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# MOUS PowerPoint 2002 Core

**Version 3.0.0**

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# MOUS PowerPoint 2002 Core

**Version 3.0.0**

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## Abstract:

This study guide will help you prepare for the Microsoft MOUS PowerPoint 2002 Core exam. This exam is performance-based exam and tests your ability to create a presentation, insert and modify and visual elements, modify presentation formats, print presentations, work with data from other sources, manage and deliver presentations, and collaborate with workgroups.

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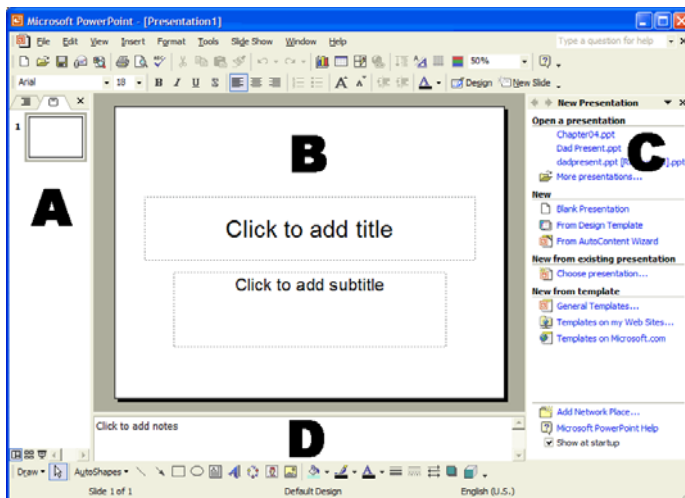
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## Creating a Presentation

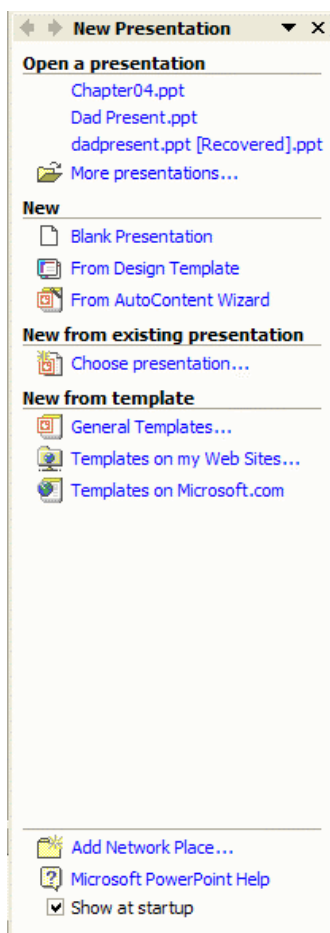
### Create presentations (manually and using automated tools)

To create a new presentation manually, open PowerPoint by using its **Start** menu icon. By default, you will start with a new, blank presentation. Alternatively, from within PowerPoint you can click the **New** button  from the Standard toolbar. The following screen shot shows a newly created blank presentation, and describes the various viewing elements in Normal view.

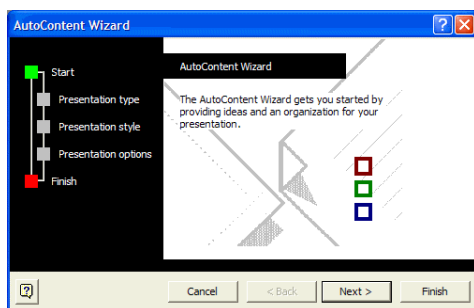


A: Outline and Slides tabs  
B: Slide Pane  
C: New Presentation Task Pane  
D: Notes Pane

The **New Presentation** task pane is another resource from which you can manually create a new PowerPoint presentation. If it isn't already on your screen, click **File => New...** to invoke it. To create a new blank presentation, click **Blank Presentation** under **New**.

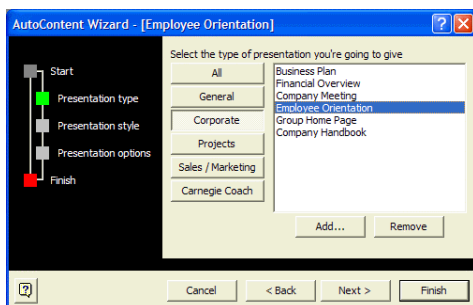


The “automated presentation creation tool”, of which this objective speaks, is actually the AutoContent Wizard. To create a new presentation by using the AutoContent Wizard, open the **New Presentation** task pane and click **From AutoContent Wizard** under **New**.

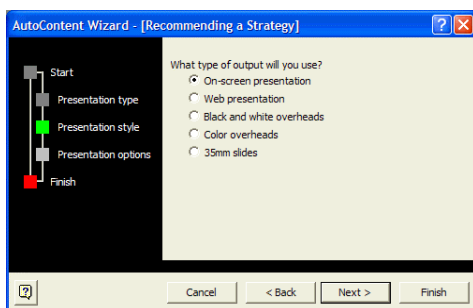




In the second page of the **AutoContent Wizard** dialog box, select a presentation type from the list. Perform this action by selecting a general presentation category from the list of buttons, and then by selecting a specific presentation template from the list on the right. Click **Next>** to continue.



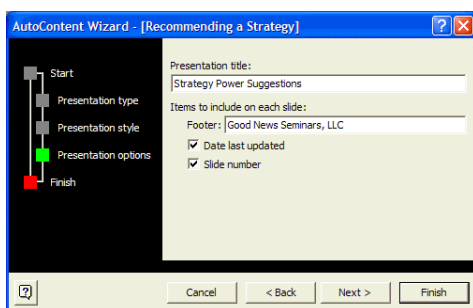
In the third page of the **AutoContent Wizard** dialog box, select the type of output you'd like to use for your presentation. **On-screen presentation** is the default choice, and is probably the most commonly used option. Click **Next>** to continue.



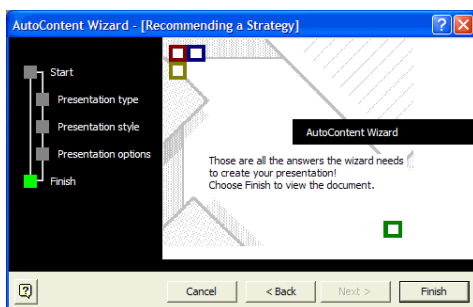
In the fourth page of the **AutoContent Wizard** dialog box, name your presentation, add optional footer text and decide whether you want the date that the slide show was last modified and the slide number to appear on each slide as additional footer information. When you are finished selecting options, press **Next>** to continue.



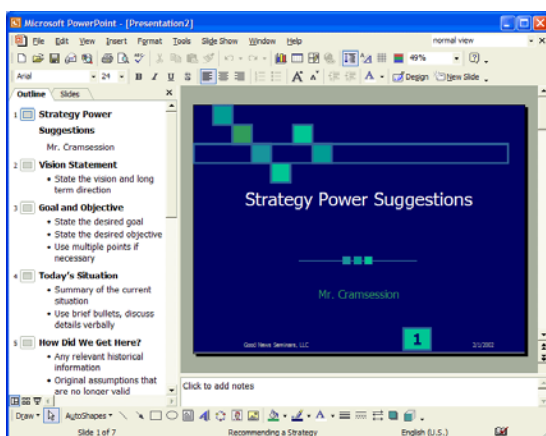
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In the fifth page of the **AutoContent Wizard** dialog box, simply press **Finish** to create the presentation.



Notice in the following screen shot that the AutoContent Wizard takes most of the work out of developing general-purpose business or personal PowerPoint presentations. PowerPoint even generates boilerplate text on each slide!

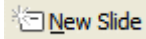






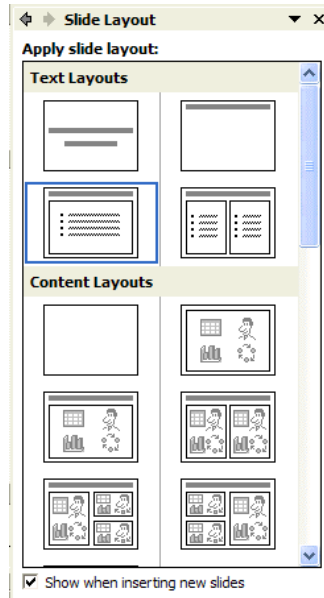
## Add and delete slides from presentations

To add a new slide from Normal view or Notes Page view, click the **New Slide** button



on the Formatting toolbar. From Slide Sorter view, use the **New Slide** button from the Slide Sorter toolbar. You can also use the **CTRL+M** keyboard shortcut to add a new slide.

When you add a new slide to a presentation, you have the opportunity to specify a slide layout for a slide. For instance, you can choose a title slide layout, a bulleted list slide layout, a slide layout that includes a graphic object, or a slide layout that combines two or more of these elements. To select a slide layout for a new slide, simply make a selection from the **Slide Layout** task pane.



In the **Content Layouts** section of the **Slide Layout** task pane, notice all of the “funny little icons.” These are placeholders that allow you to add dynamic content to a slide, such as a diagram, organizational chart, clip art, and so forth. If you know in advance what kind of slide you need to make, these content layouts are great timesavers.



Click icon to add content



Double click to add  
clip art



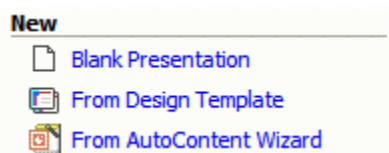
Double click to add  
chart

To remove a slide from Normal view or Notes Page view, click **Edit => Delete Slide**. From Slide Sorter view, click to select the desired slide before clicking **Edit => Delete Slide**. To delete multiple adjacent slides, click the first slide, hold down **SHIFT**, and click the last slide in the series to be deleted. To delete non-adjacent slides, click the first slide, hold down **CTRL**, and click the second slide, and so forth.

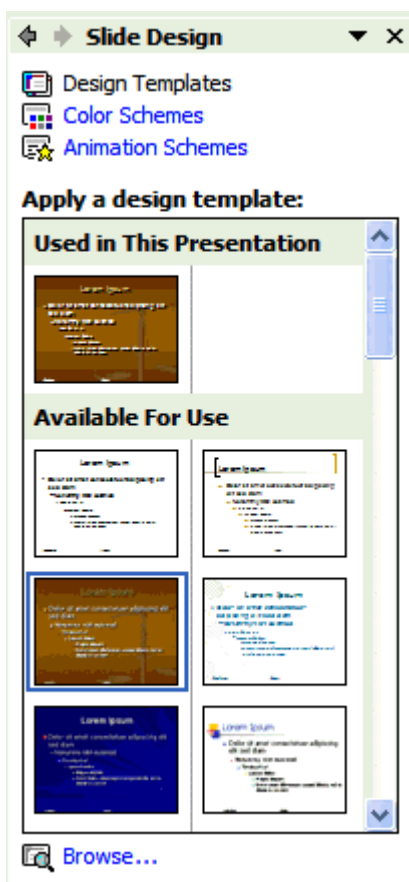


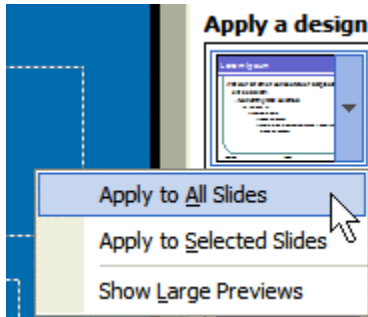
## Create a presentation from a template or a wizard

To create a presentation from a Design Template, invoke the **New Presentation** task pane. Next, under **New**, click **From Design Template**.



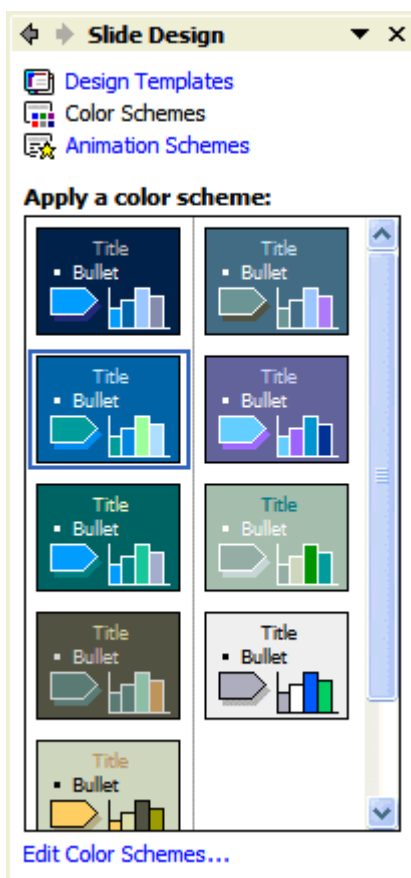
In the **Slide Design** task pane, scroll through the **Apply a design template:** list to find an appropriate design template. Double-click to apply the design template to your entire presentation; click the drop-down arrow that appears to the right of each template preview for advanced options.



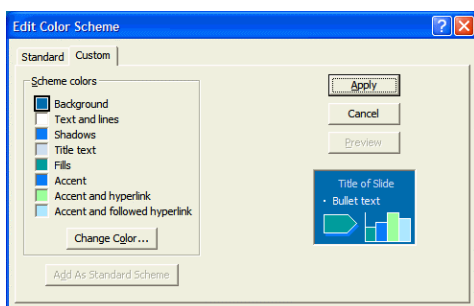


Get the picture so far? A *design template* is a pre-done collection of fonts, colors, formats, etc, to simplify the formatting of a presentation.

Next, let's take a look at color schemes. You can select an alternate color scheme to alter the hue of your selected design template. All existing fonts, colors, background designs, etc, will be untouched. However, you can choose to lighten/darken the color set to suit your presentation's environment. To modify the color scheme, click **Color Schemes** on the **Slide Design** task pane.



Simply scroll through the **Apply a color scheme:** list and use the previously described procedure for activating a color scheme. If you really want to get jiggy with it, select a color scheme and then click **Edit Color Schemes...**

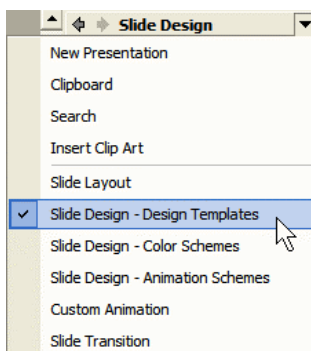




In the **Edit Color Scheme** dialog, select a scheme element from the **Scheme colors** section and click **Change Color...** to recolor that element. Watch the preview window to get an idea how your changes will affect the overall color scheme. Click **Apply** or **Cancel** as desired.

Finally, click **Animation Schemes** on the **Slide Design** task pane to invoke the Animation Schemes options. Because we will cover animation schemes in detail later on in this document, all I will say about this subject now is that you can use these options to configure fancy slide effects, such as wipes, fades, or dissolves, to entire slides. You can also configure these effects for individual slide elements, such as graphics or bullet text.

Not sure if you knew this, but once you have any task pane visible you can buzz quickly to any task pane by simply opening up the task pane drop-down list, as shown in the following screen capture.



## Inserting and Modifying Text

### Import text from Word

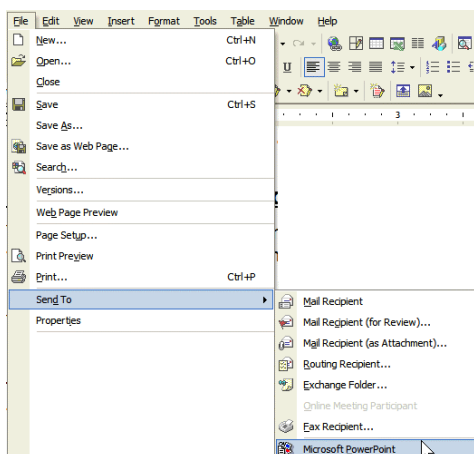
You can import text from Microsoft Word into PowerPoint from either Word or PowerPoint. But first let me make an important point:

You must use Word Heading styles in order for PowerPoint to correctly format your slides.

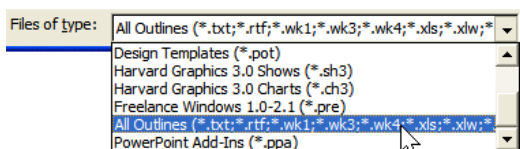
This is an important point. When importing Word text, PowerPoint will put any text that is formatted with the Heading 1 paragraph style on its own slide, as the slide heading. Heading 2 Word text will become a second-level heading in PowerPoint, etc. Any Word body text will not be imported into PowerPoint. Keep this in mind! (If you need some help with Word styles, please read my [Word 2002 Core](#) and [Word 2002 Expert](#) Cramsession study guides.)

