

## LESSON SKILL MATRIX

Skills	Exam Objective	Objective Number
Working in the PowerPoint Window		
Working with an Existing Presentation	Demonstrate how to use views to navigate through presentations.	1.3.3
	Change to view in color/grayscale.	1.3.2
	View multiple presentations.	5.1.3

# WILEY



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## KEY TERMS

- Backstage view
- command
- dialog box
- dialog box launcher
- drop-down arrow
- drop-down list
- File tab
- group
- I-beam pointer
- KeyTip
- Mini toolbar
- Normal view
- Notes Page view
- placeholder
- Quick Access Toolbar
- Reading view
- Ribbon
- ScreenTip
- shortcut menu
- Slide Show view
- Slide Sorter view
- tab
- text box
- views
- zoom



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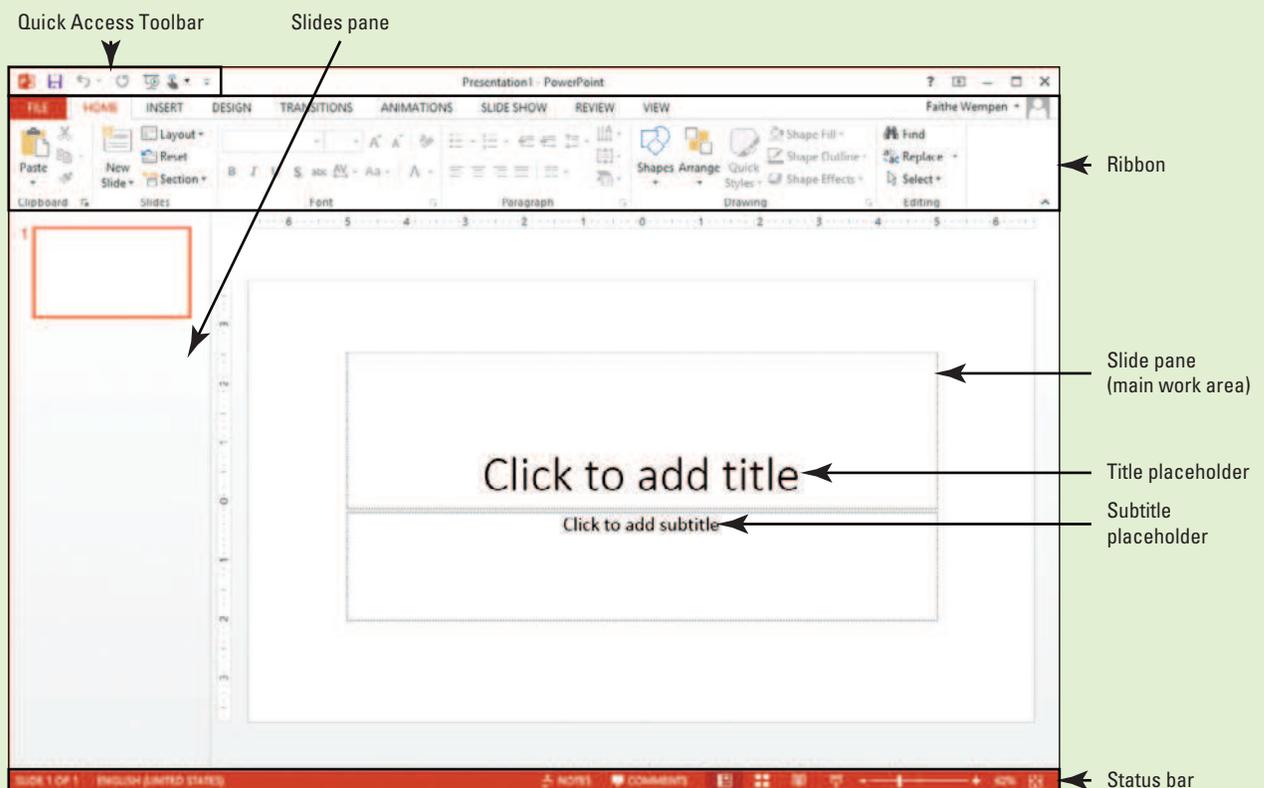
Blue Yonder Airlines is a small but rapidly growing company that offers charter flights to adventurous or exotic locations. The service is designed for small groups, such as corporate management teams or directors who want to mix business and pleasure in a packaged getaway. As an enterprise account manager, your job is to introduce Blue Yonder Airlines to executives in mid-sized and large companies. Your goal is to convince these managers to use your charter service when arranging off-site gatherings that require group travel. Microsoft PowerPoint 2013 provides the perfect set of tools for presenting this information to your potential customers. In this lesson, you will start PowerPoint and open

an introductory presentation about Blue Yonder Airlines. You will learn to navigate, edit, save, print, and close a presentation.

## SOFTWARE ORIENTATION

### Normal View

Before you begin working in Microsoft PowerPoint 2013, you should be familiar with the primary user interface. When you first start PowerPoint, you will see a Start screen. If you then press Esc, you see a screen similar to the one shown in Figure 1-1, which is Normal view, where you will do most of your work. However, if your copy of PowerPoint has been customized, what you see may be slightly different from what is shown. You can use this figure as a reference throughout this lesson and the rest of this book.



**Figure 1-1**

The PowerPoint window in Normal view

The Ribbon across the top of the window contains a set of tabs; each tab has a different collection of groups and buttons on it. Additional contextual tabs appear when you select certain types of content, such as graphics or tables.

## WORKING IN THE POWERPOINT WINDOW

### The Bottom Line

To use PowerPoint 2013 efficiently, you need to learn how to navigate in the PowerPoint application window.

### Starting PowerPoint

Before you can use PowerPoint, you need to start the program. In this exercise, you learn to start PowerPoint using the Start screen or Start button. The steps for starting PowerPoint depend on which version of Windows you have on your PC. PowerPoint 2013 runs on either Windows 7 or Windows 8.

### STEP BY STEP

#### Start PowerPoint (Windows 8)

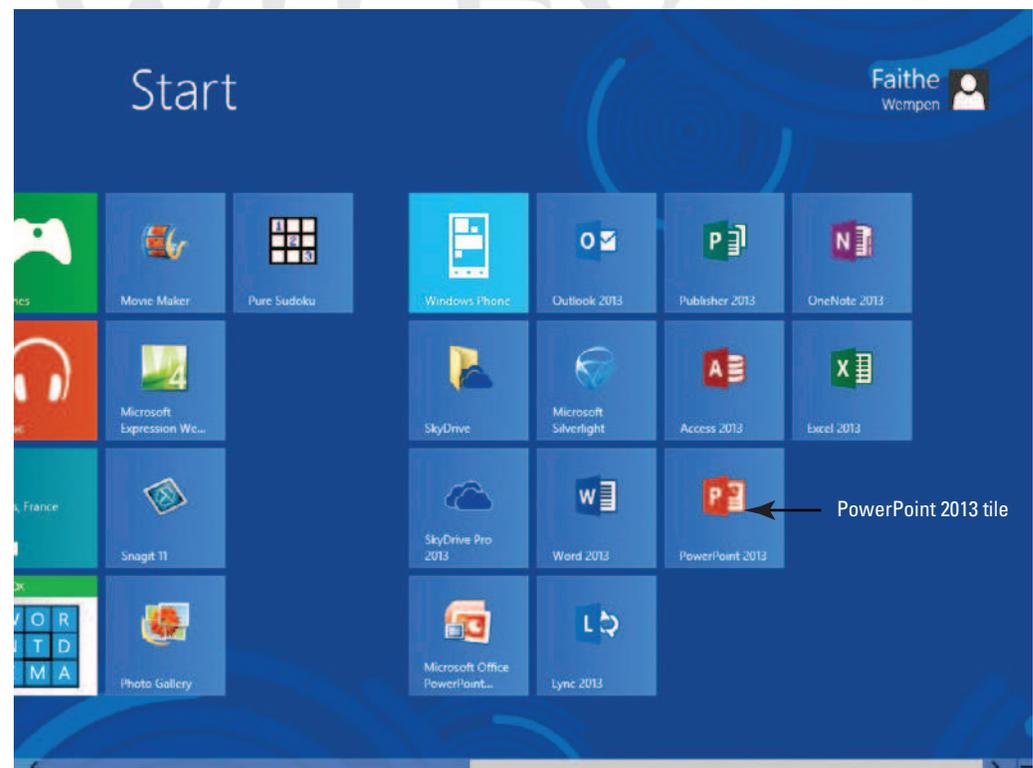


**GET READY.** Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. If the Start screen does not already appear, press the **Windows key** on the keyboard to display it.
2. If needed, scroll to the right to locate the PowerPoint 2013 tile (see Figure 1-2).

**Figure 1-2**

Starting PowerPoint



Clip art used with permission from Microsoft



#### Another Way

Instead of locating the PowerPoint 2013 tile by scrolling, you can type the first few letters to filter the displayed tiles to show only the one you want.



#### Another Way

From the Start screen, you can right-click the PowerPoint 2013 tile and choose Pin to taskbar. This places a shortcut to PowerPoint on the desktop's taskbar, and you can click that shortcut to start PowerPoint.

3. Click **PowerPoint 2013**. PowerPoint starts and its Start screen appears.
4. Press **Esc** or click **Blank Presentation**. A new, blank presentation appears in the PowerPoint window.

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

**STEP BY STEP****Start PowerPoint (Windows 7)**

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

1. On the Windows taskbar at the bottom of your screen, click the **Start button**, and then click **All Programs**. A menu of installed programs appears.
2. Click **Microsoft Office**. A submenu opens, listing the available programs in your installation of Microsoft Office.
3. Click **Microsoft PowerPoint 2013**. PowerPoint starts and its Start screen appears.
4. Press **Esc** or click **Blank Presentation**. A new, blank presentation appears in the PowerPoint window.

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

**SELECTING TOOLS AND COMMANDS**

A **command** is a tool (such as an icon, a button, or a list) that tells PowerPoint to perform a specific task. Each tab provides commands that are relevant to the kind of task you are performing—whether you are formatting a slide, adding animations to a presentation, or setting up a slide show for display. Most of the tools and commands for working with PowerPoint are accessible through the PowerPoint Ribbon. In addition to the Ribbon, PowerPoint also offers tools and commands on the File menu (also known as **Backstage view**), a Quick Access toolbar, a floating mini-toolbar, and a status bar.

**Another Way**

If PowerPoint has recently been used on your computer, it may appear on the top level of the Start menu, when you first click the Start button. If it appears there, you can click that shortcut to start the program, rather than clicking All Programs and Microsoft Office to find it.

**Using the Ribbon**

In this exercise, you learn how to select commands from the **Ribbon**, which is the tabbed toolbar at the top of the window. The Ribbon is divided into **tabs**, and each tab contains several **groups** of related commands.

On the Ribbon, some command groups feature a tool called a **dialog box launcher**—a small arrow in the group's lower-right corner. You can click the arrow to open a **dialog box**, which provides tools and options related to a specific task. To close a dialog box without accepting any changes you may have made to it, click the Cancel button.

**Another Way**

You can also click the Start button and then begin typing PowerPoint; after you have typed the first few letters, PowerPoint should appear above the Start button; click on it there to start the program.

Some of the Ribbon's tools have small, downward-pointing arrows next to them. These arrows are called **drop-down arrows**; when you click one, a **drop-down list** opens, displaying options you can choose (such as a list of fonts). You can choose the option you want by clicking it.

If you need more space on your screen, you can minimize (hide) the Ribbon by double-clicking the active tab. To restore the Ribbon, double-click the active tab again.

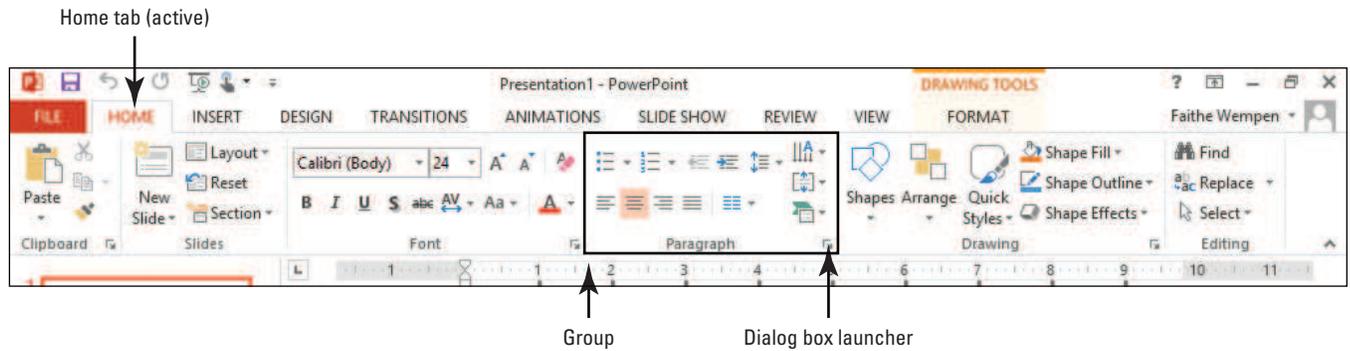
**STEP BY STEP****Use the Ribbon**

**USE** the new, blank presentation that is still open from the previous exercise.

1. Look at the Ribbon, which appears in Figure 1-3. Note that each tab contains several groups of related commands. By default, the Home tab is active.

Figure 1-3

The Ribbon



2. Click the **Design** tab to make it active. The groups of commands change.
3. Click the **Home** tab.
4. On the slide, click anywhere in the text **Click to add title**. The text disappears and a blinking insertion point appears.

You will learn about adding and editing text later in this lesson.

5. In the lower-right corner of the Font group, click the **dialog box launcher** (the small box with a diagonal, downward-pointing arrow, see Figure 1-3). Clicking this button opens the Font dialog box. Click **Cancel** to close the dialog box.
6. In the Font group, click the **Font list drop-down arrow**. A drop-down list appears (see Figure 1-4). This list shows all the fonts that are currently available for use. The default font for headings is Calibri Light.

