

# Presentation Basics 2

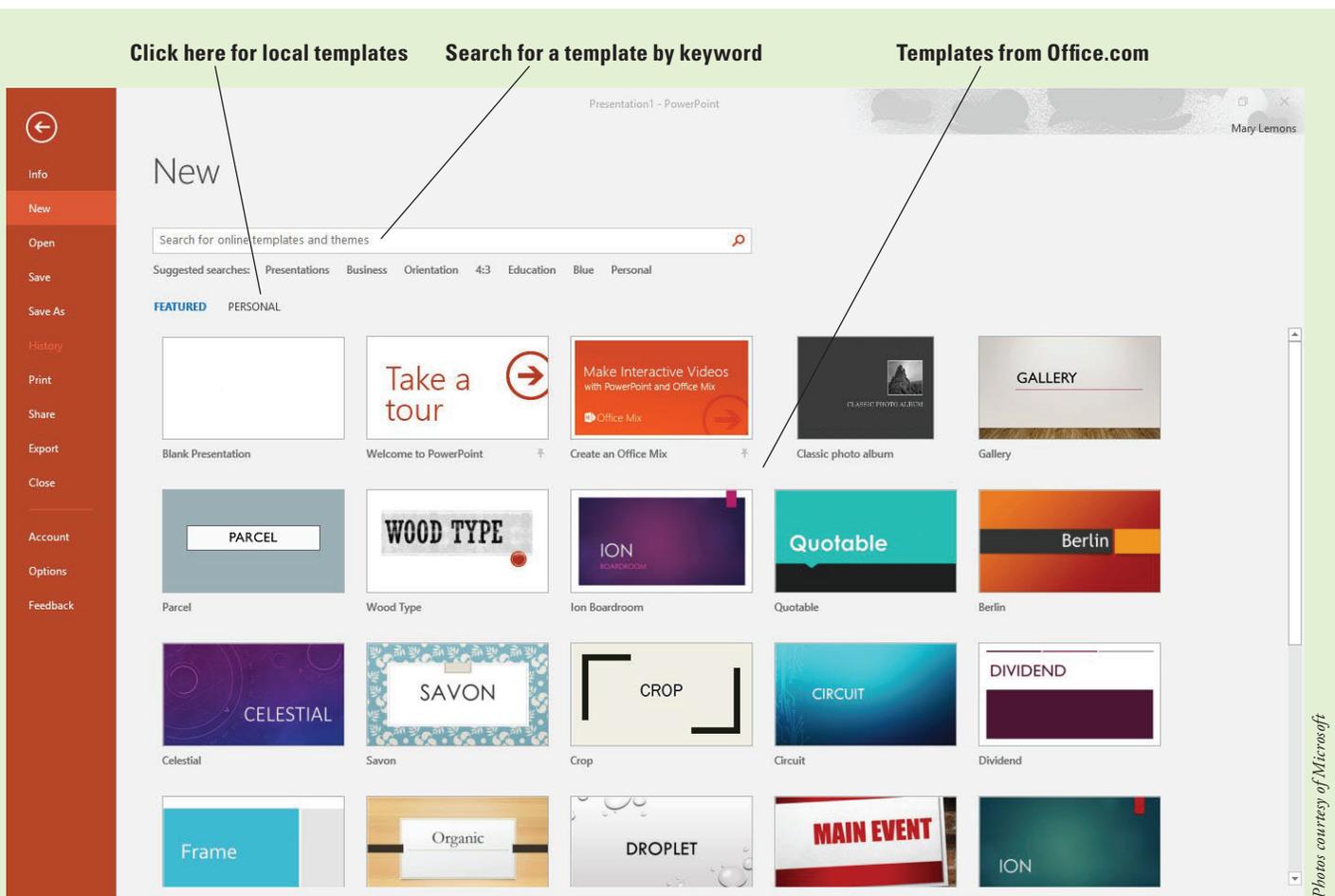
## LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Creating a New Blank Presentation	Create a new presentation.	1.1.1
	Apply a different slide layout.	1.2.5
Saving a Presentation	Preserve presentation content.	5.2.4
Creating a Presentation from a Template	Create a presentation based on a template.	1.1.2
Adding, Deleting, and Organizing Slides	Insert specific slide layouts.	1.2.1
	Duplicate existing slides.	1.2.2
	Modify slide order.	1.4.2
	Delete slides.	1.2.4
Creating a Presentation from Existing Content	Import Word document outlines.	1.1.3
	Insert slides from another presentation.	5.1.1
Printing a Presentation	Print notes pages.	1.6.2
	Print all or part of a presentation.	1.6.1
	Print in color, grayscale, or black and white.	1.6.4

## SOFTWARE ORIENTATION

### Selecting a Template

PowerPoint's New tab in Backstage view enables you to create a new presentation from a template. You can choose templates from Office.com or browse templates stored on your own hard drive (see Figure 2-1).



**Figure 2-1**

New tab in  
Backstage view

**Take Note** In Figure 2-1 there are two headings below the Suggested Searches line: Featured and Personal. If you do not see those, you need to specify a default personal template location. To do so, choose File, Options, and click Save. In the Default Personal Templates Location text box, enter a path to a location that you want to store your templates in, and then click OK. At that point you will see Featured and either Custom or Personal headings on the New tab. (The Custom heading appears if a workgroup template location is set up for Office 2016 applications, and the Personal heading appears if it is not.)

## CREATING A NEW BLANK PRESENTATION

When you start PowerPoint, its Start screen appears. If you click Blank Presentation at that point, or press the Esc key, a new, blank presentation appears, containing a single slide. The fastest and simplest way to create a new presentation is to start with a blank presentation. You can add text to the presentation and then format the slides later.

### Creating a Blank Presentation

You can use the single slide that opens with a new, blank presentation to begin creating your new presentation. In this exercise, you will learn how to open a blank presentation.

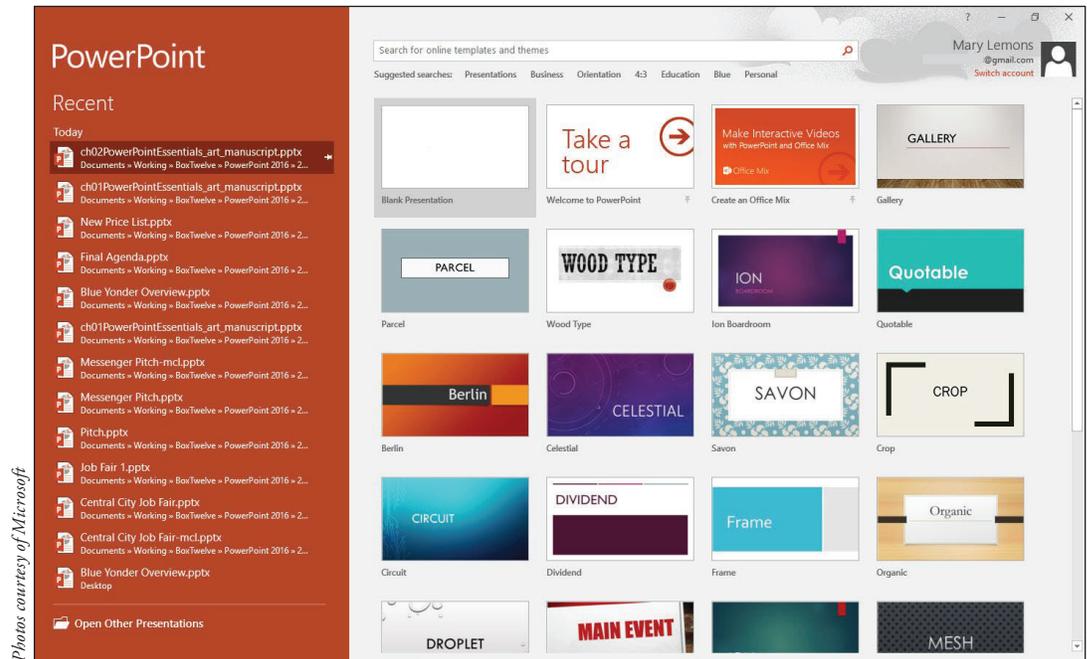
**STEP BY STEP****Create a Blank Presentation at Startup**

**GET READY.** Before you begin these steps, make sure that your computer is on. Sign in to Windows, if necessary.

1. **Launch** PowerPoint. PowerPoint's Start screen appears (see Figure 2-2).

