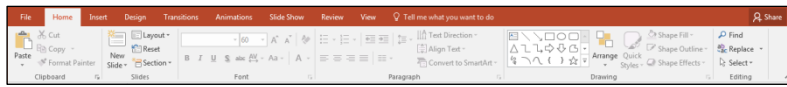
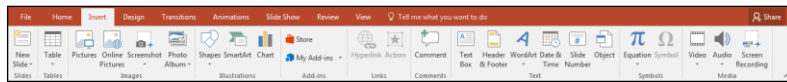


### PowerPoint 2016 Tabs

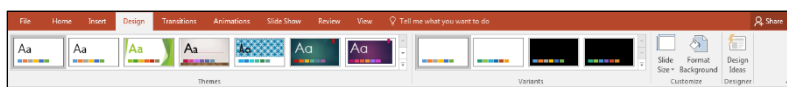
#### Home



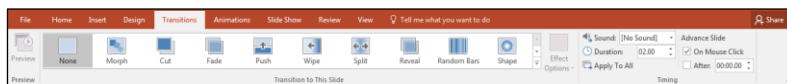
#### Insert



#### Design



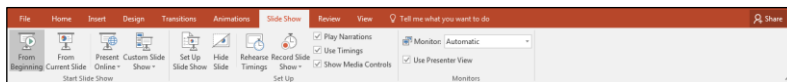
#### Transitions



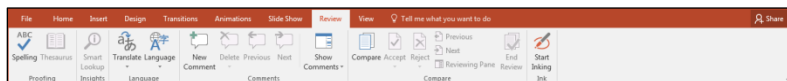
#### Animations



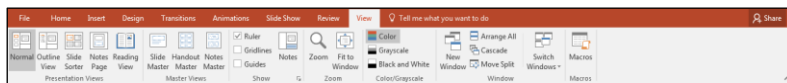
#### Slide Show



#### Review



#### View



#### Certification Test Goals

This module sets out advanced knowledge relating to planning and designing presentations, as well as the skills needed to produce advanced presentation outputs using a presentation application.

Successful candidates will be able to:

- Understand target audience, venue and technical considerations in presentation planning.
- Create and modify templates and themes, and work with slide master layouts.
- Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert audio and video, create audio and screen recordings, and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data. Use password protection to secure a presentation.
- Work with custom slide shows and apply slide show settings. Use presenter view and control a slide show.

## 1 Presentation Planning

### 1.1 Audience and Environment

#### 1.1.1 Understand how audience demography and knowledge of subject impacts on planning of a presentation.

- When planning a presentation, tailor presentation content to suit the audience's **age, educational level, occupation, cultural background** and **level of understanding** of the subject.

#### 1.1.2 Understand venue considerations like:

- **Lighting** – Ensure that the lighting is appropriate for the speaker and the audience.
- **Room size** – Ensure that the room size is appropriate for the audience size and that the audience can see the presenter and screen from all seats, including the last row, if the room is large.
- **Layout** – Ensure that the audience can see the presenter and screen clearly. Move any hazards or obstacles and re-arrange seating if necessary.

#### 1.1.3 Understand technical presentation considerations like:

- **Video equipment** – Digital Projector, Television Screens, DVD player.
- **Audio equipment** – Speakers, Microphones, Wired and Wireless Headsets, Conference Phones.
- **Presentation accessories** – Wireless Mouse, Laser Pointer, Whiteboard, Projector Screen, Wired or Wireless Internet.
- **Connectivity** – HDMI, S-Video, USB, DVI.

### 1.2 Design, Content and Layout

#### 1.2.1 Understand timing considerations like:

- **Tailor content to time available** – Design presentations so that they are completed in the available time.
- **Allow appropriate time interval for each slide** – Allow sufficient time for the audience to absorb the information on each slide.

#### 1.2.2 Understand that presentation dialogue is supported by graphical objects and text. Understand the importance of limiting the level of detail of graphical objects and text.

- Use text and graphics effectively to support key points.
- Limit the level of detail of graphical objects and text to keep the audience engaged.
- Ensure text and graphics are easily visible and slides are not too cluttered.
- Convey the main point of a slide in the slide title and limit text to three to four bullet points.

