

10 Securing and Sharing a Presentation

LESSON SKILL MATRIX

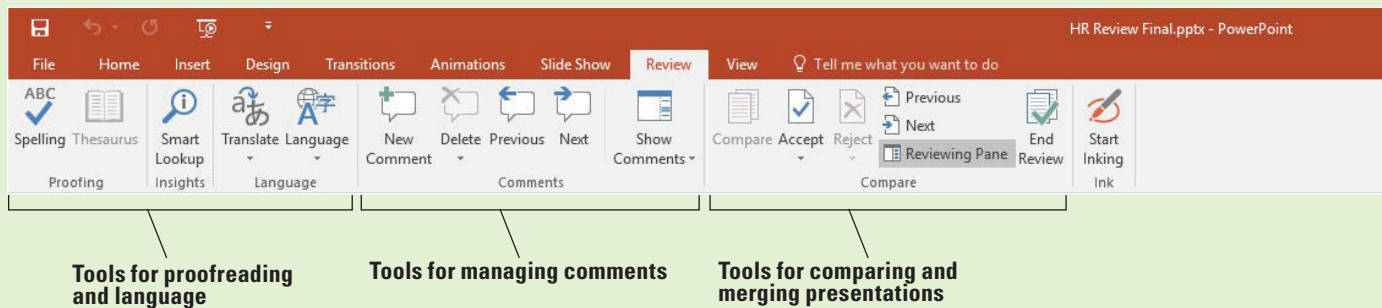
Skill	Exam Objective	Objective Number
Working with Comments	Review comments. Insert comments.	5.1.4 5.1.3
Incorporating Reviewer Changes	Insert slides from another presentation. Compare two presentations.	5.1.1 5.1.2
Protecting a Presentation	Protect a presentation.	5.2.1
Preparing a Presentation for Distribution	Inspect a presentation. Set file properties.	5.2.2 1.5.3
Exporting and Saving a Presentation in Different Formats	Export presentations to other formats.	5.2.5

SOFTWARE ORIENTATION

The PowerPoint Review Tab

Figure 10-1
The Review tab

Tools on the Review tab make it easy for you to add comments to a slide. Figure 10-1 shows the Review tab.



Besides allowing you to add, delete, view, and show and hide comments, the Review tab lets you check spelling, access references such as encyclopedias, use a thesaurus, translate a word or phrase, set the current language, compare documents, and annotate slides using ink annotations.

WORKING WITH COMMENTS

A **comment** is a note you insert on a slide. You can insert comments on slides to suggest content changes, add reminders, or solicit feedback. Use comments on your own presentations or on presentations you are reviewing for others. You can also let other people review your presentations and add comments addressed to you. The PowerPoint Review tab makes it easy to view, insert, edit, reply to, and delete comments.

Viewing and Replying to Comments

Use the Show Comments button on the Review tab to show or hide comments. Clicking the button itself shows or hides the Comments task pane; clicking the arrow beneath the button opens a menu. On that menu you can select Show Markup to show or hide the comment balloons in the presentation itself, regardless whether the Comments pane is displayed or not. (**Markup** refers to both comments and marked changes in the file, but in this section we deal only with comments.) The Next and Previous buttons make it easy to jump from comment to comment in a presentation. In this exercise, you view the comments in a presentation.

STEP BY STEP

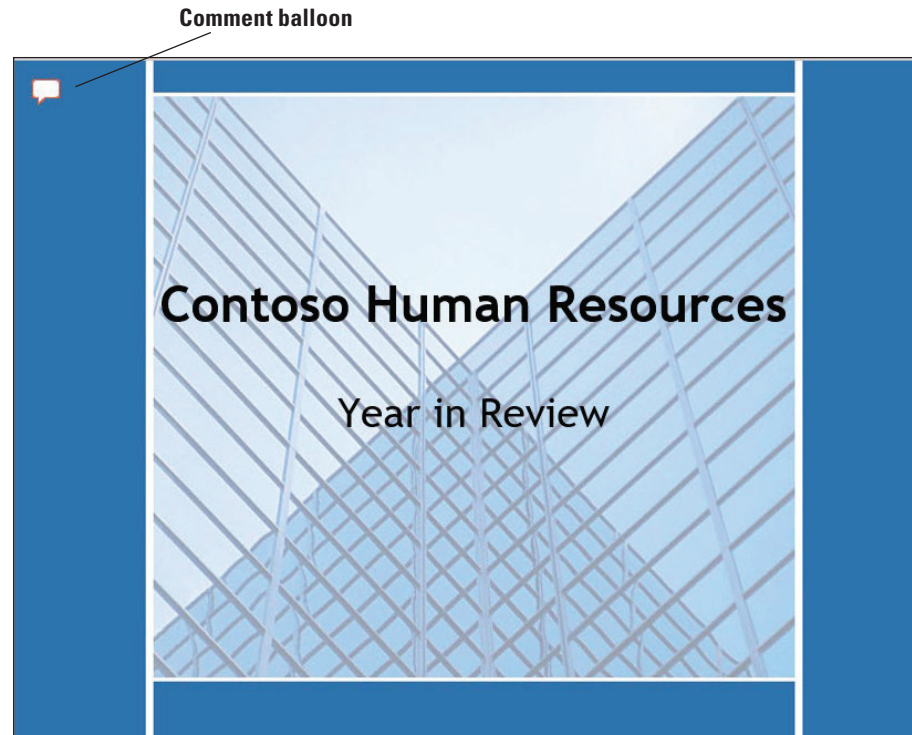
View and Reply to Comments

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

1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the *HR Review* presentation from the data files for this lesson and then **SAVE** it as *HR Review Final Version 1*.
3. Note the small balloon icon in the upper-left corner of slide 1 (see Figure 10-2).