### Cross Ref

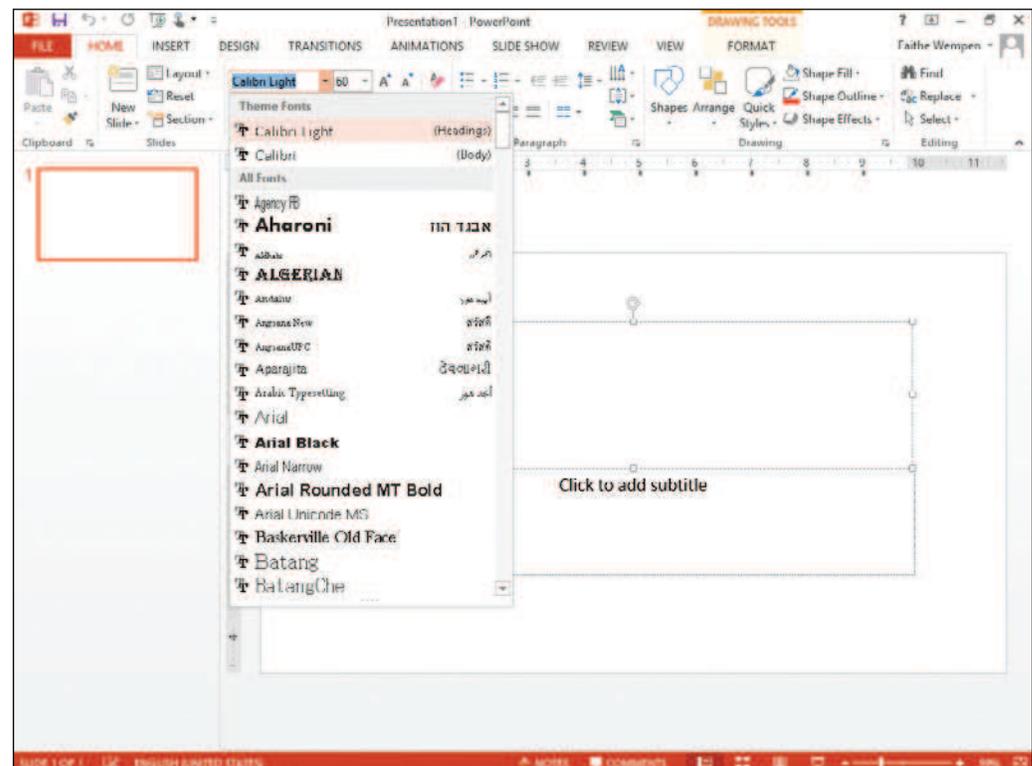


#### Another Way

You can also open the Font dialog box by pressing **Ctrl+Shift+F**. Many common commands have keyboard shortcuts; the PowerPoint Help system (covered later in this lesson) can help you identify them.

Figure 1-4

The Font list



#### Another Way

You can also collapse the Ribbon by right-clicking one of its tabs and clicking **Collapse the Ribbon**. Repeat that procedure to redisplay the Ribbon. You can also use the arrow at the far right end of the Ribbon to collapse the Ribbon. To reopen it, click any of the tabs and then click the pushpin icon at the far right end of the Ribbon to pin the Ribbon open again.

7. Click the **drop-down arrow** again to close the list.
8. Double-click the **Home tab**. This action collapses the Ribbon, hiding the groups of commands but leaving the tabs' names visible on the screen.
9. Double-click the **Home tab** again to redisplay the Ribbon.

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

**Take Note** If you aren't sure what a command does, just point to it. When the mouse pointer rests on a tool, a ScreenTip appears. A basic **ScreenTip** displays the tool's name and shortcut key (if a shortcut exists for that tool). Some of the Ribbon's tools have enhanced ScreenTips that also provide a brief description of the tool.

## Using the Mini Toolbar

In this exercise, you practice using the **Mini toolbar**, a small toolbar that appears when you point to text that has been selected (highlighted). The Mini toolbar displays tools for formatting text appearance and alignment. The Mini toolbar is faint and semi-transparent until you point to it; then it becomes bright and opaque, indicating that the toolbar is active. If you right-click selected text, PowerPoint displays both the Mini toolbar and a **shortcut menu**, which displays additional commands.

### STEP BY STEP

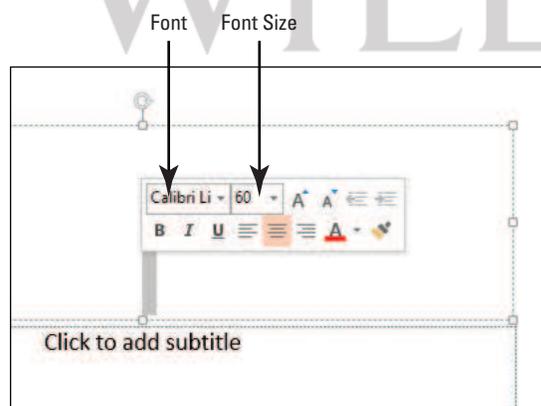
#### Use the Mini Toolbar

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

1. On the slide, **double-click** at the insertion point's location. Because you double-clicked, the insertion point is highlighted. The Mini toolbar appears (see Figure 1-5).

**Figure 1-5**

The Mini toolbar appears by the highlighted insertion point



**Another Way**  
You can also press Esc to close an open drop-down list.

2. Click the **Font drop-down arrow** in the Mini toolbar. The list of available fonts opens.
3. Click the **Font drop-down arrow** again to close the list.
4. Move the mouse pointer back to the highlighted insertion point, then **right-click**. A shortcut menu with commonly used commands appears along with the Mini toolbar.
5. Move the mouse pointer to a blank area of the slide (such as the upper-left corner), and then click twice. The first click removes the Mini toolbar and shortcut menu from the screen; the second click restores the slide to its original state.

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

## Using the Quick Access Toolbar

The **Quick Access Toolbar** displays commands that you use frequently. By default, the Save, Undo, and Redo commands appear on the toolbar. You can add any commands to the Quick Access Toolbar for easy access to the commands you use most frequently. You can also choose

where the Quick Access Toolbar appears via the Customize Quick Access Toolbar button's menu. In this exercise, you learn to use and customize the Quick Access Toolbar.

The Save command quickly saves an existing presentation while you are working on it or when you are finished with it. If you have not yet given the presentation a file name, PowerPoint will prompt you for a name by launching the Save As dialog box. If you have previously saved the file, the dialog box does not reopen.

The Undo command lets you reverse (“undo”) the action of your last command. The Redo button lets you reverse an undo action. If either the Undo or Redo command is gray, then you cannot undo or redo.

## STEP BY STEP

### Use the Quick Access Toolbar

**USE** the presentation that is still open from the previous exercise.

1. Look for the Quick Access Toolbar in the upper-left corner of the PowerPoint window. The Quick Access Toolbar appears in Figure 1-6. Yours may look different if it has been customized.

**Figure 1-6**

The Quick Access Toolbar



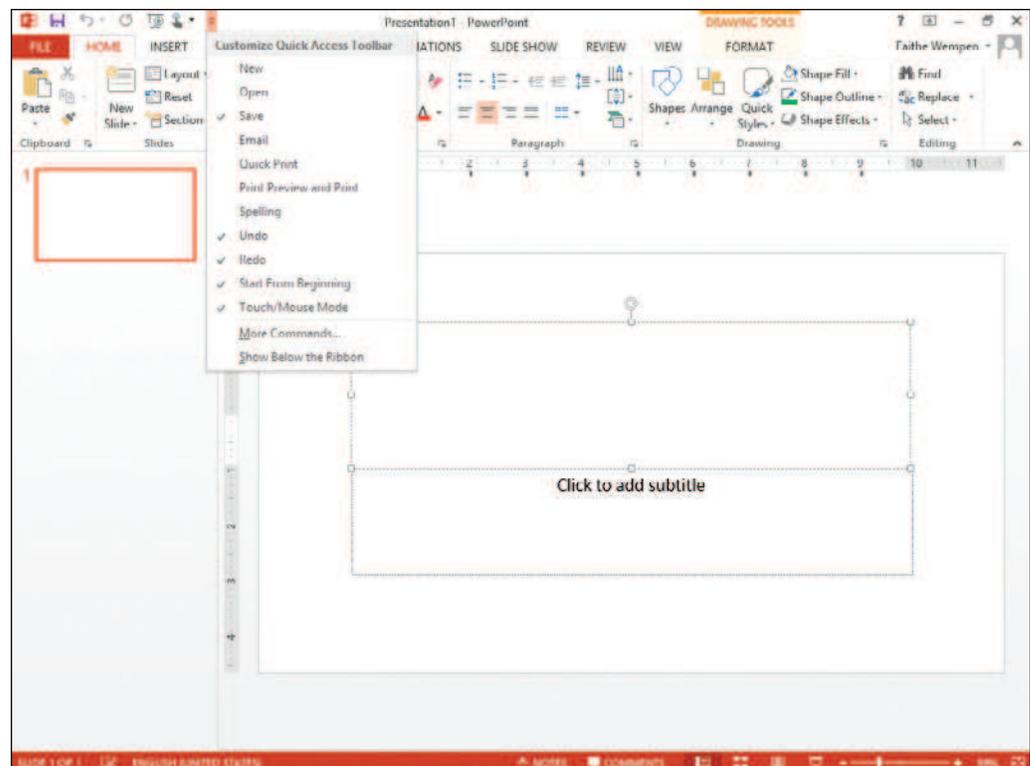
#### Another Way

You can also click the left-pointing arrow button in the top left corner of Backstage view to return to Normal view.

2. Click the **Save button** on the Quick Access Toolbar. The Save As tab of Backstage view appears.
3. Press **Esc** to return to Normal view.
4. Click the **Customize Quick Access Toolbar button**. A menu appears (see Figure 1-7). This menu lets you choose the tools you want to appear on the Quick Access Toolbar.

**Figure 1-7**

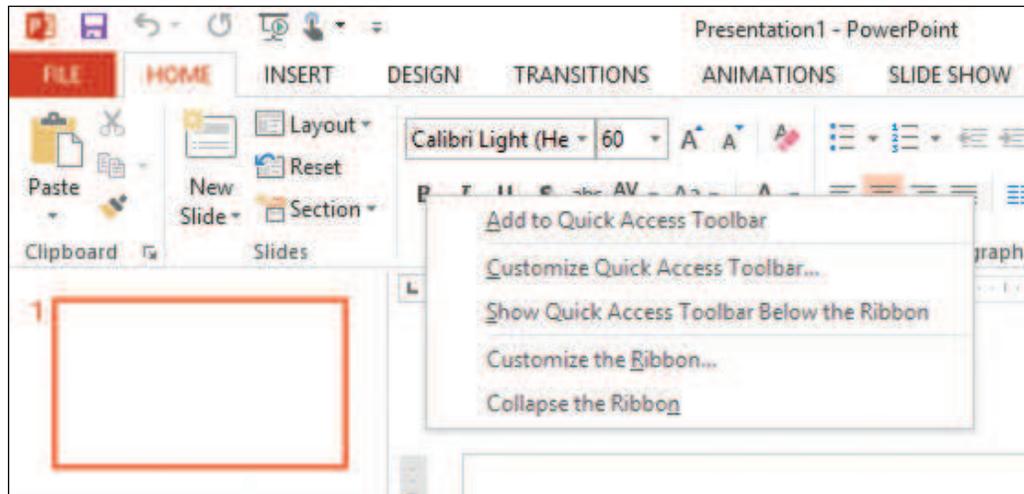
Customizing the Quick Access Toolbar



5. Click **Show Below the Ribbon**. The toolbar moves down and appears directly beneath the Ribbon.
6. Click the **Customize Quick Access Toolbar** button again. Click **Show Above the Ribbon**. The toolbar moves back to its original location.
7. On the Home tab, right-click the **Bold** button. A shortcut menu appears (see Figure 1-8).

**Figure 1-8**

Adding a button to the Quick Access Toolbar



8. Click **Add to Quick Access Toolbar**. A copy of the Bold button appears on the toolbar.
9. On the Quick Access Toolbar, right-click the **Bold** button. A shortcut menu appears.
10. Click **Remove from Quick Access Toolbar**. The copy of the Bold button is removed.

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

## Using KeyTips

When you press the Alt key, small letters and numbers—called **KeyTips**—appear on the Ribbon. To issue a command by using its KeyTip, press the Alt key, and then press the key or keys that correspond to the command you want to use. Every command on the Ribbon has a KeyTip.

## STEP BY STEP

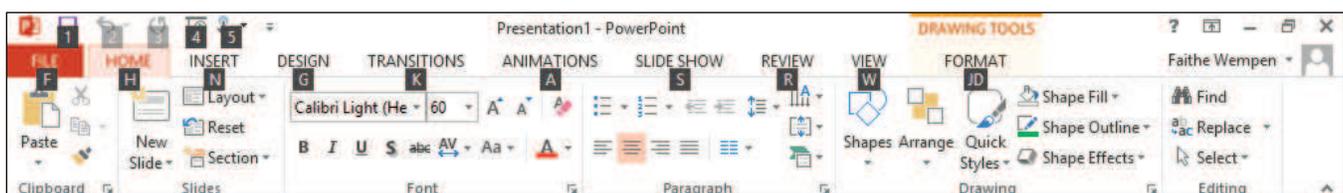
### Use KeyTips

**USE** the presentation that is still open from the previous exercise.

1. Press **Alt**. Letters and numbers appear on the Ribbon and the Quick Access Toolbar (see Figure 1-9). These characters show you which keyboard keys you can press to access the tabs or the items on the Quick Access Toolbar.

**Figure 1-9**

KeyTips





### Another Way

If you accidentally press Alt, you can clear KeyTips from the screen by pressing Esc or pressing the Alt key again.

2. Press **N** to activate the Insert tab. When the Insert tab opens, notice that a new set of letters appears. These characters show you which keys to use to insert different kinds of objects in the current slide.
3. Press **P** to open the Insert Picture dialog box.
4. Click **Cancel** to close the dialog box and remove KeyTips from the display.

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

KeyTips are one type of a keyboard shortcut. In addition to the KeyTips, there are also many other key combinations you can press to issue common commands that open dialog boxes, select and manipulate text, save, print, and much more. For example, Ctrl+S saves the current presentation, and Ctrl+Z reverses the last action taken. The PowerPoint Help system, covered later in this lesson, provides a complete list of keyboard shortcuts available.

Keyboard shortcuts let you issue commands without using the mouse. This is handy for experienced users who prefer to keep their hands on the keyboard as much as possible. In fact, if you master keyboard shortcuts, you may find that you use the mouse less often over time.

**Take Note** You must press Alt each time you want to see a tab's KeyTips. If you issue one command by a keyboard shortcut, you have to press Alt again to redisplay the tab's KeyTips before you can issue another one.

## Using Backstage View

The **File tab** is not a regular tab; instead of displaying Ribbon commands, it displays a full-screen menu called Backstage view. Each command you select along the left side of the Backstage view, screen displays a different dialog box or page of options and commands in the right panel.

Commands on the menu in Backstage view include the following:

- **Info:** Shows information about the active presentation and provides commands that control permissions, sharing, and version management.
- **New:** Lists available templates from which you can create a new presentation.
- **Open:** Opens an existing presentation stored on a disk, either on your computer's disk or a network drive.
- **Save:** Saves the current presentation in your choice of locations.
- **Save As:** Lets you re-save a previously saved presentation with a different name, type, or location than before.
- **Print:** Provides settings and options for printing a presentation in a variety of formats.
- **Share:** Provides options for sending the presentation via email, inviting others to view it online, and publishing slides to a slide library.
- **Export:** Offers a variety of options for saving a presentation in different formats, and publishing it to video, CD, or other media.
- **Close:** Closes the currently open presentation.
- **Account:** Enables you to choose which account you are signed into Office with, manage connected services like Facebook and YouTube, and get activation information.
- **Options:** Opens the PowerPoint Options dialog box, from which you can configure many aspects of program operation.

