

PowerPoint Essentials

Lesson Skill Matrix

Skill	Exam Objective	Objective
Working with an Existing	Change views of a	1.5.2
	Insert text on a slide.	2.1.1

Software Orientation

Normal View

Before you begin working in Microsoft PowerPoint 2016, 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 or click Blank Presentation, 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.

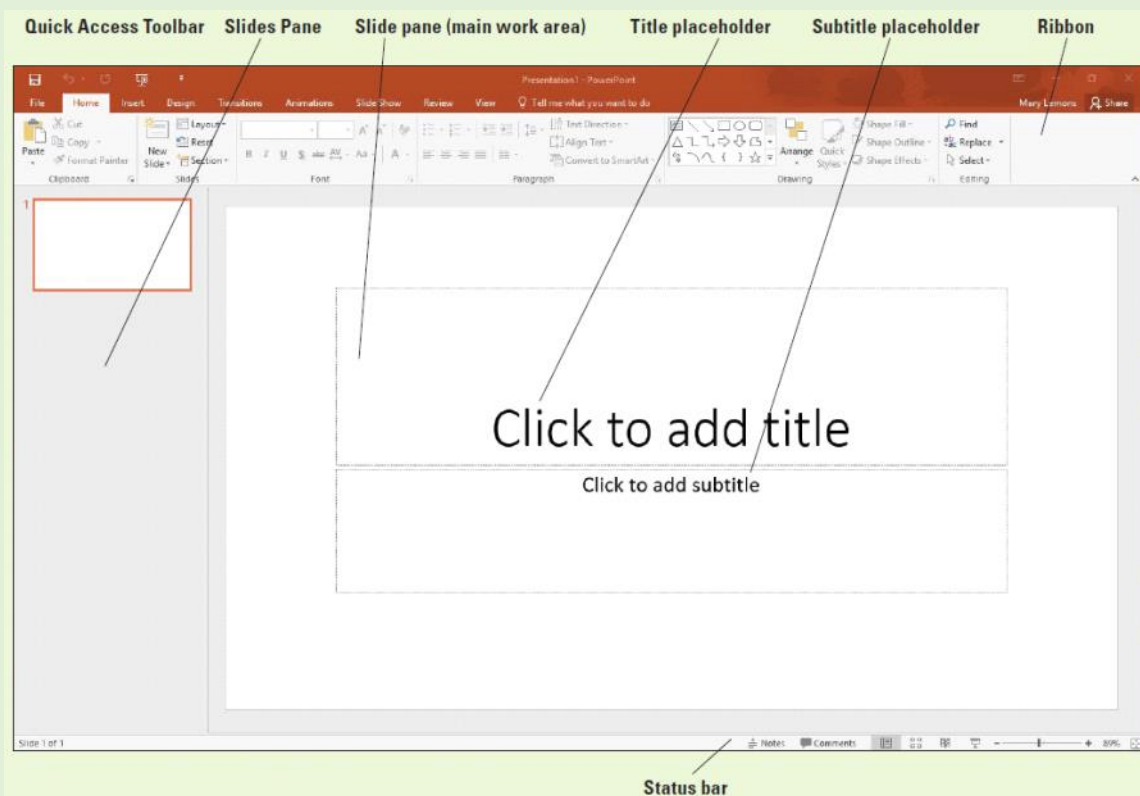


Figure 1-1
The PowerPoint window in Normal view

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

To use PowerPoint 2016 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 2016 runs on either Windows 7 Service Pack 1, Windows 8, Windows 8.1 or Windows 10. In Windows 10, the start screen does not appear by default as it did in Windows 8.

Step by step Start PowerPoint (Windows 10)

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

1. Press the **Windows key** on the keyboard to display the Start menu.
2. Click **All apps**.
3. Scroll through the apps to find and click **PowerPoint 2016** (see Figure 1-2). PowerPoint starts and its Start screen appears.