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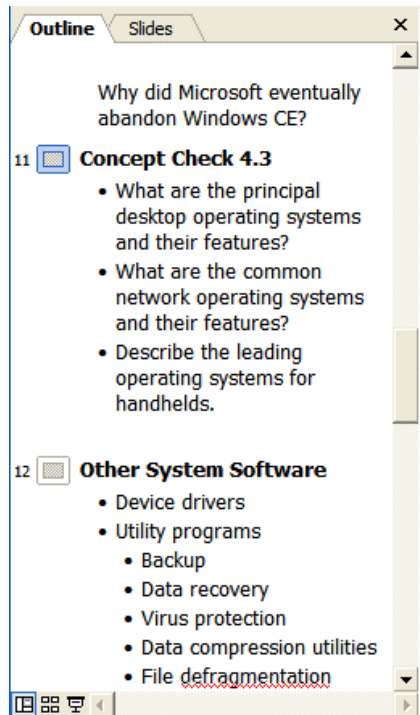
That having been said, let's first import Word text directly from Word. It's a simple process: From within Word, click **File => Send To => Microsoft PowerPoint**.



To import Word text into a brand-new PowerPoint presentation, click **File => Open**. In the **Open** dialog box, open the **Files of type:** drop-down list box and select **All Outlines (\*.txt;\*.rtf;...)**. Next, browse to the desired Word file and click **Open**. PowerPoint will chug for a moment or two, and then you will have your new presentation!



To insert Word text into an existing presentation, switch to Normal view and click the **Outline** tab. Next, select the slide that will immediately precede your inserted text.



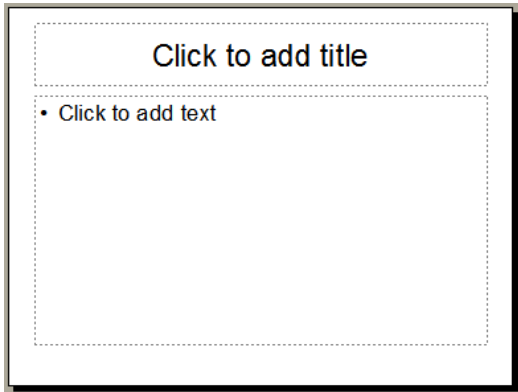
Click **Insert => Slides from Outline....** In the **Insert Outline** dialog, ensure that **All Outlines** is displayed in the **Files of type:** drop-down list, and browse to the location of the Word document. Select the document and click **Insert**.






## Insert, format, and modify text

There are several methods for inserting text on a PowerPoint slide. One easy method is to use the placeholders that exist on any newly created slide. Simply click where the placeholder tells you to and begin typing!




Another really nifty way to add heading-level text to a slide is to use the new Outline tab in Normal view. To add text to a slide in this manner, create a new slide and place your cursor next to the appropriate slide icon in the Outline tab. Then begin typing to add a slide title to the slide. Press **ENTER** and begin adding level-one

headings. Use the **Increase Indent** and **Decrease Indent** buttons  to demote and promote text, respectively.

### 3 Slide Title

- Level one heading
- Level one heading
  - Level two heading
  - Level three heading

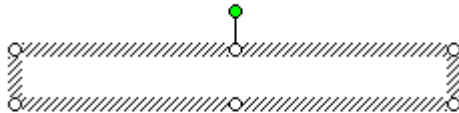
For non-heading text, you can add text to a slide either through a text box or through WordArt. Let's create a text box first. From Normal view, click the **Text Box**

button  on the Drawing toolbar. You should find that your mouse pointer changes to a very thin sword. Click and drag on your slide to determine the initial size of your text box. When you let go of the mouse, you'll have your text box!

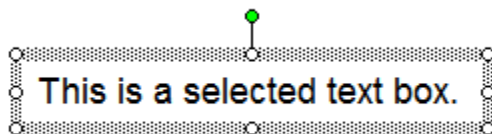
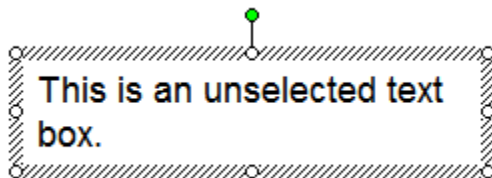
Check out the following screen shot of an empty text box. The six white circles are *resize handles*. You can click and drag these to resize your text box. The colored



circle on top is the *free-rotate handle*. You can click and drag this to rotate your text box 360 degrees. However, the text box will disappear if its empty and you click anywhere outside of the text box, so hurry up and click within the text box and add some text.

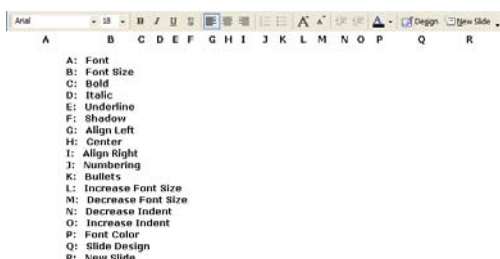


To *move* a text box, click and drag the text box by its border. To select a text box, you click the border *twice*. Note that the border will appear differently depending upon whether or not its selected. Check out the following screen captures to see what I mean.

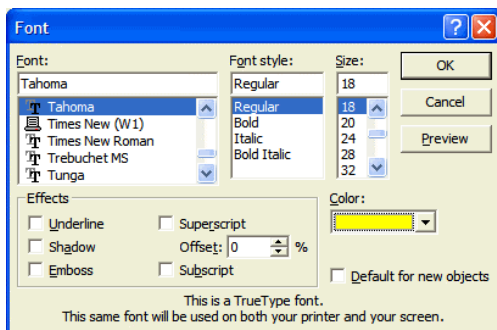


See the difference? This is important, because in order to modify all text contained in a text box, you will need to have the entire text box selected like I just showed you how to do.

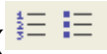
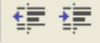
While we are talking about selecting text boxes, let's talk about **formatting** text in text boxes. To format selected text in a text box, simply use your mouse to select the appropriate character(s) and use the tools on the Formatting toolbar. To quickly format ALL text in a text box, select the text box and start formatting. The following screen shot is an annotation of the Formatting toolbar.



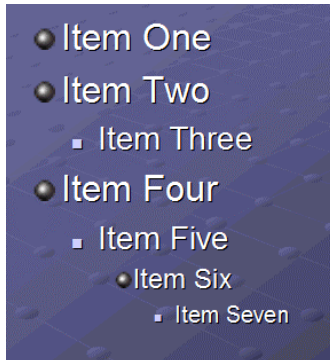
Alternatively, you can use the **Font** dialog box. Select your text/text box to be formatted and click **Format => Font...**



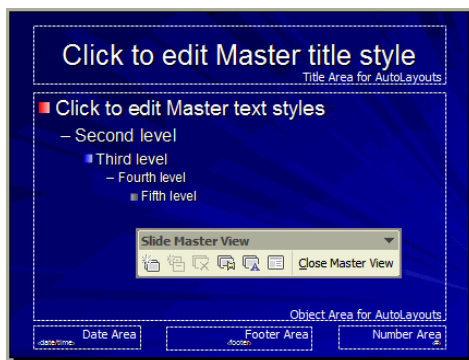
Of special note are the special effect options in the **Effects** option group of the **Font** dialog box. You can even add those scientific formulas and exponents to your slides!!

Where are we? If you want to create a bulleted list or a numbered list, create a new text box and click either the **Numbering** button or the **Bullets** button (  ) on the Formatting toolbar. When you are creating your bulleted or numbered list, press **TAB** to demote a list item (in other words, indent it). Alternatively, you can use the **Decrease Indent** and **Increase Indent** buttons (  ) to modify the position of a list item.

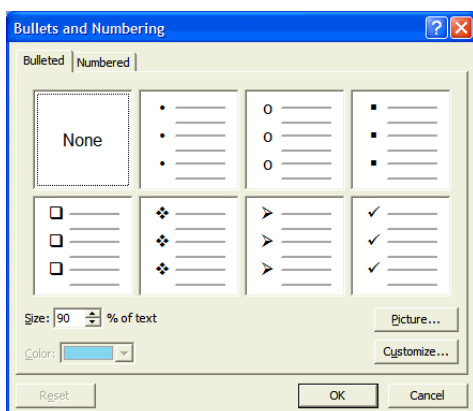
For bulleted lists, how your bullets appear is dependent upon which design template you selected.



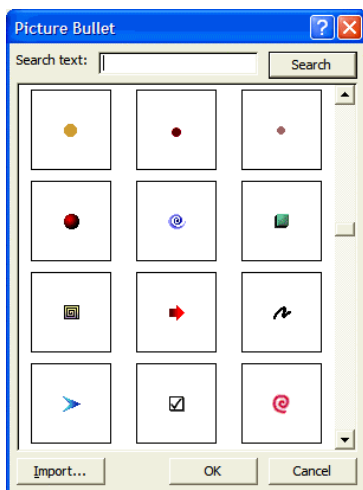
In terms of customizing a bulleted list, I could show you how to change the bullet icon for a single line in a list, but what good is that from a productivity standpoint? Instead, let me show you how to change the DEFAULT bullet styles for ALL of your lists that are based on the current design template. Here is how you do it. Click **View => Master => Slide Master**. you must be in Slide Master view to change all of the default settings for a presentation's format. In our case click on the line containing the bullet you want to change and click **Format => Bullets and Numbering....**



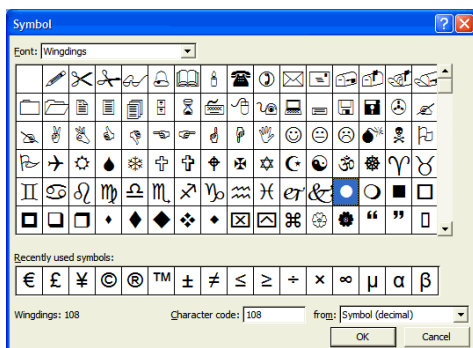
In the **Bullets and Numbering** dialog, either select one of the (yawn) default bullet styles, or click **Picture...** or **Customize....**



In the **Picture Bullet** dialog box, scroll through the list until you find the bullet graphic that best suits your fancy. Alternatively, click **Import...** and use your own bullet graphic that you might have downloaded from the Web.



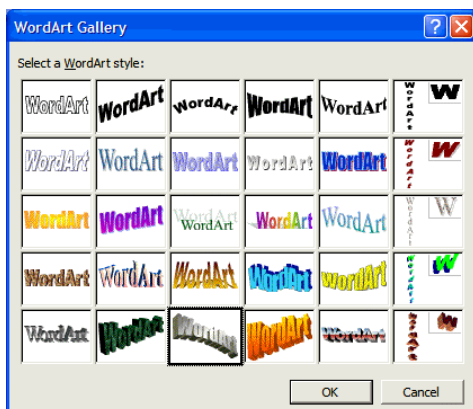
In the **Symbol** dialog box, select a "dingbat" font such as Wingdings, Webdings or Marlett and select a picture symbol for your bullet.



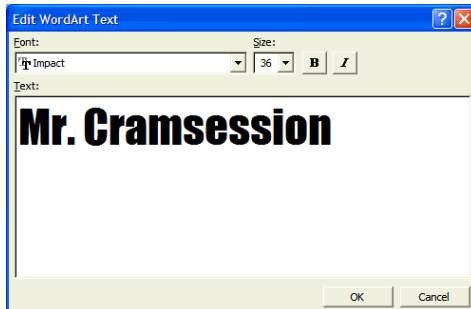
When you are finished customizing your bullet style defaults, click **Close Master View** from the **Slide Master View** toolbar.

Whew! This is getting quite involved. Now let's do WordArt. To add a piece of

WordArt to a slide, click the **Insert WordArt** button  on the Drawing toolbar. In the **WordArt Gallery** dialog box, select a WordArt style and click **OK** to continue.



In the **Edit WordArt Text** dialog box, enter your WordArt text and add rudimentary font formatting with the provided tools. Press **OK** to continue.



The following screen capture shows the finished product. To move WordArt, simply click and drag. Like text boxes or any other PowerPoint object, WordArt objects have resize handles if you need to make the art larger or smaller. Remember to use the corner handles if you want to preserve the object's aspect ratio (prevents warping). You can also use the free-rotate handle to spin the graphic on a 360-degree axis.




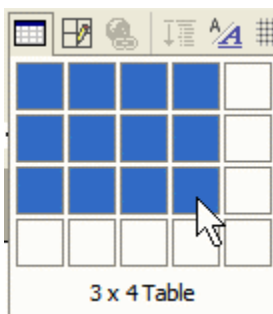
To edit WordArt text, right-click the WordArt and select **Edit Text...** from the shortcut menu. To delete WordArt, simply select the art and press **DELETE**.



## Inserting and Modifying Visual Elements

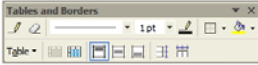
### Add tables, charts, clip art, and bitmap images to slides

To create a table on a PowerPoint slide, click the **Insert Table** button  on the Standard toolbar; continue to click and drag until you have selected the desired number of rows and columns. The table will be created when you let go of the mouse button.



Basically, formatting a table is a click-and-drag affair. Click and drag on any column separator or row divider to adjust column width and row height. Use the **Fill Color** button on the **Tables and Borders** toolbar to fill in table cells.

Salesperson	Addams	Higgins	Jones
Jan Sales	\$4017	\$4587	\$6920
Feb Sales	\$5920	\$3789	\$5001
Totals			

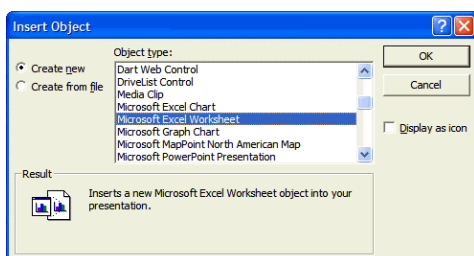


Notice that the totals in the preceding sample table are not yet filled in. That is an important point with regard to PowerPoint tables: *they do not support calculations*. PowerPoint tables should be used to display only the most rudimentary numerical information. Basically, they are just a nice way to line text and objects up on a grid. To delete a PowerPoint table, select the table (using the same method for selecting objects as I originally taught you with text boxes), and press **DELETE**.

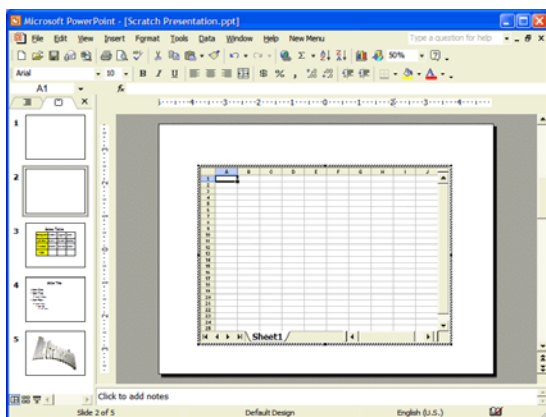


To perform calculations in tables, we are going to have to embed a Word table or an Excel table. Because the procedure for both types of table is identical, I will stick to Word tables for this example. Click **Insert => Object....**

In the **Insert Object** dialog, ensure that **Create new** is selected, click **Microsoft Excel Worksheet** and click **OK**.




You will now notice that your PowerPoint toolbars and menus have "magically" transformed into Excel toolbars and menus; you can proceed to create your table in the embedded Excel worksheet just as if you were actually working from within Excel XP. I guess it goes without saying that you must have Excel XP installed on your system to work with embedded Excel worksheets in PowerPoint.

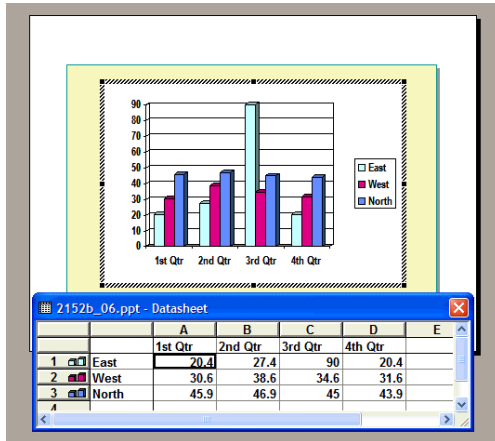


You can select, resize, move and delete the embedded Excel worksheet just as you would any other PowerPoint object.

Now let's create a chart in PowerPoint. Again, we have the choice of creating a "native" PowerPoint chart by using Microsoft Graph, or we can embed an external



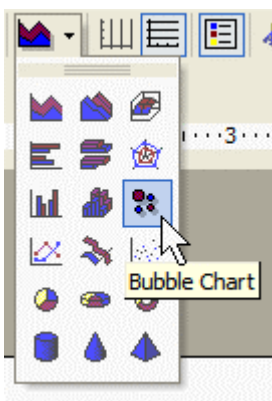
chart object, such as the Excel chart object. To create a "native" PowerPoint chart, click the **Insert Chart** button .