Figure 10-2

A comment balloon indicates a comment on the slide

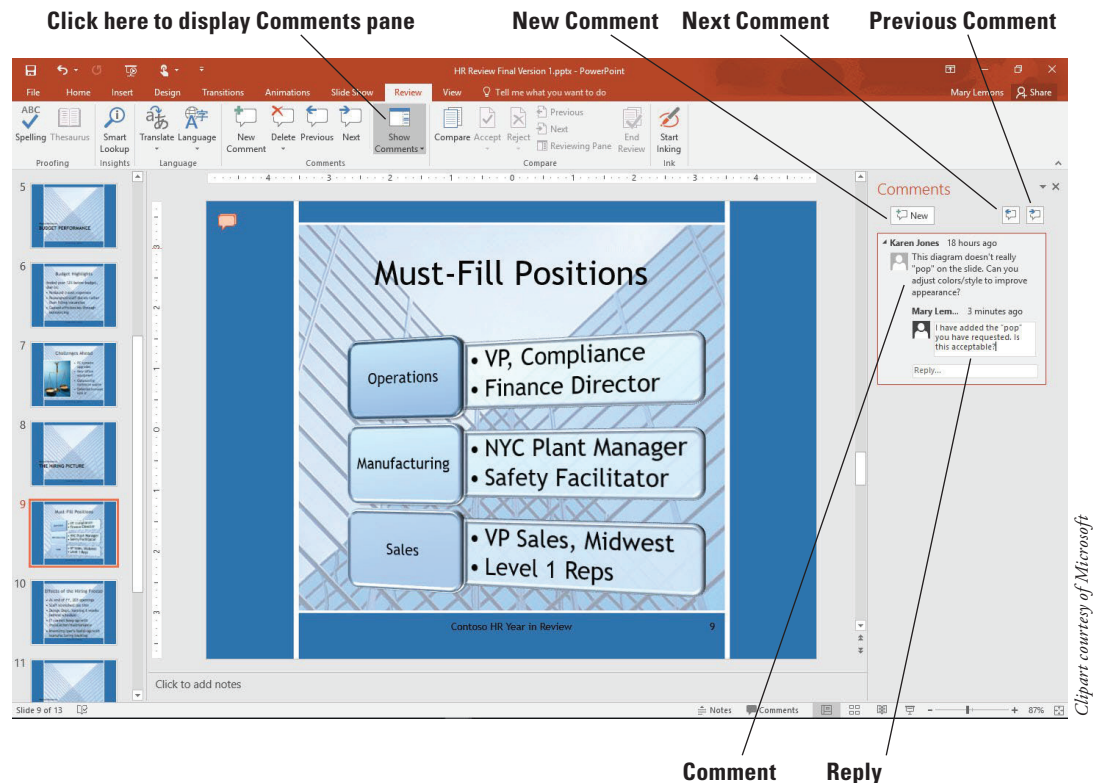


4. Click the **Review** tab, click the down arrow below **Show Comments**, and then click **Show Markup**. The comment balloon is hidden.
5. Repeat step 4 to redisplay the comment balloon.

6. Click the **Show Comments** button (the button face, not the arrow below it). The Comments pane appears.
7. Read the comment in the Comments pane.
8. On the Review tab, in the Comments group, click **Next**. The next comment appears, which is on slide 9. In this comment, Karen Jones suggests adjusting the diagram.
9. Click the SmartArt graphic, click the **SmartArt Tools Design** tab, click the **More** button in the SmartArt Styles group, and then click **Metallic Scene** in the 3D section. Click **Change Colors**, and then click **Gradient Loop-Accent 6**. The diagram now has the “pop” Ms. Jones suggested.
10. In the Comments pane under Karen Jones’ comment, type, **I have added the “pop” you have requested. Is this acceptable?** (see Figure 10-3).

Figure 10-3

View and reply to comments in the Comments pane



11. Select your comment in the Comments pane and then click the **Next** button at the top of the Comments pane to go to the next comment.
12. Click the **Previous** button three times to return to the first comment on slide 1.
13. **CLOSE** the **Comments** pane. To do so, either click the **Close** button on the Comments pane or click the **Show Comments** button on the Review tab.
14. **SAVE** the presentation.

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

Inserting a Comment

To add a comment to a slide, use the New Comment button on the Review tab. Comment markers are color-coded, so that if more than one reviewer adds comments, it is easy for you to identify the commenter simply by color. Comments are numbered consecutively as they are inserted, regardless of the order of slides. If you insert your first comment on slide 5, it will be numbered 1. If you insert your second comment on slide 1, it will be numbered 2. In this exercise, you will insert a comment in a presentation.

STEP BY STEP**Insert a Comment**

GET READY. USE the *HR Review Final Version 1* presentation that is open from the previous exercise. You are now ready to add your own comments to the presentation.

1. Click the **File** tab and then click **Options**. The *PowerPoint Options* dialog box opens.
2. In the User Name text box and Initials text box, type your name and initials (if they are not already there). Then click **OK** to accept them.
3. With slide 1 displayed, click the **New Comment** button on the Review tab. The Comments task pane appears and a new comment text box opens there.
4. Type the following text in the comment box:
Peter, I have already received feedback from Karen Jones. Please suggest any further changes you think necessary to make this a dynamite presentation.
5. Click outside the comment box. Your comment marker displays in the upper left corner of the slide, slightly overlapping the other comment marker.
6. Go to slide 10 and select the text **6 weeks** in the third bullet.

Take Note If you select text or an object on a slide before creating a new comment, the comment balloon appears adjacent to the selection. If you do not select anything beforehand, the comment balloon appears in the upper left corner of the slide.

7. Click the **New** button on the Comments task pane.
8. Type the following text in the comment box:
Peter, please see Karen's comment on this slide. I don't have access to the Design department schedule. Can you confirm the lag time is now only 4 to 5 weeks?
9. Click outside the comment box to see the entire comment.
10. Drag the comment balloon associated with Karen's comment to move it so it slightly overlaps your comment balloon. Moving a comment marker allows you to associate the comment with a specific area of the slide, such as a picture or a bullet item, or to place it in a general location.
11. **CLOSE** the **Comments** pane.
12. **SAVE** the presentation.

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

Take Note You could also use the Reply feature if you wanted to reply within Karen's comment; however, inserting a new comment is more effective here since you are addressing another individual.

Editing a Comment

Like any other text in a presentation, comment text should be clear and concise. If you find upon review that your comments do not convey the information they should, you can reword, insert, or delete text in the comment box. Use the Edit Comment button to open a comment box so you can modify the text. In this exercise, you edit a comment.

STEP BY STEP**Edit a Comment**

GET READY. USE the *HR Review Final Version 1* presentation that is open from the previous exercise.