#### 1.2.3 Be aware of accessibility design considerations like: font size, alternative text, colours, contrast limiting animations and transitions.

- Ensure that presentations are accessible. For example, increase the font size, use contrasting colours, use alternative text for images and videos, and reduce the number of animations/transitions.

## 2 Slide Masters and Templates

### 2.1 Slide Masters

#### 2.1.1 Insert a new slide master.

- Click **Slide Master** in the **Master Views** group on the **View** tab.

- In the slide thumbnail pane, click where to insert the new slide master.
- Click **Insert Slide Master** in the **Edit Master** group on the **Slide Master** tab to add a new slide master and format as required.

### 2.1.1 Insert a new layout.

- Click **Slide Master** in the **Master Views** group on the **View** tab.
- In the slide thumbnail pane, click where to insert the new layout.
- Select **Insert Layout** in the **Edit Master** group on the **Slide Master** tab and modify as required.

### 2.1.2 Edit slide master layouts like: bulleted list format, background colour and fill effects, placeholder position, placeholder deletion, name.

- Click **Slide Master** in the **Master Views** group on the **View** tab.
- Select the slide master layout to edit.
- To edit a bulleted list format, select the bulleted list, click the **Bullets** arrow in the **Paragraph** group in the **Home** tab, click **Bullets and Numbering** and apply the formatting as desired.
- To edit background colour and fill effects, click **Background Styles** in the **Background** group on the **Slide Master** tab, select a background style or click **Format Background** and set fill effects and background colour as desired.
- To change a placeholder's position, drag and drop the placeholder to a new position.
- To delete a placeholder, select it and press **Delete**.
- To edit a name, click **Rename** in the **Edit Master** group. In the **Layout name:** field enter the appropriate name and click **Rename**.

### 2.1.3 Apply a custom slide master to specified slides.

- Select the specified slides, select **Layout** from the **Slides** group on the **Home** tab and select the relevant custom slide master layout to apply.
- To apply a custom slide master to a new slide, select the **New Slide** drop-down arrow in the **Slides** group on the **Home** tab and select the relevant custom slide master layout to apply.

## 2.2 Templates

### 2.2.1 Create a new template.

- Open a blank presentation.
- Select the **Slide Master** in the **Master Views** group on the **View** tab.
- Change the formatting and layouts on the slide master and other layouts as desired, for example change the theme, background styles, background colour and fill effects, placeholders and slide size.
- On the **File** tab, select **Save As** and select **Browse**.
- Select the location in which to save the template.
- Type the name in the **File name** box.
- In the **Save as type** list, choose **PowerPoint Template (\*.potx)** and click **Save**.
- To use a template for a new presentation, select **New** from the **File** tab, browse to the template location and select the desired template.

### 2.2.1 Create a new theme.

- Select **Slide Master** in the **Master Views** group on the **View** tab.
- To set theme colours, select **Colors** from the **Background** group on the **Slide Master** tab, select **Customize Colors**, set the theme colours as desired, type a name and click **Save**.
- To set theme fonts, select **Fonts** from the **Background** group on the **Slide Master** tab, select **Customize Fonts**, select the fonts to use, type a name and click **Save**.
- Select **Themes** from the **Edit Theme** group and select **Save Current Theme**.
- Modify the name and location as desired and click **Save**.

### 2.2.2 Save a presentation as a template.

- On the **File** tab, click **Save As**.
- Under **Save**, click **Browse**.
- In the **Save As** dialog box, select the location to save the file and type the name for the template in the **File name** box.
- In the **Save as type** list, choose **PowerPoint Template (\*.potx)** and click **Save**.

### 2.2.2 Modify a template.

- On the **File** tab, select **Open**, navigate to the template folder and select the template to be modified.
- Make changes to the template as desired, for example, change themes, background colour and fonts.
- Save the template.

### 2.2.2 Modify a theme.

- In Slide Master view, select **Themes** in the **Edit Theme** group and choose the theme to be modified.
- Select the **Fonts** button, right-click on a custom font, select **Edit**, change the font as desired and click **Save**.
- Select the **Colors** button, right-click on a custom colour, select **Edit**, change the colour as desired and click **Save**.
- Select **Themes** in the **Edit Theme** group and select **Save Current Theme**.
- Modify the name and location as desired and click **Save**.

