **text** placeholder, and on the HOME tab, in the Paragraph group, click **Bullets** to remove the bullet from the quotation.

f. Click **Save**.

Use Slide Sections and Proofing Tools to Organize and Prepare a Presentation

Slide sections are organizational tools for use on the Slides tab. You can place section titles between groups of slides and then collapse or expand the sections. This means that you can see sections you want to work with, while minimizing sections you do not need to see. This is very beneficial on large slide shows, saving you time as you search for a slide.

Proofing documents, especially for spelling, is one of the most important final steps in the preparation of your presentation. Small errors look a whole lot worse when displayed on a giant screen. PowerPoint provides three **proofing tools**: Spelling, Research, and Thesaurus.

Using Slide Sections

In this exercise you will assign sections to the slides and experiment with collapsing or expanding the sections.

P04.11

To Assign Slides to Sections

a. Click the gap between **Slide 2** and **Slide 3**. On the HOME tab, in the Slides group, click the **Section** arrow, and then select **Add Section**.

Notice the section was created and all subsequent slides 3–10 were placed in the section. You will now rename the section.

b. Click **Section**, and then select **Rename Section**. In the Rename Section dialog box, type **Solutions** as the Section name, and then click **Rename**.

c. Right-click between **Slide 5** and **Slide 6**, and then click **Add Section**. Right-click **Untitled Section**, select **Rename Section**, and then type **Inspire Employees**. Click **Rename**.

d. Right-click between **Slide 6** and **Slide 7**, and then click **Add Section**. Right-click **Untitled Section**, select **Rename Section**, and then type **Financial Success**. Click **Rename**.

e. Add a section entitled **Feedback** between **Slide 7** and **Slide 8**.

f. Add a section entitled **Future** between **Slide 9** and **Slide 10**.

g. Right-click the first section entitled **Default Section**, and then rename it **Introduction**.

h. In the Slides group, click the **Section** arrow, and then click **Collapse All**. Click **arrow** next to the Solutions section to expand it.

Notice that when the sections are collapsed, you see the section name along with the number of slides that belong to that section. With the section expanded, you see three slides in the Solutions section.

i. Click the next to the **Solutions** section to collapse it. Click the next to the **Feedback** section to expand it.

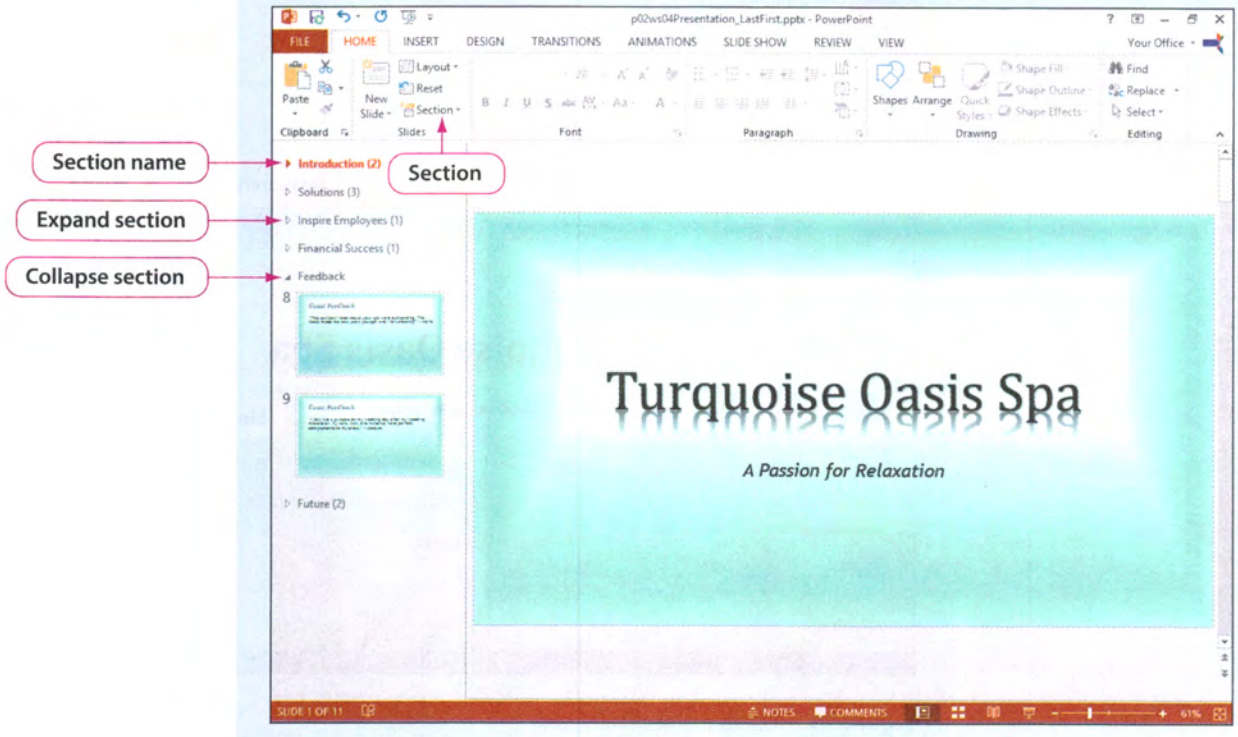


Figure 13 Slide sections

j. In the Slides group, click the **Section** arrow, and then click **Expand All**.

k. Click **Save**.

Using Proofing Tools

You are already aware of the interactive spelling checker—squiggly red lines under misspelled words that appear as you type on slides. However, some words that are flagged are spelled correctly. When you are completing the project, it is a good idea to use the spelling checker to check the entire document. Sometimes you miss the flag of the interactive spelling check, so a final run through will help you find any problems.

The Thesaurus pane provides you with alternative word choices. As you read each slide, think about whether you are using a particular word or phrase too much. Select the word in the content area, and click Thesaurus to display words with similar meanings.

The Research tool enables you to check facts and develop your ideas for the presentation. References available on the Research pane include the Encarta Dictionary; English, French, and Spanish Thesauruses; Internet research sites, such as Bing; and business and financial websites. For your project, you decide to research some ways to inspire employees, as outlined on Slide 6.

P04.12

To Use the Research Pane

a. Click the **REVIEW** tab, and then in the Proofing group, click **Research**.

b. In the Research pane, type **Inspire Employees** in the Search for box. Click the **arrow** next to the word Bing, and then select **All Research Sites**.

A large number of results are returned that contain the words "Inspire Employees". You will view one site to get some ideas.

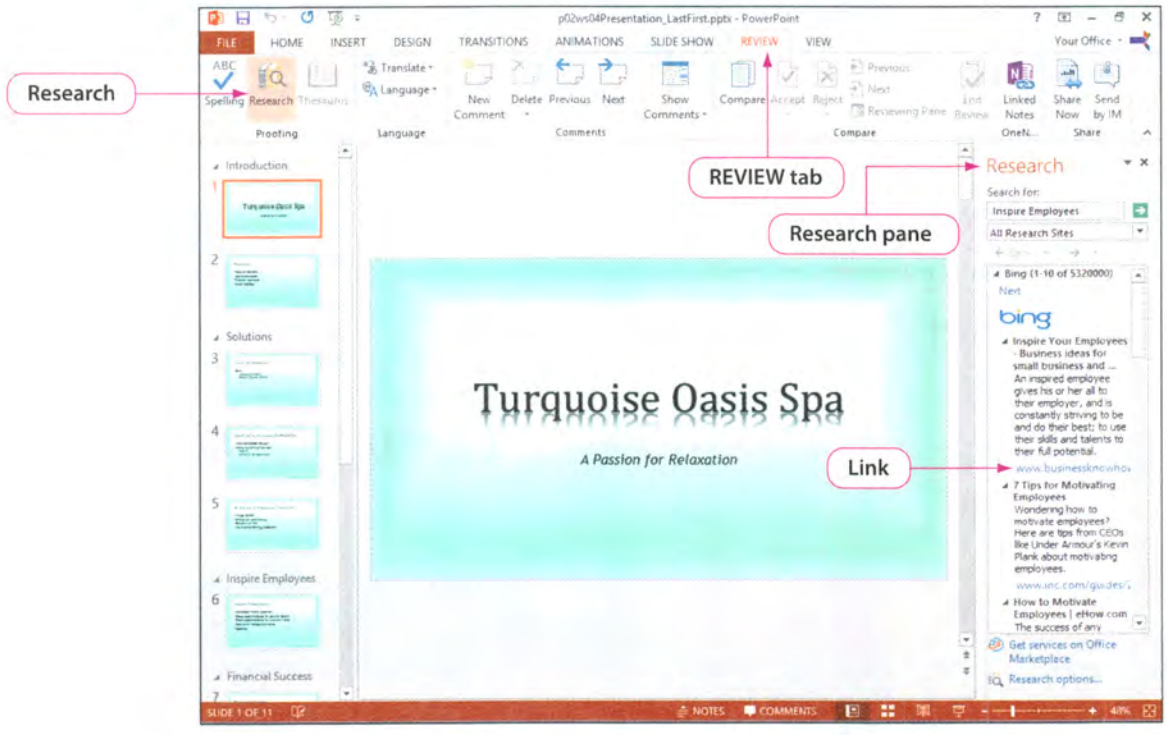


Figure 14 Using the Research pane

c. Click the **link** for the first site listed in the results. Review the information, and then **close** the browser window.

d. **Close** the Research pane, and then click **Save**.

Collaborating and Presenting

In business, collaborating effectively with your coworkers is a valuable skill. Microsoft provides many methods for collaboration through its Office applications and SkyDrive. With Microsoft's SkyDrive and PowerPoint Web App you can share your presentation and collaborate with anyone on virtually any device even if he or she does not have PowerPoint installed. With the PowerPoint application itself you can add comments to explain to the others your thoughts on a particular topic and even keep track of changes that others have made or suggested. The comments are not displayed during the Slide Show. In this section, you will learn to use comments effectively.

CONSIDER THIS | **Working in a Team**

Teamwork is common in today's corporate world. You may collaborate on a presentation as a team member. What challenges would you anticipate while working on a presentation in a team? How could you overcome those challenges?

REAL WORLD ADVICE **Restrict Access**

Sharing your presentation with others from a shared folder can lead to unauthorized changes made to your presentation. It is a good idea to use the PowerPoint Restrict Access feature. It is located on the File tab, in the Info section, under Protect Presentation. To use this feature, your computer will need to be set up for Information Rights Management though Microsoft Office.

Create Comments

Comments are short notes explaining your thoughts. They appear in comment boxes that look like speech callouts you might see near a person's mouth in a comic strip. When the speech callout icon is clicked, a Comments pane is displayed, showing the names of the commenters along with their messages, when the comment was made, and possibly their photo if they were logged in to a Microsoft Account.

In this exercise, you will add comments to the presentation, asking Irene for some additional content.

P04.13



To Add Comments to a Presentation

a. Click **Slide 2**. Click the **REVIEW** tab, and then in the Comments group, click **New Comment**, type This slide could use a nice photograph of some of your employees and then press Enter.

Notice that below your comment is a section for Reply. In PowerPoint 2013 the comments have been redesigned so they mimic a conversation and are not just isolated comments.

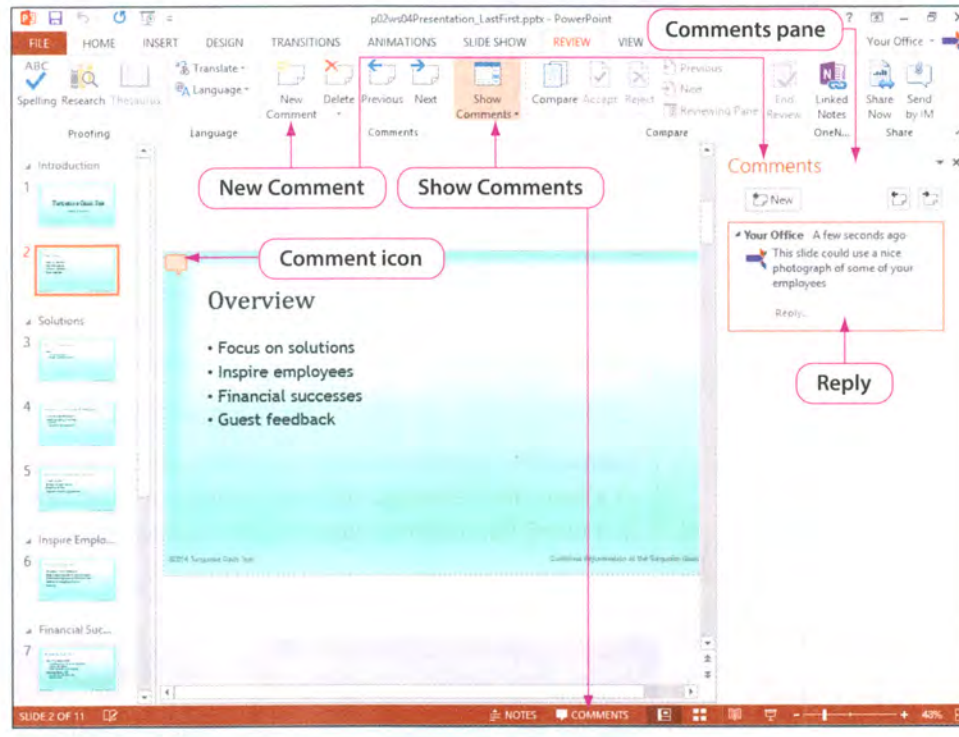


Figure 15 Creating comments

b. Click **Slide 9**, and then in the Comments group, click **New Comment**. Type **Irene, can we get a photograph from Jacquie's wedding?** Close the Comments pane. You will update the presentation to include the actual footer text before sending the presentation to Irene.

c. Click the **INSERT** tab, and then in the Text group, click **Header & Footer**. Click the **Date and time** check box to select it, and then click **Fixed**. You will replace the contents of this box. Type the current year followed by a space. Continue by typing **Turquoise Oasis Spa**. Click the **Footer** to select it, and then type **Conscious Rejuvenation at the Turquoise Oasis Spa**. Click **Don't show on title slide** to select it, and then click **Apply to All**.

You may have noticed that you cannot access the symbols while viewing the Header & Footer dialog box. You will modify the footer, return to the Header & Footer dialog box, and then apply the modification to all slides.

d. Click in front of the year on the footer. On the INSERT tab, in the Symbols group, click **Symbol**, and then click the **copyright symbol**—character code **00A9** in the normal text font. Click **Insert**, click **Close**, and then click **Header & Footer** again. Notice the copyright symbol is now in front of the date in the footer in the dialog box. Click **Apply to All**.

e. **Save** and **close** the presentation.

Navigate Comments

When a file is returned to you with comments, the comment icons will appear on the slides. You can click each slide in the presentation and search for the icons, but this takes time. Instead, you can use the Comments group on the Review tab to move to the next comment or the previous comment. You can also edit comments and delete comments in this group.

You sent the file to Irene for her review. She sent it back to you with her comments. You will review the changes she made to the file and the comments she added.

P04.14

To View and Delete Comments

a. Start **PowerPoint**. On the Start screen, click **Open Other Presentations**. Navigate to the location of the student data files, click **p02ws04Comments**, and then click **Open**.

b. Click the **FILE** tab, and then click **Save As**. Navigate to the location of your project files, and then type **p02ws04Update_LastFirst**. Click **Save**.

The presentation that Irene has modified is displayed. She added some photographs, added new comments, and replied to some of yours.

c. Click the **REVIEW** tab, and then in the Comments group, click **Show Comments**.

The Comments pane opens to the right, and Irene's comment on Slide 1 is displayed.

SIDE NOTE
Showing Comments
Alternatively you can click COMMENTS in the status bar at the bottom to open the Comments pane.

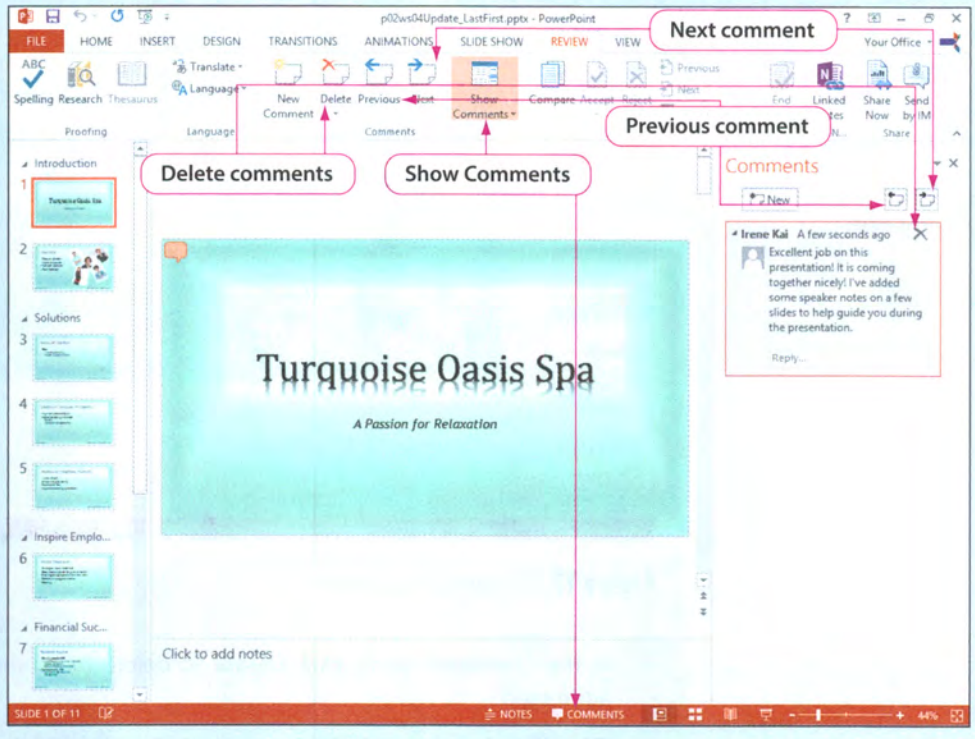


Figure 16 Reviewing comments

d. On the REVIEW tab, in the Comments group, click **Next** to view the next comment. Notice on Slide 2 Irene has replied to your comment.

e. Continue clicking **Next** to review the other comments.

f. Click **Slide 1**, in the Comments pane, click the **comment**. On the REVIEW tab, in the Comments group, click **Delete** to delete the comment. Click **Slide 2**, click the **comment**, and then click **Delete** to delete the comment thread since it has been addressed.

g. Click **Slide 3**, click the **INSERT** tab, and then in the Illustrations group, click **SmartArt**. Click **Relationship** on the left, click the **Opposing Arrows** SmartArt illustration, and then click **OK**.

- In the **top text** placeholder type **Increase Profitability**.
- Select the **text** you just typed, and then reduce the font size to **36**.
- Click the **bottom text** placeholder, and then type **Reduce Employee Turnover**.
- Select the **text** you just typed, and then reduce the font size to **36**.

- Delete the **bulleted list** behind the SmartArt illustration, and then delete the **text placeholder**.
- Click the **SmartArt illustration**, and then click the **SMARTART TOOLS DESIGN** tab. In the SmartArt Styles group, click the **Intense Effect**.
- Adjust the size of the **SmartArt** placeholder so it fits below the slide title.

You have finished the suggested changes made by Irene, so you will now delete all remaining comments.

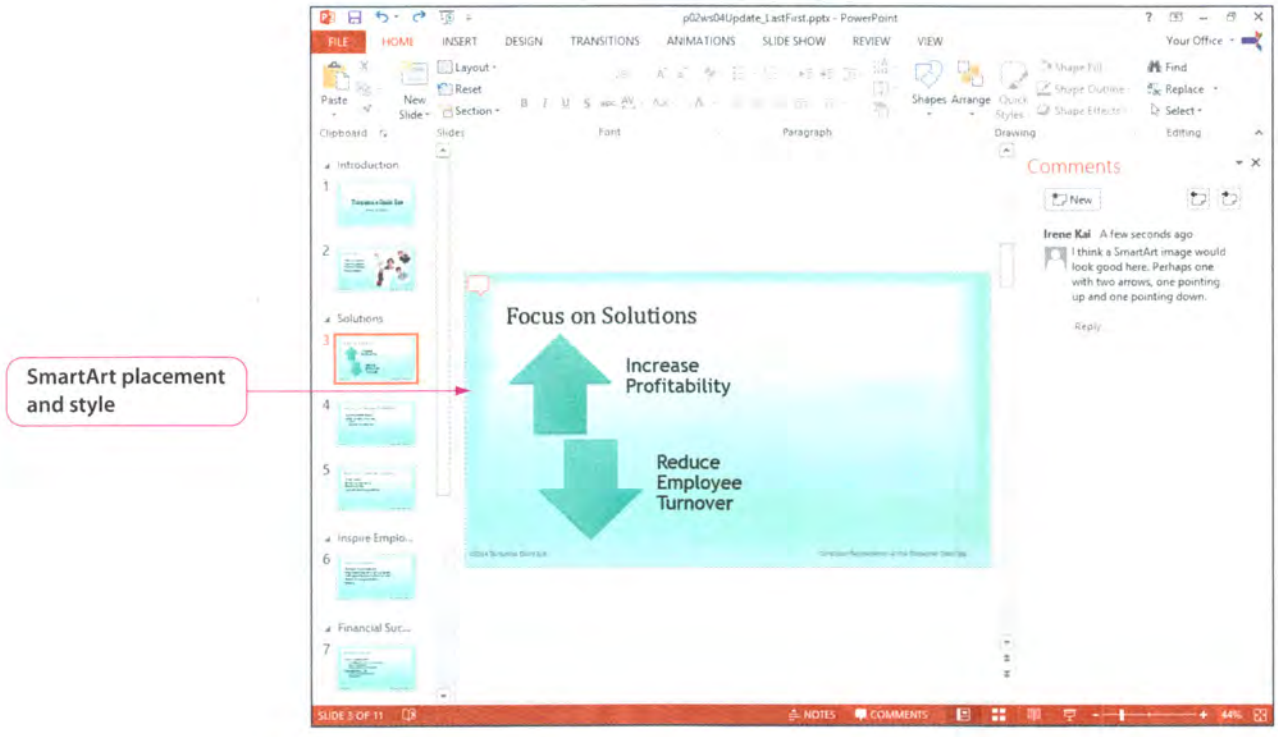


Figure 17 SmartArt illustration

h. In the Comments pane, click **Delete** to delete the comment since it has now been addressed.

i. Click **Slide 8**, and then in the Comments pane, click **Delete** to delete the comment.

j. Click **Slide 9**, and then in the Comments pane, click **Delete** to delete the comment thread.

k. **Close** the Comments pane, and then click **Save**.

Create and Use Speaker Notes

Speaker notes, displayed in the Notes pane of the PowerPoint window, enable you to write the words you will say during the presentation and store them with the actual presentation. You can later print the notes for reference during the presentation, or if you are using a dual display screen system, or are projecting your presentation, you can show the audience the slides, while you view the notes in Presenter view.

There are some tips you should consider while creating speaker notes. Avoid writing complete sentences. This will help keep you from reading word for word from the notes. Organize the notes with numbers or letters in outline format. Use the Export feature on the File tab to create handouts in Microsoft Word, in order to see notes on the side or below the slide pictures. Having a picture of the slide on the notes enables

you to stay on track during the presentation. By converting the presentation file to Word, you can then modify the font size of the notes, making it larger and easier to read in a darkened room.

While Irene was reviewing the presentation and adding comments, she also added some speaker notes to a few of the slides. In this exercise you will create some additional speaker notes in the presentation. You will then create a Word document with the notes.

P04.15

To Add and Print Speaker Notes

a. Click **Slide 1**. Click **Notes** in the status bar, and then drag the **border** between the Slide pane and the Notes pane upward, so you have more room to type notes. The slide becomes smaller but is still clear enough for you to read.

b. Click the **Notes** pane, and then type Introduce yourself. Press Enter. Click the **HOME** tab, and then in the Paragraph group, click **Increase List Level**. Type Name and then press Enter. Type Spa Manager and then press Enter. Click **Decrease List Level**, and then type Quarterly report on the successes of the spa.

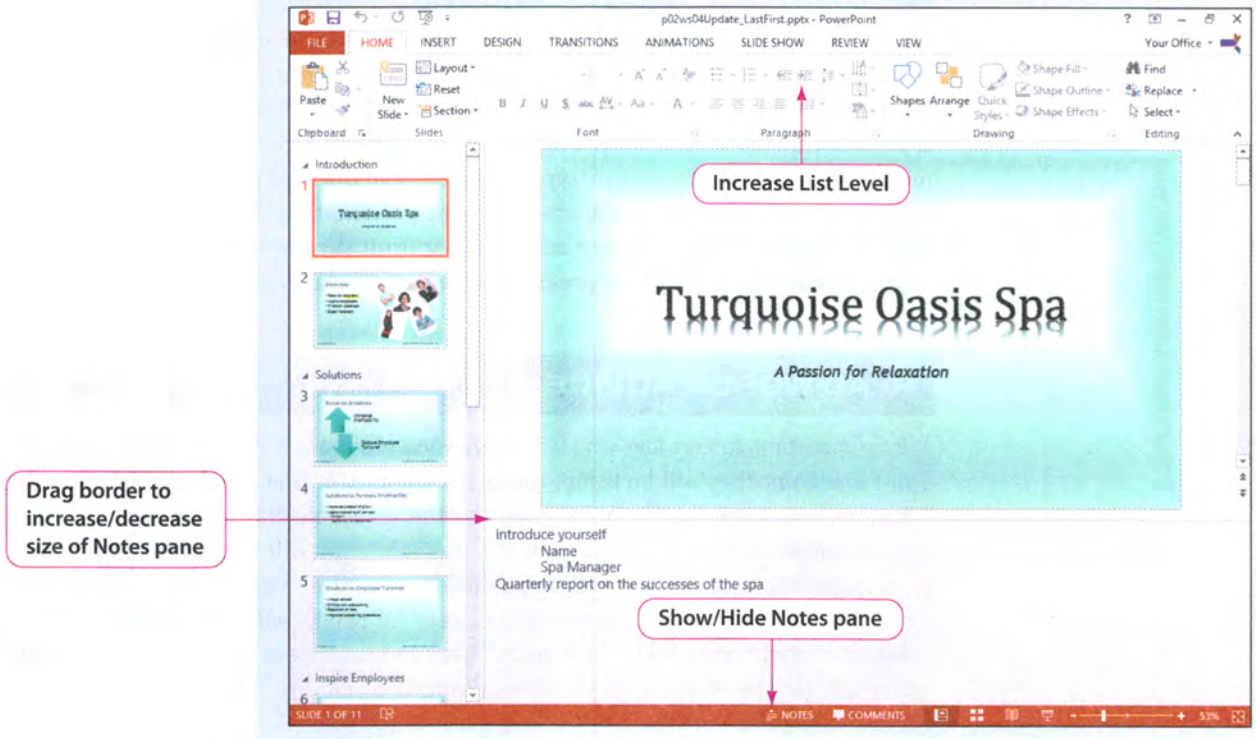


Figure 18 Speaker notes

c. Browse through the presentation, and then examine the notes on **Slides 3**, **5**, **7**, and **10**.

d. Continue adding speaker notes to the Notes pane of each slide noted below:

Slide 4	Product display makeover Mobile marketing extremely successful On low-booked days—increased walk-ins by 25%
Slide 6	Worked to develop the employees Recognized Encouraged Offered hands-on management training One-on-one coaching

e. **Save** the presentation, click the **FILE** tab, click **Export**, click **Create Handouts**, and then click **Create Handouts**.

f. Leave **Notes next to slides** selected, and then click **OK**. Click the **Word application** when it appears on the taskbar.

g. Select the **Notes** column in the Word document by clicking above the Slide 1 Notes column when the ↓ is displayed. On the HOME tab, in the Font group, click **Increase Font** A^ once to make the notes easier to read.

h. Click **Save** in the Word document, browse to where you are saving your student files, type **p02ws04Notes_LastFirst** as the file name using your last and first name, and then click **Save**.

i. **Close** the Word document.

Mark Presentations as Final and Apply Password Protection

The use of passwords protects presentations from being accessed by unauthorized people. This keeps others from opening and modifying the documents. On a shared server, SharePoint site, or SkyDrive, you may want to use this feature when you have completed the presentation. Accessed through the Info tab on the File tab, you can mark the file as final and make it read-only. This makes the presentation viewable but does not allow modifications. You may also encrypt the presentation with a password. People who do not have the password cannot view or modify the presentation. You can also restrict the permission of people so they cannot edit, copy, or print the presentation. An invisible digital signature can be added to the presentation ensuring the integrity of the document.

REAL WORLD ADVICE **Before Marking a Presentation as Final**

It is important to consider who will be viewing the presentation and what version of PowerPoint they will be using. Under the File tab, on the Info tab, you will find options under the Check for Issues button. If people may be viewing your presentation with an earlier version of PowerPoint, you will want to check for any compatibility issues. If you will be publishing your presentation to the web you will also want to check for any accessibility issues for people with visual impairments. The Accessibility Checker will inform you of ways to ensure people with visual impairments can still get the most out of your presentation.

In this exercise you will protect the presentation with a password and then mark the presentation as final.

P04.16

To Encrypt a Presentation with a Password and Mark as Final

a. In the **p02ws04Update_LastFirst** presentation, click the **FILE** tab, click the **Info** tab, click **Protect Presentation**, and then click **Encrypt with Password**.

Notice the Caution message in the Encrypt Document dialog box. PowerPoint does not provide a password recovery system so if you lose your password you will not be able to access the presentation.

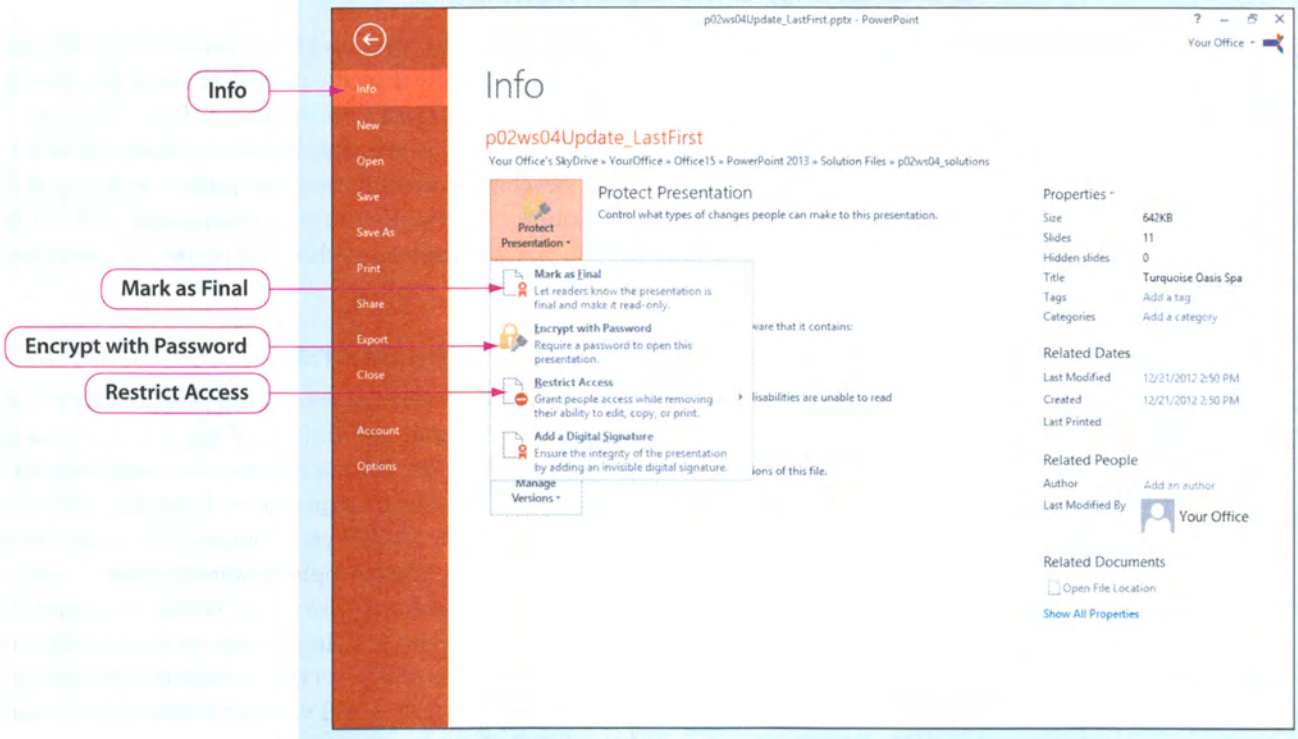


Figure 19 Protecting presentations

b. Type SpaPresentation for the password, and then click **OK**. Type the same password again to confirm, and then click **OK**.

c. Click the **arrow** on the Start screen to return to the presentation. **Save** and **Close** the presentation.

d. Double-click the **p02ws04Update_LastFirst** presentation file to open it. Type SpaPresentation as the password, and then click **OK**.

The presentation opens, and you can make edits to the slides. You will need to share the password with anyone who will be editing, viewing, or presenting the presentation.

e. Click the **REVIEW** tab, and then in the Proofing section, click **Spelling** to check the spelling before marking the presentation as final. Ignore any names that the spelling checker marks as misspelled and correct any typos.

f. Click the **FILE** tab, click the **Info** tab, click **Protect Presentation**, and then click **Mark as Final**.

g. Read the warning message, and then click **OK**.

h. Read the information message that is displayed, and then click **OK**.

Notice the yellow bar across the top of the window. Notice the Ribbon is not visible above the yellow bar. The file has been marked as final, but edits are still possible if someone ignores the warning and clicks Edit Anyway.

i. **Close** the presentation and exit **PowerPoint**.

SIDE NOTE
Spelling Checker
The spelling checker will check for incorrectly spelled words in the presentation, SmartArt figures, and speaker notes.

Delivering a Presentation

At some time in your career, you will probably be asked to make a presentation. For some people, this causes great anxiety, while for others it seems natural to speak in front of a crowd. There is a wide variety of advice about giving presentations. In the long run, it is a skill you build over time, and the real key is practice. Business schools all over the world recognize the importance of developing presentation and public speaking skills, and they offer many courses that require presentations for assignments and some in lieu of final examinations. In this section, you will explore methods for preparing and delivering a presentation.

Develop Skills in Delivering Presentations

Once you have completed the slides for the presentation, you should practice using them. Project the presentation with the actual equipment you will use, if possible, and practice using the speaker notes, advancing the slides, and looking out into the imaginary audience. You may feel a little funny talking out loud to an empty room, but saying the actual words and hearing them will help to make them flow off your tongue more easily during the real presentation. It is a good idea to enlist a few people to watch a practice session and ask for their honest feedback. They can make you aware of verbal and nonverbal distracters, such as excessively clearing your throat, jingling change in your pocket, and talking too softly. They may also suggest improvements to the content of your presentation. If you do not have people to help you practice, record yourself with a video or audio recorder so you can review the practice session.

Overcoming Presentation Nervousness

Rest assured, even the most accomplished presenter occasionally suffers from presentation nervousness. Most people are nervous in the few minutes leading up to being introduced and in the minutes just after the presentation has begun. There are many things you can do to lessen the effects of the anxiety. Remember to breathe. Take full breaths, filling your lungs and breathing out through your mouth. Even during your presentation, taking a full breath gives you time to straighten out your thoughts, relax, and give the audience a little break. It is like adding white space to your presentation. Smile at your audience. Nod your head. Use hand gestures. These physical movements help to relax your body and reassure your mind that you are in control.

Remind yourself that you are prepared. You have your materials at hand. Your speech has been polished through practice. For the most part, audiences want you to succeed and will support you if you make a genuine effort.

REAL WORLD ADVICE **Memorizing Your Presentation**

You may have observed presenters who do not seem to have any notes at all. They may have given the speech so many times it comes to mind naturally, or they may have memorized what they want to say. There is a difference between memorizing the presentation and memorizing the outline. If you are comfortable with the material, memorizing the outline will not only help keep you on track during the presentation but also enable you to choose the actual language you use on the fly. If specific things need to be said during a presentation, then memorizing it is the best way to deliver all of the parts. This takes some time and practice to accomplish, and in some cases, the delivery may seem "canned."

Last minute changes or accidents add stress to the presentation. As you prepare, think about the possible problems and try to frame emergency actions. You will be ready for the unexpected if you have previously thought about it. If something unexpected does happen, evaluate whether you can do anything about it. If you can, do it. If you cannot, do not overreact to the situation. The audience may not even know that the widget you were supposed to hold up did not arrive on time or that you are wearing your travel clothes because your luggage went to a different city. Good presenters do not let internal or external forces ruin their presentations.

P04.17



To Review Speaking Fears

a. Open **PowerPoint 2013**, and then on the Start screen click **Blank Presentation**. On **Slide 1** in the title placeholder, type Presentation Delivery. In the subtitle placeholder, type your name.

b. Insert a **Title and Content slide** as **Slide 2**, in the title placeholder, type **Five Fears People Have** and then in the content placeholder list five fears that people might have about presenting in front of an audience.

c. Classify each of the fears as Internal or External.

d. Develop one or two methods of minimizing each of the fears.

e. Save the document where you are storing your project files with the file name p02ws04Delivery_LastFirst.

Being Prepared

From bandages to extension cords to multiple versions of your presentation saved on a USB flash drive, computer hard drive, SkyDrive, and CD/DVD, you can never be too prepared for a presentation. As discussed in the previous section, practice is the best way to arrive prepared for your speech. Arrive 15 minutes to an hour prior to the presentation. If at all possible, you should check the seating arrangements, lighting, audio equipment, handouts, laser pointers, and the projection equipment prior to the presentation. If you bring your own presentation equipment, make sure you have all of the cords to plug the projector into your computer and into the wall. Be sure you have the cord for the computer, even if you have a fully charged battery. You might need a long extension cord. It is a good idea to bring an extra bulb for the projector. A book light might be a handy tool to use for reading your notes if the room will be darkened. Another consideration is what you have on the background of your desktop because the audience may see this displayed on the screen at some point. Be sure that the background is appropriate for a public view.

Walking around the room prior to the presentation gives you a feel for how you might be able to move and engage the audience during the speech. Find out where the light switch is and how to work the microphone if you will be using one. Decide where you will place your computer, the projector, other visual aids, and handouts. If possible, place the projector, focus it on the screen, and test it prior to the audience arrival. Better yet, open your presentation and have it queued to the first slide, so the audience does not see you fumble through your directories looking for the PowerPoint file. This gets you off to on a running start and adds professionalism to your presentation.

REAL WORLD ADVICE **Displaying a Presentation**

If at all possible, avoid displaying your presentation from a USB flash drive. These devices slow down animations, crash easier, and introduce other problems. If possible, copy the presentation from the USB flash drive onto the desktop computer, and launch the desktop version before your speech. Remember to delete the desktop version after your speech if you are using someone else's computer.

Presenters are a little like airline flight attendants. They need to know where the emergency exits are, the location of the restrooms, and where the refreshments are served. They need to know when the presentation should begin and end. The presenter is viewed as the leader during a speech, so take charge.

Another aspect of being prepared centers around your appearance. You will be more confident if you are comfortable in your clothing. Do not wear a hat during your presentation unless it is part of the speech, and then remove it as soon as your point is made. For instance, you might be playing the role of a coach, complete with a ball cap and whistle. As soon as you have blown the whistle, catching the attention of the audience, remove the cap for a more professional appearance. Make a last minute stop in front of a mirror before your presentation. Check your smile. No spinach between your teeth? Check your hair. Check to make sure all zippers are secured. Give yourself a thumbs-up, and head out to meet the audience.

P04.18



To Create a Preparedness Checklist

a. Insert a **Title and Content** slide as **Slide 3** into the presentation.

b. In the title placeholder, type Presentation Checklist.

c. In the content placeholder type a list of 10 to 12 items that you should have when you arrive at a presentation. If necessary, apply **Bullets** to the list.

d. Insert three additional **Title and Content slides** for Slide 4 through Slide 6. In the title placeholder for Slide 4 through Slide 6 type Scenario Reactions.

e. React to the following scenarios by listing what you would do if they happened during your presentation. Insert your answer to the first question on Slide 4, your answer to the second question on Slide 5, and your answer to the third question on Slide 6. Apply Numbering to each answer as 1., 2., and 3..

1. You are about four minutes into delivering your presentation. The bulb on the projector burns out. What would you do?
2. During the luncheon prior to your speech, you spilled coffee on your clothing. What would you do?
3. As you were coming to the stage, you heard thunder in the distance. About 10 minutes after you began your speech, the lights went out. What would you do?

f. Click **Save**.

Engaging Your Audience

From shaking hands and introducing yourself to audience members prior to the presentation until you have completed your speech, you should strive to engage your audience and make a connection. Your enthusiasm for the topic should draw the audience into your presentation. You should speak with confidence and humility.

Make eye contact with audience members. If possible, look directly at the person who introduced you or arranged for you to speak, and mention his or her name in the first few sentences you speak. Then, turn your head to the other side of the audience, make eye contact with someone else, and continue speaking. You should maintain eye contact for one to three seconds per person. Do not focus on just the front row, but also look to the middle and back of the crowd. It is important that you do not face the projection screen and give your presentation with your back to the audience. Avoid standing in front of the screen, where you will be blinded by the projector light and mask the presentation content from the audience. Use a laser pointer or the annotation tools in PowerPoint to focus the attention of the audience on specific parts of the slide.

REAL WORLD ADVICE **Do Not Be Afraid of Silence**

If one of your slides is filled with a lot of text, do not be afraid of a little silence in order to give the audience members time to read it. It is extremely difficult to retain what you have read while you are trying to actively listen to the presenter and vice versa.

If at all possible, leave the lights on in the presentation room. This enables you to see the audience, discourages dozing, and increases the interactivity. If the projector is not powerful enough to use with all of the lights on, try to shut off just the lights closest to the projector.

Use natural gestures during your speech. Avoid putting your hands in your pockets or behind your back, crossing your arms, or wringing your hands. If possible, move toward the audience during your presentation. Occasionally take a step to one side or the other, but avoid pacing. Do not look at your feet.

REAL WORLD ADVICE **Break Up the Presentation**

Depending on the age of your audience and the degree of interest in your topic, the average attention span ranges from 10 to 20 minutes. If you are giving a long presentation, be prepared with a few appropriate distractions, such as a short video, a joke, or an engaging animation if you notice your audience is losing interest. This can easily grab their attention for a few more slides and make the overall presentation memorable and engaging.

Your voice is a tool during the presentation. Be interested enough in what you are saying that you do not use a monotone voice to deliver the message. If you find yourself falling into a monotone voice, take a deep breath. Also, many speakers have problems with the speed at which they speak. Presentation nerves make them talk faster. When giving a presentation, slow down. This helps your voice to take on a lower pitch, which projects authority and power. The volume of your speech is something you can check during your presentation preparations, or you can ask your audience if they can hear you. Practice helps you learn how to project your voice so it is clear. You might want to take a bottle of water with you to the podium to moisten your throat during nonspeaking portions of your presentation when others are talking.

CONSIDER THIS | **Using a Microphone**

Most people hesitate to use a microphone, but some people cannot project their voices well enough to be heard. What are some situations where you should use a microphone if you have that option?

Another aspect of engaging your audience is the question-and-answer portion of the presentation. Many speeches end with "Are there any questions?" It is more advisable to ask "What questions can I answer?" Make the assumption that people in the audience will have questions. As an audience member asks a question, make eye contact and listen to the full question. Rephrase the question to help clarify it and to give you some time to frame your response. This also makes sure the audience heard the question you are about to answer. Be honest and sincere in your reply, and try to involve the whole audience with your response. It helps to think about possible questions your audience might ask prior to the presentation, so you have an answer in mind.

P04.19



To Practice Your Presentation Skills

a. Use the **Presentation Delivery** slides you developed in the last two exercises and practice presenting the material while looking in a mirror. Do you seem friendly? Sincere? Knowledgeable?

b. If possible, record your voice while practicing the presentation, and then review the recording, evaluating whether you have nervous habits, such as clearing your throat or saying, "um," that need to be addressed.

c. Practice the speech one more time in front of a mirror, or if possible, use a video camera to record your practice. Evaluate your performance. Were you speaking clearly? Did you need to use the notes in order to explain or expand on the points made on the slides?

d. After Slide 6, insert a **Title and Content** slide to the presentation, and then title it Evaluation. Write a short evaluation of your practice sessions, and then , if necessary, apply **Bullets** for each comment.

e. Click **Save**.

Introducing and Providing a Road Map for Your Audience

As you begin your presentation, you should let the audience know your purpose and provide them with an overview of your presentation. You may have a slide or two that lays out the points you will make at the beginning of your presentation. You should prepare the audience for any unusual activities you have planned, such as group work or a game.

Your initial comments should focus on gaining the attention of the audience members. People have many distractions from their own life or job that they bring to your presentation, such as a difficult meeting they had with their boss. You need to draw them into your agenda. Have a clear preview sentence memorized so it is easy to state. For instance, you might say, "I would like to tell you why sales are down this quarter, and propose a plan for improvement."

Your road map might be organized in a variety of ways. You may break up the topic into patterns such as past, present, and future. You might present your topic as steps that need completion before the next step occurs. You might use a pro-and-con approach with the topic. It is easier to keep the attention of audience members if they have some idea of where they are in the presentation and where you are going to take them.

Another approach to presentations that can be used in place or alongside the road map method is making sure that the "destination" is well known before you begin taking them down the road. For example, if you are about to begin a section of your presentation that explains how profits had increased by 25% then start off with, "Profits are up 25% and here is why!" This will grab the audience member's attention and provide them with a reason to keep listening if they already know where they are going and are excited about it. This method is often implemented by using the title of a slide or the top bullet point to present the "destination". This way it is known from the start why the slide(s) are of significance.

P04.20



To Create an Introduction

a. After Slide 7, insert a **Title and Content** slide to the presentation, and then title it Attention Getters. List four ways that you could gain the attention of your audience at the beginning of your presentation, and then, if necessary, apply **Bullets** to each new thought.

b. After Slide 8, insert three additional **Title and Content** slides to the presentation, and then title them Road Maps. Consider the following three topics, and then develop a general road map plan for each.

1. The spa is rolling out a new customer relationship management electronic system. This system records past treatments and products the customer has purchased and provides additional information about the customer, such as phone number, e-mail address, and how often he or she visits the spa.
2. The spa is reorganizing, hiring new management, and undergoing construction for a new area.
3. The lead massage therapist is retiring, and you have been asked to speak about the person at the retirement luncheon.

c. Click **Save**, and then **close** the presentation.

