

Finishing a Presentation

CASE

You have reviewed your work and are pleased with the slides you created for the Quest Specialty Travel presentation. Now you are ready to add some final touches and effects to the slides to make the PowerPoint presentation interesting to watch.

Unit Objectives

After completing this unit, you will be able to:

- Modify masters
- Customize the background and theme
- Use slide show commands
- Set slide transitions and timings
- Animate objects
- Use proofing and language tools
- Inspect a presentation
- Evaluate a presentation

Files You Will Need

| | |
|--------------|--------------|
| PPT D-1.pptx | PPT D-6.pptx |
| PPT D-2.jpg | PPT D-7.jpg |
| PPT D-3.jpg | PPT D-8.pptx |
| PPT D-4.pptx | PPT D-9.pptx |
| PPT D-5.jpg | |

Modify Masters

Learning Outcomes

- Navigate Slide Master view
- Add and modify a picture

Each presentation in PowerPoint has a set of **masters** that store information about the theme and slide layouts. Masters determine the position and size of text and content placeholders, fonts, slide background, color, and effects. There are three Master views: Slide Master view, Notes Master view, and Handout Master view. Changes made in Slide Master view are reflected on the slides in Normal view; changes made in Notes Master view are reflected in Notes Page view, and changes made in Handout Master view appear when you print your presentation using a handout printing option. The primary benefit to modifying a master is that you can make universal changes to your whole presentation instead of making individual repetitive changes to each of your slides. **CASE** *You want to add the QST company logo to every slide in your presentation, so you open your presentation and insert the logo to the slide master.*

STEPS

1. Start PowerPoint, open the presentation **PPT D-1.pptx** from the location where you store your Data Files, save the presentation as **PPT D-QST**, then click the **VIEW** tab on the Ribbon

The title slide for the presentation appears.

QUICK TIP

You can press and hold [Shift] and click the Normal button on the status bar to display the slide master.

2. Click the **Slide Master** button in the Master Views group, scroll to the top of the Master Thumbnails pane, then click the **Organic Slide Master thumbnail** (first thumbnail)

The Slide Master view appears with the slide master displayed in the Slide pane as shown in **FIGURE D-1**. A new tab, the SLIDE MASTER tab, appears next to the HOME tab on the Ribbon. The slide master is the Organic theme slide master. Each theme comes with its own slide master. Each master text placeholder on the slide master identifies the font size, style, color, and position of text placeholders on the slides in Normal view. For example, for the Organic theme, the Master title placeholder positioned at the top of the slide uses a black, 44 pt, Garamond font. Slide titles use this font style and formatting. Each slide master comes with associated slide layouts located below the slide master in the Master Thumbnails pane. Slide layouts follow the information on the slide master, and changes you make are reflected in all of the slide layouts.

3. Point to each of the **slide layouts** in the Master Thumbnails pane, then click the **Title and Content Layout thumbnail**

As you point to each slide layout, a ScreenTip appears identifying each slide layout by name and lists if any slides in the presentation are using the layout. Slides 2–6, and 13 are using the Title and Content Layout.

4. Click the **Organic Slide Master thumbnail**, click the **INSERT** tab on the Ribbon, then click the **Pictures** button in the Images group

The Insert Picture dialog box opens.

5. Select the picture file **PPT D-2.jpg** from the location where you store your Data Files, then click **Insert**

The QST logo picture is placed on the slide master and will now appear on all slides in the presentation. The picture is too large and needs to be repositioned on the slide.

6. Click **1.61"** in the **Shape Width text box** in the Size group, type **.50**, press [Enter], drag the **QST logo** to the upper-left corner of the slide, then click a blank area of the slide

The picture snaps into the corner of the slide.

7. Click the **SLIDE MASTER** tab on the Ribbon, then click the **Preserve** button in the Edit Master group

Preserving the selected master ensures the Organic slide master remains with this presentation even if you eventually select another master. Compare your screen to **FIGURE D-2**.

8. Click the **Normal** button  on the status bar, then save your changes

FIGURE D-1: Slide Master view

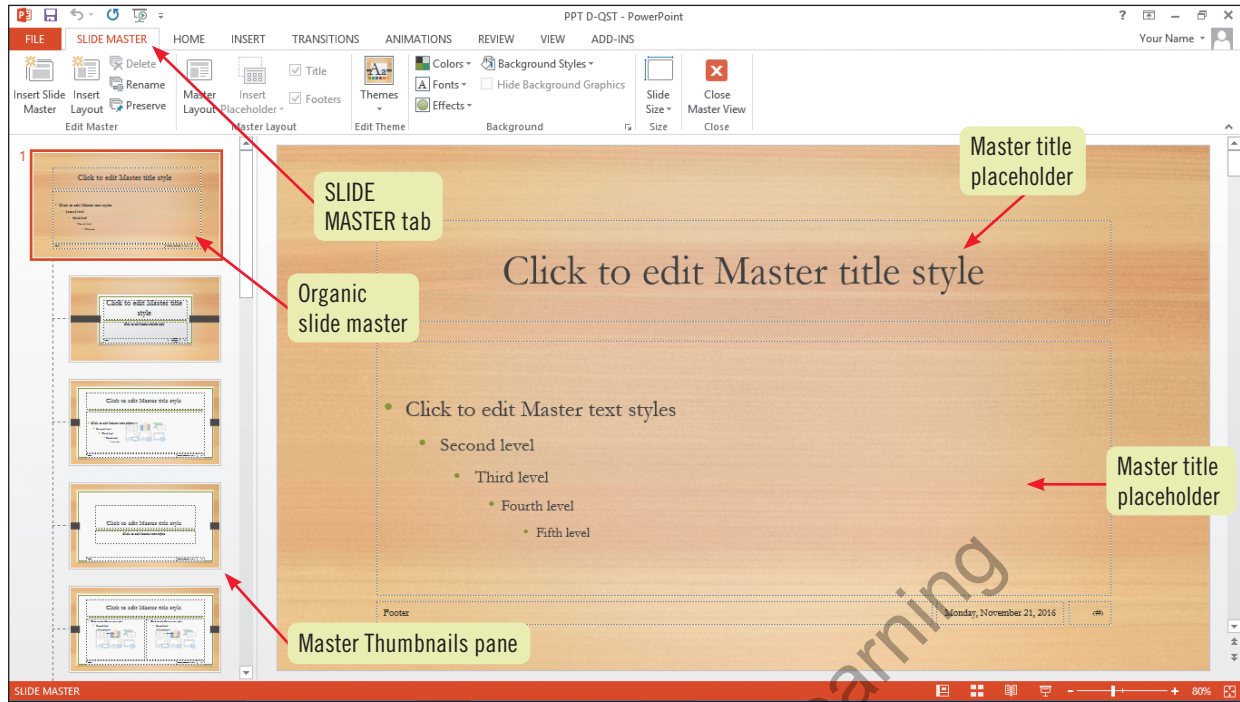



FIGURE D-2: Picture added to slide master



Create custom slide layouts

As you work with PowerPoint, you may find that you need to develop a customized slide layout. For example, you may need to create presentations for a client that has slides that display four pictures with a caption underneath each picture. To make everyone's job easier, you can create a custom slide layout that includes only the placeholders you need. To create a custom slide layout, open Slide Master view, and then click the Insert Layout button in the Edit Master group. A new slide layout appears below the last layout for the selected master in the slide thumbnails pane.