## 3 Graphical Objects

### 3.1 Formatting Drawn Objects

#### 3.1.1 Apply background fill effects to a drawn object.

- Select the drawn object.
- Click the **Format Shape** button in the **Shape Styles** group, under the **Drawing Tools Format** tab.
- Select the desired fill effect radio button: **No fill**, **Solid fill**, **Gradient fill**, **Picture or texture fill** or **Pattern fill**; and set as desired.
- For example, to apply a gradient, select **Gradient fill** and select the desired options.

#### 3.1.2 Apply a transparency effect to a drawn object.

- Select the drawn object.
- Click the **Format Shape** button in the **Shape Styles** group, under the **Drawing Tools Format** tab.
- Select **Solid fill**.
- Drag the transparency slider left to decrease the transparency effect and right to increase the transparency effect.

#### 3.1.3 Apply a 3-D effect and settings to a drawn object.

- Select the drawn object.
- Click the **Format Shape** button in the **Shape Styles** group, under the **Drawing Tools Format** tab.
- Click the **Effects** icon and select **3-D Format**.
- Modify the options as appropriate to create the desired 3-D effect.

#### 3.1.4 Pick up a style from a drawn object and apply it to another drawn object.

- Select the drawn object with the formatting to copy.
- Click **Format Painter** in the **Clipboard** group on the **Home** tab to copy the formatting from the selected drawn.
- Select the drawn object to which to apply the formatting.

#### 3.1.5 Change the default formatting for new drawn objects.

- Right-click the drawn object with the formatting to use as the default and select **Set as Default Shape**.

### 3.2 Formatting Pictures, Images

#### 3.2.1 Adjust picture, image brightness and contrast.

- Select the picture or image.
- Select **Corrections** from the **Adjust** group on the **Picture Tools Format** tab.
- Select a Brightness/Contrast preset option or select **Picture Corrections Options** and set the Brightness and Contrast under Brightness/Contrast.

#### 3.2.2 Display a picture, image in greyscale, black and white, washout format.

- Select the picture or image.
- Select the **Color** button from the **Adjust** group on the **Picture Tools Format** tab.
- Click the **Grayscale, Black and White**, or **Washout** format under the **Recolor** section.

#### 3.2.3 Change colours in a picture. Restore original colours in a picture.

- Select the picture.
- Select the **Color** button from the **Adjust** group on the **Picture Tools Format** tab.
- To change the colour, select the desired colour under the **Recolor** section or select **More Variations** and select the desired colour.
- To restore a picture to its original colour, select the preset option **No Recolor** under the **Recolor** section.

### 3.3 Handling Graphical Objects

#### 3.3.1 Display, hide ruler, grid and guides.

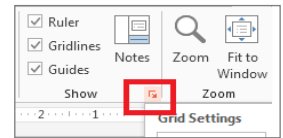
- To display the ruler, grid or guides check **Ruler**, **Gridlines**, or **Guides** in the **Show** group on the **View** tab.
- To hide the ruler, grid or guides, uncheck **Ruler**, **Gridlines** or **Guides**.

#### 3.3.1 Move guides.

- Select the vertical or horizontal guides and drag them to the new position as desired.

#### 3.3.1 Turn on, off snap objects to grid.

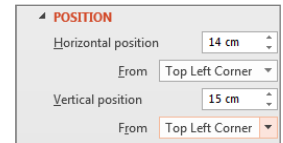
- Click the **Grid Settings** button in the **Show** group on the **View** tab.



- To turn on the snap objects to grid option, check the **Snap objects to grid** box.
- Click **OK**.
- To turn off the snap objects to grid option, uncheck the **Snap objects to grid** box.
- Click **OK**.

#### 3.3.2 Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates.

- Select the graphical object.
- Click the **Size and Position** button in the **Size** group on the relevant **Tools Format** tab.
- Under **Position** set the positions in the **Horizontal position** and the **Vertical position** boxes and set the **From** boxes to **Top Left Corner** or **Center**.