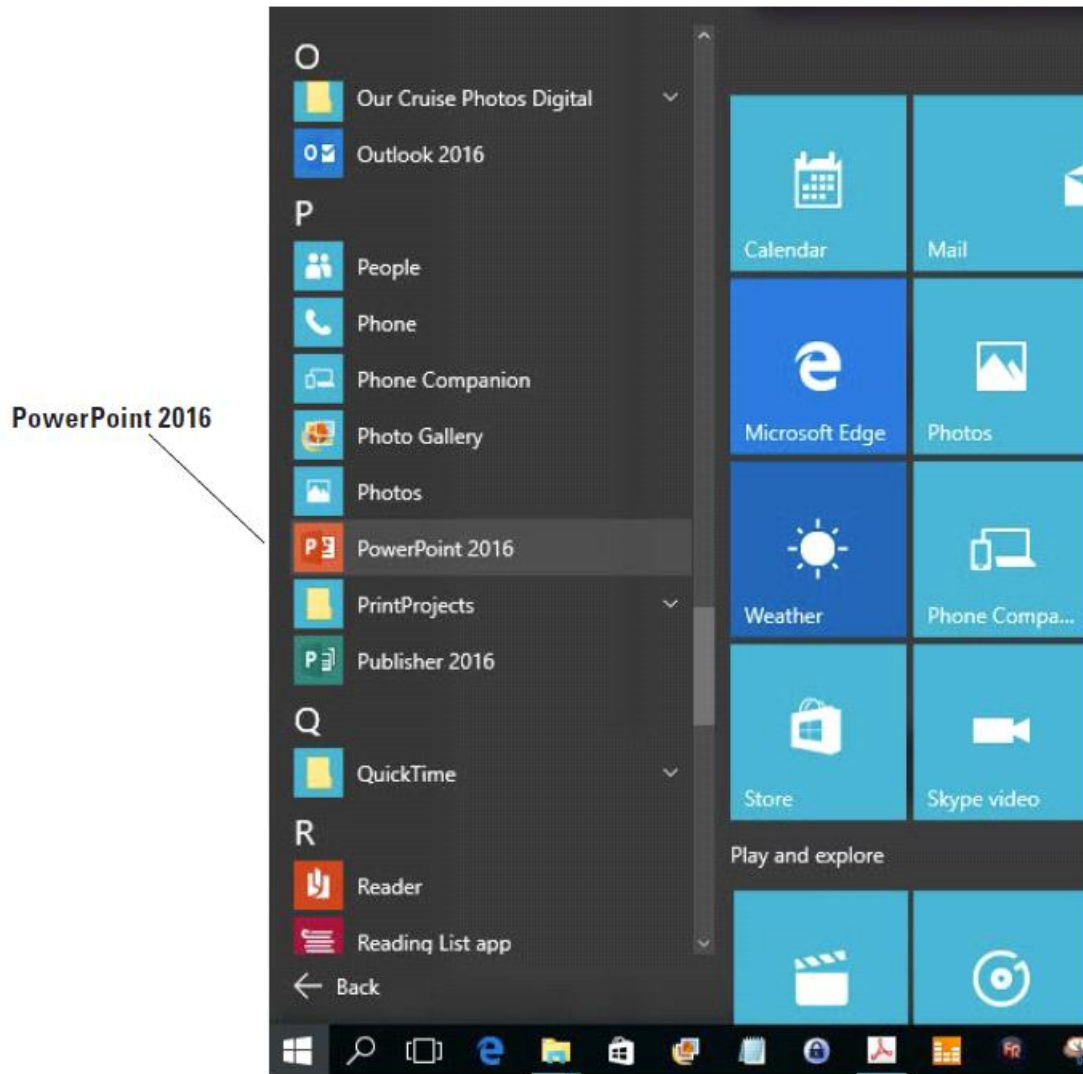


Figure 1-2
Starting PowerPoint

4. Press **Esc** or click **Blank Presentation**. A new, blank presentation appears in the PowerPoint window.

Take Note

If you preferred the Windows start screen from Windows 8, you can configure it to appear on Windows 10. Click Start, Settings, Personalization, and Start. Turn the Use Start full screen option to On.

PAUSE. LEAVE the blank presentation open to use in the Use the Ribbon exercise later in this lesson.

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 2016 tile.
3. Click **PowerPoint 2016**. 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.

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.

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

Get Ready. **USE** the new, blank presentation that is still open from the first exercise in this lesson.

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.
5. In the lower-right corner of the Font group, click the **dialog box launcher** (the small box with a diagonal, downward-pointing arrow, as shown in 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. This list shows all the fonts that are currently available for use. The default font for headings is Calibri Light.
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 or have a Tell me more link you can click for more information.

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, the 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 from your computer, OneDrive, a network drive, or an external 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.
- **History:** Lets you see any changes made to your presentation. This only applies to presentations saved on OneDrive for Business or SharePoint.
- **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, as well as creating a video, packaging a presentation for CD, creating handouts, and changing the file type.
- **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.
- **Feedback:** Opens the Windows Feedback dialog box, which allows you to provide feedback to Microsoft and explore other users' feedback.

Step by step Use Backstage View

Get Ready. USE the presentation from the previous exercise.

1. Click the **File** tab on the Ribbon. Backstage view opens.
2. Click **Share**. Four options appear: Share with People, Email, Present Online, and Publish Slides.
3. Click **Email**. Buttons appear on the right pane for sending various email versions (see Figure 1-4).

