

GETTING STARTED WITH POWERPOINT 2010

13

You can use PowerPoint to create presentations for almost any occasion, such as a business meeting, government forum, school project or lecture, church function, or club fund-raiser. A presentation is designed as a slide show and can be based on one of the included themes, use a company-provided theme, or be created from scratch.

Presentations can feature within-slide animations (such as flying text) and between-slide transitions (such as dissolves). Slides can include embedded movies and audio clips, as well as recorded narration. You can add notes on each slide to use when giving the presentation and to distribute as handouts.

The resulting slide show can be run on your computer, printed, output to transparencies for viewing on an overhead projector, converted to a high-quality video, or saved as HTML for viewing using a browser on the Web, an intranet, or a recipient's computer.

✓ Tip

- When distributing a presentation, your audience doesn't need PowerPoint. They can download PowerPoint Viewer 2010 from Microsoft's site. (When you use the Package Presentation for CD feature, a link from which PowerPoint Viewer can be downloaded is included on the CD.)

The PowerPoint Interface

Figure 13.1 (below) shows the interface elements you'll use when creating presentations. Many of them, such as the Ribbon and Quick Access Toolbar, can also be found in Word, Excel, and Outlook.

File tab. Click this tab to perform file-related actions in the Backstage (Figure 13.2), such as creating, opening, saving, and printing. Click Options to set PowerPoint preferences. To open a presentation on which you've recently worked, click its name in the Recent list. The Exit command can also be found here.

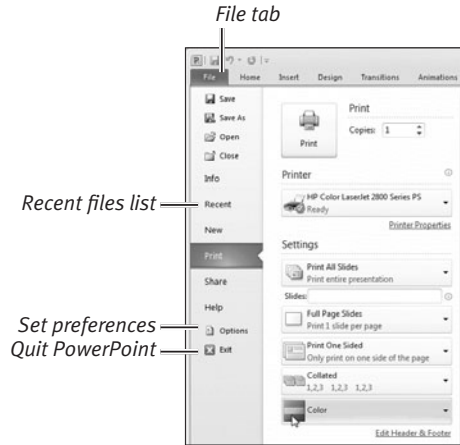


Figure 13.2 Office Backstage.

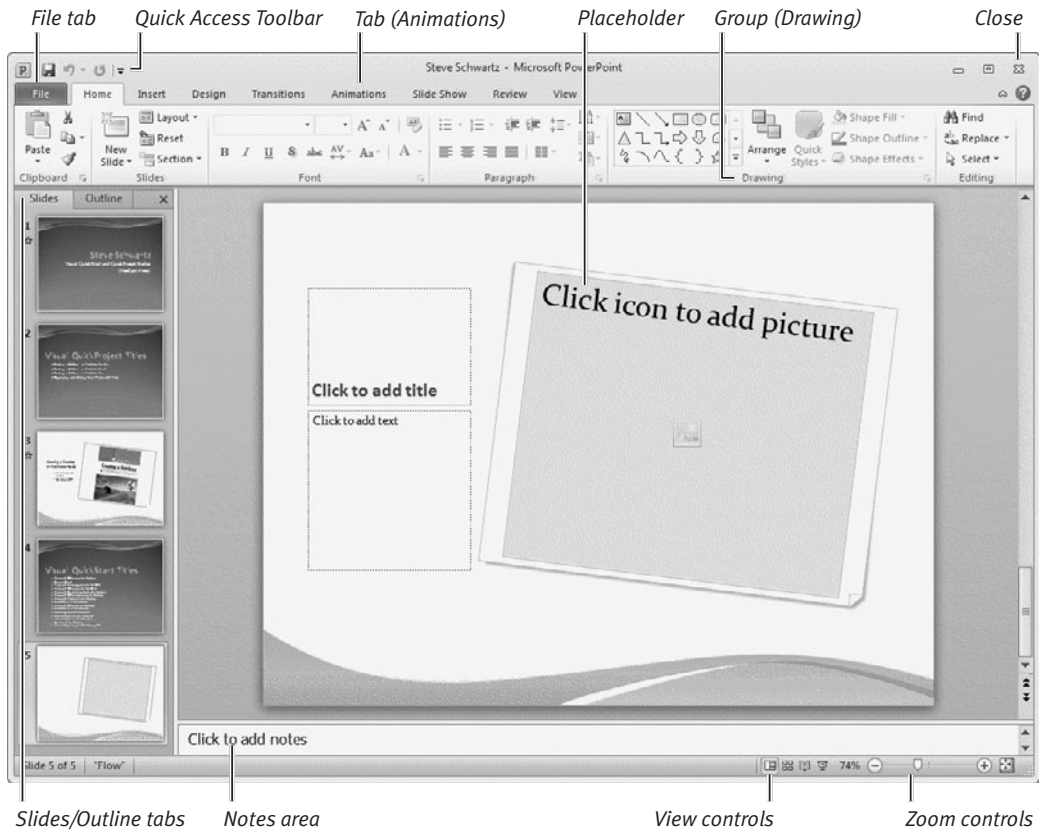


Figure 13.1 The PowerPoint 2010 interface.

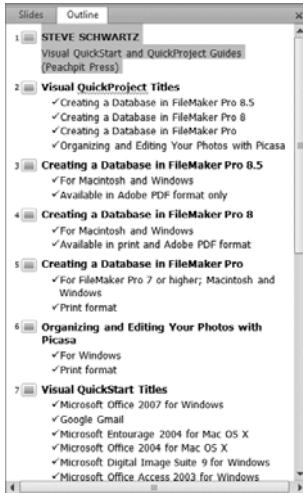


Figure 13.3 Use the Outline tab to rearrange slides and edit content.

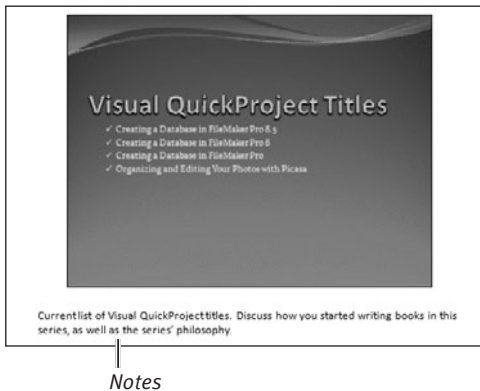


Figure 13.4 When printed, you can use the note pages to assist you in the presentation or give them out as handouts. Here's a typical slide in Notes Page view.

