

# Delivering a Presentation

## Lesson Skill Matrix

<b>Skill</b>	<b>Exam Objective</b>	<b>Objective Number</b>
Adjusting Slide Orientation and Size	Change slide size.	1.5.1
Customizing Audience	Modify the handout master.	1.3.5
	Print handouts.	1.6.3
Choosing Slides to Display	Hide and unhide slides.	1.2.3
	Create custom slideshows.	1.7.1
Rehearsing and Recording a Slide Show	Rehearse slide show timing.	1.7.3
Setting Up a Slide Show	Configure slideshow options.	1.7.2
Working with Presentation Tools	Present a slide show by using Presenter View.	1.7.4
Packaging a Presentation for CD Delivery	Export presentations to other	5.2.5

# Adjusting Slide Orientation and Size

Orientation refers to the direction material appears on a page when printed. A page printed in landscape orientation is wider than it is tall, like a landscape picture that shows a broad panoramic view. A page printed in portrait orientation is taller than it is wide, like a portrait picture that focuses on a single, upright figure. Slide size is expressed as a ratio of height to width, also called aspect ratio. You can choose Standard (4:3) or Widescreen (16:9) or you can set up a custom slide size with your choice of ratios.

## Take Note

Do not confuse slide size with resolution. Resolution refers to the number of pixels that makes up a slide display on the monitor and is applicable only in Slide Show view. Resolution is configured in the Set Up Show dialog box.

## Selecting Slide Orientation

By default, slides are displayed so they are wider than they are tall (landscape orientation). You might want to change the orientation of a presentation for a special case, such as to accommodate large graphics that have a portrait orientation or to print slides at the same orientation as other materials. You can easily change this orientation by using the Slide Size dialog box or a Ribbon command. In this exercise, you will practice changing slide orientation.

You cannot mix landscape and portrait orientations in a single presentation the way you can in a word processing document. All slides in a presentation must have the same orientation. However, if you need to display one or more slides in a different orientation, you can create a secondary presentation with the different orientation and then provide links between the main presentation and the secondary one. You can easily click the link during the slide show to jump to the secondary presentation, and then click another link to return to your main presentation.

Presentation materials such as notes pages and handouts print in portrait orientation by default because this orientation allows the most efficient placement of slide images and text on the page. Adjusting orientation for these materials allows you to fit more information across the longest axis of the page—a plus if you have a lot of notes for each slide.

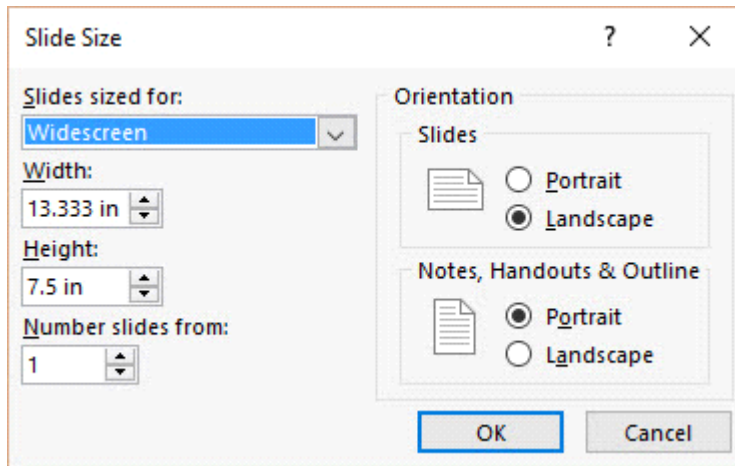
## Step by step      Select Slide Size and Orientation

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

1. **START** PowerPoint, if it is not already running.
2. **OPEN** the **Bid** presentation from the data files for this lesson and then **SAVE** it as

**Bid Final.**

3. Click the **Design** tab and then click the **Slide Size** button. A menu opens.
4. Click **Widescreen**. The height/width ratio for all slides in the presentation changes to widescreen (16:9).
5. Click the **Slide Size** button again, and then click **Custom Slide Size**. The *Slide Size* dialog box opens (see Figure 11-1). Note the current width and height measurements at the left side of the dialog box.



**Figure 11-1**  
**Slide Size dialog box**

### Take Note

The measurements for **Width** and **Height** in the *Slide Size* dialog box are in inches, but an inch on a monitor can look different depending on the monitor's size and display resolution. The main concern is the ratio between the height and the width here. For example, the ratio of 13.333" by 7.5" expressed as a fraction is 16/9, the standard for widescreen. Because widescreen monitors are the standard these days, that is the default size of a PowerPoint presentation.

6. Open the **Slides Sized For** drop-down list and examine the available options for slide sizes. Click **35mm Slides**, and note the width and height settings.
7. Click **Portrait** in the Slides area.
8. Click **OK**. A dialog box opens asking whether you want to maximize the size of your content or scale it down.
9. Click **Ensure Fit**. The slide's orientation and aspect ratio has changed.
10. Reopen the **Slide Size** drop-down list and then click **Standard (4:3)**.
11. When prompted whether you want to maximize or ensure fit of the content, click **Maximize**. The slides return to their original 4:3 dimensions. The content has been somewhat distorted in size due to your choices of **Ensure Fit** and **Maximize** in steps 9 and 11 respectively.
12. **CLOSE Bid Final** without saving your changes to it.

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

If you do not find a suitable size for a specific need, you can create a custom slide size. Adjust the width and height as desired in the Slide Size dialog box to create the custom slide size.

Besides allowing you to set slide size and orientation, the Slide Size dialog box lets you choose the starting number for slides in a presentation. This option is useful if you are combining several separate presentations into one comprehensive slide show.

# Customizing Audience Handouts

You can help your audience follow a presentation by giving them handouts, which show small versions of the slides arranged in various ways on a page. Handout layouts are controlled by a Handout Master, as slide appearance is controlled by the Slide Master. You can customize the Handout Master to create your own handout layout. You can also export handouts to Microsoft Word, where you can customize them further. We don't cover that in this section but you can experiment with it yourself by clicking File, Export , and then selecting Create Handouts.

## Customizing the Handout Master

You can customize the layout of the Handout Master, which controls how handouts are formatted in PowerPoint. You can add text boxes to it, enable or disable certain placeholders, and format those placeholders. In this exercise, you customize the Handout Master in several ways.

You can create handouts that show one, two, three, four, six, or nine slides on a page. If you make changes to any of these layouts, the changes are reflected on all other layouts.

You cannot adjust the position or size of the slide placeholders in the Handout Master. You can, however, adjust both size and position of the Header, Date, Footer, and Page Number placeholders. You can also choose to hide some or all of these placeholders by deselecting their check boxes in the Placeholders group on the Handout Master tab.

The Handout Master tab allows you to change both slide orientation and handout orientation, using buttons in the Page Setup group. To further modify the appearance of handouts, you can change theme colors and fonts (but not the current theme) and apply a different background style. You can format the Header, Date, Footer, and Page Number placeholders like any text box or placeholder using Quick Styles, fills, or outlines.

Note that you can also customize the Notes Master in many of the same ways that you customize the Handout Master. Click the Notes Master button on the View tab to display the Notes Master tab. The Notes Master allows you to adjust the size and position of the slide image as well as other placeholders on the page.

