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Ms powerPoint

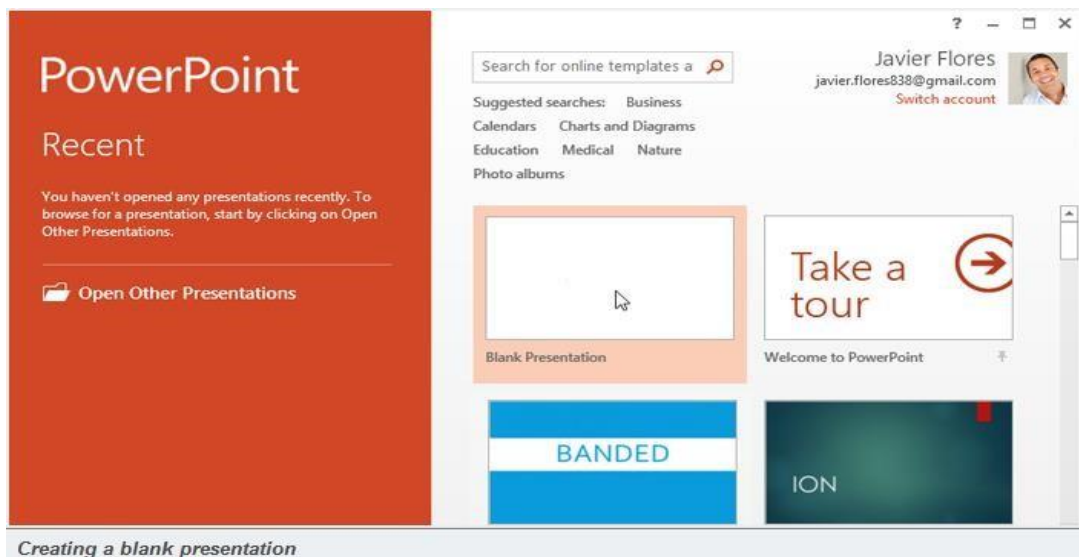
Lesson1:Introduction

PowerPoint 2013 is a **presentation software** that allows you to create dynamic slide presentations. Slide shows can include animation, narration, images, videos and much more.

Opening PowerPoint 2013

When you open PowerPoint 2013 for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, or access your **recently edited presentations**.

1. From the **Start Screen**, locate and select **Blank Presentation**.
2. A **new presentation** will appear.



Working with the PowerPoint Environment

If you've previously used PowerPoint 2010 or 2007, PowerPoint 2013 will feel very familiar. It continues to use features like the **Ribbon** and the **Quick Access Toolbar**, where you will find commands to perform common tasks in PowerPoint, as well as **Backstage view**.

The Ribbon

PowerPoint 2013 uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in PowerPoint.

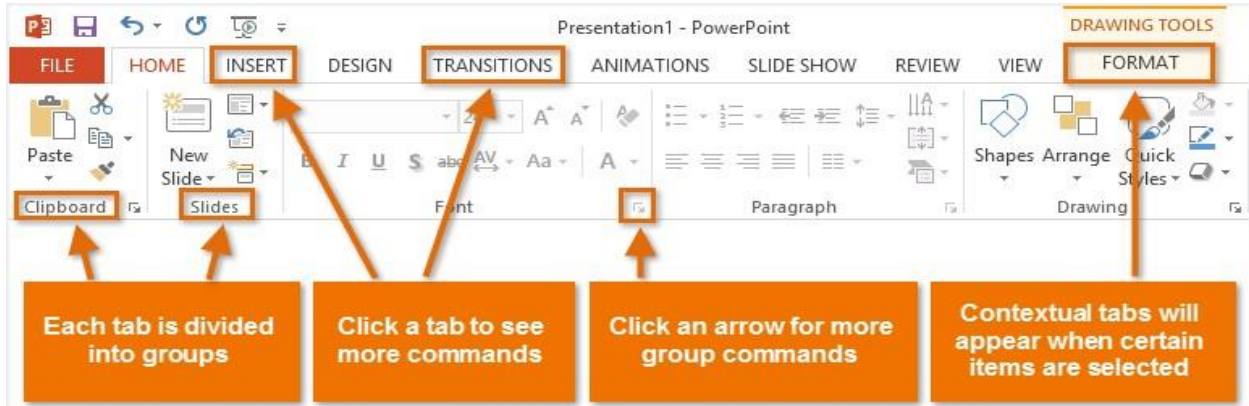


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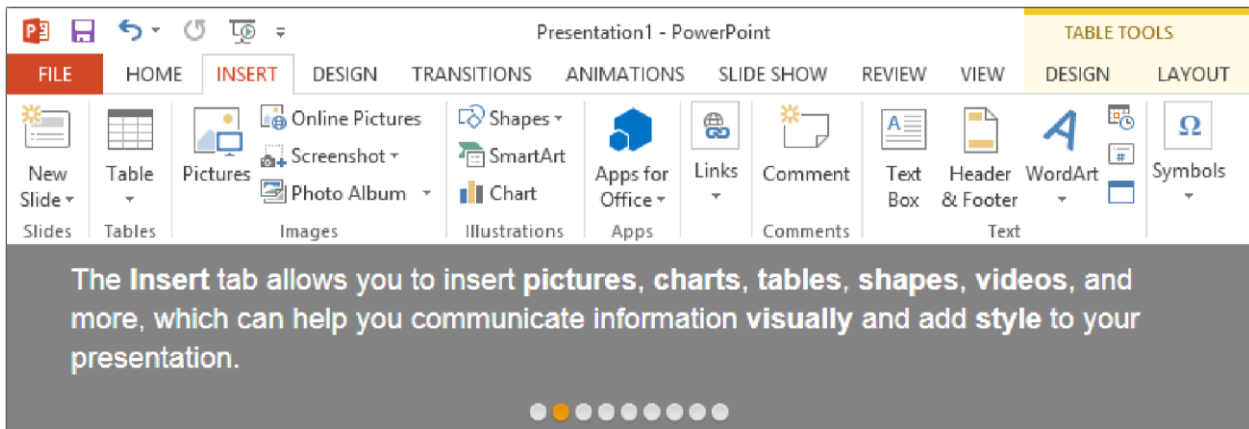
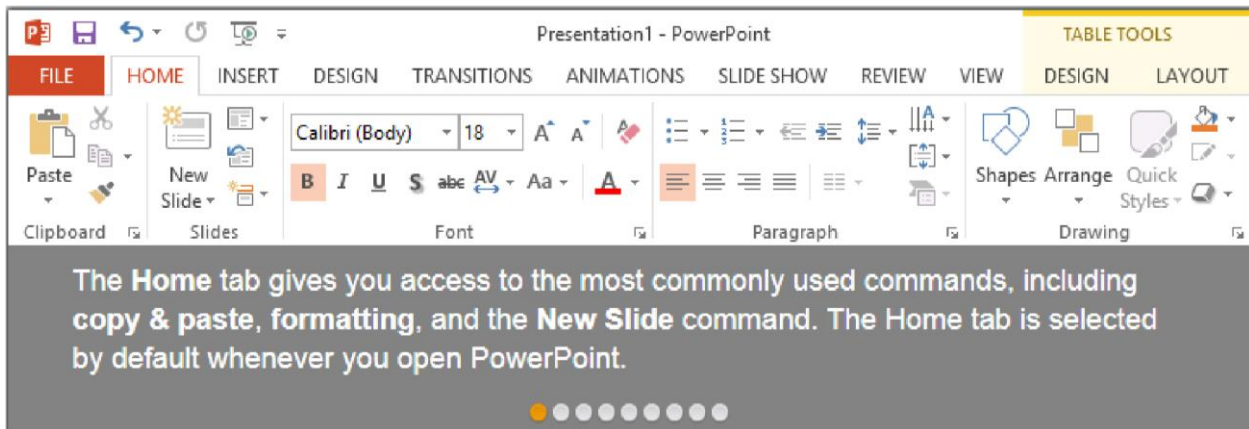
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The Ribbon

Exploring the Ribbon

You'll need to move between tabs to perform common tasks in PowerPoint. Knowing where to find the right command will make PowerPoint easier to use.





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Presentation1 - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW DESIGN LAYOUT

Themes Variants

You can apply **themes** from the Design tab. A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also include different **slide layouts**.

Presentation1 - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW DESIGN LAYOUT

Preview None Cut Fade Push Wipe Effect Options

Sound: [No Sound] Advance Duration: 02.00 On M After

Transition to This Slide Timing

You can apply slide transitions from the **Transitions** tab. Transitions are the movements you see between slides when presenting your slide show.

Presentation1 - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW DESIGN LAYOUT

Preview None Appear Fade Effect Options Add Animation Animation Pane Trigger Animation Painter

Start: Duration: Delay: Timing

The **Animations** tab allows you to **animate** text and objects such as clip art, shapes, and pictures. Animations can be used to draw attention to specific content or make the slide easier to read.

Presentation1 - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW DESIGN LAYOUT

From Beginning From Current Slide Present Online Custom Slide Show Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show Set Up

Play Narrations Use Timings Show Media Controls Automatic Use Presenter Vi

Start Slide Show Monitor

When you're ready to present your slide show, the **Slide Show** tab gives you tools to make your presentation smooth and professional, including the option to **rehearse timings** and **record narration**.



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Review | FILE | HOME | INSERT | DESIGN | TRANSITIONS | ANIMATIONS | SLIDE SHOW | REVIEW | VIEW | DESIGN | LAYOUT

ABC Spelling Research Thesaurus | Translate Language | New Comment Delete Previous Next | Show Comments | Compare Previous Next Reviewing Pane

Proofing | Language | Comments | Compare

You can use the **Review** tab to access PowerPoint's powerful **editing features**, including **spell check** and **comments**. These features make it easy to **review** and **collaborate** on presentations.

View | FILE | HOME | INSERT | DESIGN | TRANSITIONS | ANIMATIONS | SLIDE SHOW | REVIEW | VIEW | DESIGN | LAYOUT

Normal Outline View Reading View | Slide Sorter Slide Master Handout Master Notes Master | Ruler Gridlines Guides | Notes Zoom Fit to Window Color/Grayscale | New Window Switch Windows

Presentation Views | Master Views | Show | Zoom | Window

The **View** tab allows you to switch between several different views for your presentation, including **Outline View**, **Slide Sorter**, **Slide Master**, and more. These views can help you **prepare** and **organize** your slide show.

