

Additional PowerPoint features

Lesson objectives

Suggested teaching time

30-40 minutes

To become familiar with PowerPoint toolbar and menu options, you will:

- a** Move and customize PowerPoint toolbars by using the mouse and the toolbar shortcut menu.
- b** Customize the PowerPoint environment by using the Options dialog box.
- c** Automate slide production by using the Clipboard and the Summary Slide feature.
- d** Check consistency in a presentation by using AutoCorrect and the Style Checker.

a Customizing PowerPoint toolbars

Concepts >

When you start PowerPoint, the Standard, Formatting, and Drawing toolbars are displayed by default in the standard, three-pane view. The toolbars that are available depend on the view that is displayed. For example, in Slide Sorter view, the Slide Sorter toolbar is displayed by default and the Formatting and Drawing toolbars are not available.

You can add or remove toolbars by selecting them from the toolbar shortcut menu or from the Customize dialog box. The Options page in the Customize dialog box also contains options to display large icons or to turn off the display of ScreenTips.

Task A-1: Viewing toolbar options and removing toolbars

ü Before you begin: There are no presentations open.

<i>What you do</i>	<i>Comments/Prompts</i>
1. Open Results Presentation	
2. Display the toolbar shortcut menu	(Right-click on any toolbar.)
3. Observe the toolbars that are checked	The Standard, Formatting, and Drawing toolbars are checked. (The Outlining toolbar might also be checked.)
4. Uncheck Formatting	To remove the Formatting toolbar.
5. If necessary, display the toolbar shortcut menu and uncheck Outlining	

Practice Task

Display the Formatting toolbar.

Moving the toolbars

Concepts >

You can customize your screen by moving toolbars to different locations. To move a toolbar, place the mouse pointer between buttons on the toolbar (or on a separator), and drag the toolbar to a new location. As you drag, an outline of the toolbar is displayed. You can make a toolbar float by dragging it into the slide area. When a toolbar is a floating toolbar, you can move it around on the screen by dragging its title bar. To anchor the toolbar to its original location, double-click on a blank area of the toolbar.

Task A-2: Moving the toolbars

ü Before you begin: Complete the Practice Task at the end of Task A-1.

Dragging toolbars is difficult for some students with limited mousing skills. You may want to demonstrate this task.

What you do

1. Place the mouse pointer on the separator between the Standard and the Formatting toolbars

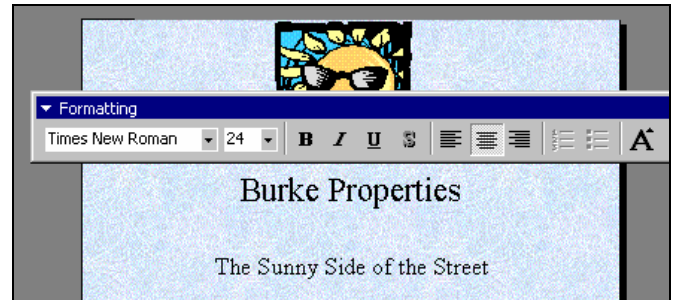
Comments/Prompts



The mouse pointer changes to a four-way arrow.

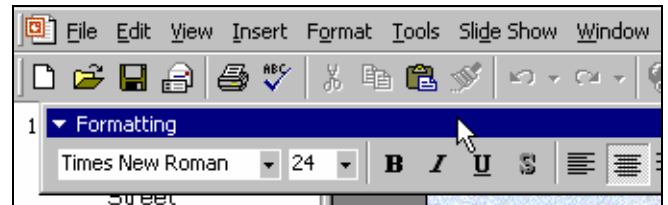
2. Press and hold the left mouse button

Drag the Formatting toolbar to the center of the screen



(Drag by the title bar.) The toolbar is floating. You can move the toolbar anywhere on the screen.

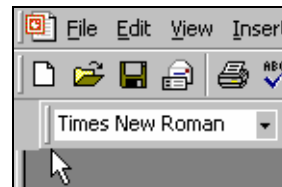
3. Drag the Formatting toolbar under the Standard toolbar



Explain to students that if they do not like having both the Standard and Formatting toolbars on one line, they can drag one toolbar under the other.

Practice Task

Return the Formatting toolbar to its original position, to the right of the Standard toolbar.



(Drag by the separator located at the beginning of the toolbar.)

Customizing toolbars

Concepts >

You might find that some of the toolbars contain buttons that you seldom use. You can customize any of the toolbars by removing buttons that you do not use and adding buttons that you consistently use.

