

Lesson 1 - Customizing a Presentation

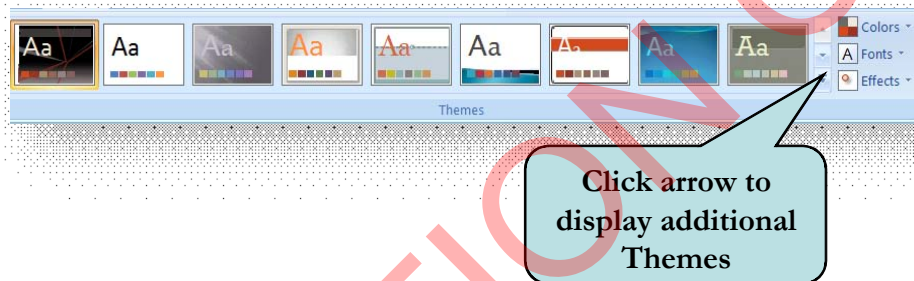
Lesson Topics:

- 1.1 Applying Themes to a Presentation
- 1.2 Modifying Theme Colors, Fonts & Effects
- 1.3 Creating Custom Theme Colors
- 1.4 Creating a Custom Theme
- 1.5 Adding Background Styles & Effects
- 1.6 Adding a Graphic to a Slide Background
- 1.7 Rearranging a Presentation in Slide Sorter View
- 1.8 Rearranging a Presentation in Normal View
- 1.9 Duplicating Slides
- 1.10 Deleting Slides
- 1.11 Working with the Slide Master

1.1 Applying a Theme to a Presentation

In this lesson, you will learn how to apply a theme to your presentation.

Themes are a quick way to apply preconfigured formatting to your presentation. Themes consist of theme colors, theme fonts and theme effects that give your presentation a professional and polished look. You can add themes from the **Design tab** on the Ribbon. PowerPoint comes with 20 installed themes that you can use. You can download additional themes from Microsoft Office Online.



As you move your mouse pointer over each theme in the gallery, your presentation changes to reflect what it would look like if you apply the theme. This is an example of Microsoft Office's new **Live Preview** feature.

You can apply a theme to your entire presentation or to selected slides.

To Apply a Theme to Your Entire Presentation

1. Click the **Design tab** on the Ribbon.
2. Move your mouse pointer over any of the theme thumbnails in the **Themes group** to preview a particular theme.
3. Click the theme thumbnail for the theme you want to apply.

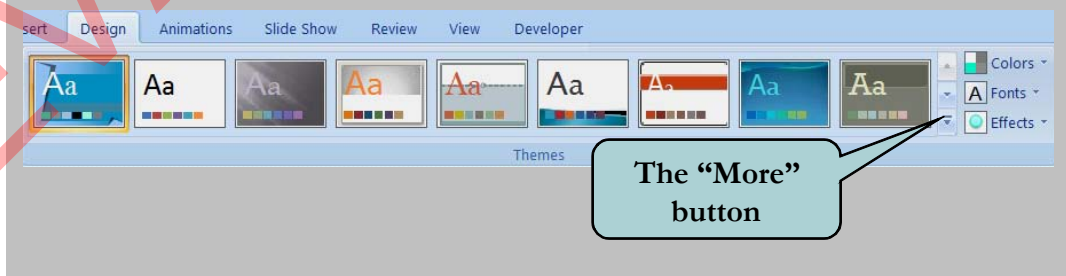
To Apply a Theme to Selected Slides

1. Select the slides to which you want to apply a theme.
2. Click the **Design tab** on the Ribbon.
3. Right-click the theme you want to apply and choose **Apply to Selected Slides** from the contextual menu.

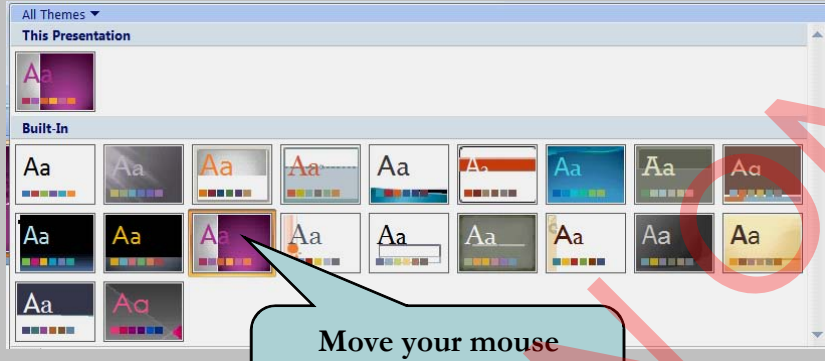
Tip: To set a theme as the default theme for all new PowerPoint documents, right-click the theme thumbnail and choose **Set as Default Theme**

Let's Try It!

<u>What</u>	<u>Why</u>
1. Open the Microsoft PowerPoint application.	Launches Microsoft PowerPoint and displays the blank new slide.
2. Click the Microsoft Office button and then click Open .	Displays the Open dialog box.
3. Click the My Documents button on the left side of your screen (or Documents if you are using Windows Vista)	Displays the My Documents folder.
4. Double-click the PowerPoint 2007 – Level 2 folder.	Opens the PowerPoint 2007 – Level 2 Folder.
5. Double-click the Lesson Files folder.	Opens the Lesson Files folder and displays the files in that folder.
6. Select the Lesson1 file and then click Open .	Opens the Lesson1 presentation file.
7. Click the Design tab on the Ribbon.	Switches to Design commands and tools.
8. Click the More button on the Themes gallery as shown below.	Displays all available themes.



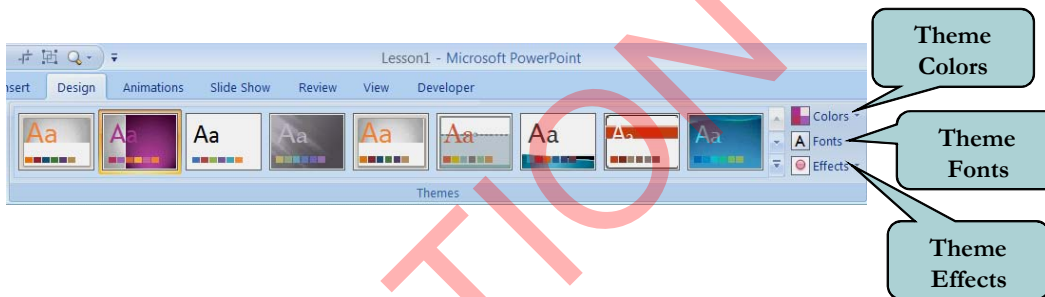
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<u>What</u>	<u>Why</u>
<p>9. Move your mouse pointer over the Opulent theme (2nd row, 3^d column under the Built-In category) as shown below.</p>	<p>Displays a live preview of the Opulent theme.</p>
	
<p>10. Click the Opulent theme thumbnail.</p>	<p>Applies the theme to the entire presentation.</p>
<p>11. In the Slides Pane select Slide 2</p>	<p>Makes slide 2 the active slide.</p>
<p>12. Hold down the Ctrl key and then select Slide 4.</p>	<p>Selects slides 2 and 4. Holding down the Ctrl key allows you to select non-adjacent slides.</p>
<p>13. Click the More button on the Themes gallery.</p>	<p>Displays all available themes.</p>
<p>14. Right-click on the third theme from the left (the Aspect theme) and choose Apply to Selected Slides from the contextual menu.</p>	<p>Applies the Aspect theme to slides 2 and 4.</p>
<p>15. Click the Save button on the Quick Access toolbar.</p>	<p>Saves our changes.</p>

1.2 Modifying Theme Colors, Font and Effects

In this lesson, you will learn how to modify the colors, fonts and effects of a theme.

Once you have applied a theme to your presentation, you can customize it further by modifying the theme colors, font or effects from the right side of the Theme group on the Ribbon. The **Colors button** allows you to apply various schemes of colors to the current theme. Click the **Colors** drop-down arrow and move your mouse pointer over any of the color schemes to view a live preview.

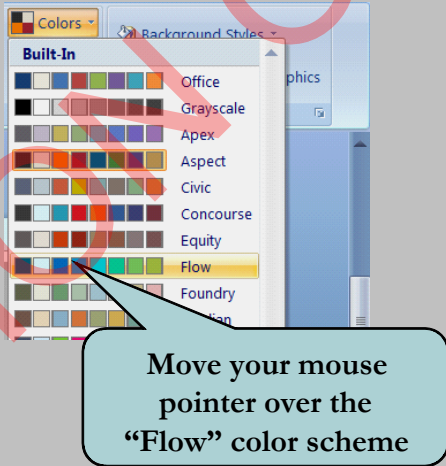


Likewise, the **Fonts** button and the **Effects** button allow you to apply a set of theme font and theme effects to your presentation. To display a Screen Tip that tells you the current theme colors, fonts or effect, move your mouse pointer over the respective button on the Ribbon.

To Apply a Theme Color Scheme, Font or Effect to a Presentation

1. Select the slides to which you want to apply a theme.
2. Click the **Design tab** on the Ribbon.
3. To apply a color scheme, click the **Color** arrow on the Theme group and click the color scheme you want to apply.
4. To change the theme font, click the **Font** arrow on the Theme group and click the theme font you want to apply.
5. To apply a theme effect, click the **Effects** arrow on the Theme group and click the effect you want to apply.

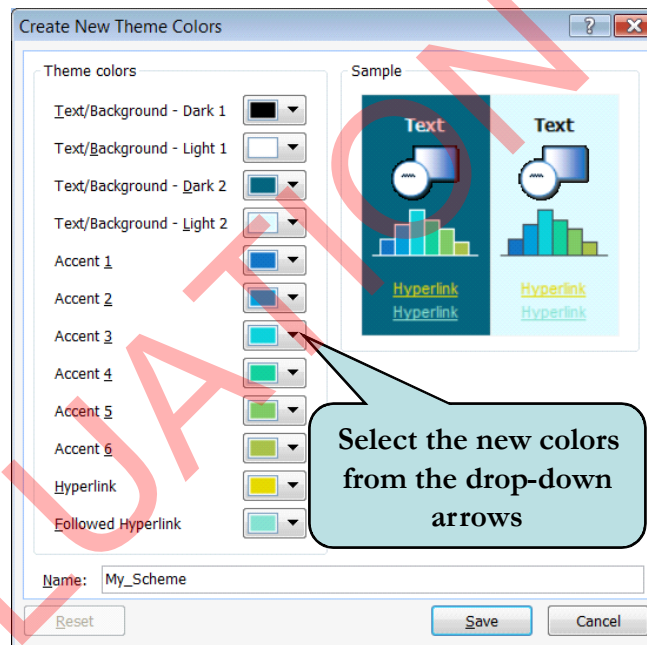
Let's Try It!

<u>What</u>	<u>Why</u>
1. In the Slides Pane select Slide 2	Selects the slide whose theme we want to modify.
2. Move your mouse pointer over the Color button on the Themes group on the Ribbon.	Displays a Screen Tip that informs us that the current theme color scheme is Aspect .
3. Click the Color button and move your mouse pointer over the Flow color scheme as shown.	Displays a live preview of the Flow color scheme. <div data-bbox="836 751 1279 1213" style="text-align: center;">  <p>Move your mouse pointer over the "Flow" color scheme</p> </div>
4. Click the Flow color scheme.	Applies the color scheme to all slides using the current theme – in this case, slides 2 and 4.
5. Click the Fonts button and move your mouse pointer over the Apex font scheme.	Displays a live preview of the Apex font scheme.
6. Right-click the Apex font scheme and click Apply to All Slides	Applies the new font scheme to all slides in the presentation.
7. Click the Save button on the Quick Access Toolbar.	Saves our changes.

1.3 Creating Custom Theme Colors

In this lesson, you will learn how to create a custom color scheme.

If you don't like some of the colors in a particular color theme, you can modify the theme's colors and save your changes as a new color theme which you can then add to your collection of color themes. The **Create New Theme Colors** dialog box allows you to choose a new color from the color palette for various presentation elements. If you know the RGB values of a particular color you want to add, click **More Colors** in the color palette and enter the RGB values in the **Custom** tab of the **Colors** dialog box.



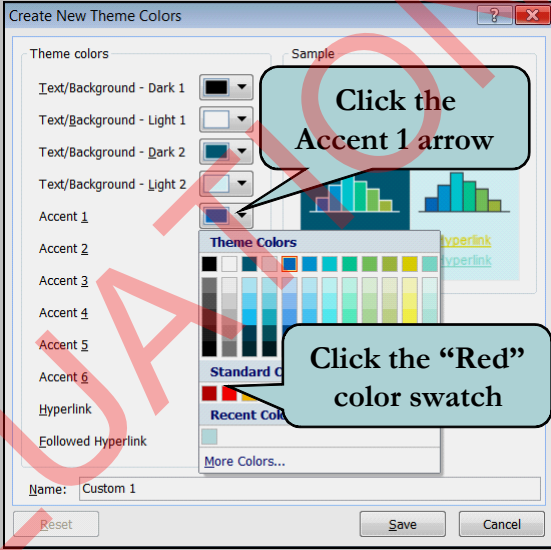
To Create a New Color Theme

1. Click the **Design tab** on the Ribbon.
2. Click the **Colors button** on the Theme group and click **Create New Theme Colors**.
3. Click the arrow next to the presentation element you want to change.
4. Click the color you want from the color palette.
5. For additional color options, click **More Colors** and select a color from the **Custom** tab or the **Standard** tab. Click **OK** when finished.

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6. Click the **Reset** to return all color changes to the original colors.
7. Type a name for your new color theme in the **Name** box.
8. Click **Save**.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the Colors button and then click Create New Theme Colors	Displays the Create New Theme Colors dialog box.
2. Click the Accent 1 drop-down arrow and click the Red color swatch in the color palette as shown below.	Sets the Accent 1 color to Red.
	
3. Click the Text Background – Light 1 arrow and click the Orange color swatch in the color palette.	Sets the Text Background – Light 1 theme color to orange.
4. Click in the Name box and type: Company.	Provides a name for the new color theme.
5. Click Save .	Saves the new color scheme and applies the changes to the selected slides.

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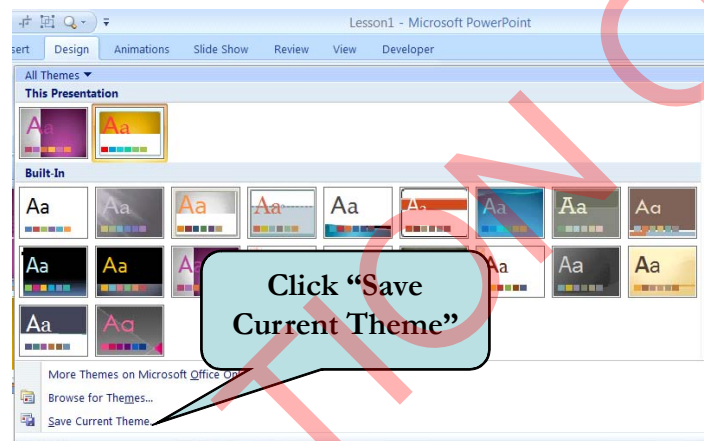
<u>What</u>	<u>Why</u>
6. Click the Color button on the Ribbon.	Displays the available color themes. Notice that our new color theme is listed under the Custom category.
7. Press the Esc key .	Closes the Color gallery.
8. Click the Save button on the Quick Access Toolbar.	Saves our changes.

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1.4 Creating a Custom Theme

In this lesson, you will learn how to create a custom theme.

Once you have modified theme colors, fonts or effects, you can then save your changes to a custom theme as a theme file (.thmx) which you can then reuse in other presentations. Any custom themes that you create are then stored in the **Document Themes folder** under the Templates folder.



To apply a custom theme to a presentation, click the More button on the Themes gallery and click your custom theme.

To Create a Custom Theme

1. Click the **Design tab** on the Ribbon.
2. Customize the current theme by modifying theme fonts, theme colors and theme effects.
3. Click the **More button** on the Themes gallery.
4. Click **Save Current Theme**.
5. Type a name for your new theme in the **File name** box.
6. Click **Save**.