Table Tools | FILE | HOME | INSERT | DESIGN | TRANSITIONS | ANIMATIONS | SLIDE SHOW | REVIEW | VIEW | DESIGN | LAYOUT

Header Row Total Row Banded Rows | First Column Last Column Banded Columns | Table Styles | WordArt Styles | Pen Color

Table Style Options | Table Styles | WordArt S... | Draw B...

Contextual tabs will appear on the Ribbon when working with certain items, like **tables**, **shapes**, **pictures**. These tabs contain special command groups that can help you **format** these items as needed.

To Minimize and Maximize the Ribbon:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** the Ribbon if you find that it takes up too much screen space.

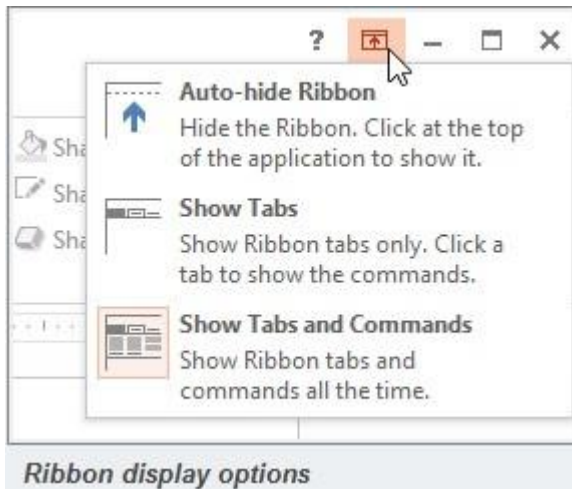


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1. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon.

Select the desired **minimizing option** from the dropdown menu:

- **Auto-hide Ribbon:** Auto-hide displays PowerPoint in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

The Quick Access Toolbar

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save, Undo, Repeat** and **Start Presentation** commands. You can add other commands depending on your preference.

To Add Commands to the Quick Access Toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you wish to add from the drop-down menu. To choose from more commands, select **More Commands**.
3. The command will be added to the Quick Access Toolbar.

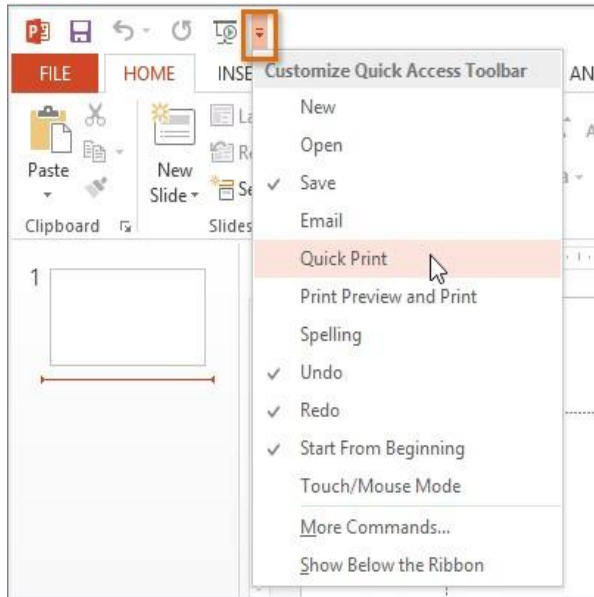


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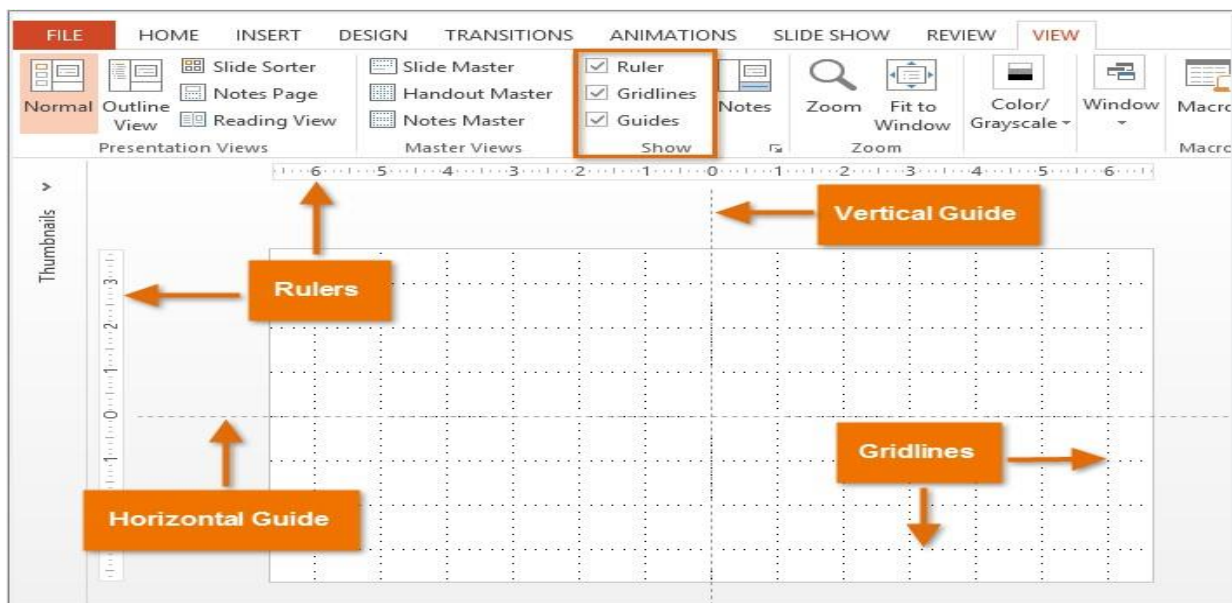
Adding a command to the Quick Access Toolbar



The command added to the Quick Access Toolbar

The Ruler, Guides, and Gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the **Ruler**, **Guides**, and **Gridlines**. These tools make it easier to **align objects** on your slides. Simply click the **checkboxes** in the **Show** group on the **View** tab to show and hide these tools.



The Ruler, Guidelines, and Grids



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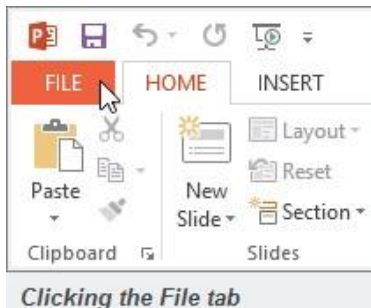
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Lesson 2:Creating and Opening Presentations

PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**. You'll also need to know how to **open an existing presentation**.

To Create a New Presentation:



1. Select the **File** tab to go to **Backstage view**.
2. Select **New** on the left side of the window, then click **Blank Presentation** or choose a **theme**.

To Open an Existing Presentation:

1. Select the **File** tab to go to **Backstage view**.
2. Select **Open**.
3. Select **Computer** and then click **Browse**. Alternatively, you can also choose **SkyDrive** to open files stored on your SkyDrive.

To Pin a Presentation:

If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access.

1. Select the **File** tab to go to **Backstage view**.
2. Click **Open**. Your **Recent Presentations** will appear.



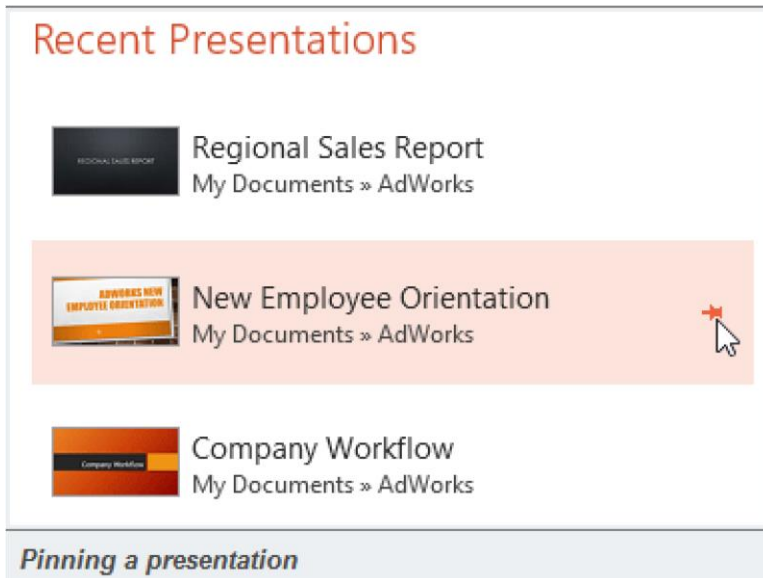
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3. Hover the mouse over the **presentation** you wish to pin. A **pushpin icon** will appear next to the presentation.



Lesson 3: Saving and Sharing

Whenever you create a new presentation in PowerPoint, you'll need to know how to **save** in order to access and edit it later. As in previous versions of PowerPoint, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **SkyDrive**. You can even **export** and **share** presentations directly from PowerPoint.

Save and Save As

PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a presentation, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.



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- **Save As:** You'll use this command to create a **copy** of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

To Save a Presentation:

It's important to **save your presentation** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the presentation so it will be easy to find later.

1. Locate and select the **Save** command on the **Quick Access Toolbar**.
2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the presentation to your computer, select **Computer** and then click **Browse**. Alternatively, you can click **SkyDrive** to save the file to your SkyDrive.
4. The **Save As** dialog box will appear. Select the **location** where you wish to save the presentation.
5. Enter a **file name** for the presentation and click **Save**.

AutoRecover

PowerPoint automatically saves your presentations to a temporary folder while you are working on them. If you forget to save your changes, or if PowerPoint crashes, you can restore the file using **AutoRecover**.

To Use AutoRecover:

1. Open PowerPoint 2013. If **auto-saved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The presentation will be recovered.



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Document Recovery

PowerPoint has recovered the following files. Save the ones you wish to keep.