#### 3.3.3 Add alternative text.

- Select the object.
- Click the **Size and Position** button in the **Size** group on the relevant **Tools Format** tab.
- Click **Alt Text**.
- Enter an appropriate explanation in the **Description** box.

#### 3.3.3 Modify, remove alternative text.

- Select the object.
- Click the **Size and Position** button in the **Size** group on the relevant **Tools Format** tab.
- Click **Alt Text**.
- Modify or delete the text in the **Description** box as appropriate.

#### 3.3.4 Distribute selected graphical objects horizontally, vertically relative to a slide.

- Select the graphical objects.
- Select **Arrange** in the **Drawing** group on the **Home** tab.
- Select **Align**.
- Ensure **Align to Slide** is ticked and select **Distribute Horizontally** or **Distribute Vertically** as desired.

#### 3.3.5 Distribute selected graphical objects horizontally, vertically relative to other graphical objects.

- Select the graphical objects.
- Select **Arrange** in the **Drawing** group on the **Home** tab.
- Select **Align**.
- Ensure **Align Selected Objects** is ticked and select **Distribute Horizontally** or **Distribute Vertically** as desired.

#### 3.3.6 Crop a graphical object.

- Select the graphical object.
- Click the **Crop** button in the **Size** group on the **Picture Tools Format** tab.
- Select **Crop**.
- Click, hold and drag a handle to crop the image.
- Click any blank area to deactivate the cropping tool.

#### 3.3.7 Convert a picture to a drawn object and edit the drawn object.

- To convert a picture such as a windows meta file (.wmf) or an enhanced meta file (.emf), right-click the picture and select **Edit Picture**.
- Click **Yes** to the displayed message.
- Edit the drawn object as desired. If necessary select **Group** from the **Arrange** group on the **Format** tab and select **Ungroup**.

#### 3.3.8 Save a graphical object as a file format like: bmp, gif, jpeg, png.

- Right-click the graphical object and select **Save as Picture**.
- In the **Save as Picture** dialog box select the location to save the file, enter the file name and select a file type: .bmp, .gif, .jpg, .png.

- Click [Save](#).

### 3.3.9 Omit, display background graphics on a slide, slides.

- Select one or more slides.
- Select the [Design](#) tab.
- Click [Format Background](#) in the [Customize](#) group.
- Check [Hide background graphics](#) to omit background graphics on a slide.
- Uncheck [Hide background graphics](#) to display background graphics on a slide.
- Click [Apply to All](#) to apply changes to all slides.

## 4 Charts and Diagrams

### 4.1 Using Charts

#### 4.1.1 Format chart title, legend, data labels, axes labels.

- Select the chart.
- If a chart element is not displayed, select [Add Chart Element](#) in the [Chart Tools Design](#) tab and select the desired chart element.
- Select the chart element as desired from the [Chart Elements](#) drop-down list in the [Current Selection](#) group on the [Chart Tools Format](#) tab.
- Select [Format Selection](#) in the [Current Selection](#) group.
- Set the formatting as desired in the [Format](#) pane in the right-hand side of the screen.

#### 4.1.2 Change the chart type for a defined data series.

- Select a defined data series by clicking a bar, column, line or segment in the chart.
- Click [Change Chart Type](#) in the [Type](#) group on the [Chart Tools Design](#) tab.
- Select the desired chart type for the data series from the drop-down menu.
- Click [OK](#) to apply the new chart.

#### 4.1.3 Change the gap, overlap between columns, bars in a chart.

- Select the data series from the [Chart Elements](#) drop-down list in the [Current Selection](#) group on the [Chart Tools Format](#) tab.
- Select [Format Selection](#) in the [Current Selection](#) group.
- Select [Series Options](#).
- Set the [Series Overlap](#) as desired to adjust the space between each series.
- Set the [Gap Width](#) as desired to adjust the space between categories.

#### 4.1.4 Format columns, bars, plot area, chart area to display an image.

- Select the chart.
- Select the [Series](#), [Plot Area](#) or [Chart Area](#) from the [Chart Elements](#) drop-down list in the [Current Selection](#) group on the [Chart Tools Format](#) tab.
- Select [Format Selection](#) in the [Current Selection](#) group.
- Select the [Fill & Line](#) option.
- Select [Picture or texture fill](#).
- Under [Insert picture from](#) select [File](#), [Clipboard](#) or [Online](#) and insert the desired picture.