Annotating Slides

As you make your presentation, you may want to emphasize certain points on your slides. You have probably seen presenters use laser pointers for this purpose. If you decide to use a laser pointer, keep in mind that "dancing" the pointer all over the screen is very distracting. Try to point to the area you want to emphasize, and then turn off the pointer, rather than move it back and forth over the area. Generally your audience will see the location and focus on it very quickly.

PowerPoint goes one step better by enabling you to **annotate**, or make notations or marks on the slides during your presentation. You can use an arrow to point to objects or a pen or highlighter to make long-lasting notations on the slides. You can even select the color of the ink or highlighter. When you close PowerPoint, a warning message will ask whether you want to save the annotations with the file or not. Just like so many other things, it is important to practice using the mouse to draw on the slides prior to using the tool in front of an audience.

P04.21

To Use Annotation Tools

SIDE NOTE
Recent Presentations
This presentation file may also be under the Recent heading on the Start screen.

SIDE NOTE
Pointer Options
Pointing to the lower-left corner of the slide will also bring up pointer options as an alternative to the right-click method.

a. Start **PowerPoint**. On the Start screen, click **Open Other Presentations**, browse to the location of your project files, click **p02ws04Update_LastFirst**, and then click **Open**.

b. Type SpaPresentation when the Password dialog box appears, click **OK**, and then click **Edit Anyway** in the yellow bar at the top.

c. Press F5 to start the presentation from the beginning. Right-click **Slide 1**, point to **Pointer Options**, point to **Ink Color**, and then select **Dark Blue**.

d. Drag an underline below the slogan **A Passion for Relaxation**.

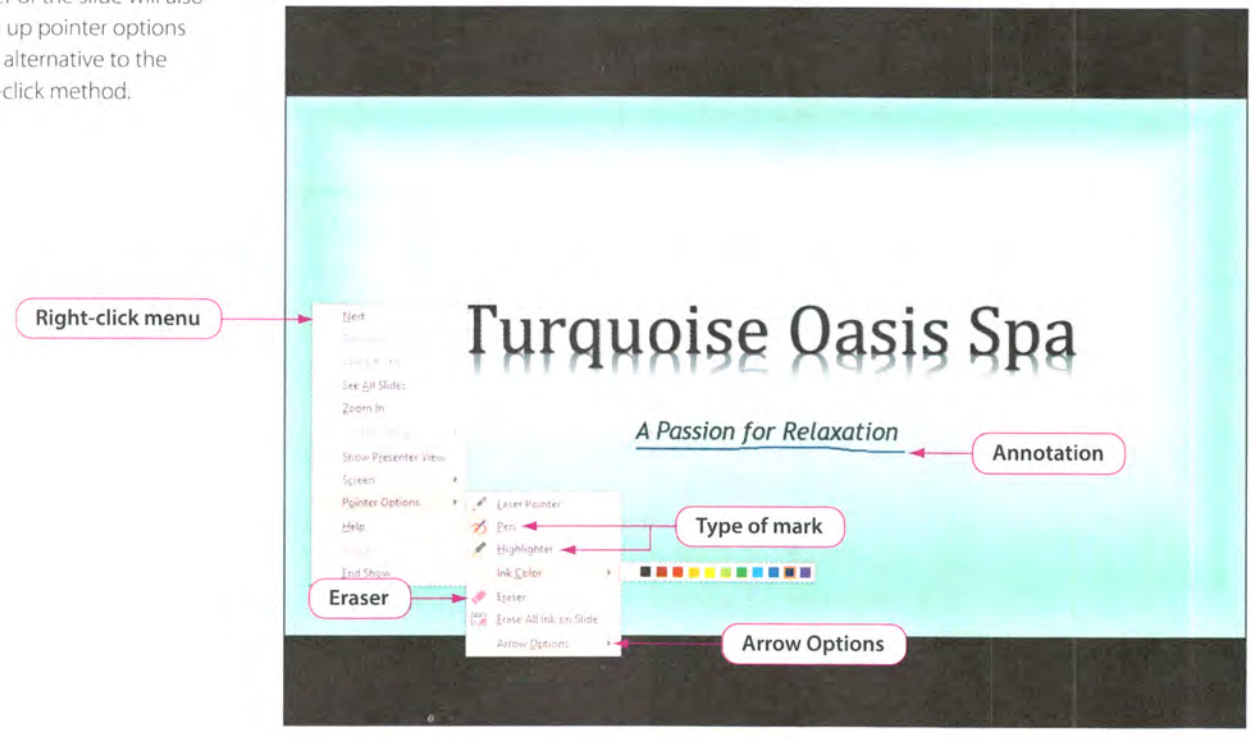


Figure 20 Annotating presentations

Troubleshooting
When the pen annotation tool is being used, the left mouse button no longer advances the slides. You can press Enter, the letter "N", or the arrow keys to navigate through the slides.

e. Press Enter to advance to the next slide. Right-click and point to **Pointer Options**, and then select **Highlighter**. Highlight the word **solutions**.

f. Right-click the **slide**, point to **Screen**, and then select **Show/Hide Ink Markup** to hide the markup on the slide. Repeat this step to display the markup again.

g. Press Esc to return to Normal view, and then click **Keep** when you see the warning **Want to keep your ink annotations?**. Click **Slide 1** on the Slides tab, and then confirm the ink is still visible.

h. Click the **ink annotation** on Slide 1 to select it, and then press Delete. Slide annotations that have been kept can be manipulated in Normal view.

i. **Save** and **close** the presentation. Open the file again, type the password SpaPresentation and then click **OK**. Click **Slide 2**, and then confirm the highlighting is still visible on the word **solutions**.

You can save annotations for future use or to distribute them with a slide show you are sending to others.

j. **Close** the presentation and exit **PowerPoint**.

Displaying the Presentation in Presenter View

If your computer can be attached to two monitors, PowerPoint can display the speaker notes on one monitor, usually the laptop, and the presentation slides on the second monitor while in **Presenter view**. As shown in Figure 21, the computer displays Presenter view, and speaker notes are displayed on the right. Information such as which slide you are currently on and how long the presentation has lasted are easily available. Icons on the window enable you to move forward and backward through the presentation. Annotation tools are easily accessed in the window. The next slide in the slide show is displayed so that you are reminded of what is next.

PowerPoint 2013 is automatically configured to display Presenter view if two displays are detected. However you can check by clicking Use Presenter View on the Slide Show tab in the Monitors group. Here, you can also select which monitor will display Presenter view. If you only have one monitor, you can still use Presenter view. While in Slide Show view, right-click a slide, and then click Show Presenter View.

In PowerPoint 2013 there have been many enhancements made to Presenter view. Presenter view now offers zooming onto a specific part of a slide and seeing all slides in a presentation at once, as well as more controls over presentation timing with Pause, Resume, and Restart buttons. Also, you now have easier access to the laser pointer tool.

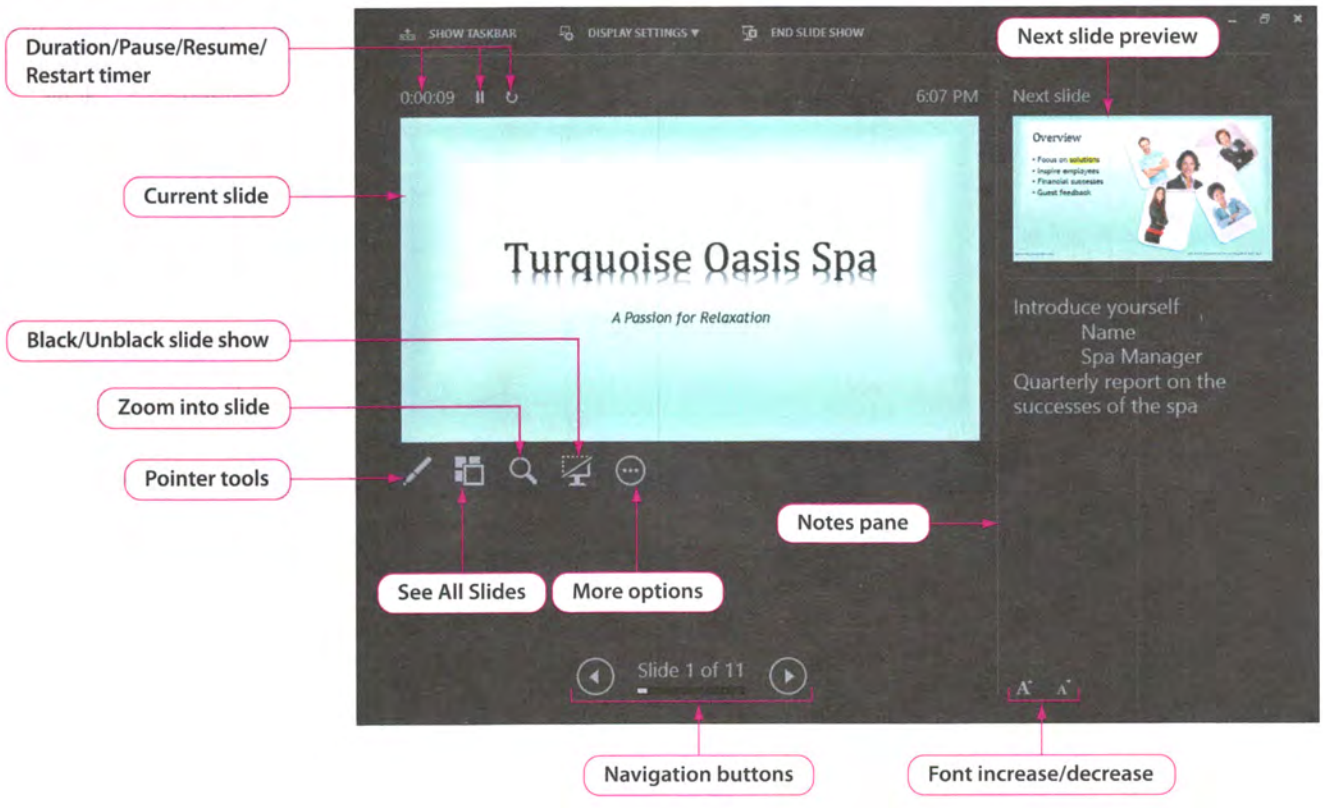


Figure 21 Presenter view

Concluding Your Presentation

The conclusion of the speech is one of the most important parts because you can encourage the audience to fulfill the purpose of your presentation. You should review the road map and remind the audience of the content. You can summarize the main points, or ask the audience what they have learned. You can tell a story that emphasizes the content. You can emphasize the importance of action and the benefits the audience members will gain.

In most cases, the conclusion of a presentation includes a question-and-answer period. You should set up some time limits so everyone knows when the Q&A will end. Be concise with your answers, and resist the urge to argue with the person who asks a question or challenges you. Admit if you cannot answer the question, and offer to get back to the person at a later time with the answer.

REAL WORLD ADVICE **When to Accept Questions**

Some presenters encourage audience members to participate in the presentation by asking questions or making comments as they think of them. Other presenters prefer to have the audience members hold their questions until the end of the presentation. The size of the audience and the environment of the presentation will help you decide which tactic to use. Keep in mind that questions during your presentation may distract you or the audience and keep you from making all of your points. Regardless of when you accept questions, be sure to repeat the question or paraphrase it so the audience can clearly hear what the question was. This also gives you a chance to frame your response.

When your time is up, thank the audience for its attention. If audience members applaud, acknowledge the response. Some presenters ask the audience to fill out an evaluation form. This can offer you valuable insight into the pluses and minuses of your presentation. After the presentation, be available to speak with members of the audience. Thank the people who arranged for you to speak. Reward yourself for a job well done.

Concept Check

1. You have been working on a template for your company that will be used by all of the sales people when they visit customers in the field. The sales people want to create their own customized presentations so they can add the name of the customer and other information to the slide show. What kinds of information would you include on a template for this use? p. 952
2. What purpose do handouts and presentation notes have? What are some things to consider when creating handouts? p. 959–961
3. When creating a presentation from an outline in Word, what are some things to consider? p. 965
4. What are some benefits of using slide sections to organize a presentation? p. 966
5. Steve Michaels, the vice president of production at your company, requested your input on a presentation he plans to present to the board of directors. He wants feedback on the design of his slides, and he wants you to write some of the text of his presentation. What PowerPoint tools will you use to provide the feedback and text? p. 969–970
6. What benefits do speaker notes provide? What are some things to consider when creating speaker notes? p. 972
7. Why would you want or need to encrypt a presentation? Why would you want or need to mark a presentation as final? p. 974
8. The board of directors meeting is today, and Steve is in the hospital. You have been asked to make his presentation. You have never made a speech to the board, and you are becoming increasingly nervous. What would you do to control your nerves before the presentation? Once you get into the board room, how will you engage the members of the board and get them to agree to the proposal Steve was making? p. 976

Key Terms

Annotate 981
Comments 969
Corporate identity 952
Handout master 961
Notes master 959
Presenter view 983
Proofing tools 966
Slide master 952
Slide sections 966
Speaker notes 972
Template 952

Visual Summary

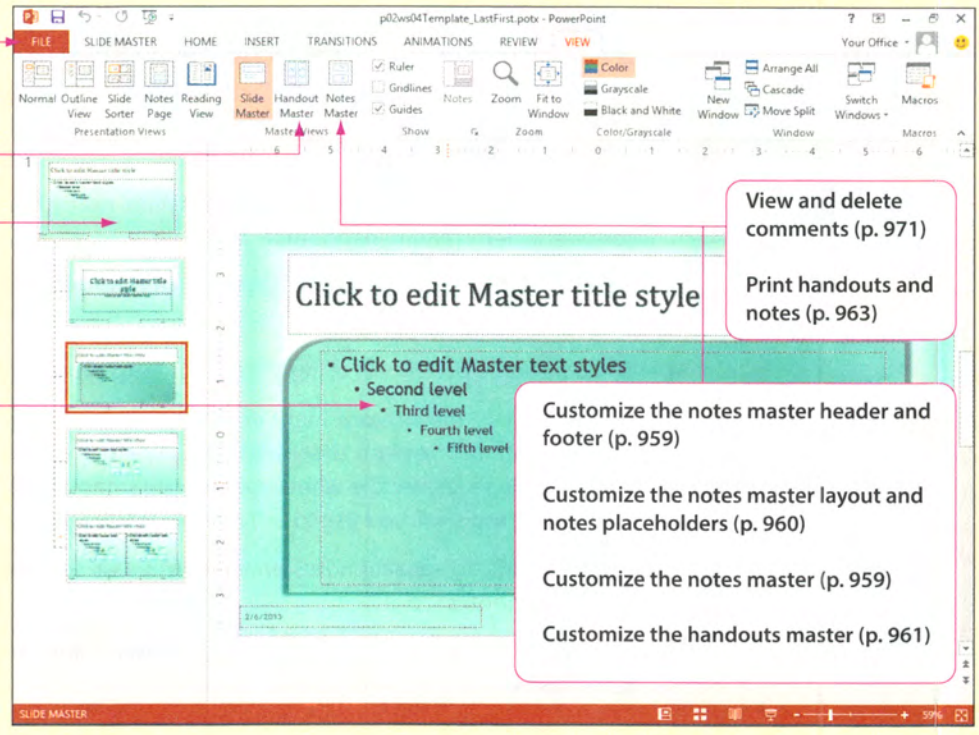
Modify the slide master theme (p. 953)

Customize the handout master headers and footers (p. 962)

Customize slide master layouts (p. 955)

Add slide master layouts (p. 956)

Create a custom template using the slide master (p. 952)



View and delete comments (p. 971)

Print handouts and notes (p. 963)

Customize the notes master header and footer (p. 959)

Customize the notes master layout and notes placeholders (p. 960)

Customize the notes master (p. 959)

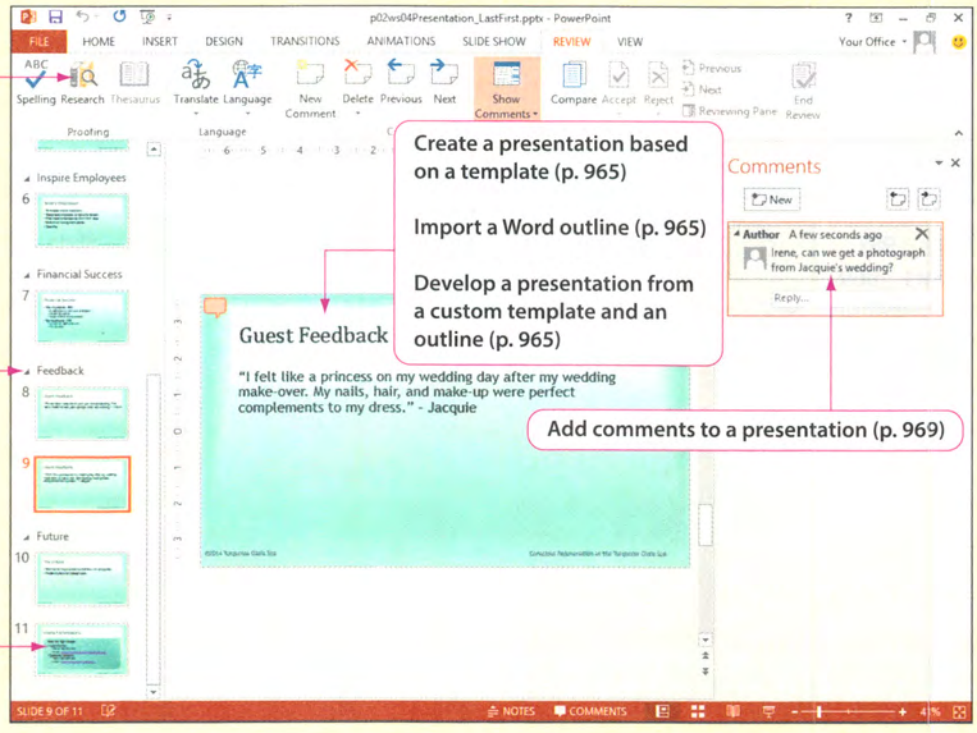
Customize the handouts master (p. 961)

Use the research pane (p. 968)

Assign slides to sections (p. 967)

Use slide sections and proofing tools to organize and prepare a presentation (p. 966)

Add text to a slide layout (p. 958)



Create a presentation based on a template (p. 965)

Import a Word outline (p. 965)

Develop a presentation from a custom template and an outline (p. 965)

Add comments to a presentation (p. 969)

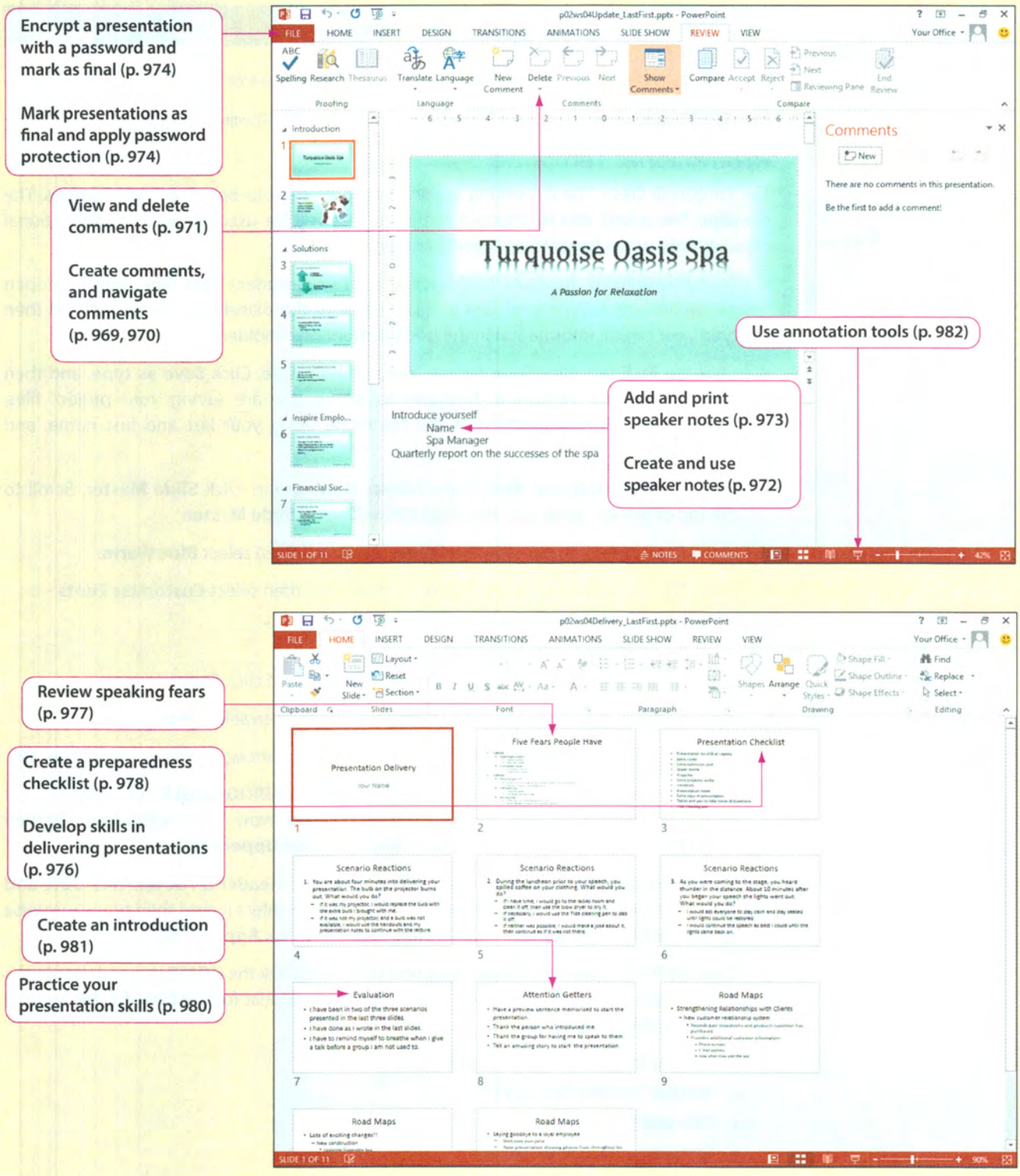


Figure 22 Corporate Identity Template Final Document

Practice 1

Student data file needed:

p02ws04Promo.pptx

You will save your file as:

p02ws04Promo_LastFirst.potx

Promotional Template



Sales & Marketing

The Turquoise Oasis Spa is working on promoting its soon-to-be remodeled facilities. The manager has asked you to create a template that will be used for various promotional presentations and a few planned events around town.

a. Start **PowerPoint**. Navigate to the location of your student data files, and then open **p02ws04Promo**. Type your first and last name in the placeholder provided, and then type your course information in the body content placeholder.

b. Click the **FILE** tab, click **Save As**, and then click **Browse**. Click **Save as type**, and then click **PowerPoint Template**. Navigate to where you are saving your project files, type p02ws04Promo_LastFirst as the file name using your last and first name, and then click **Save**.

c. Click the **VIEW** tab, and then in the Master Views group, click **Slide Master**. Scroll to the top of the left pane, and then click **Office Theme Slide Master**.

d. In the Background group, click the **Colors** arrow, and then select **Blue Warm**.

e. In the Background group, click the **Fonts** arrow, and then select **Customize Fonts**.
- Select **Baskerville Old Face** as the Heading Font.
- Select **Century** as the Body Font.
- Name the custom font PromoFont_LastFirst and then click **Save**.

f. In the Background group, click the **Effects** arrow, and then select **Inset**.

g. In the Background group, click the **Background Styles** arrow, and then select **Style 10**.

h. Click the border of the title placeholder. Click the **DRAWING TOOLS FORMAT** tab, and then in the WordArt Styles group, click the **Text Effects** arrow, point to **Shadow**, and then in the Perspective group, select **Perspective Diagonal Upper Left**.

i. Click the **INSERT** tab, and then in the Text group, click **Header & Footer**. Click **Date and time** to select it, and then click **Fixed**. Click **Footer** to select it, and then type Turquoise Oasis Spa. Click **Don't show on title slide**, and then click **Apply to All**.

j. Click the **Footer** placeholder for Turquoise Oasis Spa. Click the **HOME** tab, and then in the Font group, change the font color to **Black, Text 1**. Repeat for the **Date footer** and the **Slide number footer**.

k. Delete the following layouts from the template:
- Vertical Title and Text Layout
- Title and Vertical Text Layout
- Content with Caption Layout
- Blank Layout
- Title Only Layout
- Comparison Layout
- Section Header Layout

l. Click the **Title Slide Layout**. Click the **INSERT** tab, and then in the Illustrations group, click the **Shapes** arrow, and then in the **Stars and Banners** group, select **Horizontal Scroll**. Drag a scroll to cover the subtitle placeholder.
   - Click the **DRAWING TOOLS FORMAT** tab, and then in the Shape Styles group, click the **More** button, and then click **Light 1 Outline, Colored Fill - Blue-Gray, Accent 1**.
   - Click the **Shape Effects** arrow, point to **Shadow**, and in the Outer group, select **Offset Diagonal Top Left**.
   - In the **Size** group, type 1.8 in the Shape Height box, and then type 7.5 in the Shape Width box.
   - In the **Arrange** group, click the **Send Backward** arrow, and then select **Send to Back**.
   - Click **Align**, and then select **Align Center**.

m. Click the **SLIDE MASTER** tab, and then in the Close group, click **Close Master View**.
   - Click the **HOME** tab, and then in the Slides group, click the **New Slide** arrow, and then select **Title Slide** to insert a title slide.

n. Type Turquoise Oasis Spa in the title placeholder, and then type A Grand Reopening in the subtitle placeholder.

o. Save the presentation, making sure it is saved as a Presentation Template. Submit your file as directed by your instructor.

Problem Solve 1

MyITLab® Grader Homework 1

Student data files needed:

Blank PowerPoint presentation
p02ws04Restaurant.docx
p02ws04Farm.jpg

You will save your file as:

p02ws04Training_LastFirst.pptx

Employee Training

Production & Operations

FARMhouse is a local restaurant that specializes in serving local, farm-fresh food at an affordable price. The managers are looking to hire some new staff to run a new location and would like you to help get them started by customizing a presentation for them to use. In this exercise, you will import an outline from a Word document and then customize the slide master and notes master.

a. Start **PowerPoint**, and then create a blank presentation. Save the presentation as p02ws04Training_LastFirst.

b. In the title placeholder, type FARMhouse, and then in the subtitle placeholder, type New Staff Training.

c. Import the outline file **p02ws04Restaurant**, located within your student data files, into the presentation.

d. Go to the slide master, and then make the following changes to the Office Theme Slide Master.
   - Change the Master title style font to **Times New Roman**, set the font size to **54**, and then change the character spacing to **Loose**.
   - Select **Orange Red** as the Theme Colors.
   - Make each of the three footer placeholders **bold** with a font color of **Orange, Accent 1**.
   - Format the Background to a **Solid fill** with the color **Brown, Accent 4** and a Transparency of **60%**. Apply to **all**.

e. Make the following changes to the **Title Slide Layout**.
   - Insert the **p02ws04Farm** as a picture background with a transparency of 79%. The default values for Offset top and Offset bottom should be **-39%**. If not, adjust both values.
   - Add a WordArt Style to the title of **Fill-Orange, Accent 1, Shadow**.
   - Apply a text effect to the title of a Glow Variation of **Brown, 5 pt glow, Accent color 3**.
   - Increase the font size of the subtitle to **28**.

f. Close Master View, and then reset Slides 2 through 6 so that the changes you have made are applied to the imported slides.

g. View the notes master and make the following changes.
   - Change the Notes Page Orientation to Landscape.
   - Change the size of the slide image to 3" in width.
   - Align the slide image to the left of the slide.
   - Adjust the size of the Notes pane to fill the width of the slide and end just under the slide image.
   - Increase the font size of the notes to **18**.
   - Clear the page number and date from the Notes.
   - Type FARMhouse Staff Training in the **Header** placeholder.
   - Type the current year followed by Training Notes in the **Footer** placeholder.

h. Close the notes master.

i. Save and close PowerPoint. Submit your file as directed by your instructor.

Perform 1: Perform in Your Life

Student data file needed:

Blank PowerPoint presentation

You will save your file as:

p02ws04SelfBrand_LastFirst.potx

Personal Branding



Sales & Marketing

You know the importance that many corporations place on branding themselves to their employees and the public. Personal branding is also important, and thinking about yourself as a brand can prove insightful. In this exercise you will create a PowerPoint template with custom colors, fonts, and a custom slide layout that will help to express your personal brand.

a. Start **PowerPoint**, and then create a blank PowerPoint template with the name p02ws04SelfBrand_LastFirst.

b. Create a customized set of Theme Colors for all slides, based on an existing theme of your choosing. Customize any two Accent colors. Name the custom theme colors BrandColors_LastFirst.

c. Create a customized Theme Font for all slides, with your choice of Heading and Body fonts. Name the custom theme fonts BrandFonts_LastFirst.

d. Create a custom background style of your choosing for all slides. You may choose any style that you feel represents your personal brand; however, it cannot be one of the preset background styles.

e. Apply any text effects to the master title style. Be sure the title is readable with the background style you chose.

f. If necessary, modify the font colors in the footer so they are easily visible.

g. Customize the Title Slide Layout to your liking. When customizing this layout, consider that the title slide's purpose is to introduce the presentation, or in this case, your brand. You must incorporate at least one shape illustration into the Title Slide Layout design.

h. Create a new custom layout that will be used to display your course information. Rename the custom layout to CourseInfo_LastFirst. You must incorporate at least one shape illustration into your custom layout.

i. Remove all layouts from the template except for the following:
   - Office Theme Slide Master
   - Title Slide Layout
   - Title and Content Layout
   - CourseInfo_LastFirst Layout

j. Close Master View, and then on **Slide 1** type your name as the slide title and Personal Brand Template as the subtitle.

k. Add the **CourseInfo_LastFirst** layout as **Slide 2**. Type Course Information as your slide title, and then add your first and last name, course name, course number, and today's date to the template.

l. Submit your file as directed by your instructor.



Additional Cases

Additional Workshop Cases are available on the companion website and in the instructor resources.

MODULE CAPSTONE

More Practice 1

Student data files needed:

- p02mpVacation.pptx
- p02mpLogo.jpg
- p02mpV1.jpg
- p02mpV2.jpg
- p02mpV3.jpg
- p02mpV4.jpg
- p02mpV5.jpg
- p02mpV6.jpg
- p02mpV7.jpg
- p02mpV8.jpg
- p02mpV9.jpg
- p02mpV10.jpg
- p02mpV11.jpg
- p02mpV12.jpg
- p02mpV13.jpg
- p02mpV14.jpg
- p02mpVCover.jpg

You will save your files as:

- p02mpVacation_LastFirst.pptx
- p02mpVTemplate_LastFirst.potx
- p02mpVAlbum_LastFirst.pptx
- p02mpVVideo_LastFirst.mp4
- p02mpVCDFolder_LastFirst

Family Vacation Presentation

Sales & Marketing

Production & Operations

Timothy Smith, the marketing manager of the Painted Paradise Resort and Spa, is interested in marketing to families who might want to spend a vacation at the resort. The recreational facilities, including the golf course, spa, water park, and nearby hiking trails, make this an attractive destination for all members of the family. The restaurants at the resort make it convenient and cost-effective to feed the family. Timothy asked you to create a template and develop a sample presentation to advertise the benefits of a Painted Paradise vacation. You will create a template that appeals to kids and parents. You will develop a template for handouts as a part of the main template. You will develop a photo album of photographs from around the resort. Hyperlinks will be added to a slide. You will add transitions and animations to the slides, along with audio. The presentation will be packaged as a CD because Timothy intends to mail out the full presentation along with other marketing pieces about the resort. In addition, because Timothy wants to post the presentation on the website, you will create a video of the presentation. He also requested that you deliver the presentation at his next staff meeting, so you will create some speaker notes and make some planning comments on the slides.

a. Start **PowerPoint**, navigate to the location of your student data files, and then open **p02mpVacation**. Click the **Title** placeholder, and then type your **first and last name**. Enter your **course name**, your **course number**, and **today's date** on the slide. Click the **FILE** tab, click **Save As**, and then double-click **Computer**. Change the **Save as type** to **PowerPoint Template**, and then navigate to the location where you are saving your project files. Change the file name to **p02mpVTemplate_LastFirst**, using your last and first name. Click **Save**.

b. Click the **VIEW** tab, and then in the Master Views group, click **Slide Master**. Scroll to the top of the left pane, click the **Office Theme Slide Master** thumbnail, and then in the Background group, click **Colors**. Scroll down, and then select the **Blue Green** theme colors. Click **Colors** again, and then select **Customize Colors**. Click the **Hyperlink** arrow, and then select **White, Text 1**. In the Name box, type **VacationColors_LastFirst** to create a new color group, using your last and first name. Click **Save**. In the Background group, click **Fonts**, scroll to the bottom and select the **TrebuchetMs** theme fonts. In the Background group, click **Background Styles**, and then select **Style 6**.

c. Select the **text** in the title placeholder. Click the **FORMAT** tab, and then in the WordArt Styles group, click **Text Effects**, point to **Shadow,** and then select **Perspective Diagonal Upper Left**. With the text still selected, increase the font size to **54**.

d. Delete the left footer placeholder, currently holding the date. Similarly, delete the right footer placeholder with the page number field. Click in the **center footer** placeholder, and change the font color to **Black, Text 1, Lighter 25%**. Click the **FORMAT** tab, and then in the Size group, change the value in the **Shape Width** box to 12". In the Arrange group, click **Align Objects**, and then select **Align Center** to center-align the box to the slide.

e. Click the **Title Slide Layout** thumbnail. In the Master Layout group, deselect **Footers**. Delete the title placeholder. Click in the **subtitle** placeholder. Click the **FORMAT** tab, and then in the Arrange group, click **Align Objects**, and then select **Align Bottom** to align the placeholder to the bottom of the slide. Select the text in the **subtitle** placeholder, apply **Italic**, and then set the font color to **Black, Text 1, Lighter 15%**.

f. Click the **INSERT** tab, and then in the Images group, click **Pictures**, and then insert the **p02mpLogo** picture from your student data files folder. On the FORMAT tab, in the Size group, change the value in the **Shape Width** box to 10". In the Arrange group, click **Align Objects**, select **Align Center**, click **Align Objects** again, and then select **Align Middle**. The logo is now aligned to the center and middle of the slide.

g. In the Adjust group, click **Color**, and then select **Set Transparent Color**. With the new pointer, point to the **white background** of the logo, and then click. In the Pictures Styles group, select the **Double Frame, Black** picture style.

h. With the logo still selected, click the **ANIMATIONS** tab, and then in the Animation group, click **More**, and then select **Grow & Turn**. In the Timing group, change the **Duration** to 2.50.

i. Click the **subtitle** placeholder. In the Animation group, apply the **Wipe** animation effect, click **Effect Options**, and then select **From Left**. In the Timing group, set the **Duration** to 1.50, click the **Start** arrow, and then select **After Previous**. In the Preview group, click **Preview** to view the result.

j. Click the **Section Header Layout** thumbnail, and then press Delete. Similarly, delete the following layouts.
   - Two Content Layout
   - Title Only Layout
   - Blank Layout
   - Picture with Caption Layout
   - Title and Vertical Text Layout
   - Vertical Title and Text Layout

k. Click the **VIEW** tab, and then in the Master Views group, click **Handout Master**. In the Background group, click **Background Styles**, and then select the **Style 9** background style. Select the **TrebuchetMs** theme fonts.

l. Delete the date placeholder. In the **Header** placeholder, type Painted Paradise Resort and Spa. Press Enter, and then type your first and last name. Click the **FORMAT** tab, and then in the Arrange group, click **Align Objects**, and then select **Align Center**. Select all the text in the header placeholder, click the **HOME** tab, and then in the Paragraph group, click **Center** to center the text within the placeholder.

m. In the **Footer** placeholder, type All Offers Subject to Availability. Place the insertion point in front of the page number symbol, type Page, and then press Spacebar. Click the **HANDOUT MASTER** tab, and then in the Close group, click **Close Master View**. Save and close the template. Exit PowerPoint.

n. Open **File Explorer**. Create a presentation based on the template by navigating to where you are saving your project files, and then opening the **p02mpVTemplate_LastFirst** file. Save the presentation as p02mpVacation_LastFirst.

o. On the HOME tab, in the Slides group, click the **New Slide** arrow, and then select **Title Slide**. In the **subtitle** placeholder, type The Destination for Your Next Vacation!

p. Click the **INSERT** tab, and then in the Images group, click the **Photo Album** arrow, and then select **New Photo Album**. Click **File/Disk**, navigate to the location of your student data files, select the following photographs, and then click **Insert**.

- p02mpV1
- p02mpV2
- p02mpV3
- p02mpV4
- p02mpV5
- p02mpV6
- p02mpV7
- p02mpV8
- p02mpV9
- p02mpV10
- p02mpV11
- p02mpV12
- p02mpV13
- p02mpV14

Click the **p02mpV4** check box to select picture 4. Click the **Up** arrow three times to move picture **4** to position **1**. Click the **p02mpV4** check box to deselect the picture. Using the same technique, move pictures **p02mpV5** and **p02mpV6** into positions **3** and **4**. Move pictures **p02mpV11**, **p02mpV12**, and **p02mpV13** into positions **6**, **7**, and **8**. Move picture **p02mpV14** to position **9**. Remove the pictures **p02mpV12** and **p02mpV13**. Click the **Picture layout** arrow, and then select **2 pictures with title**. Click the **Frame shape** arrow, and then select **Simple Frame, White**. Click **Create**, and then save the new album where you are saving your project files as p02mpVAlbum_LastFirst. Click the **FILE** tab, and then click **Close**.

q. With the **p02mpVacation_LastFirst** file open, click the **HOME** tab, and then in the Slides group, click the **New Slide** arrow, and then select **Reuse Slides**. In the Reuse Slides pane, click **Browse**, and then select **Browse File**. Navigate to where you are saving your project files, and then double-click **p02mpVAlbum_LastFirst**. In the Reuse Slides pane, click **Slide 2** to add it to the presentation. Similarly, click **Slides 3–7**, in that order, to add them to the presentation. Close the Reuse Slides pane.

r. Type the following titles on each of the following slides.

Slide number	Title
3	Whether You Bike or Hike
4	Golf with Family or Friends
5	Swim, Sun
6	Spa, or Just Laugh Together
7	Catch a Snack, or Dine
8	Suites or Queens

s. After **Slide 6**, add a new **Comparison** layout slide. Click in the top **title** placeholder, and then type Painted Paradise Deals! In the **left column heading** placeholder, type Family of 4 Deal - 3 Nights. In the **right column heading** placeholder, type Large Family Deal - 4 Nights. Type the following text in the body placeholders.

• Double-Queen Room • Round of Golf for 2 • Spa Package for 2 • Access to Water Park • Family Service Meal at Indigo5 • Breakfast at Red Bluff Bistro each morning • $595	• Family Suite-Sleeps 8 • Round of Golf for 4 • Spa Package for 4 • Access to Water Park • Family Service Meal at Indigo5 • Breakfast at Red Bluff Bistro each morning • $895

t. After **Slide 9**, add a new **Content with Caption** layout slide. Click the **Pictures** icon in the right body content placeholder, and then insert the **p02mpV13** photograph. On the FORMAT tab, in the Size group, increase the **Shape Height** of the photograph to 6". In the Arrange group, click **Align Objects**, and then select **Align Middle**. In the Picture Styles group, click **More**, and then select **Rounded Diagonal Corner, White**.

u. In the **title** placeholder, type Make Your Reservations Today!. Center the **text** within the placeholder.

v. In the **left content** placeholder, type www.paintedparadiseresort.com. Press Enter, and then notice that a hyperlink with a white font was automatically inserted. Type 505-555-1792. Press Enter twice, and then type Timothy Smith, Marketing Manager. Select all the **text** within the placeholder, and then center the text within the placeholder.

w. With the text still selected, change the font size to **28**. Change the **Shape Width** of the placeholder to 6", and then change the **Shape Height** to 4". Apply the **White, Background 1** font color to the phone number.

x. Select the text in the title placeholder, and then increase the font size to **44**. Change the **Shape Width** of the placeholder to 6", and then change the **Shape Height** to 1.5".

y. Click the dashed border of the title placeholder to make it a solid border, press Ctrl, and then click in the **left content** placeholder. With both boxes selected, on the FORMAT tab, in the Arrange group, click **Align Objects**, verify that **Align to Slide** is selected, and then select **Distribute Vertically**. The two text boxes are now aligned with the slide.

z. Select **Slides 2–10**. Click the **TRANSITIONS** tab, and then in the Transition to This Slide group, apply the **Uncover** transition, and then in the Timing group, set the duration of the transition to **1.00**.

aa. Apply animations to the slides as follows.

Slide Number	Element to Animate	Animation	Timing
3	Title	Zoom	Start With Previous, Duration 1.00
4	Title	Zoom	Start With Previous, Duration 1.00
5	Title	Zoom	Start With Previous, Duration 1.00
6	Title	Zoom	Start With Previous, Duration 1.00
7	Title	Split (Effect Options – Vertical Out)	Start With Previous, Duration 1.00
8	Title	Zoom	Start With Previous, Duration 1.00
9	Title	Zoom	Start With Previous, Duration 1.00

(Continued)

Slide Number	Element to Animate	Animation	Timing
9	Two photographs (select both pictures and then apply animation)	Split (Effect Options – Vertical Out)	Start With Previous, Duration 1.00, Delay 1.00
10	Title	Zoom	Start With Previous, Duration 1.00
10	Hyperlink	Grow & Turn	Start After Previous, Duration 1.00
10	Phone number	Grow & Turn	Start After Previous, Duration 1.00
10	Manager name and title	Grow & Turn	Start After Previous, Duration 1.00

bb. Click **Slide 2**. Click the **DESIGN** tab, and then in the Customize group, click **Format Background**. In the Format Background pane, click **Picture or texture fill**. Under Insert picture from, click **File**, navigate to your student data files, and then open the **p02mpVCover** file. Change the **Transparency** to **60%**. Click the **Effects** icon at the top of the Format Background pane, click the **Artistic Effects** arrow, and then select **Glow Diffused**. Click the **Picture** icon at the top of the Format Background pane, click **PICTURE COLOR** to expand the section, and then change the **Saturation** to **50%**. Close the Format Background pane. If you make a mistake and need to start over, click Reset Background at the bottom of the Format Background pane.

cc. While still on Slide 2, click the **INSERT** tab, and then in the Media group, click **Audio**, and then select **Online Audio**. Click in the **Office.com Clip Art** search box, and then type **Xylo Beat**. Press Enter. Insert the **Xylo Beat** audio. On the PLAYBACK tab, in the Audio Options group, click **Hide During Show** and **Loop until Stopped**. Click the **Start** arrow, select **Automatically**, and then click **Volume** and select **Low**. Save the presentation.

dd. On the INSERT tab, in the Text group, click **Header & Footer**. Insert a footer with the text **http://www.paintedparadiseresort.com** to all of the slides except the title slide.

ee. Click the **FILE** tab, click **EXPORT**, and then click **Create a Video**. Click **Computer & HD Displays**, and then select **Portable Devices**. Click **Create Video**. Save the video where you are saving your project files with the name **p02mpVVideo_LastFirst**.

ff. Click the **FILE** tab, click **Export**, click **Package Presentation for CD**, and then click **Package for CD**. Name the CD **SpaVacation** and then click **Copy to Folder**. Change the folder name to **p02mpVCDFolder_LastFirst** and then click **Browse**. Navigate to the location where you are saving your project files, click **Select**, and then click **OK**. Click **Yes** to include linked files. If necessary, close the folder window containing the packaged presentation. Close the Package for CD dialog box.

gg. Click **Slide 2**, click the **REVIEW** tab, and then in the Comments group, click **New Comment**. Type **This presentation will be given to the marketing staff under the direction of Timothy Smith. Don't forget the computer, power supply, extension cords, and projector.** Close the Comments pane.

hh. Type **This slide can be updated as needed.** as the speaker notes to **Slide 7**.

ii. Prepare to print Handouts with **2 Slides** per page. Review each page of the handout. Notice that page 2 contains the comment that was typed on Slide 2. Print the handout if directed by your instructor. Press Esc to return to the presentation.

jj. Click the **FILE** tab, click **Info**, click **Compress Media**, and then select **Low Quality**. Close the Compress Media dialog box. Save and close the presentation file, and then exit PowerPoint. Submit the files as directed by your instructor.

Problem Solve 1

MyITLab Grader
Homework 1

Student data files needed:

- p02ps1BTemplate.potx
- p02ps1B1.jpg
- p02ps1B2.jpg
- p02ps1B3.jpg
- p02ps1B4.jpg
- p02ps1B5.jpg
- p02ps1B6.jpg
- p02ps1B7.jpg
- p02ps1B8.jpg
- p02ps1B9.jpg
- p02ps1B10.jpg
- p02ps1BCake.jpg
- p02ps1BOutline.docx
- p02ps1EventLogo.jpg

You will save your files as:

- p02ps1Bridal_LastFirst.pptx
- p02ps1BAlbum_LastFirst.pptx
- p02ps1BVideo_LastFirst.mp4

The Wedding Catering Presentation



Sales & Marketing

Ellie Gold, the wedding planner for the Painted Paradise Golf Resort and Spa, and Robin Sanchez, the chef for the resort, are participating in an upcoming Bridal Fair where brides shop for and plan their weddings. You will create a presentation that will be continuously displayed on a computer screen in a booth. The presentation's main audience will be brides, but a secondary audience of mothers, fiancés, and bridesmaids should be considered. You will create a presentation based on a template, you will update the Slide Master view, and then create and use a photo album to insert graphics into the presentation. An outline will provide some content. You will include transitions, animations, and audio to engage the audience in the presentation. A comment, placed on a slide, will remind Ellie and Robin of the equipment they will need. Because they plan to add this presentation to their website, you will create a video in a reduced-size format, so you can get approval for it before creating the larger video file.

a. Create a new presentation based on the template in your student data files **p02ps1BTemplate**. Type your first and last name, course name, course number, and today's date. Save the presentation as p02ps1Bridal_LastFirst.

b. View the slide master. Select the **Office Theme Slide Master** thumbnail. Customize the theme fonts and select **Brush Script MT** for the Heading font, and **Arial Narrow** for the Body font. Name the font group BridalFont_LastFirst.

c. Apply the **Style 6** background style.

d. Click to place the insertion point in the first bulleted line. Click the **HOME** tab, and then in the Paragraph group, click the **Bullets** arrow, and then select **Bullets and Numbering**. Click **Customize**, select the **Wingdings** font, type 152 in the Character code box, and then click **OK**. Click the **Color** arrow, and then select **Brown, Accent 5, Darker 25%**. Change the value in the **Size** box to 80 and then click **OK**. Similarly, change the second-level bullet to a **Wingdings** symbol with a character code of 153, **Brown, Accent 5, Darker 25%** color, and a **70%** size. Change the third-level bullet to a **Wingdings** symbol with a character code of 154, **Brown, Accent 5, Darker 25%** color, and a **60%** size.

e. Delete the following layouts.
   - Section Header Layout
   - Two Content Layout
   - Comparison Layout
   - Blank Layout

- Picture with Caption Layout
- Title and Vertical Text Layout
- Vertical Title and Text Layout
- Content with Caption Layout

f. Close the Master view. Create a new photo album with the following photographs.

