Office Doc

MS-OFFICE 2016 - POWERPOINT

English version

Advanced functions

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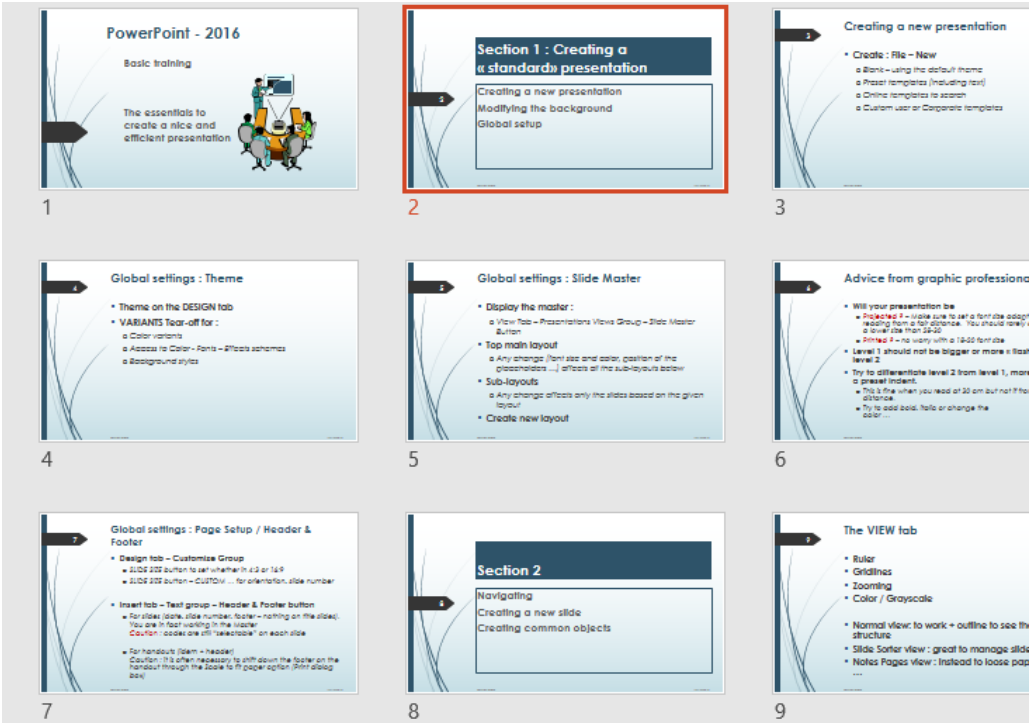
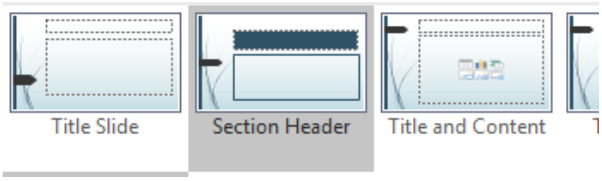
ORGANIZING THE PRESENTATION INTO SECTIONS

1 Section slides

Here below a presentation organized into chapters. Each chapter is introduced with a *section slide :*



A section slide is a slide with the following layout :

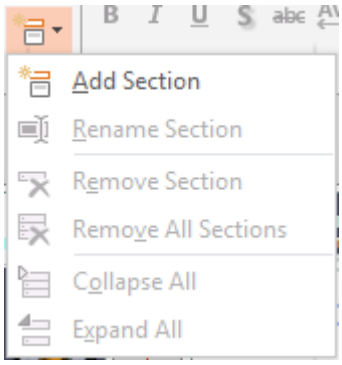


2 Sections

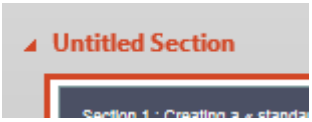
You can create sections but <u>without having to create an introduction slide</u>. And sections can be accessed directly from the Slide Show.

- Position the cursor in between two slides, where a new section is required. The SLIDE SORTER VIEW should be a handy view.

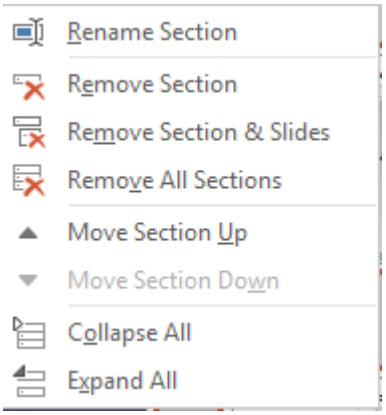
- HOME Tab – SLIDES Group – SECTION Button



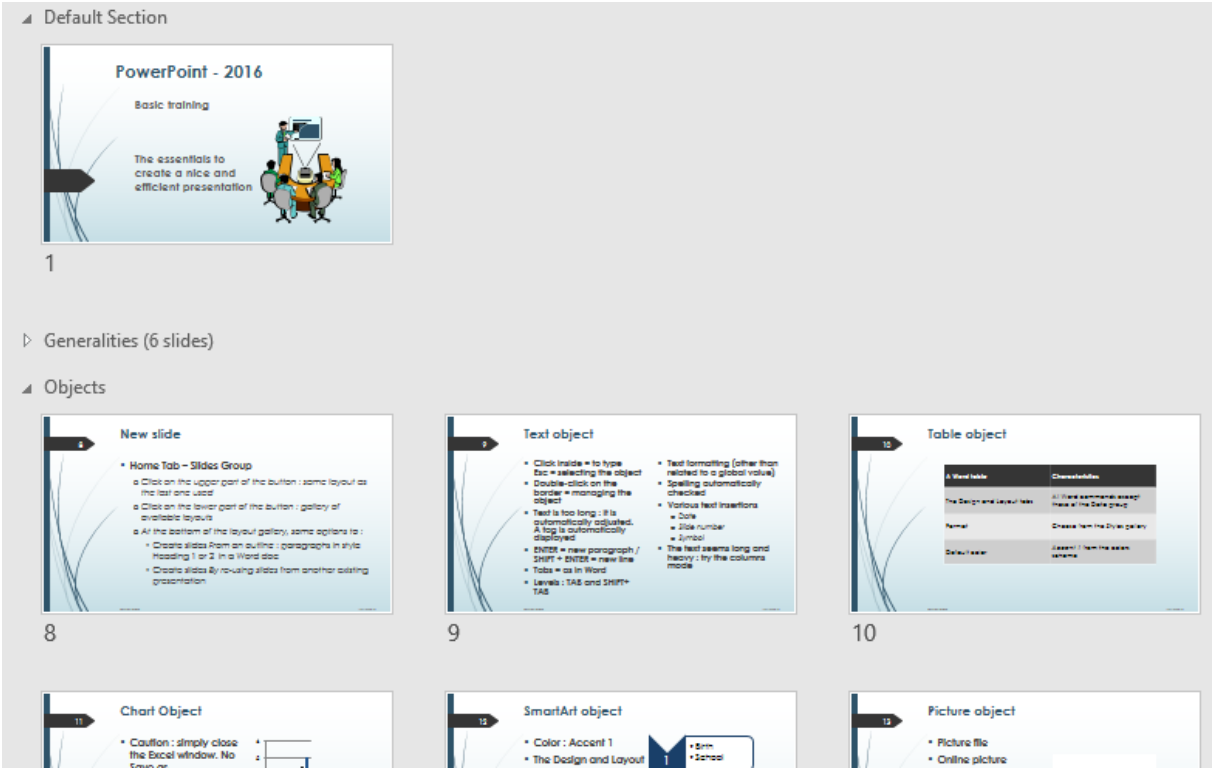
- A section separator – not yet named – is created



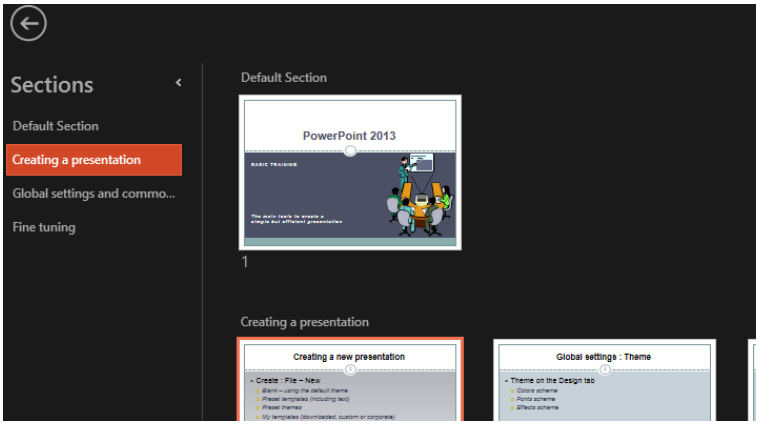
- Right click to manage



Here below a presentation organized into sections



- Access from the Slide Show (right click) or from the Presenter View by clicking on the SLIDE Sorter view :

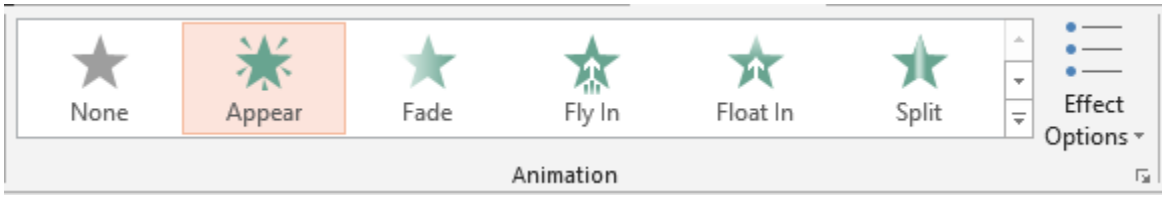


ANIMATIONS

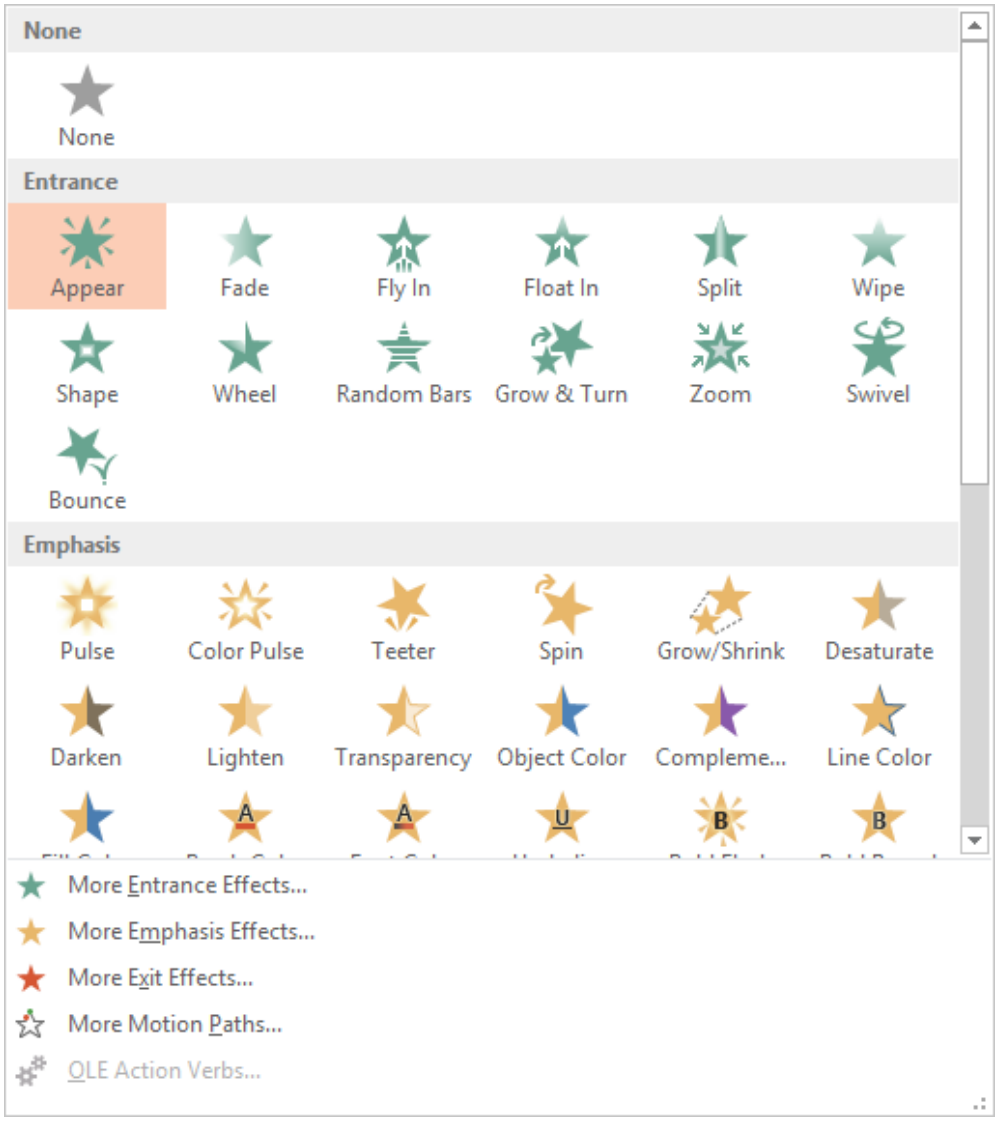
Animated objects appear one by one on the slide during the slide show (on click or automatically)

1 Assigning an effect

- Normal view mode and select the first object
- ANIMATIONS Tab – PREVIEW and ANIMATION Groups



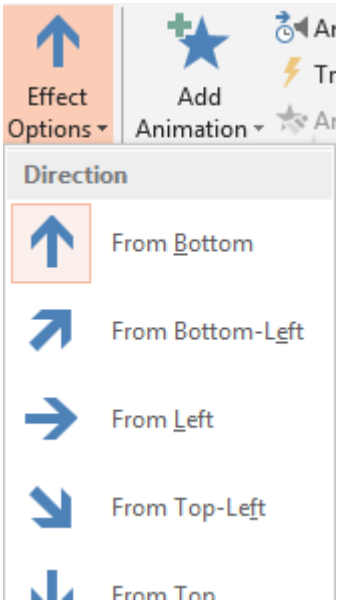
The effects are organized into colored sections in the gallery (according to the nature of the effect). Point the effect to get a live preview on the selected object. The MORE XXX EFFECTS displays a dialog box that lists all the effects belonging to a section. The latest choice is automatically added to the gallery. Eventually the gallery will display only your favorite effects.



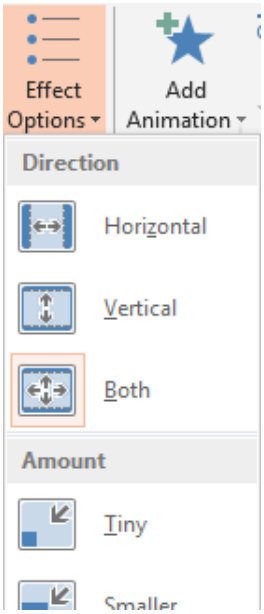
2 Effect Options

As soon as the effect has been assigned, the EFFECT button becomes available.
The possibilities depend on *the effect itself and also on the nature of the object* (a placeholder containing text only, a SmartArt, a chart, a picture …)

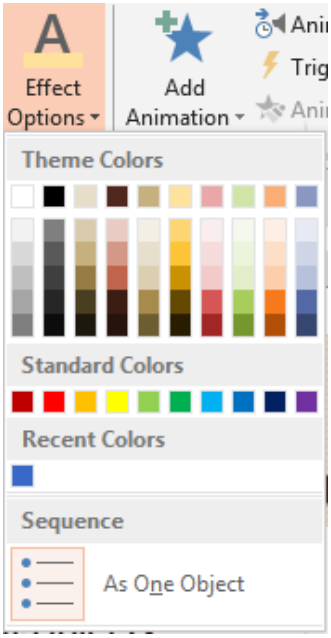
Fly In



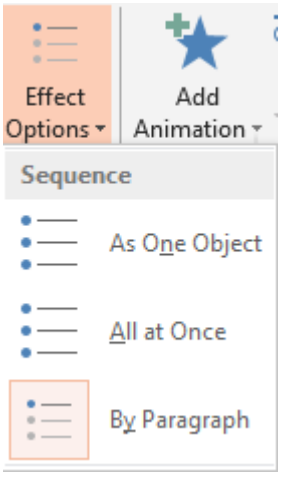
Grow & Shrink



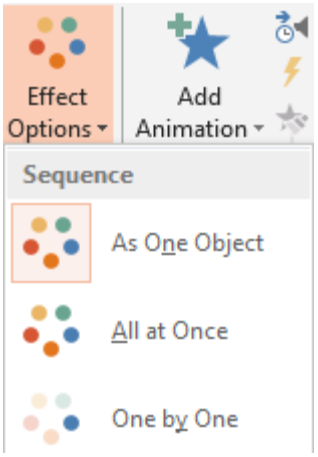
Fill Color



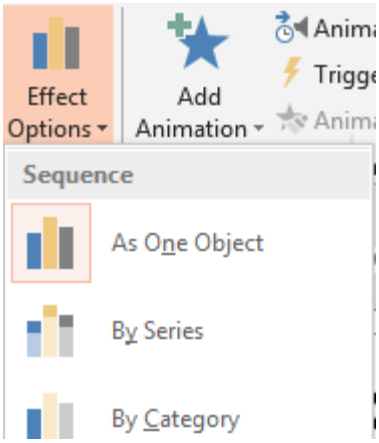
Placeholder



SmartArt



Chart

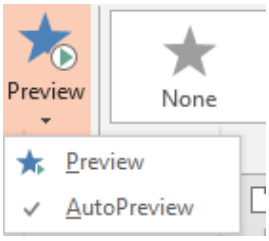


AS ONE OBJECT – ALL AT ONCE

For the majority of effects, you will see no real difference between *As One Object* and *All at Once.* The difference will be noticeable for specific effects such as rotation, grow & shrink, fly in …

Example with a SmartArt to which Grow & Shrink has been assigned: with All at Once, every shape grows individually, with As One Object, the whole SmartArt grows.

3 Preview



AutoPreview
The object animation is automatically run when you add or modify the effect.

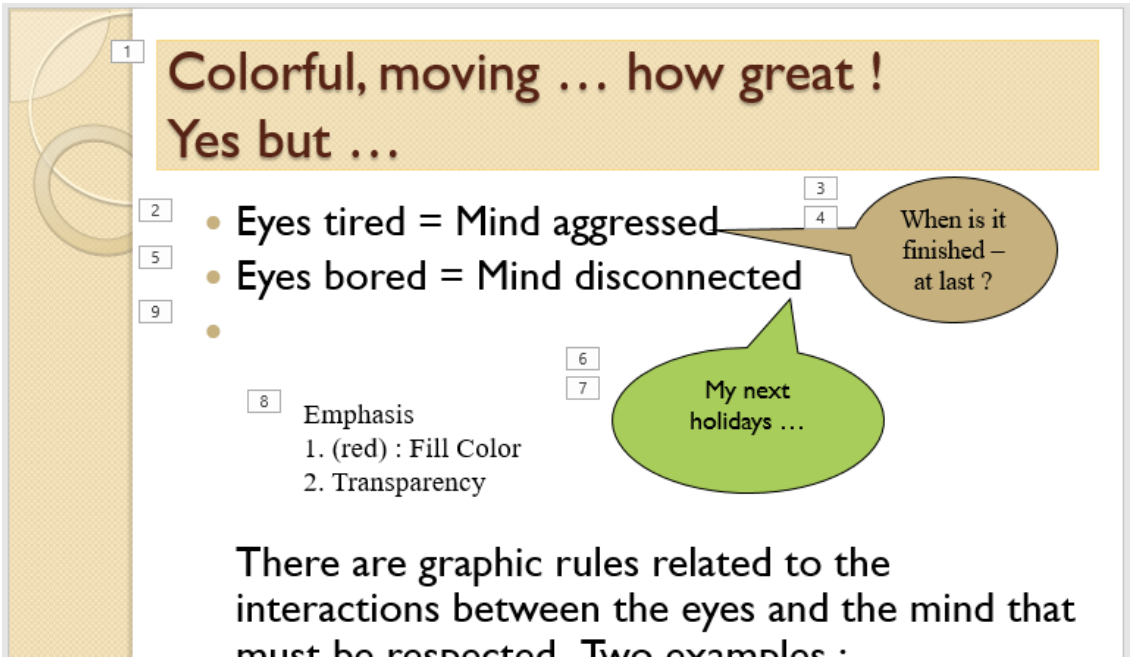
4 Modifying the effect or removing it

Modify
Select the object and choose another effect from the gallery.

Remove
Select the animation number and press the DEL key

5 Adding an animation

It is sometimes interesting to assign more than one effect to an object.
Here below an example :

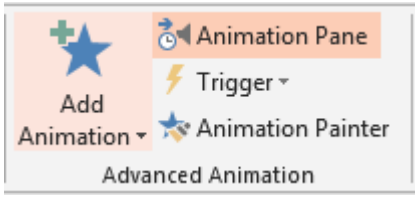


Object will be displayed one by one but additionally :

The first balloon shape becomes red (to express irritation)
The second balloon becomes transparent (to express distraction)

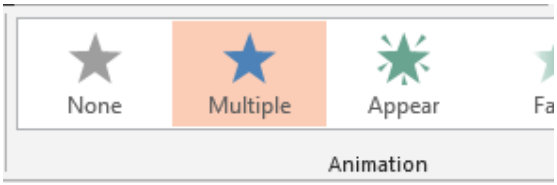
Assign the additional effect

- Select the object and click on the following button :



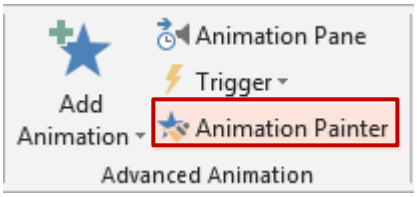
The button displays the same gallery of effects as the one in the ANIMATION group

- The gallery will display the following information to indicate that more than one effect has been assigned to the selected object :



6 Copying an animation

- Select the object whose animation you need
- Click on the following button :

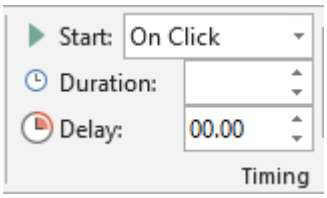


- The mouse pointer turns into a paintbrush
- Click on the destination object

7 Animation trigger and timing

7.1 Start, Duration and Delay

TIMING Group



On Click — Animations are played one after the other by pressing the ENTER key, by simple click or mouse scroll

Other possibilities : *With Previous – After Previous.* In order to link animations.

Duration — Default duration.
The most common setting is *Auto* which is the effect preset duration
In the above print screen, the value is preset to 00.50. This corresponds to the growing time for a ZOOM effect

Delay — Number of seconds before the effect is triggered

This can be handy to create a timing assigned to a special slide, without having to time the whole presentation.

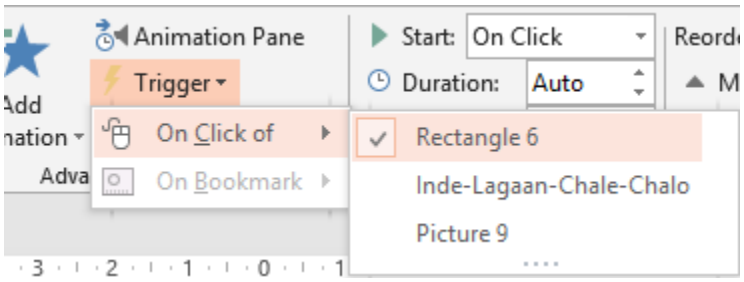
7.2 Special triggers

On Click of

The loudspeaker icon is hidden during the slide show.

What we need : click on the textbox to play the sound

- Select the loudspeaker icon and set the trigger method :



The object on which you are going to click does not require to be animated

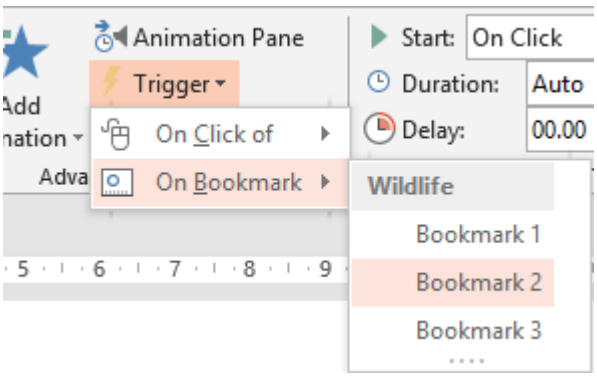
On Bookmark

Particularly useful with bookmarks assigned to videos

Here after a video to which 4 bookmarks have been assigned (the little white round « dots »)

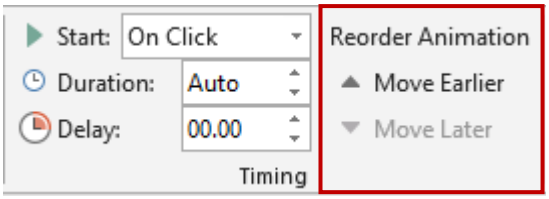
What we need : when the video reaches the bookmark number 2, a special picture should be displayed on the slide.