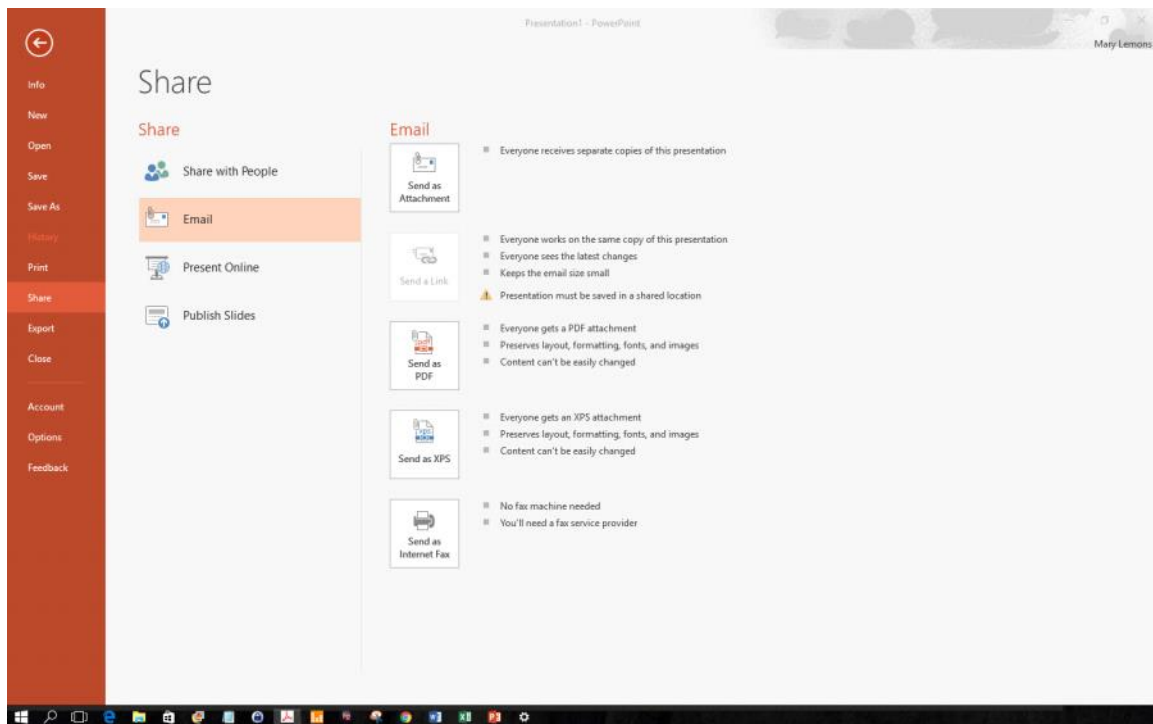


Figure 1-4
The Share tab in Backstage view

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.

6. Click **Open** in the left pane. A list of activities related to opening files appears. Recent 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.

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

GET READY. 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

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.

Opening an Existing Presentation

PowerPoint makes it easy to work on a presentation over time. If you can't finish a slide show, you can reopen it later and resume working on it. The Open dialog box lets you open a presentation that has already been saved. Presentations can be stored on your computer or network or on removable media (such as a flash drive). You can also store presentations on your OneDrive account, which is a free, online cloud storage location provided by Microsoft. You can use the Browse option and Open dialog 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. LAUNCH PowerPoint if it isn't open already.

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 1-5):
 - * Click [OneDrive - Personal](#).
 - * Click [Other Web Locations](#).
 - * Click [This PC](#) to access the drives on the local PC.

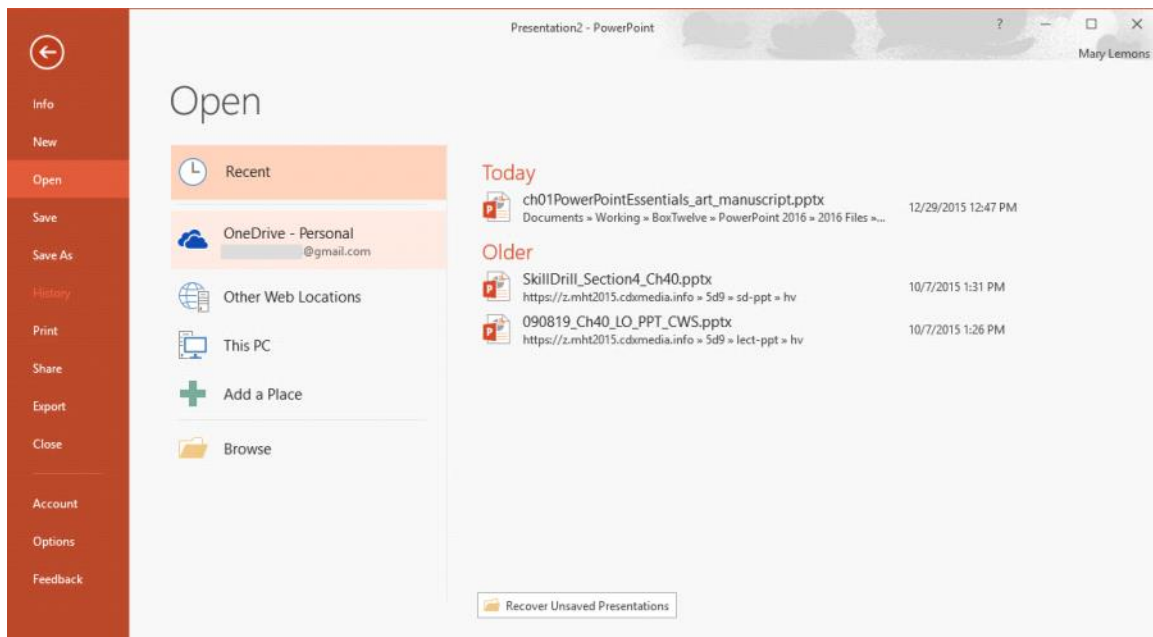


Figure 1-5
The Open tab of Backstage view.

4. Click the **Browse** button. The general location you selected in step 3 appears.
5. Browse to locate the data files for this lesson and select **Blue Yonder Overview**.
6. Click **Open**. The presentation appears on your screen (see Figure 1-6).