You can choose to add several different placeholders including Content, Text, Picture, Chart, Table, SmartArt, Media, and Picture. Click the Insert Placeholder list arrow in the Master Layout group, click the placeholder you want to add, drag  to create the placeholder, then position the placeholder on the slide. In Slide Master view, you can add or delete placeholders in any of the slide layouts. You can rename a custom slide layout by clicking the Rename button in the Edit Master group and entering a descriptive name to better identify the layout.

Customize the Background and Theme

Learning Outcomes

- Apply a slide background and change the style
- Modify presentation theme

Every slide in a PowerPoint presentation has a **background**, the area behind the text and graphics. You modify the background to enhance the slides using images and color. A **background graphic** is an object placed on the slide master. You can quickly change the background appearance by applying a background style, which is a set of color variations derived from the theme colors. Theme colors determine the colors for all slide elements in your presentation, including slide background, text and lines, shadows, fills, accents, and hyperlinks. Every PowerPoint theme has its own set of theme colors. See **TABLE D-1** for a description of the theme colors. **CASE** ▶ The QST presentation can be improved with some design enhancements. You decide to modify the background of the slides by changing the theme colors and fonts.

STEPS

1. Click the **DESIGN** tab on the Ribbon, then click the **Format Background** button in the Customize group

The Format Background pane opens displaying the Fill options. The Picture or texture fill option button is selected indicating the slide has a texture background.

2. Click the **Solid fill option button**, review the slide, click the **Gradient fill option button**, review the slide, click the **Pattern fill option button**, then click the **Diagonal brick pattern (sixth row)**

FIGURE D-3 shows the new background on Slide 1 of the presentation. The new background style does not appear over the whole slide because there are background items on the slide master preventing you from seeing the entire slide background.

3. Click the **Hide Background Graphics** check box in the Format Background pane

All of the background items, which include the QST logo, the white box behind the text objects, and the colored shapes, are hidden from view, and only the text objects and slide number remain visible.

4. Click the **Hide Background Graphics** check box, then click the **Reset Background** button at the bottom of the Format Background pane

All of the background items and the texture slide background appear again as specified by the theme.

5. Click the **File** button under Insert picture from section in the Format Background pane, select the picture file **PPT D-3.jpg** from the location where you store your Data Files, then click **Insert**

The new picture fills the slide background behind the background items.

6. Click the **Slide 3 thumbnail** in the Thumbnails pane, then point to the **dark brown theme variant** in the Variants group

Notice how the new theme variant changes the color of the shapes on the slide and the background texture. A **variant** is a custom variation of the applied theme, in this case the Organic theme. Theme variants are similar to the original theme, but they are made up of different complementary colors, slide backgrounds, such as textures and patterns, and background elements, such as shapes and pictures.

7. Point to the other **variants** in the Variants group, click the **third variant** from the left, click the **Format Background pane Close** button , then save your work

The new variant is applied to the slide master and to all the slides in the presentation, except Slide 1. The slide background on Slide 1 did not change because you have already applied a picture to the slide background. Compare your screen to **FIGURE D-4**.

QUICK TIP

To add artistic effects, picture corrections, or picture color changes to a slide background, click the Effects or Picture icons in the Format Background pane, then click one of the options.

QUICK TIP

To create a custom theme, click the VIEW tab, click the Slide Master button in the Master Views group, then click the Colors button, the Fonts button, or the Effects button in the Background group.