### Step by step      Customize the Handout Master

**GET READY. REOPEN** the **Bid Final** presentation that you created at the beginning of the previous exercise.

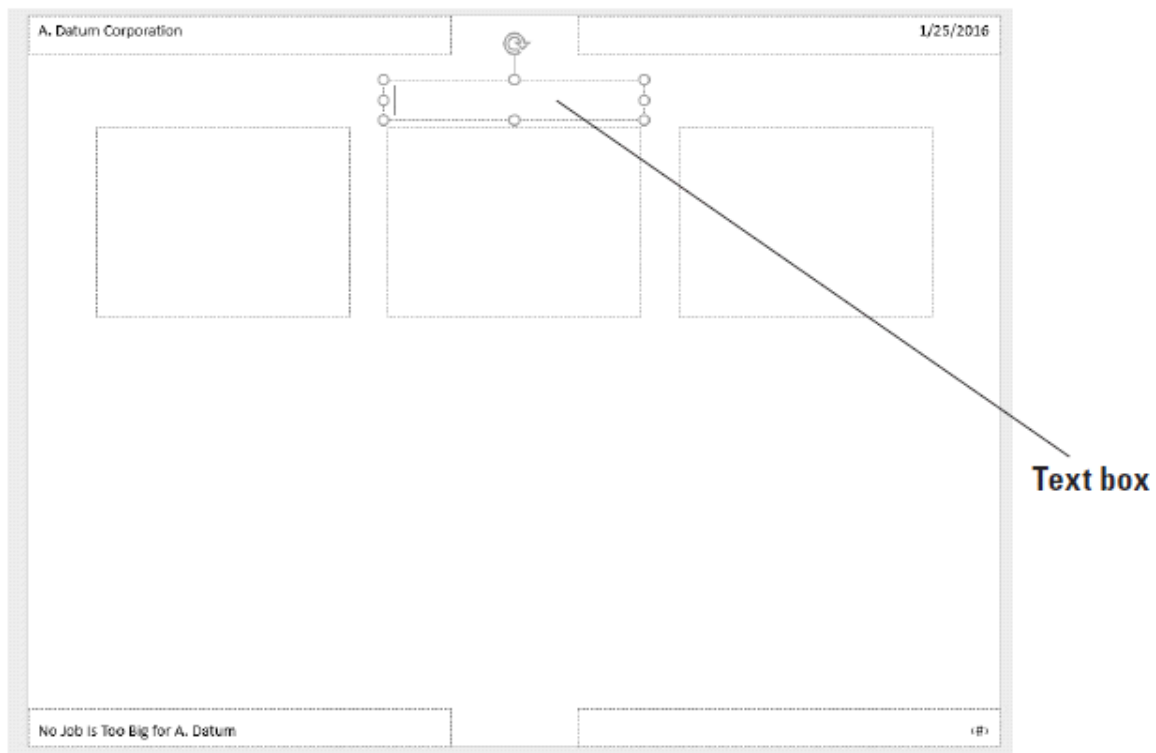
1. Click the **Insert** tab, click **Header & Footer**, and then click the **Notes and Handouts** tab.
2. Set up headers and footers as follows:

- a. Click to mark the **Date and time** check box, and make sure the **Update automatically** option is selected.
  - b. Click to mark the **Header** check box and then type the header **A. Datum Corporation**.
  - c. Click to mark the **Footer** check box and then type the footer **No Job Is Too Big for A. Datum**.
  - d. Click **Apply to All**.
3. Click the **Design** tab, click **Slide Size**, and then click **Custom Slide Size**.
  4. Under the Notes, Handouts & Outline heading, click **Landscape**, and then click **OK**.
  5. Click the **View** tab and then click the **Handout Master** button in the Master Views group. The Handout Master view opens with the header and footer you supplied in step 2.

### Take Note

If the file is stored on a server, you might see a message about edits made in this view being lost when saved to the server. Click **Check Out** to continue.

6. Click the **Slides Per Page** button in the Page Setup group, then click **3 Slides**. The Handout Master displays the layout used to show three slides across the width of the page.
7. Click the **Insert** tab, click **Text Box**, and then draw a text box above the center slide placeholder of the same width as the placeholder (see Figure 11-2).

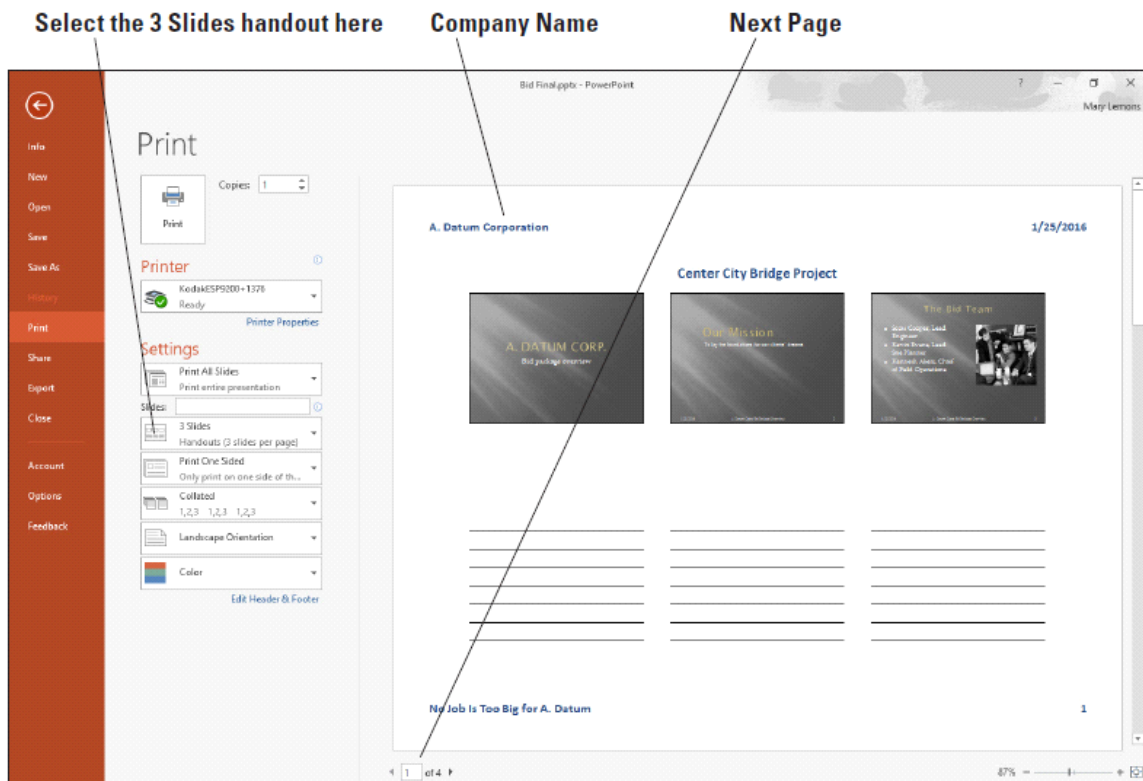


**Figure 11-2**

**Add a text box to the Handout Master**

8. Type **Center City Bridge Project** in the text box.

9. Change the font size of the text box text to **16**, apply bold formatting, change the color to **Dark Blue, Text 2**, and then center the text. Adjust the size of the text box as necessary to display the text on one line.
10. Click the outside border of the header placeholder in the upper-left corner of the master, hold down **Shift**, and then click the date, footer, and page number placeholders.
11. Change the font size to **14 pt**, apply bold formatting, and then change the color to **Dark Blue, Text 2**.
12. Click the **Handout Master** tab and then click the **Close Master View** button to exit Handout Master view.
13. Click the **File** tab and then click **Print**. Open the **Full Page Slides** button's list and then click **3 Slides**. Your customized handout master should resemble the one previewed in Figure 11-3.
14. Click the **Next Page** arrow to see that the text box you added displays on each page of the handouts.
15. Click the **Print** button to print the handouts.



