Guided Computer Tutorials

Learning Microsoft® PowerPoint® 2019 (Mac)

By Greg Bowden

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Learning Microsoft PowerPoint 2019

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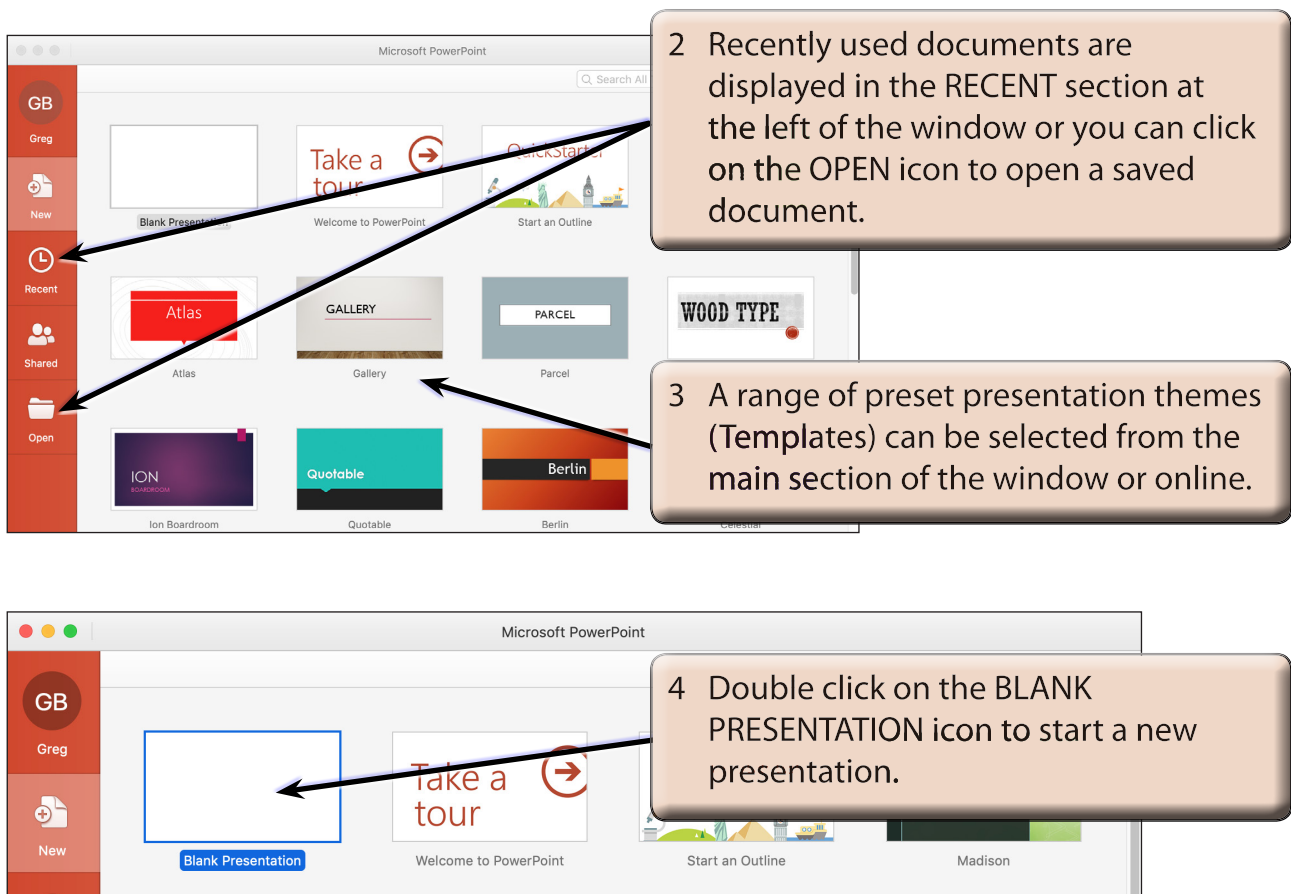
Getting Started With PowerPoint

Microsoft PowerPoint is a program that allows you to create multimedia presentations. These include electronic slide shows and screen displays. For your first presentation you will create a slide show for the Wattle Valley Animal Park, which is a make believe zoo that exhibits animals in their natural habitat.

Starting a Presentation

1   Load Microsoft PowerPoint and you should receive the POWERPOINT START window.

2   Recently used documents are displayed in the RECENT section at the left of the window or you can click on the OPEN icon to open a saved document.

3   A range of preset presentation themes (Templates) can be selected from the main section of the window or online.

4   Double click on the BLANK PRESENTATION icon to start a new presentation.

5   The POWERPOINT screen will open. Look at the labelled diagram at the top of the next page and refer to this diagram until you are fully familiar with the sections of the POWERPOINT screen.
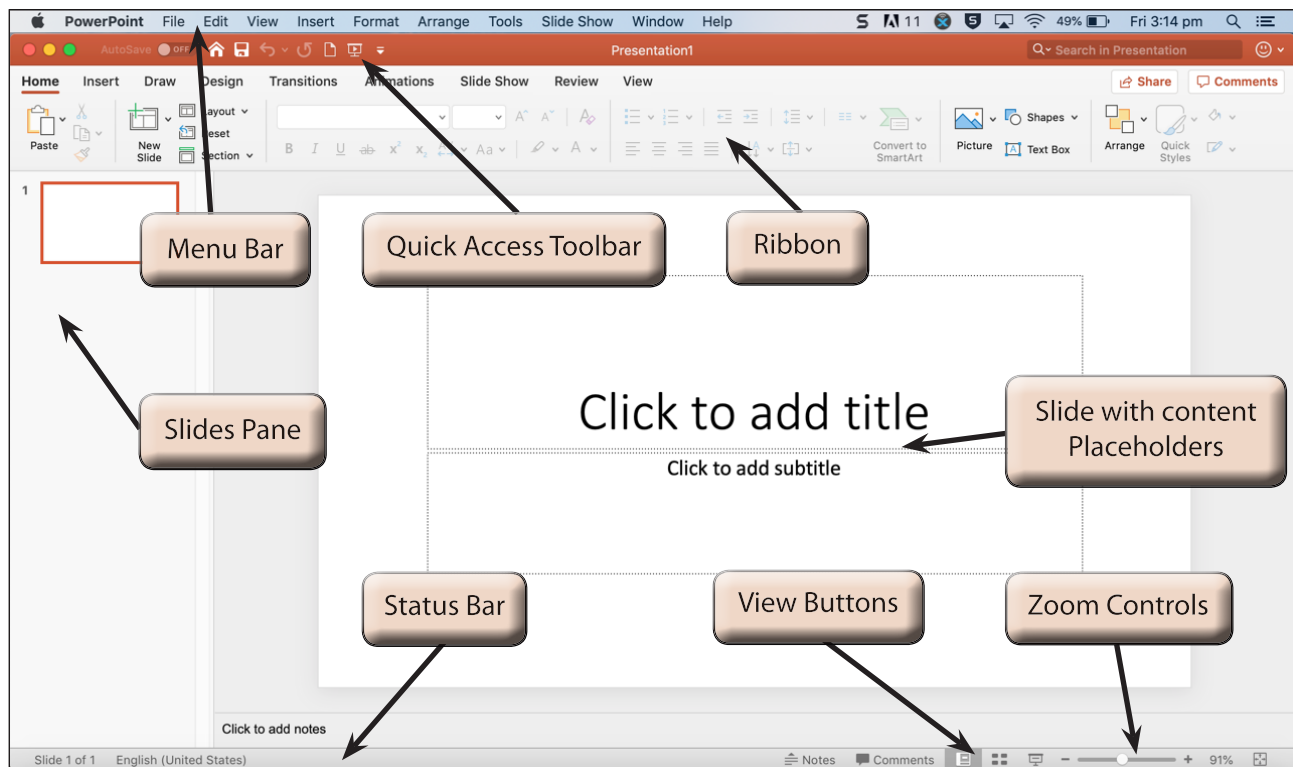
The PowerPoint Screen Sections

There are different sections to the PowerPoint screen that you will regularly use.

A   The Menu Bar

1   Click on the FILE in the MENU BAR at the top of the screen and the FILE options are displayed.

2   You can save, open, print and close documents from the FILE menu.
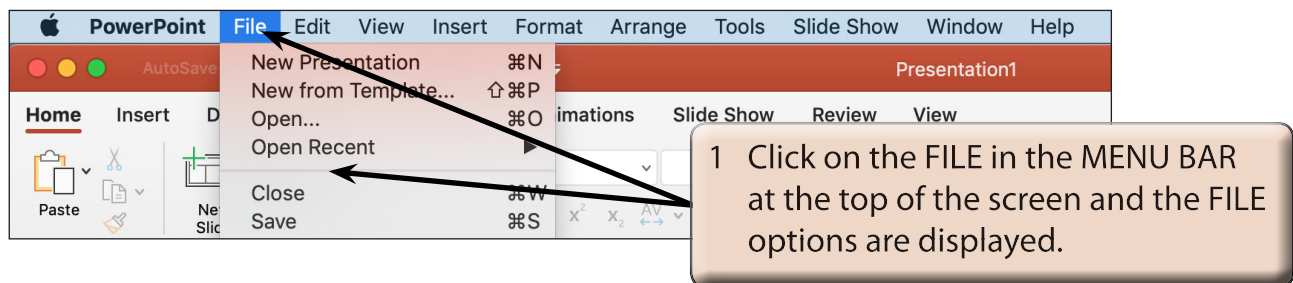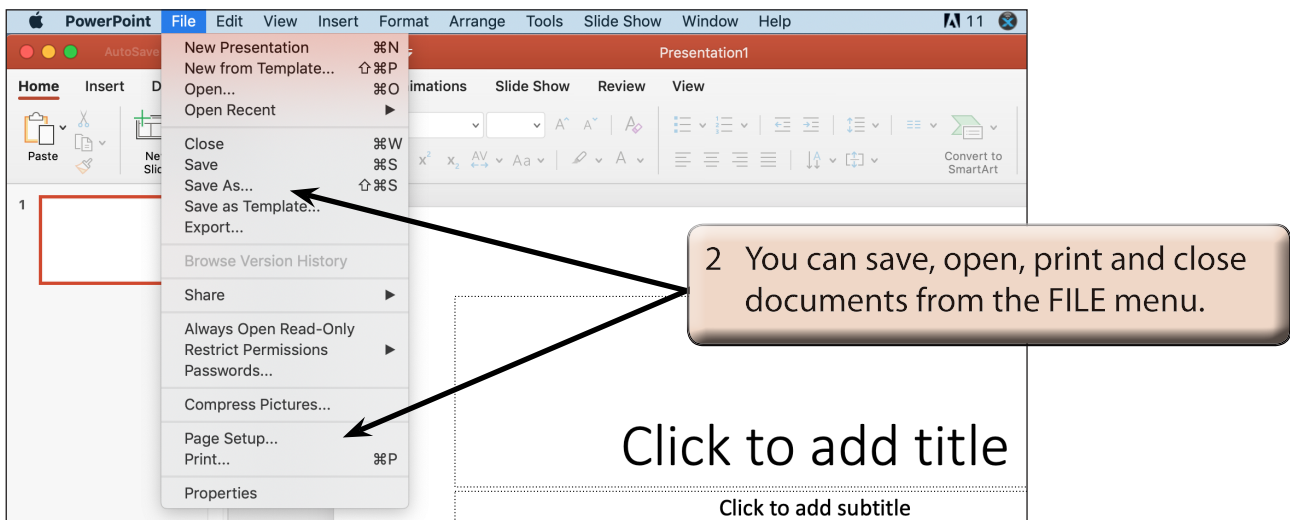
3   Click outside the menu to close it. You will use the other menus as you progress through the chapters.

B   The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is above the RIBBON at the top of the screen. It has buttons to save, undo or redo steps. You can also add other command buttons to it.

Click on the arrow at the right of the QUICK ACCESS TOOLBAR and a list of command options will be displayed. You can use the MORE COMMANDS option to add more commands to the toolbar once you are familiar with PowerPoint.
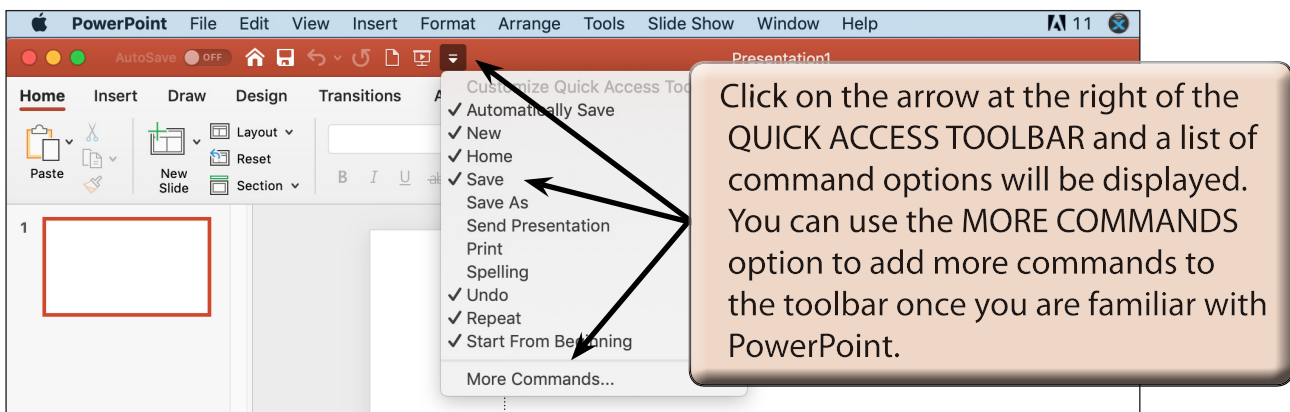
C   The Ribbon

The RIBBON across the top of the screen contains most of the PowerPoint commands in a variety of TABS.

1   When you first load Microsoft PowerPoint the HOME tab of the RIBBON is open. It contains many of the common PowerPoint tools.
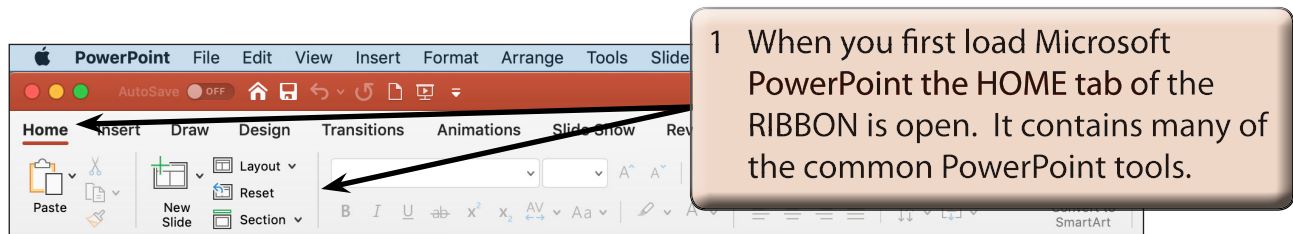
2   Click on each command TAB in turn to see what types of commands they contain. They are summarised in the following table.

Home Tab:	Contains the most common commands for formatting and editing slides.
Insert Tab:	Contains commands for adding items to slides, for example, tables, graphics, headers and footers, etc.
Draw Tab:	Contains drawing tools for touch screens.
Design Tab:	Contains tools that control how slides look on the screen or when printed. These include page setup, slide orientation, themes, backgrounds, etc.
Transitions Tab:	Contains tools for controlling how slides flow to other slides.
Animations Tab:	Contains tools for adding animations to slides, such as animation effects, timings, etc.
Slide Show Tab:	Contains tools to run the presentation. These include adding narrations, rehearsing a presentation, etc.
Review Tab:	Contains tools for checking presentations. These include spell checking, thesaurus and adding comments.
View Tab:	Contains tools to view documents on screen. These include zoom and master slide commands.

NOTE: Other tabs are added to the RIBBON when you select or add items to a presentation.
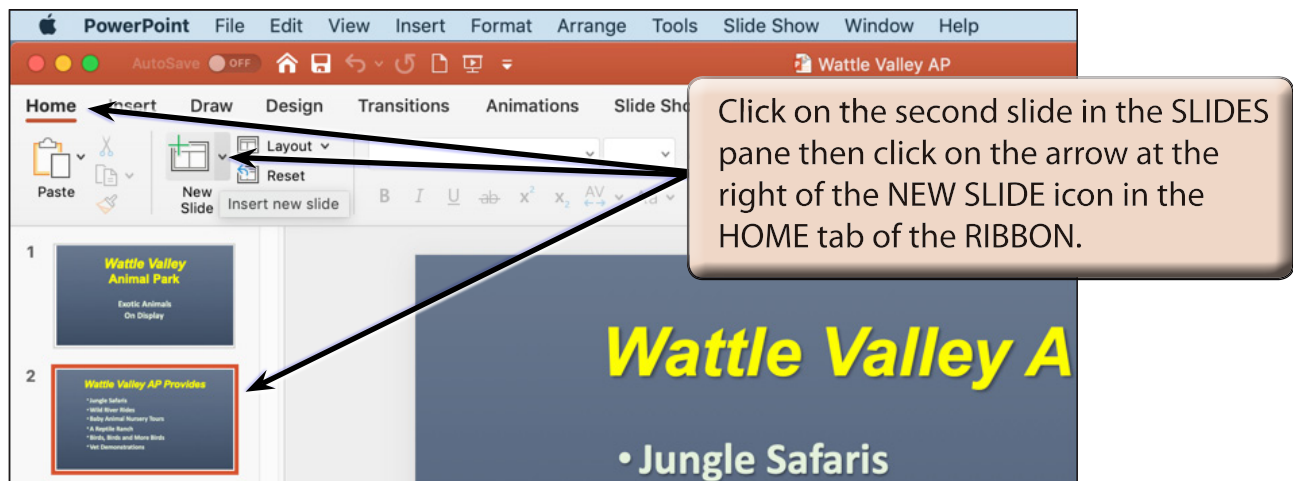
Using Graphics in Slides

Graphics can make presentations more interesting. In this chapter you will learn how to add images and photos to slides. This will involve creating slides about Jungle Safaris and Wild River Rides for the Wattle Valley Animal Park presentation.

Opening the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating the New Slide

Click on the second slide in the SLIDES pane then click on the arrow at the right of the NEW SLIDE icon in the HOME tab of the RIBBON.

NOTE: New slides are added after the selected slide. If the first slide was selected, the new slide would be placed between the two slides.

Selecting the Slide Layout

For this new slide text and graphics will need to be placed side by side, so a suitable slide layout will need to be selected.

Select the TWO CONTENT slide layout to insert the new slide.
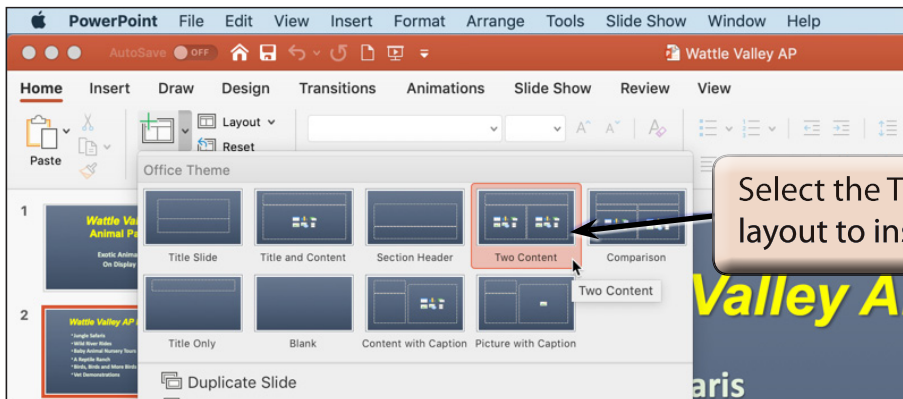
> **NOTE:** **CONTENT is a term to represent text, pictures, SmartArt graphics, movie clips, etc.**

Entering the Slide Title

1 Click in the CLICK TO ADD TITLE placeholder and enter:

Jungle Safaris

2 Highlight the text and, in the HOME tab, set the FONT to ARIAL, the FONT SIZE to 54 point and the STYLE to BOLD, ITALIC, the TEXT COLOUR to YELLOW and the ALIGNMENT to CENTRE.

3 Open the SHAPE FORMAT tab of the RIBBON, select the TEXT EFFECTS icon, highlight SHADOW and select the first SHADOW format.
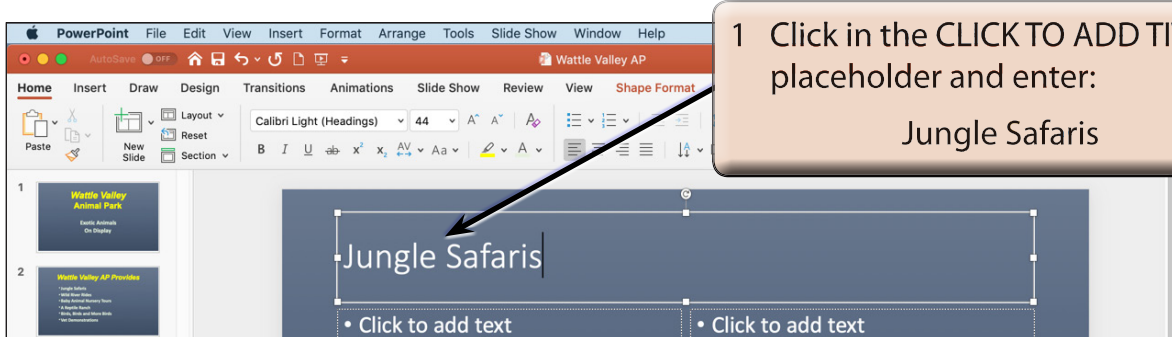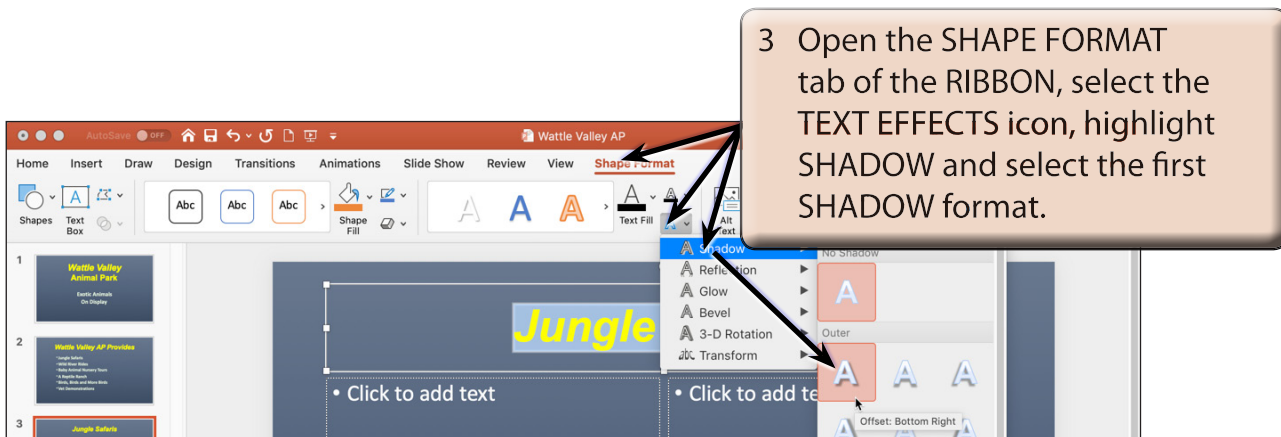
Inserting an Image

Microsoft PowerPoint allows Photos and ClipArt images to be imported into slides. These will be imported from the PP2019 SUPPORT FILES. You might need to find out where those files are located on your system from your teacher. Or you can substitute photos from your school's graphics library.

