

Guided Computer Tutorials

**Learning
Microsoft®
PowerPoint®
2019**

By Greg Bowden

PUBLISHED BY

GUIDED COMPUTER TUTORIALS
PO Box 311
Belmont, Victoria, 3216, Australia

www.gct.com.au

© Greg Bowden

This product is available in Single or Multi User versions.

Single-user versions are for single student or teacher use at any particular time, just as a single text book would be used. If you intend to use the notes with multiple students the single user version should be upgraded to the multi-user version.

Multi-user versions allow the school or institution to print as many copies as required, or to place the PDF files on the school network, intranet and staff laptops. A certificate of authentication is provided with multi-user versions. Bookmarks provide links to all headings and sub-headings, and individual chapters are provided.

First published 2019

ISBN: 978-1-922018-80-9

PDF document for download or on DVD

Microsoft PowerPoint 2019 is a product of Microsoft Corporation.
Used with permission from Microsoft

Every effort has been made to ensure that images used in this publication are free of copyright, but there may be instances where this has not been possible. Guided Computer Tutorials would welcome any information that would redress this situation.

Learning Microsoft PowerPoint 2019

Contents

Chapter 1: Getting Started With PowerPoint

Starting a Presentation	1-1
The PowerPoint Screen Sections	1-2
The Backstage View	1-2
The Quick Access Toolbar	1-3
The Ribbon.....	1-4
Zoom Controls.....	1-6
Creating the Title Slide.....	1-6
Entering the Company Name	1-6
Formatting Text Using the Mini-Toolbar	1-7
Formatting Text Using the Ribbon	1-8
Moving the Placeholder.....	1-10
Entering the Sub-Title Text.....	1-10
Saving the Presentation	1-12
Looking at the Background Themes.....	1-13
Applying a Background Style.....	1-14
Creating a Second Slide	1-15
Inserting the New Slide	1-15
Entering the Title	1-16
Entering the Points	1-16
Previewing the Presentation	1-18
Looking at the Slides.....	1-18
Starting the Slide Show.....	1-19
Slide Outlines	1-20
Other View Buttons.....	1-21
Presentations Assignment 1.....	1-22

Chapter 2: Using Graphics in Slides

Opening the Presentation.....	2-1
Creating the New Slide.....	2-1
Selecting the Slide Layout.....	2-2
Entering the Slide Title.....	2-2
Inserting an Image.....	2-3
Adjusting the Image.....	2-4
Adding Text to the Slide.....	2-5
Previewing the Presentation.....	2-7
Adding Another Image to the Presentation.....	2-7
Adding Lines to the Slide.....	2-9
Drawing the Line.....	2-9
Line Styles.....	2-9
Line Colours.....	2-10
Three-Dimensional Effects.....	2-10
Adding Photos to Slides.....	2-12
Selecting the Slide Layout.....	2-12
Entering the Title.....	2-13
Adding the Text.....	2-14
Adding a Photo.....	2-15
Inserting Another Photo.....	2-16
Editing Text.....	2-17
Presentations Assignment 2.....	2-18

Chapter 3: Using Transitions

Opening the Presentation.....	3-1
Applying a Transition to One Slide.....	3-1
Effect Options.....	3-2
Transition Timings.....	3-3
Slide Sorter View.....	3-4
Altering the Order of Slides.....	3-5
Applying Transitions to Multiple Slides.....	3-6
Removing Transitions.....	3-8
Presentations Assignment 3.....	3-8

Chapter 4: Animation Effects

Loading the Presentation4-1

Adding Animation Effects4-1

Effect Options4-3

Adding Animation Effects4-4

Copying Animations.....4-5

Animation Triggers.....4-7

Changing the Order of Animations.....4-9

Deleting Animations 4-11

Animating Text 4-12

 Simple Text Animation.....4-12

 More Detailed Text Animations.....4-14

 Animating Just One Text Point4-15

 Animating Words and Letters4-18

Changing Animation Effects..... 4-19

Start After or With Previous 4-21

More Animation Effects..... 4-22

Looping Animations..... 4-23

Practice Exercise..... 4-24

Presentations Assignment 4..... 4-25

Chapter 5: Adding Movie Clips to Slides

Loading the Presentation5-1

Creating a New Slide5-1

 Selecting the Layout..... 5-1

 Entering the Slide Title..... 5-2

 Adding the Text..... 5-3

 Inserting the Movie Clip..... 5-4

 Adding a Movie Clip Message..... 5-6

Formatting the Movie Clip5-8

 Video Format..... 5-8

 Video Playback5-11

Presentations Assignment 5..... 5-14

Chapter 6: Adding Diagrams to Slides

Loading the Presentation	6-1
Creating a New Slide	6-1
Selecting the Layout.....	6-1
Adding the Title.....	6-2
Inserting the Diagram.....	6-2
Entering the Chart Labels.....	6-3
Deleting Chart Boxes	6-4
Adding More Chart Boxes	6-4
Formatting the Diagram	6-6
The Diagram Style	6-6
Changing the Diagram's Colours	6-7
Adding Effects to the Diagram	6-8
Formatting the Diagram's Text.....	6-9
Changing the Diagram's Layout.....	6-10
Presentations Assignment 6.....	6-11

Chapter 7: Formatting and Aligning Slide Content

Loading the Presentation	7-1
Creating a New Slide	7-1
Selecting the Layout.....	7-1
Entering the Slide Title.....	7-2
The First Photograph.....	7-2
Inserting the Photograph.....	7-2
Adjusting the Shape Height	7-3
Formatting the Photograph	7-3
The Second Photograph	7-4
Inserting the Photograph	7-4
The Format Painter Tool	7-5
Aligning the Photographs.....	7-5
The Third Photograph.....	7-6
Inserting the Photograph.....	7-6
Formatting the Photograph	7-7
Aligning the Photographs.....	7-8
The Fourth Photograph.....	7-8
Inserting the Photograph.....	7-8
Formatting the Photograph	7-9
Aligning the Photographs.....	7-10
Adjusting the Appearance of Photographs.....	7-12
Other Image Styles.....	7-14
Presentations Assignment 7.....	7-17

Chapter 8: Inserting Tables in Slides

Loading the Presentation	8-1
Selecting the Layout.....	8-1
Entering the Slide Title.....	8-2
Adding the Table.....	8-2
Entering the Table Items	8-3
The Table Styles	8-3
Formatting the Text	8-4
Column Widths.....	8-5
Deleting Rows.....	8-7
Adding Cells to the Table.....	8-8
Borders and Shading.....	8-9
Changing the Cell Shading	8-9
Changing the Border Colour	8-10
Presentations Assignment 8.....	8-12

Chapter 9: Inserting Charts into Slides

Loading the Presentation	9-1
Selecting the Slide Layout.....	9-1
Entering the Slide Title.....	9-2
Inserting the Chart.....	9-2
Entering the Chart Data	9-4
Editing the Chart.....	9-5
Chart Layouts.....	9-7
Chart Styles.....	9-9
Resizing the Chart	9-9
Chart Elements.....	9-10
Controlling the Legend	9-10
Chart Titles	9-11
Changing the Appearance of the Chart.....	9-12
Changing the Colour of the Columns	9-12
Changing the Wall Colour	9-13
The Format Task Pane.....	9-15
Changing the Scale of the Y-Axes.....	9-15
Formatting the Chart Area	9-17
Filtering the Chart	9-18
Other Chart Types.....	9-20
Presentations Assignment 9.....	9-21

Chapter 10: Action Buttons

Loading the Presentation	10-1
Navigation Buttons	10-1
The Previous Slide Button	10-1
The Next Slide Button	10-3
Buttons That Open Specific Slides.....	10-4
The Jungle Safaris Button.....	10-4
The Wild River Rides Button.....	10-7
The Other Slides.....	10-9
Text Buttons.....	10-10
Buttons That Play Sounds.....	10-11
Buttons That Open Other Presentations.....	10-13
Loading the Presentation	10-13
Adding the Button	10-13
Linking the Button	10-16
Removing Action Buttons	10-18
Presentations Assignment 10.....	10-19

Chapter 11: Text Formatting

Loading the Presentation	11-1
Creating Sub-Points.....	11-1
Entering the Text.....	11-1
Setting the Sub-Points.....	11-2
Bullet Formats.....	11-3
Custom Bullets.....	11-5
Turning Bullets Off	11-7
Looking at the Points in Outline View.....	11-8
Paragraph Spacing	11-10
The Whole Text	11-10
Individual Lines	11-11
Bullet Spacing	11-12
Turning on the Ruler.....	11-12
Adjusting the Indents	11-13
Spell Checking	11-14
The Format Painter Tool	11-15
Presentations Assignment 11.....	11-16

Chapter 12: Self-Running Shows

Loading the Presentation	12-1
Setting the PowerPoint Show	12-1
Rehearsing the Timings.....	12-1
Looking at the Timings.....	12-3
Making the Slide Show Continuous	12-4
Hiding a Slide	12-5
Adding a Narrative	12-6
Saving the Presentation as a Show	12-7
Custom Shows.....	12-8
Turning Rehearse Timings Off.....	12-10
Presentations Assignment 12.....	12-10

Chapter 13: Delivering Presentations

Loading the Presentation	13-1
Screen Tools.....	13-1
Identifying the Screen Tools	13-2
Using the Pen Tools.....	13-2
The Eraser Tool.....	13-4
The Screen Tool Options	13-5
See All Slides View	13-6
Help Options	13-6
Speaker Notes.....	13-7
Using the Notes Page View	13-7
Using the Notes Master View	13-8
Entering the Speaker Notes.....	13-12
Printing Speaker Notes.....	13-13
Handout Notes	13-15
Slide Presenter View	13-17
The Presentation Settings	13-17
Opening Presenter View	13-18
Using Presenter View.....	13-19
Presentations Assignment 13.....	13-22

Chapter 14: Slide Masters

Loading the Presentation	14-1
Opening the Slide Master View	14-1
Looking at the Slide Masters	14-2
Setting the Background of the Slides.....	14-4
Altering the Formats of Each Slide	14-6
The Title Text.....	14-6
The Text Content.....	14-7
Adjusting Slide Masters.....	14-9
Adding Objects to Slide Masters.....	14-10
Footer Items	14-11
Presentations Assignment 14.....	14-14

Chapter 15: Audio and Video Files

Loading the Presentation	15-1
Adding a Music Sound Track	15-1
Inserting a Music File.....	15-1
Formatting the Sound	15-3
Creating a Video Clip	15-5
Presentations Assignment 15.....	15-8

Chapter 16: Morph Transitions

Loading the Presentation	16-1
Simple Morph Transitions.....	16-1
Adjusting the Size of Slide Elements.....	16-1
Animating Images.....	16-3
More Detailed Morph Transitions.....	16-5
Animating the Text.....	16-5
Animating Some Images	16-9
Controlling the Morph Transitions	16-12
Morphing 3D Graphics	16-13
Inserting the Image	16-13
Creating the Animation.....	16-15
Setting the Timing of the Slides	16-17
Presentations Assignment 16.....	16-18

Chapter 17: Useful Features

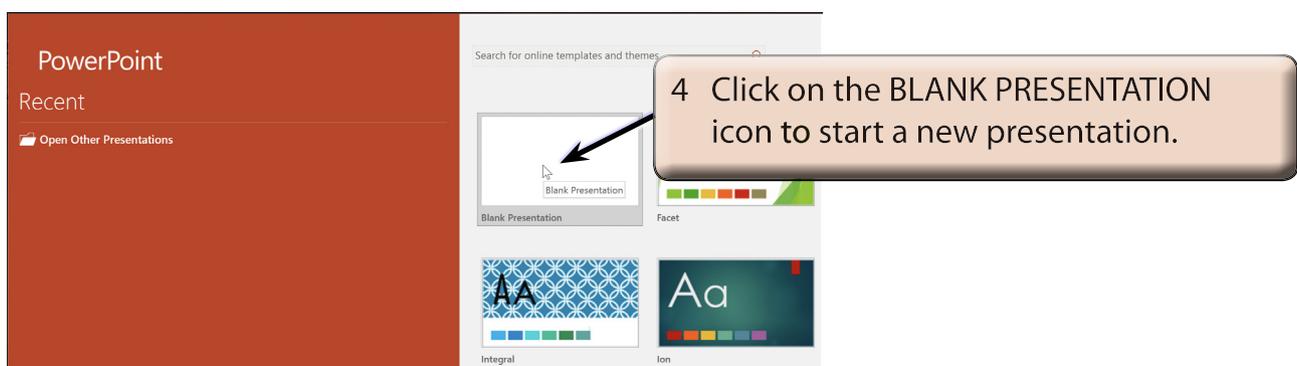
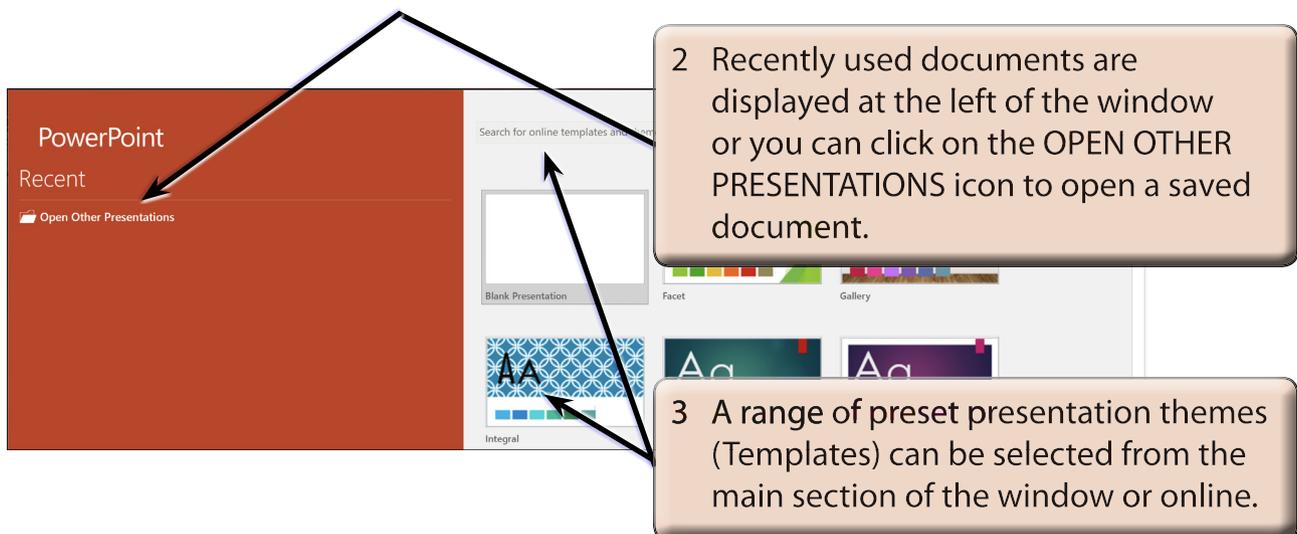
Loading the Presentation	17-1
Merging Shapes	17-1
Adding Shapes Together	17-1
Combining Shapes.....	17-3
Text Box Merging.....	17-5
The Eyedropper Tool	17-8
The Draw Tab.....	17-9
Using Pens.....	17-9
The Eraser Tool.....	17-10
Ink to Shape.....	17-13
Ink to Math.....	17-14
Screen Size	17-15
The Comments Pane	17-16

Getting Started With PowerPoint

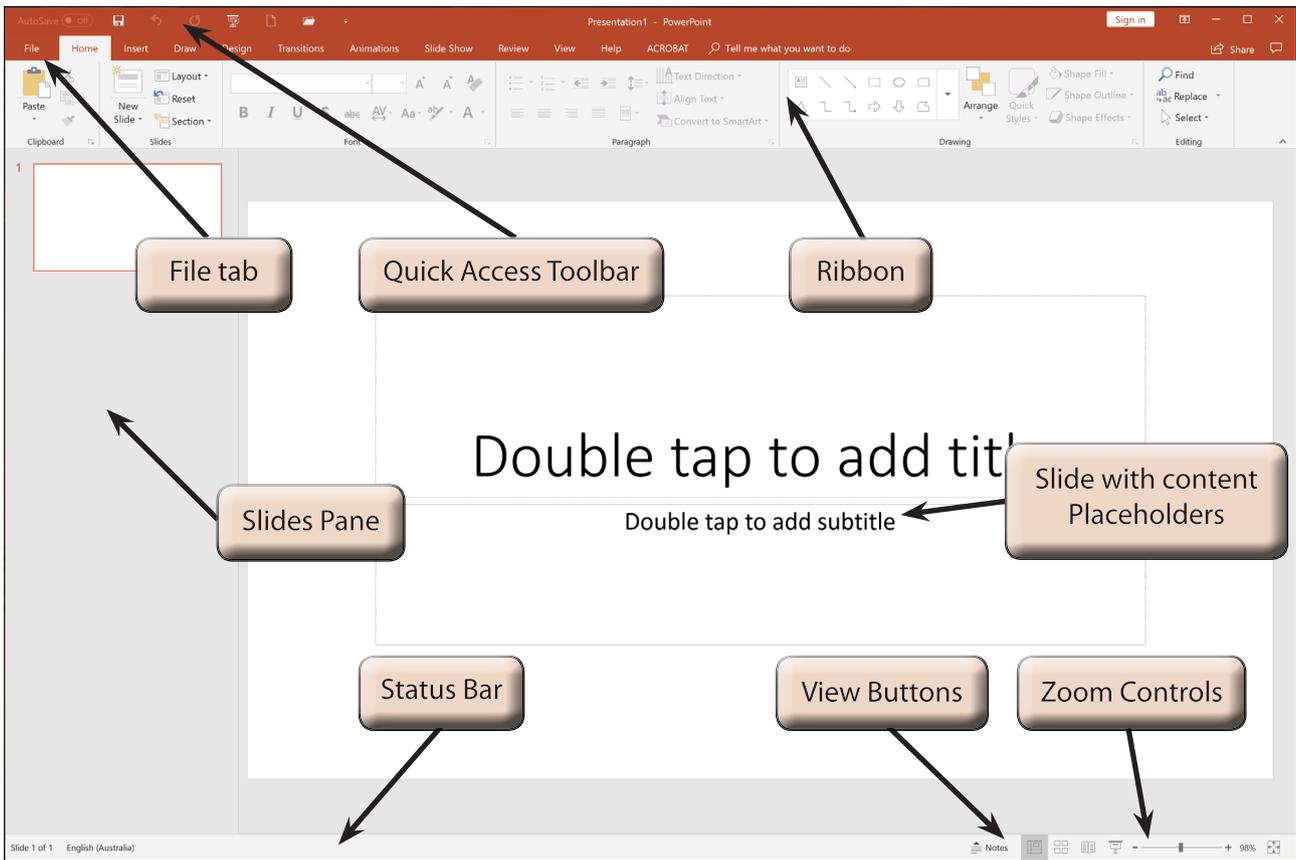
Microsoft PowerPoint is a program that allows you to create multimedia presentations. These include electronic slide shows and screen displays. For your first presentation you will create a slide show for the Wattle Valley Animal Park, which is a make believe zoo that exhibits animals in their natural habitat.

Starting a Presentation

- 1 Load Microsoft PowerPoint and you should receive the POWERPOINT START window.



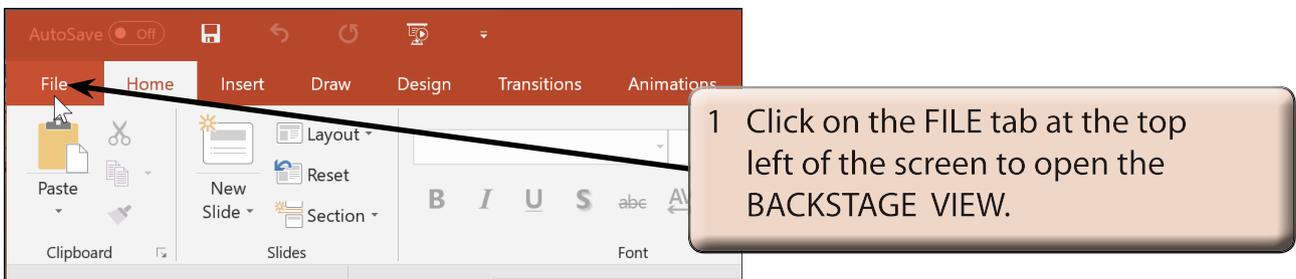
- 5 The POWERPOINT screen will open. Look at the labelled diagram at the top of the next page and refer to this diagram until you are fully familiar with the sections of the POWERPOINT screen.

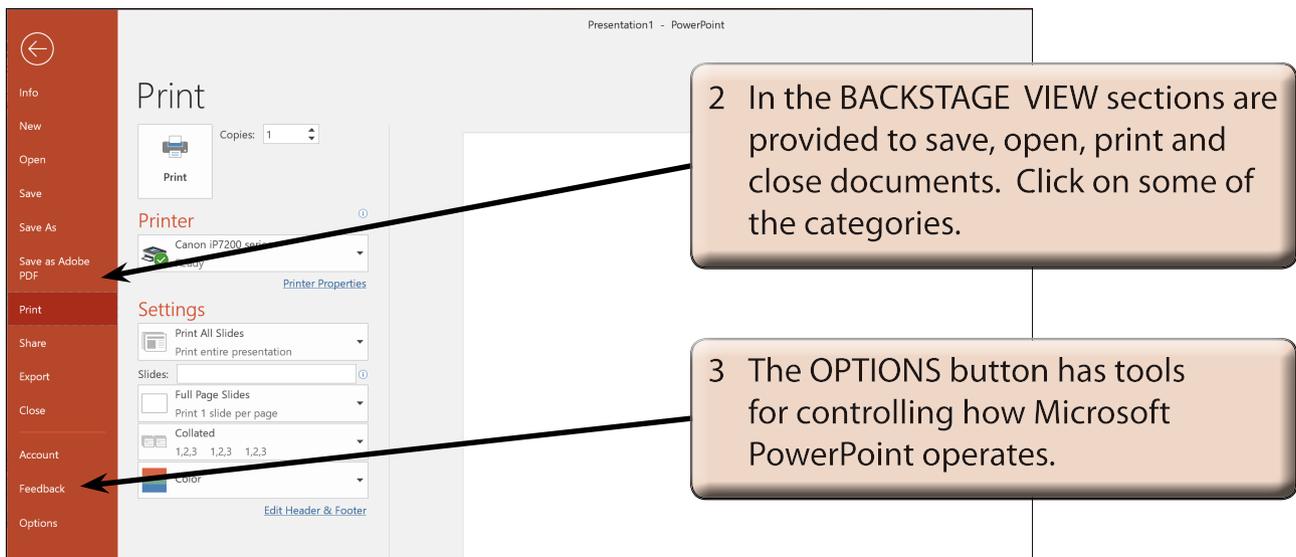


The PowerPoint Screen Sections

There are different sections to the PowerPoint screen that you will regularly use.