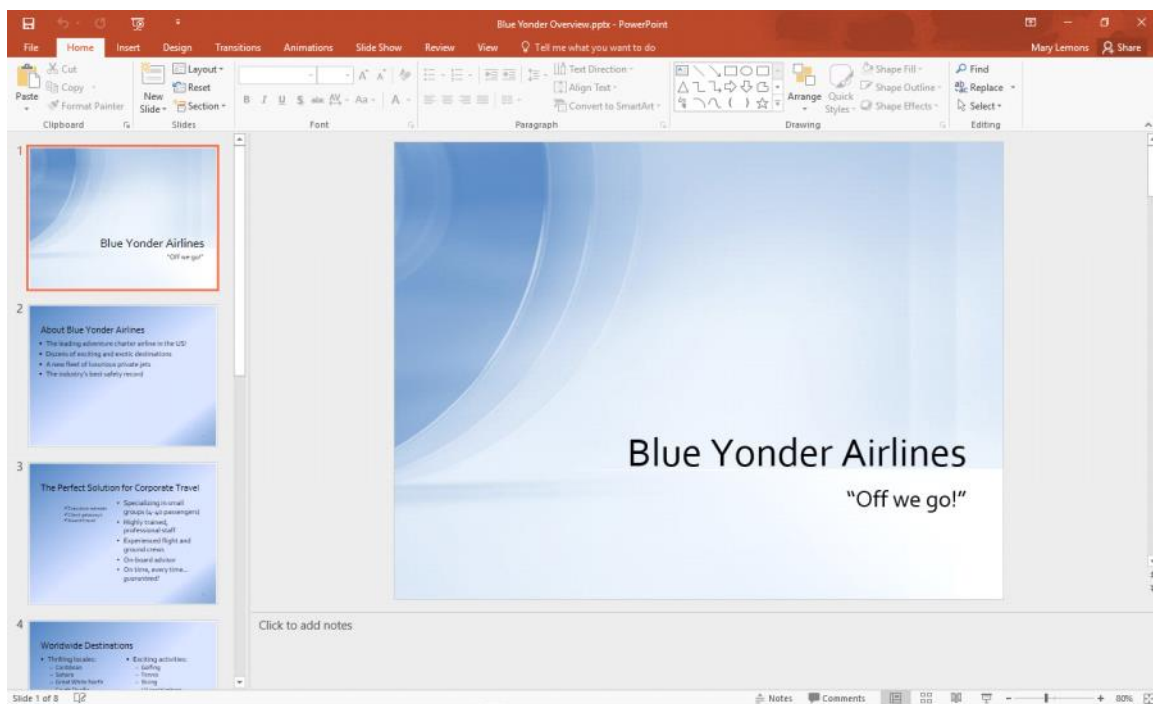


Figure 1-6
The Blue Yonder Overview presentation

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

When you click Open, you can choose whether to browse your OneDrive or your

computer (This PC). OneDrive is a cloud-based private storage system that Microsoft provides at no charge. Storing your files there makes them available to you no matter which computer you are using. However, accessing your OneDrive 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.
- 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.
- 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, use scroll bars to move slides in and out of view.) In Slide Sorter 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.
- 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.
- Slide Show view lets you preview your presentation on the screen, so you can see it the way your audience will see it.

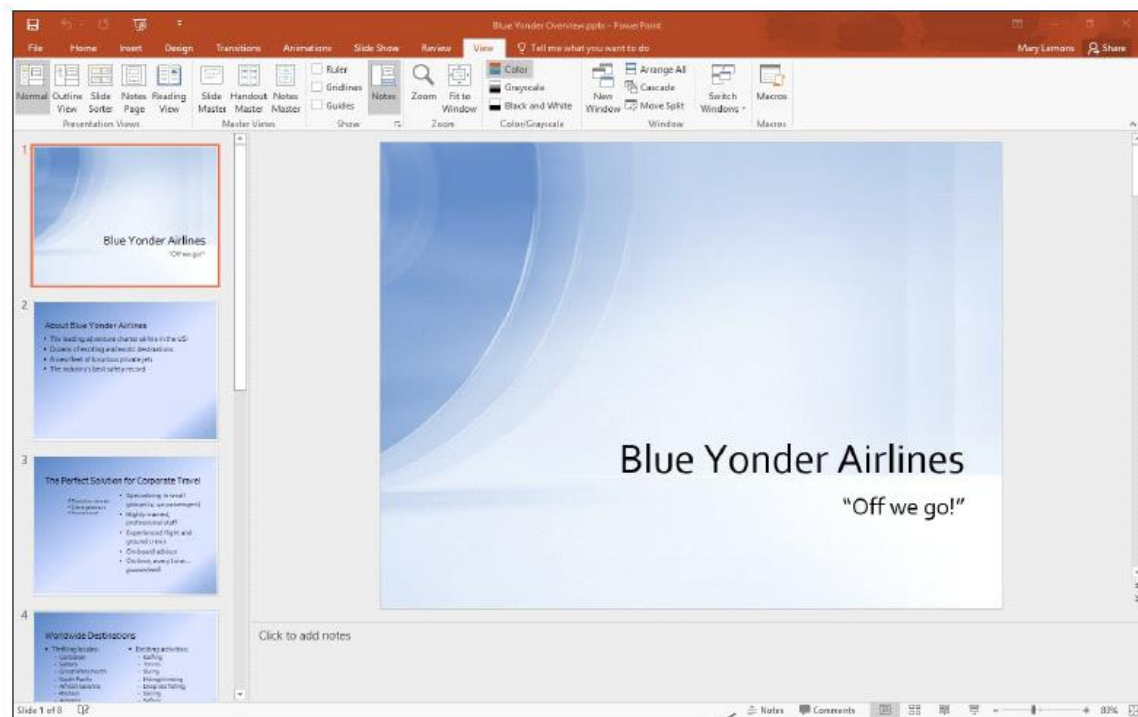
Take Note

The Slide Show view doesn't appear on the View tab. It has its own dedicated Slide Show tab.

