

- Type the desired file name and if necessary, navigate to the location required.
- Click **Save**.

1.1.3 Save a presentation under another name to a location on a local drive.

- On the **File** tab, click **Save As**.
- Click **This PC**.
- Enter a new file name in the File name box.
- If necessary, navigate to the location required.
- Click **Save**.

1.1.3 Save a presentation under another name to a location on an online drive.

- On the **File** tab, click **Save As**.
- Click **OneDrive** and then **Sign In**, if necessary.
- Enter the new desired file name and if necessary, navigate to the location required.
- Click **Save**.

1.1.4 Save a presentation as another file type like: pdf, show, image file format.

- On the **File** tab, click **Save As**.
- Click **This PC**.
- Click on the **Save as type** drop-down list and click a file type.
- If necessary enter a new file name and navigate to the location required.
- Click **Save**.

1.1.5 Switch between open presentations.

- On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click the name of the presentation to switch to.

1.2 Enhancing Productivity

1.2.1 Set basic options/preferences in the application: user name.

- On the **File** tab, click **Options**.
- On the **General** tab, enter a user name in the **User name** box.
- Click **OK**.

1.2.1 Set basic options/preferences in the application: default folder to open and save files.

- On the **File** tab, click **Options**.
- On the **Save** tab, enter a default file location in the **Default local file location** box.
- Click **OK**.

1.2.2 Use available help resources.

- Click the **File** tab and select the **Help** button on the top right of the window.

1.2.3 Use magnification/zoom tools.

- On the **View** tab, in the **Zoom** group, click the **Zoom** button.
- Check the required magnification checkbox or click the **Percent** box and enter the magnification required.
- Click **OK**.

1.2.4 Display, hide built-in toolbars.

- To hide built-in toolbars, click the **Ribbon Display Options** button in the top-right corner of the screen.
- Click **Auto-hide Ribbon**.
- To display built-in toolbars, click the **Ribbon Display Options** button in the top-right corner of the screen.
- Click **Show Tabs and Commands**.

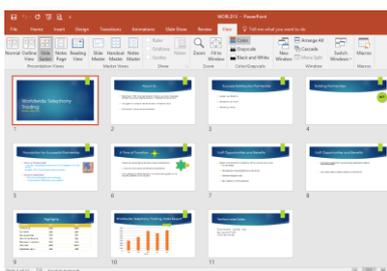
1.2.4 Restore, minimise the ribbon.

- Double-click any tab to minimise the ribbon.
- Double-click any tab again to restore the ribbon.

2 Developing a Presentation

2.1 Presentation Views

2.1.1 Understand the different uses of presentation view modes.



- Normal** view is the main editing view to write and design a presentation.

- Outline View** displays all the text from the slides in a list for ease of preference and editing.

- Slide Sorter** view shows all slides in thumbnail form so they are easy to sort.

- Notes Page** view displays the notes that apply to each slide and can be used to edit notes in an enlarged text box.

- Master views include **Handout Master** and **Notes Master** and allow for wholesale changes across a slideshow.

- Slide Show** View uses the full computer screen and is used when presenting a slide show to an audience.

2.1.2 Switch between presentation view modes: normal slide sorter, master, notes page, outline, slide show.

- On the **View** tab, in the **Presentation Views** group, click the **View** button required.

2.1.3 Recognise good practice in adding slide titles.

- Use a different title for each slide to distinguish between slides in outline view, when navigating in slide show.

2.2 Slides

2.2.1 Apply a different built-in slide layout to a slide.



- On the **Home** tab, in the **Slides** group, click the **Layout** button.
- Click the slide layout required.

2.2.2 Apply a built-in design template, theme to a presentation.

- On the **Design** tab, select a theme from the **Themes** gallery.

2.2.3 Apply background colour on specific slide(s), all slides in a presentation.

- On the **Design** tab, in the **Customize** group, click the **Format Background** button.
- Ensure the **Solid fill** checkbox is checked.
- Click the **Color** button.
- Click the colour required.
- If necessary, to apply the colour to all slides, click **Apply to All**.
- Click the 'x' icon on the top right of the pane.

2.2.4 Add a new slide with a specific slide layout like: title slide, title and content, title only, blank.

- On the **Home** tab, in the **Slides** group, click the **New Slide** arrow.
- Click the slide layout required.

2.2.5 Copy slides within the presentation, between open presentations.

- Select the slide to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.5 Move slides within the presentation, between open presentations.

- Select the slide to move.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.6 Delete slide(s).

- Select the slide to delete in the **Slides** pane.
- Press the **Delete** key.

2.3 Master Slide

2.3.1 Recognise good practice in maintaining a consistent design and format throughout a presentation by using the master slide.

- A slide master is the primary slide in a hierarchy of slides and is a useful method of maintaining design and format consistency across a presentation.

2.3.2 Insert a graphical object (picture) into a master slide.

- On the **View** tab, in the **Master Views** group, select the **Slide Master** button.