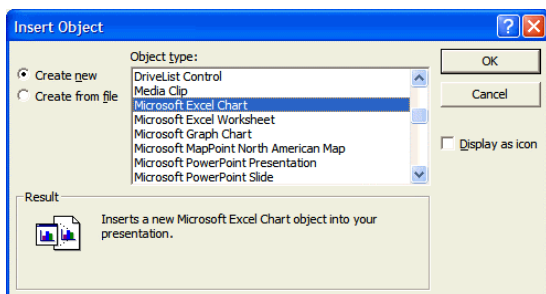
Initially, what you will see is some sample chart data in the datasheet window. Don't worry-you are encouraged to delete this data and plug in your own.

You should notice that your Standard and Formatting toolbars have some different buttons. That is because you are now in Microsoft Graph, not Microsoft PowerPoint. Remember that this is an embedded object, and Microsoft Graph is the host application for that embedded object.

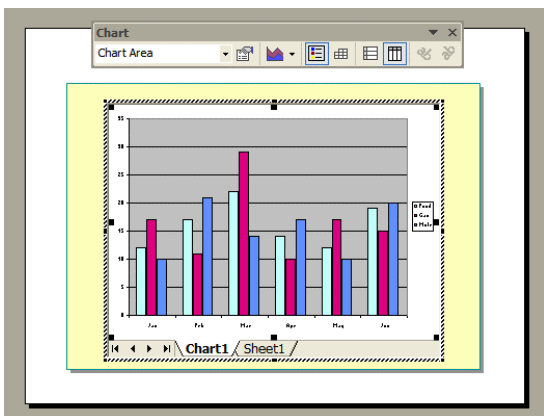
Detailed chart customization is beyond the scope of this study guide. However, let me teach you how to change the chart type. To do this, simply open the **Chart Type** button on the Standard toolbar and select another chart type from the drop-down list. Hover your mouse pointer over a chart type and ScreenTip text will appear, telling you what kind of chart you are about to select.



To embed an Excel Chart object in a PowerPoint slide, click **Insert => Object....** In the **Insert Object** dialog, ensure that **Create new** is selected, click **Microsoft Excel Chart** from the **Object type:** list and click **OK**.

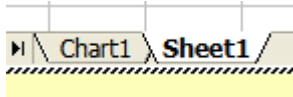



Once again, you will see Excel toolbars and menus. You will also have the nifty **Chart** toolbar at your disposal, which is very handy for customizing your chart.

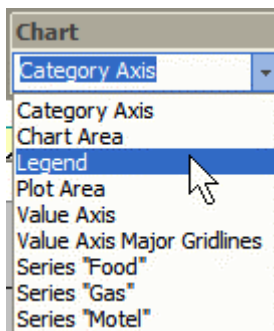





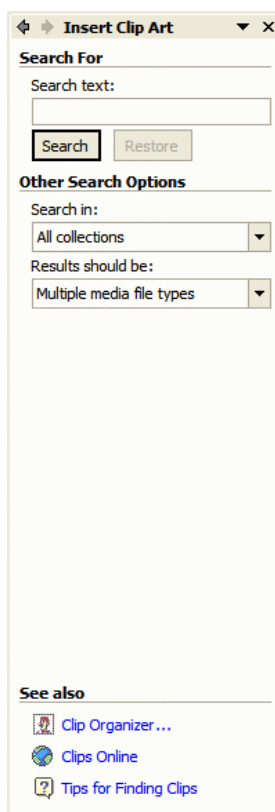
To change the sample data that appears in the embedded Excel chart, click the sheet tab named **Sheet1**.



In closing, here is a quick-and-dirty customizing tip for Excel charts: open the **Chart Objects** drop-down menu and select a chart element that you want to modify. Then click the **Format Object** button  to bring up the associated dialog box. Cool stuff!

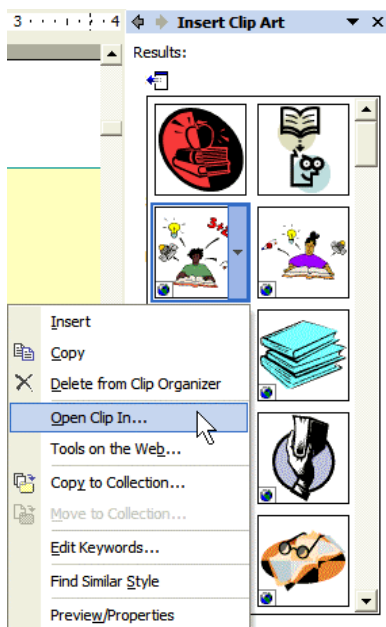


Now-how about clip art? To insert a piece of clip art into a PowerPoint slide, click the **Insert Clip Art** button on the Drawing toolbar if the task pane isn't displayed. If the task pane is already on screen, then you can just click the **Other Task Panes** button  on the task pane menu and select **Insert Clip Art** from the drop-down list.

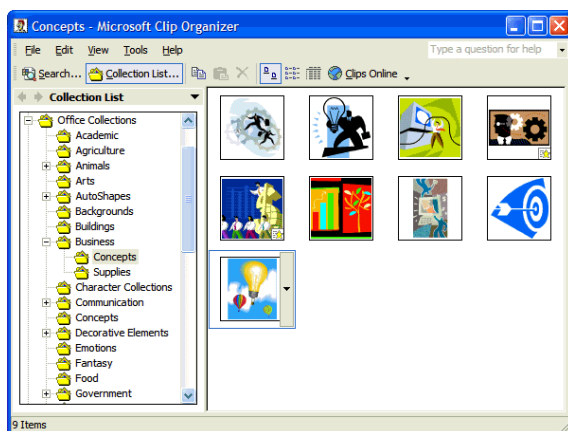


One method for locating the clip art you seek is simply to search for it. Enter your search string in the **Search text:** text box on the **Insert Clip Art** task pane and click **OK**.


In the **Results:** pane of the **Insert Clip Art** task pane, you can click any piece of art to add it to the current slide. Alternatively, you can click it once and then click the downward-pointing arrow that appears for advanced options. These advanced menu options are shown in the following screen capture.




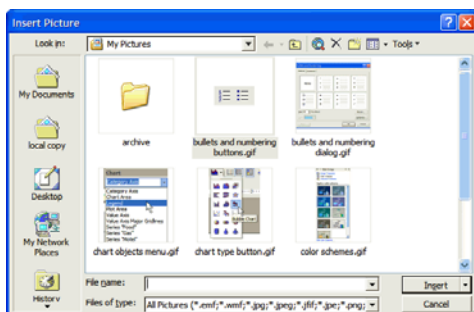
If you don't want to search and just want to see "the whole enchilada," then click **Clip Organizer...** under **See also** on the **Insert Clip Art** task pane.



The Microsoft Clip Organizer functions very similarly to Windows Explorer. Expand the category folders in the **Collection List** pane to view the available clips in the opposite pane. The procedure for adding clips from Clip Organizer into your PowerPoint slide is a little convoluted, however, so listen up.

When you find your desired piece of clip art in Clip Organizer, click the clip art and open its menu. Next, select **Copy**. Now close Clip Organizer or switch to PowerPoint and click the **Paste** button  on the Standard toolbar.

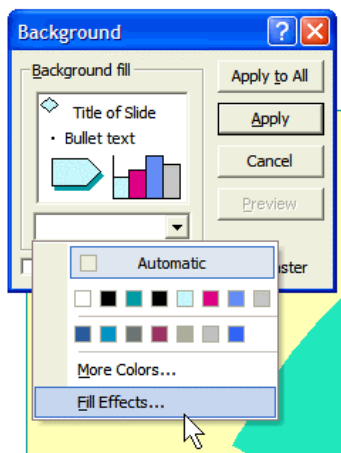
To add a bitmap image (basically a **.JPG** or **.GIF** image that you can find easily on the Web or obtain from digital camera output) to a slide, click the **Insert Picture** button  on the Drawing toolbar.



In the **Insert Picture** dialog box, use the standard Windows controls to locate your file and click **Insert**.

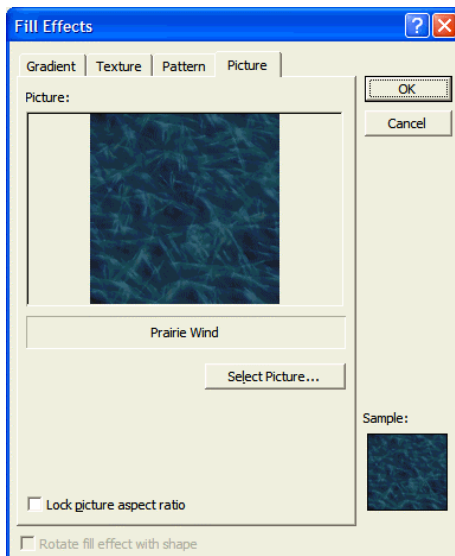
## Customize slide backgrounds

To modify the slide background for your slides, click **Format => Background...** In the **Background** dialog box, open the **Background fill** drop-down list box. If you don't see a color you like, click **More Colors....** To add a gradient, texture, or pattern to your slide background, click **Fill Effects....**





Perhaps the most important tab in the **Fill Effects** dialog box is the **Picture** tab. Here you can import any picture file and use it as your slide background. Simply click **Select Picture...** and browse to the desired file. Select **Lock picture aspect ratio** if you want PowerPoint to prevent the image from warping as it is resized to fill your slide background. In the **Background** dialog box, click either **Apply to All** or **Apply** to selectively apply your background either to all slides in the presentation, or only to the current slide.

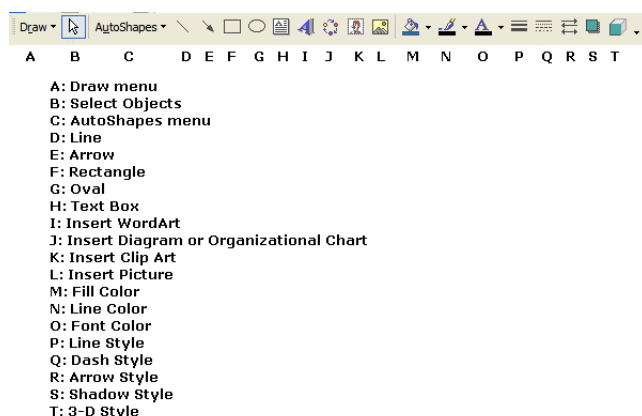






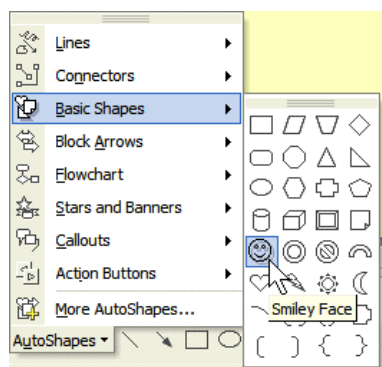
## Add OfficeArt elements to slides

"OfficeArt elements" are drawing objects that you can add to a slide through the buttons on the Drawing toolbar. Here is an annotated image of the Drawing toolbar.



To add a line or basic shape to a slide, click the appropriate button and "draw" the shape on the slide. Hold down the **SHIFT** key while you are adding your line or shape to include symmetry for the object. (In other words, holding down **SHIFT** while using the **Oval** tool will produce a perfect circle instead of an oval; lines will be perfectly straight when you use the **Line** tool.)

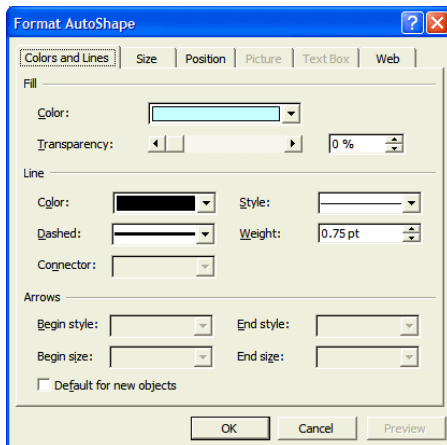
AutoShapes are pretty cool. These are pre-manufactured OfficeArt shapes that you can add to your slides. I find these useful in situations where I need to draw arrows.



Grouping two or more OfficeArt objects allows you to move and manipulate them as, well, a group. Select the first object, hold down **SHIFT**, and then select subsequent objects. Next, click **Draw => Group** from the Drawing toolbar. Note that you can ungroup grouped objects with the **Ungroup** command from the **Draw** menu.



The properties of an OfficeArt object can be modified by right-clicking the object and selecting **Format AutoShape...** from the shortcut menu. The options in the **Format AutoShape** dialog can then be accessed to format the object.




The following screen capture shows a star-shaped AutoShape that has been "tricked out" by using the options contained in the **Format AutoShape** dialog box.





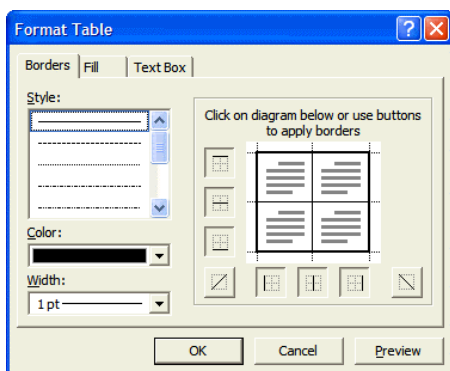
## Apply custom formats to tables

Okay, let's assume that you have created a table in PowerPoint by using the **Insert**

**Table** button  from the Standard toolbar. Now how do you go about making it look pretty? Well, you can always use the controls on the Tables and Borders toolbar:

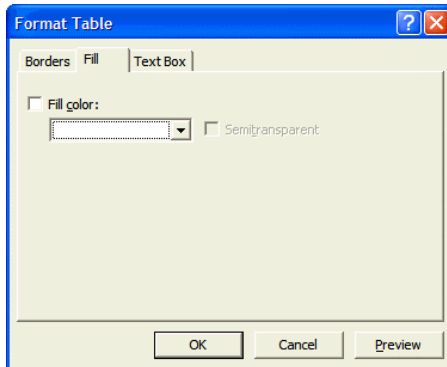


In particular, check out the **Table** menu on the **Tables and Borders** toolbar. Open it and click **Borders and Fill...**

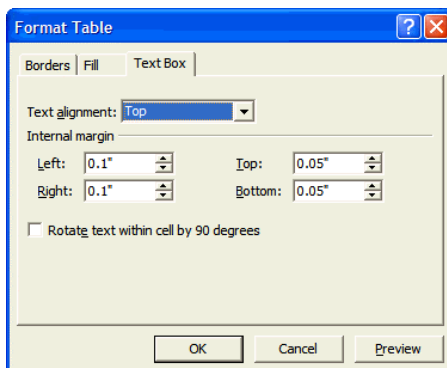


On the **Borders** tab of the **Format Table** dialog box, use the **Style:**, **Color:** and **Width:** controls to customize your table borders. Once you have made your formatting selections on the left side of this dialog box, you can then click on the diagram on the right side of the dialog box to add or subtract the borders. Pretty cool concept.

The **Fill** tab of the **Format Table** dialog box is pretty straightforward. Use the **Fill color:** control to add a fill color to your table cells.



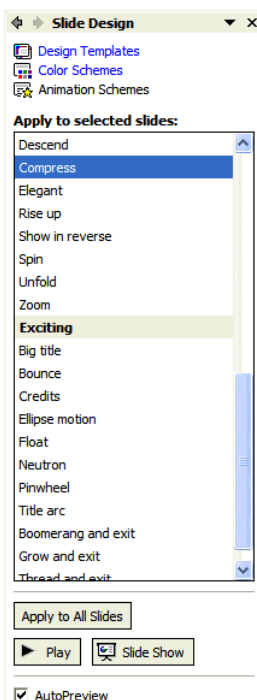
Finally, we have the **Text Box** tab of the **Format Table** dialog box. Here you can adjust the horizontal and vertical alignment of your table cell contents.



## Modifying Presentation Formats

### Apply animation schemes

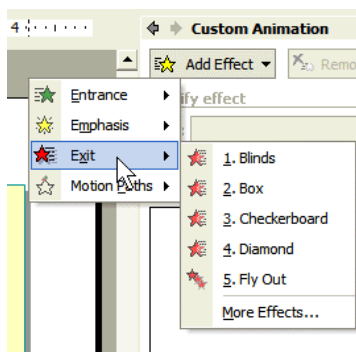
To add animation to your slides and slide content, you can either use a preset animation scheme, or you can create custom animation. To use an animation scheme, click **Slide Show => Animation Schemes....** You will see the by now familiar **Slide Design** task pane.