Step by step Change PowerPoint Views

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

1. Click the **View** tab (see Figure 1-7). Notice that the Normal button is highlighted on both the Ribbon and the Views toolbar in the bottom-right corner of the PowerPoint window.
2. Click the **Outline View** button to change to the Outline view.
3. Click the **Slide Sorter View** button to change to Slide Sorter view (see Figure 1-8).



Views toolbar

Figure 1-7
Normal view, with the View tab selected

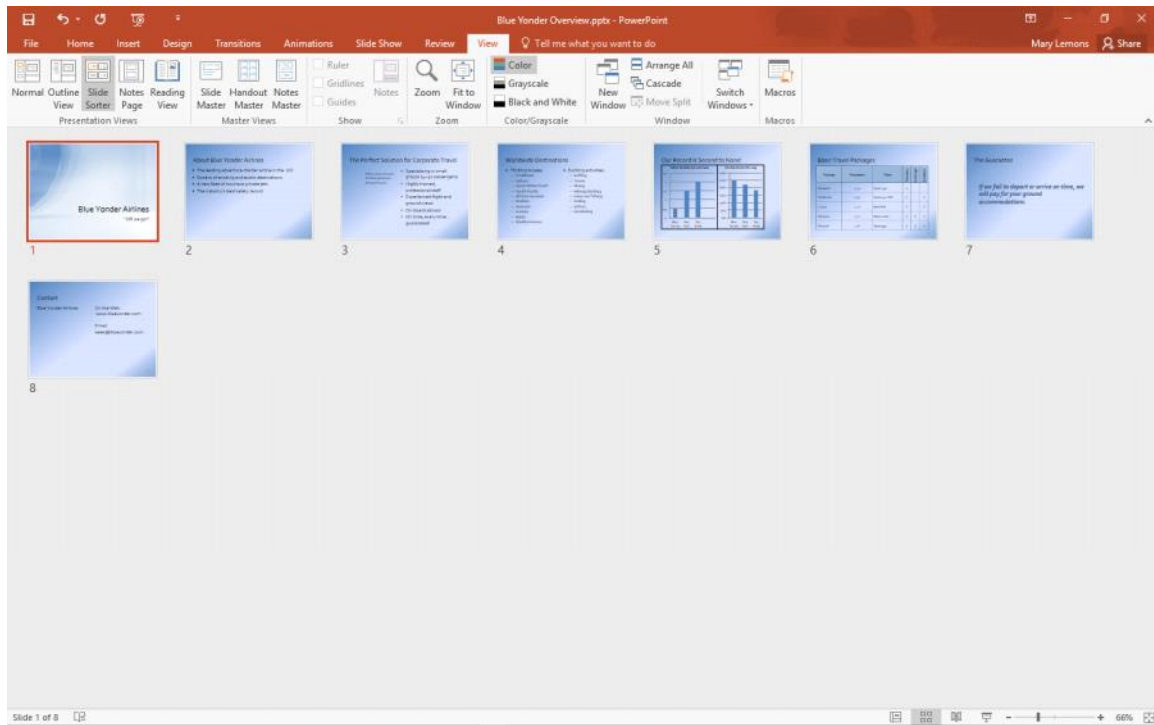


Figure 1-8
Slide Sorter view

4. Click slide 2 and then click the **Notes Page View** button. PowerPoint switches to Notes Page view (see Figure 1-9).

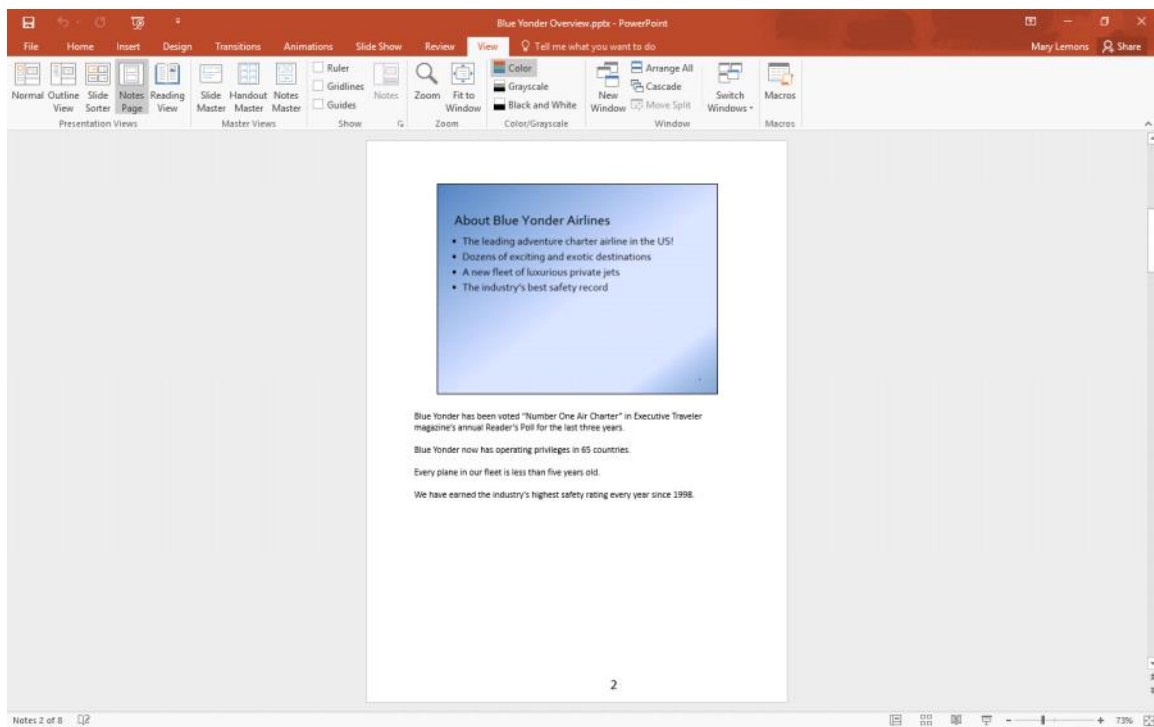


Figure 1-9
Notes Page view

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 stored the data files on your OneDrive, you may see a message at step 4 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.