**Take Note** In PowerPoint 2010 there was an Exit command on the File menu. There is not in PowerPoint 2013, but you can exit the application by closing its window, which you can do by clicking the X button in the upper right corner or pressing Alt+F4.

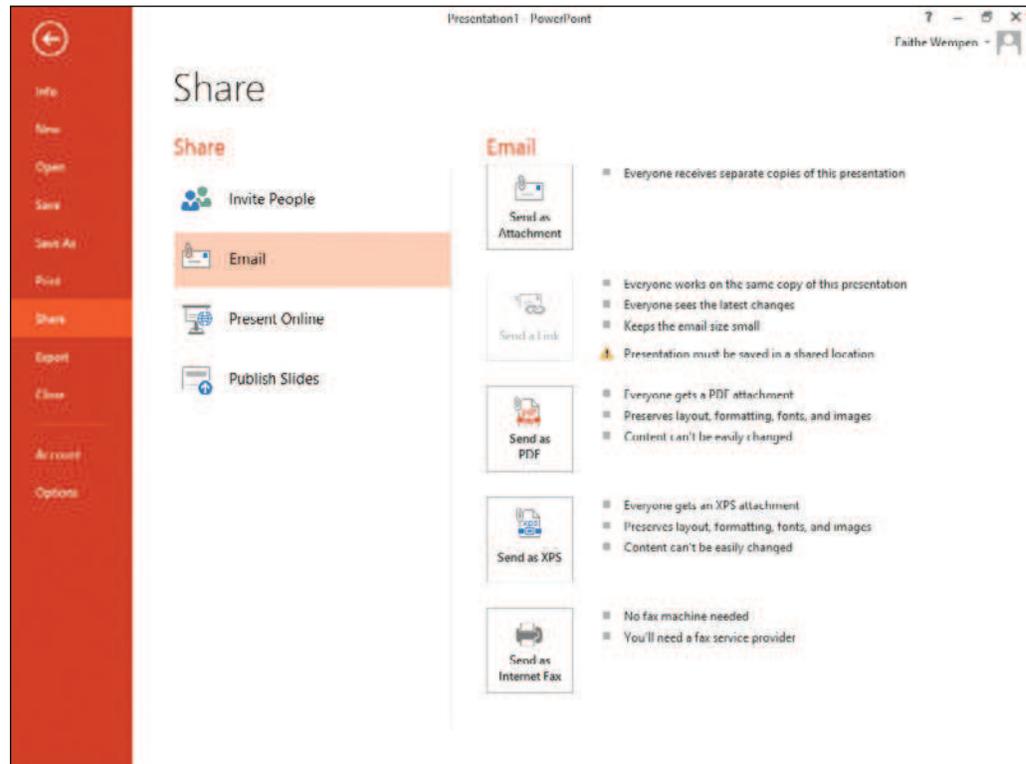
**STEP BY STEP****Use Backstage View**

USE the presentation you used in the previous exercise.

1. Click the **File** tab on the Ribbon. Backstage view opens.
2. Click **Share**. Four options appear: Invite People, Email, Present Online, and Publish Slides.
3. Click **Email**. Buttons appear on the right pane for sending various email versions (see Figure 1-10).

**Figure 1-10**

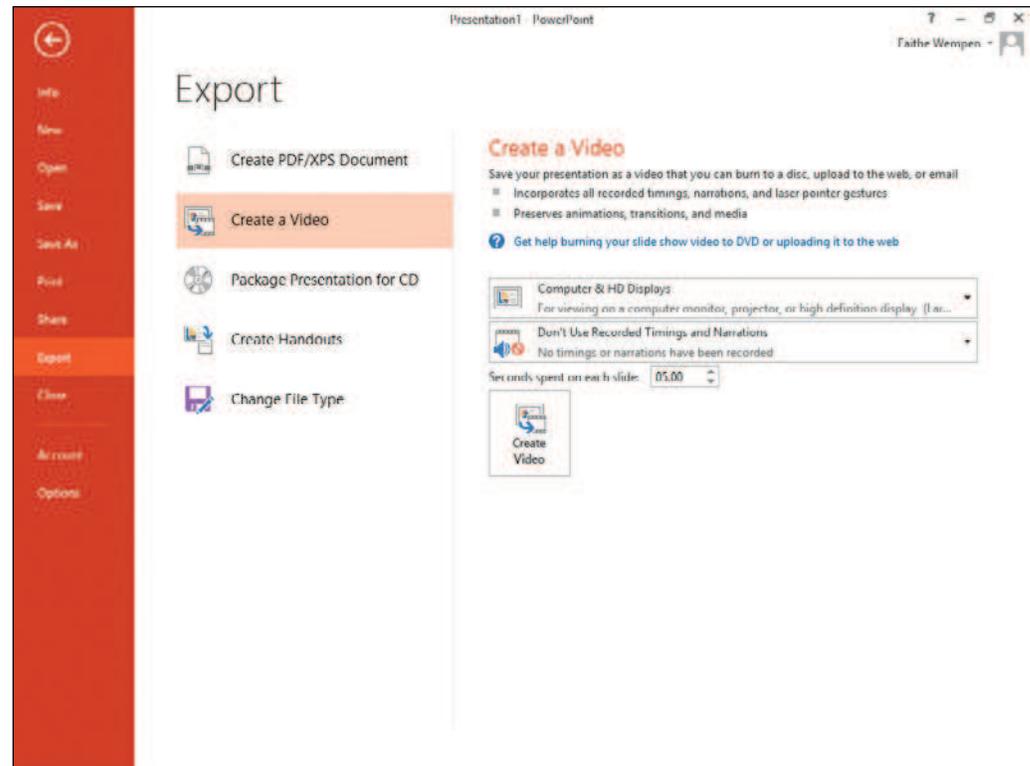
The Share tab in Backstage view



4. Click **Export** on the left pane. A list of export-related activities appears.
5. Click **Create a Video**. Options and commands for completing that activity appear at the right (see Figure 1-11).

**Figure 1-11**

The Create a Video options in Backstage view

**Another Way**

You can also press Esc to close Backstage view.

**Another Way**

To open the File menu by using KeyTips, press Alt, and then press F.

6. Click **Open** in the left pane. A list of activities related to opening files appears. Recent Presentations is selected in the center pane, and a list of recently opened files appears in the right pane.
7. Click **New**. A list of templates appears.
8. Click the **Back arrow button** in the upper left corner to leave Backstage view.

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

## Working with PowerPoint's Help System

PowerPoint's Help system is rich in information, illustrations, and tips that can help you complete any task as you create a presentation. Some of PowerPoint's help information is stored on your computer, and much more is available via the Internet. Finding the right information is easy: you can pick a topic from the Help system's table of contents, browse a directory of help topics, or perform keyword searches by entering terms that best describe the task you want to complete. In this exercise, you learn to access and use PowerPoint's Help system.

### STEP BY STEP

#### Use the Help System

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

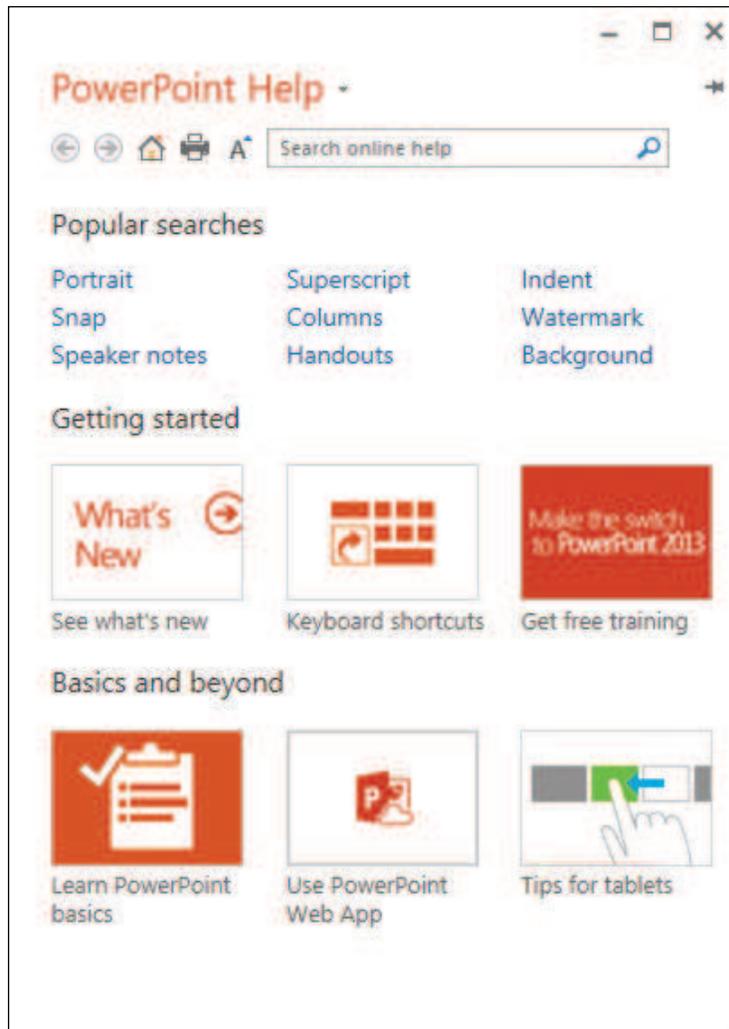
1. Click the **Microsoft Office PowerPoint Help button**  in the upper right corner of the PowerPoint window. The PowerPoint Help window appears (see Figure 1-12).

**Another Way**

You can also open the Help window by pressing F1.

**Figure 1-12**

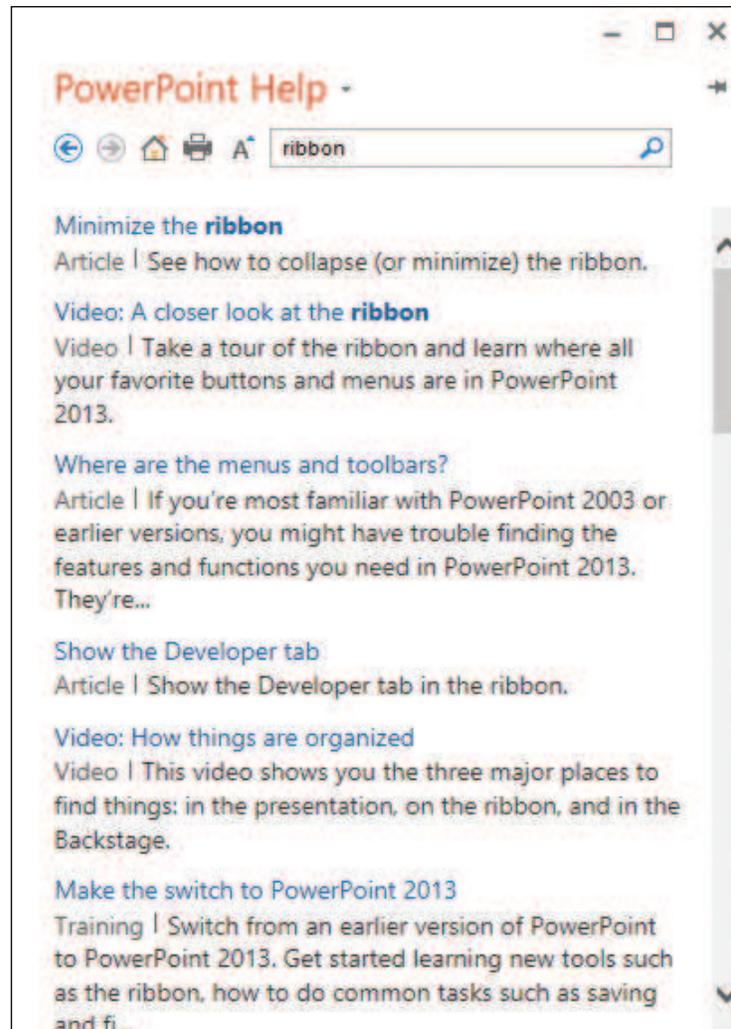
The PowerPoint Help window.



2. Click the **Search box**, type **Ribbon**, and then click the **Search button** or press **Enter**. A list of help topics appears (see Figure 1-13).

**Figure 1-13**

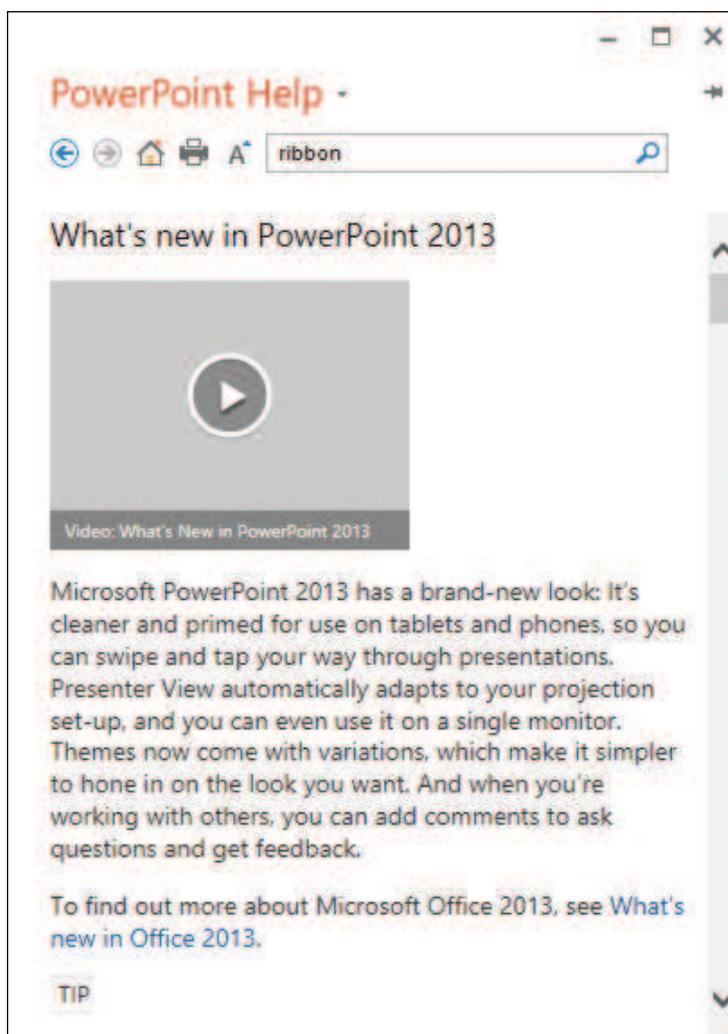
Searching for help articles about the Ribbon



3. Click the **Home button** in the PowerPoint Help window.  The main Help topics reappear (see Figure 1-12).
4. Click **Learn PowerPoint basics**. The corresponding article appears. Read the article if you wish.
5. Click the **Back button**.  The main PowerPoint Help window reappears.
6. Click the **Use Large Text button**.  The text in the PowerPoint Help window becomes larger.
7. Click the **Use Large Text button** again. The text becomes smaller again.
8. Click **See what's new**. The help topic appears in the window (see Figure 1-14). This help topic contains a video clip, which you can click to watch if you like. If you do so, a new window opens; close that window when you are finished watching.
9. Click the **Close button** to close the Help window.