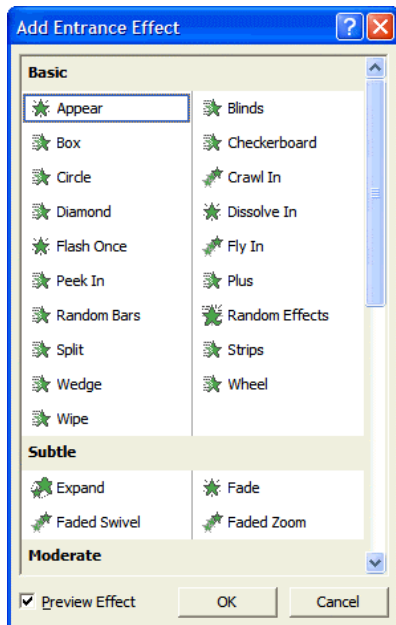
To apply an animation scheme, go to Slide Sorter view and select the slide(s) that you want to receive the animation scheme and select a scheme from the list. Note that the animation scheme list is organized in categories such as **Subtle** and **Exciting**. Click **Play** to get an idea of what the animation scheme will do to your slide. Click **Slide Show** to switch to Slide Show view; this action will display only those slides for which an animation scheme is configured. Click **Apply to All Slides** if you want your scheme to apply universally to your entire presentation.

Now the fun stuff. To apply custom animation to individual elements on your slide such as text lists or graphics, click **Slide Show => Custom Animation....** Alternatively, right-click any slide object and select **Custom Animation...** from the shortcut menu. In any case, the **Custom Animation** task pane will appear.

Here is how it works. Select the first item on the slide to be animated. Next, click **Add Effect** and select what type of animation you want for the object. Select a specific animation from the resulting submenu. The following screen capture shows the contents of the **Exit** submenu of the **Add Effect** menu.



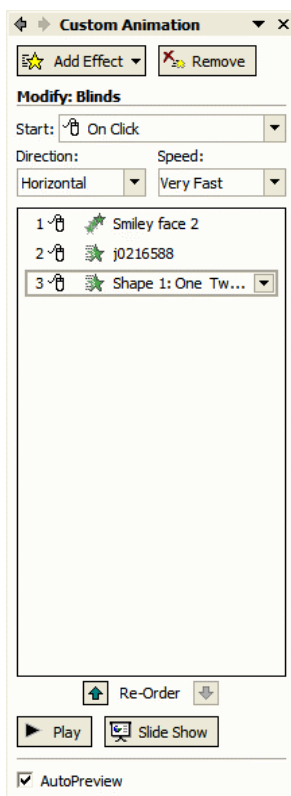
Note that the Entrance, Emphasis, Exit and Motion Paths submenus include an option called **More Effects....** That's right, PowerPoint includes even MORE fun animations to choose from! Weeee!



Once you have selected an effect, determine when the animation should start (**Start:**), what direction the animated object should travel (**Direction:**), and the



speed at which the animated object should travel (**Speed:**). The following screen capture displays the **Custom Animation** task pane with three animated slide objects.




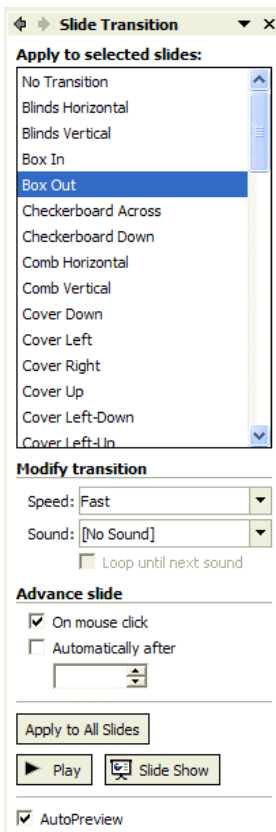
Use the **Re-Order** buttons to customize the order in which the animations will fire. Again, you have the **Play** and the **Slide Show** buttons at your disposal.



## Apply slide transitions

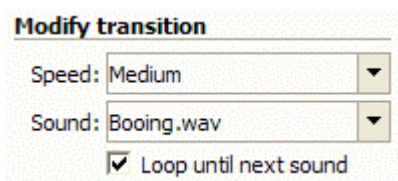
A *slide transition* is an effect that fires as a slide is brought onscreen. To configure slide transitions, select the slide in Slide Sorter view and click the **Transition** button

 **Transition** on the Slide Sorter toolbar. The **Slide Transition** task pane will appear.

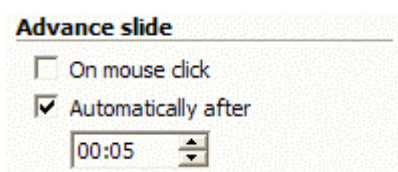


Begin by selecting a transition from the **Apply to selected slides:** list box. Note that the selected slide(s) display the selected transition in Slide Sorter view. Under **Modify transition**, adjust the speed of the transition by making a choice from the **Speed:** list box, and, optionally, link a **.WAV** sound to the transition by using the **Sound:** drop-down list box.



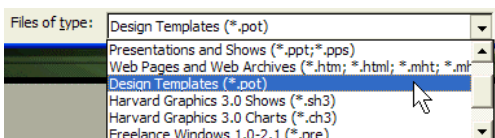


Under **Advance slide**, you can have the selected slide(s) advance either by using a mouse click (the default setting) or automatically after a predetermined number of seconds.

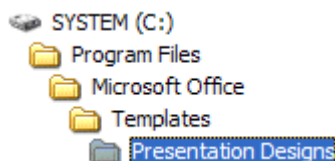


## Customize slide templates (changing them)

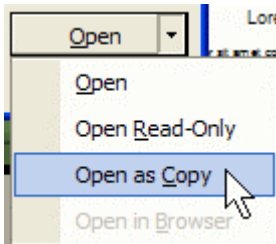
Earlier in this document I showed you how to select and apply different design templates by using the **Design Templates** pane of the **Slide Design** task pane. To customize an existing design templates, we must first open one. Click **File => Open....** In the **Open** dialog box, open the **Files of type:** drop-down list box and select **Design Templates (\*.pot)**.



The default installation location for PowerPoint design templates is shown in the following screen capture:



Simply select the design template that you want to modify and click **Open**. Actually, what I'd suggest is to open the **Open** drop-down menu and select **Open as Copy**. That way you can preserve the original design template and modify a copy instead.

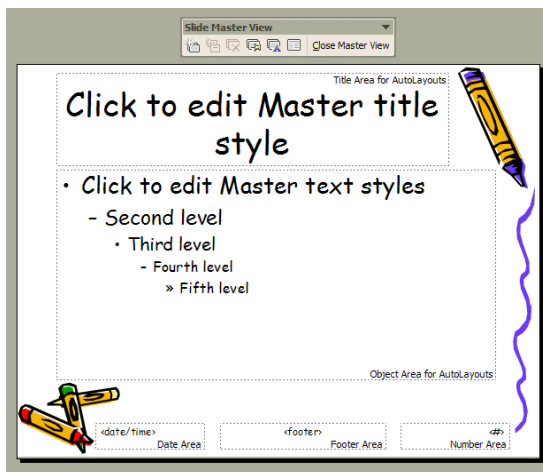


Once you have the design template open, you must edit the slide master. Masters are discussed in the next section of this study guide.

When you are finished, click **File => Save As...** In the **Save As** dialog box, open the **Save as type:** drop-down list box and select **Design Template (\*.pot)**. Henceforth, you will see your new or customized design template listed in the **Available For Use** portion of the **Slide Design** task pane.

## Manage a Slide Master

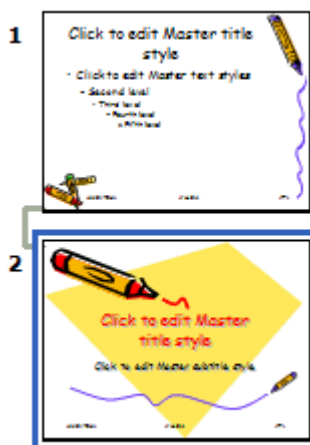
When you want to make global changes to all slides in a presentation, you must open the **Slide Master** to do it. Click **View => Master => Slide Master**.



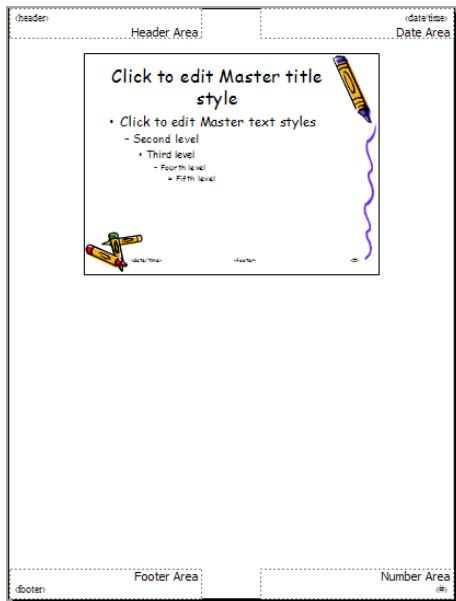
Slide master works like this: any changes you make to element formatting in Slide Master view affects the entire presentation globally. Remember those instructions I gave you earlier in this document regarding how to customize bullets for bulleted lists? Well, here is where you will want to apply your newfound knowledge. The previously listed screen capture shows a sample slide master. If you look in the leftmost pane of your PowerPoint window, you should see another miniature slide.



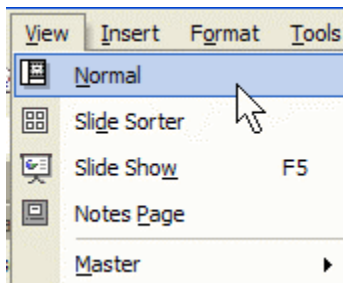
That is what is called the **Title Master**. Modifying title slide elements on a title master works the same way as modifying slide elements on a slide master.



One more Master view: the **Notes Master**. Although the PowerPoint XP exam objectives seem to ignore speaker notes, I want to show you how to make global changes to your notes pages. Simply click **View => Master => Notes Master** and get busy!



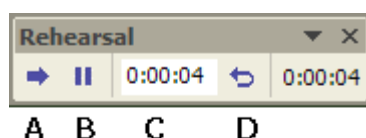
To exit a Master view, simply open the **View** menu and select a basic view from the list.



## Rehearse timing

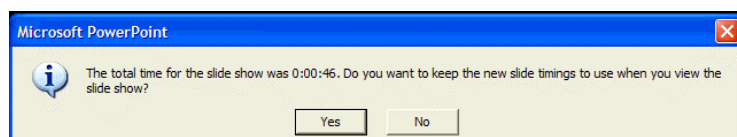
With PowerPoint XP, you can set slide timings automatically as you rehearse clicking through your presentation. To do this, click **Slide Show = Rehearse Timings**.

Use the **Next** button of the **Rehearsal** toolbar to advance from slide to slide. The idea is for you to speak naturally, progressing through the script of your slide show. To take a "pause that refreshes," click the **Pause** button. Following is an annotated screen capture of the Rehearsal toolbar.

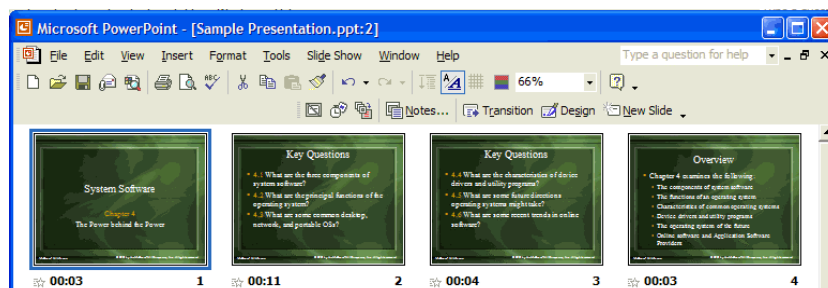


- A: Next
- B: Pause
- C: Slide Time
- D: Repeat

When you reach the end of your slide show, you will see the following dialog box, which tells you the overall running time of your show and asks you if you wish to keep the slide timings that PowerPoint has recorded for you:

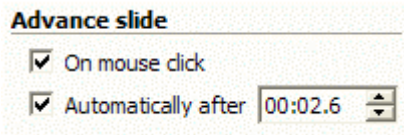


If you click **Yes** and look at your presentation in Slide Sorter view, you will see that each slide is now listed with a slide timing.





Remember that you can always rehearse the timings again, or you can modify the timings manually by selecting the appropriate slide(s) in Slide Sorter view, clicking **Transition** on the Slide Sorter toolbar, and adjusting the value for **Automatically after** in the **Advance slide** section of the **Slide Transition** task pane.



## **Rearrange slides**

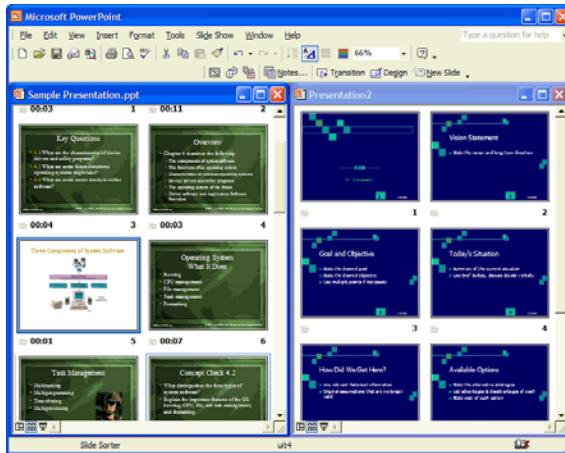
To rearrange slides you must be in Slide Sorter view. Once there, you can simply drag and drop your slides to wherever in the presentation that you want them. As you drag a slide, a vertical hairline will precede your mouse pointer, letting you know where in the presentation the slide will appear.

To “grab” multiple slides, you can use either the **SHIFT** or **CTRL** keys, depending upon whether the slides to be rearranged are adjacent to each other. If they are adjacent, then click the first slide, hold down **SHIFT**, and click the last slide in the series to be moved. Then drag any slide in the selected group to move them all.

To move multiple non-adjacent slides, click the first slide, hold down **CTRL** and click any other slides that will be moved. Then drag any slide in the selected group to move them all.

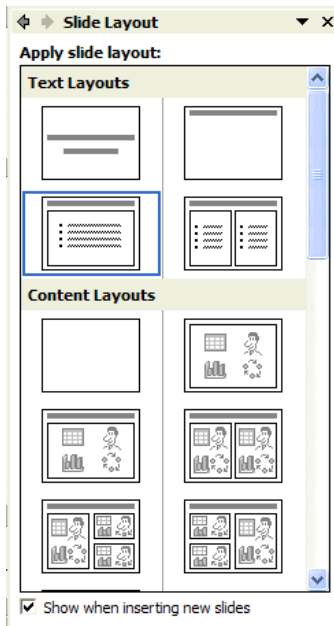
If you want to make a quick duplicate of a slide, hold the **CTRL** key as you drag a slide. Again, the vertical hairline will guide you as to where the duplicate slide will be placed within your presentation.

These rules apply for copying or moving slides between presentations as well. Open both presentations, making sure each presentation is in Slide Sorter view. Next, click **Window => Arrange All**. You can then simply drag and drop slides to move (or copy) them between two or more separate presentations.



### Modify slide layout


Earlier in this study guide I introduced you to the **Slide Layout** task pane, which is automatically invoked when you create a new slide in PowerPoint XP. You can change the slide layout for a slide at any time by selecting the slide in Slide Sorter view (or simply by displaying the appropriate slide in Normal view) and clicking **Format => Slide Layout....** When you choose a new layout for an existing slide, PowerPoint does its best at accommodating any slide elements that you already have on the slide. However, you need to be forewarned that you might need to manually rearrange all of the slide elements in order to make the slide look good.



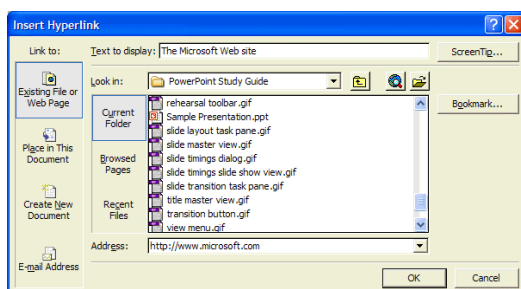
## Add links to a presentation

This is a frustratingly vague exam objective! There are many types of “links” in PowerPoint, and I will attempt to briefly (but accurately) teach them all to you. First, let’s take a look at hyperlinks. A *hyperlink* is a pointer to, well, just about anything. You can create a hyperlink to another slide in the current presentation, a slide in a separate presentation, a separate document, a Web page, etc.

## Hyperlinks

To create a hyperlink, first you should create the hyperlink *base*. This is going to be the text in your slide that will appear as blue, underlined and will be clickable as a standard hyperlink. For instance, you might create a hyperlink base that says “click here to go to the Google search engine.” After you have selected the hyperlink base, click the **Insert Hyperlink** button  on the Standard toolbar.



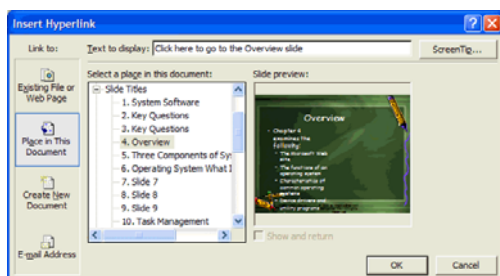


You can modify the hyperlink base text by editing the **Text to display:** text box. In the **Address:** box, enter the Uniform Resource Locator (URL) of the Web page that you want to reference in the hyperlink. Click **OK** to complete the process.