5. Click the **Slide Show** tab and then click **From Beginning**. The first slide of the presentation fills the screen.

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.

6. Press **Esc** to exit Slide Show view and return to Notes Page view.
7. Click the **View** tab and then click the **Reading View** button. The first slide appears in a reading window.
8. Press **Esc** to close the reading window.
9. On the View toolbar, click the **Normal** button. PowerPoint switches back to Normal view.

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

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; therefore, if you faxed your slides, you might need to know how the recipient will see them.

Step by step **Switch Between Color and Grayscale Modes**

GET READY. 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 1-10).

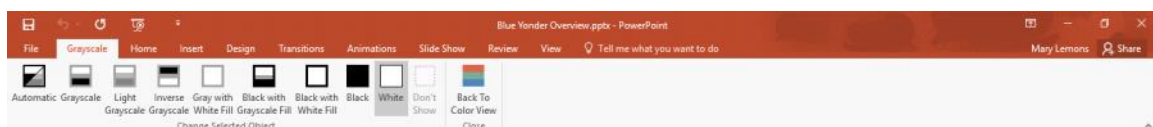


Figure 1-10

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.

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**

GET READY. USE the presentation that is open from the previous exercise. You will also open 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 1-11).

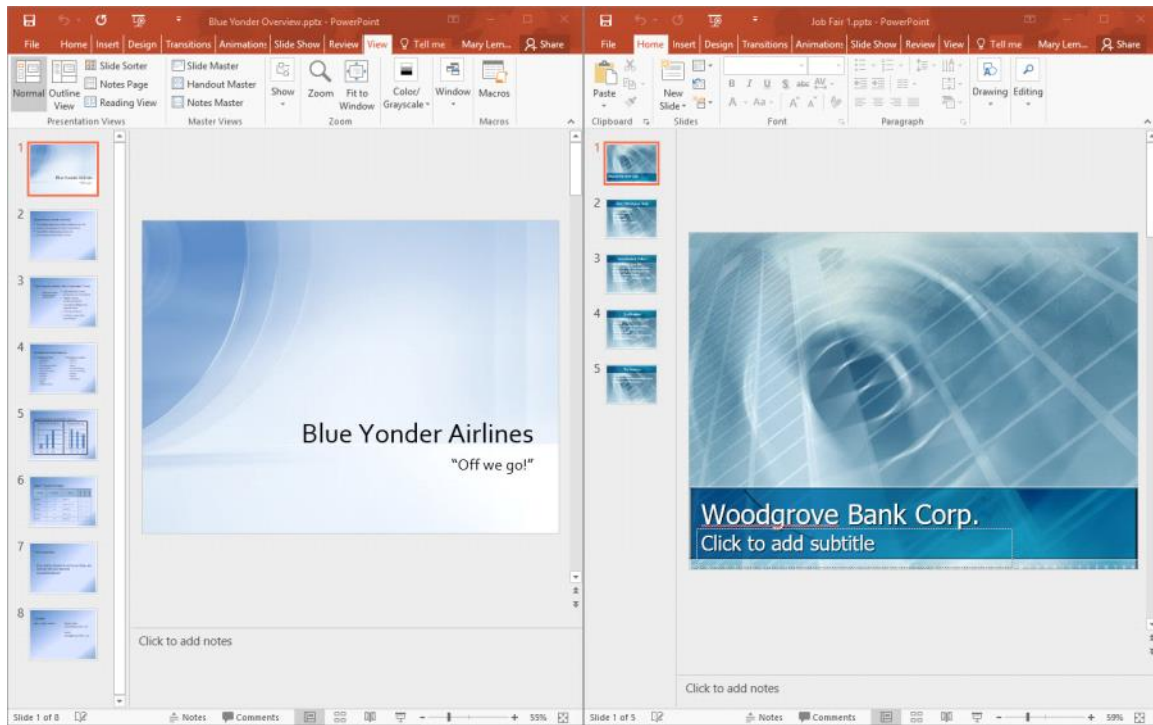


Figure 1-11
Two presentations open side-by-side
Photos courtesy of Microsoft

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.

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 (also called text containers) that become text boxes when you type text into them, and you can also add more text boxes manually to slides. 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

GET READY. 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 1-12), and a blinking insertion point appears before the word Blue.



Figure 1-12
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 then type [Scuba](#).
6. Press [Enter](#) and then type [Sightseeing](#). Your slide should look like the one shown in Figure 1-13.



Figure 1-13
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

GET READY. 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 then 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 1-14.