Available Files

-  **Regional Sales Report.pp...**
Version created from the l...
7/11/2013 1:59 PM
-  **Regional Sales Report.pptx ..**
Version created last time t...
7/11/2013 1:02 PM

Exporting Presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint in a variety of file types:

- **PDF File:** Saves the presentation as a **PDF document** instead of a PowerPoint file.
- **Video:** Saves the presentation as a video.
- **Package for CD:** Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player that anyone can download.
- **Handouts:** Prints a handout version of your slides. □

Other File Type: Saves in other file types, including **PNG** and **PowerPoint 97-2003**

Lesson4:Slide Basics

PowerPoint presentations are made up of a series of **slides**. Slides contain the information you will present to your audience. This might include **text, pictures, charts**, and more. Before you start creating presentations, you'll need to know the basics of working with **slides** and **slide layouts**.

Understanding Slides and Slide Layouts

When you insert a **new slide**, it will usually have **placeholders**. Placeholders can contain different types of content, including **text, images**, and more. Some placeholders have **placeholder text**, which you can replace with your own text. Others have **thumbnail icons** that allow you to insert pictures, charts, videos and more.

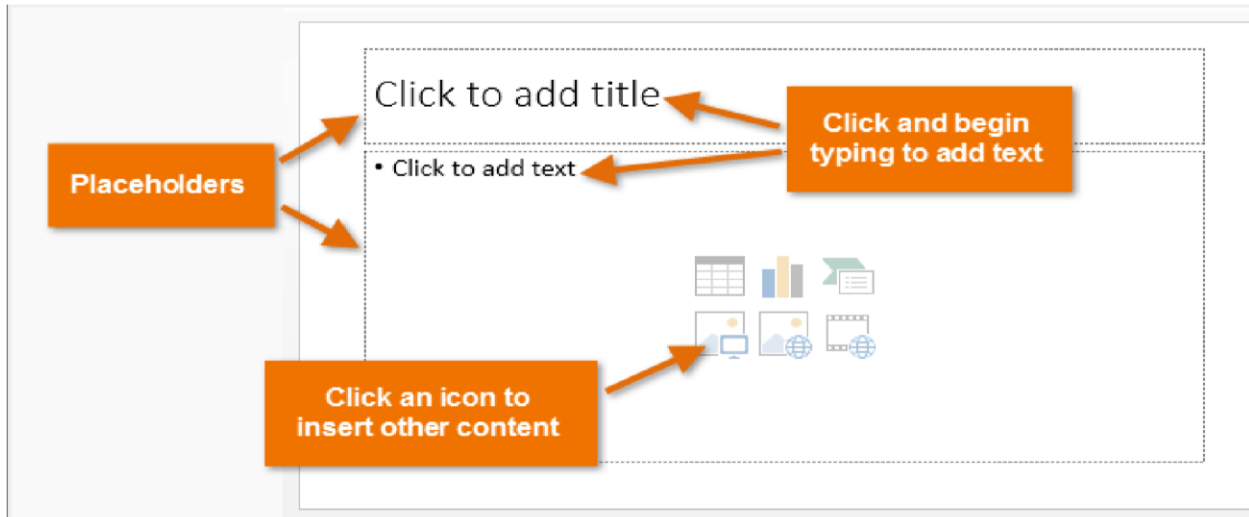


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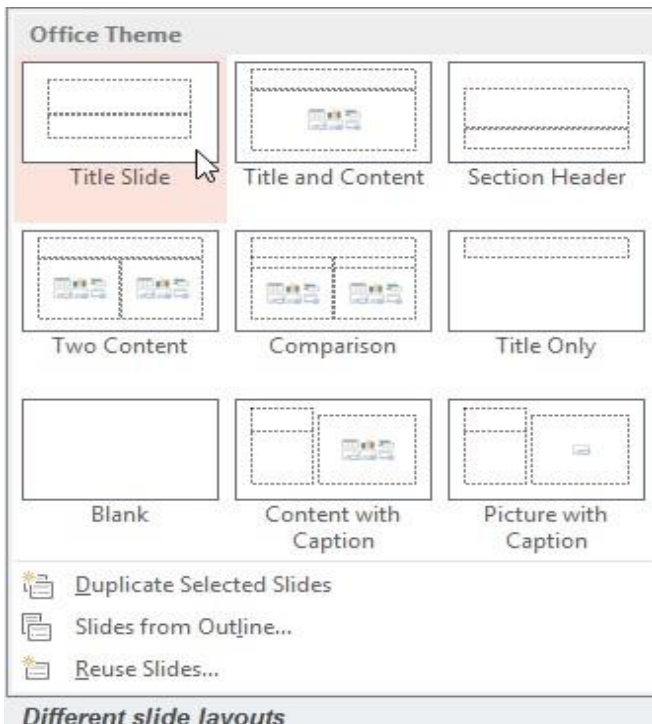
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A slide with empty placeholders



Different slide layouts

Slides have several different **layouts** for placeholders, depending on the kind of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.

To Insert a New Slide:

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of different layouts.



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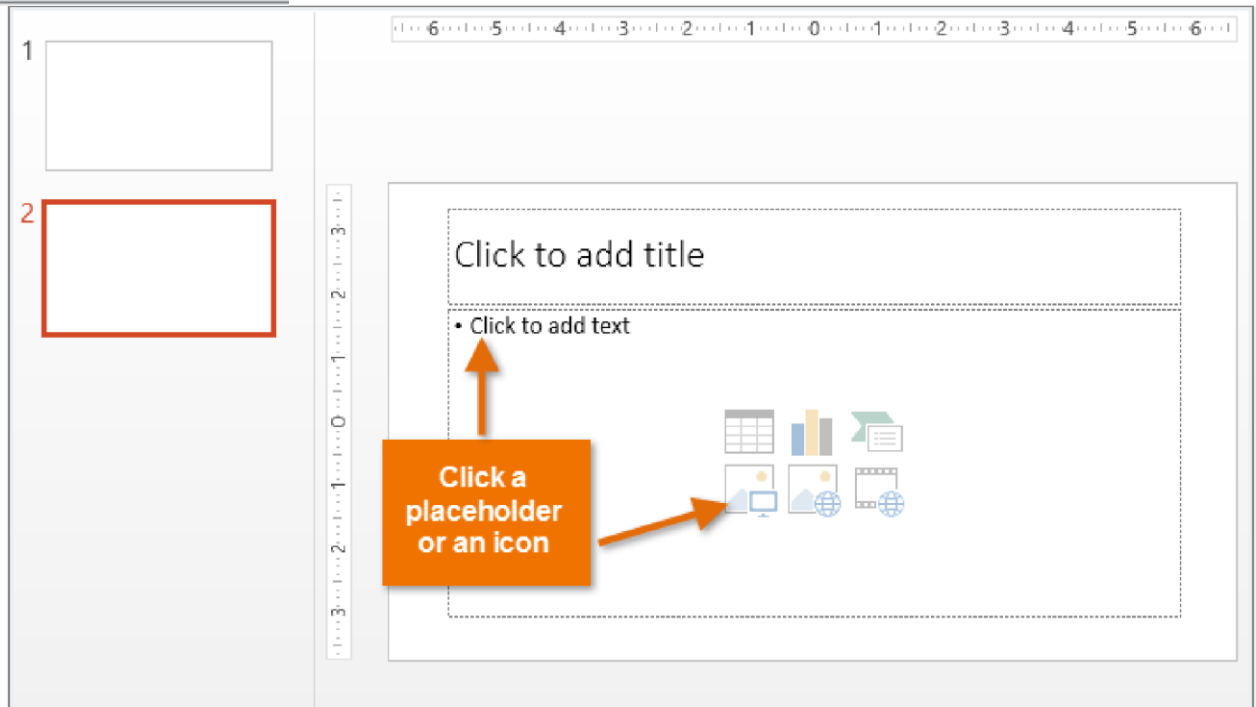
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1. From the **Home** tab, click the **bottom half** of the **New Slide** command.
2. Choose the desired **slide layout** from the menu that appears.
3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, like a **picture** or a **chart**.



The new slide



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4. To change the layout of an existing slide, click the **Layout** command and then choose the desired layout



Organizing Slides

PowerPoint presentations can contain as many slides as you need. The **Slide Navigation pane** makes it easy to **organize** your slides. From there, you can **duplicate**, **rearrange**, and **delete** slides in your presentation.

Working with Slides

- ❖ **Duplicate Slides:** If you want to copy and paste a slide very quickly, you can **duplicate** it. To duplicate slides, select the slide you wish to **duplicate**, rightclick the mouse and then choose **Duplicate Slide** from the menu that appears. You can also duplicate **multiple slides** at once by selecting them first.
- ❖ **Move Slides:** It's easy to change the **order** of your slides. Just click, hold and drag the **desired slide** in the Slide

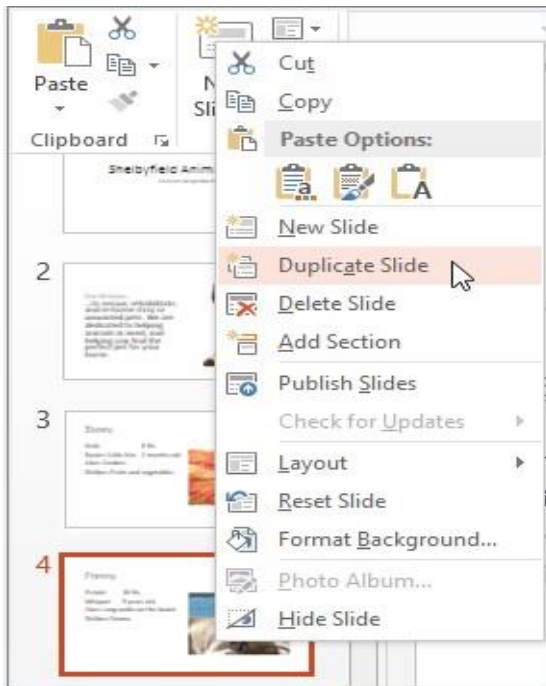


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Duplicating slides

Navigation pane to the desired position.



Moving a slide

❖ **Delete Slides:** If you want to remove a slide from your presentation, you can **delete** it. Simply select the slide you wish to delete, then press the **Delete** or **Backspace** key on your keyboard.

To Copy and Paste Slides:

If you want to create several slides with the same layout, you may find it easier to **copy and paste** a slide you've already created rather than starting with an empty slide.