**Figure 11-3**  
**Preview of the customized handout**  
*Photo courtesy of Microsoft*

**Take Note**

In some classrooms, printing is limited or unavailable. Check with your instructor as needed to make sure it is okay to print a multiple-page document in your classroom.

16. **SAVE** the presentation.

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



# Choosing Slides to Display

You might want to present only a portion of the slides you have prepared on a specific subject. You can select the slides to display by hiding slides or by creating a custom slide show.

## Hiding Selected Slides

You can omit slides from a presentation by hiding them. Use the Hide Slide button or command to hide a slide so it will not appear during the presentation. In this exercise, you hide a slide.

### Step by step      Hide a Slide

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

1. Go to slide 2 and then click the **Slide Show** tab.
2. Click the **Hide Slide** button in the Set Up group. The slide is shaded in the Slides pane at the left and the slide number is surrounded by a box with a diagonal bar across it.
3. Press **F5** to start the presentation from **slide 1**.
4. Click the mouse button and notice that slide 2, **Our Mission**, does not display. You go directly to slide 3, **The Bid Team**.
5. Press **Esc** to stop the slide show.

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

## Creating a Custom Show

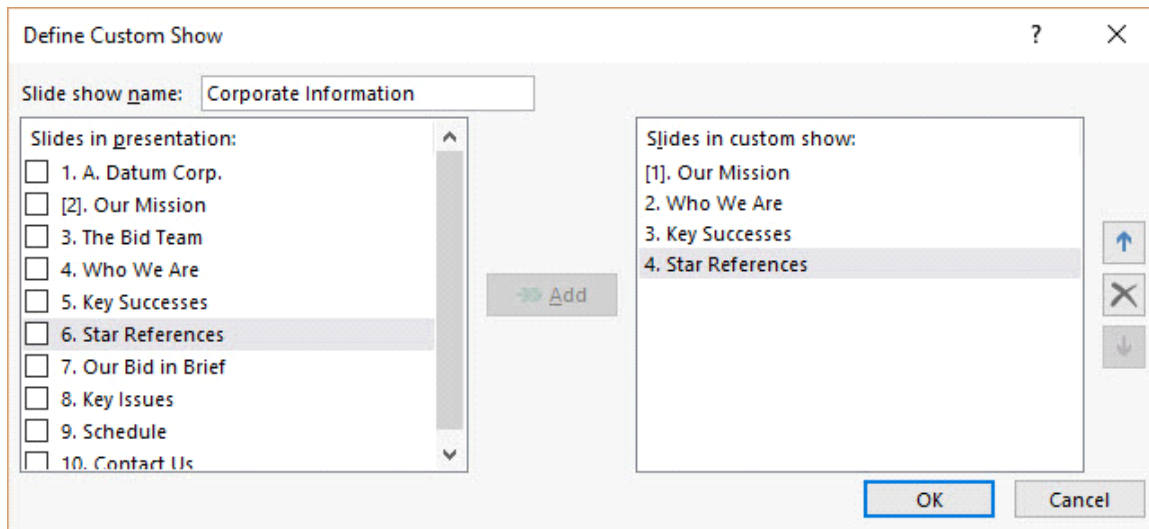
Here we look at how to create custom shows to customize presentations for different groups using slides from a single presentation. A comprehensive year-end corporate review presentation, for example, might include information on the company as a whole as well as on the operations of each department. You could show all of the slides to the board of directors and use custom shows to present to each department the general company statistics and the information specific to that department. Custom shows allow you to focus attention on the material most relevant to a specific audience. In this exercise, you will create a custom show that contains a subset of the slides in the main presentation.

You select the slides for a custom show in the Define Custom Show dialog box. Add slide titles from the main presentation to the custom presentation. You can adjust the order in which the slides display in the custom show: Use the up and down arrows to the right of the Slides in custom show list to move a selected title up or down in the list.

### Step by step      Create a Custom Show

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

1. Click the **Slide Show** tab, if necessary, and then click the **Custom Slide Show** button in the Start Slide Show group.
2. Click **Custom Shows**. The *Custom Shows* dialog box opens.
3. Click the **New** button. The *Define Custom Show* dialog box opens.
4. In the Slide Show Name box, type **Corporate Information**.
5. Click the check box for slide 2 in the Slides in presentation list and then click the **Add** button to place this slide in the Slides in custom show list.
6. Add slides 4, 5, and 6 to the custom show list. Your dialog box should look like Figure 11-4.



**Figure 11-4**  
**Four slides have been added to the custom show**

### Take Note

The brackets around slide 2's number indicate it is a hidden slide.

7. Click **OK** and then click **Show**. The custom show starts with the second slide you added (the first slide, slide 2, is still hidden). If you were to unhide slide 2, it would also be unhidden in this custom show.
8. Click the mouse button to proceed through the slides of the custom show until the show ends.
9. **SAVE** the presentation.

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

### Take Note

When you add slides to the Slides in custom show list, they are renumbered in the list, but the slide numbers on the slides do not change.

# Rehearsing and Recording a Slide Show

To make sure that your audience will have enough time to read and absorb the content on your slides, you can rehearse your delivery. When you rehearse a presentation, you read it just as if you were a member of the audience viewing the slides for the first time. Look at pictures, charts, and diagrams to read any information they supply. After you rehearse, you have the option of saving your timings to use during your presentation.

You cannot only record timings, but also narration (recorded audio commentary), annotations, and other features. If you cannot reach an audience in real time with your presentation, recording the presentation for later playback is an attractive option. As with timings, you can record the presentation from start to finish or re-record individual slides.

## Rehearsing Timings

Rehearsing a presentation can help you set the timings for it. Slide timings are particularly important if you intend to show the slides as a self-running presentation that viewers cannot control. You should allow plenty of time for viewers to read and understand the content on each slide. (You will learn more about self-running presentations in the next section.) When you rehearse, you read the text on the slide out loud (or silently to yourself) to see how long each slide should appear onscreen. You can then choose to keep those timings after the rehearsal or discard them. In this exercise, you will rehearse timings for a presentation and record the timings for later use.

The Rehearsal toolbar that displays when you rehearse slides shows you how much time you have spent reading the current slide as well as the elapsed time for the entire presentation. You can pause the rehearsal if necessary and then resume it when you are ready to continue. You can also choose to start the time again for a particular slide.

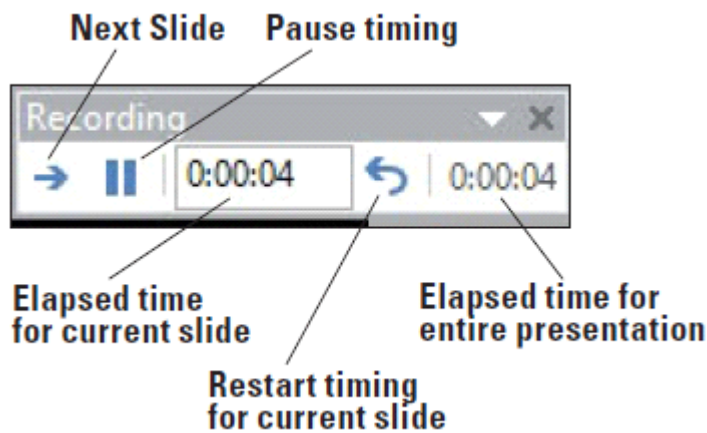
Note that saving your rehearsed times applies timings to the slide that allow PowerPoint to control the slides for you. The presentation can run automatically without your having to click buttons to advance slides. If you have applied animations to slide objects, rehearsing will set the proper timing for those objects to display.

You do not have to save the slide timings after rehearsal if you do not want PowerPoint to control the slides for you. You can tell PowerPoint not to save the timings, or you can deselect Use Timings in the Set Up group on the Slide Show tab to remove slide timings.

