Creating a Presentation in PowerPoint 2013

CASE ▶ Quest Specialty Travel (QST) is an adventure tour company that provides exclusive travel experiences for its clients. As a tour consultant for QST, one of your responsibilities is to research new vacation tours that QST can sell using the company Web site. You just finished investigating Canadian transcontinental train travel, and now you need to create a presentation using PowerPoint 2013 that describes the results of your research.

Unit Objectives

After completing this unit, you will be able to:

- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text

- Add a new slide
- Apply a design theme
- Compare presentation views
- Print a PowerPoint presentation

Files You Will Need

No files needed.

Define Presentation Software

Presentation software (also called presentation graphics software) is a computer program you use to organize and present information to others. Presentations are typically in the form of a slide show. Whether you are explaining a new product or moderating a meeting, presentation software can help you effectively communicate your ideas. You can use PowerPoint to create informational slides that you display, speaker notes for the presenter, and handouts for the audience. **CASE** ▶ *You need to start working on the Canadian train tours presentation. Because you are only somewhat familiar with PowerPoint, you get to work exploring its capabilities.* **FIGURE A-1** *shows how a presentation looks printed as handouts.* **FIGURE A-2** *shows how the same presentation might look printed as notes for a speaker.*

DETAILS

You can easily complete the following tasks using PowerPoint:

- **Enter and edit text easily**

  Text editing and formatting commands in PowerPoint are organized by the task you are performing at the time, so you can enter, edit, and format text information simply and efficiently to produce the best results in the least amount of time.

- **Change the appearance of information**

  PowerPoint has many effects that can transform the way text, graphics, and slides appear. By exploring some of these capabilities, you discover how easy it is to change the appearance of your presentation.

- **Organize and arrange information**

  Once you start using PowerPoint, you won't have to spend much time making sure your information is correct and in the right order. With PowerPoint, you can quickly and easily rearrange and modify text, graphics, and slides in your presentation.

- **Include information from other sources**

  Often, when you create presentations, you use information from a variety of sources. With PowerPoint, you can import text, photographs, numerical data, and facts from files created in programs such as Adobe Photoshop, Microsoft Word, Microsoft Excel, and Microsoft Access. You can also import information from other PowerPoint presentations as well as graphic images from a variety of sources such as the Internet, other computers, a digital camera, or other graphics programs. Always be sure you have permission to use any work that you did not create yourself.

- **Present information in a variety of ways**

  With PowerPoint, you can present information using a variety of methods. For example, you can print handout pages or an outline of your presentation for audience members. You can display your presentation as an on-screen slide show using your computer, or if you are presenting to a large group, you can use a video projector and a large screen. If you want to reach an even wider audience, you can broadcast the presentation over the Internet so people anywhere in the world can use a Web browser to view your presentation.

- **Collaborate with others on a presentation**

  PowerPoint makes it easy to collaborate or share a presentation with colleagues and coworkers using the Internet. You can use your email program to send a presentation as an attachment to a colleague for feedback. If you have a number of people that need to work together on a presentation, you can save the presentation to a shared workspace such as a network drive or SkyDrive so authorized users in your group with an Internet connection can access the presentation.
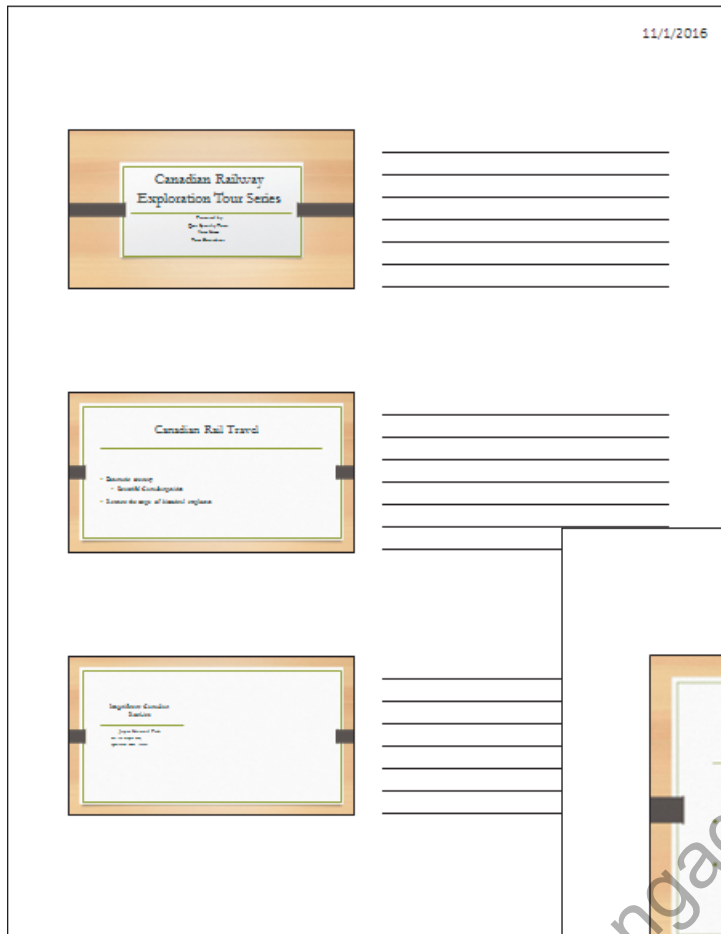
FIGURE A-1: PowerPoint handout

FIGURE A-2: PowerPoint notes page

Using PowerPoint on a touch screen

You can use PowerPoint 2013 on a Windows 8 computer with a touch-enabled monitor or any other compatible touch screen, such as a tablet computer. Using your fingers, you can use typical touch gestures to create, modify and navigate presentations. To enable touch mode capabilities in PowerPoint, you need to add the Touch Mode button to the Quick Access toolbar. Click the Customize Quick Access Toolbar button, click Touch/Mouse Mode, click the Touch/Mouse Mode button on the Quick Access toolbar then click Touch. In Touch mode, additional space is added around all of the buttons and icons in the Ribbon and the status bar to make them easier to touch. Common gestures that you can use in PowerPoint include double-tapping text to edit it and tapping a slide then dragging it to rearrange it in the presentation.

Plan an Effective Presentation

Before you create a presentation, you need to have a general idea of the information you want to communicate. PowerPoint is a powerful and flexible program that gives you the ability to start a presentation simply by entering the text of your message. If you have a specific design in mind that you want to use, you can start the presentation by working on the design. In most cases you'll probably enter the text of your presentation into PowerPoint first and then tailor the design to the message and audience. When preparing your presentation, you need to keep in mind not only who you are giving it to, but also how you are presenting it. For example, if you are giving a presentation using a projector, you need to know what other equipment you will need, such as a sound system and a projector. **CASE** *Use the planning guidelines below to help plan an effective presentation.* **FIGURE A-3** *illustrates a storyboard for a well-planned presentation.*

DETAILS

In planning a presentation, it is important to:

• **Determine and outline the message you want to communicate**

The more time you take developing the message and outline of your presentation, the better your presentation will be in the end. A presentation with a clear message that reads like a story and is illustrated with appropriate visual aids will have the greatest impact on your audience. Start the presentation by giving a general description of Canadian train travel and the types of tours offered by Quest Specialty Travel. See **FIGURE A-3**.