#### 4.1.5 Change the scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart.

- Select the chart.
- Select the [Vertical \(Value\) Axis](#) from the [Chart Elements](#) drop-down list in the [Current Selection](#) group on the [Chart Tools Format](#) tab.
- Select [Format Selection](#) in the [Current Selection](#) group.
- Select [Axis Options](#) and expand the [Axis Options](#) section.
- Set the minimum and maximum numbers to display on the vertical (value) axis of the chart in the [Minimum](#) and [Maximum](#) boxes under the [Bounds](#) section.
- Set the major interval between the numbers on the vertical (value) axis of the chart in the [Major](#) box under the [Units](#) section.

### 4.2 Using Diagrams

#### 4.2.1 Create a diagram using built-in options or other available drawing tools like: flowchart, cycle, pyramid.

- Select [SmartArt](#) on the [Insert](#) tab.
- Select the desired [SmartArt Graphic](#) type, for example, [Process](#), [Cycle](#), or [Pyramid](#) from the left hand pane.
- Select the desired [SmartArt object](#) from the right hand pane and click [OK](#).

#### 4.2.2 Add, move, delete shapes in a diagram.

- To add a shape, select the [SmartArt](#) object and click [Add Shape](#) in the [Create Graphic](#) group on the [SmartArt Tools Design](#) tab.

- To move a shape, select the shape and click [Right to Left](#), [Move Up](#) or [Move Down](#) in the [Create Graphic](#) group.

- To delete a shape, select the shape and press [Delete](#).

#### 4.2.3 Add, change, delete connectors in a flowchart.

- To add a connector, select [Shapes](#) in the [Illustrations](#) group on the [Insert](#) tab and select the desired connector shape and click the required location in the slide.
- To change a connector, right-click the connector, select [Connector Types](#) and select a different connector type.
- To delete a connector, select the connector and press [Delete](#).

## 5 Multimedia

### 5.1 Audio, Video

#### 5.1.1 Embed online video into a slide.

- Select the relevant slide in which to embed the online video.
- Select [Video](#) in the [Media](#) group on the [Insert](#) tab.
- Select [Online Video](#).
- In the [Search YouTube](#) box, enter a relevant search term to find the appropriate video, select the appropriate video and click [Insert](#).
- Or paste an embed code in the [Paste embed code here](#) box and click the [Insert](#) arrow.

#### 5.1.2 Insert video to play automatically, on mouse click.

- Select the relevant slide in which to play the video.
- Select [Video](#) in the [Media](#) group on the [Insert](#) tab.
- Select [Online Video](#) or [Video on My PC](#).
- Navigate to the video location, select the video file and click [Insert](#).
- Select the [Video Tools Playback](#) tab.
- Select [Automatically](#) or [On Click](#), as appropriate, from the [Start](#) drop-down list in the [Video Options](#) group.

#### 5.1.3 Insert audio to play automatically, on mouse click.

- Select the relevant slide in which to play the audio.
- Select [Audio](#) in the [Media](#) group on the [Insert](#) tab.
- Select [Audio on My PC](#).
- Navigate to the audio location, select the file and click [Insert](#).
- Select the [Audio Tools Playback](#) tab.
- Select [Automatically](#) or [On Click](#), as appropriate, from the [Start](#) drop-down list in the [Audio Options](#) group.

#### 5.1.4 Create an audio recording.

- Select the relevant slide in which to play the audio recording. Select [Audio](#) in the [Media](#) group on the [Insert](#) tab.
- Select [Record Audio](#).
- Click the [Record](#) button.
- Click the [Stop](#) button.
- Click [OK](#) when the recording is complete.

#### 5.1.5 Create a screen recording.

- Select the relevant slide in which to play the screen recording.
- Select [Screen Recording](#) in the [Media](#) group on the [Insert](#) tab.
- Click [Select Area](#) in the [Control Dock](#).
- Click and drag to select the screen area to record.
- Click [Record](#).
- Click [Stop](#) to end the recording.