**Figure 2-2**

The Start screen in PowerPoint 2016



2. Click **Blank Presentation** or press **Esc**. A new blank presentation appears.

**PAUSE. CLOSE** the blank presentation without saving it. **LEAVE** PowerPoint open to use in the next exercise.

**STEP BY STEP****Create a Blank Presentation (PowerPoint Already Open)**

**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. Click the **File** tab. Backstage view opens.
2. Click **New**. The New tab of Backstage view opens (see Figure 2-1).
3. Click **Blank Presentation**. A new, blank presentation appears in Normal view.

**PAUSE. LEAVE** the blank presentation open to use in the next exercise.

There are two advantages to using a blank presentation to start a slide show. First, PowerPoint creates a blank presentation every time the program starts, so you always have immediate access to the first slide of a new presentation by just pressing Esc at startup. Second, because the presentation is not formatted (meaning there are no backgrounds, colors, or pictures), you can focus on writing your text. Many experienced PowerPoint users prefer to start with a blank presentation because they know they can format their slides after the text is finished.

## Adding Text to a Blank Slide

If a blank slide has one or more text placeholders, you can easily add text to the slide. To enter text, just click the sample text in the placeholder and then type your text. In this exercise, you will enter text into a blank slide's placeholders to create a set of discussion points for a meeting of store managers. The slide you work with in this exercise has a title placeholder and a content placeholder that can hold text and other types of content.

### STEP BY STEP

#### Add Text to a Blank Slide

**GET READY.** USE the slide that is still on the screen from the preceding exercise.

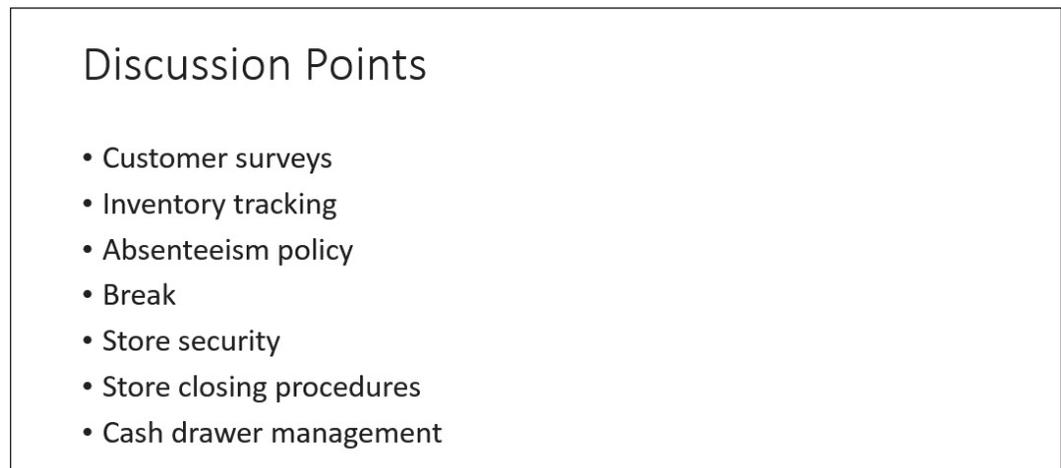
1. Click the title placeholder at the top of the slide. The text *Click to add title* disappears and a blinking insertion point appears in the placeholder.
2. Type **Discussion Points**.
3. Click the text at the top of the lower placeholder. The words *Click to add subtitle* disappear and the insertion point appears.
4. Type **Customer surveys** and then press **Enter** to move the insertion point down to a new line.
5. Type **Inventory tracking** and press **Enter**.
6. Type **Absenteeism policy** and press **Enter**.
7. Type **Break** and press **Enter**.
8. Type **Store security** and press **Enter**.
9. Type **Store closing procedures** and press **Enter**.
10. Type **Cash drawer management**, then click anywhere in the blank area outside the placeholder to clear its borders from the screen.

**Take Note** Notice that the text you entered is centered and becomes smaller as you type. That's because by default the first slide of a blank presentation is a title slide.

11. Click the **Home** tab to make it active, if necessary, and then click **Layout**. A drop-down menu (called a gallery) appears, displaying PowerPoint's default layouts.
12. Click the **Title and Content thumbnail** in the gallery. The gallery closes and PowerPoint applies the Title and Content layout to the current slide (see Figure 2-3) so the subtitle format is replaced with bullets.

**Figure 2-3**

The completed slide



**PAUSE.** LEAVE the presentation open to use in the next exercise.

## SAVING A PRESENTATION

When you create a new presentation, it exists only in your computer's memory. If you want to keep the presentation, you must save it on your computer, the Web, a network location, or a flash drive. After you save a file, you can close it and then open it later to resume working on it. The following exercise shows you how to save a new presentation to a disk, how to save the presentation in a different file format, and how to work with PowerPoint's Save options.

### Saving a New Presentation for the First Time

When you save a presentation for the first time, PowerPoint displays the Save As dialog box so you can give the presentation a name before saving it. In this exercise, you will name and save the presentation you created earlier.

#### STEP BY STEP

#### Save a New Presentation

**GET READY. USE** the presentation that is still on the screen from the preceding exercise.

1. On the Quick Access Toolbar, click **Save**. The Save As tab of Backstage view appears.
2. Navigate to the folder where you want to save your file. To do so, click either **OneDrive**, **Other Web Locations**, or **This PC**, and then click **Browse**. Then use the *Save As* dialog box to find the location as needed.
3. Select the text in the File name box by dragging the mouse pointer over it and then press **Delete** to delete it.
4. Type **Managers Meeting**.
5. Click **Save**. PowerPoint saves the presentation in the folder you chose with the name you gave it.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

When you save a presentation (or any type of document), be sure to give it a name that describes its contents. Giving the presentation a name that describes its contents will help you identify your presentations more easily when you are trying to find the right one.

### Embedding Fonts

When you create a presentation, you can choose any of the fonts installed on that computer. When you present the presentation on another computer that does not have the same font installed that you used in the presentation, PowerPoint substitutes a different font, which may or may not be acceptable to you and may or may not display correctly. To ensure that the correct font is always available no matter which computer you open the presentation on, you can embed the fonts in the presentation file. The disadvantage of embedding fonts is that it makes the presentation file size larger.

#### STEP BY STEP

#### Embed Fonts When Saving

**Take Note** Some fonts cannot be embedded because of their licensing restrictions.

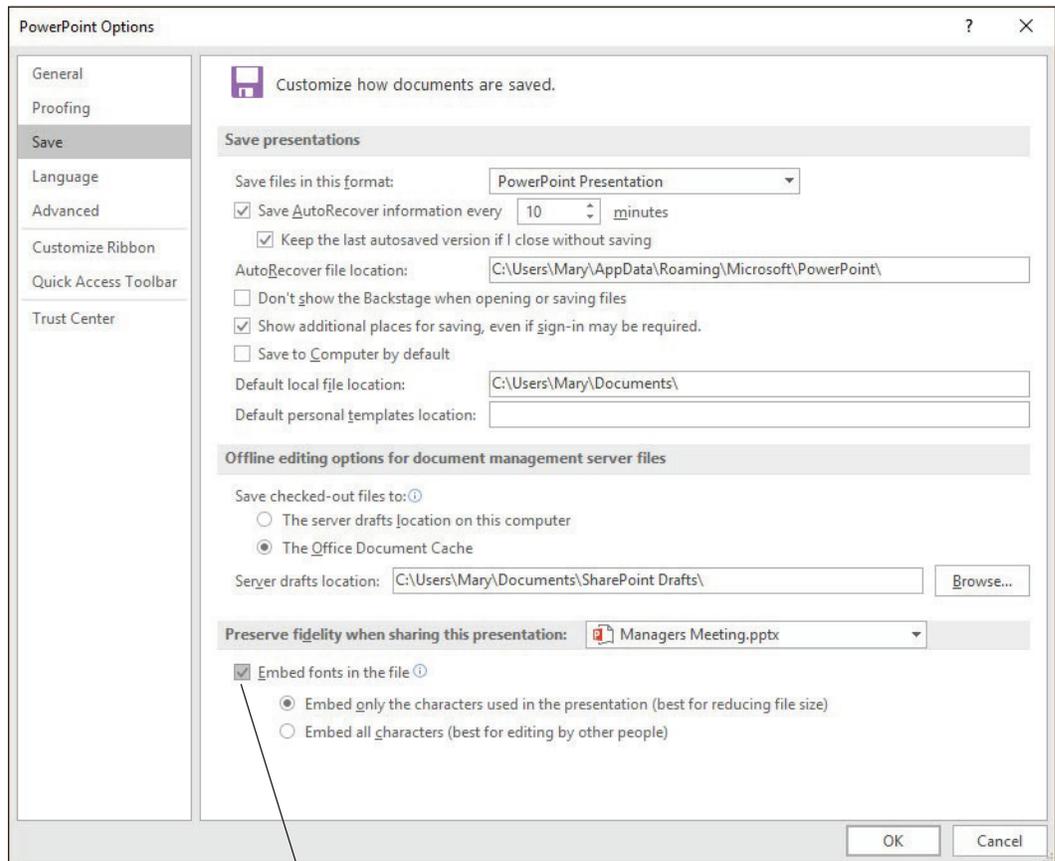
**GET READY. USE** the presentation that is open from the previous exercise.