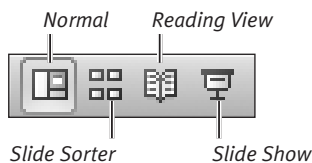


Figure 13.5 You can switch views by clicking an icon at the bottom of the window.

Quick Access Toolbar. Icons for performing common commands, such as Save, Undo, and Redo, can be found here.

Ribbon. As in Office 2007, you choose commands from the Ribbon rather than from menus. Similar commands and procedures are listed together on a *tab*, such as Insert or View. Within each tab, procedures are further divided into *groups*, based on similarity of function. To perform a command, you switch to the appropriate tab by clicking its name and then click the command's icon or control.

Slides/Outline tabs. In Normal view, when the Slides tab is selected, thumbnails of your slides (in their current order) are displayed (see Figure 13.1). Click a thumbnail to work with that slide. Click the Outline tab to view and work with the presentation in outline mode (Figure 13.3).

Placeholders. Every PowerPoint theme contains a predefined set of layouts. In each slide layout, placeholders are provided in which you can add your own formatted text, pictures, and so on.

Notes. To assist with a presentation, you can type notes in this area and print them out, along with a miniature version of the slide to which the notes refer (Figure 13.4).

View controls. Click an icon to switch views (Figure 13.5). You can also change views by selecting the View tab and clicking an icon in the Presentation Views group.

Zoom controls. Change the current magnification by dragging the slider or by clicking + (Zoom In), - (Zoom Out), the zoom percentage, or the Fit slide to current window icon.

Close. Click the close box to close an open presentation or to quit PowerPoint. (When the current presentation is the only one open, clicking the close box quits PowerPoint.) You can also close a presentation by clicking Close in the Backstage (see Figure 13.2).

Working in Different Views

Depending on what you want to do at the moment, you'll work in one of PowerPoint's many *views*. To switch views, you can click an icon in the View controls (see Figures 13.1 and 13.4) or in the Presentation Views group on the View tab (**Figure 13.6**). Because creating a presentation is an interactive process, you'll switch views frequently.

The PowerPoint views are as follows:

- ◆ **Normal.** Create, edit, and delete slides (see Figure 13.1).
- ◆ **Slide Sorter.** Rearrange, delete, and hide slides (**Figure 13.7**).
- ◆ **Notes Page.** Add and edit notes for each slide in a convenient full-screen format (see Figure 13.4).
- ◆ **Slide Show.** View the presentation as a full-screen slide show as it will appear to your audience.
- ◆ **Reading View.** New in PowerPoint 2010, you can use Reading View to step through a presentation and its animations within the document window. Reading View is also useful when delivering a presentation to someone on their computer. To exit Reading View, press **[Esc]** or click a view icon at the bottom of the document window (see Figure 13.5).
- ◆ **Slide, Handout, and Notes Masters.** Switch to a Master view to create or modify the underlying theme for slides, note pages, and handouts. For instance, changes made to a master slide (such as setting a different font, size, or color for heading text on a title slide) instantly affect all current and new title slides (**Figure 13.8**).

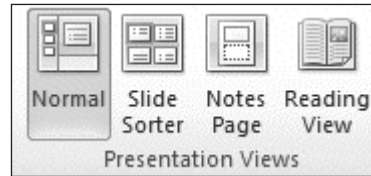


Figure 13.6 Change views by clicking an icon in the Presentation Views group.

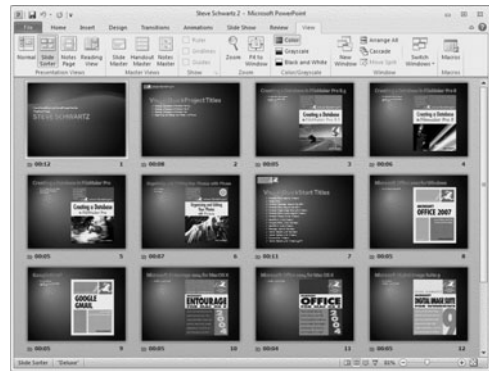


Figure 13.7 In Slide Sorter view, a thumbnail of each slide in the presentation is displayed. Rearrange the slides by dragging them to new positions.



Figure 13.8 If you don't care for a particular font, you can change it on its master slide.

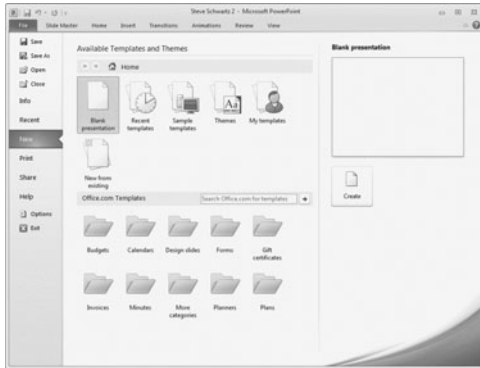


Figure 13.9 When creating a new presentation, you can make one from scratch or start with a template.



Figure 13.10 Select a theme from the Themes group.

New Presentation Tips

- ◆ To quickly create a Blank Presentation without switching to the Backstage, press **Ctrl+N**.
- ◆ Regardless of the format intended for a presentation (such as HTML for display on the Web), you should save the working version in a native PowerPoint format: PowerPoint Presentation or PowerPoint 97-2003 Presentation.

Creating a Presentation

If you've never made a PowerPoint presentation, the following are the basic steps in the process. Note that many of the steps, such as creating notes and handouts, are optional. In addition, because presentation design is seldom a linear process, you can change the step order as your creative flow dictates.

To create a presentation:

- 1. Make an outline.** This step can help you decide what to present and the approximate order in which you intend to cover the material.
You can use Word's Outline mode (see Chapter 6) for this task.
- 2. Create a new PowerPoint presentation.**
Do one of the following:
 - ▲ If you just launched PowerPoint, a new presentation is started for you.
 - ▲ If a presentation is currently open, click the File tab and then click New in the Backstage. Select Blank Presentation from the Available Templates and Themes list (**Figure 13.9**). (If you prefer, you can base the presentation on a template by selecting a category from those stored on disk or at Office.com.)
- 3. Select a theme.** If a theme wasn't set in Step 2, choose a theme from the Themes group on the Design tab (**Figure 13.10**). A theme gives a consistent look to all slides in the presentation.
- 4. Create the slides.** From the New Slide gallery in the Slides group on the Home tab, select a slide style (such as Section Header or Picture with Caption) to add to the presentation. Replace placeholders with appropriate text and pictures.

