

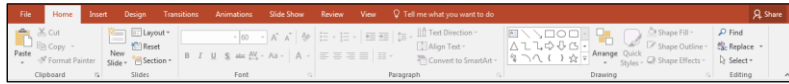
# Presentation

This quick reference is for Microsoft PowerPoint 2016 on Windows 10.

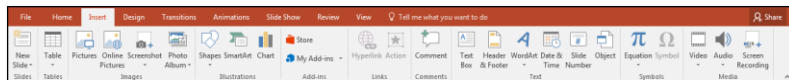
# Quick Reference

## PowerPoint 2016 Tabs

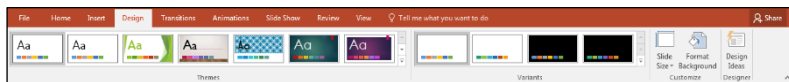
### Home



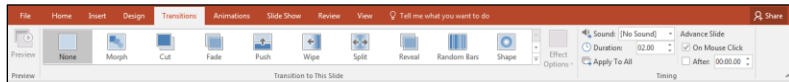
### Insert



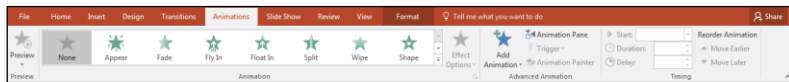
### Design



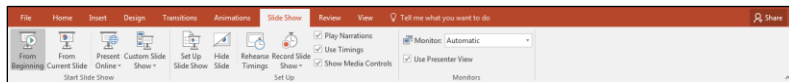
### Transitions



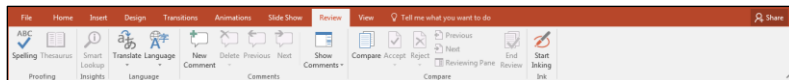
### Animations



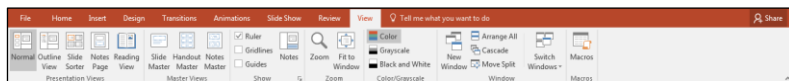
### Slide Show



### Review



### View



## Certification Test Goals

This module requires the candidate to demonstrate competence in using presentation software.

Successful candidates will be able to:

- Work with presentations and save them in different file formats, locally or in the cloud.
- Use available help resources to enhance productivity.
- Understand different presentation views and when to use them, choose different built-in slide layouts, designs and themes.
- Enter, edit and format text and tables in presentations. Recognise good practise in applying unique titles to slides and creating consistent slide content by using the master slide.
- Choose, create and format charts to communicate information meaningfully.
- Insert, edit and align pictures and drawn objects.
- Apply animation and transition effects to presentations, and check and correct presentation content before printing and presenting.

## Keyboard Shortcuts

Purpose	Keyboard Shortcut
Open a presentation	Ctrl+O
Save a presentation	Ctrl+S
Print a presentation	Ctrl+P
Close a presentation	Ctrl+W
Undo	Ctrl+Z
Redo or Repeat	Ctrl+Y
Help	F1
Switch between apps	Alt+Tab
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Previous slide	Page Up
Next slide	Page Down
First slide	Ctrl+Home
Last slide	Ctrl+End
End slide show	Esc
Toggle screen black	B
Toggle screen white	W
Pause show	S

## 1 Using the Application

### 1.1 Working with Presentations

#### 1.1.1 Open a presentation application.

- Click the **Start** button.
- Scroll to **PowerPoint 2016**.
- Click **PowerPoint 2016**.

#### 1.1.1 Close a presentation application.

- Click the 'x' icon in the top right of the window.

#### 1.1.1 Open presentations.

- On the **File** tab, click **Open**.
- Click **Browse**.

- Navigate to the document(s) to open and click **Open**.

#### 1.1.1 Close presentations.

- On the **File** tab, click **Close**.

#### 1.1.2 Create a new presentation based on default template available locally.

- On the **File** tab, click **New**.
- Click **Blank Presentation**.

#### 1.1.2 Create a new presentation based on other available template available online.

- On the **File** tab, click **New**.
- In the **Search for online templates and themes** search bar, enter a template type.