#### 5.1.6 Insert audio to play in background in your presentation for an appropriate duration.

- Select the relevant slide in which to play the audio.
- Select [Audio](#) in the [Media](#) group on the [Insert](#) tab.
- Select [Audio on My PC](#).
- Navigate to the audio location, select the file and click [Insert](#).
- Select [Play in Background](#) from the [Audio Styles](#) group in the [Audio Tools Playback](#) tab.

### 5.2 Animation


#### 5.2.1 Change custom animation effects and settings.

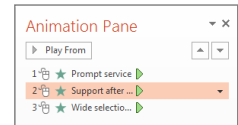
- Select the object.
- Select [Animation Pane](#) in the [Advanced Animation](#) group on the [Animations](#) tab.
- Right-click the animation effect in the [Animation Pane](#) and select [Effect Options](#).

- Change the animation effects and settings as desired, for example change the direction, add sound, set the start time or speed.

- Click [OK](#).

#### 5.2.1 Change sequence of custom animations in a slide.

- Select [Animation Pane](#) in the [Advanced Animation](#) group on the [Animations](#) tab.
- Select an animation effect in the [Animation Pane](#) and click the up or down arrows  to move it as desired.



#### 5.2.2 Apply automatic settings so that bulleted points will dim to a specified colour after animation.

- Select the desired slide with the animated bulleted points.
- Select the bulleted points and click the [Animations](#) tab.
- Select the [Animation Pane](#) in the [Advanced Animation](#) group.
- Right-click the animation effect in the [Animation Pane](#) and select [Effect Options](#).
- Select the specified colour as desired from the [After animation](#) drop-down list.
- Click [OK](#).

#### 5.2.3 Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend.

- Select the chart.
- Select the desired animation from the [Animation](#) gallery in the [Animation](#) group on the [Animations](#) tab.
- Select the [Show Additional Effect Options](#) button in the [Animation](#) group.
- Select the [Chart Animation](#) tab.
- Select the [Group chart](#) drop-down list.
- Select the desired option: [By Series](#), [By Category](#), or [By Element in Series](#).
- Select or deselect the [Start animation by drawing the chart background](#) check box as desired.
- Click [OK](#).

## 6 Enhancing Productivity

### 6.1 Linking, Embedding

#### 6.1.1 Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL.

- Select [Shapes](#) in the [Illustrations](#) group in the [Insert](#) tab, select an [Action](#) button and click the slide.
- Or select an object to which to add an action and select [Action](#) in the [Links](#) group on the [Insert](#) tab.
- Select the [Mouse Click](#) or [Mouse Over](#) tab as desired.
- Select the [Hyperlink to](#) radio button.
- Click the drop-down arrow and select the object to hyperlink to: [Slide](#), [Custom Show](#), [Other File](#), or [URL](#).

- Enter the relevant location depending on the object selected and click [OK](#).
- Click [OK](#).

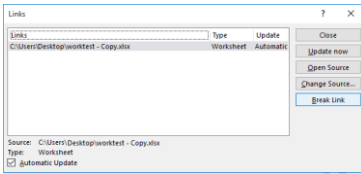
#### 6.1.2 Link data into a slide and display as an object, icon.

- Select [Object](#) in the [Text](#) group on the [Insert](#) tab.
- Select [Create from file](#).
- Click [Browse](#), navigate to the file location, select the file and click [OK](#).
- Check [Link](#) to insert a picture of the file contents that is a shortcut to the file so that any changes to the file are reflected in the presentation.
- Check [Link](#) and [Display as icon](#) to insert an icon that is a shortcut to the file so that any changes to the file are reflected in the presentation.
- Click [OK](#).

#### 6.1.3 Update, break a link.

- To update a link, right-click the object and select [Update Link](#).
- To break a link, click the [File](#) tab.
- Select [Info](#).
- Click [Edit Links to Files](#) under [Related Documents](#).
- Click [Break Link](#).





#### 6.1.4 Insert an image from a file with a link to the file.

- Select **Pictures** in the **Images** group on the **Insert** tab.
- Select the image and click **Link to File** from the **Insert** button. Any changes made to the original file will be reflected in the presentation.

#### 6.1.5 Embed data into a slide and display as an object.

- Select **Object** in the **Text** group on the **Insert** tab.
- Select **Create from file**.
- Click **Browse**, navigate to the file location, select the file and click **OK**.
- Ensure that **Display as icon** and **Link** are not checked.
- Click **OK**.