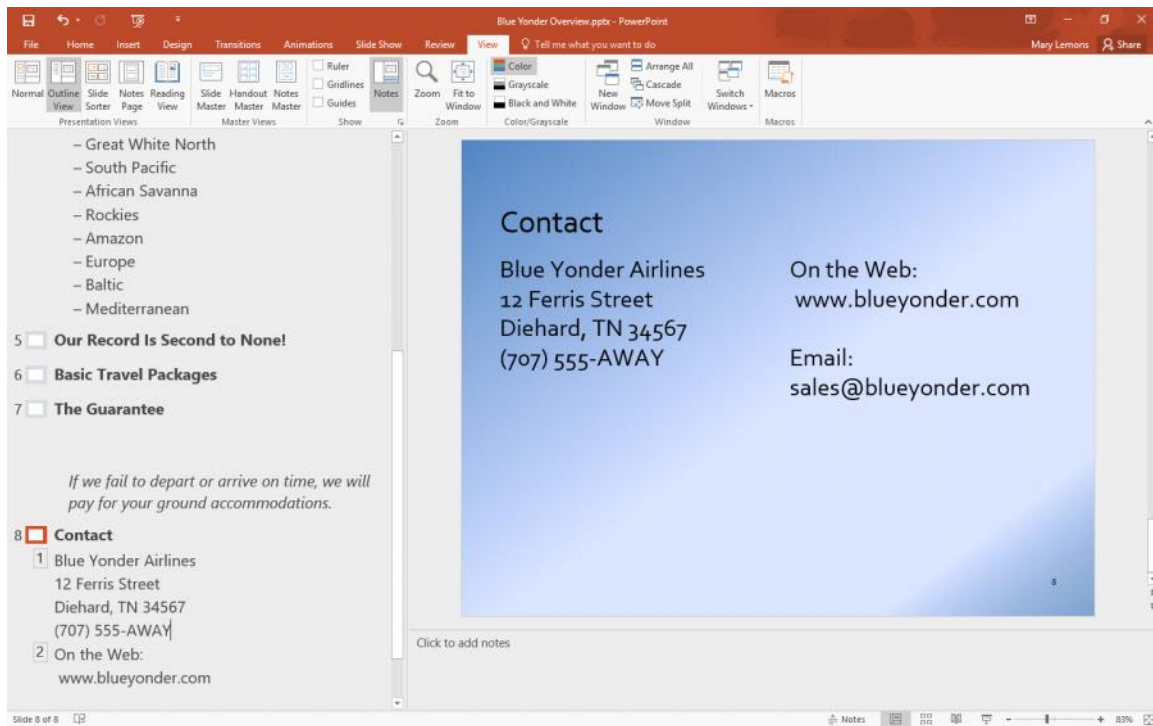


Figure 1-14
Text added to the Outline pane appears on the slide

8. Switch to Normal view.

PAUSE. LEAVE the presentation open for the next exercise.

Saving an Edited Presentation

Whenever you work on a presentation, you should save it—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 2016 format.

Step by step **Save an Edited Presentation**

GET READY. 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 1-15). It is like the Open tab in that it allows you to choose between your OneDrive, Other Web

Locations, and This PC as a starting point for browsing.

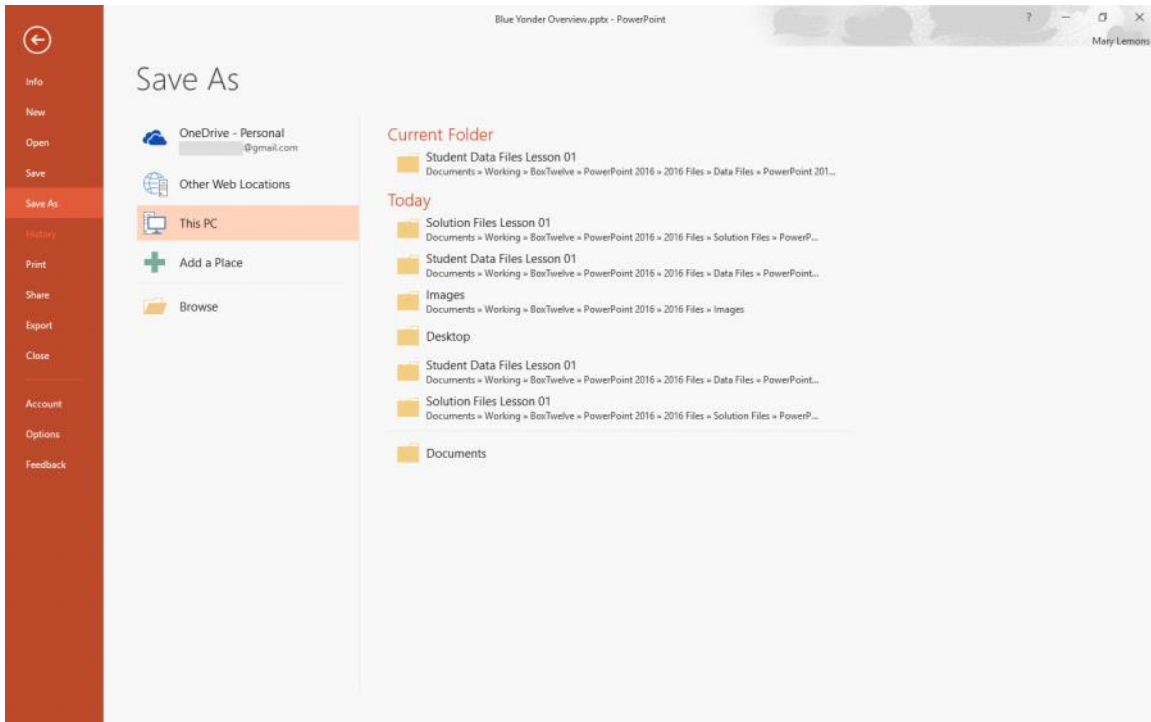


Figure 1-15
Save As tab of Backstage view

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.
4. **SAVE** the file.