A The Backstage View

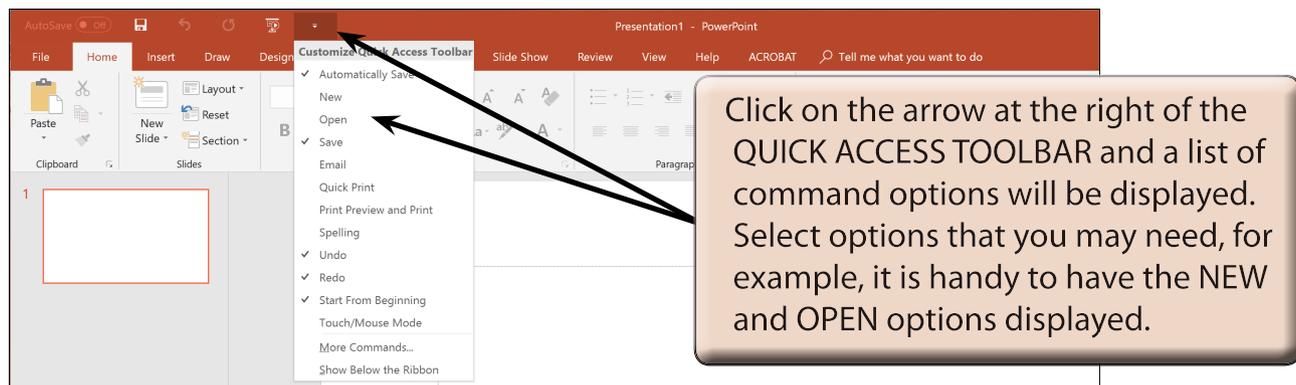




- 4 Click on the LEFT CIRCLED ARROW icon at the top left of the CATEGORIES to return to the PowerPoint screen.

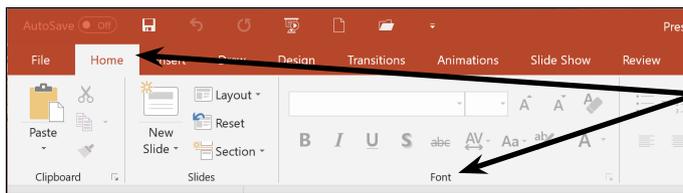
B The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is above the RIBBON at the top of the screen. It has buttons to save, undo or redo steps. You can also add common command buttons to it.



C The Ribbon

The RIBBON across the top of the screen contains most of the PowerPoint commands in a variety of command TABS.



1 When you first load Microsoft PowerPoint the HOME tab of the RIBBON is open. It is broken up into GROUPS.

2 Click on each command TAB in turn to see what groups of commands they contain.

Home Tab: Contains the most common commands for formatting and editing slides.

Insert Tab: Contains commands for adding items to slides, for example, tables, graphics, headers and footers, etc.

Draw Tab: Contains drawing tools for touch screens.

Design Tab: Contains tools that control how slides look on the screen or when printed. These include page setup, slide orientation, themes, backgrounds, etc.

Transitions Tab: Contains tools for controlling how slides flow to other slides.

Animations Tab: Contains tools for adding animations to slides, such as animation effects, timings, etc.

Slide Show Tab: Contains tools to run the presentation. These include adding narrations, rehearsing a presentation, etc.

Review Tab: Contains tools for checking presentations. These include spell checking, thesaurus and adding comments.

View Tab: Contains tools to view documents on screen. These include zoom and master slide commands.

Acrobat Tab: Contains tools to convert presentations to PDF documents.

NOTE: Other tabs are added to the RIBBON when you select or add items to a presentation.

Using Graphics in Slides

Graphics can make presentations more interesting. In this chapter you will learn how to add images and photos to slides. This will involve creating slides about Jungle Safaris and Wild River Rides for the Wattle Valley Animal Park presentation.

Opening the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

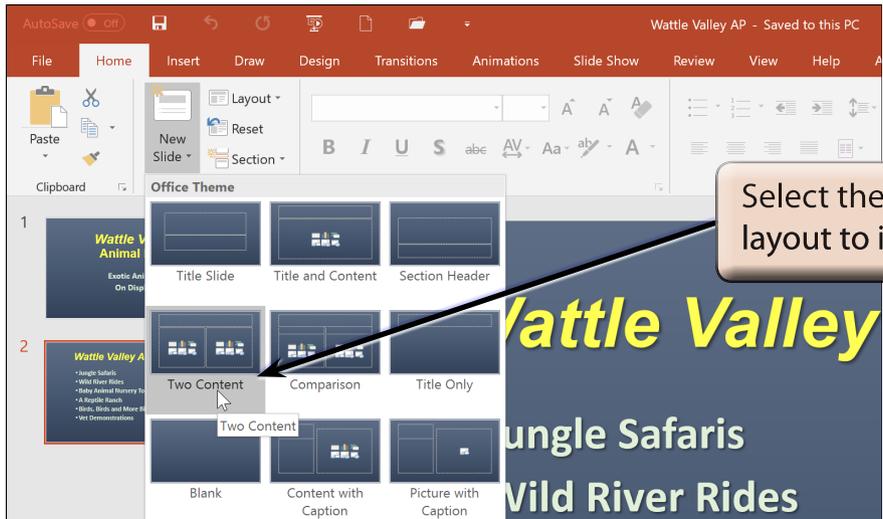
Creating the New Slide



NOTE: New slides are added after the selected slide. If the first slide was selected, the new slide would be placed between the two slides.

Selecting the Slide Layout

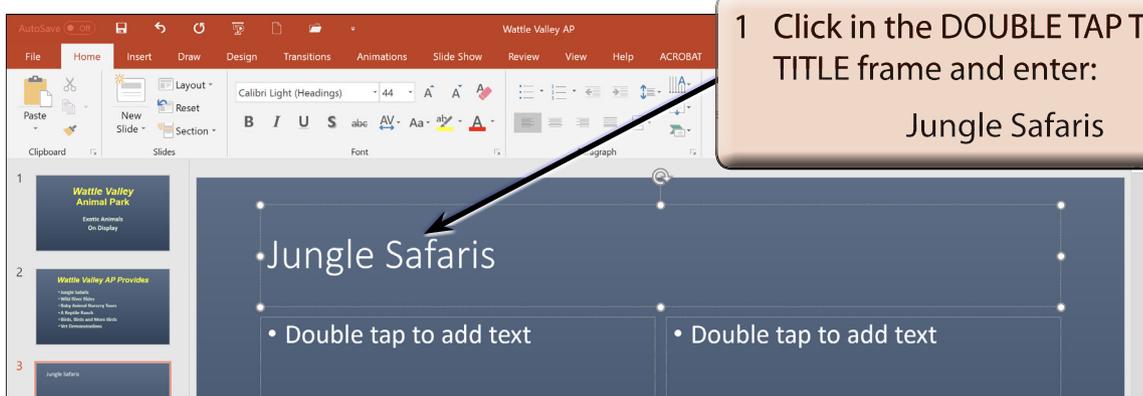
For this new slide text and graphics will need to be placed side by side, so a suitable slide layout will need to be selected.



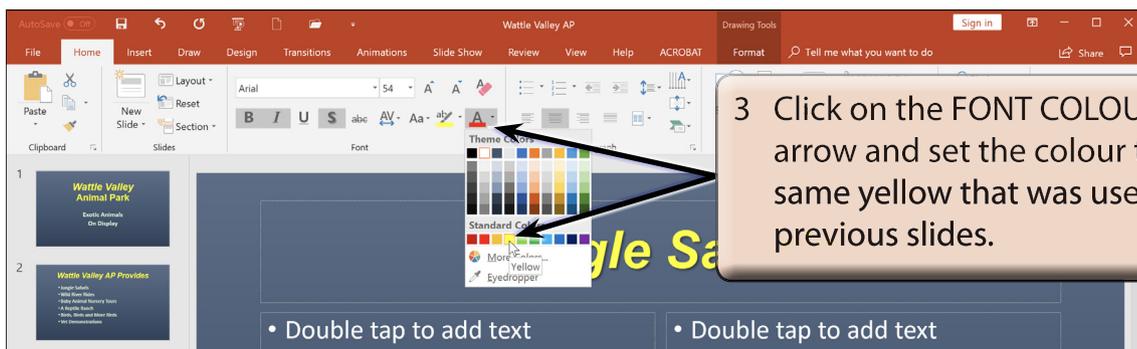
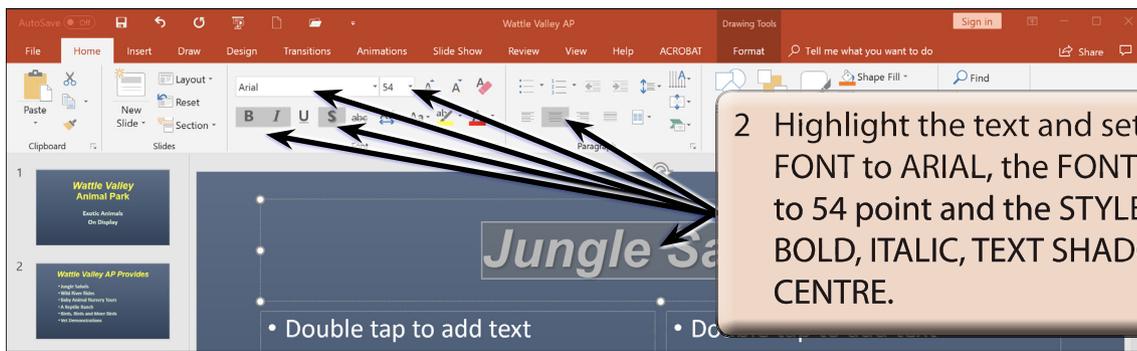
Select the TWO CONTENT slide layout to insert the new slide.

NOTE: CONTENT is a term to represent text, pictures, SmartArt graphics, movie clips, etc.

Entering the Slide Title

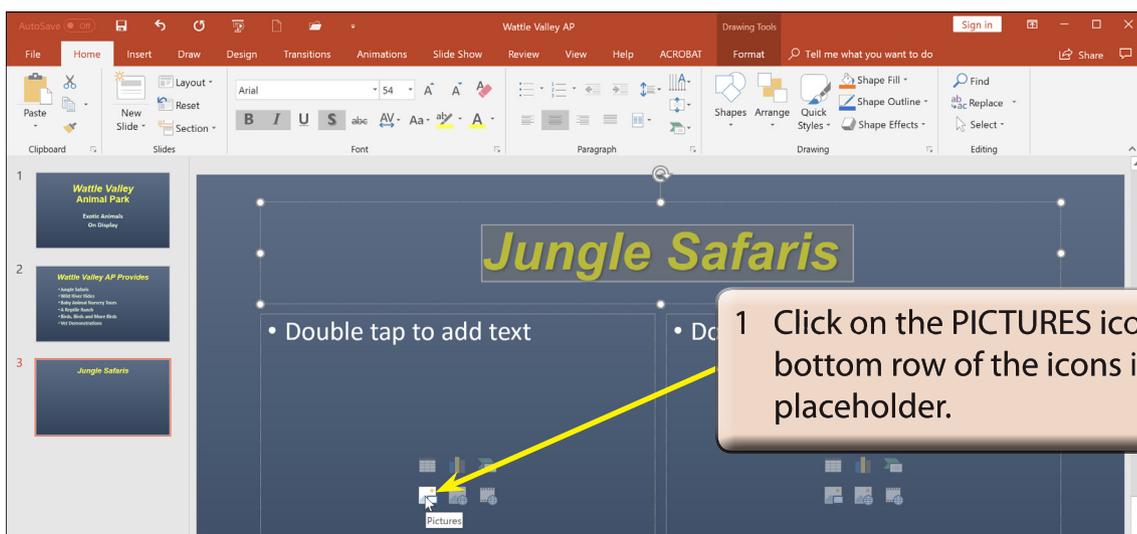


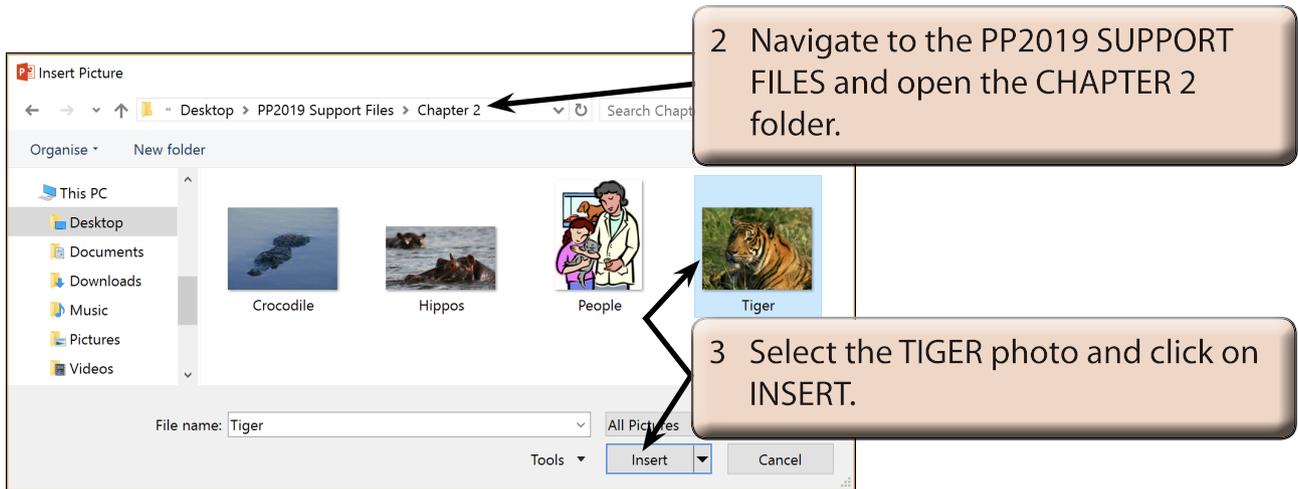
1 Click in the DOUBLE TAP TO ADD TITLE frame and enter:
Jungle Safaris



Inserting an Image

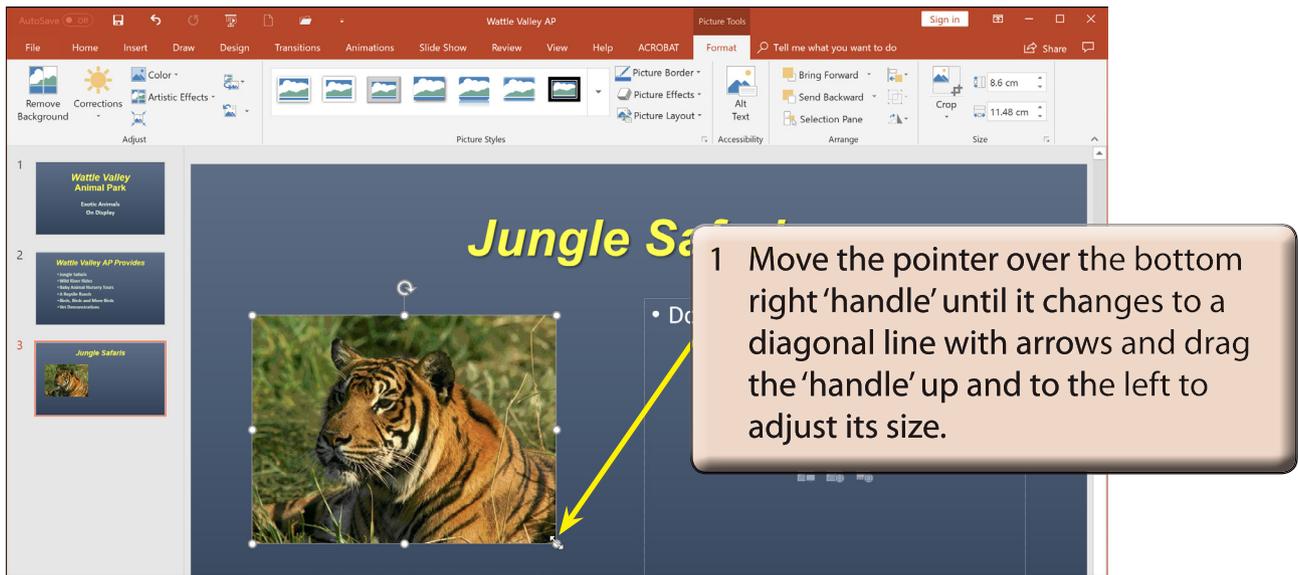
Microsoft PowerPoint allows Photos and ClipArt images to be imported into slides. These will be imported from the PP2019 SUPPORT FILES. You might need to find out where those files are located on your system from your teacher. Or you can substitute photos from your school's graphics library.





Adjusting the Image

The size and position of the image can be adjusted.



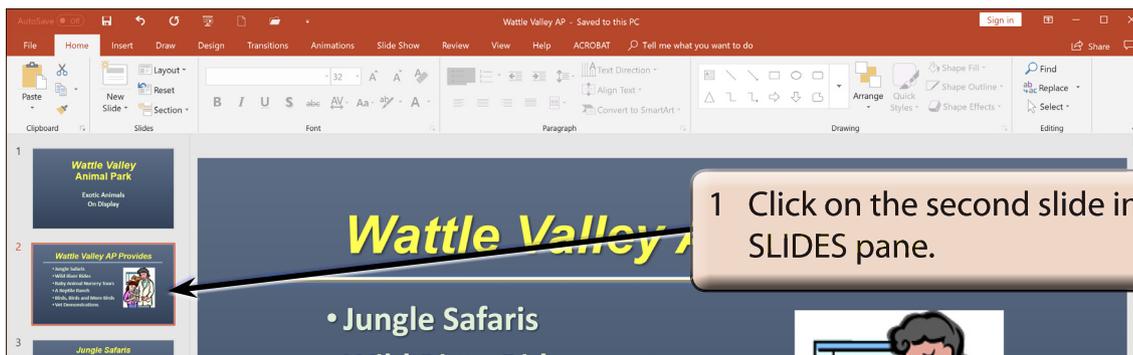
Using Transitions

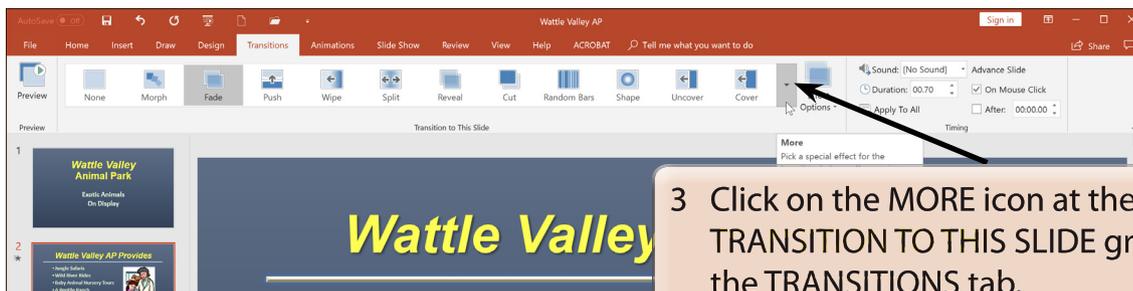
Transitions allow you to phase the change from one slide to the next using a selected animation. You can apply a transition to one slide or to a group of slides.

Opening the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Applying a Transition to One Slide





3 Click on the MORE icon at the right the TRANSITION TO THIS SLIDE group in the TRANSITIONS tab.



4 The transitions are divided into 3 groups, Subtle, Exciting and Dynamic Content.

5 Try some transitions from each group then select the RIPPLE transition.

Effect Options

There are effects that can be applied to selected transitions. These effects vary depending on the transition you select.



Click on the EFFECT OPTIONS icon in the TRANSITIONS tab and select an effect.

Animation Effects

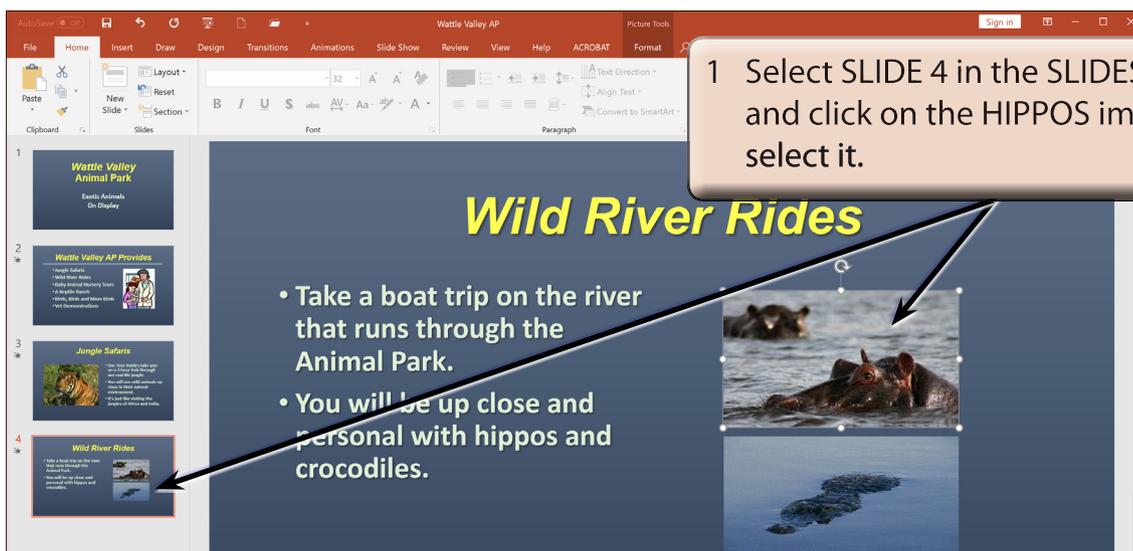
You can enhance the appearance of slides through the use of animation effects. For example, you can make text fly onto the screen one point at a time, dim it after it has been viewed, make graphics move around the screen or fade in and out, and add sounds to objects.

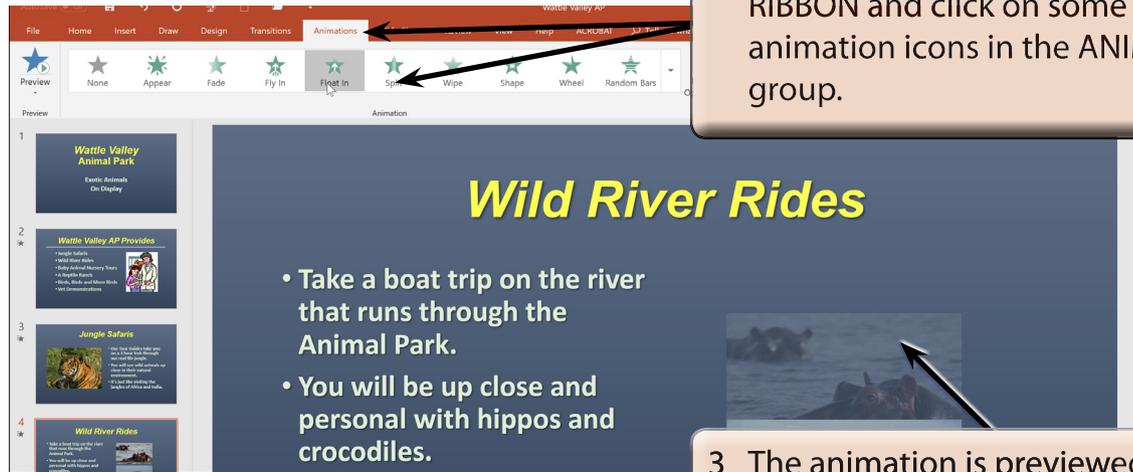
Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Adding Animation Effects

You can quickly apply effects to placeholders to animate their contents.