1 Click on the PICTURE FROM FILE icon in the bottom row of the icons in the left placeholder.

2   Navigate to the PP2019 SUPPORT FILES and open the CHAPTER 2 folder.

3   Select the TIGER photo and click on INSERT.
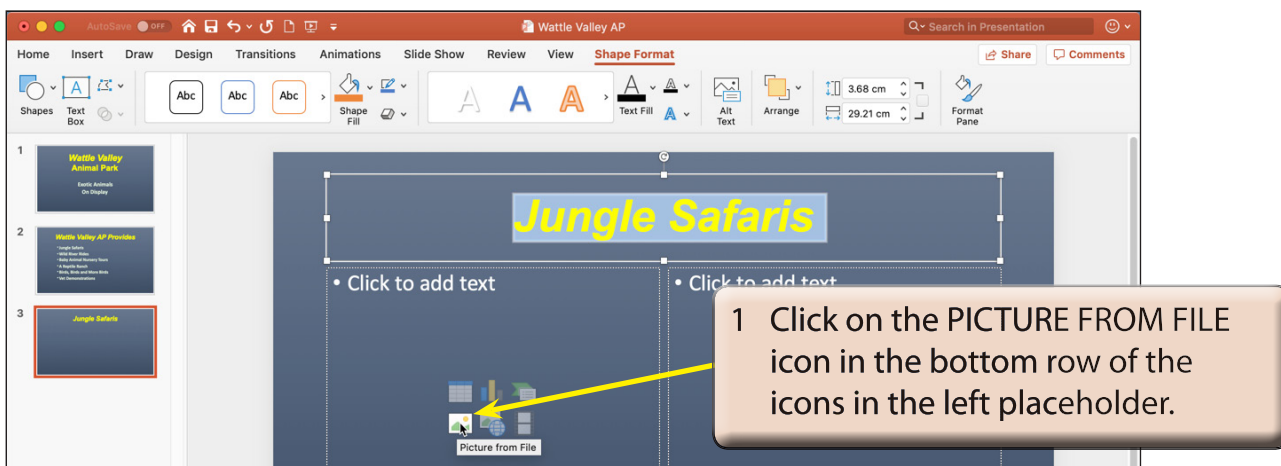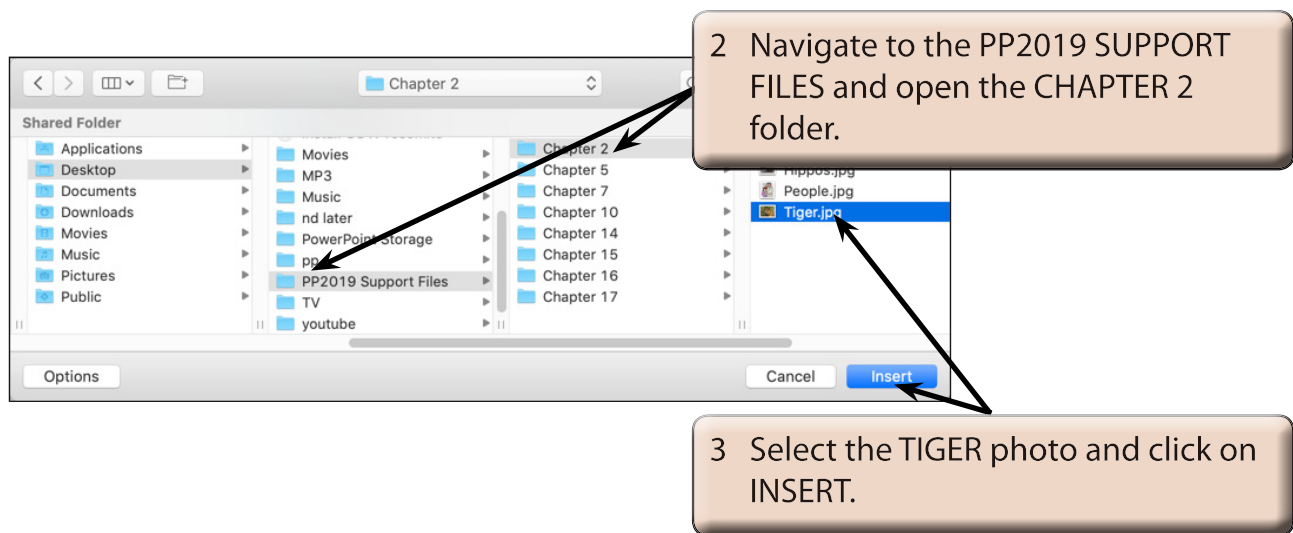
Adjusting the Image

The size and position of the image can be adjusted.

1   Move the pointer over the bottom right 'handle' until it changes to a diagonal line with arrows and drag the 'handle' up and to the left to adjust the size of the image.

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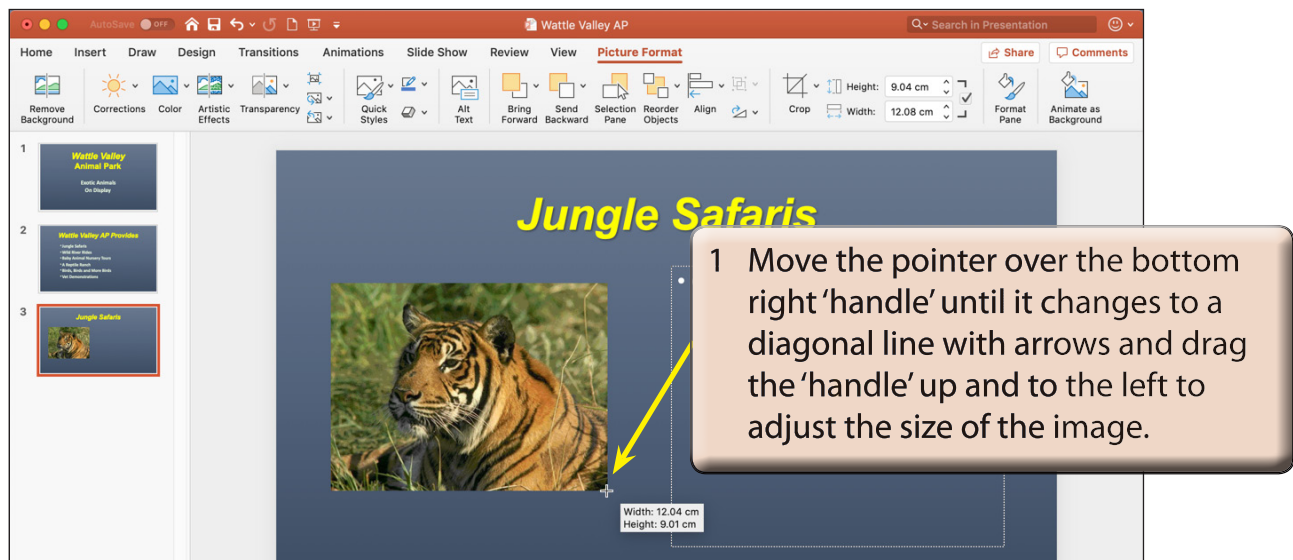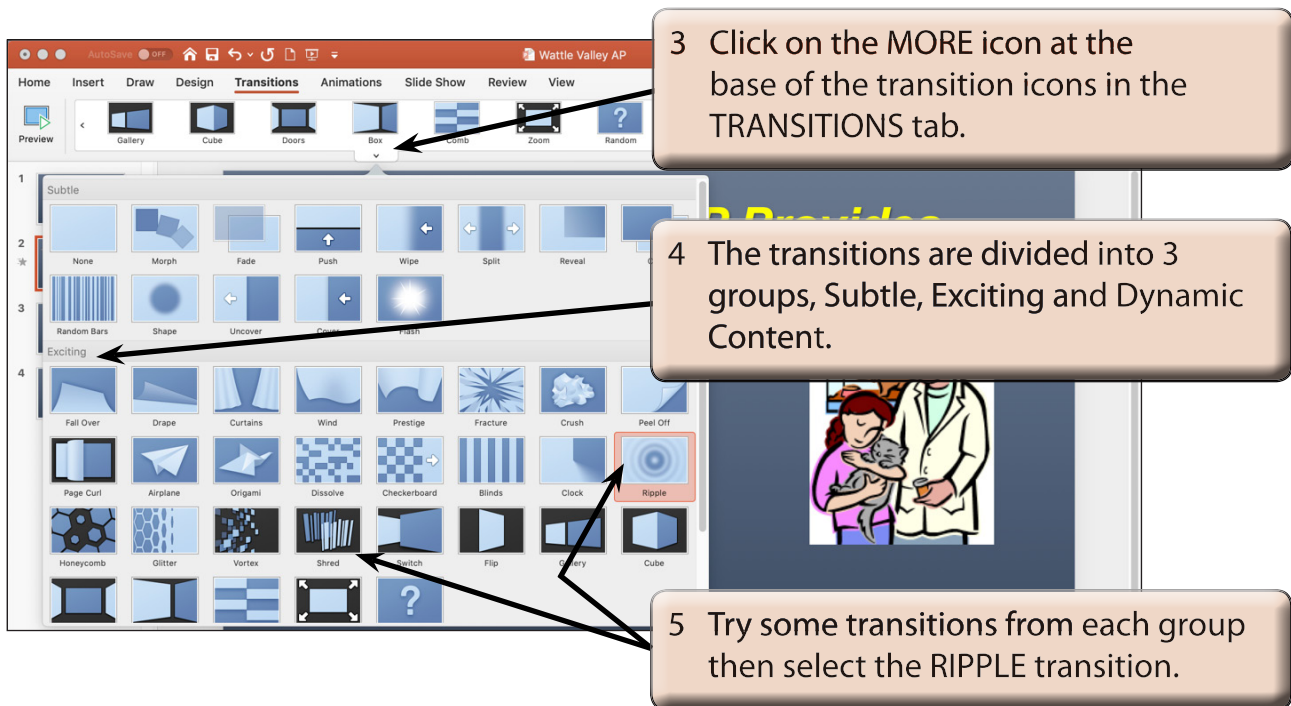
Using Transitions

Transitions allow you to phase the change from one slide to the next using a selected animation. You can apply a transition to one slide or to a group of slides.

Opening the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Applying a Transition to One Slide

1   Click on the second slide in the SLIDES pane.

2   Open the TRANSITIONS tab of the RIBBON and click on some of the transitions to preview their effect.
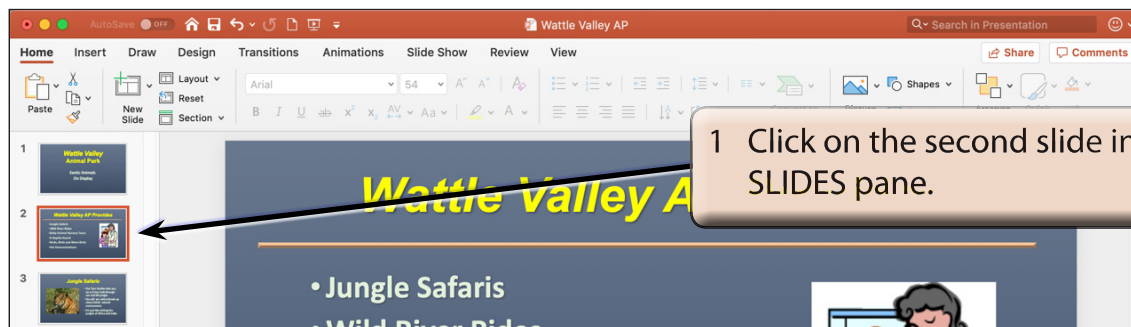
3. Click on the MORE icon at the base of the transition icons in the TRANSITIONS tab.

4. The transitions are divided into 3 groups, Subtle, Exciting and Dynamic Content.

5. Try some transitions from each group then select the RIPPLE transition.

Effect Options

There are effects that can be applied to selected transitions. These effects vary depending on the transition you select.

Click on the EFFECT OPTIONS icon in the TRANSITIONS tab and select an effect.

NOTE: Some transitions have effect options, some do not.

Animation Effects

You can enhance the appearance of slides though the use of animation effects. For example, you can make text fly onto the screen one point at a time, dim it after it has been viewed, make graphics move around the screen or fade in and out, and add sounds to objects.

Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Adding Animation Effects

You can quickly apply effects to placeholders to animate their contents.

2 Open the ANIMATIONS tab of the RIBBON and click on some of the animation options.

3 The animation is previewed on the HIPPOS placeholder each time and the ANIMATIONS pane is opened.
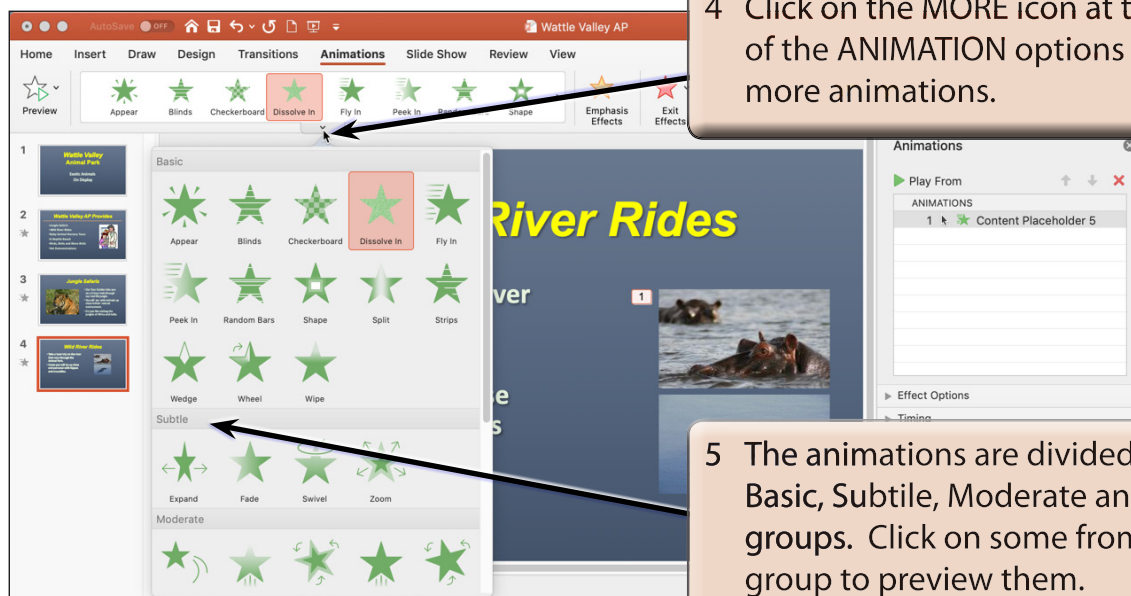
4 Click on the MORE icon at the base of the ANIMATION options to see more animations.

5 The animations are divided into Basic, Subtile, Moderate and Exciting groups. Click on some from each group to preview them.

6 Select a BASIC animation such as WHEEL.

7 There are also animation effects within the EMPHASIS EFFECTS and EXIT EFFECTS icons in the ANIMATIONS tab.
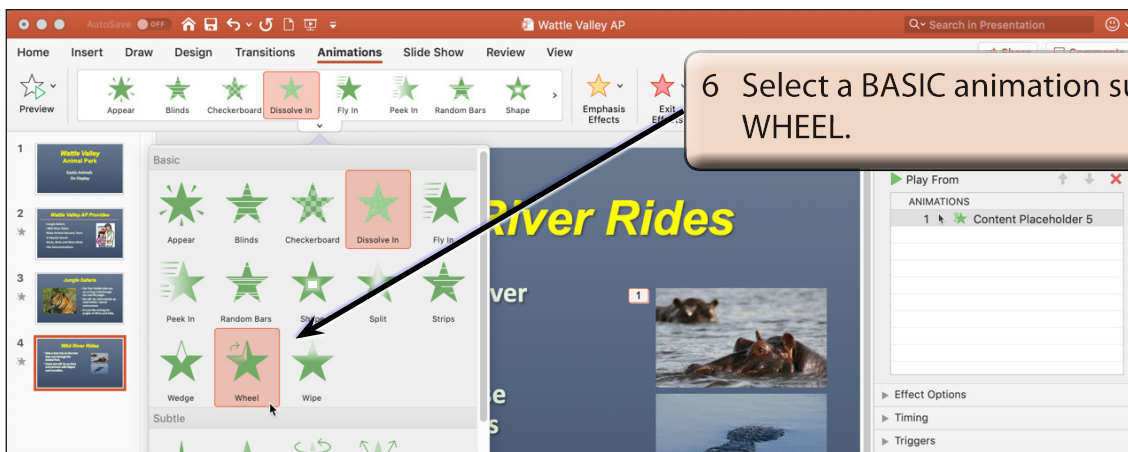
Effect Options

Most effects have a series of options that can be applied to them. These effects vary for different animations.

Click on the EFFECT OPTIONS icon in the ANIMATIONS tab and try some of the options.

Adding Animation Effects

You can apply more than one animation effect to a placeholder. Additional animations play in the order that you apply them. Let's add an exit animation to the HIPPOS placeholder.

1   Select the HIPPOS placeholder and click on the EXIT EFFECTS icon in the ANIMATIONS tab of the RIBBON.

2   In the list of animations select an SUBTLE ANIMATION such as FADE.
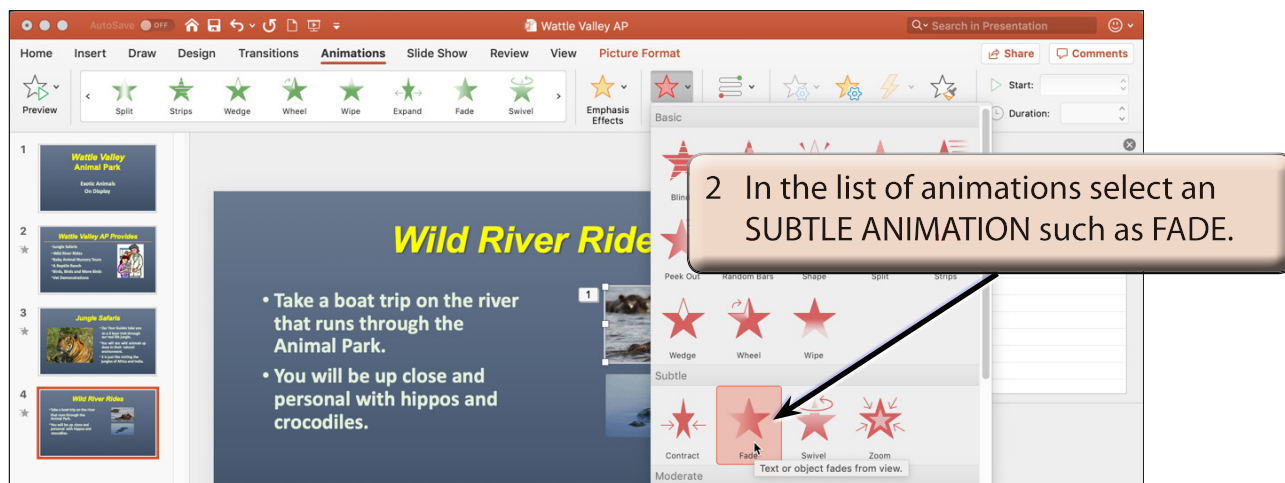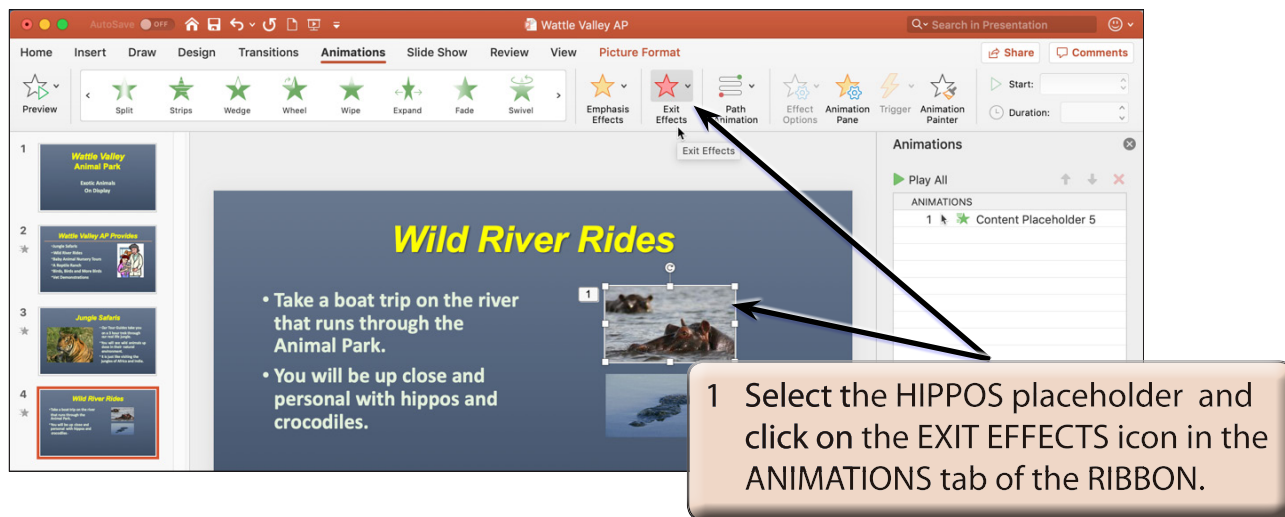
NOTE: **Exit animations are usually set to operate at the end of a slide.**

Adding Movie Clips to Slides
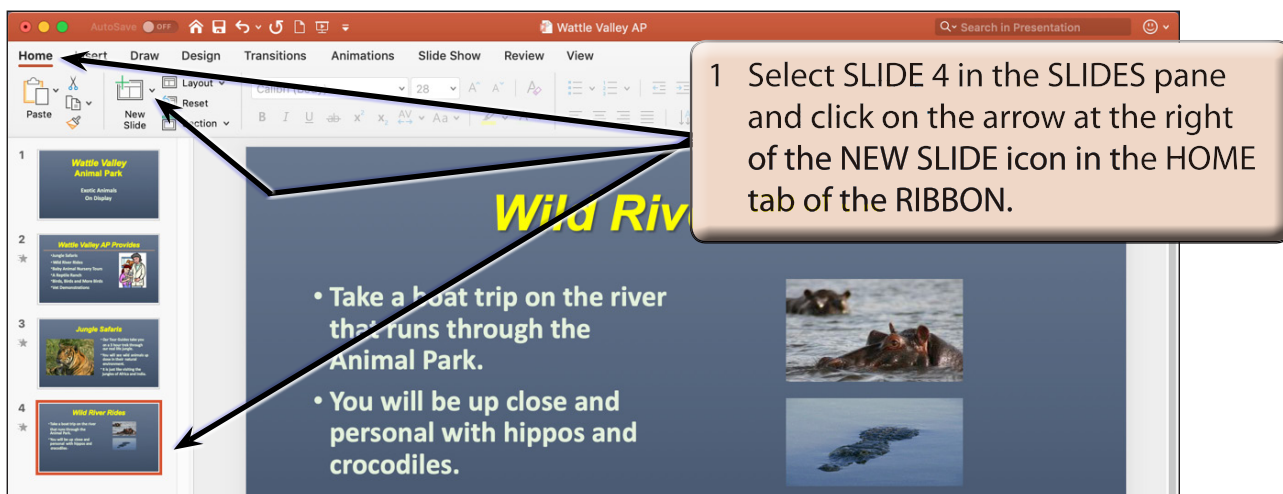
Movie clips can be included in slides and set to play when the slide is viewed or when the mouse is clicked on the clip. The movie clip can also be formatted and edited from within PowerPoint.

Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.
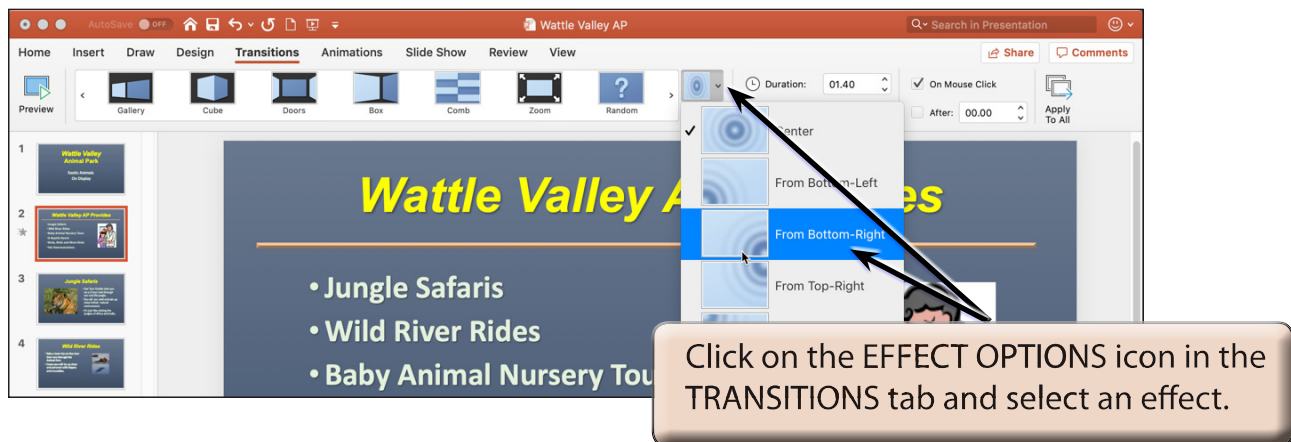
Creating a New Slide

A   Selecting the Layout

1   Select SLIDE 4 in the SLIDES pane and click on the arrow at the right of the NEW SLIDE icon in the HOME tab of the RIBBON.