1. Go to slide 1 and then click one of the comment balloons. The Comments pane reopens.
2. Click in the comment you typed in the previous exercise, select the text **to make this a dynamite presentation** at the end of the second sentence, and then press **Delete**. You have removed text from the comment.

3. **SAVE** the presentation.

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

Deleting a Comment

You can easily remove comments from slides when they are no longer needed. If you point to a comment in the Comments pane, a Delete icon (X) appears in its upper-right corner. You can click that X to remove the individual comment. You can also use the Delete button on the Review tab to remove a comment. To quickly remove all comments, click the down arrow under the Delete button to open a menu from which you can quickly delete all comments on this slide or in this entire presentation. In this exercise, you will delete a comment.

Take Note When working with documents with comments, it is good practice to save a copy of your file with the comments in it before you delete them. This way if anyone asks you who requested a change, you can pull up the other version to find out.

STEP BY STEP

Delete a Comment

GET READY. USE the *HR Review Final Version 1* presentation that is open from the previous exercise.

1. With slide 1 displayed, click Karen Jones's first comment in the Comments pane, then click the **Delete** icon in the upper-right corner of the comment. The comment is removed from the slide, leaving only your first comment.
2. Go to slide 9 and then click the comment in the task pane.
3. Click the **Delete** button on the Review tab. The comment and your reply are removed from the slide.
4. **CLOSE** the **Comments** pane.
5. **SAVE** the presentation.

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

INCORPORATING CHANGES FROM REVIEWERS

PowerPoint does not have a Track Changes feature like the one in Word, but you can receive comments and feedback from reviewers by first saving your presentation to your computer and then posting a second copy to a shared location such as OneDrive or SharePoint, or distributing copies to reviewers via email. You can ask people to make changes and add comments to the shared copy. Once they are done, you can compare and merge the shared copy with the original one saved to your computer.

Take Note Some people like to share their version of the presentation via OneDrive or SharePoint and let multiple people make changes to the same document. We don't cover document sharing in detail here but if you do work with shared documents, you will notice improved functionality in resolving conflicts in PowerPoint 2016. It now provides a side-by-side comparison of the two slides so you can more easily determine which changes to keep.

Comparing and Combining Multiple Presentations

Comparing presentations enables you to see the differences between two similar presentation files. You can easily identify the changes that have been made to a copy of a presentation. The Compare feature merges two presentation files. You can then use the Revisions pane and the Compare group on the Review tab to see the differences between the merged versions and either accept or reject each revision. When you mark a revision for acceptance or rejection, the change is not applied immediately; changes occur only when you click End Review. In this exercise, you compare and combine two presentations.

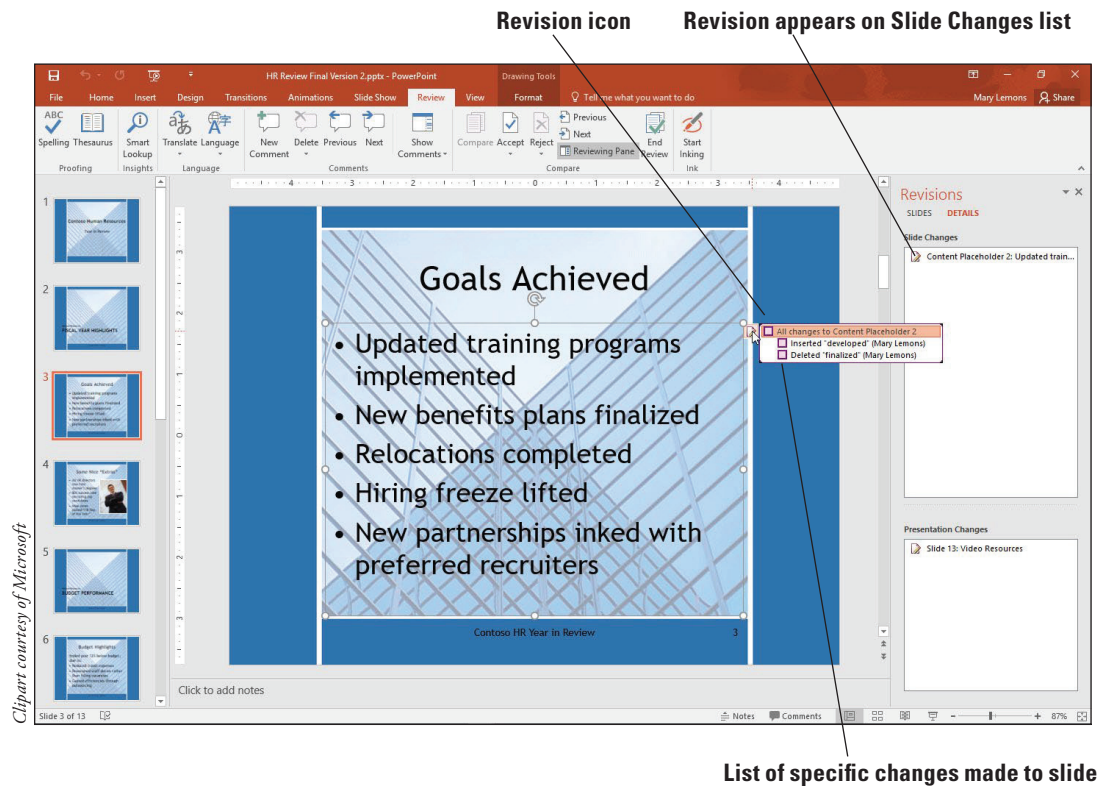
STEP BY STEP**Compare and Combine Presentations**

GET READY. USE the *HR Review Final Version 1* presentation that is open from the previous exercise.

1. **SAVE** the file as *HR Review Final Version 2*.
2. On the Review tab, click **Compare**. The *Choose File to Merge with Current Presentation* dialog box opens.
3. Navigate to the folder containing the data files for this lesson and select *HR Summary*.
4. Click **Merge**. The presentation opens and the Comments and the Revisions task panes open. To toggle the Revisions task pane on and off, you can click the Reviewing Pane button on the Review tab of the Ribbon.
5. Go to slide 3 and then click the **Revision** icon on the slide. A balloon appears showing the changes to that slide (see Figure 10-4).