### Step by step Rehearse and Record Timings

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

1. On the Slide Show tab, click the **Rehearse Timings** button. The slide show starts from slide 1 and the Rehearsal toolbar appears in the upper-left corner of the screen (see Figure 11-5).



**Figure 11-5**  
**The Rehearsing toolbar appears in Slide Show view**

2. Read all the content on each slide, clicking the mouse button to display bullet items and advance slides. As you read, the timer is recording the time you spend. If you get interrupted, you can click the Pause button on the toolbar to pause.
3. When asked if you want to save the slide timings, click **Yes**.
4. On the View tab, click **Slide Sorter view**. The presentation appears with the timing for each slide displayed below it.
5. On the Slide Show tab, mark the **Use Timings** check box if it is not already marked.
6. Press **F5** to start the slide show again from slide 1. This time, let PowerPoint control the slides according to the rehearsal times you set.
7. After three or four slides have displayed, press **Esc** to end the slide show.
8. **SAVE** the presentation.

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

### Clearing Timings

If you decide not to use automatic timings, you can easily clear all the timings from all slides at once. The following exercise shows how to clear the timings for all slides.

#### Step by step Clear Slide Timings

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

1. Click the **Slide Show** tab.
2. Click the arrow below the **Record Slide Show** button to open a menu, point to **Clear**, and then click **Clear Timings on All Slides**.
3. **SAVE** the presentation.

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

### Recording an Entire Presentation

Recording a presentation helps you share your work remotely with people who might not be able to all assemble at a specific date and time to watch it live. The audience

members can view your recorded presentation at their convenience. Recording a presentation saves narration, annotations, and timings. It does not create a separate file as a recording; all those settings are saved in the regular PowerPoint file. In the following exercise, you record a presentation from start to finish.

### Take Note

If you want to save a separate file for distribution, consider making a video of the presentation.

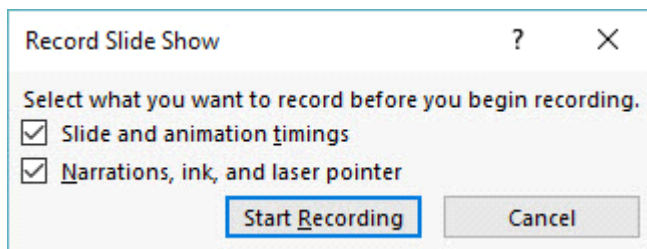
### Take Note

In order to record narration, you will need a computer that has sound support and a microphone. You should set up and test the microphone ahead of time in Windows. In Windows 8, from the Start screen, type microphone and then click Settings. On the list of search results, click Set Up a Microphone and then follow the prompts. In Windows 10, click Start, type microphone, and then click the Set up a microphone link. Follow the prompts to prepare the microphone for recording.

## Step by step Record a Presentation from the Beginning

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

1. On the Slide Show tab, click the **Record Slide Show** button. The *Record Slide Show* dialog box opens (see Figure 11-6).



**Figure 11-6**  
**The Record Slide Show dialog box**

2. Make sure your microphone is ready.
3. Click **Start Recording** to begin the recording.
4. Click through the presentation, reading the text of the slides into the microphone at a moderate pace. The Rehearsal toolbar appears as you work through the presentation, the same as when rehearsing timings.

### Take Note

If you flub the narration when recording, keep going. You can re-record individual slides after you are finished.

5. When you reach the end of the presentation, click one more time to return to Normal view.

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

### Re-Recording an Individual Slide

If you make a mistake in recording a certain slide, you can re-record it. In the following exercise, you re-record a single slide.

#### **Step by step**      **Record a Presentation from the Current Slide**

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

1. Display slide 8.
2. On the Slide Show tab, click the arrow under the Record Slide Show button and then click **Start Recording from Current Slide**. The *Record Slide Show* dialog box opens.
3. Click **Start Recording**.
4. Click to advance the bullet points on slide 8 at a moderate speed, while reading the text for slide 8 into the microphone.
5. Instead of advancing to the next slide, press **Esc** to quit recording. PowerPoint returns to Normal view.
6. **SAVE** the presentation file.

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

# Setting Up a Slide Show

The Set Up Show dialog box allows you to make a number of decisions about how slides display during a presentation.

When setting up a slide show, you have the option of choosing a Show Type. The choices are:

- **Presented by a speaker** (full screen) is the option to choose if the slides will be presented by a moderator (you or some other person) to a live audience. The slides will display at full screen size.
- **Browsed by an individual** (window) is the option to choose if you are preparing the presentation for a viewer to review on his or her own computer. The slides display within a window that contains a title bar with size/close controls. You can also choose to display a scrollbar to make it easy for the individual to scroll through the slides.
- **Browsed at a kiosk** (full screen) is the option to choose if you intend to have the presentation run unattended, with no moderator. This option is a standard choice for trade shows or other venues where the slides can loop indefinitely for viewers to watch as long as they desire.

You can also configure the slide resolution for a specific monitor. (The default monitor is Automatic, which adjusts the resolution based on the monitor in use.) To set a specific resolution, select a monitor from the Slide Show Monitor drop-down list and then choose a resolution from the Resolution drop-down list.

## Setting Up a Slide Show

The following exercise walks you through the settings in the Set Up Show dialog box. Not all of these settings are applicable to the presentation being used for the example, but all are useful to know about because of the variety of presentations you might create in the future. In this exercise, you configure various settings that govern how a slide show runs in Slide Show view.

### Step by step      Set Up a Slide Show

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

1. **SAVE** the presentation as **Bid Kiosk**.
2. On the Slide Show tab, click **Set Up Slide Show**. The *Set Up Show* dialog box opens.
3. Examine the settings in the Show type section, but do not make a change yet.
4. In the Show Options section, mark the **Loop continuously until 'Esc'** check box.

#### Take Note

This setting is turned on automatically if you choose **Browsed at a kiosk (full screen)** as the show type.

5. Click to mark the [Show without narration](#) check box.
6. Click to mark the [Show without animation](#) check box.
7. Click the [Pen color](#) button and then click the purple standard color.

**Take Note**

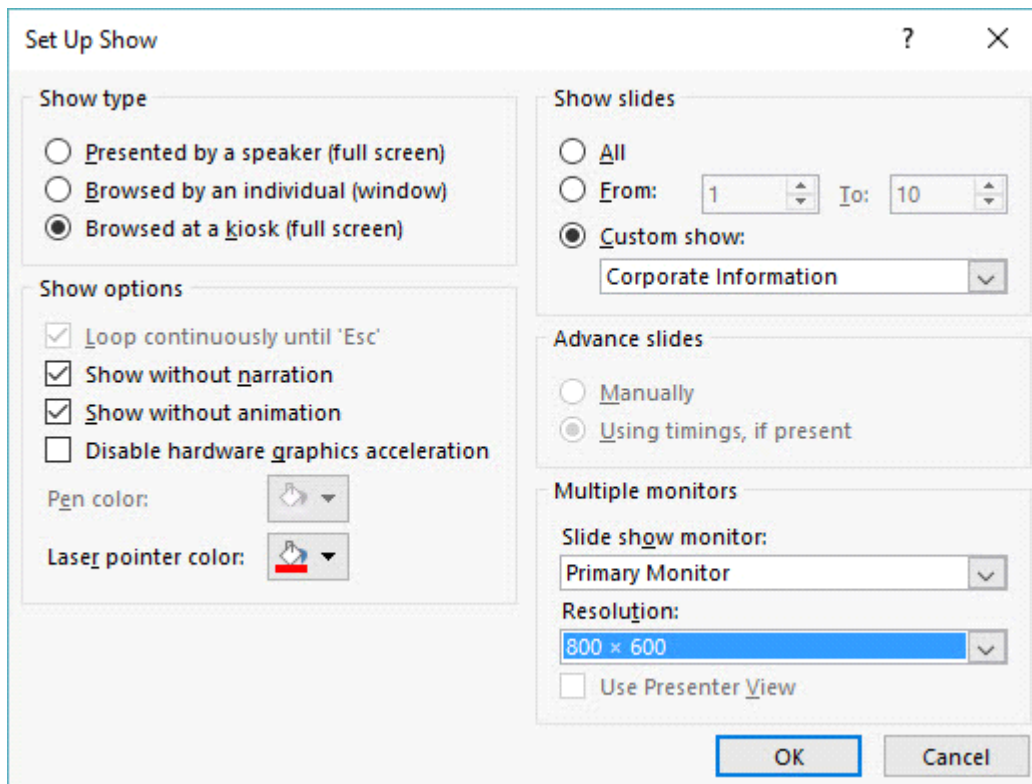
The pen color is not important for this presentation because it will be self-running, but it is useful for future reference to know how to change it.

