Lesson 2: Work with Slides Microsoft PowerPoint 2016
Points: 25

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Divide presentations into sections.
- Rearrange slides and sections.
- Apply themes.
- Change the slide background.
- Format text placeholders.

**TASK 1 – 5 POINTS** You need the **CommunityA** presentation located in the *Computer Concepts* class web page to complete this exercise. Open the presentation, and then follow the steps.

1. On the **HOME** tab, in the **Slides** group, click the **Section** button, and then click **Add Section** to add an **Untitled Section** title before slide 1 in the left pane.
2. Switch to **Slide Sorter** view, and adjust the zoom percentage to display the 13 slides in the presentation.
3. Click slide 4. Then click the **Section** button, and click **Add Section** to add an **Untitled Section** title before slide 4.

*PowerPoint starts a new section and selects its slides.*

To make the sections more useful, let’s name them.

4. Right-click the second **Untitled Section** title, and click **Rename Section** to open the **Rename Section** dialog box.
5. In the **Section name** box, type: **Process**, and then click **Rename**.
6. Switch to **Normal** view, scroll to the top of the **Thumbnails** pane, and then click the **Untitled Section** title above slide 1 to select the section title and all the slides in the section.
7. Display the **Rename Section** dialog box, type: **Introduction** as the section name, and click **Rename**.

Now let’s use sections to view different parts of a presentation.

8. In the **Slides** group, click the **Section** button, and then click **Collapse All** to hide the slides under their section titles.

9. In the **Thumbnails** pane, to the left of **Introduction**, click the **Expand Section** arrow to display only the slides in that section.

10. Display all the slides by clicking the **Section** button in the **Slides** group and then clicking **Expand All**.

11. Click slide 5. Then click the **Section** button, and click **Add Section** to add an **Untitled Section** title before slide 5.

12. Display the **Rename Section** dialog box, type: **Selling** as the section name, and click **Rename**.

13. Click slide 8. Then click the **Section** button, and click **Add Section** to add an **Untitled Section** title before slide 8.

14. Display the **Rename Section** dialog box, type: **Planning** as the section name, and click **Rename**.

15. Click slide 12. Then click the **Section** button, and click **Add Section** to add an **Untitled Section** title before slide 12.

16. Display the **Rename Section** dialog box, type: **Executing** as the section name, and click **Rename**.

17. Click on **Edit Header & Footer** button on the INSERT tab.

18. Click on the check box next to Footer and type in STUDENT NAME. Click Apply to All.

19. Keep the presentation open for **TASK 2**.

**TASK2 – 5 POINTS** You need the **CommunityA** presentation from **Task1** to complete this exercise. Open the presentation, and then follow the steps.

20. In the **Thumbnails** pane, click slide 2. Then drag the selected slide downward until it sits between the **Process** section title and slide 4, but don’t release the mouse button yet.
21. RELEASE the mouse button to move the slide to its new location, and notice that PowerPoint renumbers slides 2 and 3.

22. To the left of Introduction in the first section title, click the black Collapse Section arrow. Then repeat this step for the Process section.

23. Switch to Slide Sorter view. Then use the Zoom Slider at the right end of the status bar to adjust the zoom percentage until all the slides are visible.

24. In the Selling section, click slide 7, and then drag it to the left until it sits to the left of slide 5.

Now let’s move a section.

25. Right-click the Planning section title, and then click Move Section Up to move the Planning section and all its slides above the Selling section.

26. Switch to NORMAL view, expand all the sections in the presentation, and then select slide 1.

27. Remove the second section by clicking the Process section title, clicking the Section button in the Slides group, and clicking Remove Section.

28. Save the CommunityA presentation on our OneDrive folder.

29. Close the presentation, saving your changes.

TASK3 – 5 POINTS You need the LandscapingA, CompanyMeeting, and CommunityC presentations located in the Computer Concepts class web page to complete this exercise. Open ALL THREE presentations, and then with the LandscapingA presentation active, follow the steps.

30. On slide 1, click the slide’s title.

31. On the DESIGN tab, in the Themes group, click the gallery’s More button to open a menu that contains the entire Themes gallery.
32. Click the Ion thumbnail to apply that theme to the entire presentation.

33. With the title still selected, click the HOME tab.

Now let’s work with a presentation that already has a theme applied to it.

34. On the VIEW tab, in the Window group, click the Switch Windows button, and click CompanyMeeting.

35. Display the Themes gallery, and then click the Slice thumbnail to switch to a design with a bright blue background and text in white and blue Century Gothic.

36. On the DESIGN tab, in the Variants group, click the Orange variant at the right end of the group.

Now let’s use themes in a presentation that has been divided into sections.

37. On the VIEW tab, in the Window group, click the Switch Windows button, and click CommunityC.

38. Switch to Slide Sorter view, and adjust the zoom percentage to display all the slides.

39. With slide 1 selected, display the Themes gallery from the DESIGN tab, and then click the Retrospect thumbnail to apply that theme to the entire presentation.

40. Click the Planning section title, and in the Variants group, click the second variant from the left to apply it to the slides in the Planning section.