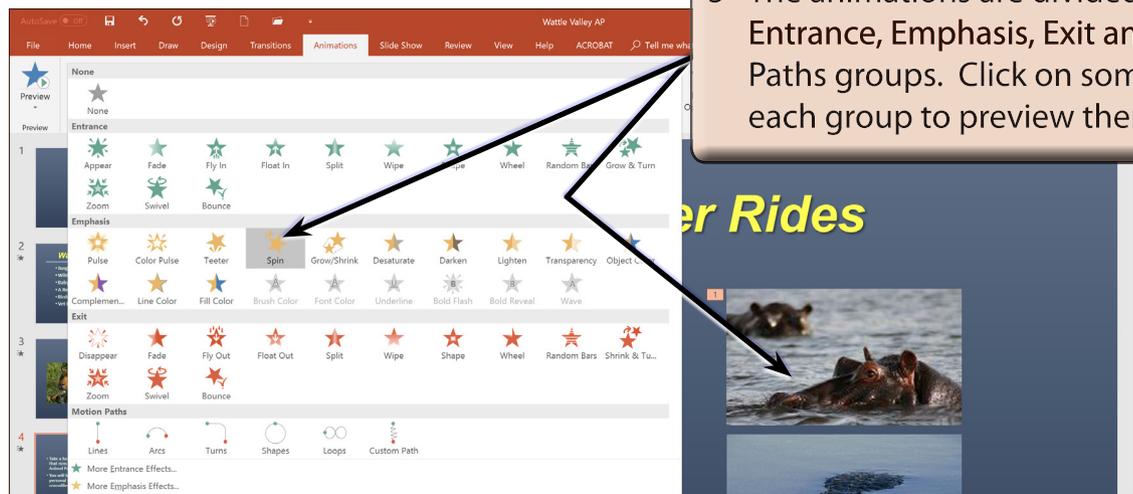


2 Open the ANIMATIONS tab of the RIBBON and click on some of the animation icons in the ANIMATION group.

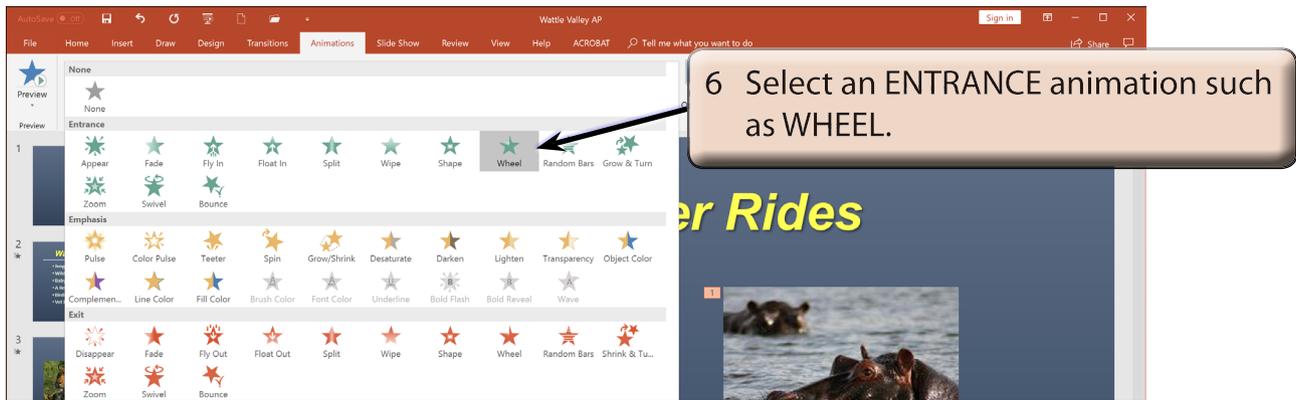
3 The animation is previewed on the HIPPOS placeholder each time.



4 Click on the MORE icon at the right of the ANIMATION group to see more animations.

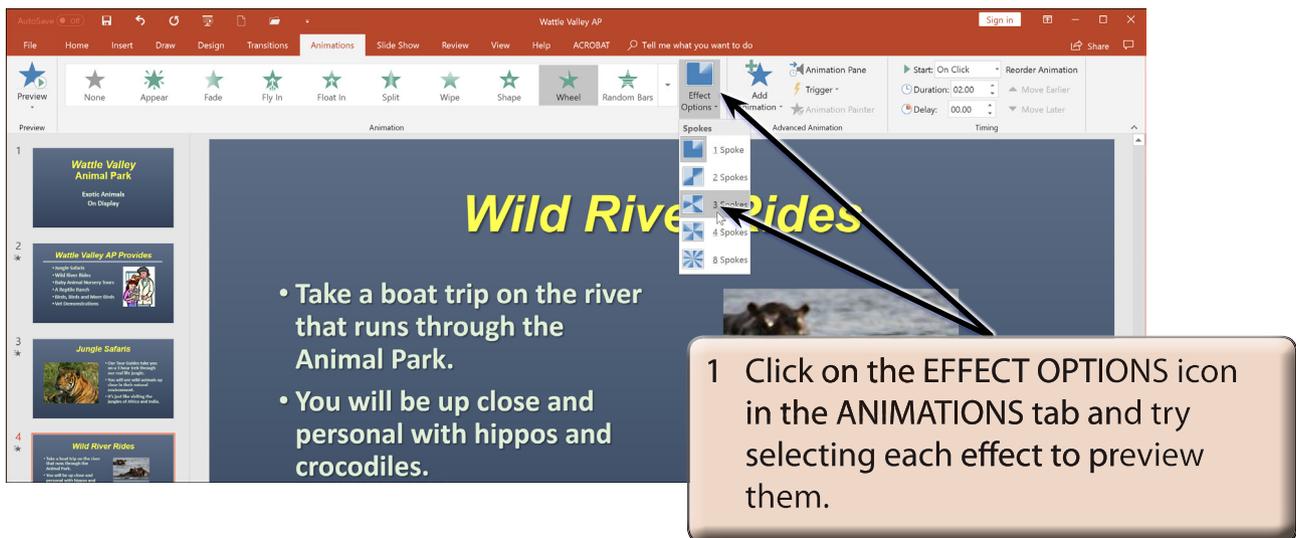


5 The animations are divided into Entrance, Emphasis, Exit and Motion Paths groups. Click on some from each group to preview them.



Effect Options

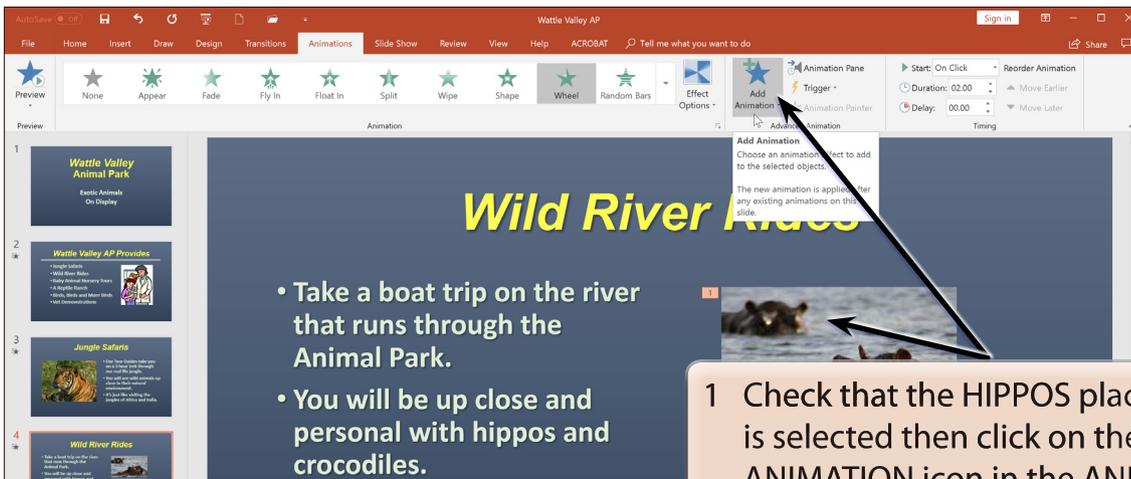
Most effects have a series of options that can be applied to them. These effects vary for different animations.



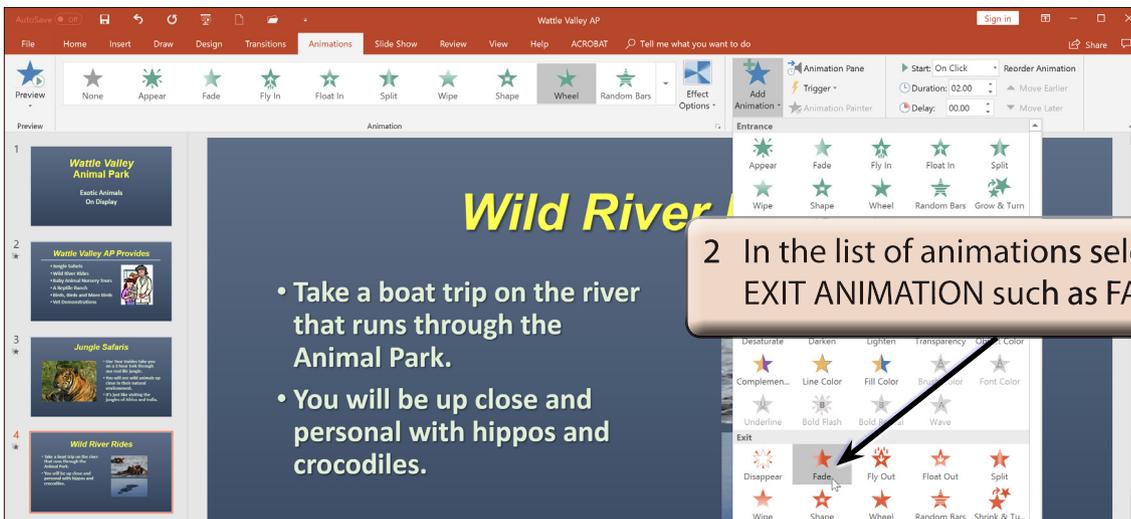
2 Select an effect that you like.

Adding Animation Effects

You can apply more than one animation effect to a placeholder. Additional animations play in the order that you apply them. Let's add an exit animation to the HIPPOS placeholder.



1 Check that the HIPPOS placeholder is selected then click on the ADD ANIMATION icon in the ANIMATIONS tab of the RIBBON.



2 In the list of animations select an EXIT ANIMATION such as FADE.

NOTE: Exit animations are usually set to operate at the end of a slide.

Adding Movie Clips to Slides

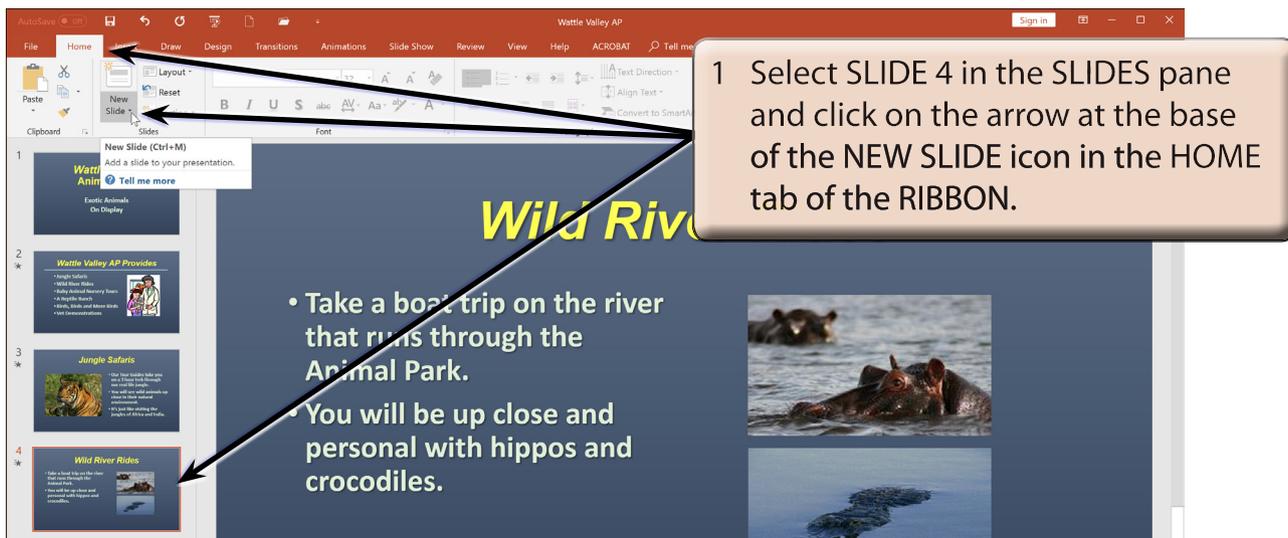
Movie clips can be included in slides and set to play when the slide is viewed or when the mouse is clicked on the clip. The movie clip can also be formatted and edited from within PowerPoint.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A Selecting the Layout

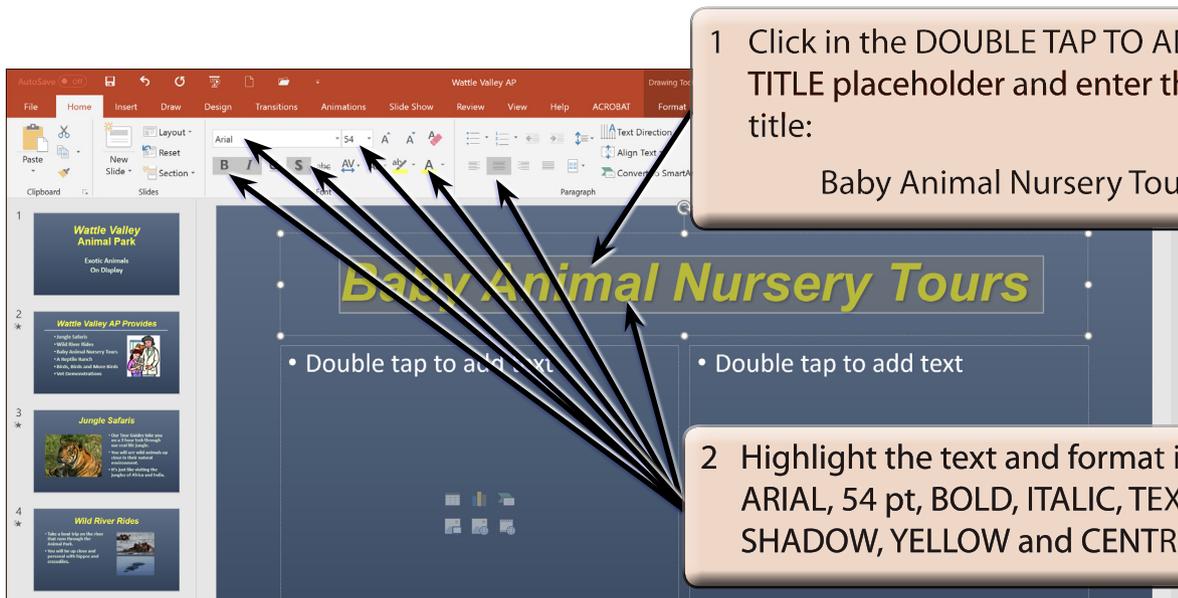


1 Select SLIDE 4 in the SLIDES pane and click on the arrow at the base of the NEW SLIDE icon in the HOME tab of the RIBBON.



2 Select the TWO CONTENT slide layout.

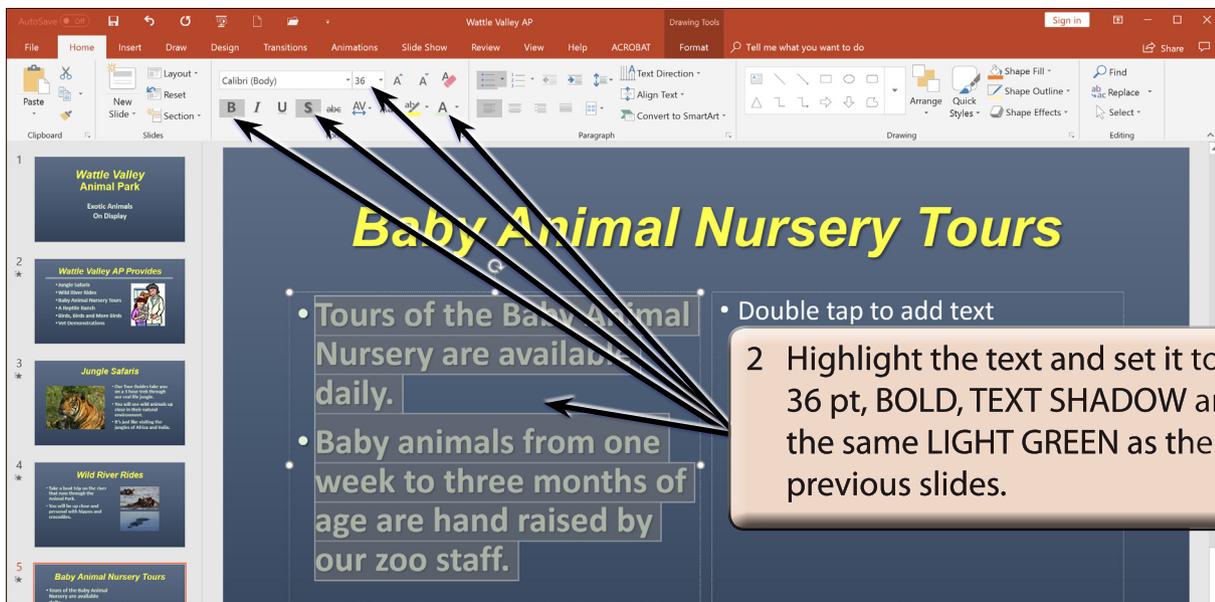
B Entering the Slide Title



1 Click in the DOUBLE TAP TO ADD TITLE placeholder and enter the title:
Baby Animal Nursery Tours

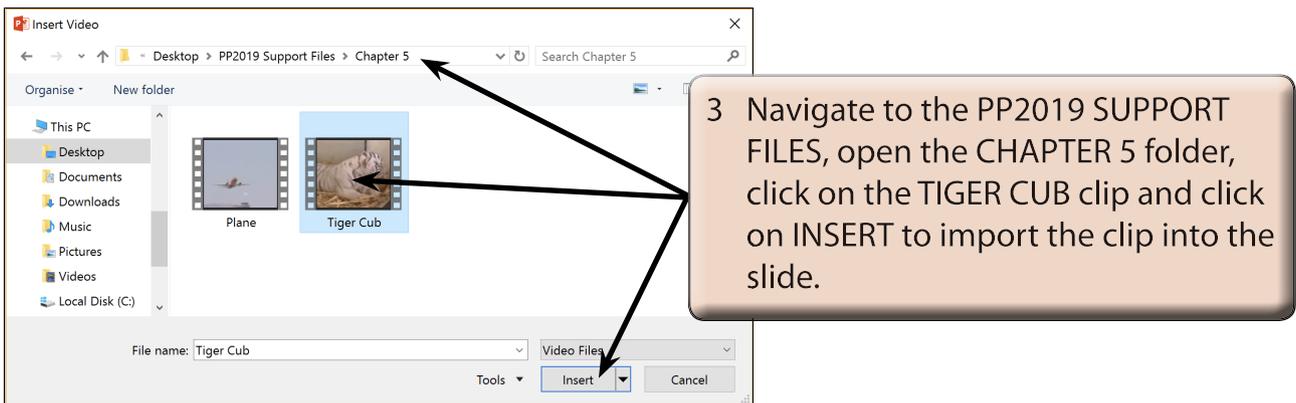
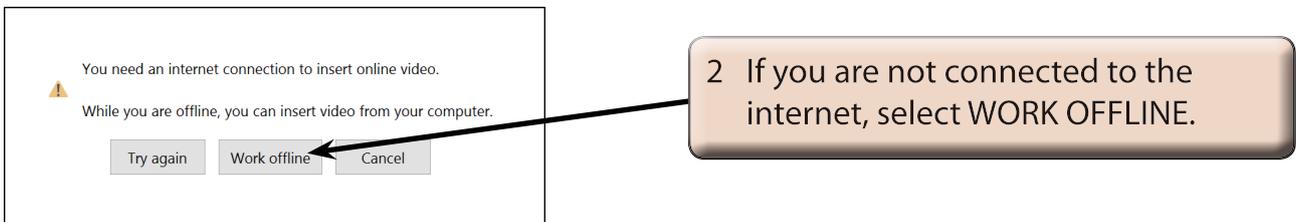
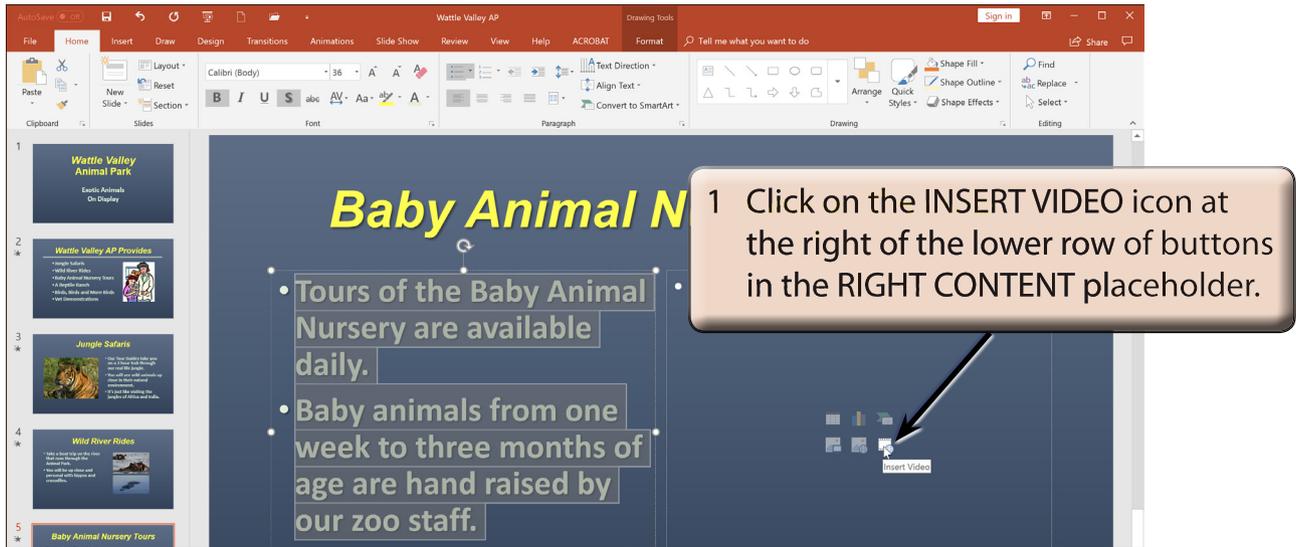
2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

C Adding the Text



D Inserting the Movie Clip

A sample movie clip will be imported. However, your school may have better quality movie clips for you to use or you can find some on the internet.