8. In the Advance Slides section, click the [Use timings, if present](#) option button if it is not already selected.
9. In the Show Type section, click [Browsed at a kiosk \(full screen\)](#). Several settings become unavailable when you choose this option, including Loop Continuously Until 'Esc' (which becomes permanently on) and Pen Color. That is why this exercise does not change the show type until after you have tried out those settings.
10. In the Show Slides section, click the [Custom show](#) option button.

**Take Note**

The Corporate Information custom show is automatically selected because it is the only custom show in the presentation.

11. In the Multiple Monitors section, open the [Slide show monitor](#) drop-down list and then click [Primary Monitor](#). The Resolution drop-down list becomes available.
12. Open the [Resolution](#) drop-down list and then click [800 x 600](#). The dialog box should look like Figure 11-7 at this point.



**Figure 11-7**



## The Set Up Show dialog box with custom settings applied

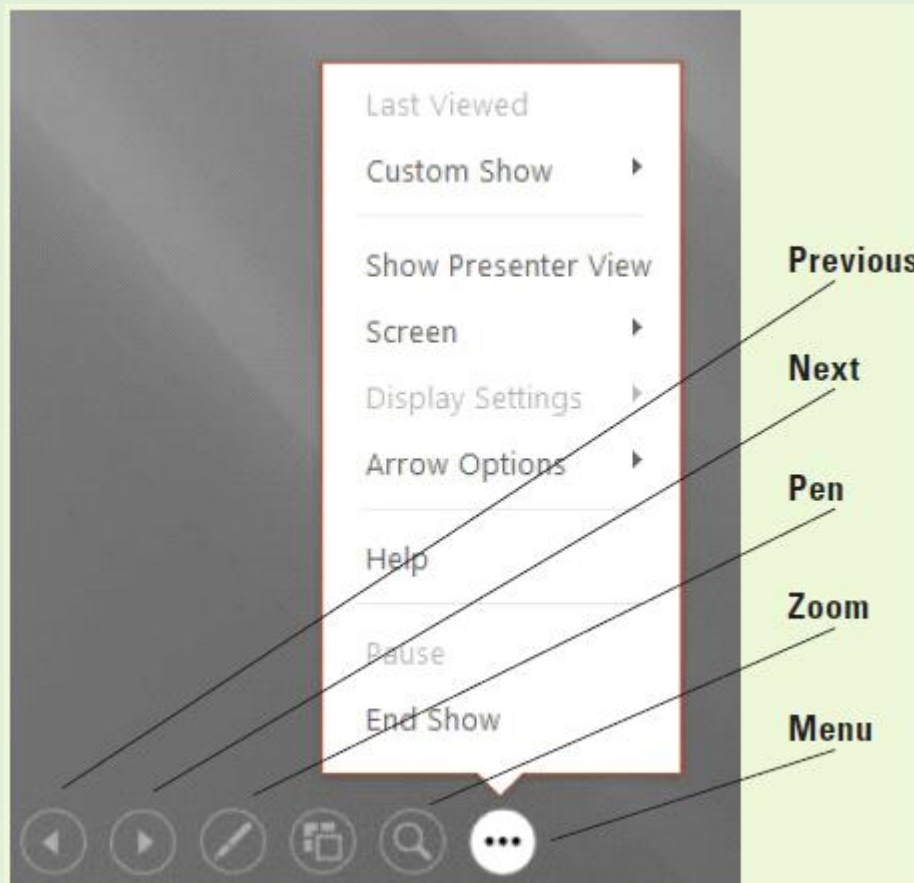
13. Click **OK**. The dialog box closes.
14. Examine the check boxes in the Set Up group on the Slide Show tab. Notice that the **Play Narrations** check box is cleared because of the check box you marked in step 5. Notice that the **Use Timings** check box is marked because of the option button you chose in step 8.
15. Clear the **Show Media Controls** check box. This setting is not directly applicable to this presentation. However, knowing how to turn on/off the onscreen controls for such clips is useful for future reference.
16. **SAVE** the presentation and then **CLOSE** it.

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

### Software Orientation

#### Presentation Tools in Slide Show View

When in Slide Show view, presentation tools appear in the bottom left corner of the screen. They are faint until you point at them; then they become bright icons that you can click to open menus. In Figure 11-8 the Menu button is active and its menu is open.



**Figure 11-8**

#### The presentation tools

You can also display a navigation menu by right-clicking anywhere on the slide. The right-click menu

contains an additional command, Pointer Options, which opens the same menu as the Pen button in the presentation tools.

If you have a second monitor available, you can optionally choose to display Presenter View on the monitor that the audience does not see. Presenter View contains many tools for controlling the presentation behind-the-scenes and provides a quick look at any speaker notes you might have included in the presentation file (see Figure 11-9).



**Figure 11-9**  
**Presenter View**  
*Photo courtesy of Microsoft*

# Working with Presentation Tools

PowerPoint offers a number of presentation tools you can use during a presentation to control the display of slides and mark directly on the slides if desired. You can use keyboard commands, mouse clicks, presentation tools, or menu commands to control the presentation. You can select from several marking options and colors to annotate your slides during the presentation.

## Moving Through a Presentation

There are many ways to move through a presentation's slides. You can simply click to move from start to finish, ignoring any hidden slides. If you want to jump around to other slides that are not in the default sequence, you can use the navigation menu, keyboard shortcuts, or other techniques. In this exercise, you will practice moving through a presentation.

PowerPoint provides many methods so that you can use the tools that are most comfortable for you to go forward, backward, or to a specific slide. Table 11-1 summarizes the most popular navigation options in Slide Show view.

If you have chosen the *Browsed by an individual (window)* show type in the Set Up Show dialog box, the presentation tools at the lower-left corner of the screen do not display and you cannot use the mouse button to go to the next slide. You can use the keyboard options to go to the next or previous slide, or you can right-click the slide and select Next to move forward or Previous to move backward through slides.