- p02ps1B1
- p02ps1B2
- p02ps1B3
- p02ps1B4
- p02ps1B5
- p02ps1B6
- p02ps1B7
- p02ps1B8
- p02ps1B9
- p02ps1B10

Move the photographs until they appear in this order in the Pictures in album box.

- p02ps1B8
- p02ps1B2
- p02ps1B1
- p02ps1B3
- p02ps1B6
- p02ps1B4
- p02ps1B5
- p02ps1B7
- p02ps1B9
- p02ps1B10

Remove the photographs **p02ps1B3** and **p02ps1B8**. Select **1 picture with title** for the Picture layout, with a **Simple Frame, White** Frame. Create the album, and then save the photo album as p02ps1BAlbum_LastFirst. Close the album.

g. With the **p02ps1Bridal_LastFirst** file open, create new slides from the outline **p02ps1BOutline** located with your student data files. Reset Slide 2 and Slide 3.

h. Select **Slide 2**, and then create new slides by reusing the photograph content slides from the **p02ps1BAlbum_LastFirst** presentation. Insert **Slides 2–8**, in that order. Close the Reuse Slides pane.

i. Select **Slide 2**. Insert the photograph **p02ps1B8**. Change the height to 5". Apply the **Rotated, White** picture style to the photograph. With the picture still selected, on the FORMAT tab, in the Size group, click the **Dialog Box Launcher**. The Format Picture pane opens. Click **POSITION** to expand the section. Change the **Horizontal position** to 5 and the **Vertical position** value to 1.5.

j. Select the text **Food**, **Décor**, and **Custom Cakes**, and then apply **Bold**. With the text still selected, apply the **Zoom** animation with the **Object Center** effect option, starting **With Previous**, with the Duration of **2.0**.

k. Type the following titles on the following slides.

Slide Number	Title
3	Table Service for up to 500
4	Appetizer Service
5	Buffets
6	Custom Cakes with Fresh Flowers
7	Custom Cakes with Lace
8	Custom Cakes in Many Flavors

l. Delete Slide 9.

m. Select **Slide 9**. Select the text **Painted Paradise Golf Resort and Spa**, and then set a hyperlink to the URL/address http://www.paintedparadiseresort.com. Type Click here for the ScreenTip.

n. On Slide 9, insert a **Heart** shape (under Basic Shapes) measuring 6" in height by 5" in width. Remove the shape outline. Align the heart to the **right** and **bottom** of the slide. Fill the heart shape with the picture **p02ps1B10**. Under DRAWING TOOLS, on the FORMAT tab, in the Arrange group, click **Rotate Objects**, and then select **More Rotation Options**. In the Format Picture pane, change the **Rotation** value to -20. Close the Format Picture pane.

o. Insert a **footer** with the text http://www.paintedparadiseresort.com. The footer should appear on all slides except the title slide.

p. On **Slide 1**, insert the comment Don't forget the computer monitor, three extension cords, laptop, and presentation. Close the Comments pane.

q. Select **Slide 2**. Add a new section named Wedding Services. Similarly add a new section above Slide 3 named Food Service, and above Slide 9 named Contact Info.

r. Insert a **Title Slide** below Slide 1. Delete the title and subtitle placeholder. Insert the **p02ps1EventLogo** picture. Change the color of the logo to **Saturation: 33%**. Apply the **Drop Shadow Rectangle** picture style and the **Texturizer** Artistic Effect. Apply the **Grow & Turn** animation to the logo, with a **3.00** duration, starting **With Previous**. Change the width of the logo to 10". Align the logo to the center and middle of the slide.

s. Insert the **p02ps1BCake.jpg** as the background image. Change the transparency to **65%**.

t. Apply the transition **Reveal**, with a Duration of **04.00** to **Slides 2–10**. Advance the slides on a mouse click and after **2.00** seconds.

u. Apply the **Grow & Turn** animation, starting **With Previous**, with a **2.00** duration, to the photos on **Slides 3–10**. Click the **SLIDE SHOW** tab, and then in the Set Up group, click **Set Up Slide Show**, select **Loop continuously until 'Esc'**, and then click **OK**.

v. On **Slide 2**, insert an **Online Audio**. Type wedding in the Office.com search box, and then select the **Marriage** audio. Set the Audio Options to start playing the audio **Automatically**, **Hide During Show**, **Loop Until Stopped**, and **Play Across Slides**. Set the Volume to **Low**. With the audio still selected, open the **Animation Pane**, and then click the **Up** arrow once to move the audio to the first position. Close the Animation Pane.

w. **Compress Media**, with a **Low Quality** setting.

x. Save the presentation. Review the presentation in **Slide Show** view. Create a video for **Portable Devices**. Accept all the defaults. Save the video file as p02ps1BVideo_LastFirst. Wait until the movie has been rendered, review it, and then close the presentation. Submit the files as directed by your instructor.

Problem Solve 2

MyITLab Grader
Homework 2

Student data files needed:

- p02ps2Cook.pptx
- p02ps2C1.jpg
- p02ps2C2.jpg
- p02ps2C3.jpg
- p02ps2C4.jpg
- p02ps2C5.jpg
- p02ps2C6.jpg
- p02ps2C7.jpg
- p02ps2CFork.jpg
- p02ps2COutline.docx

You will save your files as:

- p02ps2CTemplate_LastFirst.potx
- p02ps2Cook_LastFirst.pptx
- p02ps2CAlbum_LastFirst.pptx

Indigo5 Cooking School

Sales & Marketing

Production & Operations

The chef, Robin Sanchez, along with sous chef, Matt Andretti, and pastry chef, Michael Benoit, decided to offer cooking classes on Tuesday afternoons in the Indigo5 kitchen. Guests of the resort, as well as local residents, will spend a few hours learning how to cook soup, pasta, fish, bread, and desserts. You will create the PowerPoint presentation the chef will deliver to various audiences. For the most part, the audiences will be viewing the presentation for entertainment, but Robin would like to also advertise the classes and persuade people to participate.

You will begin the project by creating a template. You will import an outline that the chef has provided. A photo album will provide an inside look at the Indigo5 kitchen. You will add transitions to the slides. Some slides will be hidden. Links between the slides will provide nonsequential viewing of the slides. A graphic will be used to return you to previous slides. A slide footer, added to the slide master, will contain the web address for the restaurant. You will customize the handout master, so it includes the contact information necessary to register for the courses. After completing the presentation, you will print selected slides as handouts.

a. Open **p02ps2Cook**, and then save the file as a PowerPoint Template with the name p02ps2CTemplate_LastFirst. (Hint: After you select PowerPoint Template as the file type you will have to navigate to where you are saving your project files.)

b. Open **Slide Master** view. Click the **Office Theme Slide Master** thumbnail. Set the background style to **Style 6** so the slides will appear to be stainless steel, the surface of much of the equipment in the Indigo5 kitchen.

c. Customize the theme colors and change the Hyperlink color to **Black, Background 1, Lighter 35%**. Change the **Followed Hyperlink** color to **Black, Background 1, Lighter 50%**. Save the new theme color group with the name CookColors_LastFirst, using your last and first name.

d. Change the theme fonts to **TrebuchetMs**.

e. Select the **title** placeholder, and then apply the **Tan, Background 2, Darker 10%** Shape Fill. Apply a **White, Background 1, Darker 50%** Shape Outline.

f. Customize the top-level bullet to a **Wingdings** symbol with a character code 117, with a size of **75%**, using the color **Black, Text 1, Lighter 50%**. Customize the second-level bullet to **Wingdings** character code 117 with a size of **65%**, using the color **Black, Text 1, Lighter 50%**.

g. Click the **Title Slide Layout** thumbnail. Select the text in the **subtitle** placeholder, and then change the Font Color to **White, Background 1**.

h. Close the Slide Master view, and then open the **Handout Master**. Remove the date placeholder. In the header placeholder, type Indigo5 Cooking School. Type your Firstname Lastname on the second line in the header placeholder, using your first and last name. Center-align the header placeholder on the page, and then center the text within the placeholder. In the **footer** placeholder, type rsanchez@paintedparadiseresort.com. Type 505-555-1964 on the second line in the footer placeholder, and then close the master view.

i. Save and close the template. Exit PowerPoint. Create a new presentation based on the template file you just created, and then save the presentation as p02ps2Cook_LastFirst.

j. Create a new photo album using the following photographs.

- p02ps2C1
- p02ps2C2
- p02ps2C3
- p02ps2C4
- p02ps2C5
- p02ps2C6
- p02ps2C7

Move **p02ps2C4** to position 1. Move **p02ps2C7** to position 6. Add a text box at position 2. Set the Picture layout to **2 pictures with title**, and then set the Frame shape to **Simple Frame, Black**. Create the **photo album**. Alter the slides in the Photo Album as follows.

- On **Slide 2**, click the **title** placeholder, and then type Meet Our Chefs. Click in the text box, remove any current text, and then type Chef Robin Sanchez. Type Pastry Chef Michael Benoit on the second line and Sous Chef Matt Andretti on the third line. Change the font size of all three lines to **24**, and then center the text within the box.
- On **Slide 3**, click in the **title** placeholder, and then type The Finest Ingredients. Select both pictures, and then change the height to 4.25". Click **Align Objects**, and then select **Align Top**.
- On **Slide 4**, click in the **title** placeholder, and then type Learn the Secrets.
- On **Slide 5**, click in the **title** placeholder, and then type Learn from Us!

k. Save the photo album with your project files with the name of p02ps2CAlbum_LastFirst. Close the photo album. With the **p02ps2Cook_LastFirst** file open, reuse the four photograph slides from the photo album you just created in the following order: Meet Our Chefs, The Finest Ingredients, Learn the Secrets, and Learn from Us!. Close the Reuse Slides pane.

l. Select **Slide 5**. Create new slides using the outline **p02ps2COutline**. Reset all the slides created from the outline.

m. Delete Slide 9. Move Slide 6 (Indigo5 Cooking School) to position **2**. Move Slide 7 (Classes this Month) to position **4**. Hide Slides 9, 10, and 11. Insert a **footer** with the text Firstname Lastname, using your first and last name. Apply the footer to all slides except the title slide.

n. On **Slide 4**, create a hyperlink on the text **Chop Chop** to **Slide 9**. Create a hyperlink for the **One Night Stand** text to **Slide 10**. Create a hyperlink for the **Santa Fe Secrets** text to **Slide 11**.

o. On **Slide 4**, insert the photograph **p02ps2CFork**. Increase the height of the photograph to 5.5". Apply the **Drop Shadow Rectangle** picture style. Change the Horizontal position to 6.5" and the Vertical position to 1.5".

p. On **Slide 9**, insert a **Left Arrow** shape (under Block Arrows). Adjust the shape to a height of 3" and a width of 4". Apply a **Subtle Effect – Black, Dark 1** shape style. Align the arrow to the bottom and right of the slide. With the graphic selected, insert a hyperlink back to **Slide 4**. Include a ScreenTip with the text Click to go back.

q. Copy the left arrow to **Slides 10** and **11**.

r. On **Slide 3**, apply the **Reflected Perspective Right** picture style to the photograph.

s. On **Slide 3**, apply the **Grow & Turn** animation to the photograph, starting **With Previous**. Select all the names, and then apply the **Wipe** animation. Select the **From Top** Effect Option, and then start **After Previous**.

t. Select **Slide 1**. Change the width of the logo to **10"**, and then align the logo to the center and middle of the slide. Change the Color to **Grayscale**. Apply the **Crisscross Etching** artistic effect and the **Metal Frame** picture style. Apply the **Tight Reflection, touching** picture effect. Apply the **Fade** animation, with a 3.00 duration, and start **With Previous**.

u. On **Slide 1**, delete the subtitle placeholder.

v. Select **Slides 1–11**, apply the **Gallery** transition to the slides, and then set the **Duration** to 1.75 seconds.

w. Add the following speaker notes to **Slide 7**.
mbenoit@paintedparadiseresort.com
rsanchez@paintedparadiseresort.com

x. Review the slide show testing each of the hyperlinks on **Slide 4** and returning to the slide using the graphic hyperlink.

y. Set up the print function for four slides per page (horizontal) handouts, printing only **Slides 3**, **5**, **8**, and **9**. Preview the print out, and then check it for the header and footers. Print the document if requested by your instructor. Save and close the presentation. Submit the files as directed by your instructor.

Perform 1: Perform in Your Life

Student data file needed:

Blank PowerPoint presentation

You will save your files as:

p02pf1Reunion_LastFirst.pptx
p02pf1RVideo_LastFirst.mp4

High School Reunion Presentation

Sales & Marketing

Human Resources

As a member of the reunion planning committee for your high school class, you will be creating a PowerPoint presentation to show your classmates' current photographs. For this project, you are to create only a small number of slides to use as an example of how a presentation for your entire class would look. You want to share this idea with the committee before you spend a lot of time producing the presentation. You will use PowerPoint's Photo Album feature to quickly create a presentation with photographs and text. You will modify the colors to reflect your school colors. You will create the video in a small format so you can get approval for it, before creating the larger video file.

a. Start **PowerPoint**, and then create a blank presentation. Create a photo album based on a group of 10–20 photographs. Add **captions** to the slides. Apply a **design theme**, keeping in mind that you can alter the colors of the theme to reflect your school colors after you have created the photo album. Apply the **Center Shadow Rectangle** frame shape to all of the pictures. Adjust the size and position of the photos, if necessary. If necessary, you can search the Office.com clip art for pictures.

b. After creating the photo album, save it as p02pf1Reunion_LastFirst.

c. On the title slide, insert an appropriate title and subtitle, and then add a graphic or photograph that associates the presentation with your high school. The title slide should contain a copyright notice, with the copyright symbol, the four-digit year, a comma, and your name (©2015, Your Name). The high school website address/URL should appear somewhere on the title slide as a hyperlink.

d. If your computer has a microphone, record an audio to one slide.

e. Apply transitions to the slides.

f. Add animations to elements on the slides.

g. Modify the theme as needed for colors and fonts.

h. Insert text boxes as needed to provide brief information about the people on the slide. Insert the name of each person in the caption box.

i. Create speaker notes on each slide with the names of the people pictured and a short snippet of information about the person, such as where they live now and if they are married with children.

j. Save the presentation after you have made the modifications listed here.

k. Save the presentation as a video for Portable Devices as **p02pf1RVideo_LastFirst**.

l. Click **Compress the Media**, saving it as **Low Quality**. Save and close the presentation file, and then exit PowerPoint. Submit the files as directed by your instructor.

Perform 2: Perform in Your Career

Student data files needed:

- Blank PowerPoint presentation
- p02pf2G1.jpg
- p02pf2G2.jpg
- p02pf2G3.jpg
- p02pf2G4.jpg
- p02pf2G5.jpg
- p02pf2G6.jpg
- p02pf2G7.jpg
- p02pf2G8.jpg
- p02pf2G9.jpg
- p02pf2GOutline.docx

You will save your files as:

- p02pf2GAlbum_LastFirst.pptx
- p02pf2Garden_LastFirst.pptx
- p02pf2GHandout_LastFirst.docx

Let's Grow Community Garden Report to Board Presentation


Sales & Marketing



Research & Development

It has been a successful year for the Let's Grow Community Garden project, in which you have been participating. You need to make a report to the members of the executive board, and you plan to focus on the newest garden. There are six board members, but other people who are interested in the project will attend the meeting where you will give your presentation. The board is interested in the success of the North garden and is expecting to see some of the results. For this presentation, you will design a slide and handout master, import an outline, create a photo album, and apply transitions and animations to the slides. You will create an outline for this presentation.

a. Start **PowerPoint**, create a blank presentation, and then save the presentation file as **p02pf2Garden_LastFirst**.

b. Open Slide Master view. Apply an appropriate design theme. Use clip art to design a creative, but professional background. Use color, corrections, and effects on the clip art to create a subtle, but creative background.

c. Design the Title Slide Layout with a background image that is different from the other layout slide backgrounds. Incorporate clip art as part of the background. Only include layouts in the template that you think you will use in the presentation.

d. Create a handout master, delete the right footer, and then include the following information, in an appropriate font and size.
   - Left Header: Let's Grow Community Gardens
   - Right Header: Your Name
   - Left Footer: Copyright symbol, the four-digit year, comma, and Let's Grow, Inc.

e. Import the outline file **p02pf2GOutline**, and then select appropriate slide layouts for the information on the slides.

f. Create a photo album using the photographs provided and/or any personal photographs you might have that relate to the garden theme. Select a layout for the photo album that has two or more photographs per slide. Use text where appropriate. Save the photo album as p02pf2GAlbum_LastFirst.

g. Reuse the slides from the photo album in the original presentation. Make adjustments to the slides to integrate them into the message of the presentation.

h. Apply a motion path animation to one of the graphics.

i. Apply transitions to each of the slides, and then apply animations to the text elements on the slides so bullet points are introduced with a click.

j. Locate an audio file of birds chirping in the Office.com Clip Art, and then insert it on the title slide of the presentation. Hide the playback controls, and then have the audio file play until the slide is advanced (loop until stopped).

k. Using the Internet, research the topic of community gardens. Provide a slide with at least three website hyperlinks that would be useful to the audience.

l. Insert an online video that highlights a community garden. Keep the video as short as possible.

m. Create a custom slide show named **Let's Grow Board** that only includes the slides created by importing the outline and the photo album. In other words, the hyperlink slide and the video slide will not be visible in this custom slide show.

n. Create an Outline only handout, and then save it as p02pf2GHandout_LastFirst.

o. On the title slide, place a comment that lists all of the equipment and auxiliary items, such as a basket of produce from the garden that you might need for the presentation.

p. Compress the media, saving it as a low quality. Save the presentation, exit PowerPoint, and then submit the files as directed by your instructor.

Perform 3: Perform in Your Team

Student data file needed:

Blank PowerPoint presentation

You will save your files as:

p02pf3HHS_TeamName.pptx
p02pf3HTemplate_TeamName.potx
p02pf3HVideo_TeamName.pptx

HHS Training



Production & Operations

You are one of the trainers for the U.S. Department of Health & Human Services. Your group is responsible for training the staff. You will create a presentation that reviews a topic covered on the **www.hhs.gov** website. You will create the presentation using either a Standard or Widescreen slide size. Examples of possible topics are the Health Insurance Portability & Accountability Act of 1996, MedlinePlus, prevention of diseases, and so on. Your audience will be medical workers and staff members such as receptionists, records managers, and insurance processors. You may have new employees as part of the audience, but for the most part, this is refresher training. Most of the time, the presentation will be given to groups of 10 to 12 people during coffee meetings that normally last about 15 minutes. In some cases, people will view the slides on their own time, so you will create a Portable Devices version for distribution to these people.

a. Select one team member to set up the documents by completing Steps b–d.

b. Open your browser and navigate to either **www.skydrive.live.com**, **www.drive.google.com**, or any other instructor-assigned tool. Be sure all members of the team have an account on the chosen system—Microsoft or Google account.

c. Start **PowerPoint**. Create a template. Have your team decide if they plan to use a Standard or Widescreen Slide Size, and then if necessary, make the Slide Size change in the template, from within Slide Master view. Save the file as p02pf3HTemplate_TeamName where TeamName is the name assigned to your team by your instructor.

d. Share the file with the other members of your team and make sure that each team member has the appropriate permissions to edit the document. Divide the work evenly among team members.

e. You should make adjustments to the template background, colors, fonts, and other design elements. Modify the handout master to include a header with your team name, the current date, and the text HHS. Save the template, and then close the template file.

f. Keep the rule of six in mind as you place content on the slides.

g. Begin a new presentation, using the template, based on your research. Name this file p02pf3HHS_TeamName. Be sure to provide an introduction and roadmap.

h. The title slide should contain a title and a list of the team members.

i. Add appropriate transitions to each of the slides.

j. Animate text elements on slides so they appear individually, allowing you to focus the attention of the audience on one major point at a time.

k. Create speaker notes for each slide.

l. Insert appropriate pictures or clip art.

m. In an appropriate location, include a hyperlink to the external website http://www.hhs.gov with the display U.S. Dept. of Health & Human Services.

n. Insert an appropriate online video related to your presentation. Make sure the video is under two minutes. Apply a video style. Adjust the start of the video to occur when the video is clicked.

o. The final slide of the presentation should contain a conclusion.

p. Add comments to the title slide describing how you would prepare for this presentation. Provide a checklist of items that you should remember to take with you to the presentation.

q. Add comments to the introduction/roadmap slide describing what you will do during the presentation to engage the audience. Save the presentation.

r. Create a custom slide show that does not contain the video slide. Type NoVideo in the Slide show name box.

s. Carefully proofread the presentation, and then save the presentation. Save the presentation as a video for Portable Devices, with the file name p02pf3HVideo_TeamName. Continue without including the media.

t. Once the assignment is complete, share the documents with your instructor or turn in as your instructor directs. Make sure that the instructor has permission to edit the file.

Perform 4: How Others Perform

Student data files needed:

p02pf4Yoga.pptx

p02pf4YBackground.jpg

You will save your file as:

p02pf4Yoga_LastFirst.pptx

The Yoga for You Presentation



Sales & Marketing

The local yoga studio, 2 Yogis, wants to advertise to the community through a PowerPoint presentation to be shown at an upcoming fitness event. Maddie Wollman asked you to review the presentation that she created and comment on it. She worked hard to put this presentation together, using a template, animations, transitions, a photo album, and an interesting video. Her target audience includes people who are interested in being fit and reducing the stress in their lives. She expects the potential students to be in the age range of 15 to 50 years old. She knows they will only stop by her booth for a few moments, and she needs to quickly catch their attention and engage them.

a. Start **PowerPoint**, and then open the file **p02pf4Yoga**. Click **Enable Content**, and then save the file as p02pf4Yoga_LastFirst.

b. The presentation was created using a Standard slide size. You prefer using a Widescreen slide size. View the slide master, and then on the SLIDE MASTER tab, change the Slide Size to Widescreen. Review the presentation in Slide Show view. You may have to watch it multiple times to evaluate the content and design.

c. Place comments with ideas for improvement on the slides. Make comments regarding the slide content or design. You may also mention the positive elements on the slides.

d. Make changes to the fonts, WordArt, and color scheme in the slide master. Keep the font sizes and colors consistent. Make changes to the animations and transitions, making them more consistent, without having them become a distraction. Because you are now using a Widescreen slide size, you will have to adjust the size and position of the boxes and images.

e. Insert an online audio from the Office.com Clip Art containing soothing music. Place it on the title slide, have it start automatically, play it throughout all the slides in the presentation, and keep it hidden during the show.

f. Add at least one clip art or photo. Use the **p02pf4YBackground** photograph as a background for the title slide. Add more photos or clip art as necessary.

g. Remember, make sure you have a comment somewhere in the presentation for each change that you make. Similar changes can be grouped together in one comment.

h. Submit the file as directed by your instructor.

Integrated Projects

WORKSHOP 1 | WORD AND EXCEL INTEGRATION

OBJECTIVES

1. Link an object p. 1011
2. Update a linked object p. 1014
3. Embed an object p. 1019
4. Modify an embedded object p. 1021

Prepare Case

Updated Menu

Sales & Marketing



Blend Images / Shutterstock

Indigo5 is an upscale restaurant always striving to stay one step ahead of its clientele. Based on marketing and customer analysis over the past year, Alberto Dimas, restaurant manager, has decided to add new selections to the menu. He is writing a memo in Word to his staff to inform them of these new additions. He would like to include a chart he created in Excel. Alberto will also write a memo to William Mattingly, CEO of the Painted Paradise Golf Resort and Spa, informing him of customer trends for the past year. The memo will include a line chart to add visual impact. Your assignment is to practice linking and embedding the charts from Excel into the Word documents.

REAL WORLD SUCCESS

"I just started working for a travel agency that publishes a quarterly newsletter promoting upcoming tours. Travel information, including dates, length of tour, and price is kept in an Excel workbook. The newsletter is created using Word. I really impressed my new boss when I was able to show her how easy it is to link data from one document and have it updated in another. She was delighted to learn that it was not necessary to type everything twice."

- Elena, recent graduate

Student data files needed for this workshop:

- i01ws01IndigoMenu.docx
- i01ws01IndigoData.xlsx
- i01ws01IndigoMemo.docx
- i01ws01IndigoReport.xlsx

You will save your files as:

- i01ws01IndigoMenu_LastFirst.docx
- i01ws01IndigoData_LastFirst.xlsx
- i01ws01IndigoMemo_LastFirst.docx
- i01ws01IndigoReport_LastFirst.xlsx

Object Linking and Embedding

An **object** is any item that can be selected and manipulated independently of surrounding text. Examples include pictures, shapes, charts, tables, sound clips, and videos. Using **OLE (Object Linking and Embedding)**—a feature in Microsoft Office—an object can be inserted into a file either as a linked object or an embedded object.

The program that creates the object is called the **source program**, and the file where the object is created is called the **source file**. The program that you insert the object into is called the **destination program**, and the file that you insert the object into is called the **destination file**.

A **linked object** is inserted into a document as a link that is still connected to the source file where it was originally created. When the object is updated in the source file, it will also be updated in the destination file. This is particularly useful if you have inserted the linked object into several different documents because they will all be updated automatically whenever changes are made to the source file. This means that you can make a change one time and the same change will be reflected in all objects that are linked to the source.

An **embedded object** is an object that is inserted into a document but is not connected to the file in which it was created. Changes made to the source of an embedded object will not be automatically updated in the embedded copy as they are with a link, and changes to the embedded object will not be reflected in the source. However, you can use the tools in the source program to update the embedded object in the destination file. There may be times when this is exactly what you want, since you can make changes in the destination file without changing the source file.

REAL WORLD ADVICE To Link or Embed?

Sometimes it is easier to copy and paste an object, but when you do, you lose the advantages that come with linking and embedding. The choice to link or embed is determined primarily by how you want to update your object. If you want to update the object in its original source program, then you would choose to link the object to the destination file. For example, you create a chart in Excel that has data that will change frequently. When you link the chart to a Word document, any changes you make to the chart in Excel will be reflected in Word. On the other hand, if you want the ability to update the chart in the destination file, you would choose to embed the chart. The advantages and disadvantages of linking and embedding are shown below in Table 1.

	Copy & Paste	Linking	Embedding
Where copied object is located	Destination file where it is pasted	Source file where it is created	Destination file where it is inserted
How copied object is updated	In the destination file with limited options	In the source file	In the destination file
Advantages	Simple way to create a copy of an object and paste it in another location	A single chart can be displayed in multiple files and only updated in the source file. Destination file size is reduced.	The destination file is a self-contained file not dependent on a source file
Disadvantages	Objects have to be updated in both the source and destination files	Must have access to source file to make changes	Objects may have to be updated in both the source and destination files. Destination file size is increased.

Table 1 Comparison of different methods of copying objects

Linking Objects

When an object is linked, information can be updated if the source file is modified. A linked object is stored in the source file. The destination file stores only the location of the source file, and it displays a representation of the linked object. Linking keeps the size of the destination document small. Use linked objects if the size of the destination file is a consideration. Linking is also useful when the data source is maintained by someone else and must be shared among many users. In this section, you will link an object, modify the object in the source file, and then update the object in the destination file.

Link an Object

Linking an object is advantageous because the data can be updated in the source file and the changes are reflected in the destination file. The data can be any object, including a chart, table, range of cells, or SmartArt graphic. An object can be linked to several documents, which will all be automatically updated when changes are made to the source file.

Linking an Excel Chart to a Word Document

When you link an Excel chart to a Word document, any changes you make to the Excel data will update the chart not only in Excel, but also in the linked Word document. The chart is still part of the source file, which is the Excel document, while the destination file, which is the Word document, contains the link file that is automatically updated. For this exercise, you will link an Excel chart to an existing Word document.

IP01.00



To Link an Excel Chart to a Word Document

a. Start **Word**, and then open **i01ws01IndigoMenu**. Maximize the Word window, if necessary.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws01IndigoMenu_LastFirst using your last and first name. Click **Save**.

c. Insert a **left-aligned footer** with the file name, and then click **Save**. Click **Minimize** to minimize the Word window.

d. Start **Excel**, and then open **i01ws01IndigoData**. Maximize the Excel window, if necessary.

e. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws01IndigoData_LastFirst using your last and first name. Click **Save**.

f. Insert a **footer** with the file name in the left section, and then click **Save**.

g. Click the **Menu** worksheet tab, if necessary. Click the **chart border** once to select the pie chart. A border will appear around the edge of the object and the CHART TOOLS contextual tabs are displayed.

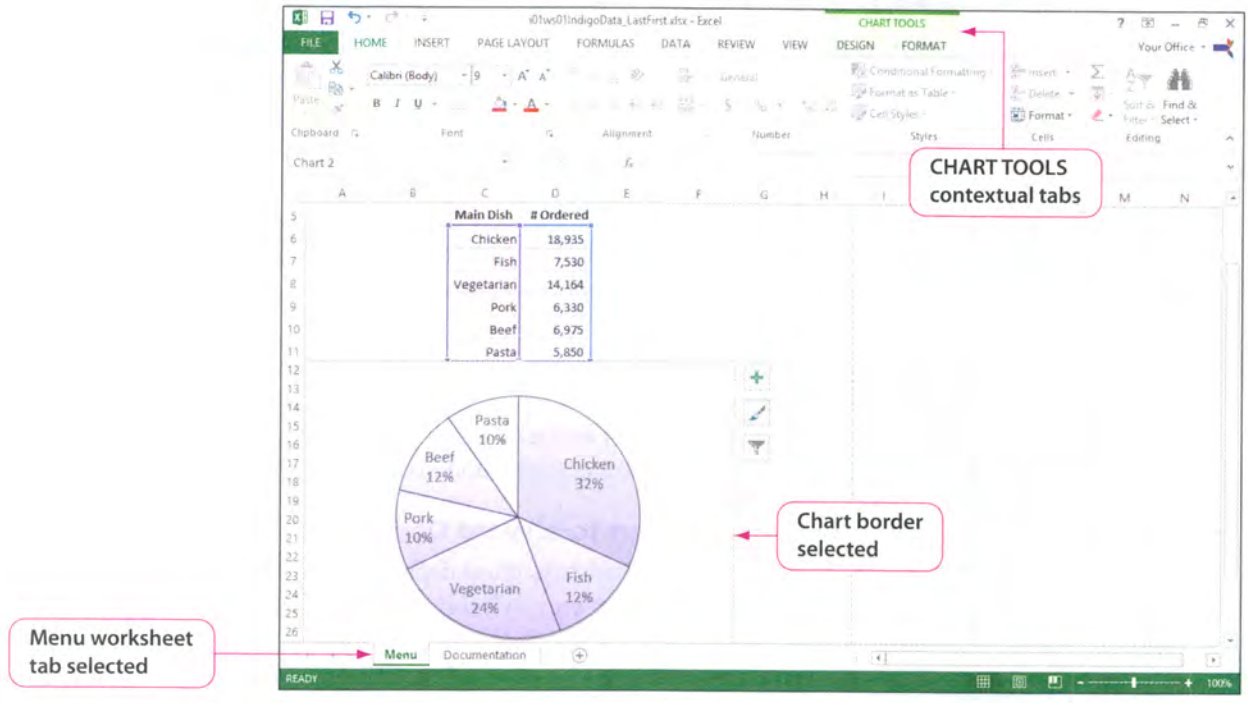


Figure 1 Chart selected in Excel

SIDE NOTE
Clipboard
Once on the Clipboard, an object can be pasted into any Office program.

h. On the HOME tab, in the Clipboard group, click **Copy** to copy the chart to the Clipboard.

i. Click **Word** on the taskbar to display the Word document. On the HOME tab, in the Paragraph group, click **Show/Hide** ¶ to show paragraph marks, and then click at the end of the second body paragraph after **vegetarian dishes**. Press Enter twice to insert a blank line and start a new paragraph.

SIDE NOTE
Paste Button
The choices you see on the Paste button menu change depending on the object you have selected to paste.

j. On the HOME tab, in the Clipboard group, click the **Paste** arrow, and then select **Paste Special**.

k. In the Paste Special dialog box, click the **Paste link** option, and then in the As box, select **Microsoft Excel Chart Object**.

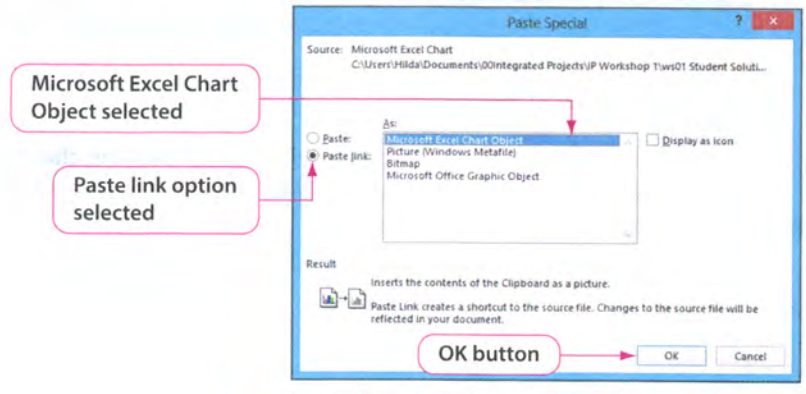


Figure 2 Paste Special dialog box with Paste link option selected

l. Click **OK**. The chart is pasted in the Word document as a linked object.

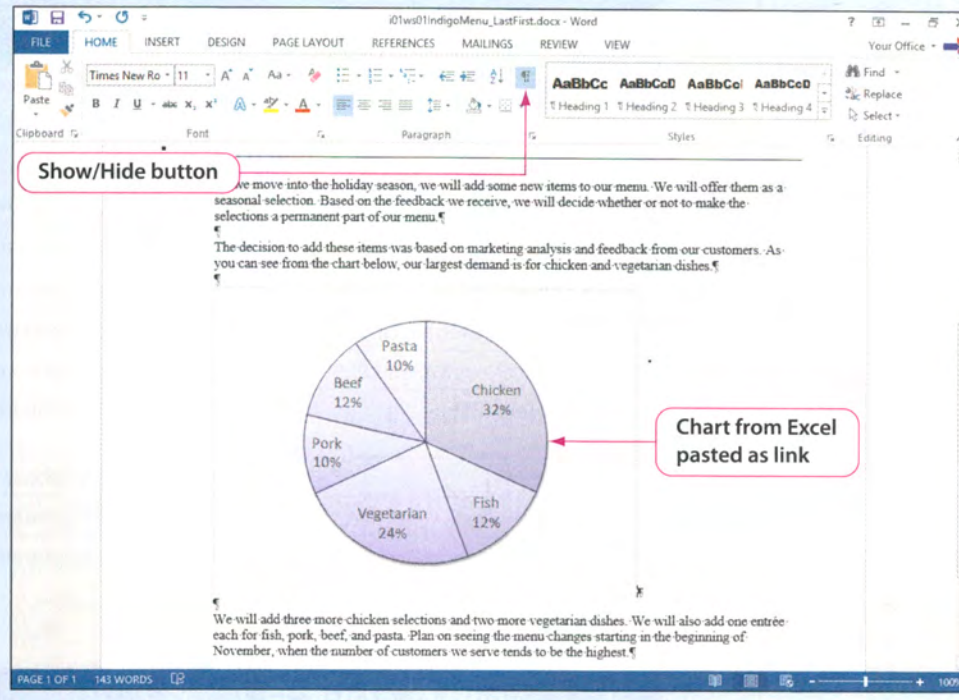


Figure 3 Word document with linked Excel chart

m. Click **Save**, and then click **Minimize** to minimize the Word window.

REAL WORLD ADVICE Nonprinting Characters

To see things like spaces, paragraph marks, and other nonprinting characters, on the HOME tab, in the Paragraph group, click Show/Hide ¶. With this option turned on, you will see the paragraph marks and other hidden formatting symbols. It may be easier to see the end of a paragraph with this option turned on. To hide the marks and symbols, click Show/Hide ¶ again.

If the source file is in Excel and you choose Paste link As:	Depending on what has been copied, this will be inserted:
Microsoft Excel Chart Object	The contents of the Clipboard
Bitmap	The contents of the Clipboard as a bitmap picture
Picture (Enhanced Metafile)	The contents of the Clipboard as an enhanced metafile
Picture (GIF)	The contents of the Clipboard as a GIF picture
Picture (PNG)	The contents of the Clipboard as a PNG picture
Picture (JPEG)	The contents of the Clipboard as a JPEG picture
Microsoft Office Graphic Object	The contents of the Clipboard as shapes
Microsoft Excel Worksheet Object	The contents of the Clipboard
Formatted Text (RTF)	The contents of the Clipboard as text with font and table formatting
Unformatted Text	The contents of the Clipboard without any formatting
HTML Format	The contents of the Clipboard in HTML format
Unformatted Unicode Text	The contents of the Clipboard as text without any formatting

Table 2 Comparing Paste link options

REAL WORLD ADVICE **What Else Can Be Linked?**

Any time you want to maintain continuity between data in two programs like Excel and Word, consider linking the data so when the data is updated, it is updated in both places at the same time. You can link anything between Excel and Word—objects, text, charts, or tables. You can also link from Excel to Word or from Word to Excel using the Paste link option in the Paste Special dialog box. See Table 2 for the different Paste link options.

SIDE NOTE

A Link Is Not the Same as a Hyperlink

A link between a source and destination file is different than a hyperlink. A hyperlink is a navigation tool, a link is not.

Update a Linked Object

When both the source file and destination file are open and data is changed in the source file of a linked object, the data will only be updated in the destination file if you manually update the link for the object. This gives you control over when and how to update a link in the destination file.

When the destination file is closed and then opened, the linked object is automatically updated unless you turn off automatic updates in the Links options.

REAL WORLD ADVICE **Change Automatic Link Updates**

There may be times when you do not want the link to be automatically updated when the destination file is opened. If you are sharing a file with people who are unfamiliar with Word, it might confuse them or frustrate them if they do not know what to do when they get the dialog box asking to update the link. Instead, you can turn off the option to update links automatically and require a manual update of the link. This option can be set for a specific object or for all objects in Word.

- To turn off the automatic update option for all linked objects in Word, on the File tab, click Options, and select Advanced. Under General—you may have to scroll down—click Update automatic links at open to clear the check box.
- To turn off the automatic update option for a specific object in Word, right-click the object and point to Linked Worksheet Object. Click Links, and in the Links dialog box click Manual update. Click OK.

Updating a Linked Excel Chart in a Word Document

When data related to a chart is changed in Excel, the chart in Excel is automatically updated. However, the chart may or may not be automatically updated in the destination file depending on whether the destination file is open or closed. For this exercise, you will make changes to a chart in Excel, and then manually update the chart in the Word document, which is open.

IP01.01

To Update an Excel Chart

a. Click **Excel** on the taskbar to display the Excel workbook.

b. Click the **chart** to select it. Under CHART TOOLS, on the DESIGN tab, in the Type group, click **Change Chart Type**. Select **3-D Pie**, and then click **OK**.

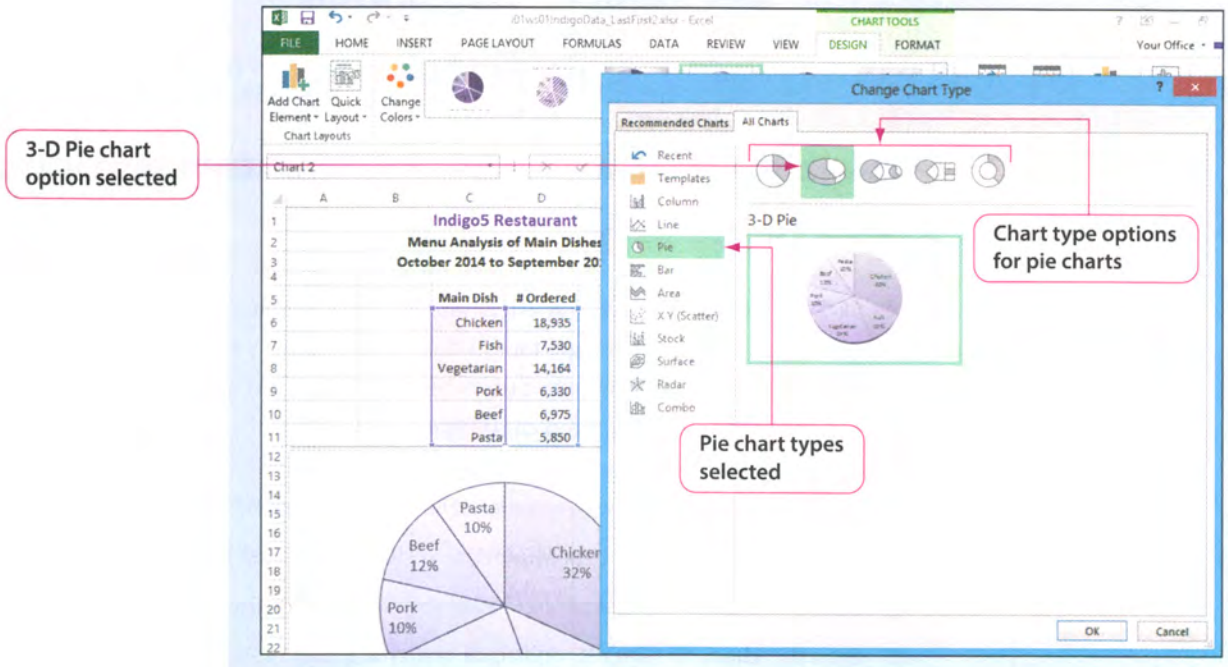


Figure 4 Change Chart Type options for Pie charts

c. In the Chart Layouts group, click the **Add Chart Element** arrow, point to **Chart Title**, and then select **Above Chart**. In the formula bar, type Main Dishes Ordered by Type and then press Enter. Click the **HOME** tab, and then in the Font group, click **Bold** B to apply bold to the title.

d. Click cell **D7**, type 9000 to change the number of Fish dishes ordered, and then press Enter. The percentage for Fish in the chart changes from 12% to 15% to reflect this change.

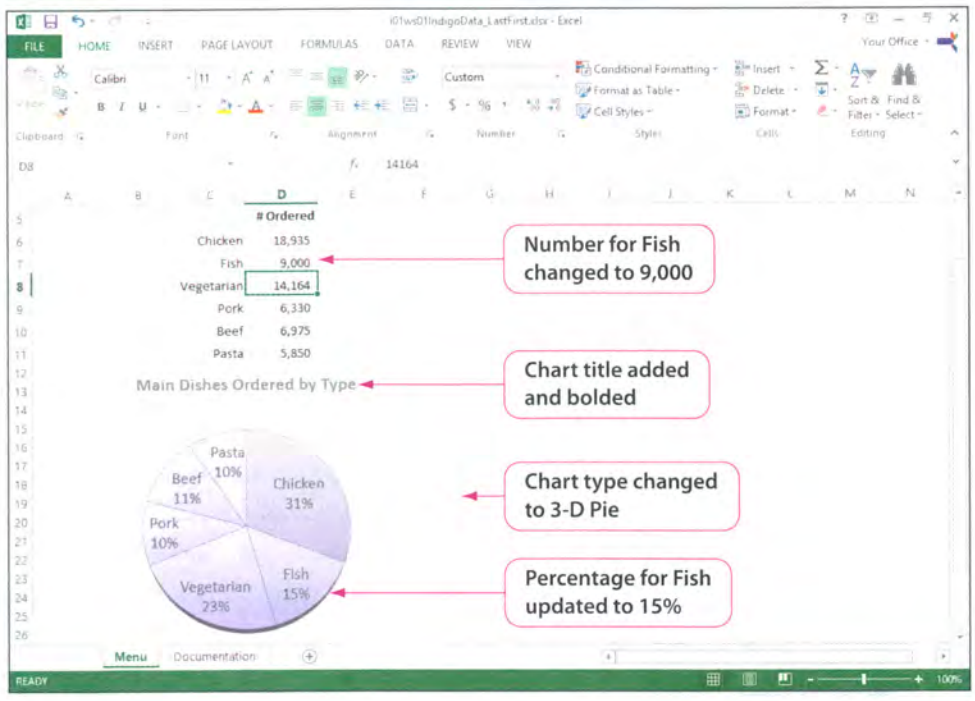


Figure 5 Chart type and data in Excel changed

e. Click the **Documentation** worksheet tab, and then complete the following:
   - Click cell **A8**, and then type today's date in mm/dd/yyyy format.
   - Click cell **B8**, and then type your name in last name, first name format.
   - Click cell **C8**, type **Changed chart type to 3-D Pie** and then press Enter.
   - In cell **C9**, type **Added chart title** and then press Enter.
   - In cell **C10**, type **Changed number of Fish dishes in cell D7 to 9000** and then press Enter.

f. Click **Save**, and then click **Minimize** to minimize the Excel window.

g. Click **Word** on the taskbar to display the Word document.

h. Click the **chart** to select it, right-click the **chart**, and then on the shortcut menu, select **Update Link**. The chart is updated with the changes you made in Excel.