• **Identify your audience and where and how you are giving the presentation**
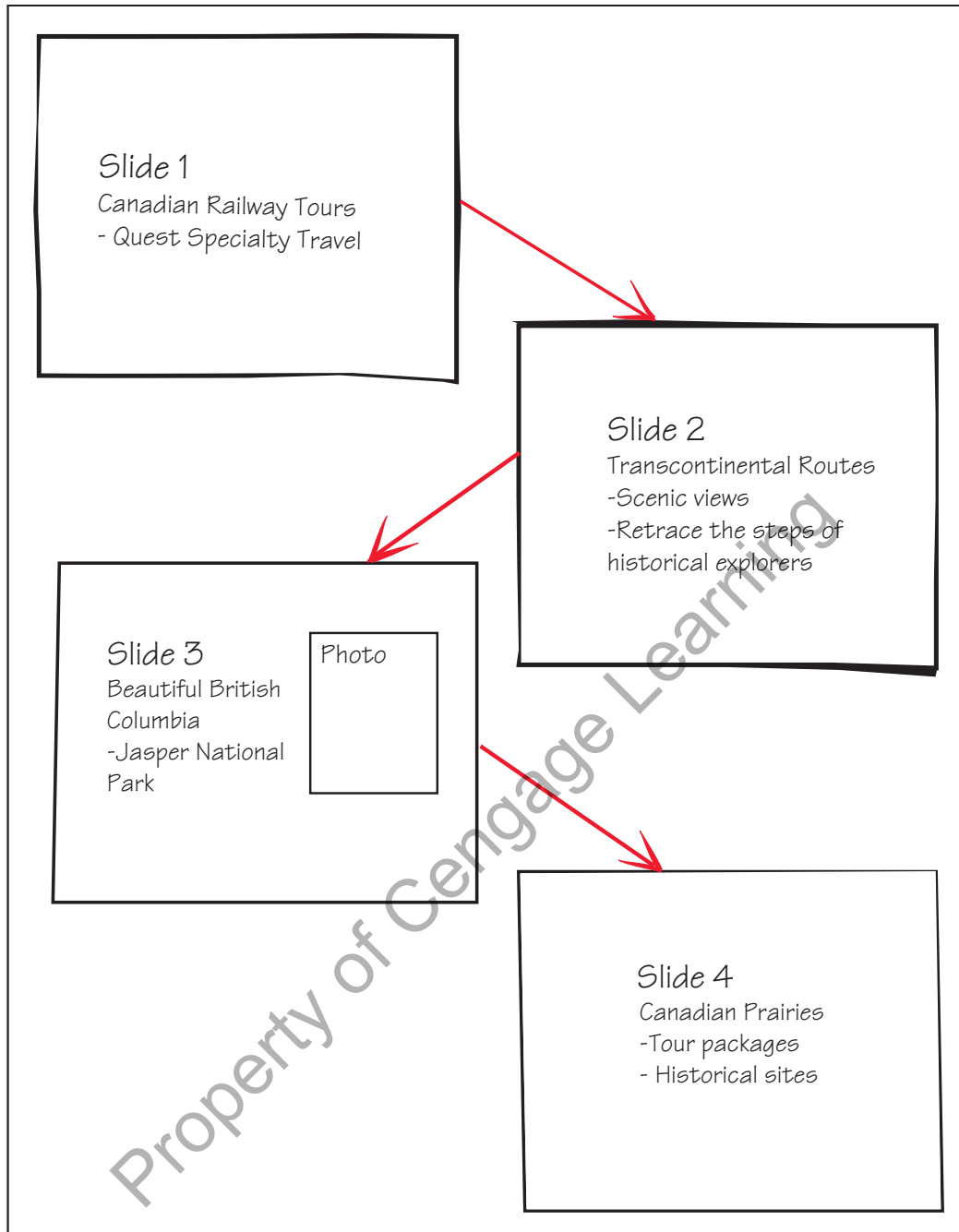
Audience and delivery location are major factors in the type of presentation you create. For example, a presentation you develop for a staff meeting that is held in a conference room would not necessarily need to be as sophisticated or detailed as a presentation that you develop for a large audience held in an auditorium. Room lighting, natural light, screen position, and room layout all affect how the audience responds to your presentation. You might also broadcast your presentation over the Internet to several people who view the presentation on their computers in real time. This presentation will be delivered in a small auditorium to QST's management and sales team.

• **Determine the type of output**

Output choices for a presentation include black-and-white or color handouts, on-screen slide show, or an online broadcast. Consider the time demands and computer equipment availability as you decide which output types to produce. Because you are speaking in a small auditorium to a large group and have access to a computer and projection equipment, you decide that an on-screen slide show is the best output choice for your presentation.

• **Determine the design**

Visual appeal, graphics, and presentation design work to communicate your message. You can choose one of the professionally designed themes that come with PowerPoint, modify one of these themes, or create one of your own. You decide to choose one of PowerPoint's design themes to convey the new tour information.

• **Decide what additional materials will be useful in the presentation**

You need to prepare not only the slides themselves but also supplementary materials, including speaker notes and handouts for the audience. You use speaker notes to help remember key details, and you pass out handouts for the audience to use as a reference during the presentation.

Slide 1
Canadian Railway Tours
- Quest Specialty Travel

Slide 2
Transcontinental Routes
-Scenic views
-Retrace the steps of
historical explorers

Slide 3
Beautiful British
Columbia
-Jasper National
Park

Photo

Slide 4
Canadian Prairies
-Tour packages
- Historical sites

Property of Cengage Learning

Understanding copyright

Intellectual property is any idea or creation of the human mind. Copyright law is a type of intellectual property law that protects works of authorship, including books, Web pages, computer games, music, artwork, and photographs. Copyright protects the expression of an idea, but not the underlying facts or concepts. In other words, the general subject matter is not protected, but how you express it is, such as when several people photograph the same sunset. Copyright attaches to any original work of authorship as soon as it is created, you do not have to register it with the Copyright Office or display the copyright symbol, ©. Fair use is an exception to copyright and permits the public to use copyrighted material for certain purposes without obtaining prior consent from the owner. Determining whether fair use applies to a work depends on its purpose, the nature of the work, how much of the work you want to copy, and the effect on the work's value. Unauthorized use of protected work (such as downloading a photo or a song from the Web) is known as copyright infringement and can lead to legal action.

Learning Outcomes
• Explain PowerPoint window elements

Examine the PowerPoint Window

When you first start PowerPoint, you have the ability to choose what kind of presentation you want to use to start—a blank one, or one with a preformatted design. You can also open and work on an existing presentation. PowerPoint has different **views** that allow you to see your presentation in different forms. By default, the PowerPoint window opens in **Normal view**, which is the primary view that you use to write, edit, and design your presentation. Normal view is divided into two areas called **panes**: the pane on the left, called the Thumbnails pane, displays the slides of your presentation as small images, called **slide thumbnails**. The large pane is the Slide pane where you do most of your work on the slide. **CASE** *The PowerPoint window and the specific parts of Normal view are described below.*

STEPS

1. **Start PowerPoint 2013**

   PowerPoint starts and the PowerPoint start screen opens, as shown in **FIGURE A-4**.

2. **Click the Blank Presentation slide thumbnail**

   The PowerPoint window opens in Normal view as shown in **FIGURE A-5**.

DETAILS

TROUBLE

If you are unsure how to start PowerPoint, refer to the "Getting Started with Office 2013" Unit in this book for specific instructions on how to start the application.

Using Figure A-5 as a guide, examine the elements of the PowerPoint window, then find and compare the elements described below:

• The **Ribbon** is a wide band spanning the top of the PowerPoint window that organizes all of PowerPoint's primary commands. Each set of primary commands is identified by a **tab**; for example, the HOME tab is selected by default, as shown in **FIGURE A-5**. Commands are further arranged into **groups** on the Ribbon based on their function. So, for example, text formatting commands such as Bold, Underline, and Italic are located on the HOME tab, in the Font group.

• The **Thumbnails pane**. You can quickly navigate through the slides in your presentation by clicking the slide thumbnails on this pane. You can also add, delete, or rearrange slides using this pane.