1. Click the **File** tab and then click **Save As**.
2. Browse to the location where you want to save.
3. In the *Save As* dialog box, click **Tools**. A menu opens.
4. Click **Save Options**. The *PowerPoint Options* dialog box opens.

5. Mark the **Embed fonts in the file** check box. This check box is located under the Preserve fidelity when sharing this presentation heading (see Figure 2-4).

**Figure 2-4**

Choose to embed fonts



Mark this check box to embed fonts

6. Click **OK**.
7. **SAVE** the presentation file and then **CLOSE** it.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

When you mark the Embed fonts in the file check box in step 5, two option buttons become available. Click the one that best fits your needs:

- **Embed** only the characters used in the presentation (best for reducing file size): Choose this option if the presentation text is final, if you do not anticipate making any changes to it, and if small file size is important.
- **Embed** all characters (best for editing by other people): Choose this option if the presentation text is not final, or if file size is not important (for example, if there is plenty of space on the drive where it is being stored).

## CREATING A PRESENTATION FROM A TEMPLATE

PowerPoint's templates give you a jump start in creating complete presentations. A **template** is a reusable sample file that includes a background, layouts, coordinating fonts, and other design elements that work together to create an attractive, finished slide show. Templates may (but are not required to) contain sample content, too.

### Using a Template as the Basis for a Presentation

Each template employs one or more **themes**. A theme is a collection of settings including colors, fonts, background graphics, bullet graphics, and margin and placement settings. You can create your own templates or download new ones from Office.com. In this exercise, you will use a downloaded template to start a presentation that, when finished, will help you show pictures and descriptions of new products to a group of store managers.

#### STEP BY STEP

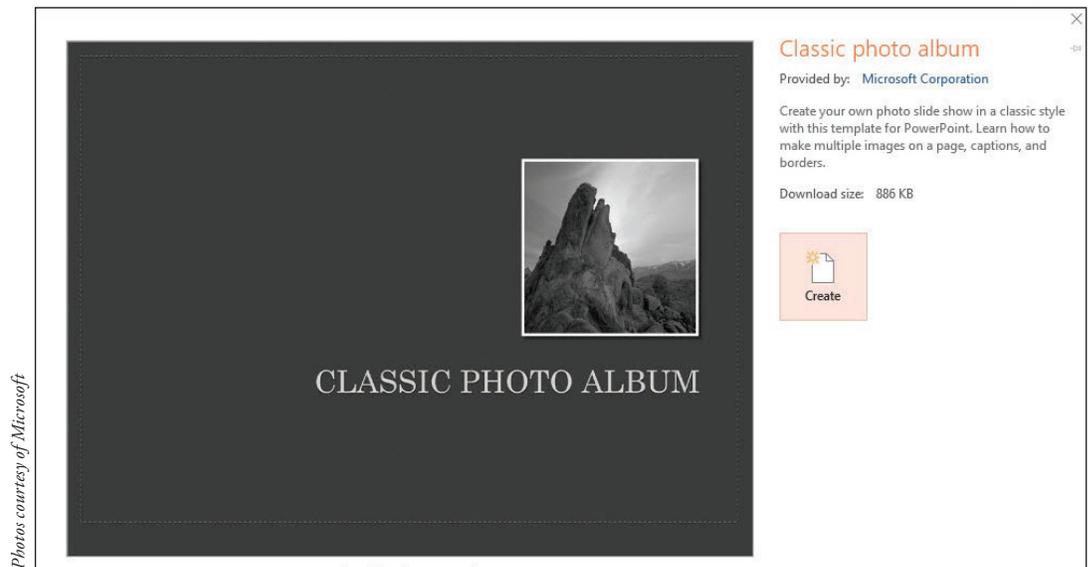
#### Create a Presentation from a Template

**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. Click the **File** tab.
2. Click **New** to open the New tab.
3. In the Search box, type **photo albums** and then press **Enter** or click the **Search** button. Thumbnail images of the photo album templates appear.
4. Scroll down to locate and click the **Classic photo album** thumbnail (see Figure 2-5), then click **Create** in the Preview pane, which appears in the middle of the screen. PowerPoint opens a new presentation based on the selected template. It contains several sample slides with text and graphics.

**Figure 2-5**

Selecting a sample template

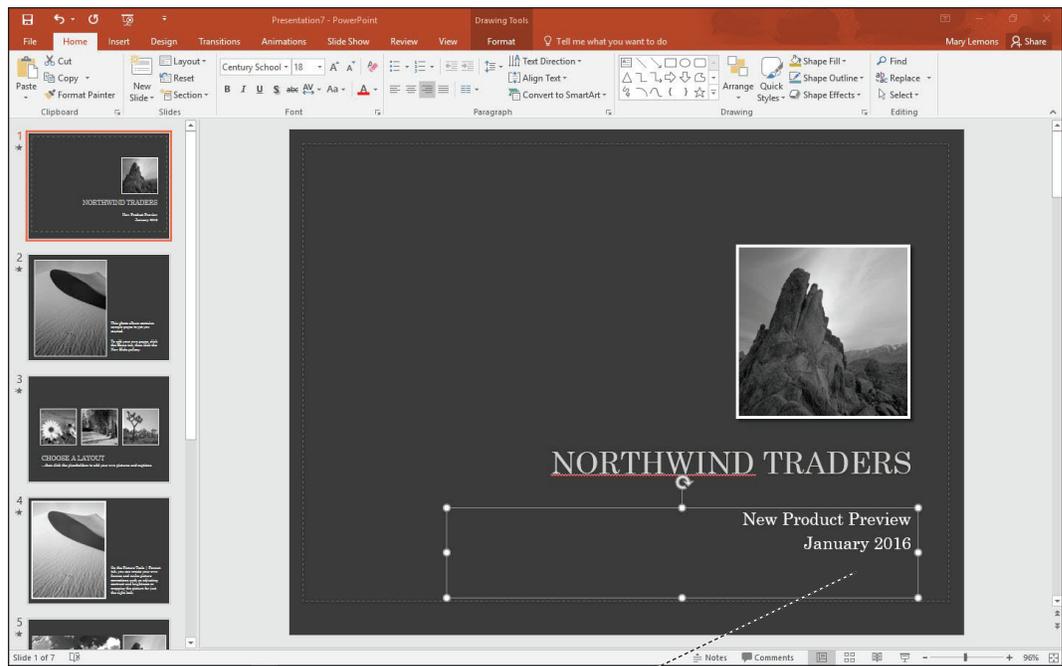


Photos courtesy of Microsoft

5. On slide 1, select **Classic Photo Album** and type **Northwind Traders** to replace it.
6. Click the text in the date and other details placeholder to place the insertion point there. Type **New Product Preview**, press **Enter**, and then type **January 2016** (see Figure 2-6).

**Figure 2-6**

Customizing the text on the first slide



Photos courtesy of Microsoft

**Type a subtitle and date**

**Take Note** In Figure 2-6, and perhaps on your screen too, **NORTHWIND** has a wavy red underline, indicating that the word is not in PowerPoint's dictionary. You can ignore that for now.

7. On the Quick Access Toolbar, click **Save**. The Save As tab of Backstage view appears.
8. Navigate to the folder where you want to save your files and then save the presentation with the file name ***New Product Preview***.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** You can change a presentation's theme from the Design tab; you do not have to create a new presentation based on a template just to get a new look. Simply click the Design tab and hover the mouse over the various themes. Your presentation will show you a preview of the theme. Click one you like to apply it.

It is important to choose a template that is appropriate for your audience and your message. If you need to deliver business information to a group of managers, for example, choose a template that looks professional and does not have elements that will distract the audience from getting your message. Conversely, a whimsical template might work better for a group of young people.

Besides the Microsoft-supplied templates, you can also store and use your own templates. Click the Custom (or Personal) heading beneath the Suggested searches line on the New tab of Backstage view and then browse to locate the template you want to use from your own template collection.

## **ADDING, DELETING, AND ORGANIZING SLIDES**

A template's sample slides can provide a basic structure as a starting point, but you will probably want to make some changes. In PowerPoint it is easy to add, delete, and reorder the slides in a presentation to suit your unique needs.