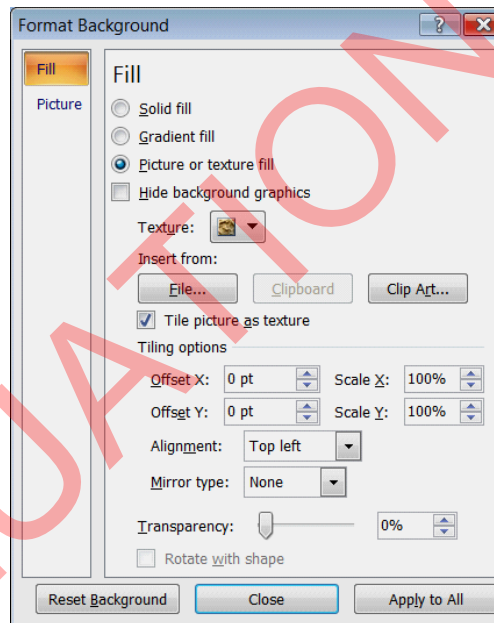
Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the More button on the Themes gallery	Displays a gallery of available themes.
2. Click Save Current Theme	Displays the Save Current Theme dialog box. The default save folder is Document Themes.
3. Click in the File Name box and type: Marketing	Enters a name for the new theme.
4. Click Save .	Saves our custom theme. It is now available for reuse from the Themes gallery.

1.5 Adding Background Styles and Effects

In this lesson, you will learn how to add colors and fill effects to a slide background.

You can change the **background color** or **background design** on your slides, your notes and your handouts. Each theme has its own set of background schemes. These background schemes can be applied to a template or to a blank presentation. Additionally, you can choose whether to change the background of the current slide or every slide in your presentation.



Besides changing the background, you can add shading, a pattern, a texture or a picture. Care should be used when changing slide backgrounds. It is not recommended to use too many different backgrounds on the various slides in your presentation as consistency is important in any presentation.

To Add Colors and Background Effects

1. Click the **Design tab** on the Ribbon.
2. Click the **Background Styles button** on the Background group on the Ribbon.

3. Point to a style in the gallery to view a live preview of the style.
4. To apply the background to all slides, click the thumbnail you want.
5. To apply the background to selected slides, right-click the style thumbnail and choose **Apply to Selected Slides** or **Apply to Matching Slides**.
6. For additional options, click **Format Background** in the Background Styles menu to display the Format Background dialog box.
7. To apply a solid color, click the **Solid Fill** radio button and choose the color and transparency from below.
8. To apply a **Gradient**, click the **Gradient** radio button and choose any gradient options (color, type, direction, etc.) from below.
9. To apply a **Texture**, click the Picture or Texture Fill radio button and click the Texture arrow to choose the texture you want. Choose any other texture options from below.
10. Click **Apply to All** to apply your changes to all slides in the presentation.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the More button on the Themes gallery.	Displays a gallery of all available themes.
2. Right-click the Concourse theme (5 th theme in the first row in the Built-in category) and select Apply to All Slides	Sets the theme of all slides in the presentation to the Concourse theme.
3. Select Slide 2 in the Slides pane.	Makes Slide 2 the active slide.
4. Click the Background Styles button on the Background group of the Ribbon.	Displays a list of available background styles for Co.

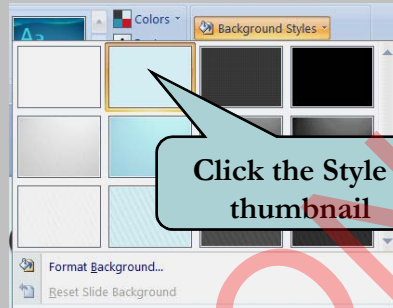
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5. Click the **Style 2** background thumbnail in the 1st row, second column as shown.

Applies the background to all slides in the presentation.



6. Click the **Background Styles** button again and click **Format Background**

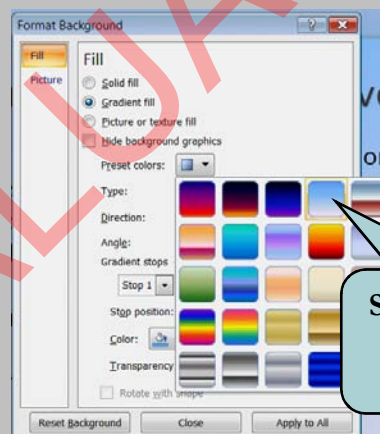
Displays the Format Background dialog box.

7. Click the radio button next to **Gradient Fill**

Sets gradient (a gradual progression from one color to another) as the background fill type and applies it to the selected slide.

8. Click the **Preset Colors** arrow and choose **Daybreak** as shown below.

Sets the colors for the gradient and applies it to the selected slide.



9. With the Format Background dialog box still open, select **Slide 3** in the Slides pane.

Makes Slide 3 the active slide.

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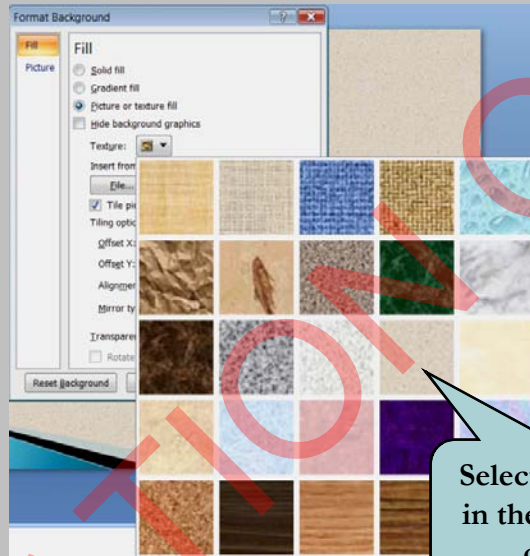
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10. Click the radio button next to **Picture or texture fill**

Selects texture or picture as the gradient fill type.

11. Click the **Texture arrow** and click the texture thumbnail in the **3rd row, 4th column** as shown below.

Selects the texture to apply to our slide background.



12. Click **Apply to All**

Applies the texture changes to all slides in the presentation.

13. Click **Close**.

Closes the Format Background dialog box.

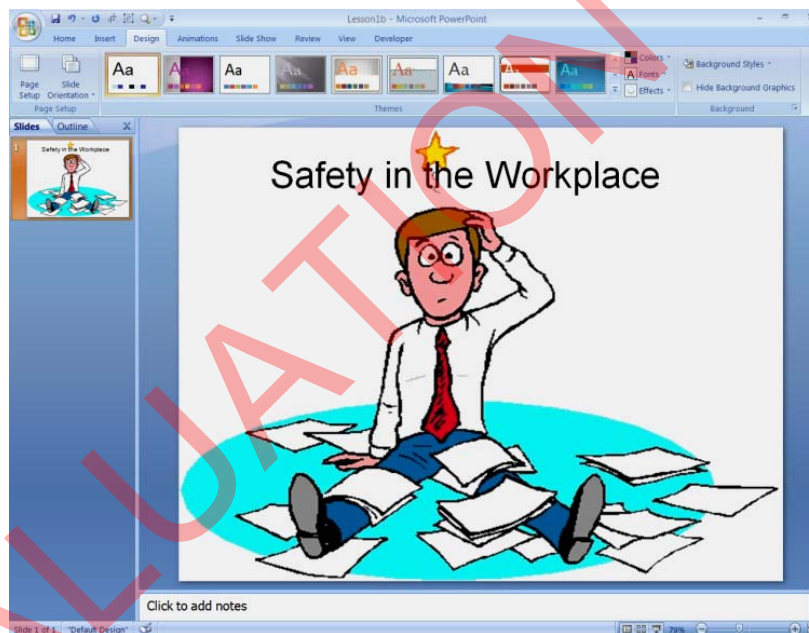
14. Click the **Microsoft Office button** and then click **Close** from the menu. **Save** any changes.

Saves and Closes the active presentation.

1.6 Adding a Graphic to a Slide Background

In this lesson, you will learn how to add a picture to the background of your slides.

Adding a picture to the background of your slides can create an interesting effect to your presentation. PowerPoint allows you to set a variety of graphic files as slide backgrounds – .jpg, .gif, .bmp, etc. These can be images that you have created in another program such as PhotoShop, images that you have uploaded from a digital camera or images that have been purchased.



You can add a picture to the background of your presentation from the **Format Background dialog box** which we worked with in the last section.

To Add a Graphic to a Slide Background

1. If you want to add a picture to the background of a single slide, display the desired slide.
2. Click the **Design tab** on the Ribbon.
3. Click the **Background Styles button** on the Background group on the Ribbon.

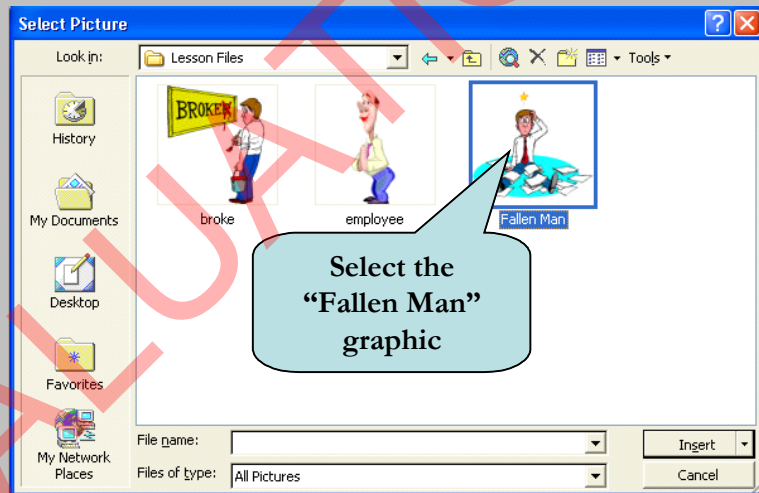
4. Click **Format Background** in the Background Styles menu to display the Format Background dialog box.
5. Click the **File** button under the Insert From area. To insert a Clip Art picture, click the **Clip Art** button and choose the picture you want to insert.
6. Navigate to the folder that contains the desired picture file. Click the picture and then click **Insert**.
7. Click **Apply to All** to add the graphic background to all slides in your presentation
Or
 Click **Close** to add the graphic background only to the active slide.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the Microsoft Office button and then click Open .	Displays the Open dialog box.
2. Click the My Documents button on the left side of your screen (or Documents if you are using Windows Vista)	Displays the My Documents folder.
3. Double-click the PowerPoint 2007 – Level 2 folder.	Opens the PowerPoint 2007 – Level 2 Folder.
4. Double-click the Lesson Files folder.	Opens the Lesson Files folder and displays the files in that folder.
5. Select the Lesson1b file and then click Open .	Opens the Lesson1b presentation file.
6. Click the Background Styles button on the Background group on the Design Ribbon and click Format Background	Displays the Format Background dialog box.
7. Click the radio button next to Picture or Texture fill	Sets the option to add a picture or texture background to the selected slide.

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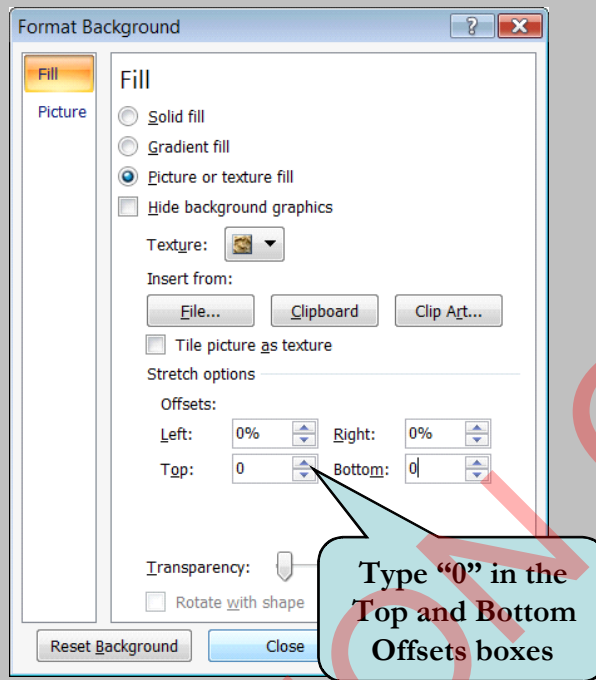
<u>What</u>	<u>Why</u>
8. Click the File button.	Opens the Insert Picture dialog box, allowing you to navigate to the folder that contains the picture file you wish to insert.
9. Click on the My Documents folder on the left side of your screen.	Lists folders and files under the My Documents folder.
10. Double-click on the PowerPoint 2007 -Level 2 folder.	Lists folders and files under the PowerPoint 2007 - Level 2 folder
11. Double-click on the Lesson Files folder.	Lists folders and files under the Lesson Files folder.
12. Click once on the file named Fallen Man as shown below.	Selects the picture file to be applied as the slide background.



13. Click the Insert button.	Sets the picture as the slide background.
14. Click in the Top box under the Offsets area and type 0 as shown below.	Sets the top offset to 0, bringing the top portion of the picture back onto our slide.

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15. Press **Tab** and type **0** in the **Bottom box** as shown above.

Sets the bottom offset to 0, bringing the bottom portion of the picture back onto our slide.

16. Click **Close**.

Closes the Format Background dialog box.

17. Click the **Microsoft Office button** and then click **Close** from the menu. **Save** any changes.

Saves and closes the active presentation.

1.7 Rearranging a Presentation in Slide Sorter View

In this lesson, you will learn how to move slides in your presentation.

You can change the order of the slides in your presentation at any time. While there are several different methods that you can use to accomplish this, the easiest way is to click and drag your slide(s) to the desired new location **Slide Sorter View**. You can also click and drag slides to a different location in Normal view using either the Outline Pane or the Slides Pane.

To Move a Slide to a New Location in Slide Sorter View

1. Switch to **Slide Sorter View**.
2. Click on the slide that you want to move.
3. Click and hold down your left mouse button.
4. Drag the slide to a new location (as you drag, a vertical line appears indicating where the slide would be placed if you release the mouse button).
5. When the vertical line appears in the desired new location, release the mouse button.



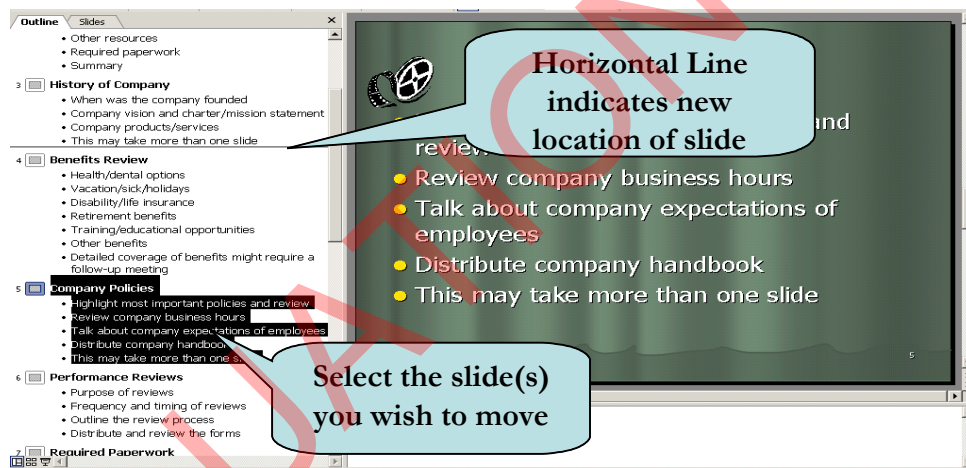
Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the Microsoft Office button and then click Open .	Displays the Open dialog box.
2. Select the Lesson1c file in the Lesson Files folder and then click Open .	Opens the Lesson1c presentation file.
3. Click the Slide Sorter View button (the middle button on the lower right corner of your screen).	Displays the presentation in Slide Sorter View.
4. Click on Slide 5 .	Makes Slide 5 the active slide.
5. Click with your left mouse button and drag to the left until the vertical line is to the left of Slide 4	Positions the insertion point of the new location to the left of Slide 4.
6. Release the mouse button.	Completes the move process.