FIGURE D-3: New background style applied

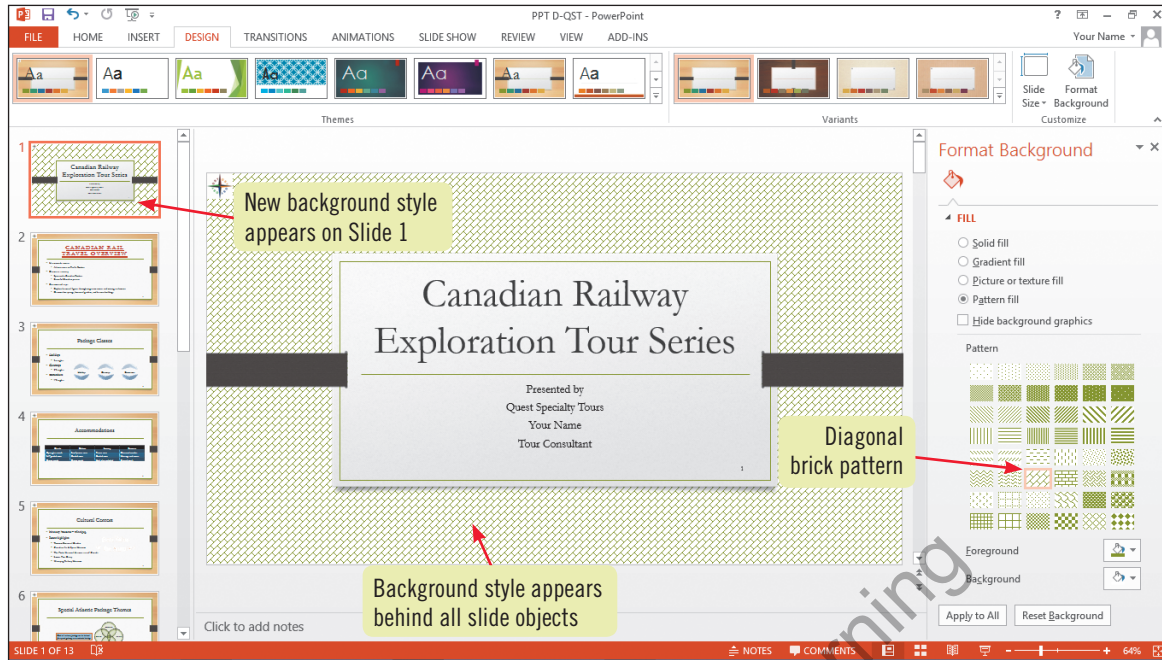


FIGURE D-4: New theme variant

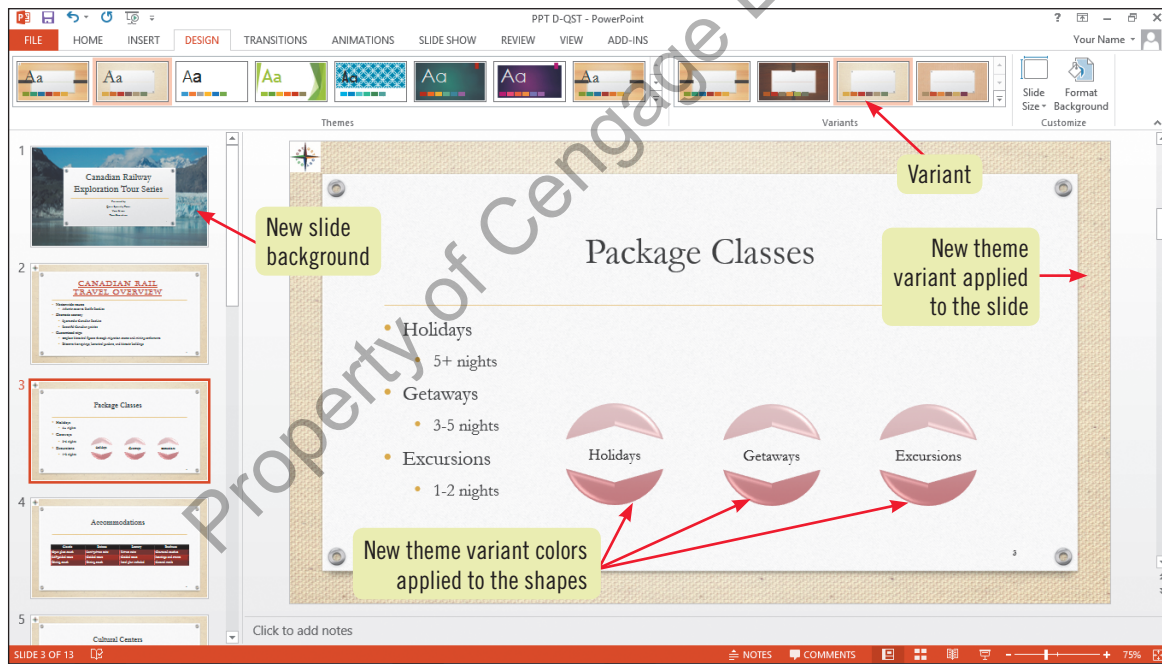


TABLE D-1: Theme colors

| color element | description |
|--------------------------|---|
| Text/Background colors | Contrasting colors for typed characters and the slide background |
| Accent colors | There are six accent colors used for shapes, drawn lines, and text; the shadow color for text and objects and the fill and outline color for shapes are all accent colors; all of these colors contrast appropriately with background and text colors |
| Hyperlink color | Colors used for hyperlinks you insert |
| Followed Hyperlink color | Color used for hyperlinks after they have been clicked |

Use Slide Show Commands

Learning Outcomes

- Preview a slide show
- Navigate a slide show
- Use slide show tools

STEPS

With PowerPoint, Slide Show view is used primarily to deliver a presentation to an audience, either over the Internet using your computer or through a projector connected to your computer. As you've seen, Slide Show view fills your computer screen with the slides of the presentation, showing them one at a time. Once the presentation is in Slide Show view, you can draw, or **annotate**, on the slides or jump to other slides in the presentation. **CASE** You run the slide show of the presentation and practice using some of the custom slide show options.

TROUBLE

The Slide Show toolbar buttons are semitransparent and blend in with the background color on the slide.

QUICK TIP

You can also use the Pen annotation tool to draw lines on a slide.

QUICK TIP

To temporarily hide your slide during a slide show, right-click the screen, point to Screen, then click Black Screen or White Screen.













1. Click the **Slide Show button**  on the status bar, then press [Spacebar]
Slide 3 filled the screen first, and then Slide 4 appears. Pressing [Spacebar] or clicking the left mouse button is the easiest way to move through a slide show. See **TABLE D-2** for other basic slide show keyboard commands. You can easily navigate to other slides in the presentation during the slide show.
2. Move  to the lower-left corner of the screen to display the Slide Show toolbar, click the **See all slides button** , then click the **Slide 1 thumbnail**
Slide 1 appears on the screen with the Slide Show toolbar displayed. You can emphasize points in your presentation by annotating the slide during a slide show.
3. Click the **Pen and laser pointer tools button** , on the Slide Show toolbar, then click **Highlighter**
The pointer changes to the highlighter pointer . You can use the highlighter anywhere on the slide.
4. Drag , to highlight **Presented by** and **Your Name** in the subtitle text object, then press [Esc]
Two lines of text are highlighted as shown in **FIGURE D-5**. While the annotation tool is visible, mouse clicks do not advance the slide show; however, you can still move to the next slide by pressing [Spacebar] or [Enter]. Pressing [Esc] or [Ctrl][A] while using an annotation pointer switches the pointer back to .
5. Right-click anywhere on the screen, point to **Pointer Options**, click **Eraser**, the pointer changes to , then click the **Your Name highlight annotation** in the subtitle text object
The highlight annotation on the text is erased.
6. Press [Esc], click the **More slide show options button**  on the Slide Show toolbar, click **Show Presenter View**, then click the **Pause the timer button**  above the slide as shown in **FIGURE D-6**
Presenter view is a special view that you typically use when showing a presentation through two monitors; one that you see as the presenter and one that your audience sees. The current slide appears on the left of your screen (which is the only object your audience sees), the next slide in the presentation appears in the upper-right corner of the screen. Speaker notes, if you have any, appear in the lower-right corner. The timer you paused identifies how long the slide has been viewed by the audience.
7. Click , click **Hide Presenter View**, then click the **Advance to the next slide button**  on the Slide Show toolbar
The next slide appears.
8. Press [Enter] to advance through the entire slide show until you see a black slide, then press [Spacebar]
If there are annotations on your slides, you have the option of saving them when you quit the slide show. Saved annotations appear as drawn objects in Normal view.
9. Click **Discard**, then save the presentation
The highlight annotation is deleted on Slide 1, and Slide 3 appears in Normal view.

FIGURE D-5: Slide 1 in Slide Show view with annotations



FIGURE D-6: Slide 1 in Presenter view



TABLE D-2: Basic Slide Show view keyboard commands

| keyboard commands | description |
|--|---|
| [Enter], [Spacebar], [PgDn], [N], [down arrow], or [right arrow] | Advances to the next slide |
| [E] | Erases the annotation drawing |
| [Home], [End] | Moves to the first or last slide in the slide show |
| [up arrow], [PgUp], or [left arrow] | Returns to the previous slide |
| [S] | Pauses the slide show when using automatic timings; press again to continue |
| [B] | Changes the screen to black; press again to return |
| [Esc] | Stops the slide show |

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Set Slide Transitions and Timings

Learning Outcomes

- Apply and modify a transition
- Modify slide timings


In a slide show, you can determine how each slide advances in and out of view and how long each slide appears on the screen. **Slide transitions** are the special visual and audio effects you apply to a slide that determine how each slide moves on and off the screen during the slide show. **Slide timing** refers to the amount of time a slide is visible on the screen. Typically, you set slide timings only if you want the presentation to automatically progress through the slides during a slide show. Setting the correct slide timing, in this case, is important because it determines how much time your audience has to view each slide. Each slide can have a different slide transition and different slide timing. **CASE** *You decide to set slide transitions and 8-second slide timings for all the slides.*

STEPS

1. Click the **Slide 1 thumbnail** in the Thumbnails pane, then click the **TRANSITIONS tab** on the Ribbon


Transitions are organized by type into three groups.

2. Click the **More button**  in the Transition to This Slide group, then click **Blinds** in the Exciting section

The new slide transition plays on the slide, and a transition icon  appears next to the slide thumbnail in the Thumbnails pane as shown in **FIGURE D-7**. You can customize the slide transition by changing its direction and speed.

3. Click the **Effect Options button** in the Transition to This Slide group, click **Horizontal**, click the **Duration up arrow** in the Timing group until **2.00** appears, then click the **Preview button** in the Preview group

The Blinds slide transition now plays horizontal on the slide for 2.00 seconds. You can apply this transition with the custom settings to all of the slides in the presentation.