## Adding a New Slide to a Presentation

You can add as many new slides as you want to a presentation. The following exercise shows you how to insert a new slide into the current presentation in two different ways: using the New Slide command on the Ribbon, and using the Slides pane.

### STEP BY STEP

#### Add a New Slide

**GET READY.** USE the *New Product Preview* presentation that is still open from the previous exercise.

1. On the Home tab in the Slides group, click the **New Slide button** drop-down arrow. A gallery opens, showing thumbnail images of the slide layouts that are available for this template.
2. Scroll down to the bottom of the gallery and then click **Title and Content**.

#### Take Note

To view the New Slide gallery, you must click the New Slide button's drop-down arrow. If you click the face of the New Slide button, PowerPoint will insert the default new slide for the current template.

3. On the new slide, click the **title placeholder** and type **This Year's New Products**.
4. Click the sample text at the top of the second placeholder and then type the following items, placing each item on its own line:

**Women's jackets**

**Men's jackets**

**Boots**

**Backpacks**

**Flannel shirts**

**Fleece**

**Turtlenecks**

**Underwear**

**Socks**

5. Click in the area surrounding the slide to clear the placeholder's border. When you are done, your slide should look like the one shown in Figure 2-7.

**Figure 2-7**

The inserted slide



**Take Note** 6. On the View tab, click the **Outline View** button to switch to Outline view. Some of the slides in the Outline pane show no text in their Title placeholder; that is because this presentation is based on a photo album template.

7. In the Outline pane, click to place the text insertion point after the word *Socks* in slide 2 and then press **Enter**, creating a new paragraph. At this point the new paragraph is a bullet on slide 2.
8. Press **Shift+Tab**. The new paragraph is promoted into a new slide title.
9. Type **Clearance Items** and then press **Enter**. A new slide appears. Because the previous paragraph was a slide title, the new one is too.
10. Press **Tab**. The new paragraph is indented so that it is a bullet on the Clearance Items slide.
11. Type the following items, pressing **Enter** after each one except the last item to place it in its own paragraph:
  - Biking accessories**
  - Camping supplies**
  - Spelunking gear**
12. After all the text is typed in for the new slide, it appears in the Outline.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Duplicating Selected Slides

If you want several similar slides in a presentation, you may be able to save some time by duplicating some of the slides and then modifying the copies. The following exercise shows how to select the slides you want to duplicate, even when they are non-contiguous (not adjacent), and make copies of them. You will also learn how to use the Duplicate Selected Slides command to make duplicates of slides.

### STEP BY STEP

#### Duplicate Non-Contiguous Slides

**GET READY. USE** the **New Product Preview** presentation that is still open from the previous exercise.

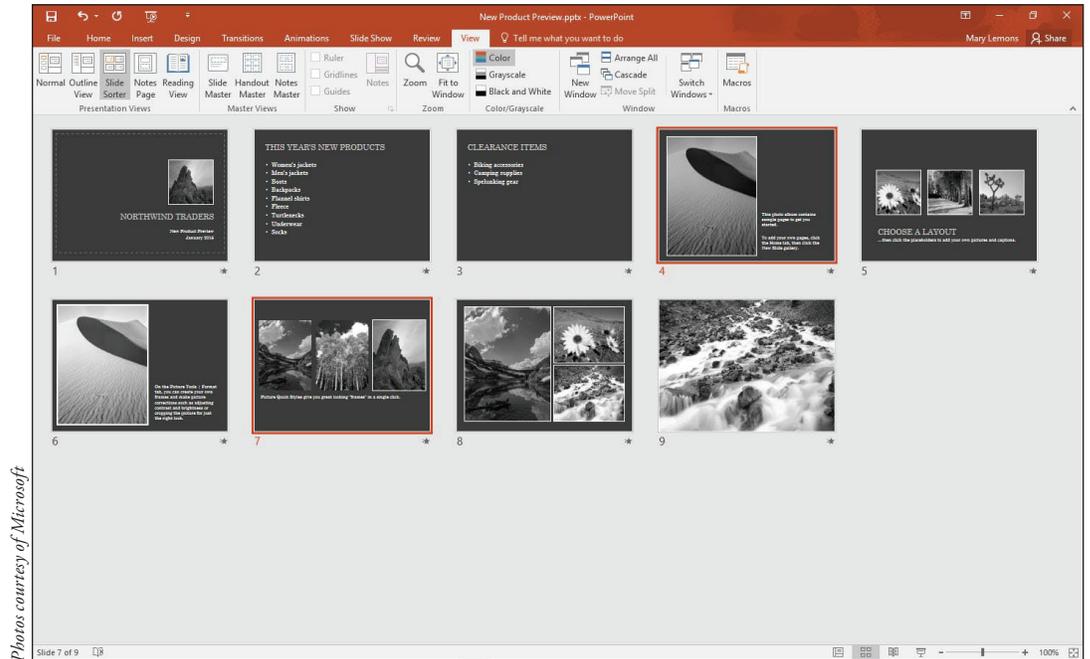
1. Click the **Slide Sorter** button on the View tab to change to Slide Sorter view. The presentation's slides appear together in a single pane.
- Take Note** If you are working on a small screen, you may have to adjust the size of the slides so they all fit on the screen. To change the zoom, click the minus sign button at the left end of the Zoom slider located in the far right of the status bar in the bottom right corner.
2. Click **slide 4**. An orange outline appears around it, indicating that it is selected.
  3. Hold down **Ctrl** and click **slide 7**. An orange outline appears around it too (see Figure 2-8).
  4. Click the **Home** tab and then click **Copy**. The two slides are copied to the Clipboard.
  5. Click to the right of slide 9. A vertical line appears there.
  6. On the Home tab, click **Paste**. The copied slides are pasted after slide 9.
  7. Click **slide 2** (*This Year's New Products*) to select it.
  8. On the Home tab, open the **New Slide button's drop-down list**.

9. Click **Duplicate Selected Slides**. A copy of slide 2 is pasted directly following the original slide 2.
10. **SAVE** the presentation file and then **CLOSE** it.

**PAUSE. LEAVE** PowerPoint open for the next exercise.

**Figure 2-8**

Two slides selected



Photos courtesy of Microsoft

## Rearranging the Slides in a Presentation

It is important to organize your slides so they best support your message. In PowerPoint, reorganizing slides is a simple drag-and-drop procedure. In Slide Sorter view (or in the Outline pane in Normal view), you can click a slide and drag it to a new location in the presentation. A line shows you where the slide will be placed when you drop it. Moving a slide is a simple procedure, as you will learn in the following exercise.

### STEP BY STEP

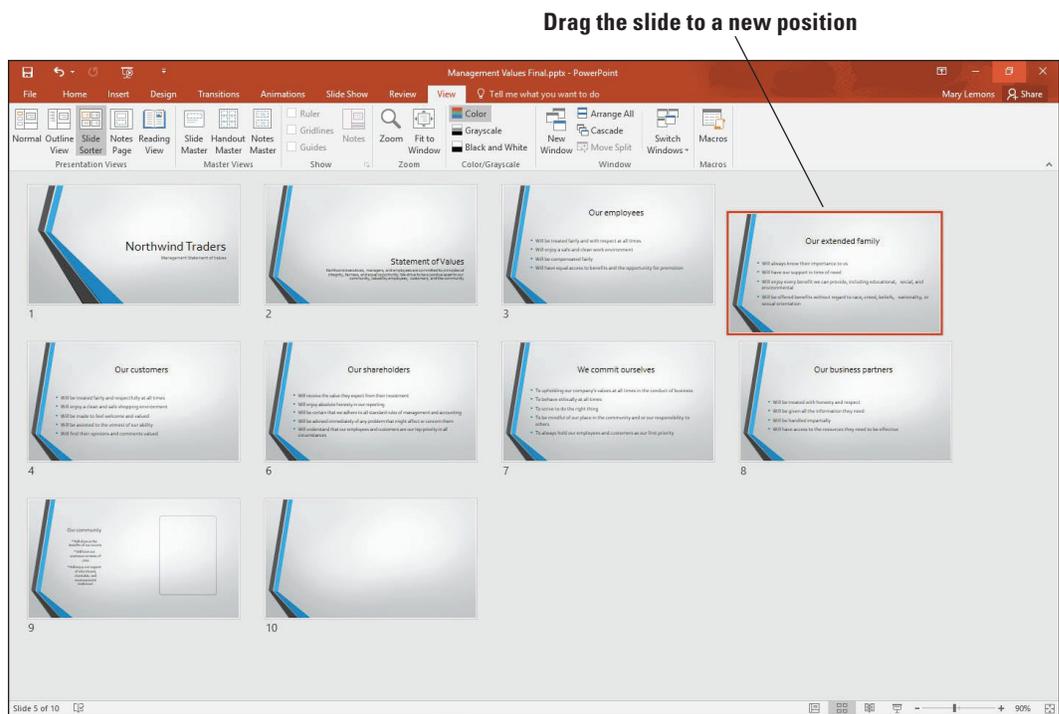
#### Rearrange the Slides in a Presentation

**GET READY. OPEN** the **Management Values** presentation from the data files for this lesson.

1. **Save** the file as **Management Values Final**.
2. Click the **View** tab and then click the **Slide Sorter** button to change to Slide Sorter view. The presentation's slides appear together in a single window.
3. Use the Zoom control in the status bar to set the Zoom so all the slides fit on one screen.
4. Click **slide 5** (*Our extended family*) and drag it to the left of slide 4 (*Our customers*). The moved slide is now slide 4 (see Figure 2-9).