- On the **Insert** tab, in the **Images** group, click the **Pictures**, **Online Pictures** or **Photo Album** button.

- Navigate to the desired object.

- Click **Insert**.

2.3.2 Insert a graphical object (drawn object) into a master slide.

- On the **View** tab, in the **Master Views** group, select the **Slide Master** button.

- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.

- Click the shape to insert.

- Select the slide for the shape to appear on.

2.3.2 Remove a graphical object from a master slide.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- Click the picture or graphical object to remove.

- Press the **Delete** key.

2.3.3 Apply text formatting in a master slide: font sizes.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- To change the font size of the presentation, open the **Home** tab and highlight the text. Change the font size in the **Font** group.

2.3.3 Apply text formatting in a master slide: font types.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- To change the font of the presentation, click the **Fonts** drop-down button. The selected font is applied to every slide.

2.3.3 Apply text formatting in a master slide: font colour.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- Under the **Slide Master** tab, select the **Colors** drop-down button.

- A list of available colour palettes appear, allowing for colour consistency throughout the presentation.

3 Text

3.1 Handling Text

3.1.1 Recognise good practice in creating slide content.

- Use short concise phrases.
- Use bullet points.
- Use numbered lists.

3.1.2 Enter text in a placeholder in normal view. Enter text in outline view.

- In **Normal** view, click into the text box on the slide in the **Slide** pane and enter the text.
- In **Outline** view, click next to the slide number and then click the placeholder required on the slide and enter the text.

3.1.3 Edit text in a presentation.

- Select the text and edit as required.

3.1.4 Copy text within a presentation, between open presentations.

- Select the text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

3.1.4 Move text within a presentation, between open presentations.

- Select the text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

3.1.5 Delete text.

- Select the text to delete.
- Press the **Delete** key.

3.1.6 Use the undo, redo command.

- On the **Quick Access Toolbar**, click the **Undo** or **Redo** buttons.

3.1.7 Apply indents on text, bulleted lists, numbered lists.

- Select the text to indent.

- On the **Home** tab, select the **Increase List Level** button. The indent is applied.

3.1.7 Modify indents on text, bulleted lists, numbered lists.

- Select the indented text.

- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

5.1.4 Resize a graphical object maintaining aspect ratio.

- Select the object to resize.
- On the **Picture Tools Format** tab, in the **Size** group, click the **Size and Position** button.
- In the **Format Picture** task pane, select **Lock aspect ratio**.
- Drag the object's sizing handles to the required size.

5.1.4 Resize a graphical object not maintaining aspect ratio.

- Select the object to resize.
- On the **Picture Tools Format** tab, in the **Size** group, click the **Size and Position** button.
- In the **Format Picture** task pane, deselect **Lock aspect ratio**.
- Drag the object's sizing handles to the required size.

5.1.4 Resize a chart.

- Select the chart to resize.
- Drag the chart's sizing handles to the required size.

5.1.5 Delete a graphical object, chart.

- Select the chart or graphical object.
- Click the **Delete** key.

5.1.6 Rotate, flip a graphical object.

- Select the object to rotate or flip.
- On the **Format** tab, in the **Arrange** group, click the **Rotate Objects** button.
- Click a rotate or flip option.

5.1.7 Align graphical object(s) relative to a slide: left, centre, right, top, bottom.

- Select the object or chart to align.
- On the **Format** tab, in the **Arrange** group, click the **Align Objects** arrow.
- Click an alignment option.

5.1.8 Align graphical objects relative to each other: left, centre, right, top, bottom.

- Select the objects to align.
- On the **Format** tab, in the **Arrange** group, click the **Align** arrow.
- Click an alignment option.

5.2 Drawing

5.2.1 Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle.

- Select the location on the slide to insert object.
- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** arrow.
- Click the object required.
- Click the slide and drag to adjust the size of the object.

5.2.1 Add different types of drawn object to a slide: text box.

- On the **Insert** tab, in the **Text** group, click the **Text Box** button.
- Click the slide and drag to adjust the size of the text box.
- Text must be entered as soon as the text box is created or the text box disappears.

5.2.2 Enter text into a text box, block arrow, rectangle, square, oval, circle.

- Click the shape and enter the text required.
- To add text to a text box, it must be entered as soon as the text box is created.

5.2.3 Change drawn object background colour.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button.
- Click a colour.

5.2.3 Change drawn object line colour.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Click a colour.

5.2.3 Change drawn object line width.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Select **Weight** and click the line weight required.

5.2.3 Change drawn object line style.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Select **Dashes** and click line style required.

5.2.4 Change arrow start style, arrow finish style.

- Select the arrow.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Click **Arrows** and click **More Arrows**.
- Click the **Begin Arrow Type** button and click the style required.
- Click the **End Arrow Type** and click the style required.
- Click the 'x' icon on the top right of the pane.

5.2.5 Apply a shadow to a drawn object.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Effects** button.
- Click **Shadow** and click the shadow required.