#### 6.1.6 Edit embedded data.

- Right-click the embedded data object.
- Select the relevant application **Object** option.
- Select **Edit**.
- Edit the embedded data as desired.
- Return to the presentation.

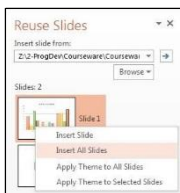
#### 6.1.6 Delete embedded data.

- Select the object.
- Press **Delete**.

### 6.2 Importing, Exporting, Securing

#### 6.2.1 Merge slide(s), a complete presentation into an existing presentation.

- Select the position to add the new slides in the slide thumbnail pane.
- Select the **New Slide** arrow in the **Slides** group in the **Home** tab.
- Select **Reuse Slides**.
- Select **Browse** and select **Browse File**.
- Select the presentation containing the slides for merging and click **Open**.
- Select the **Keep source formatting** checkbox for the merged slide to retain the original formatting, if desired.
- To merge one or more slides into the presentation, click the specific slide or slides in the **Reuse Slides** pane.
- To merge all slides into the presentation, right-click any slide in the **Reuse Slides** pane and select **Insert All Slides**.



#### 6.2.1 Merge a word-processed outline into an existing presentation.

- Select the position to add the new slides in the slide thumbnail pane.
- Select the **New Slide** arrow in the **Slides** group on the **Home** tab.
- Select **Slides from Outline**.
- Navigate to and select the file.
- Click **Insert**.

#### 6.2.2 Save a specified slide as a file format: gif, jpeg, bmp.

- Select the slide.
- Press **F12** and type the file name.
- Select the image file type from the **Save as type** list.
- Select the location in which to save the file and select **Save**.
- Select **All Slides** to export all the slides or **Just This One** to export only the selected slide.

#### 6.2.3 Save a presentation as another file type like: rtf.

- On the **File** tab, click **Export**.
- Click **Change File Type**, select **Save as Another File Type** and click **Save As**.
- In the **Save As** window, select the location to save the file, enter the appropriate file name in the **File**

name: box and select **Outline/RTF (\*.rtf)** in the **Save as type** list,

- Click **Save**.

#### 6.2.3 Save a presentation as another file type like: video format.

- On the **File** tab, click **Export**.
- Click **Create a Video**. Set the appropriate quality, narration and timing settings.
- Click **Create Video**.
- In the **Save As** window, select the location to save the file, enter the appropriate file name in the **File name**: box and click **Save**.

#### 6.2.4 Add password protection for a presentation to open, to modify.

- On the **File** tab, click **Save As**.
- Select the location to save the file and click **More options...**
- In the **Save As** dialog box click the **Tools** drop-down arrow and click **General Options...**
- To add a password to open, enter the password in the **Password to open**: box.
- To add a password to modify, enter the password in the **Password to modify**: box.
- Click **OK** to save.
- Click **Save** to save the presentation with password protection.

#### 6.2.4 Remove password protection for a presentation to open, to modify.

- On the **File** tab, click **Save As**.
- Select the location to save the file and click **More options...**
- In the **Save As** dialog box click the **Tools** drop-down arrow and click **General Options...**
- In the appropriate password box, delete the current password.
- Click **OK** to save.
- Click **Save** to save the presentation without password protection.

## 7 Managing Presentations

### 7.1 Custom Shows

#### 7.1.1 Create a named custom slide show.

- Select **Custom Slide Show** in the **Start Slide Show** group on the **Slide Show** tab.
- Select **Custom Shows**.
- Select **New**.
- Type the name for the custom show in the **Slide Show Name** box.
- Select the slides to include in the custom show and select **Add**.
- To change the slide order, select a slide in the **Slides in custom show** list box and move the slide to the desired location using the up and down arrows.
- To remove a slide, select the slide and click the **Remove** button.
- Click **OK** and click **Close**.

#### 7.1.1 Show a named custom slide show.

- Select **Custom Slide Show** in the **Start Slide Show** group on the **Slide Show** tab.
- Select the custom show.