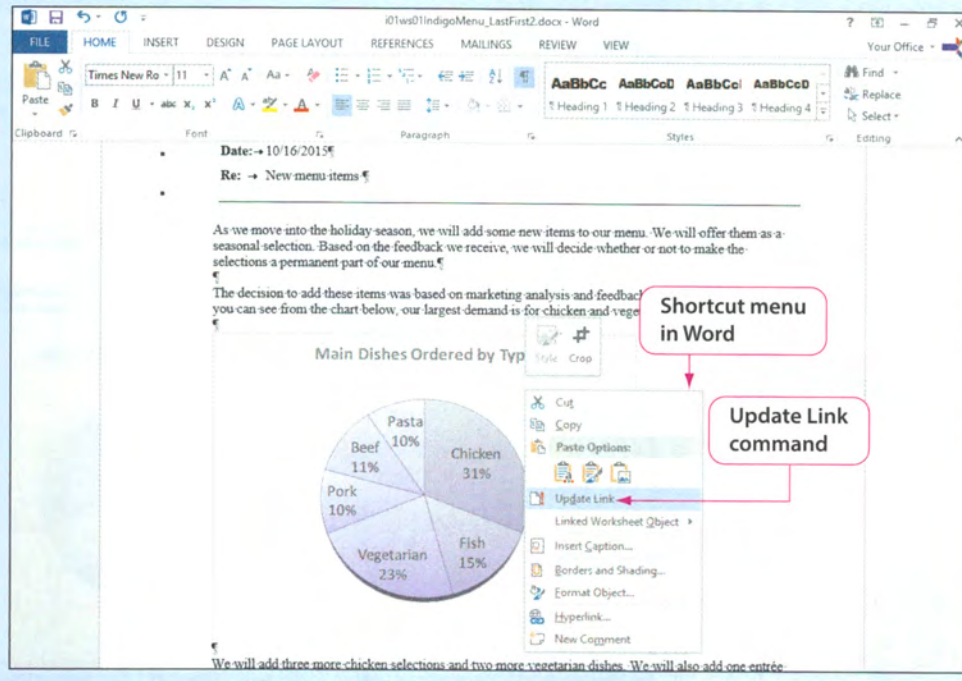


Figure 6 Shortcut menu with Update Link command

Troubleshooting

Did you get an error message? If you changed the name of the source file or moved the source file to a new folder, the update will not work. If Excel cannot find the source file in the same folder as the destination file, it will break the link with the destination file. To have the object linked again, you will have to open the Links dialog box and change the source file to the new location or new file name, or move the source file to the same folder as the destination file. To change the source file do the following:

1. Right-click the object in the destination file.
2. Point to Linked Worksheet Object, and then click Links.
3. Click Change Source, select the new location or name of the source file, and then click Open. Click OK.

i. On the HOME tab, in the Paragraph group, click **Center** to center the chart horizontally in the document. Click **Show/Hide** to hide paragraph marks.

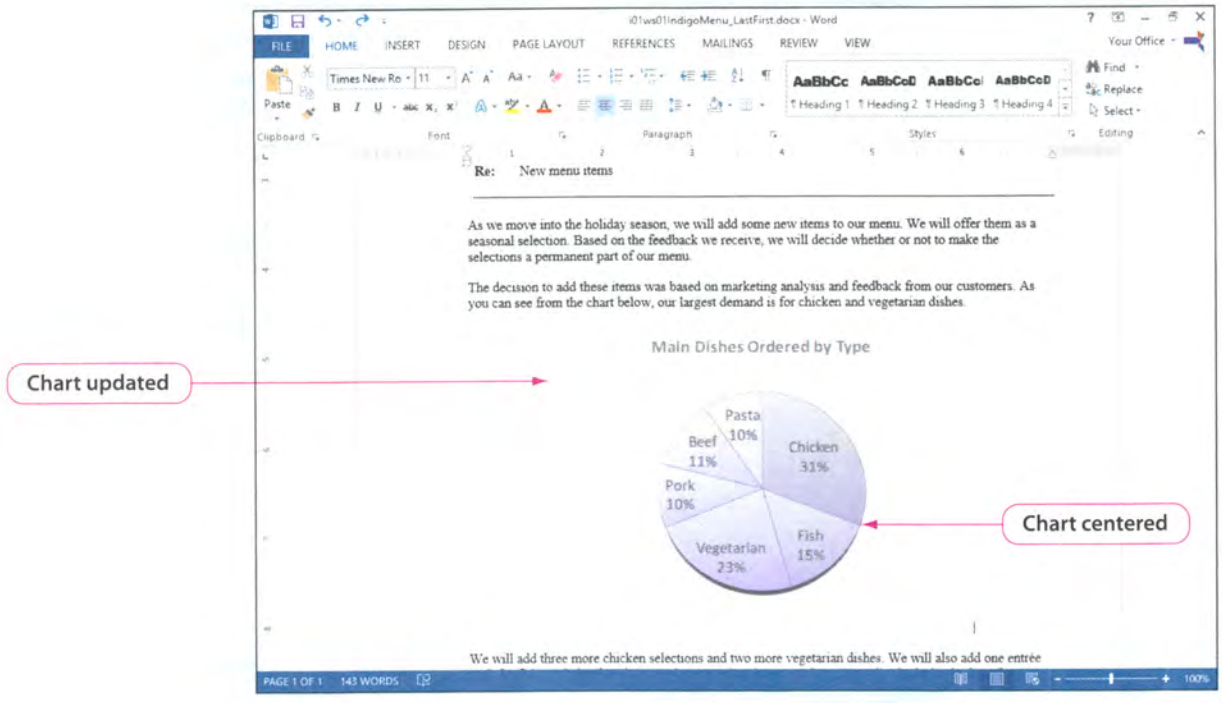


Figure 7 Chart updated and centered in Word

j. Click **Save**, and then click **Close** to close Word.

k. Click **Excel** on the taskbar to display the Excel workbook, and then close Excel.

CONSIDER THIS | **To Link or Not to Link?**

Teamwork is an important part of business. When sending files between team members, linking can easily cause errors because of the source file. Do you think when working in a team you should not use links? Why or why not?

REAL WORLD ADVICE **Teamwork and Linking Files**

There are a number of options you can choose when setting up links to help preserve those links, especially when files are being shared by several people. Right-click a linked object, point to Linked Worksheet Object, then select Links to open the Links dialog box where you will find the options listed in Table 3.

Action	Effect	Advantages	Disadvantages
Manual Update	When the destination file opens, the user will not get a message about there being a linked object.	If the user of the destination file is unfamiliar with Word, the manual update will not cause any confusion over what to do.	The destination file object will not be automatically updated to reflect changes made in the source file.
Locked	The object will not be updated.	When someone else is given a file, you may want to have control over what data they see, so having an object that cannot be updated may be beneficial.	The link will not be updated even though it has not been broken.
Change Source	Changes the source file where the object is found.	If a source file has been renamed or moved, the source file for the object can be changed to the new name or location.	If the source file has been renamed or moved but you do not know the new name or where it has been moved, then this option will not help.
Break Link	The destination file and source file will no longer be linked by the object.	No need to worry about moving a source file or changing its name.	Changes made in the source file will no longer be reflected in the destination file.

Table 3 Links options

Embedding Objects

When you embed an object, the object is physically stored in the destination file along with all the information needed to manage the object. After embedded objects are inserted, they become part of the destination file and are not linked to the source file. A document containing embedded objects will be larger than one containing the same objects as links. Changes can be made to the object in the destination file. These changes will not be automatically reflected in the source file. If you also want to make changes in the source file, you will have to make those changes manually. In this section, you will embed an object and then modify it in the destination file using tools from the source program.

Embed an Object

For certain purposes, embedding offers several advantages over links. Users can transfer documents with embedded objects to other computers or other locations on the same computer, without breaking a link. Embedding can also be useful when you do not want changes to be reflected in the source file.

Embedding an Excel Chart in a Word Document

An Excel chart embedded in a Word document becomes part of the document and any changes made to the chart will remain in the document. Changes made to the chart in the Word document will not be reflected in the Excel worksheet. For this exercise, you will embed an Excel chart in a Word document.

IP01.02

To Embed an Excel Chart

a. Start **Word**, and then open **i01ws01IndigoMemo**. Maximize the Word window, if necessary.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to **i01ws01IndigoMemo_LastFirst** using your last and first name. Click **Save**.

c. Insert a **left-aligned footer** with the file name, and then click **Save**. Click **Minimize** to minimize Word.

d. Start **Excel**, and then open **i01ws01IndigoReport**.

e. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to **i01ws01IndigoReport_LastFirst** using your last and first name. Click **Save**.

f. Insert the **file name** in the left section of the footer, and then click **Save**. Maximize the Excel window, if necessary.

g. Click the **Customers** worksheet tab, if necessary. Select the line chart by clicking the **chart border** once. A border appears around the edge of the object.

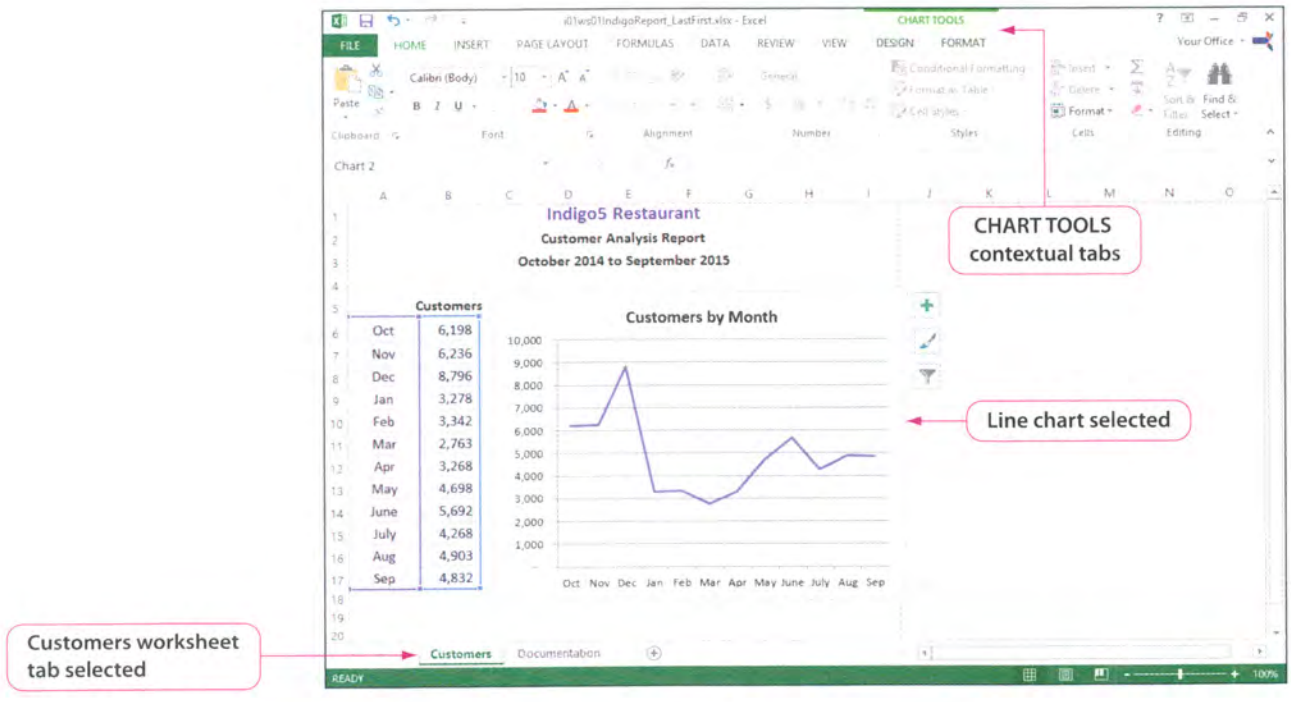


Figure 8 Excel worksheet with chart selected

h. On the HOME tab, in the Clipboard group, click **Copy** to copy the chart to the Clipboard. Click **Minimize** to minimize the Excel window.

i. Click **Word** on the taskbar. On the HOME tab, in the Paragraph group, click **Show/Hide** to show paragraph marks. Click at the end of the last sentence of the last paragraph. Press Enter twice to insert a blank line and start a new paragraph.

j. On the HOME tab, in the Clipboard group, click the **Paste** arrow, and then select **Paste Special**. In the Paste Special dialog box, click the **Paste** option, and then in the As box, select **Microsoft Excel Chart Object**.

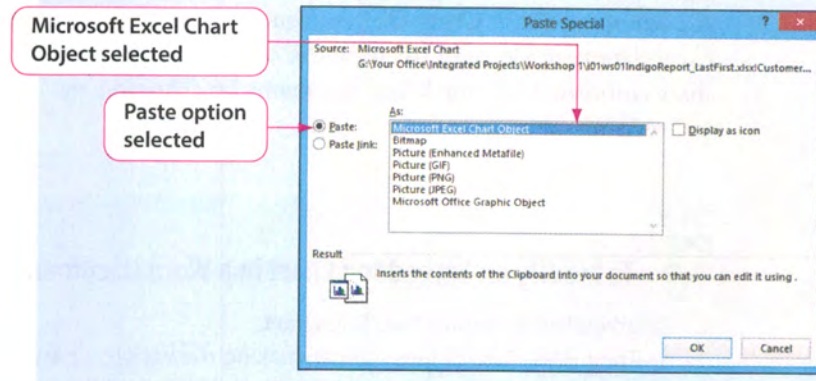


Figure 9 Paste Special dialog box with Paste option selected

k. Click **OK**. The chart is embedded in the Word document.

l. On the HOME tab, in the Paragraph group, click **Show/Hide** ¶ to hide paragraph marks, and then click **Save**.

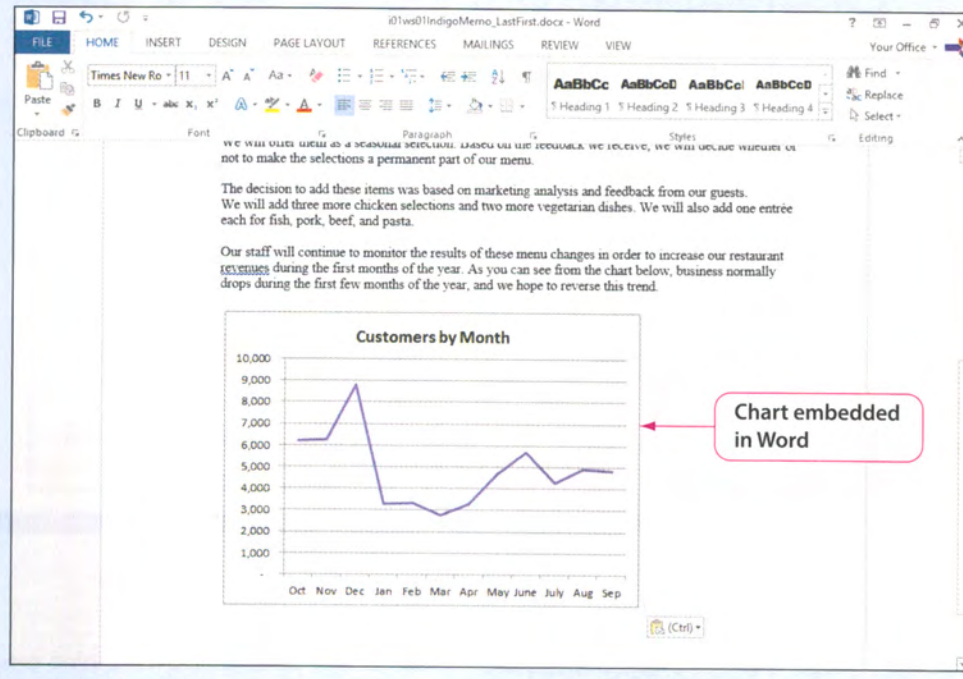


Figure 10 Word document with embedded Excel chart

Modify an Embedded Object

When you edit an embedded object in the destination file, the changes affect only the object in the destination file. This is what makes it different from linking or using a copy and paste command.

Modifying an Embedded Chart in a Word Document

Modifying an embedded chart in a Word document will change the chart in the document, but the chart in the Excel workbook will remain unchanged. Alternately, changing the chart in Excel will not change the chart in the Word document. However, the embedded chart can be edited using Excel tools in the Word document because it was embedded as a Microsoft Excel Chart Object. You can edit not only the chart options but also the Excel data that was used to create the chart. For this exercise, you will modify an Excel chart embedded in your Word document by changing the chart type, editing the title, and revising data.

IP01.03

To Modify an Embedded Chart in a Word Document

a. Double-click the embedded **line chart**.

The CHART TOOLS tabs appear, making the various Chart Tools from Excel available. The worksheet tabs in the original worksheet are also visible at the bottom of the object, with an additional tab for Chart 1.

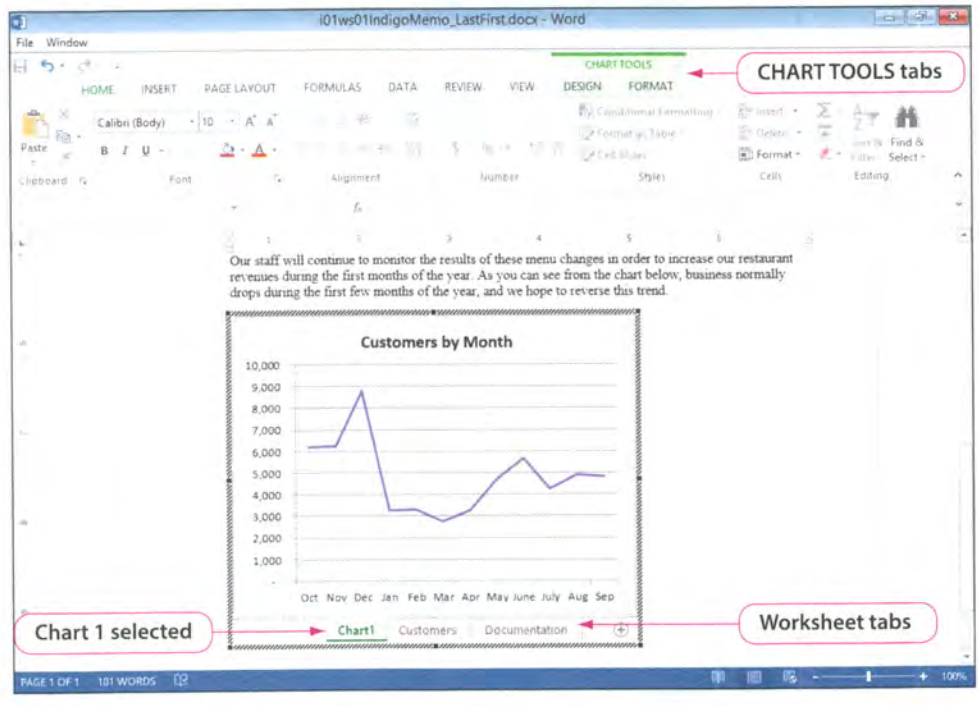


Figure 11 Chart Tools show editing options available

b. Under CHART TOOLS, on the DESIGN tab, in the Type group, click **Change Chart Type**. Select **Line with Markers**, the fourth option.

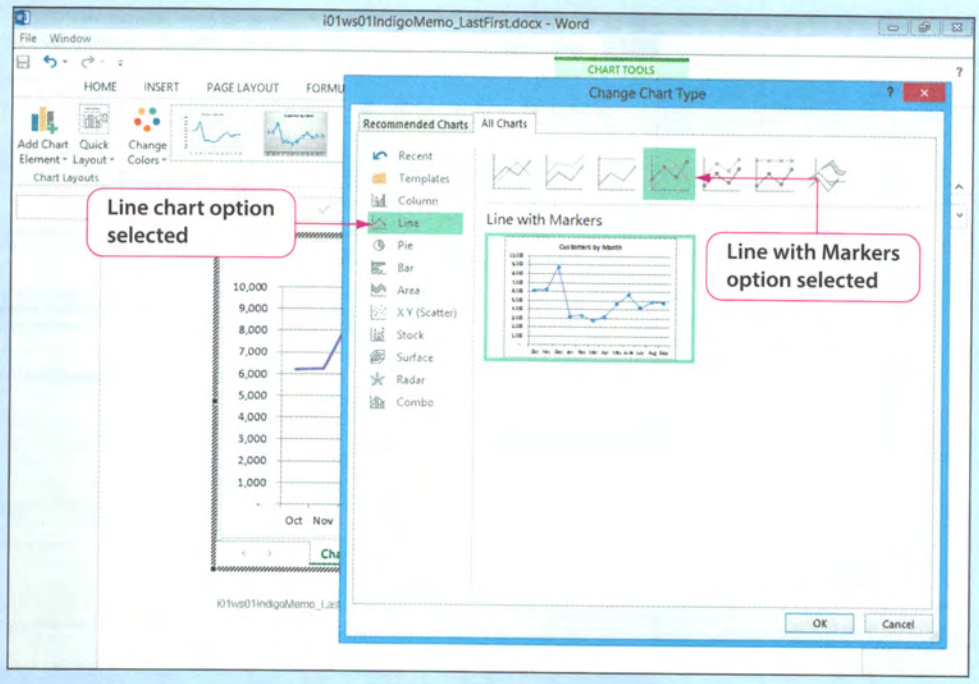


Figure 12 Change Chart Type options for Line charts

c. Click **OK**. The line chart in the Word document changes to add markers.

d. Click the **chart title** to select it, and then click the title again to place the insertion point within the placeholder. Change the title to read **Customer Analysis by Month**.

e. Click the **Customers** worksheet tab. Click cell **B6**, change the Oct Customers to **8000** and then press Enter. The chart is updated to show this change.

f. Click the **Chart 1** worksheet tab to see the change reflected in the chart. Click outside the chart to deselect it.

g. Click the **border** of the chart to select it. On the HOME tab, in the Paragraph group, click **Center** to center the chart horizontally in the document. Click outside the chart to deselect it.

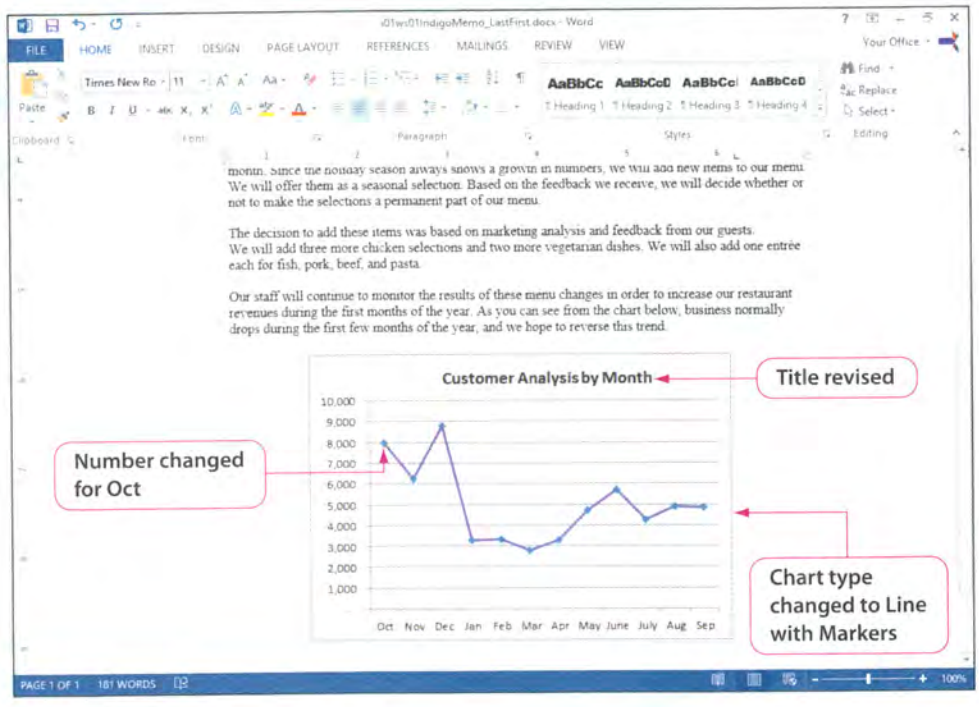


Figure 13 Chart changed in Word

h. Click **Save**, and then click **Close** to close Word.

Modifying a Chart in an Excel Workbook

The chart and data in the Excel workbook have not changed. If you want to make sure that both documents reflect the changes made in the Word document, you will need to make the same changes manually in the Excel workbook. For this exercise, you will update the chart and data in the Excel workbook to correspond to the changes that you made to the chart and data in the Word document. Note that there may be times when you choose not to update the source document.

IP01.04

To Modify a Chart in an Excel Workbook

a. Click **Excel** on the taskbar to display the Excel workbook.

b. Click the **chart border** to select the chart. The CHART TOOLS contextual tab appears, making the various Chart Tools available.

c. Under CHART TOOLS, on the DESIGN tab, in the Type group, click **Change Chart Type**, select **Line with Markers**, the fourth option, and then click **OK**.

d. Click the **chart title** to select it, and then click the placeholder again to place the insertion point within the title placeholder. Change the title to read Customer Analysis by Month and then click outside the chart.

e. Click cell **B6**, change the Oct Customers to 8000 and then press Enter.

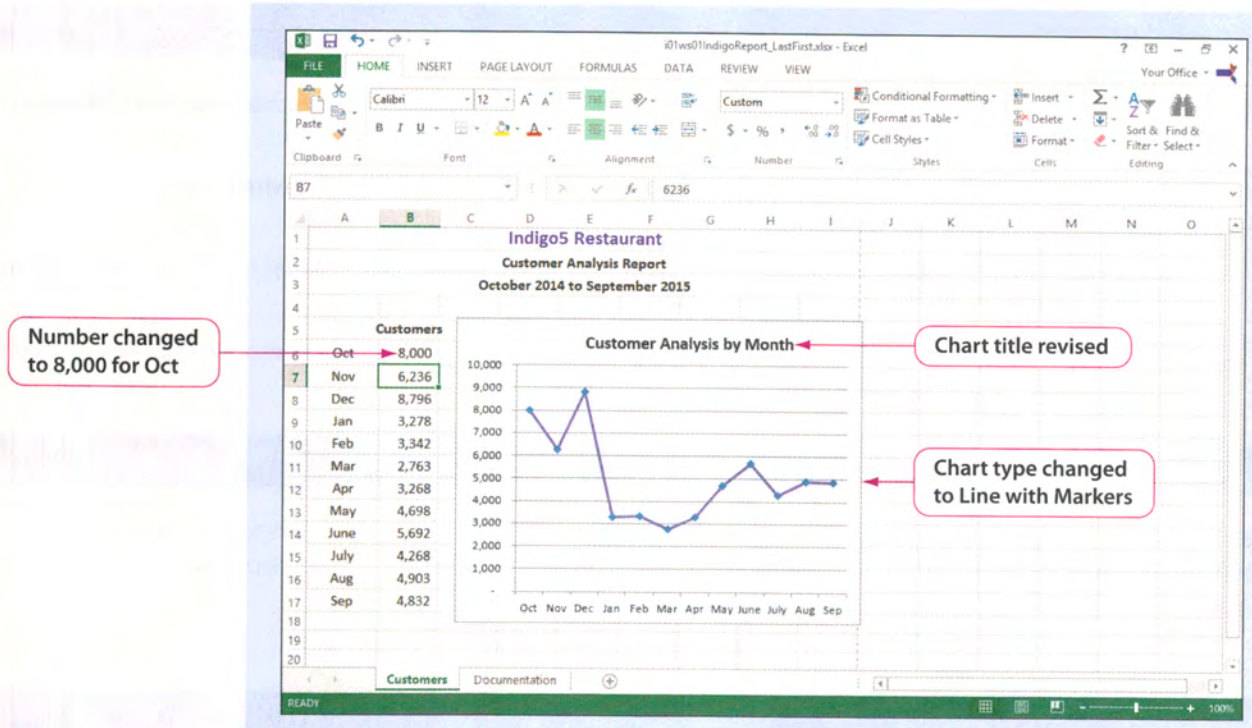


Figure 14 Chart changed in Excel

f. Click the **Documentation** worksheet tab, and then complete the following.

- Click cell **A8**, and then type today's date in mm/dd/yyyy format.
- Click cell **B8**, and then type your name in last name, first name format.
- Click cell **C8**, type **Changed chart type to Line with Markers** and then press Enter.
- In cell **C9**, type **Revised chart title** and then press Enter.
- In cell **C10**, type **Changed Oct Customers in cell B6 to 8000** and then press Enter.

g. Click **Save**, and then click **Close** to close Excel. Submit your files as directed by your instructor.

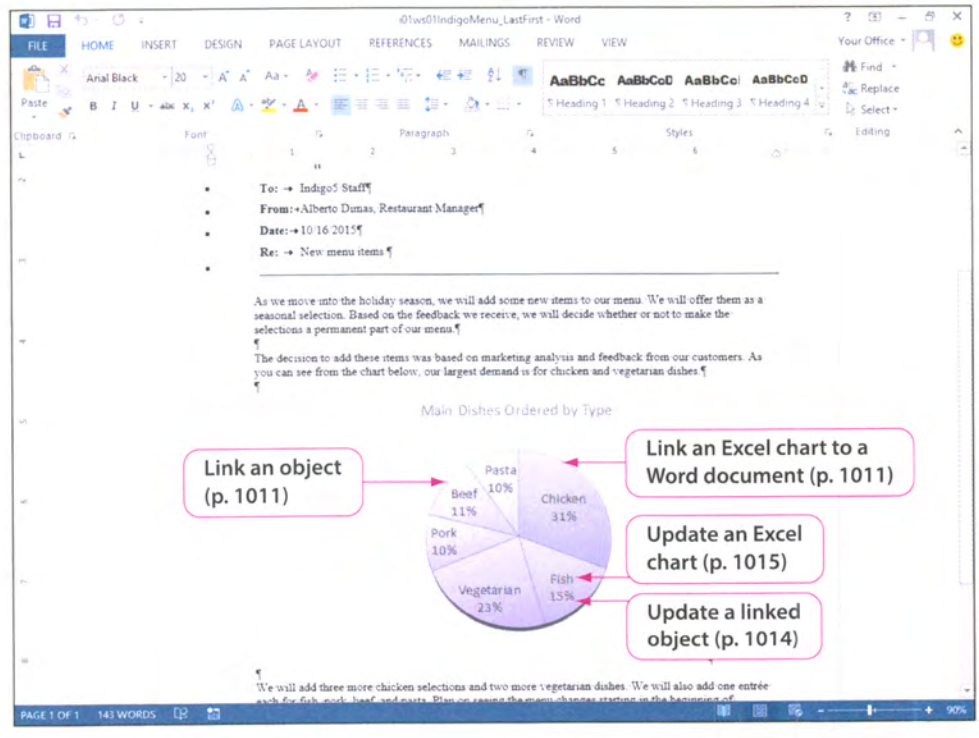
Concept Check

1. Describe what is meant by linking an object. Give an advantage and a disadvantage of linking. p. 1011
2. How are linked objects updated? Give an example of when you might want to link an object. p. 1014
3. Describe what is meant by embedding an object. When might you want to embed an object instead of linking it? p. 1019
4. Explain how an embedded object is modified. Give an example of when you might want to embed an object. p. 1021

Key Terms

Destination file 1010
Destination program 1010
Embedded object 1010
Linked object 1010
Object 1010
OLE (Object Linking and Embedding) 1010
Source file 1010
Source program 1010

Visual Summary



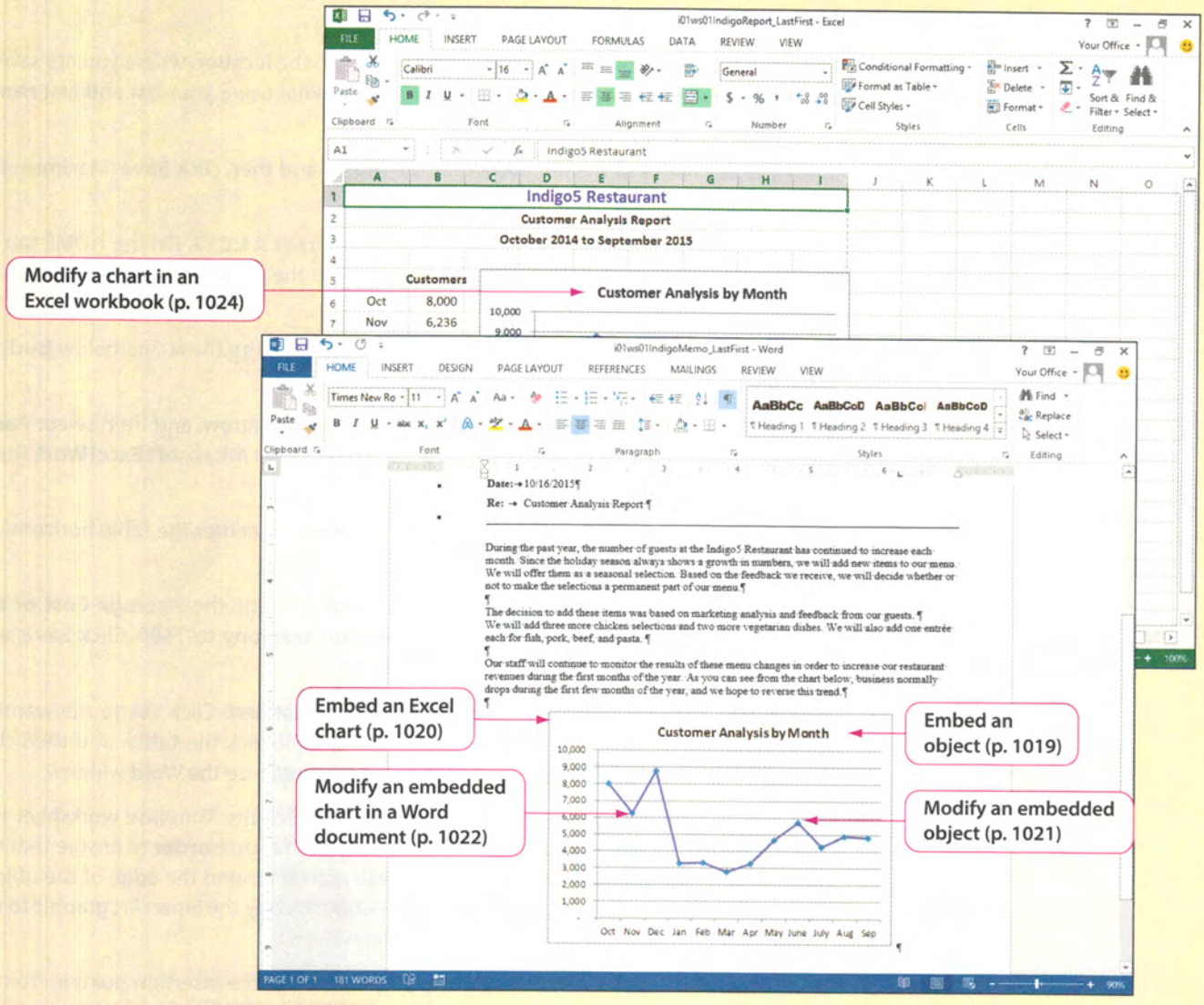


Figure 15 Object Linking and Embedding Final

Practice 1

Student data files needed:

i01ws01WeddingPlan.docx
i01ws01WeddingCost.xlsx

You will save your files as:

i01ws01WeddingPlan_LastFirst.docx
i01ws01WeddingCost_LastFirst.xlsx

Wedding Planning

Sales & Marketing

The staff in the Event Planning department would like to promote full-service weddings at the Painted Paradise Golf Resort and Spa. A full-service wedding includes all aspects of the planning and execution of the event. One staff member wrote a short description in Word promoting the service and another staff member put together a sample budget and time line in Excel. Your job is to link the budget and embed the time line in the Word document.

a. Start **Word**, and then open **i01ws01WeddingPlan**.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Save the file as i01ws01WeddingPlan_LastFirst using your last and first name. Click **Save**.

c. Insert a **left-aligned footer** with the file name, and then click **Save**. Click **Minimize** to minimize the Word window.

d. Start **Excel**, and then open **i01ws01WeddingCost**.

e. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Save the file as i01ws01WeddingCost_LastFirst using your last and first name. Click **Save**.

f. Insert the **file name** in the left section of the footer, and then click **Save**. Maximize the Excel window, if necessary.

g. Click the **Budget** worksheet tab. Select the range of cells **A4:C17**. On the HOME tab, in the Clipboard group, click **Copy** to copy the data to the Clipboard. Click **Minimize** to minimize the Excel window.

h. Click **Word** on the taskbar to display the document. Click the blank line below **Budget Worksheet**, and then press Enter to go to a new line.

i. On the HOME tab, in the Clipboard group, click the **Paste** arrow, and then select **Paste Special**. Select the **Paste link** option button, and then select **Microsoft Excel Worksheet Object**. Click **OK**.

j. On the HOME tab, in the Paragraph group, click **Center** to center the table horizontally. Click **Save**, and then close Word.

k. Click **Excel** on the taskbar to display the workbook. Change the **Average Cost of the Coordinator** to 750 and the **Average Cost of the Ceremony** to 1500. Click **Save**, and then click **Minimize** to minimize the Excel window.

l. Start **Word**, and then open **i01ws01WeddingPlan_LastFirst**. Click **Yes** to the warning about updating links. If the data was not updated, right-click the **table**, and then click **Update Link**. Click **Save**, and then click **Minimize** to minimize the Word window.

m. Click **Excel** on the taskbar to display the workbook. Click the **Timeline** worksheet tab, click the **SmartArt graphic** to select it, and then click the **top border** to ensure that the entire SmartArt graphic is selected. A border will appear around the edge of the object. On the HOME tab, in the Clipboard group, click **Copy** to copy the SmartArt graphic to the Clipboard. Click **Minimize** to minimize the Excel window.

n. Click **Word** on the taskbar to display the document. Place the insertion point in front of the **Wedding Timeline** heading, and then press CTRL+Enter to insert a page break and move the heading to the top of page 2.

o. Click the blank line below **Wedding Timeline**. On the HOME tab, in the Clipboard group, click the **Paste** arrow, and then select **Paste Special**. Select the **Paste** option, and then select **Microsoft Office Graphic Object**. Click **OK**.

p. Click the embedded **SmartArt graphic**. Under SMARTART TOOLS, on the DESIGN tab, in the SmartArt Styles group, select **Change Colors**, and then change the color to **Accent 3 - Gradient Range - Accent 3**. Change the heading for **1 Month** to 1–2 Months. Click outside of the SmartArt graphic to deselect it. Click **Save**, and then close Word.

q. Click **Excel** on the taskbar to display the workbook. Click the **Timeline** worksheet tab. Change the heading for **1 Month** to 1–2 Months. Do not change colors.

r. Click the **Documentation** worksheet tab, and then complete the following:

- Click cell **A8**, and then type today's date in mm/dd/yyyy format.
- Click cell **B8**, and then type your name in last name, first name format.
- Click cell **C8**, type Changed the Average Cost of the Coordinator to 750 and then press Enter.

- In cell **C9**, type Changed the Average Cost of the Ceremony to 1500 and then press Enter.
- In cell **C10**, type Changed heading from 1 Month to 1–2 Months.

s. Click **Save**, and then close Excel. Submit your files as directed by your instructor.

Practice 2

Student data files needed:

i01ws01RaceFlyer.docx
i01ws01RaceBudget.xlsx

You will save your files as:

i01ws01RaceFlyer_LastFirst.docx
i01ws01RaceBudget_LastFirst.xlsx

Running Event


Customer Service

The Event Planning department is excited about organizing a new competitive 5k and 10k run/walk at the resort. The event is designed to bring families to the resort for the weekend and will include a cookout, prizes, and opportunities to tour the resort. The flyer for the event was created in Word and has some charts that would be nice to include in the financial report that was created in Excel. Your assignment is to link and embed the data from Word into Excel.

a. Start **Word**, and then open **i01ws01RaceFlyer**.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws01RaceFlyer_LastFirst using your last and first name. Click **Save**.

c. Insert a **left-aligned footer** with the file name, and then click **Save**. Click **Minimize** to minimize the Word window.

d. Start **Excel**, and then open **i01ws01RaceBudget**.

e. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws01RaceBudget_LastFirst using your last and first name. Click **Save**.

f. Insert a **left-aligned footer** with the file name, and then click **Save**. Maximize the Excel window, if necessary.

g. Click **Word** on the taskbar to display the document. Select the **table** with the registration fees. On the HOME tab, in the Clipboard group, click **Copy** to copy the table to the Clipboard. Click **Minimize** to minimize the Word window.

h. Click **Excel** on the taskbar to display the workbook. Select cell **D3**. On the **HOME** tab, in the **Clipboard** group, click the **Paste** arrow, and then select **Paste Special**. Select the **Paste link** option, and then select **Microsoft Word Document Object**. Click **OK**. Click **Save**, and then close Excel.

i. Click **Word** on the taskbar to display the document. Change the **Day of Race** amounts for the **5k** to $35 and for the **10k** to $45. Click **Save**, and then click **Minimize** to minimize the Word window.

j. Start **Excel**, and then open **i01ws01RaceBudget_LastFirst**. Click **Enable Content** in the Security Warning bar. The Day of Race amounts are updated. Click **Save**, and then click **Minimize** to minimize the Excel window.

k. Click **Word** on the taskbar to display the document. Click the **SmartArt** graphic once to select it, and then click the **top border** to ensure that the entire SmartArt object is selected. A border will appear around the edge of the object. On the HOME tab, in the Clipboard group, click **Copy** to copy the SmartArt graphic to the Clipboard. Click **Minimize** to minimize the Word window.

l. Click **Excel** on the taskbar to display the workbook. Select cell **E12**. On the HOME tab, in the Clipboard group, click the **Paste** arrow, and then select **Paste Special**. Select the **Paste** option, and then select **Microsoft Office Drawing Object**. Click **OK**.

m. Click the embedded **SmartArt** graphic. Change the order of the text to read **Race Run Walk**. Click outside the SmartArt graphic to deselect it.

n. Click the **PAGE LAYOUT** tab, and then in the Page Setup group, click **Orientation**, and then select **Landscape**. In the **Scale to Fit** group, click the **Width** arrow, and then select **1 page** so the table and SmartArt graphic will print on the same page as the budget.

o. Click the **Documentation** worksheet tab, and then complete the following:

- Click cell **A8**, and then type today's date in mm/dd/yyyy format.
- Click cell **B8**, and then type your name in Last name, First name format.
- Click cell **C8**, type Inserted linked table in cell D3 and then press Enter.
- In cell **C9**, type Inserted embedded SmartArt graphic in cell E12 and then press Enter.
- In cell **C10**, type Changed order of text in SmartArt graphic and then press Enter.
- In cell **C11**, type Changed orientation to Landscape and to fit 1 page.

p. Click **Save**, and then close Excel.

q. Click **Word** on the taskbar to display the document. Click the embedded **SmartArt graphic**. Change the order of the text to read **Race Run Walk**. Click outside the SmartArt to deselect it. Click **Save**, and then close Word. Submit your files as directed by your instructor.

Problem Solve 1

Student data files needed:

i01ws01ShopReport.docx
i01ws01ShopAnalysis.xlsx

You will save your files as:

i01ws01ShopReport_LastFirst.docx
i01ws01ShopAnalysis_LastFirst.xlsx

Gift Shop Update



Finance & Accounting

The gift shop, Painted Treasures, is reporting its revenue and staffing for the first quarter of the year. A short document has been created with a description of the analysis in Word, but the numbers, charts, and graphics are all in Excel. Your assignment is to link the chart created in Excel to the Word document, and embed the organization chart created in Excel in the Word document.

a. Start **Word**, open **i01ws01ShopReport**, and then save it as i01ws01ShopReport_LastFirst using your last and first name.

b. Start **Excel**, open **i01ws01ShopAnalysis**, and then save it as i01ws01ShopAnalysis_LastFirst using your last and first name.

c. Click the **Revenue** worksheet tab, copy the pie chart, and then paste it in the Word document after the first body paragraph as a linked Microsoft Excel Chart Object.

d. In the source file, add a **chart title** above the pie chart with the title Gift Shop Sales by Segment. In the Word document, update the link to reflect this change.

e. In the source file, on the **Staffing** worksheet tab, copy the **organization chart**, and then paste it in the Word document after the second body paragraph as an embedded Microsoft Office Graphic Object.

f. In the destination file, change the **Manager** name to First Last, using your first and last name.

g. Resize the pie chart and the SmartArt graphic so everything fits on one page, delete any blank pages, and then center the pie chart and SmartArt graphic horizontally on the page. Save the document and close Word.

h. In the source file, change the **Manager** name in the SmartArt graphic to your own name. If requested by your instructor, update the Documentation worksheet appropriately. Save the workbook and close Excel. Submit your files as directed by your instructor.

Problem Solve 2

Student data files needed:

i01ws01ItemsFlyer.docx
i01ws01ItemsList.xlsx

You will save your files as:

i01ws01ItemsFlyer_LastFirst.docx
i01ws01ItemsList_LastFirst.xlsx

Gift Shop Preview


Sales & Marketing

People have been asking for articles with the Painted Paradise logo that can be purchased as souvenirs of their resort visit. Susan Brock, Painted Treasures Gift Shop manager, has decided to add some new, low-cost items to meet this need. She has created a worksheet with the names of new items, wholesale cost, and retail cost. Susan has asked you to create a flyer advertising a preview of the new items with just the item name and the retail cost. After embedding the data from the Excel worksheet in the Word document, you will format it attractively.

a. Start **Word**, open **i01ws01ItemsFlyer**, and then save it as i01ws01ItemsFlyer_LastFirst using your last and first name. Insert a **left-aligned footer** with the file name, and then save the flyer.

b. Start **Excel**, open **i01ws01ItemsList**, and then save it as i01ws01ItemsList_LastFirst using your first and last name. Click the **New Items** worksheet tab, and then insert a footer with the file name in the left section. Save the workbook.

c. Select cells **A4:C13**, and then click **Copy**.

d. Click **Word** on the taskbar, and then show paragraph marks and other hidden formatting symbols. Position the insertion point in front of the **second section break**. Paste the **table** as an embedded Microsoft Excel Worksheet Object.

e. Double-click the **embedded table**. Delete the middle column that lists wholesale prices.

f. Select cells **A4:B13**, and then increase the font size to 18. Increase the width of column **B** so the heading **Retail Price** is on one line, and then center the heading vertically. Click the **View** tab, and then in the Show group, deselect **Gridlines** to remove gridlines from the table.

g. Deselect the table, and then hide the paragraph marks. Save the document, and then close Word and Excel. Submit your files as directed by your instructor.

Perform 1: Perform in Your Career

Student data files needed:

Blank Word document
Blank Excel worksheet

You will save your files as:

i01ws01PhotoLetter_LastFirst.docx
i01ws01PhotoQuote_LastFirst.xlsx

Photography Quotes for Potential Customers


Sales & Marketing

You are an independent photographer who specializes in small events and small groups, including families. You are constantly sending out quotes to potential clients. Your quote form is kept in Excel, but the letters you send out are in Word. You therefore need to link your workbook data with the letter you send to potential clients. Your quote must include the date of the event, customer name, a description of the job and its location, the approximate number of hours the job will take, extra travel time required, and any special requests. You need the flexibility to change the data in Excel and have it change in Word at the same time.

a. Start **Word**, and then create a letter to potential clients. Include a return address, date, greeting, and closing, and then save the letter as i01ws01PhotoLetter_LastFirst using your last and first name. Insert a left-aligned footer.

b. Start **Excel**, and then create a **quote sheet** for your services. Include a heading with your company information, headings for the date of the event, customer name, job location and description, number of hours required, extra travel time involved, any special requests, and the cost of the job. Save the file as i01pf1PhotoQuote_LastFirst using your last and first name. Insert a footer in the left section of the Excel workbook with the file name.

c. Complete the quote for a fictitious client. Copy the data for the quote, and then paste it into your Word document so it is linked to Excel. Save **i01pf1PhotoLetter_LastFirst** with the linked data.

d. Submit your files as directed by your instructor.

