Lesson 8: Presentation Enhancements Microsoft PowerPoint 2016

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Set up presentations for delivery.
- View and change slide masters.
- Add WordArt text.
- Create hyperlinks.
- Attach actions to text or objects.

TASK1 - 5 POINTS  You need the Natural presentation located in the Computer class web page to complete this exercise. Open the presentation, and then follow the steps.

1. With slide 1 displayed in Normal view, switch to Slide Master view.
2. Switch to Normal view, and on slide 1, click the diagonal shape to select it. Then copy it.
3. Switch back to Slide Master view. Then scroll to the top of the Thumbnail pane, click the primary master (the top thumbnail), and paste the diagonal shape into that master.
4. On the FORMAT TOOL tab, in the Arrange group, click the Send Backward arrow, and then click Send to Back to move the shape behind the other elements on the primary master.

In the Thumbnail pane, the change is reflected in all of the layouts.

5. Switch to Normal view, and on slide 1, select and delete the shape that was drawn manually on the slide.
6. Click anywhere in the title placeholder, and select all the text. Then on the HOME tab, in the Clipboard group, click the Format Painter button.
7. Switch back to SLIDE MASTER view, where the Title Slide layout is selected by default, and drag the Format Painter pointer across the text in the placeholder for the presentation’s title.
8. Enlarge the title placeholder by dragging its handles upward and toward the edges of the slide. Then click away from the placeholder to display the result.
9. Repeat steps 7 and 8 to copy the formatting of the subtitle on the presentation’s title slide to the master **Title Slide** layout.

10. Repeat steps 7 and 8 again to copy the formatting of the title of slide 2 in the presentation to the title of the primary master, which copies it to all the layouts with slide titles.

Now let’s change the formatting of the bulleted lists on the slide masters.

11. Display the rulers located under the VIEW Tab.

12. With the primary master displayed, click anywhere in the phrase **Click to edit Master text styles** in the bulleted list placeholder.

13. On the HOME tab, in the Paragraph group, click the Bullets arrow, and click Bullets and Numbering at the bottom of the menu to open the Bullets And Numbering dialog box.

14. Click Picture to open the Insert Pictures dialog box.
15. In the Bing Image search box, type **bullet**, and then click the Search button. Scroll through the gallery of images, click any red image (we chose the first image in the last row), and then click Insert.

16. Click anywhere in the phrase Second level, display the Bullets and Numbering dialog box, and click Customize to open the Symbol dialog box.

17. Change the Font to Wingdings, and double-click a symbol that is compatible with the picture you selected for the first-level bullet. Then click OK.

18. Back in the Bullets and Numbering dialog box, set the Color of the new bullet to Dark Red and its Size to 90, and then click OK to implement your changes in all the layouts with bulleted lists.

19. Click the first-level bullet point, and on the horizontal ruler, drag the Hanging Indent marker (the lower triangle) to the right to the 0.5 inch mark. Then click the second-level bullet point, and drag its Hanging Indent marker to the 1 inch mark.

20. Switch to Normal view, and display slide 2, noticing the effects of the changes you made to the primary master.
We don’t need date, footer information, and slide number placeholders on the Title Slide layout. Let’s remove them.

21. Display the Title Slide layout in Slide Master view, and on the SLIDE MASTER tab, in the Master Layout group, clear the Footers check box.
22. Exit the Slide Master view before inserting name on slides.
23. Click on INSERT < Header & Footer.
24. Click on the check box next to Footer and type in STUDENT NAME. Click on Apply to All.
25. Type: 2 in the Slide box. Click the Print button.
26. Close the presentation, saving your changes.

TASK2 - 5 POINTS You need the Organization presentation located in the Computer Concepts folder to complete this exercise. Open the presentation, and then follow the steps.

27. With slide 1 displayed, on the INSERT tab, in the Text group, click the WordArt button to display the WordArt gallery.

From the WordArt gallery, you can choose from 20 predefined text styles in the presentation’s theme colors.
28. In the gallery, click the third thumbnail in the first row (Fill – Orange, Accent 2, Outline - Accent 2) to insert a WordArt text object with the selected style into the slide.

29. With the object selected for editing, type: **Organization 101**.
30. Click the border of the object to select it for manipulation.
31. Move and resize the object so that its frame spans the middle of the top half of the slide.

Now let’s enhance the WordArt text by formatting it in various ways.

32. Select the text, and on the FORMAT TOOL tab, display the **WordArt Styles** gallery, and try a few other styles. When you finish exploring, click the fourth thumbnail in the first row (Fill – White, Outline – Accent 1, Shadow).