- Click the presentation of choice.

- Click **Create**.

#### 1.1.3 Save a presentation to a location on a local drive.

- On the **File** tab, click **Save**.
- Click **Browse**.

- Enter a file name in the File name box and navigate to the location required.

- Click **Save**.

#### 1.1.3 Save a presentation to a location on an online drive.

- On the **File** tab, click **Save**.
- Click **OneDrive** and then **Sign In**, if necessary.

- Type the desired file name and if necessary, navigate to the location required.
- Click **Save**.

### 1.1.3 Save a presentation under another name to a location on a local drive.

- On the **File** tab, click **Save As**.
- Click **This PC**.
- Enter a new file name in the File name box.
- If necessary, navigate to the location required.
- Click **Save**.

### 1.1.3 Save a presentation under another name to a location on an online drive.

- On the **File** tab, click **Save As**.
- Click **OneDrive** and then **Sign In**, if necessary.
- Enter the new desired file name and if necessary, navigate to the location required.
- Click **Save**.

### 1.1.4 Save a presentation as another file type like: pdf, show, image file format.

- On the **File** tab, click **Save As**.
- Click **This PC**.
- Click on the **Save as type** drop-down list and click a file type.
- If necessary enter a new file name and navigate to the location required.
- Click **Save**.

### 1.1.5 Switch between open presentations.

- On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click the name of the presentation to switch to.

## 1.2 Enhancing Productivity

### 1.2.1 Set basic options/preferences in the application: user name.

- On the **File** tab, click **Options**.
- On the **General** tab, enter a user name in the **User name** box.
- Click **OK**.

### 1.2.1 Set basic options/preferences in the application: default folder to open and save files.

- On the **File** tab, click **Options**.
- On the **Save** tab, enter a default file location in the **Default local file location** box.
- Click **OK**.

### 1.2.2 Use available help resources.

- Click the **File** tab and select the **Help** button on the top right of the window.

### 1.2.3 Use magnification/zoom tools.

- On the **View** tab, in the **Zoom** group, click the **Zoom** button.
- Check the required magnification checkbox or click the **Percent** box and enter the magnification required.
- Click **OK**.

### 1.2.4 Display, hide built-in toolbars.

- To hide built-in toolbars, click the **Ribbon Display Options** button in the top-right corner of the screen.
- Click **Auto-hide Ribbon**.
- To display built-in toolbars, click the **Ribbon Display Options** button in the top-right corner of the screen.
- Click **Show Tabs and Commands**.

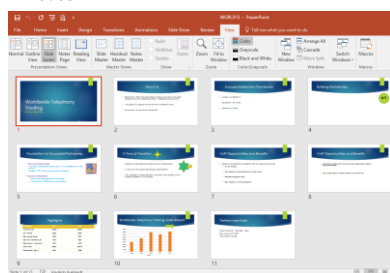
### 1.2.4 Restore, minimise the ribbon.

- Double-click any tab to minimise the ribbon.
- Double-click any tab again to restore the ribbon.

## 2 Developing a Presentation

### 2.1 Presentation Views

#### 2.1.1 Understand the different uses of presentation view modes.



- **Normal** view is the main editing view to write and design a presentation.

- **Outline View** displays all the text from the slides in a list for ease of preference and editing.

- **Slide Sorter** view shows all slides in thumbnail form so they are easy to sort.

- **Notes Page** view displays the notes that apply to each slide and can be used to edit notes in an enlarged text box.

- Master views include **Handout Master** and **Notes Master** and allow for wholesale changes across a slideshow.

- **Slide Show** View uses the full computer screen and is used when presenting a slide show to an audience.

### 2.1.2 Switch between presentation view modes: normal slide sorter, master, notes page, outline, slide show.

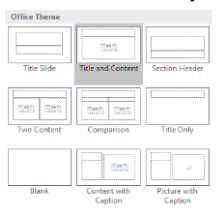
- On the **View** tab, in the **Presentation Views** group, click the **View** button required.