Perform 2: How Others Perform

Student data files needed:

i01ws01SurveyReview.docx
i01ws01SurveyData.xlsx

You will save your files as:

i01ws01SurveyReview_LastFirst.docx
i01ws01SurveyData_LastFirst.xlsx

Computer Students Survey



Information Technology

Your computer professor has surveyed 100 students to determine how comfortable they are with the four major Microsoft Office applications. A student assistant has compiled the survey results using Excel and has written a Word document summarizing the outcome. The professor plans to give the survey again at the end of the semester to assess how comfort levels have changed. She would like to enter new data results in the Excel worksheet and then automatically update both the table and chart in the Word document. So far, what the student assistant has done is not working properly. You have been asked to look at both documents and make any revisions necessary to link the data in the Excel file to the Word file, so changes made to the Excel data can be easily updated in the table and chart in the Word document.

a. Open **i01ws01SurveyReview**, and then save it as i01ws01SurveyReview_LastFirst. Insert a left-aligned footer with the file name, and save the workbook.

b. Determine how the objects were pasted into the document. Do you think the table was linked, embedded, or copied and pasted? What about the chart?

c. Open **i01ws01SurveyData**, and then save it as i01ws01SurveyData_LastFirst replacing Last and First with you own name. Insert a left-aligned footer with the file name, and then save the workbook.

d. In the Word document, make corrections to the table and chart, so that when changes are made to the data in Excel, those changes will be reflected in the Word document. Save the document.

e. In the Excel workbook, in cell D5, change the **Very Comfortable** value to 8, and then in cell **D8**, change the **Very Uncomfortable** value to 64. If requested by your instructor, update the Documentation worksheet appropriately. Save the workbook, and then close Excel.

f. In the Word document, update the table and the chart. Make sure the changes made in Excel are reflected in the Word document. Submit your files as directed by your instructor.



Additional Cases

Additional Workshop Cases are available on the companion website and in the instructor resources.

Integrated Projects

WORKSHOP 2 | WORD, EXCEL, AND ACCESS INTEGRATION

OBJECTIVES

1. Prepare Excel data for export to Access p. 1035
2. Import Excel data into Access p. 1037
3. Prepare Access data for a mail merge p. 1041
4. Export Access query results to Word p. 1043

Prepare Case

Coupon Mailing

Sales & Marketing



Andrey Armyagov / Shutterstock

Indigo5 is an upscale restaurant always looking for ways to promote good relationships with current customers. Over the past year, the restaurant has used comment cards to collect customer suggestions. Customers are promised a special treat if they indicate their birthday month. This information is maintained in an Excel workbook. Each month the restaurant sends out coupons for a free dessert to customers with birthdays in the following month. Your assignment is to import the Excel data into Access, query Access for all birthdays in April, and then use the Mail Merge feature in Word to create coupons based on the results of the Access query.

REAL WORLD SUCCESS

"My boss is a nationally recognized motivational speaker. She gives lectures and workshops all over the country. One of my many jobs is to create name tags for all the people registered to attend these workshops. As this involves hundreds of people, it was often difficult to get the name tags ready in time. We were already keeping information about the attendees in an Excel workbook. Once I learned how to import the names into Access and then use Word to perform a mail merge, creating the name tags was easy. What had once been an onerous task became extremely fast and stress free."

- Claire, recent graduate

Student data files needed for this workshop:

i01ws02PromoNames.xlsx

i01ws02PromoCoupon.docx

You will save your files as:

i01ws02PromoNames_LastFirst.xlsx

i01ws02Promo_LastFirst.accdb

01ws02PromoMerge_LastFirst.docx

Use Excel Data in Access

Both Excel and Access can be used to collect, sort, and store data, but Access generally has more sophisticated tools to accomplish those tasks than Excel. However, Excel has capabilities such as formulas, functions, and charts that are lacking in Access. Deciding where to store your data depends on what kind of data you have and what you want to do with it, as summarized in Table 1.

	Excel	Access
How data is stored	In worksheets using rows and columns	In a relational structure of multiple tables
What it stores best	Numbers and formulas	Text, numbers, other objects
Advantages	What-if models and analysis PivotTables Charts and graphs Conditional formatting, color bars, and other visual displays	Generates reports Multiple users Data entry forms Connecting multiple databases Data extraction

Table 1 Storing data in Excel and Access

Data can be exchanged between Access and Excel in order to take advantage of the strengths of each program. There are multiple ways to exchange data between the two programs, as shown in Table 2.

Data from Access to Excel	Data from Excel to Access
Copy and paste	Copy and paste
Connect to Access database	Import data directly
Export data directly	Link to Excel worksheet

Table 2 Sharing data

Import has two different meanings when referring to Excel and Access. When data is imported into Excel from Access, a permanent connection is created. As the data in Access is updated, the data in Excel is also updated automatically.

When data is imported into Access from Excel, there are two options in the Get External Data dialog box. If you select the Import the source data into a new table in the current database option, changes made to the source data will not be reflected in the database. If you select the Link to the data source by creating a linked table option, Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. In this section, you will import Excel data into Access and export Access data to Word.

REAL WORLD ADVICE **No Need to Fear Access**

Most people in business are either very comfortable with Excel or have some familiarity with it. On the other hand, not as many people are familiar with Access, and some even avoid it. Excel is therefore used more for data collection purposes than is necessary or appropriate, since much of the process could be done more easily in Access. Having knowledge of both programs is critical so you can make decisions about which program is best to use for your purpose. You will also be able to move data between the two programs. For example, if your data in Access needs to be subtotaled and charted, you can import the data into Excel, apply subtotals, and then chart the data. On the other hand, if you do a lot of data entry, it would be beneficial to create a form in Access to make entering data more user-friendly.

Prepare Excel Data for Export to Access

Data in Excel can be easily imported into an Access table. Because all data is stored in tables in Access, the data in Excel must be in a list form. Examples may be an address book, a list of inventory, or a list of employees.

Preparing an Excel List for Export

Before data is imported into Access, you need to make sure the data is compatible. The data should have column headings that will become the field names in the Access table. The rows in Excel will become the records in the Access table, so there should be no blank rows in the data you are importing. In this project, you will edit a list of data in Excel so it can be imported easily into Access.

IP02.00



To Edit Excel Data for Exporting to Access

a. Start **Excel**, and then open **i01ws02PromoNames**. Maximize the Excel window, if necessary.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to **i01ws02PromoNames_LastFirst** using your last and first name. Click **Save**.

c. Click the **Birthdays** worksheet tab, if necessary. Insert a **footer** with the file name in the left section, and then click **Save**  .

d. Scroll through the list of names and notice the blank rows. Select row **257** by clicking on the row number. On the HOME tab, in the Cells group, click **Delete**. Repeat these steps to delete rows **75**, **19**, and **9**.

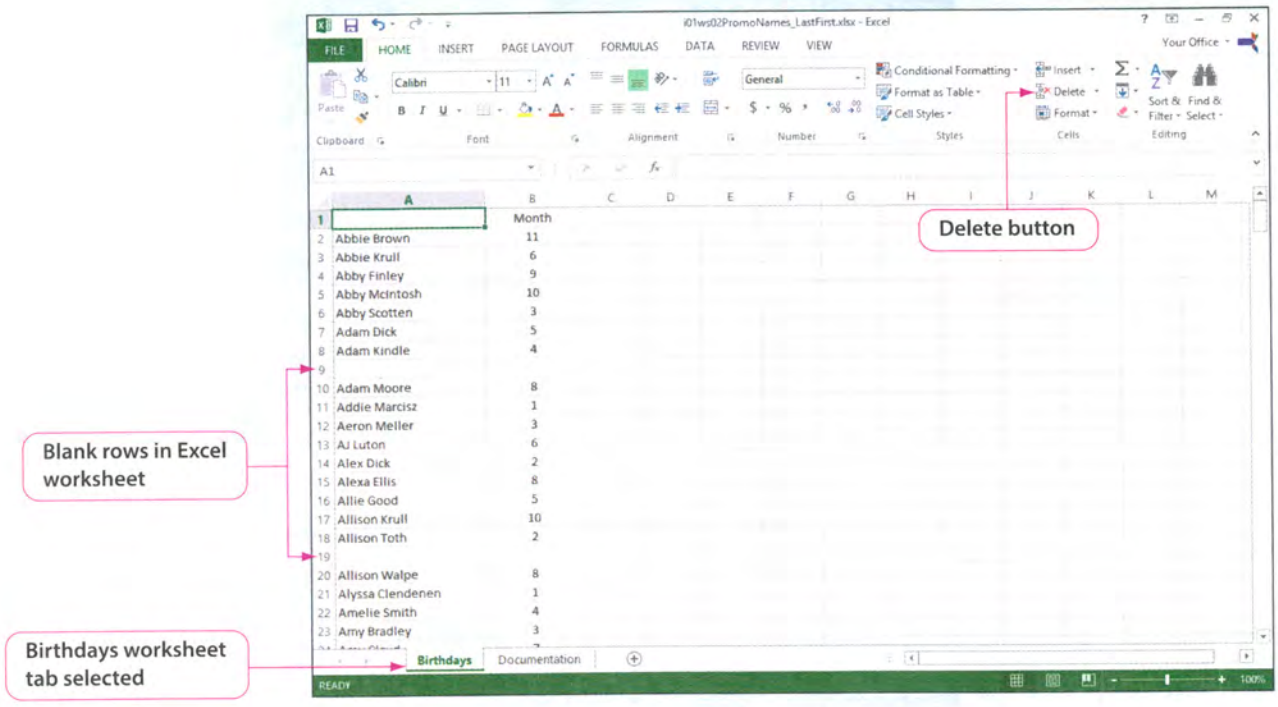


Figure 1 Blank rows in Excel worksheet

e. Press Ctrl + Home to return to cell A1. In cell **A1**, type Name, and then press Enter. In cell **A2**, using all lowercase letters, replace the existing name with your first and last name. Make sure that you do not capitalize your first and last name. You will learn the reason later in this exercise. In cell **B2**, change the Month to 4.

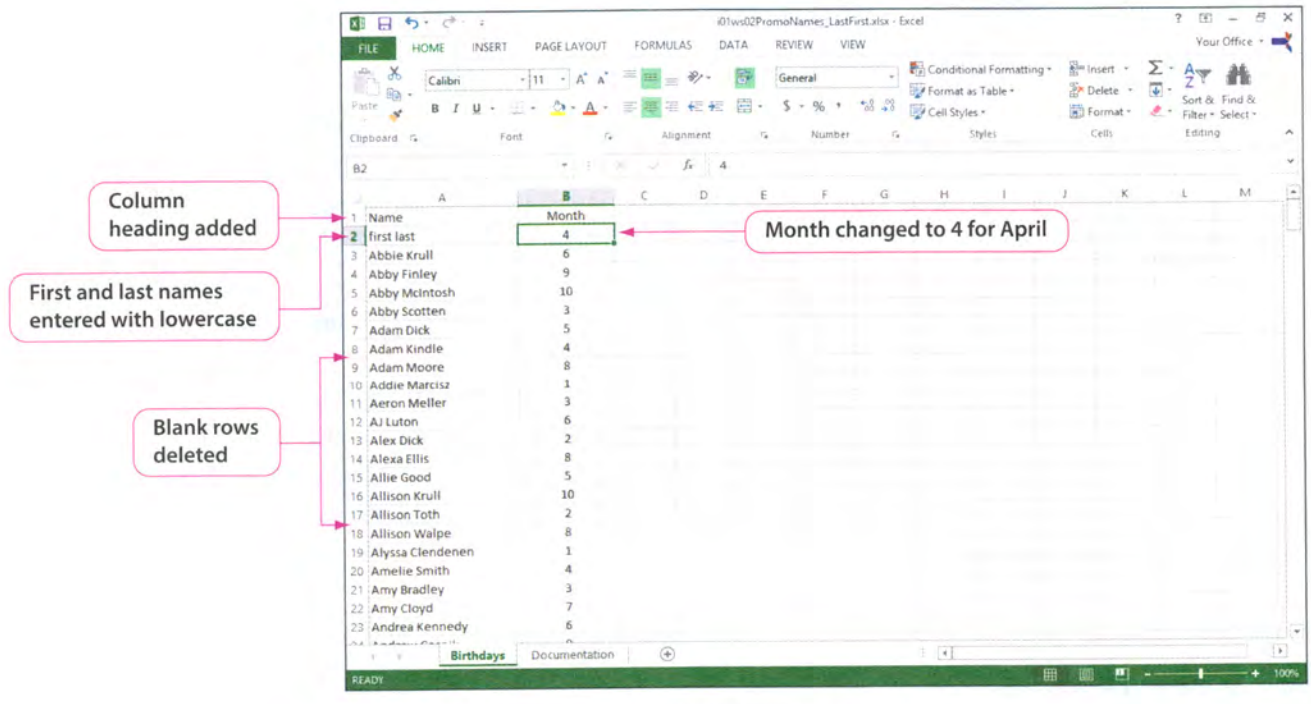


Figure 2 Excel worksheet edited for export to Access

f. Click the **Documentation** worksheet tab, and then complete the following:
   - Click cell **A8**, and then type today's date in mm/dd/yyyy format.
   - Click cell **B8**, and then type your name in Lastname, Firstname format.
   - Click cell **C8**, type **Added column heading Name in cell A1** and then press Enter.
   - In cell **C9**, type **Replaced name in cell A2 with first and last name** and then press Enter.
   - In cell **C10**, type **Changed month in cell B2 to 4** and then press Enter.

g. Click **Save**, and then click **Close** to close Excel.

Import Excel Data into Access

When you import data from Excel into Access, Access stores the data in a new or existing table without making changes to the data in Excel. You can only import one worksheet at a time, so if you have multiple worksheets, you will have to repeat the steps for each sheet. If your data is on a worksheet with other unwanted data, you can create a **named range**, which is a specific name you give to a range of cells other than the cell references, for the data in Excel. Then, in Access you can specify that you only want the data in your named range.

REAL WORLD ADVICE | **Data in Two Places**

Once you import data from Excel into Access, the data is stored in two different places and may or may not be linked, depending on the option you selected in the Get External Data dialog box. If a change to a record is made in Excel, it will change the record in Access only if you selected the Link to the data source by creating a linked table option. However, data imported from Access into Excel may be updated. Trying to maintain the same records in two different programs is not good business practice. It is better to import or export data for a specific one-time purpose, like to query the data or create a chart from data.

CONSIDER THIS | **Creating Connections**

As you complete this project, you change the data in two places because a permanent connection does not exist. What recommendations might you make for processing comment cards and birthday data from the customer?

Importing an Excel List into an Access Table

The **Import Spreadsheet Wizard** will walk you through the steps to import your Excel data into an Access table. When you import data, the wizard provides three options: create a new table with the data, append the Excel data to an existing table, or created a linked table. For this exercise, you will import Excel data into a new Access table that will be called tblBirthdays.

IP02.01

To Import an Excel List into a New Access Table

a. Start **Access**, click **Blank desktop database**, and then in the File Name box type **i01ws02Promo_LastFirst**, using your last and first name.

b. Click **Browse**, navigate to the location where you are saving your files, click **OK**, and then click **Create**.

c. Click the **EXTERNAL DATA** tab, and then in the Import & Link group, click **Excel**. In the Get External Data - Excel Spreadsheet dialog box, click **Browse**, and then navigate to your student folder. Select **i01ws02PromoNames_LastFirst**, and then click **Open**.

d. Make sure **Import the source data into a new table in the current database** is selected.

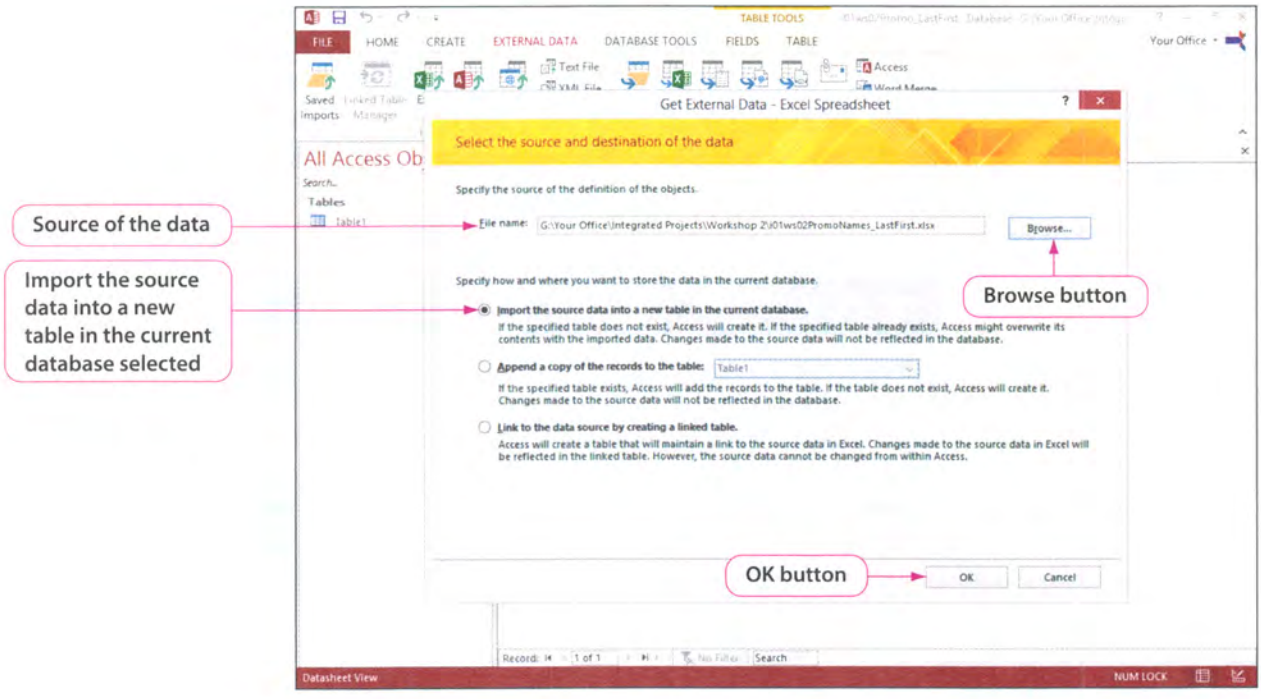


Figure 3 Get External Data - Excel Spreadsheet dialog box

e. Click **OK**. The Import Spreadsheet Wizard opens. In the Import Spreadsheet Wizard dialog box, make sure **Show Worksheets** is selected, and then select **Birthdays**. Click **Next**.

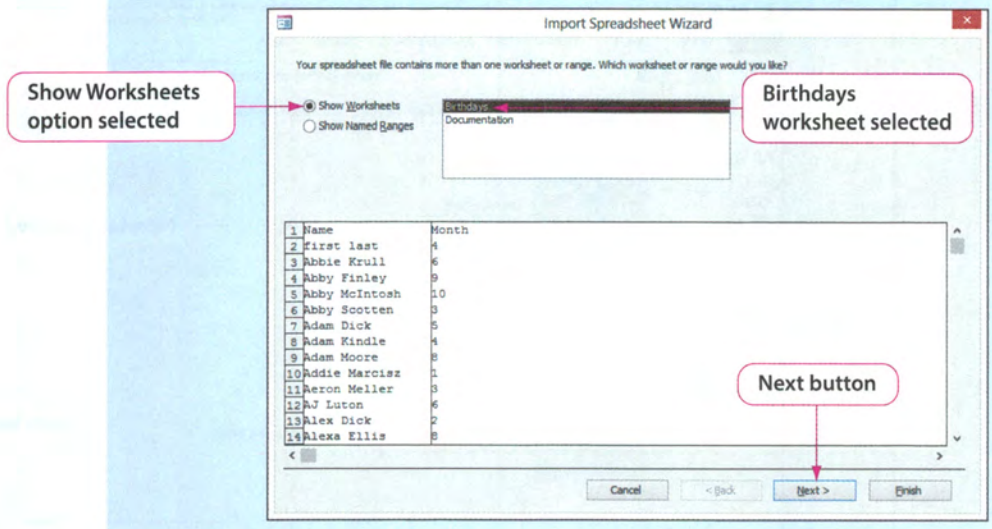


Figure 4 Import Spreadsheet Wizard

f. Select **First Row Contains Column Headings**.

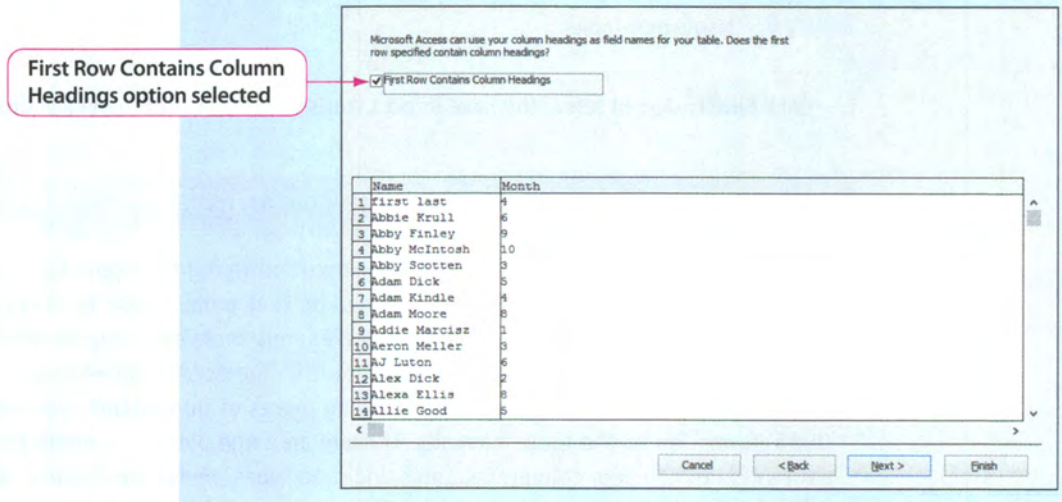


Figure 5 First Row Contains Column Headings

g. Click **Next**, and then click **Next** again. Make sure **Let Access add primary key** is selected, and then click **Next**.

h. In the Import to Table text box, type **tblBirthdays** for the name of the new table.

SIDE NOTE

Primary Key

In a well-designed database, a primary key is selected for every table. If you are importing a list that does not contain a field for a primary key, Access will assign one.

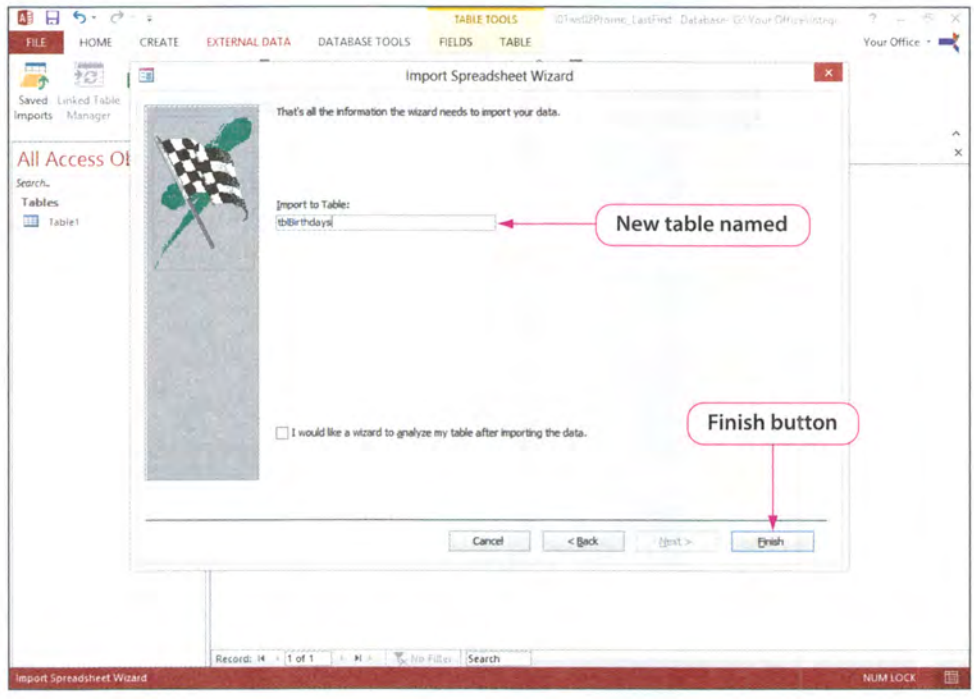


Figure 6 Name new table

i. Click **Finish**, do not select the Save import steps check box, and then click **Close**.

REAL WORLD ADVICE Error Importing File

Did you receive an error that says, "An error occurred trying to import file"? If so, then the import failed. If a dialog box opened up that prompts you to save the details of the operation, then the import worked, but some data may be missing. Start by opening your source file and compare it to the Access table—your destination file. If there are only a few missing pieces of information, you can add that information to the table manually. If there are large pieces, or whole columns of data missing, compare column headings and data types, revise your source data, and try to import again.

SIDE NOTE

Table 1

Table 1 is automatically created when another table is imported. Unless it is modified, it will automatically disappear once the file is closed and reopened.

j. In the Navigation Pane, double-click the **tblBirthdays** table to open it. Scroll down the list of names to make sure they were imported correctly. Click **Close** ☒ to close the tblBirthdays table.

k. Click **Close** ☒ to close the Table1 table, which is open by default. Leave the database and Access open.

REAL WORLD ADVICE **Matching Fields**

When you import data into a new table, Access will use the field names and data types of the imported data for the new table structure. If you import data into an existing table, the field names and data types of the imported data must exactly match the field names and data types of the existing Access table or you will get an error. The Import Spreadsheet Wizard gives you the option to change the field names and data types before you import the data. Successful importing takes a few extra planning steps in order for the import process to run successfully the first time.

Use Access Data in Word

Access data, whether it was entered in Access directly or imported from an Excel workbook, can be used in a Word document. One common example of using Access data in a Word document is to create a **mail merge**, which is a process that simplifies the task of preparing documents that contain identical formatting, layout, and text but where only certain portions of each document vary. In this section, you will create an Access query from an existing Access table, and then use the results to create a mail merge document in Word.

Prepare Access Data for a Mail Merge

Data for a mail merge in Word can come from either an Access table or query. If the data is coming from a query, then the query must be created first.

Querying Data in an Access Database

To find the customers with birthdays in a particular month, you need to query the birthday table with the birthday month as the criteria. For this exercise, you will create a query to find all customers with April birthdays.

IP02.02



To Create a Query in an Access Database

a. Click the **CREATE** tab, and then in the Queries group, click **Query Design**. In the Show Table dialog box, select **tblBirthdays**, and then click **Add** to add the tblBirthdays table to the query.

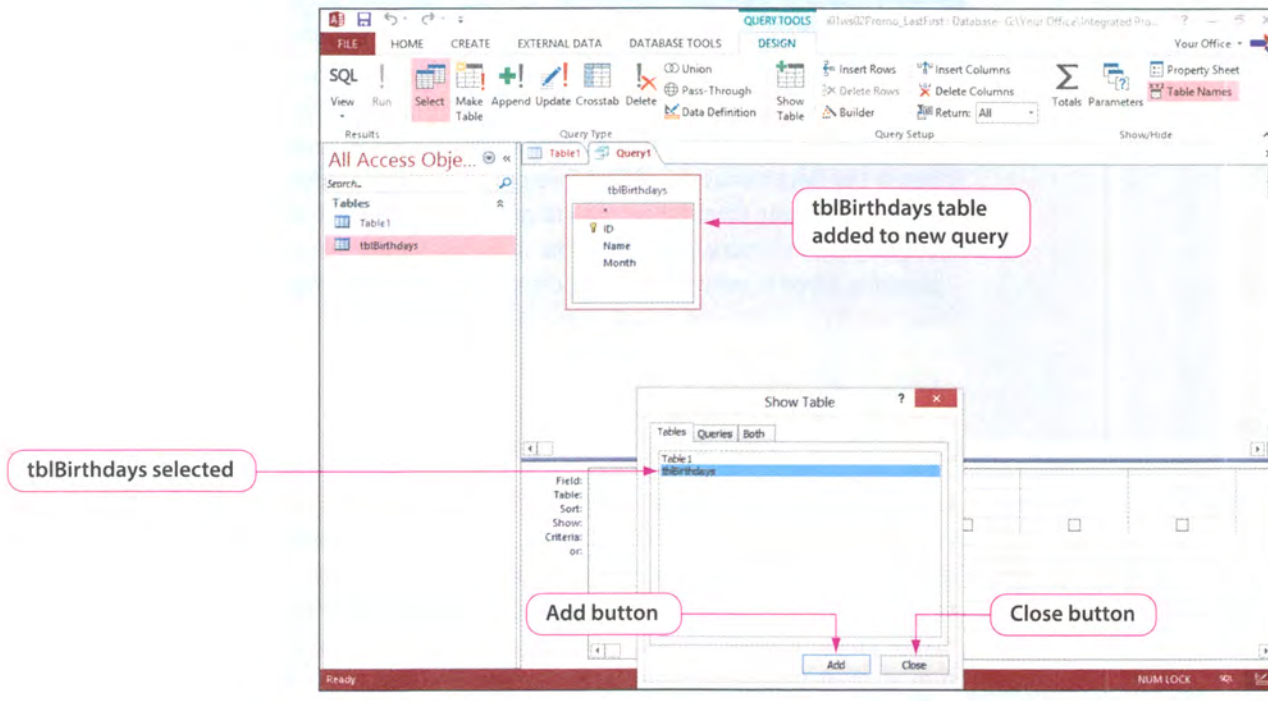


Figure 7 Table added to Query 1

b. Click **Close** to close the Show Table dialog box. In the tblBirthdays table box, double-click **Name**, and then double-click **Month** to add the fields to the query design grid.

c. Click the **Show** check box under Month to hide this field. In the **Criteria** row for the Month field, type **4** to query for all birthdays in April.

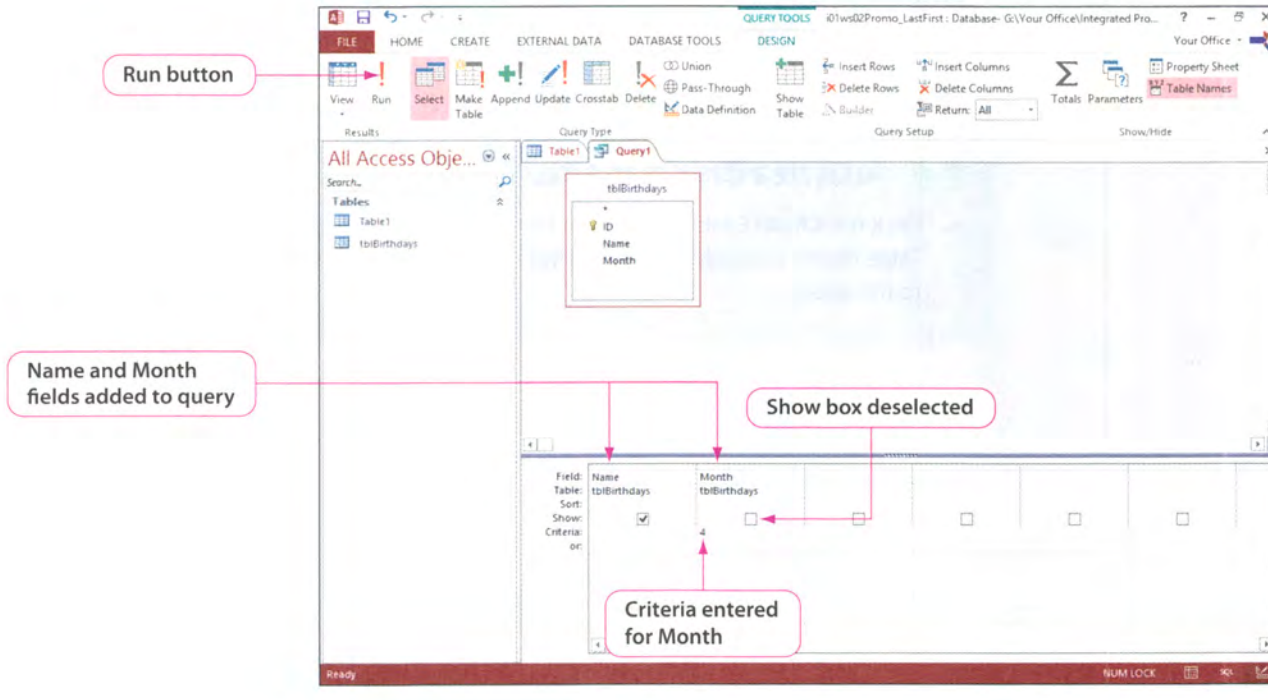


Figure 8 Query design grid for April birthdays

d. Click **Save**. In the Save As dialog box, type qryAprilBirthdays in the Query Name box, and then click **OK**.

e. On the DESIGN tab, in the Results group, click **Run** to run the query. This retrieves 20 records with the names of people with April birthdays. In the **Name** field, double-click the **right border** to automatically adjust the width of the column so all names are visible.

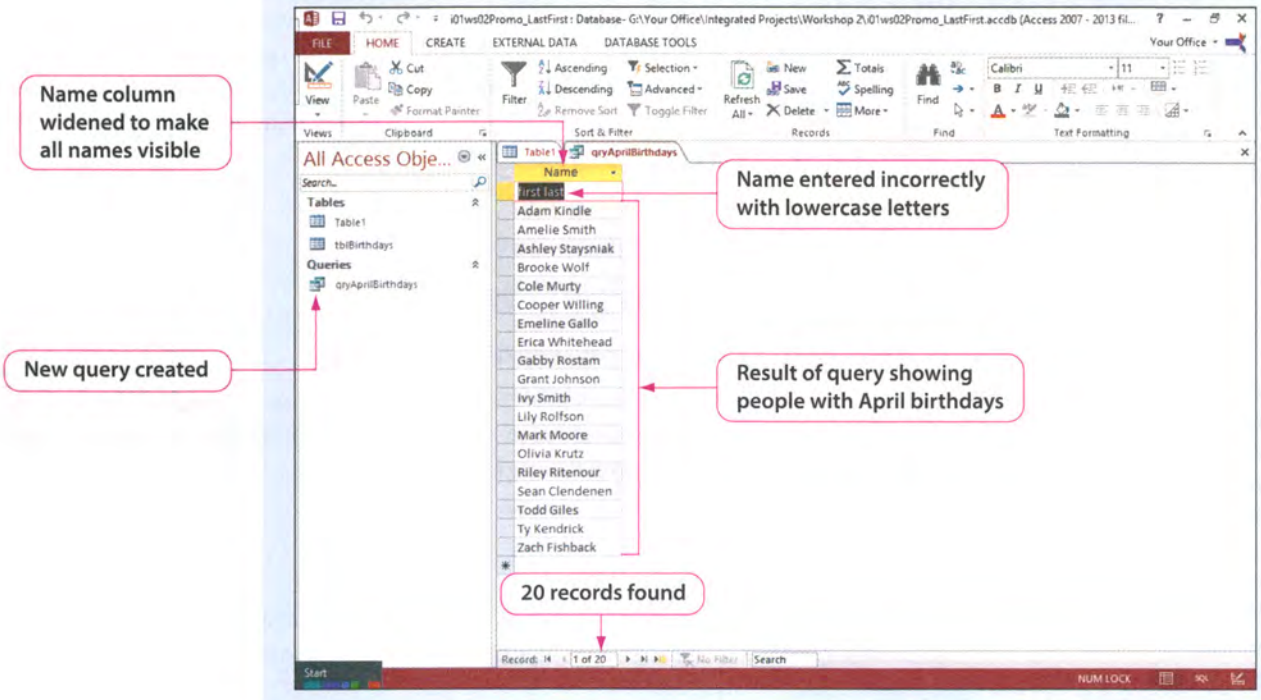


Figure 9 Result of running query

f. Click **Save**, click **Close** to close the qryAprilBirthdays query, close Table1, and then close Access.

Export Access Query Results to Word

Word has no import command to import data from Access, therefore the data must be exported from Access to be opened in Word. The exception to this is a mail merge, which will be discussed below. When you use the export command in Access to export the data in a form or datasheet, that data is exported as a **Rich Text Format (.RTF)** file, a format that retains the formatting of the original document. It is then stored in a new Word document. From the new Word document, you can copy and paste the object into another existing Word document. Alternatively, you can copy data from an Access table, query, form, or report and paste it into an existing document.

CONSIDER THIS | **RTF Files**

Exporting data to an RTF file to use in another document takes two steps: creating the RTF file and copying and pasting it into another file. Are there advantages to this method versus a direct copy and paste into a document?

If the data in Access is going to be used in a Word mail merge document, then the Mail Merge Wizard can be used to export the data and an RTF file is not necessary. You can use the results of an Access query or any other data stored in an Access table to merge into a Word document to create customized letters or labels.

Exporting Data for a Mail Merge

To export a list of data from Access to Word, the **Word Mail Merge Wizard** can be used to help create a new mail merge document or employ an existing mail merge document from which to create form letters. The wizard can be started in either Access or Word. When the wizard is started in Access, it gives you the option to either create a new Word document or to use an existing one. For this exercise, you will link your data to an existing Word document to create customized birthday coupons for the customers listed in the Access query you just created.

IP02.03



To Merge Access Query Results into Word

a. Start **Access**, and then open **i01ws02Promo_LastFirst**.

b. Click **Enable Content** in the SECURITY WARNING bar. In the Navigation Pane, double-click the **qryAprilBirthdays** query to open it. Click the **EXTERNAL DATA** tab, and then in the Export group, click **Word Merge**. The Microsoft Word Mail Merge Wizard opens.

Troubleshooting

Did you receive an error that says, "The Mail Merge Wizard cannot continue because the database is in exclusive mode"? If so, click OK, and then close Access. Click Yes to save changes to the layout of qryApril Birthdays if prompted. Start Access, and open i01ws02Promo_LastFirst.

c. If necessary, select **Link your data to an existing Microsoft Word document**, and then click **OK**.

d. Navigate to the location of your student data files, select **i01ws02PromoCoupon**, and then click **Open**.

e. Click **Word** on the taskbar to display the birthday coupon. Maximize the Word window, if necessary. In the Mail Merge pane, under Selected recipients, make sure **Use an existing list** is selected. Note that [qryApril Birthdays] in "i01ws02Promo_LastFirst" is displayed under Use an existing list.

SIDE NOTE

Security Warning

When you open a database, you will see a Security Warning bar just below the Ribbon. Microsoft disables certain features to maintain security and prevent viruses from entering your computer.

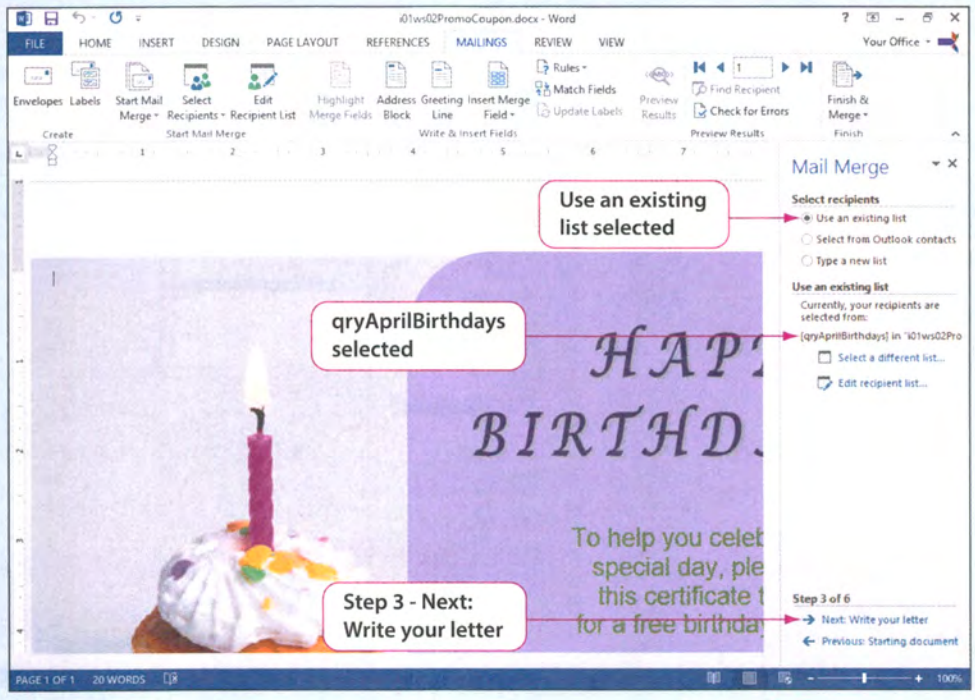


Figure 10 Mail Merge pane open in Word

f. Click **Next: Write your letter** at the bottom of the Mail Merge pane.

g. Click the **Happy Birthday coupon**, and then decrease the size so the entire coupon is displayed. Click before **To** on the coupon to place the insertion point.

h. In the Mail Merge pane, under **Write your letter**, click **More items**. In the Insert Merge Field dialog box, if necessary, select **Database Fields**, and then in the Fields box, make sure **Name** is selected. Click **Insert**, and then click **Close**.

i. Press Enter twice so there is a blank line after the field. Right-click **<<Name>>**, select **Edit Field** from the shortcut menu, and then in the Field dialog box, under Format, select **Title case**.

You have just added a **format field switch** that determines the use of uppercase and lowercase letters. By selecting Title case, you specify that the first letter of all names will be capitalized, even if the names were entered incorrectly in the Excel worksheet. Remember that you were asked to type your first and last names using lowercase letters earlier in this exercise. Without the format switch, your first and last names would not be capitalized on the birthday coupon. If you choose First capital, only the first name will be capitalized.

SIDE NOTE

Format Switches

You can select from the following format switches:

- Uppercase
- Lowercase
- First capital
- Title case

This assures that your final document will always appear the way you want.

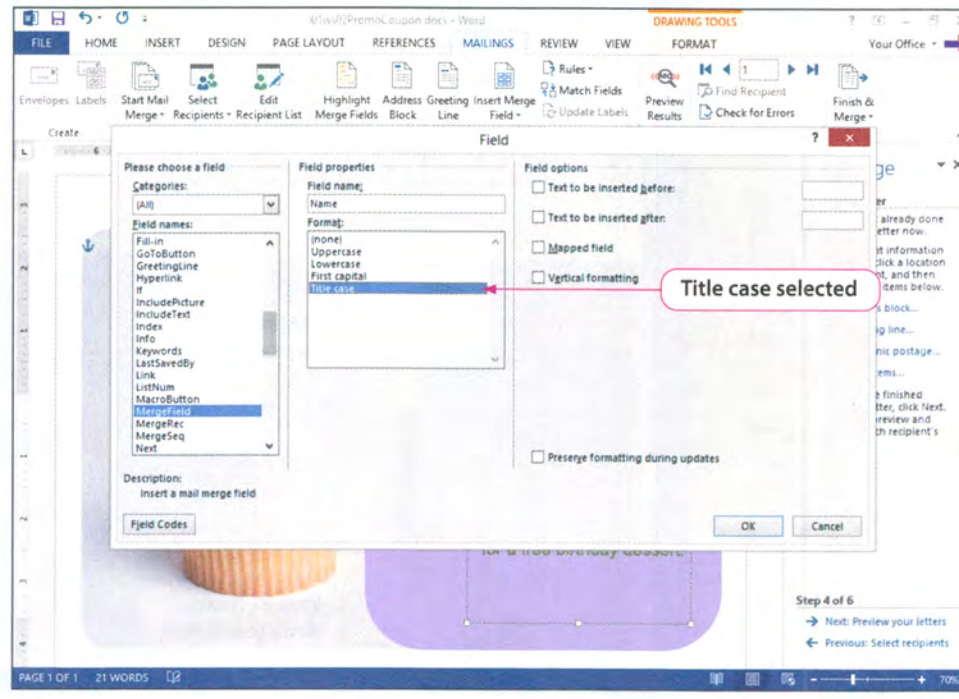


Figure 11 Edit MergeField to add format switch

j. Click **OK** to close the Field dialog box. Select **<<Name>>**. Click the **HOME** tab, in the **Font** group, click **Bold** [B] and then change the Font Size to **28**.

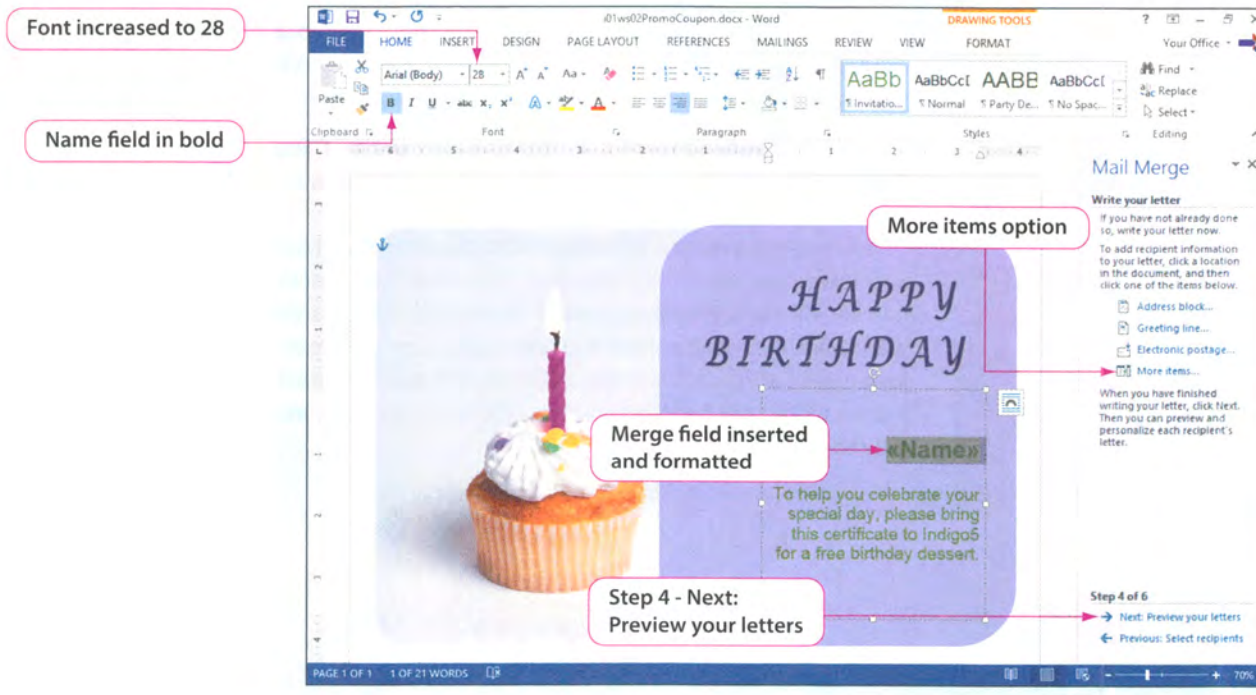


Figure 12 Name field inserted and formatted

k. In the Mail Merge pane, click **Next: Preview your letters**. The first certificate should display your first and last name with initial caps. Under **Preview your letters**, click the **double arrow** button to scroll through the names of several other recipients with April birthdays.