1.8 Rearranging a Presentation in Normal View

In this lesson, you will learn how to move slides in your presentation in Normal View

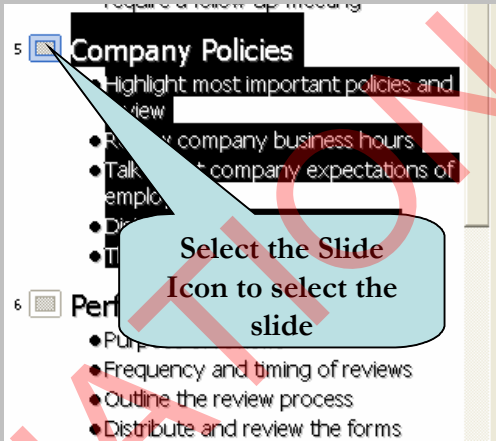
The process for moving slides in Normal View is the same as moving slides in Slide Sorter View. Select the slides you wish to move and then drag them to a new location. You can accomplish this using either the **Slides Pane** or the **Outline Pane**. When moving slides in Normal View, a horizontal line will appear as you drag, indicating the new location.



To Move a Slide to a New Location in Normal View

1. Switch to **Normal View**.
2. Click either the **Slides Pane** tab or the **Outline Pane** tab.
3. Click on the slide that you want to move (in outline view, click on the slide icon to the right of the slide number).
4. Click and hold down your left mouse button.
5. Drag the slide up or down to the new location (as you drag, a horizontal line appears indicating where the slide would be placed if you release the mouse button).
6. When the horizontal line appears in the desired new location, release the mouse button.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the Normal View button (the first button) in the lower right corner of your screen.	Displays the presentation in Normal View.
2. Click on the Outline pane tab.	Displays the presentation in outline format.
3. Click on the Slide Icon for Slide 5 as shown below.	Selects Slide 5.
 <p>The screenshot shows a presentation outline pane with two slides visible. Slide 5, titled 'Company Policies', is selected and highlighted. A callout box with a blue background and black text points to the slide icon for Slide 5, containing the text: 'Select the Slide Icon to select the slide'. The content of Slide 5 includes: 'Highlight most important policies and review', 'Review company business hours', and 'Talk about company expectations of employees'. Slide 6, titled 'Performance', is partially visible below.</p>	
4. Click with your left mouse button and drag up until the horizontal line is before Slide 4.	Positions the insertion point of the new location before Slide 4.
5. Release the mouse button.	Completes the move process.
6. Click on the Slides pane tab.	Displays the presentation in thumbnail format.
7. Click on the thumbnail for Slide 7 .	Selects Slide 7.
8. Click with your left mouse button and drag up until the horizontal line is before Slide 6.	Positions the insertion point of the new location before Slide 6.

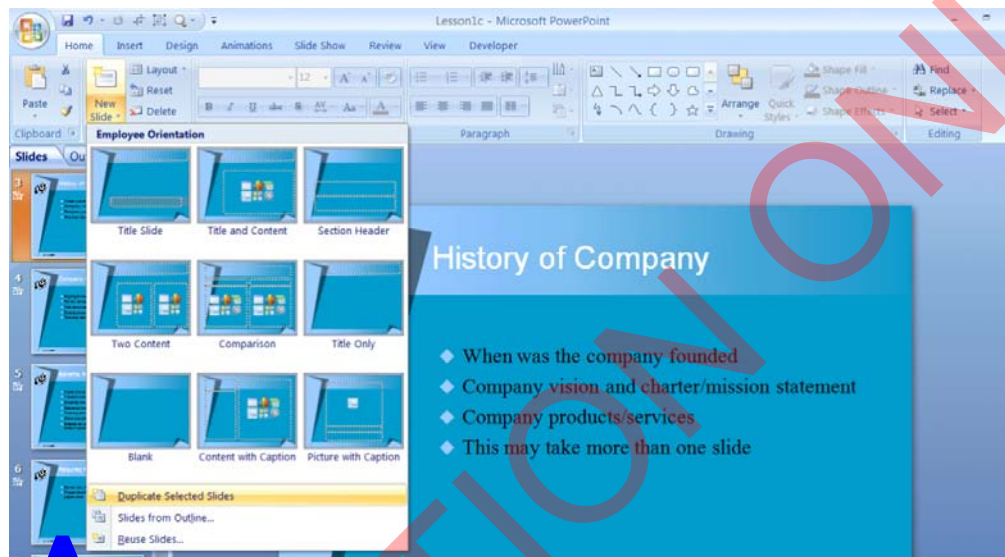
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<u>What</u>	<u>Why</u>
9. Release the mouse button.	Completes the move process.
10. Click the Save button on the Quick Access Toolbar.	Saves the active presentation.

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1.9 Duplicating Slides

In this lesson, you will learn how to create a duplicate of an existing slide.



At times, you may wish to create a new slide that is similar to an existing slide. Rather than create the new slide from scratch, it might be easier to create a **copy** of an existing slide and then modify its content. To duplicate slides, use the **Duplicate Slide** command on the New Slide button menu on the Home Ribbon.

Another technique for duplicating slides is using the **drag-and-drop method** in either Normal view (Outline Pane only) or in Slide Sorter View. To make a copy of a slide using drag-and-drop, hold down the **Ctrl** key as you drag. This will make a copy of the selected slide rather than moving the slide. Alternately, you can use the copy and paste commands.

To Duplicate a Slide

1. Select the slide that you want to duplicate.
2. Click the **Home tab** on the Ribbon.
3. Click the **New Slide button arrow** and then click **Duplicate Selected Slides**. The new slide will appear directly below the selected slide.

Or

1. Select the slide, hold down the **Ctrl** key and then drag it to the new location.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the Slides Pane tab.	Switches to the Slide Panes display.
2. Click on Slide 8 in the Slides Pane.	Selects Slide 8.
3. Click the Home tab on the Ribbon.	Displays the Home Ribbon.
4. Click the arrow on the New Slide button on the Slides group and click Duplicate Selected Slides	Creates a copy of Slide 8 and inserts it after the selected slide.
5. Click on the Slide Sorter View button on the bottom right of your screen.	Switches to Slide Sorter View. Notice that Slide 8 and Slide 9 are the same.
6. Click on Slide 7 .	Makes Slide 7 the active slide.
7. Press and hold down the Ctrl key and then click and drag to the right until the horizontal line is to the right of Slide 9.	Creates a copy of Slide 7 and inserts it as the last slide in the presentation.
8. Release the Mouse button key and then the Ctrl key.	Completes the copy process.
9. Click the Normal button on the lower right corner of your screen.	Switches back to Normal view.
10. Click the Save button on the Quick Access Toolbar.	Saves the active presentation.

1.10 Deleting Slides

In this lesson, you will learn how to remove an existing slide from your presentation.

Deleting a slide will physically remove that slide from your presentation. Unlike the Cut command, the Delete command does not allow you to Paste the deleted slide in another location – once you delete it, it's gone! To permanently remove a slide from your presentation, select the slide you want to delete and then press the **Delete** key, or click the **Delete button** on the Slides group of the Home Ribbon.

To Delete a Slide

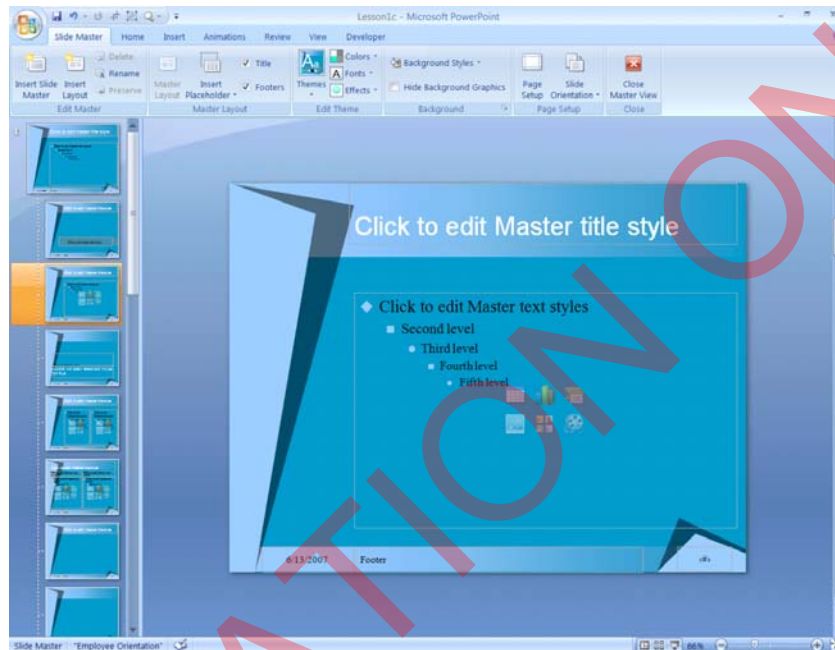
1. Select the slide that you want to delete.
 2. Press the **Delete** key.
- Or**
- Click the **Delete button** on the Slides group of the Home Ribbon.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click on Slide 9 in the Slides Pane.	Selects Slide 9.
2. Press the Delete key.	Removes Slide 9 from the presentation.
3. Click on Slide 7 in the Slides Pane.	Selects Slide 7.
4. Click the Delete button on the Slides group of the Home Ribbon.	Removes Slide 7 from the presentation.

1.11 Working with the Slide Master

In this lesson, you will learn how to make global changes by modifying the master slide.



The **Slide Master** contains all default formatting for your slides. The function of the Slide Master is to allow you to make global changes to your presentation, such as changing the font size or font type. Any changes you make to the Slide Master will apply to all existing slides and to any new slides that you subsequently add to your presentation.

The Slide Master allows you to modify:

- Font Styles
- Background Style
- Presentation Theme
- Background items (such as a company logo)
- Size and position of placeholders
- Bullet styles
- Color Schemes
- Header and Footer formatting

To view the slide master, click the **Slide Master** button on the Presentation Views group on the View Ribbon. You can then make any desired changes to the Slide Master. Remember though, that the text on the master is only for styling; actual slide text, such as titles, lists, headers and footers should be typed on the slide in Normal view.

To Make Global Changes using the Slide Master

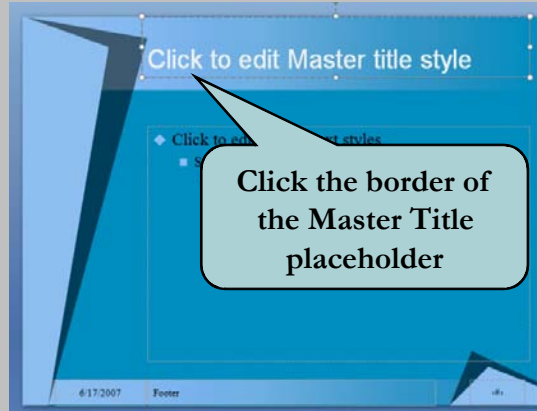
1. Click the **View button** on the Ribbon.
2. Click the **Slide Master** button on the Presentation Views group on the Ribbon. The contextual **Slide Master tab** becomes the active tab.
3. Select the placeholder whose contents you wish to modify and then apply desired formatting options such as font typeface, size, bold, etc.
4. Apply any desired themes, theme colors, theme effects, theme fonts or background styles.
5. Highlight the bullets in a placeholder and then make any desired changes to bullets or numbering.
6. Delete or add any additional placeholders.
7. If desired, insert a graphic such as a company logo.
8. Highlight the fields in any of the footer boxes and then apply any desired formatting changes (font, etc.)
9. Move or resize placeholders to desired location/size.
10. Modify any desired Page Setup or Slide Orientation options.
11. Click the **Close Master View button** when finished.

Let's Try It!

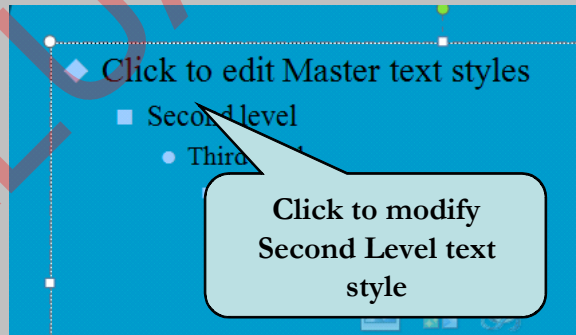
<u>What</u>	<u>Why</u>
1. Click the View button on the Ribbon.	Displays the View Ribbon.
2. Click the Slide Master button on the Presentation Views group on the Ribbon.	Switches to the Slide Master. The contextual Slide Master tab becomes the active tab.
3. Select the border of the Master Title placeholder as shown below.	Selects the placeholder which contains the slide's title.

What

Why



- | | |
|--|--|
| 4. Click the Home tab on the Ribbon. | Displays the Home Ribbon. |
| 5. From the Font Size drop-down list , choose 32 . | Changes the font size of the Slide Title to 32 pt. |
| 6. From the font type drop-down list, choose Times New Roman | Chooses Times New Roman as the font type. |
| 7. Click inside of the Master Text Styles placeholder and select the words: Second Level | Selects the second level bullet style. |

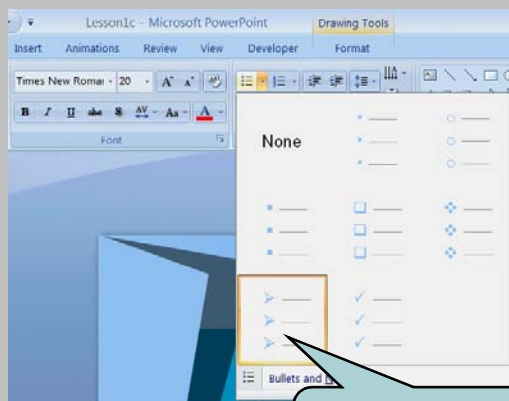


- | | |
|---|------------------------------------|
| 8. Click the arrow on the Bullets button on the Paragraph group. | Displays the Bullets gallery. |
| 9. Select the Arrow bullet style (3 rd row, 1 st column) as shown below. | Selects an arrow style of bullets. |

LESSON 1 - CUSTOMIZING A PRESENTATION

What

Why



Click the Arrow bullet style

10. Click on the **Master Text Styles** sentence as shown below.

Selects the first level Master Text Style.



Click the Master Text Styles placeholder

11. From the **Font Size drop-down list**, choose **28** on the Home Ribbon.

Changes the font size of the first level text style to 28.

12. From the font type drop-down list, choose **Times New Roman**

Chooses Times New Roman as the font type.

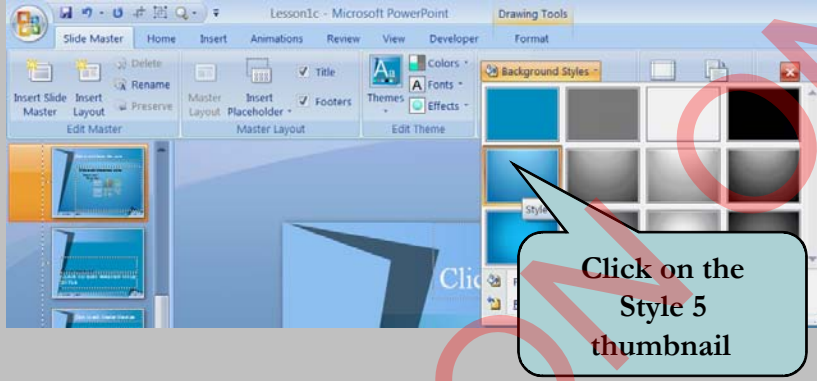
13. Click the **Date Area** placeholder on the bottom left of your screen.