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5. **Add notes.** If you like, you can add comments to the slides to assist you when delivering the presentation. Notes can be entered in Normal or Notes Page view (see Figures 13.1 and 13.4).
6. **Organize the slides.** In Slide Sorter view (see Figure 13.7), arrange the slides in the order in which you want to present them. Delete or hide unwanted slides.
7. **Add within-slide animations.** You can add motion (fly-in or spin, for example) to slide elements, such as text objects and pictures. With the object selected, select effects from the Animation group on the Animations tab (**Figure 13.11**).
8. **Add between-slide transitions.** You can also specify visual and/or auditory transition effects that play when you move from one slide to the next. Common transitions include fades, dissolves, and wipes, for instance. By choosing effects from the Transition to This Slide group on the Transitions tab (**Figure 13.12**), you can set a different transition for each slide or apply one transition to all slides.
9. **Play and rehearse the presentation.** To play the presentation, switch to Slide Show view or click an icon in the Start Slide Show group on the Slide Show tab. As the show plays, rehearse what you'll say while each slide is onscreen. On the Transitions tab, you can specify that each slide will advance in response to a mouse click or be based on timing established during a rehearsal.
10. **Print notes and handouts, if any.**
11. **Output the show in its final format.** In addition to playing the slide show on a computer, you can convert it to a movie, save it as a PDF, package it for distribution on CD, or output the show in HTML for viewing in a browser.



Figure 13.11 Use the scroll arrows to find an effect or click the bottom arrow to reveal the entire gallery.

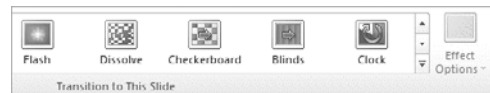


Figure 13.12 You can select a between-slide transition effect for the current slide from the Transition to This Slide gallery.

✓ Tips

- You can also use Reading View to preview and fine tune presentations.
- PowerPoint 2010 allows you to divide lengthy presentations into *sections*. Like points in a Word outline, you can collapse selected sections to make it easier to concentrate on one part of a presentation at a time.

CREATING A PRESENTATION

In this chapter, you'll learn the mechanics of creating a presentation and the tools used in the process:

- ◆ Starting a new presentation and choosing a theme
- ◆ Adding and deleting slides
- ◆ Replacing slide placeholders with text, images, charts, tables, and objects
- ◆ Adding other types of items to slides, such as shapes, text boxes, date/time stamps, and slide numbers
- ◆ Creating a photo album slide show
- ◆ Previewing a presentation onscreen as a slide show

For information on working with and formatting slide text and objects (such as pictures, clip art, tables, charts, and text boxes), see Chapter 3.

Beginning a Presentation

As explained in Chapter 13, there are several ways to begin a presentation.

To create a new blank presentation (no theme):

- ◆ *Do one of the following:*
 - ▲ Launch PowerPoint 2010. By default, a blank presentation is created.
 - ▲ With PowerPoint open, press **Ctrl+N**.
 - ▲ Click the File tab. In the Backstage, click New to display the Available Templates and Themes (**Figure 14.1**). Select the Blank Presentation icon and click the Create button.



Figure 14.1 To create the same blank presentation that appears at startup, select the Blank Presentation.

To create a new presentation based on a template or theme:

1. Click the File tab to go to the Backstage.
2. Click New to display the Available Templates and Themes (Figure 14.1).
3. Select one of the following categories from the Templates list:
 - ▲ To base the presentation on a template that's on your hard disk, select Sample templates or My templates. Select a template from the ones that appear and click the Create button.
 - ▲ To base the presentation on the default Blank Presentation but with a theme applied, select Themes. Select a theme icon from the ones that appear and click Create.
 - ▲ To base the presentation on an online template, select a category from the Office.com Templates section. Select one of the listed templates and click Download (**Figure 14.2**). The template downloads from Office.com and is added to the My templates category.

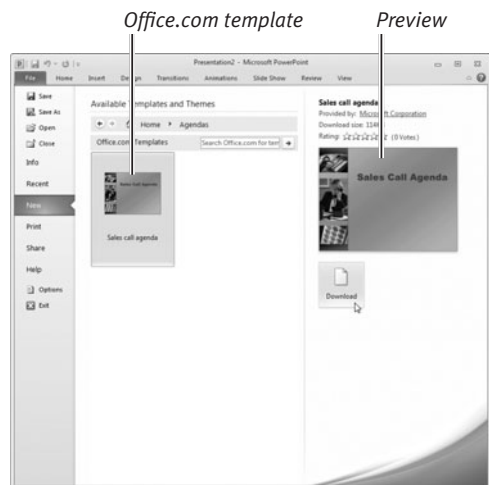


Figure 14.2 Select a template category, review templates available for download, and select a template that's appropriate for your project.

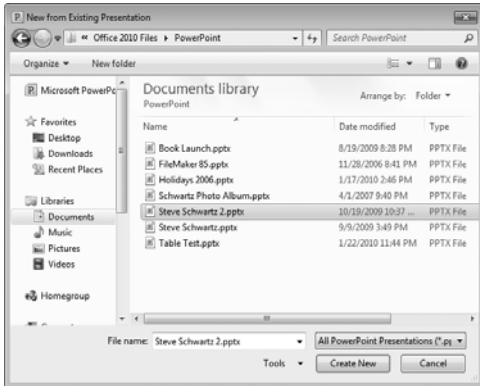


Figure 14.3 Select one of your previous presentations from this dialog box.



Figure 14.4 Click Save to save the presentation.