- The object (in our example the picture) needs to be animated
- Click on the TRIGGER button and set the required bookmark



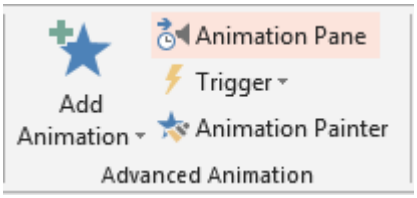
8 Reordering the animations

- Select the object
- TIMING Group

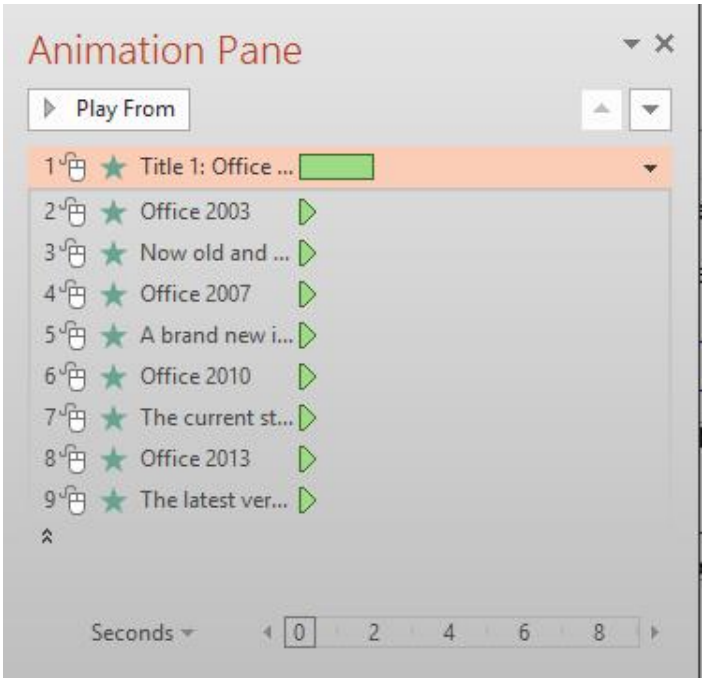


9 The animation pane

- ADVANCED ANIMATION Group – Button :



- The following pane will be displayed on the right of the window



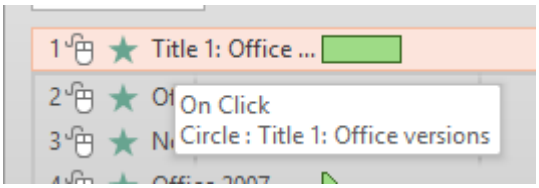
Most options from the pane correspond to commands already explained previously and accessible on the ANIMATIONS tab.

Nevertheless some commands are not found on the ANIMATIONS tab and need to be mentioned

9.1 Tooltip indicating the currently assigned effect

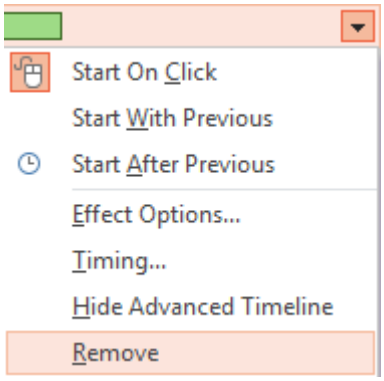
- Point the effect in the list

Handy because you don't need to click on the object and check its effect in the gallery



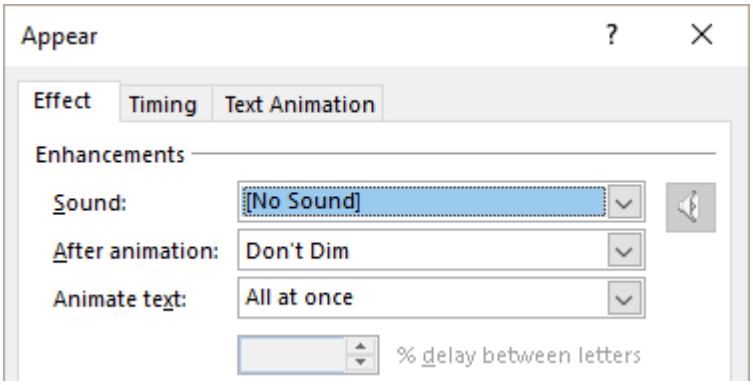
9.2 REMOVE

- Click on the triangle located on the effect right side Effect options



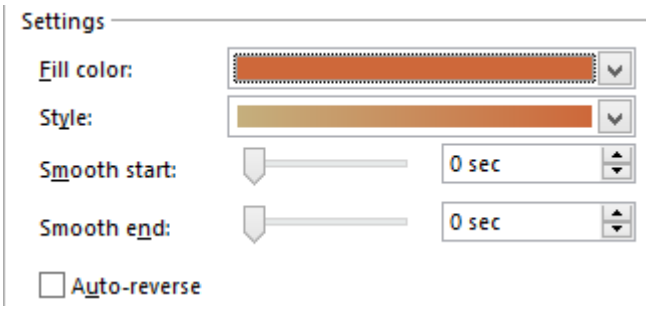
9.3 EFFECT OPTIONS

- Click on the triangle located on the effect right side and select EFFECT OPTIONS



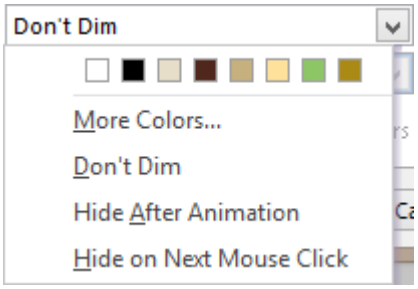
The dialog box options offer a wider choice than the EFFECT OPTIONS button located right of the effects gallery.

The effect FILL COLOR for example



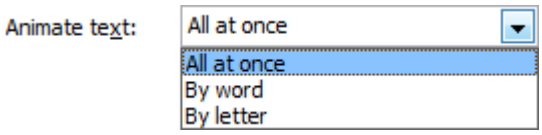
The EFFECT OPTIONS *button* only displays a tear-off to change the color.

As the screen capture shows, the dialog box changes to add options to manage shading, smooth start/end …

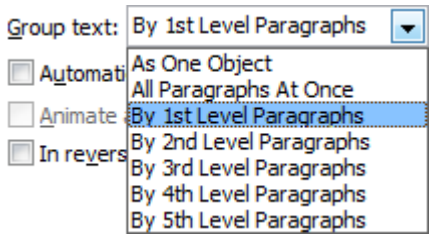


Set a color to *dim.*

Very handy : you can give the impression to “turn off” the previous bulleted text (but make sure you can still read it)



Careful when choosing *By word* or *By letter* …



The dialog box last tab name and corresponding options depend on the *nature of the object* : TEXT ANIMATION for a text placeholder, CHART ANIMATION for an Excel chart and SMARTART ANIMATION for a SmartArt object.

In the case of a text placeholder, it will provide options to *dissociate* levels.

By 1st Level Paragraphs means that level 1 paragraphs will be displayed one by one but along with all their sub-levels (2-3…) if there are any.

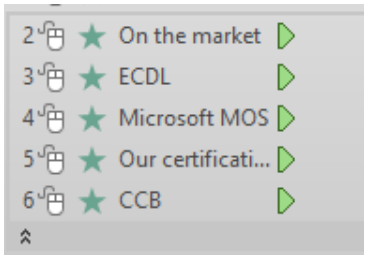
By 2nd Level Paragraphs will dissociate level 2 paragraphs to display them independently).

9.4 Expanding a text animation to insert other animations

In the following screen capture, the number 2 object is collapsed. The « chevrons » are facing down.

The animation effect is APPEAR, with the By 2nd Level Paragraphs option turned on

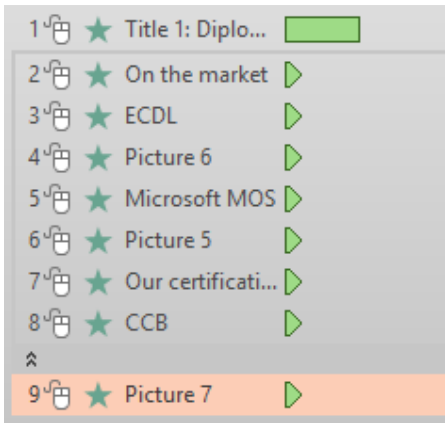
In the next screen capture, the object has been expanded (the chevrons direction has changed)



For which purpose ? You could assign a different animation effect to each paragraph … but this would be totally inappropriate …

In fact, expanding the object will give you the possibility to drag another animation in between levels in order to set a specific appearance order.

In the next screen capture, each computer diploma is followed by a visual sample of the diploma in question (a picture).

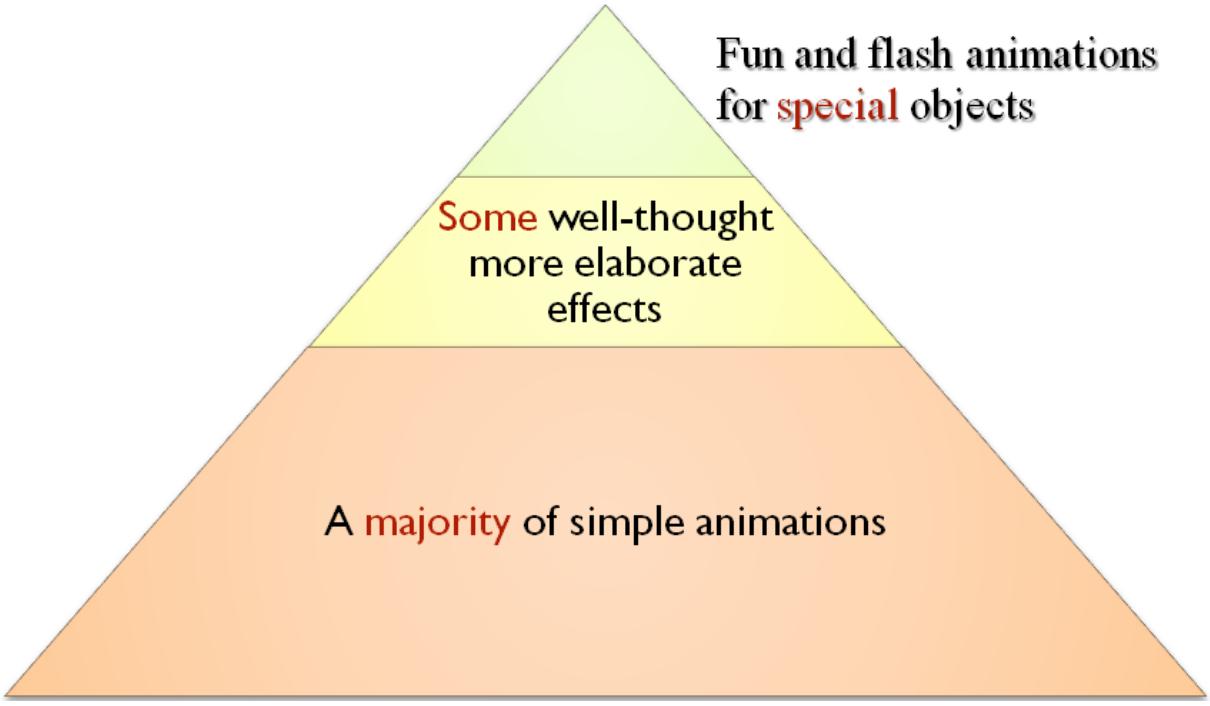


* Note : instead of working with items labeled *Picture 6, 7 ,8 …* it would be advisable to rename them in the Selection Pane. The result would be so much "clearer".

Here after the slide objects reading order :

Caution : once the « external » animations have been inserted into the « inside » items, the general effect can no longer be fully modified. The TEXT ANIMATION is missing, only the EFFECT and TIMING tabs remain.

10 Advice from graphic professionals about animations



SPECIAL OBJECTS

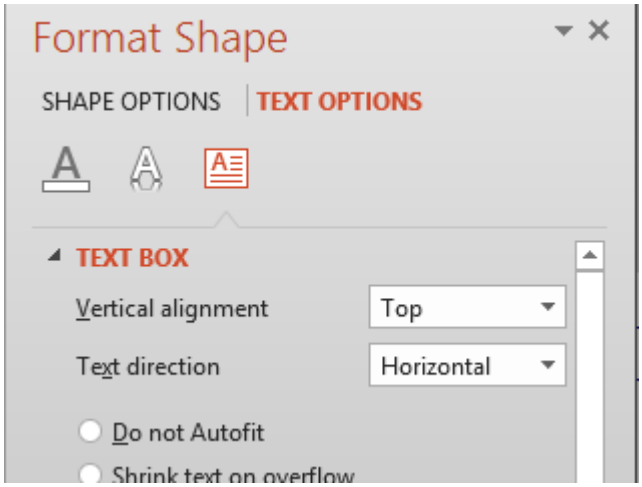
1 Creating an object by pasting it from Word or Excel : important implications

You may paste a Word table, paragraph, an Excel range of cells, an Excel chart and paste it onto the given slide. But caution : the nature of the object may vary and its weight can range from light to very, very heavy ! Here below a synthesis on the possible cases :

1.1 A Word portion of text

You select one or more paragraphs in the current document and paste onto the given slide : if you paste inside a text placeholder, no problem. But in all other cases **the result will be a text box.**

If you are not satisfied with the textbox size, text wrapping, margins … right click the shape and option FORMAT SHAPE and modify in the formatting options provided by the Pane (on the right side of the window) :



1.2 An Excel range of cells

❶ Copy-paste a range of cells

Sales	01.01.2014	01.02.2014	01.03.2014
Product 1	900	1'100	1'200
Product 2	700	800	1'200
Product 3	800	1'300	1'500
Product 4	500	300	800
Total	2'900	3'500	4'700

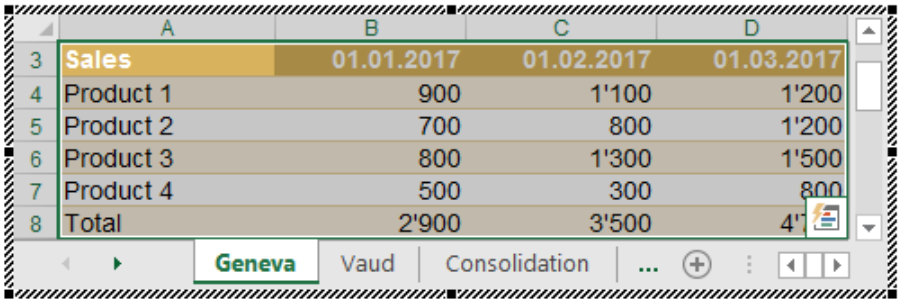
Use Destination Styles
Keep Source Formatting
Embed
Picture
Keep Text Only

Use Destination Styles and Keep Source Formatting

The pasted object is a Word table with its usual DESIGN and LAYOUT tabs.

Embed

The result seems identical to a normal pasting but double-click on the object and you will see that **the whole source file has been copied and not only the selected range :**



Although the whole source file has been copied there is no link between the destination PowerPoint file and the Excel source file. Just a copy, nothing more.

What will be the final size of the Power Point file if the Excel source file contains charts, pictures and is rather « heavy » ? An idea to « by-pass » the problem : copy the given sheet into a new workbook and then copy-paste the range of cells as an object. The whole workbook is copied but it only contains one sheet …

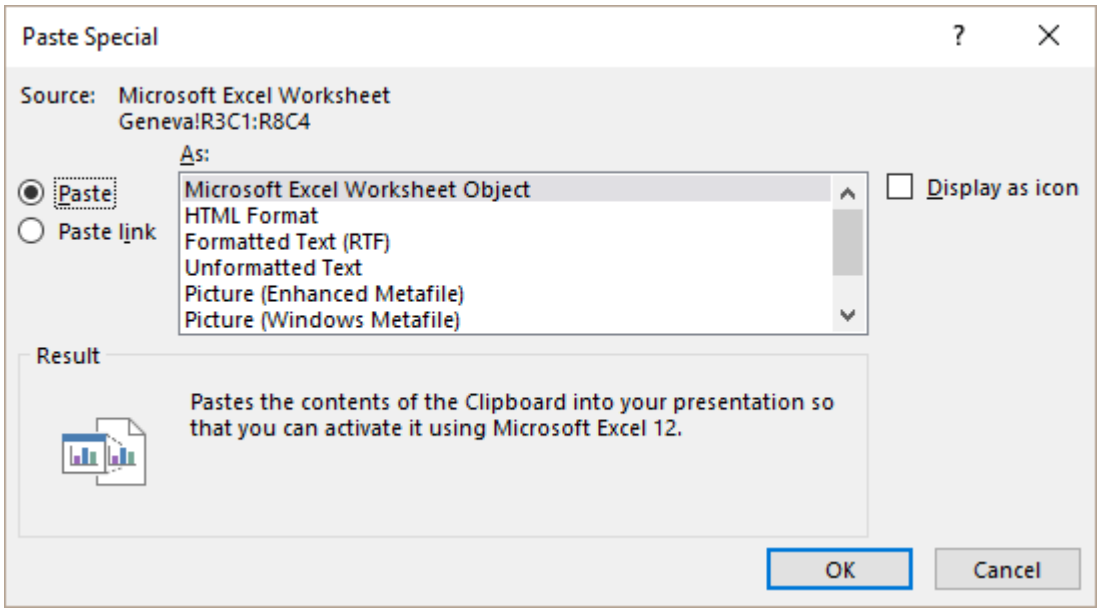
Picture

The result will be a « frozen » picture (impossible to edit data) but very « light » in weight. Usual FORMAT tab.

Keep Text Only

A textbox

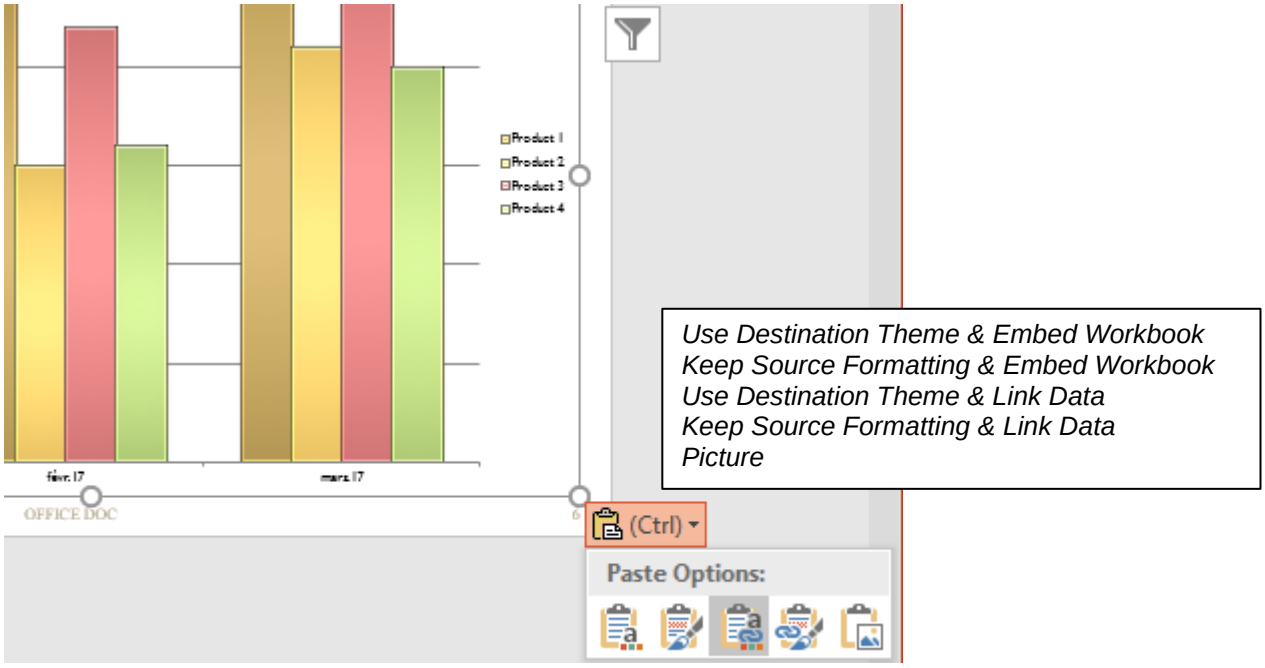
❷ **Pate special : HOME Tab – CLIPBOARD Group – Drop-down list of the PASTE – PASTE SPECIAL**



Microsoft Office Worksheet Object = Embed
HTML FORMAT - similar to a Word table

1.3 An Excel chart

Here below the possibilities once you have pasted the chart – through the tag options :



1.3.1 Use Destination Theme or Keep Source Formatting

In order to preserve the presentation homogeneity, the object adapts to the destination theme. But you may exceptionally decide to leave the object with its source colors.

1.3.2 Embed

The implications are the same as those explained for an Excel range of cells *embedded* into a slide **: the whole Excel workbook is copied**.

1.3.3 Link Data : a DDE link

Weight : light
Link : a DDE (Data Dynamic Exchange) link, a type of link not widely used but that Microsoft has chosen to avoid users copying the whole source file.

Double-click on the chart and display the CHART TOOLS / DESIGN tab.
Then click on the EDIT DATA button : **the Excel source file is opened**

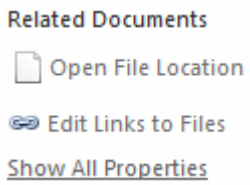
Link between the two files
The two files are independent. Each one can be opened, modified, printed … separately

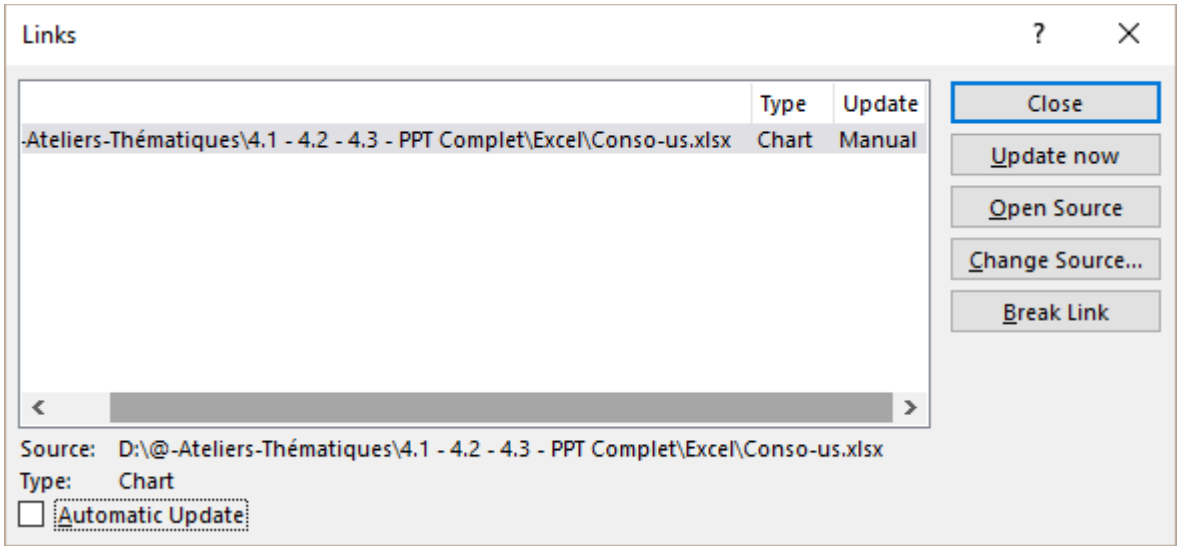
Modifying the source data
The PowerPoint file is automatically updated if it is active and if it is not, when you open it. No message, no manual intervention from user.

Manual managing
If the automatic update fails, if you have renamed or moved the source file and PowerPoint has « lost » the link, you may reset it :

From the PowerPoint file : FILE – INFO - PROPERTIES Pane on the right – At the bottom :

This option is displayed only when there is a link to an external file.





Update	*Automatic or Manual* *Manual* : the update will take place only when the user opens the source data (DESIGN Tab – DATA Group – EDIT DATA or REFRESH DATA Button
UPDATE NOW button	To update the PowerPoint presentation (the presentation is the « client » or « receiving » file)
OPEN SOURCE button	To open the Excel source file (the « giving » file) if it is closed or simply bring it into the foreground if it is active.
CHANGE SOURCE button	Has the Excel source file been renamed or moved into another folder ? Click on this button to make the link point to the right file
BREAK LINK button	To remove the link. Cannot be undone

Note : this type of link is a bad « traveler ». Indeed you must make sure to include both files whenever you move them or send them over the mail if you want the recipient to be able to update the PowerPoint file in case some data in the Excel source file is modified. Moreover, PowerPoint often « looses » the link simply because when the recipient saved the files the memorized path no longer matches.