1. Select the **slide** you wish to copy in the Slide Navigation pane, then click the **Copy** command on the **Home** tab.
2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location.



Choosing a paste location

A **horizontal insertion point** will appear.

3. Click the **Paste** command on the **Home** tab.
4. The slide will appear in the selected location.



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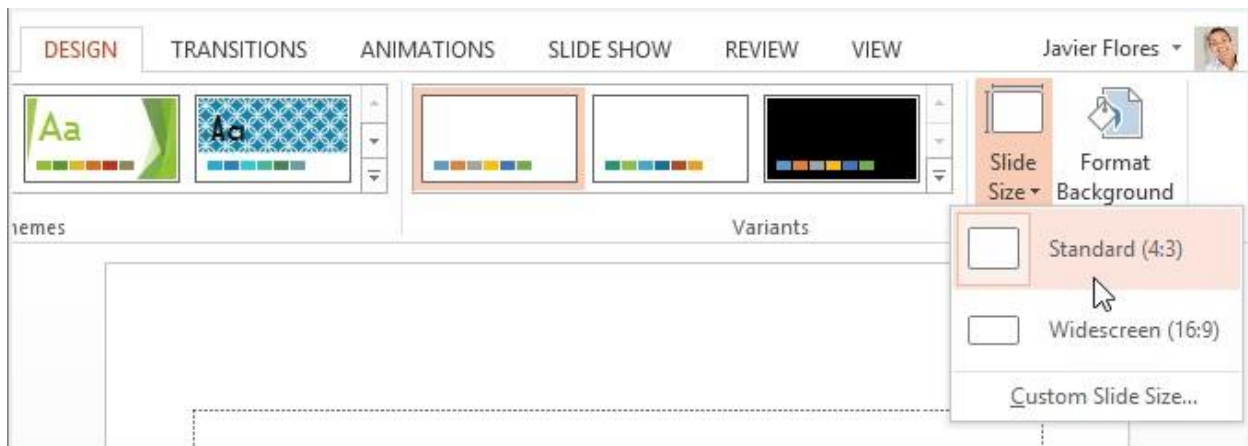
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Customizing Slides

To Change the Slide Size:

By default, all slides in PowerPoint 2013 use a **16 by 9**, or **widescreen**, aspect ratio. You might know widescreen TVs also use the 16 by 9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a standard (**4 by 3**) screen, it's easy to change the slide size to fit.

- To change the slide size, select the **Design** tab and then click the **Slide Size** command. Choose the desired slide size from the menu that appears or click **Custom Slide Size...** for more options.



Choosing a slide size

To Format the Slide Background:

By default, all slides in your presentation use a **white background**. It's easy to change the background style for some or all of your slides. Backgrounds can have a **solid**, **gradient**, **pattern**, or **picture** fill.

1. Select the **Design** tab and then click the **Format Background** command.
2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.

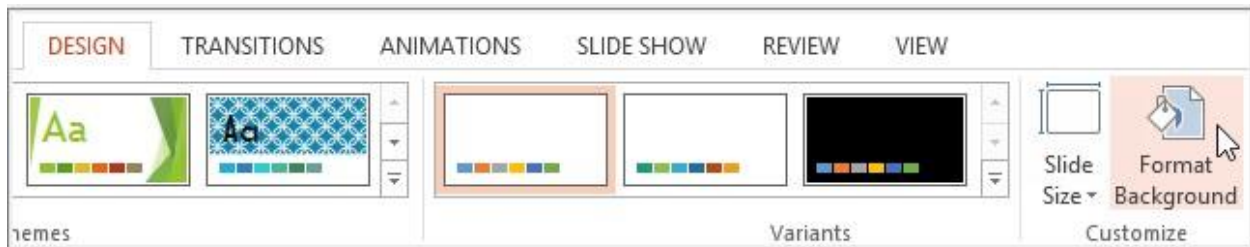


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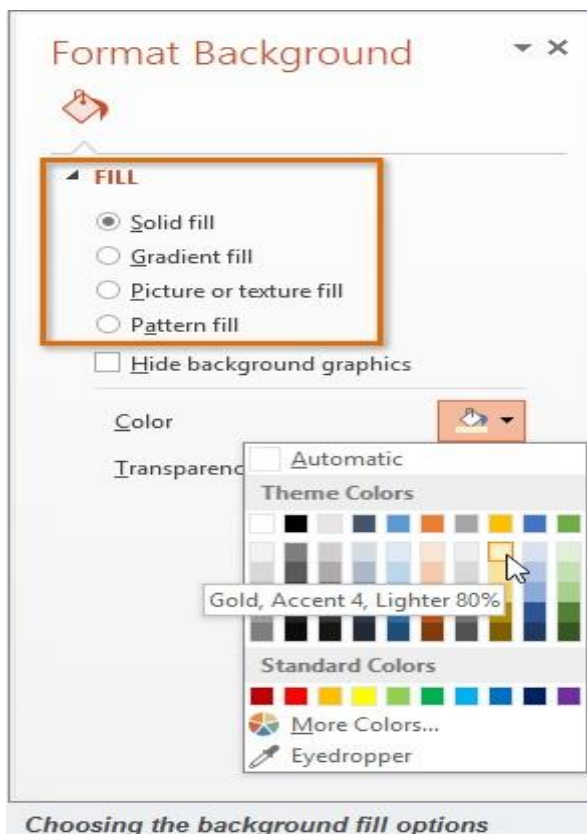
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Clicking the Format Background command



Choosing the background fill options

3. The background style of the selected slide will update.
4. If desired, you can click **Apply to All** to apply the same background style to all slides in your presentation.

To Apply a Theme:

A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also use different **slide layouts**, which can change the arrangement of your existing placeholders. We'll talk more about themes later in our [Applying Themes](#) lesson.

1. Select the **Design** tab on the Ribbon and then click the **More** drop-down arrow to see all of the available themes.
2. Select the **desired theme**

3. The theme will be applied to your **entire presentation**.

Customizing Slide Layouts

Sometimes, you may find that a slide layout doesn't exactly fit your needs. For example, a layout might have too many placeholders, or too few. You might also want to change how the



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placeholders are arranged on the slide. Fortunately, PowerPoint makes it easy to adjust slide layouts as needed.

Adjusting Placeholders



- **To Select a Placeholder:** Hover the mouse over the edge of the placeholder and click

(you may need to click on the text in the placeholder first to see the border). A selected placeholder will have a **solid line** instead of a dotted line.

- **To Move a Placeholder:** Select the placeholder, then click and drag it to the desired location.
- **To Resize a Placeholder:** Select the placeholder you want to resize. **Sizing handles** will appear. Click and drag the **sizing handles** until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's **height** and **width** at the same time.



To Delete a Placeholder: Select the placeholder you wish to delete, then press the **Delete** or **Backspace** key on your keyboard.

To Play the Presentation:



Once you've arranged your slides, you may want to **play** your presentation. This is how you will present your slide show to an audience.

1. Click the **Start From Beginning** command on the Quick Access Toolbar to see your presentation.
2. The presentation will appear in full-screen mode.



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3. You can advance to the next slide by **clicking your mouse** or pressing the **Space Bar** on your keyboard. Alternatively, you can use the **arrow keys** on your keyboard to move forward or backward through the presentation. 4. Press the **Esc** key to exit presentation mode.

❖ You can also press the **F5** key at the top of your keyboard to start a presentation.

Lesson 5: Applying Themes

Theme Elements

Every PowerPoint theme, including the default Office theme, has its own **theme elements**. Those elements are:

- **Theme Colors:** There are **ten theme colors**, along with darker and lighter variations, available from every **Color** menu.
- **Theme Fonts:** There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.
- **Theme Effects:** These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or SmartArt graphic.

Why Use Themes?

If you're using a theme, you'll probably find that **your presentation looks pretty good**. All of the colors will work well together, which means you won't have to spend as much time formatting your presentation. But there's another great reason to use theme elements: when you switch to a different theme, **all of those elements will update** to reflect the new theme. You can drastically change the look of your presentation in a few clicks.



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Applying Themes

All themes included in PowerPoint are located in the **Themes** group on the **Design** tab. Themes can be applied or changed at any time.

To Apply a Theme:

1. Select the **Design** tab on the Ribbon, then locate the **Themes** group. Each image represents a theme.



Clicking the More drop-down arrow

2. Click the **More** drop-down arrow to see all of the available themes.
3. Select the **desired** theme.



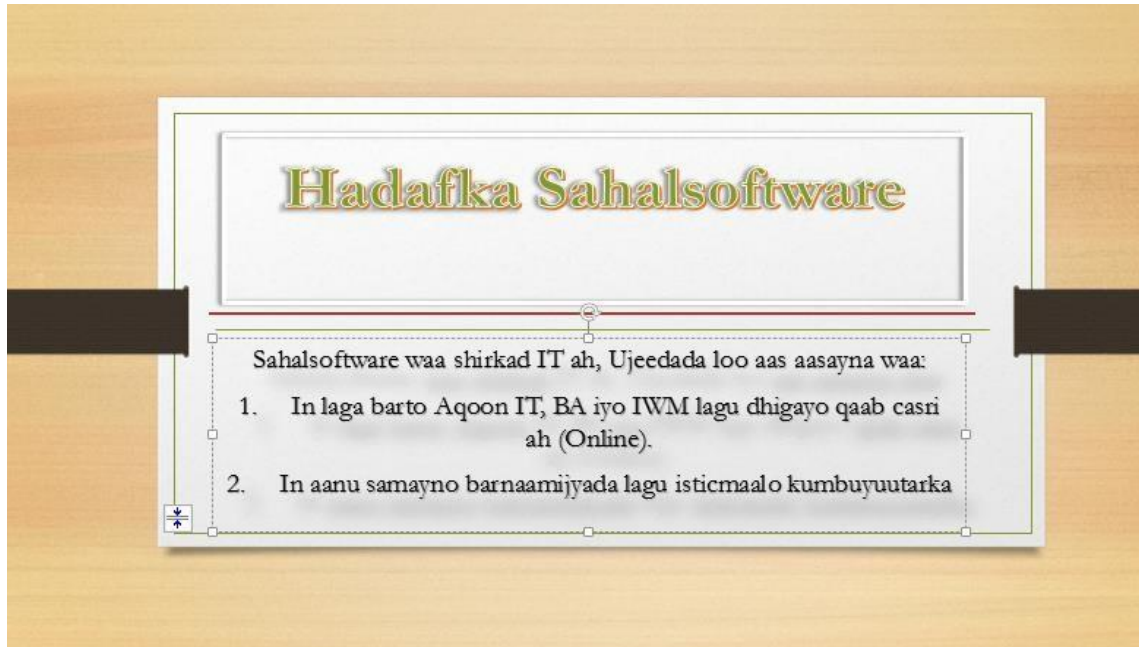
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4. The theme will be applied to the entire **presentation**. To apply a different theme, simply select it from the Design tab.