33. With the text still selected, in the **WordArt Styles** group, click the **Text Fill** arrow. Then in the **Theme Colors** palette, click the fourth swatch in the orange column (Orange, Accent 2, Lighter 40%).
34. In the **WordArt Styles** group, click the **Text Outline** arrow, and then in the **Theme Colors** palette, click the fourth swatch in the third column (Ice Blue, Background 2, Darker 50%).

35. In the **WordArt Styles** group, click the **Text Effects** button, point to **Transform**, and then in the **Warp** area, click the last thumbnail in the first row (Triangle Down).

36. With the text still selected, click the **Text Effects** button again, point to **Reflection**, and then in the **Reflection Variations** area, click the second thumbnail in the second row (Half Reflection, 4 pt offset).

37. Exaggerate the triangle effect by dragging the handle in the middle of the bottom of the frame downward until the reflection sits just above the slide subtitle.

38. Click an edge of the slide to release the selection.

39. Print preview the presentation. Click on **Edit Header and Footer** and add STUDENT NAME to the Footer. Click **Apply to All**.

40. Type: 1 in the Slide box. Click the **Print** button.

41. Close the presentation, saving your changes.

**TASK 3 – 5 POINTS** You need the **JulyMeeting** presentation located in the Computer Concepts folder to complete this exercise. Open the presentation, and then follow the steps.

42. Display slide 8, switch to **Reading** view, and then click the **Next** button to move to the next slide. Press **ESC** to return to **Normal** view.

43. On the **Thumbnails** tab, notice that PowerPoint skipped over slide 9 because it is hidden. Let’s attach an action that jumps to slide 9 when it is clicked.

44. On slide 8, select the words **Equipment replacement**.

45. On the **INSERT** tab, in the **Links** group, click the **Action** button to open the **Action Settings** dialog box.
46. On the **Mouse Click** page, in the **Action on click** area, click **Hyperlink to**, display its list, and then click **Slide** to open the **Hyperlink to Slide** dialog box.

47. In the **Slide title** list, click (9) **Equipment Replacement**, and then click **OK**.

48. Click **OK** to close the **Action Settings** dialog box. Then notice that on the slide, the words **Equipment replacement** are now underlined and displayed in the color assigned by the theme to hyperlinks.

49. On a different slide, let’s attach an action that plays a sound when you point to it.

50. Display slide 4, and select **How Did We Do?**

51. In the **Links** group, click the **Action** button, and then in the **Action Settings** dialog box, click the **Mouse Over** tab.

52. Below the **Action on mouse over** area, select the **Play sound** check box. Then display the list of built-in sounds, click **Applause**, and click **OK**.

53. Switch to **Reading** view, and then point to **How Did We Do?** to play the Applause sound.

54. Right-click the screen, point to **Go to Slide**, and then click **8 Key Spending Areas**.

55. In the bulleted list, click **Equipment replacement** to jump to the hidden slide.

56. Press **Esc** to return to **Normal** view.

Now let’s create and format two navigation action buttons that can be used to quickly jump to and from an overview slide.

57. Display slide 6. Then on the **INSERT** tab, in the **Illustrations** group, click the **Shapes** button to display the **Shapes** gallery.
58. In the Action Buttons area at the bottom of the gallery, click the Action Button: Home icon.

59. In the upper-right corner of the white area of the slide, drag the cross-shaped pointer to create a Home action button about half an inch square. When you release the mouse button, the Action Settings dialog box opens with the Hyperlink to option selected and First Slide in the box below. At the bottom of the dialog box, the Highlight click check box is selected, but dimmed to indicate that you cannot change this setting.

60. In the dialog box, display the Hyperlink to list, and click Slide to open the Hyperlink to Slide dialog box.

61. In the Slide title list, click 2.Agenda, and then click OK twice to close the two dialog boxes.

62. With the action button still selected on the slide, on the FORMAT TOOL tab, in the Shape Styles group, click the More button, and in the gallery, click the third thumbnail in the fourth row (Subtle Effect – Olive Green, Accent 2). Then click away from the button to display the results.

63. Display slide 2, and then on the Insert tab, in the Illustrations group, click the Shapes button to display the Shapes gallery.

64. In the Action Buttons area at the bottom of the gallery, click the Action Button: Return icon. Then in the upper-right corner of the white area of the slide, drag the cross pointer to create a Return action button about half an inch square. When you release the mouse button, the Action Settings dialog box opens with the Hyperlink to option set to Last Slide Viewed.

65. Click OK to accept this setting and close the Action Settings dialog box.

66. Change the color of the action button to one that is compatible with the background.

67. Display slide 6, switch to Reading view, and then click the Home action button to jump to slide 2.
68. On slide 2, click the **Return** action button to jump back to slide 6, and then press [**ESC**] to return to Normal view.

69. Click on **INSERT < Header & Footer**.

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

71. **Save and close the presentation.**