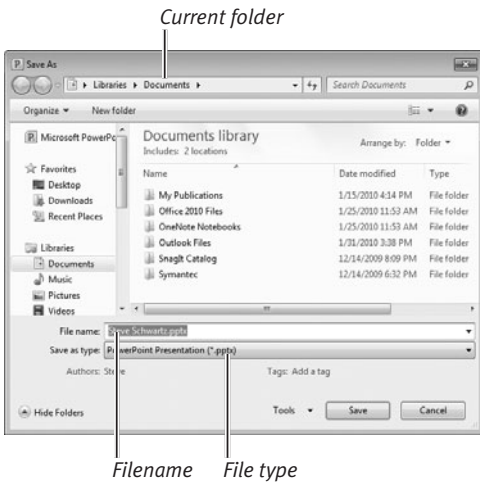


Figure 14.5 Save the new presentation in the Save As dialog box (Windows 7 shown).



Figure 14.6 The navigation bar.

- ▲ To base the presentation on one of your previous presentations, select New from existing. The New from Existing Presentation dialog box appears (**Figure 14.3**). Navigate to the folder that contains your presentation, select it, and click Create New.

The presentation opens in a new window.

4. Any time after generating the new presentation, you can save it to disk by doing one of the following:
 - ▲ Click the Save icon in the Quick Access Toolbar (**Figure 14.4**).
 - ▲ Press **Ctrl** **S**.
 - ▲ Click the File tab to go to the Backstage. Select Save or Save As.
- A Save As dialog box appears (**Figure 14.5**).

5. Navigate to the folder in which you want to save the presentation, name the file, select a file type from the Save as type drop-down list, and click Save.

✓ **Tips**

- Note that the Available Templates and Themes section contains navigation icons (**Figure 14.6**).
- Periodically, you should save the changes made to your presentation. Click the Save icon in the Quick Access Toolbar, click the File tab and select Save, or press **Ctrl** **S**.
- If you decide you don't want to use or keep the presentation, close it without saving.
- Regardless of the presentation-creation method you choose, you can change the *theme* applied to the slides. See the next section for instructions on setting a theme.

Setting the Theme

A *theme* provides a consistent background and fonts for a presentation. Unless your new presentation already has a theme (as it will if the presentation is based on a template or an existing presentation), the first step is to select a theme (**Figure 14.7**, below).

To apply a theme to a presentation:

1. Switch to the Design tab.
2. *Do any of the following:*
 - ▲ Choose a theme from the gallery in the Themes group.
 - ▲ Choose a new color scheme for the current theme from the Colors drop-down list (**Figure 14.8**).
 - ▲ Choose a different combination of fonts from the Fonts drop-down list.
 - ▲ Choose a different color or gradient from the Background Styles gallery.

These theme elements all provide a *live preview* on the current slide when you hover the cursor over one of them. Click an option to apply it to the presentation.

✓ Tips

- You can change the *current* theme and elements, too. However, the sooner in the design process that you finalize your theme choices, the fewer modifications you'll have to make to existing slides.
- For more extensive background options, choose Format Background from the Background Styles drop-down menu.

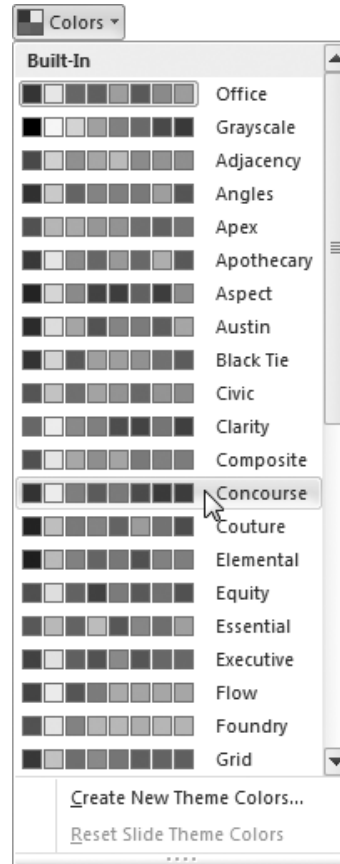


Figure 14.8 You can pick a new color scheme from the Colors list.

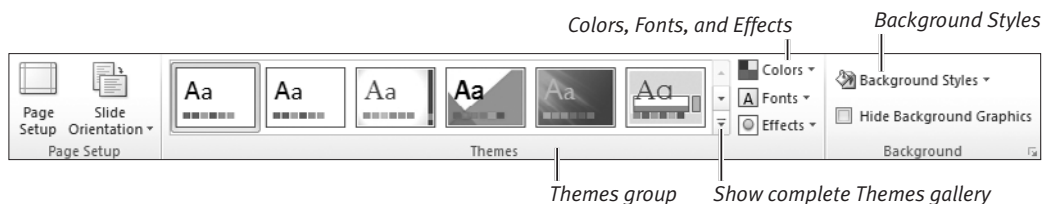


Figure 14.7 Apply theme and theme element changes by choosing options from the Design tab.

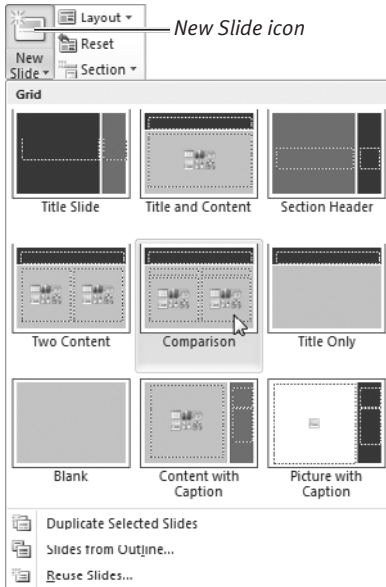


Figure 14.9 Select a layout for the slide you're adding to the presentation.

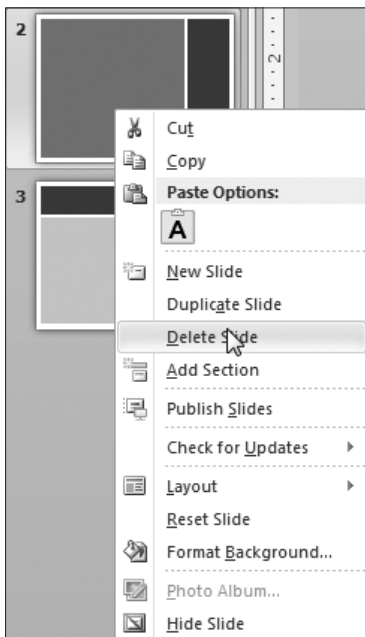


Figure 14.10 You can also delete a slide by right-clicking its thumbnail.