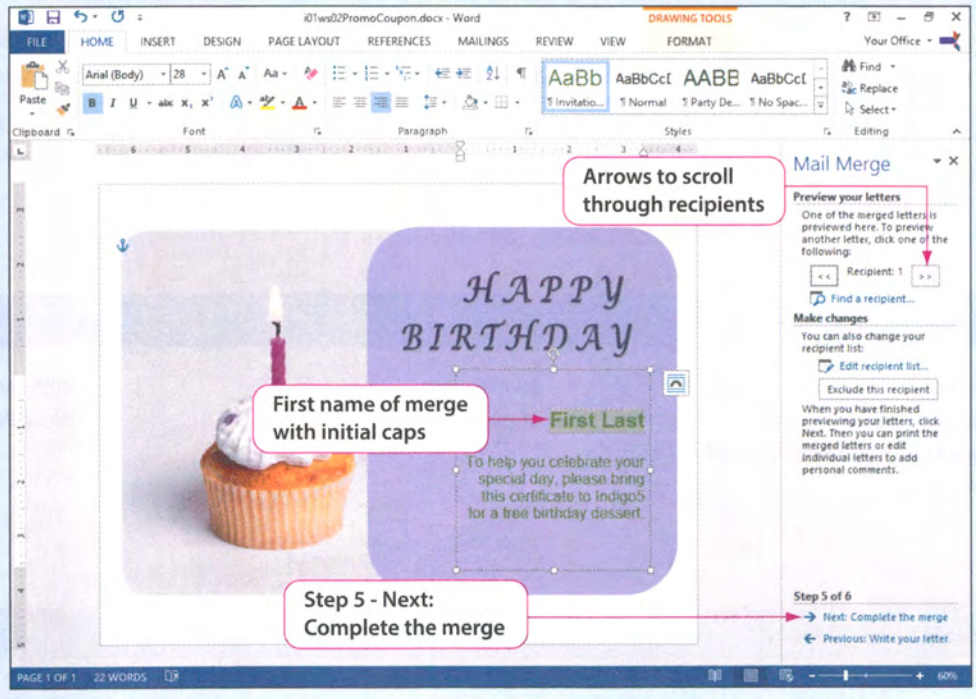


Figure 13 Completed merge with names inserted in coupons

l. Click **Next: Complete the merge**. Under Merge, click **Edit Individual letters** to merge the individual coupons in a new document.

m. In the Merge to New Document dialog box, if necessary, select **All**, and then click **OK**. A new document opens with one page for each coupon. Scroll through the document to examine several of the coupons.

n. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Name this document **i01ws02PromoMerge_LastFirst**, and then click **Save**.

o. Click **Close** to close i01ws02PromoMerge_LastFirst. Click **Close** to close i01ws02PromoCoupon without saving the changes. Click **Close** to close Access.

SIDE NOTE
Saving Merged Files
If you are going to use the merged file just once, you do not need to save it. For this exercise, you could print the coupons and then close the document without saving it.

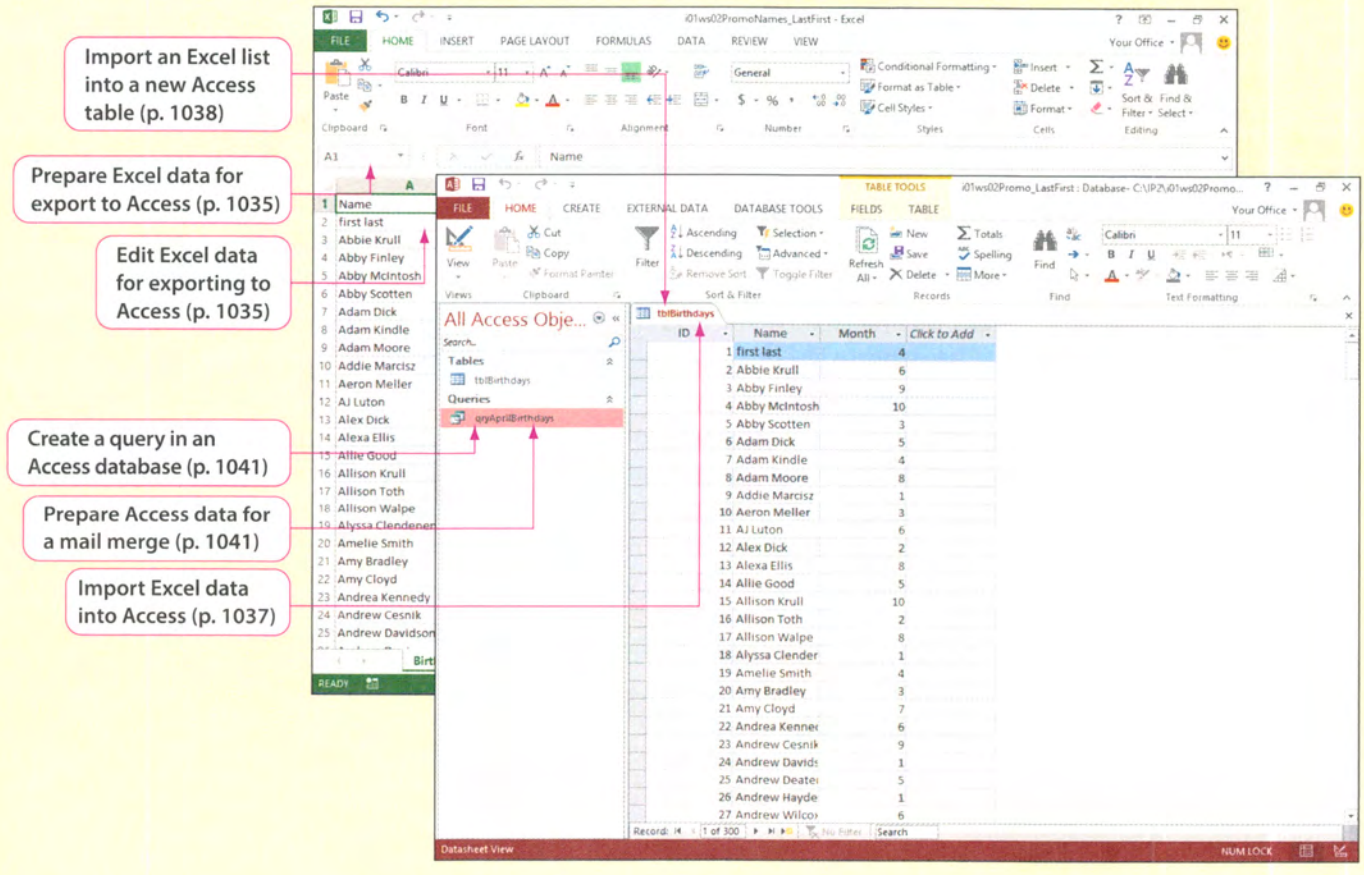
Concept Check

1. Why is it important to prepare your Excel data before importing it into Access? What kinds of things should you look for? p. 1035
2. Why would you want to import data into Access from Excel? Why would you want to import data into Excel from Access? p. 1037
3. Why would you create a query in Access to export to Word? Give an example. p. 1041
4. What is one common error you may get when you use the Mail Merge Wizard to export data from Access? How can you prevent this error? p. 1044

Key Terms

Format field switch 1045
Import 1034
Import Spreadsheet Wizard 1037
Mail merge 1041
Named range 1037
Rich Text Format (RTF) 1043
Word Mail Merge Wizard 1044

Visual Summary



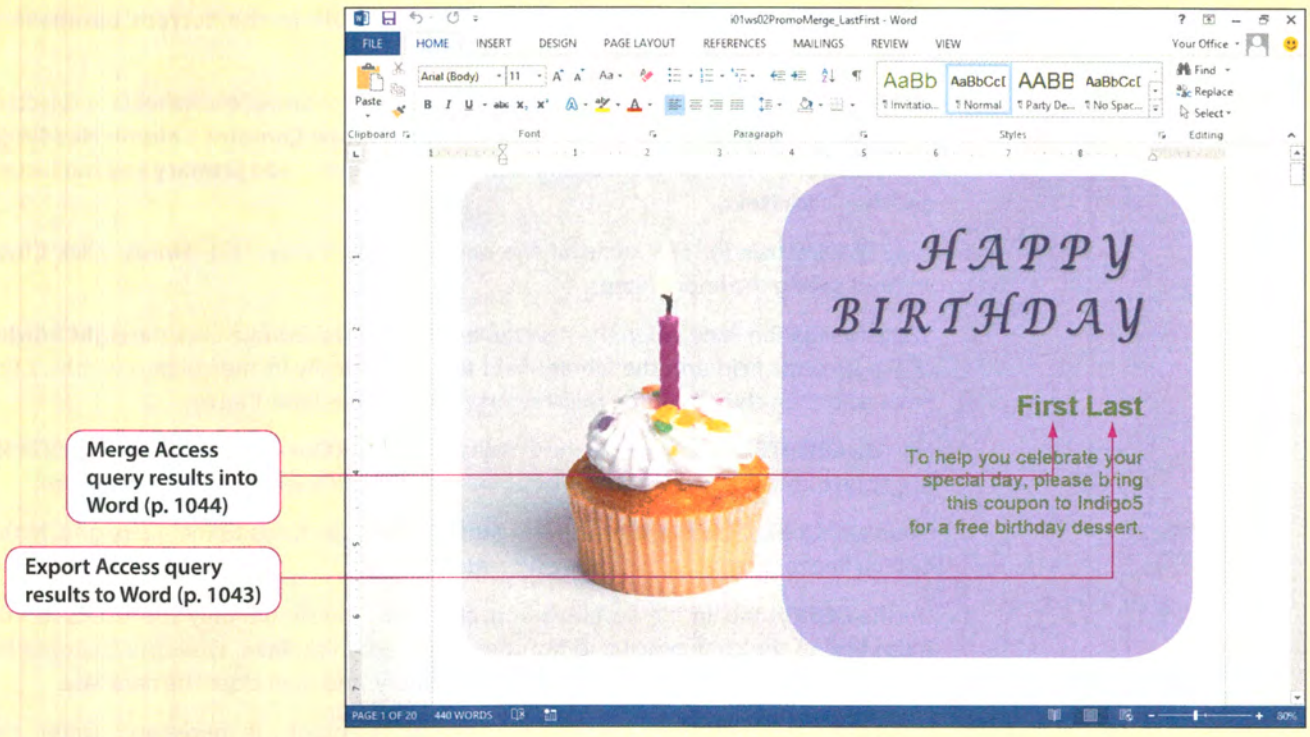


Figure 14 Importing and Exporting Data Final

Practice 1

Student data file needed:

i01ws02LibraryList.xlsx

You will save your files as:

i01ws02LibraryList_LastFirst.xlsx
i01ws02Library_LastFirst.accdb
i01ws02LibraryMerge_LastFirst.docx

Library Conference

Customer Service

Painted Paradise Resort Event Planning is getting ready for an onsite library conference. Library directors from all over the country will be attending. Some directors will be speaking or giving presentations. You have been assigned to create name tags for just the attendees, since presenters will have special badges. Information has been kept in an Excel workbook with the name of the library director, the name of the library, and the status indicating whether the director is an attendee or a presenter. You will have to import the Excel list into Access, and then use Word Merge to create name tags for all attendees.

a. Start **Excel**, and then open **i01ws02LibraryList**. Maximize the Excel window, if necessary.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws02LibraryList_LastFirst.xlsx, using your last and first name. Click **Save**.

c. If necessary, click the **Conference** worksheet tab, and then select **row 42**. On the HOME tab, in the Cells group, click **Delete**. Repeat the same steps for **row 18**.

d. In cell **A2**, replace the existing name with your first name and last name, and then save the workbook. Close Excel.

e. Start **Access**, click **Blank desktop database**, and then in the File Name box, type i01ws02Library_LastFirst, using your last and first name. Click **Browse**, and then navigate to the location where you are saving your files. Click **OK**, and then click **Create**.

f. Click the **EXTERNAL DATA** tab, and then in the Import & Link group, click **Excel**. Click **Browse**, locate your student files, select **i01ws02LibraryList_LastFirst**, and then click **Open**.

g. Make sure **Import the source data into a new table in the current database** is selected, and then click **OK**.

h. In the Import Spreadsheet Wizard dialog box, make sure **Show Worksheets** is selected, select **Conference**, and then click **Next**. Select **First Row Contains Column Headings**, click **Next**, and then click **Next** again. Make sure **Let Access add primary key** is selected, and then click **Next**.

i. Type tblDirectors for the name of the new table, and then click **Finish**. Click **Close** without saving the import steps.

j. In the Navigation Pane, open the new table **tblDirectors**. Double-click the **right border** of the Director field and the Library field to automatically fit the column widths. Click **Save**, and then close both the tblDirectors table and the Table1 table.

k. Click the **CREATE** tab, and then in the Queries group, click **Query Design**. In the Show Table dialog box, click **Add** to add the **tblDirectors** table to the query, and then click **Close**.

l. Double-click **ID**, **Director**, **Library**, and **Status** to add the fields to the query grid. In the Criteria line for the Status field, type Attendee.

m. On the DESIGN tab, in the Results group, click **Run**. You should only see results for the Attendees of the conference and not the Presenters. Click **Save**, type qryAttendees for the Query Name, and then click **OK**. Close the query, and then close the database.

n. Open **i01ws02Library_LastFirst**. Click **Enable Content**, if necessary. Open the **qryAttendees** query. Click the **EXTERNAL DATA** tab, and then in the **Export** group, click **Word Merge**.

o. In the Microsoft Word Mail Merge Wizard dialog box, select **Create a new document and then link the data to it**, and then click **OK**.

p. Click **Word** on the taskbar, and then click **Maximize**, if necessary. In the Mail Merge pane, under Select document type, select **Labels**. Click **Next: Starting document**.

q. Under Change document layout, click **Label options**. In the Label Options dialog box, under Label information, select **Avery US Letter** for Label vendors, and then under Product number select **5390 Name Badges Insert Refills**. Click **OK**.

r. In the Mail Merge pane, click **Next: Select recipients**, and then click **Next: Arrange your labels**. Under Arrange your labels, click **More items**. In the Insert Merge Field dialog box, double-click **Director** and **Library**, and then click **Close**.

s. Resize the document so you can see the text on the nametag. Click between <<Director>> and <<Library>>, and then press Enter to place "Library" on a new line. Select both **<<Director>>** and **<<Library>>**. Click the **HOME** tab, and then in the Font group, increase the font size to **18**. Select only **<<Director>>**, and then in the Font group, click **Bold**.

t. In the Mail Merge pane, under Replicate labels, click **Update all labels**. Click the **Table Selector** in the top-left corner of the table to select all the records. Under TABLE TOOLS, on the LAYOUT tab, in the Alignment group, click **Align Center**.

u. With the table still selected, click the **HOME** tab, and then in the Paragraph group, click the **Borders** arrow, and then select **All Borders** to place borders around all labels.

v. In the Mail Merge pane, click **Next: Preview your labels**, and then click **Next: Complete the merge**. Under Merge, click **Edit individual labels**. In the Merge to New Document dialog box, under Merge records, select **All** if necessary, and then click **OK**.

w. Click **Save**, locate the folder where you are saving your files, and then name the file i01ws02LibraryMerge_LastFirst. Click **Save**, and then close the document. Close the mail merge document called Document1 without saving it. Close Access. Submit all files as directed by your instructor.

Practice 2

Student data files needed:

i01ws02EventPoster.docx
i01ws02EventList.xlsx

You will save your files as:

i01ws02EventPoster_LastFirst.docx
i01ws02EventList_LastFirst.xlsx
i01ws02Event_LastFirst.accdb

Corporate Challenge Event



Sales & Marketing

Painted Paradise Resort Event Planning is coordinating an upcoming corporate challenge event on the grounds of the resort. The events will include a 5K Race, a 100-Meter Sprint, a 400-Meter Track Relay, a Tug of War, and a Water Balloon Toss. Each event will need a poster with the name of the event and a list of participants. Your assignment is to create the poster for the 400-Meter Track Relay. The participant information is in an Excel list. You will import that list into Access, query for that particular event, and then export the list of participants to a poster in Word. You will also format the poster attractively.

a. Start **Word**, and then open **i01ws02EventPoster**. Maximize the Word window, if necessary.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws02EventPoster_LastFirst, using your last and first name. Click **Save**.

c. Start **Excel**, and then open **i01ws02EventList**. Maximize the Excel window, if necessary.

d. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws02EventList_LastFirst, using your last and first name. Click **Save**.

e. Select **row 103**. On the HOME tab, in the Cells group, click **Delete**. Repeat these steps for **rows 59**, **36**, and **12**.

f. In cell **B1**, type Event for the column heading. In cell **A2**, replace the existing name with your first name and last name. In cell **B2**, change the event to 400-Meter Track Relay. Click **Save**, and then close Excel.

g. Start **Access**, click **Blank desktop database**, and then in the File Name box type i01ws02Event_LastFirst, using your last and first name. Click **Browse**, and then navigate to the location where you are saving your files. Click **OK**, and then click **Create**.

h. Click the **EXTERNAL DATA** tab, and then in the Import & Link group, click **Excel**. Make sure **Import the source data into a new table in the current database** is selected, and then click **Browse**. Navigate to the location where you are saving your files, select **i01ws02EventList_LastFirst**, and then click **Open**. Click **OK**.

i. In the Import Spreadsheet Wizard dialog box, make sure **Show Worksheets** is selected, and then if necessary, select **Participants**. Click **Next**. Select **First Row Contains Column Headings**, click **Next**, and then click **Next** again.

j. Make sure **Let Access add primary key** is selected, and then click **Next**. In the Import to Table box, type tblEvents, and then click **Finish**. Click **Close** without saving the import steps.

k. In the Navigation Pane, open the **tblEvents** table. Double-click the **right border** of the Name field and the Event field to automatically fit the column widths.

l. Click the **CREATE** tab, and then in the Queries group, click **Query Design**. In the Show Table dialog box, make sure **tblEvents** is selected, click **Add**, and then click **Close** to close the dialog box. Double-click the **Name** and **Event** fields to add them to the query grid.

m. Click **Show** under the Event field to hide this field. Click the **Criteria** line for the Event field, type 400-Meter Track Relay. Click **Save**, name the query qry400Meter, and then click OK.

n. On the DESIGN tab, in the Results group, click **Run**. Double-click the **right border** of the Name field to automatically widen the column. Click **Save**.

o. Click the **Select All** button in the upper left corner of qry400Meter, to select all the records. Click the **HOME** tab, and then in the Clipboard group, click **Copy**.

p. Click **Word** on the taskbar. In the Word document **i01ws02EventPoster_LastFirst**, on the HOME tab, in the Paragraph group, click **Show/Hide** to show paragraph marks. Click the first paragraph mark under the graphic, and then in the **Clipboard** group, click **Paste**.

q. Click the **Table Selector** to select the entire table, and then in the Paragraph group, click **Center**. Select the **first two rows**, and then delete them, leaving only the names. Click the **Table Selector** to select the table, and then in the Font group, increase the font size to **14**. Place the insertion point in front of your name, and drag to select the names—not the table, and then in the Paragraph group, click **Center**. In the Paragraph group, click the **Borders** arrow, and then select **No Border**. Click **Show/Hide** to turn off the paragraph marks. Click **Save**, and then close Word.

r. Close Access, and then select **Yes** to save all changes when asked. Submit all files as directed by your instructor.

Problem Solve 1

Student data file needed:

i01ws02ItemsList.xlsx

You will save your files as:

i01ws02ItemsList_LastFirst.xlsx
i01ws02Items_LastFirst.accdb
i01ws02ItemsMerge_LastFirst.docx

Merchandise Labels



Production & Operations

Painted Treasures Gift Shop staff would like to put merchandise labels on the different items they carry in order to quickly manage inventory and ring up sales based on the category of merchandise. The item list is in an Excel spreadsheet, and the labels are in Word. Your assignment is to import the Excel list into Access, then find the records for all items except those categorized as "Other." You will use Word Mail Merge to create labels for the queried data.

a. Start **Excel**, open **i01ws02ItemsList**, and then save it to your student files as i01ws02ItemsList_LastFirst. Insert the **file name** in the left section of the footer.

b. Prepare the list for importing into Access by deleting any blank rows, and then save the workbook. If requested by your instructor, update the **Documentation** worksheet to reflect the changes that have been made.

c. Import the data into a new Access database called i01ws02Items_LastFirst. Do not save the import steps. Save the new table and name it tblInventory.

d. Query the **tblInventory** table for records in all categories except Other. Show fields **Item** and **Category**. Save the new query as qryCategories.

e. Use Word Mail Merge to create labels in a new Word document using the records in the **qryCategories** query. For Label options, select **Avery US Letter** as the Label vendor and Product number **18160 Address Labels**.

f. Add the **Item** field on the first line of the label and the **Category** field on the second line of the label. Increase the font size, and then center the text so the information fits well on the label.

g. Complete the merge, and then save the new document as i01ws02ItemsMerge_LastFirst. Close the document, and then close all documents in Word without saving.

h. Close Access, and then close Excel. Submit all files as directed by your instructor.

Problem Solve 2

Student data files needed:

i01ws02ArtList.xlsx
i01ws02ArtNews.docx

You will save your files as:

i01ws02ArtList_LastFirst.xlsx
i01ws02Art_LastFirst.accdb
i01ws02ArtMerge_LastFirst.docx

Art Sale Newsletter


Sales & Marketing

Susan Brock, manager of Painted Treasures Gift Shop, has just received an amazing shipment of African art. She would like to send out a newsletter to customers who live in the local area telling them of these new acquisitions. Susan has been keeping data about past customers in an Excel worksheet listing names and addresses. She has created a newsletter in Word, and she would like you to take over the task of merging the names of customers who will receive the newsletter. Your assignment is to import the Excel list into Access, and then find the names for all customers who live in New Mexico. You will use Word Mail Merge to create personalized newsletters addressed to each individual.

a. Start **Excel**, and then open **i01ws02ArtList**. Save it to your student files as i01ws02ArtList_LastFirst. Insert the **file name** in the left section of the footer, and then save the document. Prepare the list for exporting to Access by deleting any blank rows. Save the workbook.

b. Import the data into a new Access database called i01ws02Art_LastFirst. Do not save the import steps. Save the new table and name it tblAddresses.

c. Change the first name in the table to your own name. Query the **tblAddresses** table for records of all people who live in **NM**. Show fields **First Name** and **State**. Save the new query as qryNewMexico.

d. Use Word Merge to create newsletters that address each recipient by first name using **i01ws02ArtNews**. Add the **First Name** and **Last Name** fields after the word **DEAR:** at the top of the newsletter. Complete the merge, save the new document as i01ws02ArtMerge_LastFirst.docs, and then close the document.

e. Close all documents in Word without saving. Close Access, and then close Excel. Submit all files as directed by your instructor.

Perform 1: Perform in Your Career

Student data files needed:

Blank Word document
Blank Excel worksheet
Blank Access database

You will save your files as:

i01ws02BookAward_LastFirst.docx
i01ws02BookList_LastFirst.xlsx
i01ws02Book_LastFirst.accdb
i01ws02BookMerge_LastFirst.docx

Book Award Certificates


Customer Service

You are a teacher and would like to reward your students for completing a reading program that lasted the entire school year. Students would choose a book to read each week. On Fridays, they would sit at a special table, have pizza for lunch, and discuss the book. Some children read just a few books, but others read almost one a week. You would like to print certificates for students who read 25 books or more. You have been tracking your students in Excel with the students' names and number of books read. You will need to import the data into Access, query the data for names of students who deserve the award, and then use the query results in a Word document that shows each student's name and the number of books read.

a. Start **Word**, and then create an award certificate for your students. You may use a template and modify it as necessary. Save the file as i01ws02BookAward_LastFirst and then close Word.

b. Open **Excel**, and create a list of names and number of books read for at least 40 students. The highest possible number of books read is 32. The first record should have your name as the student and 28 books read. Save the file as i01ws02BookList_Last First. If requested by your instructor, update the **Documentation** worksheet to reflect the changes that have been made.

c. Import the **Excel** list into an Access database called i01ws02Book_LastFirst. Name the new table tblBooksRead. Query the table for students who read 25 books or more. Save the query as qryStudents.

d. Use Word Mail Merge to create award certificates with the results of your query. Include the student's name and the number of books read. Save the merged document as i01ws02BookMerge_LastFirst. Close all documents without saving. Submit all files as directed by your instructor.

Perform 2: How Others Perform

Student data files needed:

i01ws02SalesNews.docx
i01ws02SalesData.xlsx
i01ws02SalesReps.accdb

You will save your files as:

i01ws02SalesReps_LastFirst.accdb
i01ws02SalesMerge_LastFirst.docx

Quarterly Newsletter

Sales & Marketing

Barbie Fredericks makes unique one-of-a kind jewelry. Since this consumes a great deal of her time, she has hired five of her friends to help sell her jewelry. Each of the ladies hosts several parties during the month where she exhibits Barbie's latest creations and takes orders. To avoid conflicts, each lady covers a certain neighborhood in the city. You have been asked to create a newsletter to keep the women informed of sales during each quarterly period. Barbie hopes this will motivate her friends to increase sales. You have been asked to include a chart to illustrate sales visually and a table that ranks the sales staff for the quarter. Then you will need to personalize each newsletter with each person's name and area.

a. Start **Word**, open **i01ws02SalesNews**, and then save it as i01ws02SalesNews_LastFirst. Insert a left-aligned footer with the file name.

b. Start **Excel**, and then open **i01ws02SalesData**. Copy the column chart, and then paste it on the right side at the bottom of the newsletter. Copy the data for first quarter sales, and then paste it to the left of the chart. Adjust size as necessary and format attractively. Save the document.

c. Start Access, and then open **i01ws02SalesReps**. Change the name of the North area's sales rep to your own name. Save the file as i01ws02SalesReps_LastFirst.

d. Complete a mail merge to add each sales rep's name and area to the newsletter. Save the merged document as i01ws02SalesMerge_LastFirst. Close all documents without saving. Submit all files as directed by your instructor.

Additional Cases

Additional Workshop Cases are available on the companion website and in the instructor resources.

Integrated Projects

WORKSHOP 3 | WORD, EXCEL, ACCESS, AND POWERPOINT INTEGRATION

OBJECTIVES

1. Work in Outline view p. 1056
2. Create a PowerPoint presentation from a Word outline p. 1060
3. Insert Access data into a PowerPoint presentation p. 1062
4. Import Access data into Excel p. 1065

Prepare Case

Indigo5 Restaurant Training

Customer Service

Every quarter, Indigo5 requires that all staff members undergo extensive training on customer service in its determination to remain a top-rated restaurant. Alberto Dimas, restaurant manager, has written an outline in Word for the training seminar listing topics he wants to cover. Survey results ranking customers' satisfaction with food and service have been kept in an Access database for the past year. Your assignment is to complete a PowerPoint presentation using the Word outline. You will include a data table with satisfaction rankings from the previous quarter, and then import the Access data into Excel to create a chart that summarizes the survey results.



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REAL WORLD SUCCESS

"I am a physical therapist, and I work only with young children who have developmental disabilities. When parents come to my clinic for the first time, they are often apprehensive and overwhelmed. I decided to create a PowerPoint presentation that could be shown to families of new patients explaining how our department functions. We keep statistics in Access that show there is a direct relationship between attending therapy sessions consistently and achieving the goals set for a patient. I was able to create charts in Excel emphasizing these outcomes. Once I started using this presentation, parents were motivated to bring their child to appointments more regularly, and we had fewer cancellations. Children were able to reach their goals in a shorter amount of time."

- Lisa, recent graduate

Student data files needed for this workshop:

- i01ws03ServeOutline.docx
- i01ws03ServeShow.pptx
- i01ws03ServeChart.xlsx
- i01ws03ServeSurvey.accdb

You will save your files as:

- i01ws03ServeOutline_LastFirst.docx
- i01ws03ServeChart_LastFirst.xlsx
- i01ws03ServeShow_LastFirst.pptx

Integrating Word and PowerPoint

Text can easily be copied from Word to PowerPoint, but sometimes a copy and paste is not efficient or effective. Copying and pasting large amounts of text can be time consuming, and deciding how to split up text for different PowerPoint slides can often be overwhelming.

To efficiently use Word text in a PowerPoint presentation, a Word outline can be used. An **outline** is a hierarchical representation of paragraphs that are recognized by Word by nonprinting, end-of-paragraph marks. A paragraph can be a blank line, one or two words, or multiple sentences. When you type a paragraph into a document in **Outline view**, Word automatically assigns heading styles to each paragraph to create different levels. At the top of the hierarchy are **Level 1** paragraphs. Paragraphs at the next level are **Level 2**. These outlining levels correspond to the Heading styles available for formatting located on the Home tab, in the Styles group. Paragraphs already formatted with heading styles will appear at different levels in Outline view. Paragraphs that have not been formatted with heading styles will appear as **body text** in Outline view. In this section, you will create a PowerPoint presentation from a Word outline.

Work in Outline View

When Outline view is opened, a new Outlining tab is displayed on the Ribbon with tools available for formatting paragraphs. The Promote button and Demote button move paragraphs to different levels. When you **promote** a paragraph, you move it to a higher level in the outline. When you **demote** a paragraph, you move it to a lower level in the outline.

As your outline develops, it is often helpful to see only one level at a time. If a paragraph has levels below it, a plus sign appears at the beginning of the line. Double-clicking the plus sign temporarily hides all the lower levels below that paragraph. To redisplay all subheadings under a heading, double-click the plus sign again. You can also select text and use the **Expand** [+] and **Collapse** [−] buttons in the Outline Tools group to expand and collapse paragraphs.

If you select a heading that includes collapsed subordinate text, the collapsed text is also selected, even though it is not visible. Any changes you make to the heading, such as moving, copying, or deleting, also affect the collapsed text.

A minus sign at the beginning of the line is assigned to paragraphs with no lower levels below them. Paragraphs that have a simple bullet point, that is, no plus or minus sign, are body text and cannot be collapsed or expanded. You can click Show Level to choose which levels to view at one time. When you click Show Level and select Level 2, only Level 1 and Level 2 paragraphs will be visible. Table 1 below lists the outline tools and their functions.

Tool	Name	Function
	Promote	Moves selected heading and subtext by promoting them—moving them up one level and to the left
	Demote	Moves selected heading and subtext by demoting them—moving them down one level and to the right
	Promote to Heading 1	Changes the selected paragraph(s) to Heading 1
	Demote to Body Text	Changes the selected paragraph(s) to Body Text
	Move Up	Moves selected heading and subtext up
	Move Down	Moves selected heading and subtext down
	Expand	Expands selected headings and subtext groups
	Collapse	Collapses selected headings and subtext groups
Body Text	Outline Level	Shows the level where the insertion point is located

Table 1 Outline tools and their functions

Working with Levels in Outline View

You can view a Word document in Outline view at any time. When you switch to Outline view your paragraphs are displayed by levels. You can make changes to the levels of the paragraphs in either Print Layout view or directly in Outline view. For this exercise, you will open a Word document, view it in Outline view, and make changes to the paragraph levels in Outline view.

IP03.00

To Work with a Document in Outline View

a. Start **Word**, and then open **i01ws03ServeOutline**. Maximize the Word window, if necessary.

b. Click the **FILE** tab, click **Save As**, double-click **Computer**, and then navigate to the location where you are saving your files. Save the document as **i01ws03ServeOutline_LastFirst** using your last and first name. Click **Save**.

c. Insert a **left-aligned footer** with the file name, and then click **Save**. Double-click in the document, and then press Ctrl + Home to move the insertion point to the beginning of the document.

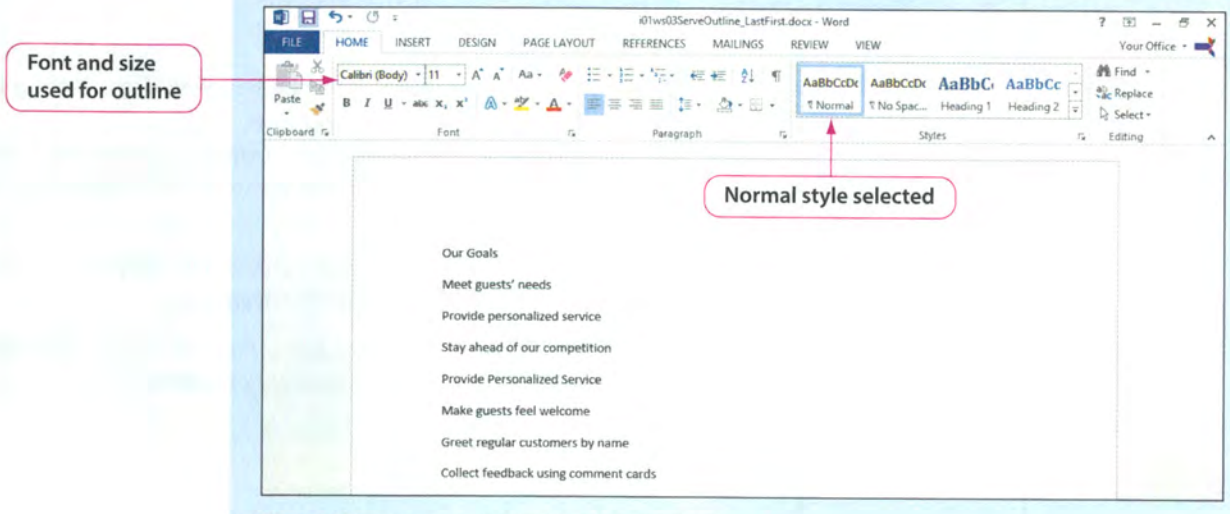


Figure 1 Word outline in Print Layout view

d. Click the **VIEW** tab, and then in the Views group, click **Outline**. Notice in the Outline Tools group, in the Outline Level box, that all paragraphs are considered Body Text.

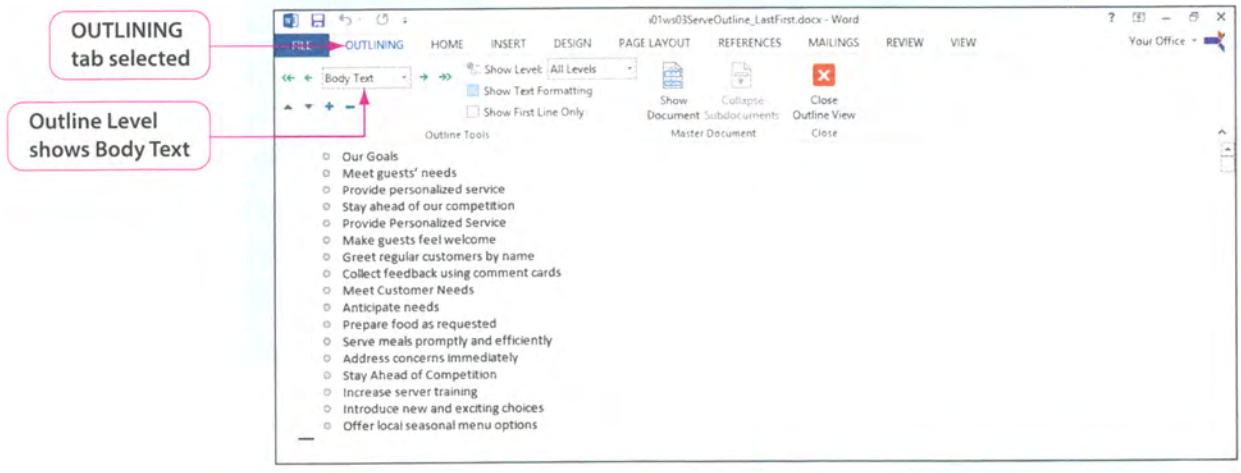


Figure 2 Word outline in Outline view

e. Press Ctrl + A to select all the lines of text. On the OUTLINING tab, in the Outline Tools group, click **Promote** ←.

All lines of text are promoted to Level 1. The font type and font size change, and a minus sign is displayed at the beginning of each line to visually show that the paragraphs are Level 1 and not body text. Click a blank area of the document to deselect the text.

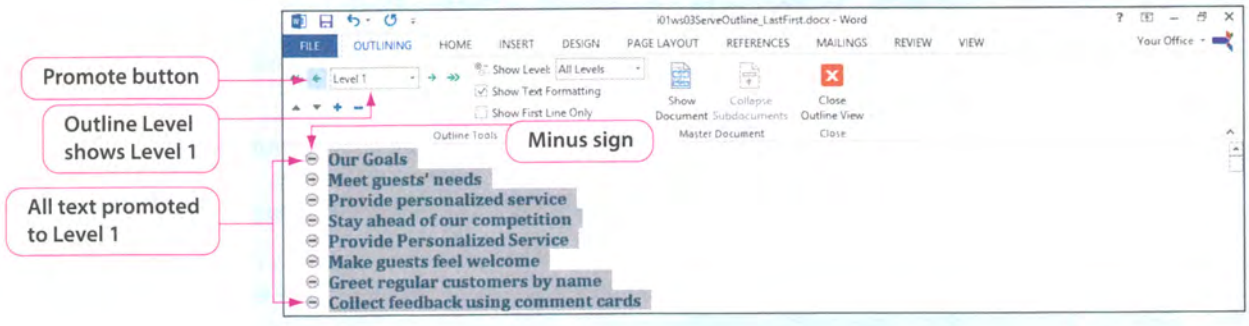


Figure 3 Text promoted to Level 1

f. Place the insertion point at the beginning of the second line, which says **Meet guests' needs**, and then in the **Outline Tools** group, click **Demote** →.

This moves the paragraph to Level 2 and decreases the font size. Note the button in front of the first paragraph has changed from a minus sign to a plus sign because there is now a paragraph at a level below.

g. Select the next two lines, **Provide personalized service** and **Stay ahead of our competition**, and then in the **Outline Tools** group, click **Demote** →.

h. Select lines **6** through **8**, and then click **Demote** →. Select lines **10** through **13**, and then click **Demote** →. Select lines **15** through **17**, and then click **Demote** →.

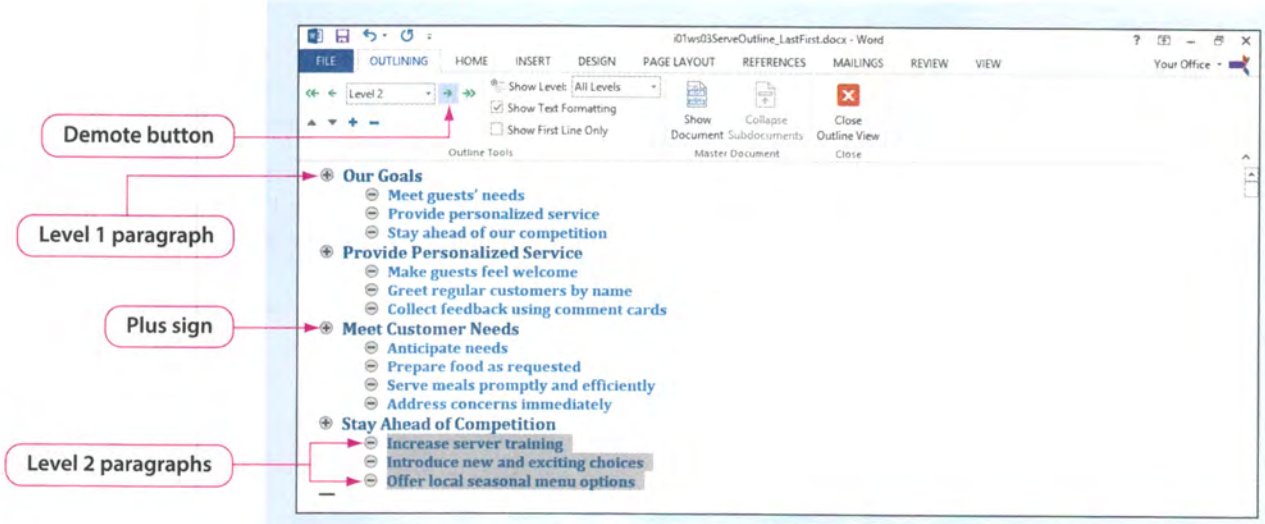


Figure 4 Outline with Level 1 and Level 2 paragraphs

i. Click **Save**.

REAL WORLD ADVICE **Optional Outlining Method**

You may want to use the Styles options on the Home tab to create your outline instead of using Outline view. Select a paragraph and then on the Home tab, in the Styles group, select a style—Heading 1, Heading 2, and so on—to create different levels of paragraphs. By using the Style method, you will see the different formatting of the text, but you will not see the plus and minus signs as you do in Outline view.

Rearranging a Word Outline

After you have created an outline, you can move paragraphs from one part of the outline to another without changing their levels. The Outlining tab has Move Up and Move Down buttons that will move selected lines up or down one or more lines at a time. This does not change the levels, only the position of the paragraphs within the outline. For this exercise, you will rearrange your paragraphs in Outline view.

IP03.01

To Rearrange the Outline

a. Press Ctrl + Home to go to the beginning of the document.

b. Click the **plus sign** in front of **Meet Customers Needs** to select that paragraph and the four paragraphs below. On the OUTLINING tab, in the Outline Tools group, click **Move Up** four times so all five lines are above **Provide Personalized Service**.

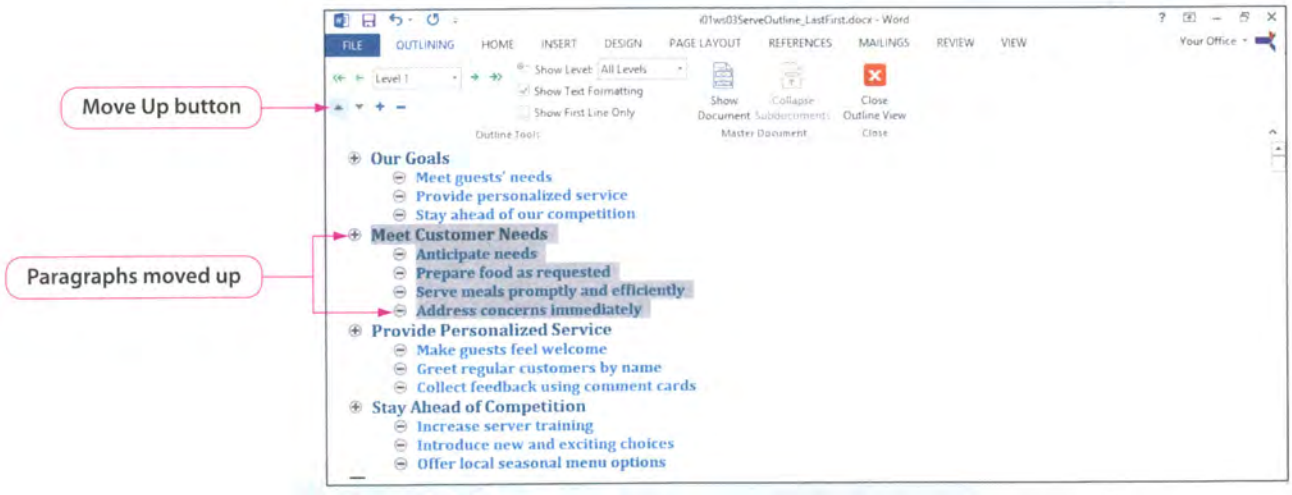


Figure 5 Paragraphs moved up

c. In the Close group, click **Close Outline View** to return to Print Layout view.

d. Click **Save**, and then click **Close** to close Word.

Create a PowerPoint Presentation from a Word Outline

It is easy to create slides for a PowerPoint presentation from a Word outline. PowerPoint automatically uses the highest level of paragraphs in the outline as slide titles on new slides and the lower-level text as bulleted text. Each level after the first-level slide text displays one level lower, using a bullet or number outline. Once the slides are created, you can modify them as necessary in PowerPoint by changing the formatting or the levels of text.

Creating PowerPoint Slides from a Word Outline

PowerPoint offers a command that allows you to import an outline. For this exercise you will open the PowerPoint presentation that Alberto Dimas has already created. Then you will use the Word outline to create new PowerPoint slides.

IP03.02

To Create PowerPoint Slides from a Word Outline

a. Start **PowerPoint**, and then open **i01ws03ServeShow**.

b. Click the **FILE** tab, click **Save As**, double-click **Computer**, and then navigate to the location where you are saving your files. Change the name of the presentation to i01ws03ServeShow_LastFirst using your last and first name. Click **Save**.

SIDE NOTE

No Outlining?

If your document has no heading styles, PowerPoint will create slides based on paragraphs only, and each paragraph will become a new slide.

c. On the HOME tab, in the Slides group, click the **New Slide** arrow, and then select **Slides from Outline**.

d. In the Insert Outline dialog box, navigate to the location where you are saving your files, select **i01ws03ServeOutline_LastFirst**, and then click **Insert**. Four new slides are inserted from the outline.