To add or remove buttons:

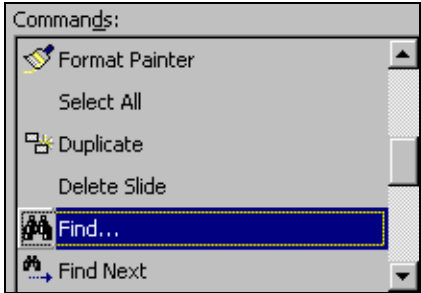
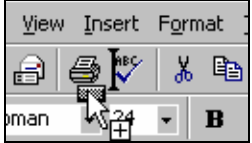
1. Display the toolbar shortcut menu.
2. Choose Customize.
3. To remove a button, drag it off the toolbar.
4. To add a button, on the Commands page, select a command from the Categories list. Select the button you want to add, and drag it to the toolbar to which you want to add it.
5. Click on Close.

To reset the toolbar to the default, in the Customize dialog box, verify that the Toolbars tab is selected, and click on Reset.

Task A-3: Adding and removing buttons

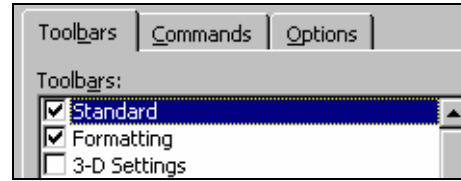
Q Objective: To add the Find button to the Standard toolbar.

ü Before you begin: Complete the Practice Task at the end of Task A-2.

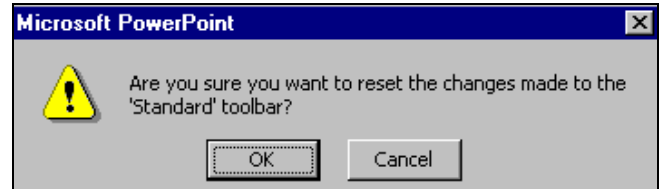
<i>What you do</i>	<i>Comments/Prompts</i>
1. Display the toolbar shortcut menu	Right-click on any toolbar.
2. Choose <i>_Customize..._</i> If necessary, drag the Customize dialog box down	To display the Customize dialog box. So the toolbars are visible. The Standard and Formatting toolbars are now on separate lines.
3. Select the Commands tab In the Categories list box, select Edit	To display the Edit options in the Commands list box.
4. In the Commands list box, select the Find button	 <p>(You will need to scroll down.)</p>
5. Drag the Find button to the Standard toolbar and place it between the Print button and the Spell Check button Release the mouse button	 <p>To add the Find button to the Standard toolbar. PowerPoint adjusts the size of the buttons to fit on the toolbar.</p>

6. On the Customize dialog box, select the Toolbars tab

Verify that Standard is checked



Click on Reset...



Click on OK

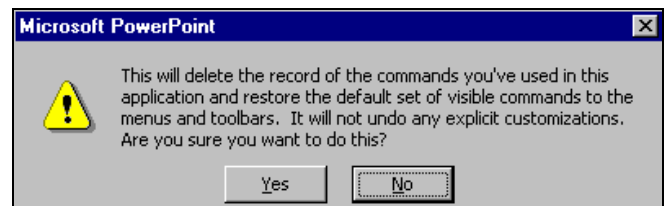
To return the Standard toolbar to its default state.

Personalized menus and toolbars

Concepts >

If you are more comfortable with the way menus and toolbars are handled from earlier versions of Microsoft Office, you can revert back by making a few changes on the Options page of the Customize dialog box. For example, you can have the Standard and Formatting toolbars on two separate rows. You can also have the menu choices remain unchanged rather than cycling to the most recently used commands.

Task A-4: Additional toolbar options

<i>What you do</i>	<i>Comments/Prompts</i>
<p>1. Verify that the Customize dialog box is displayed</p> <p>2. Select the Options tab</p> <p>Under Personalized Menus And Toolbars, uncheck Standard And Formatting Toolbars Share One Row</p>	<p>(If not, display the toolbar shortcut menu and choose Customize.)</p>
<p>3. Click on the Reset My Usage Data button</p>	

Click on Yes

The Standard and Formatting toolbars are contained on separate rows.