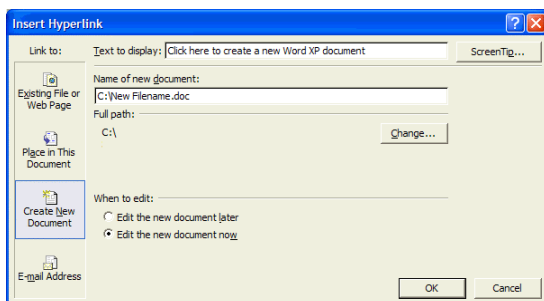
This procedure can be followed to create hyperlinks to another existing file, another slide in the current presentation, or for an e-mail address. When you create a hyperlink to an e-mail address, a new, blank e-mail message from your machine's default e-mail editor will appear, pre-addressed to the recipient indicated in the **Insert Hyperlink** dialog box.

Check out the previously listed screen capture for instructions on how to create a hyperlink that points to an existing file. All you need to do is to use the **Look in:** control to locate the target file (you can also use the **Current folder**, **Browsed pages** and **Recent files** buttons for navigational help), select it from the list and press **OK**.

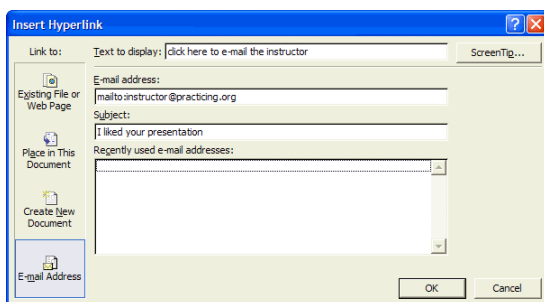
To create a hyperlink that points to a slide in the current presentation, click **Place in This Document** in the **Insert Hyperlink** dialog box, select the target slide in the **Select a place in this document:** list box and click **OK**. Easy as pie.



To create a hyperlink that points to a brand new document, click **Create New Document** in the **Insert Hyperlink** dialog box, enter the full path of the new document in the **Name of new document:** text box and click **OK**.

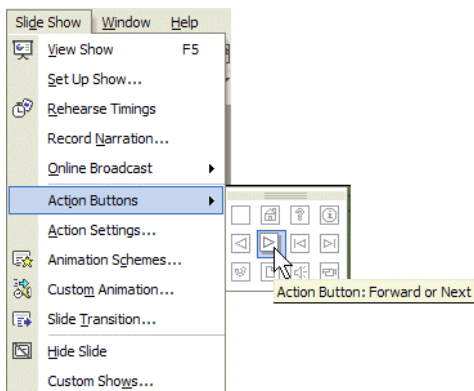


To create a hyperlink that points to an e-mail address, click **E-mail Address** in the **Insert Hyperlink** dialog box, enter the target e-mail address in the **E-mail address:** text box, enter optional subject line text in the **Subject:** text box and click **OK**.



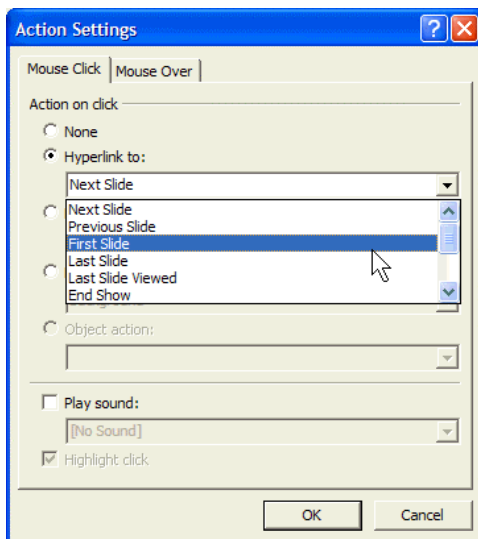
## Action Buttons

An *action button* is another sort of “linking” operation. To create an action button, display the appropriate slide in Normal view and click **Slide Show => Action Buttons**, and select an action button style from the submenu.






The next step in action button creation after selecting a style is to drag out a rectangle on your slide that will correspond to the relative size of the new action button. In the **Action Settings** dialog box, you can have the action button do just about everything except clean your windows. For our purposes, I will only show you how to link the action button to a particular slide in your presentation. Simply open the **Hyperlink to:** drop-down list box and select a target slide. I would strongly encourage you to spend time playing around with action buttons in PowerPoint XP. They are very powerful and a heck of a lot of fun to use.

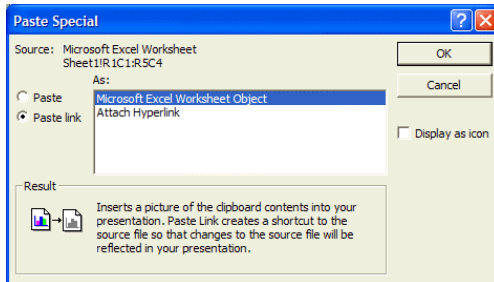


## OLE

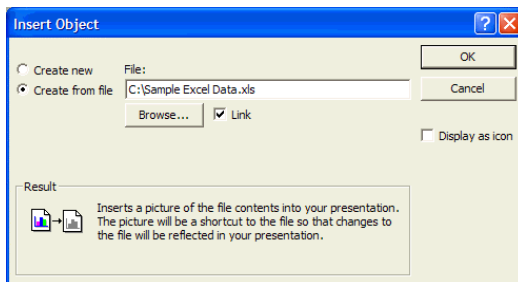
The final type of linking that we will discuss is the "classic" Object Linking and Embedding (OLE) linking. For example, we can link Excel data to a PowerPoint slide such that any time the Excel data is updated, the changes appear on the Excel object in PowerPoint.

There are two ways to configure object linking: from the source application or the destination application. First let's try it from the source application. Open a data table in Excel XP, select the data that you want to link and click the **Copy** button  on the Standard toolbar.

In PowerPoint, click **Edit => Paste Special....** In the **Paste Special** dialog box, make SURE you click **Paste link**. Also, ensure that **Microsoft Excel Worksheet Object** is selected in the **As:** box. Click **OK** to complete the linkage.



Finally, to link to Excel data from PowerPoint, click **Insert => Object....** In the **Insert Object** dialog box, click **Create from file** and the **Browse....** Browse to locate the target Excel file, make CERTAIN that you select the **Link** check box, and click **OK** to complete the linkage process.



As long as the source application supports OLE linkage, you can perform these actions with several different types of files.



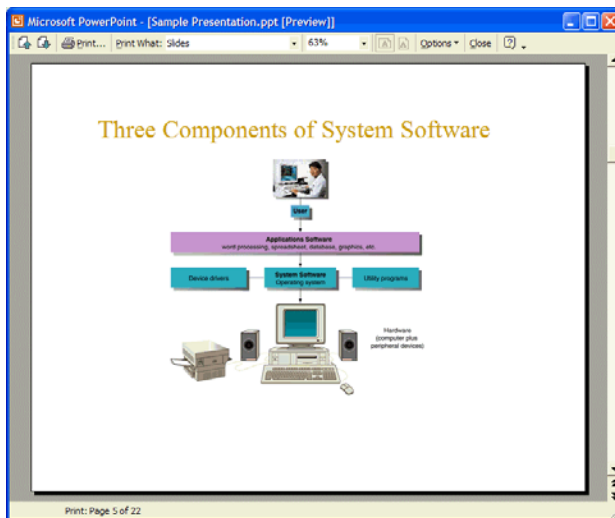
## Printing Presentations

### Preview and print slides, outlines, handouts, and speaker notes

Before we get into the mechanics of printing PowerPoint presentations, let's first talk about Print Preview. To enter Print Preview mode, click the **Print Preview** button



on the Standard toolbar, or click **File => Print Preview**.



The Print Preview toolbar is loaded with cool options that are related to printing. First of all I want to draw your attention to your mouse pointer, which should resemble a magnifying glass. Sure enough, you can zoom in or zoom out simply by clicking anywhere on the current slide. Use the **Next Page** and **Previous Page** buttons

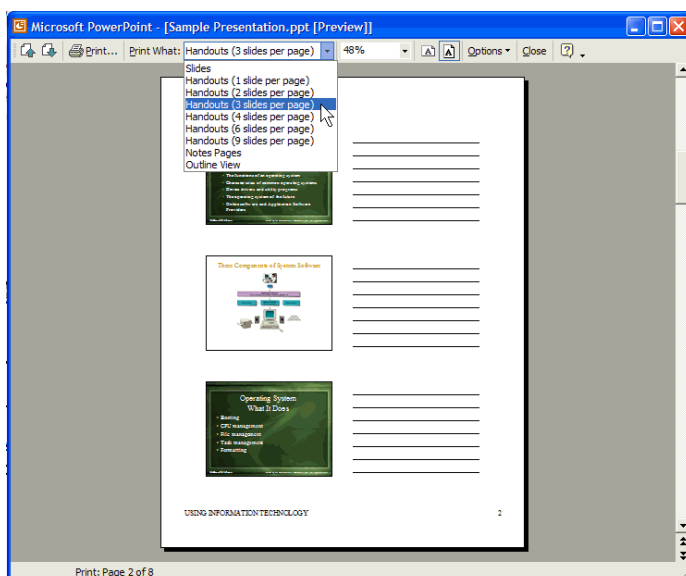



on the Print Preview toolbar (or use your mouse wheel) to move through the slides of your presentation.

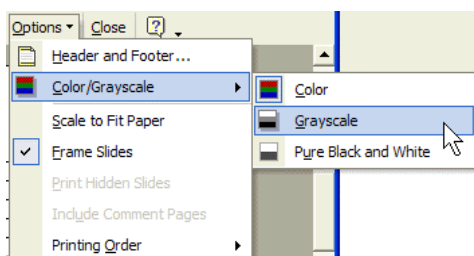
The **Print What:** drop-down list gives you on-the-fly access to different output methods. For instance, the following screen capture shows the result of selecting **Handouts (3 slides per page)** from the **Print What:** drop-down list box.



## MOUS PowerPoint 2002 Core



The **Landscape** and **Portrait** buttons  allow you to change the page or slide orientation on the fly, while the **Options** menu gives you quick access to the **Header and Footer** dialog box, as well as coloring and scaling options.

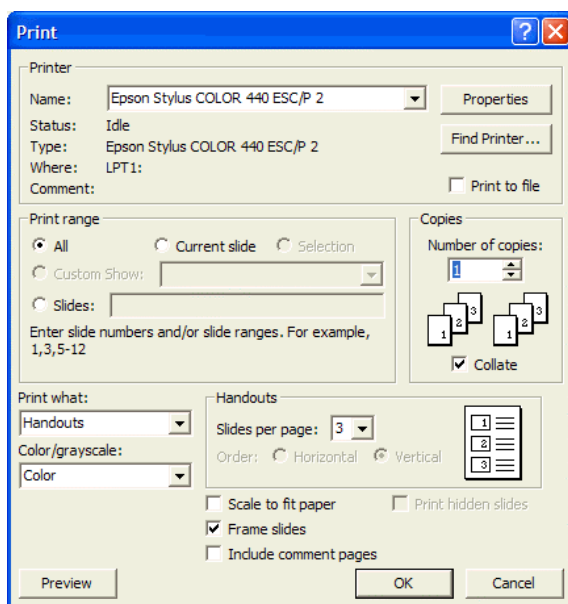


To exit Print Preview view, simply click **Close** to return to your last view.

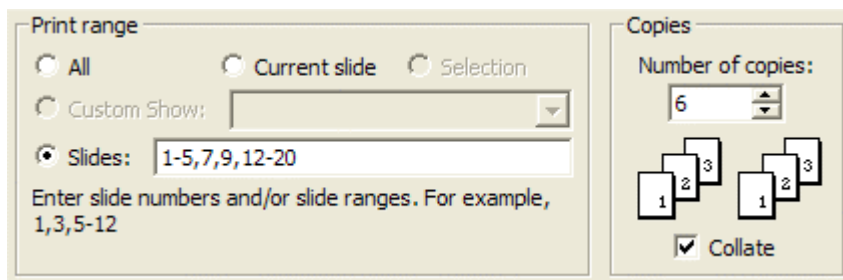
Now let's discuss printing. You can get to the **Print** dialog box by clicking **Print...**



on the Print Preview toolbar, or by clicking **File => Print....** Here is an important gotcha: please DON'T use the **Print** button on the Standard toolbar unless you want to send one copy of the entire presentation to your default printer using current default settings. The **Print** button is a gotcha for all of the Microsoft Office applications.



In the **Printer** portion of the **Print** dialog box, open the **Name:** drop-down list box to select your desired print device, if you have more than one printer configured for use on your computer. Click **Properties** to tweak printer-specific configuration settings such as paper trays and print quality. The **Print to file** option saves your printer as a **.prn** spool file that can be taken to another computer (such as a workstation at a copy center) and printed to another printer (such as a professional-quality printer).



In the **Print Range** section, you can choose to print the entire presentation or a subset. In the **Copies** section, specify how many copies of your printout that you desire.



Print what:  
Handouts  
Color/grayscale:  
Color

Handouts  
Slides per page: 3  
Order: ☐ Horizontal ☒ Vertical

☐ Scale to fit paper ☐ Print hidden slides  
☒ Frame slides  
☐ Include comment pages

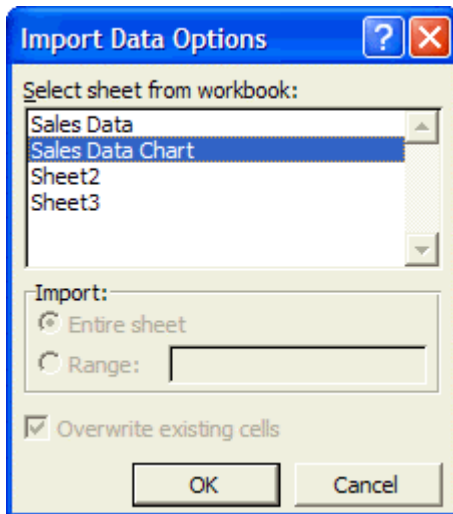
In the **Print what:** section, first select what type of PowerPoint element that you want to print. Options include **Slides**, **Handouts**, **Notes Pages** and **Outline View**. You can also open the **Color/grayscale:** drop-down list box to select a coloring option. Depending upon which option you select from the **Print what:** list, the right side of this dialog box section allows you to customize how your PowerPoint elements are printed. For example, in the preceding screen capture handout pages will be printed at three slides per page. The **Preview** button quickly throws you into Print Preview mode so you can see how your selections will impact the printed product.

## Working with Data from Other Sources

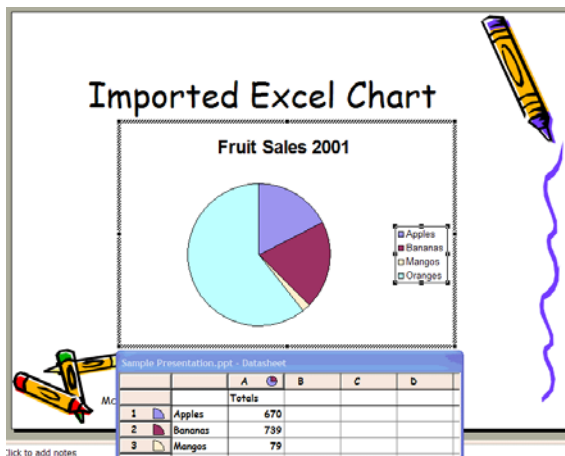
### Import Excel charts into slides

The first step for importing an Excel chart into a slide is to invoke our old friend Microsoft Graph. Click **Insert => Chart...** to begin. Next, select the upper-left white-colored cell in the datasheet (don't you love how darn *technical* my explanations are? ☺) The next step is to click **Edit => Import File...** and use the navigation controls in the **Import File** dialog box to locate the target Excel worksheet. When you click **Open** the following dialog box will appear if your workbook contains more than one worksheet:





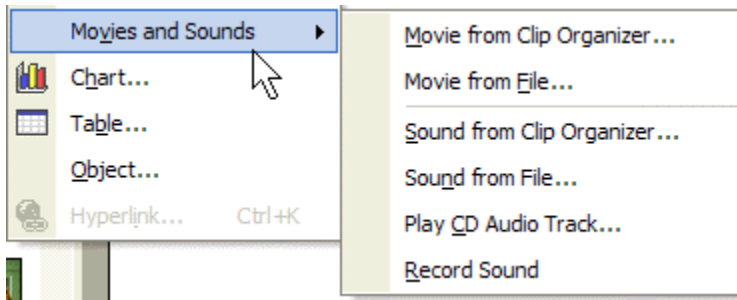
In the **Import Data Options** dialog box, select the sheet that contains the Excel chart object. In the previous screen capture, I selected **Sales Data Chart** because my chart object occupies that entire worksheet page. Click **OK** to complete the process.