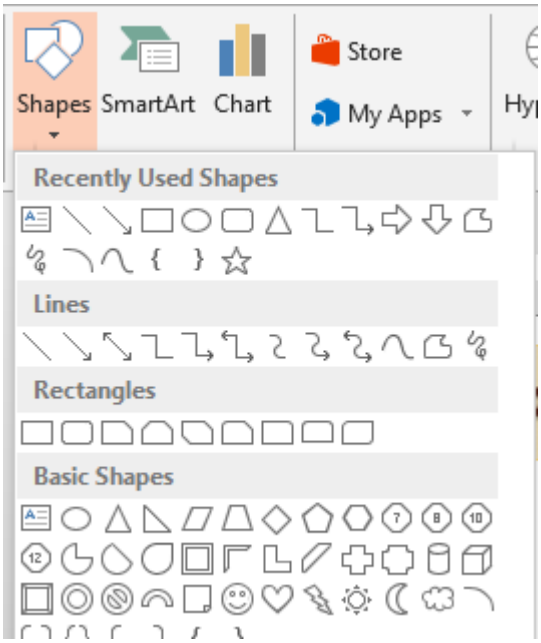
1.3.4 Paste as Picture

The implications are the same as pasting an Excel range of cells as a picture.

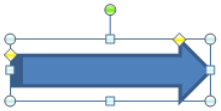
2 Inserting a drawn shape

- INSERT Tab – ILLUSTRATIONS Group

The SHAPES button and its gallery (here cropped) :



A sample of a drawn shape



Round handle	To resize
Green handle	To manually rotate
Yellow diamond	To reshape the drawing
Perfect shape	Keep the SHIFT key pressed while drawing Release mouse button first
Drawing from the center outward	Keep the CTRL + SHIFT keys pressed while drawing. Release mouse button first. You can combine with the SHIFT key to draw a perfect shape from the center outward.
Drawing the same shape several times	Right click on the shape and select the LOCK DRAWING LOCK option. Draw the shape as many times as necessary. Revert to normal by pressing the ESC key.

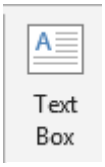
Drawing : the mouse pointer changes to a pencil, click and start drawing
Free form : click in sequence to create the segments and click and drag to draw an ellipse. Double-click to finish an open shape or click on the starting point to close the shape.

> To modify the shape segments : right click on the shape and select the EDIT POINTS option. CTRL + point the segment + click and drag : you create a new segment. CTRL + point the segment end + DEL : you merge the two segments.

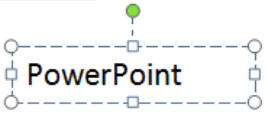
Formatting the shape : see chapter on managing objects (basic documentation)

2.1 A special shape : a TEXT BOX

- INSERT Tab – TEXT Group – The following button :



Draw the text box (mainly the width). The cursor is displayed inside the box and you can start typing :

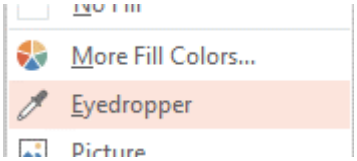


Important characteristics :
It is the only shape that does not follow the global values. For instance : no fill color corresponding to *Accent 1*.
Should consequently be used for special needs.
Formatting the text box : see the chapter on managing objects

2.2 Eyedropper for color matching

You can capture the exact color from an object on your screen and then apply it to any shape. The eyedropper does the match-up work for you.

- Click on the destination shape (the one you want to apply the color to)
- Drop-down list of the FILL button (HOME Tab or Drawing Tools – FORMAT Tab)

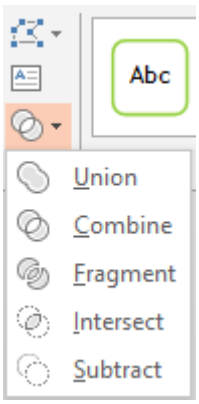


- Click on the shape showing the required color

2.3 Merging shapes

PowerPoint has a great tool, that if you are a little bit creative, will let you create special shapes or even logos.

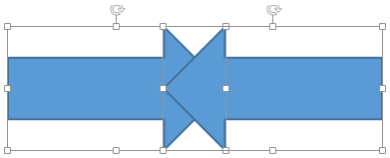
- Draw the required shapes
- Select them
- FORMAT Tab – INSERT SHAPES Group



Do you notice ? No option to go back to normal. You can only UNDO …

The most interesting aspect of this tool is its capability to manage overlapping shapes :

The two shapes are selected



Union

Combine

Fragment

Intersect

Subtract
Caution : this is done according to which shape was first selected …

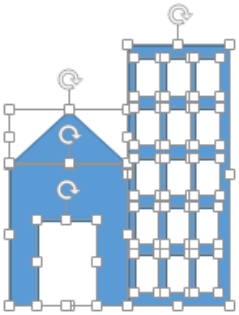
Left shape as 1

right shape as 1

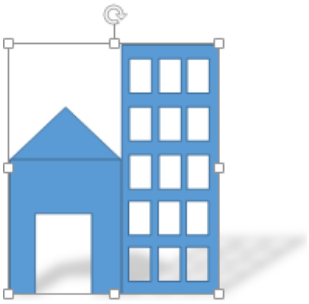
Advice : do not bother to set a fill color before merging because the merging process often removes filling or applies only one. Do this at the end

An example where the difference between UNION / old GROUP shows clearly is when you add a SHADOW / PERSPECTIVE :

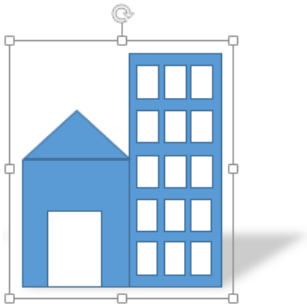
Source shapes



Union



Group



You may even merge a picture into a textbox

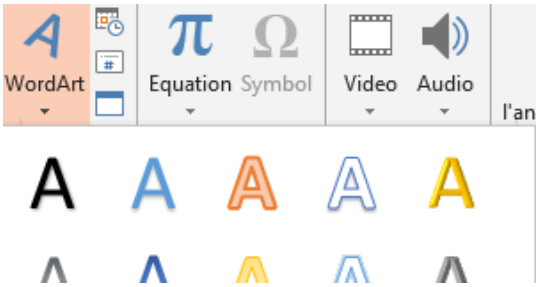
- Leave the text inside the textbox in black color
- Choose a font that will give some nice width to the letters
- Select first the picture and then the textbox
- Merge choosing INTERSECT

Here below the result :

3 Inserting a WORDART object

- INSERT Tab – TEXT Group

It is the WORDART button and its classical gallery



Select the required effect and start typing the text

Clicking in the WordArt = selecting the content
Pressing the ESC key = selecting the object

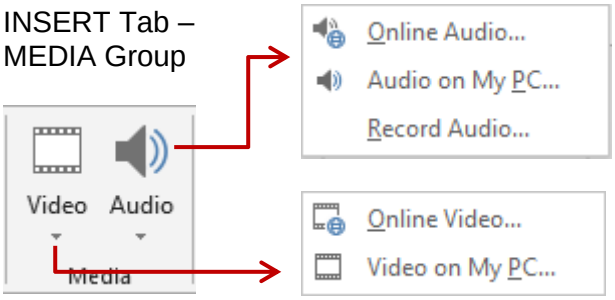
Formatting the WordArt object and applying WordArt like effects to objects such as a shapes, a text box … : see chapter on managing objects

4 Inserting a MULTIMEDIA object (movie - sound)

Quick access button :

By default : files with « video » extensions

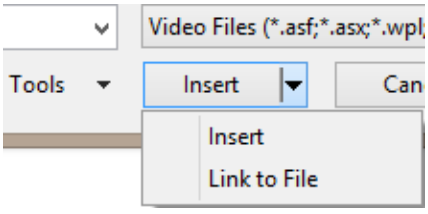
INSERT Tab – MEDIA Group



Since 2013, PowerPoint supports .mp4 and .mov formats.
Online Video : the source site must allow the operation, which is not the case for YouTube for instance

4.1 Where will the video be stored ?

You choose when you insert the file :



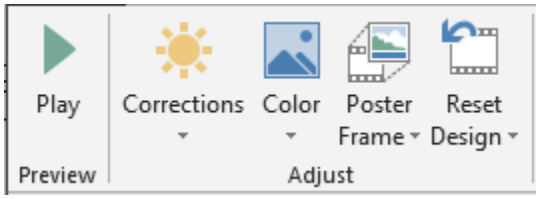
Double-click on the file = INSERT

INSERT = the file is automatically **EMBEDDED** into the presentation.

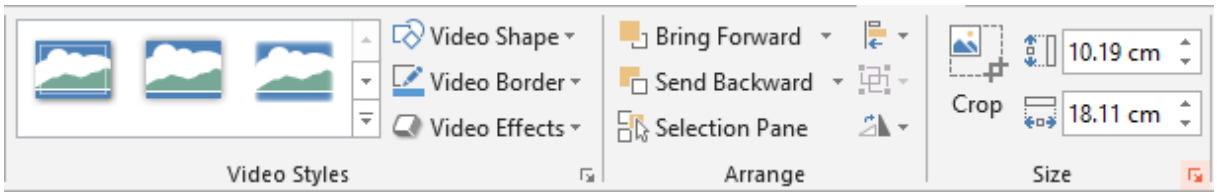
Caution : this means that the total weight of the presentation might significantly increase ! If you do not wish this, the file can be ***linked***, but then please make sure that you save it in the same folder as the presentation. And you should also always check its access before a Slide Show as PowerPoint easily *loses* the link.

4.2 The FORMAT and PLAYBACK tabs to work on the object

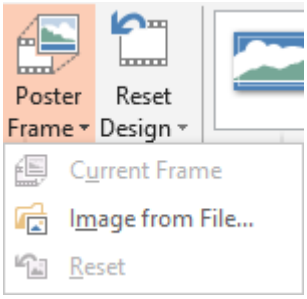
❷ The FORMAT tab and its tools



and



These are the usual groups to work on pictures. Indeed the video picture or sound icon can be worked as pictures : brightness, contrast, border, fill and so on.



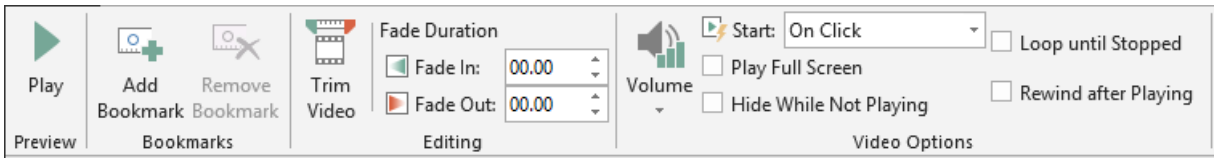
Once inserted, the video either displays the first picture of the video or a black background

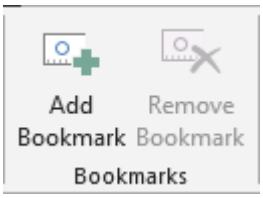
Current Frame
Run the video, stop on the required picture and the option is now available.

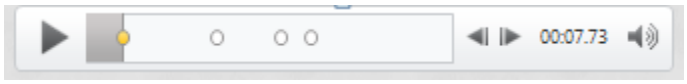
Image from File
The first picture of this video is black (Turkish advert). The flag picture – downloaded from Internet - has been set as Poster Frame. Caution : choose a picture whose dimensions are not too far away from those of the video as it is automatically resized to fit the video picture.

No poster frame for sounds.

❸ The PLAYBACK tab

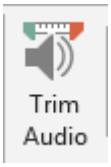


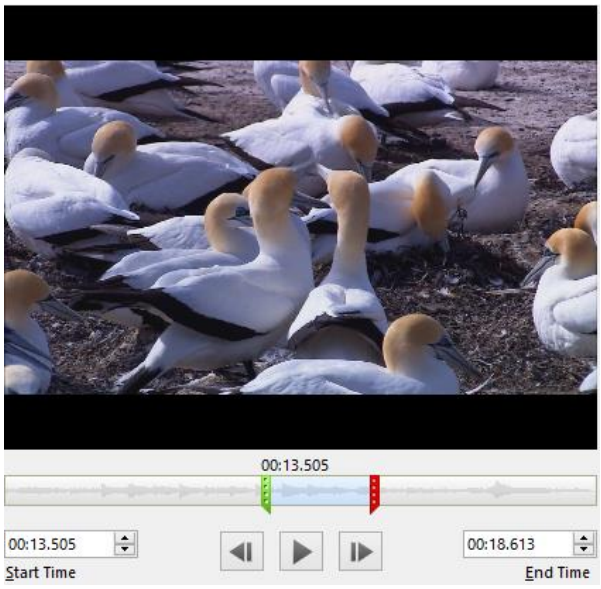




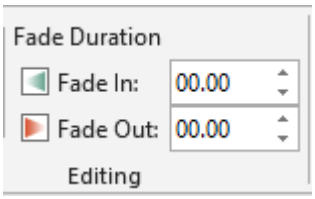
The above rounds correspond to bookmarks. You play the video and you click on the ADD BOOKMARK button at the required position. A bookmark is created (the yellow round button) and when you Slide Show the presentation you can start or jump to this specific position

When you click the bookmark, the REMOVE BOOKMARK button becomes available to remove it.



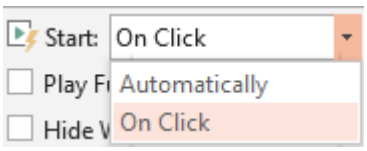


Drag the sliders (green and red) to trim the video to the required « extract



Set a number of seconds to make a faded start or end

Equivalent to the loudspeaker button provided by the video or sound line of commands.



Automatically can be important when the sound icone is hidden during the presentation

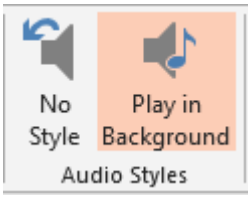
Play Full Screen	*Only for videos*
Hide While Not Playing (vidéo) **Hide During Slide Show (son)**	Video *Combined with an « On Click » start* : the video is hidden during the slide show, it is totally ignored. *Combined with an « Automatically » start* : example with 3 videos on a given slide. The first video is played automatically. When finished, it is hidden. Then the second video is played and is hidden too. And so for the number 3. Sounds : to avoid displaying the loudspeaker icon
Loop …	Handy for a short sound
Rewind …	Rewind setting. When the video is finished and consequently « freezes » : what will be the last picture displayed? The last one (by default) or the first one ?

4.3 Special options for a SOUND

4.3.1 Background playing

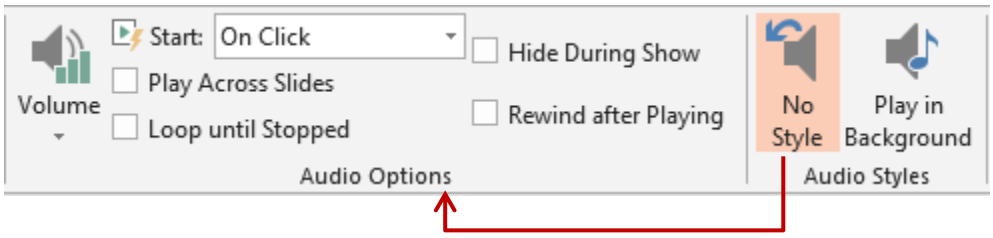
A new button (2013) is there to play the music from the slide containing the sound option right to the end of the presentation.

- Insert the audio file (embedded or linked)
- PLAYBACK Tab – AUDIO STYLES Group



Caution : your audio file must be long enough !

4.3.2 Reset the playing options



Resets all the modifications done in the OPTIONS AUDIO group

4.3.3 Adding a sound but without inserting an audio object

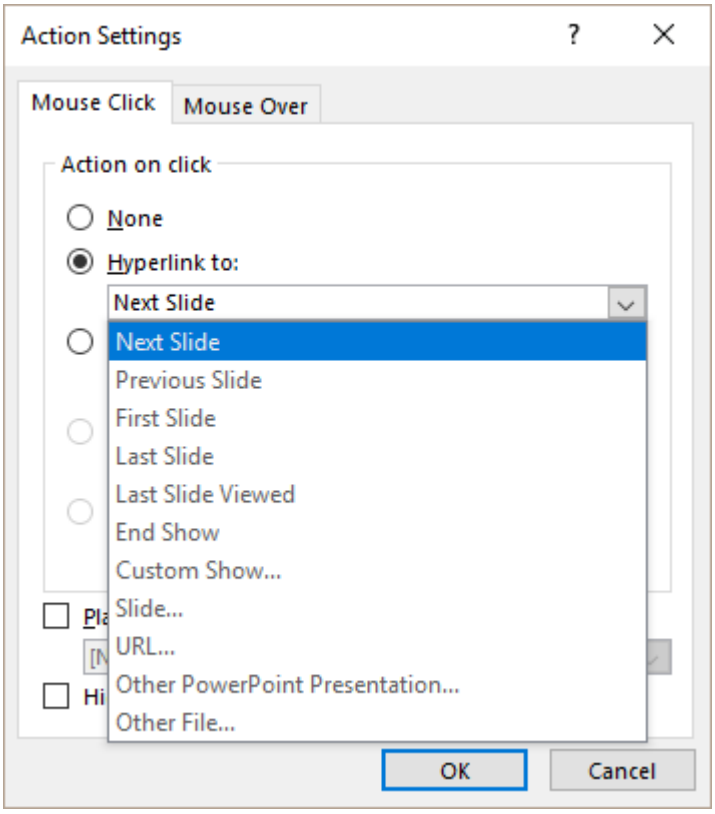
Reminder : you may add a sound to a *transition* or a *custom animation*

5 Assigning an action to an object

- INSERT – LINKS Group – Button :

Here after the dialog box : (with the list of possible navigation actions expanded) :

Set whether the action will be run when clicking or pointing the object.

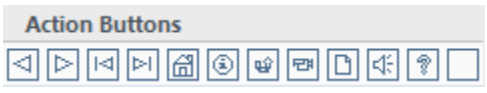


You may assign an action to any object (text, picture …. except a SmartArt diagram). As usual the action will be run either when clicking or pointing the object. The set *action* can correspond to *navigating inside the presentation, running a macro etc ...*

You run the action from the slide show.

Difference with a hyperlink : none really but usually people set actions for « inside » actions and create hyperlink for « external actions ». But obviously this is not a rigid rule.

Interesting : autoshapes provide *actions buttons* whose graphic is usually quite clear. This category is the last one in the shapes gallery :

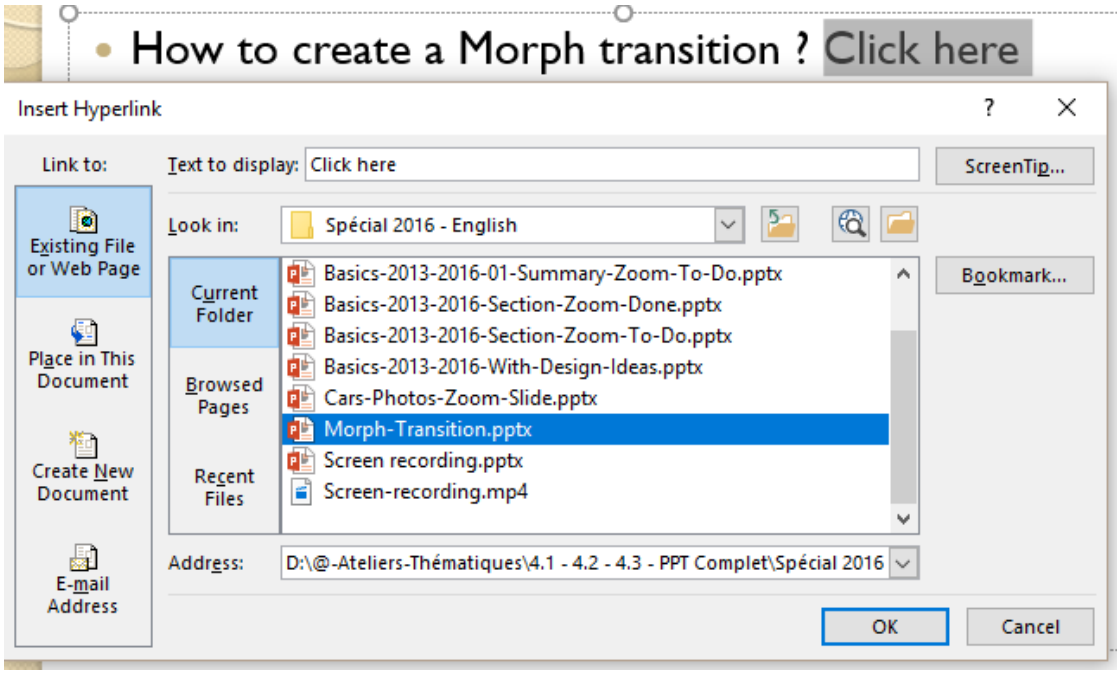


- Choose the button and its corresponding action or select the last button with no indication (you will name it according to the set action).
- Click and drag to size the button shape
- The Action Settings dialog box will be automatically displayed. Accept the set action or set your own
- The shape itself can be managed as any other shape.

6 Creating a hyperlink

- INSERT Tab – LINKS Group – Button :

Here below the dialog box (pointing to a file) :



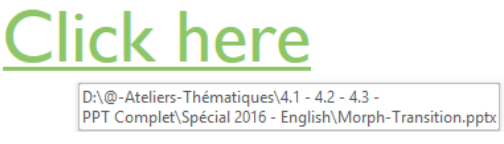
We chose to set a link pointing to a file but this dialog box will let you set a link pointing to a web page, an e-mail address and so on.

Text to display : the selected characters will show the link.

ScreenTip : to set a small information text that will be displayed when pointing the link. If you do not set any text, PowerPoint will show the full path of the file or the web page.

Bookmark : the link can point to a bookmark – set in the destination file. For example, if the link points to another PowerPoint presentation, you can set on which slide the file should open.

Here after the result when our above link is pointed in the slide show. Once you have *followed the link* the color will change (according to the theme colors scheme).



Reminder : when you type a web address (http:// ….) or an e-mail address (jean.dupont@bluewin.ch), it is automatically converted into a hyperlink. This avoids to display the above Insert Hyperlink dialog box.

If the link opens another PowerPoint presentation, simply press the ESC key to revert to the slide show.

7 The other objects (called OLE objects)

7.1 The OLE concept

The OLE (Object Linking and Embedding) concept is the following :

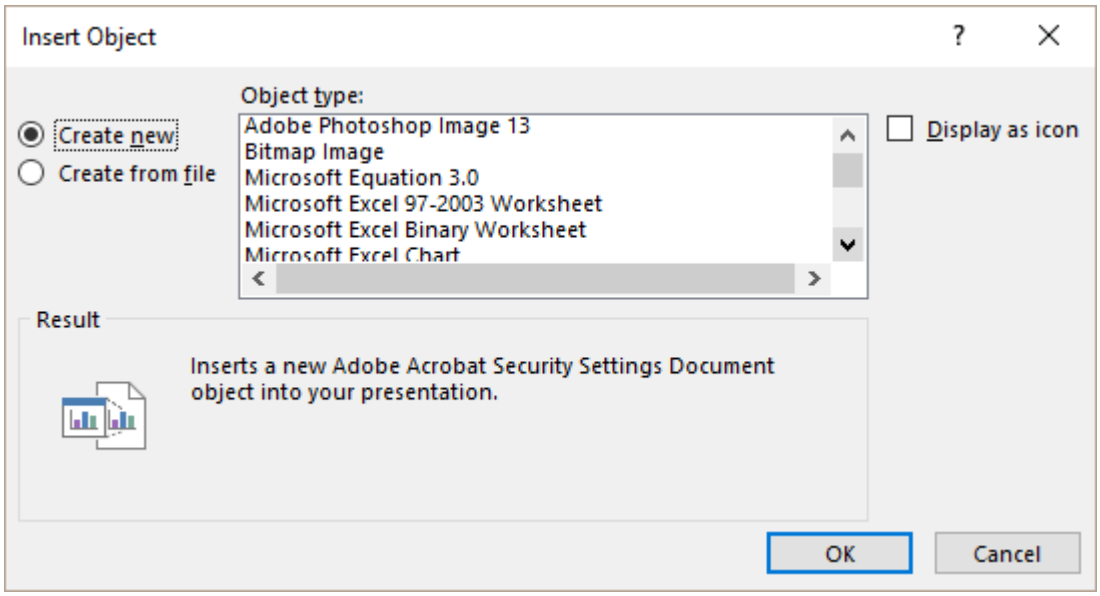
- When you create the object the source program is automatically run.
- You create, modify … your object inside a « window » created directly onto the current slide (sometimes in a separate full window)
- You do not save your object with SAVE AS …
- You click outside the « window » to validate the object or in case you did work into a separate window you close it through : FILE – CLOSE AND RETURN TO PRESENTATION X and confirm).

Modify later on : double-click the object.

Note : contrary to the DDE link (explained when pasted an Excel chart), the OLE link is a good « traveler » because there is only ONE file (the object is automatically embedded).