4. **Under Other, uncheck List Font Names In Their Font**
5. **Click on Close** **To close the Customize dialog box.**
6. **On the Formatting toolbar, click on the Font drop-down arrow** **The installed font names are displayed in their fonts.**

Practice Task

Return the toolbar and menu options back to their defaults.

b Other customization options

Concepts >

You can further customize PowerPoint by using the Tools, Options menu choice, which displays the Options dialog box. The Options dialog box is composed of the following six pages:

- The *View page* enables you to choose whether or not to view the status bar and vertical ruler. You can also control the Startup dialog box and the New Slide dialog box, as well as slide show features.
- The *General page* enables you to control the number of recently used files, macro virus protection, and user information.
- The *Edit page* enables you to control the appearance of quotation marks, spacing when deleting and pasting text, the maximum number of undos, and the drag-and-drop feature.
- The *Print page* enables you to control background printing, TrueType fonts, and options for printing the current document.
- The *Save page* enables you to control fast saves, full text search information, AutoRecover information, and the Save File As Type default.
- The *Spelling And Style page* enables you to control features for checking the spelling as you type, when to suggest correct spellings, and ignore options.

Task B-1: Examining View options

ü Before you begin: The file Results Presentation is open.

<i>What you do</i>	<i>Comments/Prompts</i>
1. Choose _Tools_ _Options..._	To display the Options dialog box.
2. Verify that the View tab is selected	
Observe the options	If Startup Dialog is not checked, then that dialog box will not be displayed upon startup. If New Slide Dialog is not checked, you will automatically begin each new presentation with a title slide. You can also control some aspects of the slide show environment from this page.
3. Uncheck Status Bar	To hide the display of the status bar.
Uncheck End With Black Slide	To uncheck the option that signals the end of a slide show by displaying a black slide.
Click on OK	
4. Observe the bottom of the screen	The status bar is not displayed.
5. Move to the last slide in the presentation	

6. Click on the Slide Show button



To display this presentation as a slide show.

7. Click the left mouse button on the blue background

To exit the slide show and return to the slide.

Practice Task

Use the Options dialog box to display the status bar and end slide shows with a black slide.

Task B-2: Examining Edit options

What you do

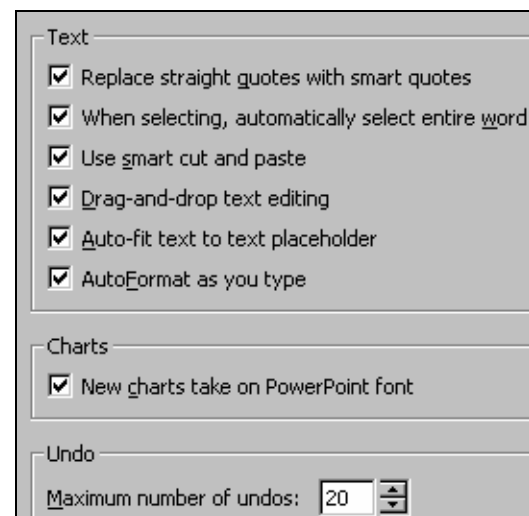
Comments/Prompts

1. Choose **_Tools_ _Options..._**

To display the Options dialog box.

Select the Edit tab

2. Observe the options



Among other options, you can choose to insert Smart Quotes, rather than the standard quotation marks. You can have extra spaces automatically removed when you delete text and necessary spaces added when you paste text. You can also enable the drag-and-drop feature to move and copy text.

3. Close the Options dialog box

c Automating slide production

what's new

The following new software feature is discussed in this topic:

- Collect and paste with the Office Clipboard

Concepts >

If your slide show contains repetitive information, there are a number of ways to duplicate that information without re-creating slides. One way is by copying and pasting information to and from the Clipboard. Another way is by creating a summary slide. By creating a summary slide, you eliminate the need to retype the content of your presentation.

Copying multiple items

All Office applications make use of a standard HTML-based Clipboard, which enables Office applications to share information easily. For example, you can copy text in Word, switch to Excel and copy a drawing, switch to PowerPoint and copy a bulleted list, and then switch back to Word and paste the collection of copied items. The Clipboard can store up to twelve items. If you try to copy another item when the Clipboard already contains twelve, a message prompts you to remove the first item, or not copy the thirteenth item. The collected items remain in the Clipboard until you exit all Office programs.

Pasting multiple items

When placing multiple objects on the Clipboard, the Clipboard toolbar is displayed. The Clipboard toolbar enables you to easily locate and paste objects into a slide. You can click on the Paste All button on the Clipboard toolbar to paste all of the items contained on the Clipboard. You can also paste individual items by clicking on one of the Picture buttons. If you choose Edit, Paste (or Ctrl + V), the last item you copied is pasted.