**Figure 1-14**

Article explaining the new features in PowerPoint 2013



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

PowerPoint's Help window gives you access to many different help topics. A help topic is an article about a specific PowerPoint feature. Help topics can assist you with virtually any task or problem you encounter while working with PowerPoint.

The Help window is set up like a browser window and features some of the same tools you will find in your Web browser, plus some additional buttons unique to the Help system. From left to right, the buttons across the top of the PowerPoint Help window are:

- **Back:** Jumps to the previously opened Help topic.
- **Forward:** Jumps to the next opened Help topic.
- **Home:** Returns to the initial Help window.
- **Print:** Prints the currently open Help topic.
- **Use Large Text:** Toggles between normal-sized text and large text in the PowerPoint Help window.

**Take Note** Many PowerPoint dialog boxes contain a Help button. When you click it, a Help window opens with information about the dialog box.

You can find help in several ways. For example, you can type a word or phrase into the Search box and then click the Search button. A list of related help topics appears in the Help window.

## Closing a Presentation

When you close a presentation, PowerPoint removes it from the screen. PowerPoint continues running so you can work with other files. You should always save and close any open presentations before you exit PowerPoint or shut down your computer. In this exercise, you will practice closing an open presentation.

### STEP BY STEP

#### Close a Presentation

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

1. Click the **File tab**; Backstage view appears.
2. Click **Close**. PowerPoint clears the presentation from the screen.

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

## WORKING WITH AN EXISTING PRESENTATION

### The Bottom Line

If you want to work with an existing presentation, you need to open it. After opening a presentation, you can use PowerPoint's View commands to change the way the presentation is displayed onscreen; different views are suitable for different types of presentation editing and management tasks. You can also use PowerPoint's Zoom tools to make slides look larger or smaller on the screen. The following exercises show you how to view your slides in different ways, and how to add, edit, and delete text on your slides. You will then learn how to print a presentation and to save it to a disk.

## Opening an Existing Presentation

PowerPoint makes it easy to work on a presentation over time. If you can't finish a slide show today, you can reopen it later and resume working on it. The Open dialog box lets you open a presentation that has already been saved on a disk. Presentations can be stored on any disk on your PC or network or on removable media (such as a flash drive). You can also store presentations on your SkyDrive, which is a free online cloud storage location provided by Microsoft. You can use the Look In box to navigate to the file's location, and then click the file to select it. This exercise shows you how to use the Open command to open an existing presentation—one that has already been created and saved as a file on a disk.

### STEP BY STEP

#### Open an Existing Presentation



**GET READY.** To open an existing presentation, do the following.

1. Click the **File tab** to open Backstage view.
2. Click **Open**. The Open tab of Backstage view appears.
3. Click one of the following, depending on where the data files for this lesson are stored (see Figure 1-15):
  - \* Click **[username's] SkyDrive** where **[username]** is the logged-in Office user.
  - \* Click **Computer** to access the drives on the local PC.
4. Click the **Browse button**. The general location you selected in step 3 appears.

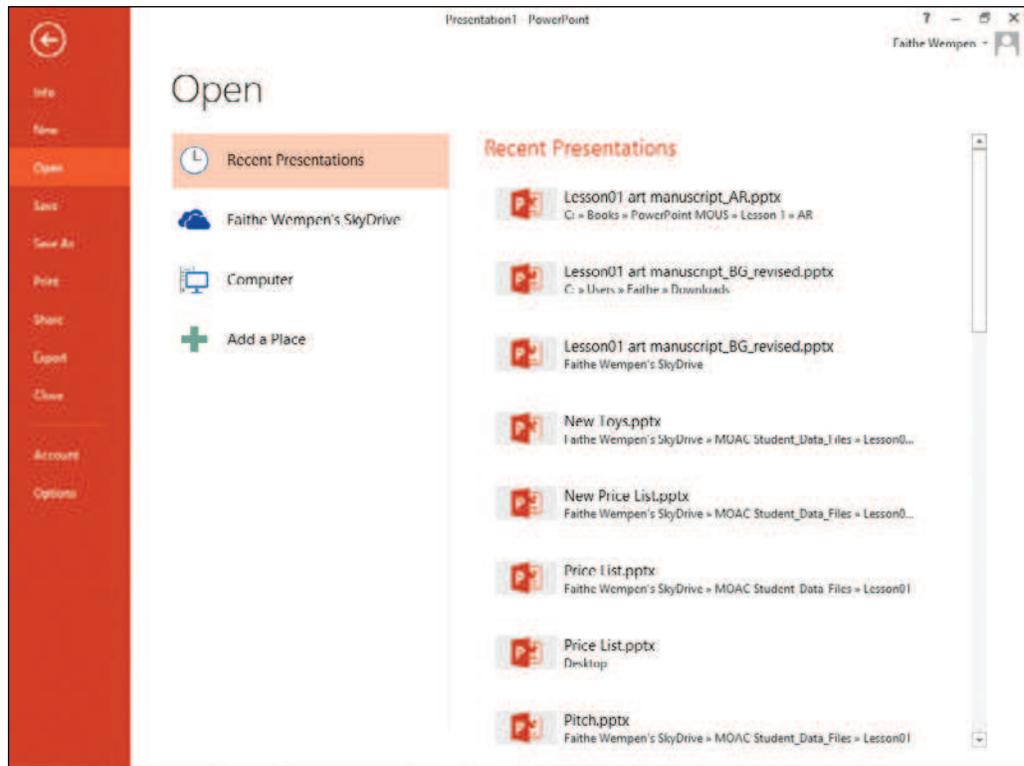


#### Another Way

You can also open the Open tab of Backstage view by pressing Ctrl+O.

Figure 1-15

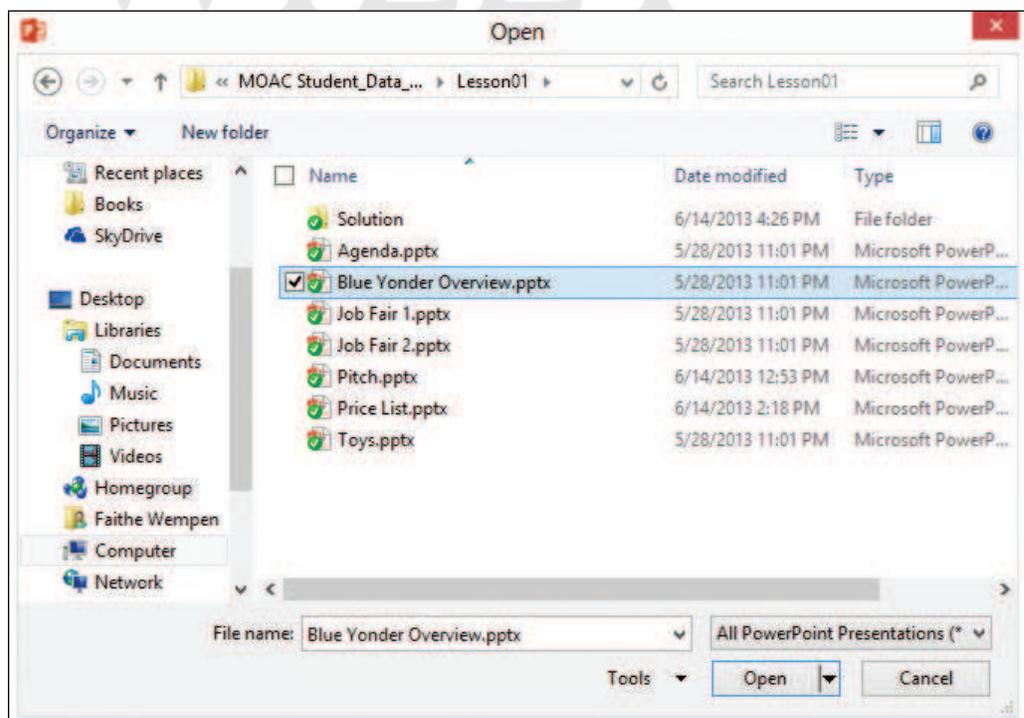
The Open tab of Backstage view.



- Browse to locate the data files for this lesson, and select *Blue Yonder Overview* (see Figure 1-16).

Figure 1-16

Browse the data files for this lesson.



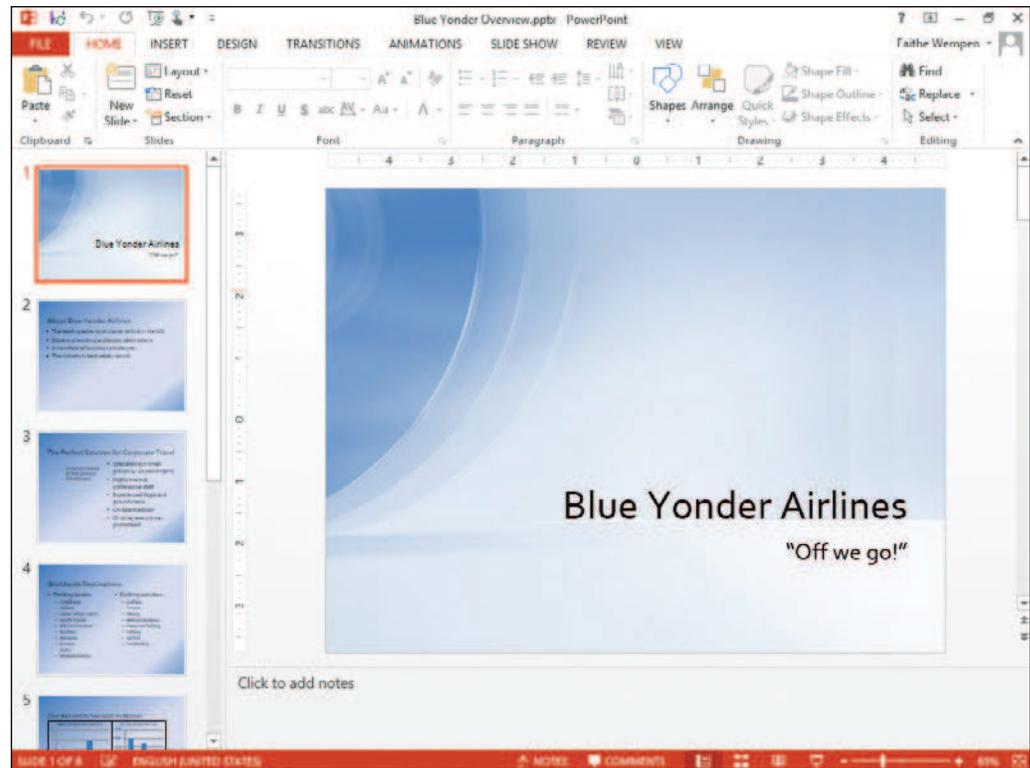
### Another Way

Instead of clicking the file's name in the Open dialog box and then clicking the Open button, you can double-click the file's name to open the presentation.

- Click **Open**. The presentation appears on your screen (see Figure 1-17).

**Figure 1-17**

The Blue Yonder Overview presentation



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



### Another Way

When you select File, Open, the Recent Presentations list appears. To open a presentation that appears on that list, click the presentation's name.

When you click Open, you can choose whether to browse your SkyDrive or your Computer (local drives). SkyDrive is a cloud-based private storage system that Microsoft provides at no charge. Storing your files there makes them available to you no matter what computer you are using at the moment. However, accessing your SkyDrive requires Internet access, so if you do not always have Internet access available, storing files on your local hard drive may be a better option. If you decide to store the data files for this book locally, you might want to put them in your Documents library for easy access.

## Viewing a Presentation in Different Ways

PowerPoint's various **views** enable you to see your presentation in a variety of ways. For example, in Normal view, you can work with just one slide at a time, which is helpful when you are adding text or graphics to a slide. Alternately, in Slide Sorter view, you can view all the slides in a presentation at the same time, which makes it easy to rearrange the slides. The following exercise shows you how to change PowerPoint views.

PowerPoint provides these **views**:

- **Normal view** is the default view that lets you focus on an individual slide. The slide you are currently editing is called the **current slide**. The current slide appears in the Slide pane, which is the largest of the view's three panes. Below the Slide pane is the Notes pane, where you can add and edit notes you want to associate with the current slide. The Notes pane is optional; you can toggle it on and off with the Notes button on the View tab. In the left pane—called the Slides pane—you can click the thumbnail images of the slides to jump from one slide to another, as you will see later in this lesson.
- **Outline view** is the same as Normal view except instead of thumbnail images of the slides, a text outline of the presentation appears in the left pane. Only text from placeholders appears in the outline; any text from manually created text boxes does not. Text from graphical objects such as SmartArt also does not appear in the outline.

**CERTIFICATION  
READY?**
**1.3.3**

How can you use views to navigate through a presentation?

- **Slide Sorter view** displays all the slides in a presentation on a single screen. (If there are more slides than can fit in one screen, you can use scroll bars to move slides in and out of view.) In Slide Show view, you can reorganize a slide show by dragging slides to different positions. You can also duplicate and delete slides in this view.
- **Notes Page view** shows one slide at a time, along with any notes that are associated with the slide. This view lets you create and edit notes. You may find it easier to work with notes in this view than in Normal view. You can also print notes pages for your presentation; they are printed as they appear in Notes Page view.
- **Slide Show view** lets you preview your presentation on the screen, so you can see it the way your audience will see it.
- **Reading view** is like Slide Show view except it is in a window rather than filling the entire screen. Displaying the presentation in a window enables you to also work in other windows at the same time.