7.2 Some examples of OLE objects

- INSERT Tab – TEXT Group – OBJECT Button

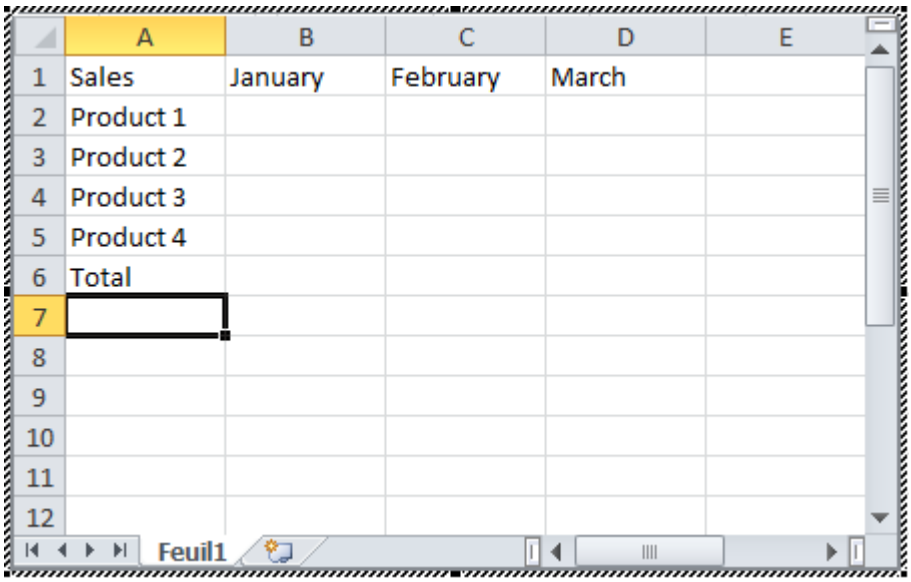


7.2.1 Create new

Microsoft Office Excel Worksheet

A small « window » is automatically created onto the current slide :

A working « window » is created on the slide :



Take a close look at the ribbon tabs : they correspond to Excel tab and not PowerPoint. Work as you would if you were really in the source program. You may even paste data copied from a previously opened workbook.

You could click outside the window to create the object but the final result will be quite ugly : most chances are that the gridlines will be visible, the object will be bigger than necessary … as the following screen capture shows it :

Sales	January	February	March	
Product 1				
Product 2				
Product 3				
Product 4				
Total				

Remove the gridlines through : PAGE LAYOUT Tab – SHEET OPTIONS Group – GRIDLINES Option …

When your table has been nicely finalized, make sure that its size is correct by dragging in or out the object handles (as if it was a picture).

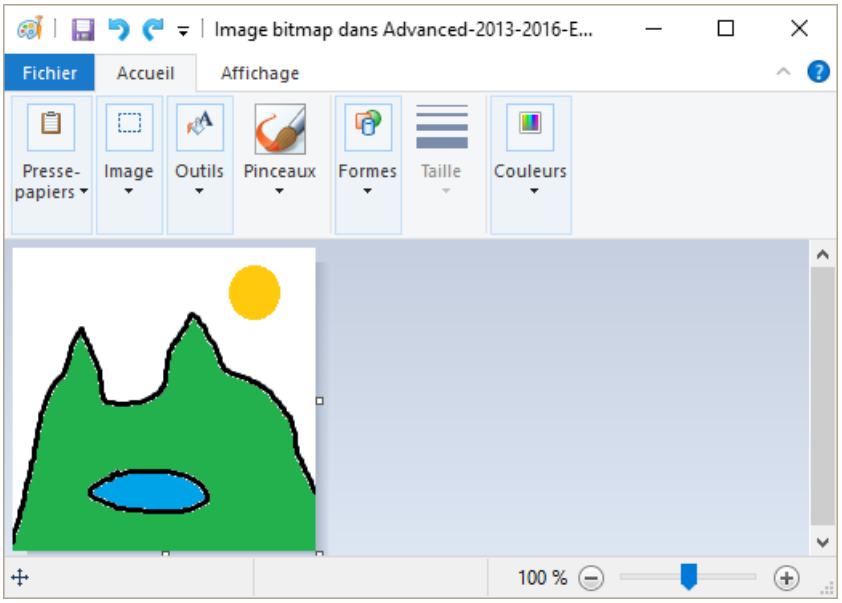
The click outside the Excel window.

Create new – the DISPLAY AS ICON option

Instead of creating an object that displays its content, you only display its icon. To see the content you will need to double-click the icon. Can be handy if some objects have been placed on the slide for *occasional* consulting.

Excel chart : not so interesting because inserting a chart directly from a slide is so easy and comfortable …

A Bitmap Image = running Paint



Draw as needed and when finished simply click outside the window.

Here below the final drawn object :

A child look ? The purpose of this example was to prove that OLE objects are not limited to Office programs …

7.2.2 Create from file

The dialog box slightly changes :

Choose the file and click on OK :

At first sight, you might get the impression that only the workbook first sheet is displayed. But if you double-click on the object, the Excel workbook is opened and you can choose to display any other sheet.

Additional commands :

Display as icon	An icon rather than an object. Double-click to open the « file-object » that will be opened into a separate window to guarantee a better readability.
Link	A « file-object » will be created but in addition, it will be *linked to the source file (DDE)*

Opening the object during the slide show

No click nor right click to open the object while in Slide Show
Tip : assign an ACTION to the object such as a link to the source file (see page 34)

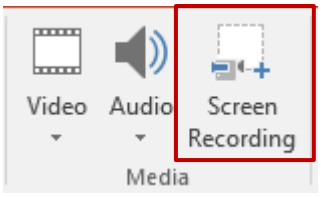
8 Screen recording

Do you know CAMTASIA ? This program lets you record whatever you do on your screen (voice, mouse navigation …). Then the video can be uploaded on YouTube for instance.

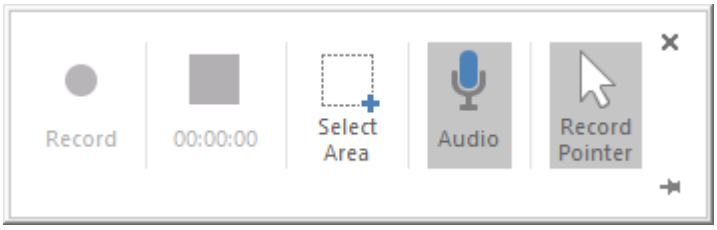
PowerPoint now has a similar tool – although less sophisticated of course –that can prove at times very handy.

Advice : check your audio devices if you wish to record what you say

INSERT Tab - MEDIA Group



The following bar will be displayed at the top of the screen



Do not jump onto the record button !

- PowerPoint has been automatically minimized
- First make sure to display the program into which you need to record your video demonstration. It can be PowerPoint or any other program. But note that you will not be able to simply click to bring it back to the foreground. *Use the well-known ALT + TAB keyboard shortcut.*

- The SELECT AREA button is automatically selected. Add AUDIO and POINTER if necessary.
- Set the required area (the whole screen or a portion of it) into which you need to record
- Click on the RECORD button, which now displays a red round bullet
- Record
  Caution : everything is recorded … if you type texte, also your corrections !
- **Need a pause** ? : point the top of the screen where the bar was displayed and it will be visible again. Click on the PAUSE button.

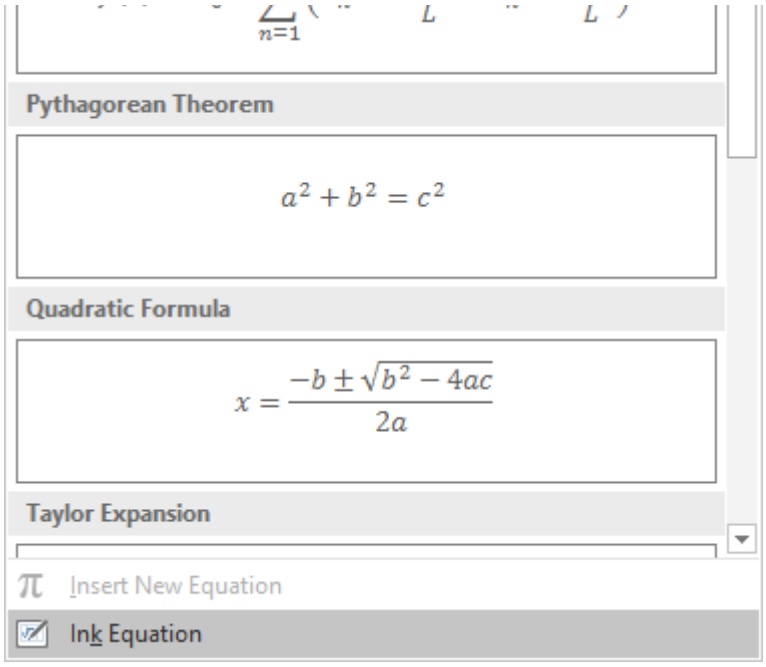
  Finished ? point the top of the screen where the bar was displayed and it will be visible again. Click on the STOP button.
- The video will be automatically inserted on the active slide and can be run and managed as any standard video you might have inserted.

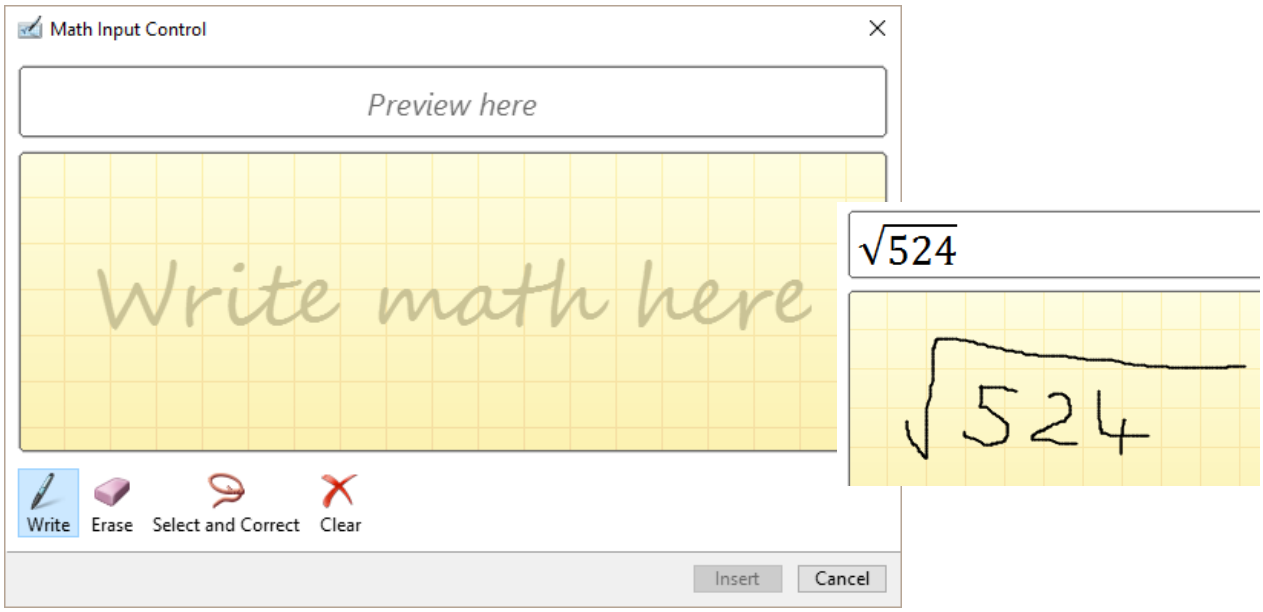
If you need to keep a copy of this video and turn it into a media file : right click it and select SAVE MEDIA AS … Default extension = .mp4

Caution with the weight ! A short test, less than a minute and about 6 Mb for the video ...

9 Ink equation

- INSERT Tab – SYMBOL Group

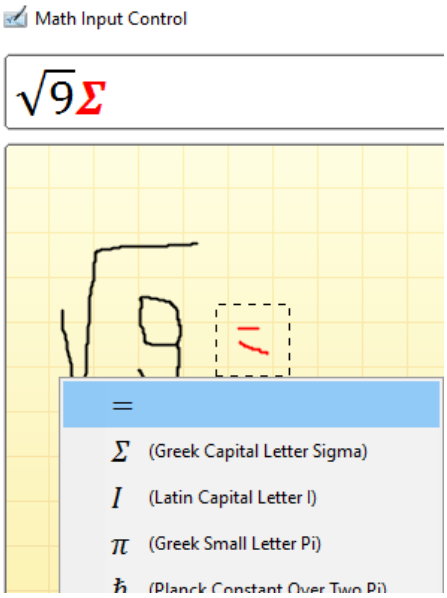




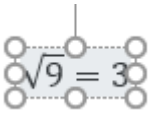
If you do not draw nicely …. you'll get a bad understanding !.

The ERASE button (eraser) : you can erase and draw again
The CLEAR button (cross) : caution ! EVERYTHING is removed

The SELECT AND CORRECT button : you select the badly understood part and a list of suggested corrections is displayed (here a problem with an equal sign) :



Click on the INSERT button
The result is a standard object



Managing : the DESIGN Tab

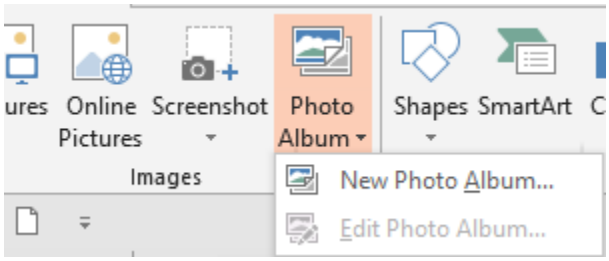
A SPECIAL FILE :

PHOTO ALBUM

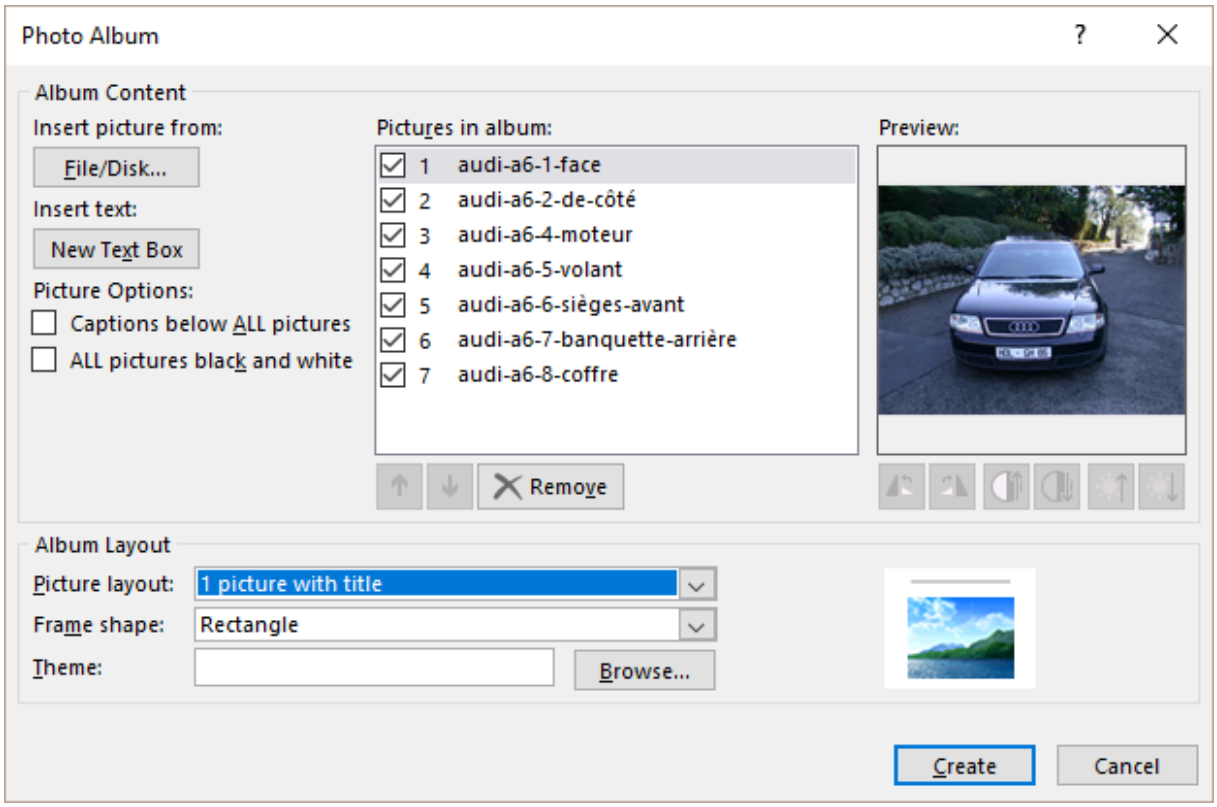
Caution : the name of the command might give you the idea that it has nothing to do with business purposes but rather with holidays and family snapshots …. Not at all. This very handy feature will give you the possibility to create a presentation directly based on a set of picture files, instead of inserting them one by one.

- INSERT Tab – ILLUSTRATIONS Group – PHOTO ALBUM Button.

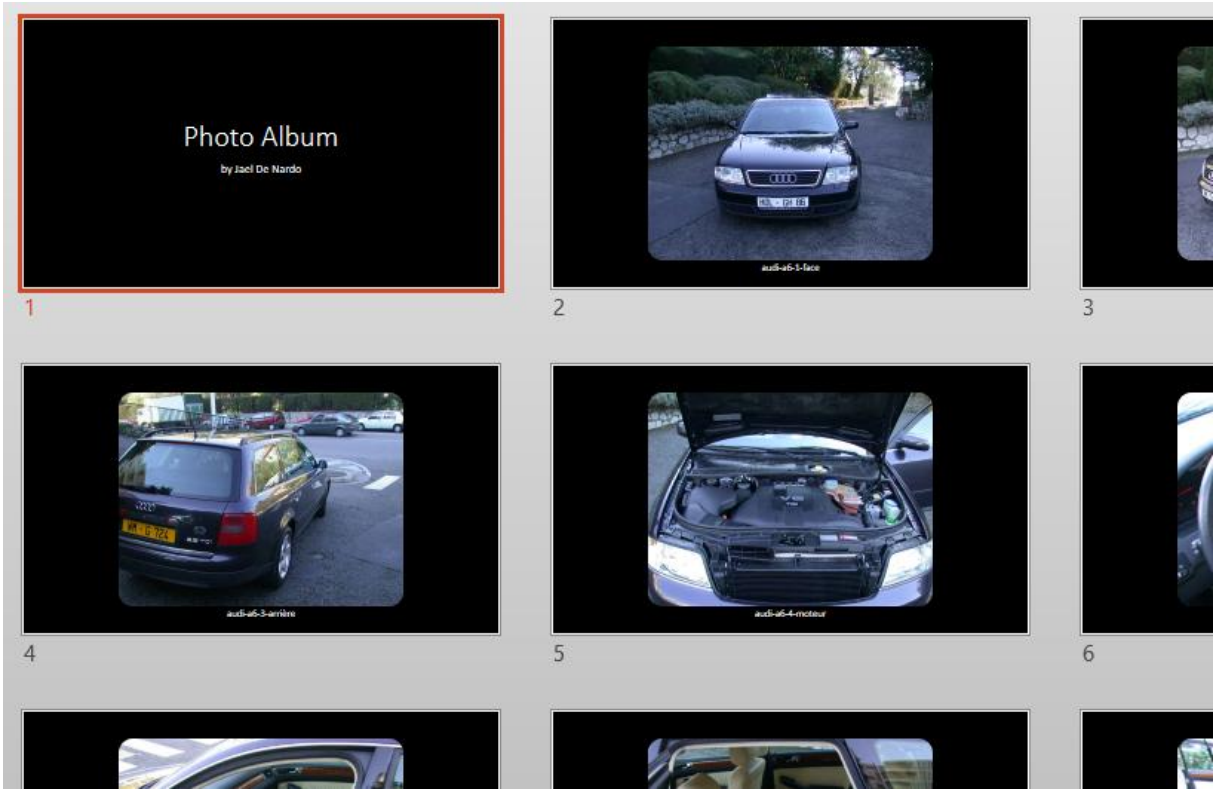
The command is available even though there might be no active presentation and if there is one, it will systematically create a new presentation



The following dialog box will be displayed to select the picture files and set how they will be placed on the slides (fit to slide ? 1 or 2 pictures per slide ? with a caption below ? …)



Here below the result : we chose to present each picture on one slide, with rounded corners and the file name as the picture caption)



Modifying later on : select the EDIT PHOTO ALBUM option at the bottom of the PHOTO ALBUM button drop-down menu. The previous dialog box will be displayed and all settings can be changed and the presentation will be updated accordingly as the CREATE button will change to UPDATE *(caution, the option is not available if you are in Slide Sorter view)*.

THEMES AND MASTERS :

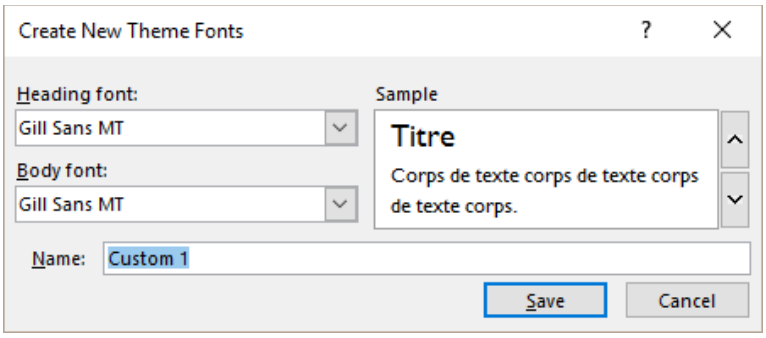
ADVANCED FUNCTIONS

1 Custom theme

1.1 You create the company's theme – the one that will be used for corporate templates

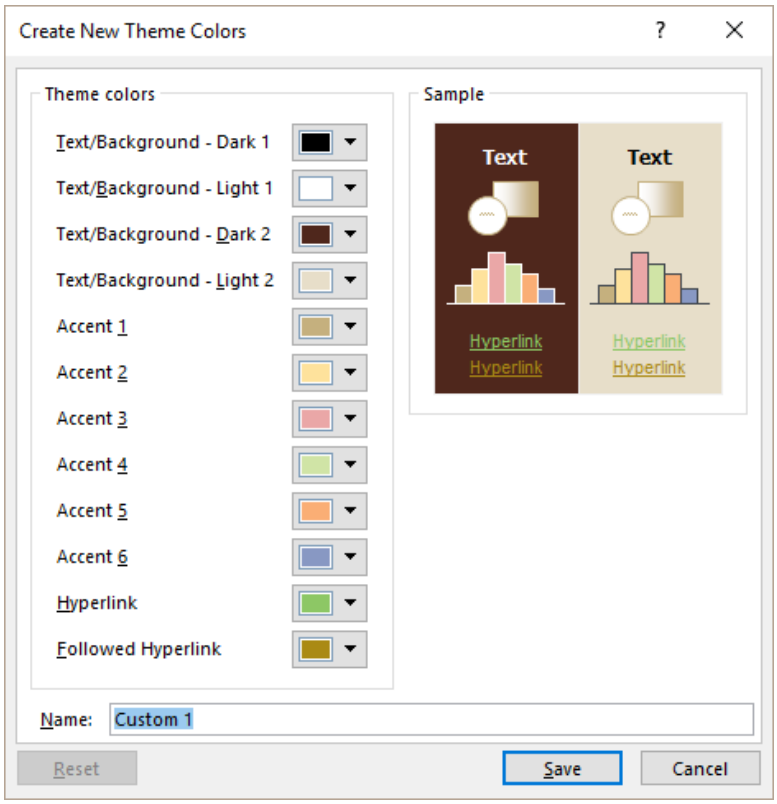
Usually the person in charge of the company's theme will first prepare a colors/fonts scheme that will meet the company's needs :

- At the bottom of the colors or fonts set galleries, click on the CUSTOMIZE COLORS / FONTS …
- Change as necessary and save **THE SCHEME**
  The dialog box does not mention it but the scheme will be saved in one of the THEMES subfolders and bear the .xml extension



Do not leave the name on *Custom 1* but name it properly

The fonts scheme displays 2 fonts, one for the titles and the other one for the body text (bulleted text, text typed into drawn shapes …). Why only 2 ? Because professionals advise not to use more than 2 fonts when working with documents, whether presentations or Word docs.



As you can see there is no option to save a new effects scheme (although the corresponding folder does exist)

The first 4 colors

They correspond to the four possible background colors and are displayed in the *Background Styles* gallery. It is important to know that when you apply one of those background colors, PowerPoint automatically selects one of the other *Dark / Light* colors and assigns it to the titles, bulleted texts and also lines for graphic objects such as a chart (X and Y axis and their labels for instance). This is to ensure a good readability. The *Light 1* color is also often the default color for any text typed into a drawn shape.

Accent 1 to 6

It corresponds to the preset « sequence of colors » when PowerPoint needs to apply several colors as for Excel charts, SmartArt and so on.

Accent 1 is also the default fill color for drawn shapes. The same color – slightly darker – is used for the border color of drawn shapes.