### 2.1.3 Recognise good practice in adding slide titles.

- Use a different title for each slide to distinguish between slides in outline view, when navigating in slide show.

## 2.2 Slides

### 2.2.1 Apply a different built-in slide layout to a slide.



- On the **Home** tab, in the **Slides** group, click the **Layout** button.
- Click the slide layout required.

### 2.2.2 Apply a built-in design template, theme to a presentation.

- On the **Design** tab, select a theme from the **Themes** gallery.

### 2.2.3 Apply background colour on specific slide(s), all slides in a presentation.

- On the **Design** tab, in the **Customize** group, click the **Format Background** button.
- Ensure the **Solid fill** checkbox is checked.
- Click the **Color** button.
- Click the colour required.
- If necessary, to apply the colour to all slides, click **Apply to All**.
- Click the 'x' icon on the top right of the pane.

### 2.2.4 Add a new slide with a specific slide layout like: title slide, title and content, title only, blank.

- On the **Home** tab, in the **Slides** group, click the **New Slide** arrow.
- Click the slide layout required.

### 2.2.5 Copy slides within the presentation, between open presentations.

- Select the slide to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

### 2.2.5 Move slides within the presentation, between open presentations.

- Select the slide to move.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

### 2.2.6 Delete slide(s).

- Select the slide to delete in the **Slides** pane.
- Press the **Delete** key.

## 2.3 Master Slide

### 2.3.1 Recognise good practice in maintaining a consistent design and format throughout a presentation by using the master slide.

- A slide master is the primary slide in a hierarchy of slides and is a useful method of maintaining design and format consistency across a presentation.

### 2.3.2 Insert a graphical object (picture) into a master slide.

- On the **View** tab, in the **Master Views** group, select the **Slide Master** button.

- On the **Insert** tab, in the **Images** group, click the **Pictures**, **Online Pictures** or **Photo Album** button.

- Navigate to the desired object.

- Click **Insert**.

### 2.3.2 Insert a graphical object (drawn object) into a master slide.

- On the **View** tab, in the **Master Views** group, select the **Slide Master** button.

- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.

- Click the shape to insert.

- Select the slide for the shape to appear on.

### 2.3.2 Remove a graphical object from a master slide.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- Click the picture or graphical object to remove.

- Press the **Delete** key.

### 2.3.3 Apply text formatting in a master slide: font sizes.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- To change the font size of the presentation, open the **Home** tab and highlight the text. Change the font size in the **Font** group.

### 2.3.3 Apply text formatting in a master slide: font types.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- To change the font of the presentation, click the **Fonts** drop-down button. The selected font is applied to every slide.

### 2.3.3 Apply text formatting in a master slide: font colour.

- On the **View** tab, in the **Presentation Views** group, click the **Slide Master** button.

- Under the **Slide Master** tab, select the **Colors** drop-down button.

- A list of available colour palettes appear, allowing for colour consistency throughout the presentation.

## 3 Text

### 3.1 Handling Text

#### 3.1.1 Recognise good practice in creating slide content.

- Use short concise phrases.
- Use bullet points.
- Use numbered lists.

#### 3.1.2 Enter text in a placeholder in normal view. Enter text in outline view.

- In **Normal** view, click into the text box on the slide in the **Slide** pane and enter the text.
- In **Outline** view, click next to the slide number and then click the placeholder required on the slide and enter the text.

#### 3.1.3 Edit text in a presentation.

- Select the text and edit as required.

#### 3.1.4 Copy text within a presentation, between open presentations.

- Select the text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

#### 3.1.4 Move text within a presentation, between open presentations.

- Select the text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

#### 3.1.5 Delete text.

- Select the text to delete.
- Press the **Delete** key.

#### 3.1.6 Use the undo, redo command.

- On the **Quick Access Toolbar**, click the **Undo** or **Redo** buttons.

#### 3.1.7 Apply indents on text, bulleted lists, numbered lists.

- Select the text to indent.

- On the **Home** tab, select the **Increase List Level** button. The indent is applied.

#### 3.1.7 Modify indents on text, bulleted lists, numbered lists.

- Select the indented text.