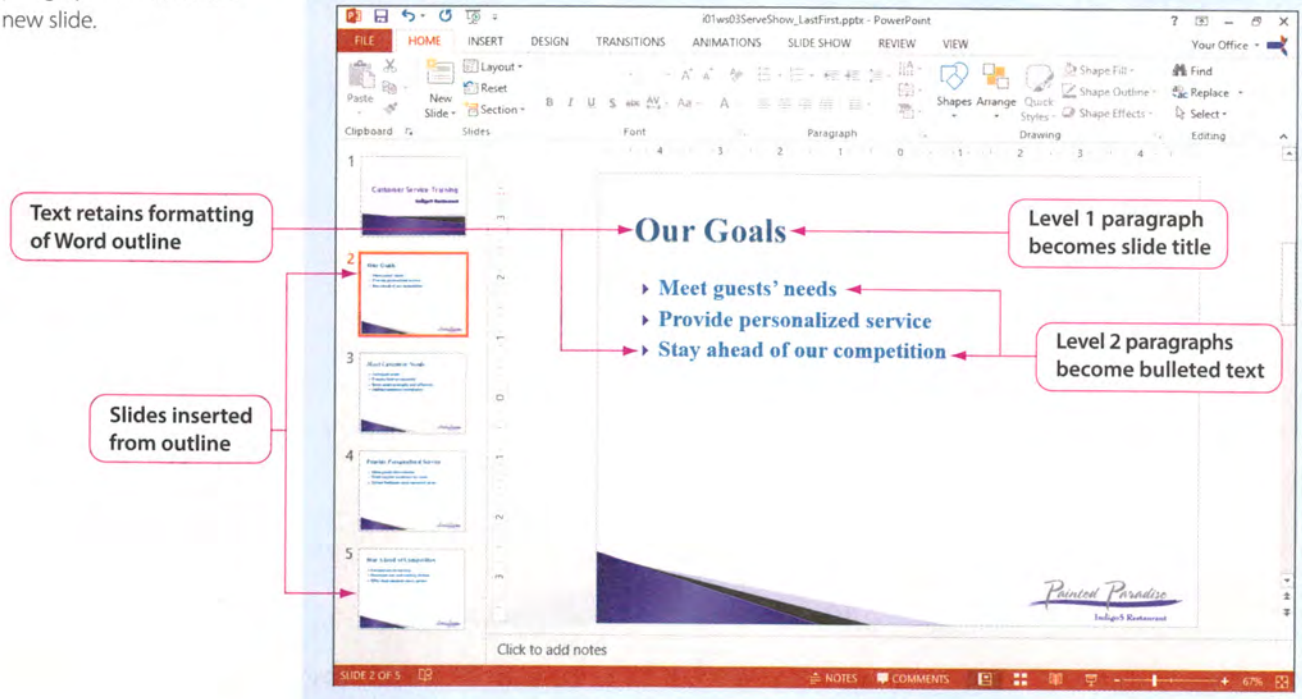


Figure 6 PowerPoint slides inserted from Word outline

Troubleshooting

PowerPoint cannot make slides from an open Word document. If you get an error message when you try to select a file, make sure the file is closed, and then try selecting the Slides from Outline command again.

Resetting Formatting of Slides Inserted from an Outline

When you insert slides into a PowerPoint presentation from an outline, the new slides retain some of the formatting from the Word document. Notice that the font on the new slides does not really match the font on the title slide. This would be even more noticeable if your presentation already contained several other slides before you inserted new ones. The title slide uses the Lucida Sans Unicode font, and the slides inserted from the outline use the Times New Roman font. The text on the new slides is formatted in shades of blue used for Heading 1 and Heading 2 styles. You would like the new slides to match the title slide. For this exercise you will **reset** the position, size, and formatting of slide placeholders to the default settings determined by the slide master.

IP03.03

To Reset Formatting of Slides Inserted from an Outline

SIDE NOTE

Another Way to Reset

You can also right-click a slide or group of selected slides, and then select Reset Slide from the shortcut menu.

a. In the left pane, with **Slide 2** already selected, hold down Shift, and then click **Slide 5**. The four slides you inserted are selected. On the HOME tab, in the Slides group, click **Reset**. The four slides now reflect the format determined by the slide master and match the title slide.

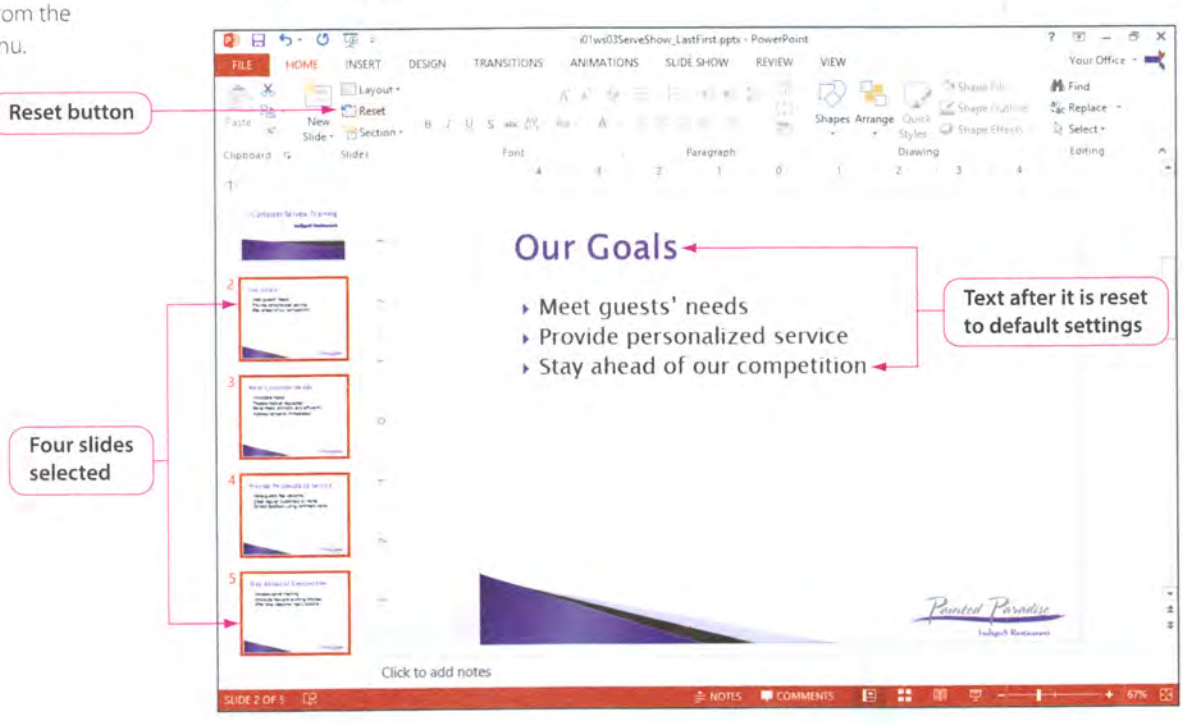


Figure 7 Slides reset to default settings

b. Click the **INSERT** tab, and then in the Text group, click **Header & Footer**. In the Header and Footer dialog box, click the **Notes and Handouts** tab. Click **Footer** to select it, and then type i01ws03ServeShow_LastFirst, using your last and first name. Click **Apply to All**.

c. Click **Save**. Click **Minimize** to minimize the PowerPoint window to the taskbar.

Integrating Access and PowerPoint

Data can be shared between PowerPoint and Access. Access tables and queries can be copied and pasted directly into a PowerPoint presentation. The data is therefore shared, but not linked, so any changes made to the data in Access will not be reflected in data that is copied and pasted in PowerPoint. In this section, you will practice copying data from Access and then pasting it to a PowerPoint slide.

Insert Access Data into a PowerPoint Presentation

Unlike exporting data in Access to Word or Excel, there is no import or export command for moving Access data to a PowerPoint presentation. Instead, simple copy and paste commands are used.

Copying and Pasting Access Data

Because data must be copied and pasted from Access to PowerPoint, any data from a table or query can easily be selected, copied, and pasted using the commands on the Clipboard. For this exercise, you will copy the results of a query in Access and paste it onto a slide in PowerPoint.

IP03.04

To Copy and Paste Access Query Results to a PowerPoint Slide

a. Start **Access**, and then open **i01ws03ServeSurvey**.

b. If necessary, click **Enable Content** in the SECURITY WARNING bar. In the Navigation Pane, double-click the query **qrySummary** to open it in Datasheet view.

c. Click **Select All** in the top-left of the query datasheet. This selects all the records in the query datasheet.

SIDE NOTE
Security Warning
Microsoft disables features to prevent malicious software from entering your computer through a database file. If you trust the contents, click Enable Content.

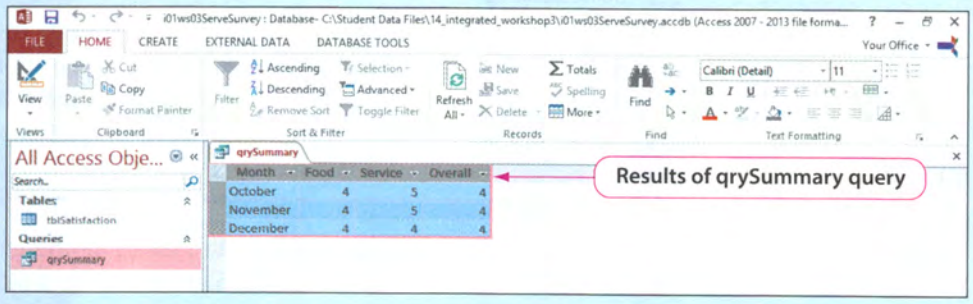


Figure 8 Query showing summary of customer satisfaction

SIDE NOTE
Queries and Tables
You opened and copied query results in Steps b through d. You can also open and copy a table the same way.

d. On the HOME tab, in the Clipboard group, click **Copy**, and then close Access.

e. Click **PowerPoint** on the taskbar to display the PowerPoint window. With the **i01ws03ServeShow_LastFirst** presentation open, click **Slide 3** to select it.

f. Click the **HOME** tab, and then in the Clipboard group, click **Paste**. Point to the top of the table, and when your mouse pointer turns into a four-sided arrow, drag the **table** below the text.

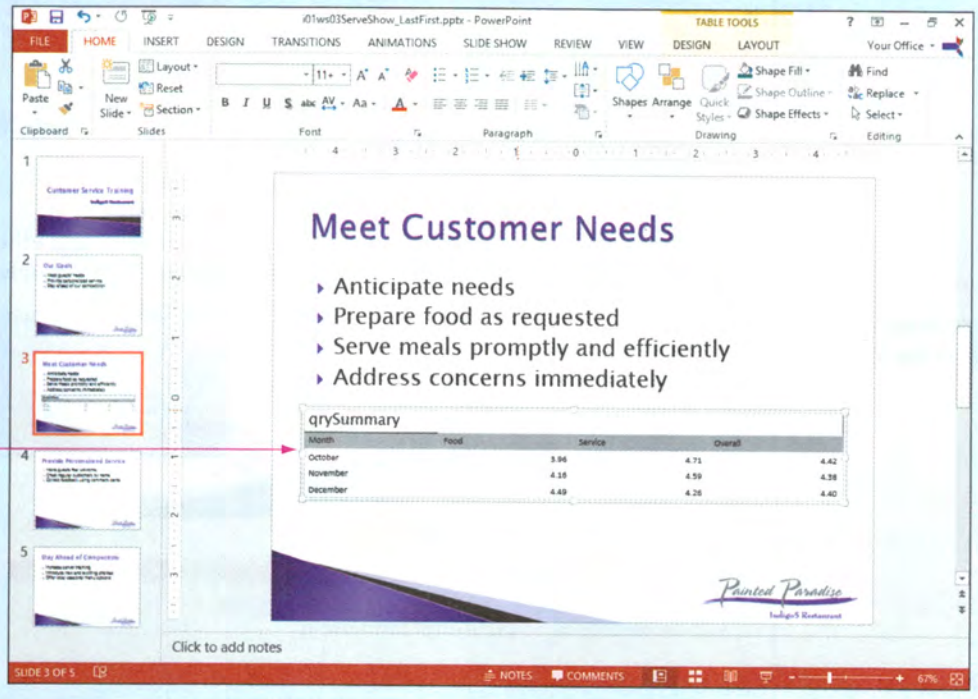


Figure 9 Table pasted from Access

g. With the table selected, on the HOME tab, in the Font group, click the **Font Size** arrow, and then select **18**. The font size for all text in the table is increased.

h. Select the title **qrySummary**, and then type Satisfaction Survey Results as the new title.

i. Resize the columns starting with the first column on the left. Point to the **line** between the Month and Food column headings, and then when your mouse pointer turns into a horizontal resize pointer, double-click to automatically fit the widest entry. Repeat for the other three columns.

Troubleshooting

In the Access database, the query was formatted so no decimal places were displayed in the number. When the data is copied to the Clipboard, the actual data is copied, not the displayed data. Therefore, when you paste the table into PowerPoint, there will be two decimal places showing. If necessary, you can type over the numbers that are copied and replace them with a rounded number.

j. Click the **top border** of the table to make sure the entire table is selected. Under TABLE TOOLS, on the LAYOUT tab, in the Table Size group, change the **Height** to 2.5" and the **Width** in to 4.5". In the **Alignment** group, click **Center** and **Center Vertically** to center all text horizontally and vertically within the cells of the table. In the **Arrange** group, click **Align**, and then select **Align Center** to center the table horizontally on the slide.

k. With the table selected, under TABLE TOOLS, on the DESIGN tab, in the Table Styles group, select the **Themed Style 1 - Accent 1** style to apply the style to the table.

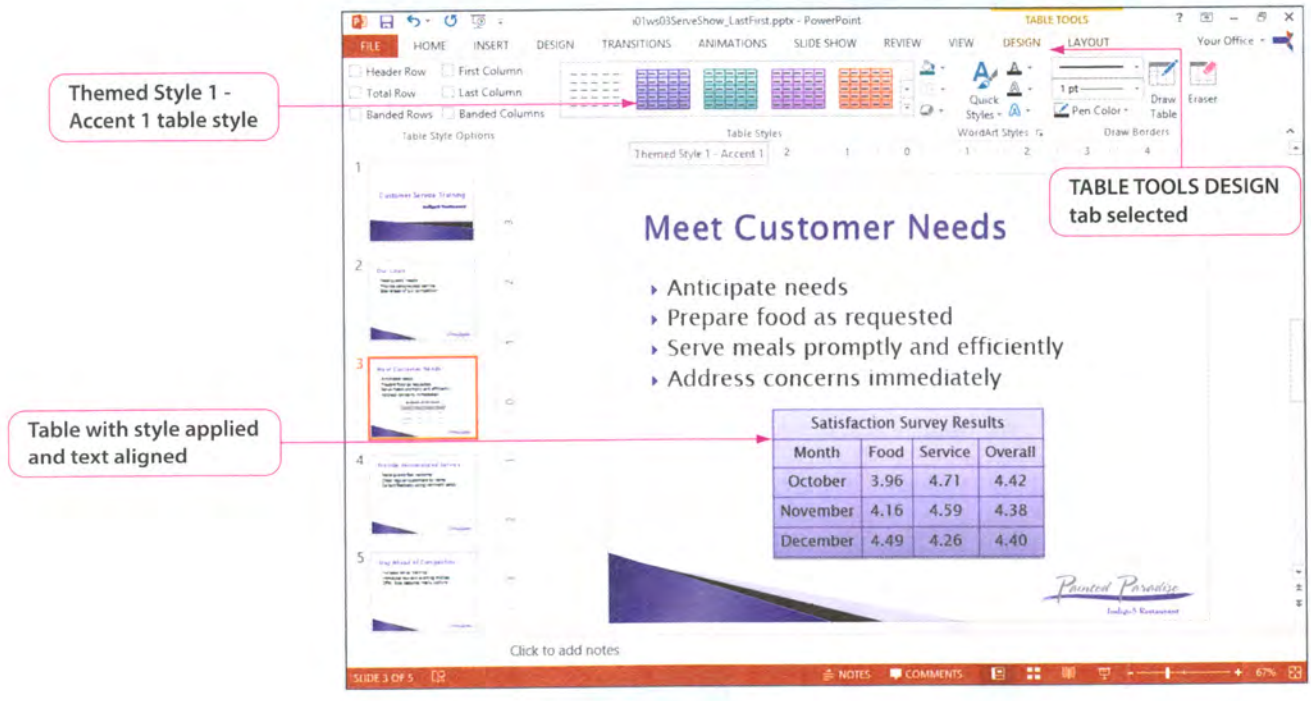


Figure 10 Table after formatting

l. Click **Save**, and then click **Minimize** to minimize PowerPoint on the taskbar.

CONSIDER THIS | **Paste Options**

You are performing a simple copy and paste with the data from Access. There are other options under Paste Special that you could have used. What are they? When would you want to use Paste Special rather than Paste?

Integrating Access, Excel, and PowerPoint

You can bring data into Excel from Access by using the copy and paste commands, by importing Access data into Excel, or by exporting Access data into the worksheet. The method you choose to use will determine whether the data is linked and can be automatically updated from one program to another. An import will create a permanent connection between Excel and Access, while a simple copy and paste will not. Table 2 shows the results of various methods of sharing data between Access and Excel. In this section, you will import data from Access into Excel, create a chart from the imported data, and then link the chart to a slide in PowerPoint.

Sharing Data Between Access and Excel	Type of Connection	Results
To bring data into Excel from Access:		
Copy and paste	None	No connection between Excel and Access after the copy and paste
Import Access data into Excel (in Excel)	Permanent	Can refresh the data in Excel when changes are made in Access
Export Access data into an Excel worksheet (in Access)	None	No connection between Excel and Access, but export steps can be saved for future use
To bring data into Access from Excel:		
Copy and paste	None	No connection between Access and Excel after the copy and paste
Import an Excel worksheet into an Access datasheet (in Access)	None	No connection between Access and Excel
Link to an Excel worksheet from an Access table (in Access)	Permanent	Can refresh the data in Access when changes are made in Excel

Table 2 Sharing data between Access and Excel

Import Access Data into Excel

When you import data from an Access database into an Excel worksheet, a permanent connection is created, and when data is changed in the database, the data can be refreshed in the worksheet. If you use the copy and paste commands or export the Access data, you create a copy of the data that cannot be updated.

Creating a Chart with Imported Access Data

There may be times when you have data in Access and realize that the data could be shown better as a chart. Access does not have charting capabilities. If the chart is a one-time project and will not need to be updated, then a copy and paste of the data will be sufficient. However, if the data will be frequently updated in Access and will therefore require the chart to be updated also, a link would be a better option. For this exercise you will import data from Access into Excel so when the data is changed in Access, the change is reflected in Excel.

IP03.05

To Import Access Data into Excel

a. Start **Excel**, and then open **i01ws03ServeChart**. Maximize the Excel window, if necessary.

b. Click the **FILE** tab, click **Save As**, double-click **Computer**, and then navigate to the location where you are saving your files. Save the document as i01ws03ServeChart_LastFirst using your first and last name. Click **Save**.

c. Make sure the **Satisfaction** worksheet tab is selected. Insert the **file name** in the left section of the footer, and then click **Save**.

d. Click cell **A3**. Click the **DATA** tab, and then in the Get External Data group, click **From Access**.

e. Navigate to the folder where your student data files are located, select **i01ws03ServeSurvey**, and then click **Open**.

f. In the Select Table dialog box, select **qrySummary** if necessary, and then click **OK**. This selects the Access query that has the data you want to import to create the desired chart.

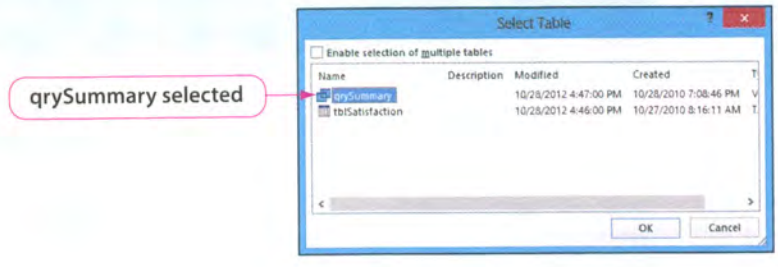


Figure 11 Select Table dialog box

g. In the Import Data dialog box, verify that **Table** is selected, and that the Existing worksheet text box contains **=$A$3**. This tells Excel where to put the data table in the worksheet.

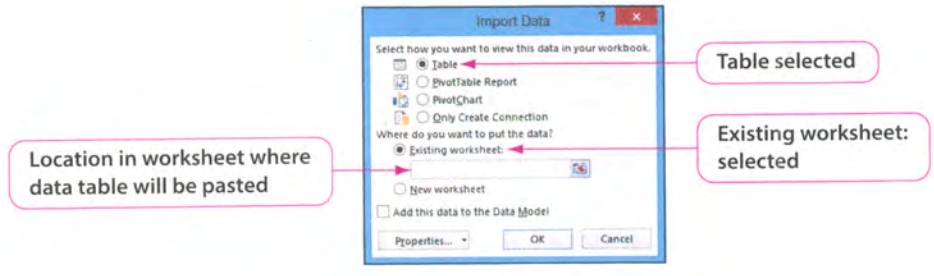


Figure 12 Import Data dialog box

h. Click **OK**. Select cells **B4:D6**. Click the **HOME** tab, and then in the Number group, click **Decrease Decimal** until the numbers are formatted with only two decimal places. Click **Save**.

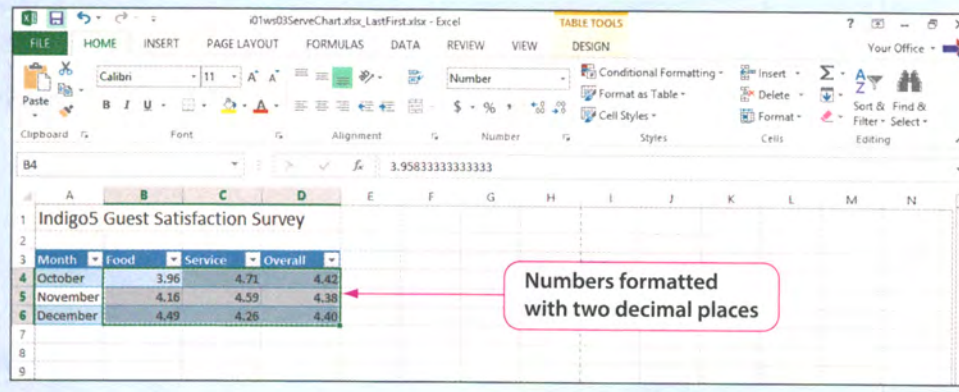


Figure 13 Datasheet from Access formatted in Excel

REAL WORLD ADVICE Charting Access Data

While it may seem redundant to copy data from Access into Excel, it can be a very useful exercise. Access is best used for storing, sorting, and reporting data, while Excel is best for charting and manipulating data. Rather than recreating data in Excel, it can be easier and more accurate to copy data from Access, whether from a table or a query, and then use Excel to create the chart.

Linking an Excel Chart to a PowerPoint Presentation

After you have created a chart in Excel with Access data, you can use that chart in another program like PowerPoint. If you link the chart to the presentation, then when the data is updated in Access, it can be refreshed in Excel and PowerPoint at the same time. For this exercise, you will link the Excel chart you create from the Access data to a slide in your PowerPoint presentation.

IP03.06

To Create an Excel Chart and Link it to a PowerPoint Slide

a. Select cells **A3:D6**. Click the **INSERT** tab, and then in the Charts group, click **Insert Column Chart**, and then select **3-D Clustered Column**.

b. Point to the **top-left edge** of the chart. When your mouse pointer changes to afour-sided arrow, drag the **chart** so the **top-left** corner is in cell **A8** and the **bottom-right** corner is in or close to cell **G22**.

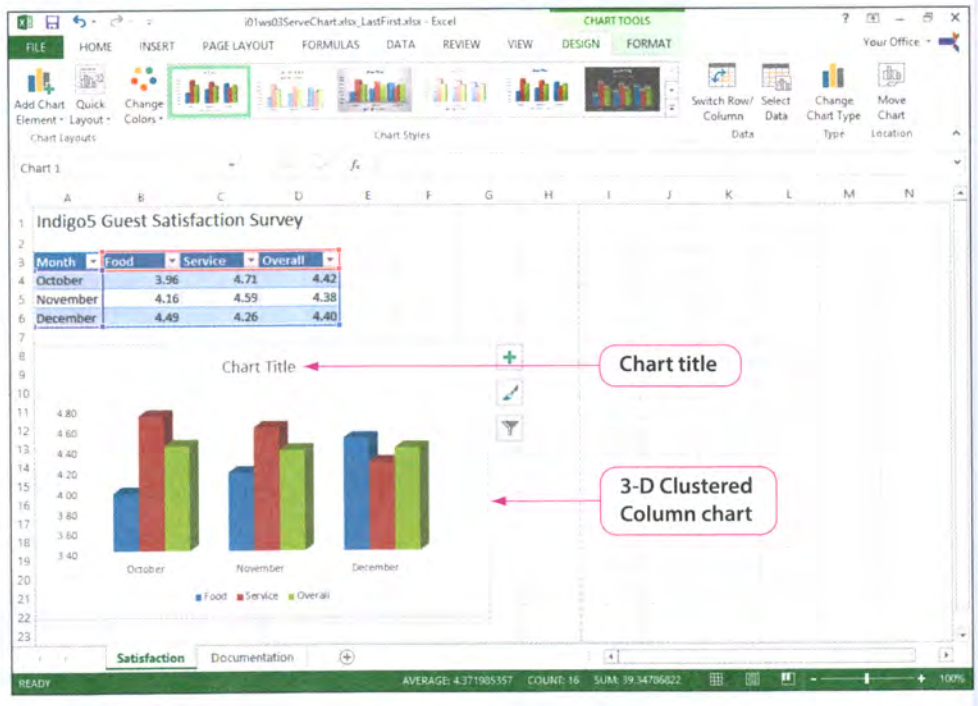


Figure 14 Column chart inserted

c. Click **Save**. With the chart still selected, click on the **HOME** tab, and then in the Clipboard group, click **Copy** to copy the chart to the Clipboard.

d. Click **Minimize** to minimize the Excel window to the taskbar.

e. Click **PowerPoint** on the taskbar to restore the PowerPoint window. Click **Slide 4** to select it. On the HOME tab, in the Clipboard group, click the **Paste** arrow, and then select **Paste Special**. Select **Paste link**, choose **Microsoft Excel Chart Object**, and then click **OK**.

Troubleshooting

If you close Excel before you paste the chart in PowerPoint, then Paste Special will only give you the option to Paste but not Paste link. If you closed Excel before you pasted the chart, open Excel, copy the chart again, and keep Excel open while you paste it into PowerPoint.

f. Click **Excel** on the taskbar to restore the Excel window. Select the **Chart Title** text, type Summary of Customer Surveys.

g. Click the **top border** of the chart to select it. Under CHART TOOLS, on the DESIGN tab, in the Chart Styles group, click **Change Colors**, and then under Colorful, select **Color 4**.

h. Click the **Documentation** worksheet tab, and then complete the following:

- Click cell **A8**, and then type today's date in mm/dd/yyyy format.
- Click cell **B8** and then type your name in Lastname, Firstname format.
- Click cell **C8**, type Imported data from Access qrySummary to cell A3 and then press Enter.
- In cell **C9**, type Formatted numbers in B4:D6 to two decimal places and then press Enter.
- In cell **C10**, type Created 3-D Clustered Column chart from data in A3:D6 and then press Enter.

- In cell **C11**, type **Edited chart title to Summary of Customer Surveys** and then press Enter.
- In cell **C12**, type **Changed chart color to Color 4** and then press Enter.

i. Click **Save**, and then click **Close** to close Excel.

j. Click **PowerPoint** on the taskbar to restore the PowerPoint window. Click **Slide 4**, if necessary. Note that the chart in the presentation now shows the chart title you added in Excel, as well as the color change. Move the **chart** below the text. With the chart selected, under DRAWING TOOLS, on the FORMAT tab, in the Arrange group, click **Align Objects**, and then click **Align Center**.

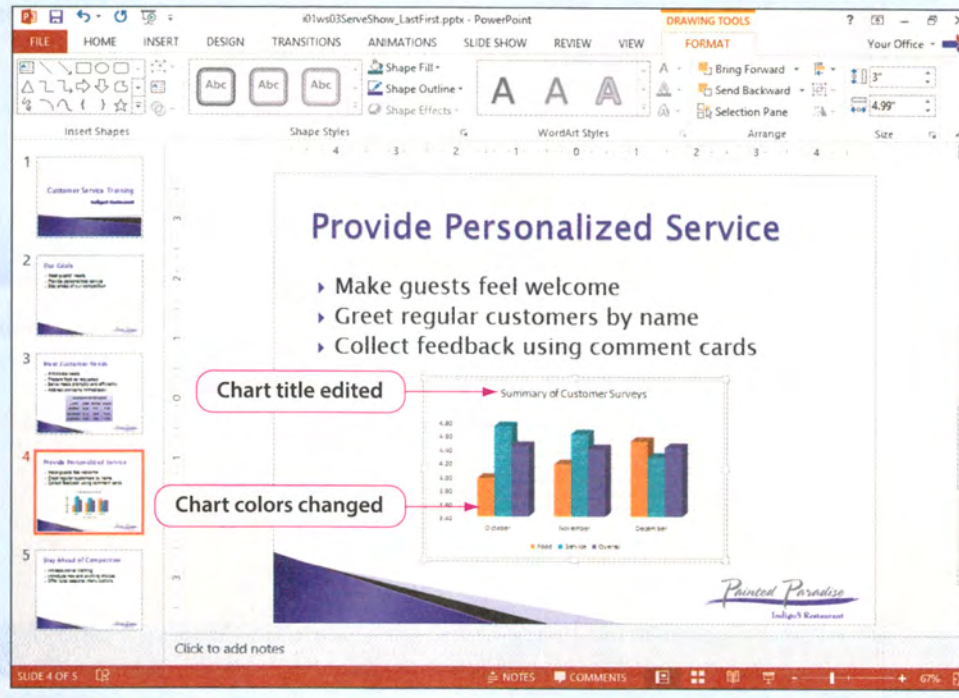


Figure 15 Chart updated in PowerPoint

k. Click **Save**, and then click **Close**.

REAL WORLD ADVICE Link, Embed, or Copy and Paste?

As you recall, the source file is the file that the original data comes from, and the destination file is where the data is copied to. When a chart is linked to an Excel worksheet, any changes in the worksheet are made to the linked chart as well. This is helpful if you are planning to change the data on a regular basis, such as a monthly or quarterly report. If you do not plan on changing the original data but would like the option to make changes to the chart in the destination file, then you can embed the chart. This allows you to change layout, design, and formatting options of the chart in either the destination or source file, but not both. If you do not need that kind of flexibility, then copying and pasting is the simplest method for copying the chart from one file to another.

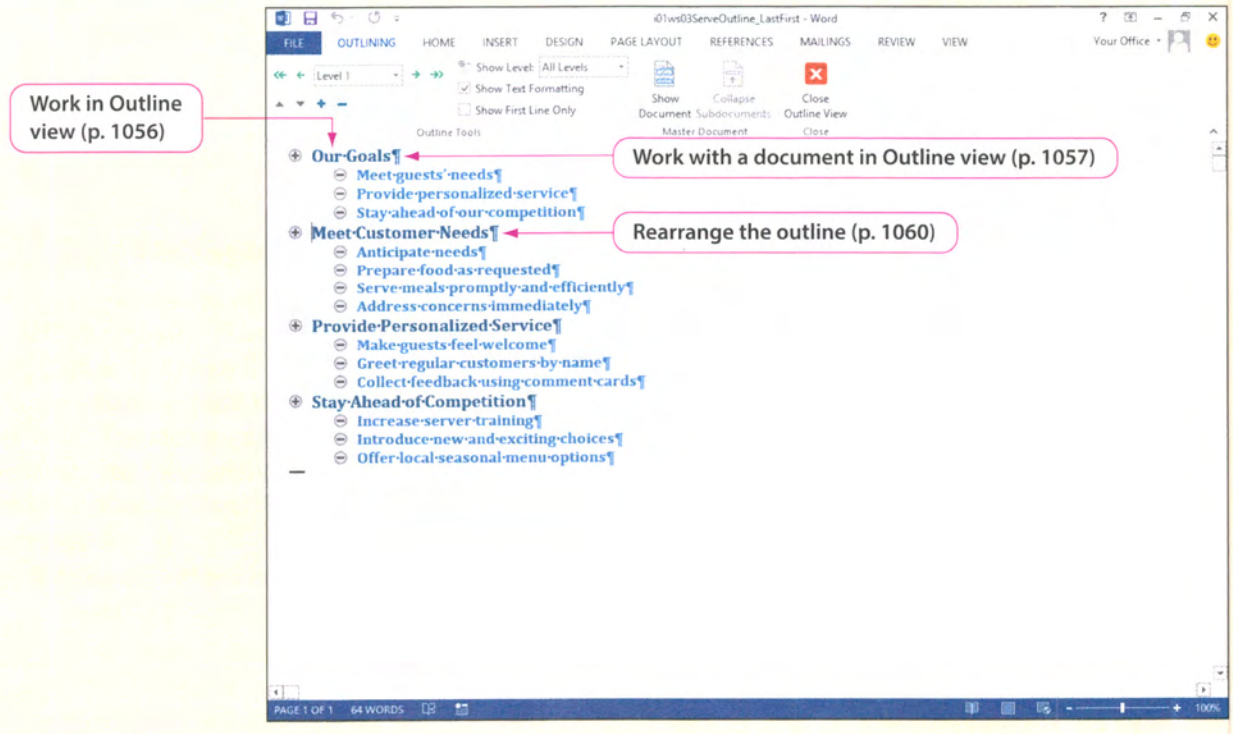
Concept Check

1. How is working in Outline view in Word different from working in Print Layout view? What is the advantage to being able to expand and collapse the different-level paragraphs in an outline? p. 1056
2. How do you prepare a Word outline so it can be imported into PowerPoint as slides? p. 1060
3. Why would you want to export Access data to Excel before using it in another application, such as PowerPoint? p. 1062
4. What is the difference between copying and pasting data from Access to Excel and exporting data from Access to Excel? Why would you copy and paste? When would you use an export? p. 1065

Key Terms

Body text 1056
Collapse 1056
Demote 1056
Expand 1056
Level 1 1056
Level 2 1056
Outline 1056
Outline view 1056
Promote 1056
Reset 1061

Visual Summary



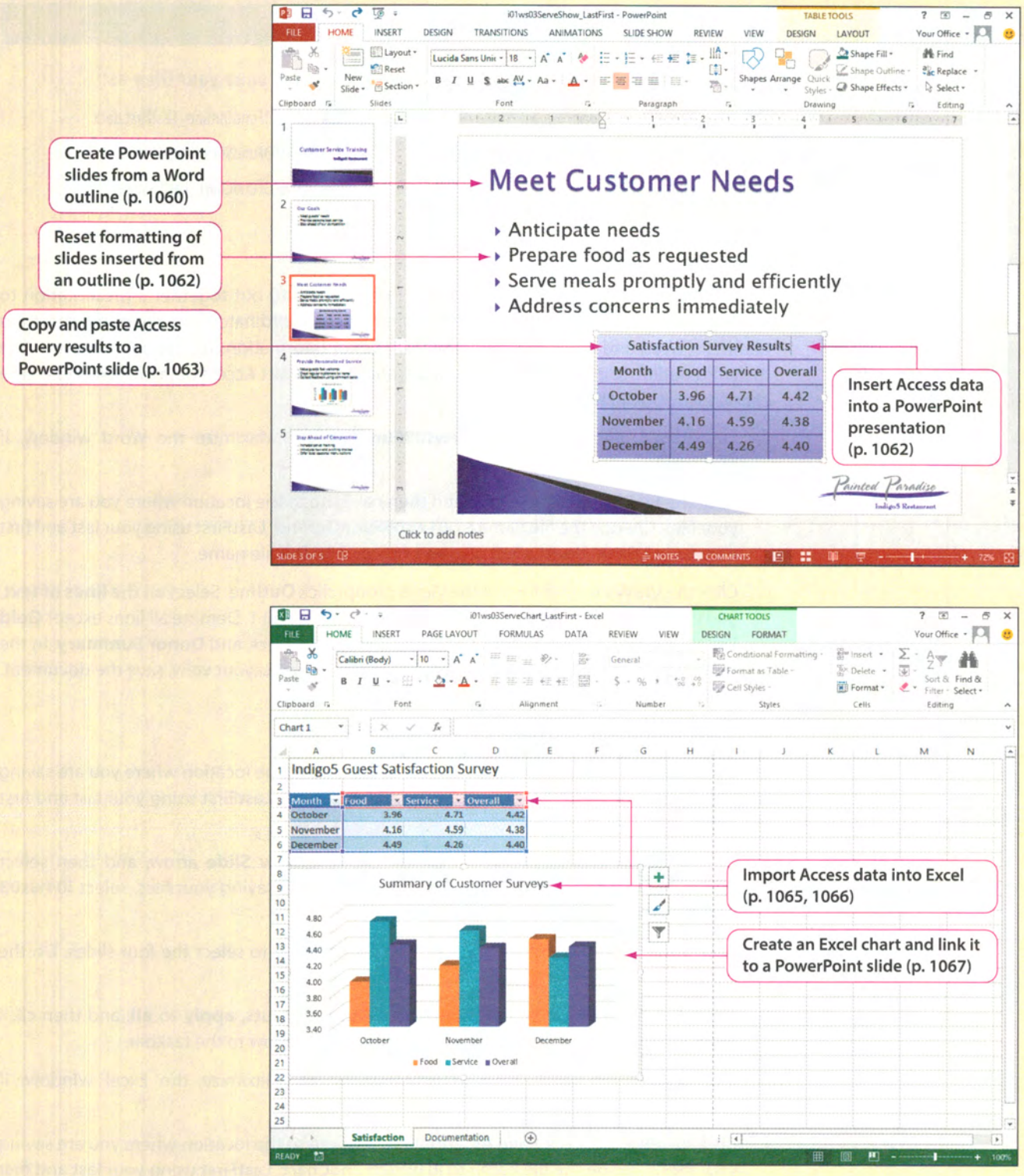


Figure 16 Customer Service Training Final

Practice 1

Student data files needed:

i01ws03FundOutline.docx
i01ws03FundShow.pptx
i01ws03FundChart.xlsx
i01ws03FundResult.accdb

You will save your files as:

i01ws03FundOutline_LastFirst.docx
i01ws03FundShow_LastFirst.pptx
i01ws03FundChart_LastFirst.xlsx

Auction Fundraiser



Finance & Accounting

Patti Rochelle, corporate event planner, has been asked to put together a presentation to summarize the recent auction fundraiser her group has coordinated. She has put together an outline in Word and an Access database with donor information. Your assignment is to use the Word outline to create PowerPoint slides, and then import Access data into Excel to create charts to include in the presentation.

a. Start **Word**, and then open **i01ws03FundOutline**. Maximize the Word window, if necessary.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws03FundOutline_LastFirst using your last and first name. Click **Save**. Insert a **left-aligned footer** with the file name.

c. Click the **VIEW** tab, and then in the Views group, click **Outline**. Select **all the lines of text**, and then click **Promote** so all lines are promoted to Level 1. Demote all lines except **Gold Level Donations**, **Silver Level Donations**, **Major Donors**, and **Donor Summary**. In the Close group, click **Close Outline View** to return to Print Layout view, save the document, and then close Word.

d. Start **PowerPoint**, and then open **i01ws03FundShow**.

e. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws03FundShow_LastFirst using your last and first name, and then click **Save**.

f. On the HOME tab, in the Slides group, click the **New Slide** arrow, and then select **Slides from Outline**. Locate the folder where you are saving your files, select **i01ws03 FundOutline_LastFirst**, and then click **Insert**.

g. Click **Slide 2**, hold down Shift, and then click **Slide 5** to select the four slides. On the HOME tab, in the Slides group, click **Reset**.

h. Insert the **file name** in a footer on **Notes and Handouts**, **apply to all**, and then click **Save**. Click **Minimize** to minimize the PowerPoint window to the taskbar.

i. Start **Excel**, and then open **i01ws03FundChart**. Maximize the Excel window, if necessary.

j. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws03FundChart_LastFirst using your last and first name. Click **Save**. Insert the **file name** in the left section of the footer.

k. Click cell **A4**. Click the **DATA** tab, and then in the Get External Data group, click **From Access**. Navigate to the location of your student data files, select **i01ws03FundResult**, and then click **Open**.

l. In the Select Table dialog box, select **qrySummary**, and then click **OK**. In the Import Data dialog box, verify that **Table** is selected, and that the Existing worksheet text box contains **=$A$4**. Click **OK**.

m. Select cells **B5:E7**. Click the **HOME** tab, and then in the Number group, click **Accounting** Number Format to format the numbers with a dollar sign and two decimal places.

n. Select cells **A4:B7**. Click the **INSERT** tab, and then in the Charts group, click **Insert Pie or Doughnut Chart**, and then under the 3-D Pie category, select **3-D Pie**. Move the chart so the **top-left** corner is in cell **A9** and the **bottom-right** corner is in or close to cell **E23**.

o. Select the **chart**, and then change the chart title to Summary of Donor Values. Under CHART TOOLS, on the DESIGN tab, in the Chart Styles group, click **Change Colors**, and then select **Color2**. In the Chart Layouts group, click the **Add Chart Elements** arrow, point to **Data Labels**, and then select **Best Fit**. Click **Save**.

p. If requested by your instructor, update the **Documentation** worksheet to reflect the changes that have been made, and then save the workbook.

q. Click the **Summary** worksheet tab, if necessary. Select the **chart**. Click the **HOME** tab, and then in the Clipboard group, click **Copy**. Close Excel.

r. Click **PowerPoint** on the taskbar to restore the PowerPoint window. Click **Slide 5** to select it. On the HOME tab, in the Slides group, click the **Layout** arrow, and then select **Title Only**. In the Clipboard group, click the **Paste** arrow, and then select **Paste Special**. Click **Paste link**, select **Microsoft Excel Chart Object**, and then click **OK**.

s. With the chart selected, under DRAWING TOOLS, on the FORMAT tab, in the Size group, increase the **Shape Height** to **4**. Align the chart so it is centered in the blank area on the slide. Save the presentation, and then close PowerPoint, saving changes if prompted. Submit all files as directed by your instructor.

Practice 2

Student data files needed:

i01ws03GuestOutline.docx
i01ws03GuestShow.pptx
i01ws03GuestList.accdb

You will save your files as:

i01ws03GuestOutline_LastFirst.docx
i01ws03GuestShow_LastFirst.pptx

Marriage Presentation


Customer Service

The staff in Event Planning has been asked to create a short PowerPoint presentation to celebrate an upcoming marriage. The bride and groom have given Patti Rochelle, corporate event planner, a Word outline listing topics they want in the presentation. The presentation will run continuously in an alcove during the reception. The guest list has been maintained in an Access database. Your assignment is to create a PowerPoint presentation from the Word outline and insert a query table into the presentation to show how many guests, by state, will be at the ceremony.

a. Start **Word**, and then open **i01ws03GuestOutline**. Maximize the Word window, if necessary.

b. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws03GuestOutline_LastFirst using your last and first name. Click **Save**. Insert a **left-aligned footer** with the file name.

c. Click the **VIEW** tab, and then in the Views group, click **Outline**. Select **all the lines of text**, and then click **Promote** so all the lines are promoted to Level 1. Demote all lines except **The Bride**, **The Groom**, **The Bridal Party**, and **Our Guests**. Click **Close Outline View** to return to Print Layout view. Click **Save**, and then close Word.

d. Start **PowerPoint**, and then open **i01ws03GuestShow**.

e. Click the **FILE** tab, click **Save As**, and then navigate to the location where you are saving your files. Change the file name to i01ws03GuestShow_LastFirst using your last and first name. Click **Save**.

f. On the HOME tab, in the Slides group, click the **New Slide** arrow, and then select **Slides from Outline**. Navigate to the location where you are saving your files, select **i01ws03GuestOutline_LastFirst**, and then click **Insert**.

g. Click **Slide 2**, hold down Shift, and then click **Slide 5** to select the four slides. On the HOME tab, in the Slides group, click **Reset**. With the slides still selected, click **Layout**, and then select **Title and Content**.

h. Insert the **file name** in a footer on **Notes and Handouts**, **apply to all**, and then click **Save**. Click **Minimize** to minimize the PowerPoint window to the taskbar.

i. Start **Access**, and then open **i01ws03GuestList**. If necessary, click **Enable Content** in the SECURITY WARNING bar.

j. In the Navigation Pane, double-click the query **qryStates** to open it in Datasheet view. Click **Select All** at the top left of the query datasheet to select all the records in the query datasheet. On the HOME tab, in the Clipboard group, click **Copy**. Close Access.

k. Click **PowerPoint** on the taskbar to restore the PowerPoint window. Click **Slide 5** to select it. On the HOME tab, in the Slides group, click the **Layout** arrow, and then select **Two Content**. Click the **right** placeholder, and then in the Clipboard group, click **Paste**.

l. With the table selected, on the HOME tab, in the Font group, click the **Font Size** arrow, and then select **14**. Replace the title **qryStates** with Home States of Guests and then increase the font size to **16**. Resize the columns starting with the column on the left. Center the title and column headings. Center the number of guests under the column **Guests**. Align the table so it is centered in the right area of the slide.

m. Select the **table**. Under TABLE TOOLS, on the DESIGN tab, in the Table Styles group, select the **Light Style 3 - Accent 3** style to apply the style to the table.

n. In the left placeholder, click in front of **Jill**, and then press Shift twice to add a blank line and move the names to a new line. On the HOME tab, in the Paragraph group, click **Bullets** to remove the bullet, and then in the Paragraph group, click **Align Right** to move the names to the right side of the placeholder. Save the presentation, and then close PowerPoint. Submit all files as directed by your instructor.

Problem Solve 1

Student data files needed:

i01ws03BoardOutline.docx
i01ws03BoardShow.pptx
i01ws03BoardList.accdb

You will save your files as:

i01ws03BoardOutline_LastFirst.docx
i01ws03BoardShow_LastFirst.pptx
i01ws03BoardChart_LastFirst.xlsx

Sales Presentation



Finance & Accounting

The manager of Painted Treasures Gift Shop needs to give a sales presentation to the resort board of directors each month. There is an existing Access database with information on items sold as well as a Word outline with the basic information for the presentation. Your assignment is to create a PowerPoint presentation from the Word outline, copy Access query results into the presentation, and finally, import the Access data into Excel to create a chart to include on one of the slides.

a. Start **Word**, and then open **i01ws03BoardOutline**. Save the file to your student folder as i01ws03BoardOutline_LastFirst. Insert a **left-aligned footer** with the file name.

b. In Outline view, promote and demote the paragraphs so **January Trends**, **January Sales by Category**, and **February Strategy** are all Level 1 paragraphs. The other paragraphs should all be Level 2. Close Outline view, save the file, and then close Word.

c. Start **PowerPoint**, and then open **i01ws03BoardShow**. Save the presentation as i01ws03BoardShow_LastFirst. Insert new slides using the file **i01ws03BoardOutline_LastFirst**. Reset the new slides that you inserted. Insert the **file name** in a footer on **Notes and Handouts**, **apply to all**, and then click **Save**. Save the presentation.

d. Start **Excel**, open a new blank workbook, and then save it to your student folder as i01ws03BoardChart_LastFirst. Insert the **file name** in the left section of the footer. Save the workbook.

e. Get external data from the query **qryJanuarySales** in the Access database **i01ws03BoardList**. Insert the table in cell **A1**, and then format cells **B2:B9** with the **Accounting** format. Create a **3-D Clustered Column** chart from the data table. Change the chart title to January Sales and then apply the **Style 3** chart style. Move the chart below the data table. Save the workbook.

f. Copy the **column chart** to the Clipboard. In the PowerPoint presentation, select **Slide 3**, and then paste the **Excel chart** as a link. Align the chart so it fits well on the slide and all text is visible. Save the presentation, and then minimize PowerPoint.

g. Start **Access**, open **i0ws03BoardList**, and then click **Enable Content**. Copy the **qryJanuarySales** query results to the Clipboard, and then close Access.

h. In the PowerPoint presentation, change the layout of **Slide 2** to **Two Content**. Paste the **table** on the right side of the slide. Increase the font size, replace the title, and then resize the columns. Apply a style to the table, and then make any formatting changes to improve the appearance of the table. Align the table so it fits well on the slide and all the text is visible. Save the presentation, and then close PowerPoint. Submit all files as directed by your instructor.