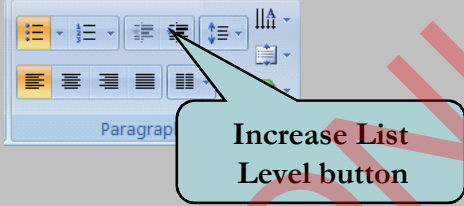
Selects the Date/Time field in the Date area footer.

14. From the **Font Size drop-down list**, choose **12**.

Changes the font size of the Date/Time footer to 12 pt.

LESSON 1 - CUSTOMIZING A PRESENTATION

<u>What</u>	<u>Why</u>
15. Click the Slide Master tab on the Ribbon.	Displays the contextual Slide Master tab.
16. Click the Background Styles button and click Style 5 in the 1 st column, 2 nd row of the gallery.	Applies the Style 5 background style to the slide master.
	
17. Click the Close Master View button on the Ribbon.	Closes Master View and returns us to Normal View.
18. Select Slide 2 in the Slides Pane.	Switches to Slide 2. Notice the change in font size and type.
19. Click in inside of the text placeholder and select the line that contains Who's Who	Activates the second sentence in the text placeholder.
20. Click the Home tab on the Ribbon.	Displays the Home Ribbon.

<u>What</u>	<u>Why</u>
21. Click the Increase List Level button on the Paragraph group on the Ribbon as shown.	Sets a second level of bullets. Notice the format of the second level of bullets is the Arrow style as we designated in the Slide Master. 
22. Click the Microsoft Office button and click Close from the File Options menu. Click Yes when asked to save your changes.	Saves and closes the active file.

Lesson Summary – Customizing a Presentation

- In this lesson, you learned that Themes are a quick way to apply preconfigured formatting to your presentation. Themes consist of theme colors, theme fonts and theme effects that give your presentation a professional and polished look. You can add themes from the Themes group on the Design Ribbon.
- Next, you learned that after have applied a theme to your presentation, you can customize it further by modifying the theme colors, font or effects. Click the Color, Fonts or Effects button on the right side of the Theme group on the Design Ribbon and make your selections.
- Then, you learned how to create a new color theme by modifying the colors of an existing theme. Click the Colors button on the Theme group of the Design Ribbon, click Create New Theme Colors, click the arrow next to the presentation element you want to change and then click the color you want from the color palette.
- Then, you learned how to save your theme changes as a custom theme by clicking the More button on the Themes gallery, clicking Save Current Theme and then typing in a name for your new theme. The custom theme will then be available in the Themes gallery.
- Then, you learned how to change the background color or background design on your slides, your notes and your handouts using the Format Background dialog box from the Background Styles button menu. You learned how to apply background colors, textures and gradients.
- Then, you learned how to add a graphic to a slide background from the Format Background dialog box. You learned that you can use a graphic file you have on your hard drive or can use a Microsoft Clip Art graphic.
- Next, you learned how to rearrange a presentation in Slide Sorter view by clicking and dragging the slide that you want to move to its new location.
- Next, you learned how to rearrange a presentation in Outline view and Normal View by clicking the slide that you want to move in the Outline Pane and dragging it to its new location.
- Next, you learned how to create a copy of an existing slide by using the Duplicate Selected Slide command on the New Slide button menu on the Home Ribbon.

LESSON 1 - CUSTOMIZING A PRESENTATION

- Next, you learned how to permanently remove a slide from your presentation by selecting the slide you want to delete and then pressing the Delete key, or by clicking the Delete button on the Slides group of the Home Ribbon.
- Lastly, you worked with the Slide Master by clicking the Slide Master button on the View Ribbon. You learned that the function of the Slide Master is to allow you to make global changes to your presentation, such as changing the font size or type, background design, presentation theme, bullet styles, color schemes, etc. You also learned that any changes you make in the Slide Master will apply to all existing slides and to any new slides that you subsequently add to your presentation.

EVALUATION ONLY

Lesson 1 Quiz

1. What background effects can you add to your slides (select all that apply)?
 - A. Background Color
 - B. Background Picture
 - C. Text Size
 - D. Gradient
2. What command button allows you to change the background of your slides?
 - A. The Background button on the Design Ribbon.
 - B. The Background Theme button on the Design Ribbon.
 - C. The Colors button on the Design Ribbon.
 - D. The Background Styles button on the Design Ribbon.
3. Background effects can only be applied to your entire presentation – not to individual slides.
 - A. True
 - B. False
4. What are three theme effects that you can find from the Themes group of the Design Ribbon?
 - A. Colors, Fonts and Effects
 - B. Gradient, Texture and Picture
 - C. Colors, Theme type and Gradient
 - D. Gradient, Brightness and Picture
5. What type of graphics can you use as background images (select all that apply)?
 - A. .GIF, .JPG, .BMP, .PICT, etc.
 - B. Only ClipArt that comes with PowerPoint
 - C. Only images that are created with Photoshop
 - D. Most image files except for digital camera pictures
6. How can you save your theme changes as a Custom Theme?
7. In which Views can you rearrange your slides (select all that apply)?
 - A. Slide Show View
 - B. Outline View
 - C. Normal View
 - D. Slide Sorter View
8. You want to move Slide 7 before Slide 3. How can you accomplish this?

LESSON 1 - CUSTOMIZING A PRESENTATION

9. Rather than create a new slide from scratch, you want to instead make a copy of slide 11 and then modify its content. To do this you would:
- A. Select Slide 11 and click the Insert button on the Home Ribbon.
 - B. Select Slide 11 and click the Copy button on the Home Ribbon.
 - C. Select Slide 11, click the New Slide button arrow and click Duplicate Selected Slides.
 - D. Select Slide 11, click the Insert button arrow and click Duplicate Selected Slides.
10. What are two ways that you can delete a slide from your presentation?
11. On what Ribbon can you find the Slide Master button?
- A. The Themes Ribbon
 - B. The Design Ribbon
 - C. The View Ribbon
 - D. The Tools Ribbon
12. What is the purpose of the Slide Master (select all that apply)?
- A. Displays all hidden slides.
 - B. Allows you to make global changes to your slides.
 - C. A place to add your actual text, headers and footers
 - D. A place to modify fonts, styles, background design, bullet & number styles, and color schemes of all of the slides in your presentation.

LAB 1 – ON YOUR OWN

1. Open the **Lab1** presentation file.
2. Apply a dark purple color to all slides in your presentation from the Format Background dialog box (Hint: use the Solid Fill option).
3. Apply the **Moss gradient fill style** Slide 1 in your presentation.
4. Apply the **Apex theme** only to **Slide 4**.
5. Apply the **Apex font theme** to all slides in your presentation.
6. In the Slides Pane, move **Slide 7** before **Slide 5**.
7. Make a duplicate of **Slide 15**.
8. Switch to **Master Slide View** and change the font of the Master Title to **Times New Roman, Bold, 40 pt**.
9. In Master Slide view, change the font size of the **Page Number** field in the Number Area footer to **8 pt**.
10. Switch to **Normal** view.
11. Save and close the presentation.

Lesson 2 Animation Techniques

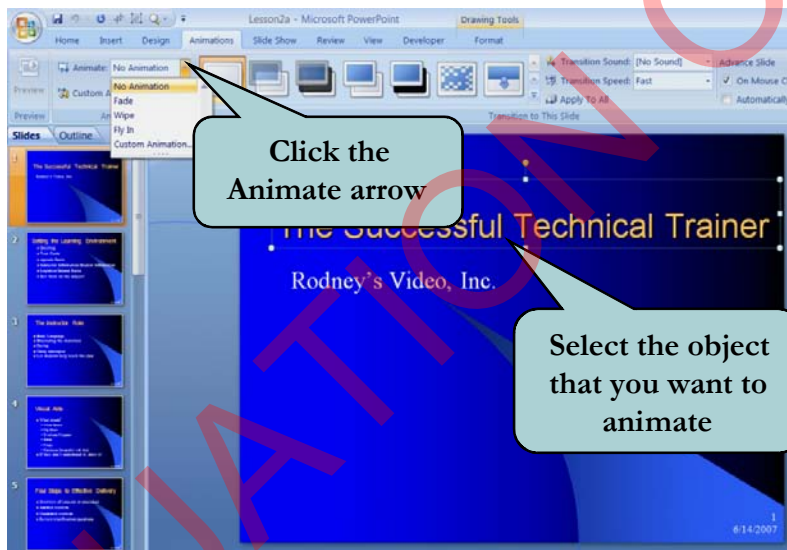
Lesson Topics:

- 2.1 Applying Animation Schemes
- 2.2 Using Custom Animation
- 2.3 Modifying Effect Options
- 2.4 Adding Slide Transitions
- 2.5 Using Transition Triggers

2.1 Applying Animation

In this lesson, you will learn how to apply Animation Schemes to your slides.

An exciting visual effect that you can add to your slides is **Animation**, which allows you to control how your information appears on the slide during a slide show. For instance, you can have your words fly onto the screen one at a time or slowly fade in. With animation, you can control how and when you want an item to appear on your screen. Using animation in your presentation can help you focus on important points and manage the flow of information – as well as add exciting effects to your slide show.



PowerPoint contains several preset visual effects that will help you get started with animation. You can apply an animation scheme to a single object or to a group of selected objects.

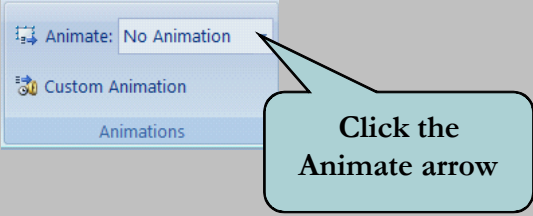
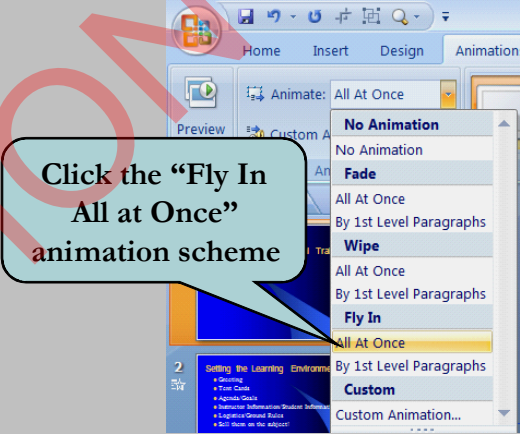
To Apply an Animation Scheme

1. Select the object or text placeholder to which you want to apply animation.
2. Click the **Animations** tab on the Ribbon.
3. Click the **Animate** drop-down list arrow.
4. Point to an **Animation Scheme** to display a live preview.
5. Click the Animation Scheme you want to apply.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Open the Microsoft PowerPoint application.	Launches Microsoft PowerPoint and displays the blank new slide.
2. Click the Microsoft Office button and then click Open .	Displays the Open dialog box.
3. Click the My Documents button on the left side of your screen (or Documents if you are using Windows Vista)	Displays the My Documents folder.
4. Double-click the PowerPoint 2007 – Level 2 folder.	Opens the PowerPoint 2007 – Level 2 Folder.
5. Double-click the Lesson Files folder.	Opens the Lesson Files folder and displays the files in that folder.
6. Click on the Lesson2a file	Selects the Lesson2a file.
7. Click the Open button.	Opens the Lesson1a presentation file.
8. In the Slides Pane select Slide 1 .	Ensures that the first slide is the active slide.
9. Click the Animations tab on the Ribbon.	Displays the Animations Ribbon.
10. On Slide 1, click the Rodney's Video, Inc. placeholder.	Selects the object to which we want to apply animation.
11. Click the Animate combo box arrow on the Animations group as shown below.	Displays a list of available animation schemes.

LESSON 2 - ANIMATION TECHNIQUES

<u>What</u>	<u>Why</u>
	Click the Animate arrow
12. Move your mouse pointer over the All at once scheme under the Fade category.	Displays a preview of the All at Once scheme under the Fade category.
13. Click the All at once scheme under the Fly In category as shown	Applies the Fly In All at Once animation scheme to the text placeholder. 
14. In the Slides Pane select Slide 2	Activates the second slide in the presentation.
15. Click the placeholder that contains the bulleted list.	Selects the placeholder to which we want to apply animation.

What

Why

16. Click the **Animate** combo box arrow on the Animations group and click **By 1st Level Paragraph** under the **Wipe** category as shown.

Applies the Wipe by 1st Level Paragraph animation scheme to the bulleted list placeholder.

Click the “Wipe by 1st Level Paragraph” animation scheme



17. Select **Slide 1** in the Slides pane.

Activates the first slide in the presentation.

18. Press the **F5** key.

Enters Slide Show view.

19. Click your left mouse button or press the space bar.

Moves to the next step in the animation.

Setting the Learning Environment

- Greeting
- Tent Cards

Click or press the space bar to navigate through the animation scheme

20. Click your left mouse button or press the space bar again.

Moves to the next slide in the presentation.

LESSON 2 - ANIMATION TECHNIQUES

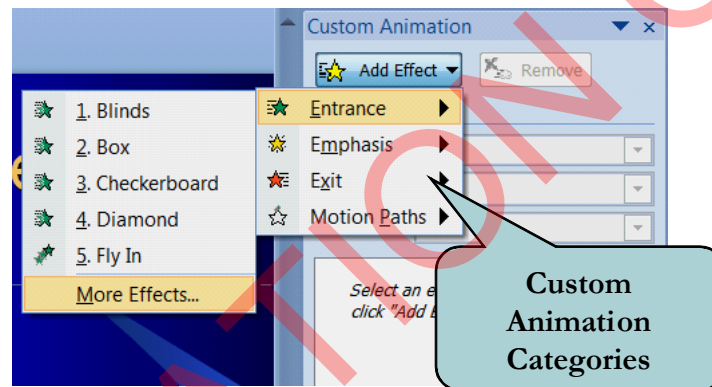
<u>What</u>	<u>Why</u>
21. Click your left mouse button or press the space bar again 6 more times .	Moves through each step of the animation for slide 2.
22. Press the Esc key.	Returns to normal view.
23. Click the Save button on the Quick Access Toolbar.	Saves the active presentation.

EVALUATION ONLY

2.2 Using Custom Animation

In this lesson, you will learn how to apply Custom Animation to objects in your presentation.

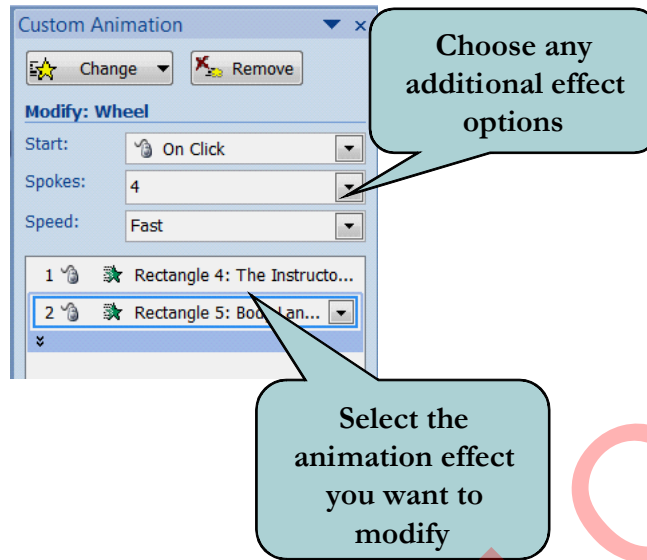
In addition to the preset animation schemes, you can also apply **Custom Animation** to the placeholders and objects on your slides. Custom Animation allows you to apply a wide range of animation effects to individual objects on your slide. For instance, you can control the direction of the animation, the event that triggers the animation, and the speed of the playback.