#### 7.1.2 Copy, edit, delete a custom slide show.

- Select **Custom Slide Show** in the **Start Slide Show** group on the **Slide Show** tab.
- Select **Custom Shows**.
- Select the custom show.
- To copy a custom show, select **Copy**.
- To edit a custom show, select **Edit** and edit the show as desired. For example, edit the slide show name, remove slides, add slides, or change the slide order. Click **OK**.
- To delete a custom show, select **Remove** in the **Custom Shows** box.
- Click **Close**.

### 7.2 Slide Show Settings

#### 7.2.1 Apply timings to slide transitions.

- Select the slide to which to add timings.
- Select the **After** box in the **Timing** group in the **Transitions** tab and set the number of seconds to wait before moving automatically to the next slide.
- Click **Apply to All** to apply the timings to all the slides.
- Ensure that the **Use Timings** option is selected in the **Set Up** group in the **Slide Show** tab

#### 7.2.1 Remove timings from slide transitions.

- Select the slide from which to remove timings.

- Uncheck the **After** box in the **Timing** group in the **Transitions** tab.

- Click **Apply to All** to remove the timings from all the slides.

#### 7.2.2 Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played.

- Select **Set Up Slide Show** in the **Set Up** group on the **Slide Show** tab.
- Select the **Loop continuously until 'Esc'** option and click **OK**.
- To stop the slide show looping continuously, deselect the **Loop continuously until 'Esc'** option and click **OK**.

#### 7.2.3 Apply settings so that slides advance manually, advance using timings if present.

- Select **Set Up Slide Show** in the **Set Up** group on the **Slide Show** tab.
- To advance slides by a mouse click, select **Manually**, under **Advance slides**, and click **OK**.
- Or to advance slides using previously set timings, select **Using timings, if present** and click **OK**.

#### 7.2.3 Apply settings so that slide show is presented with animation, without animation.

- Select **Set Up Slide Show** in the **Set Up** group on the **Slide Show** tab.
- Select or deselect **Show without animation** under **Show options**.
- Click **OK**.

### 7.3 Slide Show Delivery

#### 7.3.1 Add, erase pen annotations during a slideshow.

- Start the slide show.
- Right-click the current slide, select **Pointer Options** and select **Pen**. Make the desired annotations and press **ESC** to release the pen.
- Right-click the current slide, select **Pointer Options** and select **Eraser** to erase individual ink markings or select **Erase All Ink on Slide** to erase all markings.
- End the slide show and click **Keep** or **Discard**.

#### 7.3.2 Display black, white screen during a slide show. Pause, restart, end a slide show.

- Start the slide show.
- To display a black or white screen, right-click the current slide, select **Screen** and select **Black Screen** or **White Screen**.
- To pause a slide show, if it is set to advance automatically, right-click the current slide and select **Pause**.
- To restart a slide show, if it is set to advance automatically, right-click the current slide and select **Resume**.
- To end a slide show, right-click the current slide and select **End Show**.

#### 7.3.3 Use presenter view for notes, slide preview, slide navigation, time.

- Ensure **Use Presenter View** is selected in the **Monitors** group in the **Slide Show** tab
- Begin the slide show. Using two monitors, **presenter view** appears automatically on one monitor and **slide show view** appears on the other. Using one monitor, select **More options** and click **Show Presenter View**.

- View notes for the current slide in the bottom right of the presenter view screen.
- View a preview of the next slide in the top right of the presenter view screen or select **See all Slides** to view thumbnails of all slides.
- Select the **Previous** or **Advance Arrows** to move to the previous or next slide.
- View the time elapsed on the left and a clock on the right side.

#### 7.3.4 Understand presentation delivery considerations.

- **Practice** is important for becoming familiar with the presentation material and ensuring it is delivered at an appropriate pace in the allotted time.
- **Tone of voice** (for example emphasizing words, varying pitch, using an appropriate volume, using intonation and adding pauses) is essential to engage an audience and hold their attention, as well as to indicate significant points.
- **Body language and posture** create the visual narrative to accompany the slide show content. Relaxed and natural movements and good posture can help engage the audience.
- **Use of storytelling** is an important way to engage the audience and help them remember key points.

For more information, visit: [www.icdl.org](http://www.icdl.org)