Task C-1: Duplicating slide content

Q Objective: To use the Clipboard to copy several slides to paste into another presentation.

Ü Before you begin: The file Results Presentation is open.

<i>What you do</i>	<i>Comments/Prompts</i>
1. Move to Slide 2	The slide containing the cloud clip art.
Choose <i>_Edit_ _Select_All_</i>	To select all of the objects on the slide.
2. Display the toolbar shortcut menu and choose <i>_Clipboard_</i>	To show the Clipboard toolbar.
3. Choose <i>_Edit_ _Copy_</i>	To copy the contents of Slide 2 to the Clipboard.
4. Move to Slide 3	
Choose <i>_Edit_ _Select_All_</i>	To select the entire slide. The Picture toolbar is displayed.
5. If necessary, close the Picture toolbar	(Click on the Close button.)
6. Choose <i>_Edit_ _Copy_</i>	To copy the contents of Slide 3 to the Clipboard.

7. **Open New Service Presentation**

Follow your instructor's directions to locate the Student folder.

Move to Slide 4

The last slide in the presentation.

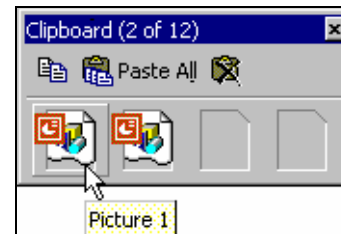
Insert a new slide

(Click on the New Slide button.)

Select the Blank AutoLayout

Students might notice that there is a color shift after they paste slide contents from one presentation to another. If this happens, they can recolor the graphic objects.

8. **On the Clipboard toolbar, click on the Picture 1 button**

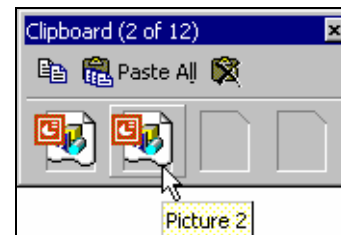


The objects from Slide 2 of Results Presentation are copied to Slide 5 of New Service Presentation.

9. **Insert a new blank slide**

(Click on the New Slide button and select the Blank AutoLayout.)

10. **On the Clipboard toolbar, click on the Picture 2 button**



The objects from Slide 3 of Results Presentation are copied to Slide 6 of New Service Presentation.

11. **Move to Slide 1**

View the entire slide show

(Click on the Slide Show button.)

Students can click on the Close button located on the toolbar or the Close button on the title bar.

12. **Close the file Results Presentation**

(Right-click on the Results Presentation taskbar button and choose Close.)

If prompted, do not save changes

The file New Service Presentation remains open.

Save the file as My New Service Presentation

Adding a summary slide

Concepts >

If you need to create a summary of a presentation that lists each slide title, either for an overview at the start of a presentation or a review at the end of a presentation, PowerPoint enables you to create a *summary slide*. A summary slide is created in the Slide Sorter view. The summary slide lists the titles of selected slides on a single slide as bullets.

To create a summary slide:

1. Switch to Slide Sorter view.
2. Select the slide that you want to include in the summary.
3. Click on the Summary Slide button located on the Slide Sorter toolbar.

Task C-2: Creating a summary slide

- Objective: To select only the slides that contain a title to be included in the summary slide.
- ü Before you begin: The file My New Service Presentation is open.

What you do

Comments/Prompts

1. Change to Slide Sorter view



2. Move Slide 5 in front of Slide 1

(Click on Slide 5 and drag it to the left of Slide 1.)

Move Slide 6 between Slides 1 and 2

(Click on Slide 6 and drag it between Slides 1 and 2.) To move these slides away from the slides that will be included in the summary slide.

3. Select Slide 3

4. While holding the S key, select Slide 6

To select Slides 3 through 6 (the slides that contain a title).

5. Click on the Summary Slide button



To create a summary slide and insert it as the first slide before the selected slide.

& Let's move all the slides that will appear in the summary slide (the slides that contain a title) next to each

6. Change to Normal view

Observe the summary slide



The summary slide contains each slide title as a bullet. In addition, the summary slide contains a bullet for the summary slide.

7. Save and close the presentation

d Using AutoCorrect and Style Checker

Concepts >

The *AutoCorrect feature* automatically corrects common typing errors as you work. The *Style Checker* automatically checks consistency across your slides, such as verifying the case of bulleted text.