2 Select the TWO CONTENT slide layout.

B   Entering the Slide Title

1 Click in the CLICK TO ADD TITLE placeholder and enter the title:

Baby Animal Nursery Tours

2 Highlight the text and use the HOME to format it to ARIAL, 54 pt, BOLD, ITALIC, YELLOW and CENTRE.

3 Open the SHAPE FORMAT tab in the RIBBON and use the TEXT EFFECTS icon to set the text to SHADOW.

C   Adding the Text

1   Click in the LEFT CONTENT frame and enter the two points shown in the diagram.

2   Highlight the text and use the HOME tab to set it to 36 pt, BOLD, and the same LIGHT GREEN as the previous slides. Use the SHAPE FORMAT tab to apply a SHADOW effect.

D   Inserting the Movie Clip

A sample movie clip will be imported. However, your school may have better quality movie clips for you to use or you can find some on the internet.

1   Click on the INSERT MOVIE FROM FILE icon at the right of the lower row of buttons in the RIGHT CONTENT placeholder.

2   Navigate to the PP2019 SUPPORT FILES, open the CHAPTER 5 folder, click on the TIGER CUB clip and click on INSERT to import the clip into the slide.

NOTE: The inserted video is embedded in the presentation. If you want to link to a video to reduce the file size, in the CHOOSE A MOVIE dialogue box, click on the OPTIONS button and select LINK TO FILE when inserting the video.

Adding Diagrams to Slides

PowerPoint provides a large range of diagrams that can be included in slides. These include organisation charts, flow charts, process diagrams and relationship diagrams. In this case a slide containing an organisation chart about the different types of reptiles at the Wattle Valley Animal Park will be created.

Loading the Presentation
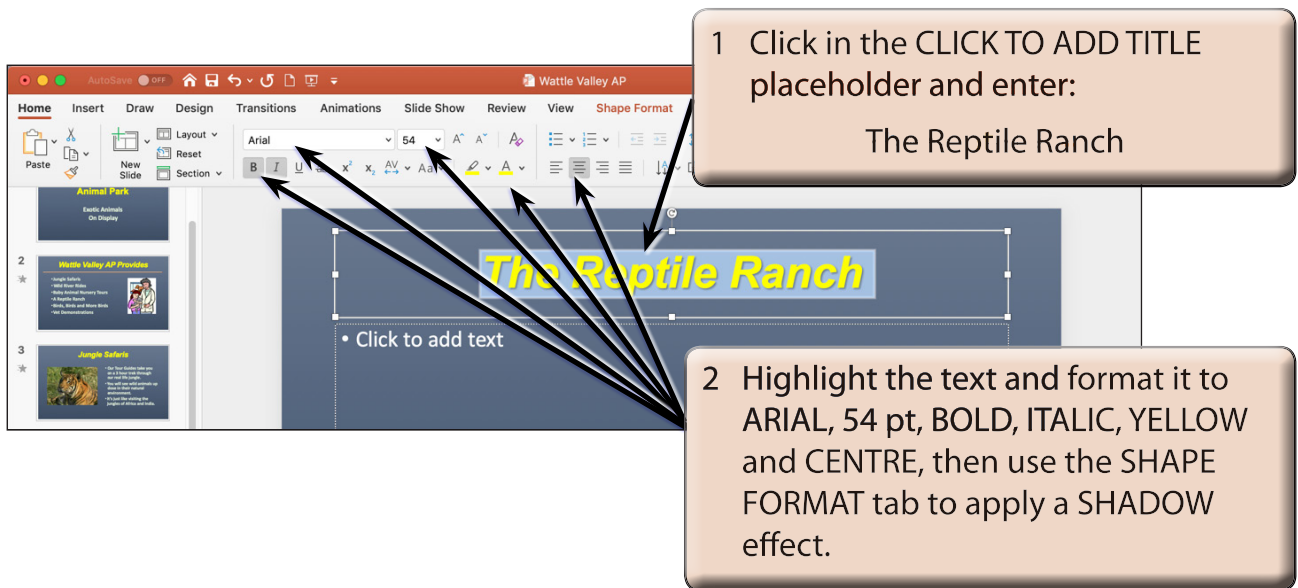
1 If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2 If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A Selecting the Layout

> Open the BABY ANIMAL NURSERY TOURS slide then click on the arrow at the right of the NEW SLIDE icon in the HOME tab and select the TITLE AND CONTENT layout.

B   Adding the Title

1 Click in the CLICK TO ADD TITLE placeholder and enter:

    The Reptile Ranch

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, YELLOW and CENTRE, then use the SHAPE FORMAT tab to apply a SHADOW effect.

Inserting the Diagram

1 Click on the INSERT SMARTART GRAPHIC icon in the top row of buttons at the centre of the CONTENT placeholder.

2 Highlight the HIERARCHY category, and click on the ORGANISATION CHART layout.

Formatting and Aligning Slide Content

When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Valley Animal Park that includes multiple photographs of birds.
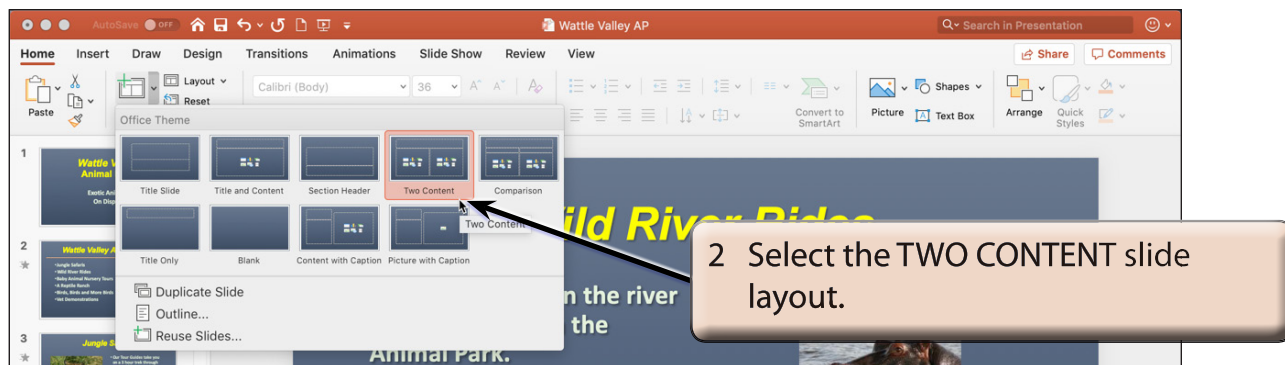
Loading the Presentation
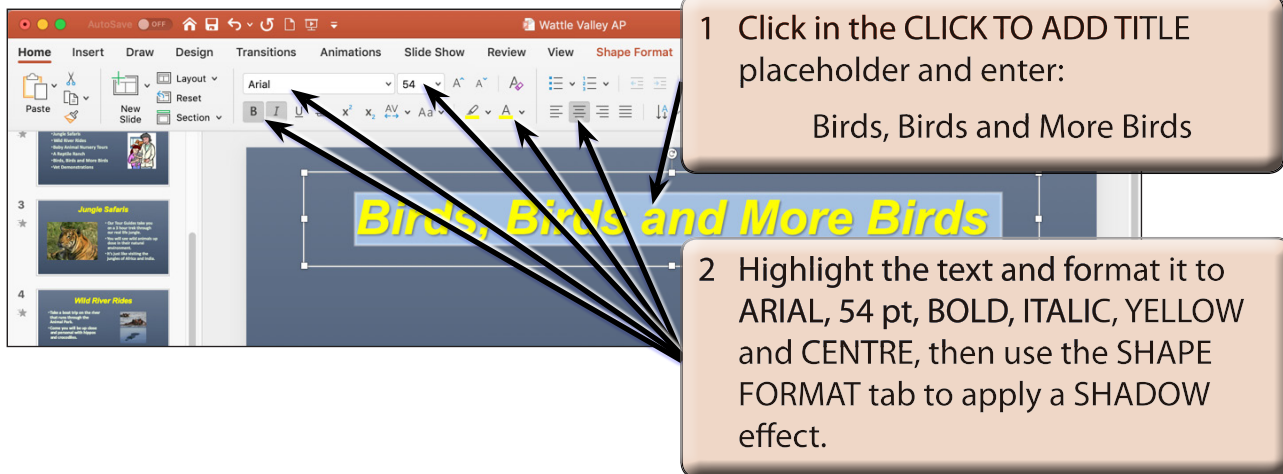
1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.
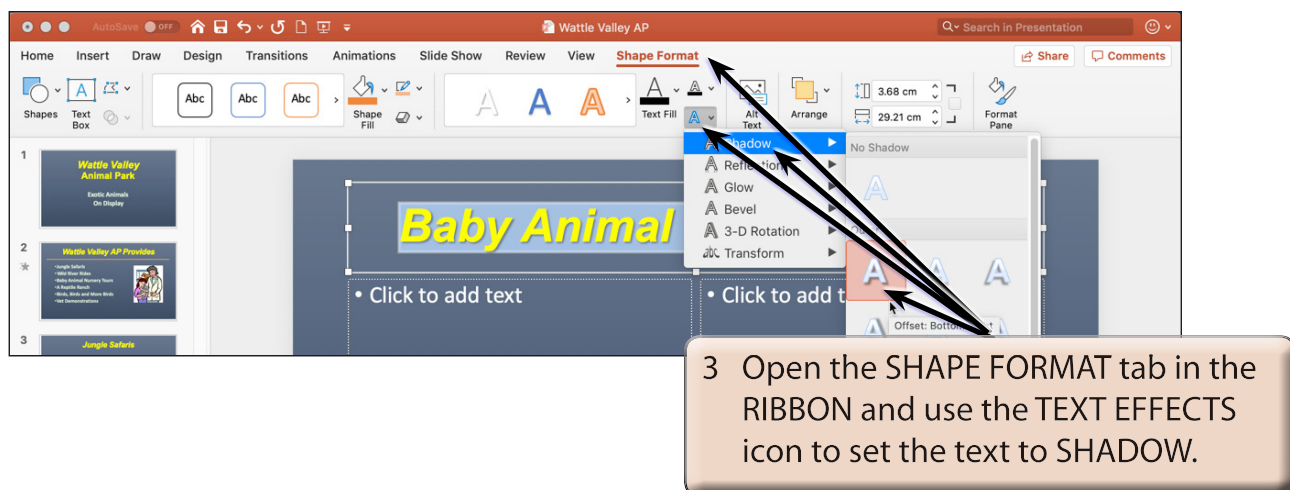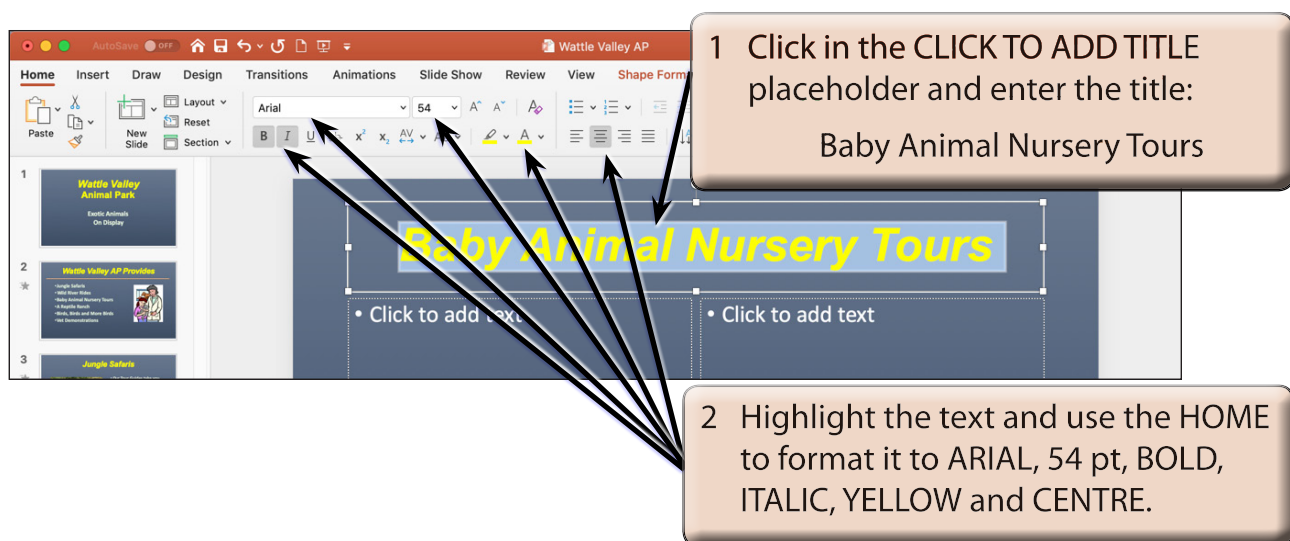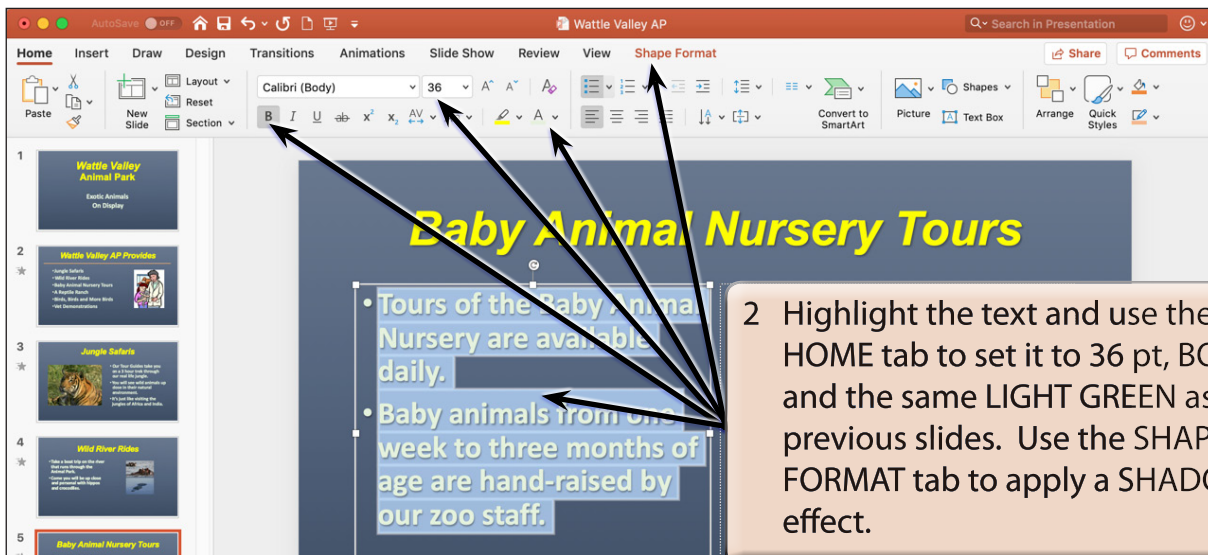
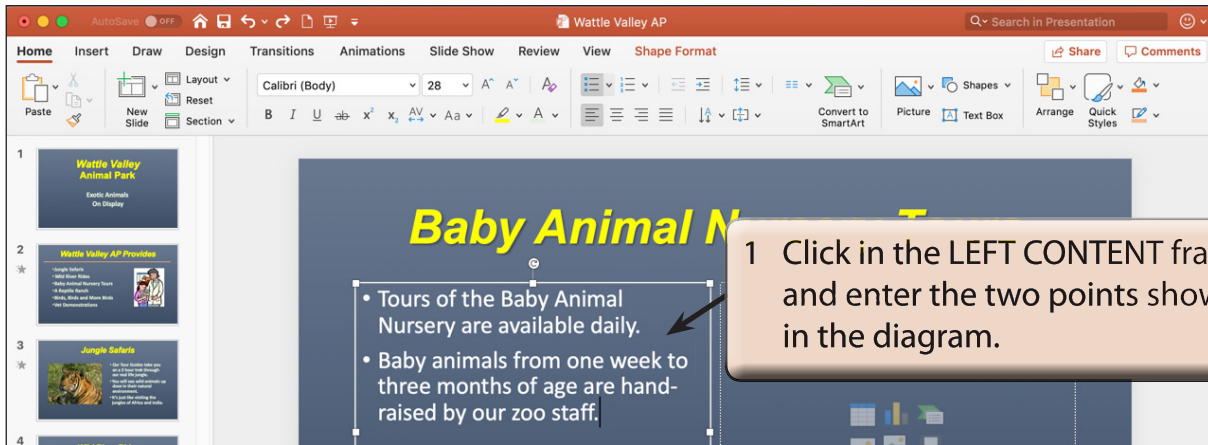## Creating a New Slide

A   Selecting the Layout

Select THE REPTILE RANCH slide (SLIDE 6) in the SLIDES pane, click on the arrow at the right of the NEW SLIDE icon in the HOME tab of the RIBBON and select the TITLE ONLY layout.
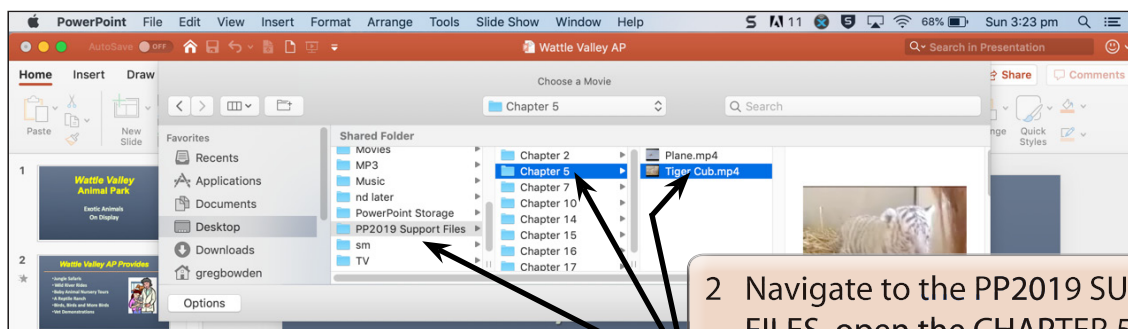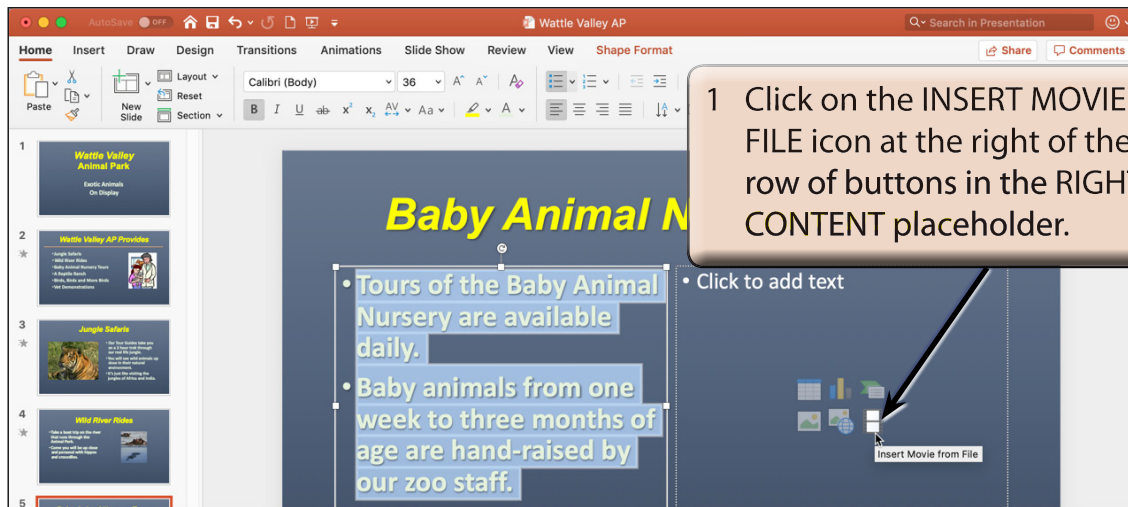
B   Entering the Slide Title
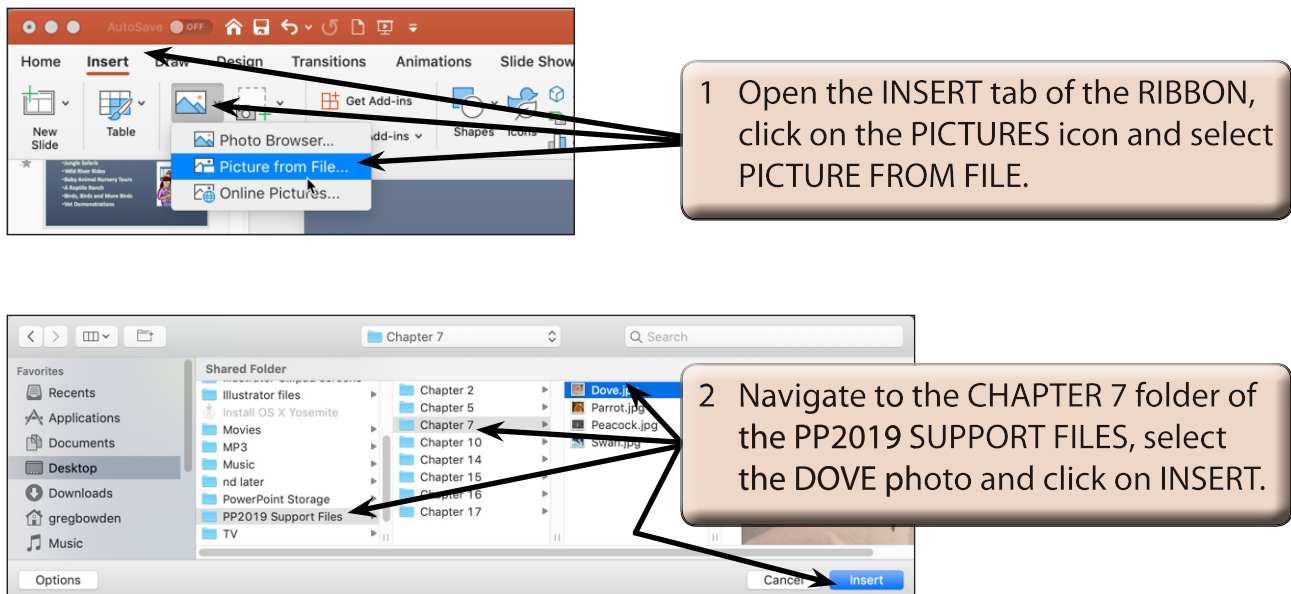
1   Click in the CLICK TO ADD TITLE placeholder and enter:

Birds, Birds and More Birds

2   Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, YELLOW and CENTRE, then use the SHAPE FORMAT tab to apply a SHADOW effect.
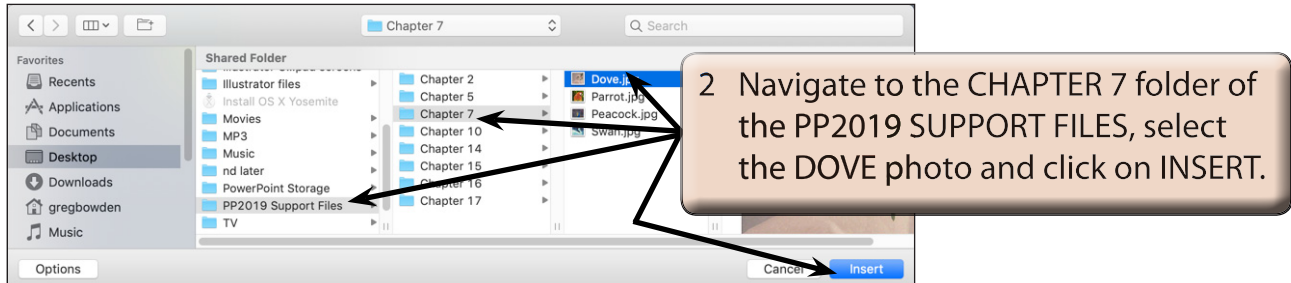
The First Photograph

Photographs will be inserted from the PP2019 SUPPORT FILES, resized, moved and formatted.
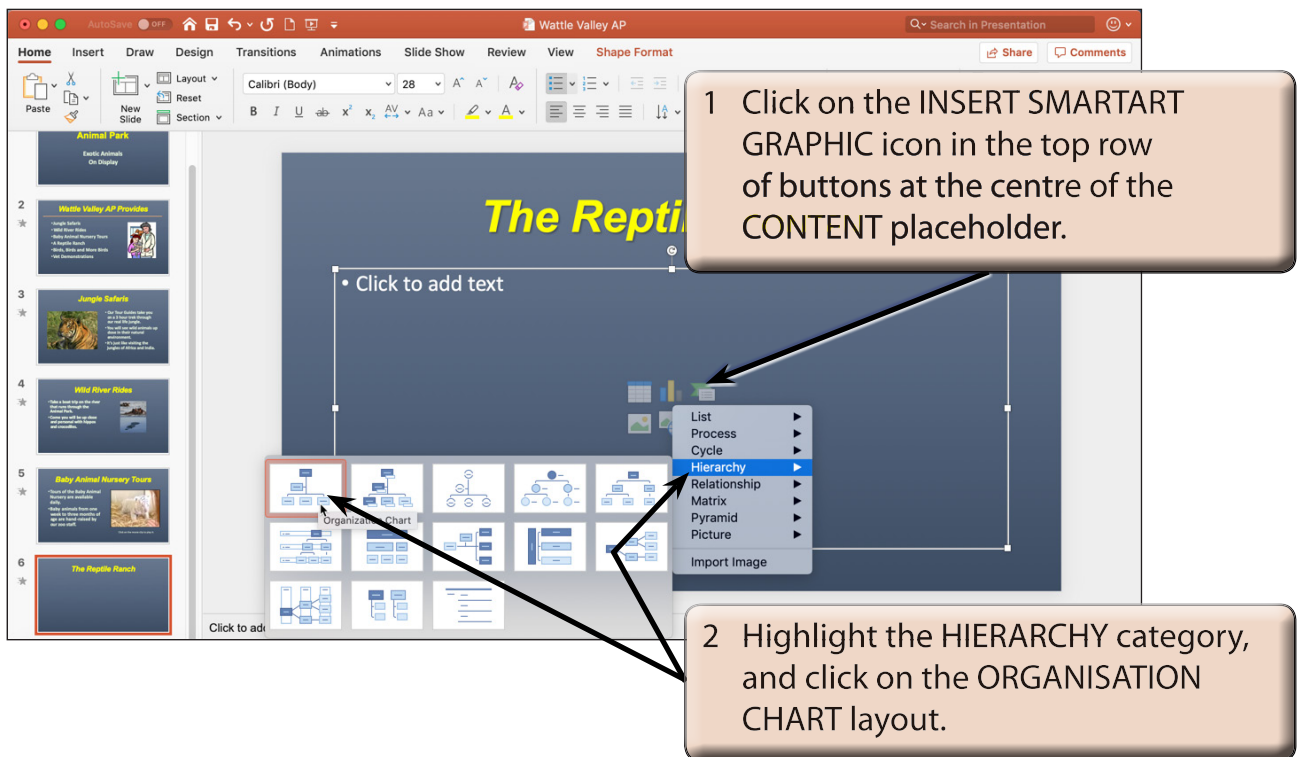
A   Inserting the Photograph

1   Open the INSERT tab of the RIBBON, click on the PICTURES icon and select PICTURE FROM FILE.

2   Navigate to the CHAPTER 7 folder of the PP2019 SUPPORT FILES, select the DOVE photo and click on INSERT.

NOTE: Close the DESIGN IDEAS pane if it opens at the right of the screen.