To Apply Custom Animation

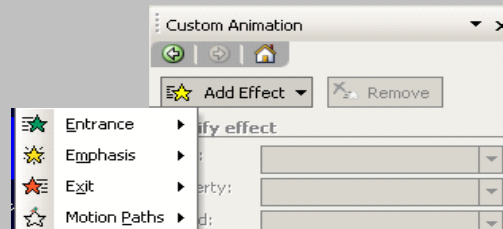
1. Select the object to which you want to apply **Custom Animation**.
2. Click the **Animations tab** on the Ribbon.
3. Click the **Custom Animation** button to display the Custom Animation pane.
4. Click the **Add Effect** button, point the category that you want and then click an animation effect from the list. Click **More Effects** to see additional effects in the selected category.
5. To apply additional options, click the animation effect you want to modify in the Animation Order list in the Custom Animation pane and select any desired options from the drop-down lists under the **Modify** area.
6. Click the **Play button** to view the animation effect.

LESSON 2 - ANIMATION TECHNIQUES

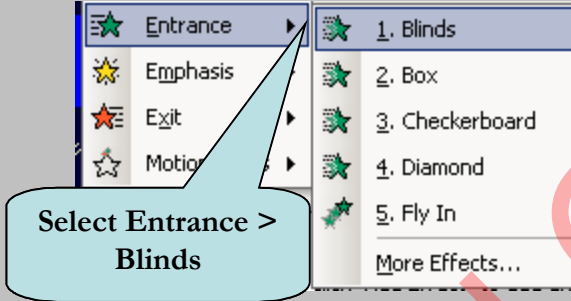


Let's Try It!

<u>What</u>	<u>Why</u>
1. In the Slides Pane select Slide 3 .	Ensures that the third slide is the active slide.
2. Click the Custom Animation button on the Animations group on the Ribbon.	Displays the Custom Animation pane.
3. Click on the Title placeholder on Slide 3.	Selects the object that we want to animate.
4. Click the drop-down arrow next to the Add Effect button as shown.	Displays the four custom animation categories.



LESSON 2 - ANIMATION TECHNIQUES

<u>What</u>	<u>Why</u>
<p>5. Point to Entrance from the category menu and then click Blinds from the Entrance submenu as shown below.</p>	<p>Applies the Blinds effect to the placeholder upon entrance.</p>
 <p>The screenshot shows a software menu with 'Entrance' selected. A submenu is open, listing '1. Blinds', '2. Box', '3. Checkerboard', '4. Diamond', '5. Fly In', and 'More Effects...'. A callout box with a pointer to the 'Blinds' option contains the text 'Select Entrance > Blinds'.</p>	
<p>6. Select the placeholder that contains the 5 lines of text.</p>	<p>Selects the bulleted list placeholder.</p>
<p>7. Click the drop-down arrow next to the Add Effect button.</p>	<p>Displays the four custom animation categories.</p>
<p>8. Point to Entrance and then click More Effects</p>	<p>Displays additional Entrance effects.</p>
<p>9. Click Wheel from the Add Entrance Effect box.</p>	<p>Applies the Wheel effect to the placeholder upon entrance.</p>
<p>10. Click OK.</p>	<p>Closes the Add Entrance Effect dialog box.</p>
<p>11. Make sure that the animation effect preceded by the number 2 is selected in the Custom Animation pane.</p>	<p>Chooses the effect we want to modify.</p>

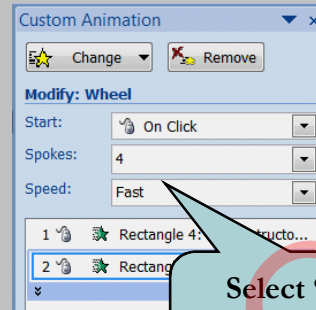
LESSON 2 - ANIMATION TECHNIQUES

What

12. Click the **Speed** arrow under the Modify area and select **Fast** as shown.

Why

Sets the speed for the Wheel animation effect to Fast.



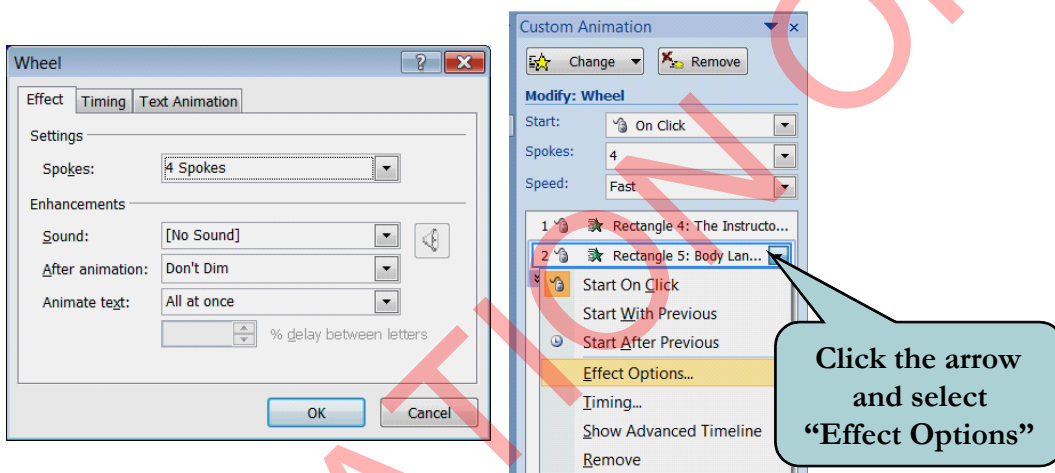
13. Click the **Play** button on the bottom of the **Custom Animation Task Pane**

Displays a preview of the custom animation effects of the active slide.

2.3 Modifying Effect Options

In this lesson, you will learn how to add effect options to your custom animations.

After you have chosen your custom animation, you can then add additional effects to the animation. For instance, you can dim text after it is animated, animate chart elements, add sound to your animations, and add text by word or by letter, just to name a few.

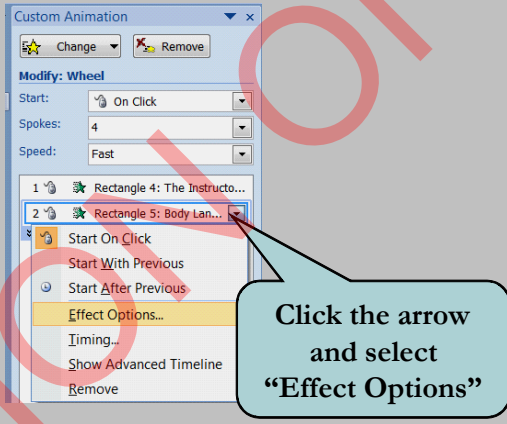
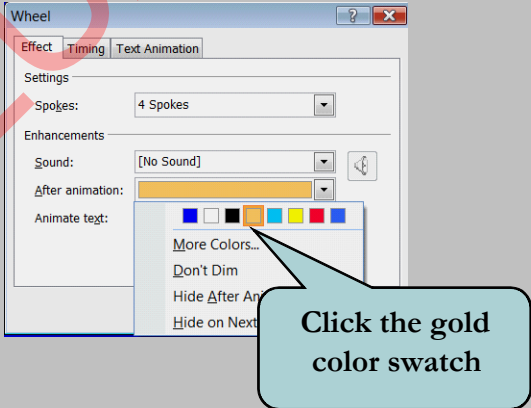


To add effect options, click the object you want to modify in the Animation Order list in the Custom Animation pane. A drop-down arrow will appear next to the object name. Click the arrow and then click **Effect Options** to display the Effect Options dialog box.

To Modify Effect Options

1. Click the **Animations** tab on the Ribbon.
2. Click the **Custom Animation** button to display the Custom Animation pane.
3. Click the animation effect you want to modify in the Animation Order list in the Custom Animation pane to display the drop-down arrow.
4. Click the drop-down arrow and click **Effect Options**.
5. Click the tab for the effect you want to modify.
6. Make your selections.
7. Click **OK** when finished.
8. Click the **Play** button to view the animation changes.

Let's Try It!

What	Why
<p>1. Make sure that the animation effect preceded by the number 2 is selected in the Custom Animation pane.</p>	<p>Chooses the effect we want to modify.</p>
<p>2. Click the drop-down arrow on the right of the effect in the Animation Order list as shown and click Effect Options</p>	<p>Displays the Effect Options dialog box.</p> 
<p>3. Click the After Animation drop-down list and click the gold color swatch.</p>	<p>Sets the option to have the line change color after animation.</p>
	
<p>4. Click OK</p>	<p>Closes the Effect Options dialog box.</p>

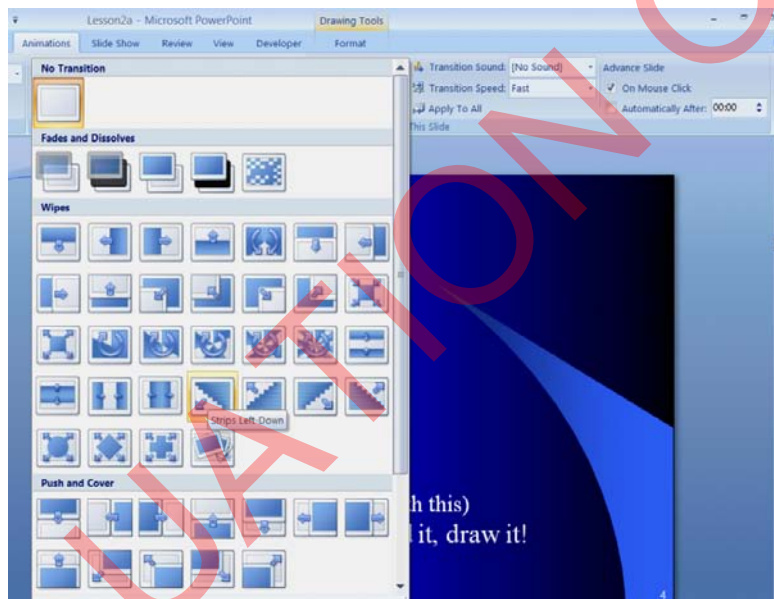
LESSON 2 - ANIMATION TECHNIQUES

<u>What</u>	<u>Why</u>
5. Click the animation effect preceded by the number 1 in the Custom Animation pane.	Chooses the effect we want to modify.
6. Click the drop-down arrow on the right of the effect in the Animation Order list and click Effect Options .	Displays the Effect Options dialog box.
7. Click the Sound drop-down arrow and select Applause from the list.	Sets the options to add applause after the animation.
8. Click OK .	Closes the Add Effects dialog box.
9. Click the Play button on the bottom of the Custom Animation Task Pane .	Displays the custom animation effects of the active slide.
10. Click the Close button on the Custom Animation pane.	Closes the Custom Animation pane.

2.4 Adding Slide Transitions

In this lesson, you will learn how to add Slide Transitions as you advance from one slide to the next.

Slide transitions specify how the display changes when you advance from one slide to the next. For example, you can add an animation effect such as Horizontal Blinds or a Checkerboard pattern. You can also add a preset sound effect to the slide transition or use your own sound file.



To apply transitions to specific slides, select the first slide in the **Slide Pane Window**, hold down the **Ctrl** key, and then select any additional slides. The fastest way to apply transitions to multiple slides is to work in slide sorter view. Click **Apply to All** button on the Ribbon to apply the transition effect to every slide in your presentation.

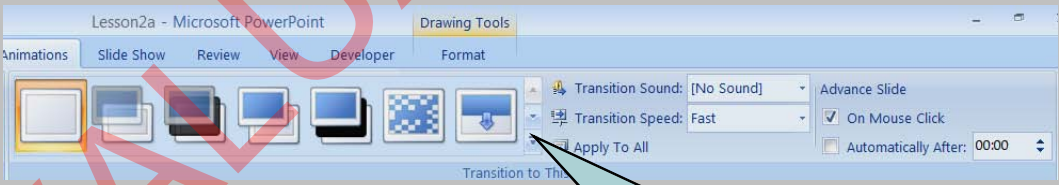
To Add Slide Transitions

1. Display the slide to which you want to apply **Slide Transitions** or select multiple slides in the Slides Pane window.
2. Click the **Animations** tab on the Ribbon.
3. Click the **More** button on the **Slide Transition gallery** on the Transition To This Slide group.
4. Point to a slide transition in the gallery to view a live preview.

LESSON 2 - ANIMATION TECHNIQUES

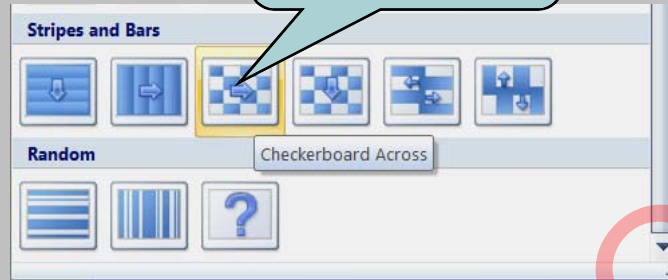
5. Click on the slide transition thumbnail for the effect that you want.
6. Select the desired transition speed (Slow, Medium or Fast) from the **Transition Speed** drop-down list.
7. If desired, select a pre-defined **Sound** from the **Transition Sound** drop-down list.
8. To add a custom sound file, select **Other Sound** from the Transition Sound drop-down list, navigate to the folder that contains the desired sound file, select the file, and then click **Open**.
9. To apply the Slide Transition effect to all slides in your presentation, click the **Apply to All** button on the Transition To This Slide group.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the Slide Sorter button on the bottom right of your screen.	Switches to Slide Sorter View.
2. Click on Slide 4 .	Selects the slide to which we want to apply a Slide Transition Effect.
3. If necessary, click the Animations tab on the Ribbon.	Displays the Animations Ribbon.
4. Click the More button on the Slide Transitions gallery as shown below.	Displays all available slide transitions.
	
5. Scroll down and click the Checkerboard Across thumbnail under the Stripes and Bars category (3 rd thumbnail from the left).	Applies the Checkerboard Across Slide Transition effect to Slide 4.

What

Why



6. Click the **Transition Speed** drop-down list on the Ribbon and choose **Medium**.

Applies a medium speed to the transition effect.



7. Click on **Slide 5**.

Selects the next slide to which we want to apply a Slide Transition effect.

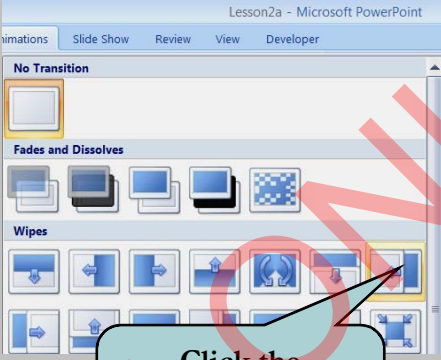
8. Press and hold down the **Ctrl Key** and select **Slide 6 and Slide 7**

Selects slides 5, 6 and 7. Holding down the Ctrl key as you select slides allows you to select multiple slides.

9. Click the **More button** on the Slide Transitions gallery as shown below.

Displays all available slide transitions.

LESSON 2 - ANIMATION TECHNIQUES

<u>What</u>	<u>Why</u>
<p>10. Click Uncover Left thumbnail – the last thumbnail in the 1st row under the Wipes category as shown.</p>	<p>Applies the Cover Left Slide Transition effect to Slides 5, 6, and 7</p> 
<p>11. Click the Transition Speed drop-down list and choose Medium.</p>	<p>Applies a medium speed to the transition effect.</p>
<p>12. Click the Transition Sound drop-down list and choose Chime.</p>	<p>Applies the chime sound effect at the end of each transition.</p>
<p>13. Click on Slide 4.</p>	<p>Selects Slide 4.</p>
<p>14. Click the Slide Show tab on the Ribbon.</p>	<p>Displays the Slide Show Ribbon.</p>
<p>15. Click the From Current Slide button on the Start Slide Show group on the Ribbon.</p>	<p>Switches to Slide Show view beginning with Slide 4. Notice the Checkerboard effect as the slide is presented.</p>
<p>16. Press the space bar.</p>	<p>Advances to the next slide. Notice the transition as the slide glides in from the right.</p>
<p>17. Press the space bar.</p>	<p>Advances to the next slide.</p>

LESSON 2 - ANIMATION TECHNIQUES

<u>What</u>	<u>Why</u>
18. Press the Esc key.	Returns to Normal view.
19. Click the Save button on the Quick Access Toolbar.	Saves the active presentation.