Adding and Deleting Slides

You can add new slides and delete ones that you decide not to use in the presentation.

To add a slide to a presentation:

1. Switch to Normal, Slide Sorter, or Notes Page view by clicking an icon in the Presentation Views group of the View tab.
2. Click the Home tab.
3. Select the slide after which you want the new slide to be added.
4. Click the New Slide icon in the Slides group and select the slide type to insert from the drop-down gallery (**Figure 14.9**). The new slide appears after the current slide.

To delete a slide:

1. Switch to Normal or Slide Sorter view by clicking an icon in the Presentation Views group of the View tab.
2. Click the Home tab.
3. *Do either of the following:*
 - ▲ Select the slide's thumbnail and press **[Del]**.
 - ▲ Right-click the slide's thumbnail and choose Delete Slide from the context menu (**Figure 14.10**).

The slide is deleted from the presentation.

✓ Tip

- To modify a slide's layout (changing it from one slide style to another), switch to the Home tab in Normal or Slide Sorter view and choose a layout from the Layout icon's gallery in the Slides group.

Replacing Placeholders

Most slide layouts contain *placeholders* for text or graphics (Figure 14.11). To use the placeholders, you replace them with your own material. Replacing placeholders and other design work is done in Normal view.

To replace a text placeholder:

1. Click a “Click to add title,” “Click to add text,” or similarly worded placeholder (Figure 14.12).

The placeholder text vanishes.

2. Type your text (Figure 14.13). If additional paragraphs are required, press to begin each new paragraph.

To replace a picture or movie-clip placeholder:

1. Click the picture or movie-clip placeholder icon (Figure 14.11).

An Insert Picture or Insert Video dialog box appears, respectively.

2. Navigate to the folder that contains the picture or movie clip, select its file icon, and click Open or Insert, respectively. The picture or movie appears in the placeholder frame.

To replace a clip art placeholder:

1. Click the clip art placeholder icon (Figure 14.11). The Clip Art pane appears on the right side of the PowerPoint window.
2. Follow the procedure in “Adding Clip Art” (Chapter 3) to find, select, and insert a clip art image.

After the clip art appears on the slide, close the Clip Art pane by clicking its close box (X).

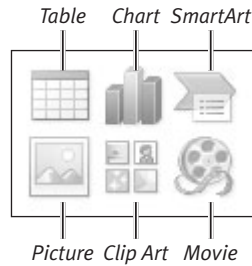


Figure 14.11 Object placeholder icons.

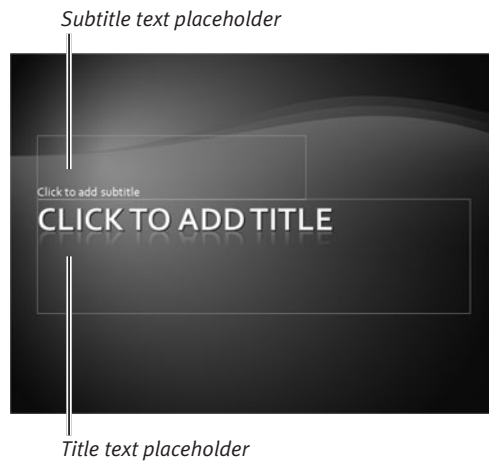


Figure 14.12 This title slide has two text placeholders.

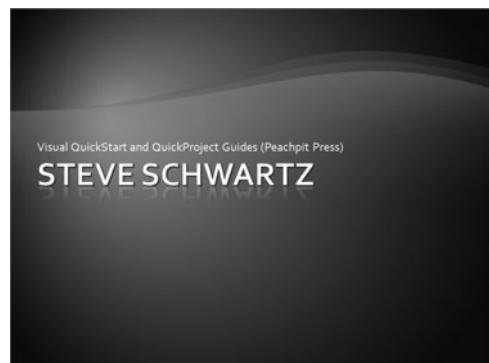


Figure 14.13 The replacement text adapts the character and paragraph formatting of the placeholder.

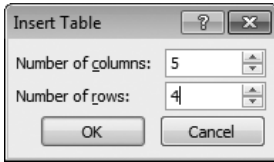


Figure 14.14 Set the number of columns and rows.

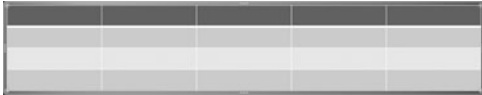


Figure 14.15 A table with the specified number of columns and rows appears in the placeholder area.

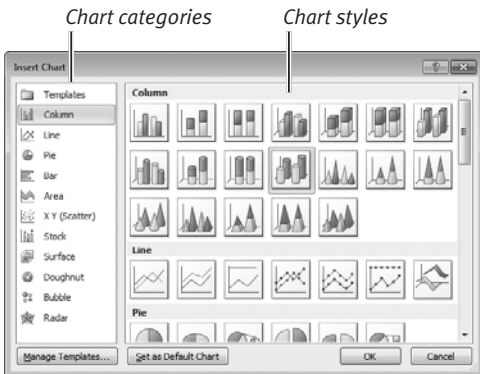
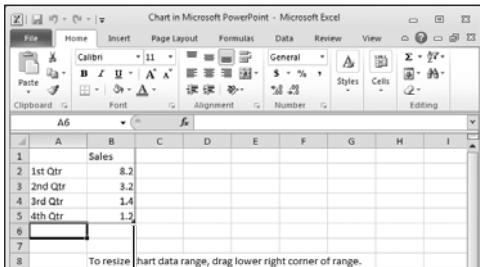


Figure 14.16 Select a chart style from the Insert Chart dialog box. Click OK.



Drag to change the chart range

Figure 14.17 Replace the sample data with your data.

To replace a table placeholder:

1. Click the table placeholder icon (see Figure 14.11).
The Insert Table dialog box appears (Figure 14.14).
2. Enter the number of columns and rows for the table, and then click OK.
The new table appears (Figure 14.15).
3. Complete the table by entering labels and data.