Figure 10-4

Review the changes made to this slide



Clipart courtesy of Microsoft

6. On the Review tab, click the **Accept** button. The changes on slide 3 are accepted. The revision icon changes to show a check mark. Notice the check boxes next to the items in the balloon. This allows you to select which changes to apply.
7. Go to **slide 9** and then click the **Revision** icon on the slide. Mark the check box next to **Diagram Content** and then click **Reject** in the Compare group to reject the change and keep the changes Karen requested.
8. Click **Next** to go to slide 10, the revision is a deletion of a bullet point. Click **Accept** and then click **Reject** to change your mind.

Take Note Do not confuse the Next button in the Compare group with the Next button in the Comments group.

9. Go through and accept all other changes to the presentation by clicking each slide and then selecting **Accept all Changes to This Slide**. Be sure NOT to do this on slides 3, 9, and 10 or you will revert to the changes you rejected.
10. On the Review tab, click **End Review**. A confirmation box appears; click **Yes**.
11. Browse through the presentation to confirm that the changes were made. The

revisions you accepted were finalized and the revision you rejected was discarded. The comments are still there; they were not affected by the review.

12. On the Review tab, click the down arrow under the Delete button and then click **Delete All Comments and Ink in This Presentation**.
13. Click **Yes** to confirm. All remaining comments are removed.
14. **CLOSE** the Comments pane.
15. **SAVE** the presentation.

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

PROTECTING A PRESENTATION

Password-protecting a presentation file ensures that unauthorized users cannot view or make changes to it. You can set, change, and remove passwords from a file. You can also mark a presentation as final, which does not provide much security, but can prevent accidental changes.

Encrypting Presentations with a Password

A **password** is a word or phrase that you, the user, must enter in order to get access to a file. Adding a password to a presentation prevents anyone from opening the presentation who does not know the password. Passwords are case-sensitive. You will assign a password to a presentation in this exercise.

STEP BY STEP

Set a Password

GET READY. USE the **HR Review Final Version 2** presentation that is open from the previous exercise.

1. **SAVE** the files as **HR Review Final Version 3**.
2. Click the **File** tab and then click **Protect Presentation**. A menu appears.
3. Click **Encrypt with Password**. The *Encrypt Document* dialog box opens.
4. In the Password box, type **ProtectMe**. Black circles appear in place of the actual characters you type.

Take Note The password used for this exercise is not a very strong password. It would not be that difficult to guess, because it consists only of letters. When creating your own passwords, try to include a combination of uppercase letters, lowercase letters, numbers, symbols, and spaces.

5. Click **OK**. Another dialog box appears asking you to confirm the password; type **ProtectMe** again and then click **OK** again. Backstage view remains open and the Protect Presentation area is highlighted in yellow and says that a password is required to open the presentation.
6. Click **Close**. When prompted to save your changes, click **Save**.
7. Click the **File** tab, click **Open**, and then on the Recent Presentations list, click the **HR Review Final Version 3.pptx** document. A *Password* dialog box opens.
8. In the Password box, type **ProtectMe** and then click **OK**.
9. **SAVE** the presentation.

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

Password-protecting a file is a type of **encrypting**, which prevents a file from being read by unauthorized users. Password-protection might be useful on a presentation that contains sensitive data, such as human resources or medical information. If a user does not know the password, he or she cannot open the file.

For more control over who views your presentation and what they can do with it, you may choose to use the Restrict Access command. Click the File tab, click Protect Presentation, point to Restrict Access, and then click Connect to Rights Management Servers and Get Templates. To use this feature, you must have Windows Rights Management access. Contact your employer's IT department to find out if you have access to this feature.

Changing or Removing a Password

You can change a password in much the same way as you created it. To remove a password entirely, use the same process as for changing it, but change it to a **null string** (blank, no characters, not even spaces). In this exercise, you will remove a password from a presentation.

STEP BY STEP

Change or Remove a Password

GET READY. USE the *HR Review Final Version 3* presentation that is open from the previous exercise.

1. Click the **File** tab and then click **Protect Presentation**. A menu appears.
2. Click **Encrypt with Password**. The *Encrypt Document* dialog box opens. The password previously assigned is already filled in.
3. Double-click the current password and then press the **Delete** key on the keyboard to clear it.

Take Note In step 3, you could have entered a different password instead of removing the password entirely.

4. Click **OK**. The password has been removed.
5. Close the presentation, click **Save**, and then reopen it to confirm that no password prompt appears.

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

Marking a Presentation as Final

When you have completed all work on a presentation, you can mark it as final to prevent any further editing. When you use the **Mark as Final** command in a presentation, you can open the presentation and read it, but you can no longer edit it or add comments. You are also restricted in other activities, such as encrypting the document. For this reason, marking a presentation as final should be one of your last tasks when finalizing a presentation. In this exercise, you mark a presentation as final.

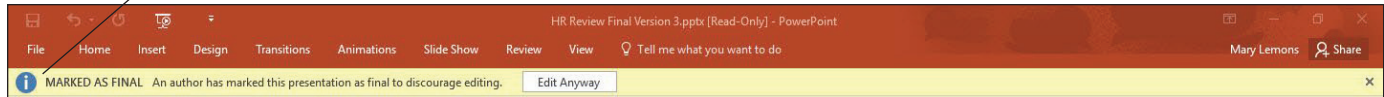
STEP BY STEP

Mark a Presentation as Final

GET READY. USE the *HR Review Final Version 3* presentation that is open from the previous exercise.

1. Click the **File** tab, click **Protect Presentation**, and then click **Mark as Final**. A confirmation box appears that it will be marked as final and then saved.
2. Click **OK** to continue. A confirmation box appears that it has been marked as final.
3. Click **OK** to close the confirmation box. Notice that the Ribbon is hidden; an information bar appears with a message that the file is Marked as Final (see Figure 10-5).

Information bar

**Figure 10-5**

The presentation has been marked as final

4. Click **Edit Anyway**. The editing commands on the Ribbon are displayed again.
5. **SAVE** the presentation.

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

Marking a presentation as final does not prevent you from ever making additional changes to a presentation. You can reverse the Mark as Final command by clicking Edit Anyway on the information bar. All features are then available to you again.