Adding Diagrams to Slides

PowerPoint provides a large range of diagrams that can be included in slides. These include organisation charts, flow charts, process diagrams and relationship diagrams. In this case a slide containing an organisation chart about the different types of reptiles at the Wattle Valley Animal Park will be created.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

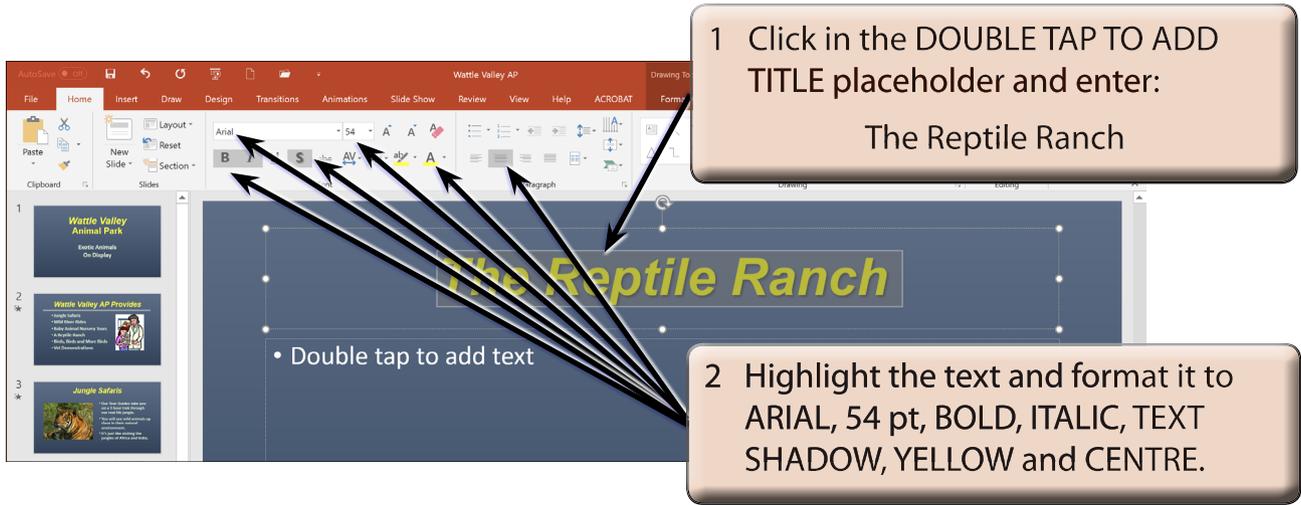
A Selecting the Layout



The screenshot shows the Microsoft PowerPoint interface with the 'New Slide' menu open. The 'Title and Content' layout is highlighted. A callout box provides instructions: 'Open the BABY ANIMAL NURSERY TOURS slide then click on the arrow at the base of the NEW SLIDE icon in the HOME tab and select the TITLE AND CONTENT layout.'

The slide content includes the title 'Baby Animal Nursery Tours' and a video player showing a baby animal in a nest. The text on the slide reads: 'Babies of the Baby Animal Nursery are available for adoption. Baby animals from one week to three months of age are hand raised by our zoo staff.'

B Adding the Title

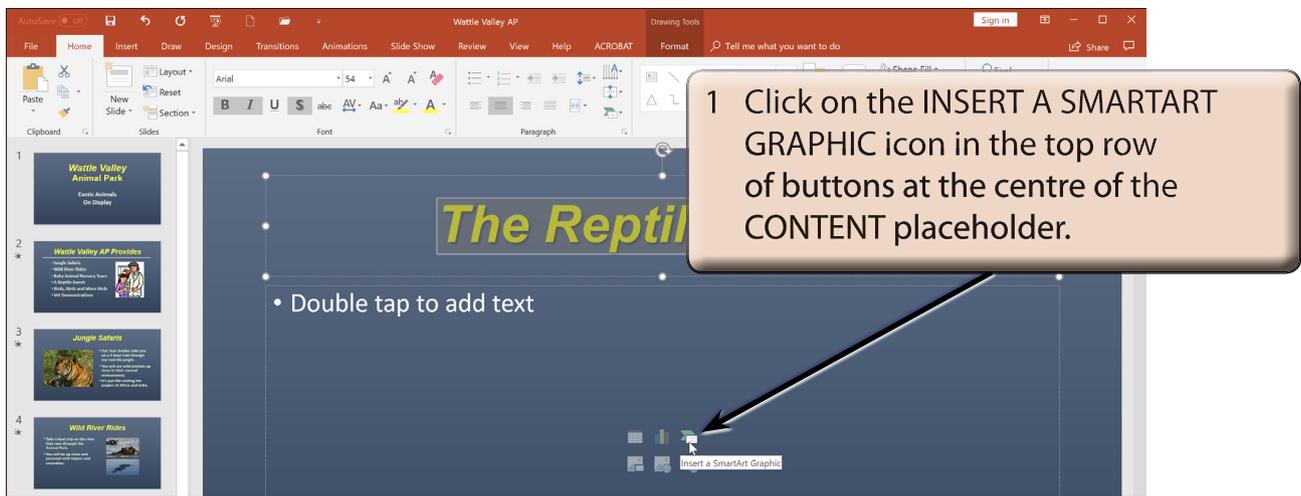


1 Click in the DOUBLE TAP TO ADD TITLE placeholder and enter:
The Reptile Ranch

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

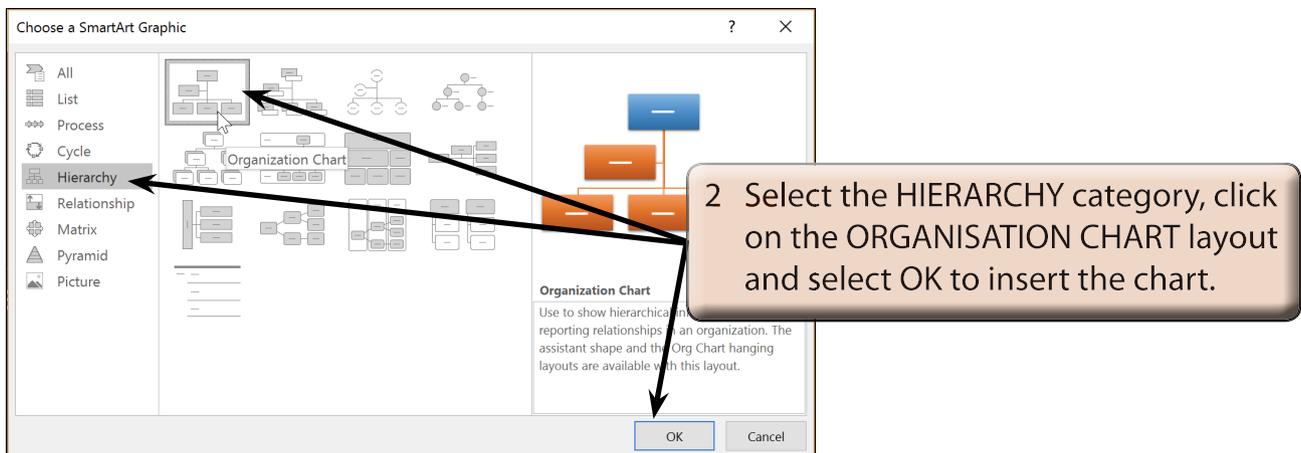
• Double tap to add text

Inserting the Diagram



1 Click on the INSERT A SMARTART GRAPHIC icon in the top row of buttons at the centre of the CONTENT placeholder.

• Double tap to add text



2 Select the HIERARCHY category, click on the ORGANISATION CHART layout and select OK to insert the chart.

Formatting and Aligning Slide Content

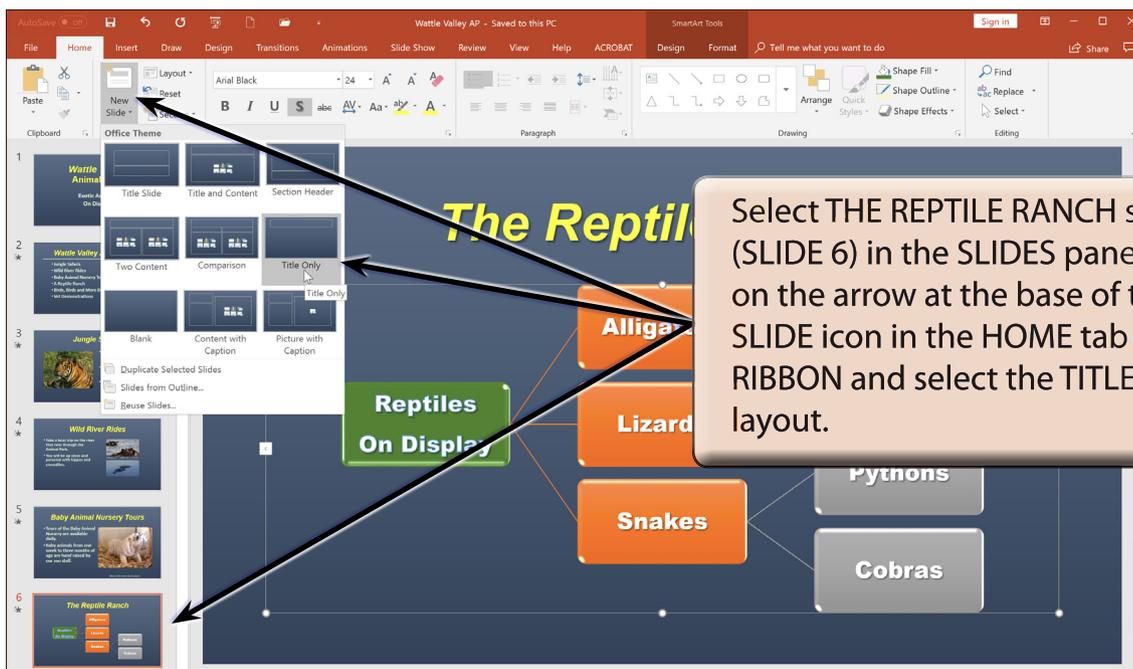
When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Valley Animal Park that includes multiple photographs of birds.

Loading the Presentation

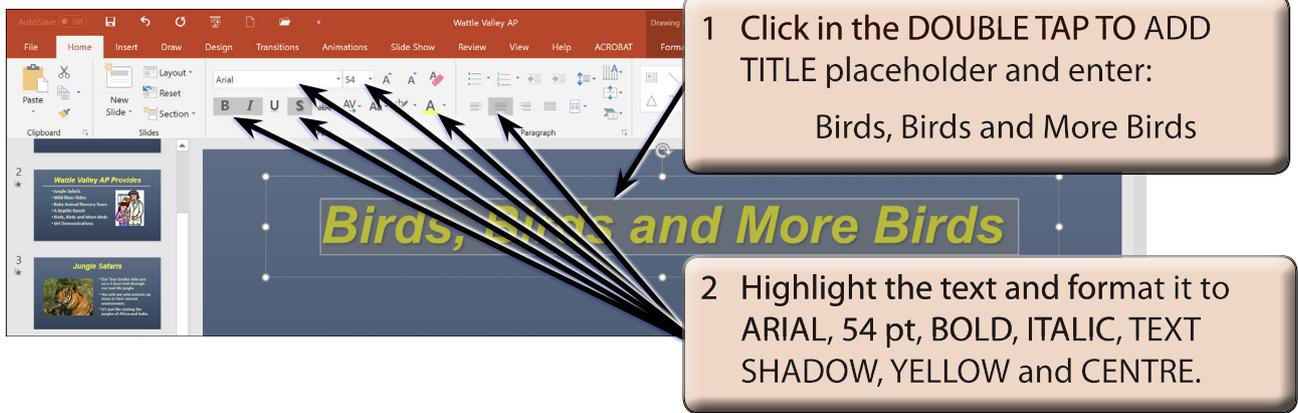
- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A Selecting the Layout



B Entering the Slide Title



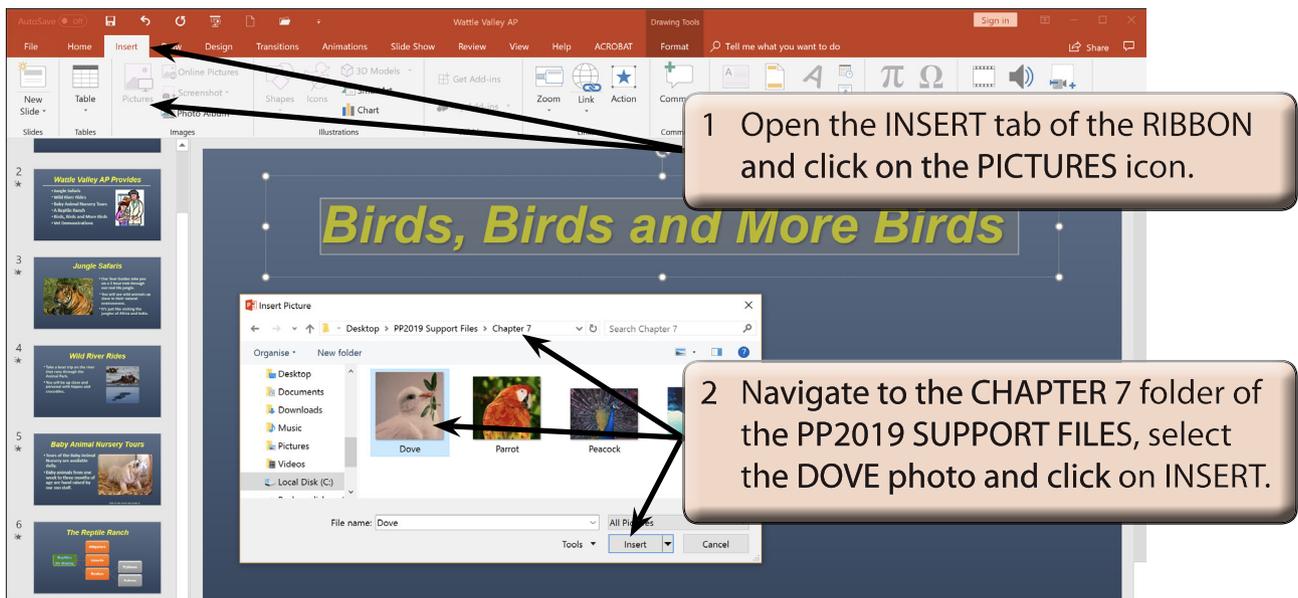
The screenshot shows the PowerPoint interface with a slide titled "Birds, Birds and More Birds". The text is highlighted in yellow and formatted with bold, italic, and shadow effects. The ribbon is set to the "Home" tab, and the font settings are visible as Arial, 54 pt, bold, italic, and shadow.

- 1 Click in the DOUBLE TAP TO ADD TITLE placeholder and enter:
Birds, Birds and More Birds
- 2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

The First Photograph

Photographs will be inserted from the PP2019 SUPPORT FILES, resized, moved and formatted.

A Inserting the Photograph

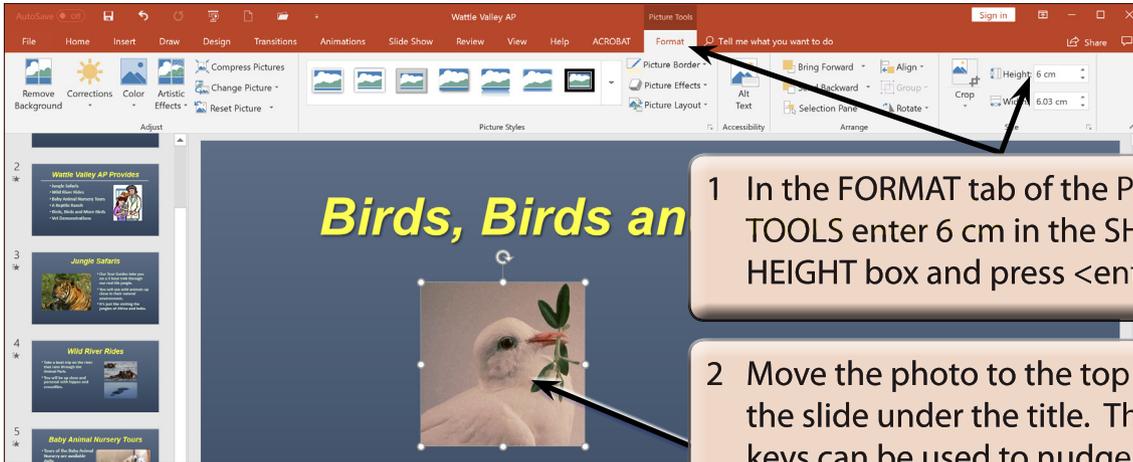


The screenshot shows the PowerPoint interface with the "Insert" tab selected on the ribbon. The "Pictures" icon is highlighted. An "Insert Picture" dialog box is open, showing the "Desktop" folder and the "PP2019 Support Files > Chapter 7" folder. The "Dove" photo is selected in the "Pictures" folder.

- 1 Open the INSERT tab of the RIBBON and click on the PICTURES icon.
- 2 Navigate to the CHAPTER 7 folder of the PP2019 SUPPORT FILES, select the DOVE photo and click on INSERT.

B Adjusting the Shape Height

The size of the photograph can be adjusted by setting the SHAPE HEIGHT.

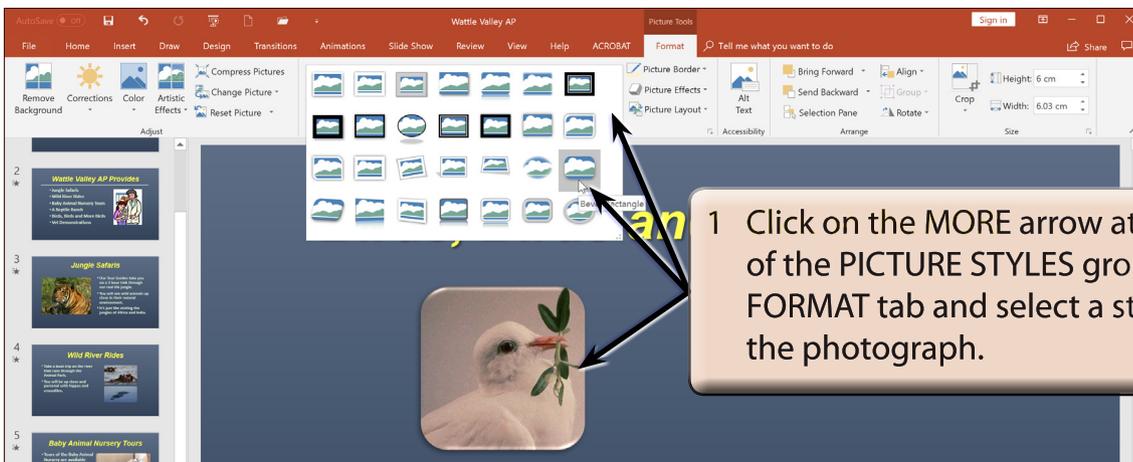


1 In the FORMAT tab of the PICTURE TOOLS enter 6 cm in the SHAPE HEIGHT box and press <enter>.

2 Move the photo to the top left of the slide under the title. The arrow keys can be used to nudge it into position.

NOTE: When you set the SHAPE HEIGHT, the SHAPE WIDTH is also adjusted to keep the dimensions of the object proportional. If you don't want this to occur, click on the arrow to the right of the SIZE group label in the FORMAT tab to display the SIZE AND POSITION dialogue box and turn off LOCK ASPECT RATIO.

C Formatting the Photograph

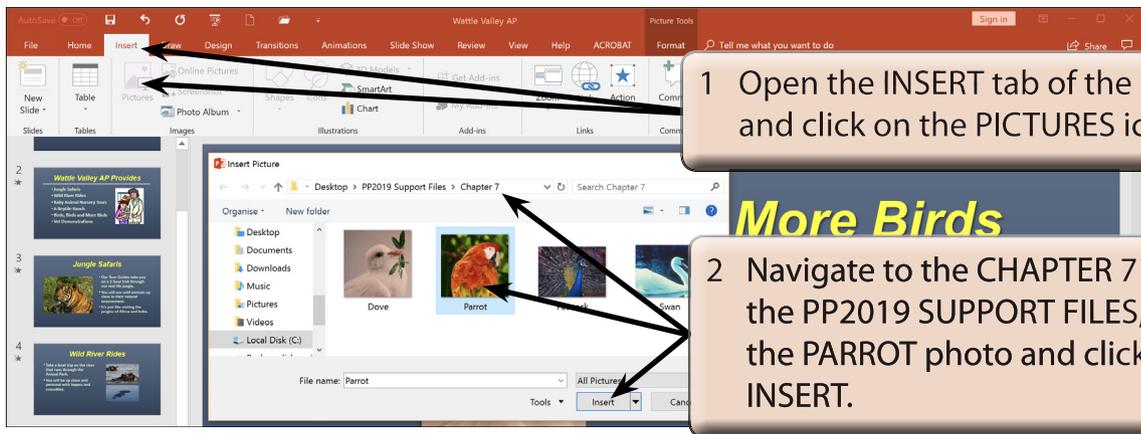


1 Click on the MORE arrow at the right of the PICTURE STYLES group in the FORMAT tab and select a style for the photograph.

- 2 You can also add some effects to the photograph using the PICTURE EFFECTS icon in the FORMAT tab of the PICTURE TOOLS if you wish to.

The Second Photograph

A Inserting the Photograph

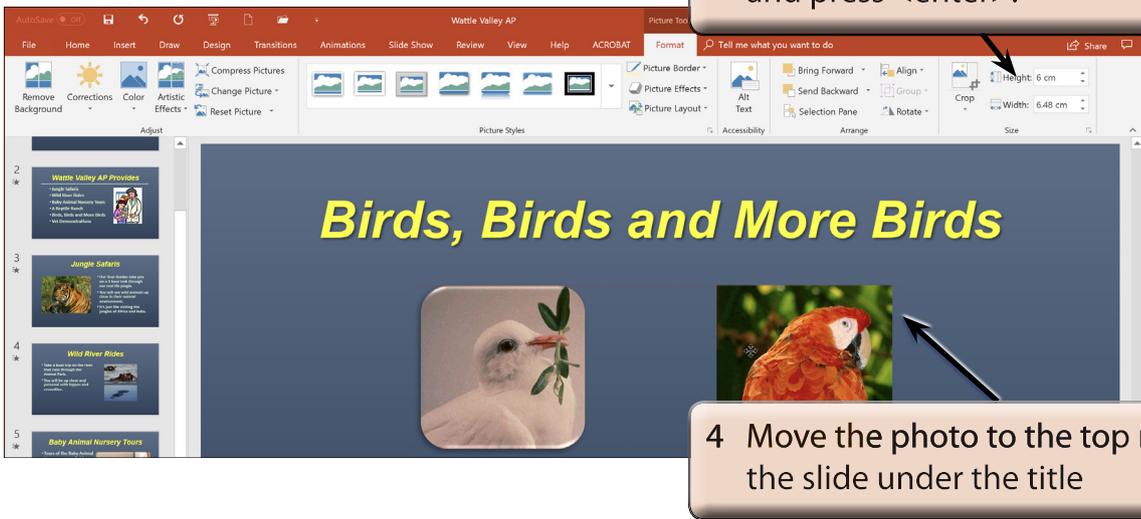


1 Open the INSERT tab of the RIBBON and click on the PICTURES icon.

2 Navigate to the CHAPTER 7 folder of the PP2019 SUPPORT FILES, select the PARROT photo and click on INSERT.

More Birds

3 In the FORMAT tab of the RIBBON enter 6 cm in the SHAPE HEIGHT box and press <enter>.



4 Move the photo to the top right of the slide under the title

Birds, Birds and More Birds

NOTE: Guide lines are displayed between objects when you move objects close to each other to allow you to quickly align objects.