To replace a chart placeholder:

1. Click the chart placeholder icon (see Figure 14.11).
The Insert Chart dialog box appears (Figure 14.16).
2. Select a chart category.
3. Click the icon that represents the style of chart you want to create, and click OK.
Excel launches and opens a worksheet containing sample data (Figure 14.17).
4. Replace the chart labels and data with your information. To change the chart range (by adding or removing columns and/or rows), drag the lower-right corner of the range. Click the worksheet's close box (X) when you're done entering data.
The chart appears on the slide.
5. *Optional:* With the chart selected on the slide, Chart Tools contextual tabs (Design, Layout, and Format) appear. Choose commands from these tabs to change the chart type, layout, or formatting.

To replace a SmartArt placeholder:

1. Click the SmartArt placeholder icon (see Figure 14.11).
The Choose a SmartArt Graphic dialog box appears (Figure 14.18).
2. Select a graphic category from the list on the left and then select a graphic from the center of the dialog box. Click OK.
The SmartArt graphic appears in the image placeholder.
The SmartArt graphic appears in the image placeholder.
3. Replace the text placeholders in the SmartArt graphic with your own text.
4. *Optional:* Choose options on the Design (Figure 14.19) and Format tabs to change the colors and style of the SmartArt graphic (Figure 14.20).

✓ Tips

- To remove an unneeded placeholder from a slide, select it and press **Del**.
- To alter the format, appearance, rotation, size, or position of placeholders and other elements (such as background graphics) throughout the presentation, make the changes on the master slides. Changes made to a master Title Slide, for example, will automatically be applied to all current and new Title Slides.

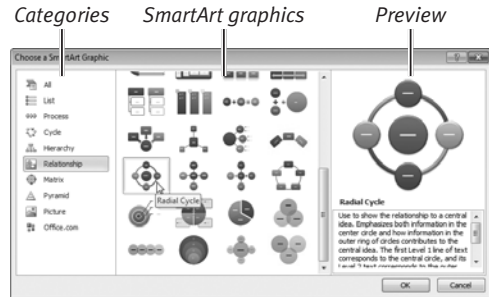


Figure 14.18 Select a SmartArt graphic from the center of the dialog box.

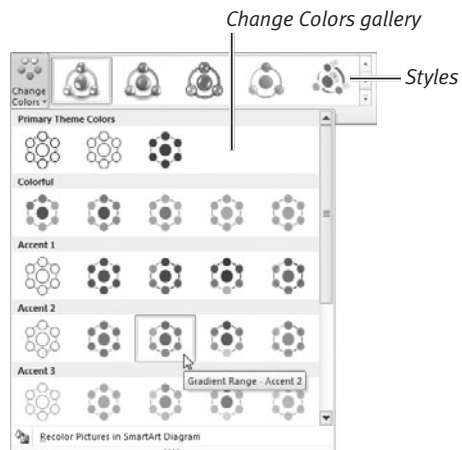


Figure 14.19 You can alter the SmartArt by choosing a new style and colors.



Figure 14.20 A SmartArt graphic example.



Figure 14.22 Choose a shape from the Shapes drop-down gallery.

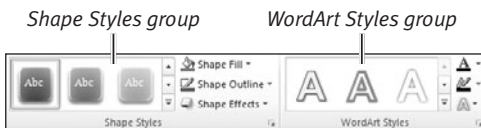


Figure 14.23 To change the formatting for a shape, choose options from the Shape Styles group. To alter text (stand-alone or inside an object), you can choose options from the WordArt Styles group.



Figure 14.24 A formatted shape containing WordArt decorative text.

Inserting Other Items

In addition to replacing placeholders with objects or text, you can place items *anywhere* on a given slide by choosing options from the Insert tab (**Figure 14.21**, below). Position the inserted item by clicking a location on the slide or by dragging the item into position.

To insert a table, picture, clip art, SmartArt, chart, movie, or audio clip, see the instructions in “Replacing Placeholders” on the previous pages. For instructions on inserting screenshots, see Chapter 3.

To insert a shape:

1. Switch to the Insert tab. In the Illustrations group, choose a shape from the Shapes gallery (**Figure 14.22**).
2. Click and drag to draw the shape on the slide. (To maintain the shape’s original proportions, press **[Shift]** as you drag.)
3. *Optional:* To change the shape’s color and formatting, choose settings from groups on the Format tab (**Figure 14.23**).
4. *Optional:* To add text inside the shape, do either of the following:
 - ▲ Right-click the shape and choose Edit Text from the context menu.
 - ▲ On the Insert tab, click the Text Box icon in the Text group and click inside the shape to set the text insertion mark. Type and format the text (**Figure 14.24**).

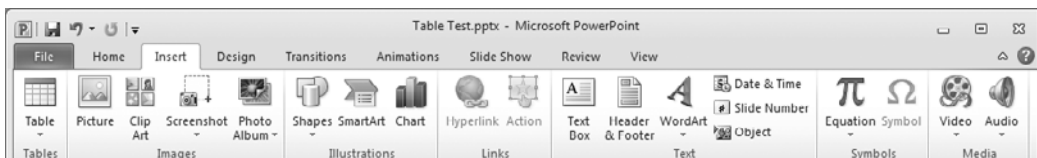


Figure 14.21 You can add text and objects anywhere on a slide by choosing commands from the Insert tab.

To insert a text box:

1. Switch to the Insert tab. Click the Text Box icon in the Text group (see Figure 14.21). A text box insertion cursor appears.
2. Click where you want to add the text or drag to set the box's approximate width (Figure 14.25).
3. Type the text (Figure 14.26). Press **Enter** to begin each additional paragraph.
4. *Optional:* Change the text formatting by performing any of these actions:
 - ▲ **Character/Paragraph Format.** Set new character and paragraph formatting by choosing commands from the Font and Paragraph groups on the Home tab (Figure 14.27) or from the Mini toolbar.
 - ▲ **Rotate.** Click the rotation handle (Figure 14.26) and drag to the left or right to change the text rotation angle.
 - ▲ **Stylize.** Choose options from the WordArt Styles group on the Format tab (see Figure 14.23).
 - ▲ **Wrap.** Reduce or increase the width of the text box by dragging the center handle on either side. The text within the box will automatically rewrap as required.
5. *Optional:* Reposition the text by moving the cursor over any edge. When a plus cursor with arrowheads appears, you can drag the text box to a new location.

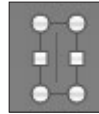


Figure 14.25 This new text box is ready to receive typed or pasted text.