PREPARING A PRESENTATION FOR DISTRIBUTION

As you are preparing to distribute your presentation to other people, there are some issues to consider. For example, if the person working with your presentation uses a different version of PowerPoint than you have, will he or she still have access to all the content? Will personal information from your computer be stored in the data file's properties? In the following sections, you will learn how to control these and other factors.

Checking for Compatibility Issues and Optimizing Media Compatibility

If you need to share your presentation file with someone who uses PowerPoint 2003 or earlier, save it in PowerPoint 97-2003 format from the Save As dialog box. The file format is the same for PowerPoint versions 2007, 2010, 2013, and 2016 so if you need to share your work with people who use one of those versions, no special translation is usually required for the user to open and view the presentation.

There are some minor compatibility issues among PowerPoint 2007, 2010, 2013, and 2016, however, and these issues might not be obvious until a user tries to use your file and encounters an error or a feature that does not work as it should. For example, PowerPoint 2013 and 2016 support more video formats than PowerPoint 2007 and 2010 did, so if the presentation includes one of the formats that their version of PowerPoint cannot use, you may have a problem. To minimize the impact of such compatibility issues, you may want to check the file for compatibility problems prior to distributing it. The Compatibility Checker will recommend fixes that will help you minimize the impact of any compatibility issues.

In this exercise, you will check a presentation for compatibility issues and then save it in PowerPoint 97-2003 format.

STEP BY STEP

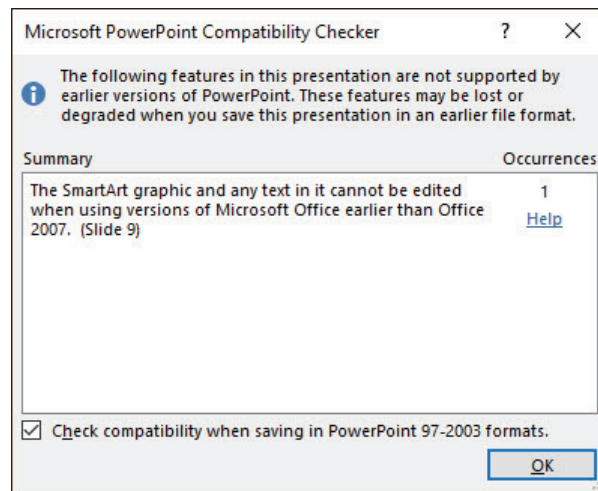
Check for Compatibility Issues and Optimize Media Compatibility

GET READY. USE the **HR Review Final Version 3** presentation that is open from the previous exercise.

1. **SAVE** the file as **HR Review Final Version 4**.
2. Click the **File** tab and then click **Check for Issues**. A menu appears.
3. Click **Check Compatibility**. The *Microsoft PowerPoint Compatibility Checker* dialog box opens. It has found one potential issue (see Figure 10-6).

Figure 10-6

The Compatibility Checker has noted that SmartArt cannot be edited in Office versions earlier than 2007.



4. Click **OK**. The dialog box closes.
5. Open the file **Agility Media** from the data files provided for this lesson and save it as **Agility Media Final**.
6. Click the **File** tab. Notice that the **Optimize Compatibility** button appears and is available. That is because this presentation contains an actual embedded video clip, not just a link to an online clip.
7. Click **Optimize Compatibility**. The *Optimize Media Compatibility* dialog box opens and immediately begins processing the video clip in the presentation to improve its compatibility.
8. When the optimization is complete, click **Close**.
9. If necessary, click the **File** tab, click **Check for Issues**, and then click **Check Compatibility**. The *Microsoft PowerPoint Compatibility Checker* dialog box opens.
10. Note the compatibility issue that the checker found: that the media clips will be saved as pictures.
11. Click **OK** to close the dialog box.
12. **SAVE** and then **CLOSE** the **Agility Media Final** presentation. Leave the **HR Review Final Version 4** file open.

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

Checking for Accessibility Issues

An **accessible** presentation is one that can be viewed by a wide variety of computer users, including those who may have disabilities that require them to use adaptive technologies such as screen reading programs. PowerPoint includes a command that checks the accessibility of your work and offers suggestions for improving it. In this exercise, you will check a presentation for accessibility issues and make corrections to it.

STEP BY STEP

Check for Accessibility Issues

GET READY. USE the **HR Review Final Version 4** presentation that is open from the previous exercise.

1. Click the **File** tab, click **Check for Issues**, and then click **Check Accessibility**. The Accessibility Checker pane opens (see Figure 10-7).

Figure 10-7

Accessibility issues were found



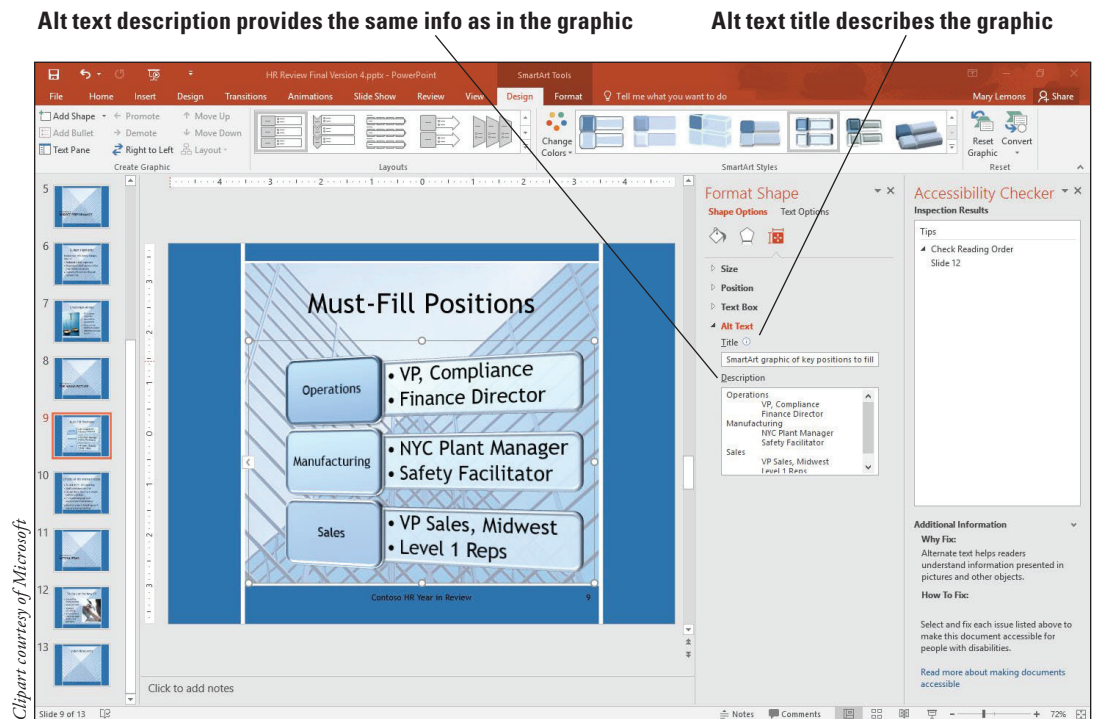
2. In the Accessibility Checker task pane, click **Picture 2 (Slide 4)**. Slide 4 appears and the picture is selected.