**Figure 2-9**

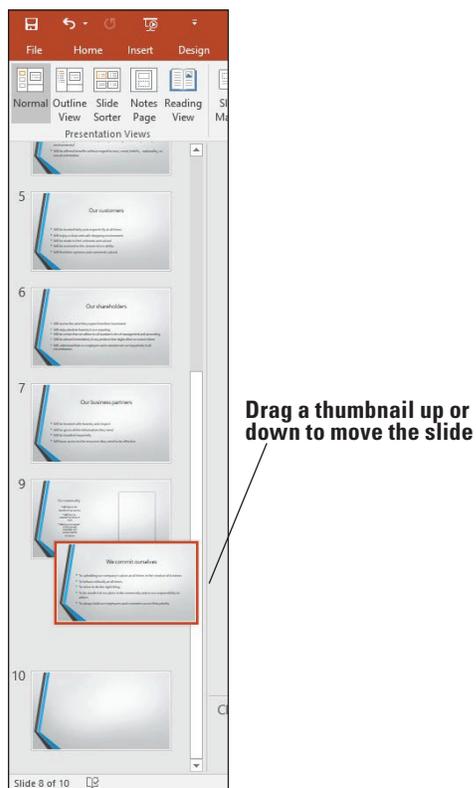
Moving a slide in Slide Sorter view



5. Switch to **Outline view**, and in the Outline pane, click the **icon to the left of slide 7's title** (*We commit ourselves*). All the text from slide 7 is selected.
6. Drag slide 7's icon downward. When a vertical line appears between slides 8 and 9, release the mouse button. The moved slide is now slide 8.
7. Switch to **Normal view** and select **slide 8** (*We commit ourselves*).
8. Drag slide 8 downward and drop it between slides 9 and 10 (see Figure 2-10) and then release the mouse button. The moved slide is now slide 9.

**Figure 2-10**

Moving a slide in the Slides pane in Normal view



9. **SAVE** the presentation.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Deleting a Slide

When you do not want to keep a slide in a presentation, you can delete it. The following exercise shows you how.

### STEP BY STEP

#### Delete a Slide

**GET READY. USE** the *Management Values Final* presentation that is still open from the previous exercise.

1. In Slide Sorter view, click **slide 10** (the blank slide).
2. Press the **Delete** key. The slide is removed from the presentation.
3. **SAVE** the presentation and then **CLOSE** the presentation file.

**PAUSE. LEAVE** PowerPoint open for the next exercise.

To select more than one slide at a time for deletion, hold down the Ctrl key and click each slide you want to delete. (If you change your mind, you can deselect the selected slides by clicking in a blank area of the PowerPoint window.) You can then delete all the selected slides at the same time.

PowerPoint does not ask whether you are sure if you want to delete a slide, so it is important to be careful before deleting. If you accidentally delete a slide, click the Undo button on the Quick Access Toolbar right away to bring the slide back (see Figure 2-11).

**Figure 2-11**

Undo an accidental deletion



**Undo button**

## CREATING A PRESENTATION FROM EXISTING CONTENT

If the content you want to present already exists in another form, it makes sense to reuse it rather than starting from scratch. PowerPoint imports content easily from a variety of formats, including Word outlines, other PowerPoint presentations, and slide libraries.

### Using Content from Word

Microsoft Word's Outline view enables you to create a well-structured hierarchical outline that consists of multiple heading levels. You can then open such outlines in PowerPoint, where each of the major headings becomes a slide title and each of the minor headings becomes a bullet of body text.

### STEP BY STEP

#### Start a Presentation from a Word Outline

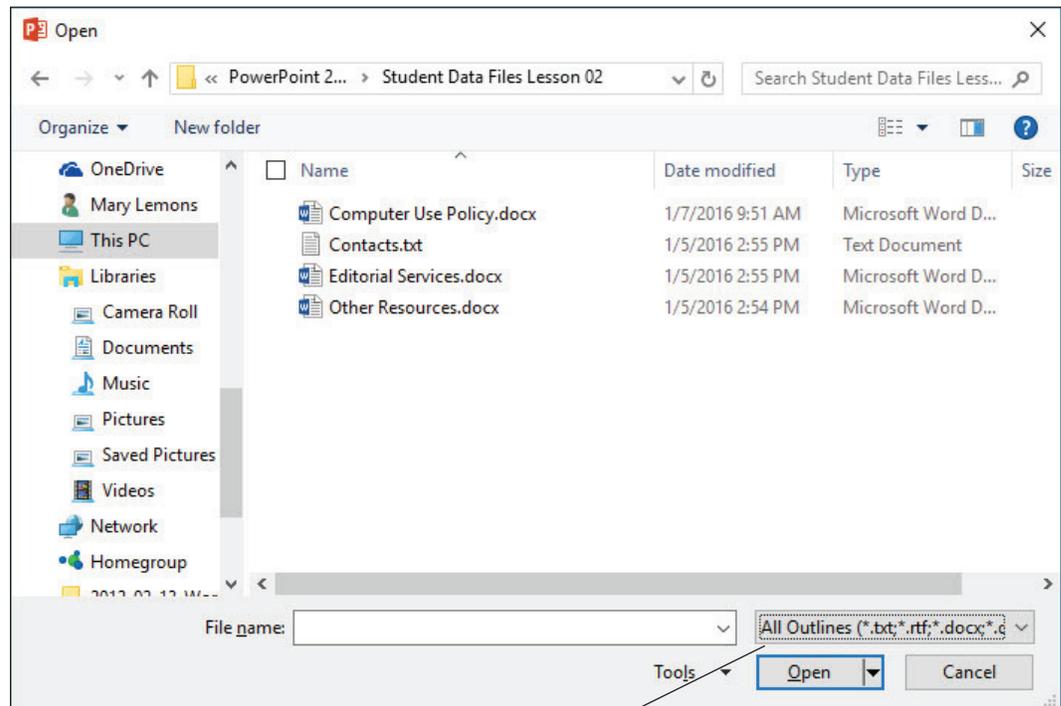
**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. In PowerPoint, click the **File tab**.
2. Click **Open** to display the Open tab of Backstage view.
3. Navigate to the folder that contains the data files for this lesson.

4. Open the **File type** drop-down list by clicking the **All PowerPoint Presentations** button.
5. In the File type list, click **All Outlines**. The file listing in the dialog box changes to show outlines (including Word documents). The file location is the same; the only thing that's changed is the filter that determines which file types are displayed (see Figure 2-12).
6. Click **Computer Use Policy.docx**.

**Figure 2-12**

Open a Word outline file



Change the file type to All Outlines

7. Click the **Open** button. The outline opens as a new presentation.
8. **SAVE** the new presentation as **Computer Use Policy Final.pptx** and then **CLOSE** the file.

**Take Note**

Even though you used the Open command and not the New command, PowerPoint still started a new presentation. Look at the file name in the title bar of the application prior to step 8; it is a generic name such as Presentation5, not the name of the original Word document. That's why you have to save it in step 8.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

If you create an outline in Microsoft Word, you can import it into PowerPoint and generate slides from it. Before you can create slides from a Word outline, the outline must be formatted correctly. Paragraphs formatted with Word's Heading 1 style become slide titles. Paragraphs formatted with subheading styles (such as Heading 2 or Heading 3) are converted into bulleted lists in the slides' subtitle placeholders. Any Word document may be opened in PowerPoint and converted to a presentation, but documents that are not structured as outlines may require quite a bit of cleanup in PowerPoint after importing.

## Reusing Slides from Presentations and Libraries

It is easy to reuse a slide from one presentation in another. This technique frees you from creating the same slide from scratch more than once. In addition, some companies store frequently used slides in slide libraries on their file servers, so multiple users can draw from a common pool of premade slides. The following exercise shows you how to locate a slide from a different presentation or from a slide library and insert it into the current presentation.