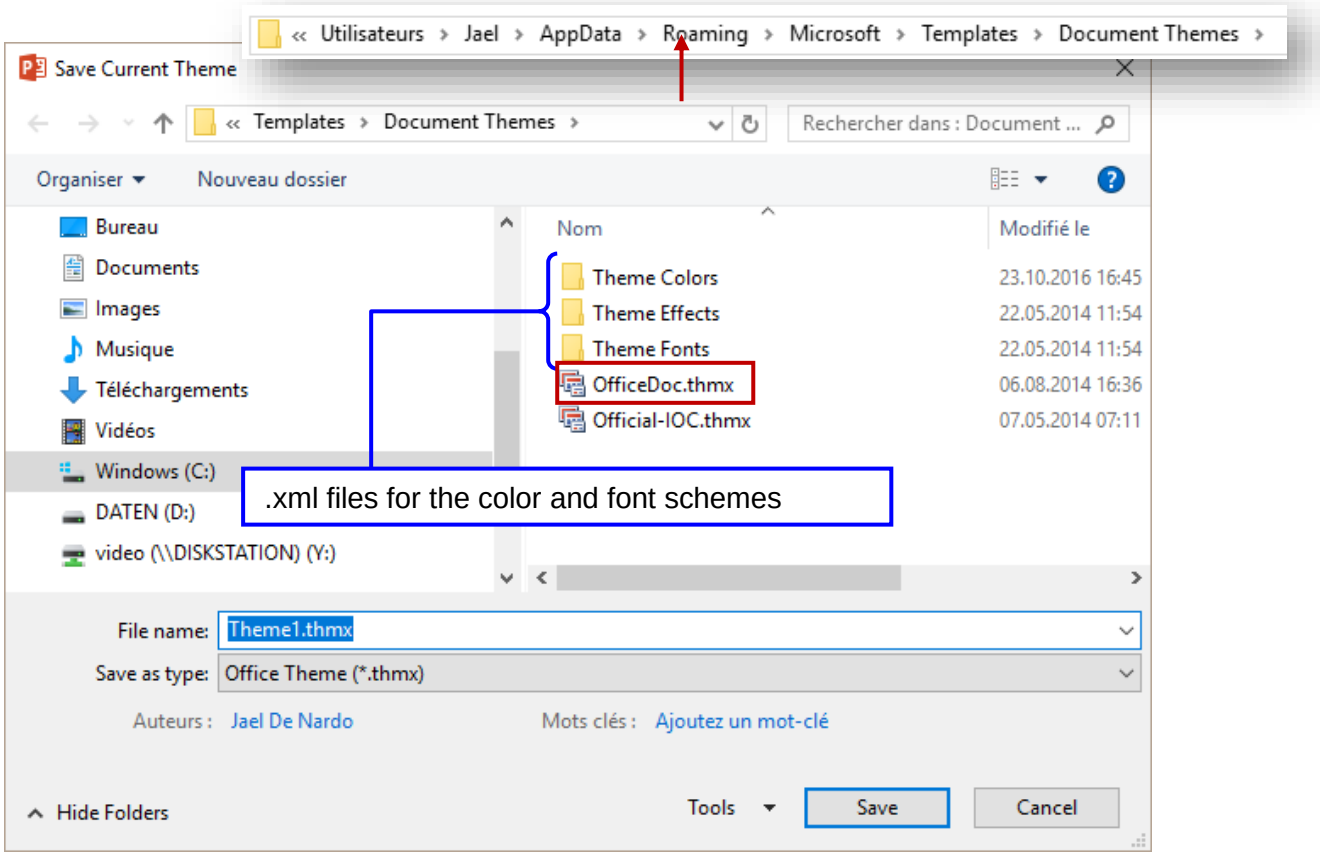
Hyperlink et Followed hyperlink

« Followed » corresponds to what happens when you consult a web page from a Google search result : when you *follow the link* from the Google window the link is displayed in *blue,* then when you revert to Google, the same link is displayed in *violet.* Same principle.

The colors or fonts scheme is saved as an .xml file and stored in one subfolders or the main THEMES folder (see next screen capture)

Then this person will save the 3 elements as a theme

- In the themes gallery, select the SAVE CURRENT THEME option



Note : the above folders are hidden by default. Therefore, they appear when you save the files but will not be displayed in the Windows Explorer**.**

Then this person will make sure that the theme will be applied to the "corporate" PowerPoint templates (.potx)

1.2 You use a PowerPoint template containing a custom theme

Normally, you should not bother about anything as the theme will be contained in the template and should meet your needs …

But it is nevertheless important to know what the notion of theme implies for the "end-user". It works like matriochka dolls

File containing a custom theme (move to another workstation, received over the mail, based on a template …)	**The theme is embedded in the file (this is not visible)**. The theme is not available in other presentations The theme is not available in Word or Excel * *Simply save it and it will become available !*
The theme is saved as a .thmx file	*Reminder : at the bottom of the themes gallery, option* Save Current Theme. *Folder is always on the C drive*. **The theme is available for all Office programs : PowerPoint presentations but also Word or Excel files. It includes the colors and fonts schemes** The colors and fonts schemes cannot be *edited* to be modified. They are not displayed in the list of colors/fonts schemes..
The colors/fonts schemes are saved as .xml files	*Reminder : at the bottom of the list of colors / fonts schemes, option* Create New Theme Colors/Fonts. *The dialog box does not show the file extension nor the destination folder but it is one of the theme subfolders.* The schemes can be edited : right click on the scheme, in the list and option EDIT (only the custom schemes can be edited or deleted). Also the .thmx file and the .xml files are not separate entities, if you modify a scheme, the theme is automatically updated.

If you have created .xml separate files while not saving the theme, you will be able to edit the schemes but they do not constitute *a theme* that will be displayed in the themes gallery. The schemes will only be displayed in the list of colors/fonts schemes.

1.3 Setting a default theme

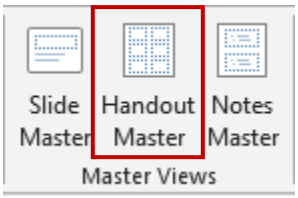
When you create a presentation, the default theme is Office. But you may decide to select another one (preset or custom) as your default theme. Consequently any new presentation will use the new default theme.

- DESIGN Tab – THEMES Group – Right click on the required theme (the gallery displays all preset themes but also custom themes) and select SET AS DEFAULT THEME.

2 The Handout Master

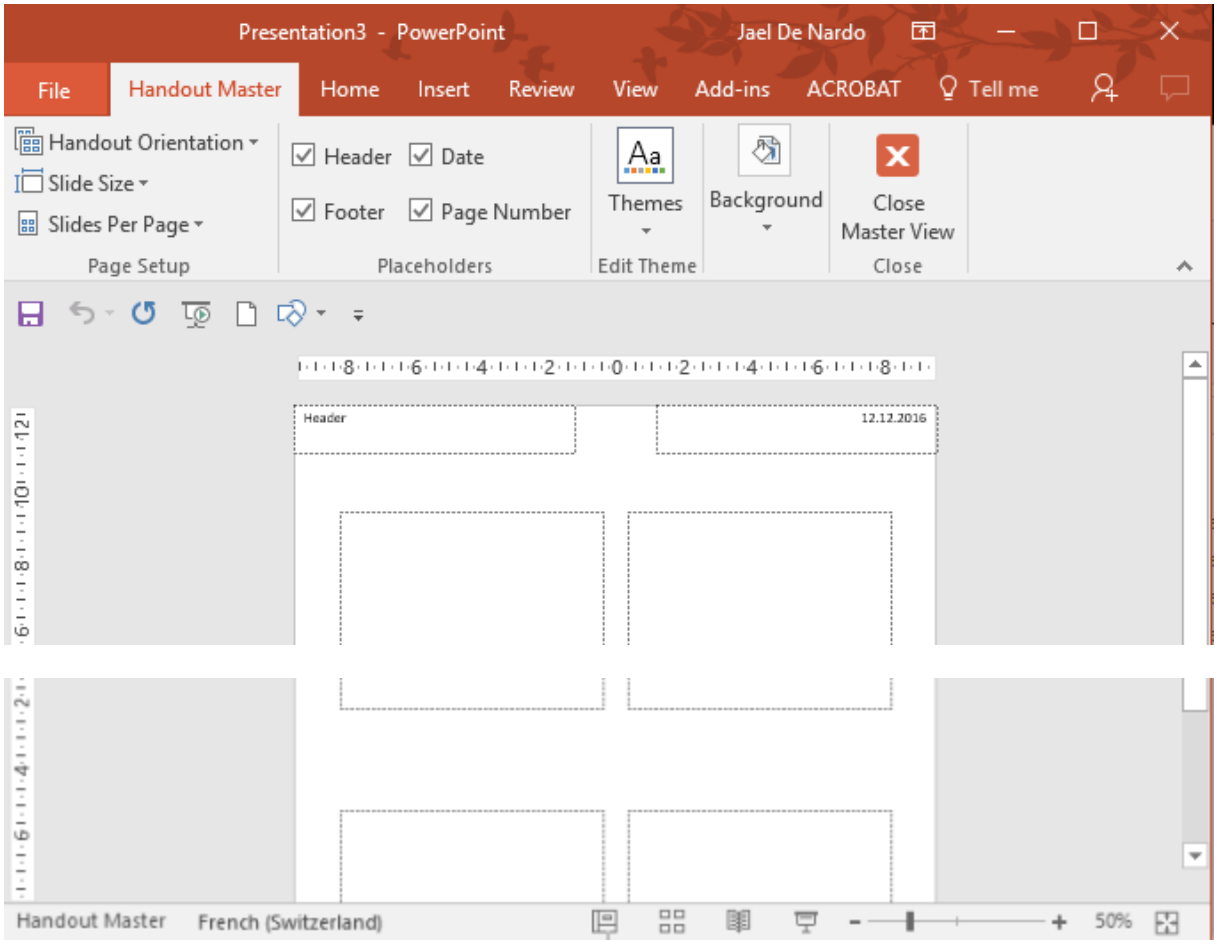
To set *global values* related to printing the presentation.

- VIEW Tab –PRÉSENTATION VIEWS Group



Or

SHIFT + click on



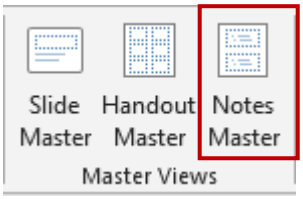
You can set in the HANDOUT MASTER Tab :

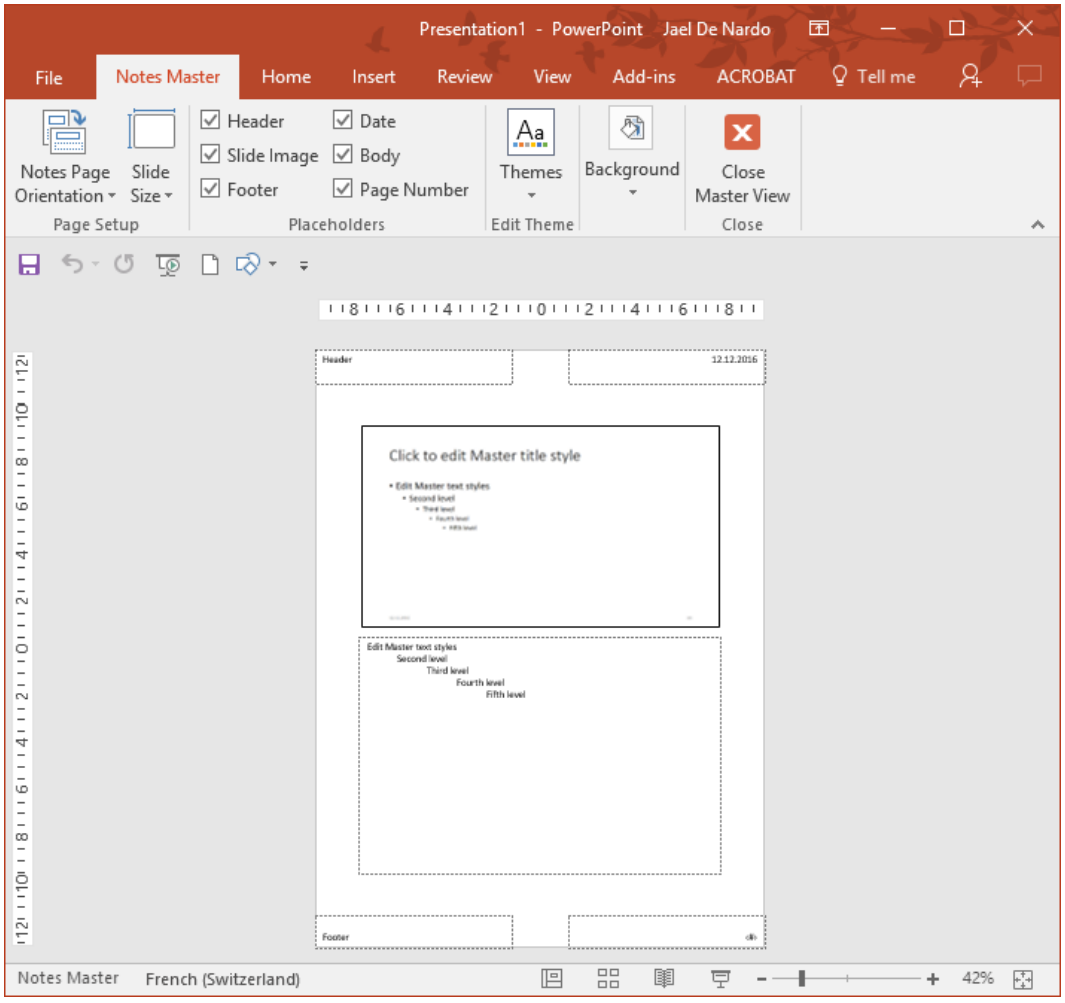
- The handout setup through the HANDOUT ORIENTATION button. Caution the SLIDE SIZE button affects the slides and not the Master.
- The number of slides per printed page
- Which header & footer code should be printed.
  Reminder : you can type the corresponding texts directly in the INSERT Tab – TEXT Group – HEADER & FOOTER Button. On the other hand, here you can insert a logo, replace the codes by your own custom text (on one or more lines) etc …
- You can change the colors or fonts scheme (but not the theme itself)
- You can modify the handout background

3 The Notes Page Master

To set *global values* related to the comments you can add to slides.

- VIEW Tab – PRÉSENTATION VIEWS Group



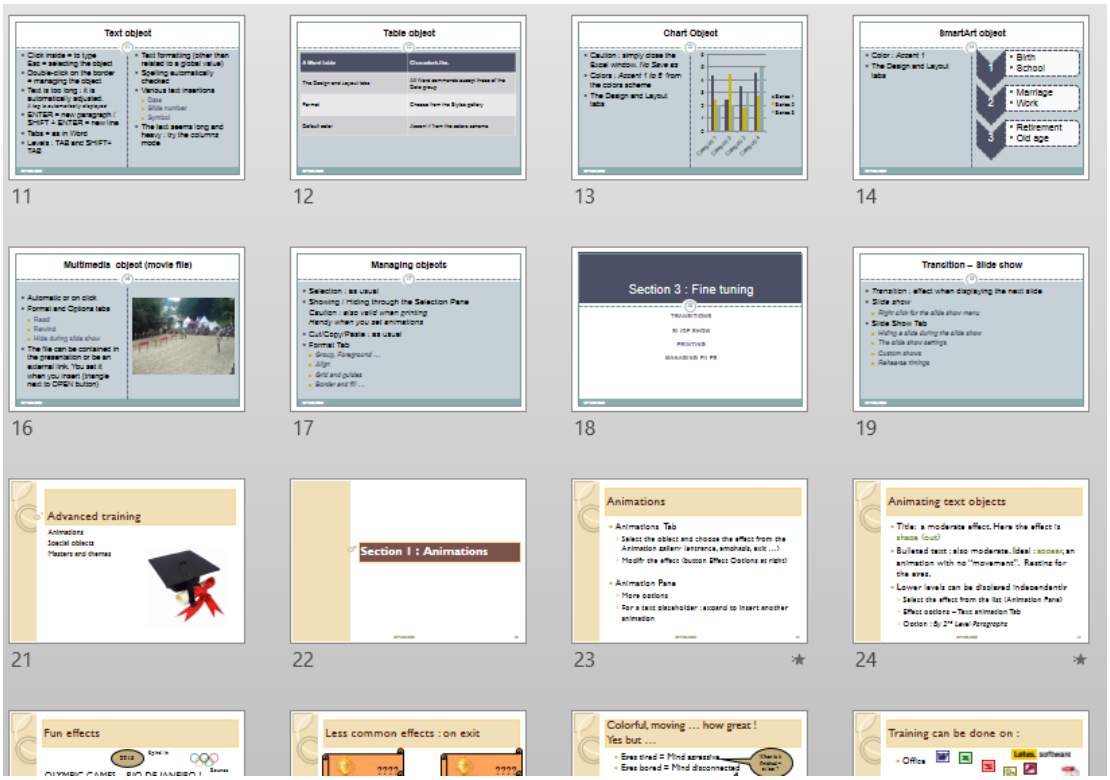


Same as for the Handout Master :

- The notes page setup through the HANDOUT ORIENTATION button. Caution the SLIDE SIZE button affects the slides and not the Master.
- Show or Hide the master items as required : header, date, slide thumbnail etc …
  Reminder : the codes may be filled through the INSERT Tab – TEXT Group – HEADER & FOOTER Button. Here you can insert a logo, replace the codes by your own custom text (on one or more lines) etc …
- Change the colors / fonts scheme (but not the theme). Only applied to the master
- Change the background. Only applied to the master

4 Applying more than one theme

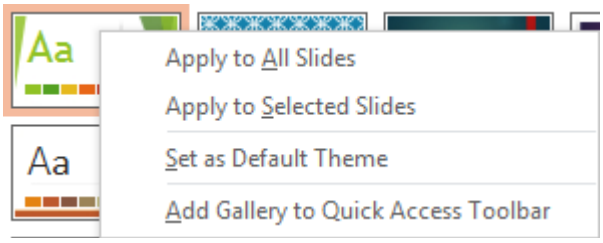
Here below a presentation with a few « section », a theme per section :



4.1 Applying

Display the theme gallery (DESIGN Tab)
Only one selected slide : click and the theme is applied *to all slides.*
You have selected a number of slides : click and the theme is applied *to the selected slides.*

You have selected a number of slides : right click to display the following menu :



- If the presentation has already more than one theme, the menu will show an additional option : APPLY TO MATCHING SLIDES. It will make sure that the required theme is applied to all slides of the same current theme (to avoid selection).

- The menu can also display an option to delete the theme in case it has been downloaded from Microsoft Office Online.

4.2 Modifying the masters

Usually applying more than one theme is only the first step. But rarely will you find the result fully satisfactory and you'll want to work on the placeholders' position on the slide, the title font size or color, the default bullets and so on. So, you will probably show each Slide Master and modify as required through VIEW Tab – PRESENTATION VIEWS Group – SLIDE MASTER Button. The usual left pane will display each master and its sub-masters

Modify as required *always checking which is the active master when you make any kind of modification …*

Language : the master codes remain in the source language. No automatic translation …

4.3 Preserving a master

What should PowerPoint do when after some modifications in the presentation, no slide relate to a given master ?

By default, PowerPoint removes the master.
Unless you have set that it should be *preserved*

- Select the master to preserve
- In the Slide Master, click on the PRESERVE button. It will add a paper clip icon in front of it to indicate that it is a preserved master :

5 Renaming a layout or "sub-master"

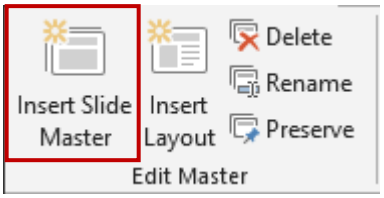
All sub-masters can be renamed as required.

Select the required layout and click on the RENAME button (also right click of course).

6 Creating a new Slide Master

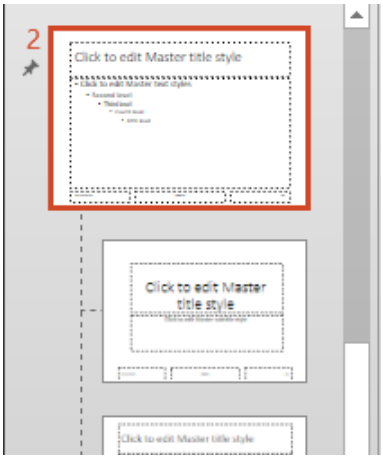
Instead of applying a new theme to a range of selected slides, you may choose to create a new default Slide Master and manually customize it.

- Your position in the master pane is indifferent
- SLIDE MASTER Tab – EDIT MASTER Group



Or right click the master and same option

- PowerPoint adds a new Slide Master after the last one. This new master is automatically preserved (paper clip icon in front of it)



7 Creating a presentation template

Prepare the presentation so that it can be used as a template. You can choose to *keep some slides* or *delete all slides* to only work with the Theme and the Slide Master.

7.1 Using a standard (.pptx) presentation as a « template »

A standard presentation can be turned into a *template.* You will retrieve contents, a few slides …
This is particularly appropriate for *personal templates or shared by a small team*

Create :

Save the presentation as usual. Give it a name that indicates to others that it is to be used as a template.

Use (from the Explorer)

Right click the presentation
Option NEW
PowerPoint creates an unsaved copy of the presentation

Advantages	You work with «standard » files No constraint about extension or destination folder
Disadvantages	Un bit dangerous as a File – Open will open the source file and overwriting will be possible. You may add a password to the file – which will secure it – but every time you will create a new presentation based on the source file, the password will be required. Can eventually become irritating.

7.2 The « *.potx » templates

The suggested or recently used Microsoft templates are displayed when PowerPoint is run or when you select a FILE – NEW. But no *visible* access to custom or corporate templates. The Microsoft templates are stored at the following address :

This path can be checked – and changed if necessary in **WORD :** FILE - OPTIONS – ADVANCED Category – Right at the end of it : GENERAL Zone - FILE LOCATIONS Button – USER TEMPLATES Row.

Note : this path was the default storage address for custom templates in previous versions.

7.3 The user custom templates

7.3.1 Saving

- Prepare the content of your template
- Save the file – in fact the destination folder is indifferent (Documents will do well). *But important : select the templates extension* (.potx). The following folder will be automatically displayed **and created :**

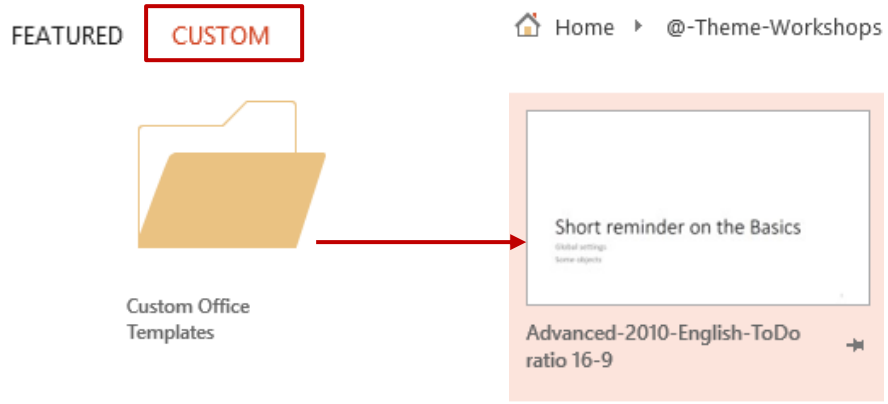
You can create as many subfolders as necessary to « sort out » your templates.

In the main folder	No sorting out. The templates will be displayed when you click on Custom Office Templates
In a sub-folder	When you click on Custom Office Templates, the sub-folfers will be first displayed

You can even save standard files (with the normal .pptx extension) in the main folder or any sub-folder. It will work just the same.

7.3.2 *Creating a new presentation … based on a template*

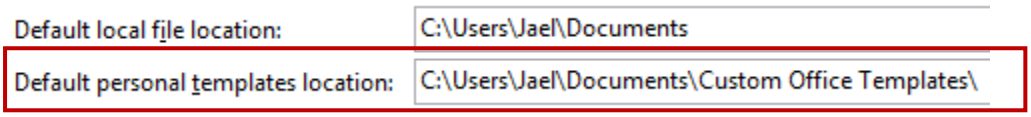
- When you run PowerPoint or through FILE - NEW



Select the template
A new unsaved presentation will be created, with the template's content.

7.3.3 *I want to set a custom folder*

- FILE – OPTIONS – SAVE Category



Set the path

The new path will only affect the current program. If the Custom Office Templates has been left for at least one program of the Office group, it will be displayed.

7.4 Corporate templates

As for Office previous versions : it is the path set **in Word** :

- FILE – OPTIONS – ADVANCED Category – At the bottom : GENERAL section - FILE LOCATIONS Button - *Workgroup Templates* Row

Prepare your template as previously explained
The folder set for *Workgroup Templates* will be displayed when you click on the CUSTOM button.

REVIEW

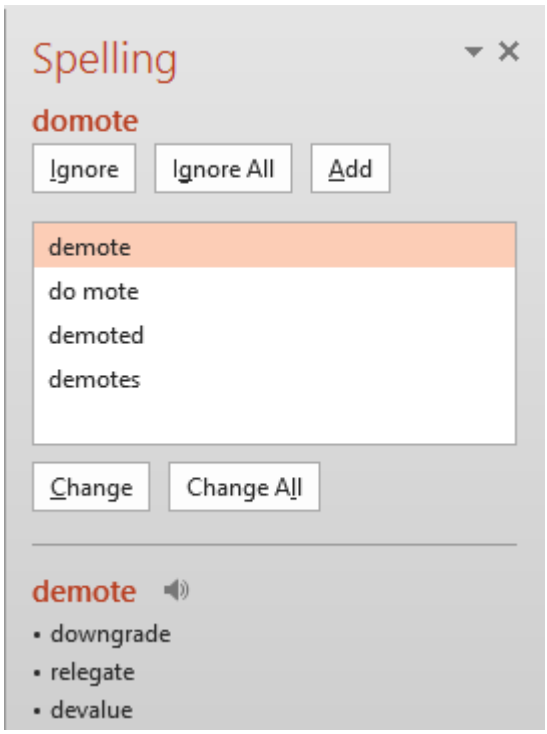
(spelling, thesaurus, comments ...)