Problem Solve 2

Student data files needed:

i01ws03TrendOutline.docx
i01ws03TrendShow.pptx
i01ws03TrendData.accdb

You will save your files as:

i01ws03TrendOutline_LastFirst.docx
i01ws03TrendShow_LastFirst.pptx
i01ws03TrendCharts_LastFirst.xlsx

New Gift Items



Sales & Marketing

The manager and staff of the Painted Treasures Gift Shop have been brainstorming to find ways to expand inventory and increase sales. They have been researching trends in the gift shop industry and have developed several different possibilities. They want to create a presentation for Painted Paradise management detailing their ideas. Data has been kept in an Access database with information about potential new items, wholesale cost, and suggested sale price. There is also an outline in Word showing the topics they would like to cover. Your assignment is to create a PowerPoint presentation from the Word outline, import the Access data into Excel, and then create charts for the presentation.

a. Start **Word**, and then open **i01ws03TrendOutline**. Save the file to your student folder as i01ws03TrendOutline_LastFirst. Insert a **left-aligned footer** with the file name.

b. Using **Outline** view, promote and demote the paragraphs so **Luxuries and indulgences**, **Green Products**, and **Soft Goods** are all Level 1 paragraphs. The other paragraphs should all be Level 2. Close Outline view, save the file, and then close Word.

c. Start **PowerPoint**, and then open **i01ws03TrendShow**. Save the presentation as i01ws03TrendShow_LastFirst. Note that the manager has already created two slides. Click **Slide 2** to select it, and then insert new slides from **i01ws03TrendOutline_LastFirst**. Reset the new slides that you inserted. Insert the **file name** in a footer on **Notes and Handouts**, apply to **all**, and then click **Save**. Save the presentation, and then minimize PowerPoint.

d. Start **Excel**, open a new blank workbook, and then save it as i01ws03TrendCharts_LastFirst. Insert the **file name** in the left section of the footer.

e. Import data from the Access database **i01ws03TrendData** by importing the datasheets from the three queries: **qryLuxuries**, **qryGreenProducts**, and **qrySoftGoods**. Use a separate worksheet for each datasheet, and name the worksheet tabs appropriately.

f. Format numbers on all worksheets as **Currency**. Insert a line chart using the **Line with Markers** style on each worksheet showing the cost and retail price for each item in that category. Move the chart under the data. Change the chart titles to match the name of the categories, and then save the workbook.

g. If requested by your instructor, add the **Documentation** worksheet, and then complete it to reflect the changes that have been made. Save the workbook.

h. Copy each chart and paste it on the corresponding slide in the PowerPoint presentation. Move each chart so it fits well on the slide and all text is visible. Increase the font size on the charts if necessary. Save the presentation and then close PowerPoint. Close Excel. Submit all files as directed by your instructor.

Perform 1: Perform in Your Career

Student data files needed:

- Blank Word document
- Blank PowerPoint presentation
- Blank Access database
- Blank Excel worksheet

You will save your files as:

- i01ws03GrantOutline_LastFirst.docx
- i01ws03GrantShow_LastFirst.pptx
- i01ws03GrantRatio_LastFirst.accdb
- i01ws03GrantChart_LastFirst.xlsx

Grant Presentation



Information Technology

You are the director of a new and innovative high school and are looking for ways to increase the technology available to your students. You have learned of a grant that would pay for tablets for each student to use during the school year. You would like your school to become a leader in technology, and you have Access data that shows how most schools are lacking in this area. Along with writing the grant proposal, you need to create a presentation for the school board with the grant proposal information. The project name is Technology Grant Proposal. The grant presentation must include the following information:

- An introduction to your school with background information and a mission statement
- A problem statement that identifies the problems the project will address
- A comparison of student-to-computer ratios of area schools
- A project summary of what your school will need
- A list of key benefits the project will provide your school
- A budget for the project

a. Start **Word**, and then create a Word outline that will eventually become your PowerPoint slides. You must include the bulleted information above in your presentation. There should be Level 1 and Level 2 paragraphs for each slide. Save the document as i01ws03GrantOutline_LastFirst. Insert a left-aligned footer with the file name, save the document, and then close Word.

b. Start **PowerPoint**, and then create slides from the Word outline created in Step a. Add a title and subtitle to the presentation on Slide 1. Insert the file name in the footer of Notes and Handouts. Apply a theme to the presentation. Save the presentation as i01ws03GrantShow_LastFirst.

c. Start **Access**, and then create a new database called i01ws03GrantRatio_LastFirst. Add the following fields after the ID field: School Name, School Enrollment, and Computer Ratio. Add at least 12 records to fill in this table. The first record should have your first name and last name as the School Name, followed by HS. The records should show that the maximum Computer Ratio is 4:1. That is, all records should be 4:1, 5:1, or higher. Save the database.

d. Copy all the records in the Access table, and then paste the datasheet into the appropriate slide in your PowerPoint presentation. Resize the columns, apply a style to the table, and then save the presentation.

e. Start **Excel**, and then create a budget for the project. Assume there are 426 students. Include the cost of the tablet, the cost of any additional hardware or software, and the estimated cost of maintenance per student and for the total project. Create a chart for the data. Save the workbook as i01ws03GrantChart_LastFirst. Insert the file name in the left section of the footer.

f. If requested by your instructor, add the Documentation worksheet, and then complete it to reflect the changes that have been made.

g. Link the Excel data and the chart to a slide in your PowerPoint presentation. Save the workbook, and then close Excel.

h. Save the PowerPoint presentation. Close all applications. Submit all files as directed by your instructor.

Perform 2: How Others Perform

Student data files needed:

i01ws03ClassShow.pptpx
i01ws03ClassOutline.docx
i01ws03ClassList.accdb

You will save your files as:

i01ws03ClassOutline_LastFirst.docx
i01ws03ClassShow_LastFirst.pptx
i01ws03ClassCharts_LastFirst.xlsx

Presentation Gone Wrong



Production & Operations

The local university offers specialized classes for people who are 50 years old or more. Some of the classes last only one day and others span several weeks. Various excursions are also offered that could be day trips or might extend over a weekend. Your friend works in the Continuing Education office and has put together a presentation to show how many students have signed up for these classes. He created an outline in Word and tried to create PowerPoint slides using the Slides from Outline feature, but he ended up with a slide for each class, instead of a slide for each type. The types of classes are One Day Classes, Multi-Week Courses, and Excursions. When students register, their data is entered in an Access database. Queries have been created to track the number of students in each class and in each type of class. Your friend would like to import this data into Excel to create charts, but he cannot do that until he corrects the presentation. He has asked for your help.

a. Start **PowerPoint**, and then open **i01ws03ClassShow**. Examine the way the slides were created from the Word outline. Close PowerPoint.

b. Start **Word**, and then open **i01ws03ClassOutline**. Save the file as i01ws03ClassOutline_LastFirst.

c. Edit the outline so the three types of classes will be the titles on three different slides and the class names will be the details on each slide. Insert a left-aligned footer with the file name, save the document, and then close Word.

d. Start **PowerPoint**, open a new presentation, and then save it as i01ws03ClassShow_LastFirst. Insert slides from the outline **i01ws03ClassOutline_LastFirst**. There should be a title slide and three slides from the Word outline. Add an appropriate title and subtitle to Slide 1. Insert a **Notes and Handout** footer with the file name. Save the presentation, and then minimize PowerPoint.

e. Start **Excel**, open a new workbook, and then save it as i01ws03ClassCharts_LastFirst. Change the orientation to **Landscape** and the width to **1 page**. Click the **OneDay** worksheet tab, if necessary, and then insert the file name in the left section of the footer. Save the workbook.

f. Import data from the Access database **i01ws03ClassList** by importing the datasheets from the three queries: qryOneDay, qryMultiWeek, and qryExcursions. Use a separate worksheet for each datasheet and name the worksheet tabs appropriately. Create a column chart on each worksheet showing the number of students enrolled for each type of class. Change the chart titles to match the names of the tables, and then save the workbook.

g. If requested by your instructor, add the Documentation worksheet, and then complete it to reflect the changes that have been made. Save the workbook.

h. Click **PowerPoint** on the taskbar to restore the PowerPoint window. Apply a Design theme that coordinates with the colors of the charts. Link each chart to the appropriate slide in the PowerPoint presentation. Move and size each chart, if necessary, so it fits attractively on the slide. Save the presentation, and then close PowerPoint. Close Excel. Submit all files as directed by your instructor.



Additional Cases

Additional Workshop Cases are available on the companion website and in the instructor resources.

Appendix

EFFICIENT INTERACTION WITH A TOUCHSCREEN

OBJECTIVES

1. Understand variations in tablets p. 1080
2. Understand methods for interacting with a tablet PC p. 1082
3. Use flick, touch, and bezel gestures p. 1086
4. Use Office 2013, and other, touch features p. 1091, 1092

Prepare Case

Painted Paradise Resort and Spa Works with Touch Features



Information Technology


NAN / Fotolia

In his position as the CIO of Painted Paradise Resort and Spa, Aidan Matthews travels frequently. Traditionally, Aidan would take four devices with him—a laptop to work on Microsoft Office files, a Kindle to read, a Google tablet to watch videos, and an iPhone to make phone calls. He recently acquired a Windows 8 tablet PC and Windows 8 phone with Office 2013. This will allow him to only carry two devices and still complete all the same tasks. Aidan has asked you to teach him the most efficient ways to interact with his new Windows 8 tablet PC, a Surface Pro.

REAL WORLD SUCCESS

"As a business analyst for a large technology consulting company, I travel four days a week. Most of my colleagues carry four or more devices while traveling. I only carry my Windows 8 tablet PC and phone. I can do everything my colleagues can and more—with less hassle in the security line and more room in my luggage! My colleagues and clients have been quite impressed with the efficiency of the touch and pen integration."

- Dana, recent graduate

Interacting with a Windows 8 Tablet PC

Microsoft Windows 8 is the latest version of the Windows operating system. The **operating system** is system software, which controls and coordinates computer hardware operations so other programs can run efficiently. The operating system acts as an intermediary between **application software**—programs that help you perform specific tasks, such as word processing—and the computer hardware.

Like previous versions of Windows, Windows 8 uses a **graphical user interface (GUI)**, an interface that uses icons, which are small pictures representing commands, programs, and documents. However, Windows 8 introduces a number of new features that will leave even an experienced user in need of some retraining.

Windows 8 has moved away from the Start button and moved towards a touch-screen interface. Windows 8 also supports gesture recognition, which allows you to control the computer with gestures instead of mouse clicks, if you have a touch-screen device. Gestures allow you to perform actions like zooming and switching programs by performing certain movements. In this section, you will learn about the various ways to efficiently interact in the Windows 8 environment.

Understand Variations in Tablets

People use different devices for different purposes. You may use your tablet for information consumption and entertainment. Likewise, you may prefer your desktop computer to write a paper. These preferences account for the vast market diversity in devices. You may even know someone who regularly uses five or more devices. The capabilities of these devices can be quite divergent and cause consumer confusion. Further, some consumers—particularly cost-conscious consumers—seek to minimize the number of devices.

There are many types of tablet computers in terms of hardware, software, and size. Further, the types are constantly changing as new versions come out. Some of the most popular currently available devices are the Microsoft Surface, Apple iPad, and the Android tablet computer. Each device runs a different operating system and has different features and capabilities. Which tablet is the best for you depends on many questions.

- How much are you willing to spend?
- Do you need to use it for business production?
- Do you need to connect to specific hardware such as a camera or microphone?
- Do you want a high-quality display?
- How does the device feel when you hold it?
- Do you find the device easy to use?
- Do you need it to connect to a cellular network?

One major discriminator when answering these questions is the operating system it runs. Table 1 describes the capabilities of the various operating systems and the devices they are found on. Since technology is constantly changing, you should research any potential changes to the table that follows.

Operating System	Software It Runs	Types of Devices	Hardware Manufacturers	Office Capabilities
Macintosh	Runs software written for the Macintosh operating system	Laptops and desktops	Apple only	Mac Office versions such as Office 2011 and PC versions via dual boot or parallels
Windows 8	Runs software written for Windows 7 and above. Also, runs apps from the Windows store	Laptops, desktops, and some newer Intel chip-based tablets	Various: Microsoft, Lenovo, Dell, ASUS, and others	Full Office 2013
Windows 8 RT	Runs apps from the Windows store only	Arm chip-based tablets	Various: Microsoft, Lenovo, Dell, ASUS, and others	Office 2013 RT: Visually, the same as the full Office 2013 but lacks some sophisticated Office features
Android	Runs apps from the Google Play Store only	Smartphones and tablets	Various: Google, Samsung, ASUS, HTC, LG, and others	Some limited native capability to work with Office files
iOS	Runs apps from the Apple Store only	iPads and iPhones	Apple only	Very limited ability to work with Office files. Some capability with purchased third-party apps
Windows Phone	Runs apps from the Windows store only, including Office 2013 for Windows Phone	Smartphones	Various: Nokia, HTC, Samsung, and others	Office 2013 for Windows Phone: Visually different than the full Office 2013 but similar functionality to Office 2013 RT
Blackberry	Runs apps from BlackBerry App World only	Smartphones and tablets	Blackberry only	Very limited ability to work with Office files. Some capability with purchased third-party apps

Table 1 Operating system capabilities

Tablets can run one of two kinds of chips: an Intel-based or ARM-based chip. An **Advanced RISC Machine chip (ARM chip)** is designed for low-energy embedded systems, such as in an iPad. An **Intel chip** is a series of microprocessors made by the manufacturer Intel, for example the chip used in most traditional laptops or desktops.

In October 2012, Microsoft released the Surface tablet. This tablet comes in two versions, the Surface and Surface Pro—as seen in Figure 1. The Surface RT runs on an ARM chip device and contains substantively similar functionality for Word, PowerPoint, Excel, and OneNote as the Windows version of Office 2013. Visually, Windows RT even looks the same as the full Office 2013 for Windows. However, applications that run on Windows Phone and RT do not support some of the more sophisticated Office features or back-end Visual Basic programming.

The Surface Pro tablet runs Windows 8 Pro and is built with a more traditional Intel chip hardware that lets it perform like a traditional PC. Tablets capable of performing like a traditional PC are typically referred to as a **tablet PC**.

Aidan Matthews purchased a Surface Pro tablet PC because he can use it for personal, business, and mobile tasks. Thus, you need to learn about the touch interface for the full Windows 8 specifically—the same touch interface for any PC with any kind of touch screen.



Figure 1 Microsoft Surface

Understand Methods for Interacting with a Tablet PC

Users can interact with the tablet PC via several built-in ways: speech, keyboard, trackpad, digitizer pen, or touch screen. Windows 8 is smart enough to detect the method of input you are using and adapts the menus and options accordingly. To maximize your efficiency, you need to understand when to use which method of input.

Inputting Text with Speech Recognition

Speech recognition in Windows 8 is better than any prior version of Windows. Typically, whether speech recognition is desirable or efficient is highly dependent on voice, accent, and personal preference. Windows 8 has a built-in speech recognition app. By default, the app is not pinned to the Start screen. However, you can easily find it by doing a search as shown in Figure 2. While the Surface Pro includes a microphone, most users prefer and have better accuracy with a headset or desktop microphone—purchased separately.

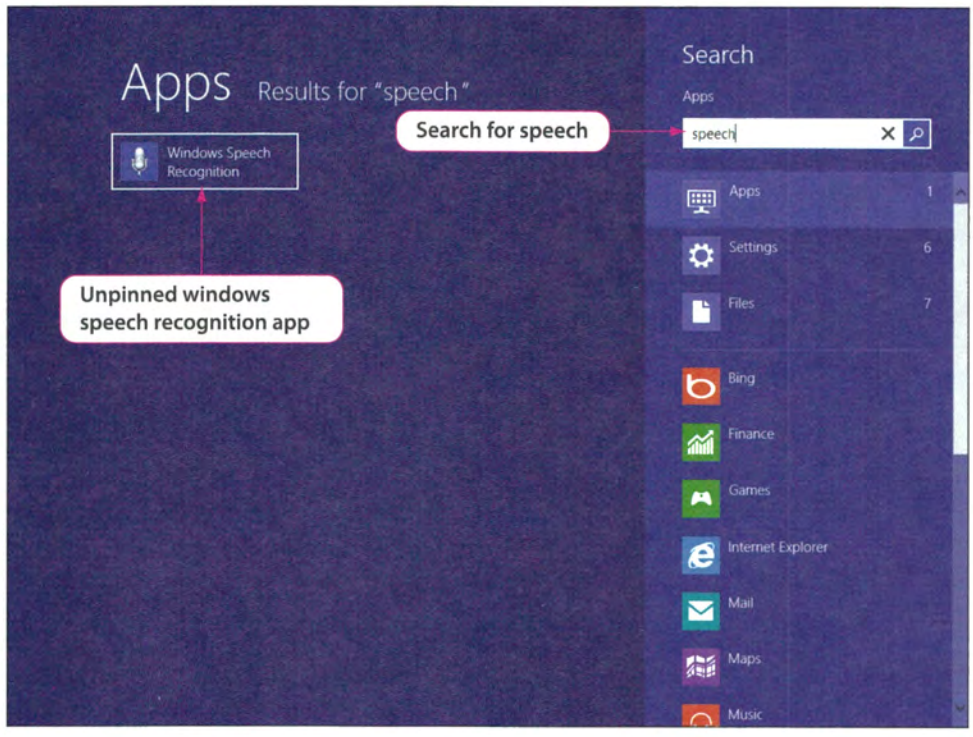


Figure 2 Search for speech recognition app

Using the Keyboard and Trackpad

The Surface comes with two types of covers: the touch cover and type cover as seen in Figure 3. The type cover provides a depression keyboard similar to traditional keyboards. Both keyboards have the same functionality except that only the type cover has the traditional F1–F12 keys. Thus, personal preference is the most important determinant on which is best. Even though Windows 8 has a touch keyboard, most users still find an actual keyboard preferable when needing more than a few words entered.

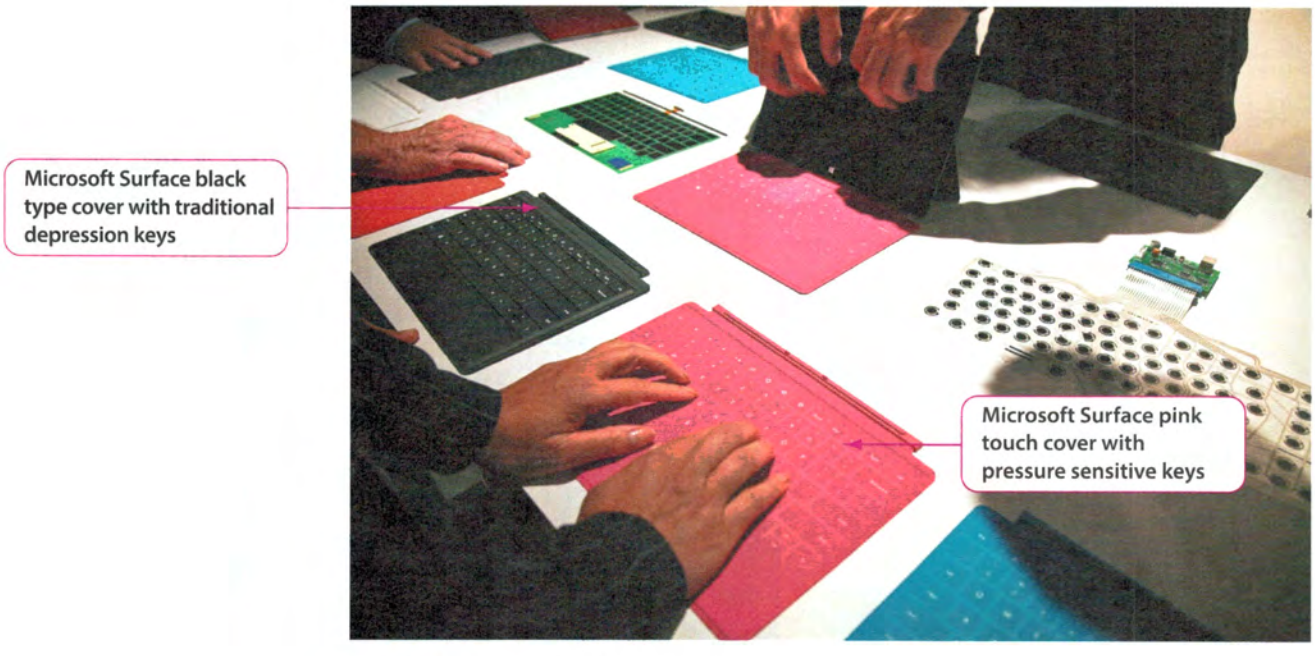


Figure 3 Microsoft Surface covers

The covers come with a built-in **trackpad**—a pad that works like a traditional mouse but uses touch. Trackpads are typically found on laptops and tablet PCs. Many users find a trackpad awkward when needing to drag. Thus, a user that drags a lot may want to consider purchasing a USB wireless mouse.

The touch interface can replace the need for a mouse in many situations. In fact, keyboard shortcuts can also cut down dramatically on the need for a mouse. Thus, keyboard shortcuts improve efficiency in Windows 8 more than any prior version of Windows.

REAL WORLD ADVICE **Using Keyboard Shortcuts and KeyTips**

Keyboard shortcuts are extremely useful because they allow you to keep your hands on the keyboard instead of reaching for the mouse to make Ribbon selections. This can dramatically increase your efficiency and save you time.

Pressing the Alt key will display KeyTips—or keyboard shortcuts—for items on the Ribbon and Quick Access Toolbar. After displaying the KeyTips, you can press the letter or number corresponding to Ribbon items to request the action from the keyboard. Pressing Alt again will remove the KeyTips.

Many keyboard shortcuts are universal to all Windows programs. Keyboard shortcuts usually involve two or more keys, in which case you hold down the first key listed, and press the second key once.

QUICK REFERENCE **Common Keyboard Shortcuts**

Press Ctrl and type C	Copy the selected item
Press Ctrl and type V	Paste a copied item
Press Ctrl and type A	Select all the items in a document or window
Press Ctrl and type B	Bold selected text
Press Ctrl and type Z	Undo an action
Press Ctrl + Home	Move to the top of the document
Press Ctrl + End	Move to the end of the document
Press F1	Microsoft Help
Press Ctrl and type S	Save a file

Using the Digitizer Pen

The Surface Pro tablet PC also comes with a **digitizer pen**—a device that allows you to write on a touch screen like a pen does on paper as shown in Figure 4. Windows 8 can recognize whether you use a mouse, finger, or digitizer pen. Apps may react differently based on your input method.

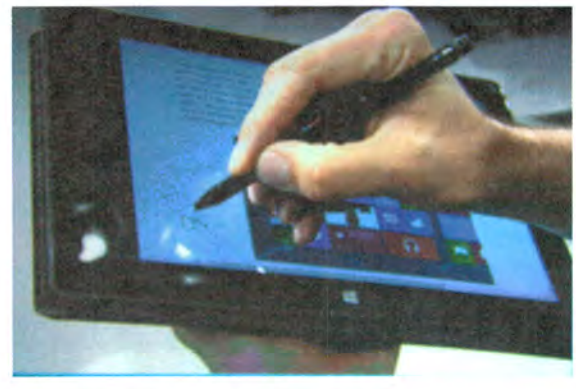


Figure 4 Surface digitizer pen

If you use the pen in Word, the Pens contextual Ribbon tab automatically appears for drawing options: Highlighter, Eraser, or Selection as seen in Figure 5. Word accepts only drawing input from the pen and cannot recognize handwritten text. Thus, best practice is to use the pen in Word to replace a mouse or to draw a picture.

If you want to take handwritten notes—for example in a meeting—best practice is to use OneNote. OneNote has excellent handwriting-to-text conversion capabilities using the Ink to Text button as shown in Figure 6. Thus, you gain efficiency by using the pen in situations where handwriting is most natural.

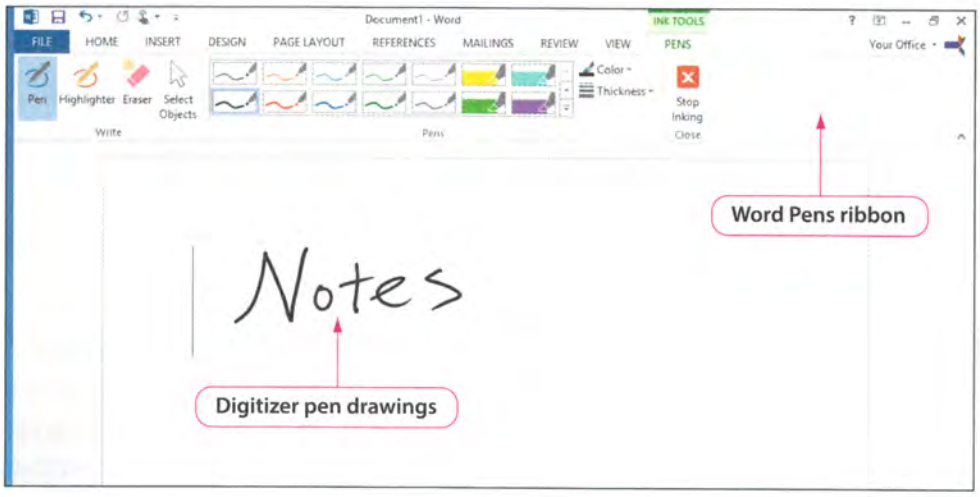


Figure 5 Pens Ribbon in Word

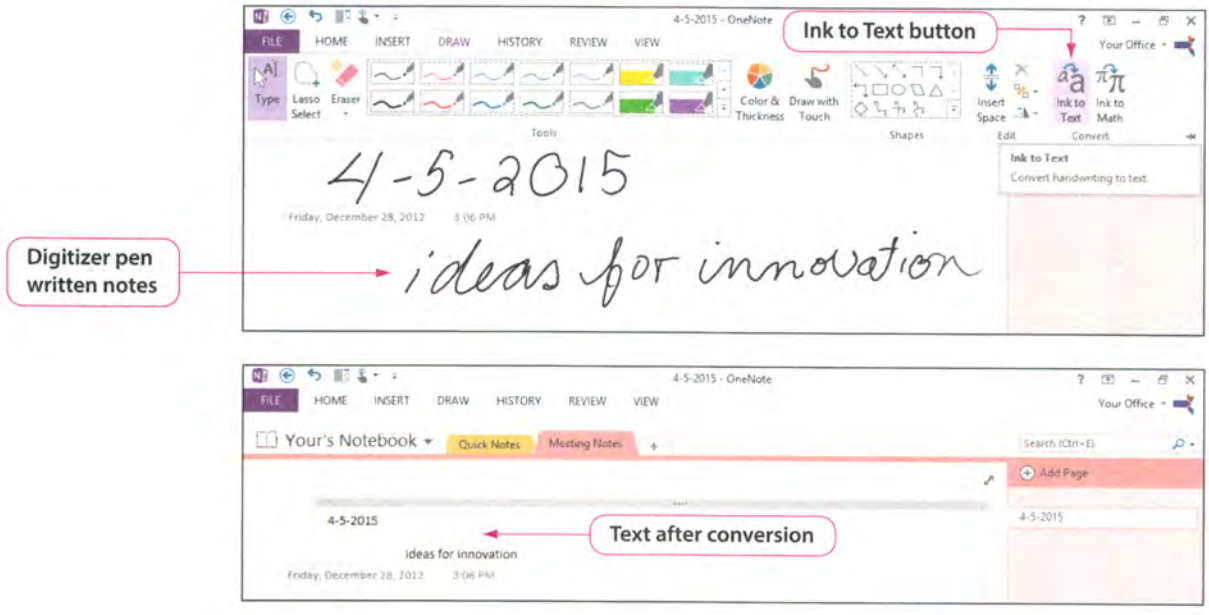


Figure 6 Handwriting in OneNote

Understanding When the Touch Interface Is Effective

Windows 8 and Office 2013 have fully integrated the touch environment. If you have a touch screen, you can manipulate Windows, Office, and other apps by just touching the screen. Fingers are larger than a mouse point. Thus, the app must be designed to be easy to use with a simple touch. One of Microsoft's main goals with the latest release of Windows and Office was to make it easier to use with touch. Touch increases efficiency and productivity when used while mobile, to replace traditional mouse movements, and to use apps specifically designed for touch.

Using the Touch-Screen Interface

One of the key features that sets Windows 8 apart from previous versions is the built-in touch-screen recognition. A **gesture** is a movement of the user's finger, fingers, or pen on a touch screen resulting in a particular action. Many gestures are available, and several factors determine the result.

- Are you using one or two fingers?
- Where did your finger start on the screen?
- Where did your finger end on the screen?
- At what speed did you move your finger?
- Did you make one or several movements together?
- On the screen, was the Start screen showing, an app running, or an app that runs on the desktop—such as Word?

Touching a screen and not understanding why the resulting action occurred is frustrating. In this section, you will learn about the types of touch and other touch-friendly features.

Use Flick, Touch, and Bezel Gestures

Intuitively, you may think of a "touch" as a simple finger tap. However, Windows 8 distinguishes between several different types of touch gestures—flicks, touch, and bezel. Knowing these different touch features will help decrease frustration, increase efficiency, and increase productivity.

Using Flick Gestures

Flick gestures (flicks), as shown in Table 2, are quick short gestures that can be made with a finger or a pen. Flicks cannot start at the edge of the screen—the **bezel**. There are two types of flicks, navigational and editing. **Navigational flicks** are enabled by default and are quick short gestures either in a vertical or horizontal direction that either scroll up and down or move forward or backward a page. **Editing flicks** are not enabled by default and are quick short gestures in a diagonal direction that either delete, copy, paste, or undo.

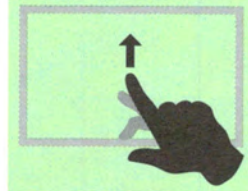
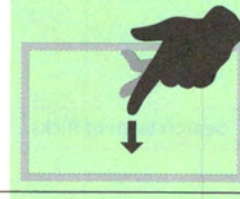
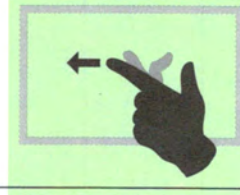
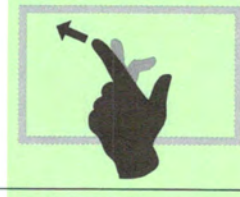
Flick Gesture	Result Action	Image
Up	Scroll up	
Down	Scroll down	
Right	Turn page to the right	
Left	Turn page to the left	
Diagonally to upper left	Delete	
Diagonally to upper right	Copy	
Diagonally to lower left	Undo	
Diagonally to lower right	Paste	

Table 2 Flick gestures

You can adjust settings, modify sensitivity, enable editing flicks, turn flicks off, and practice flicks from the Pen and Touch dialog box. To modify these settings, search Windows settings for flicks as seen in Figures 7 and 8 shown here. In the same dialog box, you can also change settings and customize the pen and other touch actions.

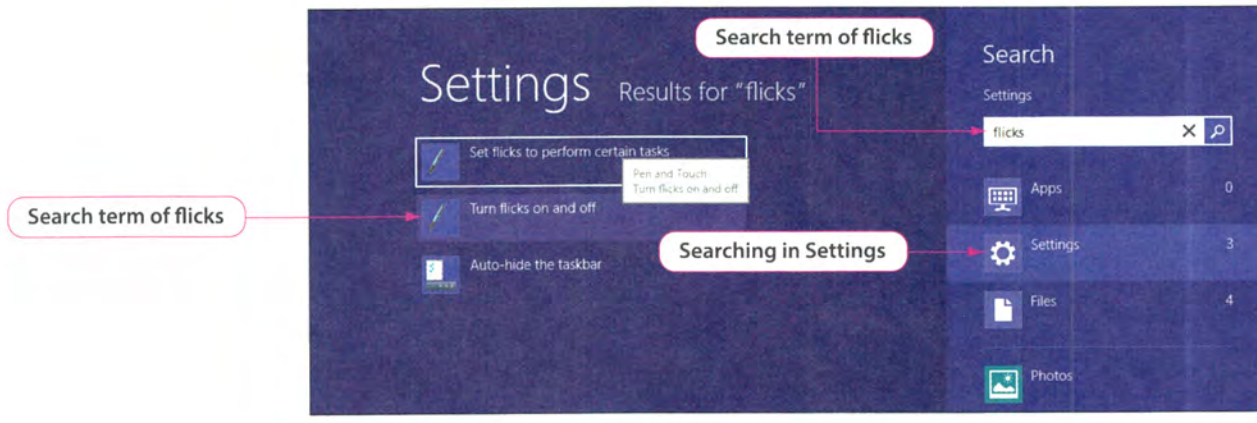


Figure 7 Search settings for flicks

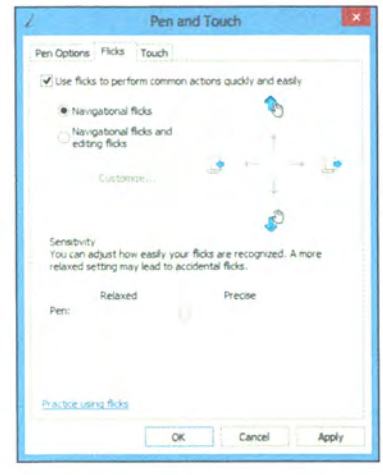


Figure 8 Pen and Tools dialog box

Using Touch Gestures

Touch gestures are gestures made with a finger. Generally, these gestures cannot be completed with a pen—except pen actions set by default for tap, double-tap, and tap and hold. Touches can bring up additional menus and mimic traditional mouse actions such as double-clicking. Table 3 shows the available touch gestures.

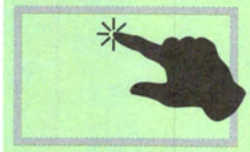
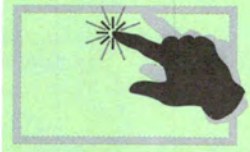
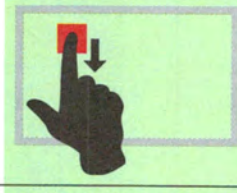
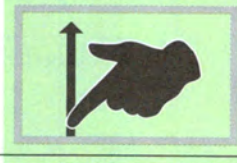
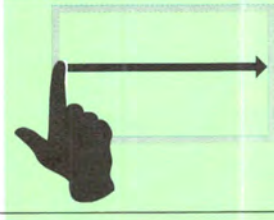
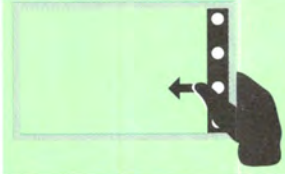
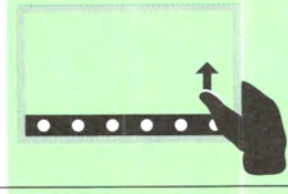
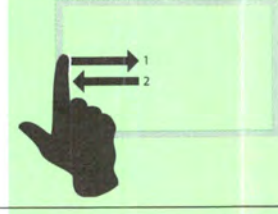
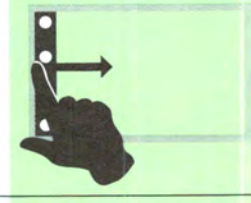
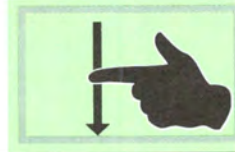
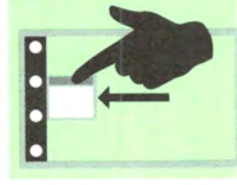
Touch Gesture	Result Action	Image
Tap	Same action as a single mouse click	
Double-tap	Same action as a double-click on a mouse	
Tap and hold	Same action as a right-click on a mouse	
Slide	Pans or scrolls	
Pinch and stretch	Zoom in or out	 
Rotate	Rotates the item that is selected	
Tap and swipe in the opposite direction as any scroll bars, not starting at a bezel	Selects the item and brings up additional menus	

Table 3 Touch gestures

Using Bezel Gestures

A **bezel gesture** is a gesture that starts and/or ends at the edge of the screen, as shown in Table 4. For example, a left bezel starts with your finger on the left edge—middle of the screen is the easiest—and swipes to the center of the screen. Some tablet cases can make these gestures difficult. These gestures are easiest when they start completely off screen.

Bezel Gesture	Result Action	Image
Left bezel	Switches to the last app that was used	
Right bezel	Opens the charms menu	
Top bezel	Brings up additional menus dependent on the currently open app. On the Start screen, it brings up menu to go to all apps. In Internet Explorer, it brings up a menu of all tabs.	
Bottom bezel	Brings up additional menus dependent on the currently open app; usually, a menu similar to the options given from a right-click on a mouse	
Left bezel and then back to left bezel again	Brings up a menu of all open apps	
Slow left bezel*	When multiple apps are open, snaps the current app to a docked position to view more than one app at the same time on the same screen	
Top bezel ending at the bottom bezel	Shows the app window shrinking and then closes the app when the bottom bezel is reached	
From title bar of a program window to the left or right bezel*	Snaps app to left or right portion of the screen docking it to view multiple apps on the same screen	

*Must have a screen resolution of at least 1366 * 768 to snap.

Table 4 Bezel gestures

Use Office 2013 Touch Gestures

Gestures can be combined or have different effects within different apps, including Office 2013. For example, the Mini toolbar is particularly helpful with the touch interface. When Office recognizes that you are using touch instead of a mouse or digitizer pen, it creates Mini toolbars that are larger and designed to work with fingers easier. To get the Mini toolbar in Excel, a combination of several gestures are needed.

1. Tap a cell.
2. Use the touch handles to select the desired cells.
3. Tap again anywhere but on the handle.

Figure 9 is an example of a touch Mini toolbar in Excel when using touch input.

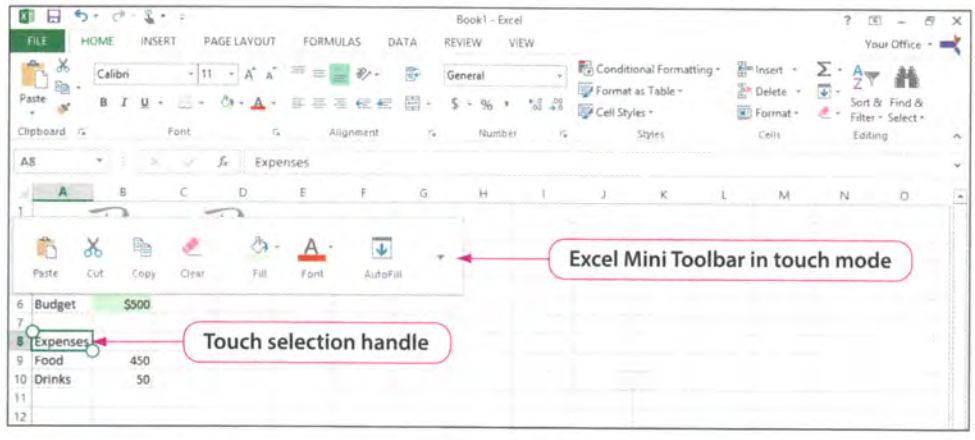


Figure 9 Excel Mini toolbar when using touch input

If you need to use Office by touch for an extended period of time, you can also use touch mode. **Touch mode** switches Office into a version that makes a touch screen easy to use, as shown in Table 5. Click the Touch Mode button on the Quick Access Toolbar, and the Ribbon spreads its icons further apart for easier access to fingers. When you toggle this display mode, the on-screen controls space out a bit from each other to make them more accessible to users via touch. Figure 10 displays the normal Word 2013 Ribbon. Figure 11 displays the Ribbon in touch mode.

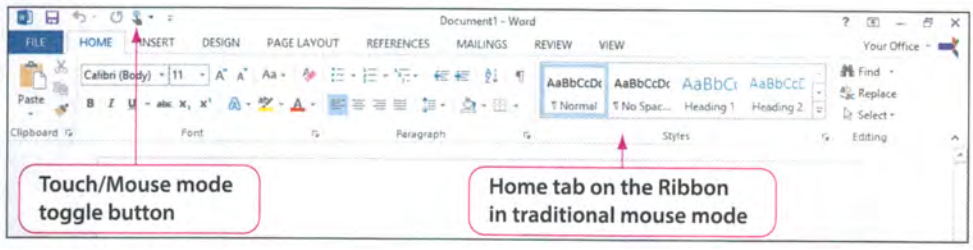


Figure 10 Normal Ribbon

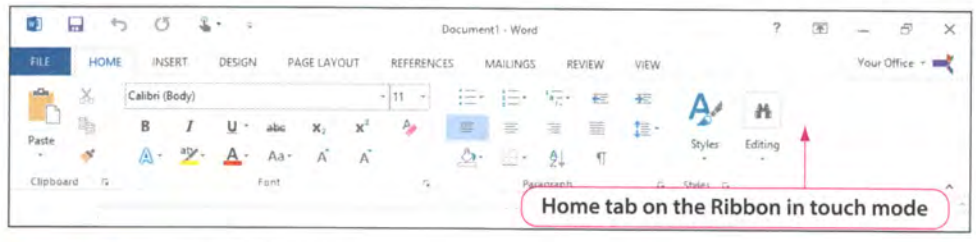


Figure 11 Touch mode Ribbon

To	Gestures Steps
Place the cursor insertion point	Tap the location for the cursor.
Select and format text	Tap the text, drag the selection handle to the desired selection, and tap the selection to show and use the Mini toolbar.
Edit an Excel cell	Double-tap.
Change PowerPoint slides in Normal view	A quick vertical flick
Customize the Quick Access Toolbar	Tab and hold any button on the Quick Access Toolbar.

Table 5 Common Office 2013 gestures

Use Other Touch Features

To make the touch experience as versatile and robust as possible, a few last touch-friendly features exist. When a keyboard is not available, a touch-screen keyboard can be used. Conversely, when a touch screen is not available, several options exist for accessing the same items achieved with touch.

Using the Touch Keyboard

If a keyboard is not available, Windows 8 provides an on-screen touch keyboard. You can access this keyboard by tapping Touch Keyboard in the taskbar. Tapping Dock will make the keyboard stay open. Tapping Undock will make the keyboard float allowing you to move it to various parts of the screen. Tapping Keyboard Mode allows you to switch between a full, thumbs, or pen handwriting mode as seen in Figures 12, 13, and 14.

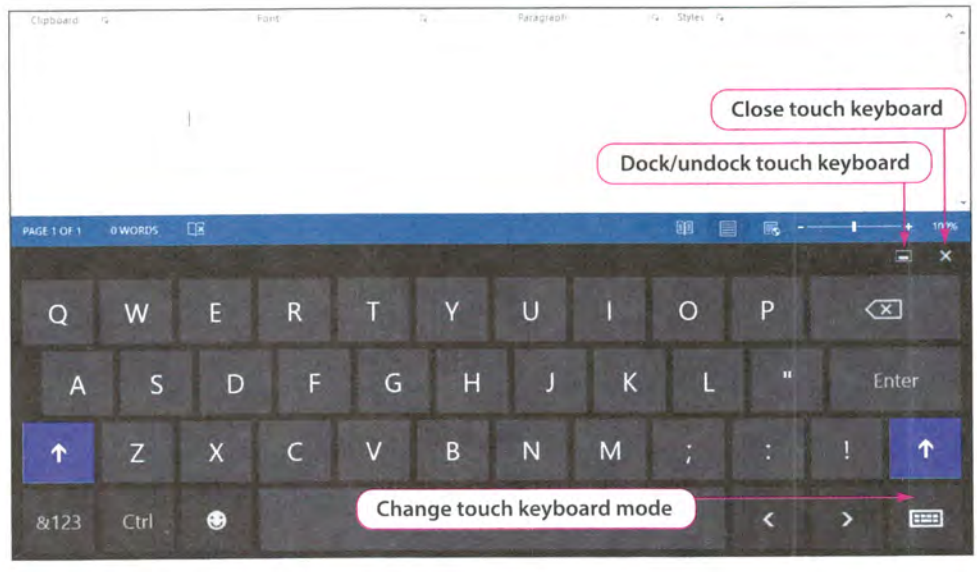


Figure 12 Docked touch keyboard in full mode



Figure 13 Docked touch keyboard in thumbs mode



Figure 14 Docked touch keyboard in pen handwriting mode

Using Alternatives to a Touch Screen

If a touch screen is not available, you have three choices. You can use a traditional mouse and point it in particular places to access the Start screen and charms menu as shown in Table 6. You can use gestures on your trackpad or Windows 8 mouse. Not all gestures work on the trackpad and may be slightly different than on a touch screen. However, device makers can add custom gestures accessible via the trackpad only. You should consult your touchpad or Windows 8 mouse manufacturer for specifics. Lastly, you can use keyboard shortcuts to access the most common bezel gestures as shown in Table 7.

Result Action	Mouse Equivalent
Start screen	Point mouse to edge of lower-left corner.
Charms menu	Point mouse to edge of lower-right or upper-right corner.

Table 6 Mouse alternatives for Windows 8

Result Action	Touch Gesture	Keyboard Shortcut
Charms menu	Right bezel	Press Windows and type C
Additional menus, similar to the right-click menus, when additional options exist	Bottom bezel	Press Windows and type Z
Switch between open apps	Left bezel swipe and then back to bezel	Press Windows + Tab or press Alt + Tab
Shrinks and then closes program	Top bezel to bottom bezel	Alt + F4

Table 7 Keyboard shortcut alternatives for bezel gestures

Concept Check

1. What is the difference between a tablet and a tablet PC? Provide an example of each. p. 1081
2. What is a digitizer pen, and when is it the most effective to use? p. 1084
3. What is the difference between a flick, touch, and bezel gesture? Provide an example of each. p. 1086–1090
4. Does touch differ at all inside of Office 2013? Explain. How could you use a tablet PC without a keyboard? How could you use a tablet PC without a touch screen? p. 1093

Key Terms

Advanced RISC Machine chip (ARM chip) 1081
Application software 1080
Bezel 1086
Bezel gesture 1090
Digitizer pen 1084
Editing flicks 1086
Flick gestures (flicks) 1086
Gesture 1086
Graphical user interface (GUI) 1080
Intel chip 1081
Navigational flicks 1086
Operating system 1080
Tablet PC 1081
Touch gestures 1089
Touch mode 1091
Trackpad 1084

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