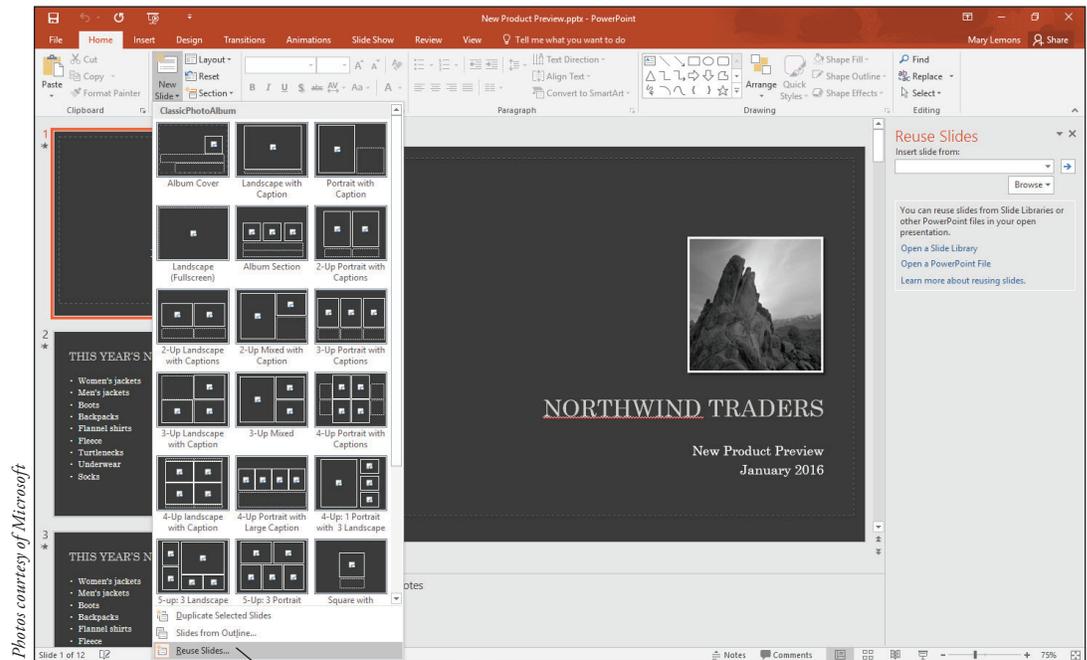
**STEP BY STEP****Reuse a Slide from a Presentation**

**GET READY. OPEN** the *New Product Preview* presentation that you created earlier in this lesson. Change your file to Normal view if needed.

1. On the Home tab of the Ribbon, click the **New Slide** button drop-down arrow. At the bottom of the gallery that appears, click **Reuse Slides**. The Reuse Slides task pane opens on the right side of the PowerPoint window (see Figure 2-13).

**Figure 2-13**

Reuse Slides task pane provides access to existing content



Photos courtesy of Microsoft

Reuse Slides command

2. In the task pane, click the **Browse** button. A drop-down list opens. Click **Browse File**. The *Browse* dialog box opens.
3. Locate and open *New Jackets* in the Student Data Files Lesson 02 folder. The presentation's slides appear in the task pane.
4. In the Slides pane, click **slide 2** (*This Year's New Products*) to select it.
5. In the Reuse Slides task pane, click **slide 2** (*This Year's New Jackets*) in the *New Jackets* presentation. The slide is inserted into the *New Product Preview* presentation as the new slide 3.
6. Click the **Close** button in the upper-right corner of the task pane.
7. **SAVE** and **CLOSE** the *New Product Preview* presentation.

**PAUSE. LEAVE** PowerPoint open to use in the next exercise.

Over time, you will probably create many presentations, and some of them may share common information. The Reuse Slides command lets you copy slides from one presentation to another. By copying finished slides in this manner, you can avoid recreating similar slides over and over again.

You can import slides from other presentations, as you just practiced, or you can import them from slide libraries. A **slide library** is a feature on a SharePoint server that enables people to publish presentations with each slide saved as an individual file, so that others can reuse slides on an individual basis without having to think about which presentation they originally came from. Because using a slide library requires access to a SharePoint server that has special software installed on it for slide libraries, this book does not practice using one. However, the steps for se-

lecting a slide from a slide library are very similar to those for selecting from a presentation. Follow the preceding steps, but in step 2, instead of choosing Browse File, choose Browse Slide Library. The first time you access the slide library, you must type the URL in the Folder Name box; after that, the location defaults to that same library.

## Importing Text from Other Sources

PowerPoint readily accepts text from almost any Windows application. One way to import text is to use the Clipboard, because nearly all Windows applications support Clipboard use. You can use the Paste Options icon after pasting text to choose how it will be pasted, or use Paste Special to select special pasting methods. In this exercise, you learn how to paste text from a plain text file and from a Word document into PowerPoint, and you practice using the Paste Special command to maintain the content's original text formatting from the Word document. These same techniques also work on graphics.

### STEP BY STEP

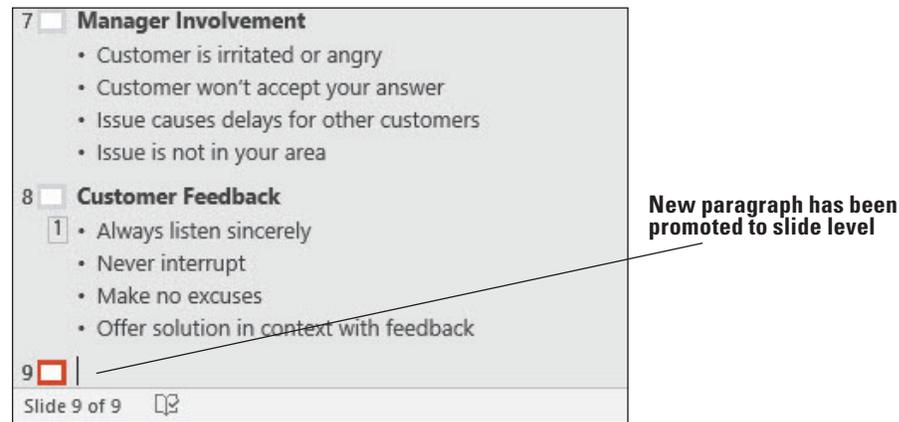
### Import Text into PowerPoint

**GET READY.** If PowerPoint is not already open from the previous exercise, **LAUNCH** PowerPoint.

1. **START** Microsoft Word and then **OPEN** *Other Resources.docx*. The procedure for opening files in Word is the same as in PowerPoint.
2. In Microsoft PowerPoint, **OPEN** *Cashier Training*. **SAVE** it as *Cashier Training1*.
3. Switch to **Outline view** and scroll down to the bottom of the presentation in the Outline pane. Click after the last bullet point on the last slide and press **Enter**, creating a new bulleted paragraph.
4. Press **Shift+Tab** to promote the new paragraph to a new slide (see Figure 2-14).

**Figure 2-14**

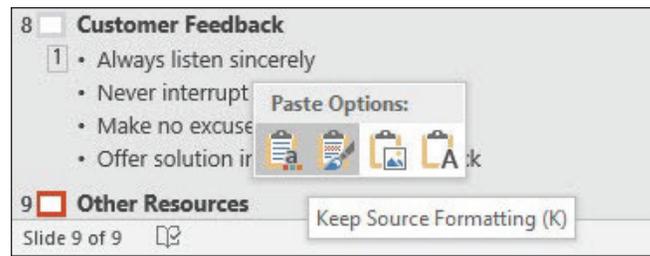
Create a new slide at the end of the presentation to hold the imported content



5. Go to the open *Other Resources* file in Word. Select the heading (*Other Resources*) and press **Ctrl+C** to copy it to the Clipboard.
6. In PowerPoint, if the insertion point is not already on the Outline pane next to the slide 9 icon, click to place it there.
7. Press **Ctrl+V** to paste the text. The text appears as the slide's title, and a Paste Options icon appears beside the text. If you do not see the icon, move the mouse pointer over slide 9's icon to the left of the pasted text.
8. Click the **Paste Options** icon to open its menu. Its menu contains the Paste Options icons (see Figure 2-15).
9. Click **Keep Source Formatting** (the second icon from the left). The pasted text's font changes to the original font it had in the Word document.
10. In the *Other Resources* file in Word, select the bulleted list. Press **Ctrl+C** to copy it to the Clipboard.