• The **Slide pane** displays the current slide in your presentation.

• The **Quick Access toolbar** provides access to common commands such as Save, Undo, Redo, and Start From Beginning. The Quick Access toolbar is always visible no matter which Ribbon tab you select. This toolbar is fully customizable. Click the Customize Quick Access Toolbar button to add or remove buttons.

• The **View Shortcuts** buttons on the status bar allow you to switch quickly between PowerPoint views.

• The **Notes button** on the status bar allows you to open the Notes pane. The Notes pane is used to type text that references a slide's content. You can print these notes and refer to them when you make a presentation or print them as handouts and give them to your audience. The Notes pane is not visible to the audience when you show a slide presentation in Slide Show view.

• The **Comments button** on the status bar allows you to open the Comments pane. In the Comments pane you can create, edit, select, and delete comments.

• The **status bar**, located at the bottom of the PowerPoint window, shows messages about what you are doing and seeing in PowerPoint, including which slide you are viewing and the total number of slides. In addition, the status bar displays the Zoom slider controls, the Fit slide to current window button ⊞, and information on other functionality such as the presentation theme name, signatures and permissions.

• The **Zoom slider** is in the lower-right corner of the status bar and is used to zoom the slide in and out quickly.

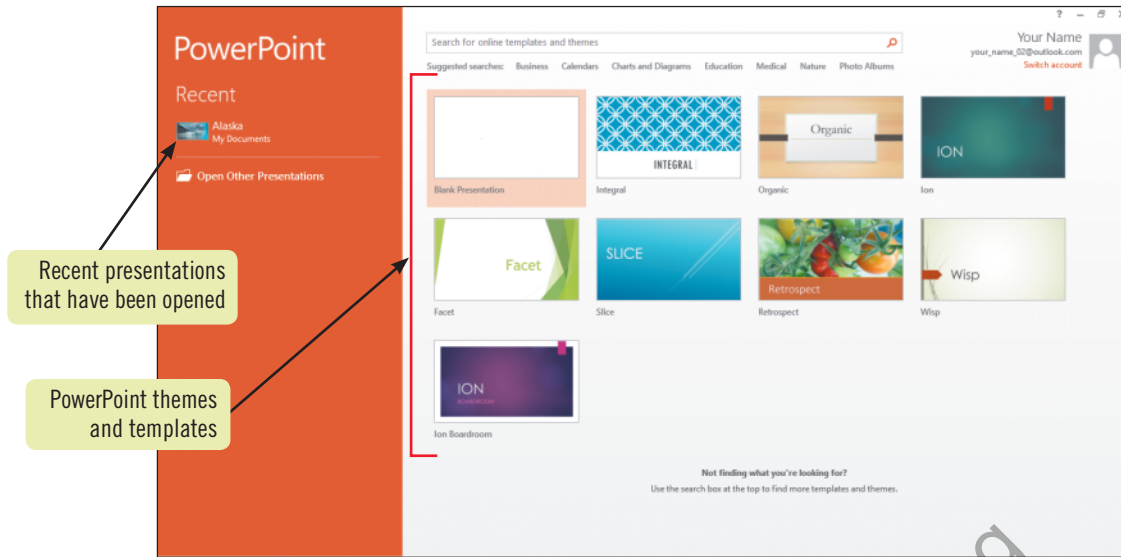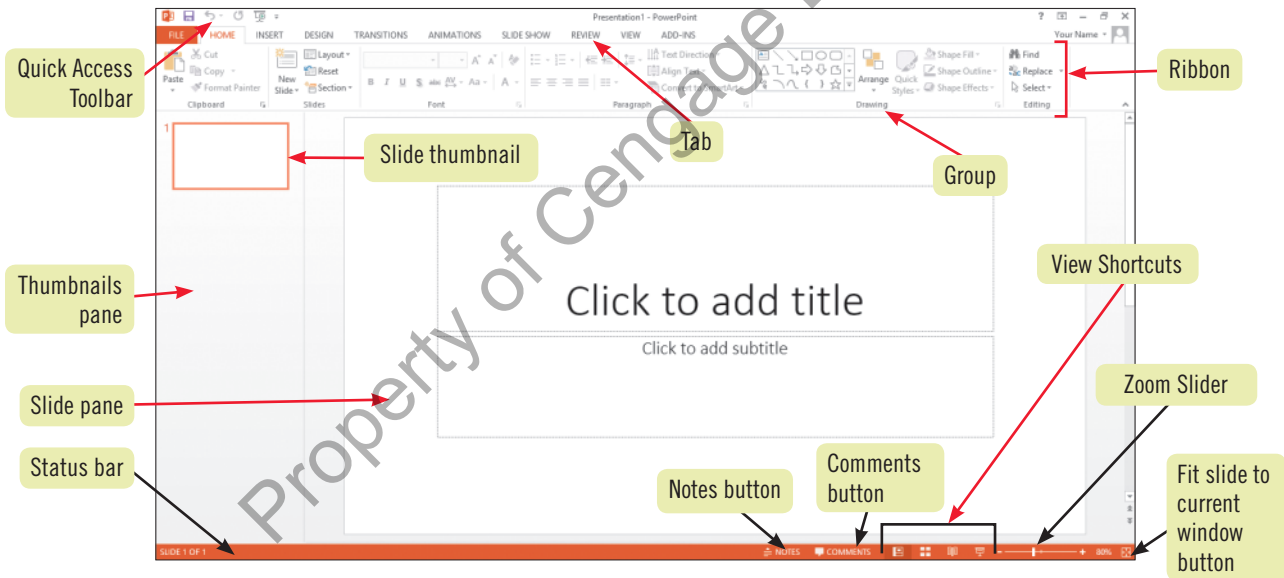FIGURE A-4: PowerPoint start screen

- Recent presentations that have been opened
- PowerPoint themes and templates

FIGURE A-5: PowerPoint window in Normal view

- Quick Access Toolbar
- Slide thumbnail
- Tab
- Group
- Ribbon
- Thumbnails pane
- View Shortcuts
- Slide pane
- Zoom Slider
- Status bar
- Notes button
- Comments button
- Fit slide to current window button

Viewing your presentation in gray scale or black and white

Viewing your presentation in gray scale (using shades of gray) or pure black and white is very useful when you are printing a presentation on a black-and-white printer and you want to make sure your presentation prints correctly. To see how your color presentation looks in gray scale or black and white, click the VIEW tab, then click either the Grayscale or Black and White button in the Color/Grayscale group. Depending on which button you select, the Grayscale or the Black and White tab appears, and the Ribbon displays different settings that you can customize. If you don't like the way an individual object looks in black and white or gray scale, you can change its color. Click the object while still in Grayscale or Black and White view, then choose an option in the Change Selected Object group on the Ribbon.

Enter Slide Text

When you start a blank PowerPoint presentation, an empty title slide appears in Normal view. The title slide has two **text placeholders**—boxes with dotted borders—where you enter text. The top text placeholder on the title slide is the **title placeholder**, labeled "Click to add title". The bottom text placeholder on the title slide is the **subtitle text placeholder**, labeled "Click to add subtitle". To enter text in a placeholder, click the placeholder and then type your text. After you enter text in a placeholder, the placeholder becomes a text object. An **object** is any item on a slide that can be modified. Objects are the building blocks that make up a presentation slide. **CASE** *Begin working on your presentation by entering text on the title slide.*

STEPS

1. **Move the pointer ⌖ over the title placeholder labeled Click to add title in the Slide pane**
   The pointer changes to Ⅰ when you move the pointer over the placeholder. In PowerPoint, the pointer often changes shape, depending on the task you are trying to accomplish.