**Table 11-1**

Navigation Options in Slide Show View

Action	Keyboard	Mouse	Right-click menu	Presentation
Show the next slide or animation	N Enter Spacebar Page down Right arrow	Left mouse button.	Right-click, then click Next.	Next button.
Show the previous slide or animation	P Page up Backspace Left arrow	n/a	Right-click, then click Previous.	Previous button.
Go to the next slide if hidden	H	n/a	n/a	n/a
Go to the	n/a	n/a	Right-click, then	Menu button,

last slide viewed			click Last Viewed.	then click Last
Go to a specific slide	Press G and use the arrow keys to move the highlight to the desired slide and then press Enter to OR Press Ctrl+S for the All Slides dialog box, click the desired slide, and OR Type the slide number and press	n/a	Right-click, then click See All Slides, then click the	See All Slides button, then click the desired thumbnail.
End show	Esc	n/a	Right-click, then click End Show.	Menu button, then click End
Zoom in on a part of the current	+ to zoom in (press again to zoom in more) - to zoom out (press again to zoom out more)	Right-click to return to regular viewing after zooming in.	Right-click, then click Zoom In. Click an area of the slide to zoom in on. Drag to move the	Zoom button. Click an area of the slide to zoom in on. Drag to move the
Get Help (command summary)	n/a	n/a	Right-click, then click Help.	Menu button, then click Help.

## Step by step Move through a Presentation

**GET READY. REOPEN** the **Bid Final** presentation you worked with earlier in this lesson.

### Take Note

An easy way to reopen Bid Final is: click the File tab, click Open, and then click the Bid Final file at the top of the list of recent files.

1. Make the following changes to the presentation's setup so that it is configured to be used by a live speaker:
  - a. You should have done this earlier but if it's not done, click the **Slide Show** tab, click the down arrow under the **Record Slide Show** button, point to **Clear**, and then click **Clear Timings on All Slides**.
  - b. Click the down arrow under the **Record Slide Show** button, point to **Clear**, and then click **Clear Narrations on All Slides**.
  - c. Click the **Set Up Slide Show** button, and in the Show Slides section, make sure **All** is selected (not Custom Show).
  - d. In the Show Type section, click **Presented by a speaker (full screen)**.

- e. Open the [Slide show monitor](#) drop-down list and then click [Automatic](#).
  - f. Click [OK](#).
2. Click the [From Beginning](#) button to start the presentation from slide 1.
3. Move the pointer on the slide until you can see the presentation tools in the lower-left corner of the screen (see Figure 11-8).
4. Click the [Next](#) button (the right-pointing arrow). The next slide displays.
5. Click the [Previous](#) button (the left-pointing arrow at the far left of the tools). Slide 1 redisplay.
6. Right-click anywhere on the slide to display the presentation shortcut menu, and then click [See All Slides](#). Thumbnail images of the slides appear. Notice that slide 2 is darker than the others because it is hidden.
7. Click the Back arrow in the upper left corner to return to the slide shown and then press [Page Down](#) to display the next slide.
8. Move the mouse pointer to display the presentation tools and then click the [Zoom](#) button (looks like a magnifying glass). A large rectangular shaded area appears, attached to the mouse pointer.
9. Move the [mouse pointer](#) so the shaded area is over the photo and then click to zoom in on the photo. After looking at the photo, right-click to zoom out again.
10. Click the [Menu](#) button in the presentation tools (the rightmost button) to display a menu (see Figure 11-8) and then click [Last Viewed](#). The slide you previously viewed (slide 1) displays.
11. Right-click the screen again and then click [End Show](#) on the presentation shortcut menu to end the presentation.

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

### Using Presenter View

Presenter view, as you saw in Figure 11-9, provides an interface for controlling a live show. You can use it on another monitor as your slides display in Slide Show view on the monitor or projector that the audience sees. You can display Presenter view even if you do not have two monitors. This gives you a chance to practice working with Presenter view in advance of your presentation, regardless of the hardware you have to practice with. In this exercise, you will enter Presenter view and learn about some of its tools and features.

#### Step by step Use Presenter View

**GET READY. USE** the [Bid Final](#) presentation that is still open from the previous exercise.

1. On the Slide Show tab, click [From Beginning](#) to start the presentation from slide 1.
2. Right-click anywhere on the slide and then click [Show Presenter View](#) on the menu. Presenter view appears. The current slide appears in the large pane on the left. Beneath it are icons that represent some of the same presenter tools as in Slide Show view. These icons were pointed out in Figure 11-9. The next slide appears in the smaller pane on the right. If this slide contained any speaker notes, they would appear in the lower-right corner.

3. Click the **Next** arrow (right-pointing arrow) at the bottom of the screen. The presentation advances to the next slide.
4. Below the notes pane, click the **Make the text smaller** button. The note text appears smaller (see Figure 11-10).



**Figure 11-10**

**Use the buttons below the notes pane to make note text larger or smaller**

*Photo courtesy of Microsoft*

5. Above the current slide, note the timer, which has been recording how much time the presentation has been running. Click the **Pause the timer** button next to it. The timer stops and the button turns to a Resume the Timer button (right pointing arrow).
6. Click the **Restart the timer** button (the button to the right of the Resume the Timer button). The timer resets and the timer resumes counting.
7. Click **Show Taskbar**. The taskbar appears at the bottom of the screen. Click **Show Taskbar** again to turn it off. Showing the taskbar during a presentation can be useful because it enables you to jump out to some other application temporarily.
8. Click the **Black or unblack slide show** button below the current slide. The image of the current slide appears black and appears that way on the audience's screen too.
9. Click the **Black or unblack slide show** button again to restore the current slide's image to the audience's screen.
10. Click **End Slide Show** to end the presentation.

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

### Annotating Slides with the Pen or Highlighter

As you proceed through a presentation, you might want to pause to emphasize certain points. You can annotate (write) directly on a slide with the annotation tools in PowerPoint. You can control these tools, including setting the color and width of the onscreen pen, via the Pen menu in the presentation tools. Various pen types, thicknesses, and colors are available. In the following exercise, you create ink annotations during a slide show.

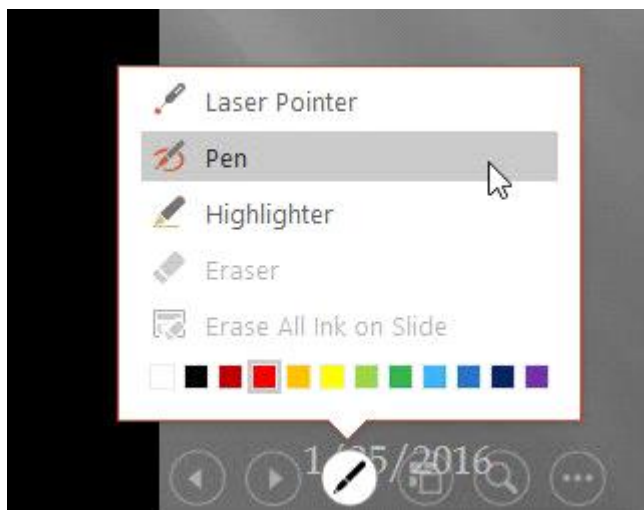
PowerPoint offers three different annotation pen options: Laser Pointer, Pen, and Highlighter. The Laser Pointer does not leave marks on the slide at all. The Pen leaves marks where you drag it, about the same thickness as an ink pen. The Highlighter leaves a colored swath where you drag it that is semi-transparent, so it does not obscure content. You can change the ink color for any of these pen types.

The Black Screen and White Screen options allow you to replace the current slide with a black or white screen that you can use for annotations or to cover the current material if you want to keep it under wraps while you are discussing some other issue.

### Step by step Annotate Slides

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

1. Uncheck **Use Presenter View** on the Slide Show tab if necessary.
2. Press **F5** to start the presentation from slide 1, type 7, and then press **Enter**. Slide 7 appears.
3. Move the mouse to display the presenter tools, click the **Pen** icon (see Figure 11-11), and then select **Pen** from the menu. The pointer changes to a small, round pen pointer.