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Lesson 6: Applying Transitions

If you've ever seen a PowerPoint presentation that had "special effects" between each slide, then you've seen **slide transitions**. A transition can be as simple as fading to the next slide, or it can be a flashy, eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.

About Transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab:

- **Subtle**: These are the most basic types of transitions. They use **simple animations** to move between slides.



Exciting: These use more **complex animations** to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too many can make your presentation look less professional. However, when used in moderation, they can add a nice touch between important slides.



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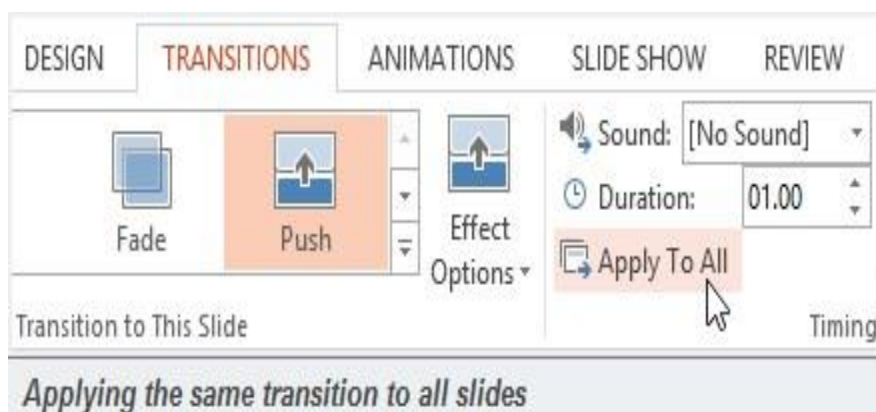
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- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help to **unify** your slides and add a further level of polish to your presentation.
- **To Apply a Transition:**
 1. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.
 2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.
 3. Click the **More** drop-down arrow to display all transitions.



4. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.
- ❖ You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.





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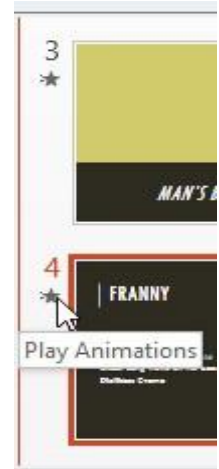
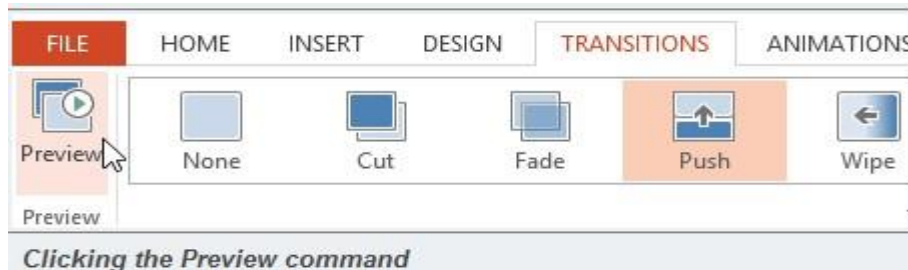
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To Preview a Transition:

You can **preview** the transition for a selected slide at any time, using either of these two methods:

1. Click the **Preview** command on the **Transitions** tab.
2. Click the **Play Animations** command in the **Slide Navigation** pane

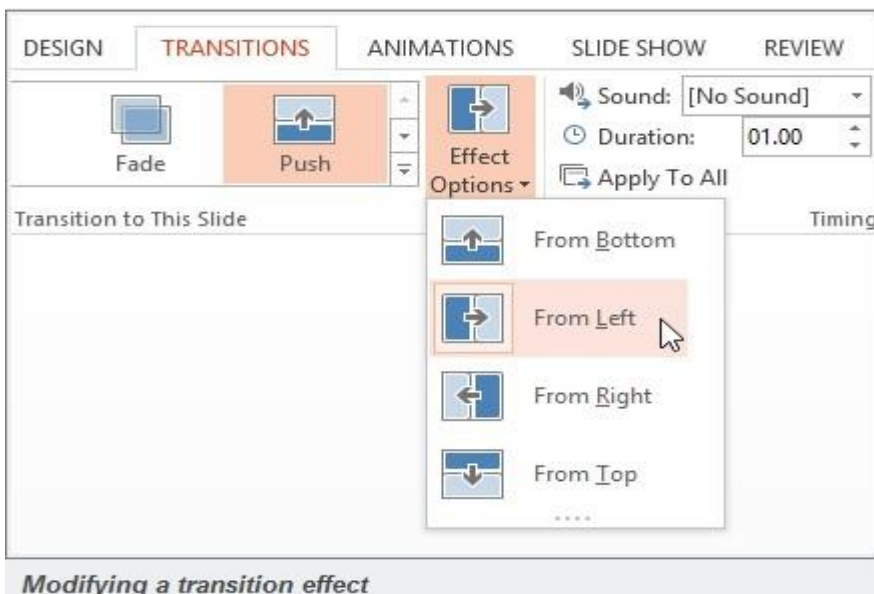


Modifying Transitions

To Modify the Transition Effect:

You can quickly customize the look of a transition by changing its **direction**.

1. Select the **slide** with the transition you wish to modify.
2. Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition.





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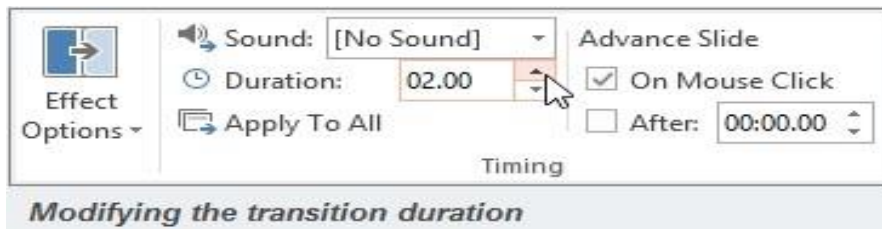
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3. The transition will be **modified** and a **preview** of the transition will appear.

❖ Some transitions do not allow you to modify the direction

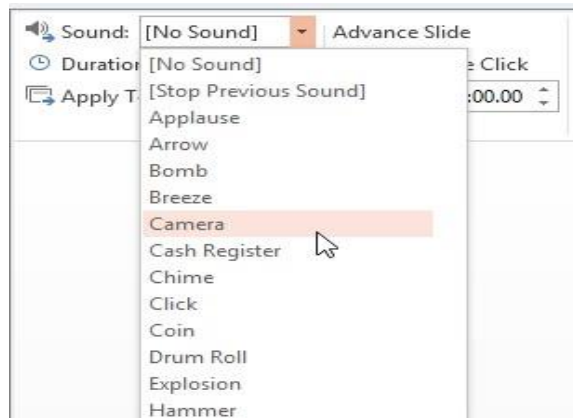
To Modify the Transition Duration:

1. Select the **slide** with the transition you wish to modify.
2. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll increase the time to 2 seconds, or 02.00, to make the transition **slower**.



To Add Sound:

1. Select the **slide** with the transition you wish to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



To Remove a Transition:

1. Select the **slide** with the transition you wish to remove.
2. Choose **None** from the **Transition to This Slide** group. The transition will be removed.



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Removing a transition from a slide

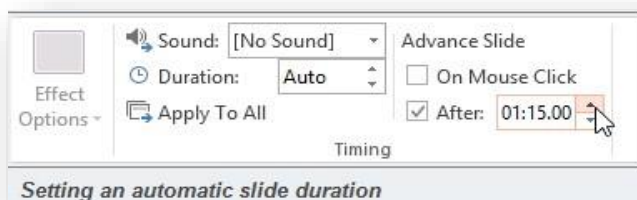
- ❖ To remove transitions from **all slides**, apply the **None** transition to a slide and then click the **Apply to All** command.

Advancing Slides

Normally, in Slide Show View, you would advance to the next slide by clicking your mouse (or pressing the Space Bar or arrow keys on your keyboard). The **Advance Slides** settings in the **Timing** group allows the presentation to advance **on its own** and display each slide for a specific amount of time. This feature is especially useful for **unattended presentations**, such as a trade show booth.

To Advance Slides Automatically:

1. Select the slide you wish to modify.
 2. Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
 3. In the **After** field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute and 15 seconds, or 01:15:00.
 4. Select another slide and repeat the process until all the slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides.
- ❖ If you need to advance to the next slide before an automatic transition, you can always click the mouse or press the Space Bar to advance the slides as normal.