41. Click the Selling section title, and apply the third variant to the slides in that section.
42. Click the **Executing** section title, and click the fourth variant from the left, which makes the slides in that section unreadable.

43. With the **Executing** section title still selected, click the first variant from the left to apply the same theme colors to the slides in the fourth section as those in the first section.

44. Preview the presentation as NINE SLIDE VERTICAL HANDOUT in Backstage view.

45. Click on **Edit Header & Footer**.

46. Click on the check box next to Footer and type in **STUDENT NAME**.

47. **Save and Close the CommunityC and CompanyMeeting presentation.**

**TASK 4 – 5 POINTS** You need the **DesignWithColor** presentation located in the Computer Concepts class web page to complete this exercise. Open the presentation, and then follow the steps.

48. On the **DESIGN** tab, in the **Customize** group, click the **Format Background** button to display the **Format Background** pane on the right side of the screen.

49. With the **Fill** page displayed, click **Gradient fill**.

50. Adjacent to **Color**, click the **Color** button to display a menu containing two color palettes.

51. In the top row of the **Theme Colors** palette, click the eighth swatch (**Purple Accent 4**), which instantly changes the background of slide 1 to a purple gradient.

52. In the **Format Background** pane, click the **Type** arrow, and then in the list of options, click **Rectangular**. Notice that on the active slide, the purple gradient changes to reflect this setting.

53. Click the **Direction** button, and then click the rightmost thumbnail (**From Top Left Corner**).

54. In the **Gradient stops** area, click the second handle on the slider (**Stop 2 of 4**), and to the right, click the **Remove gradient stop** button. Then drag the middle handle (**Stop 2 of 3**) to the left until the **Position** setting is **70%**.
55. In the **Format Background** pane, click **Picture or texture fill** to display the settings for that option.

56. Click the **Texture** button to display the **Texture** gallery.

57. Click a texture that appeals to you to display slide 1 with that background. Then continue to apply textures, noticing that most of them are too complex, even for a slide with very little text.

58. When you have finished exploring, at the right end of the gallery’s top row, click **Water droplets**.

59. In the lower-left corner of the **Format Background** pane, click **Apply to All**. Then close the pane.
60. Preview the presentation as FOUR SLIDE HORIZONTAL HANDOUT in Backstage view.
61. Click on Edit Header & Footer.
62. Click on the check box next to Footer and type in STUDENT NAME.
63. Save and Close the DesignWithColor presentation.

**TASK 5 – 5 POINTS** You need the LandscapingA presentation from TASK 3 to complete this exercise. Open the presentation, and then follow the steps.

64. Click on slide 3, and click the slide title to select the placeholder for editing.
65. Point to the border of the placeholder, and when the pointer changes to a **four-headed arrow**, click once to select the placeholder for manipulation, as indicated by the solid border.
66. On the Format tool tab, in the Shape Styles group, click the gallery’s **More** button to display a menu containing the Shape Style gallery

![Shape Style gallery](image)

*The Shape Style gallery has 42 predefined options.*

67. Click the fifth thumbnail in the second row (**Colored Fill - Green, Accent 4**) to fill the placeholder with a light aqua color.

Now let’s apply some custom formatting.

68. In the Shape Styles group, click the Shape Fill button to display a menu containing palettes. Then point to a few color swatches in turn to display a live preview of the effects on the placeholder.
69. Click the fourth swatch in the dark red column (**Dark Red, Accent 1, Darker 25%**) to fill the placeholder with a red that is slightly darker than the accent bar in the upper-right corner.
70. Click the **Shape Fill** button again, and then below the palettes, point to **Gradient** to display a menu containing the *Gradient* gallery.

71. In the **Dark Variations** area, click the second thumbnail in the third row (**Linear Up**).

Now let’s emphasize the border.

72. In the **Shape Styles** group, click the **Shape Outline** button, and then in the **Theme Colors** palette, click the second swatch in the dark teal column (**Dark Teal, Background 2, Lighter 60%**).

73. Click the **Shape Outline** button again. Then below the palettes, point to **Weight**, and in the list, click **3 pt**.

74. In the **Shape Styles** group, click the **Shape Effects** button to display a gallery of all the types of effects you can apply to the placeholder.

![Shape Effects Gallery]

"In the Shape Effects gallery, you can select from many possible special effects organized in seven categories: Preset, Shadow, Reflection, Glow, Soft Edges, Bevel, and 3-D Rotation."

75. Point to **Glow**, and then in the **Glow Variations** area of the gallery, click the fifth thumbnail in the last row (**Teal, 18 pt glow, Accent color 5**).

76. Click a blank area of the slide to release the selection.

77. Click the **FILE** tab and then click on the **EXPORT** tab.

78. Select the **Create Handouts** option and then click the **Create Handouts** box.

79. Click the **Notes Below Slide** option then click OK.

80. Save the **Word** file in your **Computer Concepts** OneDrive folder as **MyHandout.docx**.

81. Close the **Landscaping** presentation and the **MyHandout** document (if needed), saving your changes.