**Figure 11-11**  
**Choose the Pen pointer**

4. Right-click the slide, point to **Pointer Options**, and then click **Ink Color**. Then click **Orange** in the Standard Colors palette.
5. Press the space bar until the Site Preparation bullet point appears and then use the pen pointer to circle the value for site preparation, **\$1,125,500**.
6. Press the **B** key on the keyboard. The screen is blacked out so you can annotate without the distraction of the slide material.
7. Use the pen pointer to draw a large U.S. currency symbol (\$) in the middle of the slide.

### Take Note

While a pen pointer is active, you cannot use the mouse button to advance slides.

8. Press the **B** key again. The slide background is restored and the annotation disappears.
9. Press **Esc** on the keyboard. The arrow pointer is restored.
10. Click or press **Enter** twice to go to slide 8.
11. Press the space bar until the Weather and Overhead power lines bullet points appear, click the **Pen** button in the presentation tools, and then click **Highlighter**. Drag the highlighter pointer across the **Weather** bullet item to highlight it.
12. Click the **Pen** button and then click **Erase All Ink on Slide**. The highlight you added is removed.
13. End the slide show. When asked if you want to keep your annotations, click **Keep**.
14. **SAVE** the presentation.

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

When you reach the end of the presentation (or end it early), if you have created any annotations, you are prompted to either save or discard them. If you save them, they are saved on the slide as ink, which is similar to a drawing you might do with the Shapes tool.

### Editing Ink Annotations

You can move and delete individual annotations on slides as you would any other graphics and you can also manage ink with the Ink Tools Pens tab. In the following exercise, you edit an ink annotation in Normal view and add a new annotation there.

#### Step by step Edit Ink Annotations

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

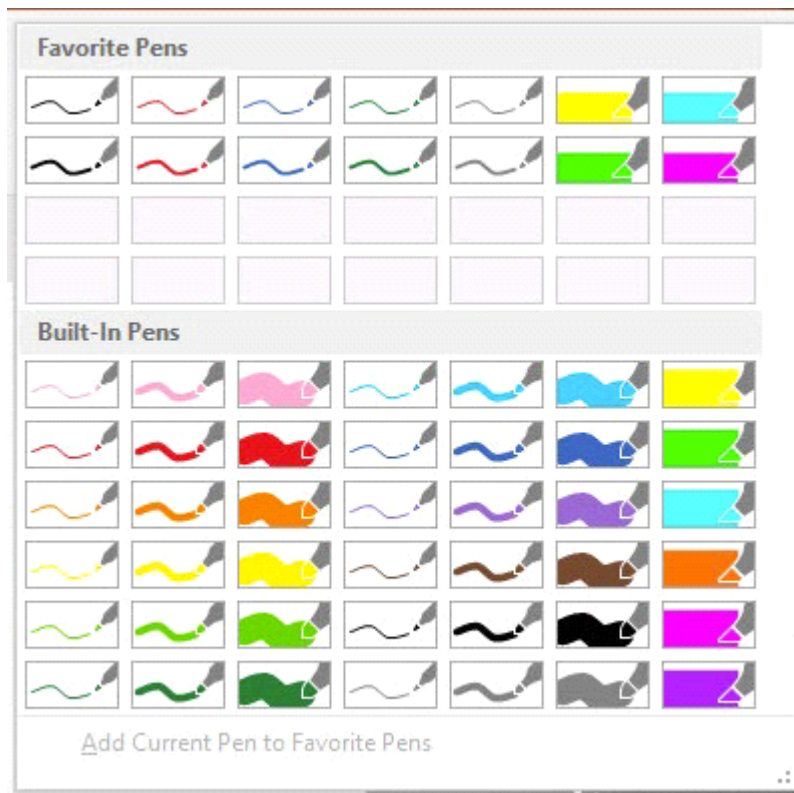
1. In Normal view, display slide 7 and then click the orange circle you drew as an annotation.
2. Click the **Ink Tools Pens** tab to examine the options available (see Figure 11-12).





**Figure 11-12**  
**Ink Tools Pens tab on the Ribbon**

3. Click the **Color** button to open its palette, and then click **Light Green**. The selected annotation changes color.
4. Click the **Thickness** button to open its menu, and then click **3 pt**. The selected annotation increases in thickness.
5. Click the **More** button in the Pens group to open a gallery of pen styles (see Figure 11-13).



**Figure 11-13**  
**Gallery of pen styles**

6. In the Built-In Pens section, click **Red Pen (1.0 mm)**. Notice that the selected annotation does not change. These pen styles are for creating new annotations, not editing existing ones.
7. Drag to draw an underline beneath Site Preparation.
8. On the Ink Tools Pens tab, click the **Select Objects** button to return to using the arrow pointer again.
9. **SAVE** the presentation.

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

# Packaging a Presentation for CD Delivery

You might need to transport your presentation materials to another computer to run your slide show. The Package for CD feature streamlines the process of packing all the materials you need to show the presentation even if PowerPoint is not installed on the other computer. Even though this option has CD in the title, you can save the presentation on a Universal Serial Bus (USB) drive or on a folder on your computer to transfer to storage media later or to back up your presentation.

## Packaging a Presentation for CD

The Package for CD feature makes short work of packing all the files you need to show your slides, no matter what kind of system you have to use to run the show. In this exercise, you create a version of your presentation on a CD that you can distribute to others.

### Take Note

Some earlier versions of PowerPoint packaged presentations to CD along with a PowerPoint Viewer utility. PowerPoint 2013 and 2016, however, take a different approach; they package presentations with a Web page on the CD. On this Web page is a link for downloading the PowerPoint Viewer if it is needed. If you plan on showing the presentation somewhere that does not have Internet access, make sure you download the PowerPoint Viewer ahead of time on the computer you will be working with if it does not have a full version of PowerPoint on it.

## Step by step      Package a Presentation for CD

### Take Note

You must have a writeable CD drive inserted in your system to complete this exercise. If you do not, or if you do not have a blank writeable CD disc available, skip this exercise.

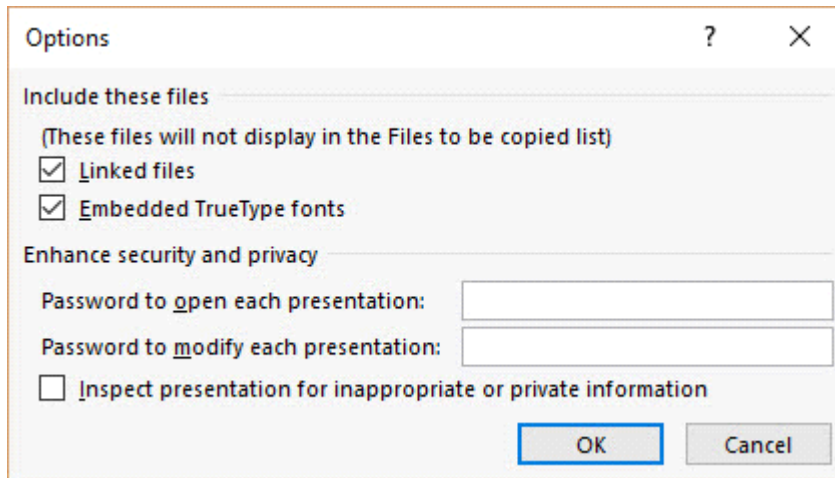
**GET READY. USE** the **Bid Final** presentation that is still open from the previous exercise.

1. Insert a blank writeable CD disc in your writeable CD drive. If an **AutoPlay** box pops up, close it.
2. Click the **File** tab, click **Export**, click **Package Presentation for CD**, and then click **Package for CD**. The *Package for CD* dialog box opens.
3. In the Name the CD box, type **Bid**, replacing the default name.

### Take Note

You can optionally add other presentations or other documents onto the same storage device to avoid using a separate device for each presentation. To add other presentations, you would click **Add** and select the presentations to include. You could then reorder them with the up and down arrow buttons in the dialog box. This exercise packages only one presentation on CD, so it does not include these actions.