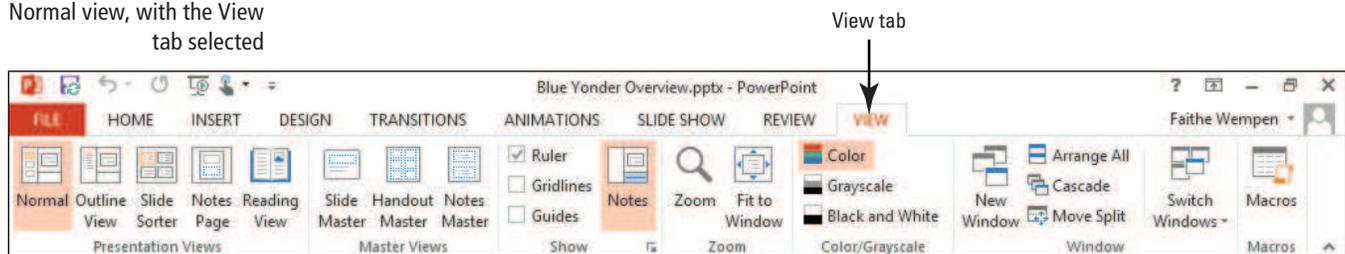
**STEP BY STEP**
**Change PowerPoint Views**

**USE** the presentation that you opened during the previous exercise.

1. Click the **View tab** (see Figure 1-18). Notice that the Normal button is highlighted on both the Ribbon and the Views toolbar in the bottom-right corner of the PowerPoint window.

**Figure 1-18**

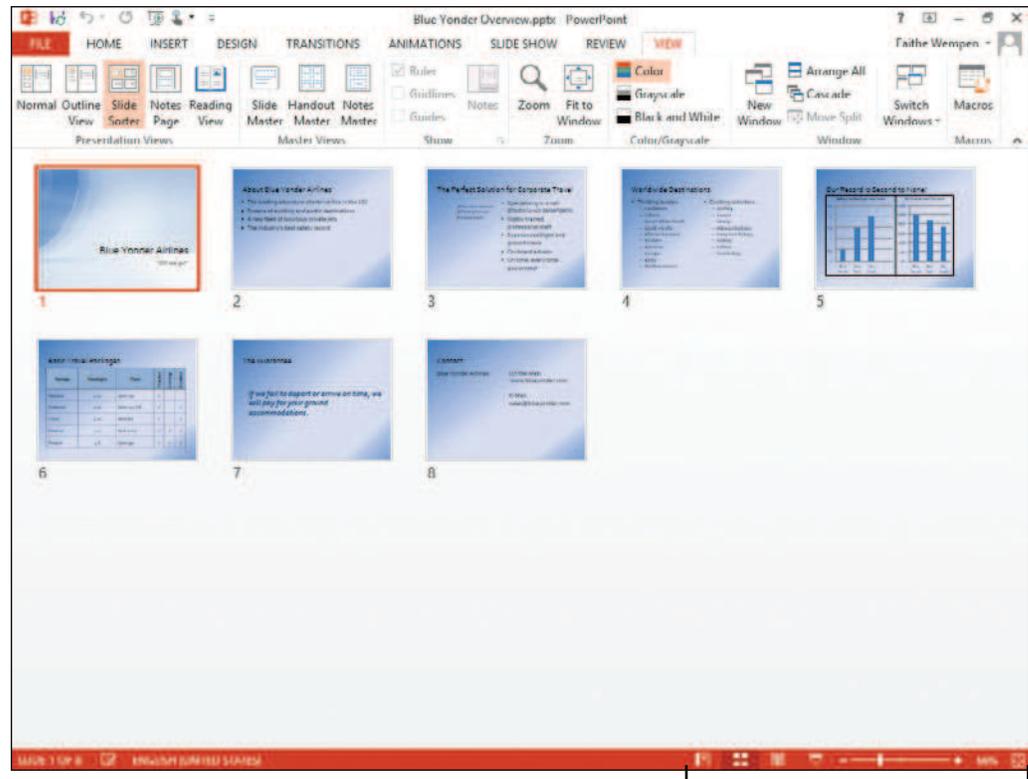
Normal view, with the View tab selected


**Another Way**

Instead of using the Ribbon to change views, you can use the Views toolbar in the lower-right corner of the PowerPoint window. The Normal button there toggles between Normal and Outline views each time you click it.

2. Click the **Slide Sorter View button** to change to Slide Sorter view (see Figure 1-19).

**Figure 1-19**  
Slide Sorter view

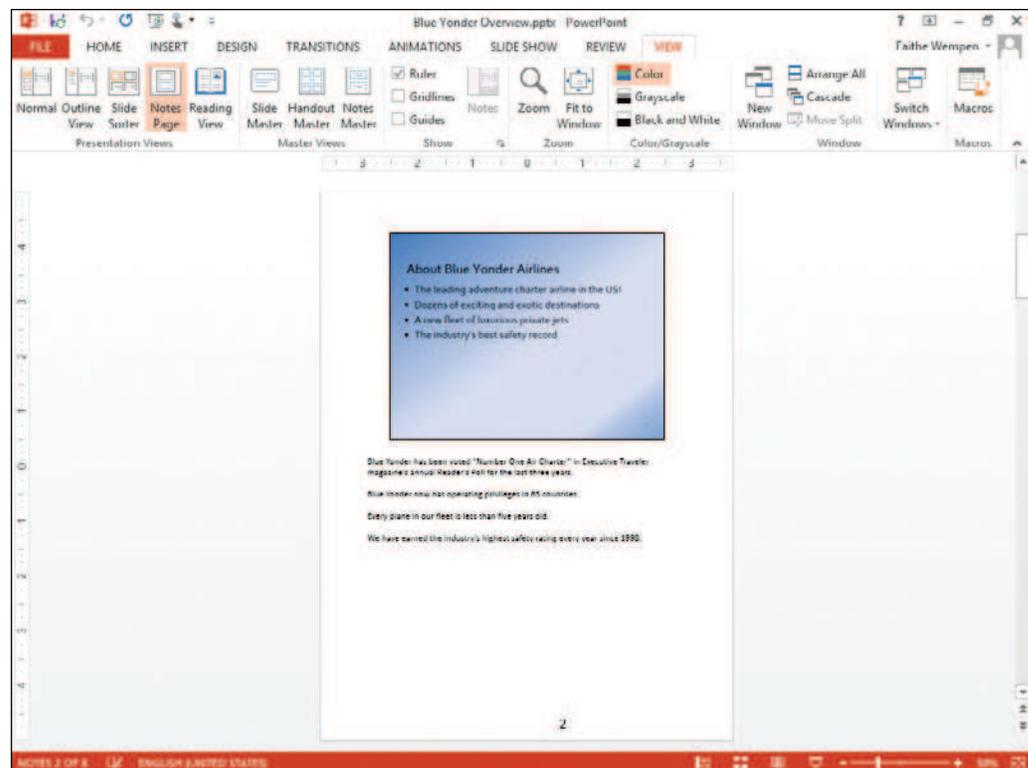


Views toolbar

**Take Note** If formatted slides are hard to read in Slide Sorter view, press Alt and click a slide to see its heading clearly.

3. Click **slide 2**, and then click the **Notes Page View button**. PowerPoint switches to Notes Page view (see Figure 1-20).

**Figure 1-20**  
Notes Page view



**Take Note** There is no button for Notes Page view on the Views toolbar at the bottom of the PowerPoint window; you must access it via the Ribbon.

**Take Note** If you have stored the data files on your SkyDrive, you may see a message at step 3 warning you that edits made in this view will be lost when saved to the server. That is not a concern at this point, so click View to continue.



### Another Way

You can also switch to Slide Show view by pressing F5 or by clicking the Slide Show icon in the bottom right corner.

4. Click the **Slide Show tab**, and click **From Beginning**. The first slide of the presentation fills the screen (see Figure 1-21).

**Figure 1-21**

Slide Show view



**Take Note** If you have a widescreen monitor (16:9 height/width ratio), black panels appear to the left and right of the slide because this particular presentation is set up for 4:3 monitors.

5. Press **Esc** to exit Slide Show view and return to Notes Page view.
6. Click the **View tab**, and click the **Reading View button**. The first slide appears in a reading window. It looks just like Figure 1-21 except it does not fill the screen.
7. Close the reading window by pressing **Esc**.
8. On the Views toolbar, click the **Normal button**. PowerPoint switches back to Normal view.

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



### Cross Ref

You will work with PowerPoint's printing options and practice previewing a presentation later in this lesson.

## Using Zoom

PowerPoint's **zoom** tools let you change the magnification of slides on the screen. By zooming out, you can see an entire slide; by zooming in, you can inspect one area of the slide. Both views have advantages: higher magnifications make it easier to position objects on the slide, and lower magnifications enable you to see how all the parts of a slide look as a whole. In this exercise, you practice using the zoom tools.

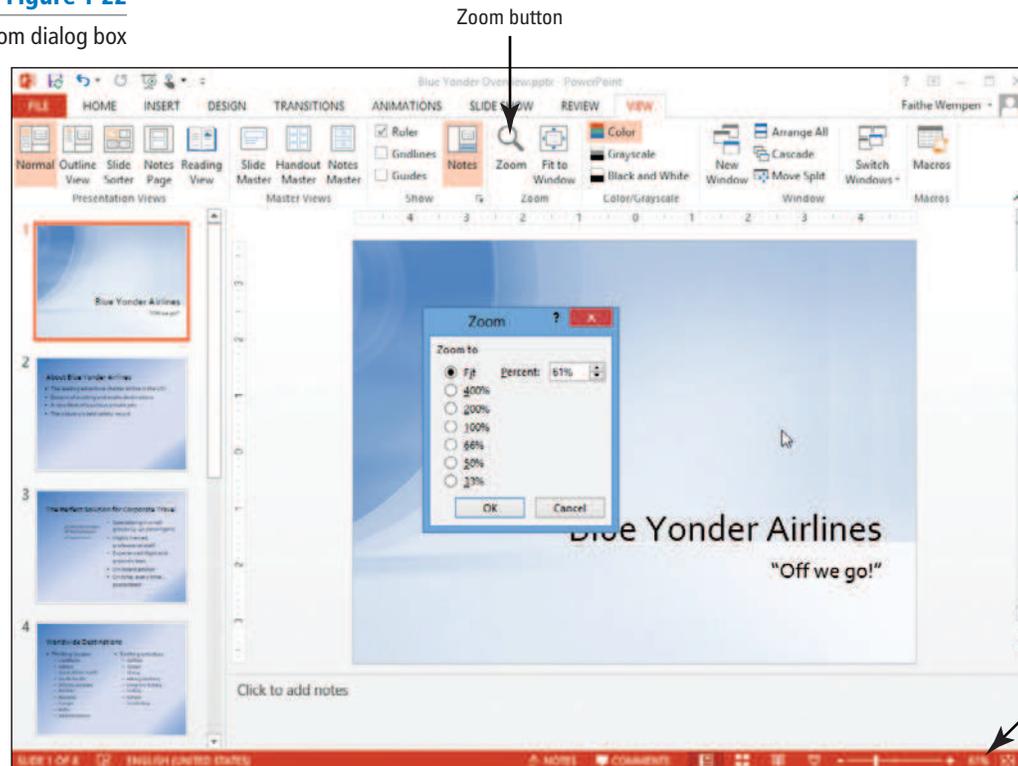
**STEP BY STEP****Use Zoom**

USE the presentation that is open from the previous exercise.

1. Click the **slide** in the Slide pane to ensure that the Slide pane is active. As a reminder, the Slide pane is the large pane on the right side of Normal view, in which one slide appears at a time.
2. On the View tab, click the **Zoom button**. The Zoom dialog box appears (see Figure 1-22).

**Figure 1-22**

The Zoom dialog box



You can also click here to display the Zoom dialog box

**Another Way**

You can click the Zoom level indicator at the far right of the Zoom control (located on the right end of the status bar) to display the Zoom dialog box.

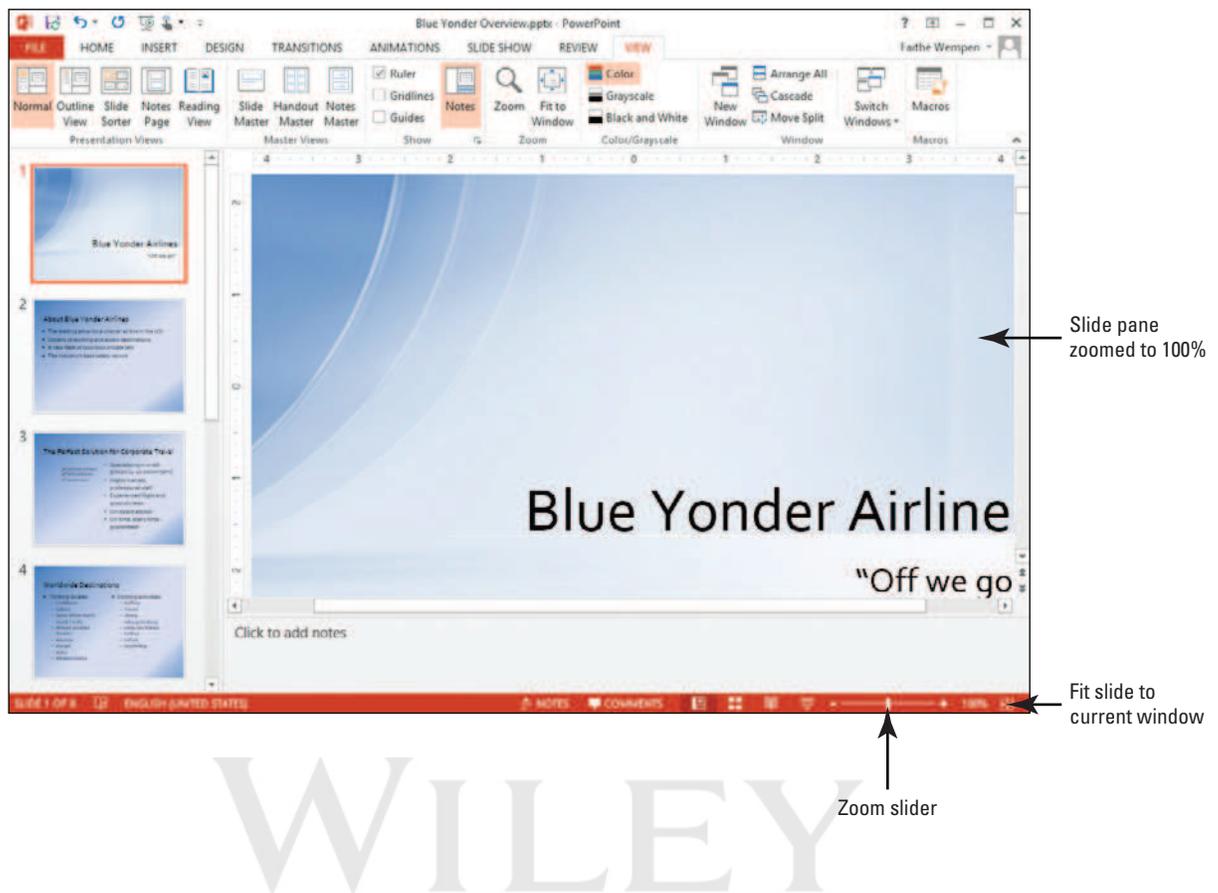
3. Click the **200% option button**, then click **OK**. In the Slide pane, the slide is magnified by 200%. Notice that you can no longer see the entire slide.
4. Click the **Zoom Out button** at the left end of the Zoom control, at the lower-right of the screen (see Figure 1-23). Continue clicking the button until the zoom level drops to **100%**. Notice that, even at 100% magnification, the slide is too large for the Slide pane.