5.2.6 Group, ungroup drawn objects in a slide.

- Select all the objects.
- On the **Format** tab, in the **Arrange** group, click the **Group** button.
- Click **Group** or **Ungroup** as required.

5.2.7 Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.

- Select the object.
- On the **Format** tab, in the **Arrange** group, click the **Bring Forward** or **Send Backward** button.

6 Prepare Outputs

6.1 Preparation

6.1.1 Add built-in transition effects between slides.

- On the **Transitions** tab, in the **Transition to this Slide** group, click the **More** arrow at the bottom right of the transition effects.
- Click the effect required.
- On the **Transitions** tab, in the **Timing** group check the **On Mouse Click** or **After** checkbox and enter a time if required.
- On the **Transitions** tab, in the **Timing** group, click any sound required in the **Sound** box and enter any timing required in the **Duration** box.
- Click the **Apply to All** button.

6.1.1 Remove built-in transition effects between slides.

- On the **Transitions** tab, in the **Transition to this Slide** group, click the **More** arrow at the bottom right of the transition effects.
- Click **None**.
- Click the **Apply to All** button.

6.1.2 Add, remove preset animation effects for different slide elements.

- Select the slide element to animate.
- On the **Animations** tab, in the **Animation** group, click the **More** arrow at the bottom right of the animation effects.
- To add animation, click an animation effect.
- To remove animation, click **None**.

6.1.3 Add presenter notes to slides.

- Click the notes pane at the bottom of Normal view (Click to add notes should currently be visible).
- Enter the text required.

6.1.4 Hide, show slide(s).

- Select the slide to hide or show.
- On the **Slide Show** tab, in the **Set Up** group, click the **Hide Slide** button.
- Click the **Hide Slide** button again to unhide the slide.

6.1.5 Enter text into footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Select the **Footer** checkbox and insert text into the footer text box.
- Click **Apply** or **Apply to All**.

6.1.6 Apply automatic slide numbering to the footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Slide number** checkbox.
- Click **Apply** or **Apply to All**.

6.1.6 Apply automatically updated date to the footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Date and time** checkbox and then click **Update automatically**.
- Click **Apply** or **Apply to All**.

6.1.6 Apply fixed date to the footer of specific slide(s), all slides in a presentation.

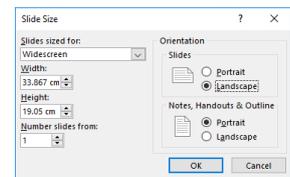
- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Date and time** checkbox.
- Click **Fixed** and enter the appropriate date.
- Click **Apply** or **Apply to All**.

6.2 Check and Deliver

6.2.1 Spell check a presentation and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words.

- On the **Review** tab, in the **Proofing** group, click the **Spelling** button.
- When an incorrect spelling is found, select the correct spelling from the list and click **Change**.
- To ignore detected words, click **Ignore** or **Ignore All** if it appears throughout a presentation.
- When a repeated word is found, click **Delete**.

6.2.2 Change slide orientation to portrait, landscape.



- On the **Design** tab, in the **Customize** group, click the **Slide Size** button.
- Click **Custom Slide Size**.

- Under **Orientation**, in the **Slides** section, check the **Portrait** or **Landscape** checkbox.

6.2.2 Select appropriate output format for slide presentation like: paper, on-screen show.

- On the **Design** tab, in the **Customize** group, click the **Slide Size** button.
- Click **Custom Slide Size**.
- Select the desired **Slides sized for:** option.
- Select the desired **Orientation** option.
- In the **Microsoft PowerPoint** dialog box, choose the **Maximize** or **Ensure Fit** option.
- Click **OK**.

6.2.3 Print a presentation using output options like: entire presentation, specific slide(s).

- On the **File** tab, click **Print**.
- To print the entire presentation, under **Settings**, click **Print All Slides**.
- To print specific slides, under **Settings**, enter the slide numbers required in the **Slides** box.
- Click **Print**.

6.2.3 Print a presentation using output options like: handouts, notes pages, outline view of slides.

- On the **File** tab, click **Print**.
- Under **Settings**, click **Full Page Slides**.
- Click format required from **Handouts** or click **Notes Pages** or **Outline**.
- Click **Print**.

6.2.3 Print a presentation using output options like: number of copies of a presentation.

- On the **File** tab, click **Print**.
- In the **Copies** box, click or enter the number of copies to print.
- Click **Print**.

6.2.4 Start a slide show from first slide, from current slide.

- On the **Slide Show** tab, in **Start Slide Show** group, click the **From Beginning** or **From Current Slide** buttons.

6.2.4 End a slide show.

- Press the **ESC** button on the keyboard to exit a slide show.

6.2.5 Navigate to next slide, previous slide, specified slide during a slide show.

- During the slide show, right-click and click **Next**, **Previous**, or **See All Slides**, and click on the slide required in the slide sorter view that opens.

For more information, visit: www.icdl.org