4. Click the **Apply To All button** in the Timing group, then click the **Slide Sorter button**  on the status bar

All of the slides now have the customized Blinds transition applied to them as identified by the transition icons located below each slide. You also have the ability to determine how slides progress during a slide show—either manually by mouse click or automatically by slide timing.

5. Click the **On Mouse Click check box** under Advance Slide in the Timing group to clear the check mark

When this option is selected, you have to click to manually advance slides during a slide show. Now, with this option disabled, you can set the slides to advance automatically after a specified amount of time.

6. Click the **After up arrow** in the Timing group, until **00:08.00** appears in the text box, then click the **Apply To All button**

The timing between slides is 8 seconds as indicated by the time under each slide in Slide Sorter view. See **FIGURE D-8**. When you run the slide show, each slide will remain on the screen for 8 seconds. You can override a slide's timing and speed up the slide show by clicking the left mouse button.

7. Click the **Slide Show button**  on the status bar

The slide show advances automatically. A new slide appears every 8 seconds using the Blinds transition.

8. When you see the black slide, press **[Spacebar]**, then save your changes

The slide show ends and returns to Slide Sorter view with Slide 1 selected.

QUICK TIP

You can add a sound that plays with the transition from the Sound list arrow in the Timing group.

QUICK TIP

Click the transition icon under any slide in Slide Sorter view to see its transition play.

FIGURE D-7: Applied slide transition

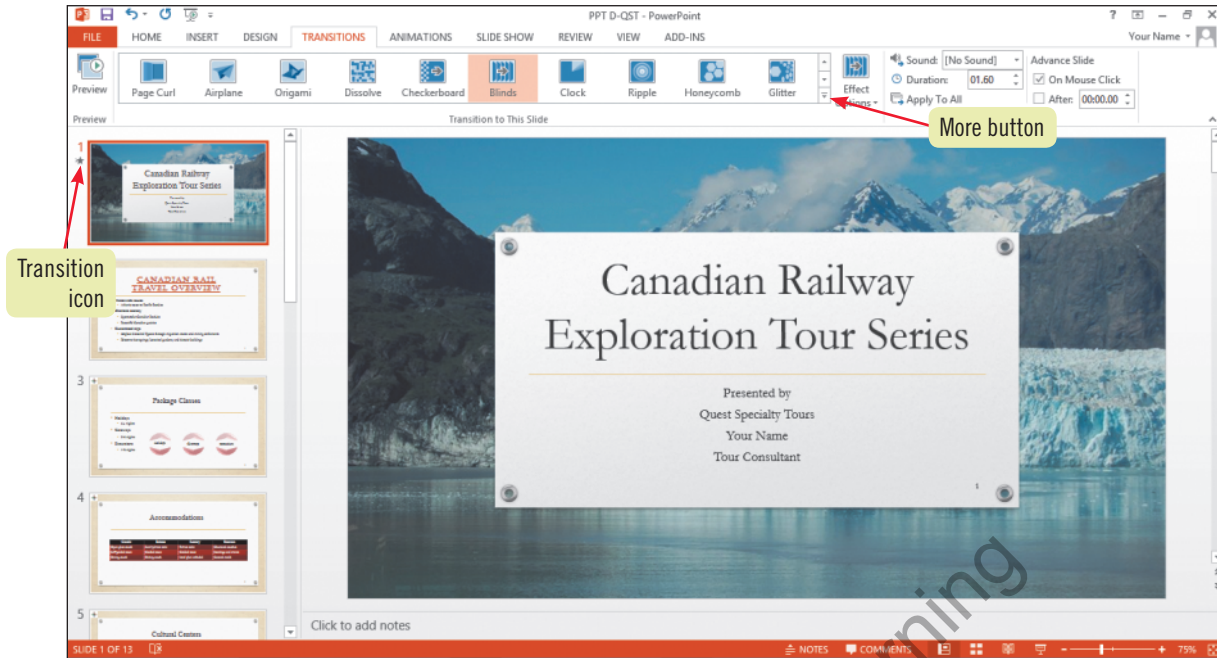
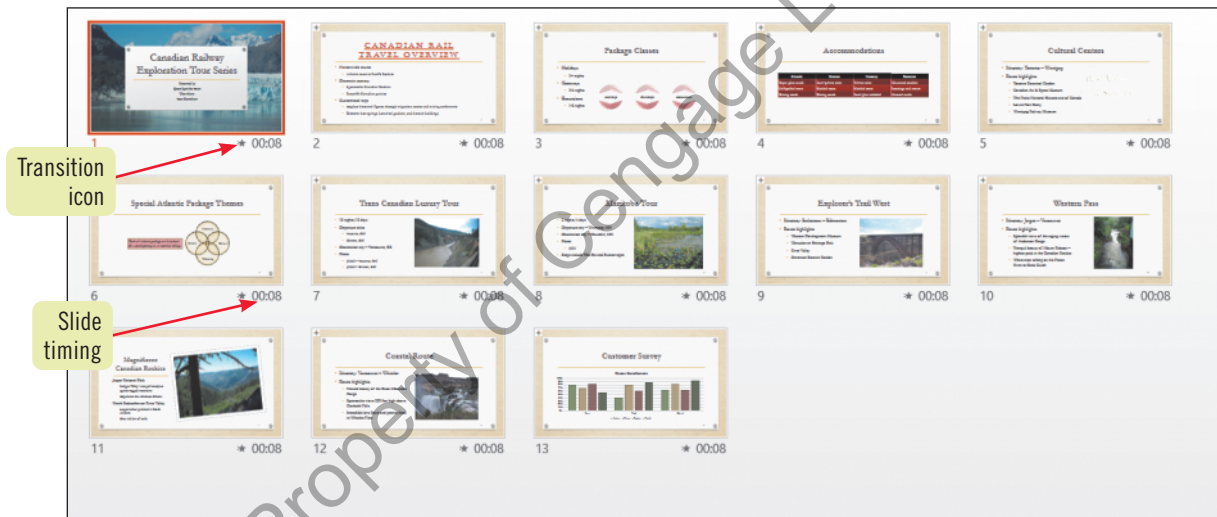


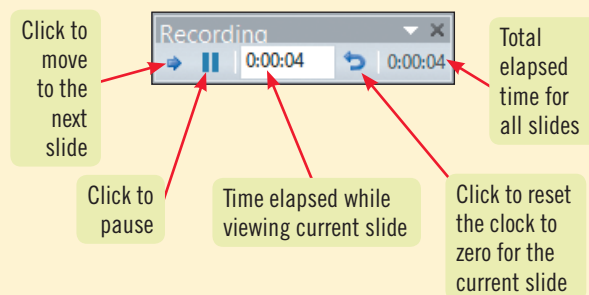
FIGURE D-8: Slide sorter view showing applied transition and timing



Rehearsing slide show timings

You can set different slide timings for each slide; for example, the title slide can appear for 20 seconds and the second slide for 1 minute. To set timings click the Rehearse Timings button in the Set Up group on the SLIDE SHOW tab. Slide Show view opens and the Recording toolbar shown in **FIGURE D-9** opens. It contains buttons to pause between slides and to advance to the next slide. After opening the Recording toolbar, you can practice giving your presentation by manually advancing each slide in the presentation. When you are finished, PowerPoint displays the total recorded time for the presentation and you have the option to save the recorded timings. The next time you run the slide show, you can use the timings you rehearsed.