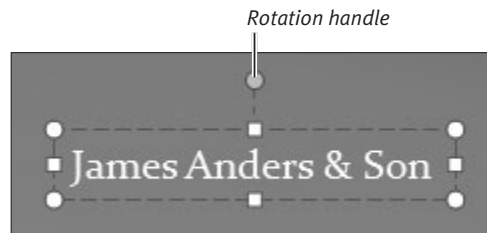


Figure 14.26 The text box automatically expands as you type or paste the text.

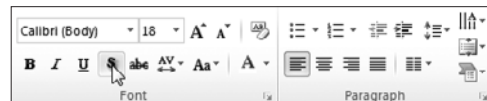


Figure 14.27 Common character and paragraph formatting commands are prominently displayed on the Home tab.

Duplicating Slides

After you've created several slides, one of the fastest ways to move the creation process along is to duplicate slides and then edit the duplicates, rather than design every new slide from scratch.

To duplicate a slide, select its thumbnail in the current view, such as Normal or Slide Sorter. Switch to the Home tab, click the New Slide icon in the Slides group, and choose Duplicate Selected Slides from the drop-down menu.

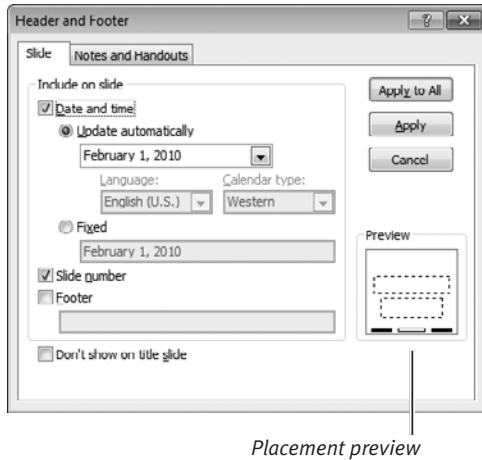


Figure 14.28 Set date/time and numbering options, and then click Apply or Apply to All.

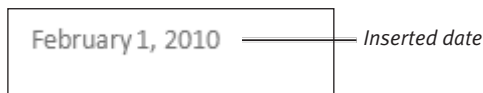


Figure 14.29 Date/time appears on the left edge of the footer, numbering appears on the right, and footer text is centered between the two.

To add a slide number or date/time:

1. Switch to the Insert tab. Click the Header & Footer, Date & Time, or Slide Number icon in the Text group (see Figure 14.21). The Header and Footer dialog box appears (**Figure 14.28**). If it isn't selected, click the Slide tab.
2. To number the slides consecutively, click the Slide number check box.
3. To display the date, time, or both, click the Date and time check box, and *do one of the following*:
 - ▲ To always display the current date and/or time, click Update automatically and select a date/time format from the drop-down list.
 - ▲ To stamp the slide(s) with the present date/time, click Fixed and enter the text to display, such as 8/23/2010.
4. *Optional:* To prevent the slide number and date information from being shown on title slides, click the Don't show on title slide check box.
5. *Do one of the following:*
 - ▲ To add the number and date information to all slides in the presentation (**Figure 14.29**), click Apply to All.
 - ▲ To add the number and date information only to the current slide, click Apply.

✓ Tips

- You can enter *any* text you want in the Fixed text box. You aren't restricted to date/time information.
- To add text that will be centered in the footer (between the date/time and slide number), click the Footer check box and type the text in the box.

Tips for Working with Objects

Here's some additional information that you may find helpful when working with objects on slides:

- ◆ Inserted objects can be laid over one another. For example, you can draw a shape around a text box to frame the text or combine shapes to create an illustration. After combining objects, you can *group* them to prevent individual items from accidentally being moved. Select the objects you want to group. On the Home tab, choose Group from the Arrange drop-down menu in the Drawing group. Or on the Format tab, choose Group from the Group icon in the Arrange group.
- ◆ To change the layering of objects, select an object and choose a command (such as Send to Back) from the Arrange group on the Format tab (**Figure 14.30**). Layering commands are also available on the Home tab from the Arrange drop-down menu in the Drawing group (**Figure 14.31**).
- ◆ For help in selecting objects, open the Selection and Visibility task pane by doing one of the following:

- ▲ On the Format tab, click the Selection Pane icon (Figure 14.30) in the Arrange Group.
- ▲ On the Home tab, choose Selection Pane from the Arrange icon's menu in the Drawing group (Figure 14.31).
- ▲ On the Home tab, choose Selection Pane from the Select icon's menu in the Editing group.

Click any item in the pane to select it on the slide, regardless of the item's layer and whether it's visible or buried under other items.

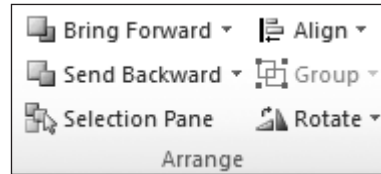


Figure 14.30 You can change the layering of a selected object by choosing a command from the Arrange group icons.

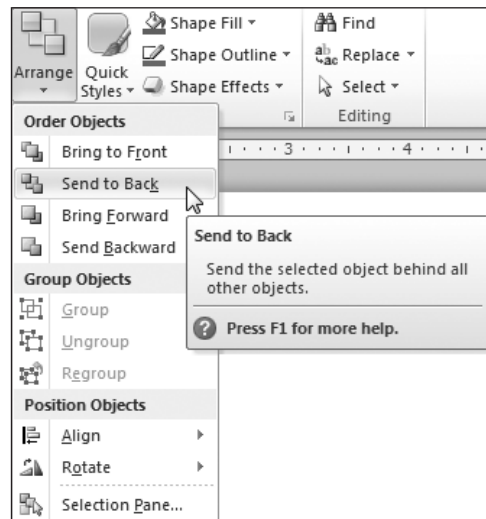


Figure 14.31 You can also choose a layering command from the Arrange menu.

- ◆ Sometimes after carefully formatting and adding text to a shape, the shape just doesn't "work." Rather than create another shape and add the same text and formatting, you can *replace* the original shape with a new one. On the Format tab, click the Edit Shape icon in the Insert Shapes group, choose Change Shape from the drop-down menu, and choose a replacement from the gallery.