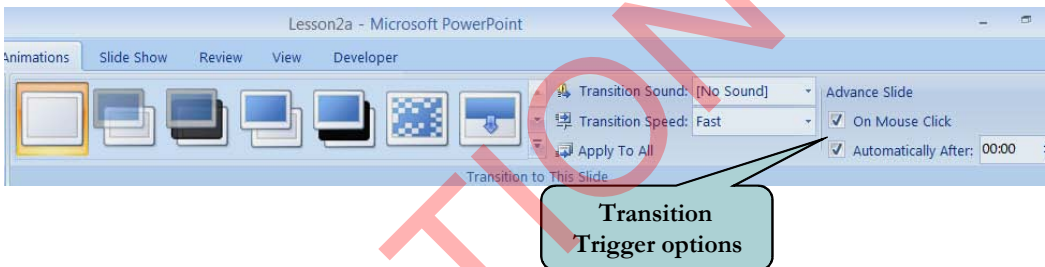
EVALUATION ONLY

2.5 Using Transition Triggers

In this lesson, you will learn how to set up a trigger for slide transitions.

Slide transition triggers allow you to specify when you want to advance to the next slide and provide you more control over your presentation. There are three basic triggers you can use:

- Advance to the next slide only when you click the mouse
- Advance to the next slide after a specific time interval
- Advance to the next slide after you click the mouse or after a specified time interval, whichever occurs first.



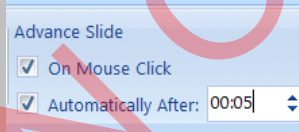
To Add Slide Transition Trippers

1. Display the slide to which you want to apply **Slide Transitions** or select multiple slides in the Slides Pane window.
2. Click the **Animations tab** on the Ribbon.
3. On the Ribbon, click the check-box next to **On mouse click** to advance only when you click the mouse.
4. Click the check-box next to **Automatically after** and using the arrows, select the number of seconds to wait before advancing to the next slide.
5. To apply the transition trigger to all slides, click the **Apply to All** button.

Let's Try It!

<u>What</u>	<u>Why</u>
1. In the Slides Sorter View pane select Slide 8 .	Makes slide 8 the active slide.

LESSON 2 - ANIMATION TECHNIQUES

<u>What</u>	<u>Why</u>
2. Click the Animations tab on the Ribbon.	Displays the Animations Ribbon.
3. On the Transition to This Slide group on the Ribbon, click in the check-box next to Automatically after .	Sets the transition trigger to advance to the next slide after a specified time interval.
4. In the time interval box, type in: 05 as shown.	Sets the slide to advance after five seconds. 
5. Click the Slide Show tab on the Ribbon.	Displays the Slide Show Ribbon.
6. Click the From Current Slide button on the Start Slide Show group on the Ribbon and wait 5 seconds.	Switches to Slide Show view for Slide 8. Notice that after 5 seconds, the slide automatically advances to Slide 9.
7. Press the Esc key.	Switches back to Normal View.
8. Click the Save button.	Saves the active presentation.
9. Click the Microsoft Office button and then click Close .	Closes the presentation file.

Lesson Summary – Animation Techniques

- In this lesson, you learned how to control how your information appears on the slide during a slide show by applying Animation to the objects on your slides. You learned that you can choose from several preset animation schemes by clicking the Animate arrow on the Animations Ribbon.
- Next, you learned that by using Custom Animation, you can control the direction of the animation, the event that triggers the animation, and the speed of the playback as well as add entry and exit effects. You learned that you can apply custom animation to your slides by clicking the Custom Animation button on the Animations Ribbon and then clicking the Add Effects button on the Custom Animation Pane.
- Next, you learned that after you have chosen your custom animation, you can then add additional effects to the animation such as dimming text after it is animated, animating chart elements, adding sound to your animations, and adding text by word or by letter. To add effect options, click the object you want to modify in the Animation Order list in the Custom Animation pane. A drop-down arrow will appear next to the object name. Click the arrow and then choose Effect Options to display the Effect Options dialog box.
- Then, you learned that Slide Transitions specify how the display changes when you advance from one slide to the next. You learned that you can apply slide transitions to your slides by clicking the desired transition thumbnail in the Slide Transition gallery on the Animations Ribbon.
- Lastly, you learned that Slide Transition Triggers allow you to specify when you want to advance to the next slide and provide you more control over your presentation. Using transition triggers, you can advance to the next slide only when you click the mouse, advance to the next slide after a specific time interval or advance to the next slide after you click the mouse or after a specified time interval, whichever occurs first. You can set Slide Transitions from the Animations Ribbon.

Lesson 2 Quiz

1. An animation scheme is:
 - A. Animated graphics you can add to your presentations.
 - B. A way to rehearse your presentations.
 - C. Applause that you can add to your slides
 - D. Visual effects that you can add to your slides.
2. When are animation effects visible (select all that apply)?
 - A. During Slide Show View.
 - B. When viewing your presentation in Slide Outline view.
 - C. When viewing your presentation in Slide Sorter view.
 - D. All of the above
3. To add a preset animation to a text placeholder on your slide:
 - A. Select the placeholder, click the Effects button on the Animations Ribbon and then click the animation effect you want.
 - B. Select the placeholder, click the Animation Schemes button on the Animations Ribbon and then click the animation you want.
 - C. Select the placeholder, click the Animate button on the Animations Ribbon and then click the animation you want.
 - D. Select the placeholder, click the Custom button on the Animations Ribbon and then click the animation you want.
4. If you wanted to apply effects such as controlling the direction of the animation, choosing the event that triggers the animation or setting entrance and exit effects, you would add what type of animation?
 - A. Preset Animation
 - B. Custom Animation
 - C. Animation Triggers
 - D. Rehearsal Animations
5. You can apply animation only to entire slides, not to individual placeholders.
 - A. True
 - B. False
6. Which of the options below is NOT a slide transition effect?
 - A. Adding Applause
 - B. Advancing the slide automatically after 10 seconds.
 - C. Adding the Checkboard animation as an Exit Effect
 - D. Setting the transition speed to slow
7. Which is the FASTEST way to apply slide transitions to multiple slides?
 - A. Select the slides in Slide Show View
 - B. Click the Apply to All button on the Animations group on the Ribbon.

LESSON 2 - ANIMATION TECHNIQUES

- C. Select the slides in Slide Sorter View
 - D. Select the slides in Outline View
8. Which of the below are considered Slide Transition Triggers (select all that apply)?
- A. Advance to the next slide only when you click the mouse.
 - B. Advance to the next slide after a specific time interval.
 - C. Advance to the next slide after the last placeholder has been loaded.
 - D. Advance to the next slide after you click the mouse or after a specified time interval, whichever occurs first.
9. You can set a slide to advance after 10 seconds or, if you don't want to wait that long during your presentation, when you click your mouse.
- A. True
 - B. False
10. After have chosen your custom animation, you can then add additional effects to the animation by clicking the drop-down arrow next to the animation in the Animation Order List and then clicking the _____ option.

LAB 2 – ON YOUR OWN

1. Open the **Lab2** exercise file.
2. Apply the **Wipe** Preset Animation Scheme to both objects on Slide 1.
3. Using **Custom Animation** on Slide 2, apply the **Fly-In** Entrance effect to the Slide Title placeholder. Add the **Checkerboard** Exit effect to the text placeholder (below the title placeholder).
4. Add the **Breeze** sound effect to the second animation (preceded by the letter 2).
5. Apply the **Uncover Right** Slide Transition to Slides 4, 5 and 6.
6. Set the Slide Transition **Timing** to **5 seconds** for the entire presentation.
7. **Save** and **close** the presentation.

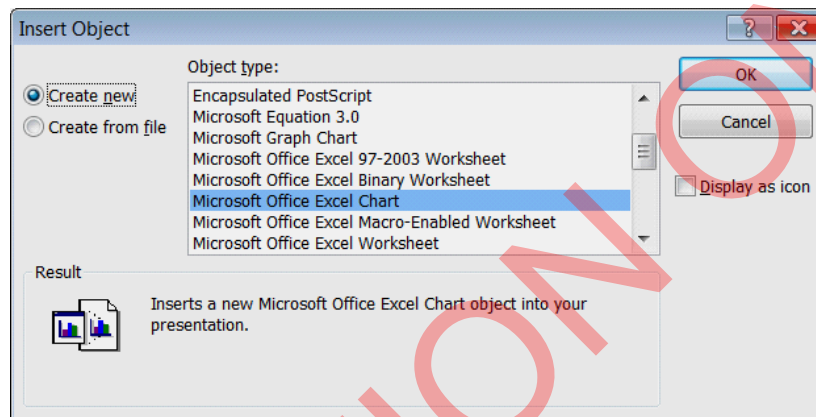
Lesson 3 Working with Data from Other Sources

Lesson Topics:

- 3.1 Importing an Excel Document into a Slide
- 3.2 Modifying an Embedded Excel Chart
- 3.3 Inserting a Word Document into a Slide
- 3.4 Adding Sound to Slides
- 3.5 Adding Video to Slides
- 3.6 Exporting a Presentation to Word

3.1 Importing an Excel Document into a Slide

In this lesson, you will learn how to insert an existing Excel chart into your slide.



You can insert documents created in other Microsoft Office programs or in any other program that supports linked and embedded objects into your presentations. It is not necessary to recreate existing information that you wish to include in your PowerPoint presentation. In this lesson, we are going to insert an existing **Excel chart** into our presentation.

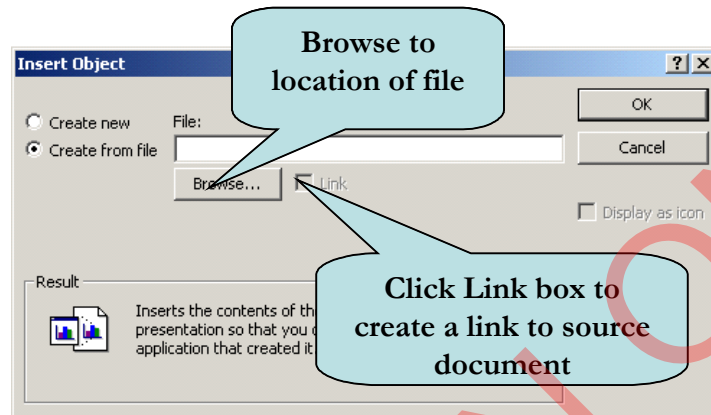
When inserting an object, you can choose to either **Link** or **Embed** the data. When an object is **linked**, the data is stored in the source document. This means that when the data is updated in the original document, it will automatically be updated in your presentation. Linking enables you to keep your information up-to-date while keeping the file size of your presentation to a minimum. When **embedding** objects in your presentation, you create a copy of the object which resides in your destination document. Thus, any changes made to the original document will not be reflected in your presentation.

To Insert an Existing Excel Chart:

1. Activate the slide into which you wish to insert the file.
2. Click the **Insert tab** on the Ribbon.
3. Click the **Object button** on the Text group of the Ribbon.

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

- To create a new Excel chart, click the **Create New** radio button, choose **Microsoft Office Excel Chart** from the Object type list and then click **OK**.
- To insert an existing Excel chart, click the **Create from file** radio button.
- Click **OK**.



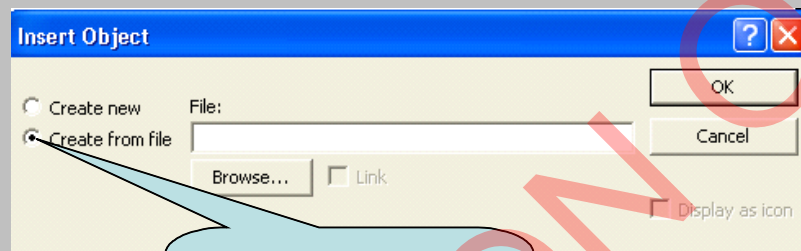
- Click the **Browse** button to navigate to the location of the file you wish to insert.
- Click **OK**.
- Click the **Link** box if you wish to create a link to the original document.
- Click **OK**.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the Microsoft Office button and then click New from the File Options menu.	Opens the new presentation task pane.
2. Select Blank Presentation in the New Presentation pane.	Creates a new blank presentation.
3. Click Create .	Creates a new blank presentation.
4. Right-click Slide 1 in the Slides pane, point to Layout and then click the Blank layout.	Applies a blank slide layout to our current slide.

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

<u>What</u>	<u>Why</u>
5. Click the Insert tab on the Ribbon.	Displays the Insert Ribbon.
6. Click the Object button on the Text group of the Ribbon.	Displays the Insert Object dialog box.
7. Click the Create from File radio button.	The Create from File allows you to insert an already existing file into your presentation.



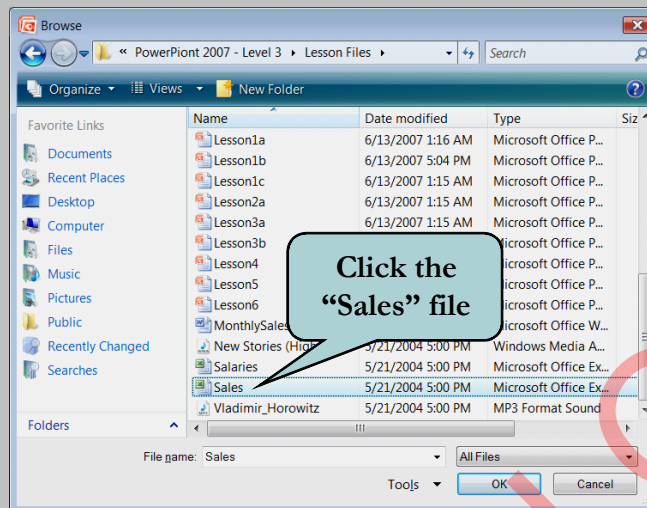
Choose "Create from file" to insert an existing file

8. Click the Browse button.	Opens the browse window, allowing you to navigate to the folder that contains the file you wish to import.
9. Click the My Documents icon on the left side of the window.	Switches to the My Documents folder.
10. Double-click the PowerPoint 2007 – Level 2 folder.	Switches to the PowerPoint 2007 – Level 2 folder.
11. Double-click the Lesson Files folder.	Switches to the Lesson Files folder, where the Excel file resides.
12. Select the Sales Excel file as shown below and then click OK .	Selects the file to be imported.

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

What

Why



13. Click **OK**.

Closes the Insert Object dialog box and embeds the object into our presentation.



Embedded Excel Chart

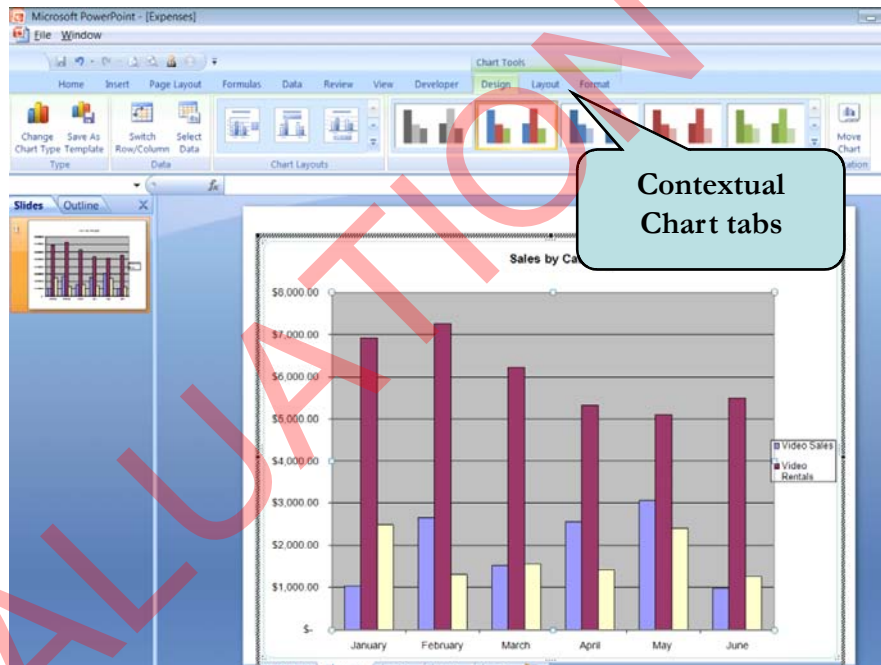
14. Click the **Save** button on the Quick Access Toolbar and type: **Expenses** in the File Name box. Click **Save**.