FIGURE D-9: Recording toolbar



Animate Objects

Learning Outcomes

- Animate objects
- Modify animation effects

Animations let you control how objects and text appear and move on the screen during a slide show and allow you to manage the flow of information and emphasize specific facts. You can animate text, pictures, sounds, hyperlinks, SmartArt diagrams, charts, and individual chart elements. For example, you can apply a Fade animation to bulleted text so each paragraph enters the slide separately from the others. Animations are organized into four categories, Entrance, Emphasis, Exit, and Motion Paths. The Entrance and Exit animations cause an object to enter or exit the slide with an effect. An Emphasis animation causes an object visible on the slide to have an effect and a Motion Path animation causes an object to move on a specified path on the slide. **CASE** *You animate the text and graphics of several slides in the presentation.*



STEPS

1. Double-click the **Slide 3 thumbnail** to return to Normal view, click the **ANIMATIONS tab** on the Ribbon, then click the **circle shapes object**

Text as well as other objects, like a picture, can be animated during a slide show.

QUICK TIP

There are additional animation options for each animation category located at the bottom of the animations gallery.

2. Click the **More button**  in the Animation group, then click **Spin** in the Emphasis section. Animations can be serious and business-like, or humorous, so be sure to choose appropriate effects for your presentation. A small numeral 1, called an animation tag , appears at the top corner of the object. **Animation tags** identify the order in which objects are animated during slide show.

3. Click the **Effect Options button** in the Animation group, click **Two Spins**, then click the **Duration up arrow** in the Timing group until **03.00** appears

Effect options are different for every animation, and some animations don't have effect options. Changing the animation timing increases the duration of the animation and gives it a more dramatic effect. Compare your screen to **FIGURE D-10**.

4. Click the **Slide Show button**  on the status bar until you see Slide 4, then press **[Esc]**

After the slide transition finishes, the shapes object spins twice for a total of three seconds.

5. Click the **Slide 2 thumbnail** in the Thumbnails pane, click the **bulleted list text object**, then click **Float In** in the Animation group


The text object is animated with the Float In animation. Each line of text has an animation tag with each paragraph displaying a different number. Accordingly, each paragraph is animated separately.

6. Click the **Effect Options button** in the Animation group, click **All at Once**, click the **Duration up arrow** in the Timing group until **02.50** appears, then click the **Preview button** in the Preview group

Notice the animation tags for each line of text in the text object now have the same numeral (1), indicating that each line of text animates at the same time.

QUICK TIP

If you want to individually animate the parts of a grouped object, then you must ungroup the objects before you animate them.

7. Click **Canadian** in the title text object, click  in the Animation group, scroll down, then click **Loops** in the Motion Paths section

A motion path object appears over the shapes object and identifies the direction and shape, or path, of the animation. When needed, you can move, resize, and change the direction of the motion path. Notice the numeral 2 animation tag next to the title text object indicating it is animated *after* the bulleted list text object. Compare your screen to **FIGURE D-11**.

8. Click the **Move Earlier button** in the Timing group, click the **SLIDE SHOW tab** on the Ribbon, then click the **From Beginning button** in the Start Slide Show group

The slide show begins from Slide 1. The animations make the presentation more interesting to view.

9. When you see the black slide, press **[Enter]**, then save your changes

FIGURE D-10: Animation applied to shape object

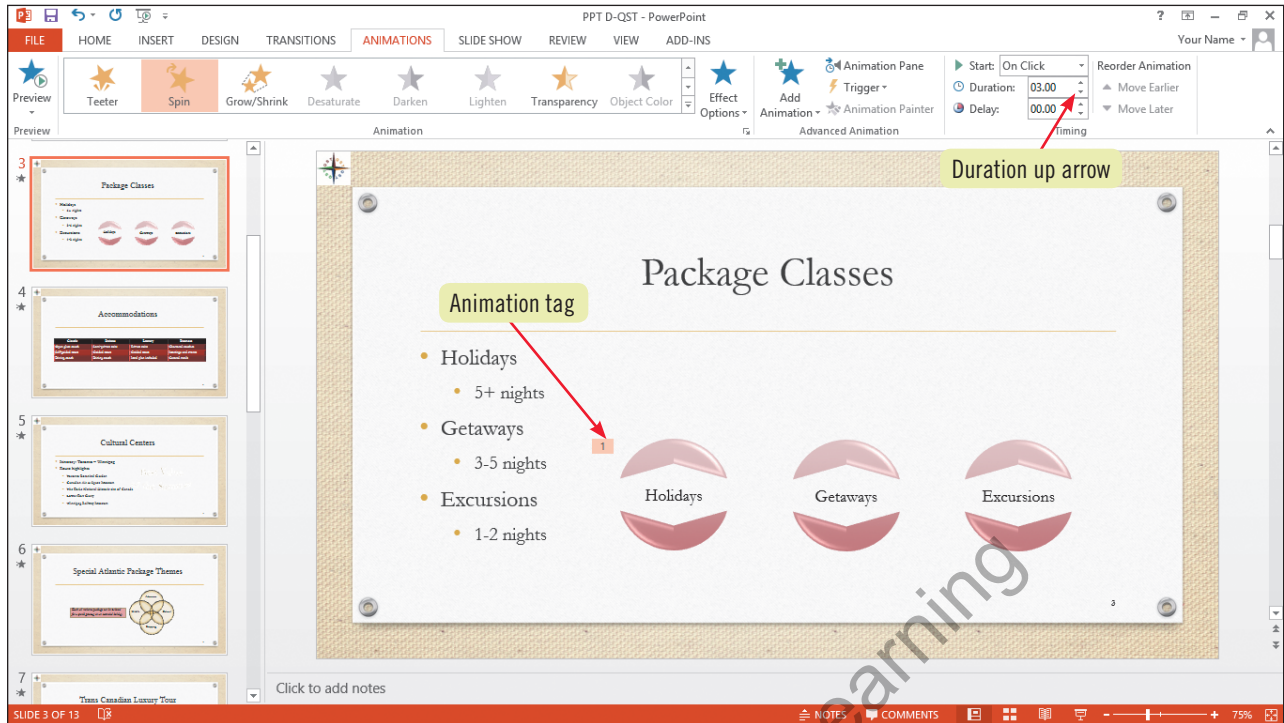
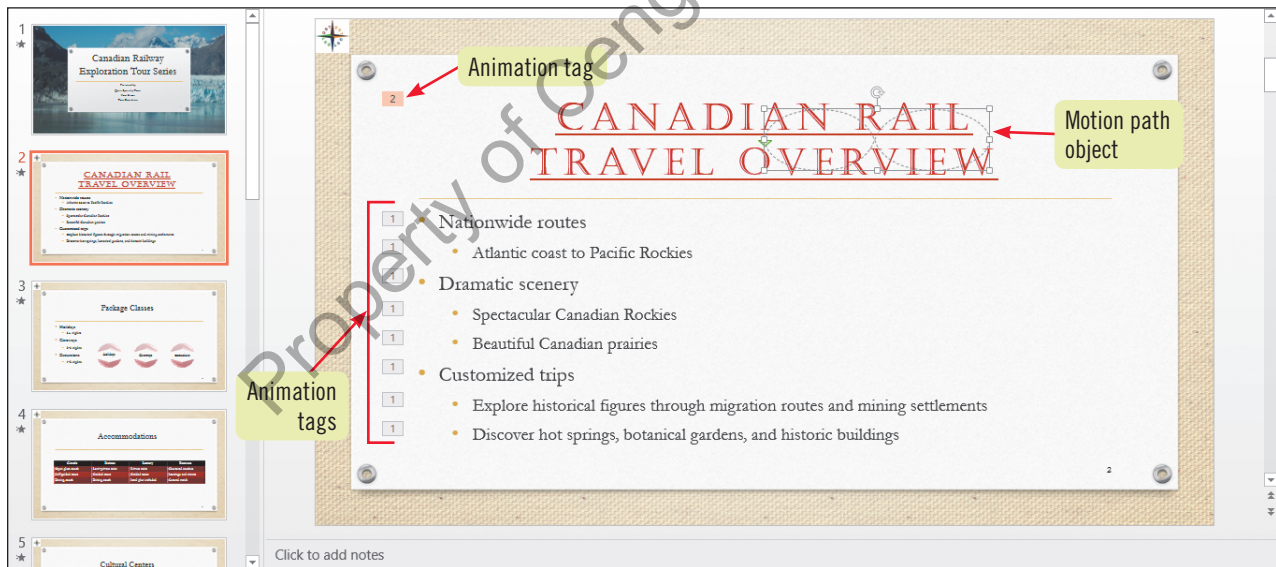