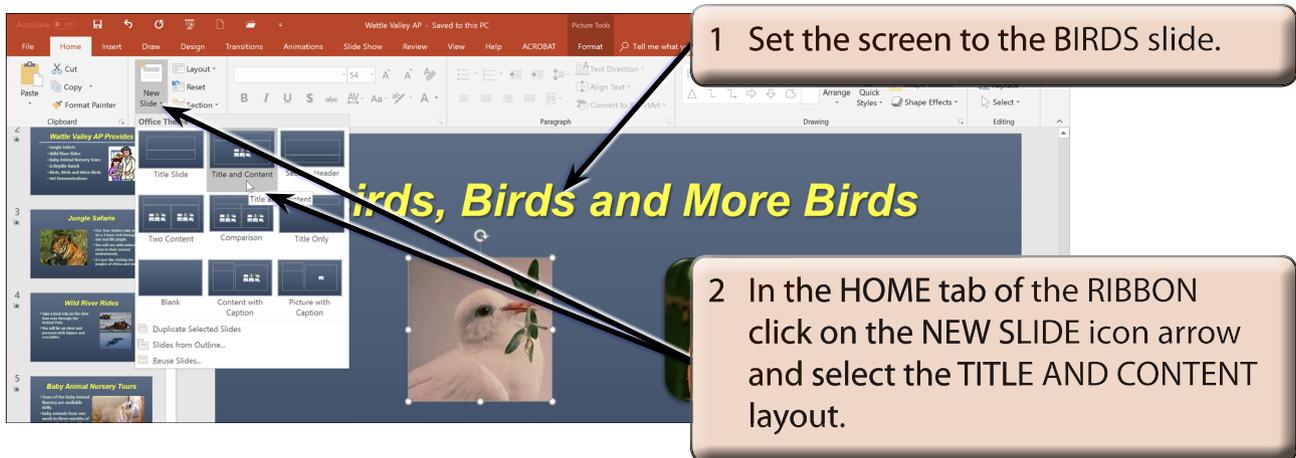
Inserting Tables in Slides

Tables allow you to place text in rows and columns. They are an excellent way to display detailed information neatly. Let's provide a table for the Wattle Valley Animal Park that indicates the times and locations that the Vet demonstrations take place.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Selecting the Layout



1 Set the screen to the BIRDS slide.

2 In the HOME tab of the RIBBON click on the NEW SLIDE icon arrow and select the TITLE AND CONTENT layout.

Entering the Slide Title

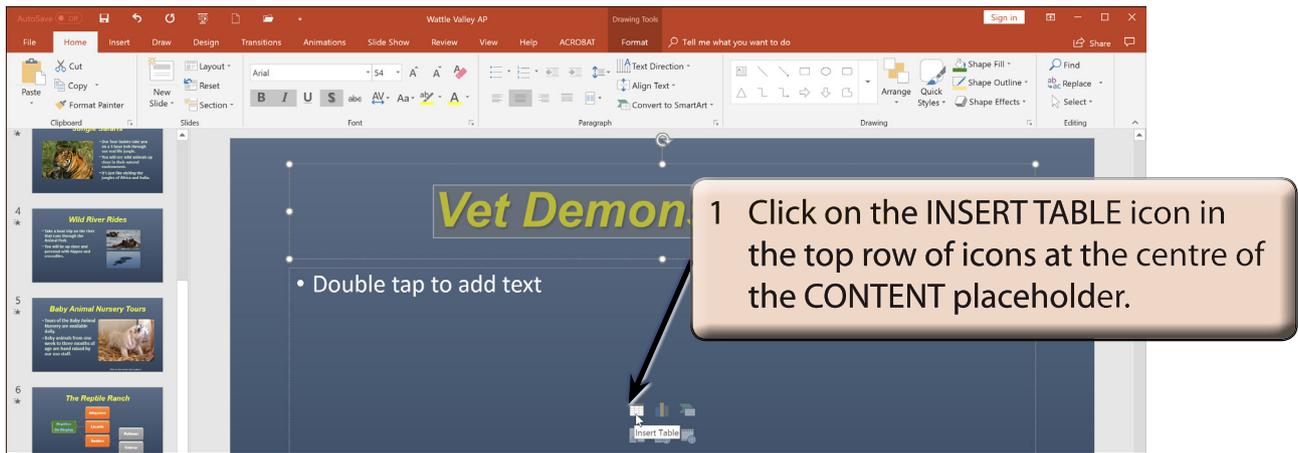


1 Click in the title placeholder and add the title:
Vet Demonstrations

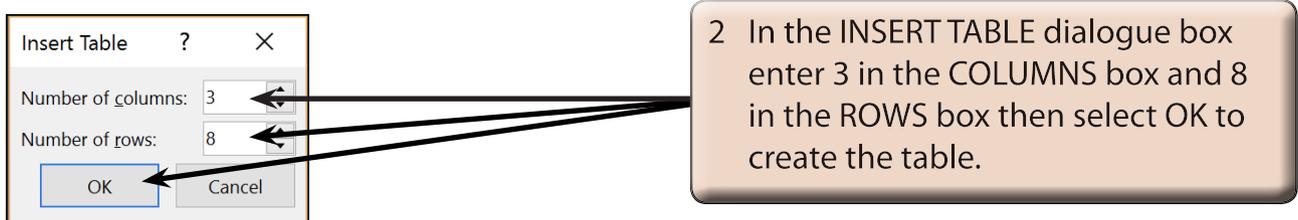
2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

Adding the Table

A table with 3 columns and 8 rows will be required.



1 Click on the INSERT TABLE icon in the top row of icons at the centre of the CONTENT placeholder.



2 In the INSERT TABLE dialogue box enter 3 in the COLUMNS box and 8 in the ROWS box then select OK to create the table.

NOTE: You can also insert a table into a slide using the TABLE icon in the INSERT tab of the RIBBON.

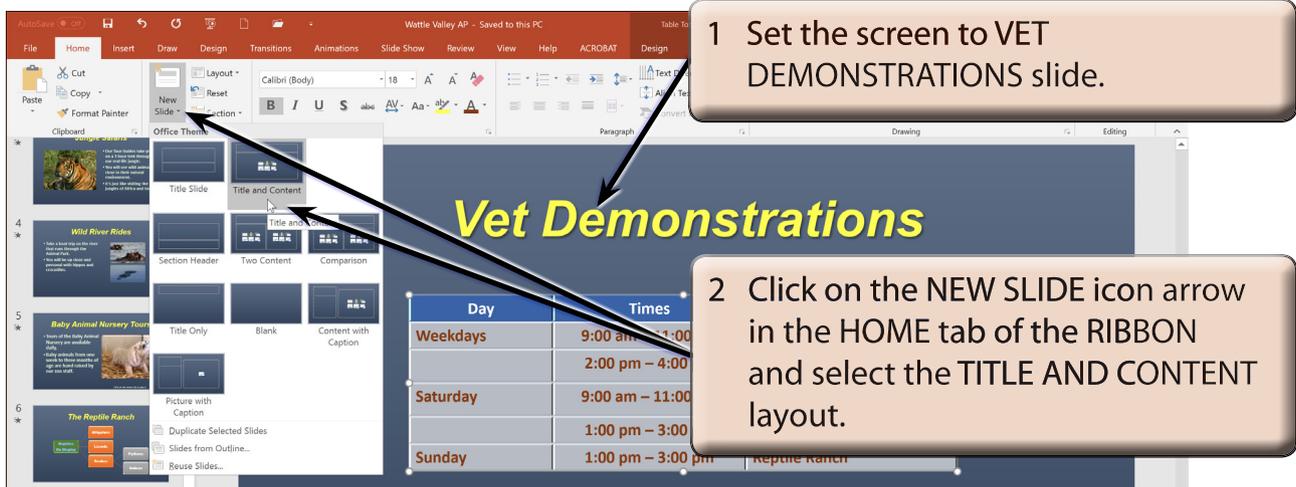
Inserting Charts into Slides

Another way to display information in slides is through the use of a chart (or graph). Let's create a chart that shows the number of visitors to the Wattle Valley Animal Park over a three year period.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Selecting the Slide Layout

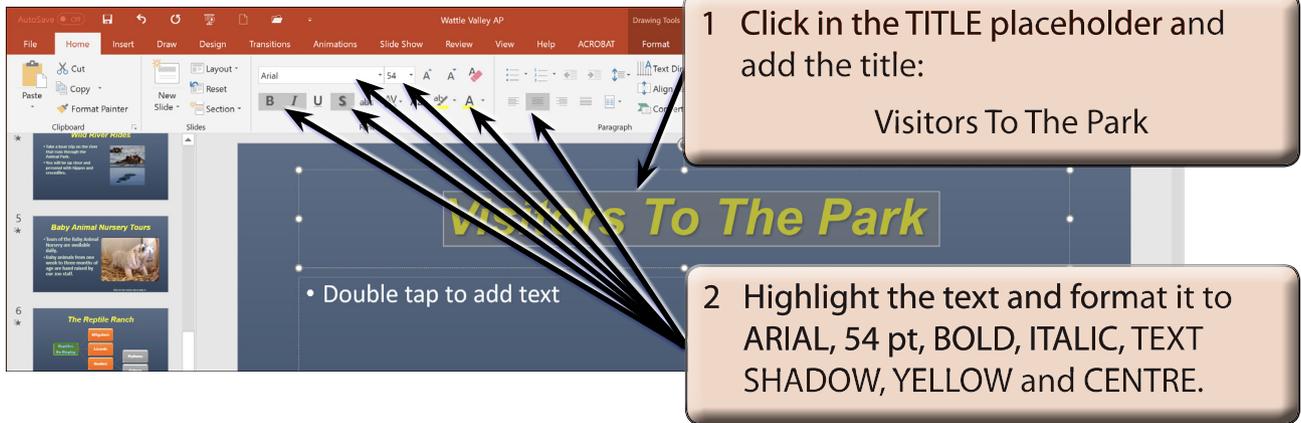


1 Set the screen to VET DEMONSTRATIONS slide.

2 Click on the NEW SLIDE icon arrow in the HOME tab of the RIBBON and select the TITLE AND CONTENT layout.

Day	Times
Weekdays	9:00 am – 11:00 am 2:00 pm – 4:00 pm
Saturday	9:00 am – 11:00 am
Sunday	1:00 pm – 3:00 pm

Entering the Slide Title

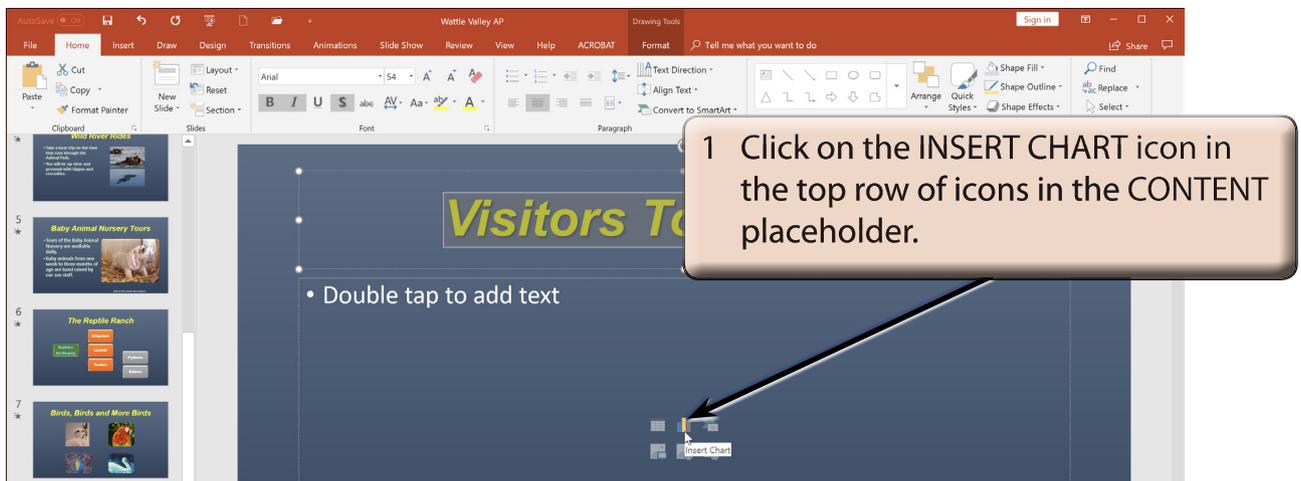


1 Click in the TITLE placeholder and add the title:
Visitors To The Park

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.

• Double tap to add text

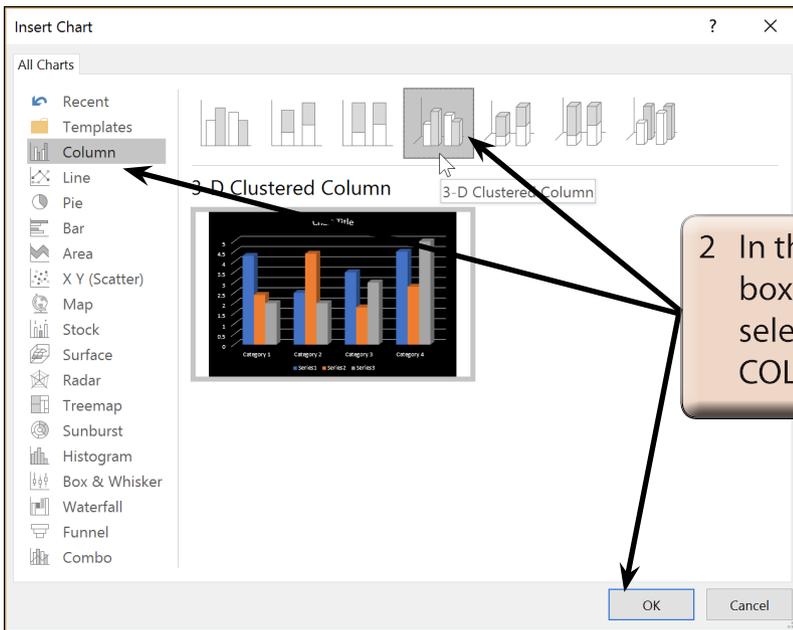
Inserting the Chart



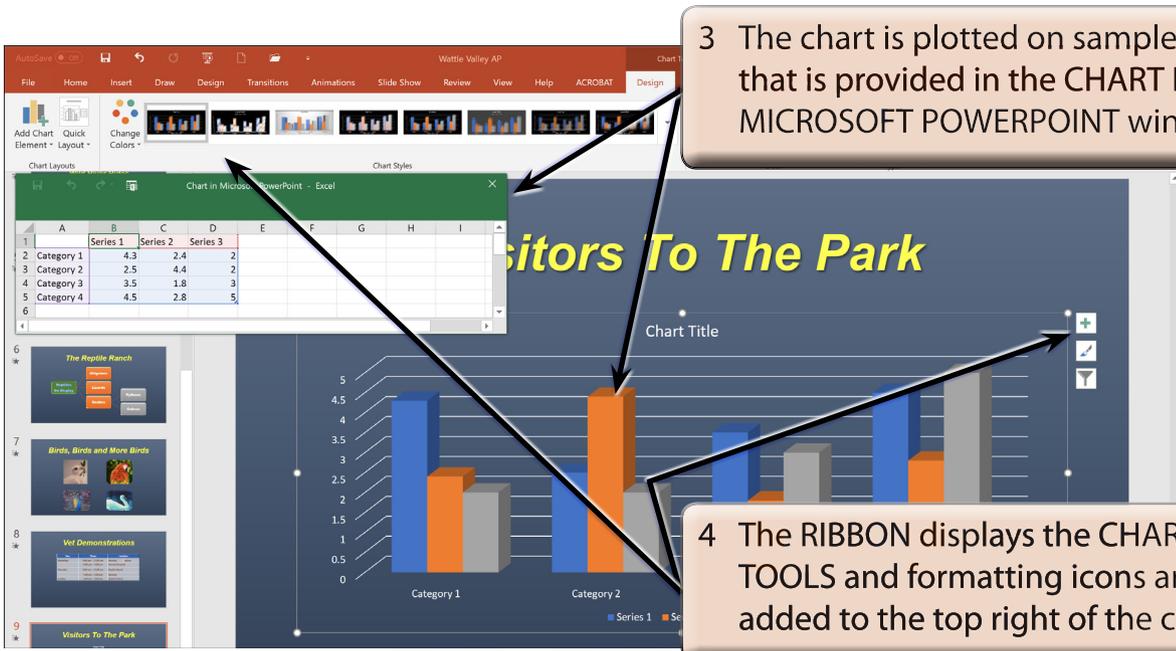
1 Click on the INSERT CHART icon in the top row of icons in the CONTENT placeholder.

• Double tap to add text

NOTE: You can also insert a chart into a slide by clicking on the CHART icon in the INSERT tab of the RIBBON.



2 In the INSERT CHART dialogue box leave the COLUMN category selected, select the 3-D CLUSTERED COLUMN CHART and select OK.



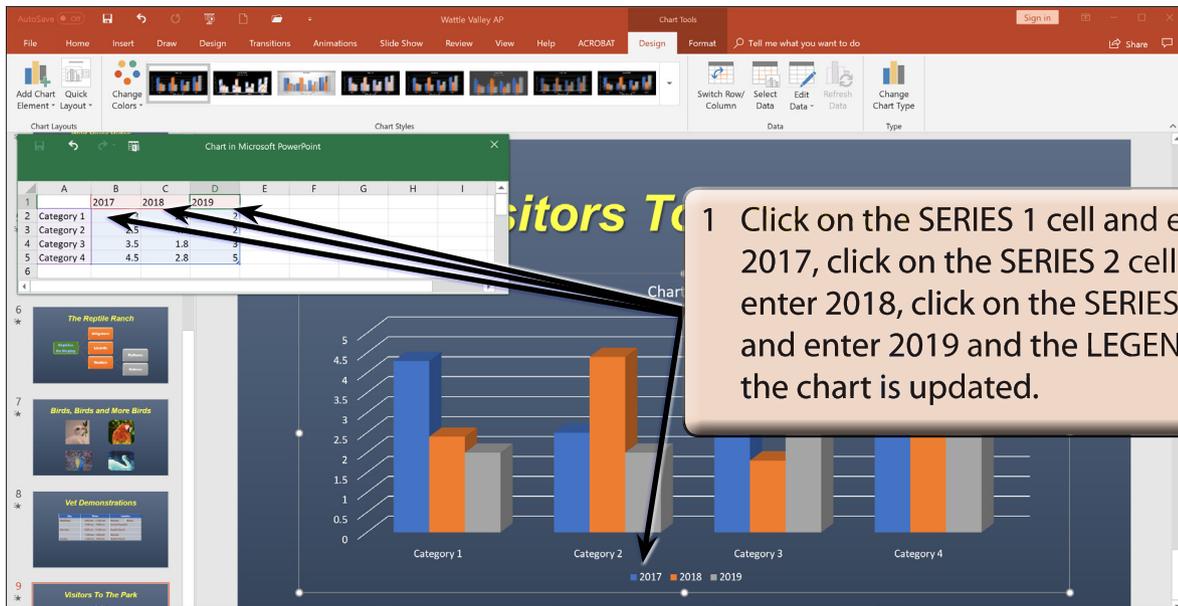
3 The chart is plotted on sample data that is provided in the CHART IN MICROSOFT POWERPOINT window.

4 The RIBBON displays the CHART TOOLS and formatting icons are added to the top right of the chart.

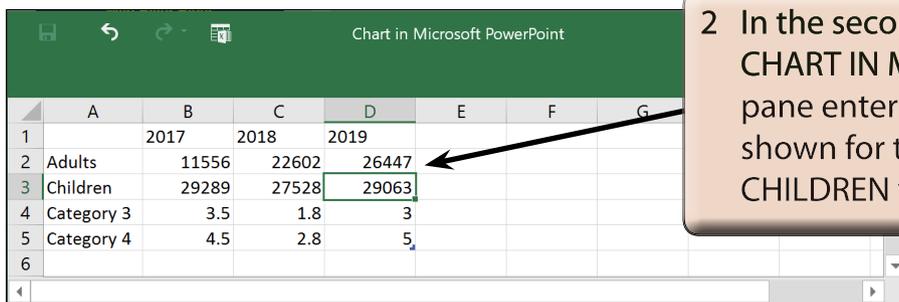
NOTE: All charts created in Microsoft Office 2019 programs use the charting functions from within Microsoft Excel to produce the chart.

Entering the Chart Data

The chart data is entered in the CHART IN MICROSOFT POWERPOINT pane.



1 Click on the SERIES 1 cell and enter 2017, click on the SERIES 2 cell and enter 2018, click on the SERIES 3 cell and enter 2019 and the LEGEND in the chart is updated.



2 In the second and third rows of the CHART IN MICROSOFT POWERPOINT pane enter the labels and values shown for the ADULTS and CHILDREN visitors to the Park.

- NOTE:**
- i The chart is updated in the PowerPoint slide as you enter the data.
 - ii The top row in the CHART IN MICROSOFT POWERPOINT pane is the LEGEND values, the left column is the X-AXIS values and values within the rows and columns are the Y-AXIS values.