Saves the active presentation with a file name of Expenses.

3.2 Modifying an Embedded Excel Chart

In this lesson, you will learn how to modify an embedded Excel Chart.

After you have imported the chart into your presentation, you can then modify its formatting. **Double-clicking** an embedded Excel chart displays the **Excel Ribbon**, from where you can make formatting changes. After the Excel Ribbon displays, click the chart to activate it and then click the contextual **Design, Layout or Format** tabs under Chart Tools on the Excel Ribbon.



To open the chart in the Excel application, right-click on the chart, point to **Worksheet Object** and then click **Open**. The chart will display in the Excel application.

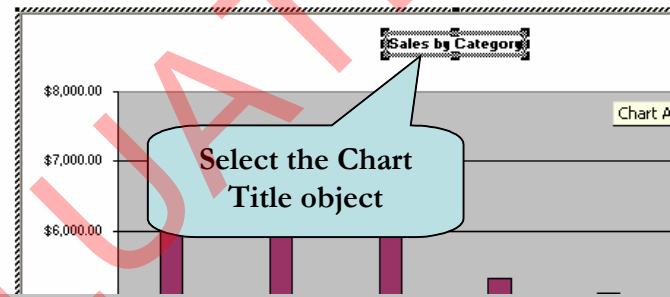
To Modify an Embedded Excel Chart:

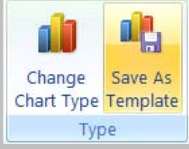
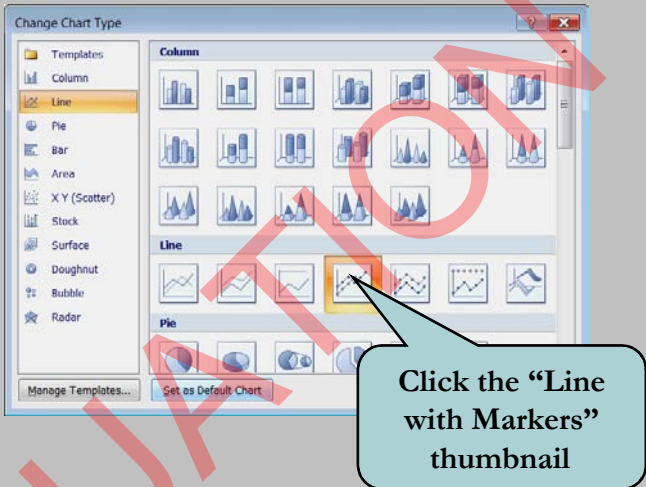
1. Double-click on the embedded chart.
Or
Right-click on the chart, point to **Worksheet Object** and then click **Edit**. The Excel Ribbon will display above the chart.

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

2. To open the chart in the Excel application, right-click on the chart, point to **Worksheet Object** and then click **Open**.
3. To change a chart layout or style, click the **Design tab** under Chart Tools. Make your desired selection from the Chart Layout or Chart Style group.
4. To change chart titles, axis titles, legends, or data labels, click the **Layout tab** under Chart Tools and make the appropriate selection from the Ribbon.
5. To add or modify shape effects, shape fill, border weight, style or color, click the **Format tab** under Chart tools and make your selection.
6. To format a selected object, click the chart object and click the **Format Selection button** on the Format tab to display the Format Object dialog box.
7. When finished, click outside of the chart area to return to presentation view.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Double-click the embedded chart.	The PowerPoint Ribbon is replaced by the Excel Ribbon.
2. Select the Chart Title Sales by Category as shown below.	Selects the Chart Title object.
 <p>The screenshot shows a bar chart with a vertical axis labeled from \$6,000.00 to \$8,000.00. The chart has a title 'Sales by Category' at the top. A light blue callout box with a pointer to the title contains the text 'Select the Chart Title object'. The chart is labeled 'Chart A' in the bottom right corner.</p>	
3. Click the Home tab on the Ribbon.	Displays the Home Ribbon.
4. Choose Times New Roman from the Font list box and a font size of 16 from the Size box.	Changes the font type to Times New Roman and the font size to a 16 pt.
5. Click the contextual Design tab on the Ribbon.	Display chart design commands and tools.

<u>What</u>	<u>Why</u>
<p>6. Click the Change Chart Type button on the Type group as shown.</p>	<p>Displays the Chart Type dialog box.</p> 
<p>7. In the Chart Type list box, choose Line in the left pane.</p>	<p>Selects Line Chart as the chart type.</p>
<p>8. Click the 4th chart type under the Line category (line with markers)</p>	<p>Selects the sub-chart type.</p>
	
<p>9. Click OK.</p>	<p>Closes the Chart Type dialog box and changes the chart type.</p>
<p>10. Click outside of the chart area.</p>	<p>Deselects the chart and returns to Presentation View. The PowerPoint Ribbon replaces the Excel Ribbon.</p>

3.3 Inserting a Word Document into a Slide

In this lesson, you will learn how to insert an existing Microsoft Word table into your presentation.

Month	Video-Sales	Video-Rentals	Snacks
January	\$1,045	\$6,325	\$2,495
February	\$2,666	\$6,252	\$1,306
March	\$1,522	\$6,222	\$1,552
April	\$2,585	\$5,322	\$1,410
May	\$3,066	\$5,100	\$2,389
June	\$990	\$5,500	\$1,256

Inserting existing Microsoft Word documents into your slides works the same way as importing Excel documents. Use the **Object** command button on the Insert Ribbon and then navigate to the folder that contains the Word document that you wish to import into your presentation. Once again, you have the option of either embedding or linking the document. In this lesson, we will insert a Microsoft Word table as a linked object and then make changes to the object after we import it into PowerPoint.

To Insert an Existing Word Document:

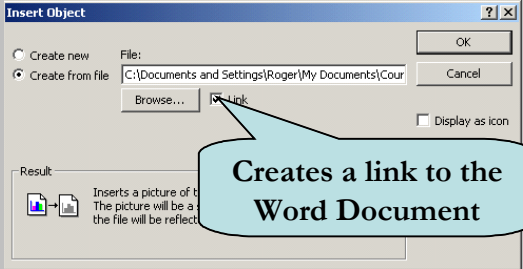
1. Activate the slide into which you wish to insert the file.
2. Click the **Insert tab** on the Ribbon.
3. Click the **Object button** on the Text group of the Ribbon.
4. To create a new Word document, click the **Create New** radio button, choose **Microsoft Office Word Document** from the Object type list and then click **OK**.
5. To insert an existing Word document, click the **Create from file** radio button.
6. Click **OK**.

7. Click the **Browse** button to navigate to the location of the file you wish to insert.
8. Click **OK**.
9. Click the **Link** box if you wish to create a link to the original document.
10. Click **OK**.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click the New Slide button on the Slides group of the Home Ribbon	Inserts a new slide into your presentation.
2. Click the Insert tab on the Ribbon.	Displays the Insert Ribbon.
3. Click the Object button on the Text group of the Ribbon.	Displays the Insert Object dialog box.
4. Click the Create from File radio button.	Selecting Create from File allows you to insert an already existing file into your presentation.
5. Click the Browse button.	Opens the browse window, allowing you to navigate to the folder that contains the file you wish to import.
6. Click My Documents on the left side of the window.	Switches to the My Documents folder.
7. Double-click the PowerPoint 2007 – Level 2 folder.	Switches to the PowerPoint 2007 – Level 2 folder.
8. Double-click the Lesson Files folder.	Switches to the Lesson Files folder, where the Microsoft Word file resides.
9. Select the MonthlySales Word file and then click OK .	Selects the file to be imported.
10. Click the Link check box as shown below.	Creates a link to the Word document rather than embedding it into our presentation.

LESSON 3 – WORKING WITH DATA FROM OTHER SOURCES

<u>What</u>	<u>Why</u>
	
<p>11. Click OK.</p>	<p>Closes the Insert Object dialog box and inserts the linked Word document into the active slide.</p>
<p>12. Double-click the imported table.</p>	<p>Opens the linked table in Microsoft Word, the application of the original document.</p>
<p>13. Change the title to read: Sales by Category – 2003</p>	<p>Changes the table title in the original source document.</p>
<p>14. Click the Save button on the Quick Access Toolbar.</p>	<p>Saves our changes to the Word document.</p>
<p>15. Click the Microsoft Office button and then click Close.</p>	<p>Closes the source document.</p>
<p>16. Observe the active slide.</p>	<p>The change we made in the source document is automatically reflected in our presentation.</p>

What Why

Sales by Category - 2003

Month	Video Sales	Video Rentals	Snacks
January	\$1,045	\$5,325	\$2,495
February	\$2,666	\$2,522	\$1,306
March	\$1,522	\$6,222	\$1,552
April	\$2,555	\$5,522	\$1,410
May	\$3,066	\$5,100	\$2,399
June	\$980	\$5,600	\$1,256

17. Click the **Microsoft Office button** and choose **Close** from the File Options menu. Click **Yes** when asked to save your changes. Saves and closes the active presentation.

EVALUATION ONLY

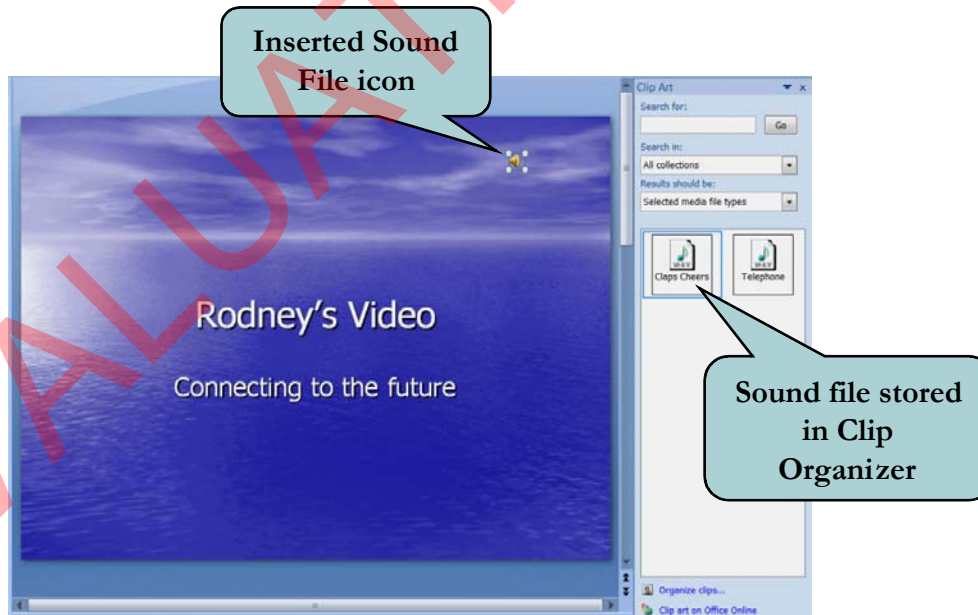
3.4 Adding Sound to Slides

In this lesson, you will learn how to insert a sound file into your presentation.

An exciting way to jazz up a presentation is by adding **Sound** files to your slides. You can add music and sounds to your presentation from files stored on your computer or a network drive, sound files stored in the Microsoft Clip Organizer or even from files on the Internet.

PowerPoint comes with many sound files already available in **Microsoft Clip Organizer** and you can add your own files to the Clip Organizer as well. Use **Sound from File** command from the Sound button menu, to insert a sound file that is stored on your computer's hard drive or network drive.

When inserting a sound file, a small icon appears on your slide. You have the option of automatically playing the sound when the slide is launched or clicking on the icon to play the sound during Slide Show View. If you set up your slide to automatically play, click the **Hide During Show checkbox** on the Sound Options group of the contextual Sound Options Ribbon so that the sound icon is not visible during your slide show.



To Add a Sound File to a Slide from the Clip Organizer:

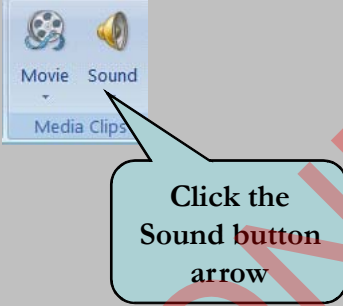
1. Activate the slide into which you wish to insert the sound file.
2. Click the **Insert tab** on the Ribbon.
3. Click the arrow on the **Sound button**.
4. Click **Sounds from Clip Organizer** from the button menu.
5. Click the desired sound file in the **Clip Art Task Pane**.
6. Click **Automatically** if you want to sound to automatically play when the slide is displayed or **When Clicked** if you want to the sound to play only when the icon is clicked.
7. Set additional sound options from the contextual **Options** tab under Sound Tools.

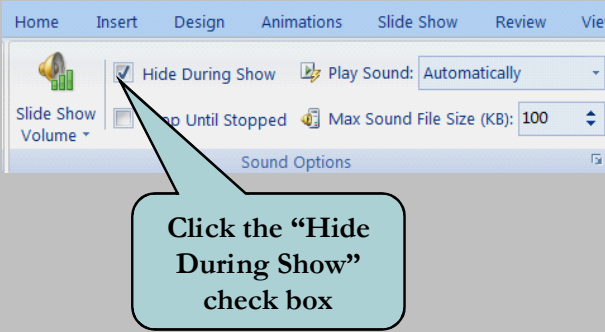

To Add a Sound File to a Slide from a File:

1. Activate the slide into which you wish to insert the sound file.
2. Click the **Insert tab** on the Ribbon.
3. Click the arrow on the **Sound button**.
4. Click **Sounds from file** from the button menu.
5. Navigate to the folder where your sound file is stored.
6. Highlight the sound file that you wish to insert and then click **OK**.
7. Click **Automatically** if you want to sound to automatically play when the slide is displayed or **When Clicked** if you want to the sound to play only when the icon is clicked.
8. Set additional sound options from the contextual **Options** tab under Sound Tools.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Open Lesson3a from the Lesson Files folder.	Opens the Lesson 3a PowerPoint file.
2. Click the Insert tab on the Ribbon.	Displays the Insert Ribbon.

<u>What</u>	<u>Why</u>
<p>3. Click the Sound button arrow on the Media Clips group on the Insert Ribbon as shown.</p>	<p>Displays the Sound button menu.</p>  <p>The screenshot shows a dropdown menu with 'Movie' and 'Sound' options. A callout box with a blue background and black border contains the text 'Click the Sound button arrow' with a white arrow pointing to the 'Sound' option.</p>
<p>4. Click Sounds from Clip Organizer on the button menu.</p>	<p>Displays the Clip Art Task Pane.</p>
<p>5. Click on the Claps Cheers sound file (Row 1, Column 1)</p>	<p>Selects the sound file we want to insert into our slide.</p>
<p>6. Click the Automatically button when the dialog box appears asking you when you wish the sound to play.</p>	<p>Sound will automatically play when slide is displayed in Slide Show view.</p>
<p>7. With the sound icon selected, click the contextual Options tab on the Ribbon under Sound Tools, if necessary.</p>	<p>Displays the sound Options Ribbon.</p>
<p>8. Click the checkbox next to Hide During Show on the Sound Options group of the Ribbon as shown.</p>	<p>Icon will not be displayed on the slide when in Slide Show View.</p>

<u>What</u>	<u>Why</u>
	
<p>9. Click the Close button on the Insert Clip Art pane.</p>	<p>Closes the Insert Clip Art pane.</p>
<p>10. From the Slides Pane click on Slide 2.</p>	<p>Makes Slide 2 the active slide.</p>
<p>11. Click the Insert tab on the Ribbon.</p>	<p>Displays the Insert Ribbon.</p>
<p>12. Click the Sound button arrow and click Sound from File</p>	<p>This time you will choose a sound file that exists on your hard drive.</p>
<p>13. Navigate to the Lesson Files folder if necessary.</p>	<p>Switches to the folder where the sound file that we want to insert is located.</p>
<p>14. Highlight the sound file New Stories and then click OK.</p>	<p>Selects the file to be added to our slide.</p>
<p>15. Click the When Clicked button from the dialog box.</p>	<p>We will launch the sound file by clicking on the icon rather than having it play automatically.</p>
<p>16. Drag sound icon to the top of right side of the screen as shown.</p>	

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

<u>What</u>	<u>Why</u>
17. Press the F5 key.	Switches to Slide Show mode. Notice the sound file automatically plays during the first slide.
18. Press the spacebar	Moves to the next slide.
19. Click the sound icon	Plays the sound file.
20. Press the Esc key.	Exits slide show mode.
21. Click the Save button on the Quick Access toolbar.	Saves the active presentation.