Setting an automatic slide duration



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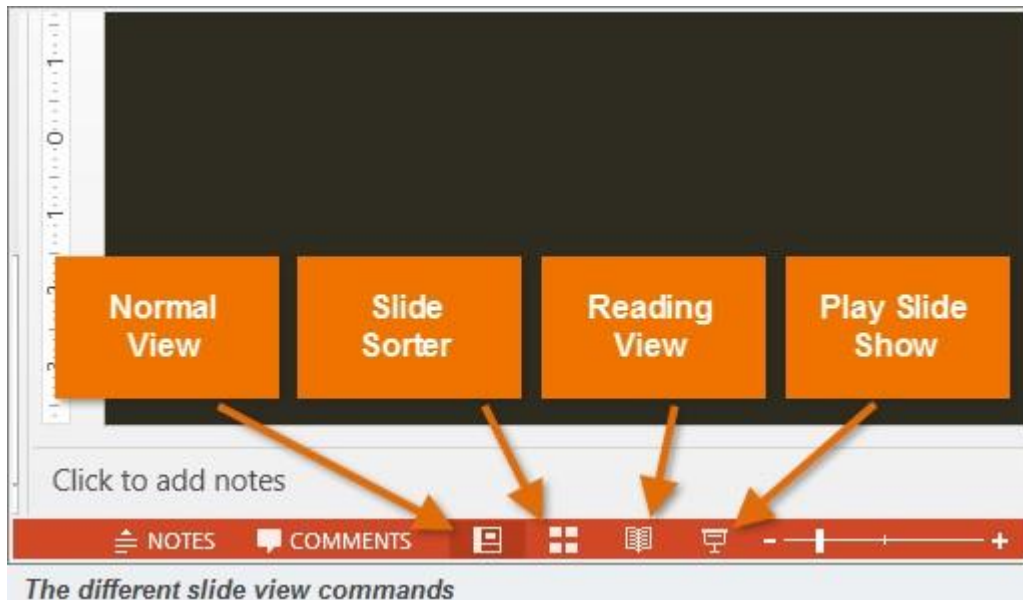
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Lesson7:Managing Slides

As you add more slides to a presentation, it can be difficult to keep everything organized. Fortunately, PowerPoint offers a variety of tools to help you organize and prepare your slide show.

About Slide Views

PowerPoint includes several different **slide views**, which are all useful for various tasks. The **slide view commands** are located on the bottom-right of the PowerPoint window. There are four main Slide views:



Normal View: This is the **default** view where you create and edit slides. You can also move slides in the Slide Navigation pane on the left.





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- ❖ **Slide Sorter:** In this view, you'll see a **thumbnail version** of each slide. You can drag and drop slides to reorder them quickly.



- ❖ **Reading View:** This view fills the PowerPoint window with a **preview** of your presentation. It includes easily accessible **navigation buttons** at the bottom-right.



- ❖ **Play Slide Show:** This is the view you'll use to **present** to an audience. This command will begin the presentation from the **current slide**. You can also press **F5** on your keyboard to start from the beginning. A menu will appear when you hover the mouse in the bottom-left corner. These commands allow you to navigate through the slides and access other features, such as the **pen and highlighter**

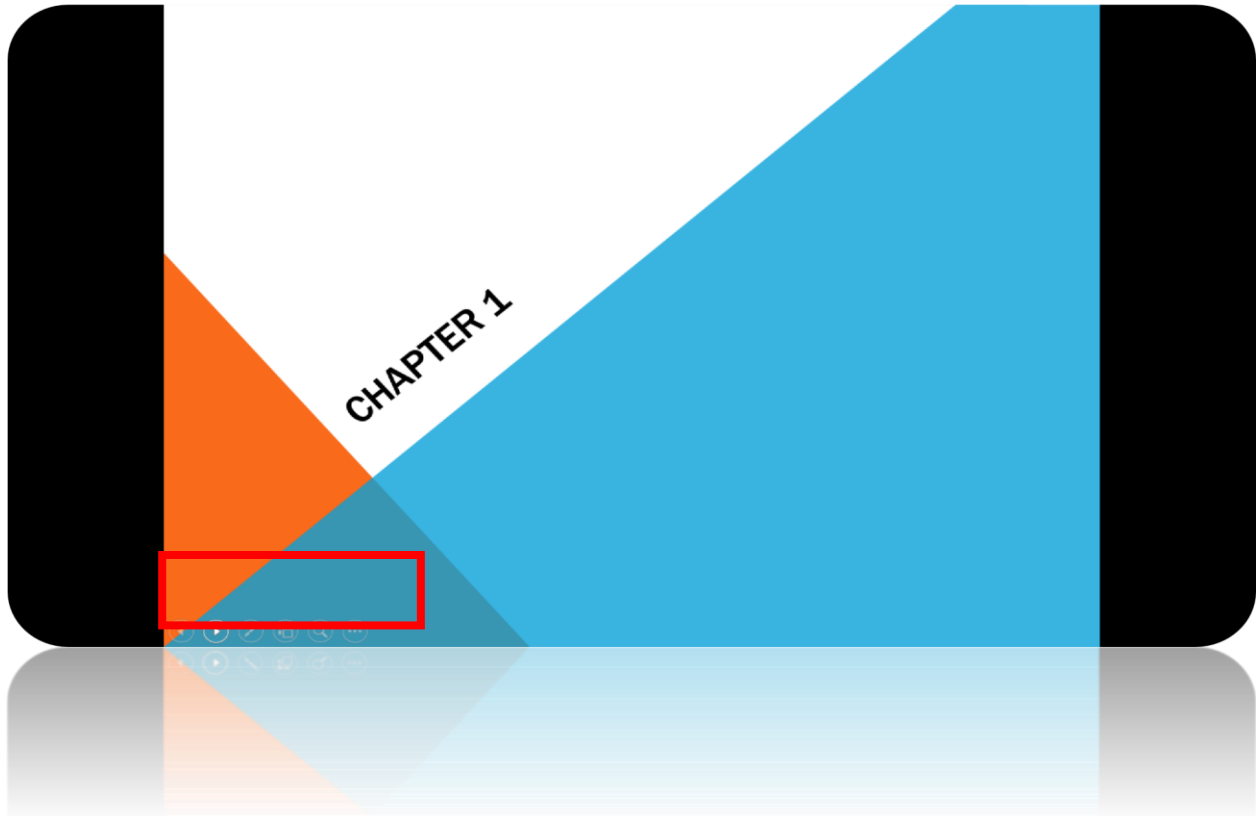


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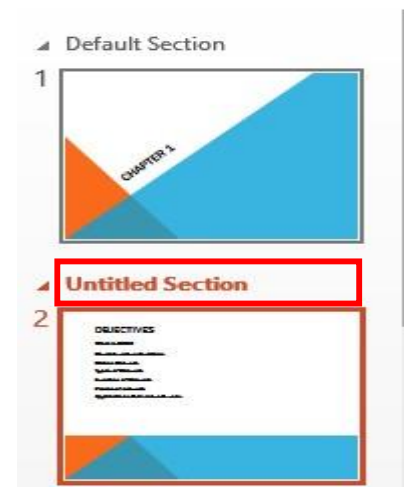
Slide Sections

If you have a lot of slides, you can organize them into **sections** to make your presentation easier to navigate. Sections can be collapsed or expanded in the Slide Navigation pane and named for easy reference.

To Create Slide Sections:

In our example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.

1. Select the **slide** that you want to begin a section.
2. From the **Home** tab, click the **Section** command, then choose **Add Section** from the drop-down menu.
3. An **Untitled Section** will appear in the Slide Navigation pane.
4. To **rename** the section, click the **Section** command and then choose **Rename Section** from the drop-down menu.





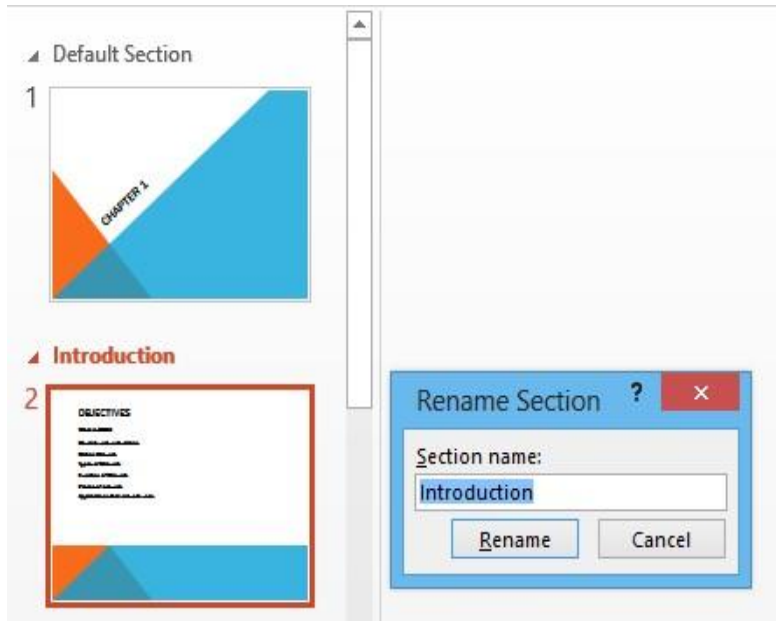
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5. Type the new section name in the dialog box, then click **Rename**.



6. Repeat to add as many sections as you need.
7. In the Slide Navigation pane, click the **arrow** next to a section name to **collapse** or **expand** it.
8. To **remove** a section, click the **Section** command and then click **Remove Section**. You can also click **Remove All Sections** to remove all sections from your slides.

Lesson8: Shapes and WordArt

There are many features and commands you can use in PowerPoint to create visually appealing slides. Two of these features are **WordArt** and **shapes**. **WordArt** allows you to create **stylized text** with effects such as textures, shadows, outlines and more. You can also insert and modify a **variety of shapes** such as rectangles, circles, lines, arrows, callouts and stars.

About WordArt

PowerPoint allows you to add effects to the **text inside of a text box**, which is known as **WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes and text boxes (shadow, bevel, etc.). However, with WordArt, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

To Apply a WordArt Style to Text:

A **WordArt Style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1. Select a text box, or select some text inside of the text box.
2. On the **Format** tab, click the **More** drop-down arrow in the **WordArt Styles** group.



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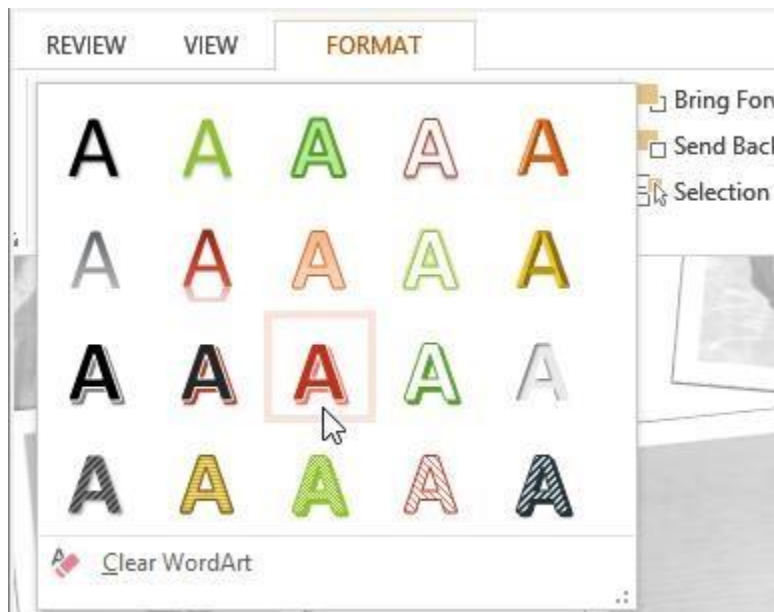
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3. A drop-down menu of WordArt Styles will appear. Select the **style** you want to use.