Take Note You can scroll down in the Additional Information area of the task pane to find steps for fixing the problem.

3. Do the following to add alt text to the picture:
 - a. Right-click the picture and choose **Format Picture**.
 - b. Click the **Size & Properties** icon at the top of the Format Picture task pane.
 - c. If needed, click **Alt Text** to expand that heading's options.
 - d. In the Title box, type **Smiling businessman**.
4. Repeat steps 2-3 for Picture 2 on slide 7. (You can skip steps 3a through 3c because the Format Shape task pane is already open.) For its alt text, type **Balance scale**.
5. Repeat steps 2-3 for Picture 3 on slide 12. (You can skip steps 3a through 3c because the Format Shape task pane is already open.) For its alt text, type **Woman writing**.
6. Do the following to add alt text to the SmartArt graphic on slide 9:
 - a. In the Accessibility Checker task pane, click **Content Placeholder 5 (Slide 9)** to jump to slide 9.
 - b. In the Format Shape task pane, in the Alt Text section's Title box, type **SmartArt graphic of key positions to fill**.
 - c. On the SmartArt Tools Design tab, click **Text Pane** to display the text pane for the SmartArt.
 - d. Select all the text in the text pane (**Ctrl+A**) and then press **Ctrl+C** to copy it.
7. **CLOSE** the SmartArt text pane.
8. Reselect the outer frame of the SmartArt graphic, and in the Format Shape task pane, click in the Description box under the Alt Text heading and press **Ctrl+V** to paste the copied text. The Format Shape task pane should resemble Figure 10-8 at this point.

Figure 10-8

Add alt text both as a title and as a description for the SmartArt object



9. **CLOSE** the **Format Shape** task pane.
10. In the Accessibility Checker task pane, click **Slide 12** under the Check Reading Order heading.
11. Follow the instructions in the Additional Information section of the task pane to check the reading order. Note that the slide's content is set to appear before its title.
12. On the Home tab, click the **Select** button, and on the menu that appears, click **Selection Pane**.
13. In the Selection pane, click **Title 8** and then click the **Bring Forward** button (the up arrow button) twice so that Title 8 appears at the top of the list of objects.
14. **CLOSE** the **Selection** task pane and then **CLOSE** the **Accessibility Checker** task pane.
15. **SAVE** the presentation.

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

Modifying Properties and Removing Metadata

A file's properties provide information about the file, such as the date and time it was created or last modified, the file size, whether or not the file is read-only, and so on. The properties also include **metadata** (which literally means "data about data") such as the author's name (taken from the name you are logged into Office or Windows with), the subject, and any keywords you may have assigned to it. You can modify a presentation's properties to provide information to the people who will later receive the presentation file, such as your co-authors or your audience members. In some cases, you might want to remove your personal information from the file for privacy reasons; PowerPoint provides a command that enables you to do so. In this exercise, you will change the properties for a presentation file and remove your personal information from it.

Take Note PowerPoint 2016 has done away with the Documents Panel. Now you edit the majority of a document's properties directly in Backstage View.

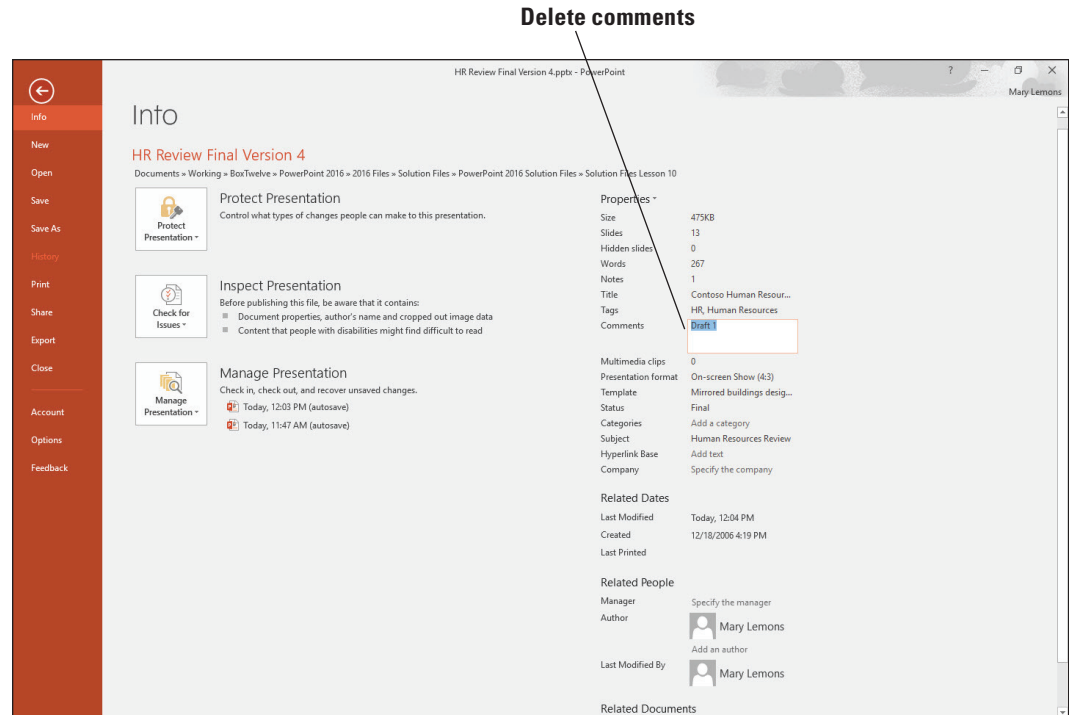
STEP BY STEP**Modify Properties and Remove Metadata**

GET READY. USE the *HR Review Final Version 4* presentation that is open from the previous exercise.