**Another Way**

You can drag the Zoom control's slider bar to the right or left to change the zoom level. However, in Normal view, dragging the Zoom slider changes the zoom only in the Slide pane. If you want to change the zoom for a different pane, you must use the dialog box.

Figure 1-23

Using the Zoom controls



**Take Note** You can resize the Slide pane by dragging its bottom border up or down, or by dragging its left-hand border to the right or left. The Slides pane (or Outline pane) and Notes pane also change size when you drag the borders.

5. Click the **Fit slide to current window** button at the far right end of the Zoom control. PowerPoint zooms out to fit the entire slide in the Slide pane.

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

You can use either the Zoom dialog box or the Zoom control to change magnification levels. In the Zoom dialog box, you can zoom in or out by choosing one of seven preset magnification levels, or you can use the Percent spin control to set the zoom level precisely. All zoom options are available in Normal view. In Slide Sorter view, some zoom options are available, but the Fit slide to current window tool is not.

### Viewing in Color or Grayscale

**Grayscale** is a viewing mode in which there are no colors, only shades of gray. When you distribute a presentation using some low-tech methods, such as printing slides on a black-and-white printer, your slides might look different than they do in full-color on your screen. Therefore, it is sometimes useful to look at your slides in Grayscale mode on the screen so you can identify any potential problems that might occur when slides are printed without color. There is also a Black and White viewing mode that can check how slides will look with only black and white (no gray shades). Some fax machines transmit only in black and white, for example, if you faxed your slides, you might need to know how the recipient will see them.

**CERTIFICATION  
READY?** 1.3.2

How can you view the presentation in grayscale mode?

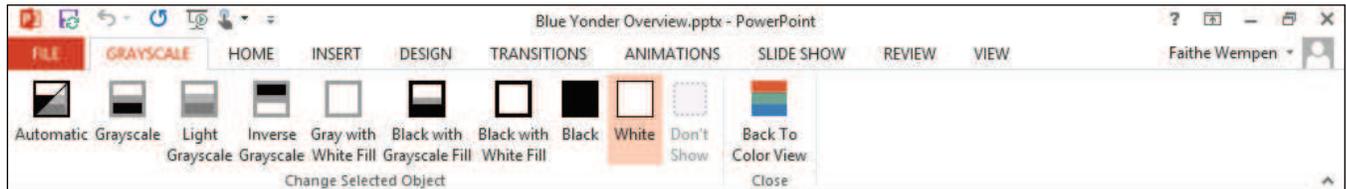
## STEP BY STEP Switch Between Color and Grayscale Modes

USE the presentation that is open from the previous exercise.

1. On the View tab, click **Grayscale**. The presentation slides appear in grayscale mode, and a Grayscale tab appears on the Ribbon (see Figure 1-24).

Figure 1-24

The Grayscale tab



2. Click several of the buttons on the Grayscale tab and observe the difference in the slide appearance.
3. Click **Back To Color View**. The presentation returns to color mode.
4. On the View tab, click **Black and White**. The presentation appears in Black and White mode, and a Black and White tab appears on the Ribbon.
5. Click **Back to Color View**. The presentation returns to color mode.

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

**CERTIFICATION  
READY?** 5.1.3

How can you view multiple presentations?

### Viewing Multiple Presentations at Once

You can have multiple presentations open at the same time in PowerPoint, and you can arrange their windows so that they are all visible at once. This makes it easy to drag-and-drop content between windows, and also to compare different versions of a presentation. In the following exercise you will open two presentations and arrange them.

## STEP BY STEP Arrange Multiple Presentation Windows

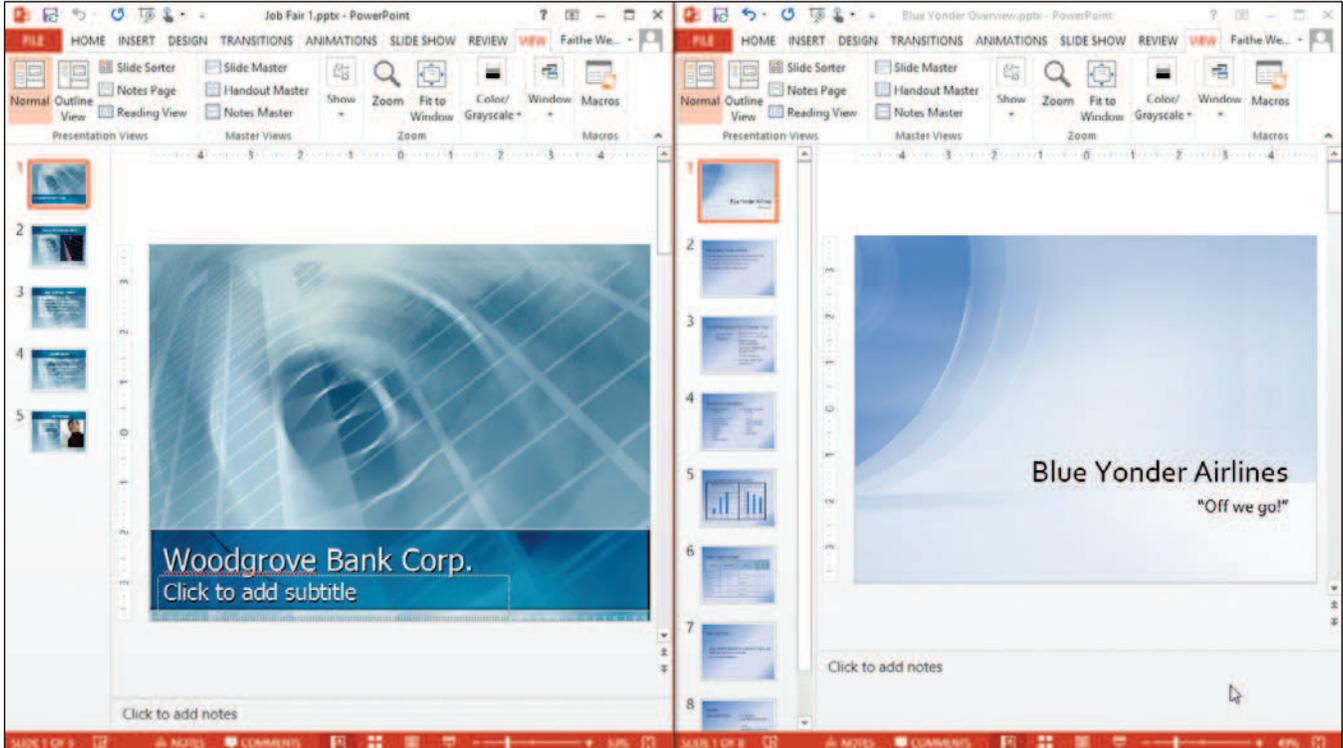
USE the presentation that is open from the previous exercise. You will also be opening a second presentation in this exercise so that multiple presentation windows are available to arrange.

1. Click the **File** tab.
2. Click **Open**. The Open tab of Backstage view appears.
3. Navigate to the location containing the data files for this lesson.
4. Locate and open **Job Fair 1**. The presentation appears on your screen.
5. Click the **View** tab.
6. Click **Arrange All** in the Window group. The presentations appear side-by-side (see Figure 1-25).



Figure 1-25

Two presentations open side-by-side



Photos used with permission from Microsoft

7. Use the Close button on the Job Fair 1 window  to close the Job Fair 1 presentation, as you learned in "Closing a Presentation" earlier in this lesson.
8. In the Blue Yonder Overview window, click the Maximize button  in the upper-right corner. The PowerPoint window fills the screen.

**PAUSE. LEAVE** the presentation open for the next exercise. If you don't wish to work with the maximized PowerPoint window, you can restore the window and then manually resize it to the size you prefer.

## Moving Between Slides

PowerPoint provides a number of methods for moving through a presentation in different views. You can move from one slide to another with either the mouse or the keyboard. You can specify that a certain slide should be displayed, or you can browse the available slides to identify the one you want based on its content.

### Using the Mouse to Scroll Through a Presentation

PowerPoint's scroll bars let you move up and down through your presentation. When you drag the scroll box in the Slide pane, PowerPoint displays a ScreenTip with the slide number and slide title to show which slide will appear on screen when you release the mouse button. Click the scroll buttons to move up or down one line or one slide at a time, depending on the current zoom level. Click and hold a scroll button to move more quickly or drag a scroll box to move even more quickly. In this exercise, you use the mouse to scroll through a PowerPoint presentation.

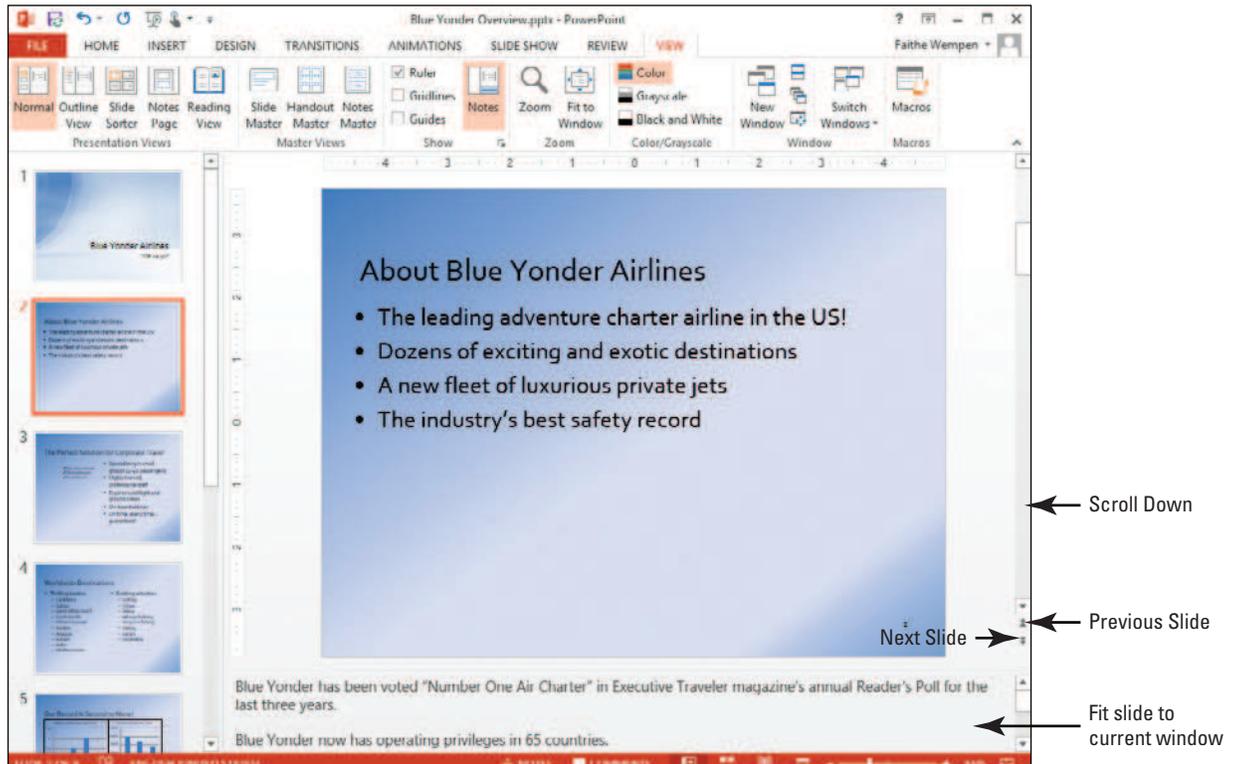
**STEP BY STEP****Scroll Through a Presentation Using the Mouse**

USE the presentation that is open and maximized from the previous exercise.

1. Click the **scroll down button** on the right side of the Slide pane (see Figure 1-26). Because the zoom level is set at Fit Slide to Current Window, slide 2 appears on the screen.

**Figure 1-26**

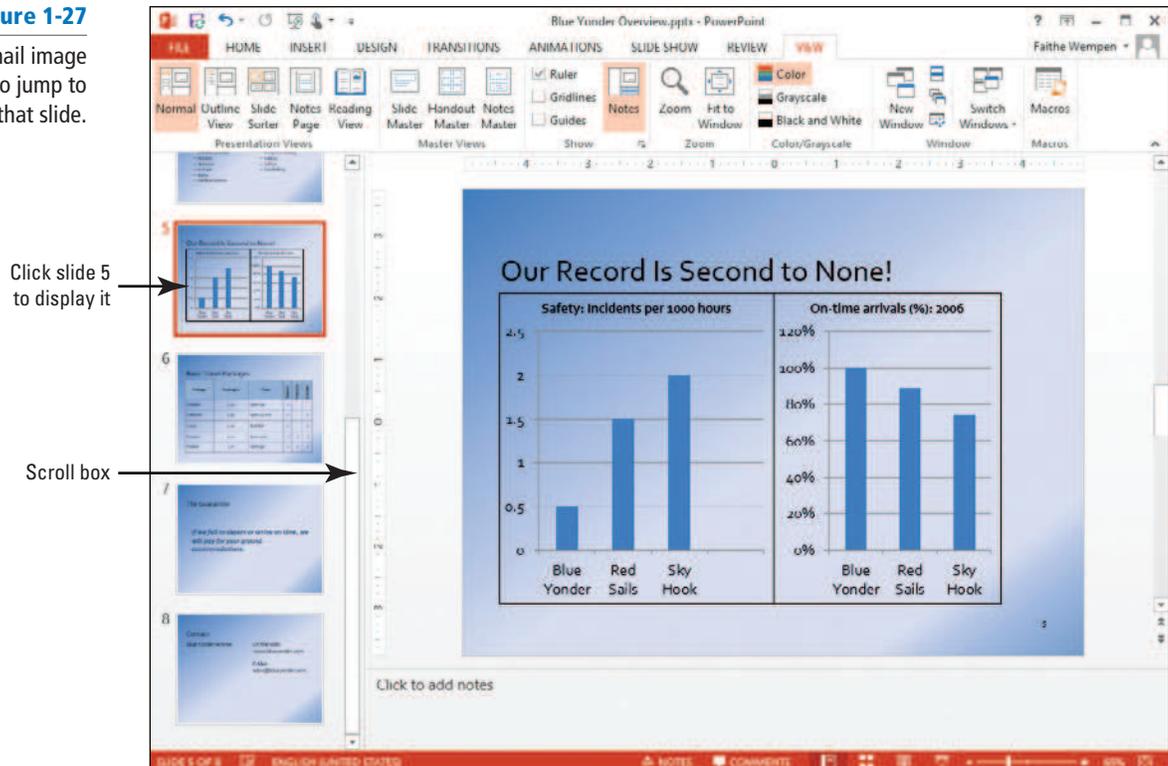
Scroll tools



2. Use the zoom control to change the zoom level to **100%**, then click the **scroll down button** twice. Because the slide is now larger than the Slide pane, the scroll button scrolls the slide down in small increments instead of jumping to the next slide.
3. Click the **Fit to Window button** in the Zoom command group on the View tab of the **Ribbon**. The Fit to Window button does the same thing as the Fit Slide to Current Window button on the status bar.
4. At the bottom of the scroll bar, click the **Next Slide button** twice. Slide 3 appears, and then slide 4 appears.
5. In the Slides pane on the left, scroll down to locate slide 5, and click it. The selected slide appears in the Slide pane (see Figure 1-27).