2. **Click the title placeholder in the Slide pane**
   The **insertion point**, a blinking vertical line, indicates where your text appears when you type in the placeholder. A **selection box** with a dashed line border and **sizing handles** appears around the placeholder, indicating that it is selected and ready to accept text. When a placeholder or object is selected, you can change its shape or size by dragging one of the sizing handles. See **FIGURE A-6**.

3. **Type Canadian Railway Exploration Tour Series**
   PowerPoint wraps the text to a second line and then center-aligns the title text within the title placeholder, which is now a text object. Notice the text also appears on the slide thumbnail on the Thumbnails pane.

4. **Click the subtitle text placeholder in the Slide pane**
   The subtitle text placeholder is ready to accept text.

5. **Type Presented by, then press [Enter]**
   The insertion point moves to the next line in the text object.

6. **Type Quest Specialty Tours, press [Enter], type Adventure Tour Series, press [Enter], type your name, press [Enter], then type Tour Consultant**
   Notice the AutoFit Options button ⭾ appears near the text object. The AutoFit Options button on your screen indicates that PowerPoint has automatically decreased the font size of all the text in the text object so it fits inside the text object.

7. **Click the AutoFit Options button ⭾, then click Stop Fitting Text to This Placeholder on the shortcut menu**
   The text in the text object changes back to its original size and no longer fits inside the text object.

8. **In the subtitle text object, position Ⅰ to the right of Series, drag left to select the entire line of text, press [Backspace], then click outside the text object in a blank area of the slide**
   The Adventure Tour Series line of text is deleted and the AutoFit Options button menu closes, as shown in **FIGURE A-7**. Clicking a blank area of the slide deselects all selected objects on the slide.

9. **Click the Save button 🖫 on the Quick Access toolbar to open Backstage view, then save the presentation as PPT A-QST in the location where you store your Data Files**
   In Backstage view, you have the option of saving your presentation to your computer or SkyDrive. Notice that PowerPoint automatically entered the title of the presentation as the filename in the Save As dialog box.

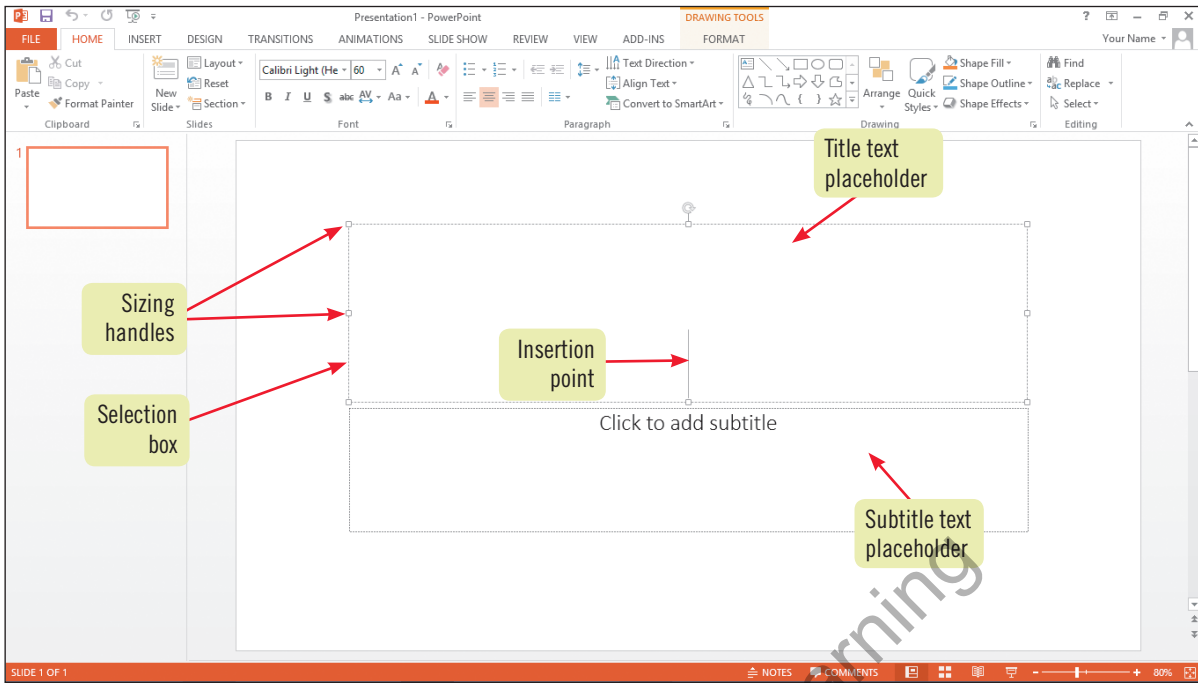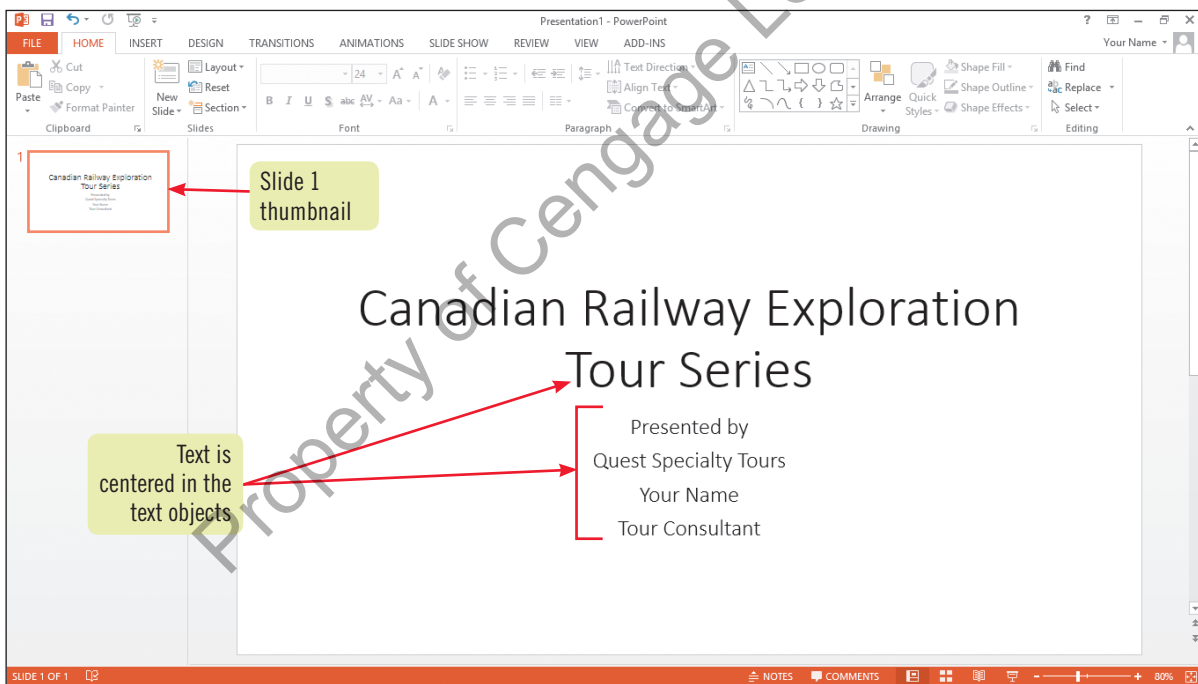**FIGURE A-6:** Title text placeholder ready to accept text

FIGURE A-7: Text on title slide

Saving fonts with your presentation

When you create a presentation, it uses the fonts that are installed on your computer. If you need to open the presentation on another computer, the fonts might look different if that computer has a different set of fonts. To preserve the look of your presentation on any computer, you can save, or embed, the fonts in your presentation. Click the FILE tab, then click Options. The PowerPoint Options dialog box opens. Click Save in the left pane, then click the Embed fonts in the file check box. Click the Embed all characters option button, then click OK to close the dialog box. Click Save on the Quick Access toolbar. Now the presentation looks the same on any computer that opens it. Using this option, however, significantly increases the size of your presentation, so only use it when necessary. You can freely embed any TrueType or OpenType font that comes with Windows. You can embed other TrueType fonts only if they have no license restrictions.