B   Adjusting the Shape Height

The size of the photograph can be adjusted by setting the SHAPE HEIGHT.
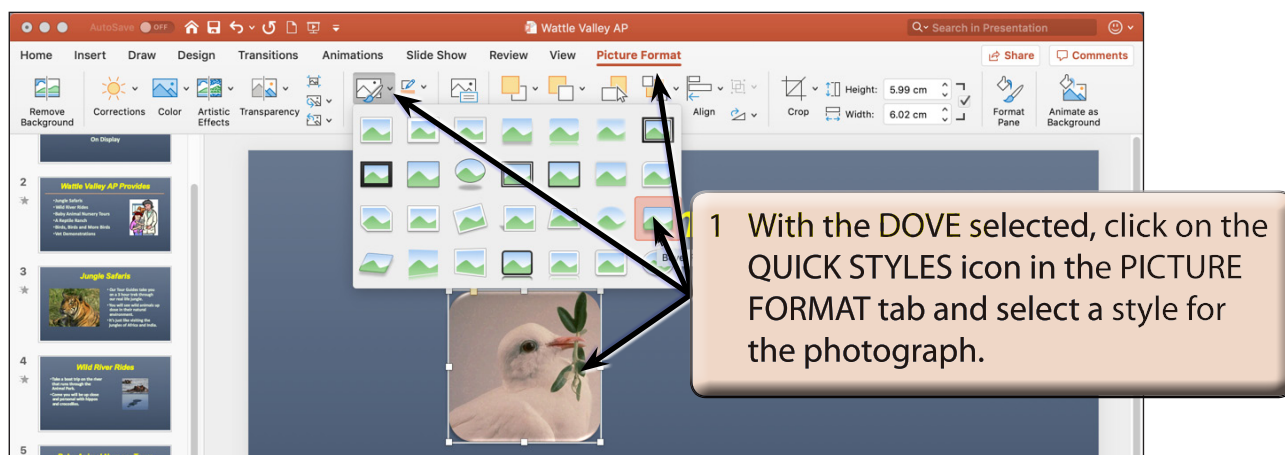
1   In the FPICTURE ORMAT tab of the RIBBON enter 6 cm in the HEIGHT box and press <return>.

2   Move the photo to the top left of the slide under the title. The arrow keys can be used to nudge it into position.

NOTE: When you set the HEIGHT of the picture, the WIDTH is also adjusted to keep the dimensions of the object proportional. If you don't want this to occur, click on the FORMAT PANE icon in the PICTURE FORMAT tab to open the FORMAT PICTURE pane, then select the SIZE AND PROPERTIES icon and turn off LOCK ASPECT RATIO in the SIZE section.

C   Formatting the Photograph
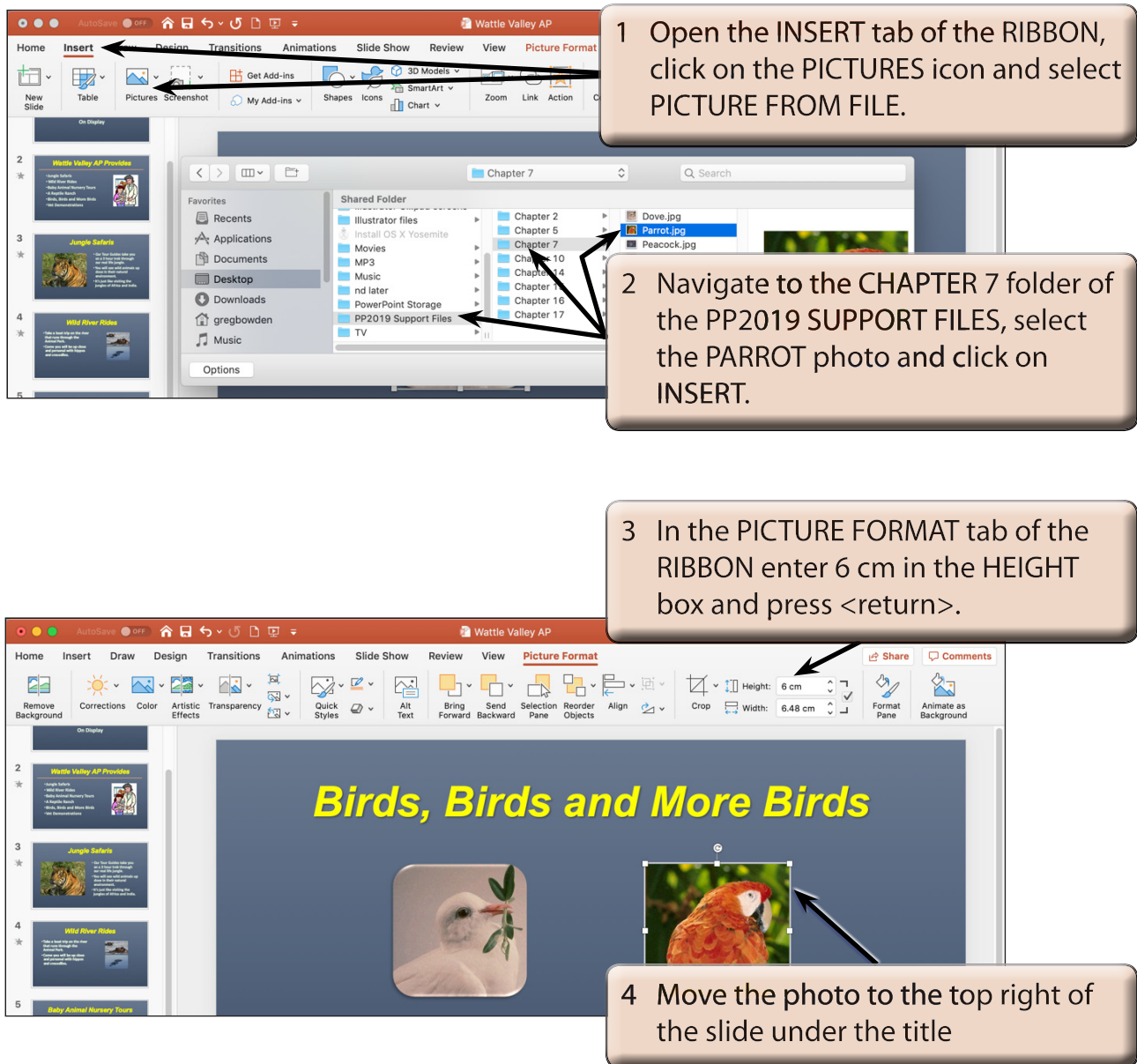
1   With the DOVE selected, click on the QUICK STYLES icon in the PICTURE FORMAT tab and select a style for the photograph.

2   You can also add some effects to the photograph using the PICTURE EFFECTS icon in the PICTURE FORMAT tab of the RIBBON if you wish to.

The Second Photograph

A   Inserting the Photograph

1   Open the INSERT tab of the RIBBON, click on the PICTURES icon and select PICTURE FROM FILE.

2   Navigate to the CHAPTER 7 folder of the PP2019 SUPPORT FILES, select the PARROT photo and click on INSERT.

3   In the PICTURE FORMAT tab of the RIBBON enter 6 cm in the HEIGHT box and press <return>.
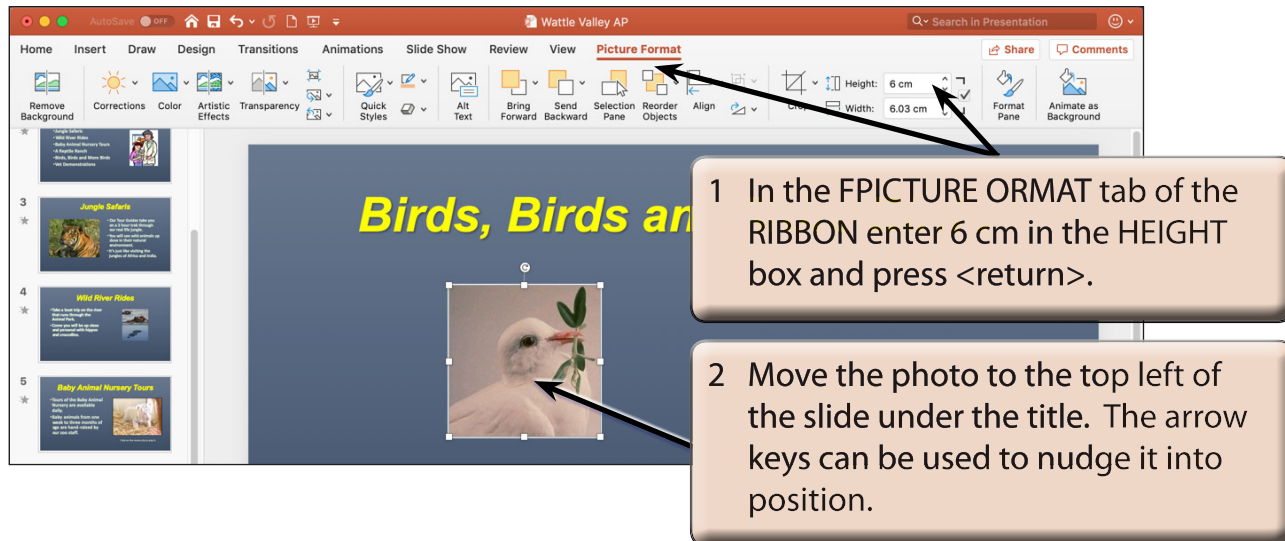

Birds, Birds and More Birds

4   Move the photo to the top right of the slide under the title

NOTE: Guide lines are displayed between objects when you move objects close to each other to allow you to quickly align objects.

Inserting Tables in Slides

Tables allow you to place text in rows and columns. They are an excellent way to display detailed information neatly. Let's provide a table for the Wattle Valley Animal Park that indicates the times and locations that the Vet demonstrations take place.

Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Selecting the Layout

1 Set the screen to the BIRDS slide.

2 In the HOME tab of the RIBBON click on the NEW SLIDE icon arrow and select the TITLE AND CONTENT layout.

Entering the Slide Title

1 Click in the title placeholder and add the title:

Vet Demonstrations

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, YELLOW and CENTRE, then use the SHAPE FORMAT tab to apply a SHADOW effect.

Adding the Table

A table with 3 columns and 8 rows will be required.

1 Click on the INSERT TABLE icon in the top row of icons at the centre of the CONTENT placeholder.

2 In the INSERT TABLE dialogue box enter 3 in the COLUMNS box and 8 in the ROWS box, then select OK to create the table.

NOTE: You can also insert a table into a slide using the TABLE icon in the INSERT tab of the RIBBON or from the INSERT menu.

Inserting Charts into Slides

Another way to display information in slides is though the use of a chart (or graph). Let's create a chart that shows the number of visitors to the Wattle Valley Animal Park over a three year period.

Loading the Presentation
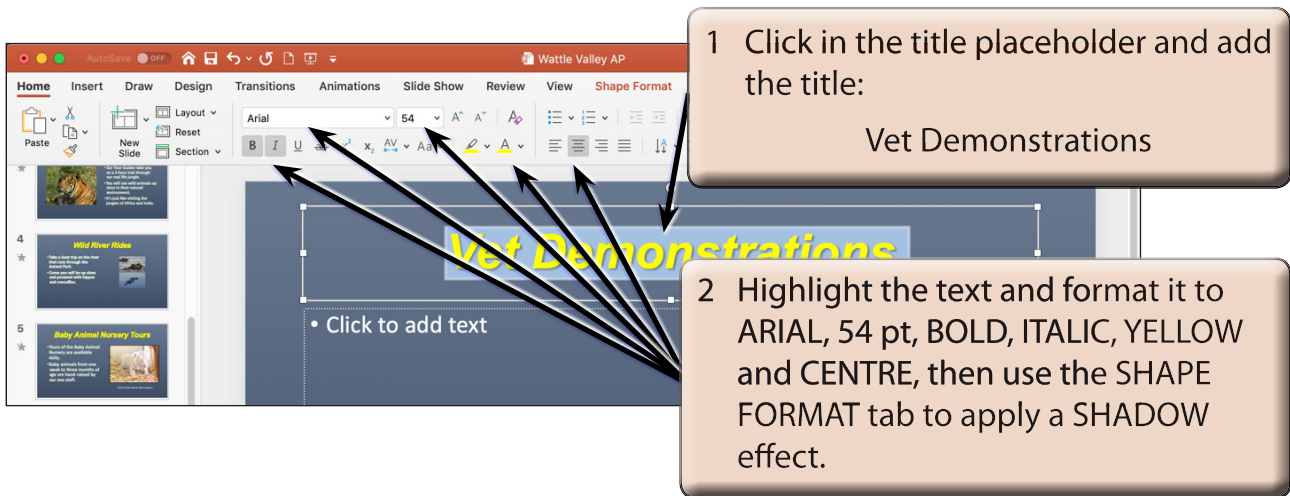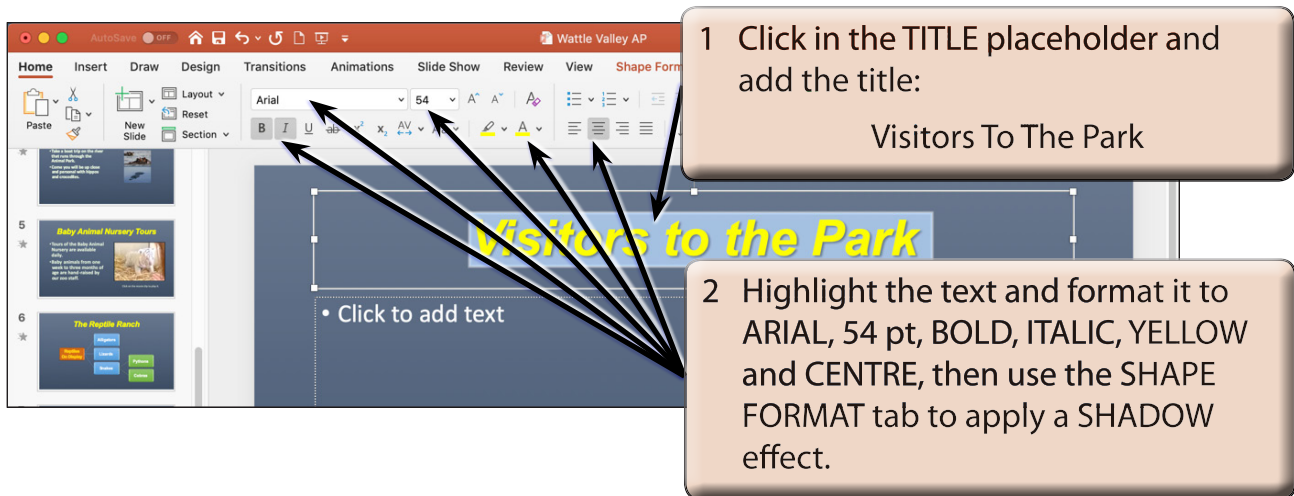
1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Selecting the Slide Layout

1   Set the screen to VET DEMONSTRATIONS slide.

2   Click on the NEW SLIDE icon arrow in the HOME tab of the RIBBON and select the TITLE AND CONTENT layout.
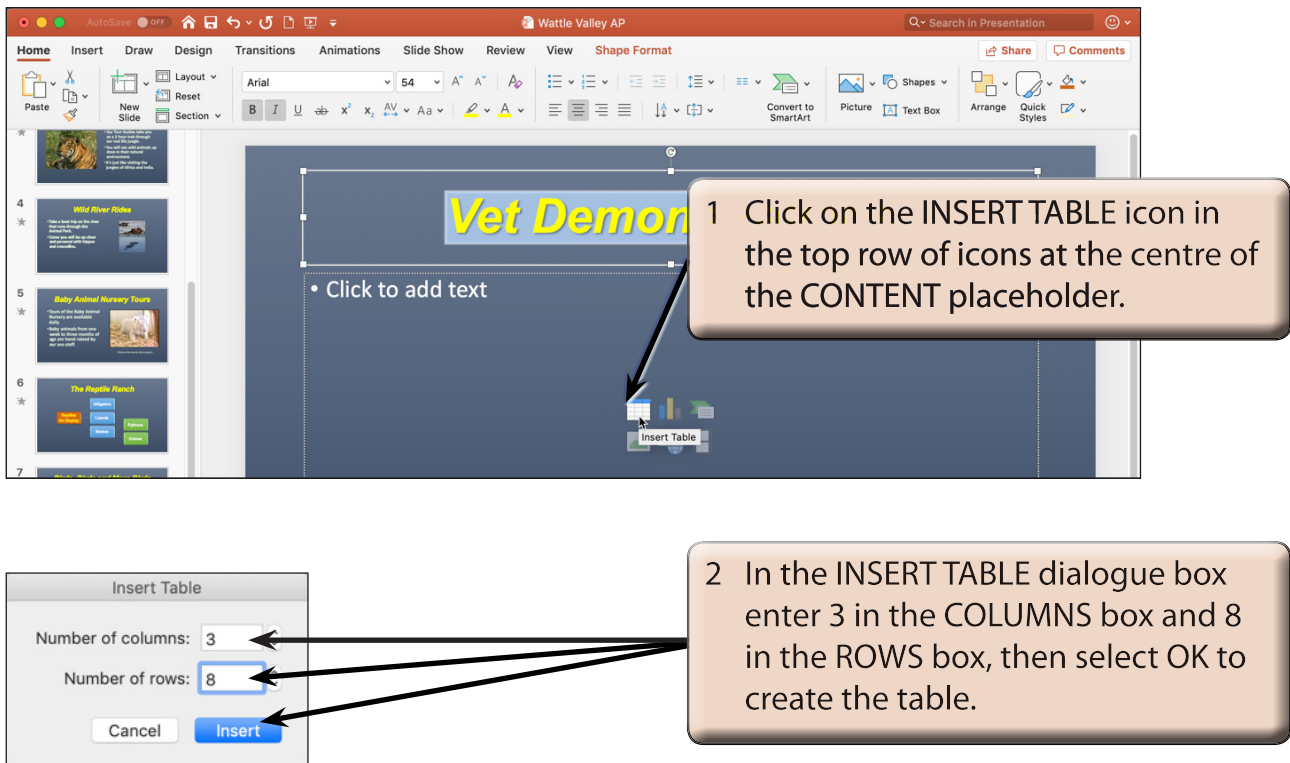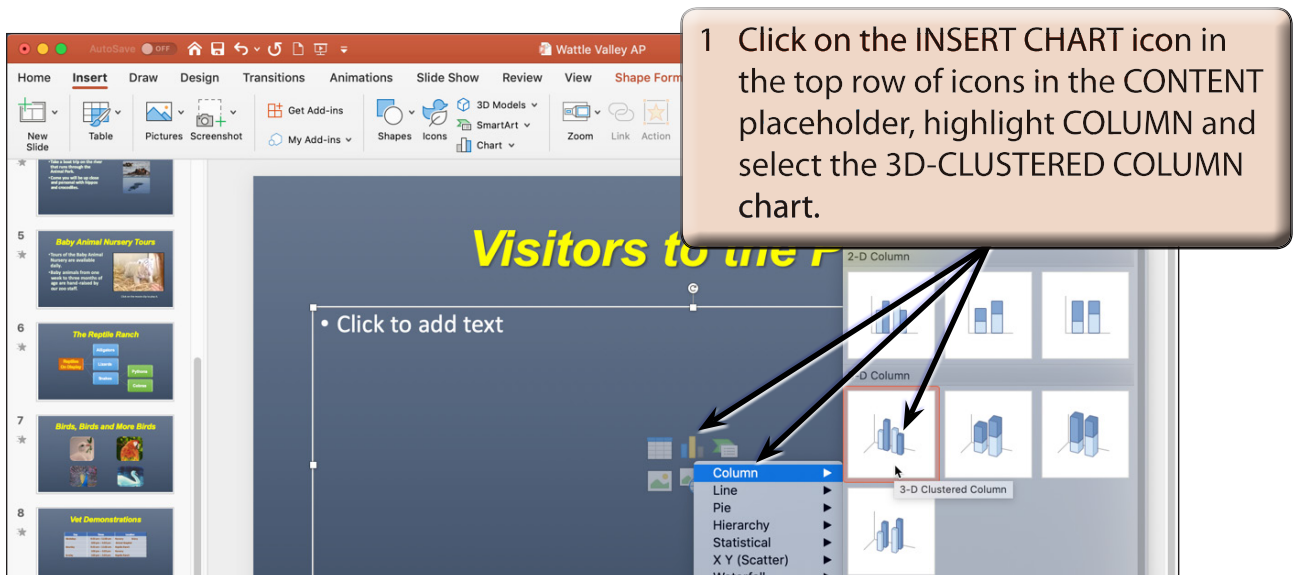
Entering the Slide Title

1 Click in the TITLE placeholder and add the title:

Visitors To The Park

2 Highlight the text and format it to ARIAL, 54 pt, BOLD, ITALIC, YELLOW and CENTRE, then use the SHAPE FORMAT tab to apply a SHADOW effect.

Inserting the Chart

1 Click on the INSERT CHART icon in the top row of icons in the CONTENT placeholder, highlight COLUMN and select the 3D-CLUSTERED COLUMN chart.

NOTE: You can also insert a chart into a slide by clicking on the CHART icon in the INSERT tab of the RIBBON or by selecting CHART from the INSERT menu.

2 The chart is plotted on sample data that is provided in the CHART IN MICROSOFT POWERPOINT window.

3 You can reduce the size of the DATA window by dragging its bottom right corner in so that you can see the chart and the data.