**Figure 2-15**

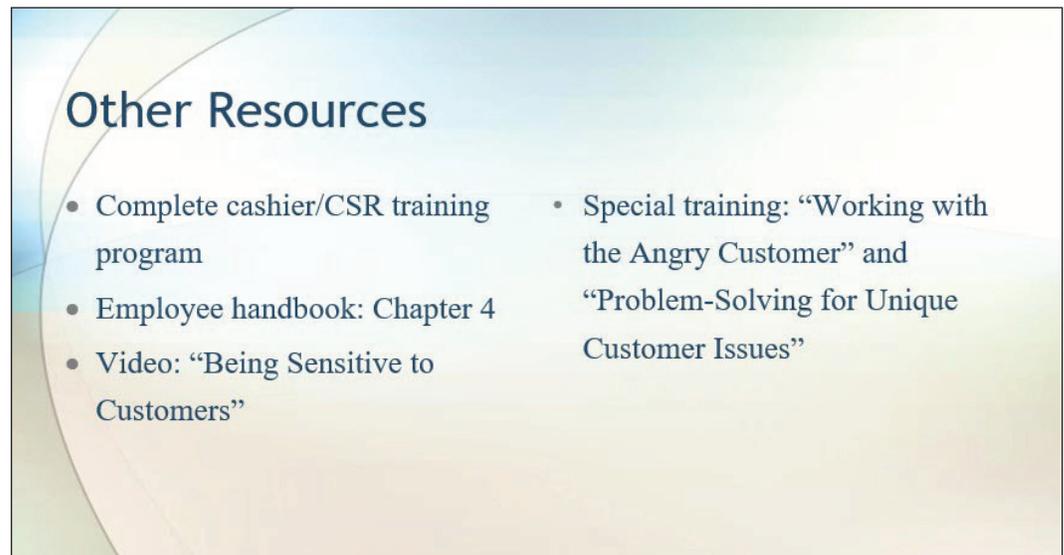
Use the icons on the Paste Options menu to specify how pasted content should be displayed



11. In PowerPoint, click the **Click to add text placeholder** on the left side of the slide (in the Slide pane) to move the insertion point into that text box.
12. On the Home tab of the Ribbon, click the **Paste** button drop-down arrow. A menu opens, containing the same types of icons as found on the Paste Options icon's menu (step 8), and also containing a Paste Special command.
13. Click **Paste Special**. The *Paste Special* dialog box opens.
14. Verify that the Paste option button is selected.
15. On the As list, click **Formatted Text (RTF)**.
16. Click **OK**. The text is pasted into the slide keeping the text's original formatting. The text overflows the placeholder's borders. That is normal at this point.
17. Triple-click the last bullet on the slide (*Special training*) to select the entire bullet, and press **Ctrl+X** to cut the bullet to the Clipboard.
18. Click in the **Click to add text placeholder** on the right side of the slide, and press **Ctrl+V** to paste the bullet into that placeholder. The finished slide should resemble Figure 2-16.

**Figure 2-16**

The completed imported content



19. In the Slides pane in Normal view, click between slides 8 and 9. A horizontal line appears between them.
20. On the Home tab, click the **down arrow** below the New Slide button, opening a menu, and then click **Slides from Outline**.
21. In the *Insert Outline* dialog box, navigate to the data files for this lesson, select **Contacts.txt** and then click **Insert**. A new slide appears containing the content from Contacts.txt.
22. **SAVE** the *Cashier Training1* presentation.
23. **CLOSE** Word without saving the changes to *Other Resources.docx*.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

**Take Note** The text from *Contacts.txt* imported smoothly because each paragraph after the first one was preceded by a tab stop. PowerPoint understands this to mean that each of those paragraphs should be subordinate to the first paragraph, which forms the slide title. To check this out for yourself, open *Contacts.txt* in Notepad or another text editor.

## PRINTING A PRESENTATION

PowerPoint gives you many options for printing your slides. In the following exercises, you learn how to preview a presentation before printing it, how to choose a printer, how to set print options, and how to print a presentation in both color, grayscale, and black and white mode.

### Using Print Preview and Changing the Print Layout

PowerPoint's Print Preview feature shows you how your slides will look on paper before you print them. When you change to a different print layout, Print Preview reflects the change, so you can try different potential layouts for your presentation printouts before committing one to paper. This exercise shows you how to use Print Preview, and how to print different layouts, including speaker notes.

## STEP BY STEP

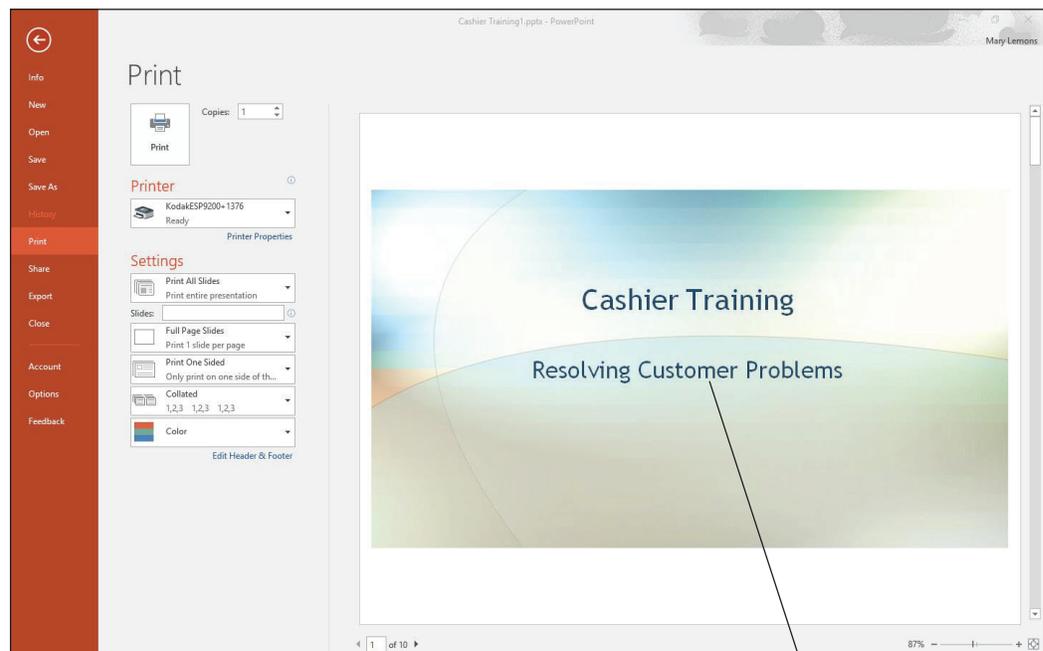
### Use Print Preview and Change the Print Layout

**GET READY.** USE the *Cashier Training1* presentation that is still open from the previous exercise.

1. On the View tab, click the **Normal view** button and display **slide 1** (*Cashier Training*).
2. Click the **File** tab and then click **Print**. A preview of the print job appears in the right pane. The default print layout is Full Page Slides (see Figure 2-17).

**Figure 2-17**

Print Preview appears to the right of the print options in Backstage view



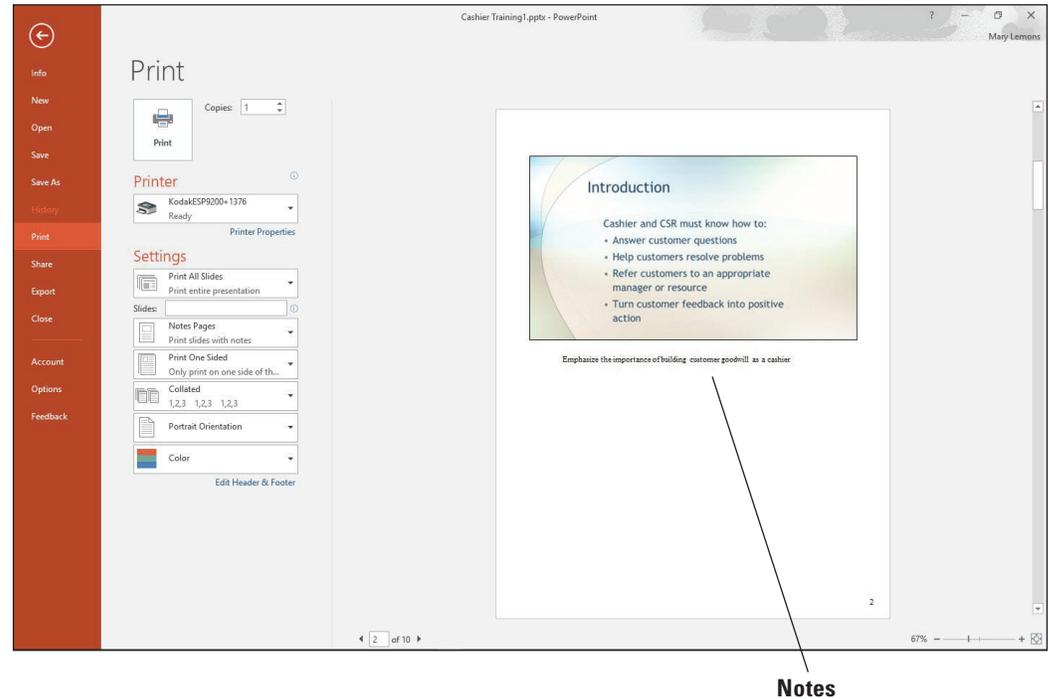
Print preview

**Take Note** If the printer selected under the Printer heading prints only in black and white, Print Preview will display your slides in grayscale. The default printer is set within Windows, not within PowerPoint; open the Devices and Printers folder in the Control Panel in Windows to change the default printer.