**Figure 1-27**

Click a slide's thumbnail image in the Slides pane to jump to that slide.



**Take Note** The current slide's number always appears in the lower-left corner of the status bar.

6. Point to the **scroll box** that appears to the right of the Slides pane, and then drag the scroll box all the way down to the bottom of the scroll bar. The last slide (slide 8) appears on the Slides pane, but slide 5 remains visible in the Slide pane.
7. Click the **Previous Slide button** (at the bottom right of the Slide pane, see Figure 1-26). Slide 4 appears in the Slide pane; notice that the slide also appears highlighted on the Slides pane.
8. Click the **scroll box** that appears to the right of the Slide pane, and then drag the scroll box all the way up to the top of the scroll bar. You return to the beginning of the presentation.

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

In Normal view, both the Slide pane and the Slides pane have scroll bars, buttons, and boxes. If there is text in the Notes pane, scroll tools will appear there to let you move up and down through the text, if necessary. In Slide Sorter view and Notes Page view, scroll tools will appear on the right side of the window if they are needed.

In **Normal view**, you can click the Previous Slide button to move up to the previous slide and click the Next Slide button to move to the following slide.

### Using the Keyboard to Move Through a Presentation

Your keyboard's cursor control keys let you jump from one slide to another, as long as no text or object is selected on a slide. If text is selected, the arrow keys move the insertion point within the text; however, the Page Up, Page Down, Home, and End keys will still let you move from slide to slide. In this exercise, you practice using the keyboard to navigate through presentations.

**STEP BY STEP****Move Through a Presentation Using the Keyboard**

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

1. With slide 1 visible in Normal view in the Slide pane, press **Page Down** on your keyboard. Slide 2 appears.
2. Press **Page Down** to jump to slide 3.
3. Press **Page Down** to jump to slide 4.
4. Press **Page Up** to go back to slide 3.
5. Press **Page Up** to move up to slide 2.
6. Press **Page Up** to view slide 1.
7. Press **End** to jump to slide 8, the last slide in the presentation.
8. Press **Home** to return to slide 1.

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

### Working with Text

Text is not typed directly onto a slide in PowerPoint, but instead is placed in text boxes. A **text box** is, as the name implies, a box that holds text that you type into it. Most of the available slide layouts have one or more placeholders that become text boxes when you type text into them, and you can also add more text boxes manually to slides, as you will learn in Lesson 3. Text can be placed on a slide either by typing it directly into a text box or placeholder, or by typing in the Outline pane in Normal view. In the following exercises, you will practice adding text to a placeholder; adding text to the Outline pane in Outline view; selecting, replacing, and deleting text on a slide; and copying and moving text from one slide to another.

### Adding Text to a Placeholder

In this exercise, you practice entering text in a **placeholder**, which is a box that can hold either text or a graphic object. The placeholders available depend on the slide layout. In the Blue Yonder presentation, slide 1 is an example of a Title Slide layout; it contains two placeholders—one for the title and one for the subtitle. Placeholders make it easy to add text—just click in the placeholder, and then type the text.

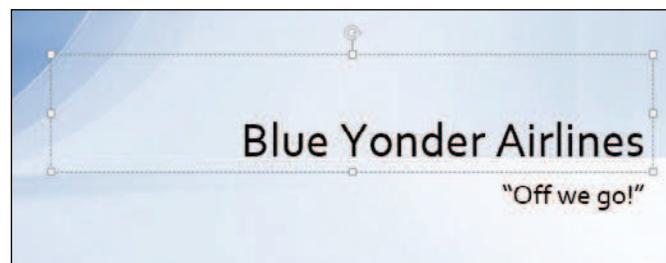
**STEP BY STEP****Add Text to a Text Placeholder**

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

1. Click the **Home** tab. On slide 1, click at the beginning of the slide's title (**Blue Yonder Airlines**). The borders of the title's placeholder appear (see Figure 1-28), and a blinking insertion point appears before the word *Blue*.

**Figure 1-28**

The title placeholder



2. Click the slide's **subtitle**, which is the second line of text. The subtitle's placeholder appears, as does the insertion point.
3. Go to **slide 4** by clicking the slide in the Slides pane, or by pressing **Page Down** until it appears.

4. Click after the word *Snorkeling* in the second column. The insertion point appears.
5. Press **Enter** to start a new line, and type **Scuba**.
6. Press **Enter**, and then type **Sightseeing**. Your slide should look like the one shown in Figure 1-29.

Figure 1-29

Slide 4 with added text



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

### Adding Text in Outline View

Working in Outline view is like working in a word processor. PowerPoint displays the text from each slide on the Outline pane, without any backgrounds, placeholders, or anything else that might distract you from your writing. You can navigate a presentation in the Outline pane the same way you use the Slides pane—scroll to the desired slide's outline, and then click it. Here, you practice adding text on the Outline tab.

## STEP BY STEP

### Add Text in Outline View

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

1. Go to slide 8. This slide is supposed to contain contact information, but the mailing address and telephone number are missing.
2. Click the **View** tab and click **Outline View**. Because slide 8 is the current slide, its text is highlighted on the tab.

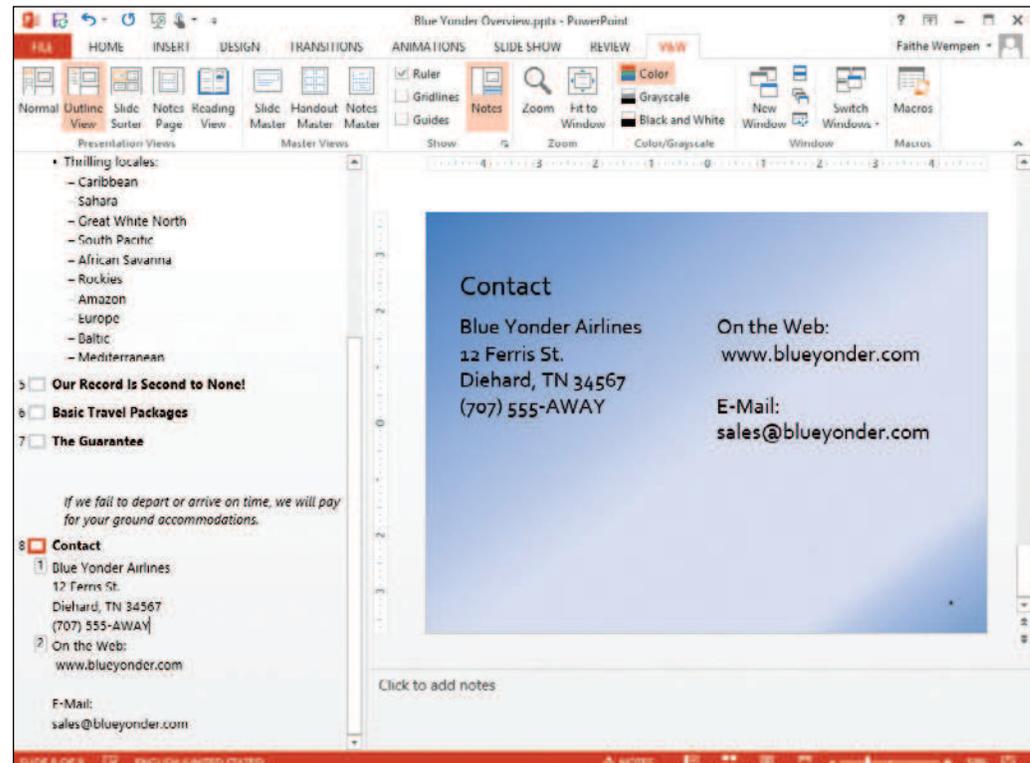
**Take Note** Remember that you can adjust the Zoom level for the Outline pane, or any other pane, as needed if the content is not shown at a convenient size for working with it. Click in the Outline pane and then on the View tab, click Zoom to open the Zoom dialog box, and choose a lower percentage, such as 50% or 33%, to shrink the text to a readable size.

3. In the Outline pane, click after the word *Airlines* on slide 8 to place the insertion point there.
4. Press **Enter** to start a new line.
5. On the new line, type **12 Ferris Street**, and then press **Enter**. As you type the new text in the Outline pane, notice that it appears on the slide.
6. Type **Diehard, TN 34567**, and then press Enter.

7. Type **(707) 555-AWAY**. Your slide should look like the one shown in Figure 1-30.

**Figure 1-30**

Text added to the Outline pane appears on the slide



8. Switch to Normal view.

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

## Selecting, Replacing, and Deleting Text

You can edit, replace, and delete text directly on a slide. First, you must select the text to let PowerPoint know you want to edit it. You can select any amount of text by dragging the mouse pointer across it. When you move the mouse pointer over text, it changes to an **I-beam pointer**, a vertically oriented pointer that resembles the letter I. This pointer makes it easy to select text precisely. In this exercise, you practice editing text in PowerPoint.

### STEP BY STEP

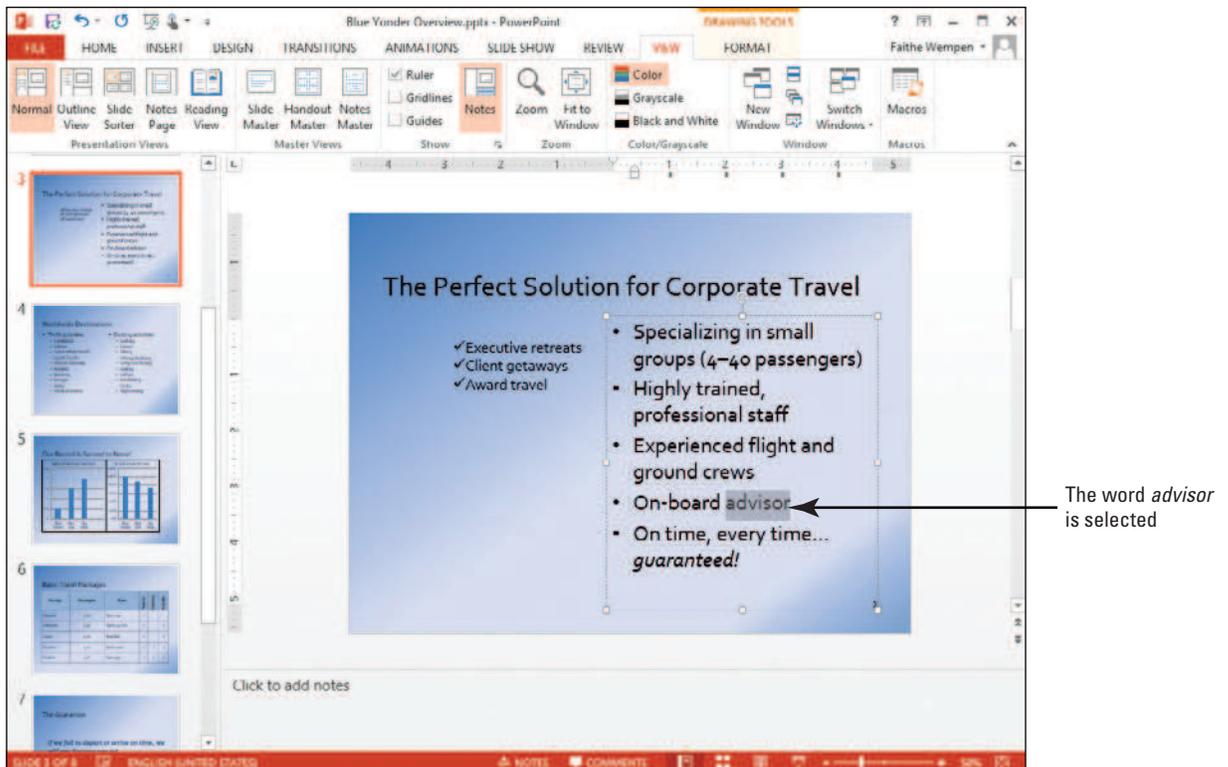
#### Select, Replace, and Delete Text

**USE** the presentation that is open from the previous exercise. Switch back to Normal view before starting the exercise.

1. Go to slide 3, and in the fourth item of the bulleted list on the right, double-click the word **advisor** to select it (see Figure 1-31).

Figure 1-31

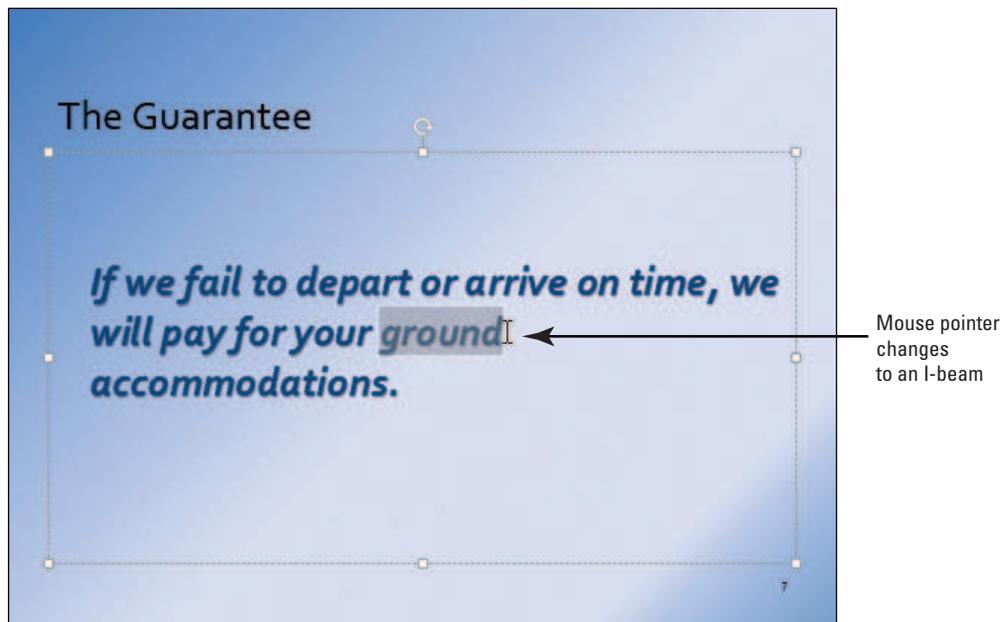
Selected text



2. While the text is selected, type **conciierge**. The new text replaces the selected text.
3. Go to slide 7, and select the word **ground** by dragging the mouse pointer over it. (The mouse pointer changes from an arrow to an I-beam whenever it is in a text placeholder, as shown in Figure 1-32.)