EVALUATION ONLY

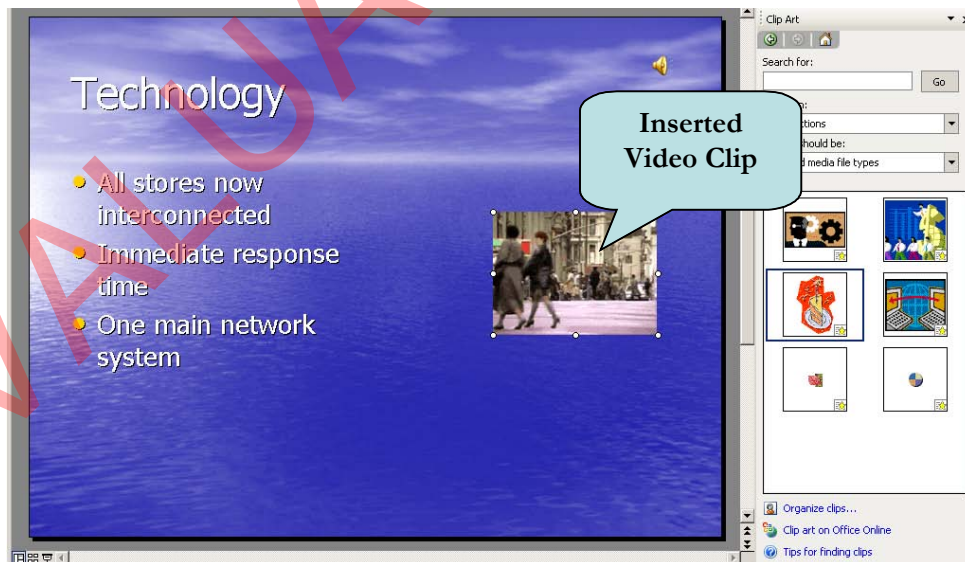
3.5 Adding Video to Slides

In this lesson, you will learn how to insert a movie file into your presentation.

Adding video clips to your slides is accomplished the same way as adding sound files. Video clips can be either animated .GIF's or digital videos created with digital equipment. PowerPoint supports several types of video formats:

- Quicktime
- AVI
- ASF
- MPEG
- MPG
- WMV
- Animated Gifs
- MP3
- Mov

With the exception of Animated Gif files, you can edit the movie object to rewind when finished and to continue looping. After inserting a video file, you can then change the size and location of the file just as you would when working with a placeholder object.



To Add a Video Clip to a Slide from the Clip Organizer:

1. Activate the slide into which you wish to insert the video file.
2. Click the **Insert tab** on the Ribbon.
3. Click the arrow on the **Movie button**.
4. Click **Movie from Clip Organizer** from the button menu.
5. Click the desired video file in the **Clip Art Task Pane**.
6. Click **Automatically** if you want to video clip to automatically play when the slide is displayed or **When Clicked** if you want to the video to play only when the icon is clicked.
7. Size and move the object as desired.
8. Set additional Movie options from the contextual **Options** tab under Movie Tools.

To Add a Video Clip to a Slide from a File:

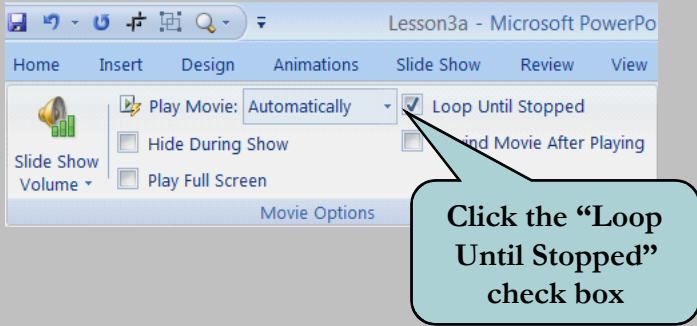

1. Activate the slide into which you wish to insert the video file.
2. Click the **Insert tab** on the Ribbon.
3. Click the arrow on the **Movie button**.
4. Click **Movie from file** from the button menu.
5. Navigate to the folder where your video file is stored.
6. Highlight the movie file that you wish to insert and then click **OK**.
7. Click **Automatically** if you want to movie to automatically play when the slide is displayed or **When Clicked** if you want to the movie to play only when the icon is clicked (you will not be prompted for animated gifs).
8. Size and move the object as desired.
9. Set additional Movie options from the contextual **Options** tab under Movie Tools.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Click on Slide 2 in the Slides Pane.	Ensures that Slide 2 is the active slide.
2. Click the arrow on the Movie button on the Insert Ribbon and click Movie from Clip Organizer from the menu.	Displays the Clip Art pane.

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

<u>What</u>	<u>Why</u>
3. Click on the Businesses, Businessmen video file (Row 1, Column 2).	Selects the video clip to be inserted. As this is an animated gif file, you were not asked if you wanted to play it automatically.
4. Click on Slide 3 in the Slides Pane.	Ensures that Slide 3 is the active slide.
5. Click the Insert tab on the Ribbon.	Displays the Insert Ribbon.
6. Click the arrow on the Movie button and click Movie from File from the menu.	This time you will choose a video file that exists on your hard drive.
7. Navigate to the Lesson Files folder if necessary.	Switches to the folder where the video file that we want to insert is located.
8. Highlight the video file named Clock and then click OK .	Selects the video file to be added to our slide.
9. Click Automatically when the dialog box appears asking you when you wish the video clip to play.	Video will automatically play when Slide 3 is active.
10. If necessary, click the contextual Options tab on the Ribbon under Movie Tools.	Displays the movie Options Ribbon.
11. Click the Loop until stopped check box on the Movie Options group as shown.	Sets the movie to continuously play.

<u>What</u>	<u>Why</u>
	
<p>12. Press the F5 key.</p>	<p>Switches to Slide Show mode.</p>
<p>13. Press the spacebar twice.</p>	<p>Moves to the Slide 2. Observe that the animated gif launches immediately.</p>
<p>14. Press the spacebar</p>	<p>Moves to Slide 3.</p>
<p>15. Observe the clock file.</p>	<p>As we have set the file to automatically loop, the process will begin again when clock reaches 12.</p>
	
<p>16. Press the Esc key twice.</p>	<p>Exits Slide Show mode.</p>

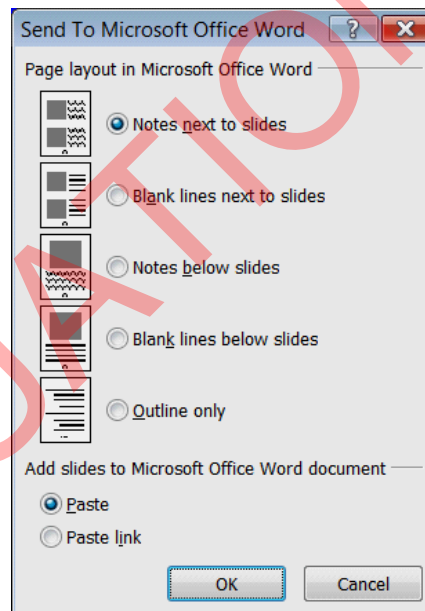
<u>What</u>	<u>Why</u>
17. Click the Microsoft Office button and choose Close from the File Options menu. Click Yes when asked to save your changes.	Saves and closes the active presentation.

EVALUATION ONLY

3.6 Exporting a Presentation to Word

In this lesson, you will learn how to export a presentation to Microsoft Word as an Outline.

You have the ability to export your PowerPoint Presentation to Microsoft Word. In order for all your text to show up in Word document if exporting to Outline only format, it must be in either a title placeholder or a text placeholder. That is to say, text in WordArt or AutoShape objects on your slide will not appear in Microsoft Word. Additionally, you can only export an entire presentation, not specific slides or selected text.



When exporting a presentation to Word, you have several options for the page layout of the export:

- Notes located next to the slides
- Blank lines next to slides (to allow people to write in notes)
- Notes below the slides
- Blank lines below the slides
- Export the outline only

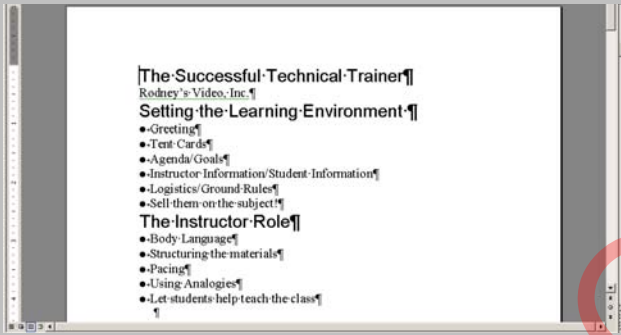
If you want any changes you subsequently make to your presentation to be reflected in the Word document, click the **Paste Link** radio button in the Send to Microsoft Office Word dialog box.

To Export a Presentation to Word:

1. Open the presentation that you would like to export.
2. Click the **Microsoft Office** button, point to **Publish** and then click **Create Handouts in Microsoft Office Word** from the menu.
3. Select the desired **Page Layout** option from the **Send to Microsoft Office Word** Dialog box.
4. Click **OK**.

Let's Try It!

<u>What</u>	<u>Why</u>
1. Open Lesson3b from the Lesson Files folder.	Opens the Lesson3b presentation.
2. Click the Microsoft Office button, point to Publish and then click Create Handouts in Microsoft Office Word from the menu.	Displays the Send to Microsoft Office Word dialog box.
3. Select the Outline Only radio button.	Exports only the outline portion of the presentation

<u>What</u>	<u>Why</u>
<p>4. Click OK and observe the Word Document as shown below.</p>	<p>Opens Word with the exported outline.</p>
	
<p>5. Click the Microsoft Office button and choose Close from the File Options menu. Click No when asked to save your changes.</p>	<p>Closes the Word document without saving changes.</p>
<p>6. Click the Microsoft Office button and choose Close from the File Options menu. Click No if asked to save your changes.</p>	<p>Closes the Lesson3b presentation.</p>

Lesson Summary – Working with Data from Other Sources

- In this lesson, you learned how to import an existing Excel chart into your slide by using the Object command button on the Insert Ribbon, selecting Create from File and then choosing the chart you wish to insert.
- Next, you learned how to modify a chart in the Excel environment by double-clicking the chart to activate the Excel Ribbon and accessing your desired formatting options from the contextual Design, Layout or Format tabs under Chart Tools.
- Then, you learned how to import an existing Word document into your slide by using the Object command from the menu, selecting Create from File and then choosing the document you wish to insert.
- Then, you learned how to add sound to slides from the Microsoft Clip Gallery or from an existing sound file on your computer by clicking the Sound button arrow on the Insert Ribbon and choosing the type of sound file you want to insert. You also learned how to set sound file options from the contextual Options Ribbon.
- Then, you learned how to add video clips to slides from the Microsoft Clip Gallery or from an existing video file on your computer by clicking the Movie button arrow on the Insert Ribbon and choosing the type of video file you want to insert. You also learned that you can modify video options from the contextual Options Ribbon.
- Lastly, you learned how to export a presentation to Microsoft Word by clicking the Microsoft Office button, pointing to Publish and then clicking Create Handouts in Microsoft Office Word.

Lesson 3 Quiz

1. What happens if you double-click an embedded object in your chart?
 - A. It will delete the object.
 - B. It will convert the object to a linked object.
 - C. It will open the object in its source application.
 - D. It will open the object in Adobe Acrobat.
2. To import an existing Excel chart into your slide, you:
 - A. Click the Chart button on the Insert Ribbon, choose Microsoft Excel Chart from the list box, click the Browse button and then choose the chart you wish to import.
 - B. Click the Microsoft Office button, point to Publish and then choose the Chart that you want to insert.
 - A. Click the Object button on the Insert Ribbon, point to Microsoft Excel Chart and then choose the chart you wish to import.
 - D. Click the Object button on the Insert Ribbon, click the Create from File radio button, click the Browse button and then choose the chart you wish to import.
3. To modify a Word document that you imported, you:
 - A. Double-click the Word object and make your changes in the Word environment.
 - B. You will need to open the document directly from Microsoft Word to make any changes.
 - C. Click the Object button on the Insert Ribbon and click Edit Object from the menu.
 - D. Click the Edit Object button on the Insert Ribbon.
4. Sound files can only be imported from the Microsoft Clip Gallery.
 - A. True
 - B. False
5. To import a sound clip into a slide you (select all that apply):
 - A. Will need an iPod or other music playing device to attach to your computer.
 - B. Click the Sound button arrow on the Insert Ribbon, click Sound from File from the menu and select the sound file you wish to insert.
 - C. Select Sound button on the Insert Ribbon and select the sound file you wish to insert.
 - D. Click the Sounds button arrow on the Insert Ribbon, click Sound from Gallery from the menu and select the sound file you wish to insert from the Clip Gallery.
6. All sound files that you insert into your slides will play automatically when the slide is displayed in Slide Show View.

LESSON 3 - WORKING WITH DATA FROM OTHER SOURCES

- A. True
 - B. False
7. How can you hide an imported sound's icon so that it will not be displayed during your presentation?
- A. Click the Hide During Show check box on the contextual Options Ribbon.
 - B. Click the object icon and then press the Delete key.
 - C. Click the object icon and click the Hide button on the contextual Sound ribbon.
 - D. Right-click the object and select Hide from the pop-up menu.
8. Which type of movie file cannot be set to loop automatically?
- A. QuickTime
 - B. AVI
 - C. MOV
 - D. Animated Gif
9. How can you specify looping options for an imported movie clip?
- A. Click its icon, click the View tab on the Ribbon and then make your looping selections.
 - B. Click its icon, click the Looping button on the Insert Ribbon and then make your selections.
 - C. Click its icon and select your desired looping options on the contextual Options Ribbon.
 - D. Right-click the movie, select Options from the contextual menu and then make your selections.
10. Describe the steps to export a presentation to Microsoft Word.

LAB 3 – ON YOUR OWN

1. Open the **Lab3** exercise file from the PowerPoint 2007 – Level 2 > Lesson Files folder.
2. Click on **Slide 14** in the Slides Pane.
3. Insert the **Excel chart** from the **Salaries.xls** file located in the PowerPoint 2007 – Level 2 > Lesson Files folder.
4. Click on **Slide 7** in the Slides Pane.
5. Insert into Slide 7 the Microsoft Word document named **Interview** located in the PowerPoint 2007 – Level 2 > Lesson Files folder.
6. Click on **Slide 1** in the Slides Pane.
7. Insert into Slide 1 the sound file entitled **“Bon Sonata in G Minor”** from the **Lesson Files** directory. Set the sound to play automatically when a new slide is presented. Hide the sound icon so that it is not displayed during the slide show.
8. Insert the movie file entitled **City Life** into Slide 1. Set the video to play when the icon is clicked. Format the video clip to **Loop until Stopped**. Switch to Slide Show view and observe Slide 1. Click the video clip to activate it.
9. Press the **Esc** key twice to exit Slide Show view.
10. **Save** and **close** the presentation file.

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