- On the **Home** tab, in the **Paragraph** group, click the **Paragraph** button.

- Modify the indentation using the **Before text:** and **Special:** options.

### 3.1.7 Remove indents on text, bulleted lists, numbered lists.

- On the **Home** tab, in the **Paragraph** group, click the **Decrease List Level** button. The indent is removed.

## 3.2 Formatting

### 3.2.1 Apply text formatting: font size.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font Size** arrow.
- Select a size from the list or enter a size into the **Size** box.

### 3.2.1 Apply text formatting: font types.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font arrow**.
- Select a font from the font list or enter a font name into the **Font** box.

### 3.2.2 Apply text formatting: bold, italic, underline, shadow.

- Select the text to format.
- To embolden the text, on the **Home** tab, in the **Font** group, click the **Bold** button.
- To italicise the text, on the **Home** tab, in the **Font** group, click the **Italic** button.
- To underline the text, on the **Home** tab, in the **Font** group, click the **Underline** button.
- To shadow the text, on the **Home** tab, in the **Font** group, click the **Text Shadow** button.

### 3.2.3 Apply font colour to text.

- Select the text to colour.
- On the **Home** tab, in the **Font** group, click the **Font Color** arrow.
- Click the colour required.

### 3.2.4 Apply case changes to text.

- Select the text to change case.
- On the **Home** tab, in the **Font** group, click the **Change Case** button.
- To capitalise the first letter of a sentence, click **Sentence case**.
- To make all letters lowercase, click **lowercase**.
- To capitalise all of the letters, click **UPPERCASE**.
- To capitalise the first letter of each word, click **Capitalize Each Word**.
- To shift between two case views, click **TOGGLE CASE**.

### 3.2.5 Align text: left, centre, right in a text frame.

- Select the text to align.
- On the **Home** tab, in the **Paragraph** group, click the **Align Left**, **Center**, or **Align Right** buttons.

### 3.2.6 Apply spacing above, below text, bulleted lists, numbered lists.

- Select the text or list to format.
- On the **Home** tab, in the **Paragraph** group, click the **Line Spacing** arrow and select **Line Spacing Options**.
- Set the spacing options.
- Click **OK**.

### 3.2.6 Apply line spacing within text, bulleted lists, numbered lists: single, 1.5 lines, double.

- Select the text or list to format.
- On the **Home** tab, in the **Paragraph** group, click the **Line Spacing** button and select the appropriate option.

### 3.2.7 Switch between the different standard bullet styles in a list.

- Select the bulleted list to change.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow.
- Select the desired bullet style.

### 3.2.7 Switch between the different standard number styles in a list.

- Select the numbered list to change.
- On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow.
- Select the desired numbering style.

### 3.2.8 Insert, edit a hyperlink.

- Select the text to anchor the hyperlink to.
- On the **Insert** tab, in the **Links** group, click the **Link** button.
- Select the **Browse for File** button.

- Go to the appropriate folder and select the appropriate document.

- Select **OK**. Select **OK** again.

### 3.2.8 Remove a hyperlink.

- Select the hyperlinked text.
- On the **Insert** tab, in the **Links** group, click the **Link** button.
- Select the **Remove Link** button.

## 3.3 Tables

### 3.3.1 Create a table.

- Select the **Insert Table** icon in the content place holder.
- Specify the number of columns and rows.
- Select **OK**.

### 3.3.1 Delete a table.

- Select the table to delete.
- Hit the **Delete** key on the keyboard.

### 3.3.2 Enter, edit text in a table.

- Select the cell to enter or edit text in.
- Enter or edit the text as required.

### 3.3.3 Select cells, rows, columns, entire table.

- Click any cell in the table.
- On the **Layout** tab, in the **Table** group, click the **Select** arrow.
- Click the **Select Row**, **Select Column** or **Select Table** button.

### 3.3.4 Insert rows.

- Select a row.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button.

### 3.3.4 Insert columns.

- Select a column.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Left** or **Insert Right** button.

### 3.3.4 Delete rows and columns.

- Select the row or column to delete.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button.
- Click the **Delete Rows** or **Delete Columns** button.