Add a New Slide

Usually when you add a new slide to a presentation, you have a pretty good idea of what you want the slide to look like. For example, you may want to add a slide that has a title over bulleted text and a picture. To help you add a slide like this quickly and easily, PowerPoint provides nine standard slide layouts. A **slide layout** contains text and object placeholders that are arranged in a specific way on the slide. You have already worked with the Title Slide layout in the previous lesson. In the event that a standard slide layout does not meet your needs, you can modify an existing slide layout or create a new, custom slide layout. **CASE** ▶ *To continue developing the presentation, you create a slide that defines the new tour series.*

STEPS

1. **Click the New Slide button in the Slides group on the HOME tab on the Ribbon**

   A new blank slide (now the current slide) appears as the second slide in your presentation, as shown in **FIGURE A-8**. The new slide contains a title placeholder and a content placeholder. A **content placeholder** can be used to insert text or objects such as tables, charts, or pictures. Notice the status bar indicates Slide 2 of 2 and the Thumbnails pane now contains two slide thumbnails.

2. **Type Canadian Rail Travel, then click the bottom content placeholder**

   The text you typed appears in the title placeholder, and the insertion point is now at the top of the bottom content placeholder.

3. **Type Dramatic scenery, then press [Enter]**

   The insertion point appears directly below the text when you press [Enter], and a new first-level bullet automatically appears.

4. **Press [Tab]**

   The new first-level bullet is indented and becomes a second-level bullet.

5. **Type Beautiful Canadian prairies, press [Enter], then click the Decrease List Level button ⬅ in the Paragraph group**

   The Decrease List Level button changes the second-level bullet into a first-level bullet.

6. **Type Retrace the steps of historical explorers, then click the New Slide list arrow in the Slides group**

   The Office Theme layout gallery opens. Each slide layout is identified by a descriptive name.

7. **Click the Content with Caption slide layout, then type Magnificent Canadian Rockies**

   A new slide with three content placeholders appears as the third slide. The text you typed is the title text for the slide.

8. **Click the lower-left placeholder, type Jasper National Park, press [Enter], click the Increase List Level button ➡, type Visit the Maligne Valley, press [Enter], then type Spectacular wildlife scenes**

   The Increase List Level button moves the insertion point one level to the right. Notice this text placeholder does not use text bullets to identify separate lines of text.

9. **Click a blank area of the slide, then click the Save button 🖫 on the Quick Access toolbar**

   The Save button saves all of the changes to the file. Compare your screen with **FIGURE A-9**.

FIGURE A-8: New blank slide in Normal view

New Slide button

New Slide button list arrow

Title text placeholder

New slide thumbnail added to Slides tab

Content placeholder

Current slide number

Total number of slides

Click to add title

• Click to add text
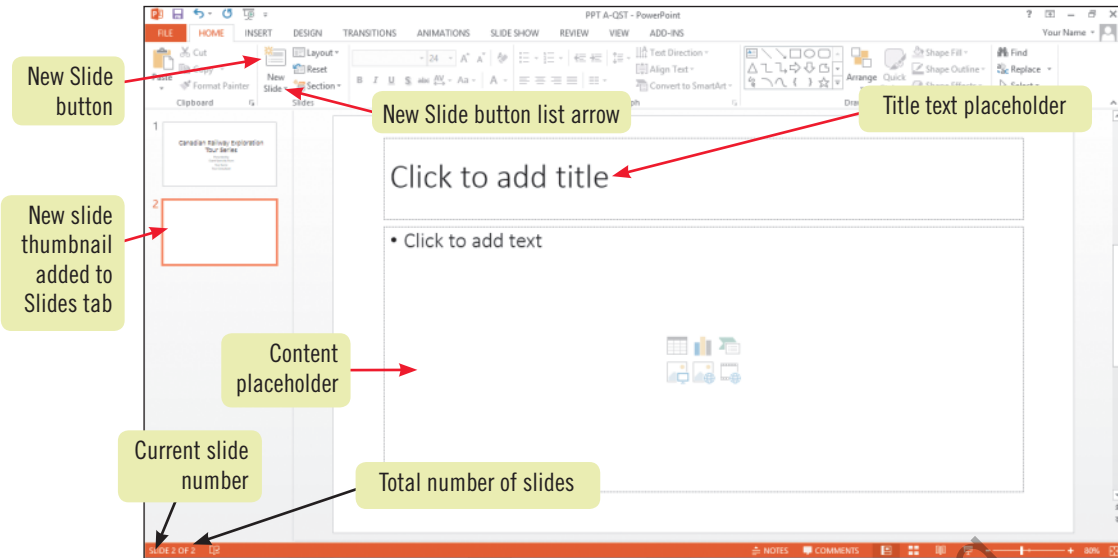
FIGURE A-9: New slide with Content with Caption slide layout

Decrease List Level button

Increase List Level button

Magnificent Canadian Rockies

Jasper National Park
Visit the Maligne Valley
Spectacular wildlife scenes

• Click to add text

First-level bullet

Second-level bullet

Three content placeholders based on the slide layout
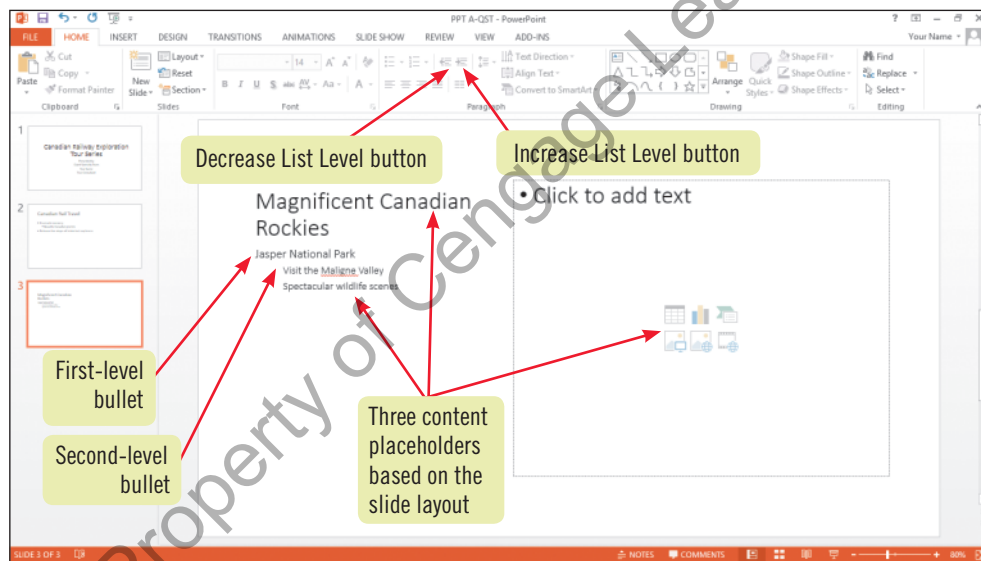
Entering and printing notes

You can add notes to your slides when there are certain facts you want to remember during a presentation or when there is additional information you want to hand out to your audience. Notes do not appear on the slides when you run a slide show. Use the Notes pane in Normal view or Notes Page view to enter notes for your slides. To open or close the Notes pane, click the Notes button on the status bar. To enter text notes on a slide, click in the Notes pane, then type. If you want to insert graphics as notes, you must use Notes Page view. To open Notes Page view, click the VIEW tab on the Ribbon, then click the Notes Page button in the Presentation Views group. You can print your notes by clicking the FILE tab on the Ribbon to open Backstage view, then clicking Print. Click the Full Page Slides list arrow in the Settings group (this button retains the last setting for what was printed previously so it might differ) to open the gallery, and then click Notes Pages. Once you verify your print settings, click the Print button. If you don't enter any notes in the Notes pane, and print the notes pages, the slides print as large thumbnails with blank space below the thumbnails to hand write notes.