1. Click the **File** tab, select **Info**, scroll to the bottom of the screen, and then click the **Show all Properties** link. All The Document Properties appear on the screen.
2. Right-click **Student Name** and click **Edit property**. In the Enter names or e-mail addresses field, type your own name, replacing the generic Student Name there. Click **OK**.
3. Click in the **Status** text box and type **Final**.
4. Delete the text from the Comments text box (see Figure 10-9).

Figure 10-9

Display and change the file's properties



5. Click the **Properties** heading to open a menu, and then click **Advanced Properties**. *Advanced Properties* dialog box opens for the file.
6. Click the **Summary** tab. Note that some of the same properties appear here as in the Document Properties panel. Click the **Statistics** tab and note the information that appears on that tab and then click the **Contents** tab and note the information that appears on that tab.
7. Click the **Custom** tab.
8. In the list of properties at the top, click **Language**. Then in the **Value** text box, type **English** and then click **Add**.
9. Click **OK** to close the dialog box.
10. In Backstage view, click **Check for Issues** and then click **Inspect Document**. At the confirmation box, click **Yes** to save your changes. The *Document Inspector* dialog box opens.
11. Click **Inspect**. A report appears showing what the inspection found.
12. Click the **Remove All** button next to Document Properties and Personal Information.

13. Click **Close**.
14. Click the **File** tab, select **Info**, scroll to the bottom of the screen, and then click the **Show all Properties** link. Examine the document's properties. Note that most of the information has been removed from its text boxes.
15. Click the **Back** button to return to the presentation.
16. **SAVE** the presentation.

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

EXPORTING AND SAVING A PRESENTATION IN DIFFERENT FORMATS

There are many formats available for sharing your PowerPoint work with others who may not have PowerPoint, or who may prefer to view your presentation in another format. Each format is suited for a different usage; you choose the best one for your situation. In this lesson, you learn to save and export your presentation as PDF, XPS, video, and XML as well as a PowerPoint show.

Exporting a Presentation to PDF/XPS, and Video

Common formats that people use to view documents are the Adobe Portable Document Format (PDF), the Microsoft XML Paper Specification (XPS) format, and video formats such as WMV and MPG.

These formats make it easier to exchange data files across various types of computers, operating systems, and applications. PDF and XPS are document formats. XPS is a Microsoft format that compresses the file size, looks similar on most computers, and complies with industry format. You have Office so you don't need any additional software or add-ins to save to this format.

Video formats are convenient because most users have some type of media playback capability.

STEP BY STEP

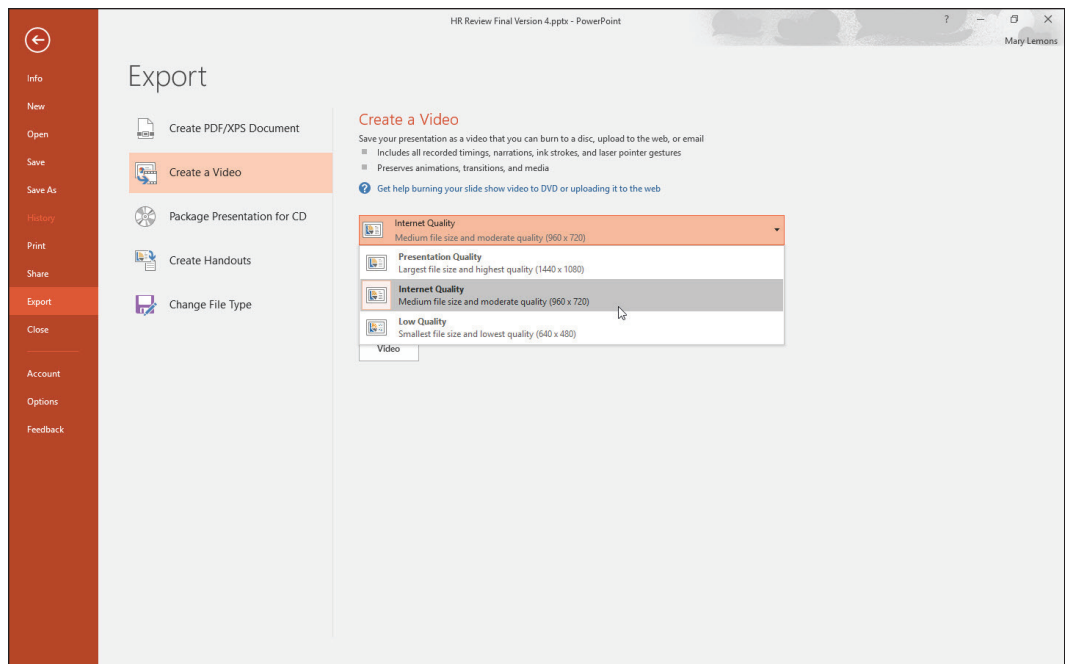
Export to PDF/XPS and Video

GET READY. USE the **HR Review Final Version 4** presentation that is open from the previous exercise.

1. Click the **File** tab and then click **Export**.
2. Select **Create PDF/XPS Document** and then click the **Create PDF/XPS button**. Navigate to the location where you are saving files for this lesson.
3. In the File name box, type **HR Review XPS**. (If you have Acrobat installed on your system, the type will default to PDF.)
4. Click **Publish**. Return to PowerPoint if necessary.
5. Click the **File** tab and then click **Export**.
6. Select **Create a Video**. Select Internet Quality from the Presentation Quality drop down (see Figure 10-10).

Figure 10-10

Set the options for creating a video



7. Click the **Create Video** button. Navigate to the location where you are saving files for this lesson.
8. In the File name box, type **HR Video**.
9. Click **Save**.
10. Use File Explorer to navigate to the location where you saved the files and open them to see how they display.
11. **CLOSE** the files you just previewed.