4. Click the [Options](#) button. The *Options* dialog box opens. Note that linked files are marked to be included and TrueType fonts will be embedded. Note that you can also optionally specify passwords to control access to the presentation(s) (see Figure 11-14).



**Figure 11-14**  
**The Options dialog box for packaging a presentation**

5. Click [OK](#) to accept the default settings and close the *Options* dialog box.
6. In the *Package for CD* dialog box, click [Copy to CD](#).
7. A dialog box asks if you want to include linked files in your package. Click [Yes](#).
8. A message appears that the presentation contains comments or annotations, stating that these will not be included. Click [Continue](#).
9. Wait for the presentation to be written to the CD. It might take several minutes. The CD ejects when finished.
10. In PowerPoint, a message appears stating that the files were successfully copied to CD and offering to copy the same files to another CD. Click [No](#).
11. Click [Close](#) to close the *Package for CD* dialog box.
12. To test your new CD, reinsert the CD into your computer. If an AutoPlay box opens, click [Run PresentationPackage.html](#). If no box opens, open File Explorer (or Windows Explorer if using Windows 7), click [Computer](#), and then double-click the CD/DVD drive.
13. A Web page displays, showing a page that lists the presentations on the CD. (There is only one in this case.) A link also appears for downloading the PowerPoint Viewer. You do not need it on your PC since you have the full version of PowerPoint.

#### **Take Note**

Note that the name might appear as Bid%20Final because the space between the two words is treated as a non-breaking space in HTML.

14. Click the name of the presentation. Respond to any security warnings you might

see in your Web browser. The presentation opens in PowerPoint, in Read-Only mode.

15. Click the **File** tab and then click **Close** to close the copy of the presentation that originated from the CD. (The original **Bid Final** presentation is still open.)

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

### Take Note

Package for CD works only with CDs, not DVDs. If you want to store a presentation on a DVD, you can save materials in a folder as described in the following section and then use your system's DVD burning tools to copy the files to the DVD.

### Packaging a Presentation to a Folder

With current computers being smaller and more compact, many students might not have a CD drive on their computer. In this case, you might want to distribute a USB drive to the student. You can use this same Package for CD option to save the files to a folder that you can then put on a USB drive. In addition, you can use this feature to archive presentations onto a CD, USB, or into folders for storage. The packaging process pulls together all the files you need for a presentation, so your stored presentation provides an excellent long-term backup for your work. In this exercise, you package a presentation to a folder.

### Step by step Package a Presentation to a Folder

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

1. Click the **File** tab, click **Export**, click **Package Presentation for CD**, and then click **Package for CD**. The *Package for CD* dialog box opens.
2. Click **Copy to Folder**. The *Copy to Folder* dialog box opens.
3. In the Folder name box, change the default name to **Bid**.
4. In the Location box, change the path to the location where you store files for this lesson.
5. Click **OK**.
6. A message appears asking if you want to include linked files in your package. Click **Yes**.
7. A message appears that the presentation contains comments or annotations and that these will not be included. Click **Continue**.
8. Wait for the presentation to be written to the new folder. It should occur almost instantaneously (unlike when making a CD). The folder opens in Windows when it is finished.
9. In the folder window, double-click the **PresentationPackage** folder to see what is inside it. The folder contains some graphics and support files that are needed to show the Web page.
10. Close the folder window and return to PowerPoint. The *Package for CD* dialog box is still open.
11. Click **Close** to close the dialog box.

**SAVE** the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

# Knowledge Assessment

## Fill in the Blank

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

1. Use the \_\_\_\_\_ dialog box to change to a non-standard slide size.
2. You can set up a presentation to loop continuously until you press the \_\_\_\_\_ key.
3. Use the \_\_\_\_\_ toolbar to view timings as you rehearse a presentation.
4. When you \_\_\_\_\_ slides, you use the pointer to draw or write.
5. The \_\_\_\_\_ option allows you to save the presentation to easily distribute to others.

## Multiple Choice

Circle the correct answer.

1. A slide that is wider than it is tall is displayed in which orientation?
  - a. Portrait
  - b. Column
  - c. Picture
  - d. Landscape
2. Which of the following is *not* one of the standard placeholders on the Handout Master?
  - a. Date
  - b. Header
  - c. Page Number
  - d. Author
3. Which of the following options prevents a slide from displaying during a presentation?
  - a. Delete Slide
  - b. Hide Slide
  - c. Show/Hide Slide
  - d. Conceal Slide
4. Which of the following is *not* a way to advance to the next slide during a presentation?
  - a. Press Home
  - b. Press the spacebar
  - c. Click the left mouse button
  - d. Press Page Down
5. Which of the following is a quick way to restore the arrow pointer after you have used it for drawing?
  - a. Press End
  - b. Double-click the screen
  - c. Click the arrow pointer button in the presenter tools
  - d. Press Esc

# Projects

## Project 11-1: Finalizing a Presentation and Creating Handouts

You are nearly ready to present the slide show for Blue Yonder Airlines. In this project, you will use the tools you have learned about in this lesson to finalize the presentation and create handouts.

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

1. **OPEN** the **Airline** presentation in the data files for this lesson and then **SAVE** it as **Airline Final**.
2. Click the **Design** tab, click the **Slide Size** button, and then click **Standard (4:3)**. When prompted to scale the content, click **Ensure Fit**.
3. Click the **Slide Show** tab and then click the **Set Up Slide Show** button.
4. Choose the **Presented by a speaker** option and choose to have slides advance Manually. Choose **Blue** as the pen color. Click **OK** to accept the new settings.
5. Click the **Insert** tab, click **Header & Footer**, and on the Notes and Handouts tab, choose to display the date (update automatically), the header **Blue Yonder Airlines**, and page numbers. Click **Apply to All** to apply the setting to all slides.
6. Click the **View** tab and then click **Handout Master** to open Handout Master view.
7. Center the header text and date in their placeholders and right-align the page number in its placeholder. Close **Handout Master** view.
8. Hide the last slide in the presentation.
9. Click the **File** tab, click **Print**, and then set the following print options:
10. Choose to print handouts with four slides per page, in vertical order.
11. In the Slides settings, deselect the **Frame Slides** option.
12. In the Print All Slides settings, deselect the **Print Hidden Slides** option if it's not already deselected.
13. Print the handouts.
14. **SAVE** the presentation and **CLOSE** the file.

### Take Note

In some classrooms, printing is limited or unavailable. Check with your instructor as needed to make sure it is okay to print a multiple-page document in your classroom.

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

## Project 11-2: Previewing a Presentation

In this project, you will run through the Airline Final presentation before delivering it to make sure you are familiar with content and how to display it during the slide show.

1. **OPEN** the **Airline Final** presentation you created in Project 11-1 and then **SAVE** it as **Airline Final Check**.

2. Hide slide 7.
3. Press **F5** to view the presentation from slide 1.
4. Use the **Next** button in the presentation tools to move to slide 3.
5. Use the **Previous** button in the presentation tools to go backward to slide 1.
6. Right-click the slide to display the shortcut menu and use **See All Slides** to jump to slide 4.
7. Right-click the slide, click **Pointer Options**, and then select **Highlighter**.
8. Highlight the bullet items **Caribbean** and **Scuba**.
9. Restore the **arrow pointer** and press **Esc** to end the show. Choose to keep your annotations.
10. Rehearse timings for the presentation. When the presentation ends, save the slide timings.
11. Set up the slide show to use the slide timings you saved.
12. **SAVE** the presentation and then **CLOSE** the file.

**EXIT** PowerPoint.L