Apply a Design Theme

PowerPoint provides many design themes to help you quickly create a professional and contemporary looking presentation. A **theme** includes a set of 12 coordinated colors for text, fill, line, and shadow, called **theme colors**; a set of fonts for titles and other text, called **theme fonts**; and a set of effects for lines and fills, called **theme effects** to create a cohesive look. Each theme has at least four custom coordinated variants that provides you with additional color options. In most cases, you would apply one theme to an entire presentation; you can, however, apply multiple themes to the same presentation or even a different theme on each presentation slide. You can use a design theme as is, or you can alter individual elements of the theme as needed. Unless you need to use a specific design theme, such as a company theme or product design theme, it is faser and easier to use one of the themes supplied with PowerPoint. If you design a custom theme, you can save it to use in the future. **CASE** *You decide to change the default design theme in the presentation to a new one.*

STEPS

1. **Click the Slide 1 thumbnail on the Thumbnails pane**
   Slide 1, the title slide, appears in the Slide pane.

2. **Click the DESIGN tab on the Ribbon, then point to the Facet theme in the Themes group as shown in FIGURE A-10**
   The DESIGN tab appears, and a Live Preview of the Facet theme is displayed on the selected slide. A **Live Preview** allows you to see how your changes affect the slides before actually making the change. The Live Preview lasts about 1 minute, and then your slide reverts back to its original state. The first (far left) theme thumbnail identifies the current theme applied to the presentation, in this case, the default design theme called the Office Theme. Depending on your monitor resolution and screen size, you can see between four and 21 design themes in the Themes group.

3. **Slowly move your pointer ⃕ over the other design themes, then click the Themes group down scroll arrow**
   A Live Preview of the theme appears on the slide each time you pass your pointer over the theme thumbnails, and a ScreenTip identifies the theme names.

4. **Move ⃕ over the design themes, then click the Wisp theme**
   The Wisp design theme is applied to all the slides in the presentation. Notice the new slide background color, graphic elements, fonts, and text color. You decide this theme isn't right for this presentation.

5. **Click the More button ⏷ in the Themes group**
   The Themes gallery window opens. At the top of the gallery window in the This Presentation section is the current theme applied to the presentation. Notice that just the Wisp theme is listed here because when you changed the theme in the last step, you replaced the default theme with the Wisp theme. The Office section identifies all 21 of the standard themes that come with PowerPoint.

6. **Right-click the Organic theme in the Office section, then click Apply to Selected Slides**
   The Organic theme is applied only to Slide 1. You like the Organic theme better, and decide to apply it to all slides.

7. **Right-click the Organic theme in the Themes group, then click Apply to All Slides**
   The Organic theme is applied to all three slides. Preview the next slides in the presentation to see how it looks.

8. **Click the Next Slide button ⏬ at the bottom of the vertical scroll bar**
   Compare your screen to **FIGURE A-11**.

9. **Click the Previous Slide button ⏫ at the bottom of the vertical scroll bar, then save your changes**

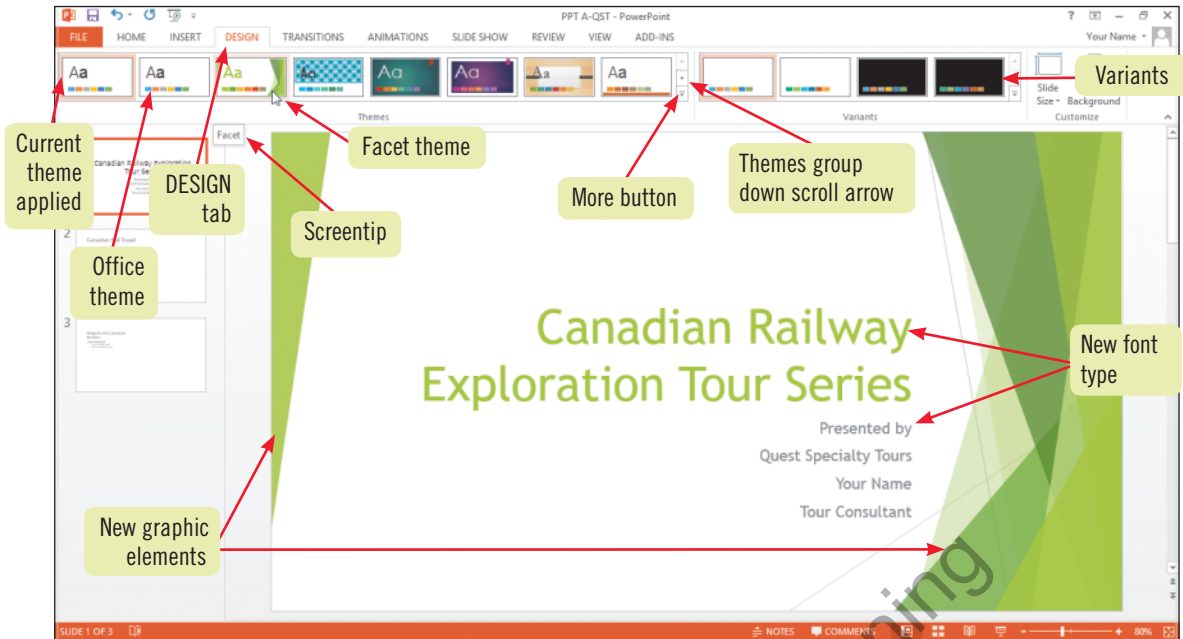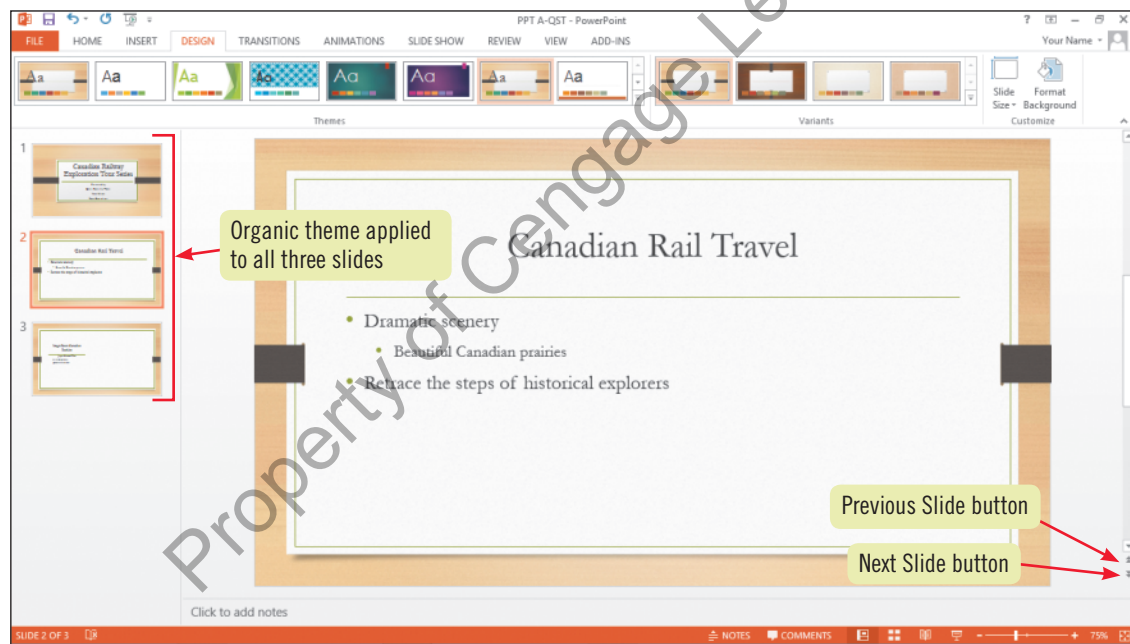**FIGURE A-10:** Slide showing a different design theme

