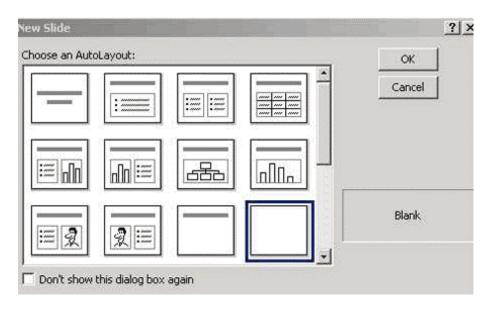
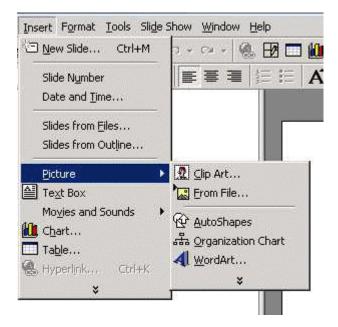
Power Point - Part II

Customizing Layout with placeholder

When creating a new slide, choose the blank slide from the Autolayout window.



- 1. Click the Insert Menu
- 2. Go to Picture
- 3. A submenu should appear



 There are many different types of placeholders Clip Art Picture from File AutoShape Organizational Chart Word Art Text Box

- 5. Choose the desired placeholder
- 6. Follow the steps for the specific placeholder.

Applying a Background

- 1. Click on the Format Menu
- 2. Click on Background
- 3. The Background window will appear

	Apply to Al
Title of Slide	Apply
Bullet text	Cancel
	Preview

- 4. Choose the background color and click Apply or Apply to All
- 5. The apply button will apply the color to the current slide.
- 6. The apply to all button will apply the color to all the slides
- 7. Click the Fill color and more colors option for more features

Slide Notes

- 1. Click on View
- 2. Click on the Notes View
- 3. Click in the bottom of the window.
- 4. Type notes, such as Lecture Notes, Notes about the presentation, or an explanation of the effects.

To print Slide Notes

1. Click on Print

Print		<u>?×</u>
Status: Idle	t 4050 Series PCL 4050 Series PCL	Properties Print to file
C Custom Show:	rrent slide C Selection	Copies Number of copies:
Print what: Slides	Handouts Slides per page: 6 💌 Order: 👁 Horizontal	C Vertical
Grayscale Pure black and white Include animations	Scale to fit paper Frame slides Print hidden slides	OK Cancel

- 2. Click the down arrow at Print What and choose Notes
- 3. Click ok

Insert Slides from an Outline

- 1. Click on Insert
- 2. Click on Slides from Outline



- 3. The Insert Outline Box will appear
- 4. Locate the outline
- 5. Click Insert
- 6. PowerPoint will create slides for the Outline
- 7. Edit the Slides as needed.

Drawing Toolbar



Above is the Drawing tool bar. It is located in the lower part of the Window. The drawing toolbar is used for formatting colors, shapes, and lines.

To Order an Object:

- 1. Select the Object to Order
- 2. Click on the Draw Button

O <u>r</u> d	ens		ð	Bring to Front
<u>S</u> na Rota	p ate or Fli <u>p</u>		+ +	Bring Forward
⊆ha	nge Auto:	5hape	•	Lend Backward
Set	AutoShap ¥	e <u>D</u> efaults	_	
Draw 🔻	6	AutoShap	bes	

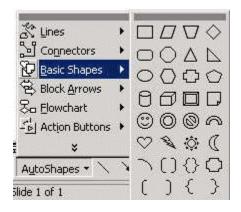
3. Choose Bring to Front or Send to Back

To Insert an AutoShape from the Drawing toolbar:

1. Click the AutoShapes button



2. Choose the desired AutoShape

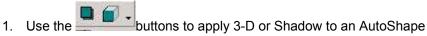


- 3. Click on the Slide and Drag the mouse until the shape is the desired size.
- 4. Use the Drawing toolbar to change the fill color

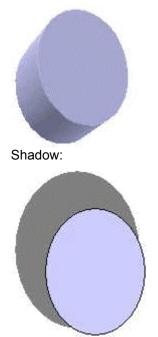


3-D and Shadow

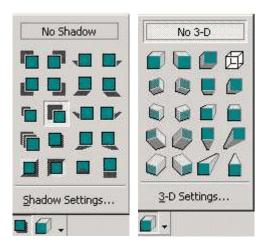
5.