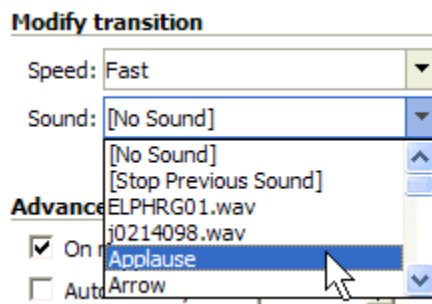


## Add sound and video to slides

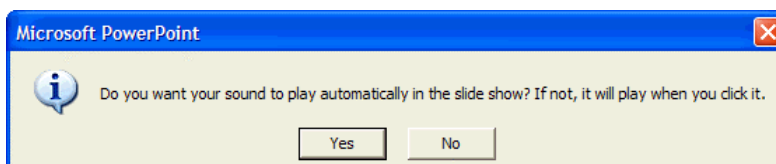
You can add sound and video to slides by clicking **Insert => Movies and Sounds**, and then making a choice from the resulting submenu. Here is a screen capture of that submenu, so you can get your feet wet before we get into the detailed explanations.



Recall that the most basic form of sound that you can add to your presentation is a sound during slide transitions. Invoke the **Slide Transition** task pane and look in the **Modify transition** section for more details.

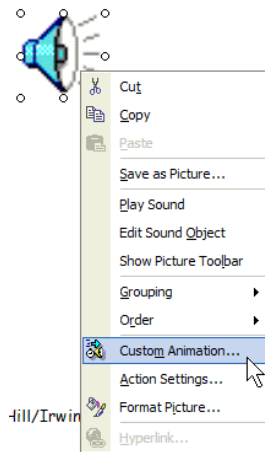


First let's click **Import => Movies and Sounds => Sound from Clip Organizer** to embed a **.wav** file sound from Office XP's built-in media library. The **Insert Clip Art** task pane will appear, and you will be presented with a list of installed sound files from which you can choose. When you click one, you will see the following dialog box:



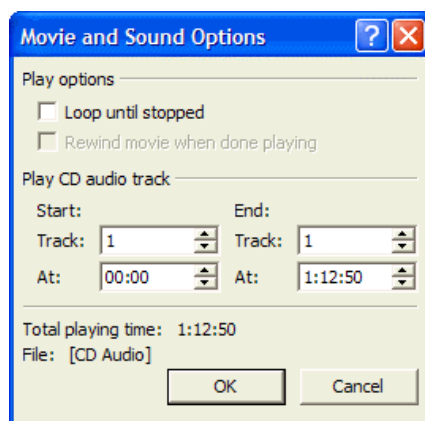


Answer the question and either way the sound file will be represented on your slide as a small, fully resizable media icon. This icon is important, because should you wish to configure the sound file, you should right-click it and select **Custom Animation** from the shortcut menu.



To insert a sound file from a file, click **Insert => Movies and Sounds => Sound from File...** In the **Insert Sound** dialog box, browse to the target file and click **OK**. After you answer the question regarding when you'd like the sound file to start playing, you're finished!

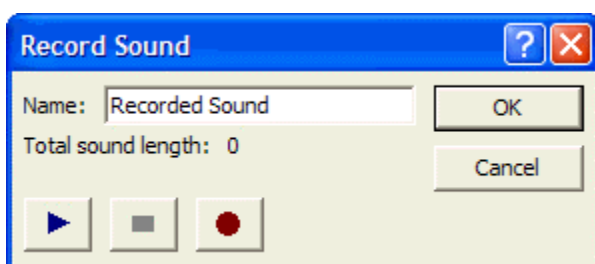
How about if you want a track from an audio CD to play during your presentation? Well, navigate to the slide where you want the music to start and click **Insert => Movies and Sounds => Play CD Audio Track...**








In the **Movie and Sound Options** dialog box, you can choose to have the audio track loop until you manually stop it, or you can leave the **Loop until stopped** check box unchecked to have the track play once through and then stop. In the **Play CD audio track** portion of the **Movie and Sound Options** dialog box, select the starting and ending track numbers (yes, you can play more than one track!) and set the starting and ending times. Press **OK** when finished.

You can embed a recorded sound directly on a slide in your presentation. To record a sound, click **Insert => Movies and Sounds => Record Sound**.

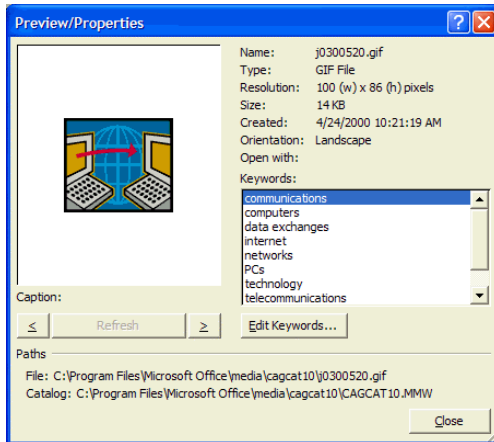


In the **Record Sound** dialog box, type a name for the sound in the **Name:** text box.

Next, click **Record**  to begin recording (this is especially useful if you have a microphone...doh!!:). When you are finished click **Stop**  ; press **Play**  to play back your sound.

Before we move on to video, I want to say this one more time: after you have embedded any sound object on a slide, you can edit its properties by right-clicking the speaker icon and selecting **Custom Animation...** from the shortcut menu. Alternatively, you can right-click the sound object and select **Edit Sound Object** from the shortcut menu.

Now about video. To select an installed movie clip from Microsoft Clip Organizer, click **Insert => Movies and Sounds => Movie from Clip Organizer....** As we have done so many times before, click your desired movie clip from the **Insert Clip Art** task pane to insert the clip into your slide. To be honest, the Office XP "movies" that I have seen in the Clip Organizer are actually animated GIF images. To get more details on a particular movie from the Clip Organizer, right-click any movie preview icon in the **Insert Clip Art** task pane and select **Preview/Properties** from the shortcut menu.



To insert a “real” movie clip from a file, click **Insert => Movies and Sounds => Movie from File...** You will note by checking out the default entry in the **Insert Movie** dialog box’s **Files of type:** filter that several different types of movie files are supported, including **.AVI**, **.MPG** and **.WMV**. Browse to your target file and click **OK** to continue. You will be presented with the requisite dialog box asking you if you want the clip to play automatically when the slide is presented (or only if you click the object with your mouse), and then your movie clip will be represented on the slide by a thumbnail of the first frame of the clip.

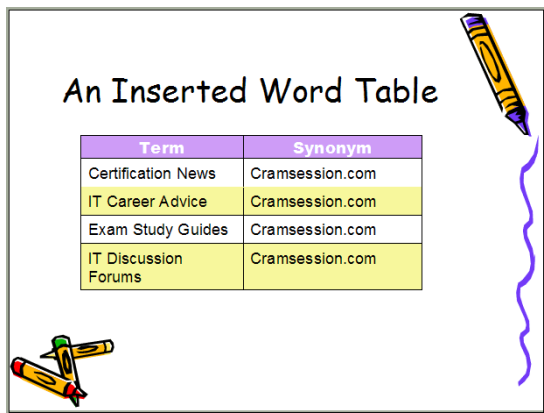
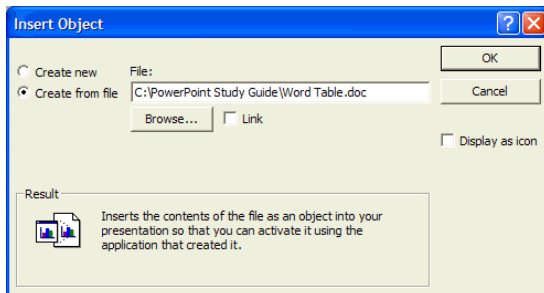
You can edit any embedded movie by right-clicking the movie object and selecting either **Custom Animation...** or **Edit Movie Object** from the shortcut menu.



## Insert Word tables in slides

I have found in my own experience that the best way to embed an already finished Word table into a PowerPoint slide is to copy and paste the Word table into its own document, with no other surrounding text. The reason for this is because when you embed the Word file into the slide, the Word table *as well as the contents of the rest of the file* are also embedded on the slide.

Yawn...you folks must be experts at embedding objects by now. To insert a Word table into a PowerPoint slide, click **Insert => Object....** In the **Insert Object** dialog box, click **Create from file** and **Browse...** to locate the Word document that contains the Word table. Click **Link** to create a dynamic link to the file instead of simply creating a copy of the Word table in the PowerPoint slide. Click **OK** to complete the procedure.



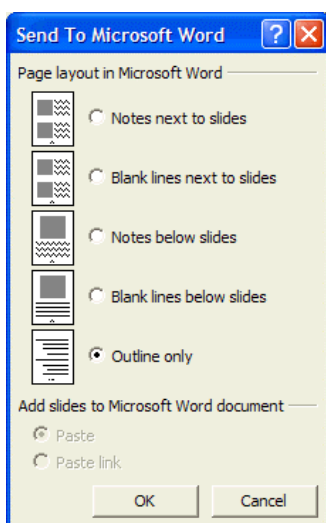
### An Inserted Word Table

Term	Synonym
Certification News	Cramsession.com
IT Career Advice	Cramsession.com
Exam Study Guides	Cramsession.com
IT Discussion Forums	Cramsession.com

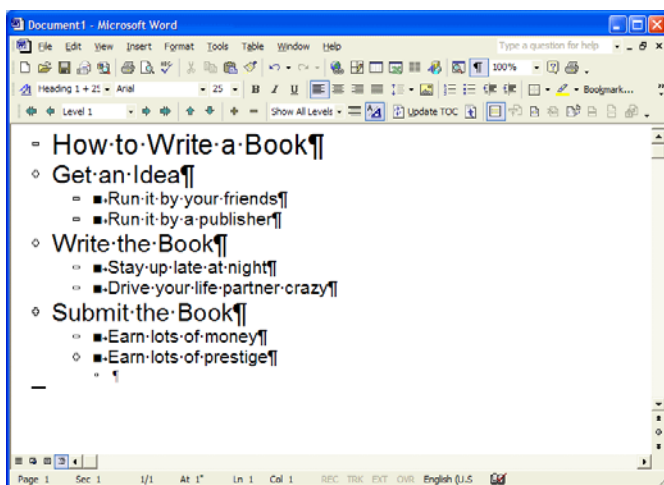


## Export a presentation as an outline

To export a PowerPoint presentation as a Word outline, click **File => Send To => Microsoft Word....**



In the **Send To Microsoft Word** dialog box, take a look at the different options for sending both the slide content as well as notes content. However, for our purposes we need only the text, so therefore click **Outline only** and **OK** to finish the process. Once you are within Microsoft Word, click **View => Outline** to shift to Outline view and analyze your new outline. Word will convert PowerPoint slide titles to level 1 outline headings, first-level slide content as level 2 outline headings, and so forth.

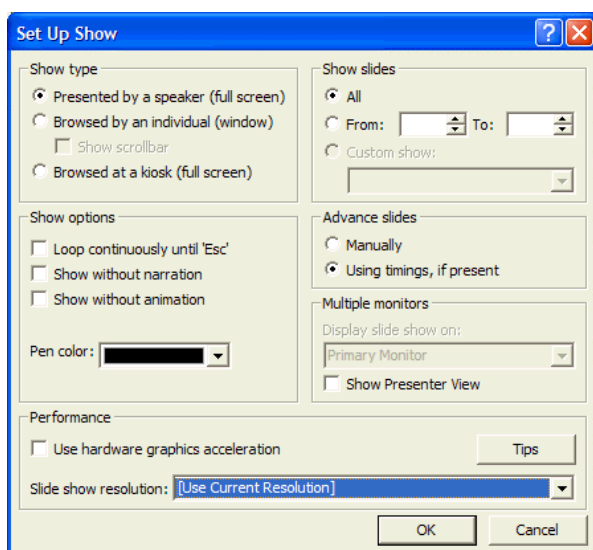




## Managing and Delivering Presentations

### Set up slide shows

To set global parameters for your show, click **Slide Show => Set Up Show....**



For **Show type**, perhaps the most common choice is the default option, **Presented by a speaker (full screen)**. I've never heard of anyone running a windowed presentation. Kiosk shows are cool—you normally set them up for full automation so they can run unattended in your target environment.

For **Show slides**, the only option that is not self-explanatory is the **Custom show:** option. A *custom show* is a named subset of slides in a presentation. For example, let's suppose that instead of maintaining the slides for three different shows in three files you had them all together in one file. (This could happen if you had three similar presentations to give at three different sites, and wanted to keep the slides together). By using the **Slide Show => Custom Shows...** option to create separate custom shows for each site, you would then need only make the appropriate selection for the **Custom show:** option in the **Set Up Show** dialog box at each site to present the correct sequence of slides. I'm sorry that custom shows aren't an objective for this MOUS exam; I'd love to explain them to you.

For **Show options**, the **Show without narration** option presents your show without voice narrations (another topic not covered in this MOUS exam: to record a voice narration, click **Slide Show => Record Narration**). The **Show without**



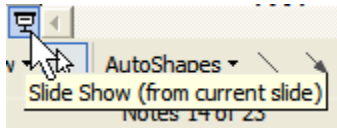


**animation** option runs your show with any configured animations disabled. The **Pen color:** option allows you to customize your default on-screen pen color.

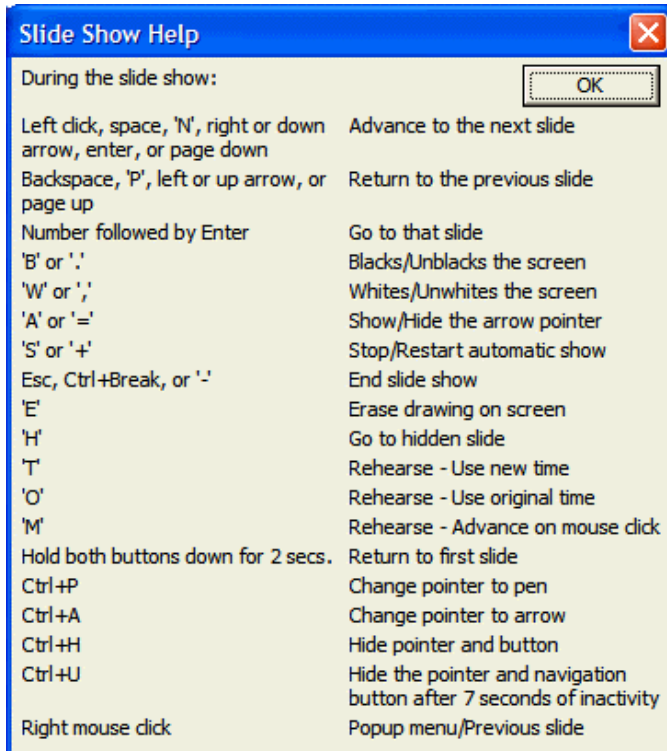
If the computer on which you are presenting has a hotshot video card, you should check **Use hardware graphics acceleration**, which may greatly improve the snappiness of your transitions and animation effects. For **Slide show resolution:**, open the drop-down and select the screen resolution at which you'd like your presentation to be viewed. Be sure to click **Tips** and read the contents of this help file. It contains some pretty useful information on improving the performance of your slide show.

## Deliver presentations

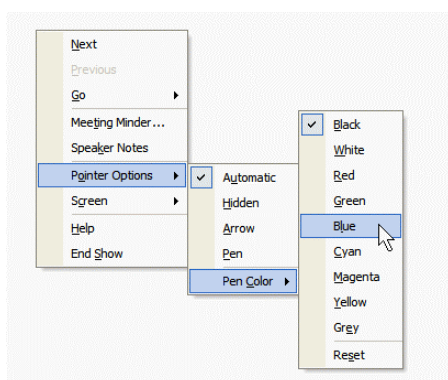
To deliver an onscreen presentation, you must first shift the presentation into Slide Show view. To do this, press **F5**, click **View => Slide Show**, click **Slide Show => View Show**. Unless the current slide displayed by PowerPoint is actually slide 1 (or the slide that will be used to begin your presentation), DO NOT use the **Slide Show (from current slide)** button in the lower-left corner of the PowerPoint status bar.



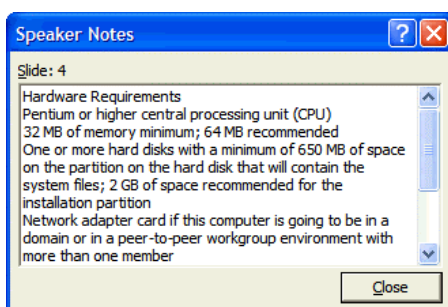
Once the show is running in Slide Show view, you have a host of options available to you for navigating through the slides of your presentation. As an instructor I feel like I am taking the easy way out by explaining this concept by just giving you a screen capture. However, the **Slide Show Help** dialog box really does give you a comprehensive list of the various and sundry ways you can navigate through a presentation. You can invoke the **Slide Show Help** dialog box from Slide Show view by pressing **F1**.