REVIEW Tab

1 Spelling

A feature similar to the Word spell check that you certainly know. A brief reminder :

Spelling starts from your active position on the current slide
Here below the dialog box :

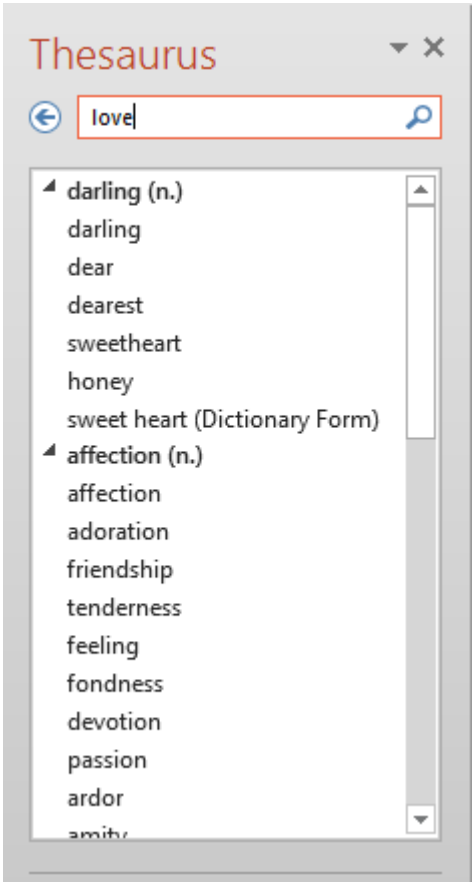


The options are rather clear.

2 Thesaurus - Translate

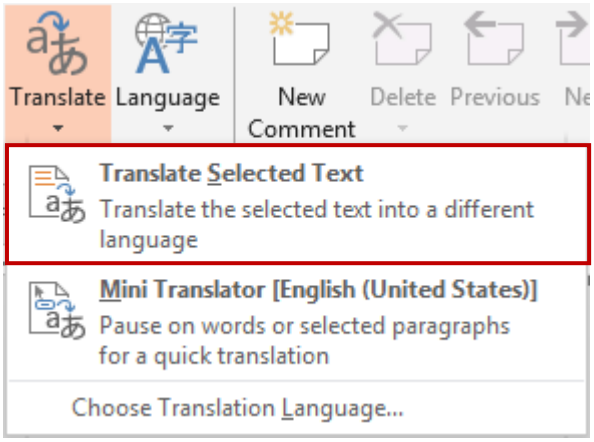
- Select a word
- Click on the THESAURUS / TRANSLATE button
- The SEARCH pane will be displayed at the corresponding category.

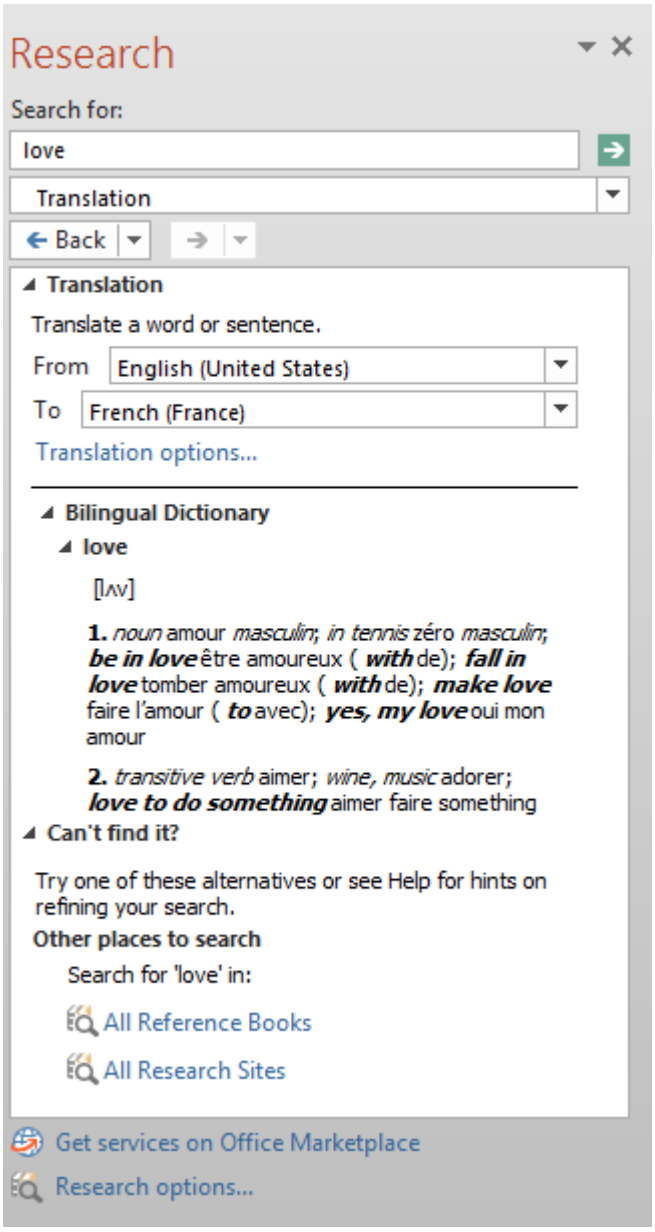
THESAURUS

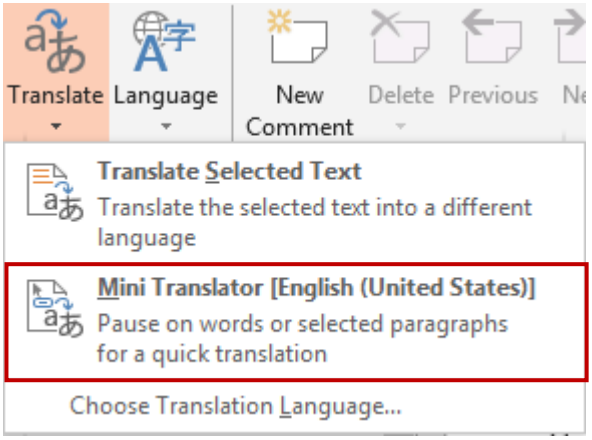


You may select the thesaurus from the drop-down list

TRANSLATE







When the Mini Translator is active, you simply point a word and a tooltip will display its translation

According to the language set in CHOOSE TRANSLATION LANGUAGE

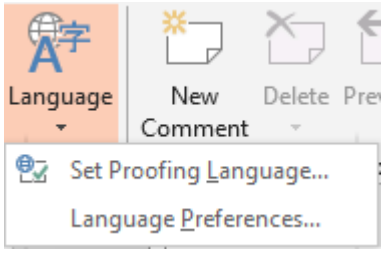
Point the word – the tooltip is transparent – roll over the mouse and the tooltip becomes solid :

(*Research Pane – Copy – Play – Stop – Help – Update Services)*

CHOOSE TRANSLATION LANGUAGE

Set the language for the Mini Translator and also the language for « standard » translations

3 Language



3.1 SET PROOFING LANGUAGE

To assign a different language to all or a portion of the presentation

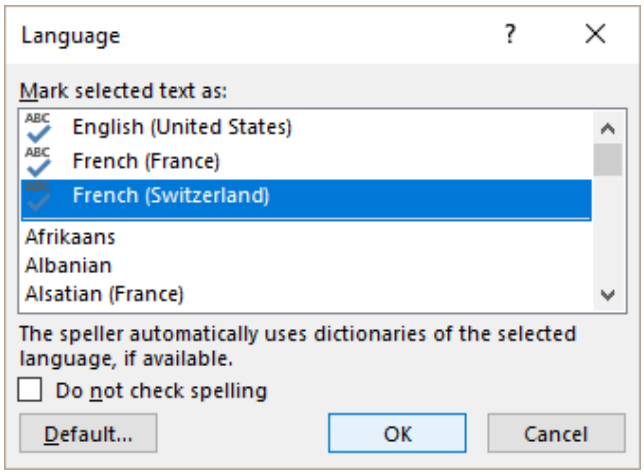
Contrary to Word, there is not automatic language detection in PowerPoint

It is not possible to select more than one slide and assign a language to all their text objects. At best : slide by slide, selecting all the slide objects (Ctrl + A).

You may assign a given language to the whole presentation only if you select the presentation text in the Outline pane (Normal mode) – a Ctrl + A will do so.

Select the object(s) and click on LANGUAGE – SET PROOFING LANGUAGE

Set the required language



If the language is not on (the ABC icon is missing), you can add it through : *START button – Programs – Microsoft Office – Microsoft Office Tools – Microsoft Office 2007 Language Settings*. But caution, usually this can be done with no problem if you have installed Office on your computer, but it might be quite different if working in a network configuration. In the latter case, the corresponding files have often not been installed and the languages can therefore not be activated. Contact your IT manager.

Do not check spelling	For the active selection only
Default	As a message tells you, the language is applied to the active presentation and to any new one. Consequently you change the language for PowerPoint (not for Office and not just for one presentation).

You may also click on the language information on the status bar (simple click). Caution, depending on the selection, this information might be missing.

3.2 LANGUAGE PREFERENCES

To set the language used by proofing tools (spell check for instance)
A bit odd : you can turn on German or Spanish free but you cannot turn on Italian (you need to purchase this language … follow the instructions)

Also to set the *display and help* languages (menus and dialog boxes). A new language costs € 27 – Follow the instructions.

3.3 Working a presentation that has been created using another language

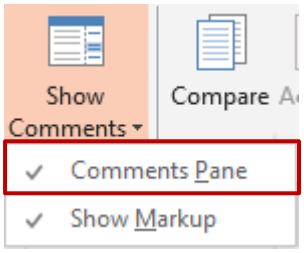
- The layout name remains in the creation language. If you wish you may rename each one of them.
- The text in the Slide Master (main master or layouts) remains in the creation language. This does not interfere when inserting new slides. But if you wish to give the presentation a full language harmony, you may type manually over each text.
- Text objects on existing slides remain in the creation language

- Creating a new slide : the « prompt » text will be displayed in the current language and not in the creation language. La language automatically assigned when you type text will correspond to the PowerPoint current default language. This implies that when you have finished working on this presentation, you should select the entire Outline and re-assign the creation language.

What has been said previously means that working with a French PowerPoint and having to create an English template is a bit complicated …

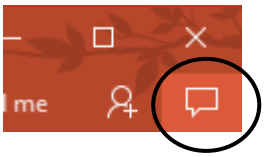
4 Comments group

4.1 Comments Pane



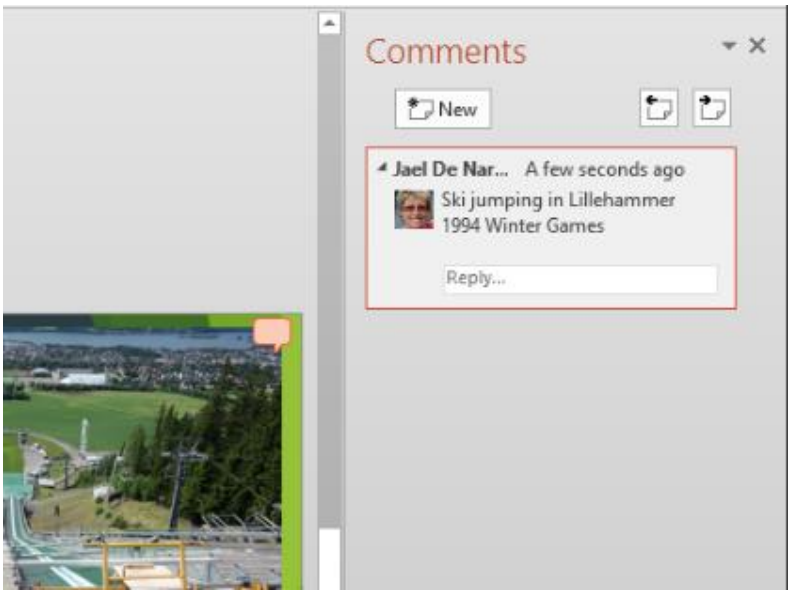
Or

Top right of the PowerPoint window



4.2 Inserting a comment

- Select the required position in the slide
- Click the NEW COMMENT button (REVIEW Tab or the NEW button at the top of the COMMENTS PANE)



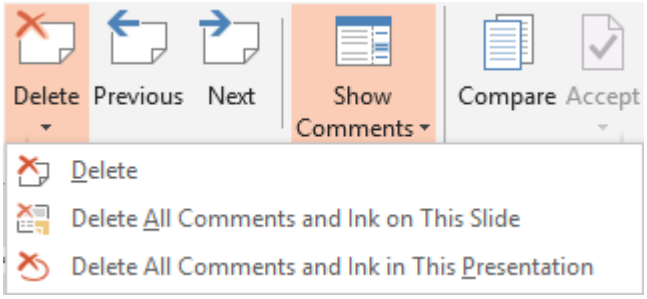
4.3 Navigation

- REVIEW Tab – the following buttons :

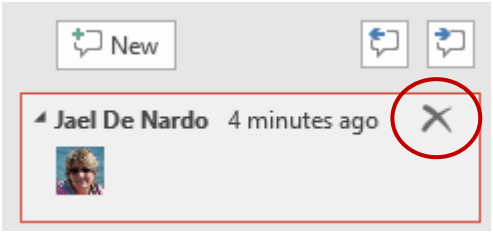
Or

- The following buttons in the COMMENTS PANE

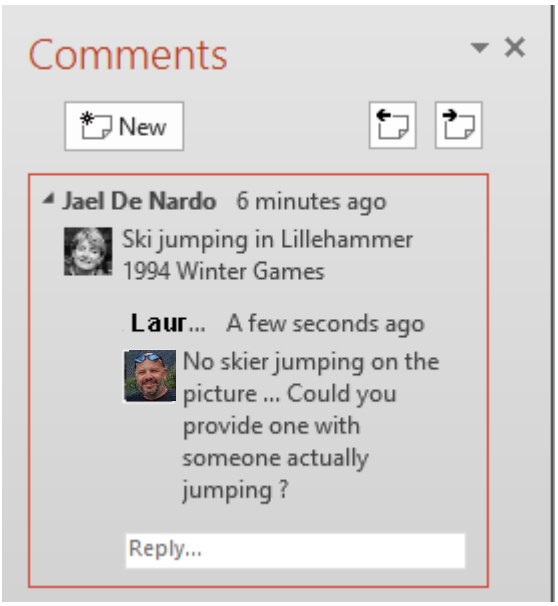
4.4 Deleting



Click inside the comment



4.5 Answering



Same access if you right click

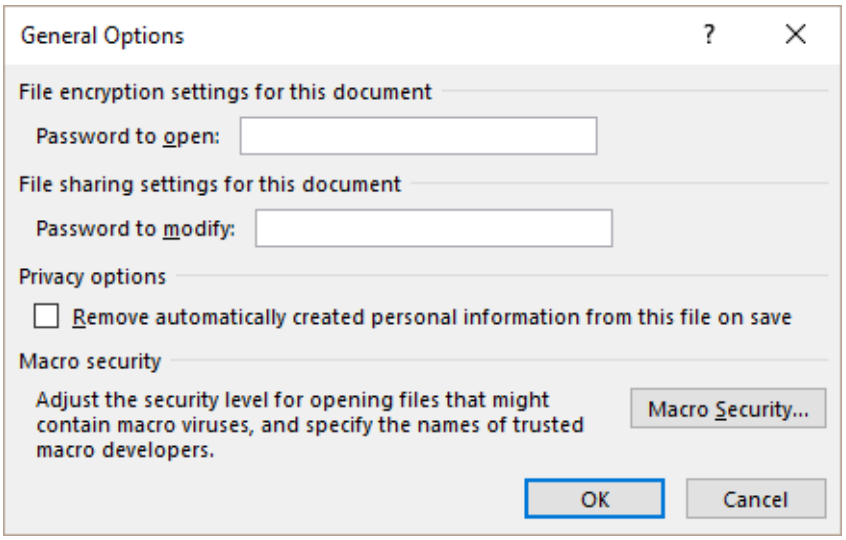
SPECIAL FUNCTIONS

RELATED TO FILES

1 Protection : password to open, to modify and mark as final

1.1 Protection to open and to modify

- Display the SAVE AS dialog box
- Click on the TOOLS button (next to the SAVE button) and select GENERAL OPTIONS.

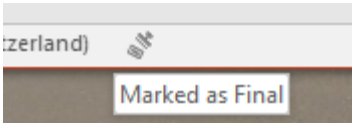


Password to open	The file cannot be *opened* if you do not know the password.
Password to modify	You can open the presentation without knowing the password but it will be automatically in read-only. To save your modifications, you will have to save the presentation with a new name or into another folder.
Remove automatically created personal …	To remove information contained in the file PROPERTIES (name of the author for example)

1.2 Mark as final

The presentation can be opened but all editing commands will be turned off

- **FILE – INFO – PROTECT PRESENTATION - MARK AS FINAL**
- PowerPoint will prompt you to first save the presentation. Accept
- A dialog box will tell you that all editing commands will be turned off
- The following icon will be displayed in the status bar

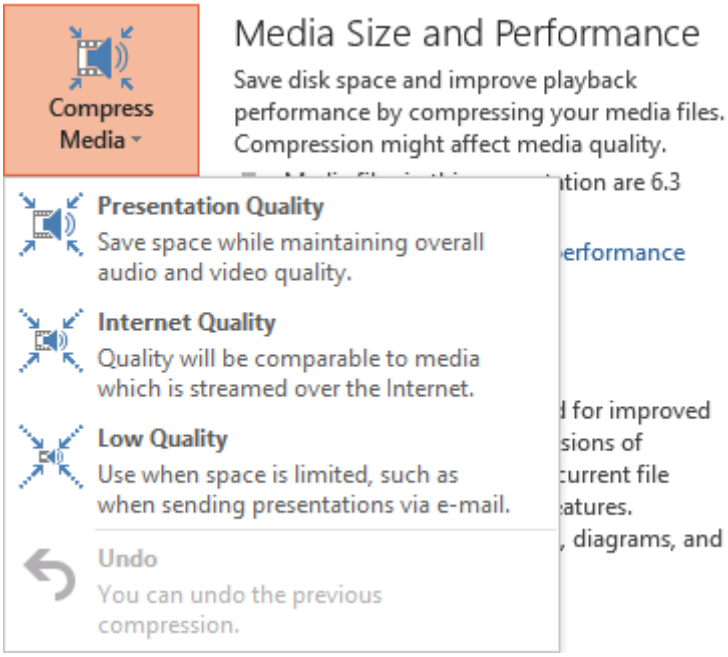


The Message Bar tells you about this « protection » but provides an EDIT ANYWAY button to force editing and remove this attribute.

2 Special saving and exporting

2.1 FILE – INFO – COMPRESS MEDIA

This options will be displayed only if the presentation includes at least one video

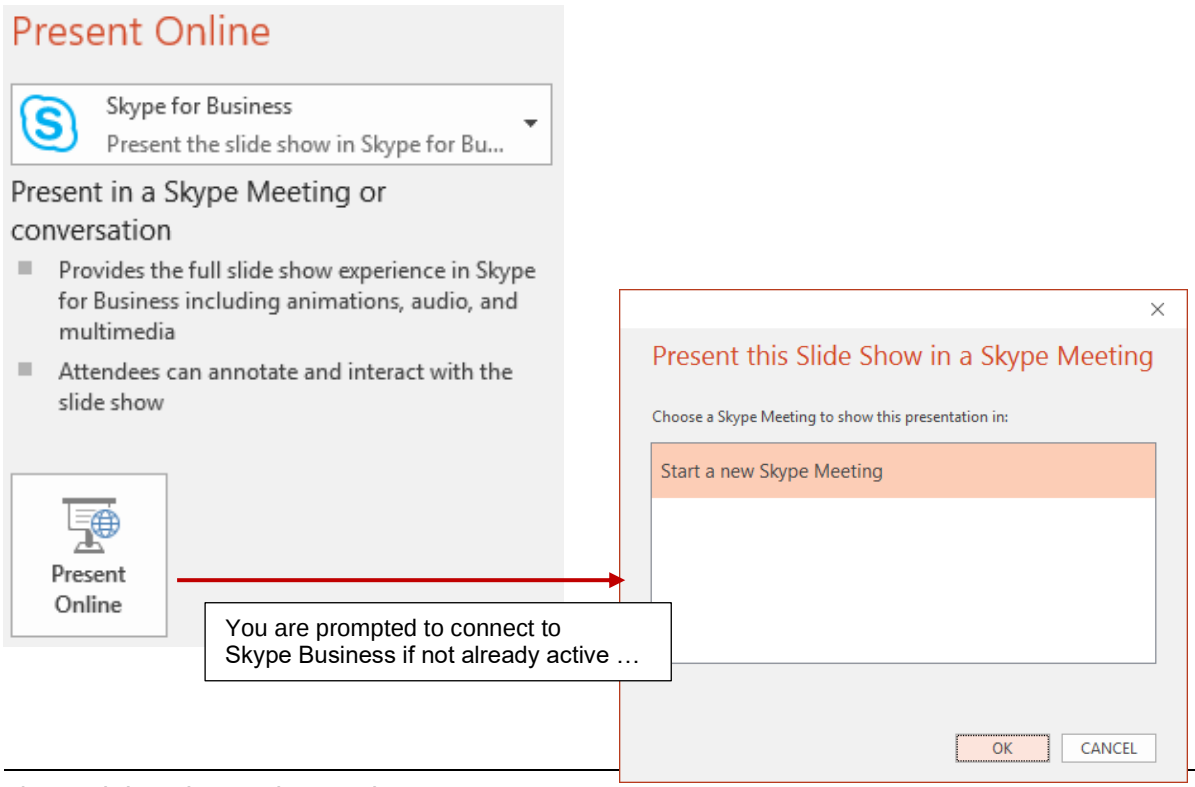


* *Reminder* : you can compress pictures individually (PICTURES TOOLS – FORMAT Tab – ADJUST Group – COMPRESS Button).