FIGURE D-11: Motion path applied to text object



Attaching a sound to an animation

Text or objects that have animation applied can be customized further by attaching a sound for extra emphasis. First, select the animated object, then on the ANIMATIONS tab click the Animation Pane button in the Advanced Animation group. In the Animation Pane, click the animation you want to apply the

sound to, click the Animation list arrow, then click Effect Options to open the animation effect's dialog box. In the Enhancements section, click the Sound list arrow, then choose a sound. Click OK when you are finished. Now, when you run the slide show, the sound you applied will play with the animation.

Learning
Outcomes

- Spell check a presentation
- Translate slide text

Use Proofing and Language Tools

As your work on the presentation file nears completion, you need to review and proofread your slides thoroughly for errors. You can use the Spell Checker feature in PowerPoint to check for and correct spelling errors. This feature compares the spelling of all the words in your presentation against the words contained in the dictionary. You still must proofread your presentation for punctuation, grammar, and word-usage errors because the Spell Checker recognizes only misspelled and unknown words, not misused words. For example, the spell checker would not identify the word “last” as an error, even if you had intended to type the word “cast.” PowerPoint also includes language tools that translate words or phrases from your default language into another language using the Microsoft Translator. **CASE** *You’re finished working on the presentation for now, so it’s a good time to check spelling. You then experiment with language translation because the final presentation will be translated into French.*

STEPS

1. **Click the REVIEW tab on the Ribbon, then click the Spelling button in the Proofing group**
PowerPoint begins to check the spelling in your presentation. When PowerPoint finds a misspelled word or a word that is not in its dictionary, the Spelling pane opens, as shown in **FIGURE D-12**. In this case, PowerPoint identifies the misspelled word in the table on Slide 4 and suggests you replace it with the correctly spelled word “Business.”
2. **Click Change in the Spelling pane**
PowerPoint changes the misspelled word and then continues to check the rest of the presentation for errors. This presentation has several names that are not in the dictionary that you can ignore. If PowerPoint finds any other words it does not recognize, either change or ignore them. When the Spell Checker finishes checking your presentation, the Spelling pane closes, and an alert box opens with a message stating the spelling check is complete.
3. **Click OK in the Alert box, then click the Slide 1 thumbnail in the Thumbnails pane**
The alert box closes. Now you need to see how the language translation feature works.
4. **Click the Translate button in the Language group, then click Choose Translation Language**
The Translation Language Options dialog box opens.
5. **Click the Translate to list arrow, click Hebrew, then click OK**
The Translation Language Options dialog box closes.
6. **Click the Translate button in the Language group, click Mini Translator [Hebrew], click anywhere in the subtitle text object, then select all of the text**
The Microsoft Translator begins to analyze the selected text, and a semitransparent Microsoft Translator box appears below the text. The Mini toolbar may also appear.
7. **Move the pointer over the Microsoft Translator box**
A Hebrew translation of the text appears as shown in **FIGURE D-13**. The translation language setting remains in effect until you reset it.
8. **Click the Translate button in the Language group, click Choose Translation Language, click the Translate to list arrow, click Arabic, click OK, click the Translate button again, then click Mini Translator [Arabic]**
The Mini Translator is turned off, and the translation language is restored to the default setting.

QUICK TIP

The Spell Checker does not check the text in inserted pictures or objects.

QUICK TIP

To copy the translated text to a slide, click the Copy button at the bottom of the Microsoft Translator box, right-click the slide, then click a Paste option.

FIGURE D-12: Spelling pane



FIGURE D-13: Translated text in the Microsoft Translator box



Checking spelling as you type

By default, PowerPoint checks your spelling as you type. If you type a word that is not in the dictionary, a wavy red line appears under it. To correct an error, right-click the misspelled word, then review the suggestions, which appear in the shortcut menu. You can select a suggestion, add the word you typed to your custom dictionary, or ignore it. To turn off automatic spell checking, click the FILE tab, then click Options to open the PowerPoint Options dialog box. Click Proofing in the left column, then click the Check spelling

as you type check box to deselect it. To temporarily hide the wavy red lines, click the Hide spelling errors check box to select it. Contextual spelling in PowerPoint identifies common grammatically misused words, for example, if you type the word “their” and the correct word is “there,” PowerPoint will identify the mistake and place a wavy red line under the word. To turn contextual spelling on or off, click Proofing in the PowerPoint Options dialog box, then click the Check grammar with spelling check box.

Inspect a Presentation

Learning Outcomes

- Modify document properties
- Inspect and remove unwanted data

Reviewing your presentation can be an important step. You should not only find and fix errors, but also locate and delete confidential company or personal information and document properties you do not want to share with others. If you share presentations with others, especially over the Internet, it is a good idea to inspect the presentation file using the Document Inspector. The **Document Inspector** looks for hidden data and personal information that is stored in the file itself or in the document properties. Document properties, also known as **metadata**, includes specific data about the presentation, such as the author's name, subject matter, title, who saved the file last, and when the file was created. Other types of information the Document Inspector can locate and remove include presentation notes, comments, ink annotations, invisible on-slide content, off-slide content, and custom XML data. **CASE** *You decide to view and add some document properties, inspect your presentation file, and learn about the Mark as Final command.*

STEPS

QUICK TIP

Click the Properties list button, then click Advanced Properties to open the Properties dialog box to see or change more document properties.

QUICK TIP

If you need to save a presentation to run in an earlier version of PowerPoint, check for unsupported features using the Check Compatibility feature.