Action Buttons

You can set graphics in PowerPoint to carry out a variety of commands. When graphics are used in this fashion they called ACTION BUTTONS. PowerPoint provides some preset ACTION BUTTONS or you can set a Shape, a Clip Art graphic or text to be an ACTION BUTTON.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

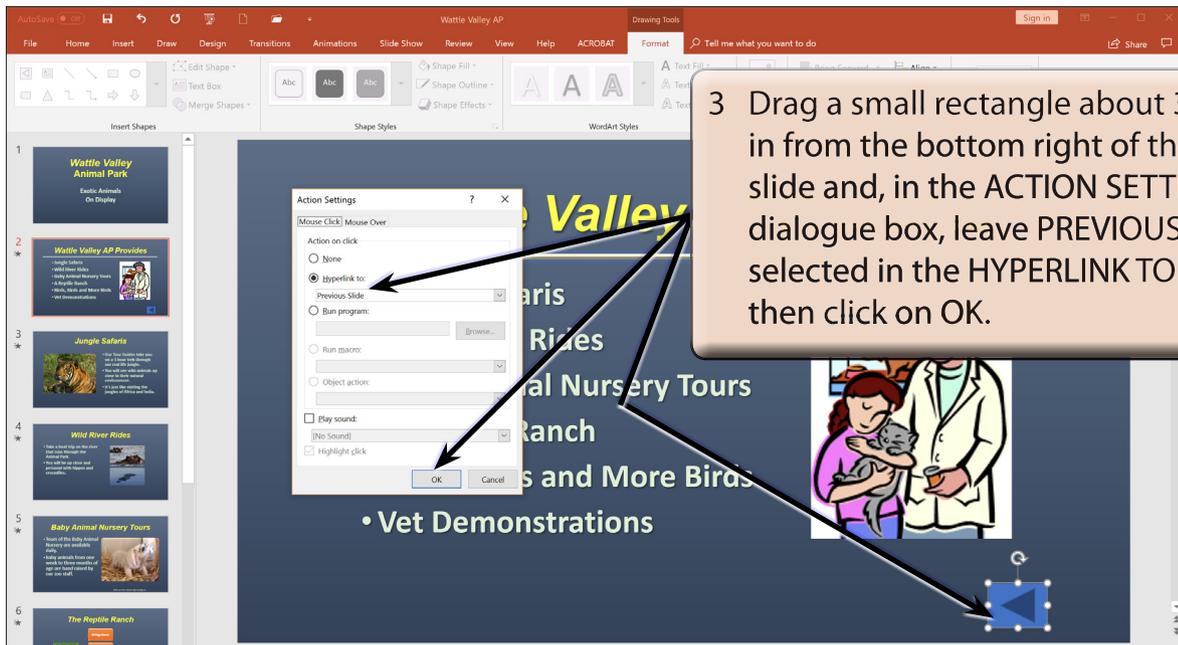
Navigation Buttons

Buttons can be added to slides to allow users of the presentation to move from slide to slide.

A The Previous Slide Button

1 Open SLIDE 2 from the SLIDES pane.

2 Open the INSERT tab of the RIBBON, click on the SHAPES icon and select the ACTION BUTTON: BACK OR PREVIOUS icon from the ACTION BUTTONS section.

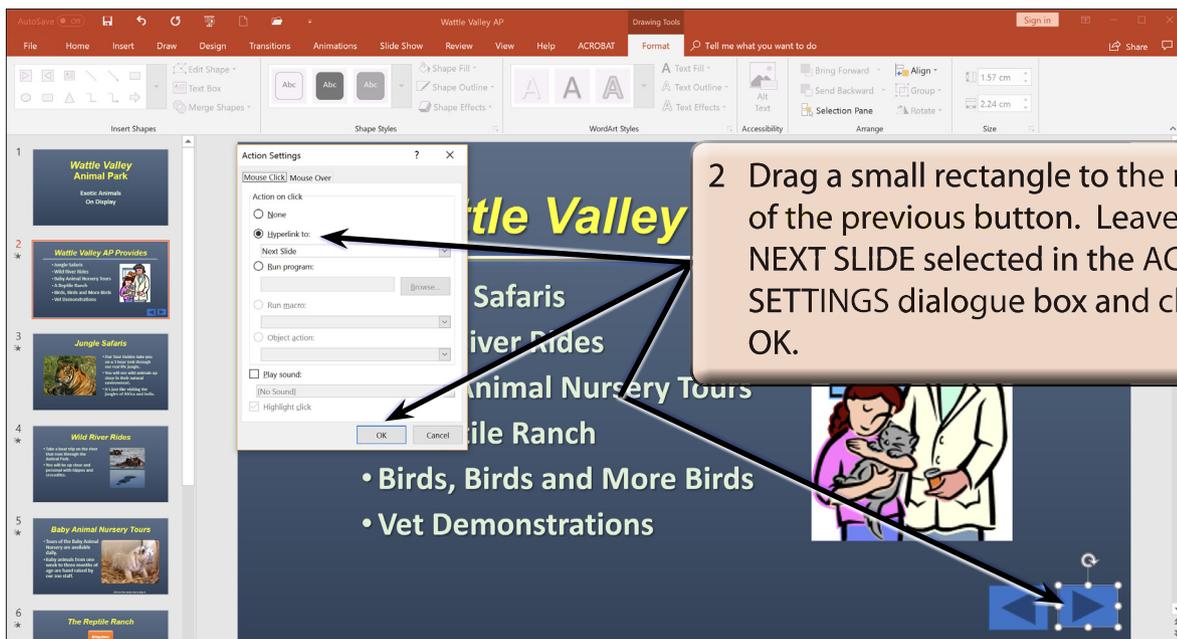
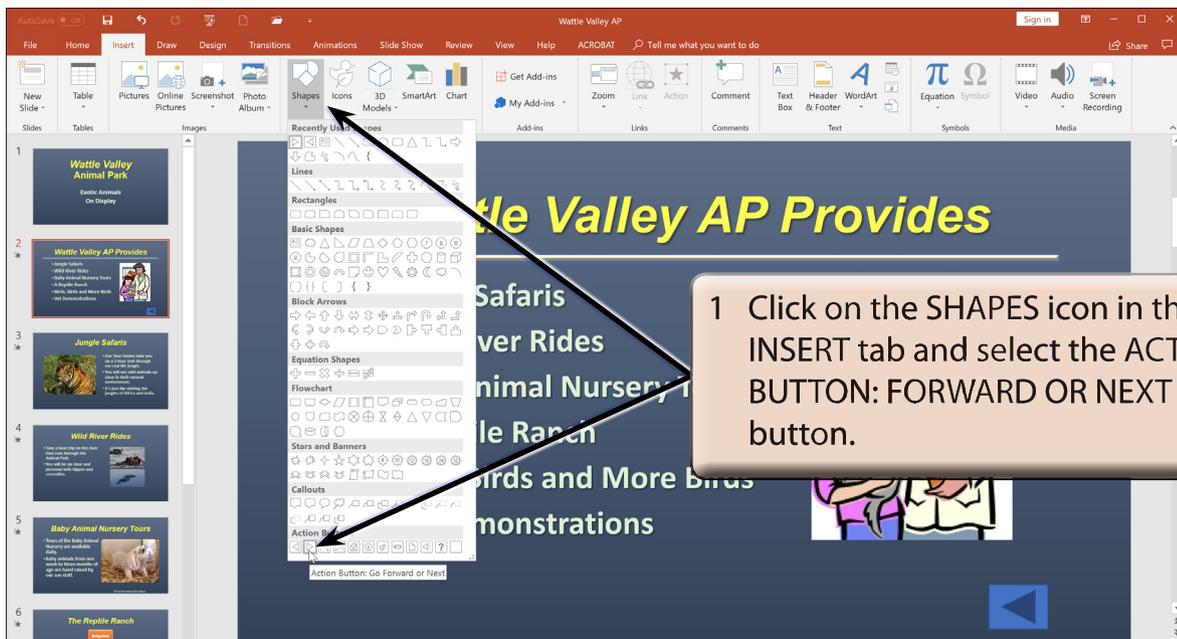


NOTE: You can set a button to activate when the mouse button is clicked on it, or by simply moving the mouse pointer over it.



6 Press the ESC key to exit the slide show and return SLIDE 2 to the screen.

B The Next Slide Button



3 Preview the slide by holding down the SHIFT key and pressing F5.

4 Click on the NEXT OR FORWARD button and slide 3 should be opened.

5 Press the ESC key to return to the slides and return SLIDE 2 to the screen.

NOTE:

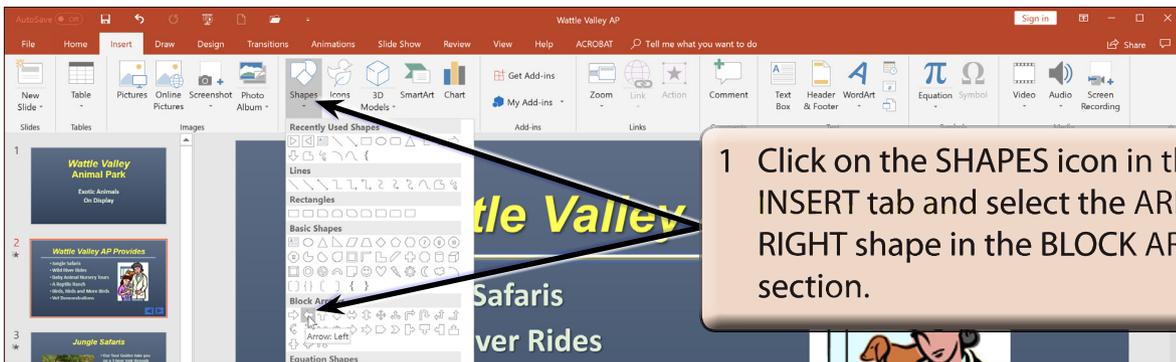
- i The button 'handles' can be used to adjust the button's size.
- ii These buttons could be copied to each slide, but you will see how to do that more efficiently in the SLIDE MASTERS chapter.

Buttons That Open Specific Slides

You can set buttons that allow the user to open specified slides. In this presentation SLIDE 2 is basically a menu for the rest of the presentation so we can add buttons to it to open any of the other slides.

The SHAPES icon will be used to create the custom screen buttons.

A The Jungle Safaris Button



Text Formatting

PowerPoint offers an extensive array of text formatting tools that are very similar to those found in Microsoft Word. In this chapter you will look at ways to improve the appearance of text in your presentations. It will include adding sub-points, changing bullets, line spacing and spell checking tools.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

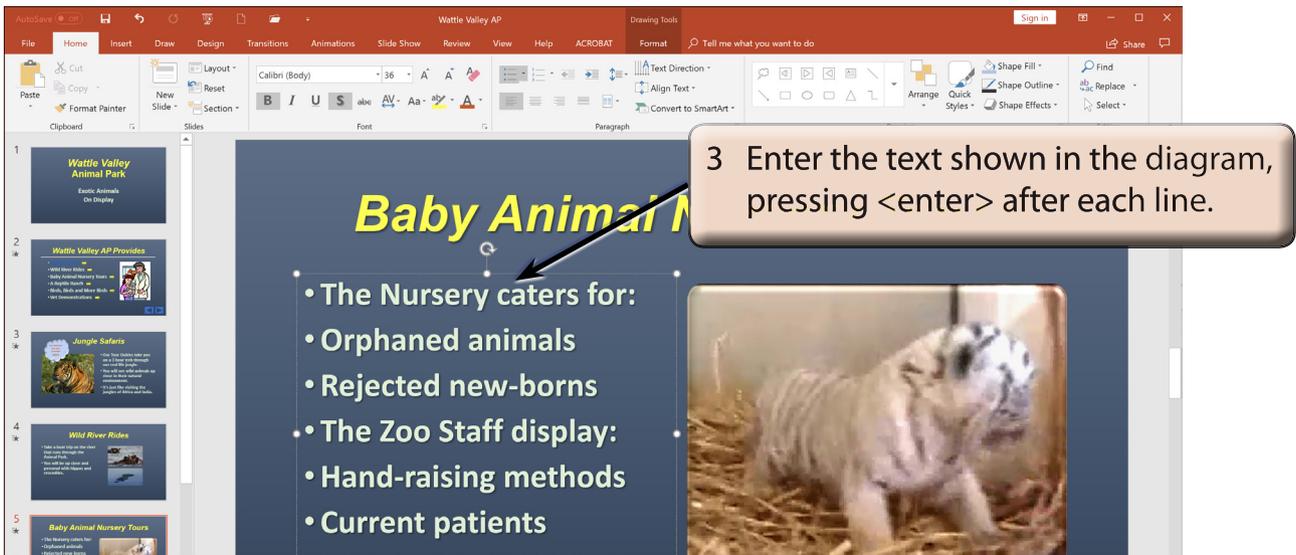
Creating Sub-Points

So far you have entered single bullets. When you have a paragraph of text as a point it is usually better for the viewer of your presentation to have that paragraph split into sub-points with bullets highlighting those sub-points. To illustrate this let's change the text in the BABY ANIMAL NURSERY TOURS slide to have sub-points.

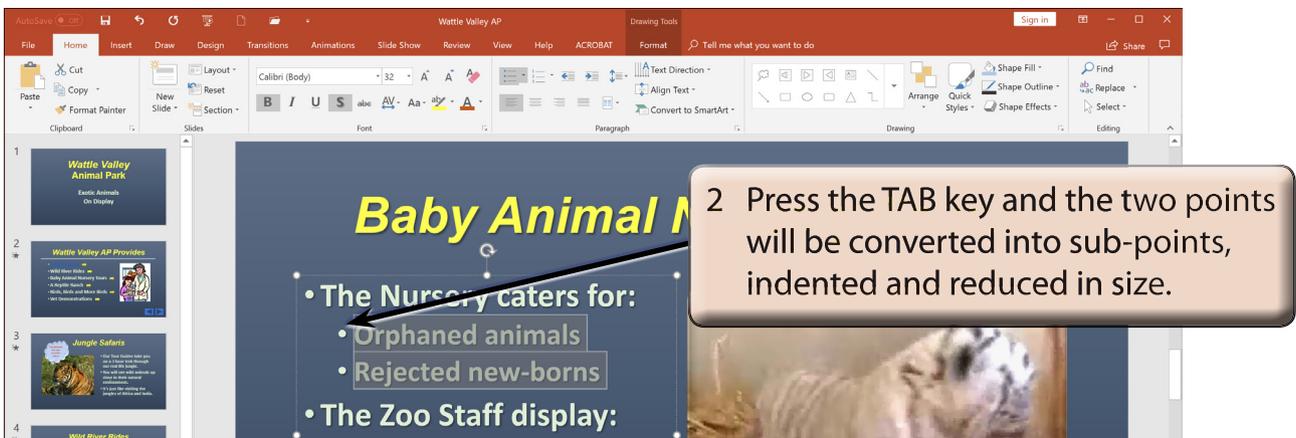
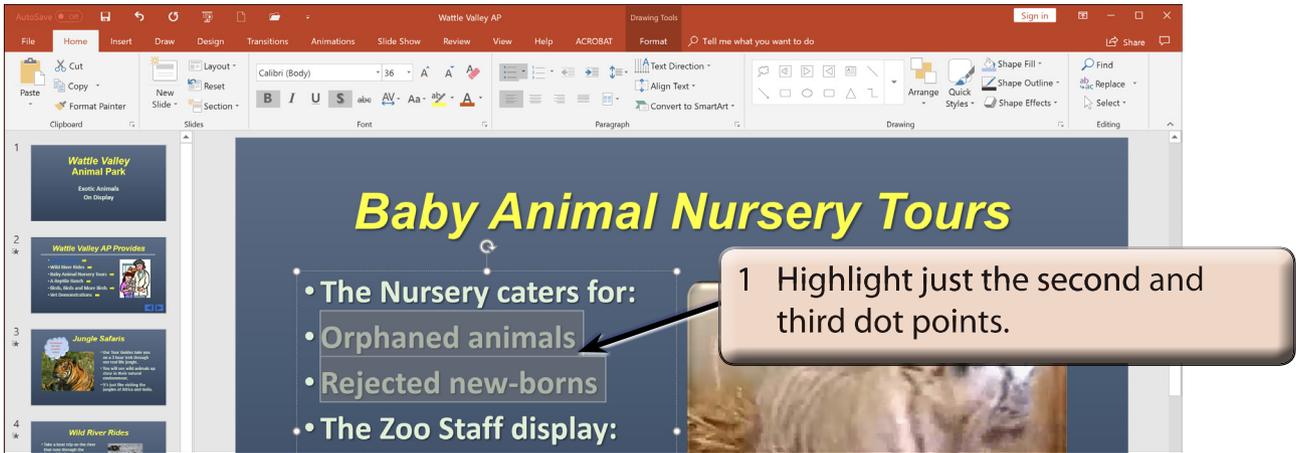
A Entering the Text

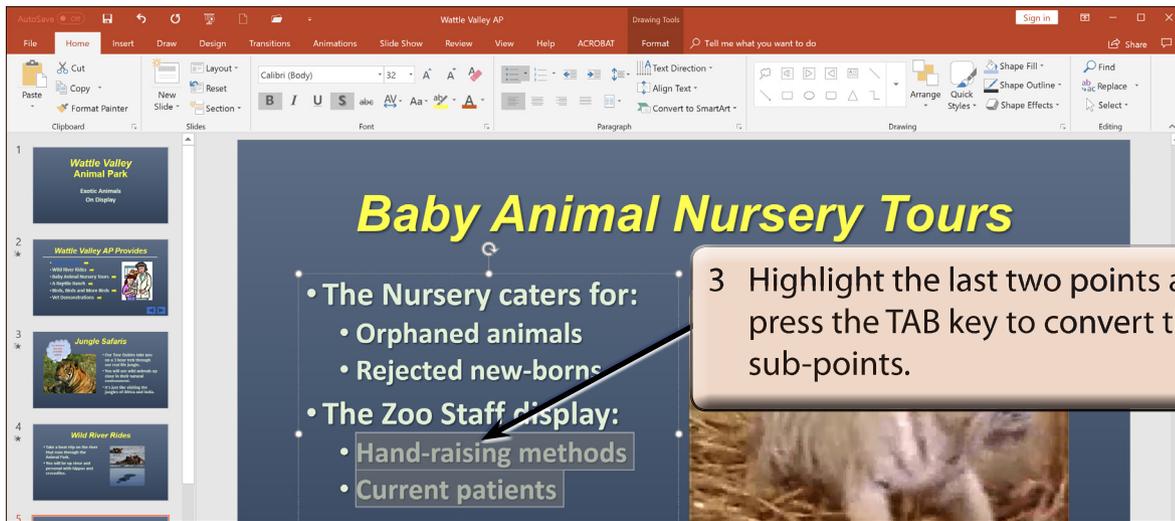
1 Set the screen to the BABY ANIMAL NURSERY TOURS slide (SLIDE 5).

2 Highlight all the text in the left placeholder.



B Setting the Sub-Points

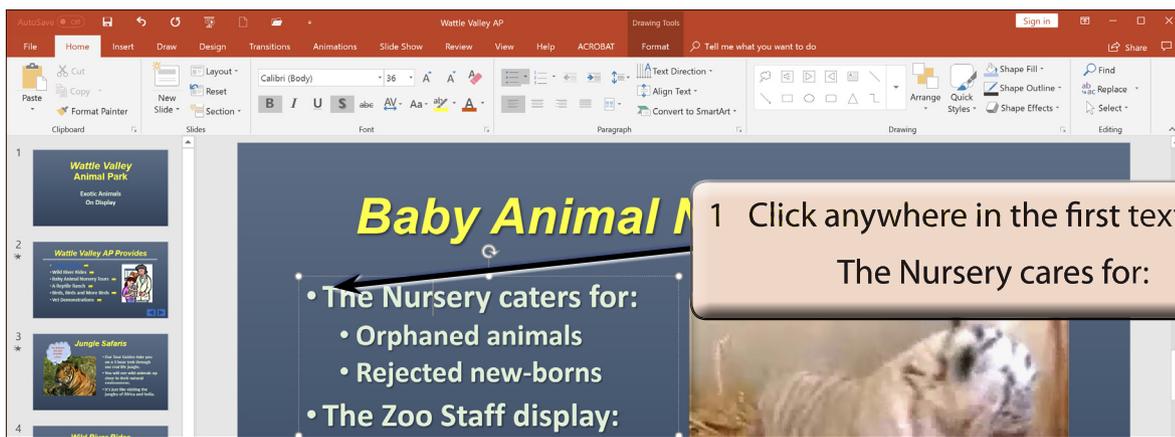


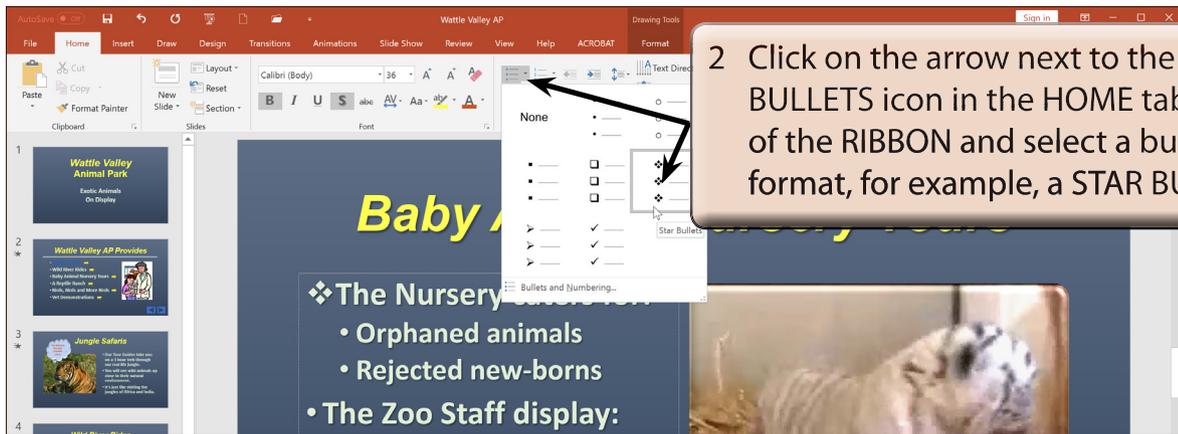


- NOTE:**
- i Pressing the TAB key again would set the points to a third level sub-point.
 - ii Sub-points can be returned to normal points by highlighting them and pressing SHIFT+TAB.

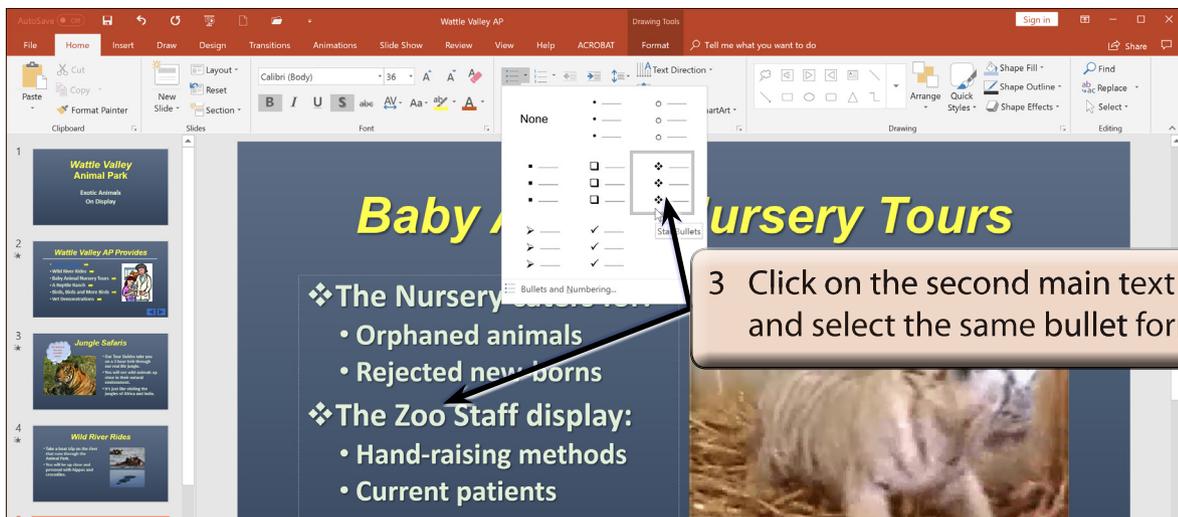
Bullet Formats

By default, bullets are set to solid dots. You can change this.