I would strongly suggest that you try each and every navigation method that is shown in the **Slide Show Help** dialog box. Now then- what about the "popup menu" that is referenced in the last item in the **Slide Show Help** dialog box? If you right-click anywhere onscreen while you are in Slide Show view, you will see a context menu that provides you with a host of options. For instance, click **Pointer Options => Pen**. You will now be able to mark onscreen with a pen that is colored according to the default setting in the **Slide Show Setup** dialog box. To change your pen color, click **Pointer Options => Pen Color** and make a choice from the resulting submenu. To erase pen markings, right-click anywhere on screen and select **Screen => Erase Pen** from the context menu.



Now right-click onscreen and select **Speaker Notes** from the context menu. Pretty cool, eh? If you have any speaker notes set up for the current slide, then they will be displayed in a small scrollable window.



Finally, I don't want to move on without mentioning the PowerPoint arrow icon box (I'm not sure this element is formally defined by Microsoft) that appears in the lower-left corner of every slide in Slide Show view. You can left-click it to display the same contents of the right-click shortcut menu. Your preference.



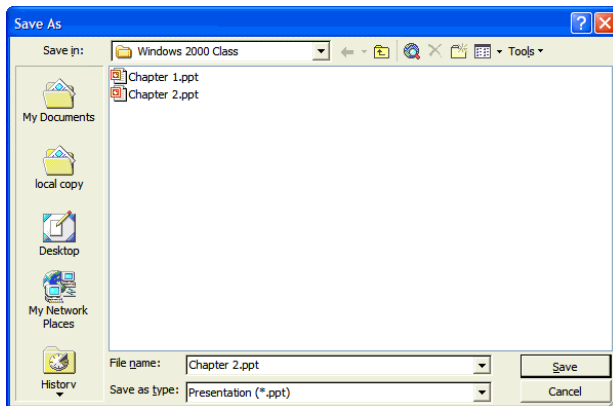
## Manage files and folders for presentations

The *default working folder* for PowerPoint XP on Microsoft Windows 98, Me, 2000 and XP systems is the **My Documents** directory, which is located by default in the root of **C:**. For Windows NT 4.0 systems, PowerPoint XP uses the **Personal** folder as its default working directory. The default working directory is the location that PowerPoint uses when you use the **Open** or **Save As** dialog boxes.

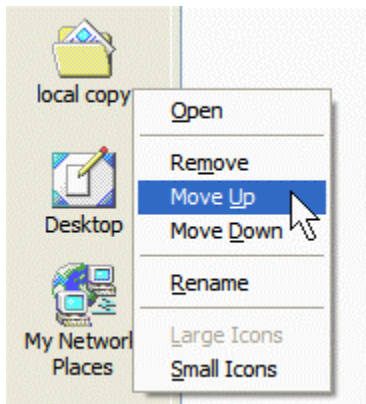


Um...I'm not exactly sure what this exam objective is looking for. Perhaps we can briefly examine the major file and folder management tools contained in the **Save As** dialog box. (The tools contained in the **Open** dialog box are the same as the tools that are contained in the **Save As** dialog box; these dialog boxes are formally known as *Windows Common* dialog boxes.)

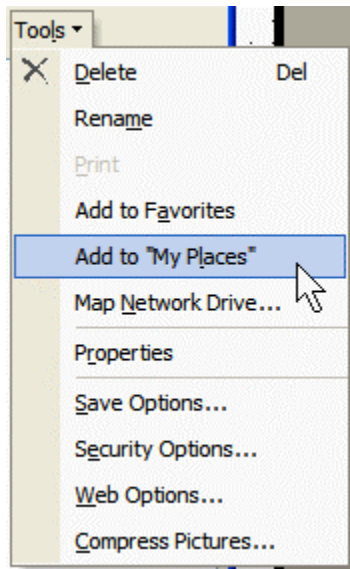
Consider the following screen capture of the **Save As** dialog box:




The strip of icons on the left-hand side of the dialog box is known as the **Places Bar**. You can right-click any Places Bar icon and select either **Move Up** or **Move Down** to relocate it on the bar.



You can add any folder or drive to the Places Bar by selecting the folder or drive in the main window and clicking **Add to "My Places."** You can remove any custom Places Bar item by right-clicking the item and selecting **Remove** from the shortcut menu.

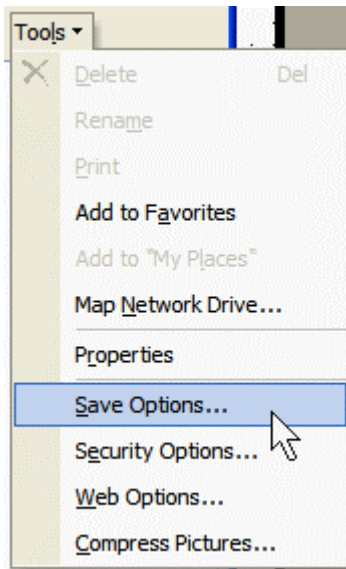


The **Save in:** (or **Look in:** if you are using the **Open** dialog box) drop-down list box is a very useful navigation tool in the Windows Common dialog boxes. In the **Save As** dialog box, you can quickly create a new folder in the current working directory by clicking the **Create New Folder** button  on the menu bar.

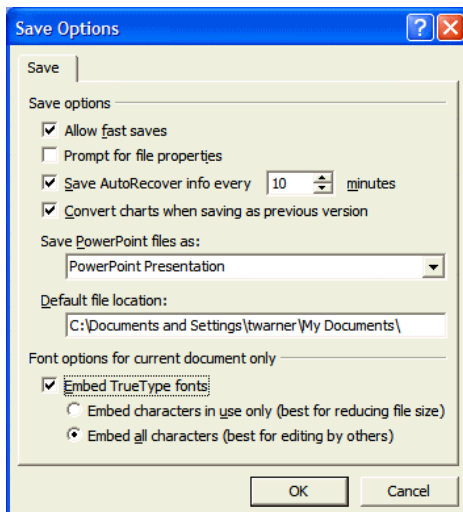
## Work with embedded fonts

A potential problem exists with PowerPoint presentations if the **.PPT** file will be run on another computer that doesn't contain all of the TrueType fonts that you used when you created the presentation on your computer. To solve this problem, the option exists for you to save a copy of your presentation with all necessary fonts embedded into the **.PPT** file. This will, of course, increase your file size, but at least it guarantees that your oh-so-cool fonts will display properly on the target computer.

To embed fonts in a presentation, click **File => Save As....** In the **Save As** dialog box, click **Tools => Save Options....**



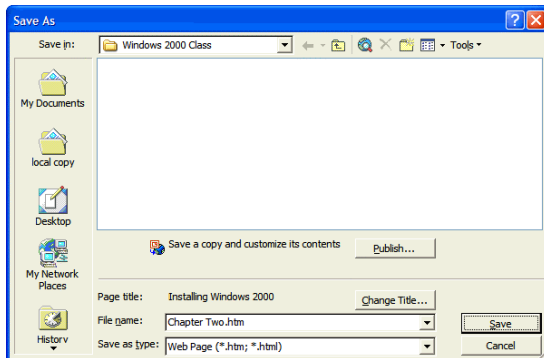
In the **Save Options** dialog box, look at the **Font options for current document only** section. Select **Embed TrueType fonts**, and then decide whether or not your document will be edited or simply shown on another computer. If the former, then select **Embed all characters (best for editing by others)**. If the latter, then select **Embed characters in use only (best for reducing file size)**.



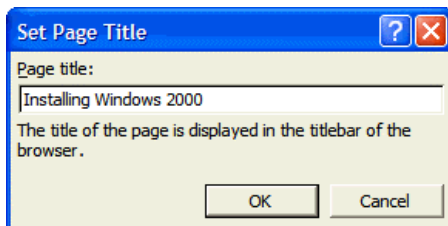


## Publish presentations to the Web

Publishing a PowerPoint presentation to the Web is pretty cool. Once you post your presentation on a Web server, anyone in the world who has access to that page will be able to view your presentation. To publish your presentation to the Web, click **File => Save As Web Page....** In the **Save As** dialog box, use the aforementioned **Save in:** control and the **Places Bar** to navigate to the shared directory that will store your published presentation.

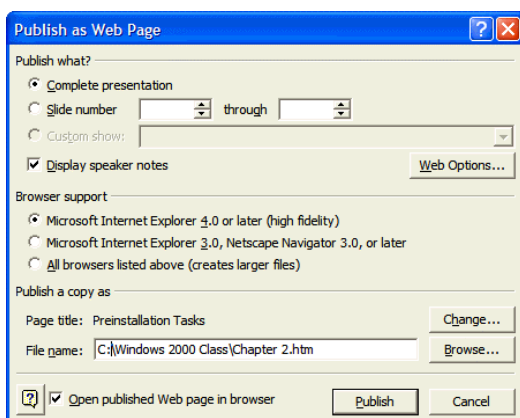


To change the text that will appear in the title bar of your viewers' browsers, click **Change Title....**

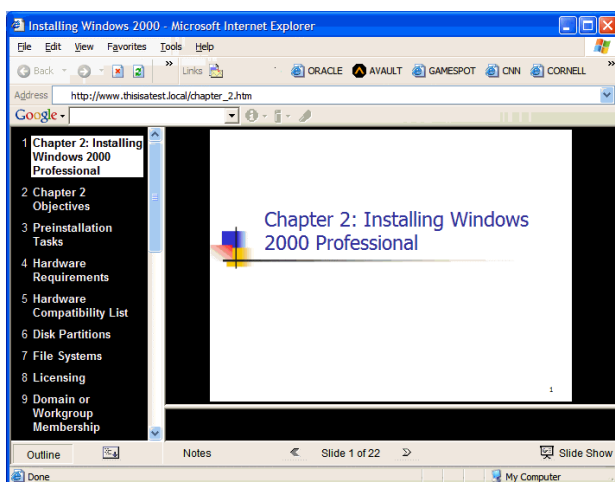


Before you go ahead and click **Save** in the **Save As** dialog box, first click **Publish....** In the **Publish as Web Page** dialog box, you can specify how many slides from the presentation that you want to publish, which browser you want to optimize for (of course Microsoft Internet Explorer 4.0 and later is preferred), and so forth. Make sure that you have enabled the **Open published Web page in browser** option—you will want to see how cool the browser-based version of your presentation is!





The following screen capture displays the result of a published PowerPoint XP presentation. Note that the viewer can use the navigation frame at the left or the slide controls above the status bar to view the presentation.



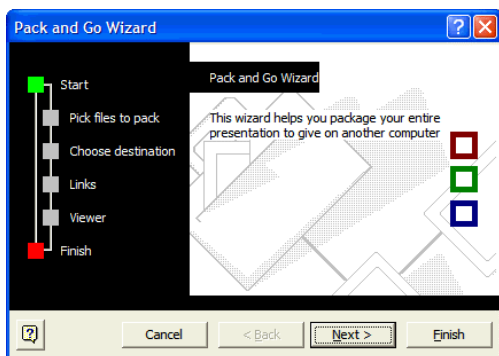
## Use Pack and Go

PowerPoint's **Pack and Go** feature allows you to bundle a PowerPoint presentation for display on another computer. The Pack and Go wizard can be used to create a self-extracting **.EXE** file that be transferred to another computer and decompressed. The compressed **.EXE** file contains your PowerPoint file, any embedded fonts, any linked supporting files, and, optionally the PowerPoint Viewer application (helpful in situations where the destination computer does not have PowerPoint installed). To pack up a presentation by using Pack and Go, click **File => Pack and Go...**

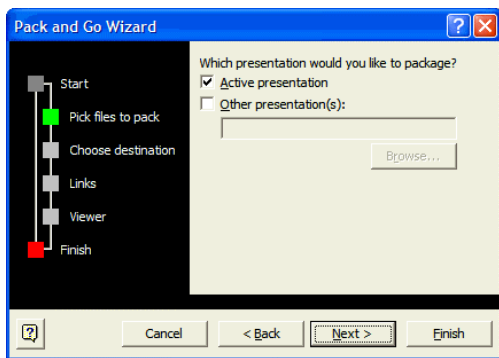




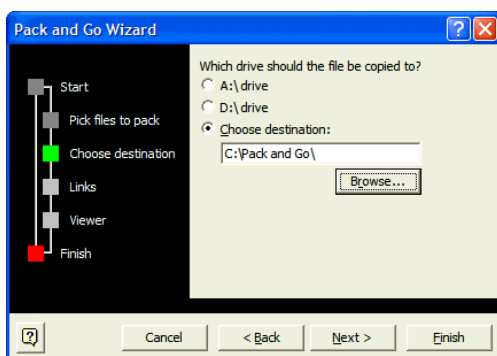
The first screen of the **Pack and Go Wizard** is purely informational. Click **Next>** to continue.



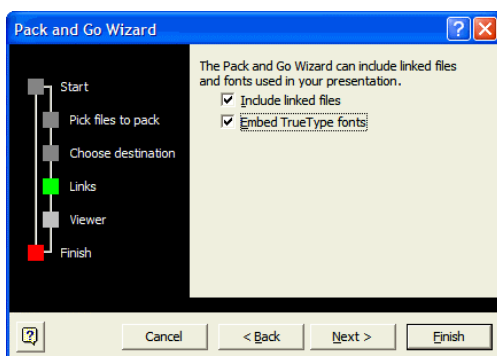
The second screen of the **Pack and Go Wizard** allows you to select which presentation you want to pack. Assuming that you already have the desired presentation open, ensure that **Active presentation** is select and then click **Next>**.



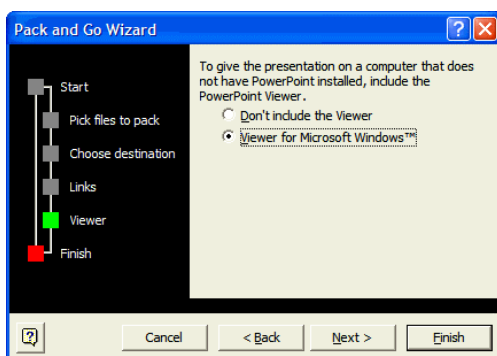
In the third screen of the **Pack and Go Wizard**, specify which location PowerPoint will copy the compressed file to. By default, any removable drives on your system are listed; otherwise, select **Choose destination:** and click **Browse...** to specify your destination location. Click **Next>** to continue.



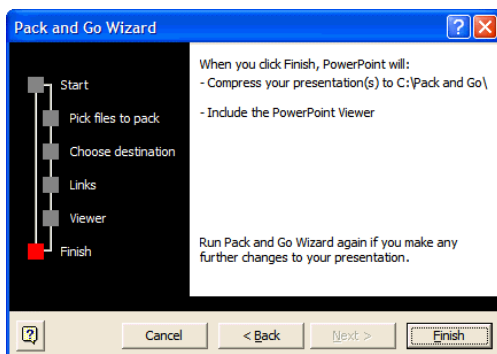
In the fourth screen of the **Pack and Go Wizard**, specify whether you want to include a copy of any linked files or embed any used TrueType fonts into your Pack and Go compressed file. Click **Next>** to continue.



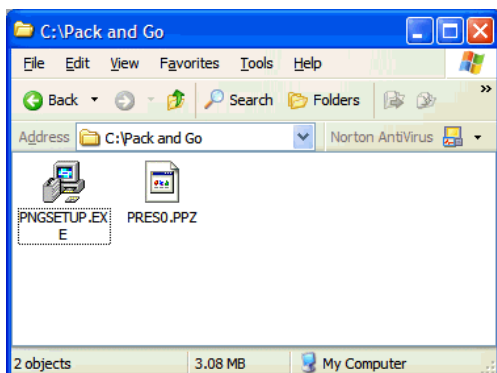
In the next screen of the **Pack and Go Wizard**, specify whether you want to include Microsoft PowerPoint Viewer in your compressed file. The **Viewer for Microsoft Windows** option will be listed only if you have PowerPoint Viewer installed on your computer; otherwise a hyperlink action button will be present, urging you to download the viewer from Microsoft's Web site. Click **Next>** to continue.



The final screen of the **Pack and Go Wizard** is simply a summary screen. Click **Finish** to instruct PowerPoint to begin packing the required files.

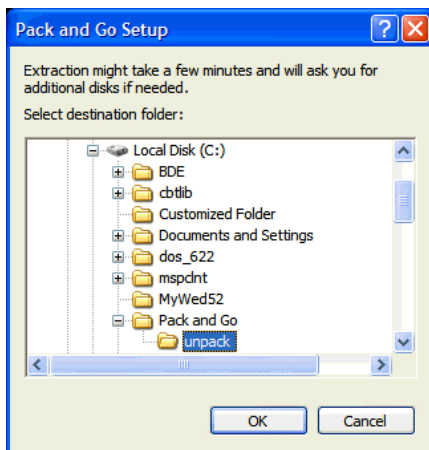


The following screen capture shows the contents of the Pack and Go folder on my computer. Note that you can't always count on your Pack and Go package fitting on one floppy disk.