3. Click the **Next Page** arrow at the bottom of the window. A preview of slide 2 appears.
4. In the left pane, under the Settings heading, click **Full Page Slides** to open a menu of layouts.
5. Click **6 Slides Vertical** under the Handouts section on the menu of layouts. Print Preview changes to show a page containing six small slides.
6. Click the **6 Slides Vertical** button and click **Outline**. Print Preview shows the presentation as a text-only outline.
7. Click **Outline** and then click **Notes Pages**. Print Preview shows slide 2 with the existing notes in the notes area below the slide (see Figure 2-18).

**Figure 2-18**

Notes Pages printouts contain the slide images and any speaker notes you have created



8. Click the **Back** button (the left pointing arrow in the far upper left corner in the Categories pane) or press **Esc** to leave Backstage view without printing anything.
9. **SAVE** your changes.

**Take Note** To print the Notes pages or any of the other views, you select the printer you want to print to and click Print.

**PAUSE. LEAVE** the presentation open to use in the next exercise.

## Setting Print Options

In addition to choosing a layout, PowerPoint lets you set a number of other attributes before printing a presentation. The following exercise shows you how to set some of these printing options. One of these options is grayscale mode, in which there are no colors; each color appears as a shade of gray. Grayscale mode is often used for draft copies because it minimizes the use of expensive colored ink or toner. Another option is to print in black and white. (Some fax machines only transmit in black and white.) You can also choose to print only certain slides, and to print multiple copies.

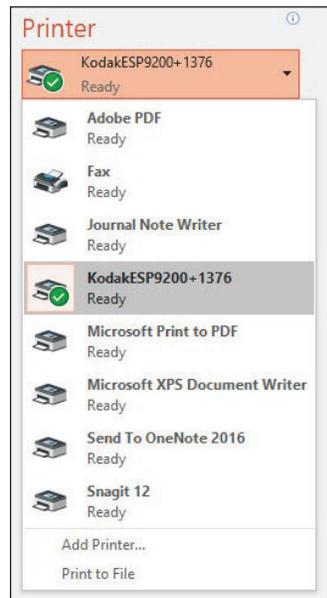
**STEP BY STEP****Set Print Options**

**GET READY.** USE the *Cashier Training1* presentation that is still open from the previous exercise.

1. Click the **File** tab and then click **Print**. The printing options and Print Preview appear in Backstage view. The Notes Pages layout is still selected from the previous exercise.
2. In the Copies box at the top of the window, type **2** to print two copies.
3. Under the Printer heading, click the **down arrow**. A menu appears of other available printers (if any) (see Figure 2-19).

**Figure 2-19**

Other available printers appear on the Printer list



4. Click away from the open menu to close it without making a change.
5. In the Slides: text box (under Print All Slides), type **1-3**. Specifying 1-3 sets only the first three slides to be printed, and Print All Slides changes to Custom Range.
6. Click the **Custom Range** drop-down arrow and note the command at the bottom of its menu: Print Hidden Slides. That option is not currently available because there are no hidden slides in this presentation.
7. Click away from the menu to close it without making a change.
8. Click the **Collated** drop-down arrow to open a menu of collation options. When you are printing multiple copies, you can choose to have the copies collated or not.
9. Click away from the Collated button's menu to close it without making a change.
10. Click the **Color** drop-down arrow to open a menu of color options.

**Take Note** If a black and white printer is selected, the Color button will appear as a Grayscale button instead.

11. Click **Pure Black and White** from the Color button's menu. Print Preview changes to show how the setting will affect the printouts.

**Take Note** In some presentations there is a difference between Grayscale and Pure Black and White modes. In this particular presentation there is not because there are no non-background graphics to convert to grayscale images.

12. If you want to print now, click the **Print** button. Be sure to follow your instructor's instructions before printing. Otherwise, click the **Back** button or press **Esc** to leave Backstage view without printing.
13. **SAVE** the file as *Cashier Training Final*.

**EXIT** PowerPoint.

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

Column 1	Column 2
1. Template	a. A black-and-white printing mode that saves colored ink or toner
2. Handout	b. A predefined arrangement of placeholders
3. Layout	c. A small picture of a slide
4. Thumbnail	d. A predesigned presentation
5. Grayscale	e. A printed copy of a presentation for audience use

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. A new, blank presentation appears on your screen when you launch PowerPoint.
- T F 2. When you save a presentation for the first time, the Save As dialog box appears.
- T F 3. You can copy and paste content from most Windows applications into PowerPoint.
- T F 4. PowerPoint can print just the text of your slide without printing any graphics via an Outline layout.
- T F 5. If you use a printer that does not print in color, your slides will appear in grayscale when viewed in Print Preview.

## Projects

### Project 2-1: Creating a New Presentation from a Template

As director of the Citywide Business Alliance, one of your jobs is to introduce the guest speaker at the organization's monthly meeting. To do this, you will create a new presentation from a theme template and then reuse a slide with information about the speaker from a different presentation.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. Click the **File** tab and then click **New** to open the *New Presentation* window.
2. Scroll if necessary and click the **Ion** template. In the dialog box that appears, click the purple sample and then click **Create**.
3. In the Click to add title placeholder, type **Citywide Business Alliance**.
4. In the Click to add subtitle placeholder, type **Guest Speaker: Stephanie Bourne**.
5. On the Home tab, click the **arrow below the New Slide** button to open its menu and then click **Reuse Slides**.
6. In the Reuse Slides task pane, click the **Browse** drop-down arrow and then click **Browse File**.
7. Navigate to the location where the sample files for this lesson are stored and open the **Bourne.pptx** presentation file.
8. In the Reuse Slides task pane, click **slide 1**. The slide is added to your new presentation. Close the **Reuse Slides** task pane.
9. Click the **File** tab and then click **Print**. Only print if instructed by your instructor. The Print controls appear in Backstage view.
10. Click the **Color** drop-down arrow, and on the menu that appears, click **Grayscale**.

11. Click the **Full Page Slides** drop-down arrow, and on the menu that appears, click **2 Slides** under the Handouts section.
12. Click **Print** to print the handout in grayscale mode. Only print if instructed by your instructor. Otherwise, click the **Back button**, or press **Esc** to leave Backstage view without printing.
13. Click the **File** tab and click **Save As**, or click the **Save** icon on the Quick Access Toolbar. Click **Browse** and navigate to the folder where you are storing the solutions for this lesson.
14. Open the **Save as type** drop-down list and click **PowerPoint 97-2003 Presentation**.
15. Select the text in the File name box, press **Delete**, and then type **Speaker**. The file is saved as **Speaker.ppt**.
16. **CLOSE** the presentation file.

**PAUSE. LEAVE** PowerPoint open for use in the next project.

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### Project 2-2: Creating a Presentation from a Outline

You are the editorial director for Lucerne Publishing, a small publishing house that provides editorial services to other businesses. Your sales manager has asked you to prepare a simple presentation that lists the services offered by your editorial staff. You can create this presentation from an outline that was created earlier.

**GET READY. LAUNCH** PowerPoint if it is not already running.

1. **CREATE** a new, blank presentation.
2. In the title placeholder, type **Lucerne Publishing**.
3. In the subtitle placeholder, type **Editorial Services** and then click outside the placeholder.
4. Use the **Slides from Outline** command to locate the Microsoft Word document named **Editorial Services** and then click **Insert**.
5. In the Outline pane, click **slide 6**.
6. Use the **Reuse Slides** command to locate and open the **About Lucerne** presentation and then add slide 3 from that presentation to the end of your new presentation as the final slide.
7. Print one copy of the presentation in a layout that shows nine slides vertically per page.
8. **SAVE** the presentation as **Lucerne Editorial Services** and then **CLOSE** the file.

**EXIT** PowerPoint.

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