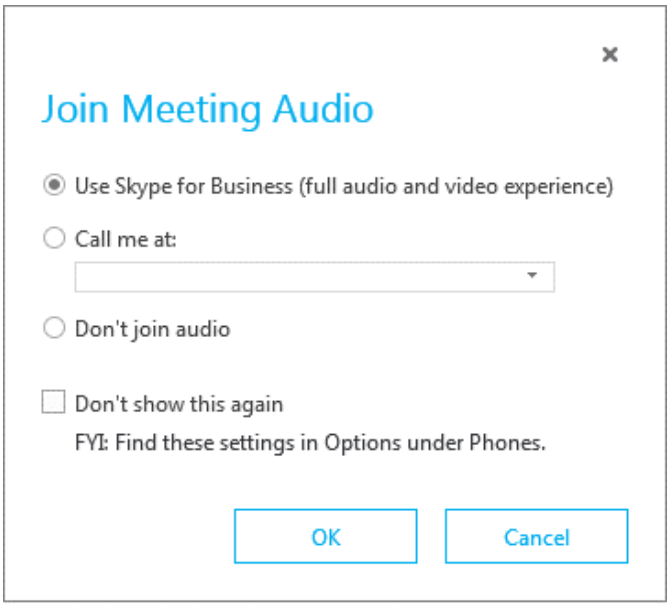
Compressing will be important if you think of converting the presentation into a video …

2.2 FILE – SHARE – PRESENT ONLINE

2.2.1 Through Skype Business (default proposition)



You are prompted to connect to Skype Business if not already active …

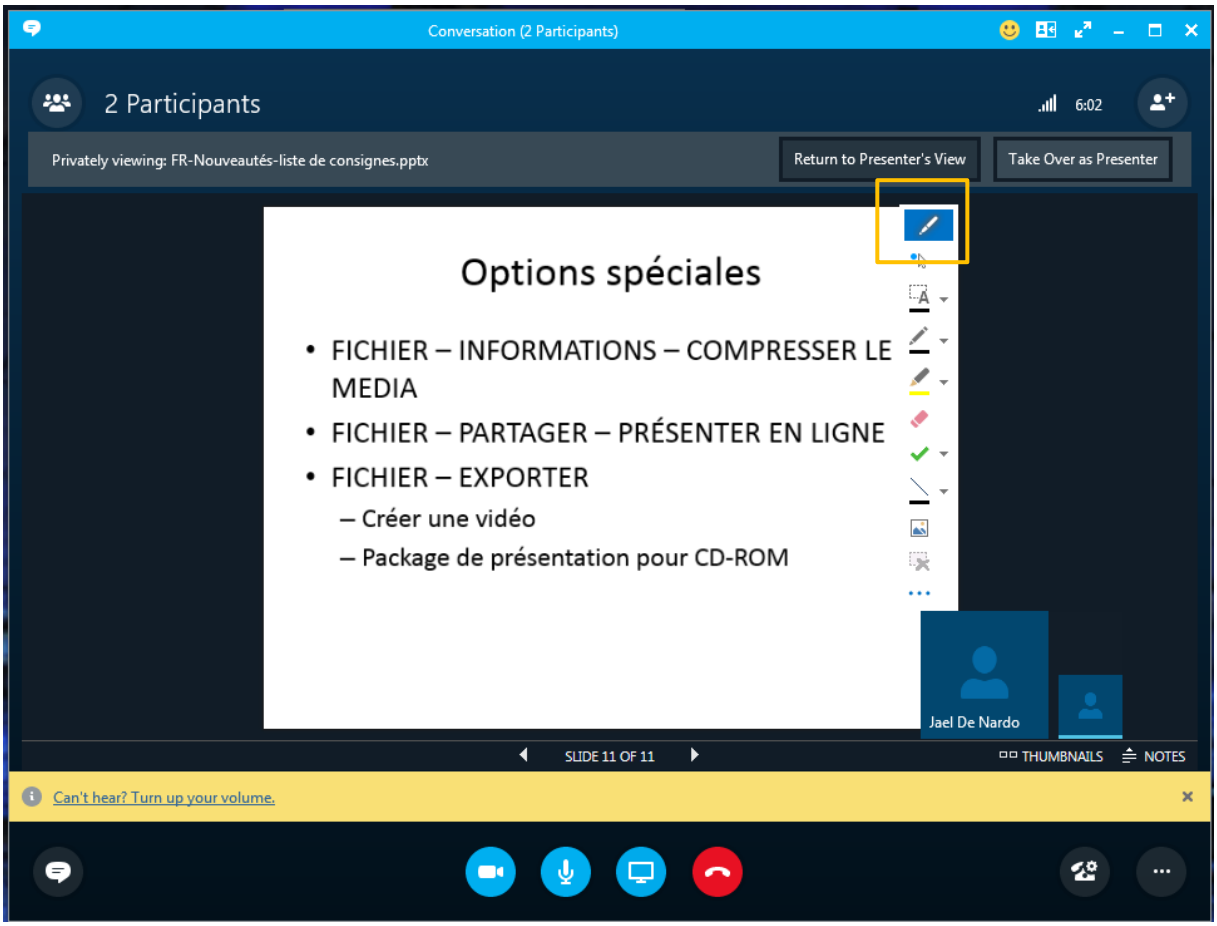


Everything works 100% : animations, videos etc … videos …

All you have to do is add participants … (INVITE MORE PEOPLE).
The rest works as with a normal Skype Meeting

By default, the presenter manages the Slide Show (automatic synchro with the participants)
But if the presenter quits, the participants can still carry on viewing the presentation

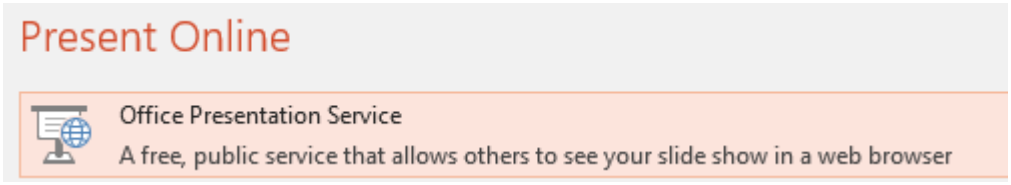
But the Skype Window offers various possibilities to interact



If a participant takes over (manual advance from his/her screen), the Slide Show is desynchronized. He or she can re-synchronize with the presenter by clicking on the RETURN TO PRESENTER'S VIEW.

<u>Can a participant save a copy of the file ?</u> No. When he or she takes over, an edit button (yellow square on the screen capture) will be displayed. At the bottom of the drop-down list of options three dots that corresponds to MORE OPTIONS. A SAVE AS option is displayed but the only possible extension is .xps. When opening the file, only a Viewer will be run. And if he or she tries to rename the file with a .pptx extension, there will be an error message displayed when opening it.

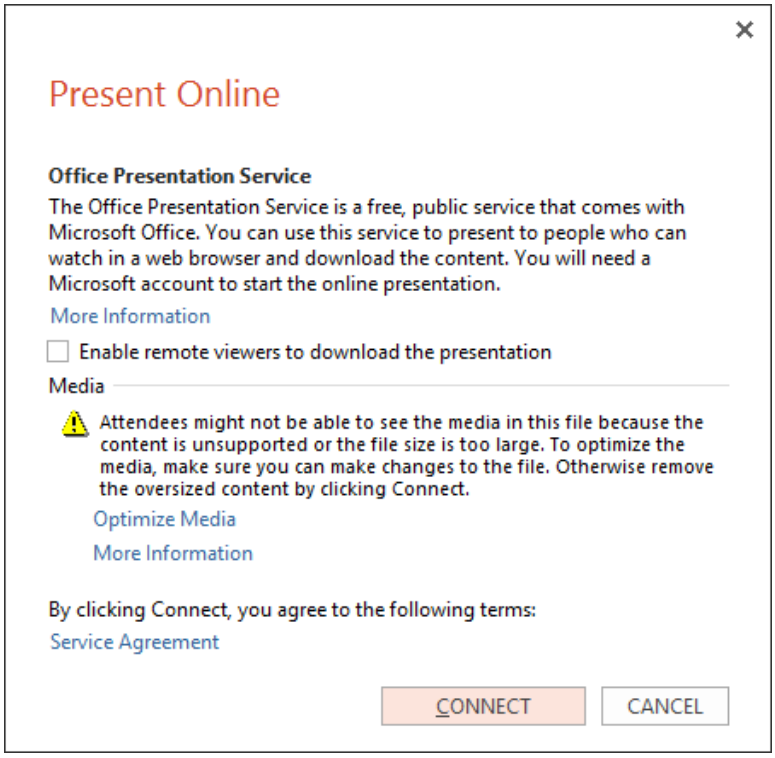
2.2.2 When Skype Business is not available (2013 feature)



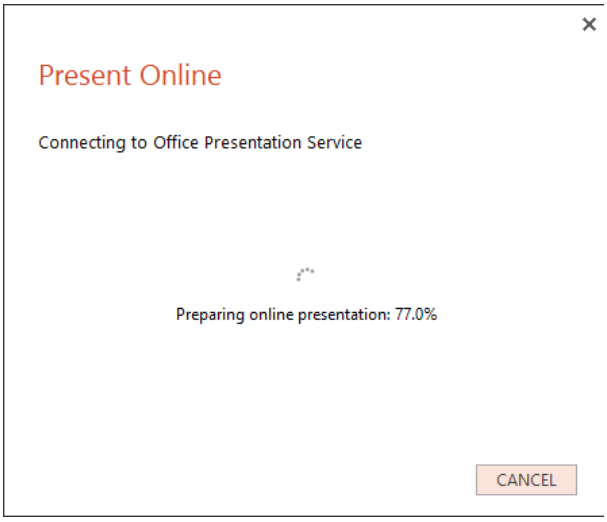
The presentation will be published on a free Microsoft service called OFFICE PRESENTATION SERVICE.

The presenter must hold a Microsoft account and accept the *Service agreement terms*

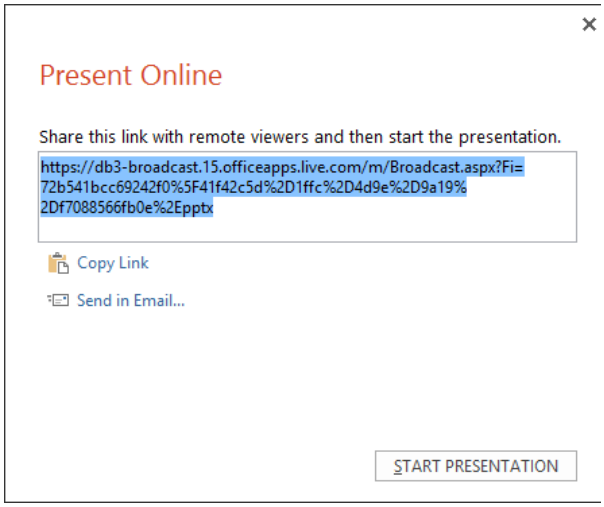
The file is analyzed. If there is a problem, a warning message will tell you about it before you connect.
Therefore make sure the file is very "neat" : all linked files must be in the same folder or embedded in the presentation.



The presentation is prepared

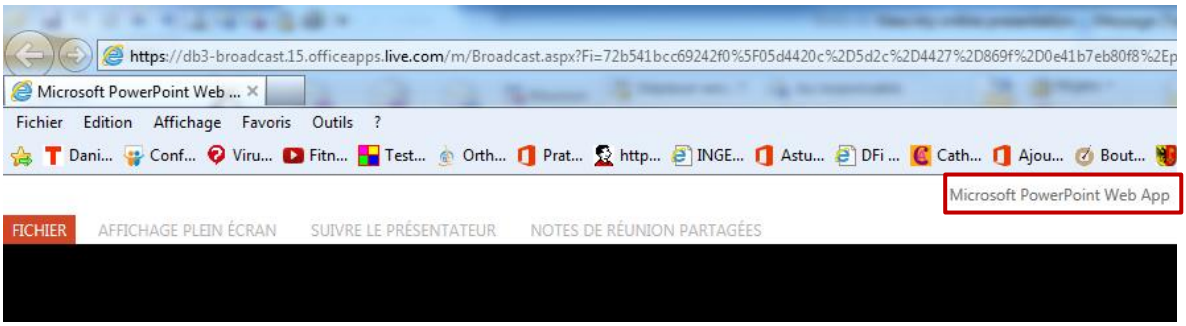


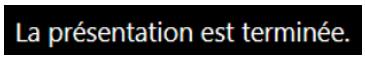
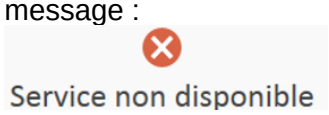
As suggested : send the copied link to all the participants (Outlook message)



On the recipient side when the link is followed

PowerPoint is run as a Web App in the browser window

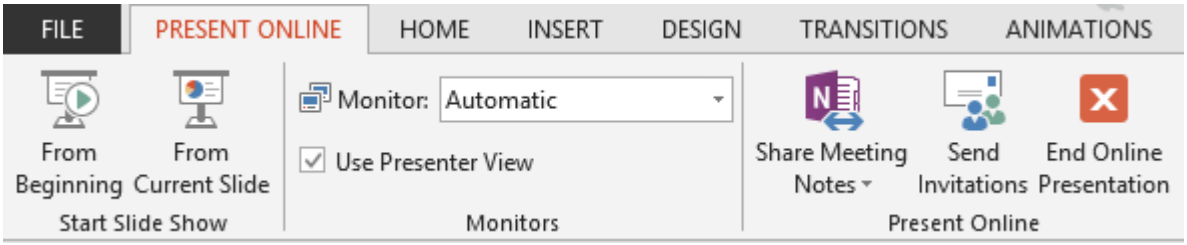


If the presentation has not started yet, the participant is invited to be patient	
The presentation is run	No action is allowed from this side
If quit the Slide Show	F5 to refresh
When the presentation ends	A F5 to refresh will indicate 
When the presentation is finished, the presenter disconnects every participant	A F5 to refresh will show the following message : 

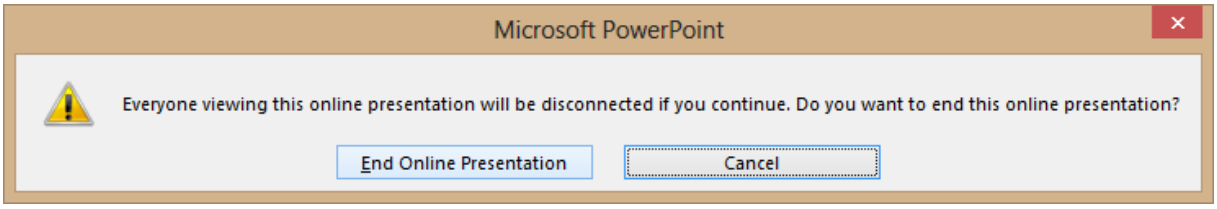
On the presenter side

The Slide Show can be run as usual : navigation, Presenter view (very handy) but note that *pen, highlighter …* are not available

The following tab will be displayed when the Slide Show is ended :



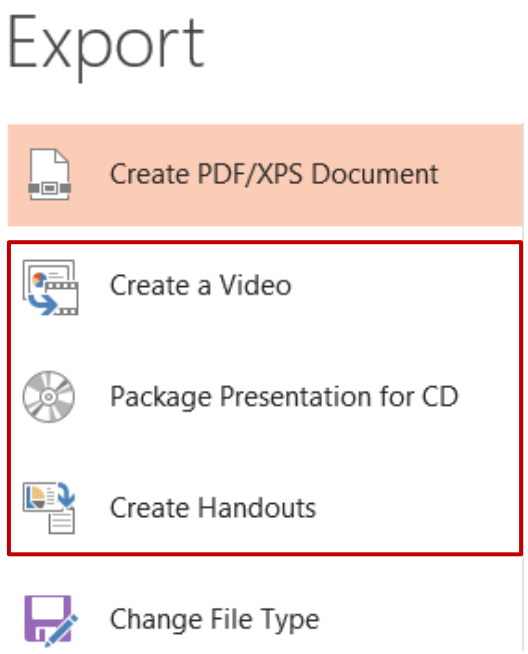
Really finished ? Close the file or hit the END ONLINE PRESENTATION button



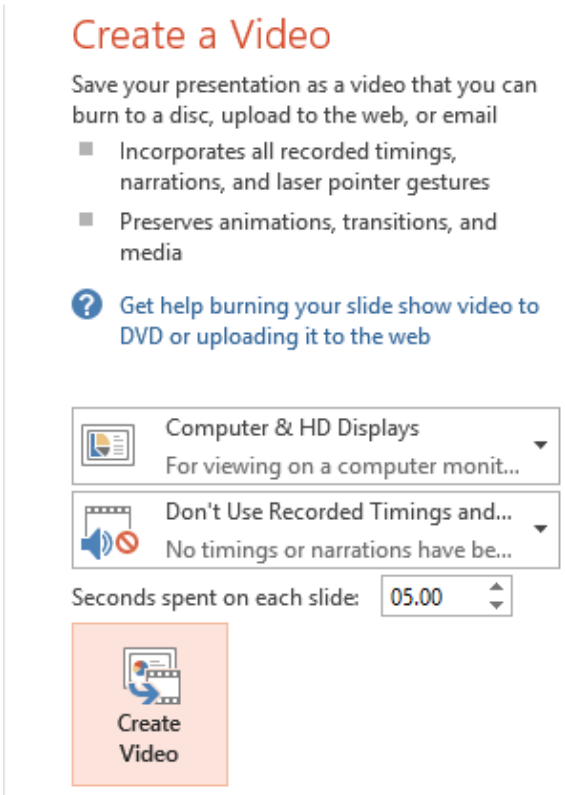
The usual question : what does Microsoft do with the content ?

If you read the service agreement terms, you will see that Microsoft clearly states that the contents remains yours and that all necessary steps will be taken to protect your privacy.

2.3 FILE – EXPORT



2.3.1 Create a Video



Select the required type of output

Including Timings or not

The output is a .mp4 file (it is a background save).

As mentioned above, 2 choices :

❶ *The presentation has no timings*
You must set a time span for the slides
The slides are recorded "as such"(with or without animation effects)

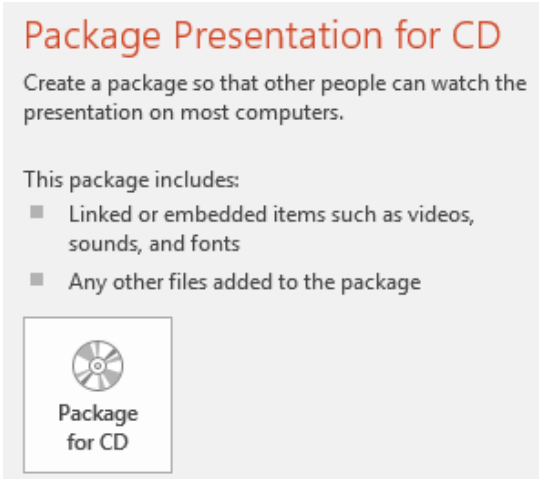
Inconvenient : the same number of seconds for each slide may not be appropriate for your presentation.

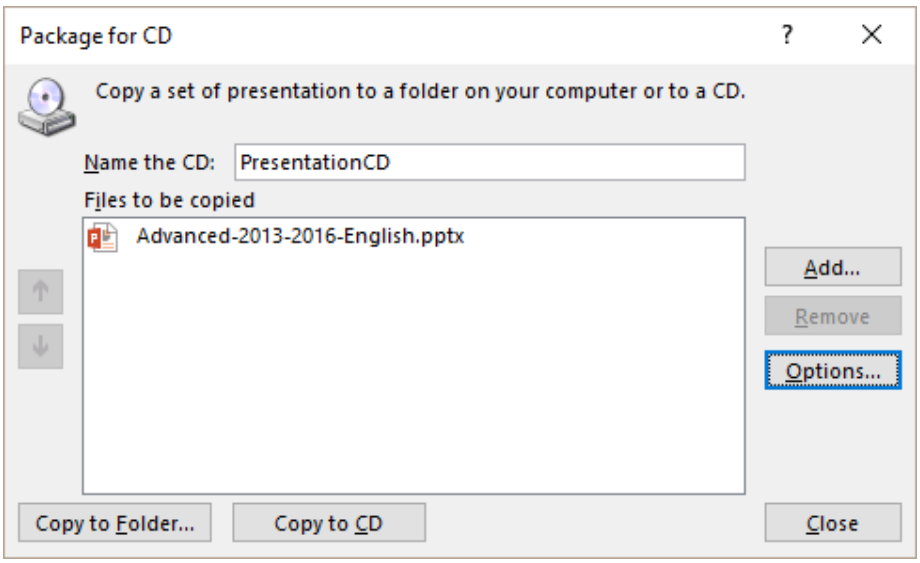
❷ *Your presentation has timings*
The video will reflect your preparation.

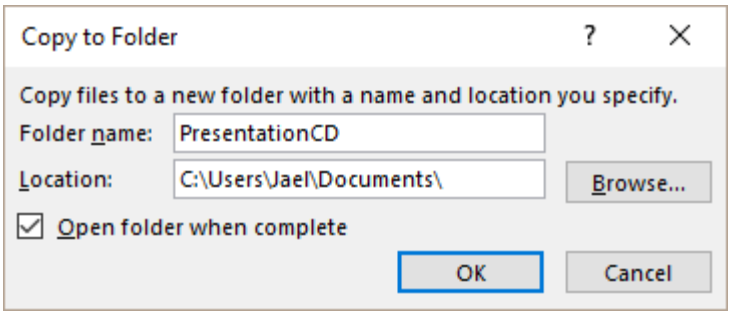
The major inconvenient – and this whatever the choice – is sounds. In normal Slide Show a long sound (piece of music for instance) stops when the next animated object appears or when you switch to the next slide. When a video is recorded the sound full length is recorded before anything moves on. So the slide remains on screen for 2-3-4-5 minutes !!

Caution : even if compressed, the final size is important : a test with an 11 Mb file ended up with 33 Mb for low quality and 228 for presentation quality …

2.3.2 Package Presentation for CD



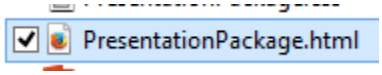




The validity of the links is checked
You are prompted to confirm that the linked files are trustworthy before they are added to the folder or CD content.

Destination computer can run PowerPoint : all the files are at the root of the folder / CD
Simply open the xxx.pptx file

Destination computer cannot run PowerPoint (not installed) :

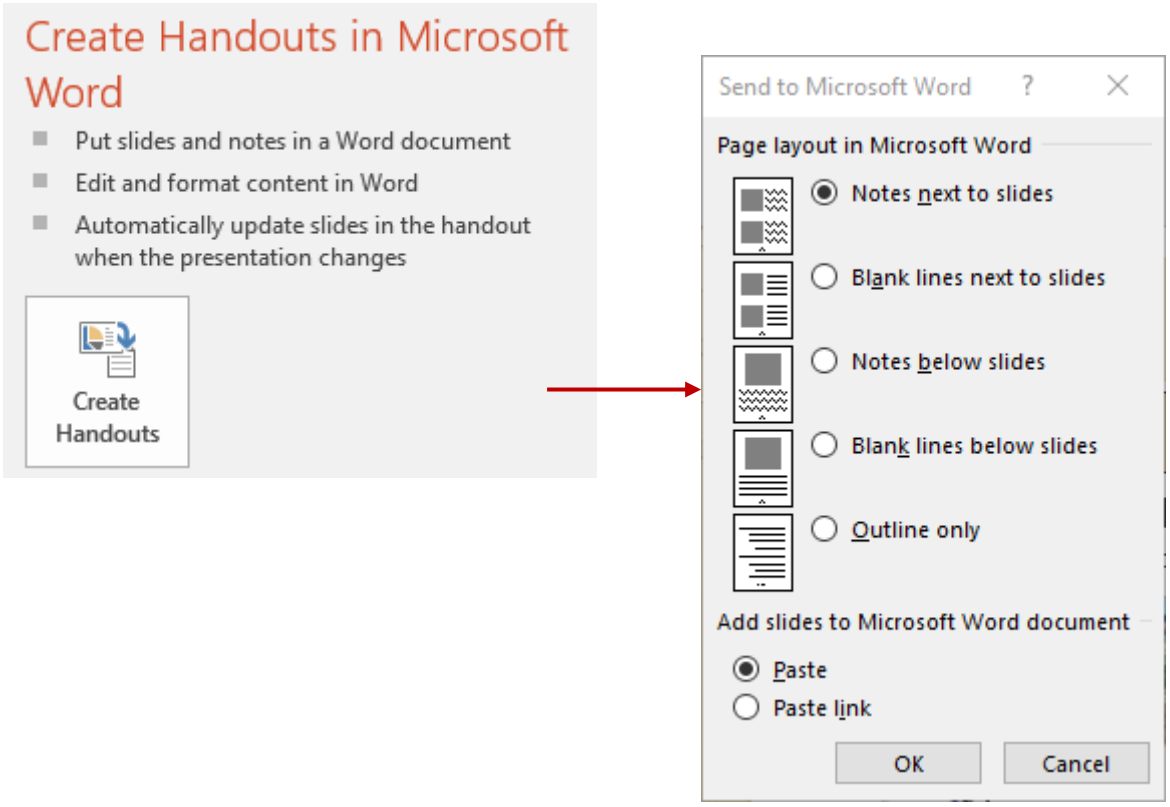


Both the folder and the CD include a PresentationPackgage folder containing the following .html file :
(automatically suggested when you insert the CD in the drive)

Your browser will open the file in order to download the PowerPoint viewer

Next screen shows that if will be the 2007 viewer …

2.3.3 Create Handouts



To create an outline (several slide & comments combinations or the outline only).

If you choose a combination that includes slides, you may *link* the Word file to the PowerPoint file.

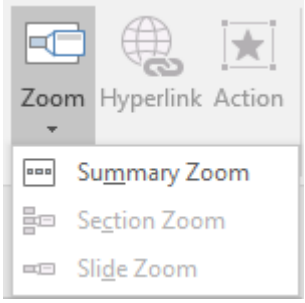
- ✓ The link is done slide by slide.
- ✓ If the two files are opened, updating is automatic when the PowerPoint file is saved.
- ✓ If the Word file is later opened, a message prompting to update will be displayed.
- ✓ It is always possible to later update through FILE – INFO – *Properties – Last option at the bottom*

OFFICE 365 FUNCTIONALITIES

1 Zoom

This tool can be a nice complement to the section functionality, explained at the beginning of this documentation.