### 3.3.5 Modify column width.

- Select the column to modify.
- On the **Layout** tab, in the **Cell Size** group, enter the width required in the **Width:** field.

### 3.3.5 Modify row height.

- Select the row to modify.
- On the **Layout** tab, in the **Cell Size** group, enter the height required in the **Height:** box.

## 4 Charts

### 4.1 Using Charts

#### 4.1.1 Input data to create built-in charts in a presentation: column, bar, line, pie.

- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.
- Click a chart and click **OK**.
- Click into the individual cells in the spreadsheet that opens to enter data.
- Close the spreadsheet.

#### 4.1.2 Select a chart.

- Click the chart.

#### 4.1.3 Change the chart type.

- Select the chart.
- On the **Design** tab, in the **Type** group, click the **Change Chart Type** button.
- Click a chart type.
- Click **OK**.

#### 4.1.4 Add a chart title.

- Select the chart.
- On the **Design** tab, in the **Chart Layouts** group, click the **Add Chart Element** button.
- Select **Chart Title**, then click **Above Chart** or **Centered Overlay**.
- Enter the title in the text box that opens on the chart.

#### 4.1.4 Edit a chart title.

- Select the chart title and edit text as required.

#### 4.1.4 Remove a chart title.

- Select the chart title.
- Press the **Delete** key.

#### 4.1.5 Add data labels to a chart: values/numbers, percentages.

- Select the chart.
- On the **Design** tab, in the **Chart Layouts** group, click the **Add Chart Element** button.
- Select **Data Labels**, then click a label position, or **More Data Label Options**.

#### 4.1.6 Change the background colour of a chart.

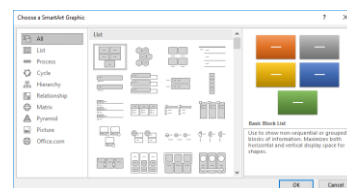
- Select the chart background.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
- Click a colour.

#### 4.1.7 Change the column, bar, line, pie slice colours in a chart.

- Select the column, bar, line or pie slice of the chart to change.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow.
- Click a colour.

## 4.2 Organisation Charts

#### 4.2.1 Create an organisation chart with a labelled hierarchy using a built-in organisation chart feature.



- On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.
- Click **Hierarchy**, then click the **Organization Chart** button.
- Click **OK**.

#### 4.2.2 Change the hierarchal structure of an organisation chart.

- Select the shape to change.
- On the **Design** tab, in the **Create Graphic** group, click the **Demote**, **Promote** or **Right to Left** button.

#### 4.2.3 Add co-workers, subordinates in an organisation chart.

- Select the shape to add the co-worker or subordinate to.
- On the **Design** tab, in the **Create Graphic** group, click the **Add Shape** button.
- Click **Add Shape Below** or **Add Shape After** as required.

#### 4.2.3 Remove co-workers, subordinates in an organisation chart.

- Click the outside of the co-worker or subordinate shape.
- Press the **Delete** key.

## 5 Graphical Objects

### 5.1 Insert, Manipulate

#### 5.1.1 Insert a graphical object (picture) into a slide.

- On the **Insert** tab, in the **Images** group, click the **Pictures** or **Photo Album** button.
- Navigate to the object to insert.
- Click **Open** or **Insert**.

#### 5.1.1 Insert a graphical object (drawn object) into a slide.

- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
- Click the shape to insert.
- Click the slide and the shape selected is inserted.

#### 5.1.2 Select graphical object(s).

- Click the picture, image, or drawn object.
- To select multiple objects, hold the **Ctrl** key while selecting.

#### 5.1.3 Copy graphical objects, charts within the presentation, between open presentations.

- Select the object or chart to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

#### 5.1.3 Move graphical objects, charts within the presentation, between open presentations.

- Select the object or chart to move.

- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the presentation or within another open presentation.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

#### 5.1.4 Resize a graphical object maintaining aspect ratio.

- Select the object to resize.
- On the **Picture Tools Format** tab, in the **Size** group, click the **Size and Position** button.
- In the **Format Picture** task pane, select **Lock aspect ratio**.
- Drag the object's sizing handles to the required size.