1. Click the **FILE** tab on the Ribbon, click the **Properties** button, then click **Show Document Panel**
The Document Properties panel opens showing the file location and the title of the presentation. Now enter some descriptive data for this presentation file.
2. Enter the data shown in **FIGURE D-14**, then click the **Document Properties panel Close** button 
This data provides detailed information about the presentation file that you can use to identify and organize your file. You can also use this information as search criteria to locate the file at a later time. You now use the Document Inspector to search for information you might want to delete in the presentation.
3. Click the **FILE** tab on the Ribbon, click the **Check for Issues** button, click **Inspect Document**, then click **Yes** to save the changes to the document
The Document Inspector dialog box opens. The Document Inspector searches the presentation file for seven different types of information that you might want removed from the presentation before sharing it.
4. Make sure all of the check boxes have check marks, then click **Inspect**
The presentation file is reviewed, and the results are shown in **FIGURE D-15**. The Document Inspector found items having to do with document properties, which you just entered, and presentation notes, which are on Slide 13. You decide to leave the document properties alone but delete the notes.
5. Click the **Remove All** button in the **Presentation Notes** section, then click **Close**
All notes are removed from the Notes pane for the slides in the presentation.
6. Click the **FILE** tab on the Ribbon, click the **Protect Presentation** button, click **Mark as Final**, then click **OK** in the alert box
An information alert box opens. Be sure to read the message to understand what happens to the file and how to recognize a marked-as-final presentation. You decide to complete this procedure.
7. Click **OK**, click the **HOME** tab on the Ribbon, then click anywhere in the title text object
When you select the title text object, the Ribbon closes automatically and an information alert box at the top of the window notes that the presentation is marked as final, making it a read-only file. Compare your screen to **FIGURE D-16**. A **read-only** file is one that can't be edited or modified in any way. Anyone who has received a read-only presentation can only edit the presentation by changing its marked-as-final status. You still want to work on the presentation, so you remove the marked-as-final status.
8. Click the **Edit Anyway** button in the information alert box, then save your changes
The Ribbon and all commands are active again, and the file can now be modified.

FIGURE D-14: Document Properties Panel

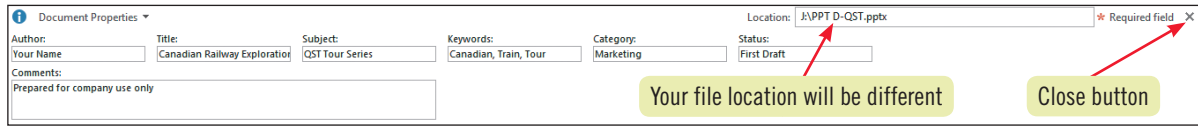


FIGURE D-15: Document Inspector dialog box

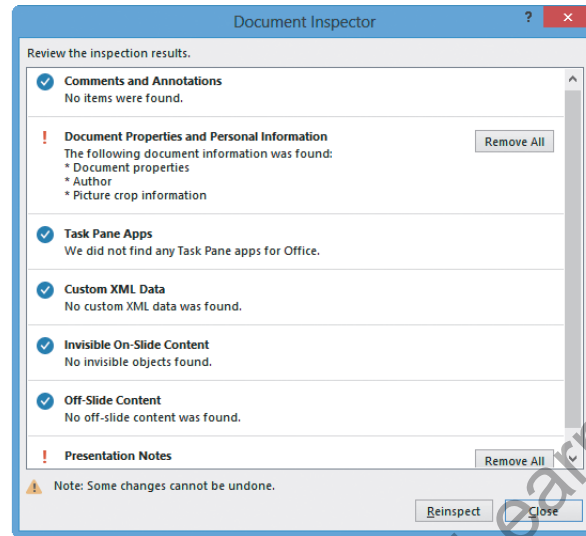
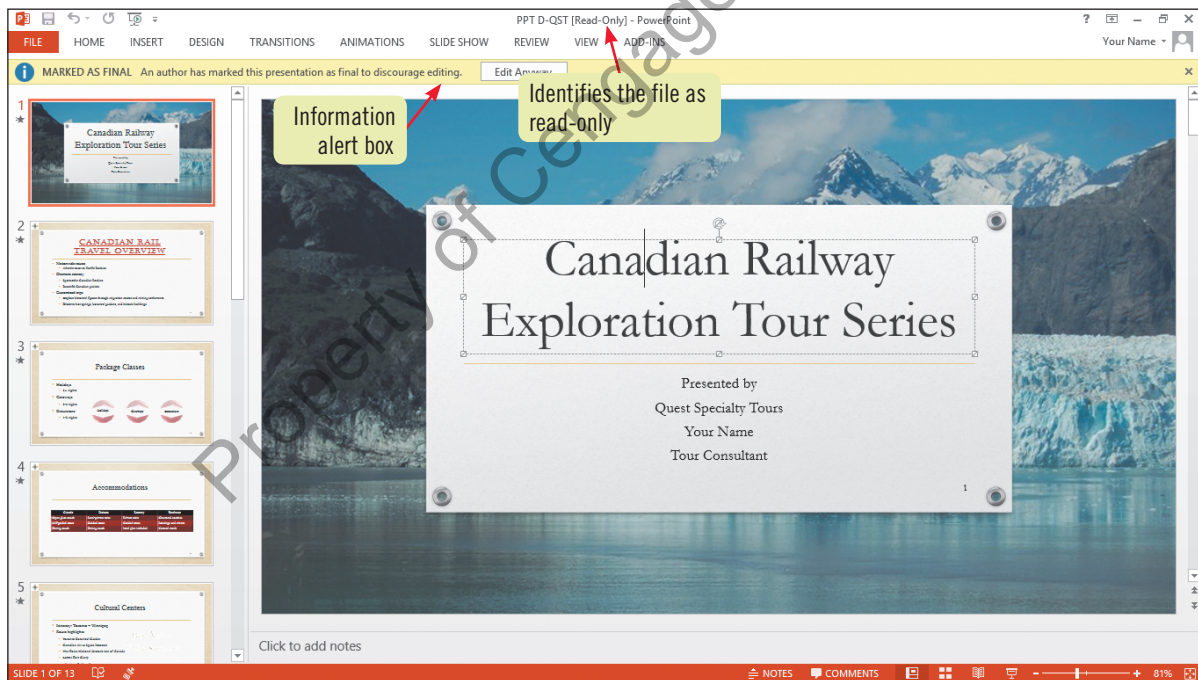


FIGURE D-16: Marked As Final presentation



Digitally sign a presentation

What is a digital signature, and why would you want to use one in PowerPoint? A **digital signature** is similar to a handwritten signature in that it authenticates your document; however, a digital signature, unlike a handwritten signature, is created using computer cryptography and is not visible within the presentation itself. There are three primary reasons you would add a digital signature

to a presentation: one, to authenticate the signer of the document; two, to ensure that the content of the presentation has not been changed since it was signed; and three, to assure the reader of the origin of the signed document. To add a digital signature, click the FILE tab on the Ribbon, click the Protect Presentation button, click Add a Digital Signature, then follow the dialog boxes.


Evaluate a Presentation

Learning Outcomes

- Navigate Reading view
- Add section to Slides tab

A well-designed and organized presentation requires thought and preparation. An effective presentation is focused and visually appealing—easy for the speaker to present, and simple for the audience to understand. Visual elements can strongly influence the audience’s attention and can influence the success of your presentation. **CASE** *You know your boss and other colleagues will critique your presentation, so you take the time to evaluate your presentation’s organization and effectiveness.*

STEPS

1. Click the **Reading View button**  on the status bar, then press **[Spacebar]** when the slide show finishes

2. Click the **Slide 5 thumbnail** in the Thumbnails pane, click the **Section button** in the Slides group, then click **Add Section**

The presentation is divided into two sections, which appear in the Thumbnails pane. The section you created is the Untitled Section, and the section for all the slides before the new section is the Default Section. Sections help you organize your slides into logical groups.