PAUSE. LEAVE the presentation open for the next exercise.

Exiting PowerPoint

When you exit PowerPoint, the program closes. In this exercise, you will practice exiting PowerPoint.

Step by step **Exit PowerPoint**

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

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

Knowledge Assessment

Matching

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

Column 1

1. Ribbon
2. Normal view
3. Current slide
4. Backstage view
5. Dialog box launcher

Column 2

- a. Includes the Slide, Notes, and Slides panes
- b. Displays commands for managing files
- c. The slide you are editing
- d. A Ribbon tool that opens a dialog box
- e. A large toolbar that presents tools in related groups

True/False

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

- T F** 1. If you need more room on the screen, you can hide the Ribbon.
- T F** 2. When you start PowerPoint, the last presentation you worked on appears on the screen.
- T F** 3. To close a dialog box without accepting any changes you may have made to it, click the Cancel button.
- T F** 4. Backstage view gives you access to all of the PowerPoint design tools.
- T F** 5. In Normal view, PowerPoint displays five different panes for viewing different aspects of your slides.

Projects

Project 1-1: Adding and Editing Text in a Presentation

As personnel manager for Woodgrove Bank, you have accepted an invitation to give a presentation at a local job fair. Your goal is to recruit applicants for positions as bank tellers. You have created the presentation but need to finish it.

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

1. Click the **File** tab, open the presentation named **Job Fair 1** from the data files for this lesson, and then **SAVE** it as **Central City Job Fair**.
2. On slide 1, click in the subtitle box to place the insertion point there and then type **Central City Job Fair**. Go to slide 2.
3. In the title of slide 2, select the words **Woodgrove Bank** by dragging the mouse pointer over them and then replace the selected text by typing **Us**.
4. In the bulleted list, click after the word **assets** to place the insertion point there.
5. Press **Enter** to move the insertion point down to a new, blank line.
6. Type **Voted "Best Local Bank" by City Magazine**. The new text will wrap to fit in the box.
7. Display **slide 3** and switch to **Outline view**.
8. In the outline, select the words **Help Wanted** (do not select the colon) and then press **Delete** to delete the text.
9. Type **Now Hiring**.
10. Click at the end of the first item in the bulleted list and then press **Enter** to create a new line in the list.
11. Type **Responsible for cash drawer and station bookkeeping**.
12. Switch to **Normal view** and then press **Page Down** to go to slide 4.
13. Select the last item in the bulleted list by dragging the mouse pointer across it.
14. On the Ribbon, click the **Home** tab, if necessary, and then click the **Cut** button. In the Slides pane, click **slide 5**.
15. Click at the end of the last item in the bulleted list to place the insertion point there and then press **Enter**.
16. On the Ribbon, click the **Paste** button. The item you cut from slide 4 is pasted into slide 5.
17. **SAVE** the presentation and then **CLOSE** the file.

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

Project 1-2: Editing and Printing a Presentation

Consolidated Messenger is a new company offering in-town courier service to corporate and pri-vate customers. As the company's owner, you want to tell as many people as possible about your new service, and a presentation can help you do it. You need to review your presentation, make some minor changes, and print it.

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

1. Click the **File** tab, open the presentation named *Pitch* from the data files for this lesson, and then **SAVE** it as *Messenger Pitch*.
2. Read slide 1. In the Slides pane, click **slide 2** and read it.
3. Click the **scroll down** button to go to slide 3 and then read it.
4. Click the **Next Slide** button to go to slide 4 and then read it.
5. Press **Page Down** on your keyboard to go to slide 5 and then read it.
6. Press **Home** to return to the beginning of the presentation.
7. On slide 1, select the words **and Delivery** by dragging the mouse pointer over them.
8. Press **Delete** to delete the selected text from the subtitle. Go to slide 2.
9. On **slide 2**, select the word **delayed** and then type **scheduled** in its place.
10. Select the third item in the bulleted list (**24-hour emergency service**) by dragging the mouse pointer over it.
11. On the Home tab of the Ribbon, click the **Copy** button. Go to slide 4.
12. On slide 4, click at the end of the last item in the bulleted list to place the insertion point there.
13. Press **Enter** to move the insertion point down to a new, blank line. On the Ribbon, click the **Paste** button.
14. Click at the end of the newly pasted line to move the insertion point there. Type a colon, press the **Spacebar**, and then type **\$250**. Go to slide 5.
15. On slide 5, click at the end of the last line of text in the left-hand column and then press **Enter**.
16. Type **555-1087 (daytime)** and then press Enter.
17. Type **555-1088 (emergency)** and then press Enter.
18. Type **555-1089 (fax)**.
19. Go to slide 1. Click the **File** tab.
20. When Backstage view opens, click **Print**. Then click the **Print** button to print with the default settings. (Check with your instructor; to save paper, he or she may ask you to not to print.)
21. **SAVE** the presentation and then **CLOSE** the file.

EXIT PowerPoint.