#### 5.1.4 Resize a graphical object not maintaining aspect ratio.

- Select the object to resize.
- On the **Picture Tools Format** tab, in the **Size** group, click the **Size and Position** button.
- In the **Format Picture** task pane, deselect **Lock aspect ratio**.
- Drag the object's sizing handles to the required size.

#### 5.1.4 Resize a chart.

- Select the chart to resize.
- Drag the chart's sizing handles to the required size.

#### 5.1.5 Delete a graphical object, chart.

- Select the chart or graphical object.
- Click the **Delete** key.

#### 5.1.6 Rotate, flip a graphical object.

- Select the object to rotate or flip.
- On the **Format** tab, in the **Arrange** group, click the **Rotate Objects** button.
- Click a rotate or flip option.

#### 5.1.7 Align graphical object(s) relative to a slide: left, centre, right, top, bottom.

- Select the object or chart to align.
- On the **Format** tab, in the **Arrange** group, click the **Align Objects** arrow.
- Click an alignment option.

#### 5.1.8 Align graphical objects relative to each other: left, centre, right, top, bottom.

- Select the objects to align.
- On the **Format** tab, in the **Arrange** group, click the **Align** arrow.
- Click an alignment option.

### 5.2 Drawing

#### 5.2.1 Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle.

- Select the location on the slide to insert object.
- On the **Insert** tab, in the **Illustrations** group, click the **Shapes** arrow.
- Click the object required.
- Click the slide and drag to adjust the size of the object.

#### 5.2.1 Add different types of drawn object to a slide: text box.

- On the **Insert** tab, in the **Text** group, click the **Text Box** button.
- Click the slide and drag to adjust the size of the text box.
- Text must be entered as soon as the text box is created or the text box disappears.

#### 5.2.2 Enter text into a text box, block arrow, rectangle, square, oval, circle.

- Click the shape and enter the text required.
- To add text to a text box, it must be entered as soon as the text box is created.

#### 5.2.3 Change drawn object background colour.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button.
- Click a colour.

#### 5.2.3 Change drawn object line colour.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Click a colour.

#### 5.2.3 Change drawn object line width.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Select **Weight** and click the line weight required.

#### 5.2.3 Change drawn object line style.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Select **Dashes** and click line style required.

#### 5.2.4 Change arrow start style, arrow finish style.

- Select the arrow.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Outline** button.
- Click **Arrows** and click **More Arrows**.
- Click the **Begin Arrow Type** button and click the style required.
- Click the **End Arrow Type** and click the style required.
- Click the 'x' icon on the top right of the pane.

#### 5.2.5 Apply a shadow to a drawn object.

- Select the object.
- On the **Format** tab, in the **Shape Styles** group, click the **Shape Effects** button.
- Click **Shadow** and click the shadow required.

#### 5.2.6 Group, ungroup drawn objects in a slide.

- Select all the objects.
- On the **Format** tab, in the **Arrange** group, click the **Group** button.
- Click **Group** or **Ungroup** as required.

#### 5.2.7 Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.

- Select the object.
- On the **Format** tab, in the **Arrange** group, click the **Bring Forward** or **Send Backward** button.

## 6 Prepare Outputs

### 6.1 Preparation

#### 6.1.1 Add built-in transition effects between slides.

- On the **Transitions** tab, in the **Transition to this Slide** group, click the **More** arrow at the bottom right of the transition effects.
- Click the effect required.
- On the **Transitions** tab, in the **Timing** group check the **On Mouse Click** or **After** checkbox and enter a time if required.
- On the **Transitions** tab, in the **Timing** group, click any sound required in the **Sound** box and enter any timing required in the **Duration** box.
- Click the **Apply to All** button.

#### 6.1.1 Remove built-in transition effects between slides.

- On the **Transitions** tab, in the **Transition to this Slide** group, click the **More** arrow at the bottom right of the transition effects.
- Click **None**.
- Click the **Apply to All** button.