3. Right-click **Untitled Section** in the Thumbnails pane, click **Rename Section**, type **Tour Packages**, then click **Rename**

4. Click the **Slide Sorter view button**  on the status bar, save your work, then compare your screen to **FIGURE D-17**

5. Double-click **Slide 1**, add your name to the notes and handouts footer, evaluate your presentation according to the guidelines below, submit your presentation to your instructor, then close the presentation and exit PowerPoint

FIGURE D-18 shows a poorly designed slide. Contrast this slide with the guidelines below and your presentation.

DETAILS

When evaluating a presentation, it is important to:

- **Keep your message focused and your text concise**

Don’t put every word you plan to say on your slides. Your presentation text should only provide highlights of your message. Keep the audience anticipating explanations to the key points in the presentation. Supplement the information on your slides with further explanation and details during your presentation. Try to limit each slide to six words per line and six lines per slide. Use bulleted lists to help prioritize your points visually.

- **Keep the design simple, easy to read, and appropriate for the content**

A design theme makes the presentation visually consistent. If you design your own layout, use similar design elements and limit the number of design elements, using them sparingly throughout the presentation; otherwise, your audience may get overwhelmed and not understand the message.

- **Choose attractive colors that make the slide easy to read**

Use contrasting complementary colors for slide background and text to make the text readable.

- **Choose fonts and styles that are easy to read and emphasize important text**

As a general rule, use no more than two fonts in a presentation and vary the font size. If you are giving an on-screen presentation, use nothing smaller than 24 points. Use bold and italic attributes selectively.

- **Use visuals to help communicate the message of your presentation**

Commonly used visuals include clip art, photographs, charts, worksheets, tables, and videos. Whenever possible, replace text with a visual, but be careful not to overcrowd your slides. White space on your slides enhances the presentation.

FIGURE D-17: Final presentation in Slide Sorter view

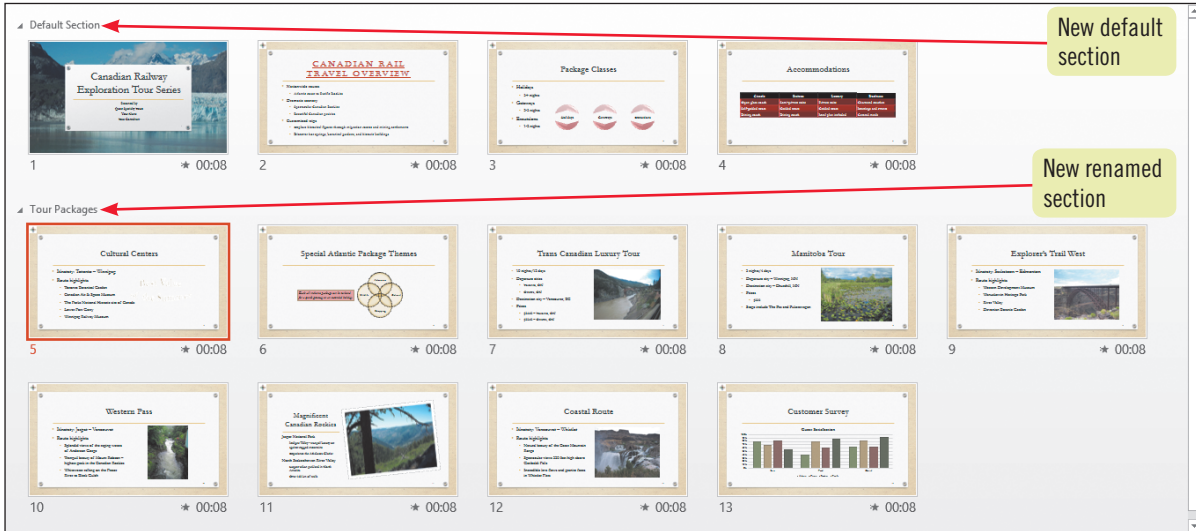
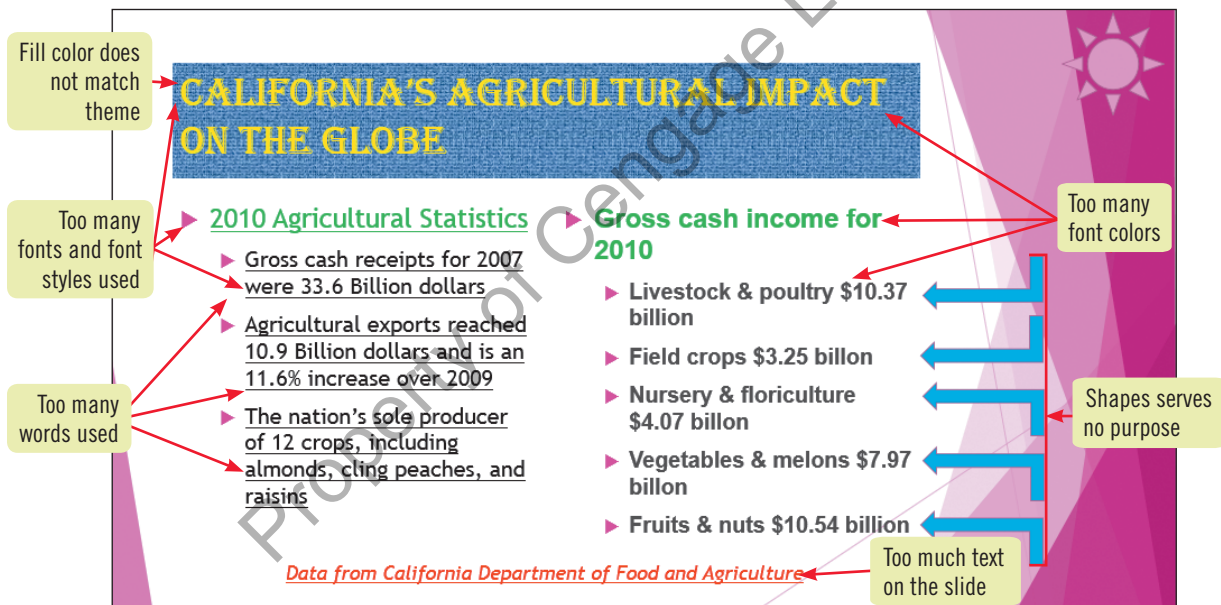


FIGURE D-18: A poorly designed slide



Setting permissions

In PowerPoint, you can set specific access permissions for people who review or edit your work so you have better control over your content. For example, you may want to give a user permission to edit or change your presentation but not allow them to print it. You can also restrict a user by permitting them to view the presentation without the ability to edit or print the presentation, or you

can give the user full access or control of the presentation. To use this feature, you first must have access to an information rights management service from Microsoft or another rights management company. Then, to set user access permissions, click the FILE tab, click the Protect Presentation button, point to Restrict Access, then click an appropriate option.