Using AutoCorrect

The AutoCorrect feature automatically corrects words beginning with two capital letters, the uncapitalized first letter of a sentence, uncapitalized names of the days of the week, and accidental use of the Caps Lock key. AutoCorrect contains a large list of commonly misspelled words (such as “teh”), which are automatically corrected as soon as you press the spacebar or type punctuation. If there is a word that you consistently mistype or would like to abbreviate, you can add the word to AutoCorrect.

To add an AutoCorrect entry:

1. Choose Tools, AutoCorrect.
2. In the Replace text box, type the word as you would normally misspell it.
3. In the With text box, type the word as you want it to appear in your presentations.
4. Click on Add.

Task D-1: Using the AutoCorrect feature

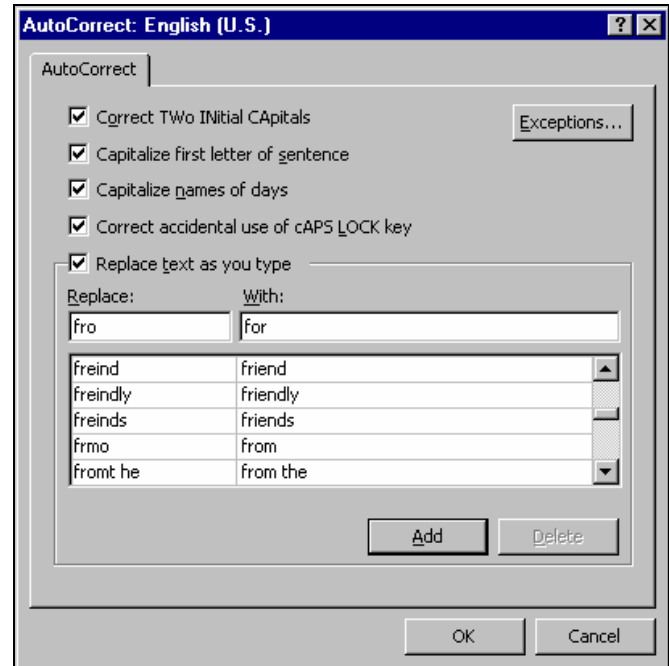
ü Before you begin: There are no presentations open.

<i>What you do</i>	<i>Comments/Prompts</i>
1. Open Style Presentation	
Choose <u>T</u> ools_ <u>A</u> utoCorrect..._	To display the AutoCorrect dialog box.
2. Observe the checked options in the dialog box	The AutoCorrect feature automatically corrects a word if it starts with two capital letters. Days are automatically capitalized.
3. Observe the copyright symbol	If you type the letter “c” in parentheses, the AutoCorrect feature recognizes that it is meant to be the copyright symbol and replaces it.

- In the Replace text box, type fro

In the With text box, type for

Click on Add



Click on OK

- Move to Slide 6
- Click on the bulleted text placeholder

The text "Relocation" is intentionally typed incorrectly.

Type RElocation

Press S

Type assistance

Press R

- Type No fee fro inspections

Press R

- Type Movers called MoveWise (tm)

- Click away from the bulleted text

Make sure students watch the word "fro" change to "for."

The red line under MoveWise indicates that the spelling checker does not recognize this word.

To create the "fro" AutoCorrect entry.

(Burke Properties Presents.)

The AutoCorrect feature automatically changes the uppercase E to a lowercase letter when you press the spacebar.

To create a new bullet.

When you press the spacebar after the word "fro," the AutoCorrect features changes the word to "for."

The AutoCorrect feature replaces the letters "tm" in parentheses with a trademark symbol.

Deleting AutoCorrect entries

Concepts >

If there is an AutoCorrect entry that you entered incorrectly or one that you no longer need, you can delete it.

To delete an AutoCorrect entry:

1. Choose Tools, AutoCorrect.
2. In the list box, select the entry you want to remove.
3. Click on Delete.

Task D-2: Deleting an AutoCorrect entry

What you do

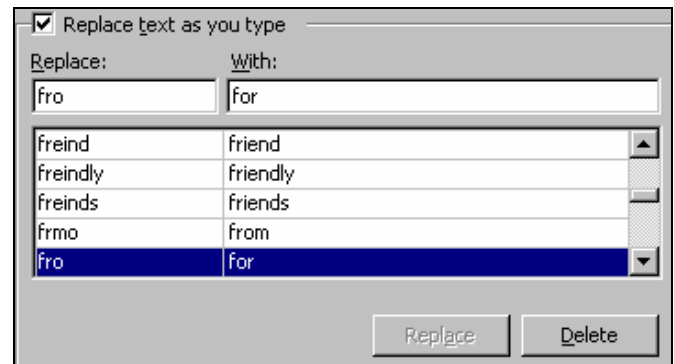
Comments/Prompts

1. Choose **_Tools_**
AutoCorrect...
2. If necessary, click in the **Replace text box**

To display the AutoCorrect dialog box.