#### 6.1.2 Add, remove preset animation effects for different slide elements.

- Select the slide element to animate.
- On the **Animations** tab, in the **Animation** group, click the **More** arrow at the bottom right of the animation effects.
- To add animation, click an animation effect.
- To remove animation, click **None**.

#### 6.1.3 Add presenter notes to slides.

- Click the notes pane at the bottom of Normal view (Click to add notes should currently be visible).
- Enter the text required.

#### 6.1.4 Hide, show slide(s).

- Select the slide to hide or show.
- On the **Slide Show** tab, in the **Set Up** group, click the **Hide Slide** button.
- Click the **Hide Slide** button again to unhide the slide.

#### 6.1.5 Enter text into footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Select the **Footer** checkbox and insert text into the footer text box.
- Click **Apply** or **Apply to All**.

#### 6.1.6 Apply automatic slide numbering to the footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Slide number** checkbox.
- Click **Apply** or **Apply to All**.

#### 6.1.6 Apply automatically updated date to the footer of specific slide(s), all slides in a presentation.

- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Date and time** checkbox and then click **Update automatically**.
- Click **Apply** or **Apply to All**.

#### 6.1.6 Apply fixed date to the footer of specific slide(s), all slides in a presentation.

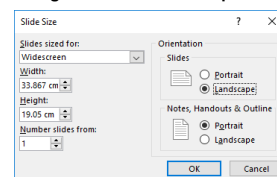
- On the **Insert** tab, in the **Text** group, select the **Header & Footer** button.
- Check the **Date and time** checkbox.
- Click **Fixed** and enter the appropriate date.
- Click **Apply** or **Apply to All**.

### 6.2 Check and Deliver

#### 6.2.1 Spell check a presentation and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words.

- On the **Review** tab, in the **Proofing** group, click the **Spelling** button.
- When an incorrect spelling is found, select the correct spelling from the list and click **Change**.
- To ignore detected words, click **Ignore** or **Ignore All** if it appears throughout a presentation.
- When a repeated word is found, click **Delete**.

#### 6.2.2 Change slide orientation to portrait, landscape.



- On the **Design** tab, in the **Customize** group, click the **Slide Size** button.
- Click **Custom Slide Size**.

- Under **Orientation**, in the **Slides** section, check the **Portrait** or **Landscape** checkbox.

#### 6.2.2 Select appropriate output format for slide presentation like: paper, on-screen show.

- On the **Design** tab, in the **Customize** group, click the **Slide Size** button.
- Click **Custom Slide Size**.
- Select the desired **Slides sized for** option.
- Select the desired **Orientation** option.
- In the **Microsoft PowerPoint** dialog box, choose the **Maximize** or **Ensure Fit** option.
- Click **OK**.

#### 6.2.3 Print a presentation using output options like: entire presentation, specific slide(s).

- On the **File** tab, click **Print**.
- To print the entire presentation, under **Settings**, click **Print All Slides**.
- To print specific slides, under **Settings**, enter the slide numbers required in the **Slides** box.
- Click **Print**.

#### 6.2.3 Print a presentation using output options like: handouts, notes pages, outline view of slides.

- On the **File** tab, click **Print**.
- Under **Settings**, click **Full Page Slides**.
- Click format required from **Handouts** or click **Notes Pages** or **Outline**.
- Click **Print**.

#### 6.2.3 Print a presentation using output options like: number of copies of a presentation.

- On the **File** tab, click **Print**.
- In the **Copies** box, click or enter the number of copies to print.
- Click **Print**.

#### 6.2.4 Start a slide show from first slide, from current slide.

- On the **Slide Show** tab, in **Start Slide Show** group, click the **From Beginning** or **From Current Slide** buttons.

#### 6.2.4 End a slide show.

- Press the **ESC** button on the keyboard to exit a slide show.

#### 6.2.5 Navigate to next slide, previous slide, specified slide during a slide show.

- During the slide show, right-click and click **Next**, **Previous**, or **See All Slides**, and click on the slide required in the slide sorter view that opens.

For more information, visit: [www.ecdl.org](http://www.ecdl.org)