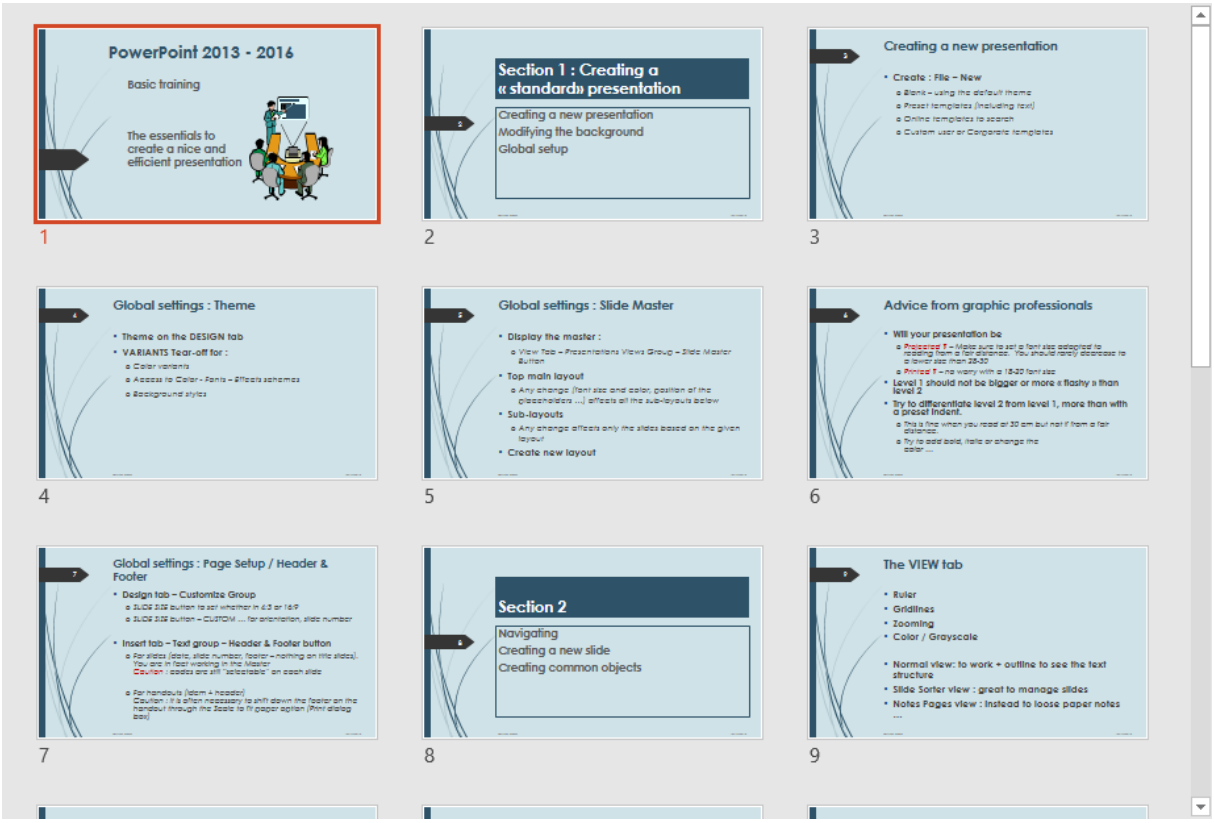
INSERT Tab – LINKS Group

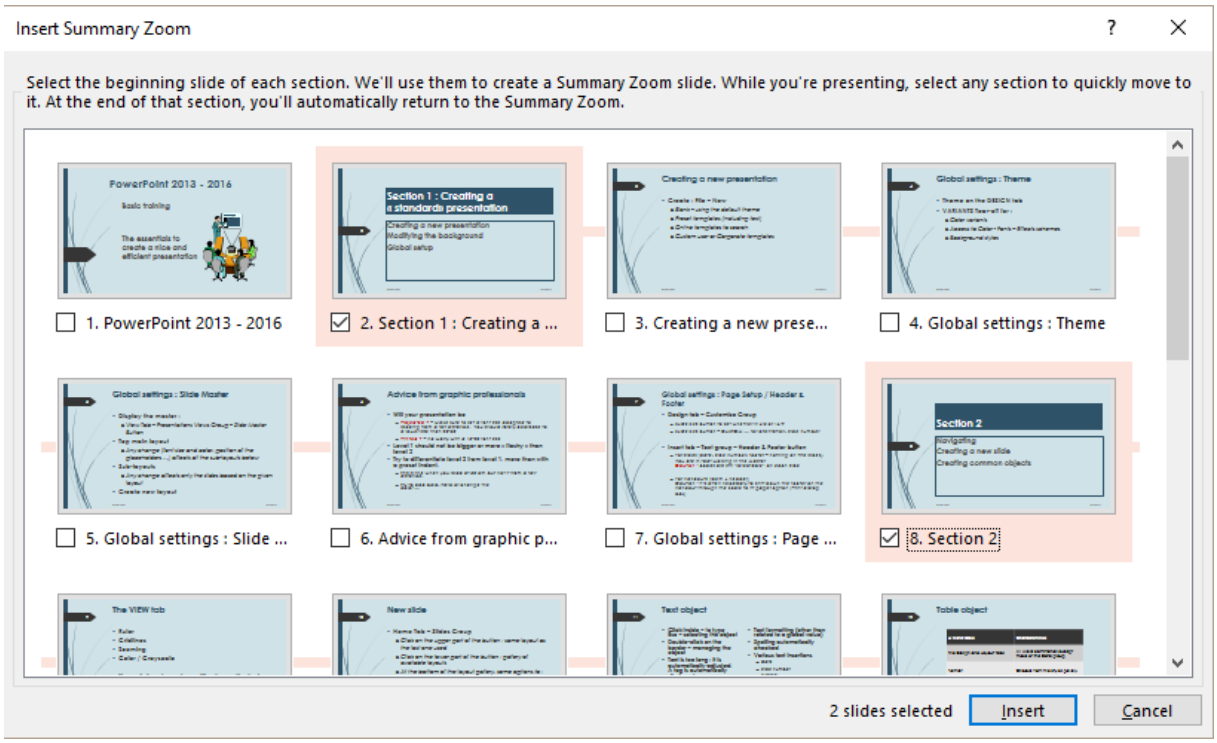


1.1 SUMMARY ZOOM

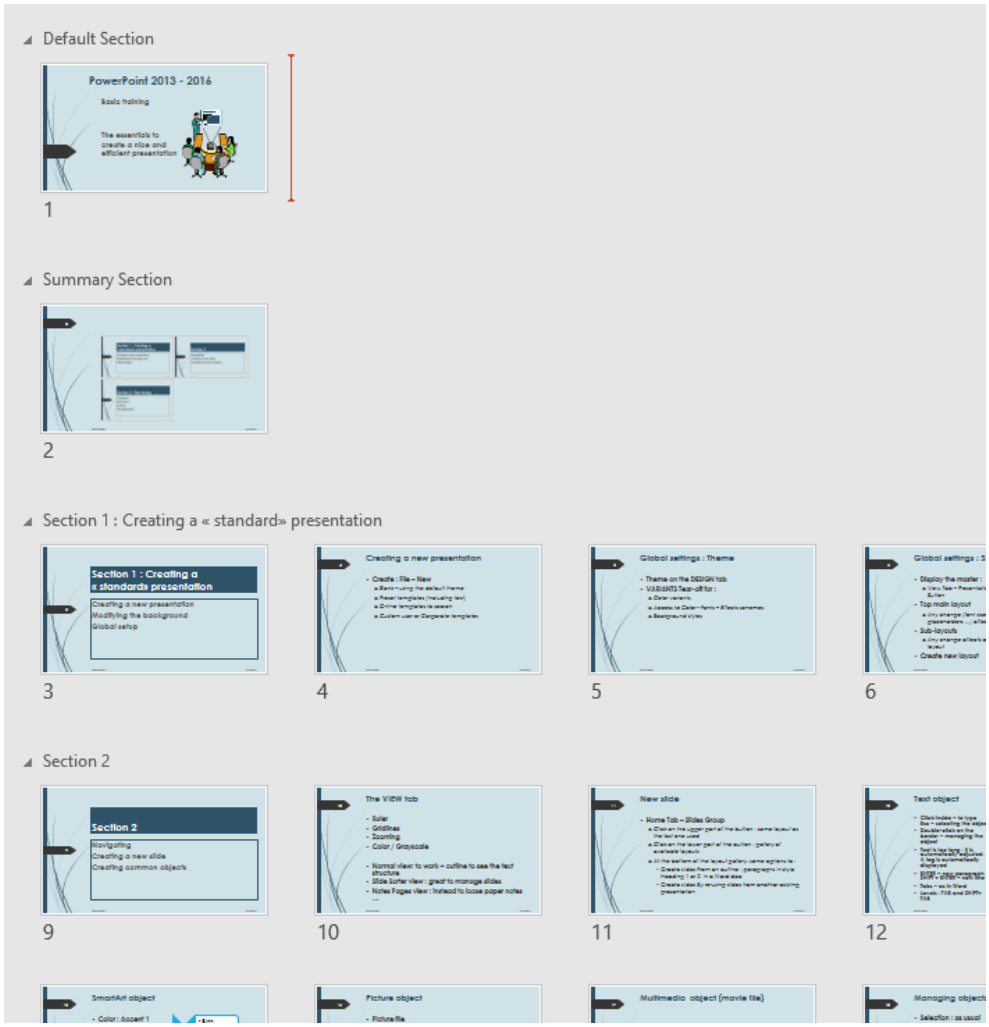
The presentation has no section. Nevertheless, it has what we could call *chapters.* These are either introduced by a normal slide or by a section slide (in the screen capture below the chapters are introduced by section layouts)

The Slide Sorter view is ideal but it is by no means an obligation

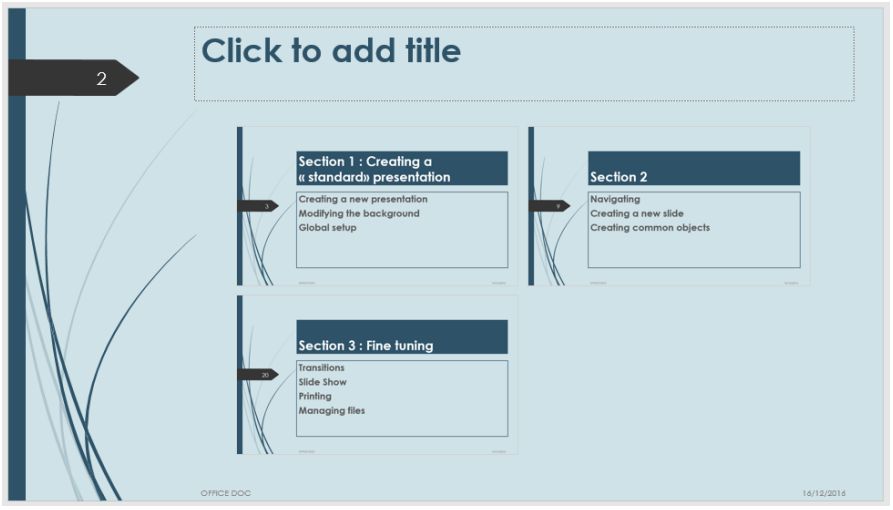




A dialog box displays all the presentation slides. Select the slides that represent the start of a new *chapter or section* and click the INSERT button



Each part has automatically been turned into a section and an introduction slide has also been created :



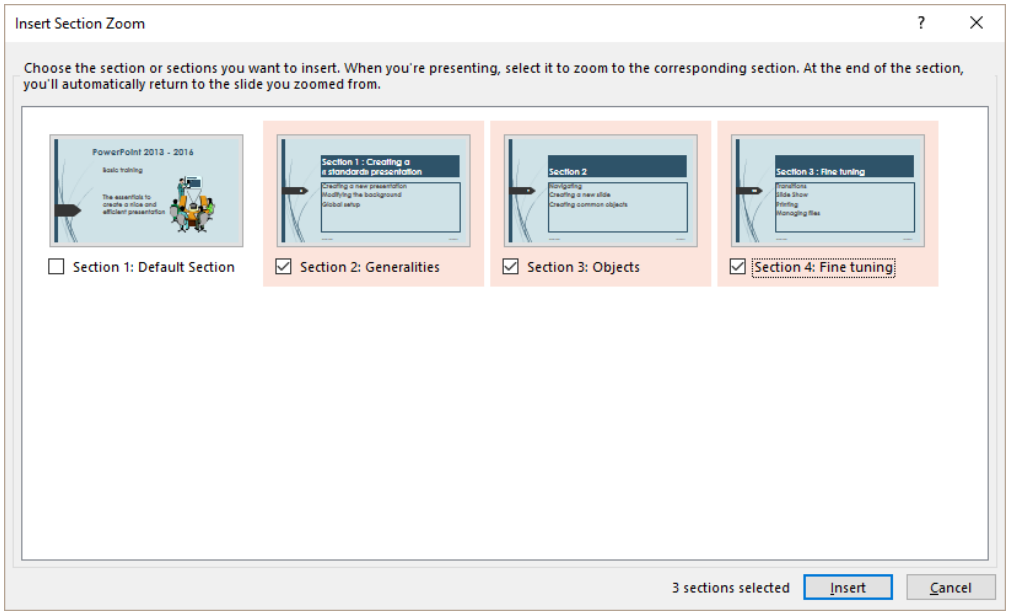
- PowerPoint automatically retrieves the title text as the name for the section. A good idea to check your titles before running the command.

The zoom tool will be active in the Slide Show. Click the *first thumbnail* and the section slides will be displayed one by one, then there will be an automatic reverse to the summary slide in order to click on the *second thumbnail* … and so on.

1.2 SECTION ZOOM

This option becomes available <u>when there are sections already set in the presentation</u>. Consequently, the dialog box only displays the *first slide of each section*.

Caution : no new summary slide will be created, so prepare the destination slide before running the command



(in the above screen capture : section slides but it is not an obligation)

Thumbnails are automatically created onto the active slide :

Set the thumbnails size and position. The rest works just the same way as for the summary zoom.

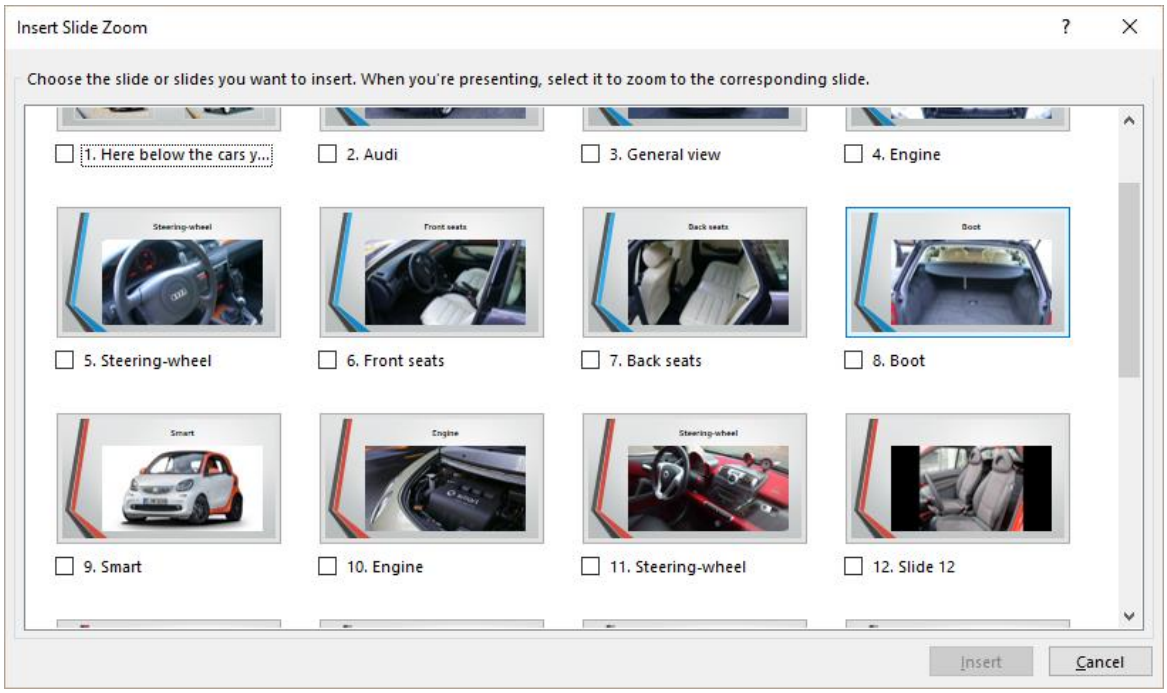
Advantage : you can name your sections as you need

1.3 SLIDE ZOOM

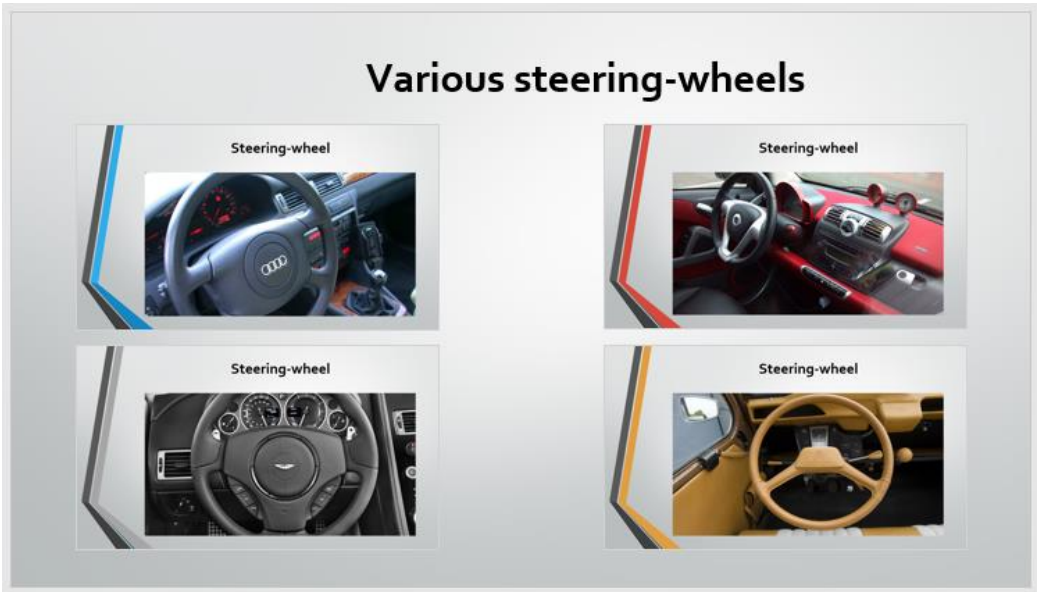
Preset sections or not … is indifferent. SLIDE ZOOM is there to create one slide showing thumbnails of other slides..

Caution : no new summary slide will be created, so prepare the destination slide before running the command

The dialog box displays all the presentation slides :



Make your choice. The thumbnails are inserted onto the active slide. Set their size and position. Here below a slide that displays the steering-wheels of the cars discussed in the presentation.



SLIDE SHOW :

- Click and automatic zoom out
- Click or scroll forward or Enter and the slides after the one corresponding to the thumbnail are displayed one by one … it does not go back automatically to the second thumbnail !

- Scroll backwards and the slide zoom is displayed again and you can click on the next thumbnail.

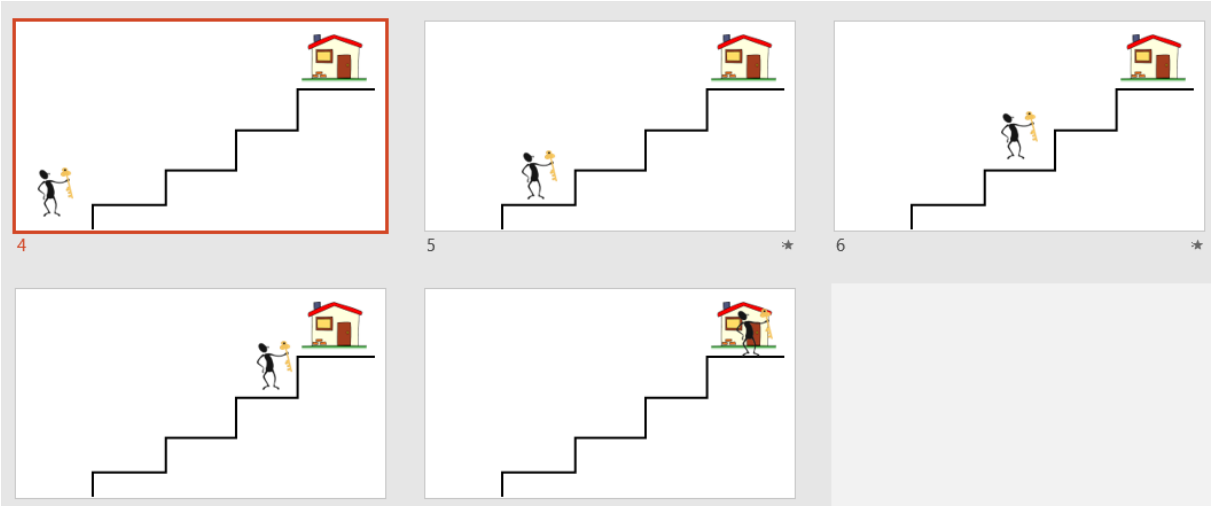
Seems quite awkward to me … maybe I have missed out on something ?

2 Morph transition

This new transition helps you make smooth animations, transitions, and object movements across the slides in your presentation. You can apply the Morph transition to slides to create the appearance of movement in a wide range of objects, such as text, shapes, pictures, SmartArt, WordArt, and charts.

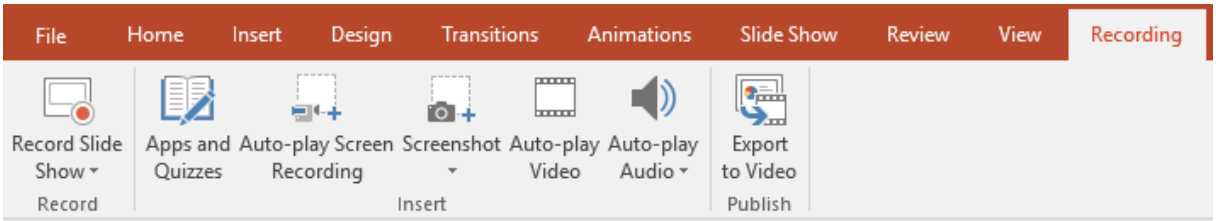
To use the morph transition effectively, youl need to have two slides with at least one object in common—the easiest way is to duplicate the slide and then move the object on the second slide to a different place, or copy and paste the object from one slide and add it to the next. Then, apply the morph transition to the second slide to see what morph can do to automatically animate and move your object.

Here below 5 slides that have been duplicated (starting from the first one). Then I moved the little character on the stairs. The Morph transition has been applied to the 4 slides following the first one. In the Slide Show the audience will have the impression that the little character goes up the flight of stairs. (*but caution, it is still not precise as would a video shooting !)*



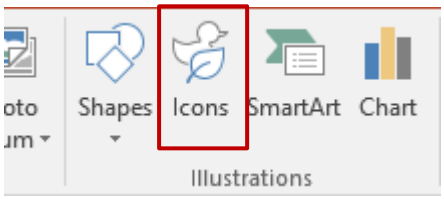
Advantage : this avoids to create several animations *Motion path* effects, which would be quite complicated to set up and not so much satisfactory.

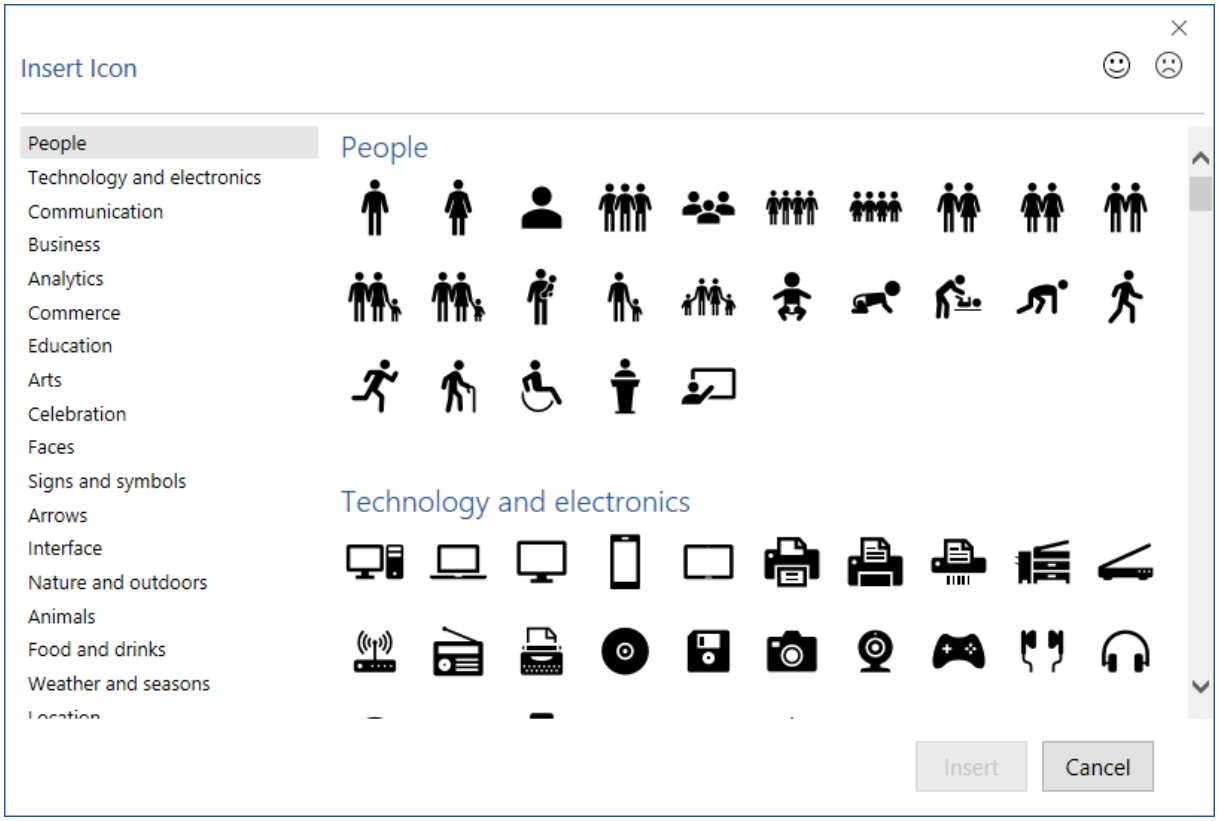
3 RECORDING Tab



No real new command but it shows all commands related to *Media & Audio* onto one tab

4 A new library of icons





The icon is downloaded from the Net and it is a picture

A nice way to avoid inserting symbols …