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

Saving a Presentation as XML

Extensible Markup Language (XML) is a structured markup language that makes it easier to exchange data files across various types of computers, operating systems, and applications. When you save a file in XML format, it does not seem obviously different from a normal PowerPoint presentation file, but internally the way the data is stored is different. PowerPoint 2016 supports two different XML formats: PowerPoint XML Presentation (*.xml) and Strict Open XML Presentation (*.pptx). The former allows files to contain some Office-specific encoding that was used in earlier versions of Office for XML files; the latter translates the file into a fully independent file format that does not rely on anything Microsoft-specific. Depending on the program that you are exchanging files with, one of those formats may be more useful than the other; you might even want to save in both of those formats and send the recipient both files, so they can see which works best for them. In this exercise, you save in Strict Open XML format.

STEP BY STEP**Save in XML Format**

GET READY. USE the *HR Review Final Version 4* presentation that is open from the previous exercise.

1. Click the **File** tab and then click **Save As**.
2. Click **Browse** and navigate to the location where you are saving files for this lesson.
3. Open the **Save as type** drop-down list and then click **Strict Open XML Presentation**.
4. In the File name box, type **HR Review Open XML**.
5. Click **Save**.
6. Use File Explorer to navigate to the location where you saved the file and open the file you just saved to see how it displays.
7. **CLOSE** the file.

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

Saving a Presentation as a PowerPoint Show

A **PowerPoint Show** file is just a regular presentation file except that it opens in Slide Show view by default. You may want to distribute a presentation in this format if you expect your recipients to have PowerPoint installed on their PCs, but to be more interested in viewing the show than in editing it. In this exercise, you save a presentation as a PowerPoint Show.

STEP BY STEP**Save a Presentation as a PowerPoint Show**

GET READY. OPEN the *HR Review Final Version 4* presentation, which you created earlier in this lesson.

1. Click the **File** tab and then click **Save As**.
2. Click **Browse** and then navigate to the **location** where you want to save.
3. Open the **Save as type** drop-down list and then click **PowerPoint Show**.
4. In the File name box, type **HR Show**.
5. Click **Save**. The file is saved in that format and the new file is open in PowerPoint.

CLOSE the file and **EXIT** PowerPoint.

When you save as a PowerPoint Show, nothing changes about the presentation except its file extension: instead of .pptx, it is .ppsx. This differing extension prompts PowerPoint to open the file in Slide Show view, rather than Normal view.

Knowledge Assessment

Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) _____ is a note you can insert directly on a slide.
2. When you _____ presentations, you consolidate all changes into a single copy.
3. A(n) _____ protects a presentation file so that only authorized users can open it.
4. To make changes to a comment, click the comment marker to open the _____ pane and then make changes there.
5. If you save a presentation in PowerPoint Show format, it opens in _____ view by default.

Multiple Choice

Circle the correct answer.

1. Which of the following describes how to see the properties of a presentation?
 - a. Click the File tab, click the Properties heading, and then click Show Document Panel.
 - b. Click the View tab and then click Properties.
 - c. Click the View tab, click Advanced, and then click Show Document Panel.
 - d. Click the File tab, click Share, and then click Properties.
2. In which of the following locations can you edit all of the Properties of a PowerPoint file?
 - a. Documents Panel
 - b. Backstage View
 - c. Save As dialog box
 - d. Advanced Properties dialog box
3. Which of the following describes how to change the user name that will appear on each comment?
 - a. Manually type your name into each comment.
 - b. Click File > Options and type a different User Name and Initials.
 - c. Click the Change User button on the Home tab.
 - d. Click the Manage Comments button on the Review tab.
4. Which of the following describes how to remove a password from a PowerPoint file?
 - a. Change the password to a null string.
 - b. Click Encrypt with Password, then click Decrypt.
 - c. Click Encrypt with Password, then click Remove.
 - d. Click the File tab, then click Unprotect.
5. Which of the following statements is true?
 - a. Marking a presentation as final is the same level of security as password protection.
 - b. Marking a presentation as final is not as strong security as password protection.
 - c. Marking a presentation as final is stronger security than password protection.
 - d. Marking a presentation as final is useful only when saving in Text Only format.

Projects

Project 10-1: Adding and Replying to Comments

In this project, you are the new Marketing Manager for Consolidated Messenger. The company owner has given you a presentation to review with his comments already inserted and has asked you to add your own comments in response to his and describe any changes you would make.

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

1. **OPEN** the *Sales Pitch* presentation in the data files for this lesson and then **SAVE** it as *Sales Pitch Final*.
2. Click the **Review** tab and then click the **Next** button to read the comment on slide 1.
3. Click **Next**, read the comment on slide 3, then click **Next** again to read the comment on slide 5.
4. Click the **Previous** button two times to return to the comment on slide 1.
5. Click the **Delete** button to delete the comment on slide 1.
6. Click the **New Comment** button and then type the following comment: **I think the template is fine as is.**
7. Go to slide 3 and reply by typing the following comment: **I will try to find a picture with color values more in line with the template.**
8. Go to slide 5 and delete the comment.
9. **SAVE** the presentation and then **CLOSE** the file.

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

Project 10-2: Protecting a Presentation

In this project, you are a travel agent working for Margie's Travel Agency. Blue Yonder Airlines has asked you to start pitching their services to corporate clients and has sent you a copy of their presentation. Your contact at Blue Yonder has asked you to share the presentation with other agents in your office, but she does not want anyone to change the presentation. You can use PowerPoint features to safeguard the presentation.

1. **OPEN** the *Airline Overview* presentation in the data files for this lesson and then **SAVE** it as *Airline Overview Final*.
2. Click the comment on slide 1 to open the Comments pane and then read the comment.
3. Delete the comment.
4. Click the **File** tab, click **Protect Presentation**, and then click **Mark as Final**.
5. Click **OK** twice to save the presentation and mark it as the final version.
6. Close the presentation file.
7. Reopen *Airline Overview* and save it as *Airline Overview Protected*.
8. Click the **File** tab, click **Protect Presentation**, and then click **Encrypt with Password**.
9. In the Password box, type **ProtectMe** and then click **OK**.
10. In the Reenter password box, type **ProtectMe** and then click **OK**.
11. **CLOSE** the file, saving your changes if prompted.

EXIT PowerPoint.