Figure 1-32

Selecting text and the I-beam pointer



4. Press **Delete** to delete the word from the slide.

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

Whenever you select text in PowerPoint—whether it is a single character or all the text on a slide—it is highlighted with a colored background. Once the text is selected, you can type new text in its place or delete it.

**Take Note** Only text from text-based placeholders appears in the Outline pane; text from manually created text boxes (see Lesson 2) and from graphics and charts does not appear.

## Copying and Moving Text from One Slide to Another

In this exercise, you practice copying and moving text from one slide to another, using the Copy, Cut, and Paste commands. You can use these commands on many kinds of objects in PowerPoint, including pictures, charts, and placeholders. Don't be surprised if these commands become your most frequently used tools, because they can save you a great deal of typing.

### STEP BY STEP

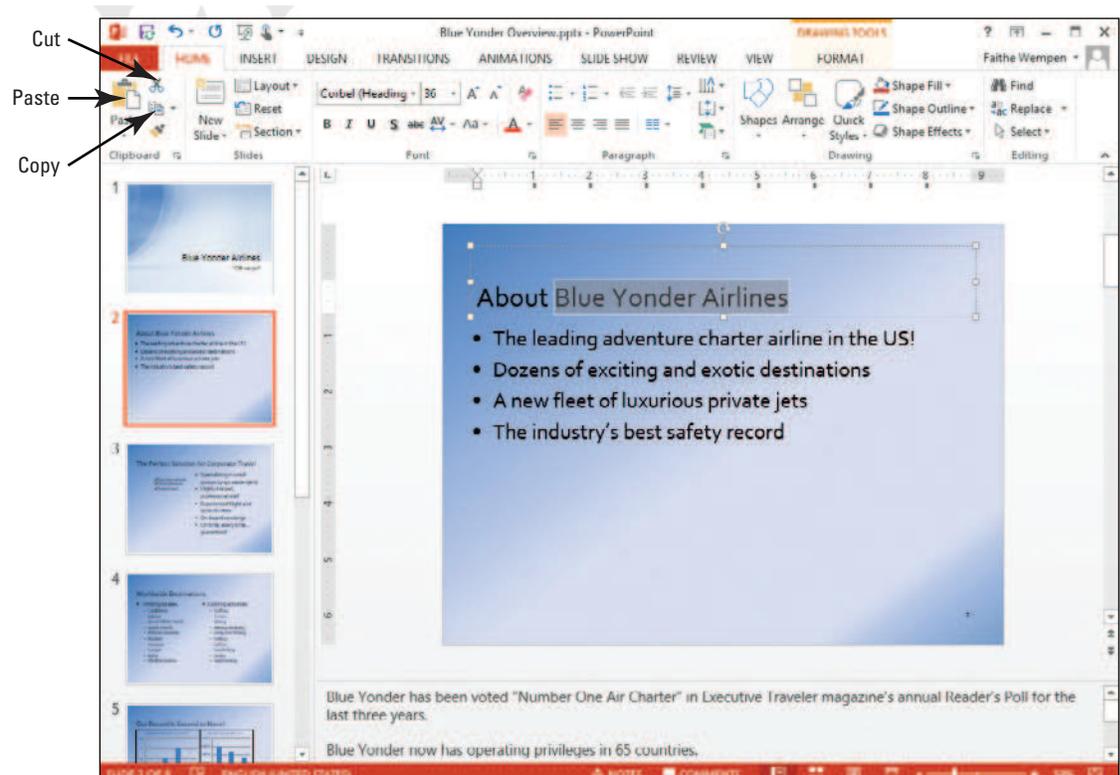
#### Copy and Move Text from One Slide to Another

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

1. Go to slide 2, and in the slide's title placeholder, select **Blue Yonder Airlines** by dragging the mouse pointer across the text.
2. On the Home tab, click the **Copy** button (see Figure 1-33).

**Figure 1-33**

Clipboard tools



#### Another Way

You can issue the Copy command by pressing **Ctrl+C** or by right-clicking and choosing Copy.

3. Go to slide 7.
4. Click between the two words of the title to place the insertion point before the word *Guarantee*.
5. On the Home tab, click the **Paste** button. PowerPoint inserts the copied text at the insertion point's position (see Figure 1-34). Press the **Spacebar** if necessary to insert a space before the word *Guarantee*.

**Take Note** The Paste Options icon that appears near the pasted text in Figure 1-33 opens a menu when clicked; from that menu you can choose pasting options. In this case you will ignore the icon, accepting the default pasting options.

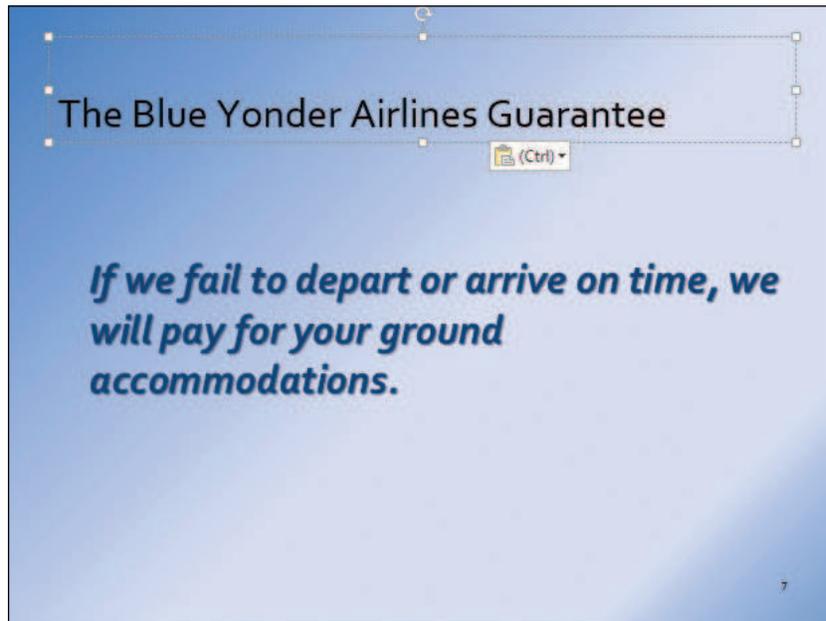
**Figure 1-34**

The selected text has been copied to slide 7



**Another Way**

You can issue the Paste command by pressing Ctrl+V or by right-clicking and choosing Paste.



**Another Way**

You can issue the Cut command by pressing Ctrl+X or by right-clicking and choosing Cut.

6. Go to slide 3.
7. Select the last item of the bulleted list on the right side of the slide.
8. On the Home tab, click the **Cut button**. The selected item is removed from the list.
9. Go to slide 2.
10. Click below the last item of the bulleted list.
11. On the Home tab, click the **Paste button**. The item appears at the bottom of the list.
12. Click anywhere in the blank area around the slide to deselect the placeholder. Your slide should look like the slide shown in Figure 1-35.

**Figure 1-35**

Selected text has been moved to slide 2



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

## Printing a Presentation

The PowerPoint Print command sends the currently open presentation to the printer. The default settings produce a printout of the entire presentation, one slide per page, on whatever printer is set up in Windows as the default.

### STEP BY STEP

#### Print a Presentation with the Default Settings



#### Another Way

You can press Ctrl+P instead of steps 1 and 2.

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

1. Click the **File tab**.
2. Click **Print**. Print options appear. You will learn about them in Lesson 2; leave the defaults set for now. Check with your instructor before completing the next step; to save paper, he or she may ask you not to print.
3. Click the **Print** button. PowerPoint prints the entire presentation, using the default print settings, assuming your PC has at least one printer set up.



#### Cross Ref

Printing options are discussed in Lesson 2.

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

## Saving an Edited Presentation

Whenever you work on a presentation, you should save it to a disk—especially if you have made changes that you want to keep. In this exercise, you will practice saving a presentation with a different file name, in native PowerPoint 2013 format.



#### Cross Ref

In Lesson 10, you will learn how to save a presentation in other formats for sharing with people who might not have PowerPoint 2013 installed.

### STEP BY STEP

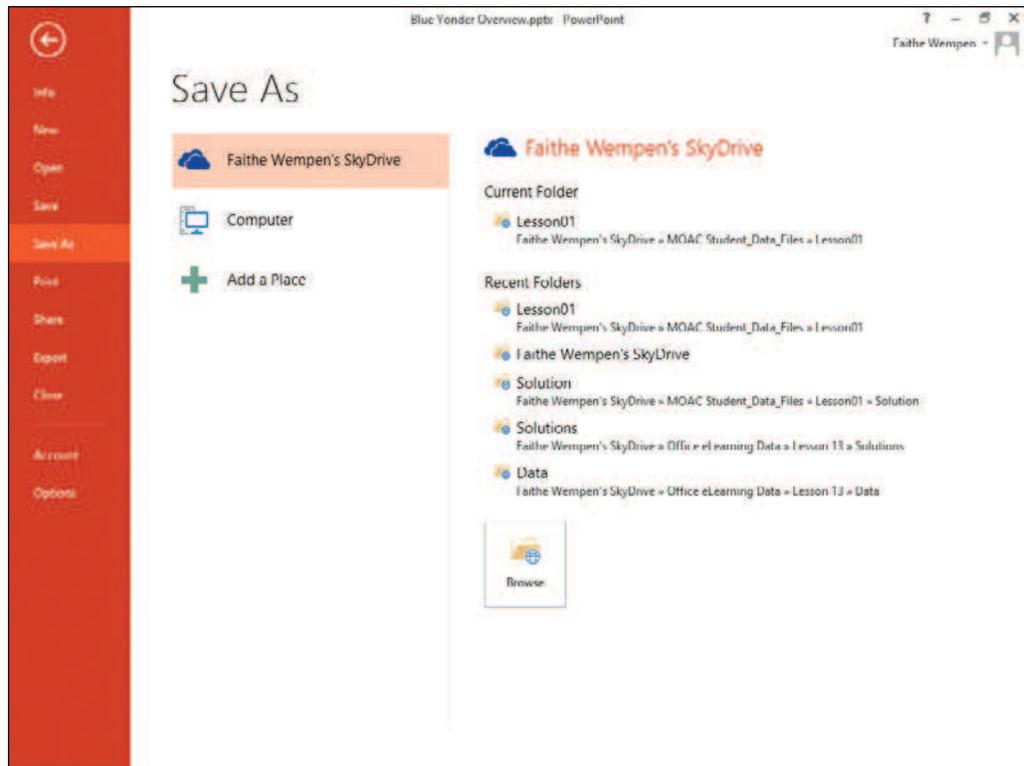
#### Save an Edited Presentation

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

1. Click the **File tab** to open Backstage view.
2. Click **Save As**. The Save As tab of Backstage view appears (see Figure 1-36). It is like the Open tab in that it allows you to choose between your SkyDrive and Computer as a starting point for browsing.

Figure 1-36

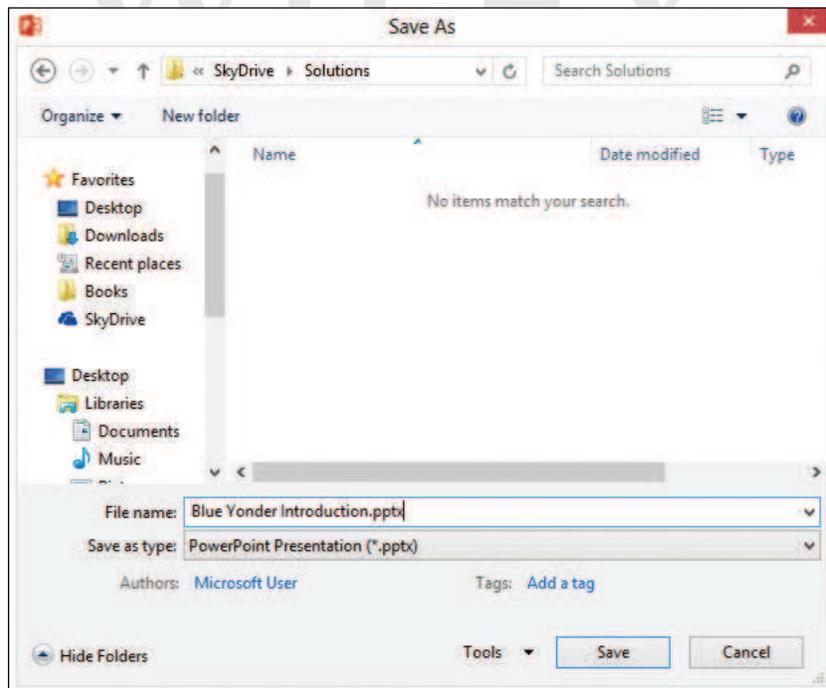
Save As tab of Backstage view



3. Select the location where you want to save your files (ask your instructor for guidance), and then type **Blue Yonder Introduction** in the File name box (see Figure 1-37).

Figure 1-37

Save As dialog box



**Take Note** Ask your instructor if you should append your initials to the end of each file name for the exercises in this book, to keep your files separate from those of other students.

4. Click **Save**.
5. Click **File** and click **Close** to close the presentation.

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


**Cross  
Ref**

Presentations created in PowerPoint 2007 and higher are incompatible with earlier versions of PowerPoint. However, you can save in an earlier format for backward compatibility; that skill is covered in Lesson 2.

When you need to save an existing presentation in a new location or with a different file name, use the Save As command. In the Save As dialog box, you can specify a different disk drive and folder to store the file; you can also give the file a different name in the File name box. After the presentation is saved in the new location and with its new file name, you can click the Save button on the Quick Access Toolbar when you need to resave the file.

**Take Note** You can also download a free conversion utility from the Microsoft website for earlier versions of PowerPoint that will allow those users to open files in PowerPoint 2007/2013 format.

### Exiting PowerPoint

When you exit PowerPoint, the program closes and is removed from your computer's memory. In this exercise, you will practice exiting PowerPoint.

## STEP BY STEP

### Exit PowerPoint

**GET READY.** In order to exit PowerPoint, do the following.

1. Click the **Close button** on the PowerPoint window.

### SKILL SUMMARY

In This Lesson, You Learned How To:	Exam Objective	Objective Number
Work in the PowerPoint Window		
Work with an Existing Presentation	Demonstrate how to use views to navigate through presentations.	1.3.3
	Change to view in color/grayscale.	1.3.2
	View multiple presentations.	5.1.3