The text will appear in the selected style. If desired, you can change the font or font color from the Home tab.



To Add or Modify Text Effects:

1. Select a text box, or select some text inside of the text box. The **Format** tab will appear.
2. On the **Format** tab, click the **Text Effects** command in the **WordArt Styles** group.





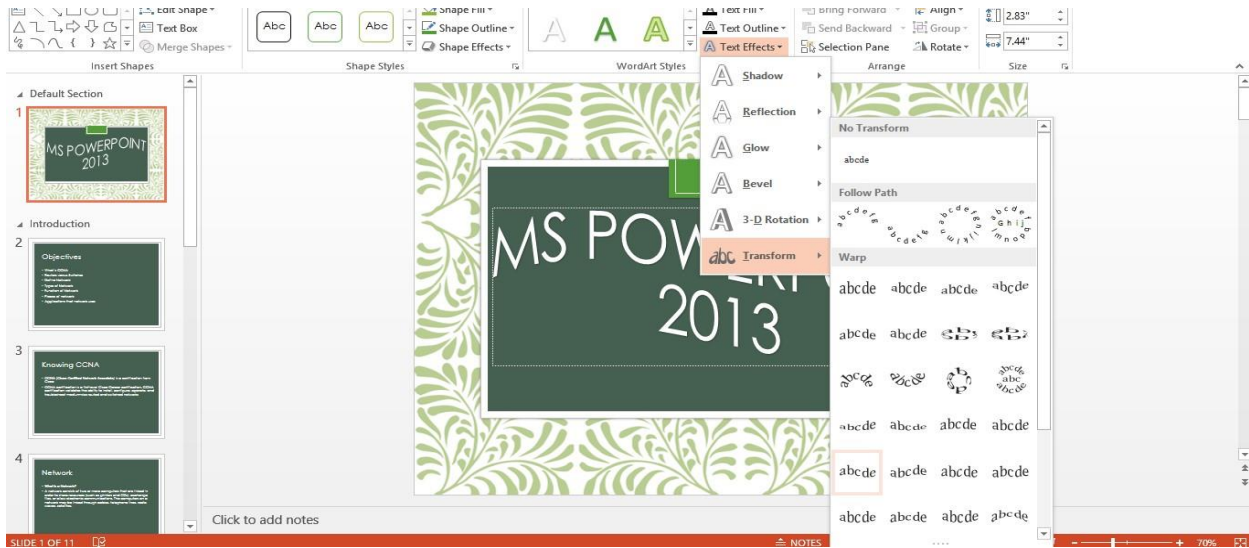
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3. A drop-down menu will appear showing the different effect categories. Hover the mouse over an effect category and select the desired **effect** from the menu that appears.
4. The effect will be applied to your text. If you want, you can combine several different effects.



In the WordArt Styles group, you can also use the Text Fill and Text Outline drop-down boxes to modify the fill and outline color.



PowerPoint's large shape collection allows you to organize and design the image you desire.

While you may not need shapes in every presentation you create, they can add visual appeal.

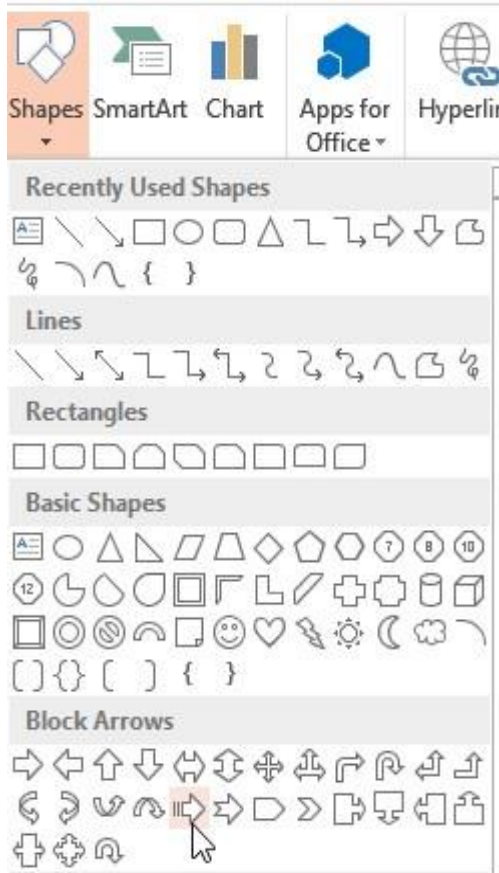


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3. Click, hold and drag in the desired location to add the shape to the slide

If desired, you can enter text in a shape. When the shape appears in your document, you can simply begin typing. You can then use the formatting options on the Home tab to change the font, font size, or color of the text.



To Insert a Shape:

1. Select the **Insert** tab and click the **Shapes** command in the **Illustrations** group. A drop-down menu of shapes will appear.
2. Select the desired **shape**.

Modifying a Shape or Text Box

When you click on a shape or text box, **handles** will appear that let you manipulate the shape. There are several types of handles:

- ❖ **Sizing Handles:** Click, hold and drag the **sizing handles** until the shape or text box is the desired size. You can use the corner sizing handles to change the **height** and **width** at the same time.



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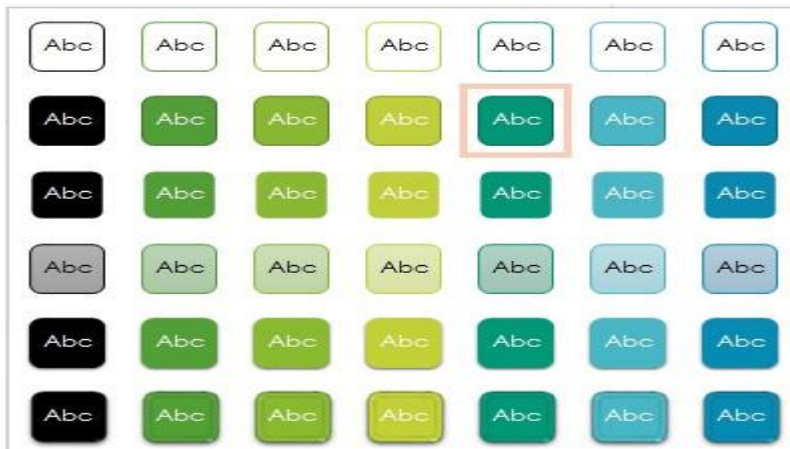
- ❖ **Yellow Handles:** Some shapes have one or more **yellow handles** that can be used to customize the shape. For example, with arrow shapes, you can adjust the width of the line and arrow tip.
- ❖ **Rotation Handle:** Click, hold and drag the **rotation** handle to rotate the shape.

To Change the Shape Style:

Choosing a **Shape Style** allows you to apply preset colors and effects to quickly change the appearance of your shape or text box.

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.
3. A drop-down menu of styles will appear. Select the **style** you want to use.

To



Change the Shape Fill Color:

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu appears.
3. Move the mouse over the various colors. Select the **color** you want to use. To view more color options, select **More Fill Colors**.

To Change the Shape Outline:



Select the shape or text box that you want to change.

1. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
2. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



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Lesson9:Animating Text and Objects

In PowerPoint, you can **animate** text and objects such as clip art, shapes, and pictures. Animation, or movement, on the slide can be used to **draw the audience's attention** to specific content or to make the slide easier to read.

The Four Types of Animations

There are many different animation effects that you can choose from, and they are organized into four types:

- ❖ **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation, the object will "fall" onto the slide and then bounce several times.



- ❖ **Emphasis:** These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **Spin** when you click the mouse



- ❖ **Exit:** These control how the object exits the slide. For example, with the **Fade** animation, the object will simply fade away.





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- ❖ □ **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a pre-determined path, for example a **circle**.



Motion Paths

To Apply an Animation to an Object:

1. Select the object you want to animate.
2. On the **Animations** tab, click the More drop-down arrow in the **Animation** group.
3. A drop-down menu of animation effects will appear. Select the desired effect.



Selecting an effect



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- The effect will apply to the object. The object will have a small **number** next to it to show that it has an animation. Also, in the Slide pane, a **star** symbol will appear next to the slide.

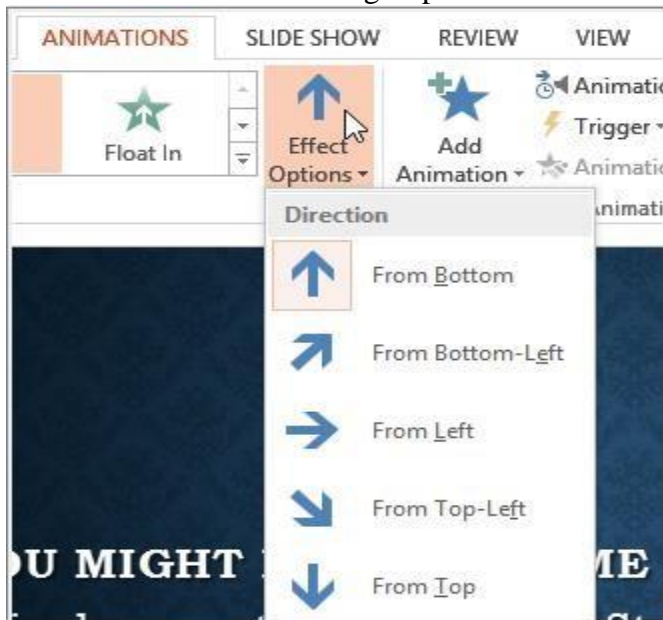


At the bottom of the menu, you can access even more effects.

The number and the star indicate that an effect has been added

Effect Options

Some effects will have **options** that you can change. For example, with the **Fly In** effect, you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group.