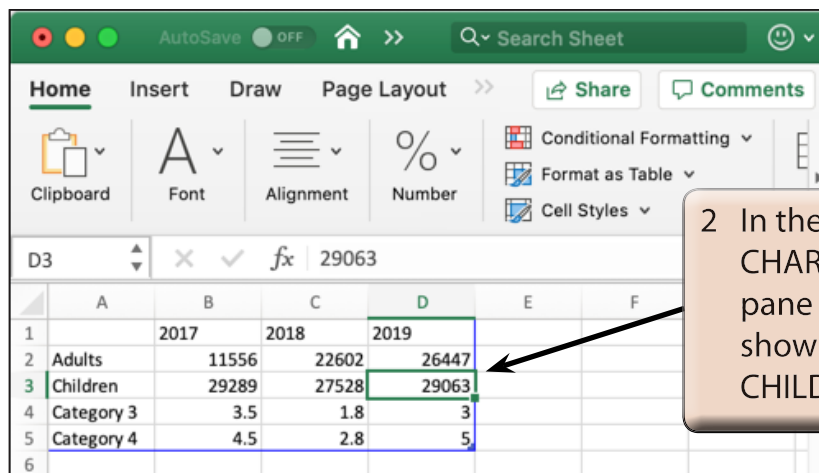**NOTE:** All charts created in Microsoft Office 2019 programs use the charting functions from within Microsoft Excel to produce the chart.

Entering the Chart Data

The chart data is entered in the CHART IN MICROSOFT POWERPOINT pane.

1 Click on the SERIES 1 cell and enter 2017, click on the SERIES 2 cell and enter 2018, click on the SERIES 3 cell and enter 2019, press <return> and the LEGEND in the chart is updated.
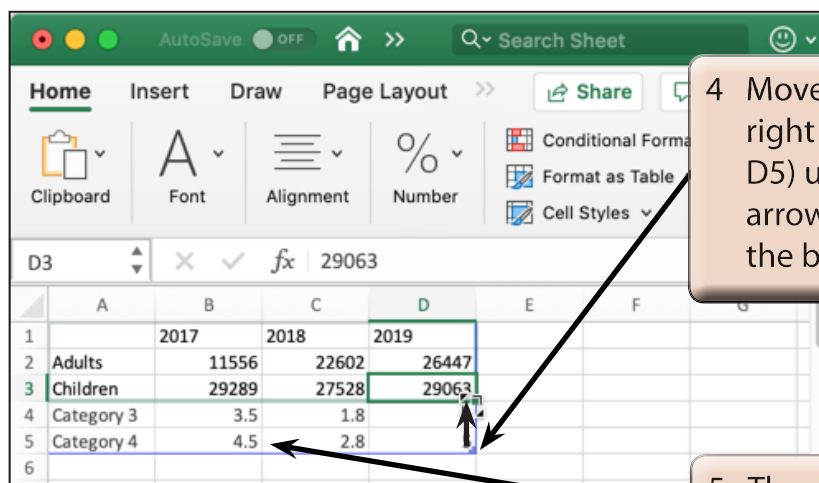
2 In the second and third rows of the CHART IN MICROSOFT POWERPOINT pane enter the labels and values shown for the ADULTS and CHILDREN visitors to the Park.

NOTE: i   The chart is updated in the PowerPoint slide as you enter the data.

ii   The top row in the CHART IN MICROSOFT POWERPOINT pane is the LEGEND values, the left column is the X-AXIS values and values within the rows and columns are the Y-AXIS values.

3   The unused sample data needs to be removed from the plot.

4 Move the pointer over the bottom right corner of the sample data (cell D5) until it changes to diagonal arrows and drag the handle up to the base of cell D3.

5 The unwanted cells are now outside the coloured plot area.

Action Buttons

You can set graphics in PowerPoint to carry out a variety of commands. When graphics are used in this fashion they called ACTION BUTTONS. PowerPoint provides some preset ACTION BUTTONS or you can set a shape, a Clip Art graphic or text to be an ACTION BUTTON.

Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.
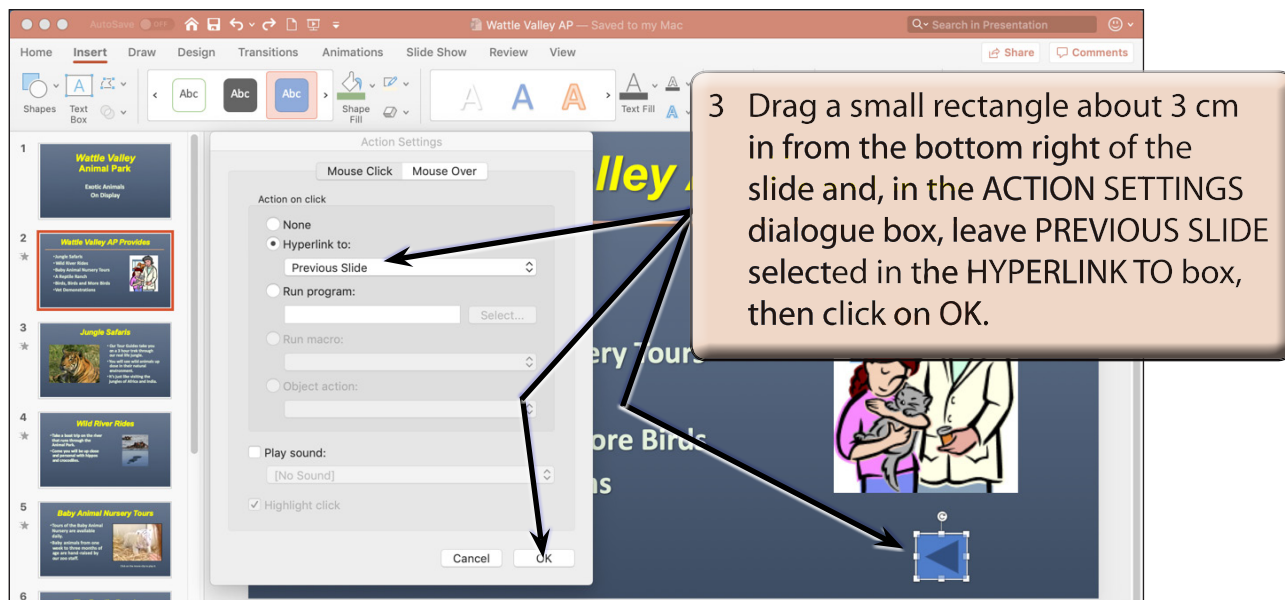
Navigation Buttons

Buttons can be added to slides to allow users of the presentation to move from slide to slide.

A   The Previous Slide Button
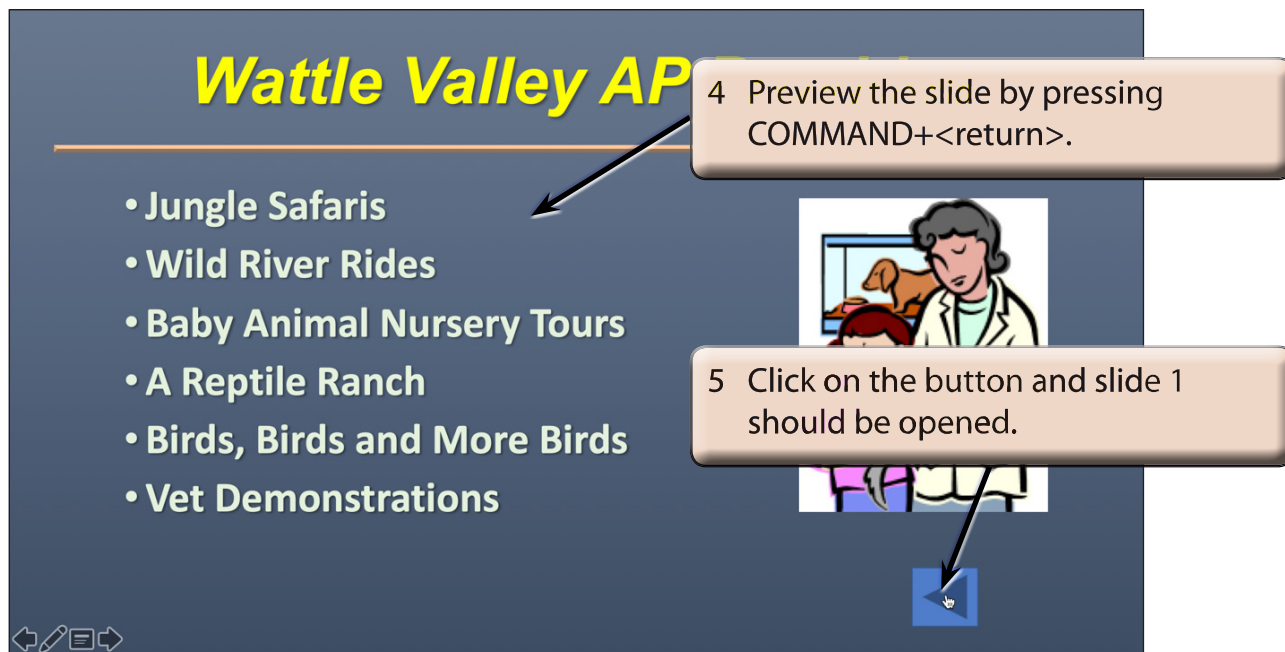
1 Open SLIDE 2 from the SLIDES pane.

2 Open the INSERT tab of the RIBBON, click on the SHAPES icon, scroll down and select the BACK OR PREVIOUS icon from the ACTION BUTTONS section.

3 Drag a small rectangle about 3 cm in from the bottom right of the slide and, in the ACTION SETTINGS dialogue box, leave PREVIOUS SLIDE selected in the HYPERLINK TO box, then click on OK.

NOTE: You can set a button to activate when the mouse button is clicked on it, or by simply moving the mouse pointer over it.

4 Preview the slide by pressing COMMAND+<return>.

5 Click on the button and slide 1 should be opened.

6 Press the ESC key to exit the slide show and return SLIDE 2 to the screen.

B   The Next Slide Button

1   Click on the SHAPES icon in the INSERT tab, scroll down and select the FORWARD OR NEXT button.

2   Drag a small rectangle to the right of the previous button. Leave NEXT SLIDE selected in the ACTION SETTINGS dialogue box and click on OK.
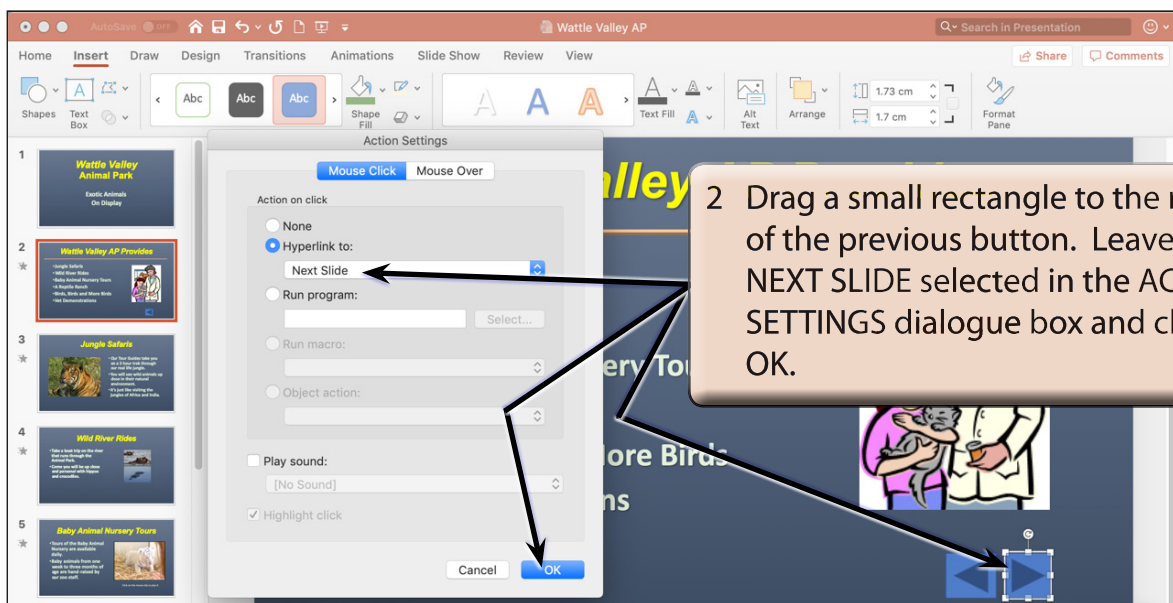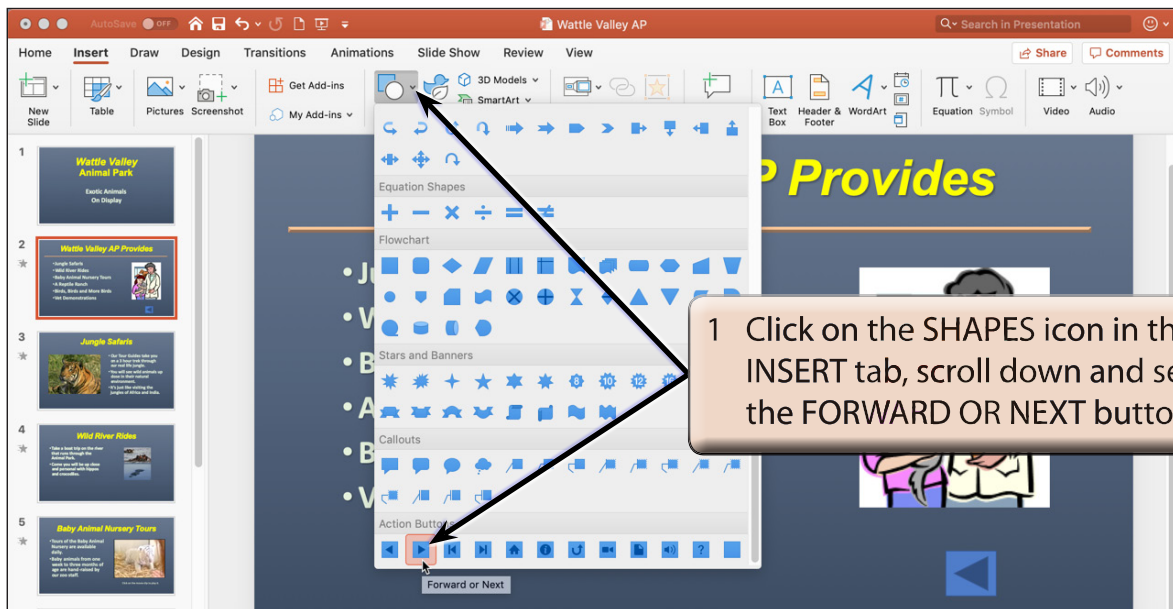
3   Preview the slide by holding down the COMMAND key and pressing <return>.

4   Click on the NEXT OR FORWARD button and slide 3 should be opened.

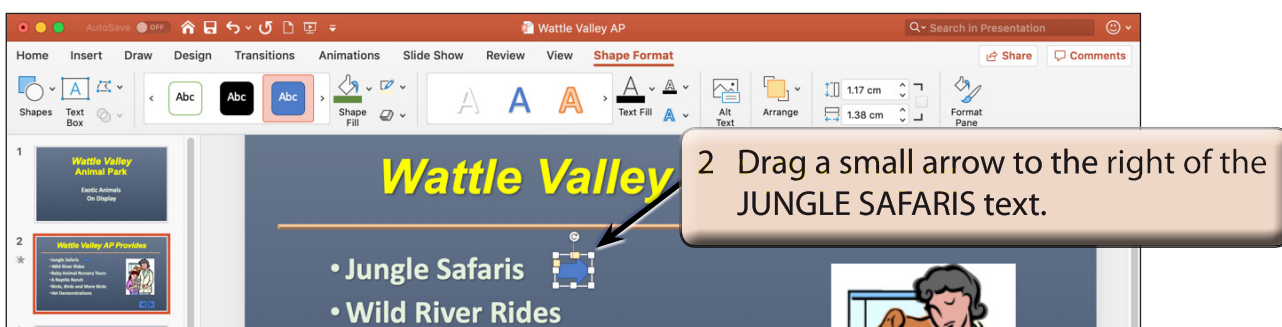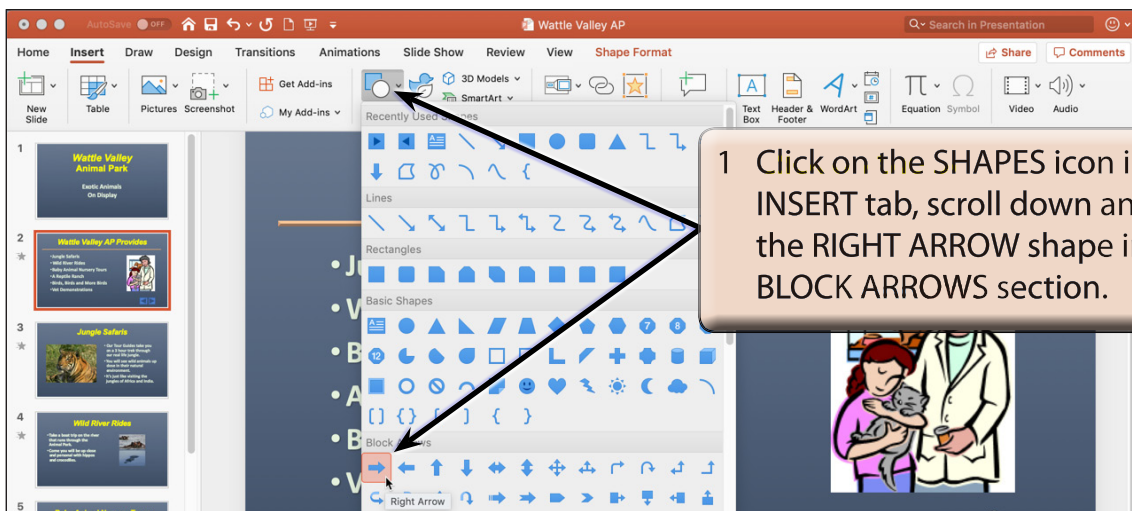5   Press the ESC key to return to the slides and return SLIDE 2 to the screen.

> **NOTE:** i   **The button 'handles' can be used to adjust the button's size.**
>
> ii   **These buttons could be copied to each slide, but you will see how to do that more efficiently in the SLIDE MASTERS chapter.**

Buttons That Open Specific Slides

You can set buttons that allow the user to open specified slides. In this presentation SLIDE 2 is basically a menu for the rest of the presentation so we can add buttons to it to open any of the other slides.

The SHAPES icon will be used to create the custom screen buttons.

A   The Jungle Safaris Button

1   Click on the SHAPES icon in the INSERT tab, scroll down and select the RIGHT ARROW shape in the BLOCK ARROWS section.

2   Drag a small arrow to the right of the JUNGLE SAFARIS text.

Text Formatting

PowerPoint offers an extensive array of text formatting tools that are very similar to those found in Microsoft Word. In this chapter you will look at ways to improve the appearance of text in your presentations. It will include adding sub-points, changing bullets, line spacing and spell checking tools.
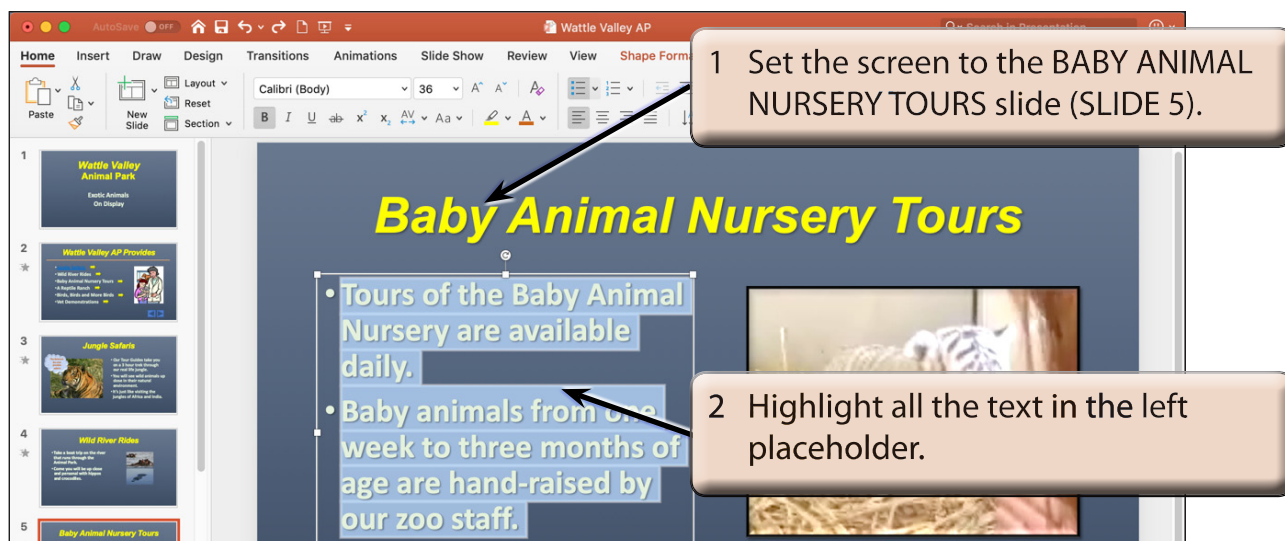
Loading the Presentation

1　If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2　If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3　Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Creating Sub-Points

So far you have entered single bullets. When you have a paragraph of text as a point it is usually better for the viewer of your presentation to have that paragraph split into sub-points with bullets highlighting those sub-points. To illustrate this let's change the text in the BABY ANIMAL NURSERY TOURS slide to have sub-points.
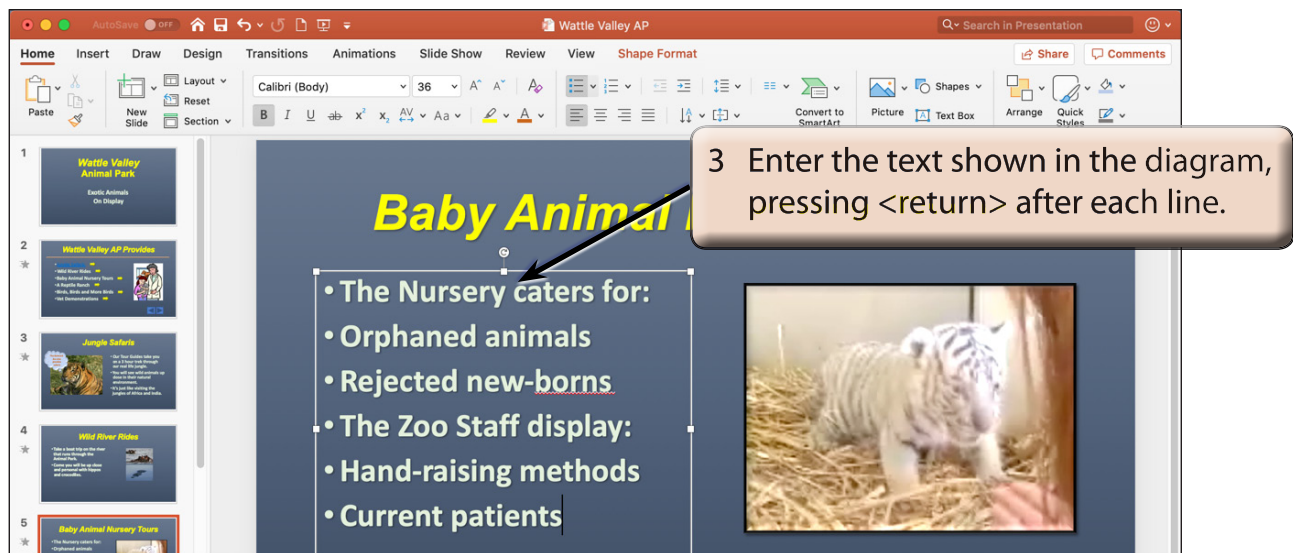
A　Entering the Text

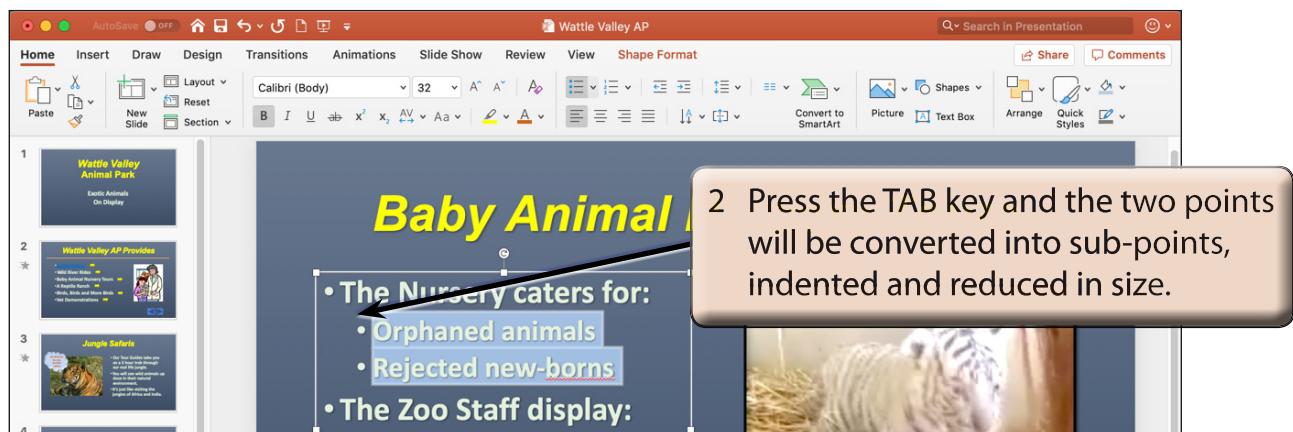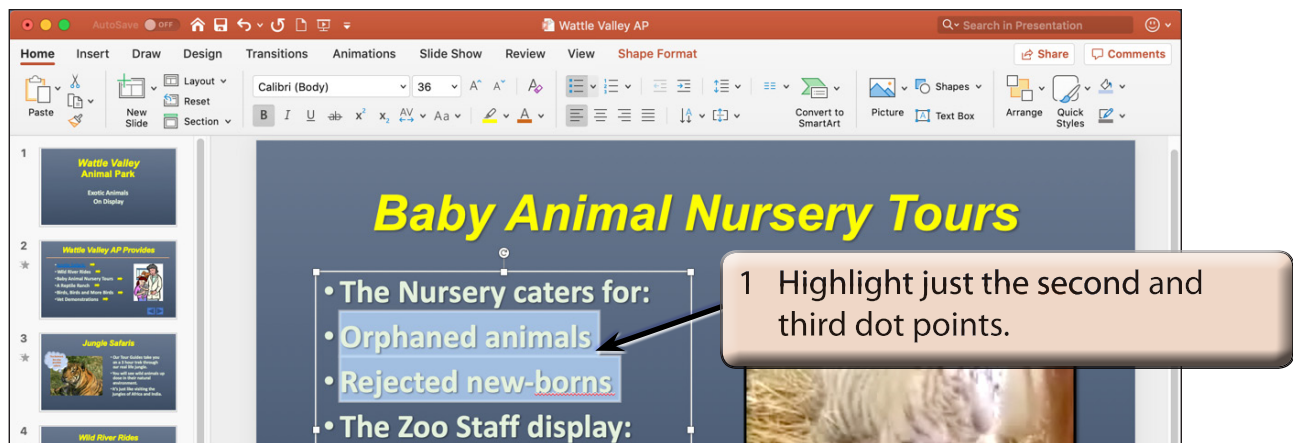1　Set the screen to the BABY ANIMAL NURSERY TOURS slide (SLIDE 5).