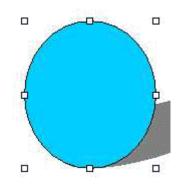
2. For Example: 3D:



3. For each effect there are options. To choose a specific option, click the menu bar



4. Use the squares on the shape to resize it.



Action Buttons

Action buttons allow you to create hyperlinks from slide to slide, to a specific file or program or even the internet

To insert an Action Button

1. Click on AutoShapes from the Drawing Toolbar

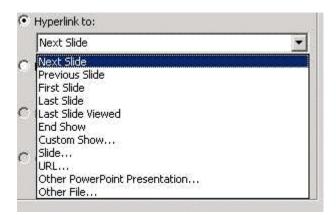
5		1
🕉 Lines	+	
Connectors	+	
D Basic Shapes	+	
Block Arrows		
So Elowchart	•	
🚣 Stars and Banners	•	1
Callouts	+	
Action Buttons	÷	61 9 9
🛱 More AutoShapes		
AytoShapes 🔻 🔨 🌂		* • •

- 2. Choose the action button you would like.
- 3. Then draw the button on the slide (It works the same as the other AutoShapes)
- 4. After you draw the button, the Action Settings Window appears. This will allow you to assign an action to the button

tion Settings	?
Mouse Click Mouse Over	
Action on click	
None	
C Hyperlink to:	
Next Slide	Ÿ
C Run program:	
	Browse,
C Run macro:	· · · · · · · · · · · · · · · · · · ·
	¥
C Object action;	
	7
Play sound:	
[No Sound]	<u>-</u>
🔽 Highlight dick	

5. To assign a hyperlink to the button, click the Hyperlink to option and click the down arrow to

direct the link



- 6. Click OK
- 7. When you play the presentation, the button turns into a hyperlink, and when clicked it directs to the desired location.

Custom Show

A Custom Slide show is a presentation created from specific slides from an existing presentation.

- 1. Open Presentation
- 2. Click on the Slide Show menu
- 3. Click on Custom Show



4. The New Show window will appear

Edit Remove
Remove
The more
Copy
Close

- 5. Click New
- 6. The Define Custom Show window will appear

Slides in presentation:		Slides in cu	stom show:	
1. MOUS Microsoft Word 2. Contact Information 3. Our Text 4. Schedule 5. Benefits of being MOUS cert 6. Course Objectives - Core 7. Course Objectives - Expert 8. Terms for this lesson 9. Lesson 1	Add >> Remove			*

- 7. Name the Custom Show
- 8. To add slides to the show, highlight the desired slide, and click Add

Slides in presentation:	Slides in custom show:	
5. Benefits of being MOUS cert	d >> 1. MOUS Microsoft Word 2. Schedule 3. Course Objectives - Core 4. Lesson 1 5. Course Objectives - Expert	+

9. To change the order of the show, use the arrows to the right of the slides in custom show

box.

- 10. Click OK
- 11. To Run the Custom Show
- 12. Add an action button to the slide in the presentation. The slide should be on which you want the custom show to follow.
- 13. In the Action Setting window choose Hyperlink to
- 14. Then choose Custom Show

Action Settings
Mouse Click Mouse Over
Action on click
C None
 Hyperlink to:
Next Slide
C Next Slide Previous Slide First Slide
Last Slide Last Slide Viewed End Show Custom Show
C Slide URL Other PowerPoint Presentation Other File
Play sound:
[No Sound]
₩ Highlight click
OK Cancel

- 15. When the Link to Show window appears choose the custom show and click ok
- 16. When the Slide Show runs the action button will activate the custom show.

Find and Replace

Find and replace allows you to find a word in the presentation and replace it with another.

- 1. Click the Edit Menu
- 2. Click Replace
- 3. The Replace Window will appear.

Replace	?)>
Find what:	Find Next
	Close
Replace with:	Replace
Match case	Replace All
Find whole words only	

- 4. Type the word to be replaced in the Find What field.
- 5. Type the word you want to replace with in the Replace With field.
- 6. Click Find Next. The first occurrence of the word will be found
- Click Replace to replace the word.
 Click Replace All to replace all occurrences of the word at once.
- 9. Click Close when complete