2 Click on the arrow next to the BULLETS icon in the HOME tab of the RIBBON and select a bullet format, for example, a STAR BULLET.



3 Click on the second main text point and select the same bullet format.

NOTE: Once you have set a bullet format you can press CTRL+Y as a shortcut to repeat the previous step.

Self-Running Shows

PowerPoint allows you to create self-running shows that play over and over without the need to click the mouse button. Animations, sounds and narrations (voice comments) can be added to enhance the show.

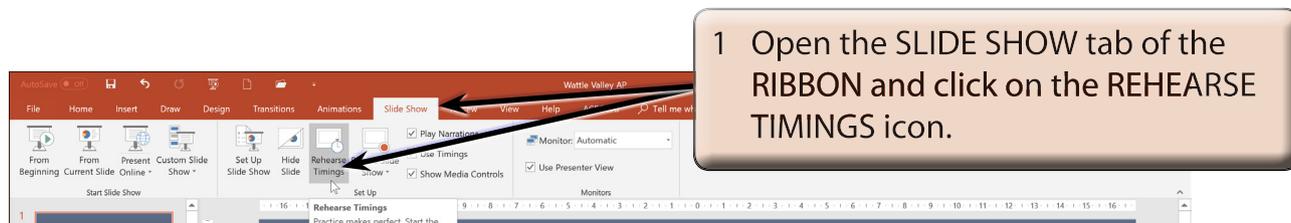
Loading the Presentation

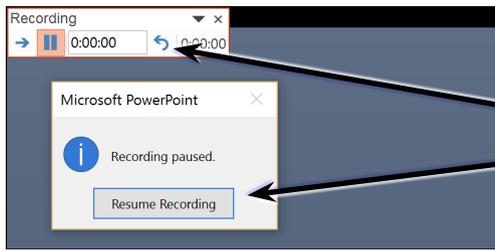
- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Setting the PowerPoint Show

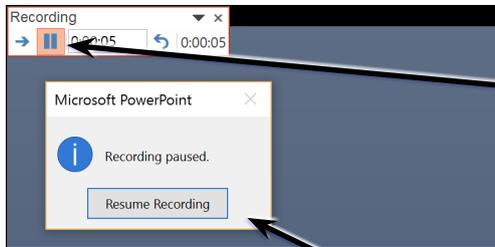
When setting up a PowerPoint show you need to teach PowerPoint how long you want each slide to stay on the screen. In this case you will leave a slide on the screen for about 5 to 6 seconds. In an actual show you might want to leave each slide on the screen for longer periods.

A Rehearsing the Timings





3 Click on the REPEAT button to reset the timer, click on RESUME RECORDING and leave the first slide on the screen for about 5 or 6 seconds.



4 Click on the PAUSE button to stop the time. This lets you prepare for the next slide.



5 Click on the RESUME RECORDING button and click on the NEXT slide button.



6 After about 5 seconds click on the PAUSE button and the total time elapsed is displayed in the right timer box.

7 Resume the recording, click on the NEXT button for each slide when it reaches about 5 seconds. You need to click the mouse button for slides that have animations set on their content.

NOTE:

- i You might like to escape from the slide show, select NO to keep the timings and start the timings again.
- ii You don't need to pause at the end of a timing. You can click directly on the NEXT slide button to finish the timing of a slide. The PAUSE button is used to temporarily halt the rehearsal.

Delivering Presentations

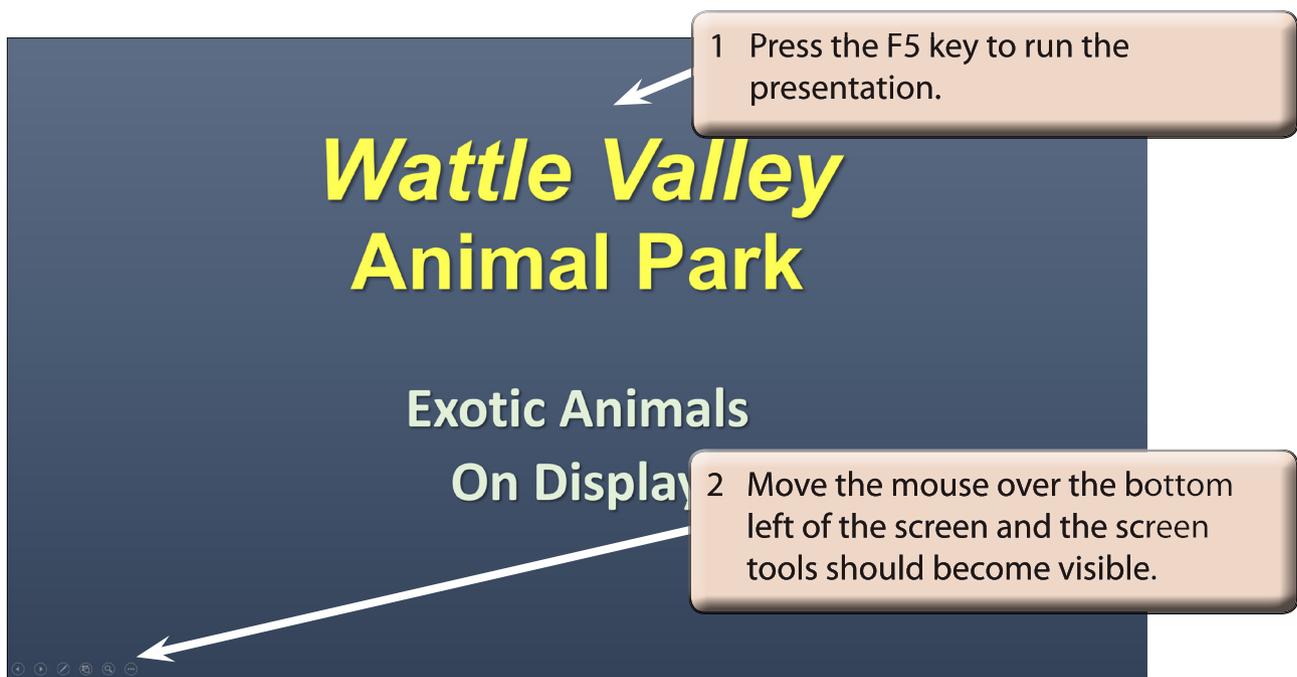
So far you have simply run presentations. PowerPoint provides a number of tools to help improve the delivery of your presentation. These include screen tools, speaker notes and handout notes.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

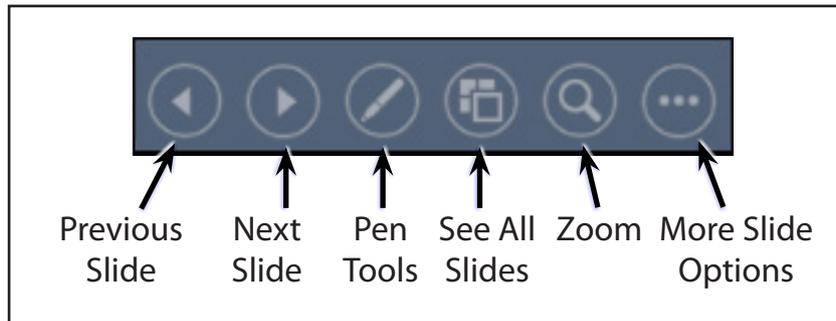
Screen Tools

The screen tools allow you to draw over your presentation as it is being delivered. You can also skip to any slide in the presentation.



A Identifying the Screen Tools

The tools have the following meaning:



B Using the Pen Tools

When delivering a presentation you can use the PEN TOOLS to highlight key points or even write words on the screen. The PEN TOOLS do not alter your slides.

The Belmont Zoo also provides safaris

Jungle Safaris

- Our T on a S near den through our real life jungle.
- You will see wild animals up close in this enviro
- It's ju jungles of Africa and India.

- 1 Use the NEXT SLIDE icon to set the slide show to SLIDE 3 (Jungle Safaris).
- 2 Click on the PEN TOOLS icon and select HIGHLIGHTER.

Toolbar: Laser Pointer, Pen, Highlighter, Eraser, Erase All Ink on Slide

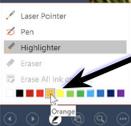
NOTE: You can also click the right mouse button on the screen to display the screen tools.

Jungle Safaris

The Belmont Zoo also provides safaris



- Our Tour Guides take you on a 3 hour trek through our real life jungle.
- You will see wild animals up close in their natural environment.
- It's just like visiting the jungles of Africa and India.



3 Click on the PEN TOOLS icon again and select a bright highlight colour, for example, orange or yellow.

Jungle Safaris

The Belmont Zoo also provides safaris



- Our Tour Guides take you on a 3 hour trek through our real life **jungle**.
- You will see wild animals up close in their natural environment.
- It's just like visiting the jungles of Africa and India.

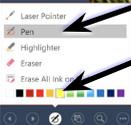
4 Drag the highlighter pen over some text, for example, JUNGLE, to make the text stand out.

Jungle Safaris

The Belmont Zoo also provides safaris



- Our Tour Guides take you on a 3 hour trek through our real life **jungle**.
- You will see wild animals up close in their natural environment.
- It's just like visiting the jungles of Africa and India.



5 Select the PEN TOOLS icon again and select PEN. Set the INK COLOUR to YELLOW and draw a line under WILD ANIMALS.

C The Eraser Tool

Pen marks on slides can easily be removed.



2 Click on the ORANGE highlight to remove it.

- NOTE:**
- i The ERASE ALL INK ON SLIDE tool can be used to remove all pen markings in one go.
 - ii You can select the LASER POINTER from the PEN TOOLS if you want the mouse pointer to be turned into a laser pointer in presentations so that viewer can see the pointer more clearly. You can also hold down the CTRL key and click the left mouse button during a presentation to convert the mouse pointer into the laser pointer.

Slide Masters

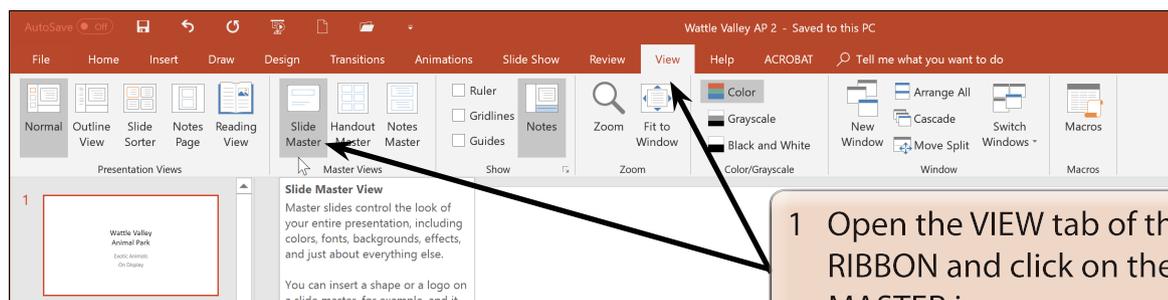
When you need to change the style of all the slides in a presentation you do not want to have to go to each slide and make those changes. PowerPoint lets you change the formats of all slides using the SLIDE MASTER VIEW. This also helps you ensure consistency throughout your presentation. For example, if you wish to include a company logo on each slide, the graphic can be inserted in the SLIDE MASTER VIEW and it will then be displayed on all the slides.

To see some of the many advantages of using the SLIDE MASTER VIEW you will adjust the title text, add an image and some footer items to a presentation on the Wattle Park Animal Park. When you format the content of slides they over write settings set to the SLIDE MASTERS so a copy of the Wattle Park presentation has been prepared for you without any text formats.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to the PP2019 SUPPORT FILES, open the CHAPTER 14 folder and open the WATTLE VALLEY AP 2 file.
- 4 Click on the FILE tab, select SAVE AS, browse to your STORAGE folder and save the presentation under the same name.

Opening the Slide Master View



2 The SLIDE MASTER tab is added to the RIBBON.

3 The first slide in the SLIDE pane is the SLIDE MASTER that controls all slides.

4 Each different slide layout has its own SLIDE MASTER where you can change formats for slides just set to that layout.

Click to edit Master text styles

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - » Fifth level

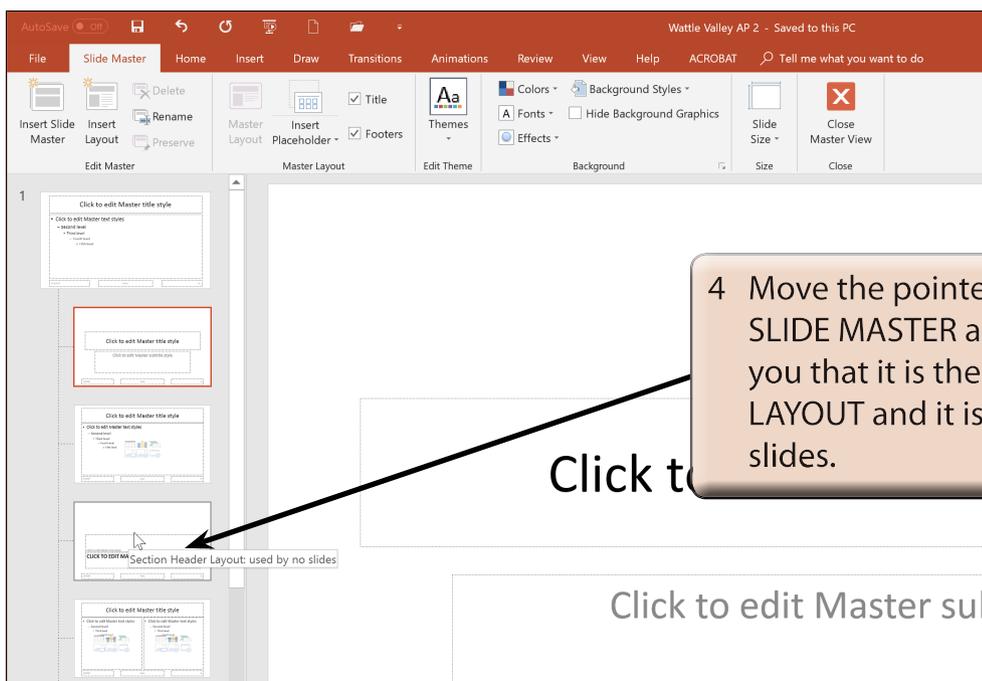
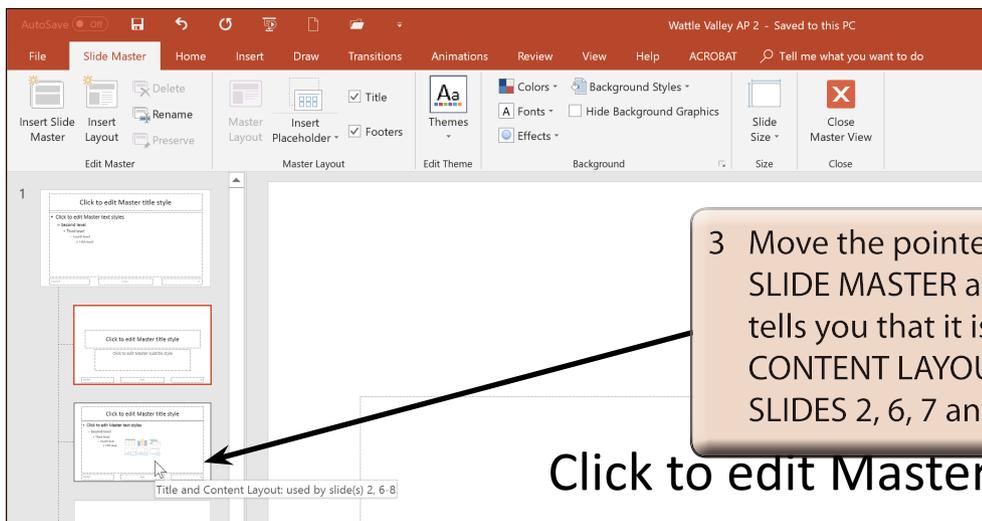
Looking at the Slide Masters

1 Move the pointer over the top SLIDE MASTER and the label tells you that it is used by SLIDES 1 to 8.

Office Theme Slide Master: used by slide(s) 1-8

2 Move the pointer over the second SLIDE MASTER and the label tells you that it is the TITLE SLIDE LAYOUT and it is used by SLIDE 1.

Title Slide Layout: used by slide(s) 1



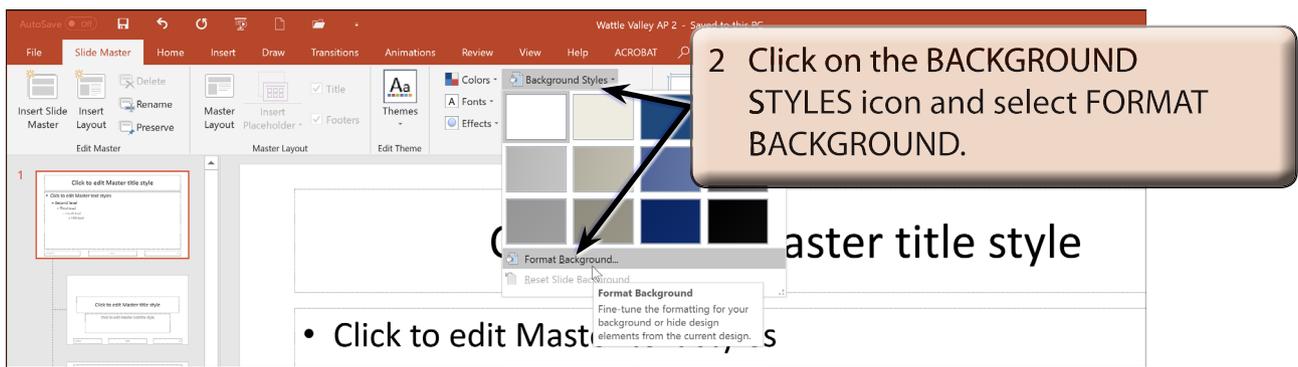
5 Move the pointer over the other SLIDE MASTERS and see which slides they control.

Setting the Background of the Slides

A background and colour scheme can be applied to all the slides. This can be one of the themes that PowerPoint provides or a custom background that you create. In this case a custom background will be created.



NOTE: You can use the COLOURS, FONTS and EFFECTS icons in the BACKGROUND group of the SLIDE MASTER tab to apply colour, font and effect themes to the slides.



3 The FORMAT BACKGROUND TASK PANE is opened. It allows you to customise the background using fill colours, gradients, pictures, textures, patterns and effects. In this case a simple gradient will be applied.

Audio and Video Files

Microsoft PowerPoint provides many media tools. These include adding a music sound track and exporting the presentation to a video file that can be placed on the internet.

Loading the Presentation

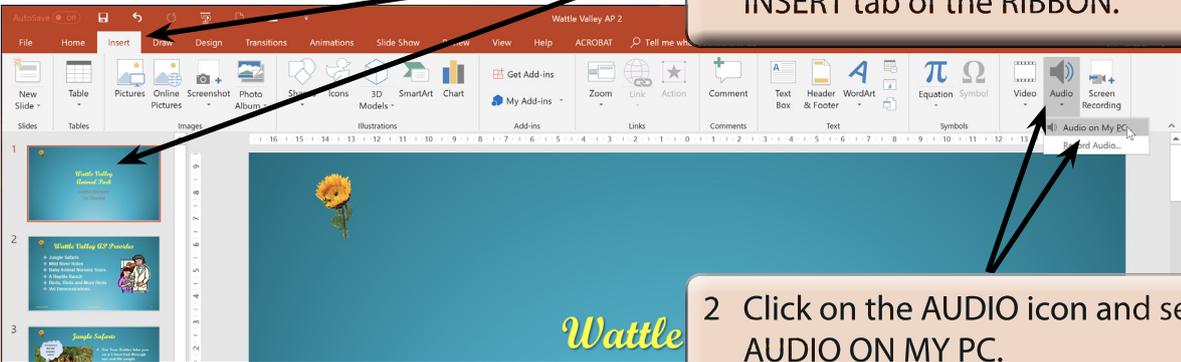
- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP 2 file.

Adding a Music Sound Track

You can add a music sound track to a presentation. This sound track can be set to play automatically on the first slide or throughout the whole presentation.

A Inserting a Music File

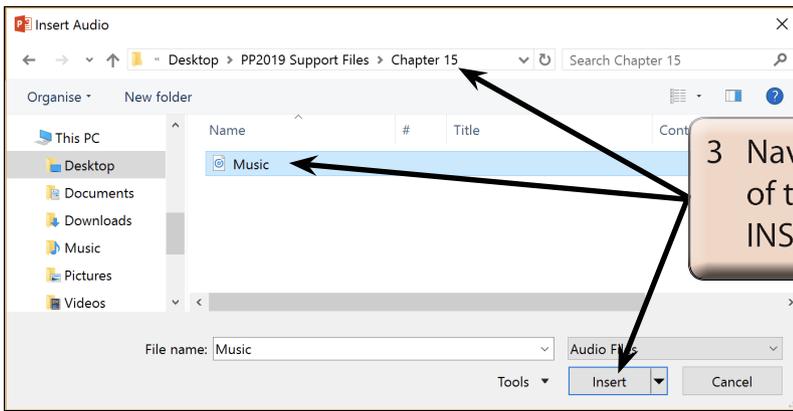
A 40 second piece of music has been prepared for you and it needs to be inserted from the PP2019 SUPPORT FILES.



The screenshot shows the Microsoft PowerPoint interface with the 'Insert' tab selected on the ribbon. The 'Audio' icon is highlighted, and a dropdown menu is open, showing the option 'Audio on My PC...'. Two callout boxes provide instructions: the first points to the 'Insert' tab and the 'Audio' icon, and the second points to the 'Audio on My PC...' option in the dropdown menu.

1 Set the screen to NORMAL VIEW, open SLIDE 1 and click on the INSERT tab of the RIBBON.

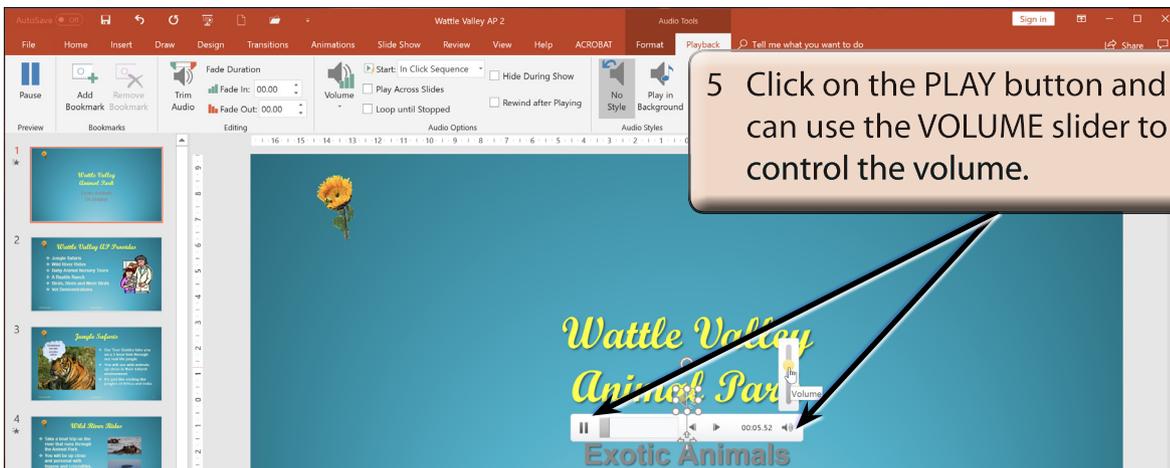
2 Click on the AUDIO icon and select AUDIO ON MY PC.