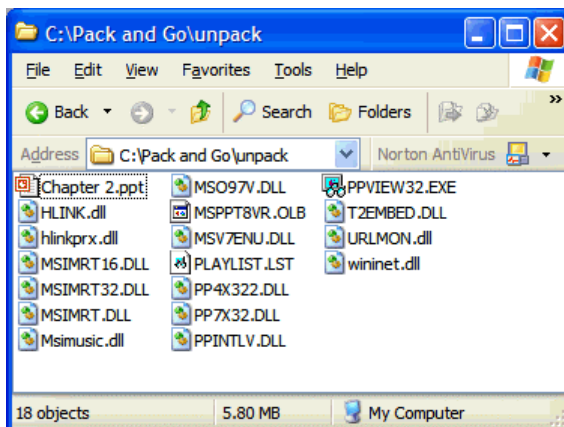




To expand a Pack and Go file, simply double-click the **PNGSETUP.EXE** file. Specify the target directory in the **Pack and Go Setup** dialog box, and your Pack and Go compressed file will be expanded.



The following screen capture shows the contents of the expanded Pack and Go package on my computer. Note that the PowerPoint Viewer, **PPVIEW32.EXE**, is one of the files. Note also that several supporting **.DLL** system files are required to run a PowerPoint XP presentation.

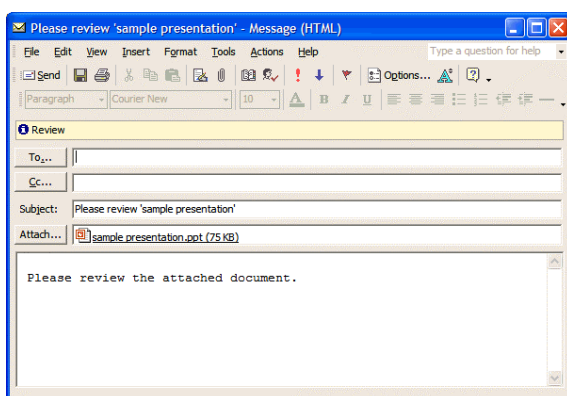


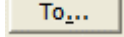

## Collaborating with Workgroups

### Set up a review cycle

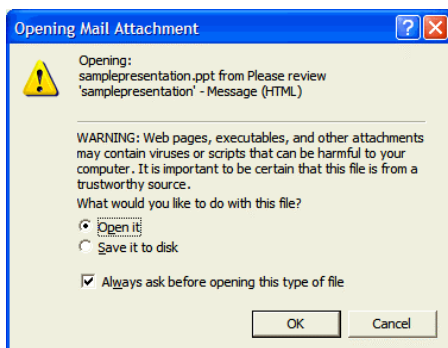
The formal term *review cycle* simply refers to your e-mailing your presentation to other editors for review. Any changes the editors make to the presentation are tracked; therefore, when you receive the document back from the final editor you will have the opportunity to combine the edited copy with your original copy and to accept or reject any or all of those changes.

To send your presentation out for review by using Outlook (which is the e-mail program the MOUS exam uses), click **File => Send To => Mail Recipient (For Review)**.... A new, unaddressed e-mail message will appear that looks similar to the following screen capture.

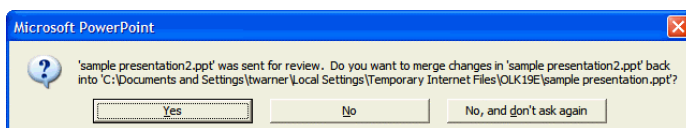


Address the message by using the **To...** button  and click **Send**  to send the message to the first reviewer.

When you receive the edited document back from your reviewer, you in all likelihood will double-click the file attachment to the e-mail message. Doing so will invoke the following error message:

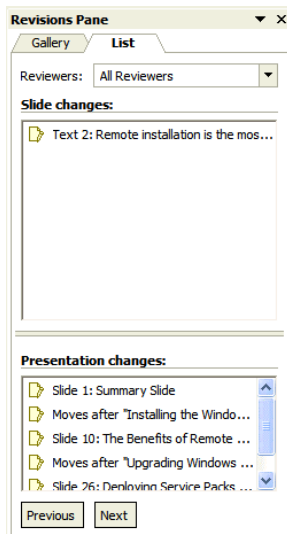


Click **Open it** and you will see the following alert dialog box.



You do indeed want the changes that are contained in the edited document merged with your original copy (which you must have open at the time), so click **Yes** to proceed.

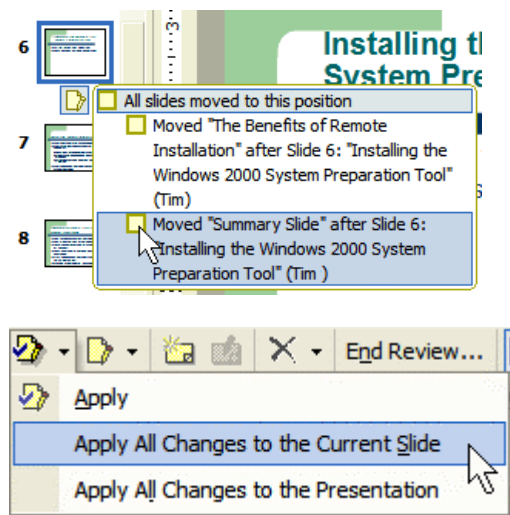
After the files are merged you will see a task pane that we haven't discussed yet: the **Revisions** task pane. Here is how it works.



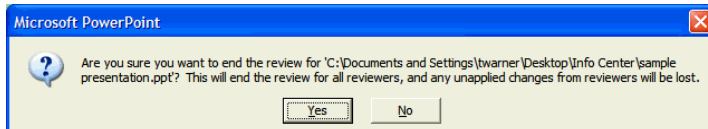


By default you are seeing the changes made all reviewers on the **List** tab of the **Revisions Pane**; open the **Reviewers:** drop-down list box to filter the view and manage the changes of one reviewer at a time. The **Slide changes:** area lists the changes that were made to the current slide; this information will change as you navigate from slide to slide in Normal view. The **Presentation changes:** area lists all of the changes made in the document. A helpful technique here for reviewing changes is to press **CTRL+HOME** to quickly navigate to the first slide in your presentation and then use the **Next** and **Previous** buttons on the **Revisions Pane** to move through the changes one-by-one.

When you click on a change entry in the **Revisions Pane**, you will see a pop-up box that displays the specific change or changes, along with what is called the *change marker*. To accept an individual change, simply place a "check" in the change marker by clicking in the little box. When you end a review, any changes that have been marked will be integrated into your original document; any changes that are unmarked will disappear from your original document. If you don't like the tedium of change-by-change acceptances, you can quickly accept all changes on a slide by opening the **Apply** button menu and selecting **Apply All Changes to the Current Slide**. If you trust your reviewers and want to quickly accept everything, then click **Apply All Changes to the Presentation**.

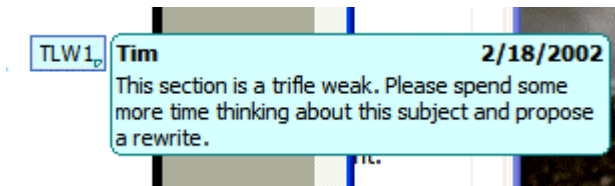


Once you have combined all the edited files that comprise the review cycle and accepted any desired changes, click **End Review...** **End Review...** on the Reviewing toolbar to permanently apply the changes and end the review. Answer the following alert dialog box with **Yes**, and you are finished.

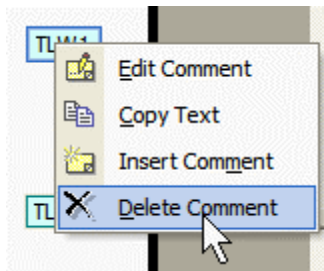


## Review presentation comments

To add a comment to a slide (or to a selected object on a slide), click **Insert => Comment**. In the resulting comment balloon, type your text. When finished, click anywhere outside the comment balloon to return to the slide. The comment placeholder includes the author's initials, as configured on the **User Information** tab of the **Options** dialog box in Microsoft Word.



To view a comment, simply click the comment placeholder. Right-click the comment placeholder for options.



## Schedule and deliver presentation broadcasts

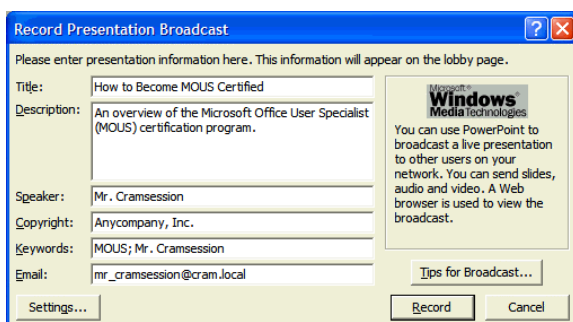
With PowerPoint XP, you can schedule, record and deliver online broadcasts to multiple users on an intranet or on the Internet. Of course, you will need a video camera and a microphone in order to add video and audio narration to your slide show. Your viewers can see a broadcast by loading the broadcast Web page (broadcasts are saved as HTML files) from a shared folder on a Web server or some other network-connected machine that acts as a server.

To record a presentation broadcast, click **Slide Show => Online Broadcast => Record and Save a Broadcast**.





## MOUS PowerPoint 2002 Core



The **Record Presentation Broadcast** dialog box is used to enter presentation information. It includes fields for Title, Description, Speaker, Copyright, Keywords, and Email. A 'Settings...' button is located at the bottom left. A 'Record' button is at the bottom right. A 'Cancel' button is at the bottom right. A 'Tips for Broadcast...' button is also present. A Microsoft Windows Media Technologies logo and a brief explanation of the broadcast feature are shown on the right side.

Please enter presentation information here. This information will appear on the lobby page.

Title: How to Become MOUS Certified

Description: An overview of the Microsoft Office User Specialist (MOUS) certification program.

Speaker: Mr. Cramsession

Copyright: Anycompany, Inc.

Keywords: MOUS; Mr. Cramsession

Email: mr\_cramsession@cram.local

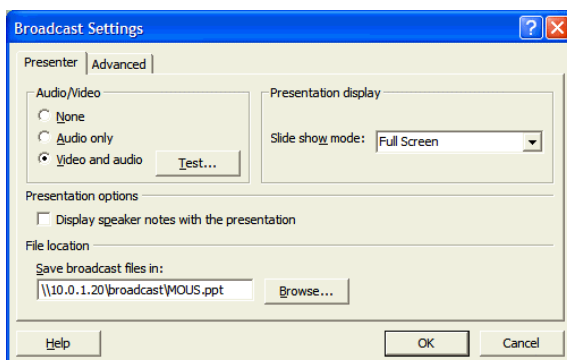
Settings... Record Cancel

Microsoft Windows Media Technologies

You can use PowerPoint to broadcast a live presentation to other users on your network. You can send slides, audio and video. A Web browser is used to view the broadcast.

Tips for Broadcast...

In the **Record Presentation Broadcast** dialog box, type the title and related information pertaining to your online broadcast. As the dialog box says, your viewers will see this information on the HTML page they will load into their browsers (only Microsoft Internet Explorer 5.5 and later Web browsers support PowerPoint online broadcasting). Click **Settings...** to configure broadcast settings.



The **Broadcast Settings** dialog box has two tabs: 'Presenter' and 'Advanced'. The 'Presenter' tab is selected. It contains options for Audio/Video (None, Audio only, Video and audio), Presentation display (Slide show mode: Full Screen), Presentation options (Display speaker notes with the presentation), and File location (Save broadcast files in: \\10.0.1.20\broadcast\MOUS.ppt). A 'Browse...' button is next to the file location. 'Help', 'OK', and 'Cancel' buttons are at the bottom.

Broadcast Settings

Presenter | Advanced

Audio/Video

☐ None

☐ Audio only

☒ Video and audio Test...

Presentation display

Slide show mode: Full Screen

Presentation options

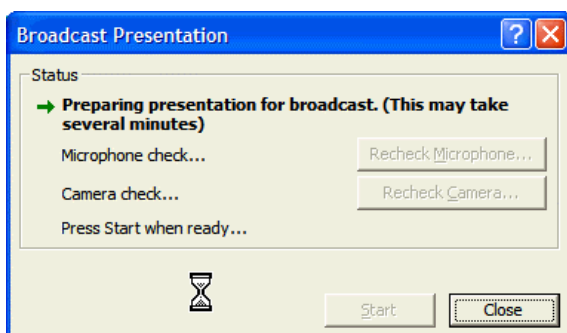
☐ Display speaker notes with the presentation

File location

Save broadcast files in: \\10.0.1.20\broadcast\MOUS.ppt Browse...

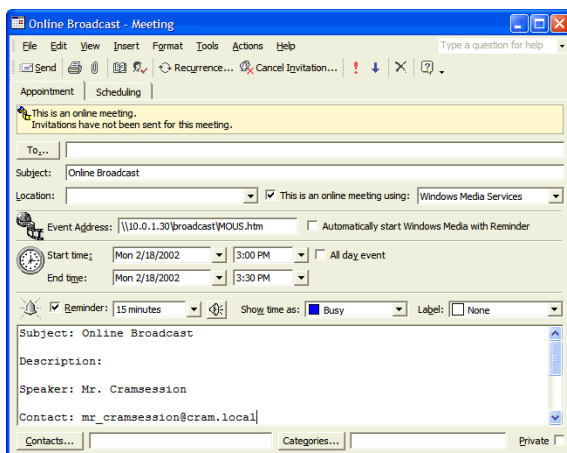
Help OK Cancel

The **Presenter** tab of the **Broadcast Settings** dialog box contains options for delivering audio, video, and presentation viewing mode. An important setting is the network path you specify in the **Save broadcast files in:** text box. This file **MUST** be accessible to the LAN or Internet users who will view the broadcast. Press **OK** to close the **Broadcast Settings** dialog box and **Record** in the **Record Presentation Broadcast** dialog box to record your presentation.



In the **Broadcast Presentation** dialog box, PowerPoint will first run a check on your hardware and then, after you click **Start**, begin recording.

To schedule an online broadcast, click **Slide Show => Online Broadcast => Schedule a Live Broadcast**. In the **Schedule Presentation Broadcast** dialog box, fill in the broadcast information like we did in the earlier procedure. However, this time we will click **Schedule....**

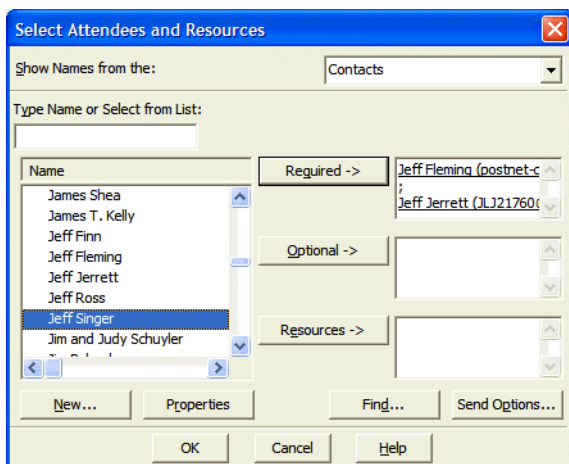


In the **Online Broadcast – Meeting** window, you have the opportunity to customize the specifics of your broadcast. Use the **Start time:** and **End time:** controls to set a date and time for your presentation. Click **To...** in order to select which attendees from your address books will be invited to the broadcast.

In the **Select Attendees and Resources** dialog box, use the **Show Names from the:** drop-down list box to select the Outlook container that contains the names you need to see. Then scroll through the **Name** list, select the names and then click

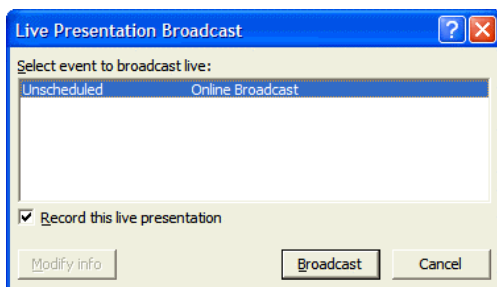


either **Required**, **Optional** or **Resources**, depending upon each person's role in the broadcast.



Click **OK** to close the **Select Attendees and Resources** dialog, and then click **Send** to send this meeting request to your target recipients.

To deliver an online broadcast right now, simply click **Slide Show => Online Broadcast => Start Live Broadcast Now....**



Click **Broadcast** in the **Live Presentation Broadcast** dialog box to begin the online broadcast.