To activate the text box.

Type fro



To scroll to and select the word “fro.”

3. Click on Delete
4. Click on OK

To delete the entry from the list box.

To close the dialog box and return to the slide.

Using the Style Checker

Concepts >

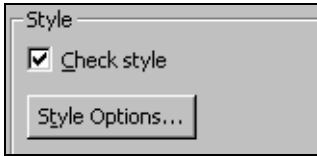
Many aspects of a presentation need to be checked before it is formally presented. For example, you should check spelling and punctuation. You should also check for visual clarity, such as the number of different fonts and bullets used in the presentation.

The Style Checker can perform these tasks for you automatically and you can change the style options that PowerPoint checks for.

To change the Style Checker options:

1. Choose Tools, Options.
2. Select the Spelling And Style tab.
3. Under Style, click on Style Options to display the Style Options dialog box.
4. Make any necessary changes on the Case And End Punctuation page or the Visual Clarity page.
5. Click on OK to close the Style Options dialog box.
6. Click on OK to close the Options dialog box.

Task D-3: Observing Style Checker options

<i>What you do</i>	<i>Comments/Prompts</i>
1. Choose _Tools_ _Options..._	To display the Options dialog box.
2. If necessary, select the Spelling And Style tab Under Style, click on Style Options...	 To display the Style Options dialog box.
3. Observe the options on the Case And End Punctuation page	You can set the case for slide titles and body text. You can also choose to remove, add, or ignore end punctuation in slide titles and body text.
4. Observe the options on the Visual Clarity page	By default, these options follow accepted presentation guidelines. For example, the number of fonts should not exceed 3, and the number of bullets should not exceed 6.
5. Click on OK Click on OK	To close the Style Options dialog box. To close the Options dialog box and return to the slide.

Checking a presentation*Concepts >*

PowerPoint automatically checks your presentation for consistency and style and indicates problems on the slide by using a light bulb icon. You can fix the problem or ignore the light bulb. To fix the problem, click on the light bulb, and then click on the option you want in the list.

Task D-4: Using the Style Checker

ü Before you begin: Slide 5 is in Normal view.

What you do

Comments/Prompts

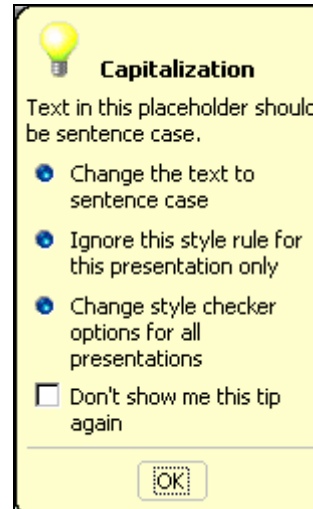
Students may not have a light bulb. If they don't, have them open the Office Assistant and have them type Capitalization in the What Would You Like To Do text box.

1. **Point to the light bulb in front of the bulleted text on Slide 5**

Click the mouse button

To display the Office Assistant with the title Capitalization.

2. **Review the capitalization options**



The text in this placeholder should be sentence case.

Click on Change The Text To Sentence Case

Any incorrect capitalization is corrected.

3. **Move to Slide 7**

Click on the light bulb

Click on Ignore This Style Rule For This Presentation Only

4. **Save the file as My Style Presentation**

Close the presentation

(Practice Unit for Lesson 4

In this activity, you will copy slide content and create a summary slide.

1. Open Practice Summary.
2. Copy the 1-800-WHY-RENT clip art to the title slide.
3. Create a summary slide for the entire presentation.
4. Move to the beginning of the presentation.
5. Run the Style Checker on this presentation and make any necessary changes.
6. Save the file as My Practice Summary
7. Close the file.

) Wrap-up for Lesson 4

- a Describe the steps for moving a toolbar.

Place the mouse pointer on a separator or between any two buttons on a toolbar, and drag the toolbar to a new location.

- b What tab in the Options dialog box enables you to change slide show features?

View.

- c How many items can the Clipboard hold at one time?

Twelve.

Describe the method of automating slide production through the use of a summary slide.

A summary slide consists of the titles from the selected slides. The titles are used as bullets on a summary slide.

- d What menu bar command operates both AutoCorrect and Style Checker?

Tools.