2　Highlight all the text in the left placeholder.

B   Setting the Sub-Points
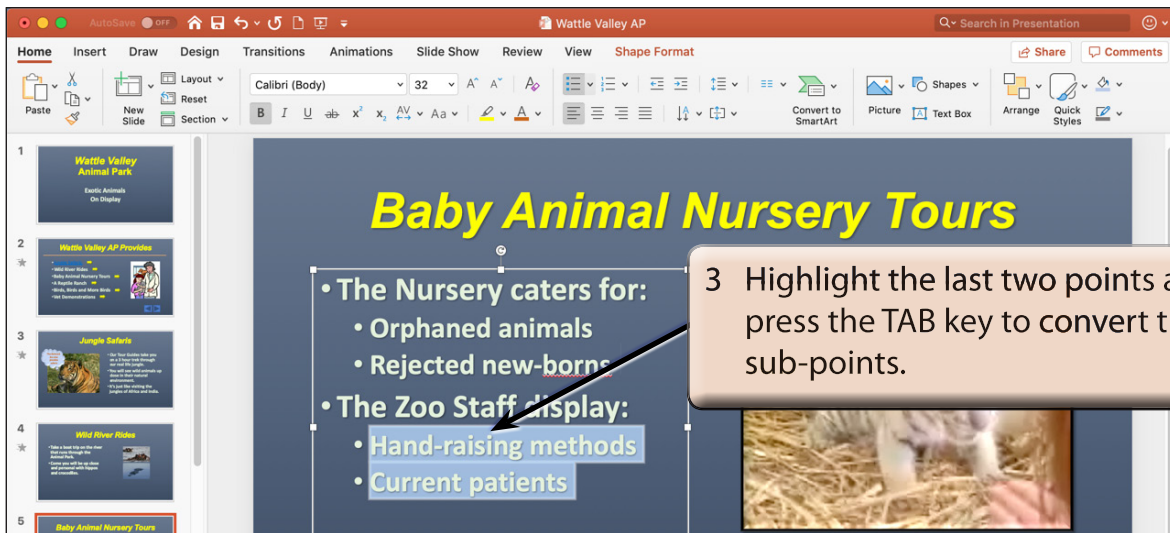
3 Highlight the last two points and press the TAB key to convert them to sub-points.
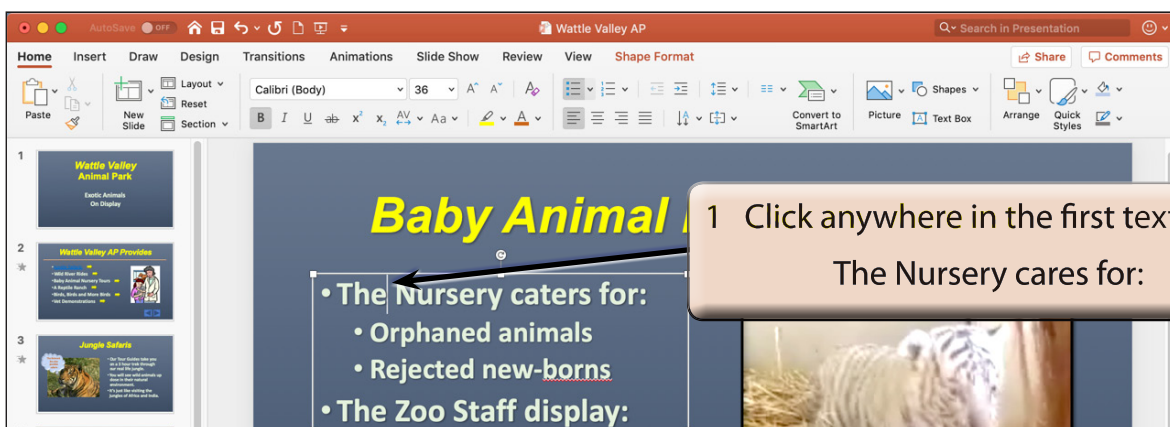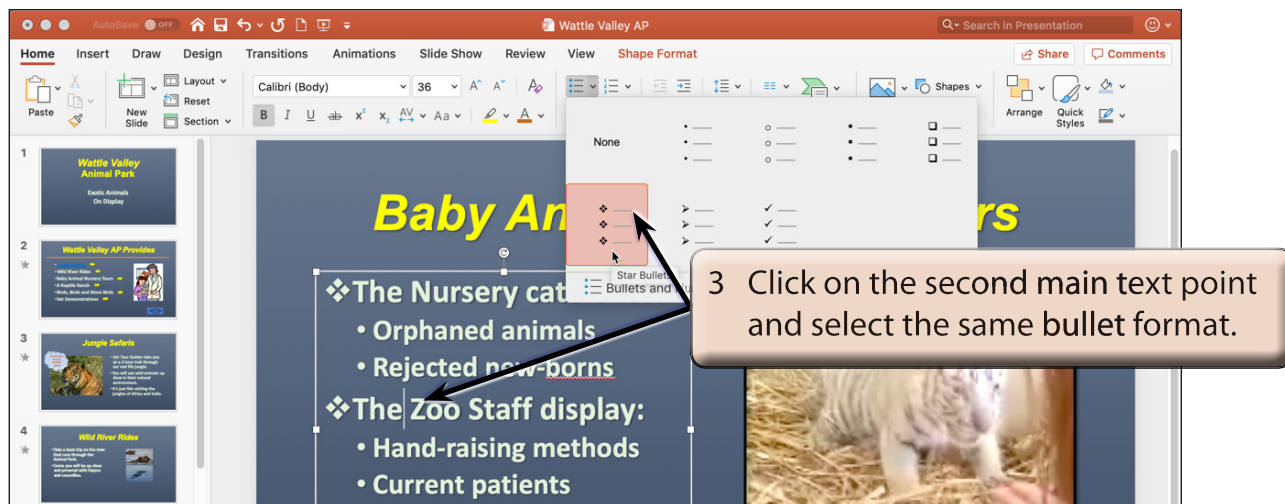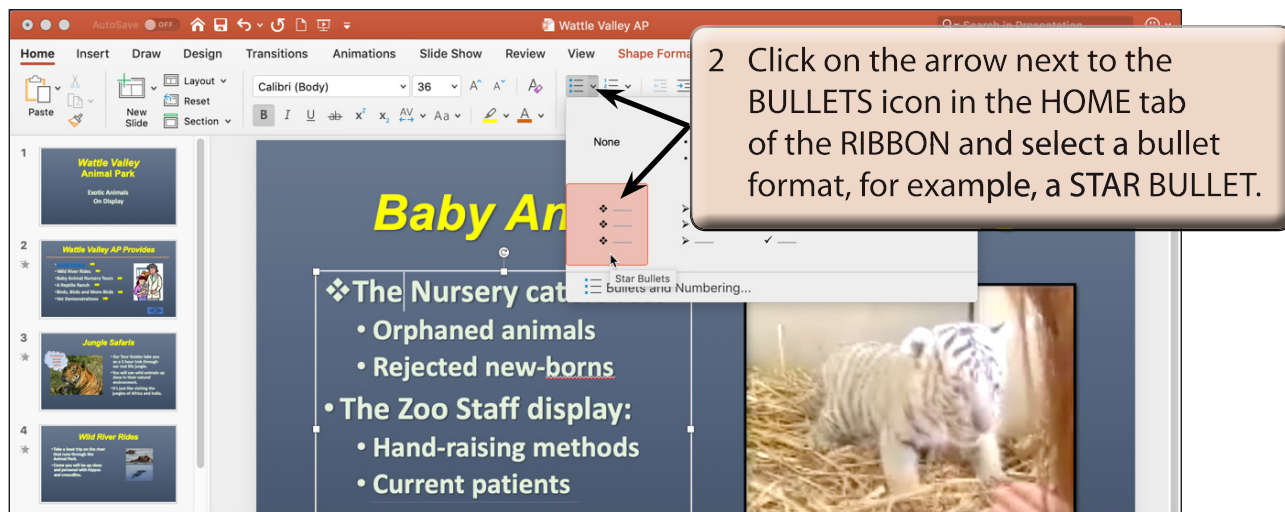

NOTE: i **Pressing the TAB key again would set the points to a third level sub-point.**

  ii **Sub-points can be returned to normal points by highlighting them and pressing SHIFT+TAB.**

Bullet Formats

By default, bullets are set to solid dots. You can change this.

1 Click anywhere in the first text point:

  The Nursery cares for:

2 Click on the arrow next to the BULLETS icon in the HOME tab of the RIBBON and select a bullet format, for example, a STAR BULLET.

3 Click on the second main text point and select the same bullet format.

NOTE: Once you have set a bullet format you can press COMMAND+Y as a shortcut to repeat the previous step.

Self-Running Shows

PowerPoint allows you to create self-running shows that play over and over without the need to click the mouse button. Animations, sounds and narrations (voice comments) can be added to enhance the show.
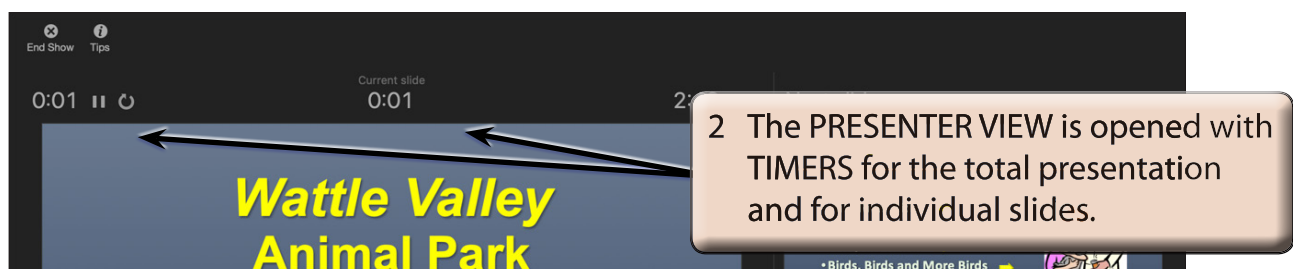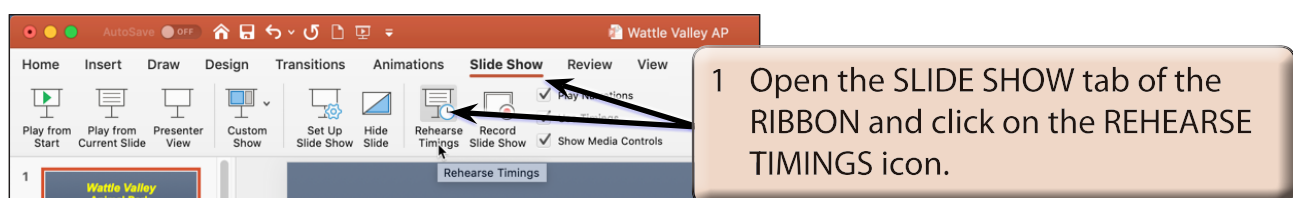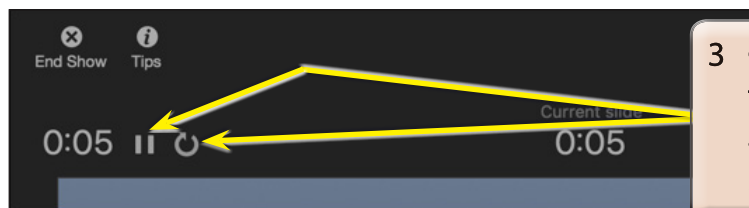
Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Setting the PowerPoint Show

When setting up a PowerPoint show you need to teach PowerPoint how long you want each slide to stay on the screen. In this case you will leave a slide on the screen for about 4 to 6 seconds. In an actual show you might want to leave each slide on the screen for longer periods.

A   Rehearsing the Timings

1   Open the SLIDE SHOW tab of the RIBBON and click on the REHEARSE TIMINGS icon.

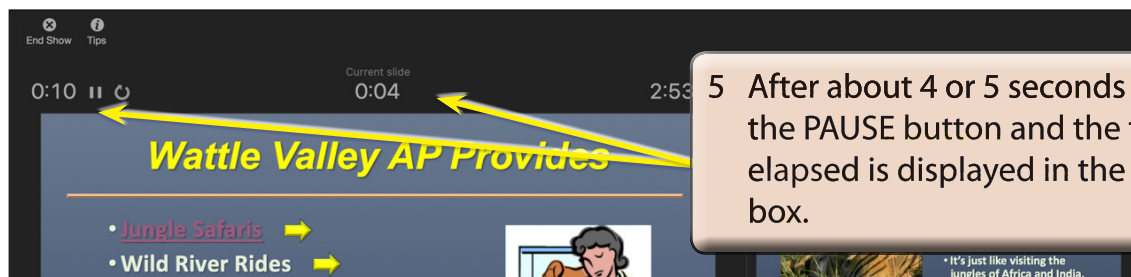2   The PRESENTER VIEW is opened with TIMERS for the total presentation and for individual slides.

3 Click on the REPEAT button to reset the timer, click on the PAUSE/PLAY and leave the first slide on the screen for about 5 or 6 seconds.
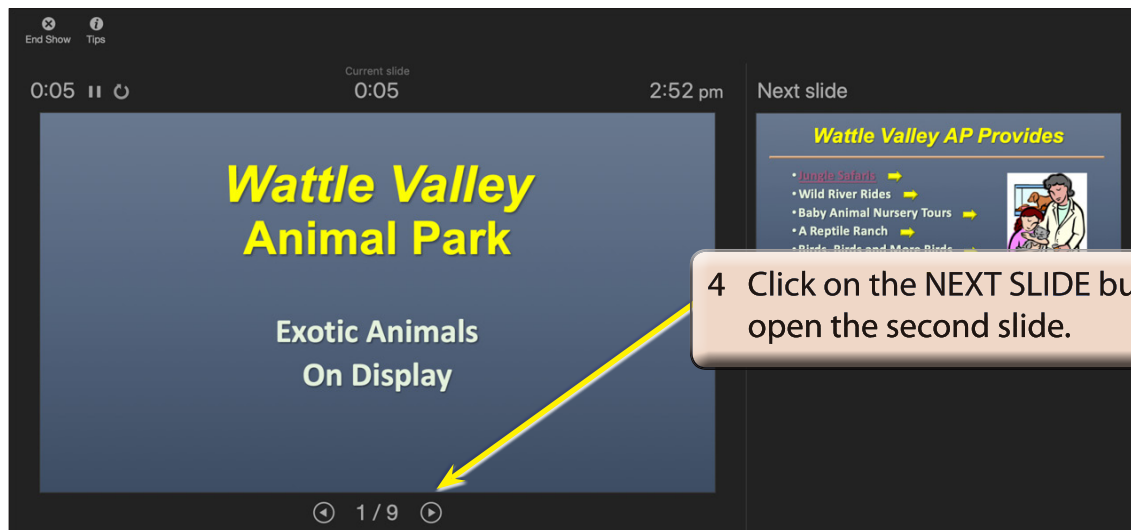
4 Click on the NEXT SLIDE button to open the second slide.

5 After about 4 or 5 seconds click on the PAUSE button and the total time elapsed is displayed in the left timer box.

6 Resume the recording, click on the NEXT SLIDE button for each slide when it reaches about 4 to 6 seconds. You need to click the mouse button for slides that have animations set on their content.

NOTE: **i**   **You might like to escape from the slide show, select NO to keep the timings and start the timings again.**

       ii   **You don't need to pause at the end of a timing. You can click directly on the NEXT slide button to finish the timing of a slide. The PAUSE button is used to temporarily halt the rehearsal.**

Delivering Presentations

So far you have simply run presentations. PowerPoint provides a number tools to help improve the delivery of your presentation. These include screen tools, speakers notes and handout notes.
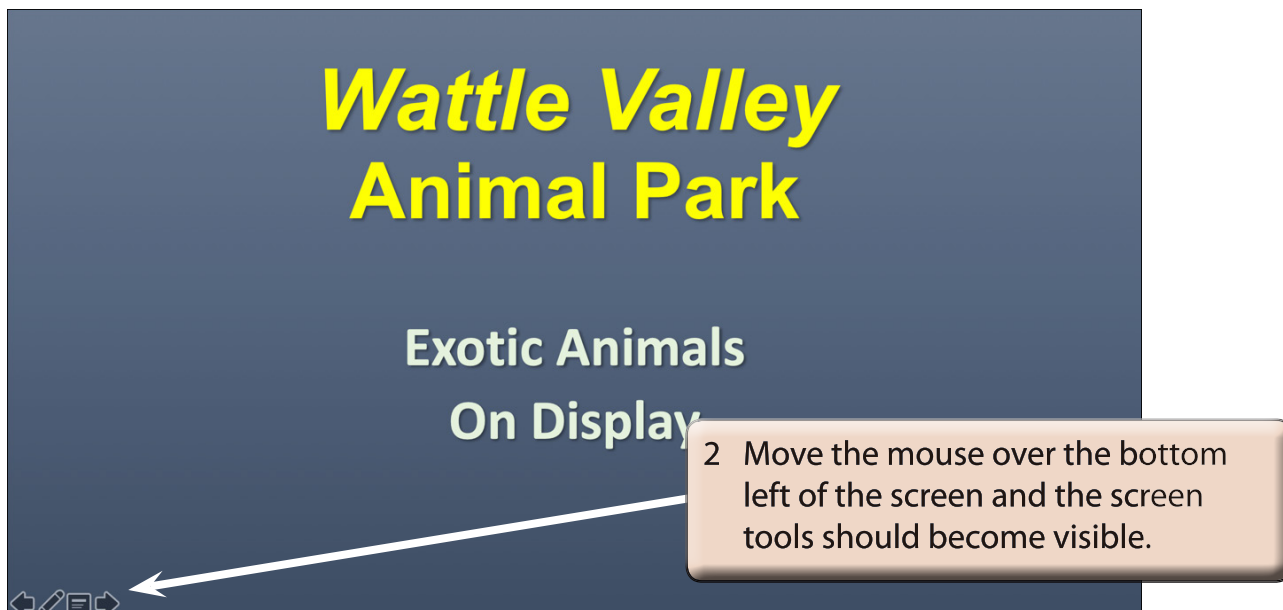
Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

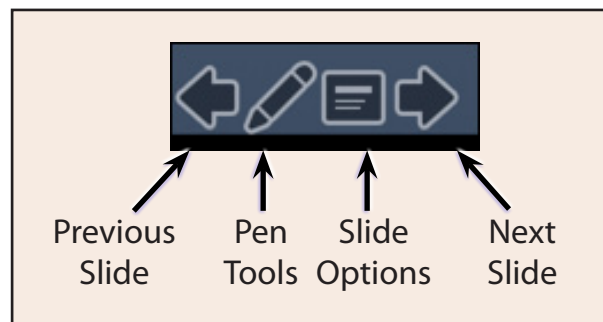3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

Screen Tools

The screen tools allow you draw over your presentation as it is being delivered. You can also skip to any slide in the presentation.

1   Open the SLIDE SHOW tab of the RIBBON and select RUN FROM START to start the slide show from the beginning.

Wattle Valley
Animal Park

Exotic Animals
On Display

2   Move the mouse over the bottom left of the screen and the screen tools should become visible.

A   Identifying the Screen Tools

The tools have the following meaning:

B   Using the Pen Tools

When delivering a presentation you can use the PEN TOOLS to highlight key points or even write words on the screen. The PEN TOOLS do not alter your slides.

> **NOTE:**   **You can also click the right mouse button on the screen to display the screen tools.**

3   Click on the PEN icon again, highlight PEN COLOUR and select a bright highlight colour, for example, cyan or yellow.
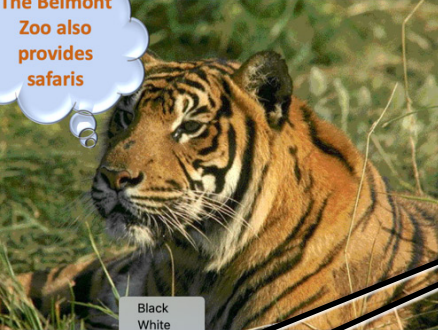
4   Drag the pen under some text, for example, JUNGLE, to make the text stand out.
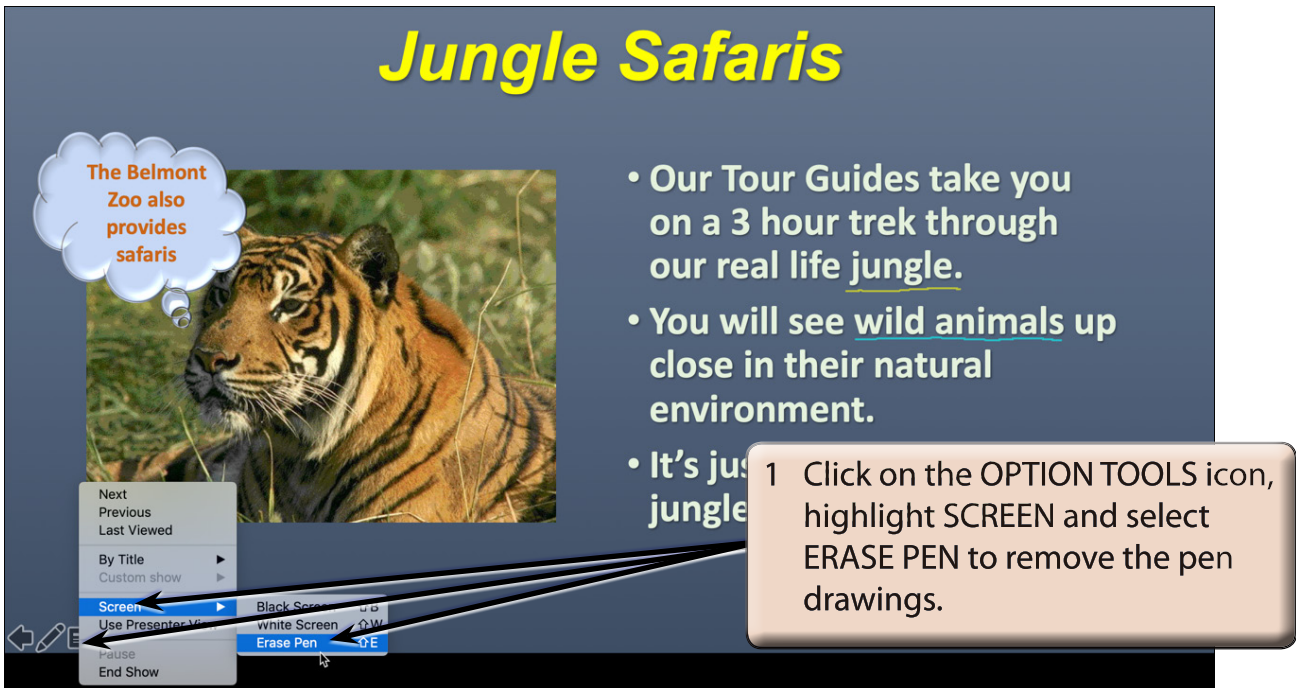
5   Select the PEN icon again and highlight PEN COLOUR. Select a different bright colour and draw a line under WILD ANIMALS.