FIGURE A-11: Presentation with Organic theme applied

Customizing themes

You are not limited to using the standard themes PowerPoint provides; you can also modify a theme to create your own custom theme. For example, you might want to incorporate your school's or company's colors on the slide background of the presentation or be able to type using fonts your company uses for brand recognition. To change an existing theme, click the VIEW tab on the Ribbon, then click one of the Master buttons in the Master Views group. Click the Theme Colors button, the Theme Fonts button, or the Theme Effects button in the

Background group to make changes to the theme, then save this new theme for future use by clicking the Themes button in the Edit Themes group, then click Save Current Theme. You also have the ability to create a new font theme or color theme from scratch by clicking the Theme Fonts button or the Theme Colors button and then clicking Customize Fonts or Customize Colors. You work in the Create New Theme Fonts or Create New Theme Colors dialog box to define the custom theme fonts or colors.

PowerPoint 2013

Compare Presentation Views

PowerPoint has six primary views: Normal view, Outline view, Slide Sorter view, Notes Page view, Slide Show view, and Reading view. Each PowerPoint view displays your presentation in a different way and is used for different purposes. Normal view is the primary editing view where you add text, graphics, and other elements to the slides. Outline view is the view you use to focus on the text of your presentation. Slide Sorter view is primarily used to rearrange slides; however, you can also add slide effects and design themes in this view. You use Notes Page view to type notes that are important for each slide. Slide Show view displays your presentation over the whole computer screen and is designed to show your presentation to an audience. Similar to Slide Show view, Reading view is designed to view your presentation on a computer screen. To move easily among the PowerPoint views, use the View Shortcuts buttons located on the status bar and the VIEW tab on the Ribbon. **TABLE A-1** provides a brief description of the PowerPoint views. **CASE** ▶ *Examine each of the PowerPoint views, starting with Normal view.*

STEPS

1. **Click the VIEW tab on the Ribbon, then click the Outline View button in the Presentation Views group**

   The presentation text is in the Outline pane on the left side of the window as shown in **FIGURE A-12**. Notice the status bar identifies the number of the slide you are viewing and the total number of slides in the presentation.

2. **Click the small slide icon ☐ next to Slide 2 in the Outline pane, then click the Slide Sorter button ⊞ on the status bar**

   Slide Sorter View opens to display a thumbnail of each slide in the presentation in the window. You can examine the flow of your slides and drag any slide or group of slides to rearrange the order of the slides in the presentation.

3. **Double-click the Slide 1 thumbnail, then click the Reading View button 📖 on the status bar**

   The first slide fills the screen as shown in **FIGURE A-13**. Use Reading view to review your presentation or to show your presentation to someone directly on your computer. The status bar controls at the bottom of the window make it easy to move between slides in this view.

4. **Click the Slide Show button 🖳 on the status bar**

   The first slide fills the entire screen now without the title bar and status bar. In this view, you can practice running through your slides as they would appear in a slide show.

5. **Click the left mouse button to advance through the slides one at a time until you see a black slide, then click once more to return to Outline view**

   The black slide at the end of the slide show indicates the slide show is finished. At the end of a slide show you automatically return to the slide and PowerPoint view you were in before you ran the slide show, in this case Slide 1 in Outline view.

6. **Click the Notes Page button in the Presentation Views group**

   Notes Page view appears, showing a reduced image of the current slide above a large text placeholder. You can enter text in this placeholder and then print the notes page for your own use.

7. **Click the Normal button in the Presentation Views group, then click the HOME tab on the Ribbon**

FIGURE A-12: Outline view
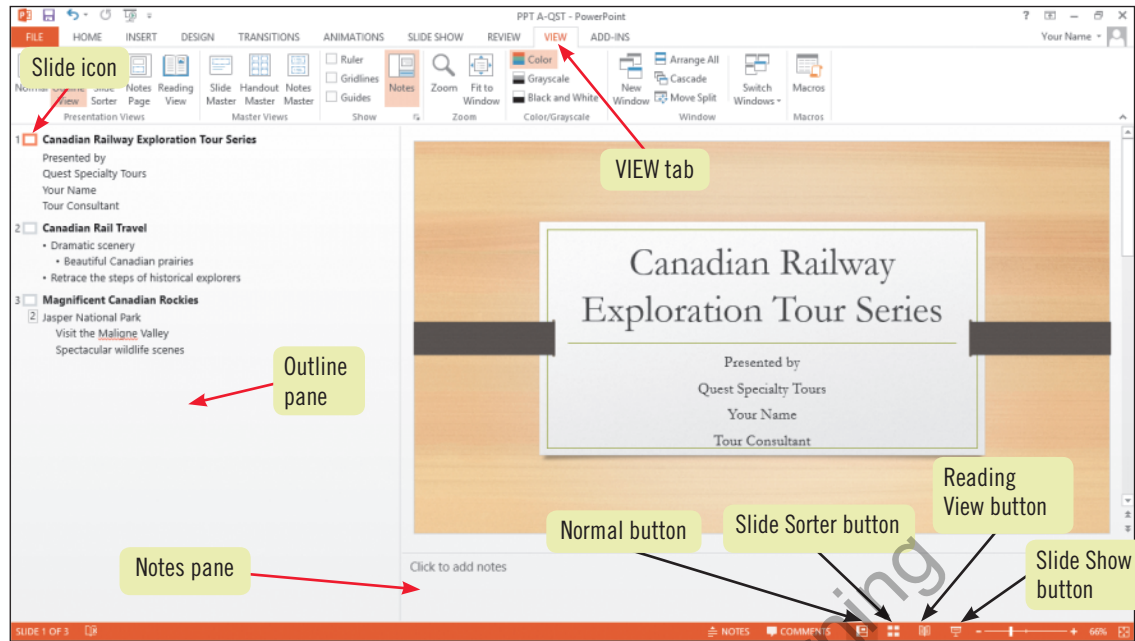
FIGURE A-13: Reading view

TABLE A-1: PowerPoint views

view name	button	button name	displays
Normal	🖳	Normal	The Slide pane and the thumbnails pane at the same time
Outline View	(no View Shortcuts button)		An outline of the presentation and the Slide pane at the same time
Slide Sorter	⊞	Slide Sorter	Thumbnails of all slides
Slide Show	🖵	Slide Show	Your presentation on the whole computer screen
Reading View	📖	Reading View	Your presentation in a large window on your computer screen
Notes Page	(no View Shortcuts button)		A reduced image of the current slide above a large text box

Print a PowerPoint Presentation

Learning
Outcomes
• Print a
  presentation
• Set print settings
• Modify color
  settings

You print your presentation when you want to review your work or when you have completed it and want a hard copy. Reviewing your presentation at different stages of development gives you a better perspective of the overall flow and feel of the presentation. You can also preview your presentation to see exactly how each slide looks before you print the presentation. When you are finished working on your presentation, even if it is not yet complete, you can close the presentation file and exit PowerPoint. **CASE** *You are done working on the tour presentation for now. You save and preview the presentation, then you print the slides and notes pages of the presentation so you can review them later. Before leaving for the day, you close the file and exit PowerPoint.*

STEPS

1. **Click the Save button 🖫 on the Quick Access toolbar, click the FILE tab on the Ribbon, then click Print**

   The Print window opens as shown in **FIGURE A-14**. Notice the preview pane on the right side of the window displays the first slide of the presentation. If you do not have a color printer, you will see a grayscale image of the slide.