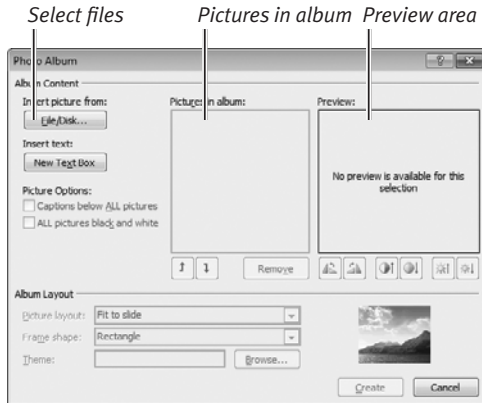


Figure 14.32 The Photo Album dialog box.



Rotation, contrast, and brightness controls

Figure 14.33 Photos are added to Pictures in album in the order in which they're inserted. (In a mass insertion, they're added alphabetically by filename.)

Creating a Photo Album

A *photo album* is a special presentation you can create to present a slide show of personal or business photos.

To create a photo album:

1. On the Insert tab, click Photo Album in the Illustrations group and choose New Photo Album from the drop-down menu. The Photo Album dialog box appears (Figure 14.32).
2. To add photos, click the File/Disk button. The Insert New Pictures dialog box opens.
3. Navigate to the folder that contains the photos. *Do one of the following:*
 - ▲ To add a single photo, click its icon.
 - ▲ To simultaneously add multiple photos from the folder, **Ctrl**-click each file.
 - ▲ To simultaneously add *all* image files from the folder, select any photo and then press **Ctrl**+**A** to select them all.
4. If the Insert New Pictures dialog box is still present, click Insert (or Open). The selected photo(s) are added to the Pictures in album list (Figure 14.33).
5. As necessary, repeat Steps 2–4 to add more photos. To remove a photo, select its name in the Pictures in album list and click Remove (Figure 14.33).
6. *Optional:* The order of photos in the Pictures in album list will match the slide order. To change a photo's position in the list, select it, and click the up or down arrow button beneath the list.
7. *Optional:* You can alter the rotation, contrast, and/or brightness of a selected photo by clicking icons below its Preview.

continues on next page

8. In the Album Layout area of the dialog box (**Figure 14.34**), select a layout from the Picture layout drop-down list. If you select a “with title” layout, every slide will contain a text placeholder.
9. If you chose any layout other than Fit to slide in Step 8, you can select a frame from the Frame shape drop-down list. A preview of the selected Picture layout and Frame shape settings is shown to the right (see **Figure 14.33**).
10. *Optional:* To apply a theme to the slides, click the Browse button. Select a PowerPoint theme in the Choose Theme dialog box (**Figure 14.35**) and click Select/Open.
11. *Optional:* In the Picture Options area of the dialog box (**Figure 14.36**), click check boxes to add a caption and/or display the photos in black and white. By default, each photo’s filename is used as its caption. You can edit the captions after the slides have been generated.
12. Click the Create button. PowerPoint creates a presentation from the selected photos.
13. *Optional:* Edit the album title on slide 1.
14. To save the presentation, click the Save icon on the Quick Access Toolbar, press **Ctrl+S**, or click the File tab and select Save or Save As in the Backstage.

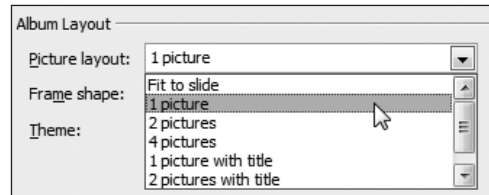


Figure 14.34 Select a slide layout in the Album Layout section of the Photo Album dialog box.

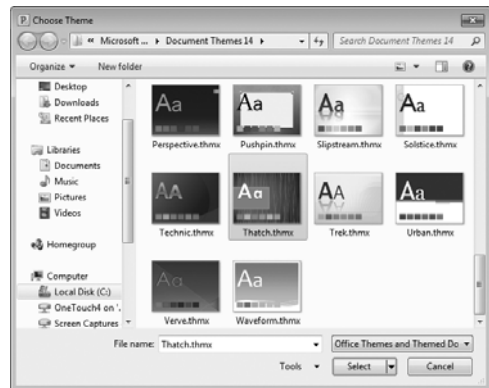


Figure 14.35 You can optionally apply a theme to the slides in your photo album presentation.

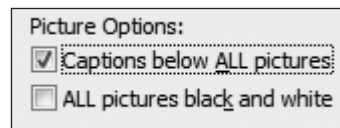


Figure 14.36 Picture Options.

✓ Tips

- You can treat the photo album as a finished presentation or enliven it by adding PowerPoint features such as animations, transitions, and audio.
- After generating the presentation, you can change its settings or add new photos by clicking the Photo Album icon and choosing Edit Photo Album. Make the changes and click Update.



Figure 14.37 If you can't remember the keyboard shortcuts, you can start the show by clicking one of these icons.



Figure 14.38 The slide show runs in full-screen mode.

Previewing the Slide Show

Every slide show is a work in progress. As such, you'll want to periodically preview it onscreen to check the effect of changes, the application of special effects, the addition of new slides, and so on.

To preview a slide show:

1. *Optional:* To begin the slide show with a particular slide (other than the first), select or switch to that slide.
You can select a slide in Normal, Slide Sorter, or Notes Page view.
2. *Do one of the following:*
 - ▲ To run the show starting with the first slide, press **F5**.
 - ▲ To run the show starting with the current slide, press **Shift+F5**.
 - ▲ On the Slide Show tab, click the From Beginning or From Current Slide icon in the Start Slide Show group (**Figure 14.37**).

The show begins (**Figure 14.38**).
3. *Do any of the following:*
 - ▲ To step forward through the slides and within-slide animations (if any), click the mouse or press **n**, **Enter**, **Page Down**, **Spacebar**, **→**, or **↓**.
 - ▲ To move backward through the slides and within-slide animations (if any), press **p**, **Page Up**, **Backspace**, **←**, or **↑**.
 - ▲ To end the show, press **Esc**.

✓ Tips

- You can also navigate by clicking the faint onscreen controls at the bottom-left corner of the screen.
- You can press **Esc** to halt a slide show at *any* time—after the final slide has been displayed or in the middle of the show.

- Another way to preview a slide show—but restrict its size to the PowerPoint window rather than use the entire screen—is to switch to the new Reading View.