C   The Eraser Tool

Pen marks on slides can easily be removed.

2   All the pen lines should be removed.

NOTE: The shortcut to select the PEN tool is COMMAND+P and the shortcut to select ERASE PEN is SHIFT+E. You might like to try each.

Slide Masters

When you need to change the style of all the slides in a presentation you do not want to have to go to each slide and make those changes. PowerPoint lets you change the formats of some or all slides using the SLIDE MASTER VIEW. This also helps you ensure consistency throughout your presentation. For example, if you wish to include a company logo on each slide, the graphic can be inserted in the SLIDE MASTER VIEW and it will then be displayed on all the slides.

To see some of the many advantages of using the SLIDE MASTER VIEW you will adjust the title text, add an image and some footer items to a presentation on the Wattle Park Animal Park. When you format the content of slides they over write settings set to the SLIDE MASTERS so a copy of the Wattle Park presentation has been prepared for you without any text formats.
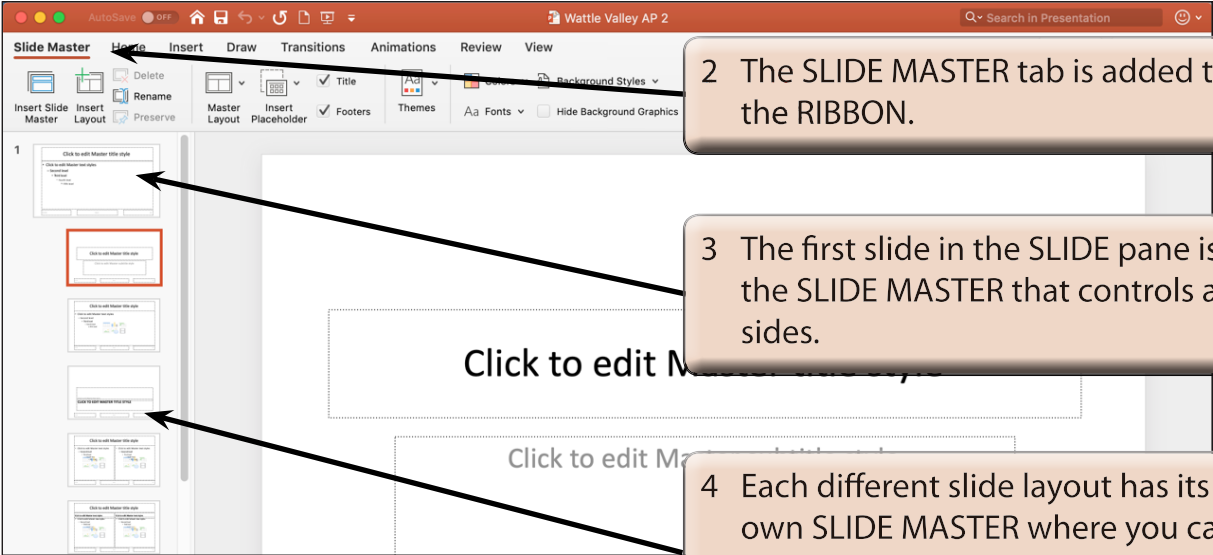
Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current file then display the FILE menu and select OPEN.

3   Browse to the PP2019 SUPPORT FILES, open the CHAPTER 14 folder and open the WATTLE VALLEY AP 2 file.

4   Display the FILE menu, select SAVE AS, browse to your STORAGE folder and save the presentation under the same name.

Opening the Slide Master View
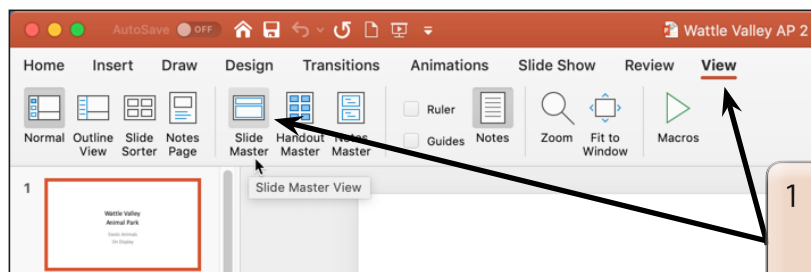
1   Open the VIEW tab of the RIBBON and click on the SLIDE MASTER icon.

2 The SLIDE MASTER tab is added to the RIBBON.
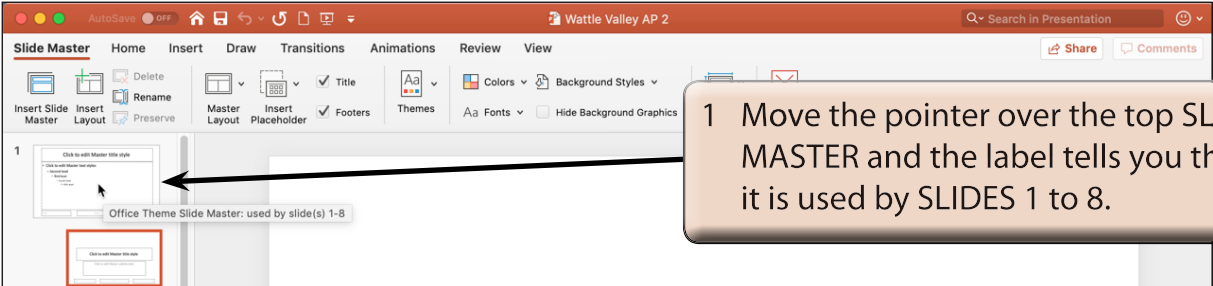
3 The first slide in the SLIDE pane is the SLIDE MASTER that controls all sides.

4 Each different slide layout has its own SLIDE MASTER where you can change formats for slides just set to that layout.
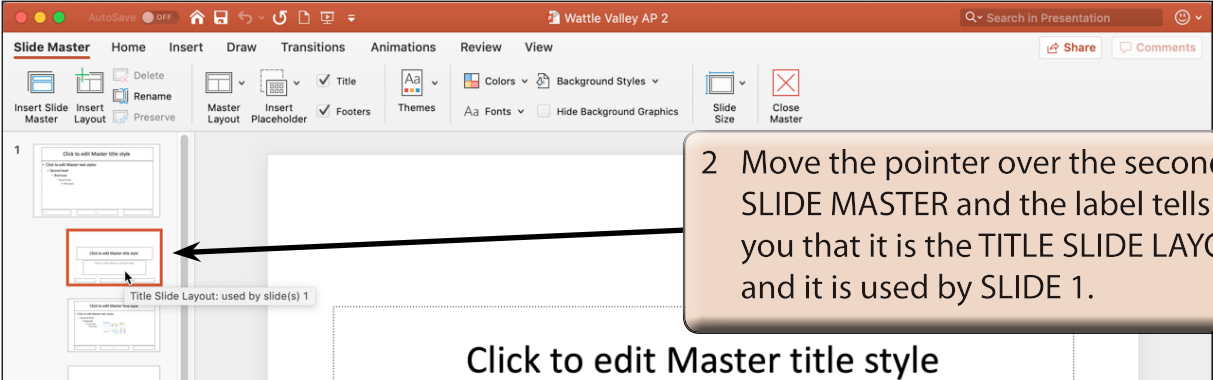
Looking at the Slide Masters

1 Move the pointer over the top SLIDE MASTER and the label tells you that it is used by SLIDES 1 to 8.

2 Move the pointer over the second SLIDE MASTER and the label tells you that it is the TITLE SLIDE LAYOUT and it is used by SLIDE 1.

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3 Move the pointer over the third SLIDE MASTER and the label tells you that it is the TITLE AND CONTENT LAYOUT and it is used by SLIDES 2, 6, 7 and 8.

4 Move the pointer over the fourth SLIDE MASTER and the label tells you that it is the SECTION HEADER LAYOUT and it is not used by any slides.
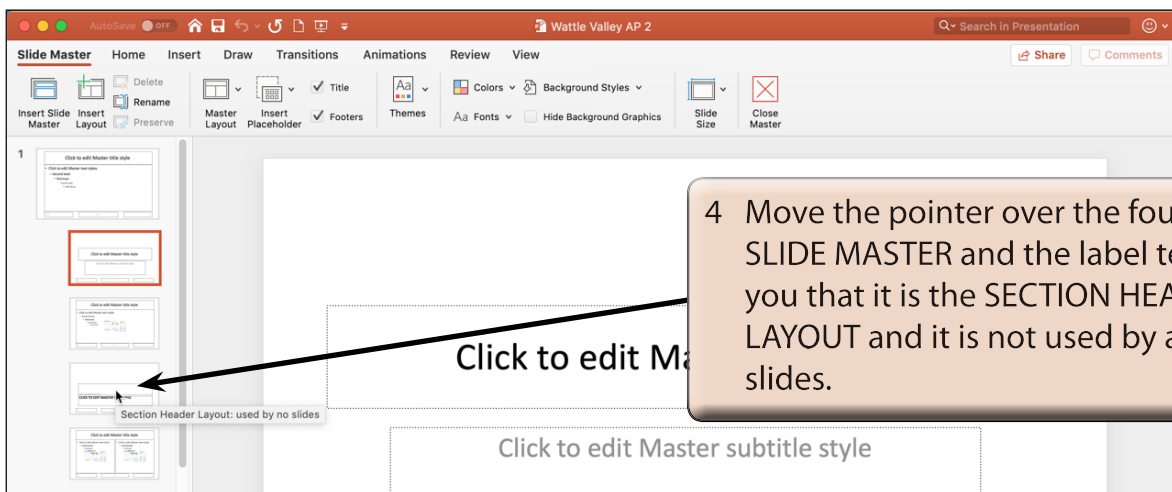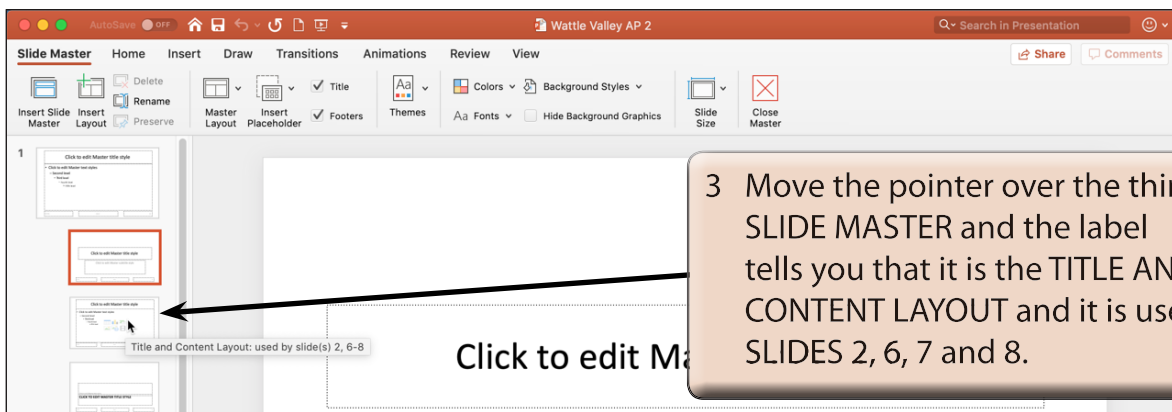
5 Move the pointer over the other SLIDE MASTERS and see which slides they control.

NOTE: For these activities we will be using the first slide master that controls all the slides in the presentation.

Setting the Background of the Slides

A background and colour scheme can be applied to all the slides. This can be one of the themes that PowerPoint provides or a custom background that you create. In this case a custom background will be created.

1 Click on the first SLIDE MASTER thumbnail (you may need to scroll up the SLIDES pane) then click on the THEMES icon. A PowerPoint theme could be applied, but in this case leave the OFFICE THEME selected.

NOTE: You can use the COLOURS, FONTS and EFFECTS icons in the SLIDE MASTER tab to apply colour, font and effect themes to the slides.

2 Click on the BACKGROUND STYLES icon and select FORMAT BACKGROUND.
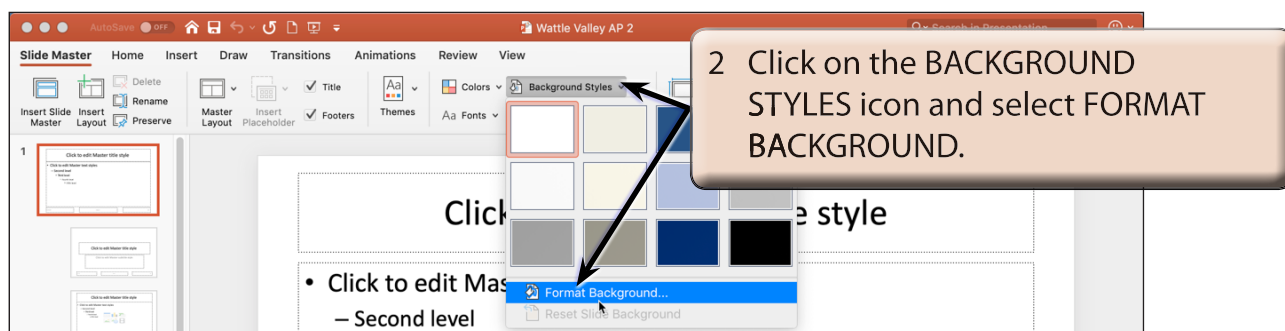
3   The FORMAT BACKGROUND TASK PANE is opened. It allows you to customise the background using fill colours, gradients, pictures, textures, patterns and effects. In this case a simple gradient will be applied.

Audio and Video Files

Microsoft PowerPoint provides many media tools. These include adding a music sound track and exporting the presentation to a video file that can be placed on the internet.

Loading the Presentation

1 If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2 If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3 Browse to your STORAGE folder and open the WATTLE VALLEY AP 2 file.

Adding a Music Sound Track

You can add a music sound track to a presentation. This sound track can be set to play automatically on the first slide or throughout the whole presentation.

A   Inserting a Music File

A 40 second piece of music has been prepared for you and it needs to be inserted from the PP2019 SUPPORT FILES.

1 Set the screen to NORMAL VIEW, open SLIDE 1 and click on the INSERT tab of the RIBBON.

2 Click on the AUDIO icon and select AUDIO FROM FILE.
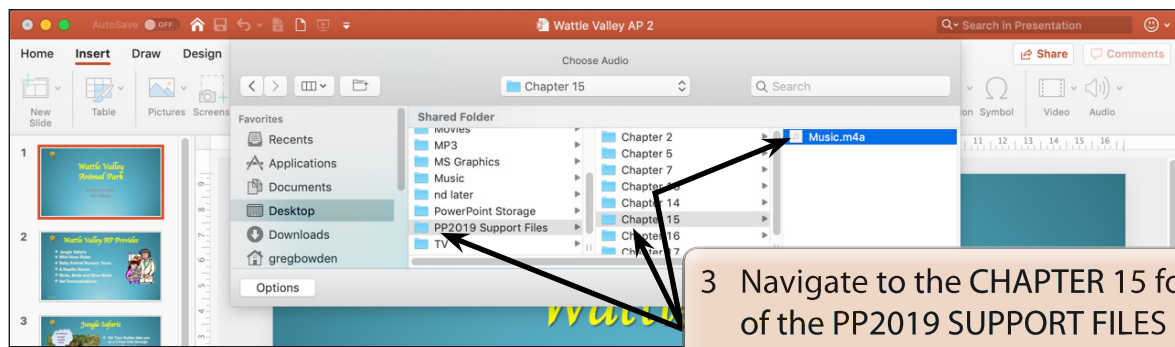
3 Navigate to the CHAPTER 15 folder of the PP2019 SUPPORT FILES and INSERT the MUSIC file.
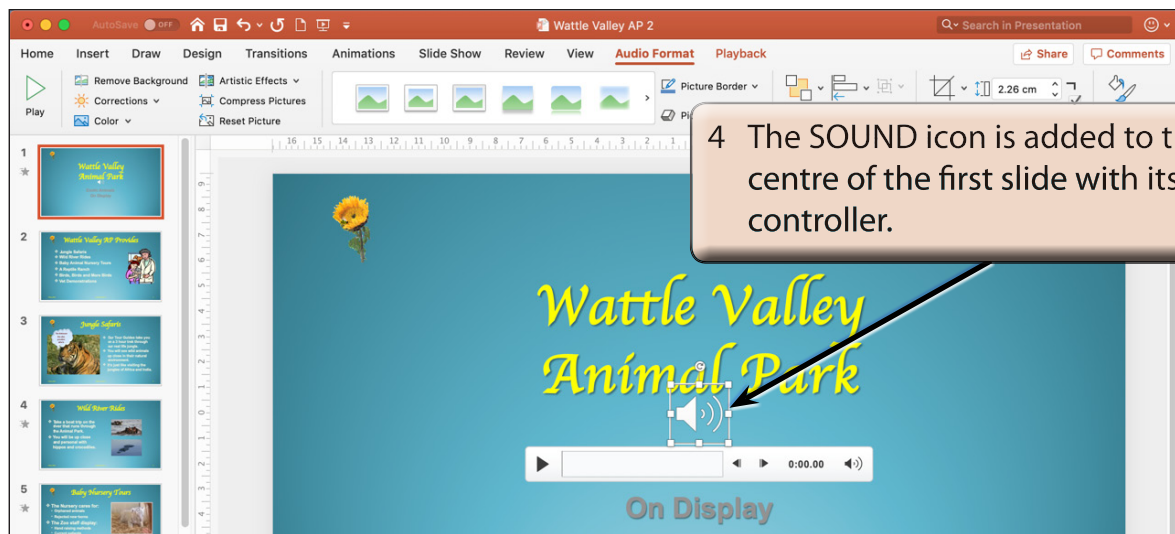
4 The SOUND icon is added to the centre of the first slide with its controller.

5 Click on the PLAY/PAUSE button and you can use the VOLUME slider to control the volume.

Morph Transitions

You learnt how to animate slide elements in Chapter 4. Those animations were within a slide. Morph transitions allow you to also animate slide elements between slides and these animations can be easier to produce and can be more complex. The downside is that you usually have many more slides in your presentation.
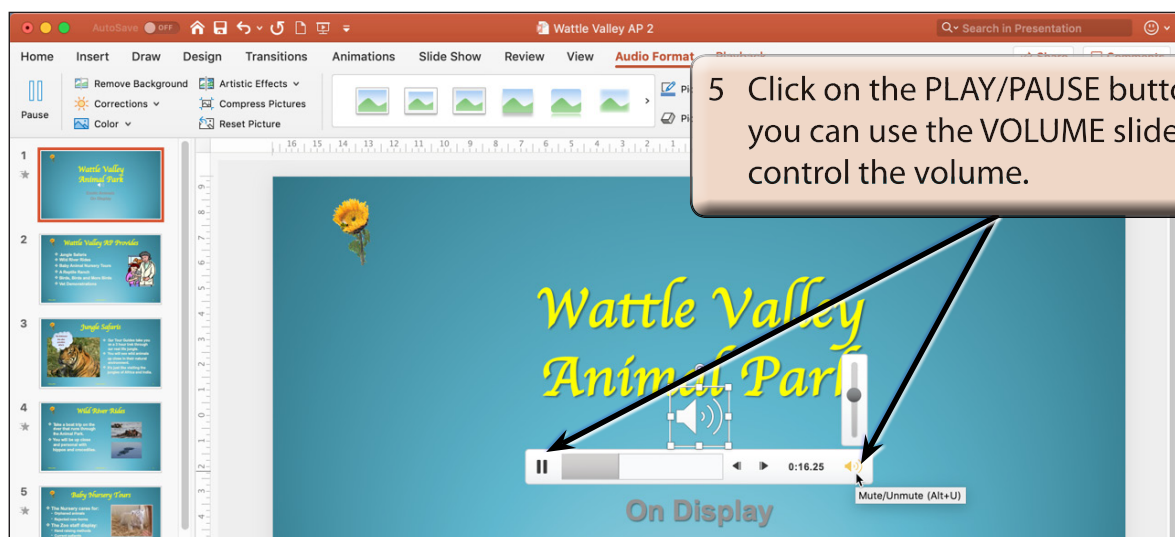
Loading the Presentation

Another copy of the Wattle Valley Animal Park presentation has been prepared for you without any transitions or animation effects, and with extra slide elements included.

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current file then display the FILE menu and select OPEN.

3   Browse to the PP2019 SUPPORT FILES, open the CHAPTER 16 folder and open the WATTLE VALLEY AP 3 file.

4   Display the FILE menu, select SAVE AS, browse to your STORAGE folder and save the presentation under the same name.

Simple Morph Transitions

The simplest types of Morph Transitions involve adjusting the size of slide elements or making elements move between the slides.

A   Adjusting the Size of Slide Elements

1   Open SLIDE 2 from the SLIDES pane.

2 Press COMMAND+D to create a duplicate of the slide.
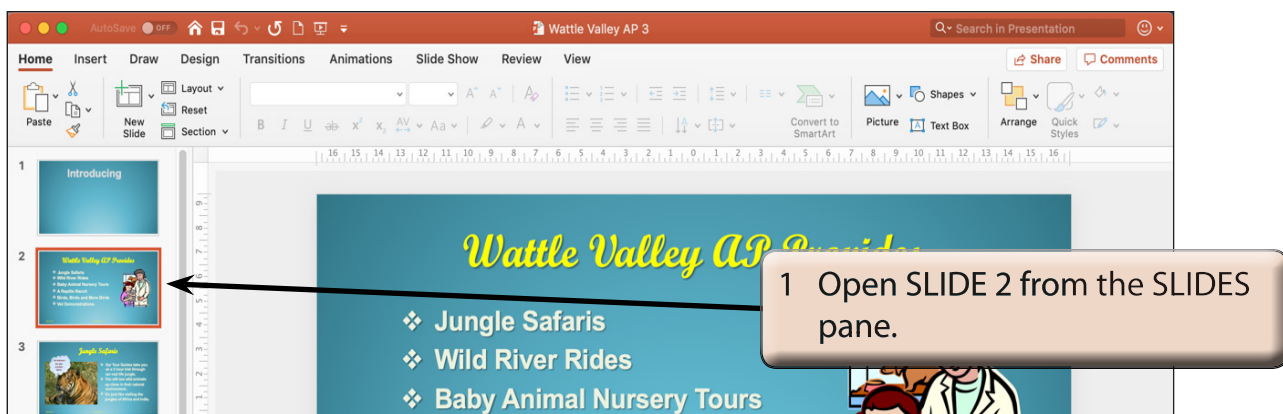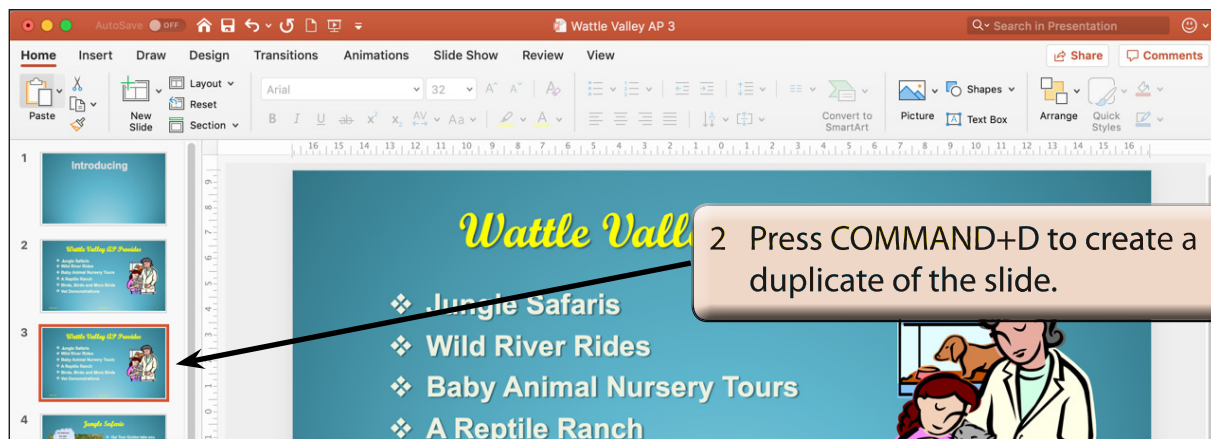
NOTE: **i** **The duplicate slide is inserted after the original.**

ii **Slides can also be duplicated by selecting DUPLICATE SLIDES from the NEW SLIDE icon in the HOME tab or pressing SHIFT+COMMAND+D to duplicate an open slide without first selecting its thumbnail in the SLIDES pane.**

3 Open the original SLIDE 2 and reduce the size of the text placeholder and the image.

4 Open the duplicated slide (SLIDE 3) and select the MORPH icon in the TRANSITIONS tab of the RIBBON.
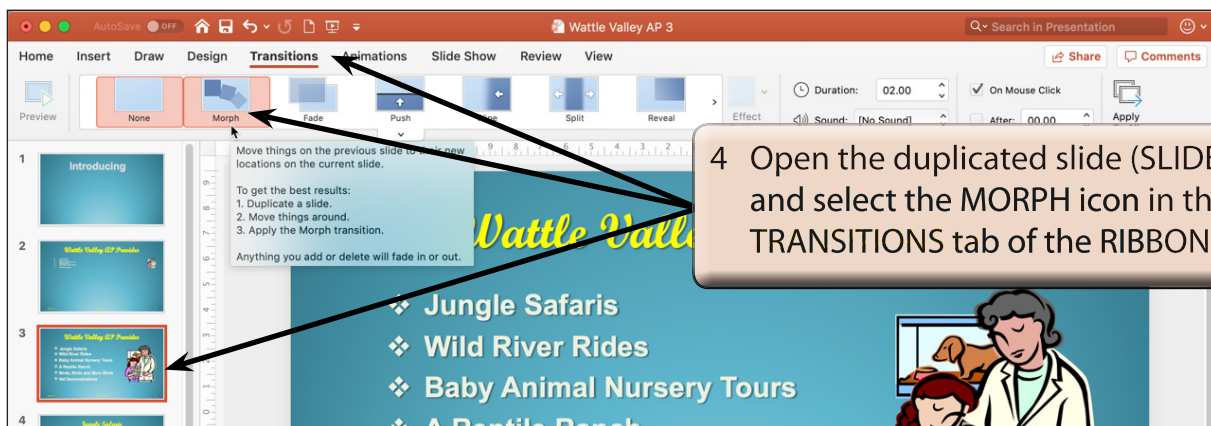
5   Click on the PREVIEW icon in the TRANSITIONS tab to preview the effect.