3 Navigate to the CHAPTER 15 folder of the PP2019 SUPPORT FILES and INSERT the MUSIC file.



4 The SOUND icon is added to the centre of the first slide with its controller.



5 Click on the PLAY button and you can use the VOLUME slider to control the volume.

Morph Transitions

You learnt how to animate slide elements in Chapter 4. Those animations were within a slide. Morph transitions allow you to animate slide elements between slides and these animations can be easier to produce and be more complex. The downside is that you usually have many more slides in your presentation.

Loading the Presentation

Another copy of the Wattle Valley Animal Park presentation has been prepared for you without any transitions or animation effects, and with extra slide elements included.

- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to the PP2019 SUPPORT FILES, open the CHAPTER 16 folder and open the WATTLE VALLEY AP 3 file.
- 4 Click on the FILE tab, select SAVE AS, browse to your STORAGE folder and save the presentation under the same name.

Simple Morph Transitions

The simplest types of Morph Transitions involve adjusting the size of slide elements or making elements move between the slides.

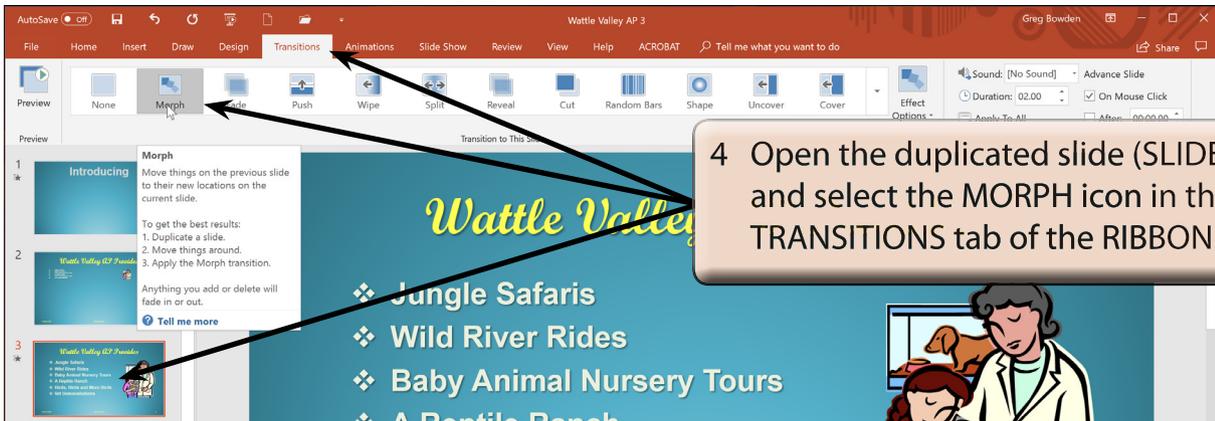
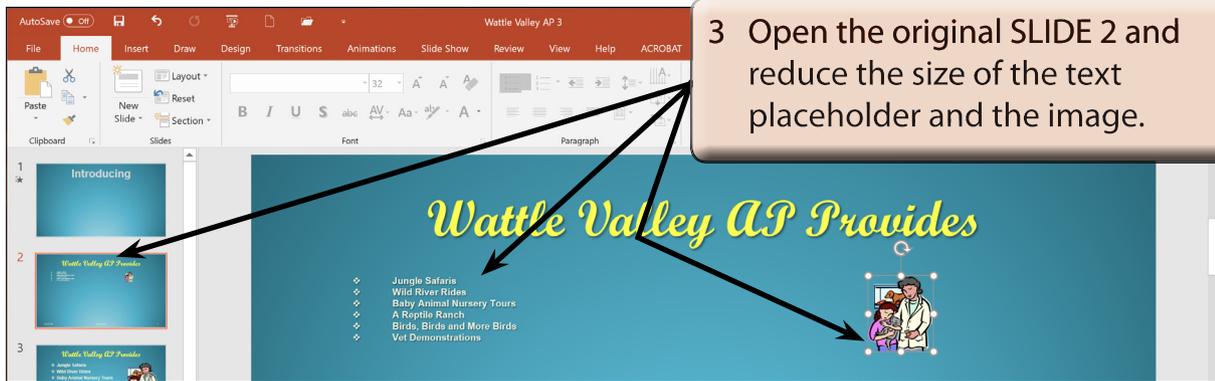
A Adjusting the Size of Slide Elements





NOTE:

- i The duplicate slide is inserted after the original.
- ii Slides can also be duplicated by selecting **DUPLICATE SELECTED SLIDES** from the **NEW SLIDE** icon in the **HOME** tab or by **RIGHT+CLICKING** on the slide and selecting **DUPLICATE SLIDE**.

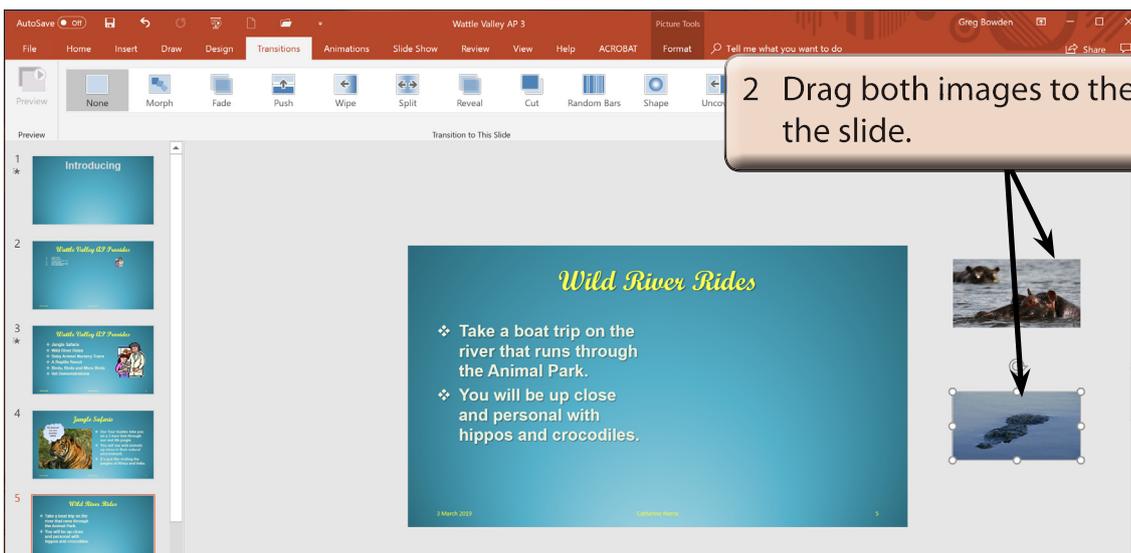
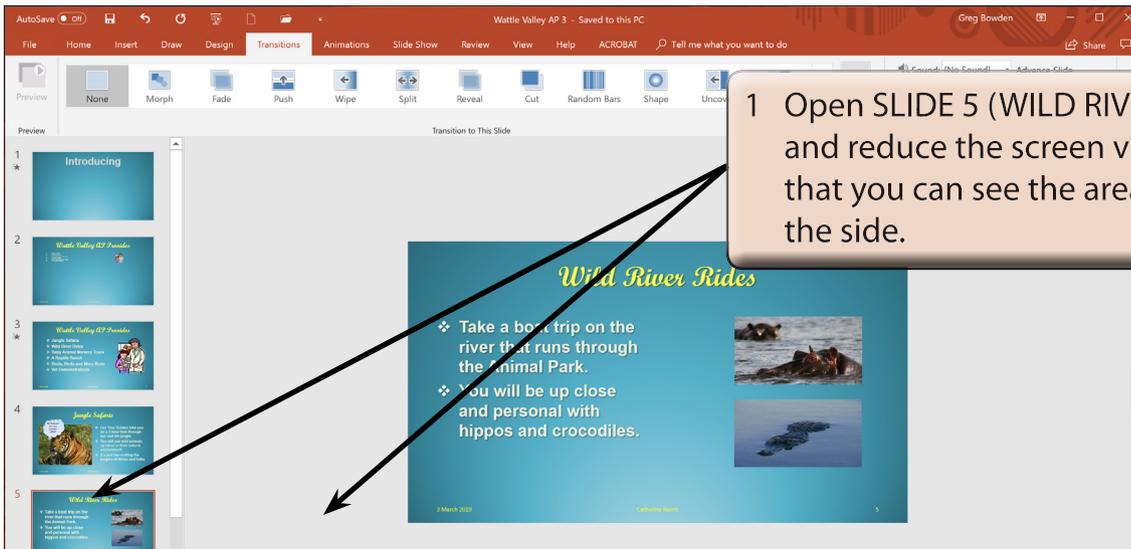


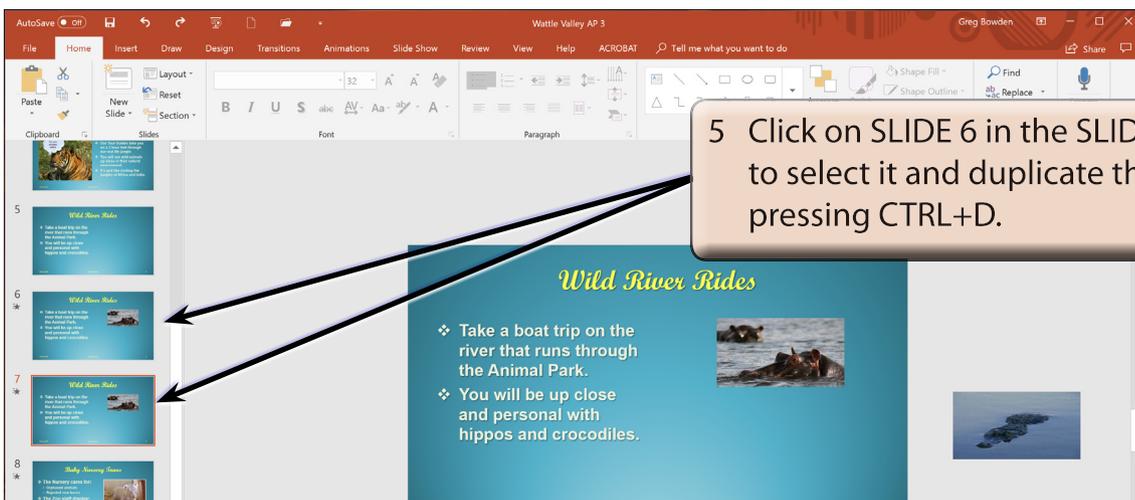
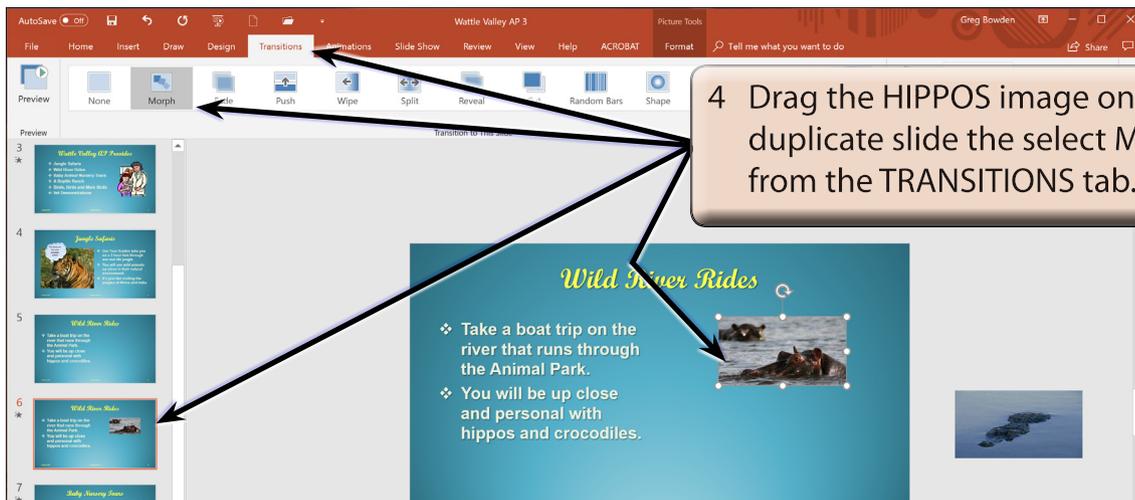
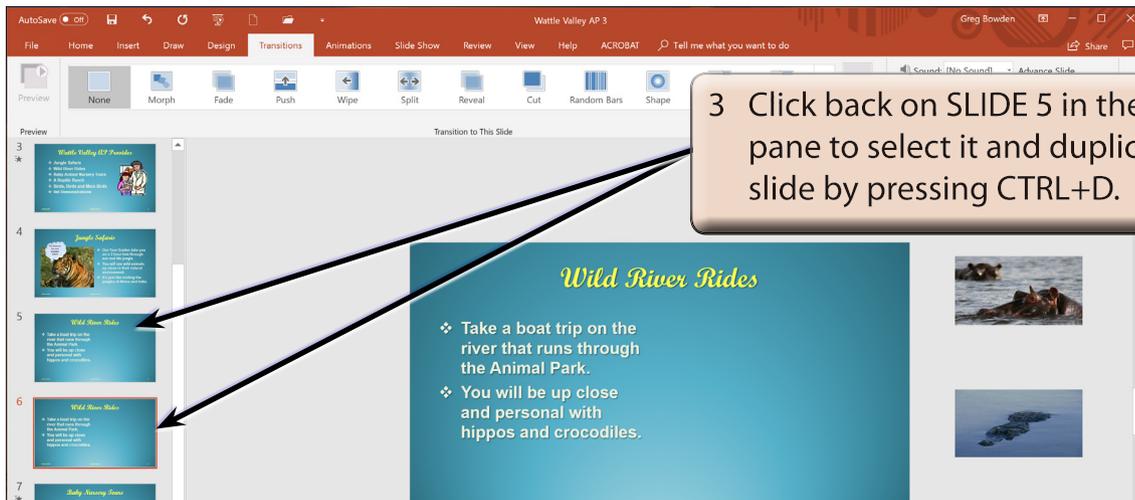
5 Click on the PREVIEW icon in the TRANSITIONS tab to preview the effect.

- NOTE:**
- i Notice that the animation star is added to SLIDE 3 in the SLIDES pane to indicate that a MORPH animation has been applied.
 - ii MORPH TRANSITIONS can be removed by selecting the slide and selecting NONE in the TRANSITIONS tab.

B Animating Images

Morph Transitions can be used to animate or move images.





Useful Features

To complete this unit we will look at a few of the useful features that PowerPoint provides. This will include merging shapes, the Eyedropper tool, the DRAW tab, screen size and the Comments pane.

Loading the Presentation

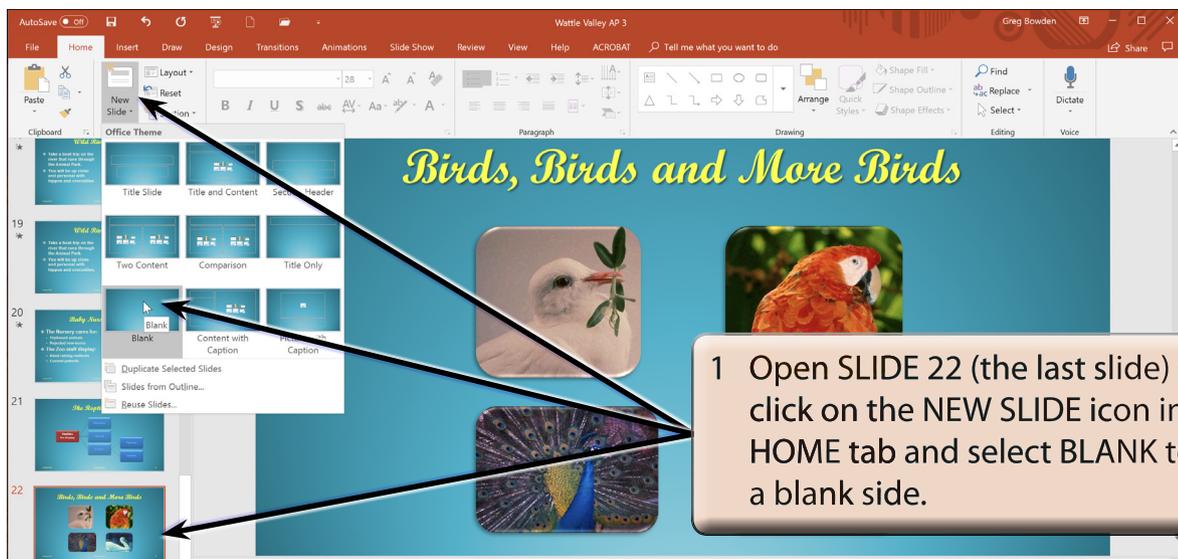
- 1 Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.
- 2 Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP 3 file.

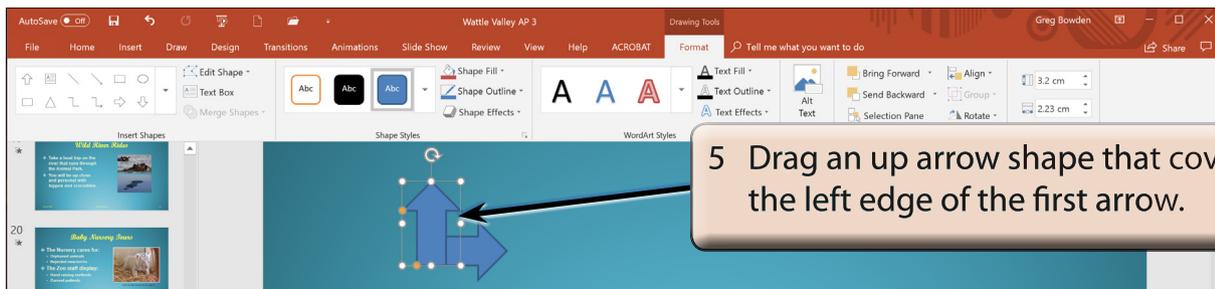
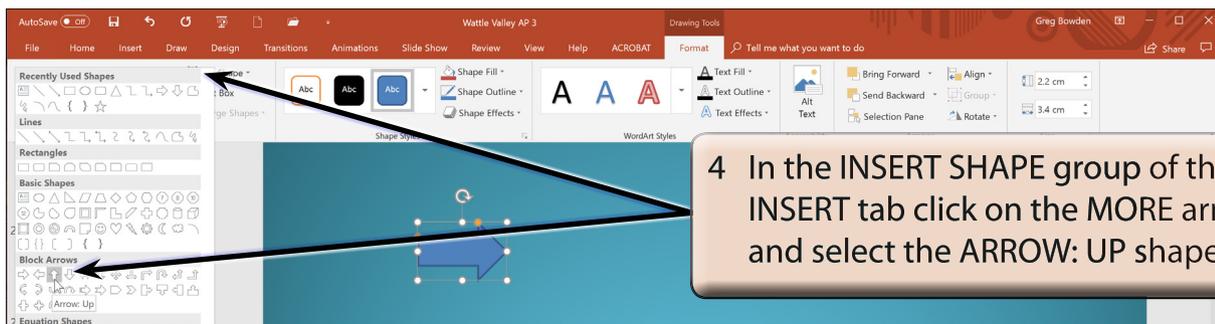
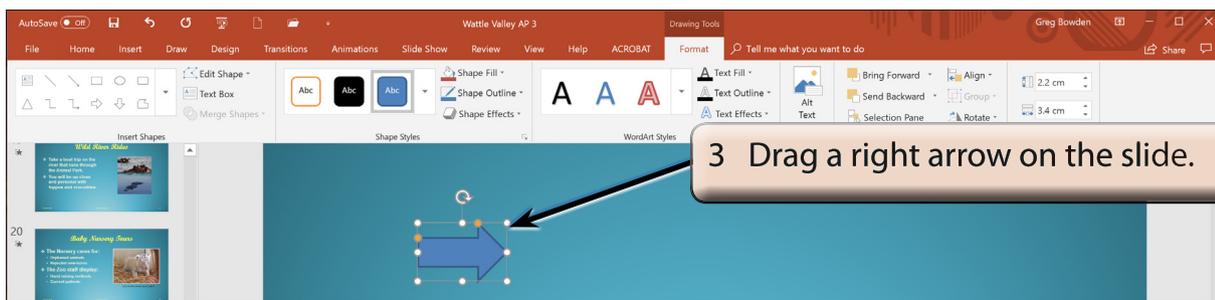
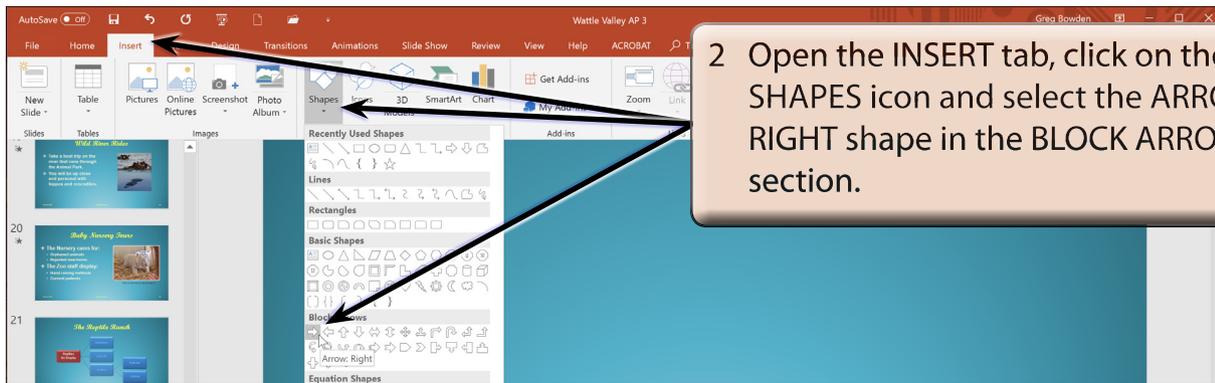
Merging Shapes

Shapes can be merged to create your own custom shapes. This also includes merging text boxes.

A Adding Shapes Together

When shapes are merged into one shape, the process is called UNION.





NOTE: You can hold down the ALT key and drag an object to over-ride the grid so that the edges of the objects are aligned.