2. **Click the Next Page button ▶ at the bottom of the Preview pane, then click ▶ again**

   Each slide in the presentation appears in the preview pane.

3. **Click the Print button**

   Each slide in the presentation prints.

4. **Click the FILE tab on the Ribbon, click Print, then click the Full Page Slides button in the Settings group**

   The Print Layout gallery opens. In this gallery you can specify what you want to print (slides, handouts, notes pages, or outline), as well as other print options. To save paper when you are reviewing your slides, you can print in handout format, which lets you print up to nine slides per page. The options you choose in the Print window remain there until you change them or close the presentation.

5. **Click 3 Slides, click the Color button in the Settings group, then click Pure Black and White**

   PowerPoint removes the color and displays the slides as thumbnails next to blank lines as shown in **FIGURE A-15**. Using the Handouts with three slides per page printing option is a great way to print your presentation when you want to provide a way for audience members to take notes. Printing pure black-and-white prints without any gray tones can save printer toner.

6. **Click the Print button**

   The presentation prints one page showing the all the slides of the presentation as thumbnails next to blank lines.

7. **Click the FILE tab on the Ribbon, then click Close**

   If you have made changes to your presentation, a Microsoft PowerPoint alert box opens asking you if you want to save changes you have made to your presentation file.

8. **Click Save, if necessary, to close the alert box**

   Your presentation closes.

9. **Click the Close button ☒ in the Title bar**

   The PowerPoint program closes, and you return to the Windows desktop.

FIGURE A-14: Print window

- Preview pane
- Current printer
- Click to change the print range
- Click to select an item to print
- Depending on your printer, you may see a different setting here
- Previous Page button
- Next Page button

Canadian Railway
Exploration Tour Series

Presented by
Quest Specialty Tours
Your Name
Tour Consultant
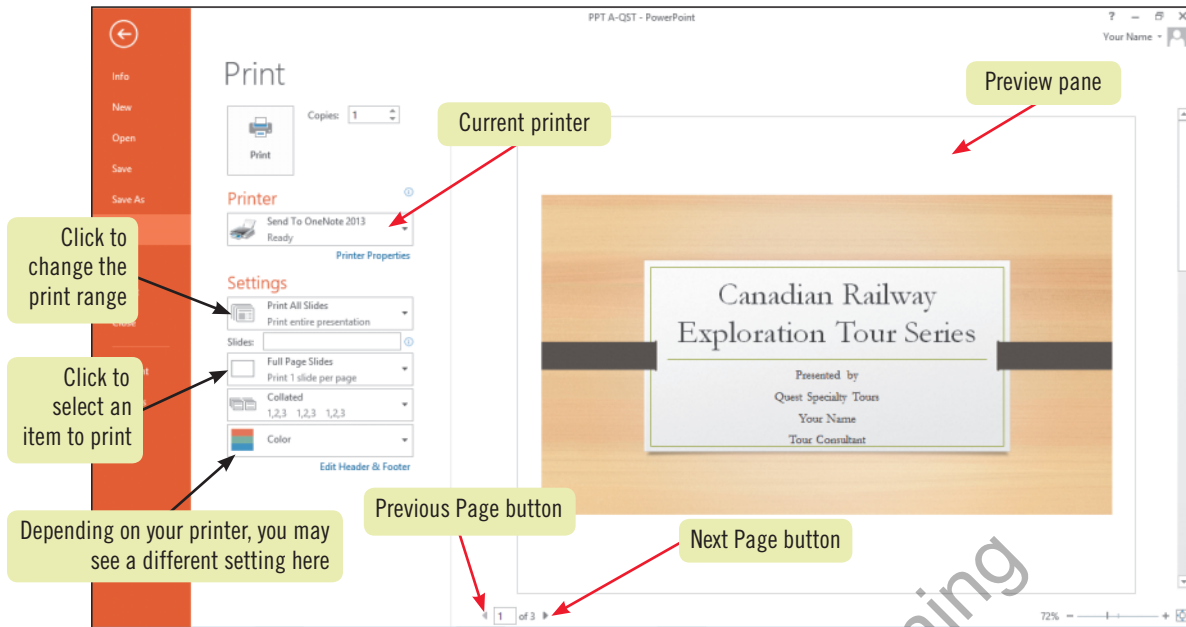
FIGURE A-15: Print window with changed settings

- Your printer name may be different
- Preview shows presentation in black and white
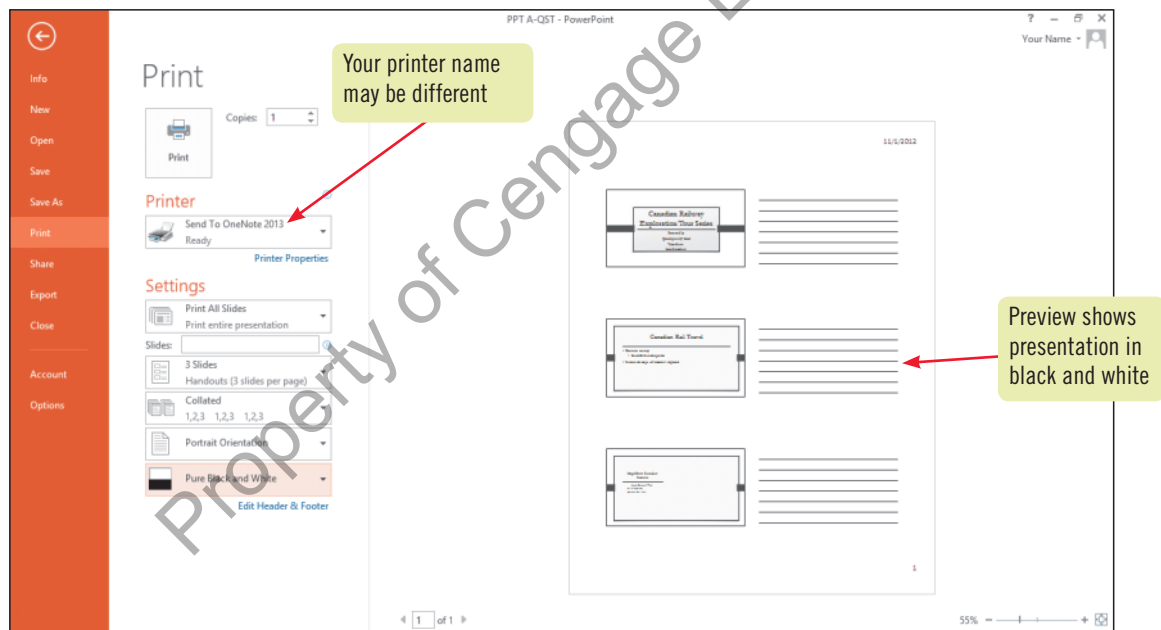
Microsoft Office Web Apps

All Office programs include the capability to incorporate feed-back—called online collaboration—across the Internet or a company network. Using **cloud computing** (work done in a virtual environment), you can take advantage of Web programs called Microsoft Office Web Apps, which are simplified versions of the programs found in the Microsoft Office 2013 suite. Because these programs are online, they take up no computer disk space and are accessed using Microsoft SkyDrive, a free service from Microsoft. Using Microsoft SkyDrive, you and your colleagues can create and store documents in the "cloud" and make the documents available to whomever you grant access. To use Microsoft SkyDrive, you need to create a free Microsoft account and establish a Windows Live ID, which you obtain at the Microsoft web site. You can find more information in the "Working in the Cloud" appendix.