NOTE: i   **Notice that the animation star icon is added to SLIDE 3 in the SLIDES pane to indicate that a MORPH animation has been applied.**

ii   **MORPH TRANSITIONS can be removed by selecting the slide and selecting NONE in the TRANSITIONS tab.**

B   Animating Images

Morph Transitions can be used to animate or move images.

1   Open SLIDE 5 (WILD RIVER RIDES) and reduce the screen view so that you can see the area behind the side.

2   Drag both images to the right of the slide.

---

3 Click back on SLIDE 5 in the SLIDES pane to select it and duplicate the slide by pressing COMMAND+D.

4 Drag the HIPPOS image onto the duplicate slide and select MORPH from the TRANSITIONS tab.

5 Click on SLIDE 6 in the SLIDES pane to select it and duplicate the slide by pressing COMMAND+D.
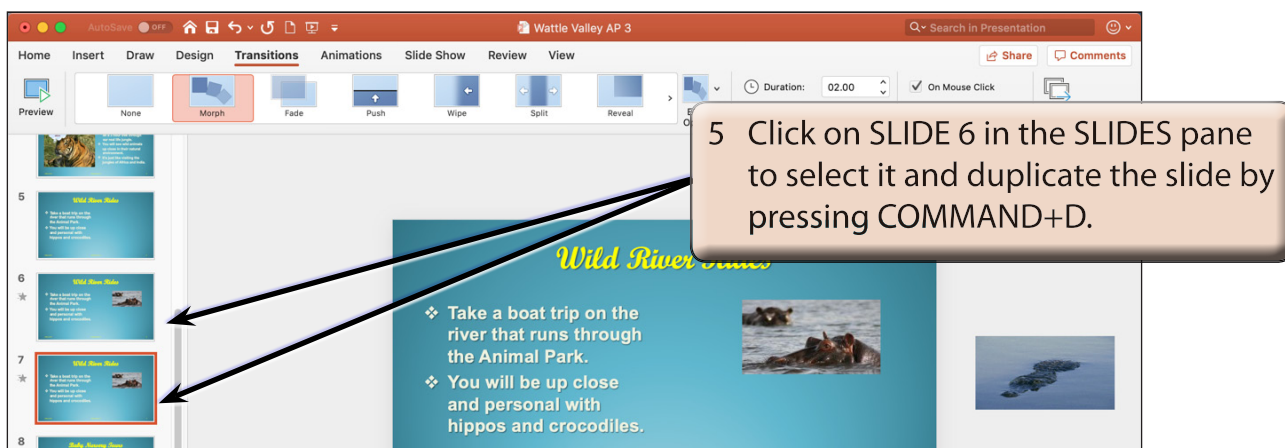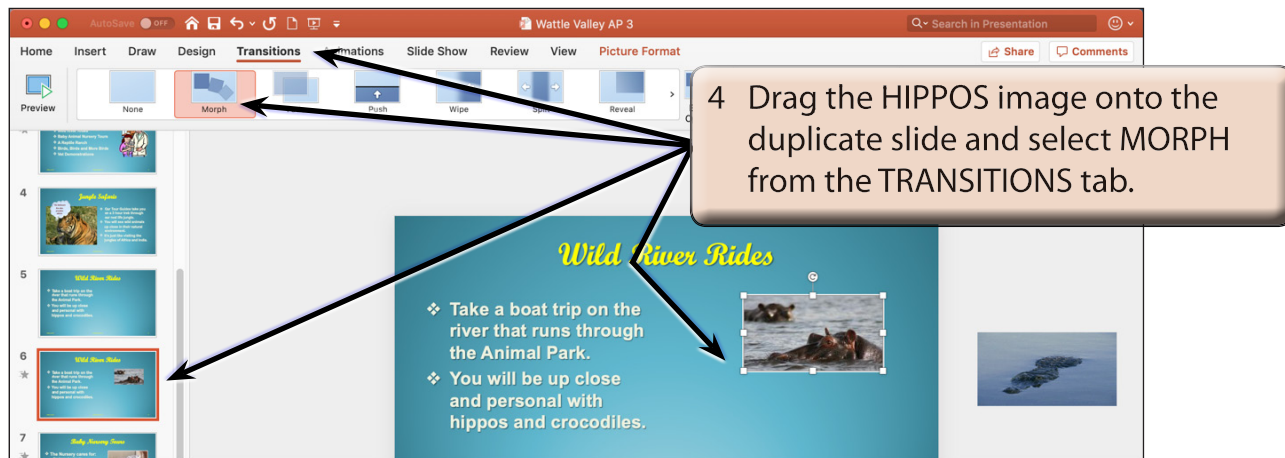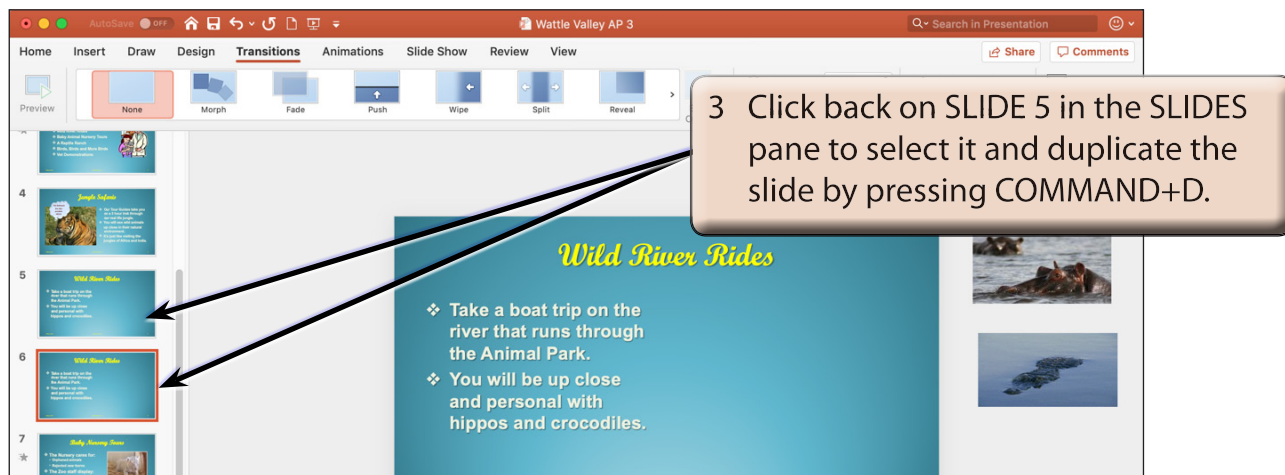
Useful Features

To complete this unit we will look at a few of the useful features that PowerPoint provides. This will include merging shapes, the Eyedropper tool, the DRAW tab, screen size and the Comments pane.
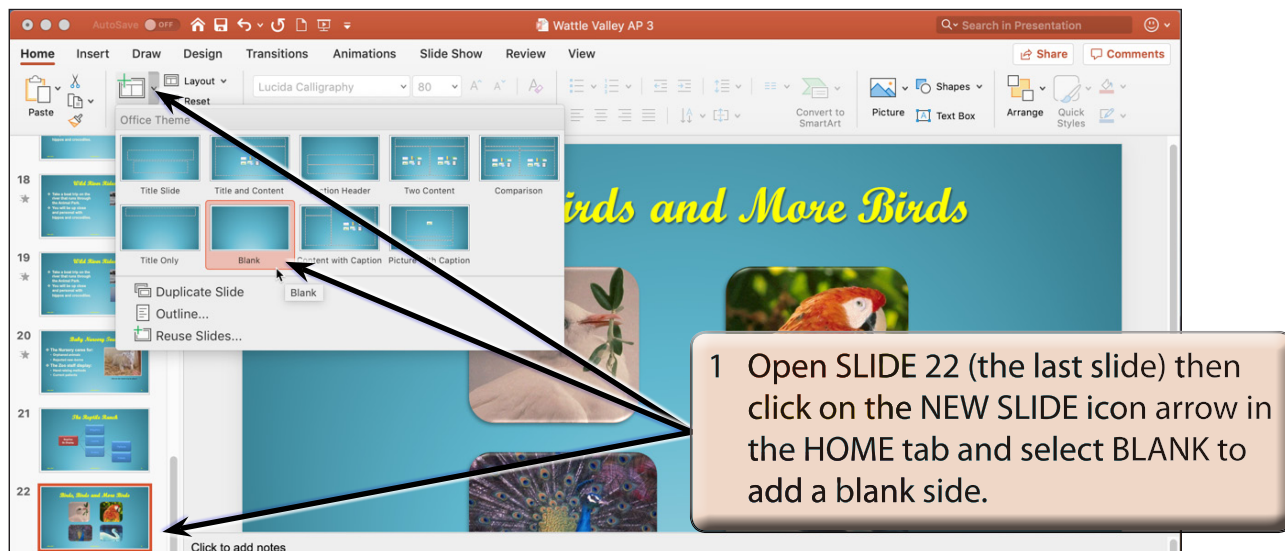
Loading the Presentation

1   If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.

2   If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP 3 file.
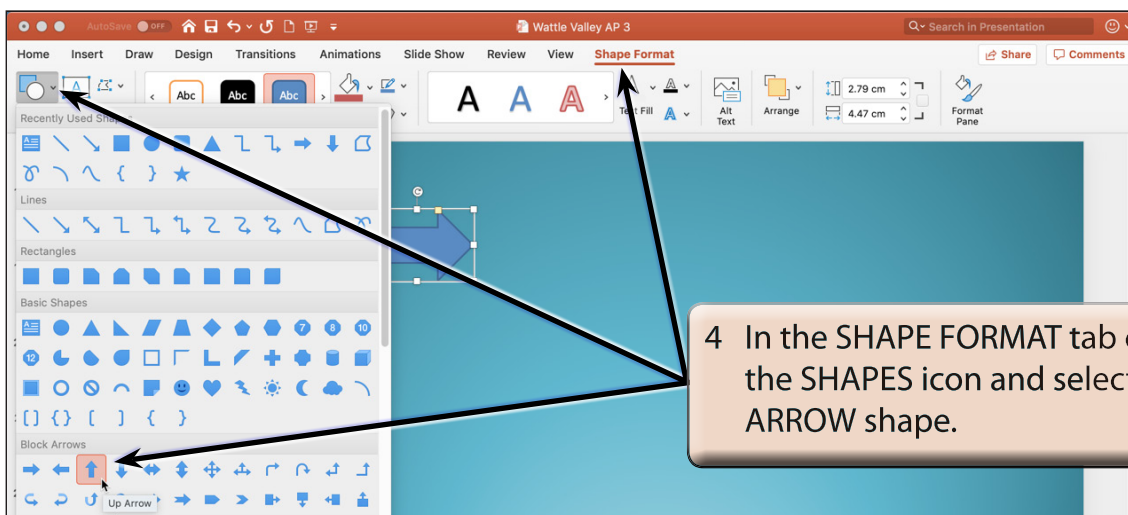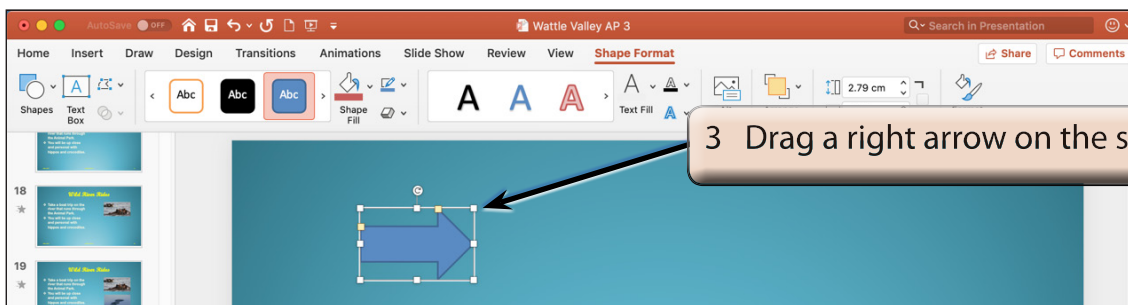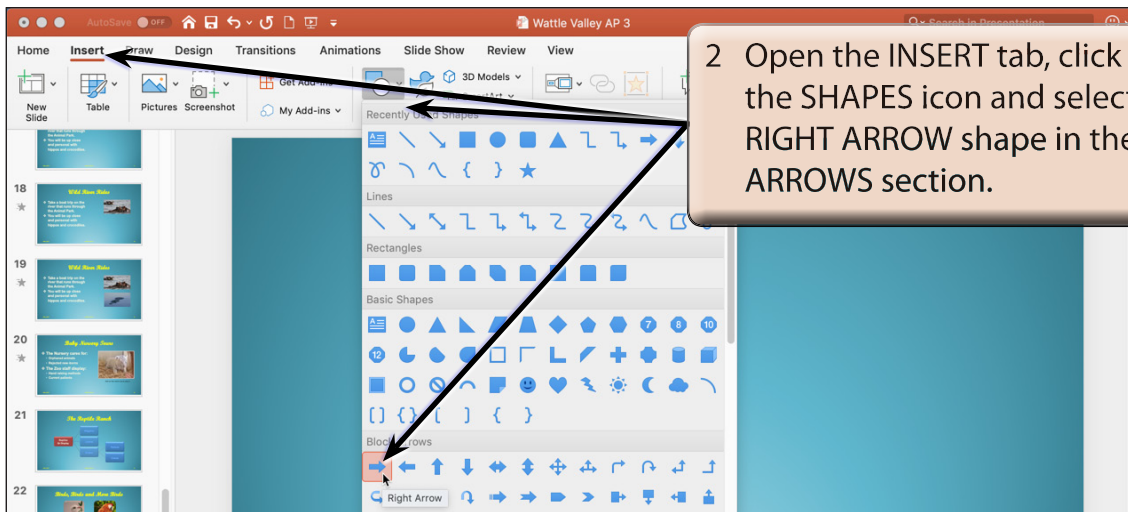
Merging Shapes

Shapes can be merged to create your own custom shapes. This also includes merging text boxes.

A   Adding Shapes Together

When shapes are merged into one shape, the process is called UNION.

1   Open SLIDE 22 (the last slide) then click on the NEW SLIDE icon arrow in the HOME tab and select BLANK to add a blank side.

2 Open the INSERT tab, click on the SHAPES icon and select the RIGHT ARROW shape in the BLOCK ARROWS section.

3 Drag a right arrow on the slide.

4 In the SHAPE FORMAT tab click on the SHAPES icon and select the UP ARROW shape.

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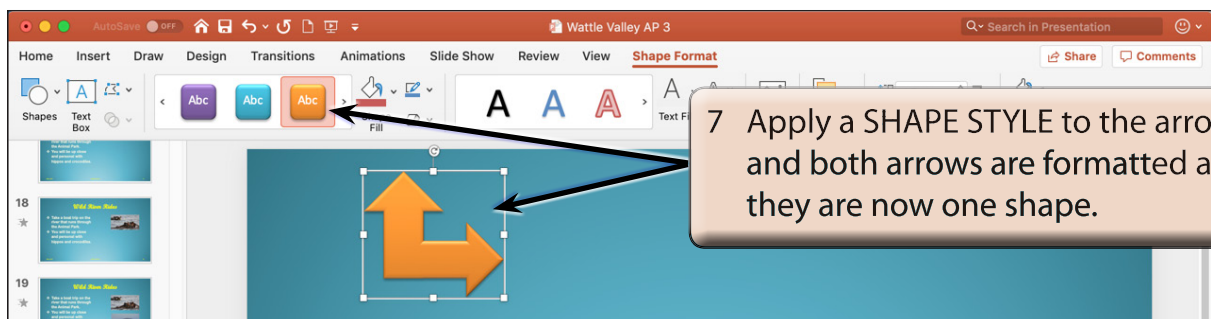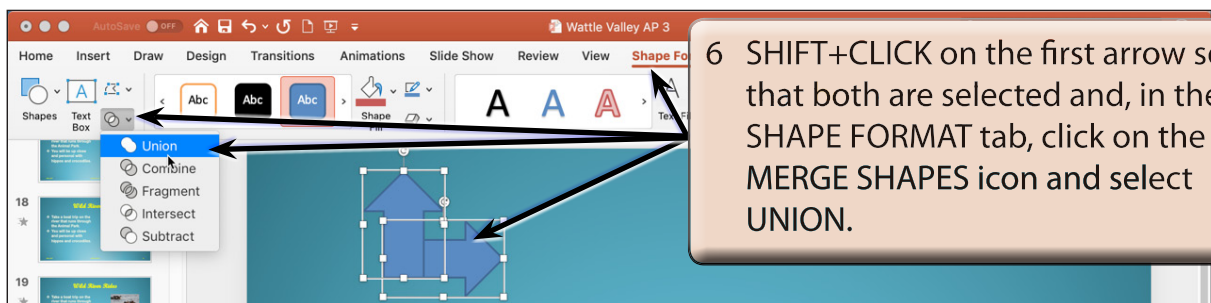5 Drag an up arrow shape that covers the left edge of the first arrow.
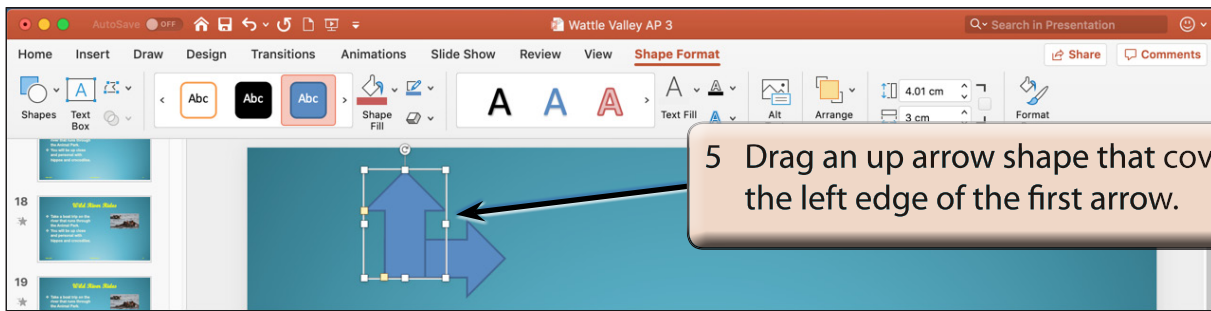
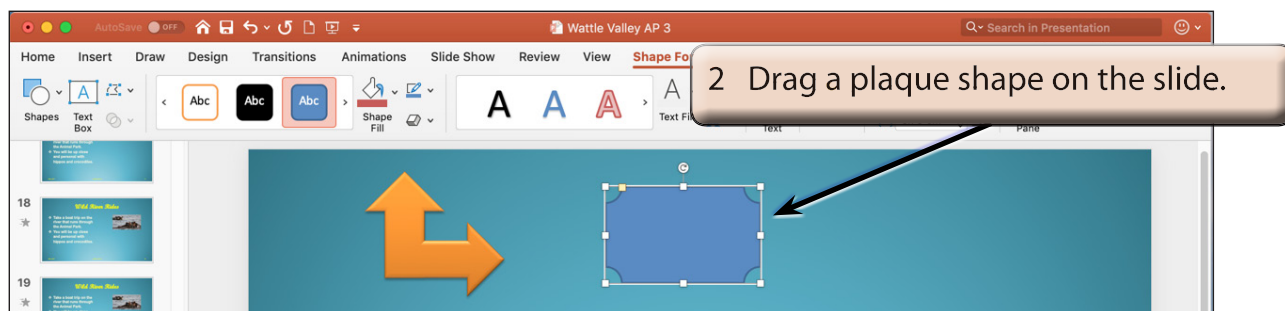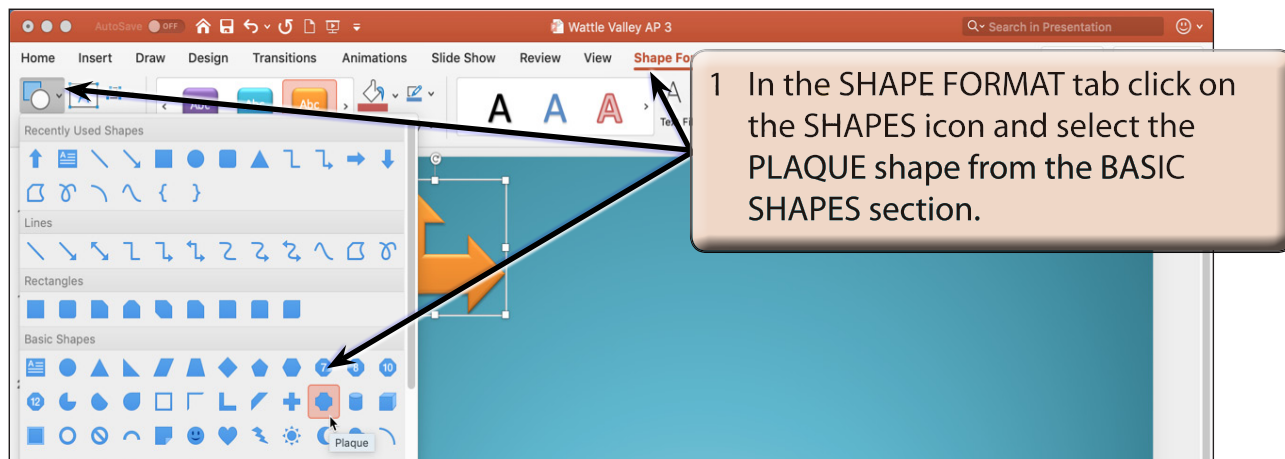**NOTE:** If the shape snaps to invisible grid lines you can display the VIEW menu, highlight GUIDES and select SNAP TO GRID to turn the snap to grid off.

6 SHIFT+CLICK on the first arrow so that both are selected and, in the SHAPE FORMAT tab, click on the MERGE SHAPES icon and select UNION.

7 Apply a SHAPE STYLE to the arrows and both arrows are formatted as they are now one shape.

B Combining Shapes

Shapes can be cut out from another shape. For example, you might want to create a custom frame.

1 In the SHAPE FORMAT tab click on the SHAPES icon and select the PLAQUE shape from the BASIC SHAPES section.

2 Drag a plaque shape on the slide.

3   Copy the shape by pressing COMMAND+C then press COMMAND+V to paste a copy of the shape.

4 Resize the copy so that it is inside the original shape and about 2 mm smaller than it.