Viewing the options for the Fly In effect

To Remove an Animation

- Select the small **number** located next to the animated object.

- Press the Delete key. The **animation will be deleted.**



Selecting the number



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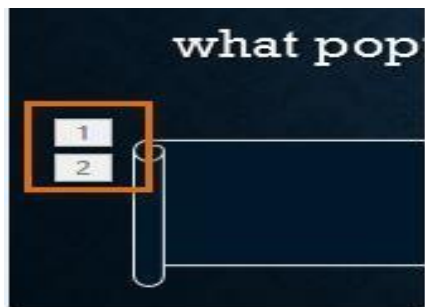
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Working with Animations

To Add Multiple Animations to an Object:

If you select a new animation from the the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, for example an **Entrance** and an **Exit** effect. To do this, you'll need to use the **Add Animation** command, which will allow you to keep your current animations while adding new ones.



An object with two animations

1. Select an object.
2. Click the **Animations** tab.
3. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
4. Select the desired animation effect.

If the object has more than one effect, it will have a different number for each effect. The numbers indicate the order in which the effects will occur.

To Copy Animations with the Animation Painter:

In some cases, you may want to apply the same effects to more than one object. You can do that by **copying** the effects from one object to another using the **Animation Painter**. In our example, we want text to appear on our banner shape, so we've added a text box on top of the banner. We'd like the text to appear using the same effects we used on the banner, so we'll use the Animation Painter to copy the effects from the banner to the text box.

1. Click on the **object** that has the **effects** you want to copy. In our example, we'll click our banner shape.
2. From the **Animations** tab, click the **Animation Painter** command
3. Click the **object** that you want to copy the effects to. The effects are applied to the object. In our example, the effects from the shape are applied to the text box.



Clicking an object



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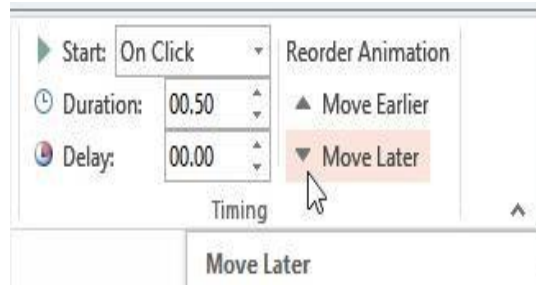
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To Reorder the Animations:

1. Select the **number** of the effect that you want to change
2. From the **Animations** tab, click the **Move Earlier** or **Move Later** commands to change the ordering.



To Preview Animations:



Any animation effects that you have applied will show up when you play the slide show. However, you can also quickly **preview** the animations for the current slide without viewing the slide show.

1. Navigate to the **slide** that you want to preview. From the **Animations** tab, click the **Preview** command. The animations for the current slide will play.

The Effect Options Dialog Box

From the Animation Pane, you can access the **Effect Options** dialog box, which contains more advanced options that you can use to fine-tune your animations.

To Open the Effect Options Dialog Box:

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.



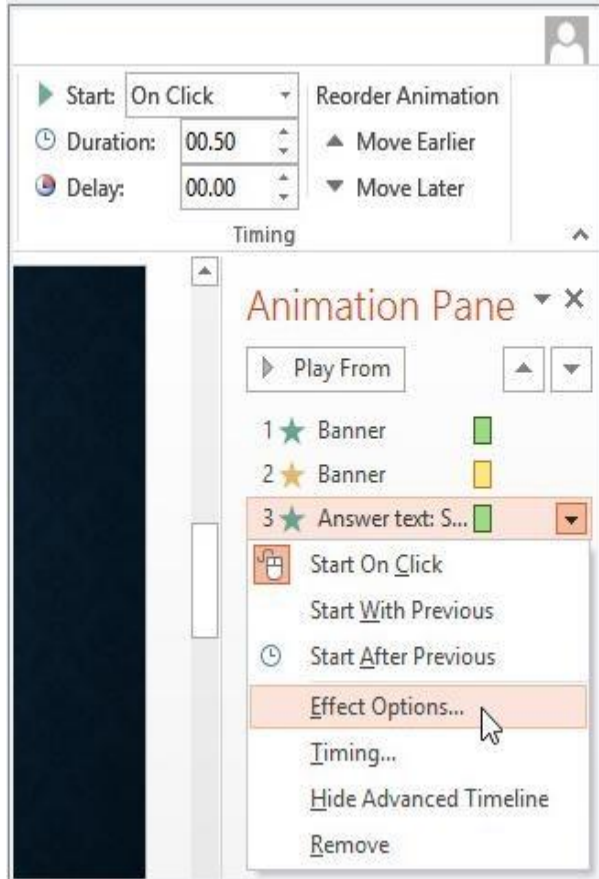
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2. Click the drop-down arrow and select **Effect Options**.



Selecting Effect Options

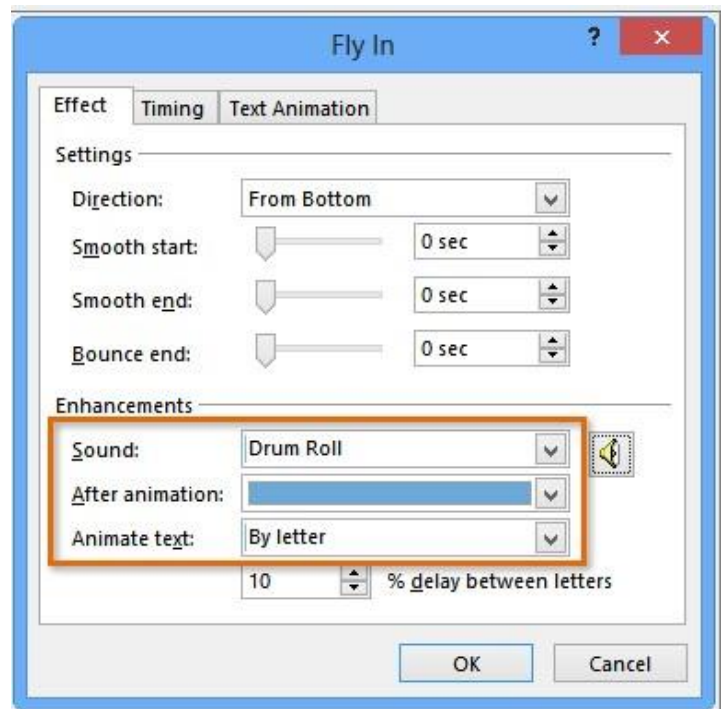
- ❖ Some effects have **additional options** that you can change. These will vary depending on which effect you have selected.

To Change the Effect Timing:

1. From the **Effect Options** dialog box, select the **Timing** tab.
2. From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether or not the effect **repeats**.

3. The Effect Options dialog box will appear. From here, you can add various **enhancements** to the effect:

- ❑ **Sound:** Adds a sound effect to the animation.
- ❑ **After animation:** Changes the color or hides the object after the animation is over.
- ❑ **Animate text:** If you are animating text, you can choose to animate it **all at once**, **one word at a time**, or **one letter at a time**.



The Effect Options dialog box

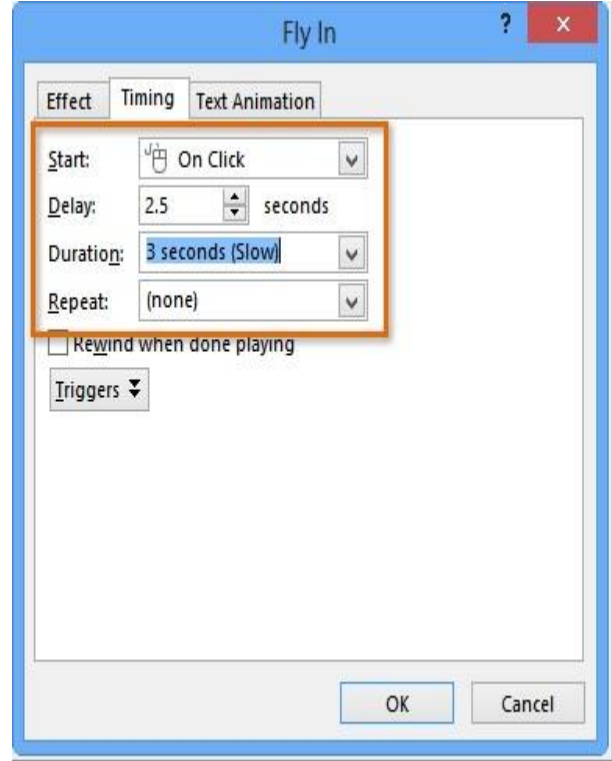
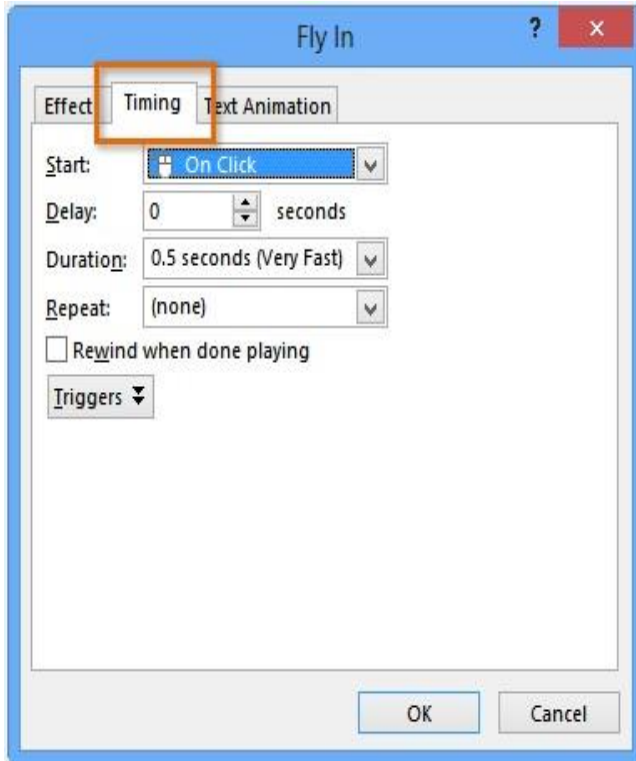


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Changing the timing options

The End